



STUDENT HANDBOOK

2006 - 2007

STATEMENT OF PURPOSE

The primary purpose of St. Paul's Lutheran School is to teach and encourage the children and parents of our school to praise, honor, serve, and trust God through the teaching of His word for this life and for life hereafter.

It is also the purpose of our school to make disciples of all those entrusted to our care through the faithful teaching of God's word, thereby nurturing faith which will show itself in fruits of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control). Gal. 5:22

It is also our purpose to teach the families of our school to share the "Good News" with all whom they come in contact through Word and example; and to demonstrate to God and their fellow man, Christian stewardship of time, money, and ability.

And finally, it is our purpose to teach, from the Scriptural viewpoint, the school subjects which best help to achieve the school's purpose and objectives.

PHILOSOPHY AND OBJECTIVES

St. Paul's Lutheran School is a Christian school maintained and operated by St. Paul's Lutheran Church, Wisconsin Evangelical Lutheran Synod (WELS). It exists for the purpose of giving the children in its care a thorough Christ-centered education. This rests on the fundamental truth that "The fear of the Lord is the beginning of wisdom."

If our lives are to focus on Jesus, if all that we do is to glorify and serve our Lord, if we want to prepare our children to live such lives, then St. Paul's School must help to accomplish the purpose of helping our children fear the Lord. This is done as St. Paul's Lutheran School strives to achieve the following objectives:

1. To provide diligent instruction in God's Word.
2. To help the students evaluate all aspects of their lives on the basis of God's Word.
3. To encourage and train students to become interested and intelligent Bible readers.
4. To teach the students to communicate effectively.
5. To teach the school subjects which best help to achieve the school's purpose and objectives.
6. To teach all subjects from the Scriptural viewpoint.
7. To provide students with a Christian school community in which God's word rules supreme.
8. To give students an opportunity to live their faith in daily Christian fellowship.
9. To support Christian parenthood and home life which are the basis for human society.
10. To teach the students to use their time, talents, and treasures to glorify God in a life of faithful service.
11. To teach and encourage children to be faithful witnesses for Christ.
12. To encourage students to live as obedient citizens of their country.
13. To strengthen the congregation and the church-at-large through the training of their future members.

TO ALL PARENTS

Upon enrolling your child in St. Paul's Lutheran School, you indicate that you subscribe to the policies stated in this handbook. If there are any questions regarding any of the school's policies as stated or not stated herein, you are encouraged to bring your questions to the principal or any member of the faculty.

Our earnest desire is that this handbook will set forth the policies of our school clearly and will thus lead to an even greater mutual understanding and cooperation between parents and teachers as we work together to give the children a sound, well-rounded Christian education.

ATHLETICS

St. Paul's offers Interscholastic basketball, cheerleading, soccer, track and volleyball. Additional information can be found in the school's Athletic Handbook. A wide range of intramural sports is also available.

ATTENDANCE – ABSENCE – TARDINESS

By law, all children are required to attend school every day that school is in session. Regular attendance is important to the progress of the child and the maintenance of school standards.

Please report to the school why your child is absent from school. We must have this information for the weekly report to the health department. You may call the school and give the information to the secretary, or you may send a note when your child returns to school. We ask that this be done for all absences.

Tardiness disrupts the learning atmosphere of the classroom and should be avoided if at all possible. Students not in their classroom at 8:15 A.M. are tardy. They are to report immediately to the school office to give a reason for their late arrival. The principal will decide whether the tardiness is excused or unexcused. Persistent tardiness will first be addressed by letters from the office and the principal and, if necessary, by a phone call from the Board of Education. Students arriving after 8:30 A.M., as well as students who leave for a portion of the day, are marked one-half day absent. These students should also come to the school office immediately on their arrival.

AWARDS

Letters will be awarded to all students who are eligible in the following manner:

Athletics - everything pertaining to sports is noted in the Athletic Handbook.

Chorus – a letter is awarded after one successful year.

Band – same as chorus.

BROUGHT LUNCHES

Children are not required to be involved in the Hot Lunch Program. Those who desire to bring their own lunches may do so. They will eat at the same time and in the multi-purpose room with those children participating in the Hot Lunch Program.

CHURCH ATTENDANCE

Many of the objectives listed at the beginning of the handbook are ways that St. Paul's School seeks to assist you Christian parents in your God-given duties of bringing up your children in Christ. This is an awesome task with eternal consequences. We look in the mirror of God's Law and see our human frailties and weaknesses and realize that we cannot successfully help and guide our children by ourselves. Both we and our children need God's wisdom and strength as revealed to us in His Word. For this reason, regular and consistent contact with God's Word at Sunday church services is vital to all Christian families. The faculty will do all it can to encourage regular church attendance. In addition to this, the students will have daily classroom devotions and a monthly joint chapel service in the gymnasium on the first Tuesday of the month.

CONCERNS AND COMPLAINTS

Concerns and/or complaints from parents shall be dealt with outside the regular school hours. In all cases where complaints are being made, Christians should follow the course laid out in Scripture (Matt. 18:15). Any questions or complaints should be directed first of all to the person or teacher involved. In extreme cases, or if, in the opinion of the complainant, no satisfaction has been obtained after proceeding as above, the matter should then be taken to the principal. Then, if necessary, it can be taken to the pastor and finally to the Board of Education. Our Christian love for one another will compel us not to make our differences a matter of public gossip but rather something all parties will approach humbly and prayerfully asking for God's wisdom.

CONDUCT

The education imparted in our St. Paul's School is Christ-centered. Therefore, all rules and regulations must of necessity be drawn from the same source, God's Word. In the school, teachers take the place of parents to whom God says, "bring them up in the nurture and admonition of the Lord."

Children must learn the difference between work and play. Obedience, attentiveness, quietness are very important in all classrooms. Children must learn to be respectful of the rights and privileges of their fellow students. They should learn to respect and protect the property of others and of the school. Above all they must learn to honor and respect those whom the Lord has placed in authority over them.

DAMAGES

Students are expected to keep their books, desks, lockers, classrooms, and playground clean and in good order. Children (parents) will be asked to reimburse the school for loss as well as for any careless or willful damage to books. Pupils will also be held responsible for school furniture, equipment, or school property which is carelessly or deliberately defaced, damaged, or marred. A significant amount of time is wasted cleaning chewing gum off school furniture and carpeting. To avoid this, there will be NO gum chewing allowed during school hours.

DISCIPLINE

The Christian is well aware of the undeserved love which his Lord has shown to him. This alone can and will move him to show love, kindness, and consideration toward everyone with whom he is in contact. A long list of rules is not necessary, for our Lord says "Whether you eat or drink or whatever you do, do it all for the glory of God." This is the guide for all Christians.

Students of St. Paul's will be expected to conduct themselves as Christian young people at all times, whether they are in school, on the playground, at a school activity, or the like.

In the absence of respect or obedience, reasonable correction will be meted out to the child. Pertinent examples from Scripture will be used when admonishing a child. Under very rare circumstances it may be deemed necessary to use corporal punishment. Generally, parents will be called and asked to administer it.

Discipline will be administered first by the individual teacher. If further discipline is needed, the matter will be taken to the principal. Pastoral input may be sought. It is the responsibility of the principal to review with the Board of Education any suspensions and potential expulsions. The Board of Education determines the expulsion of a student. The grounds for suspension or expulsion of a student are:

- Continued willful disobedience or open persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Behavior which is harmful to the physical or spiritual welfare of other pupils.

The reason and circumstances surrounding any suspension or expulsion will be documented in a letter to the parents in a timely manner. Prior to readmission following a suspension of a student, the parents, teacher, and the principal will have a meeting to discuss the situation. It is our prayer that all discipline problems will be settled at the earliest stages.

ELIGIBILITY GUIDELINES

The following guidelines will be used to determine a student's eligibility for sports and cheerleading:

1. A student may not have a "D" in religion.
2. A student may not have a "D" in behavior.
3. A letter grade for effort will be given. The average of the effort grade and the academic grade for each subject will determine eligibility.
4. If (3.) above results in more than one "D", the student is ineligible.
5. Grades in non-academic subjects will also be used to determine eligibility. A student may not have a "U" in any of these.
6. If the teacher or coach feels a student's attitude needs evaluation, the matter will be reviewed by the entire faculty. An "unfavorable" attitude will result in ineligibility.
7. For the purpose of determining eligibility, "report cards" will be given mid-way between each quarter in grades 3 – 8.
8. A student who is ineligible will be permitted to practice at the discretion of the coach after consultation with the teacher.
9. Parents are urged to contact the teacher at any time if there is a concern about a student's eligibility.
10. If a student misses all or a large part of the day due to illness or for non-emergency ("planned") reasons, that student is not eligible to participate in school functions (athletics, chorus, etc.) any time that day unless there are extraordinary circumstances (funeral, etc.).

FINE ARTS FAIR

The Saginaw Area WELS Fine Arts Fair is held at Michigan Lutheran Seminary and allows students in grades 3 – 8 to demonstrate the talents God has given them in several areas of competition. For a small fee, students in Grades 3 – 8 may enter the art and forensics competition. Students in grades 5 – 8 may also compete in the areas of science, music, math, and spelling. Teachers will supply interested students with the needed entry material and suggestions if asked; however the main responsibility for the completed entry form and project lies with the student under the guidance of a parent.

GOALS OF OUR PHYSICAL EDUCATION AND SPORTS PROGRAMS

The Word of God is also the Word of Life and a Christian philosophy of life should govern and pervade every aspect and dimension of our congregational programs which certainly includes the inter-athletic activities of our congregation. We should strive to meet, not in theory, but in practice the following goals:

Spiritual

- A. To teach our athletes that talents and skills are God-given.
- B. That all of life is worship and conduct and athletic participation should be God pleasing.
- C. To nurture a mutual Christian respect for personal and public property.
- D. To develop a mutual respect for personal and public property.
- E. To provide Christian discipline when there is a violation of Christian conduct and philosophy whether it involves athletes, students, fans or coaches.

Social-Emotional

- A. To develop character traits such as: self-discipline, self-esteem, responsibility, leadership, team-work and self control under pressure, defeat, and failure, as well as proper acceptance of success and victory.
- B. To provide the principles of sportsmanship, fair play, and team support.
- C. To encourage participation under the competitive principle whenever possible.
- D. To stimulate and encourage school spirit, pride, and enjoyment of the sport, but to also foster mutual respect for the pride and spirit of others.
- E. To teach a beneficial use of leisure time with a Christian atmosphere and having fun.

Physical

- A. To develop to a greater degree the fundamental skills and a knowledge of rules.
- B. To help prepare our students for participation in advanced levels of school athletics such as high school and college.
- C. To provide to the best of our ability the training, safety, and protection of our athletic participants.
- D. To provide quality participation time in practice as well as in games.
- E. Fifth grade participation in sports will be determined by the number of players in grades 6, 7 and 8. The reason being, coaches can not adequately teach skills to such large numbers. Also the limited space in the gym is a safety factor when dealing with a large group. Goals of the sports program for fifth graders are met in a Saturday basketball league, providing there are parents and/or teachers willing and available to help. The goals are also met in the intramural program which is open to all students in grades five to eight.
- F. For complete extra-curricular information, see the St. Paul's Lutheran Athletic Handbook.

Evangelism

In our games, coaches, players, and fans have opportunity to demonstrate our individual and collective Christian witness. We have occasion to chip away at those negative attitudes and practices so prevalent in organized sport. What we do or say – or don't do or say – will make a difference.

HEALTH AND AUXILIARY SERVICES

A systematic program of vision and hearing testing is conducted by the City Health Department. Contacts are made with our school nurse to check on the general health of the students. If a child contracts certain communicable diseases, he may not attend school until a doctor has granted permission.

The Saginaw School District provides speech correction classes for all students who are in need of it as determined by a test given by the speech teacher. The district also provides psychological testing for students who would benefit by such services.

HOT LUNCH PROGRAM

In order for the school to maintain an effective hot lunch program, enough help is needed in the kitchen. In past years, parents have been asked to help several days during the school year. This has become almost impossible to do since over 70% of the families have both parents working outside of the home and they are not able to help in the

kitchen. To keep our programs functioning smoothly and effectively, we'll just be using the permanent staff members to work the lunches. Instead of having parents pay for substitute kitchen help as they have in the past, we're asking each family to pay a **\$20.00** fee to help support the extra work being done by the permanent staff. This fee will be collected on Registration Day.

We are again participating in the U.S. Government supported Hot Lunch Program. Head cook and manger of this program is Mrs. Nila Talik assisted by Mrs. Sally Davis and Mrs. Diane Nichols.

HONOR ROLL

Honor Roll certificates are awarded to students in grades 5 – 8 at the end of each semester. To be eligible for this award, students must receive all A's or B's in the academic subjects, behavior and effort, and can not receive a U in art, penmanship, gym, or music for the semester.

At all times the students are encouraged to use their God-given talents to the best of their abilities.

INCLEMENT WEATHER

In case of snow storms, extremely icy conditions, or other hazardous conditions, we ask that parents listen to TV-5 (WNEM), or radio 106.3 FM (WGER), 107.1 FM, 100.5 FM and 94.5 FM for possible "St. Paul's Lutheran, Saginaw" closings. Although we will close school any time the Saginaw Public Schools close, there may be days when St. Paul's will need to close independently since our student body comes from a wide area. The safety of the children is, of course, the highest priority. If a parent or guardian feels the conditions in their area are unsafe for the child to journey to school, they should keep them home until conditions improve even if school has not been cancelled. Should tornado alerts or warnings be broadcast in our area, we shall keep the children in our school until the parents call for them.

LEAVING SCHOOL/END OF THE SCHOOL DAY

No students are allowed to leave the school property during the day unless they go home for lunch. Pupils who leave the school grounds for any other reason must have written permission of their parents as well as permission of the teacher or coach. Whenever this permission is granted, full responsibility then lies with the pupil and the parents. Students are required to remain at school during lunch hour unless they go to their own home or with their parents.

Students are to leave the school grounds at 3:10 P.M. On days when there is a mid-week home athletic contest, all students are still expected to leave school at 3:10 P.M. B-team members and their parents and siblings may return after 4:00 P.M. All other SPL students are not to return to the school grounds until 4:25 P.M. unless accompanied by their parents.

LUNCH AND MILK PROGRAMS

Each child has his own account for the purpose of hot lunches and milk. These two items are taken care of in one account. Any given amount of money may be paid by the parent and this amount will be credited to the child's account. Each hot lunch, extra milk, or milk only that he takes at noon time will be deducted from the total amount of money the child has to his credit. The cost of each hot lunch will be \$2.00. This includes one carton of milk. Children who take only milk or extra milk will be charged \$.40 per carton. Accounts should be opened with a deposit on Registration Day. Payments in advance are appreciated. The school reserves the right to deny hot lunch and/or milk to any child whose account is more than three weeks in arrears. Final reports cards will not be given until the account is paid in full.

MEDICATIONS

No school staff member may dispense medication of any kind, including non-prescription drugs such as aspirin, without written authorization from one of the student's parents. The written authorization should include the name of the medication, the time, and amount to be taken, and a parent's signature.

All medications, together with the written authorization, should be given to an office staff member. They'll label it, keep it in the office, and dispense as directed by you.

MISSION OFFERINGS

To impress upon the children their God-given responsibility to "Go ye and teach all nations:" the children are given the opportunity to support various missions through weekly offerings. A packet of envelopes for each week of the school year will be provided for this purpose. Training in systematic free-will giving out of love for Christ and His Church is one of the purposes of our mission program.

MUSIC FESTIVAL

The Lutheran Schools Music Festival is a music competition which affords individuals and groups the opportunity to be critiqued by experienced and qualified music judges. The Festival falls on a Friday afternoon in late April or early May. The Festival host site rotates among area schools. School music groups (St. Paul's Chorus, Wildcat Band, Beginner Band, and Handchimes) perform annually at the Festival. Individuals and small groups may also perform vocal, instrumental, or piano selections with the approval and guidance of the music personnel at St. Paul's.

NON-DISCRIMINATORY POLICY AS TO STUDENTS

The Board of Christian Education of St. Paul's has adopted the following policy statement: St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

OUTDOOR EDUCATION

Every other year the students of Fifth and Sixth Grades participate in the Hartley Outdoor Education Program. This program, which is required of all Fifth and Sixth Graders, provides learning experiences that can never be taught in a regular classroom. Students stay three days at the Hartley Center near St. Charles where they participate in hands-on experiences in nature, pioneers, wildlife, and history of the area. The cost of this program is the responsibility of the parent; however, St. Paul's does assist with the expenses involved.

PARENT-TEACHER GROUP

The parents are united in the Parent-Teacher Group. This group holds regular meetings throughout the year. The PTG serves a most necessary purpose in bringing parents and teachers together for a better understanding and proper approach to the training and nurturing of those placed under their care. All parents are actively encouraged to participate.

PHYSICAL EDUCATION AND SPORTS ACTIVITIES

The Athletic Director is responsible for all extra-curricular athletics. St. Paul's offers both intramural and interscholastic sports to its older students.

The older boys and girls will have the opportunity to take part in interscholastic sports. All children participating in games with other schools and in cheerleading must have a physical examination and a doctor's OK. Practice sessions for soccer, basketball, track, and volleyball are conducted after 3:10 P.M. The NON-MARKING gym shoes used in the gymnasium must not be worn in the classrooms or for outdoor play. Please contact the principal before purchasing gifts for any of the coaches.

Students in Grades 5 – 8 are assigned a gym locker and given a combination lock at the beginning of the school year. The students are to keep their gym locker **locked at all times**. Students with unlocked gym lockers can be penalized by the Athletic Director or teachers.

PROPER ATTIRE

It is a fact that the way a person dresses also affects his or her attitude. We therefore ask our students to dress respectfully and not in the same casual manner as they may when at play. Since questions will arise, the following will apply:

1. Proper classroom attire shall be maintained by all students except while participating in gym or outdoor activities.
2. Where discretion is needed, each teacher will be responsible for judgment in his or her classroom.
3. Play clothes and halter tops are not considered appropriate for students. Mini skirts, unless worn with opaque tights, are not to be worn. Outfits with exposed midriffs during normal movement are not appropriate.
4. Students may wear shorts to school between May 1st and October 15th. It is expected that parents will monitor the weather and not allow the children to wear shorts on days when they are inappropriate. Please also observe the following: avoid tight shorts, no cutoffs or unrepaired shorts, no layering of shorts, no spandex, shorts should be of modest length, **no shorter than mid thigh** and no tank tops unless over a T-shirt.

5. Clothing in need of repair, showing signs of excessive wear or in need of laundering is not considered proper dress for students.
6. Clothing with pictures or wordings that are contrary to the Christian principles of our school are not to be worn. This includes clothing which promotes rock music, drugs, or alcohol. These items are not considered appropriate attire while students are attending either home or away activities in which they represent the school. (A good guideline to follow would be that there is to be no writing other than our school logo, clothes manufacturer, a geographical location, or sports team on T-shirts and sweatshirts).
7. For health and safety reasons, "flip-flop" foot wear will not be considered proper school attire.
8. Dressier attire may be required by an instructor for special activities.
9. Parents are asked to cooperate in this matter by being aware of what their children are wearing in school and at all school related activities.
10. Current fashions that do not reflect good Christian grooming are considered inappropriate. If problems arise, they will be dealt with individually.

REGISTRATION DAYS

August 27 - 28, 2006 – Sunday from 9:00 A.M. to 12:00 Noon and Monday from 6:30 P.M. to 8:00 P.M. at the school.

This is a very important day for our school. On this day, parents are to pay their children's Standardized School Fee which will cover book rental, workbook and supply fees, and fees for music, physical education, PTG and incidentals. It will also pay for their initial religious books, (Hymnal, Catechism, etc.) when they reach the appropriate grade level and take care of their school yearbook. This fee is \$300.00 for the oldest child in the family attending St. Paul's Lutheran School, \$150.00 for the second oldest, \$75.00 for the third, and \$37.50 for the fourth. A Kindergarten student costs one-half the amount listed above.

Since 80% of the school's bills come due in September, the school needs to have the great majority of its families pay the full amount on Registration Day. Those families who can not pay in full on that day will have the balance owed divided into four parts with one-quarter coming due on the 1st of the next month (Oct., Nov., Dec., Jan.) All families are to be registered before school starts. If you are unable to make it on Registration Day, please call the office and make other arrangements.

RELIGIOUS BOOKS

The student's initial religious books will be given them when they reach the appropriate grade level: Hymnal = 1st (mid-year), Bible = 2nd (mid-year), Catechism = 5th. The cost of these is covered by the Standardized School Fee. If a student should lose or destroy a religious book, the purchase of a replacement will be the responsibility of the student's parents.

ROOM MOTHERS

Each classroom is assigned a room mother. She is responsible for seeing that refreshments are provided for one PTG meeting during the year and for the school Christmas party, and is to choose the teacher's Christmas gift. The seventh grade room mother is also asked to be in charge of the Graduation refreshments.

SAFETY PATROL

For the safety of all our students, upper grade students will be assigned to the safety patrol for a few weeks each school year. These safety patrol members will be stationed at the main entrance before and after school and will aid students getting in or out of their parents vehicles.

SCHOOL BAND

Our band program includes interested students in grades 5 – 8. Students who are just beginning an instrument are in the Beginner Band, while those students who have played an instrument for at least a year are eligible for Wildcat Band.

Group rehearsal periods are held each week. Individual lessons are also required of all band members. Lessons are given at the school during the day or after school at a minimal cost. Students already taking private lessons elsewhere will not be required to take them through the school.

Since the Beginner Band students have not had any experience on their instrument, and because they need that experience in order to participate in Beginner Band, the School Board has adopted the following: In order to join the Beginner Band in the fall, the student shall take private lessons that will be equivalent to completing Level I of a band program.

SCHOOL CHORUS

The St. Paul's Chorus involves children from Grades 5 through 8. It is made up of students who are interested in improving their vocal abilities. This interest is shown through their regular attendance and proper behavior at rehearsal and performances. Those children not singing in the chorus are given separate music instructions. There are rehearsal periods designated for practice each week.

SCHOOL LIBRARY

We want the children of our school to make use of the library. Reference books may not be taken out of the library, but we have a good selection of fictional and non-fictional books which may be taken home under certain conditions. Quite naturally, books will show signs of ordinary usage. Carelessness, however, will wreck books in a very short time, and consequently, we must expect the parents, who permit their children to take out library books to share the responsibility by insisting on proper care of books. Any books which are lost or damaged due to negligence must be restored by payment of the price of the books. We shall permit children to take one book at a time for a period of 2 weeks. Any overdue books will be charged for at the rate of \$.25 per week. No books may be checked out if the fine is not paid.

SCHOOL SUPPLIES

Notebook fillers, pencils, pens, erasers, rulers, tissues and supplies for band instruments will be sold to the children. They may be purchased throughout the year at the school office.

SCHOOL-TIME ACCIDENT INSURANCE

Our Board of Education has adopted a policy regarding accident insurance. All students who wish to compete in athletics and cheerleading must present proof of satisfactory insurance coverage to the school. All parents will be requested to complete one of the questionnaires available on Registration Day indicating type of insurance, policy number, etc. Parents will be asked to sign a statement for each child, stating that they, the parents, accept the sole financial responsibility for any injuries suffered by their child while at school or at a school function.

SINGING IN CHURCH

All school children will be asked to sing at times for church services. Parents will be notified through the notices sent home of such occasions. We ask for cooperation in bringing the children to church regularly as well as on those Sundays when they are to sing as a group. It is unfair both to the teachers and the students when, after diligent rehearsals, children fail to be present in the service for which they are scheduled to sing. Students not present when their group sings in church are requested to bring a written excuse to the director.

SPRING MUSICALE

Scheduled for an evening late in the school year is a night of secular music called the Spring Musicale. The Spring Musicale offers those children involved in our music programs the opportunity to sing and play secular music based on a chosen theme for the evening. Groups involved in the musical include the St. Paul's Chorus, Beginner and Wildcat Bands, and periodically grades K – 2.

TUITION

Tuition for children whose parents are members of a Wisconsin Synod Church is as follows: \$1,800.00 per child in grades 1 through 8, and \$900.00 for children in kindergarten. For those children whose parents are unchurched or who belong to a church not affiliated with our St. Paul's Lutheran Church, the tuition is \$2,000.00 in grades 1 through 8 and \$1,000.00 for a kindergarten child. Members of St. Paul's Lutheran Church are not included in tuition payment; however, they are expected to support the school with liberal gifts of love in their regular church contributions. Non-members will be charged tuition until they become members of St. Paul's. All other cases brought to the attention of the principal will be decided by the Board of Christian Education.

Any individual tuition payments should be paid in advance. This can be done either on a monthly or quarterly basis. Students whose accounts are delinquent more than one month are subject to dismissal from school by action of the board.

TYPES OF AWARDS

1. A letter and/or an emblem will be awarded only once to each qualified student.
2. A second award in an event earns an emblem for the letter.
3. After a student has earned an emblem, only a certificate will be given.

UNIFORM RENTAL

The Board of Education has decided that there will be a uniform rental fee of \$5.00 per sport. This will include basketball, soccer, track and volleyball. Cheerleading uniforms, because they are replaced much more often than sport uniforms, have a \$15.00 rental fee. This fee will be collected by the athletic director and must be paid before the first game.

USE OF THE SCHOOL TELEPHONE

We certainly do not wish to deny the children the privilege of making use of the telephone for important and necessary calls. Because we have measured service on our school phone, children will be charged \$.25 per call. Permission for use of the phone must be granted by one of the teachers. Emergency phone calls to the parents would not be subject to the above charge. We ask that there be **NO** use of student cell phones during the school day. If a phone is needed, use the one in the office.

DAILY SCHEDULE

- 7:30 A.M. – Front doors open for those children whose parents MUST bring them earlier than 8:00 A.M. due to their work schedule. Students may memorize, read, or study during this time but NO written homework will be allowed.
- 8:00 A.M. – First bell – This is the time when those children who are within walking distance or who can be brought later are expected to arrive. Children may arrive any time between 8:00 and 8:15 A.M.
- 8:15 A.M. – Second bell – School begins.
- 11:30 A.M. – Kindergarten dismissed. We ask that parents call for their children promptly at 11:30 A.M.
- 11:50 A.M. – Noon hour recess and lunch times.
- 12:40 P.M. – Afternoon sessions begin.
- 3:10 P.M. – School closes. Students are requested to leave as soon as possible unless remaining for athletics or at the request of the teacher. The school cannot be responsible for students waiting around after school is dismissed. Please use our parking lot in calling for your children.

FACULTY: To contact one of the pastors, the principal, or the teachers, please call the Parish Center office at 799-3271.

OFFICE PERSONNEL: Mrs. Lorie Rux (School Secretary) and Mrs. Barbara Manthey (Church Secretary)

BOARD FOR CHRISTIAN EDUCATION: Dave Ebelt (Chairman), Matt Wenzell (Secretary), Tom Rau, Dan Swaffer, Carl Weihrauch