

**PARENT HANDBOOK  
2024 - 2025 SCHOOL YEAR  
GRADES PK3-5**

**Serve God, Praise God, Love God,  
Cherish God, Share God**



**ST. PAUL'S LUTHERAN SCHOOL  
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## **MISSION STATEMENT**

**SERVE GOD, PRAISE GOD, LOVE GOD, CHERISH GOD, SHARE GOD!**

## **PHILOSOPHY FOR ST. PAUL'S**

We believe that man was created by God in His image, holy and perfect, with a rational soul and a free will that knew and obeyed God's will.

Man chose to sin and lost his holiness, thereby separating himself from God, and man became a slave to sin. All men are born spiritually blind and dead, they are enemies of God and they are unable by themselves to return to God.

God revealed a divine plan of salvation through His Word, namely Scriptures, Sacraments, and through creation.

Due to sin, man is in need of spiritual rebirth. The Holy Spirit creates faith in man and continues to keep man in faith through the means of grace until man enters eternal life. The Holy Spirit uses man as messengers to bring His Word to all people.

We believe that parents are God's representatives to their children. Parents have the responsibility to teach the truths of God's Word to their children. The Bible commands parents to *"bring up their children in the nurture and admonition of the Lord."* Ephesians 6:4

We believe that God has also commanded the church to "teach all nations" and observe all things commanded by the Lord. The Lutheran school exists mainly for the purpose of assisting both the church and the parents in meeting these responsibilities.

We believe that Christians, although living in the world, are not of the world (*John 17: 14-16*), nor do they conform to its standards (*Romans 2:2*).

## **VISION**

Our objective is in preparing children to lead a God-pleasing life, both during and after their days at St. Paul's, thus glorifying God.

## **CURRICULUM**

Our curriculum follows and expands upon the Curriculum required by the State of Oklahoma and the Curriculum Guide for Lutheran Elementary Schools. Our graduates and transfers are gladly accepted by the public schools. A brief summary of the curriculum follows:

- RELIGION: The love of Jesus as our Savior as motivated through Bible stories, songs, hymns, and prayers. MEMORY WORK is included in the teaching of religion.
- READING: A balanced program emphasizing phonics in the earlier grades and comprehensive reading in the upper grades is presented to give our children a solid foundation in accuracy and comprehension of varying reading materials.
- SPELLING: Spelling is taught in all grades with an emphasis on phonics and word derivation. Spelling is also taught in conjunction with all other subjects.
- LANGUAGE: Speaking, writing, and listening activities are taught in all grades.
- FOREIGN LANGUAGE: Students in grades 1-3 will be given "awareness" instruction in Spanish. Students in grades 4-5 will begin a sequential study of Spanish.
- HISTORY & GEOGRAPHY: History, geography, and current events are given attention in all grades.
- SCIENCE: A basic curriculum of the physical and biological sciences is presented in all grades. Health, hygiene, and an appreciation, of the human body as God's creation are also taught.
- MATHEMATICS: The mathematics curriculum prepares our children for mathematics in their everyday lives as well as their higher education.
- ART: Various media are used in art instruction to encourage the creativity of the children.
- PHYSICAL EDUCATION: Physical education is conducted in all grades with instruction in physical fitness and team sports.
- MUSIC: Group singing, choral work, note reading, and music appreciation are among the skills taught in all grades.

## **ACCREDITATION**

St. Paul's Lutheran School is fully accredited by the State Department of Education of Oklahoma.

## **WHO CONTROLS ST. PAUL'S SCHOOL**

St. Paul's Lutheran School is owned and operated by all the members of the congregation. The affairs of the school are administered by the School Board. The final decision of policy and property is vested in the Voter's Assembly.

## **ENTRANCE REQUIREMENTS**

St. Paul's Lutheran School admits students of any race, color, nationality, faith, 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 the administration of its educational policies, admission policies, and athletic and other school administered programs.

The School Board will announce the registration dates for a new school term. A non-refundable registration fee must be paid in full for a child to be considered enrolled. Priorities shall be given in the following manner: First consideration is given to those children whose parents are members of the congregation. As space is available we give the same consideration to members of sister congregations. Next in order of preference for admission are those with no church affiliation who are looking upon our church as a possible church home, and those who are affiliated with other church bodies.

Pupils attending St. Paul's PK3, Pre-Kindergarten or Kindergarten must have attained the proper age on or before September 1st. Pupils transferring from another school must present their last report card, testing results from previous year, and any other materials provided them by their former school, and supply the information necessary for the Master Record kept for each child in the school office. If report cards and testing results are not available from the previous school, testing will be administered by St. Paul's School and placement will be at the discretion of the principal and teachers involved, based on development and academic achievement levels. All new students entering St. Paul's Lutheran School will undergo a six week probationary period.

An official immunization record and a state-issued birth certificate/legal document must be presented to the school no later than the first day of school.

The student will not be allowed to attend school until all of the above is presented to the school.

Registrations will not be accepted and the student will not be allowed to attend school until all previous St. Paul's financial obligations are resolved.

## **ST. PAUL'S POLICY FOR EARLY ENTRANCE INTO PRE-KINDERGARTEN:**

There will be no early entrance to Pre-K. All students will comply with the state mandated cutoff date of turning four years of age by September 1 to enroll.

## **THREE YEAR OLD PROGRAM:**

Students enrolling in the PK3 program must be 3 years of age by September 1<sup>st</sup>. The schedule is Monday, Wednesday and Friday from 8:15 AM – 11:15 AM. Drop off begins at 8:00 AM and students must be picked up no later than 11:30 AM. Follow school policy for dress code. Payment is due in full on August 5<sup>th</sup>, but as a courtesy you may sign a financial agreement and divide the payments into 10 monthly installments. Each installment is due on the 5<sup>th</sup> of each month (August – May). Before School Care is NOT open to 3 year olds. We understand that 3 year olds may not be completely potty-trained, however, they should be working on this skill. Parents must supply everything they will need in case of an accident.

## **TUITION/FINANCIAL AID OBLIGATIONS**

The School Board annually reviews and sets the tuition fees for the following school year.

A scholarship program is available based on availability of funds. Please contact the school office, principal or pastor about the need of a scholarship. Recipients are required to assist with the annual golf tournament.

All tuition payments for children are due at the beginning of each semester. As a courtesy to you, payments may be made in ten (10) monthly installments. These payments are due by the 5<sup>th</sup> of each month, August - May.

All returned checks will be assessed a fee. The check must be replaced with cash or money order only. A special appeal may be made to the School Board by the parent in hardship cases. Advance payments may be made at any time.

No student will be allowed to enroll in any new semester until a delinquent account is paid in full.

Parental Choice funds will only be refunded if no days were attended in the school semester. Special consideration may be presented to the School Board.

## **SCHOOL HOURS**

The school day begins at 8:00 AM and ends at 3:30 PM. Students that arrive before 8:00 AM will need to go to before school care in the library. **Students are considered tardy if they have not arrive by 8:15 AM.** Our teachers are meeting for devotions and planning prior to this time. All students must be off the school grounds by 3:45 PM, unless detained by their teacher, a school-sponsored event, or after school care.

## **BEFORE AND AFTER SCHOOL CARE**

**Before school care is from 7:00 AM – 8:00 AM. You may enroll your child on a monthly basis or use on a drop in basis. Fees apply. Please refer to the fee schedule. If your child is not signed up for before school care and they arrive before 8:00 AM, the drop in rate will be applied to their account.**

**After school care is from 3:45 PM to 5:30 PM. You may enroll your child on a monthly basis or use on a drop in basis. Fees apply. Please refer to the fee schedule. If your child is not signed-up for after school care and they are not picked up by 3:45 PM, the drop in rate will be applied to their account.**

**If a child is not picked up by 5:30 PM there will be a charge of \$1.00 per minute. If a parent or emergency contact cannot be reached, we are required to notify Enid Police Department.**

## **DISMISSAL PROCEDURES**

Out of concern for the safety of all our students and their families, please review the dismissal procedures below. The playground will be closed from 3:30 PM - 3:45 PM so that students can be picked up and accounted for.

### **PK3 Dismissal**

- ✓ Dismissal is at 11:15 AM for PK3.
- ✓ Park in a marked parking space on south side of parking lot or in the green space west of the school building.
- ✓ When children are outside waiting, exit your car and walk to the teacher to “check out” with her.
- ✓ Do not park and wait behind parked cars at any time.
- ✓ If a student is not picked up by 11:30 AM the office will attempt to contact the parent and emergency contacts. If a parent or emergency contact cannot be reached, we are required to notify Enid Police Department.

### **Pre-K and Kindergarten Dismissal**

- ✓ Dismissal is at 3:25 PM for Pre-K and Kindergarten.
- ✓ Park in a marked parking space on south side of parking lot or in the green space west of the school building.
- ✓ When children are outside waiting, exit your car and walk to the teacher to “check out”.
- ✓ Do not park and wait behind parked cars at any time.
- ✓ If your Pre-K or Kindergarten student has an older sibling, please pick up your Pre-K or Kindergarten student first and then follow the procedure below for your older student.

### **First – Fifth Grade Dismissal**

- ✓ Dismissal is at 3:30 PM and all people picking up students should be here, or make other arrangements.
- ✓ The middle lane and the parking spaces by the building are *moving* lanes.
- ✓ Always stay in your vehicle when you are in these two *moving* lanes. If you need to get out of your vehicle for any reason, park on south side of parking lot or in the green space west of the school building. This will be the only area for nonmoving vehicles.
- ✓ Teachers will walk each student to their car.
- ✓ Once students are in the car, kindly move forward to exit the parking lot and make room for other cars.

## **EMERGENCY PROCEDURES**

The school has been completely inspected, fully approved, and excellently rated in regard to facilities and fire prevention measures. A fire drill is conducted twice a semester.

Tornado drills are also conducted on a regular basis. The school has an established disaster procedure. In case of a tornado or disaster, your child will be kept at school under the supervision of his/her teacher until called for by an authorized person.

We also conduct lockdown, intruder, and bomb threat drills.

## **DRILLS**

Fire: Students exit the building quickly and gather at the school parking lot. Teachers ensure all students are accounted for and wait for further instructions.

Tornado: Students move to their designated safe area. Teachers ensure all students are accounted for and wait for further instructions.

Soft Lockdown/Unsafe Happenings in the Neighborhood: Students are instructed to not leave the building. Those that are outside must come inside. All exterior doors are locked. Teachers ensure all students are accounted for and wait for further instructions.

Lockdown/Intruder in the Building: All classroom doors are locked, lights turned off and students are instructed to remain out of sight. All exterior doors remain open for emergency personnel. Teachers and staff wait for further instructions.

Bomb Threat/Suspicious Package: Teachers will be notified of threat and escort their class members to the Eastside Community Center located at 1810 E. Broadway Ave. Teachers ensure all students are accounted for and wait for further instructions. Parents will be notified of pick up arrangements.

Bus Evacuation Drill: Students will participate in two bus evacuation fire drills throughout the school year. Students will be instructed on the proper way to exit the bus should the need arise.

## **EMERGENCY SCHOOL CLOSING**

The principal may close school for as long as necessary in an emergency; parents will be informed. If closing due to weather, please check the local news.

## **FUNERALS (during school hours)**

Occasionally, our St. Paul's Lutheran Church will host a funeral during school hours. Should this occasion arise, lunch menus may change. Students may eat in the classrooms. Parents will be notified by email of any menu changes.

## **ATTENDANCE**

It is the position of St. Paul's Lutheran School that no student can be absent from his/her studies without running the risk of damaging academic progress.

## **ABSENCES**

Oklahoma law requires attendance in half day increments. The morning session is from 8:00 AM – 11:30 AM. The afternoon session is from 12:15 PM – 3:30 PM.

To be counted present for the morning session a student must be present for at least one hour and forty-five minutes.

To be counted present for the afternoon session your child must be present for one hour and thirty-eight minutes.

Absences for reasons of illness or family emergency are unavoidable; however, even these "excused" absences put the child behind, and force the teacher to construct an individualized program to help the child catch up. This creates a problem for the child, especially if he/she is of average ability or in need of special attention; and it creates a problem for the teacher, who must take time away from the class to meet the needs of the child who has been absent.



Obviously, it is to nobody's advantage for a child to be out of school when it is not absolutely necessary. If your child will be absent, notify the office by 9:00 AM. If we do not receive a call from you, we will be calling to check on your child. If your child arrives after 8:15 AM, please sign them in at the office. If a child leaves early – they must be signed out at the office. We strongly urge you not to remove your child from school for reasons of family convenience.

It is the policy of St. Paul's Lutheran School that students Kindergarten – Fifth Grade must be present at least 90% of the total days in order to be promoted to the next grade. Any student that is not present at least 90% of the total days will be referred to the School Board for review. (Please provide doctor notes and documentation for your child's absences. Once a student exceeds 10% absence rate, they are required to attend a scheduled make up day.)

If they are absent 3 consecutive unexcused days they will receive a home visit/call by the principal.

If there are 5 consecutive unexcused days they will be reported by the principal to the appropriate agency.

Medical and dental appointments are, of course, valid reasons for absences; however, parents should study the school calendar so that a minimum amount of school time is lost. On school days try to schedule appointments before or after school hours.

School plays, field trips, programs, etc., are to be considered as a part of the school curriculum and attendance is mandatory; children who do not take part in these functions will be graded accordingly or given extra assignments. Any deviation from this rule must be taken up with the School Board one week in advance.

### **MISSING SCHOOL - Procedure**

Please call the school office before 9:00 AM **on each day** that a student is absent. Your child's teacher may not have time to pass along the message, so it is very important that you contact the office. The office will notify the teacher. If you have not contacted the school by 9:00 AM, the office will attempt to reach you.

### **UNEXCUSED ABSENCE**

An absence is considered unexcused when a child has not arrived by 10:00 AM and no contact from the parent has been made to THE OFFICE. The school will attempt to contact the parent. If no contact is made, the absence will be considered unexcused.

### **TARDINESS**

The morning activities help set up the day in our classroom. Attendance, lunch count, milk count, and announcements are all made during this time. Students and parents should make every effort to be on time. **Attendance is important for ALL GRADES. Being late puts a student at a disadvantage for the remainder of the day.**

A student is counted tardy if he/she arrives after 8:15 AM. If you know the child will be tardy, you must call the office and let us know. Tardies during the quarterly periods will be handled in the following manner:

- |        |           |   |  |
|--------|-----------|---|--|
| Step 1 | 3 Tardies | - | parents will receive a letter                    |
| Step 2 | 4 Tardies | - | parents will receive a call from the principal   |
| Step 3 | 5 Tardies | - | One absence will be added to the child's record. |

## **FIELD TRIPS**

Field trips are an important part of a student's education. The majority of field trips are educational or are rewards for achieving goals. **If a younger or older child is pulled out of school to go on a sibling's field trip, it will be an unexcused absence. These students will not be permitted to ride the bus.** It is important to remember **field trips are ONLY for the class or classes going or for those students who have met a goal and earned a field trip.** Parents may join the child at the designated location. Parents will need to pay their own admission and provide their own transportation.

**If a student is riding with another parent, the student's parent will need to sign a release which is available in the office.**

## **HEALTH CARE OF STUDENTS**

Our teachers are committed to providing education on healthy habits. The Physical Education teacher will measure height and weight annually. Vision and hearing tests are subject to availability of resources. The office ensures all students are current on immunizations, unless an exemption form is on file.

## **MEDICATION**

It is the policy of St. Paul's Lutheran School Board that teachers (unless on a field trip) may not administer any prescribed or over-the-counter medications.

Over the counter medications must be provided by & labeled by the parent. They may be administered with signed consent from the parents by the secretary or principal. This includes Tylenol, Motrin, cough drops, hydrocortisone cream, etc. This does not include antibiotic ointment. If your child has an allergy to antibiotic ointment, be sure to let the office know.

Prescribed medications will be administered by the principal or secretary and must be accompanied by a dated, written authorization form signed by the physician designating dosage and time to be administered. Forms are available in the office. This includes epi pens and inhalers. Students may carry epi pen and inhaler on their person. All teachers are trained in the administration of an epi pen. For field trips, teachers will check all meds out from the office before leaving school and will administer them on trips.

## **Self-Administration of inhaled asthma medication August 2007**

§70-1-116.3. Self-administration of inhaled asthma medication.

- A. Notwithstanding the provisions of Section 1-116.2 of Title 70 of the Oklahoma Statutes, the board of education of each school district shall adopt a policy on or before September 1, 2003, that permits the self-administration of inhaled asthma medication by a student for treatment of asthma.

The policy shall require:

1. The parent or guardian of the student to authorize in writing the student's self-administration of medication;
2. The parent or guardian of the student to provide to the school a written statement from the physician treating the student that the student has asthma and is capable of, and has been instructed in the proper method of, self-administration of medication;
3. The parent or guardian of the student to provide to the school an emergency supply of the student's medication to be administered pursuant to the provisions of Section 1-116.2 of Title 70 of the Oklahoma Statutes;

4. The school district to inform the parent or guardian of the student, in writing, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; and
  5. The parent or guardian of the student to sign a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- B. As used in this section:
1. “Medication” means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; and
  2. “Self-administration” means a student’s use of medication pursuant to prescription or written direction from a physician.
- C. The permission for self-administration of asthma medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section.
- D. A student who is permitted to self-administer asthma medication pursuant to this section shall be permitted to possess and use a prescribed inhaler at all times.

Added by Laws 2003, c. 143, 1, emerg. Eff. April 28, 2003

## **ALLERGY POLICY**

There has been a large increase in allergies of all sorts during the last 50 years. Because of this, St. Paul’s Lutheran School is very cautious when it comes to food. Other students are welcome to join the allergen free table, if teachers have verified there are no known allergens in those students’ lunches. **NO** homemade goods may be brought to school for any class-wide or school-wide activities. This includes, but is not limited to, birthday parties, holiday parties, Reading Counts parties, etc. All treats distributed class-wide or school-wide **MUST** be store bought. This insures all treats are labeled with ingredients, and there is a 1-800 number we can call to see if the item has been exposed to any allergens. We can also check approved foods for each child with allergies. Parents of children with allergies will be asked to provide a list of safe snacks, treats, and candies for special events. This list will be shared with families, PTL, and classroom teachers to help make the shopping process a little easier. Parents of children with allergies will also be asked to provide an action plan for their child, to be shared with the office, the classroom teacher, and all staff members. Please discuss with your children the importance of not sharing food with others. Sharing is important, but not when it comes to food. Sharing food can be life-threatening. Every child should feel safe and included in their classroom, so they can focus on learning. We trust you will respect our Allergy Policy and will be supportive of those children who have allergies. Allergies are not a choice and can be very scary.

In an effort to keep everyone safe, ALL classrooms as well as the LIBRARY, PE (all purpose room) and MUSIC ROOM are “Nut Free Zones.” This will affect BEFORE CARE and AFTER CARE. We always want our students to be able to eat breakfast before they start their day. Many times it is necessary to bring that breakfast snack to BEFORE CARE. In the past, those snacks were eaten OUTSIDE of the library to ensure that we did not have any problems with the NUTS. It is our policy that ALL BEFORE CARE FOOD (Breakfast) be NUT FREE. We will still be asking the students to eat on the steps by the office. Our AFTER SCHOOL SNACKS that we provide are already on the safe snacks list; however if you bring a snack from home for AFTER CARE – it must be NUT FREE. The cafeteria/lunchroom is NOT included in this update. Policies will remain the same as they were in the past for our lunch program.

## **LICE POLICY**

Students who have lice need to be appropriately treated and ALL nits must be gone. Students who have been sent home with lice must be cleared by the Health Department before returning to school

## **CONJUNCTIVITIS (Pink Eye)**

All suspected cases of conjunctivitis will be asked to have a doctor's clearance OR may return 24 hours after treatment has started AND show no signs of drainage.

## **INJURY/ILLNESS**

In the case of sickness or injury, the secretary or principal will provide care for the student. School staff will notify the parent if the student cannot continue their school day. Antibiotic ointment may be used to provide first aid treatment to minor wounds or injuries. If your child is allergic to topical antibiotic, please notify the school. School staff will inform the parent if emergency medical care is necessary.

## **Illness Guidelines for Parents and Students**

It's hard at times to know whether or not to send a student to school when he or she complains of not feeling well. However, there are a few symptoms that indicate that the student needs to remain at home:

1. Vomiting and diarrhea during the past 24 hours. The student should be able to eat and drink before returning to school.
2. Fever above 100 degrees during the past 24 hours. The student may return to school if there has been no fever for 24 hours without the aid of fever-reducing medications (Tylenol, Advil, and Motrin).
3. An unidentified rash.
4. Open sores (minor wounds must be covered with a dressing while the student is in school).

Though students with colds without fever are not required to stay home, parents are encouraged to keep him/her at home if he/she honestly does not feel well. Students who do not feel well do not learn well. Students who complain of stomachaches and headaches in the morning just before school are harder to evaluate. If their temperature is normal, he/she has not been ill for the past 24 hours, and if no one at home has been sick with similar symptoms, then he/she can probably be sent on to school. A light breakfast may help those who complain of morning stomachaches and headaches. If the complaints are frequent, consider consulting with a physician.

## **Immunizations**

Oklahoma law states that no minor child shall be admitted to any public, private or parochial school operating in Oklahoma unless the parent or guardian can present to school authorities certification from a licensed physician or public health officials that such child has received the mandatory immunizations for school attendance. We will notify parents if their child needs any required immunizations.

Children whose parents have objections to immunizations based on religious teachings or personal beliefs can also apply for an exemption. Exemption forms are available in the office.

Copies of immunization records and any certificate of exemption must be on file with the school, and available for review.

## **DIABETES MEDICAL MANAGEMENT PLAN**

The Diabetes Medical Management Plan describes the diabetes care regimen developed by the student's personal health care team and family and should be signed by the student's physician or other member of the health care team. The school health team, including the student and parents/guardian, must agree on how the Diabetes Medical Management Plan will be implemented and what medical accommodations, educational aids, and services may be needed for the student.

If your child is diabetic and or/insulin dependent, please speak with the principal so we can develop an appropriate plan as well as having physician fill the proper plan of action that is required by the Oklahoma State Department of Education.

## **AIDS POLICY**

### **REGARDING ENROLLMENT OR CONTINUED ENROLLMENT OF ANY STUDENT HAVING ACQUIRED IMMUNE DEFICIENCY SYNDROME**

St. Paul's Lutheran School will continue its existing enrollment policies as it relates to all pupils including any child testing positive to the Human Immune Deficiency Virus (HIV), testing positive to HIV and evidencing AIDS-Related Complex (ARC), or testing positive to HIV and evidencing symptoms of classic AIDS.

St. Paul's Lutheran School, as it demonstrates its care and concern for all pupils and evaluates its program as it relates to each child, will consider any such case of HIV, ARC, or AIDS infected children individually. The principal shall be instructed to establish procedures which will protect the confidentiality of the child and family. Recommendations regarding enrollment or continued enrollment shall follow such procedures as are established by the principal, but must include the recommendations of a team including the child's parents, the child's physician, and a public health official.

Because children with HIV, ARC, or AIDS are highly susceptible to infections, the principal shall establish such procedures which certify that such a child has been examined by a doctor before attending school or before returning to school after an illness.

St. Paul's Lutheran School recognizes the current information regarding this illness as supplied by the United States Surgeon General, the Red Cross, and the Oklahoma Department of Health. Currently, social contact between children and persons infected with AIDS virus is seen as not dangerous and there are no known or suspected cases where the AIDS virus has been transmitted from one child to another in school or extended day care settings.

## **MENINGITIS Q & A**

### **What is meningitis?**

Meningitis is an inflammation of the meninges — the membranes that surround the brain and spinal cord. Meningitis can be caused by an infection with several different viruses or bacteria. Sometimes even fungi or parasites can cause meningitis.

- Viral meningitis usually occurs during the summer months and can be caused by many kinds of viruses, such as enteroviruses. It is less severe than other forms of meningitis, running its course in three to five days without any specific treatment.

- Bacterial meningitis is more dangerous than viral meningitis, and in some cases it may result in brain damage, hearing loss, learning disability or death. There are three main types of bacterial meningitis:

1. Pneumococcal meningitis is caused by the bacterium *Streptococcus pneumoniae*. It is the leading cause of bacterial meningitis in the United States. Pneumococcal meningitis has a high fatality rate and occurs sporadically in infants, the elderly, and people with immunological disorders.
2. Haemophilus influenzae meningitis, caused by *Haemophilus influenzae* type b (Hib), was once the leading cause of meningitis in children, but has been greatly reduced by use of the Hib vaccine since the late 1980's. Vaccinations required for infants to prevent Hib are highly effective. Although similar in name, Hib is not related to influenza, sometimes called the "flu." Influenza is a viral illness.

3. Meningococcal meningitis is caused by the bacterium *Neisseria meningitidis*. Most cases of meningococcal meningitis in the United States are caused by three groups of the bacteria – B, C, and Y.

#### **How does meningococcal meningitis spread?**

The disease is spread by droplets from an infected person's mouth or nose, usually through coughing, sneezing or kissing. Most people who become infected were in close or intimate contact with an infected person for at least 24 hours. The contact usually involves living in the same household with the infected person, or caring for or playing with a small child. Symptoms may appear within two to ten days after exposure. Although close contact with an ill person is associated with increased risk of illness, meningococcal bacteria are commonplace and are not necessarily dangerous. At any given time, up to 15 percent of all adults carry the bacteria in their noses and throats but do not become ill. The bacteria cannot live outside the human body. Public water systems, pets, and other animals do not spread the bacteria.

#### **What are the symptoms of bacterial meningitis?**

All types of meningitis share many symptoms so a clinical diagnosis cannot always distinguish what type of meningitis a patient has. Laboratory analysis of spinal fluid is the only sure way that doctors can diagnose bacterial meningitis. Symptoms include fever, intense headache and a stiff neck. People with meningococcal meningitis sometimes show other symptoms such as nausea, vomiting and occasionally a rash that looks like purple spots. If not treated immediately, the disease can cause delirium and coma, sometimes within hours of the onset of symptoms.

#### **How soon do symptoms appear?**

Although symptoms can appear between 2-10 days after exposure, they usually develop suddenly within three to five days.

#### **When and for how long is a person able to spread meningococcal meningitis?**

Meningococcal meningitis is not highly contagious. A child in Georgia is more likely to die in a car accident than die from this disease. Even close family members of a meningitis patient have only a 1 in 300 chance of developing the disease from the infected person. If there is a second case in a family, one-third of these "secondary" cases occur within 48 hours, and three-quarters will occur within 2 weeks. This shows that the risk for illness after an exposure not only is rare, but decreases dramatically over a short period of time.

#### **How is bacterial meningitis treated?**

Once symptoms appear, antibiotics will be necessary to stop the progression of the disease. Antibiotic therapy is effective, but immediate medical attention is crucial since the disease can progress quickly. As a preventive measure, close contacts of cases should receive rifampin or another antibiotic to prevent the development of symptoms.

#### **Are there vaccines that prevent against bacterial meningitis?**

There is a safe and highly effective vaccine available for *Haemophilus influenzae* type b (Hib), which can be given to anyone over the age of two months. Because Hib is primarily a disease of childhood, the Hib vaccine is usually given at 2 months, 4 months, and 6 months, and a booster is given between 12 and 15 months. A vaccine exists to prevent disease (including meningitis) due to 23 types of *Streptococcus pneumoniae* (pneumococcal disease). The 23-valent pneumococcal polysaccharide vaccine is recommended for all persons age 65 or older, and for younger persons with certain chronic medical problems. The pneumococcal polysaccharide vaccine is not effective for children under 2 years of age. A new conjugate pneumococcal vaccine that has recently been approved is effective for young children and protects against 7 types of pneumococcus. The vaccine for meningococcal disease (including meningococcal meningitis) is recommended for at-

risk populations during selected outbreaks of meningococcal meningitis, but is not routinely recommended in the U.S. because it is not effective in controlling the spread of sporadic disease. The vaccine is a polysaccharide vaccine, and is not effective in children less than 2 years old, who are the group at highest risk for disease. The vaccine is not effective against serogroup B meningococcal disease, which causes about 25 to 33% of meningococcal disease. The immunity that results from the vaccine is short lived, lasting about 4 years. Please contact the Georgia Immunization Program (404) 657- 3158 for current recommendations. Newer vaccine formulations are under development that may offer better protection.

### **Why don't public health officials recommend meningococcal vaccines for everyone?**

Unlike the Hib vaccine, the vaccine for meningococcal meningitis is not effective in controlling the spread of the disease. • Meningococcal vaccines do not protect children under 2 years of age. Most meningococcal infections occur in this age group, and so vaccines do not help the children most at risk.

- Meningococcal vaccines do not protect against Group B disease, which accounts for up to one third of all meningococcal cases.
- Meningococcal vaccines do not provide permanent protection. Children are protected for only one or two years, and adults are protected for about four years.
- Meningococcal vaccines cannot eliminate carriage of meningococcus from the nose and throat — a condition that exists in up to 15% of the population.

Meningococcal disease prevention is best achieved by preventive treatment of close contacts of cases. Soon after a case is reported, the local health department identifies 18 people who were in close contact with the infected person and gives them an antibiotic that will prevent them from developing the disease or transmitting the bacteria to others. Widespread use of the vaccine is rarely recommended.

### **Who is at risk for meningococcal disease?**

The risk to the general population is small, about 1/100,000 per year, with most cases occurring in children less than age 2 years. Factors that increase the risk of meningococcal disease include crowded living conditions, certain immune deficiencies (absence of the spleen or complement deficiency), and cigarette smoke exposure. College students, particularly freshmen living in dormitories, are at modestly increased risk for meningococcal disease. Lifestyle factors common among college students may play a role as well; studies have shown that college students who smoke or who frequent campus bars are also at increased risk.

### **What can I do to reduce my child's chances of getting meningitis?**

To reduce exposure to viruses and bacteria that cause meningitis, teach your child to wash his or her hands frequently, to cover coughs and sneezes, and to avoid sharing drinking or eating utensils with others. To protect against Hib, have your child vaccinated starting at two months of age. Don't wait until the child is ready to enter school. Children less than 3 years old are now offered the conjugate pneumococcal vaccine, and older children with high-risk medical conditions may also benefit from this new vaccine. College students and their parents should be educated about the risks, benefits, and cost of meningococcal vaccine, and students who wish to be vaccinated should be offered meningococcal vaccine.



## **Where can I get additional information on meningococcal meningitis?**

Contact the Georgia Division of Public Health, Epidemiology Branch, by email at:  
[gaepinfo@dhr.state.ga.us](mailto:gaepinfo@dhr.state.ga.us)

If you have internet access, the following sites may be useful:

- CDC Meningococcal Disease Fact Sheet – [http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal\\_g.htm](http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm)
- Guidelines for Travelers – <http://www.cdc.gov/travel>
- National Immunization Program Vaccine Information Statements – <http://www.cdc.gov/nip/publications/VIS/default.htm>
- Recommendations of the Advisory Committee on Immunization Practices (ACIP) – <http://www.cdc.gov/nip/publications/aciplist.htm>

## **Suggested Recommendations for Meningococcal Disease Contacts**

If one is exposed to a case of meningococcal meningitis, a few simple precautions are necessary:

1. Observe household members and other close contacts for early signs of illness. Check any children in the household for fever twice a day for the next five days. If you do not have a thermometer, feel their forehead and ask them if they have chills or fever.
2. During the next ten days, immediately report to a physician any symptoms of disease, such as sudden onset of fever, intense headache, stiff neck, backache, nausea and vomiting affecting contacts of the index case. Inform the physician about the history of meningitis exposure.
3. Preventive medication is ordered only when your physician or the health department feels it would be helpful. Report symptoms whether or not preventive medicine was ordered.

## **GLOSSARY OF TERMS USED IN DISCUSSING MENINGITIS**

**Bacterial meningitis** — Meningitis caused by any of several bacteria. Some common bacteria that cause meningitis are *Neisseria meningitidis* (meningococcus), *Streptococcus pneumoniae* (pneumococcus), and *Haemophilus influenzae* type b (Hib). Hib — *Haemophilus influenzae* type b, a bacterium that causes a serious type of bacterial meningitis. The Hib vaccine, which is one of the vaccines required by law for children entering school or daycare, prevents this disease. The vaccine is very effective, and the disease is now rare in children under five. Despite its name, Hib is not related to influenza or “flu,” a viral illness.

**Meningitis** — A serious infection resulting from inflammation of the membranes that surround the brain. Meningitis can be caused by any of several bacteria or viruses, and in rare cases other organisms such as fungi or parasites.

**Meningococcal meningitis** — Meningitis caused by the *Neisseria meningitidis* bacteria.

**Menomune** — A vaccine that protects against several types of *Neisseria meningitidis* (Groups A, C, W-135, and Y). Because the vaccine is not very effective at protecting children most at risk for disease, routine or widespread vaccinations are not usually recommended.

***Neisseria meningitidis*** — A bacterium that can cause a serious type of meningitis. There are several groups — A, B, C, Y and W-135.



**Outbreak** — A cluster of cases of infectious disease occurring within a limited geographical area and within a short period of time, that exceeds the expected number of cases. The exact definition can vary according to how the disease is transmitted, its incubation period and other factors.

**Rifampin** — One of several antibiotics that may be given to people who have been in close contact with individuals with bacterial meningitis. The antibiotic will prevent the contacts from developing the disease.

**Viral meningitis** — A type of meningitis caused by a virus. The initial symptoms are very similar to those of bacterial meningitis; however, it is rarely fatal or disabling and does not require an antibiotic.

1. Recommended for contacts under age 18.
2. Recommended for all pregnant women.
3. Use only if organism is known to be sensitive. Sulfadiazine is no longer manufactured in the USA, and assistance from CDC may be needed to obtain this drug.
4. Use only if organism is known to be sensitive.

### **MEDICAL MANAGEMENT PLAN**

If your child is in need of an individual medical plan, please speak with the principal.

### **HOMEWORK**

Assigned homework on a regular basis from First Grade through Fifth Grade is an established policy. The amount is carefully determined by subject matter and by considering the age and ability of the child. Home study is an important part of the child's learning years, both to help him/her develop at a commendable rate, and to maintain a supportive link between the home and the school.

A consistent pattern of expecting good homework habits throughout the school year builds a routine which results in a self-disciplined, successful student by the time he/she reaches high school.

### **DISCIPLINE**

St. Paul's Lutheran School's intent is not to punish a student, but rather to deal with him/her in Christian love. However, there are instances where further discipline is necessary as is outlined below. Disruptive and disrespectful behavior is something that affects the climate of a classroom and affects instruction and learning. One or more students do not have the right to disrupt instruction and learning due to their behavior.

**Students of St. Paul's Lutheran School are held to a higher standard and inappropriate, threatening, and disrespectful behaviors will not be tolerated.**

St. Paul's Lutheran School maintains a Christian attitude in regard to discipline, that being one of loving concern. Unchristian-like attitudes, gestures, words, or acts will not be tolerated. Matthew 18:15-17 is used as the basis for disciplinary action.

"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan tax collector." (NIV)

Please be aware that not every action or word can be thought of or mentioned in this section. **There are words or actions that may possibly come up that will require disciplinary measures and this will be left to the discretion of the principal.**

In the event of a discipline problem, it will be handled in the following manner:

1. The problem is discussed between the child and teacher.
2. If this does not solve the problem it will be discussed with the child, the teacher, and the parents of the child. The Principal will be informed and a Discipline Notice will be given with a course of action stated.
3. Should the problem still persist; the parents will be asked to come to the school for a conference with the Principal. **At this time the child may be suspended for a time that is at the sole discretion of the Principal. PLEASE NOTE: There are situations where suspension is pre-determined. Please carefully read the entire Discipline Section in your Parent Handbook.**
4. If the problem is still unresolved, then expulsion from school will be considered by the School Board.

**DISCIPLINE NOTICES:** Discipline notices are sent to parents when a student has demonstrated less than Christian like behaviors. Parents are to sign those discipline notices and return them the following day. Students are responsible for taking behavior notices home. Failure to return the discipline notice the next school day is cause for further disciplinary action. **Failure to sign and return discipline notices may result in suspension or expulsion.**

**Any student who has 3 disciplinary notices within one nine-week period will be suspended for a period of time to be determined by the teacher and the principal and will be placed on a probationary status.** If the child goes through the next consecutive nine weeks (starts the day of the 1<sup>st</sup> disciplinary notice) with no disciplinary notices, the probationary status will be removed. **If that child receives a 4th disciplinary notice during the probationary period, he/she will be suspended for 3 days and this will be reported to the school board. The school board then has the authority to make the decision on whether the child should be allowed to stay in the school or whether they should be expelled.**

## **STUDENTS CODE OF CONDUCT**

**Serious Violations and Violence:** Students committing violations of any of the following are subject to immediate out-of-school suspension of 1-3 days, which will be determined by the principal and teacher or by the principal and the pastor. In extreme cases, out-of-school suspension may be from 4-9 days.

1. Using profane, obscene, or ethnically offensive language.
2. Possessing pornographic material.
3. Electronic Communication: Using electronic devices to harass or bully.
4. Theft (from another student, from a staff member, or from the school)
5. Threatening the safety of another student or a staff member by written or verbal expression, or by a physical act.
6. Fighting with another student or staff member: included hitting, kicking, pushing, shoving, biting, scratching and other behaviors too numerous to mention.
7. Continual disruption of the classroom environment that keeps the teacher from teaching or helping other students, or prevents other students from learning.
8. Destruction of school property or other students' or teachers' property or belongings.
9. If the student exhibits blatant disrespect to a teacher (includes yelling at a teacher or calling him/her a name), threatens another student, or is found fighting with another student, he/she is subject to immediate suspension (minimum of 2 days).

**HARASSMENT/BULLYING:** Harassment/bullying of or by any student shall not be tolerated and will result in disciplinary and/or legal action, including possible expulsion.

As used in the School Bullying Prevention Act, 70 O.S. § 24-100.1, et seq., “**Harassment, intimidation, and bullying**” means any gesture, written or verbal expression (including the words “kill”, “stab”, “beat up, frightening statements, etc.”) (when directed toward another person) or physical act (tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, or any numerous other acts that are too many to mention) that a reasonable person should know will harm another student/staff member, damage another student’s or staff member’s property, place another student or staff member in reasonable fear of harm to the student’s or staff member’s person or damage to the student’s or staff member’s property, or insult or demean any student, group of students, or staff members in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Prohibited conduct includes bullying by use of electronic communication specifically directed at students or staff.

**Harassment, intimidation, and bullying include, but are not limited to a gesture or written, verbal, or physical act. Such behavior is specifically prohibited.**

Harassment/bullying set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one’s grades, achievements, etc.
4. Demeaning jokes, stories, or activities directed at the student or staff member;
5. Unwelcome physical contact.

Teachers are to discuss this policy with their students at the beginning of the school year in age-appropriate ways and will assure them that they need not endure any form of harassment/bullying. **Parents are equally responsible for discussing this policy with their child(ren).** Anyone at St. Paul’s Lutheran School who is subject to, or witnesses harassment/bullying, should immediately report such conduct to the teacher, the Principal, or the Pastor.

**PLEASE NOTE:** Special consideration is given to our Pre-Kindergarten, Kindergarten and First Graders. Many things that may be considered bullying in the upper grades are actually younger students’ attempts to learn how to get along. This social fact was made clear at the Bullying Workshop put on by the State Department of Education. Younger students may be charged with bullying if things get out of hand, however this will be decided by the teacher and the principal together.

**DANGEROUS WEAPONS:** The School Board recognizes that the presence of weapons in school not only creates unacceptable risks of injury or death, but also creates a climate that undermines the educational purposes of the schools. Accordingly, it is the policy of the Board that no student shall bring a weapon onto school property, nor carry or keep any weapon on school property or while attending school or participating in any school activity, including during transportation to or from school or any school activity. This is in violation of state law and board policy.

**Definition:** For purposes of this policy, a weapon is any firearm, knife, explosive, or other object as defined by 21 O.S. § 1272, or any “look-alike” object that resembles an object that has a potentially violent use. Firearm includes pistols, revolvers, and any destructive device as defined by 18 USC 921. These policies are on file.

**--A five day (minimum) out of school suspension will be placed on any student bringing a weapon, or anything that meets the definition above, so that the incident may be**

investigated. Other actions, including legal, may be taken during or after the suspension.

--Any student found to be in violation of this policy shall be disciplined by suspension for the maximum time permitted by law (5-9 days); to be determined by the principal.

--Any student found in possession of a firearm on school grounds shall be suspended for a period of one year from the date of suspension.

--Any suspension, other than the possession of a firearm, shall be conducted in accordance with the policies and procedures established by the Board. The term of the suspension may be, but does not have to be, modified by the Principal on a case-by-case basis.

### **EDUCATION PLANS FOR SUSPENDED STUDENTS:**

At its discretion a school district may (is not required) provide an education plan for a student suspended out-of-school for five (5) or fewer days. Upon out-of-school suspension, the parent or guardian of a student suspended out-of-school shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted into school.

### **SUSPENSION APPEALS PROCESS:**

If parents wish to appeal a disciplinary measure, the following steps should be followed:

1. The parents should first contact the principal and discuss the suspension;
2. If after meeting with the principal the parents are still concerned, they are then to talk with the pastor;
3. If the parents still have concerns following their visits with the principal and the pastor, they may then contact the School Board President and request to speak with the School Board.

**Please note: If a student admits guilt, then the parents and child may waive their rights to a hearing. However, if the hearing is not on the merits of the suspension, but on the punishment handed out, the parents and child have the right to a hearing on the punishment portion.**

- a. Parents who request to speak with the school board will have 5 minutes in which to present their concerns to the school board. At that point, the parents will be thanked and the school board will discuss their concerns in their meeting

### **COMMUNICATION**

Many, many problems can be avoided if the communication channels are known, kept open, and used. When questions arise regarding the school, its teachers, or its programs, the School Board recommends that the parents at their first moment of concern do one of the following:

1. The Classroom: A parent with a concern regarding his child's classroom activities should first contact the teacher and arrange for a conference. If, after the parent-teacher conference, the parent's concern remains, a conference appointment should immediately be made with the Principal. If the concern is still unresolved, the parent should contact the Chairman of the School Board.
2. The School: If a parent has a concern regarding general school programs or activities, please contact the Principal. If the parent still has questions or concerns, the Chairman of the School Board should be contacted.
3. If parents wish to appeal a disciplinary measure, they should first contact the Principal. If parents are still concerned, they are then to talk with the pastor. If they still have concerns following their visits with the principal and the pastor, they may then contact the School Board President and request to speak with the School Board.

## **OBSERVING SCHOOL IN SESSION**

Parents are welcome to visit our school. We do want you to know in what kind of surroundings your child is working and playing. Please make arrangements through the Principal and teacher prior to your visit.

## **VISITORS**

All visitors must check in at office and pick up a visitor badge.

## **PICKING UP CHILDREN DURING THE SCHOOL DAY**

If a child leaves the building with a designated adult during the school day, the designated adult must sign him/her out of the office. **Adults are not to go to the rooms to get the child/ren**, they will be called to the office. As a safety measure for your child/ren, only persons designated by the parent will be allowed to pick up the child/ren. **NO children will be allowed to cross the street to get into a car, unless a parent walks with them.**

## **TELEPHONING TEACHERS**

Please do not contact teachers during school hours (between 8:15 AM and 4:00 PM). Parents can leave a message with the secretary and the teacher will return your call when convenient. Home telephone numbers of teachers and staff are listed in the school directory for your use, if necessary. Please do not contact teachers after 6 PM unless it is a true emergency.

## **DRESS CODE**

Being neat, clean, and dressed in clothing that is wrinkle free and without holes is important.

When students come to school dressed as described above, they sit up straighter, listen better, and work harder. This is because they are taking pride in themselves. This instills an attitude students can take with them throughout higher education, into the work place, and into their families.

Uniforms are part of our school. Uniforms must be clean, wrinkle free, free of holes and stains, and of appropriate length.

### **Wednesday Chapel uniforms will be:**

Boys – Navy bottoms with a light blue buttoned down oxford shirt and solid dark colored socks

Girls – Navy slacks OR knee length navy skirt OR navy jumper with a light blue oxford buttoned down or round collared blouse and navy leggings

### **Uniforms for all other days will be:**

All students will be required to wear either navy or khaki bottoms. This would include slacks, skirts, shorts or skorts. Skirts, skorts and shorts must be no shorter than two inches above the knee. Girls may wear solid colored polo dresses but must be no more than 2 inches above the knee. Students will have the option of any color of collared, polo-type knit shirt for each day except Wednesday. Leggings and boy socks may be any solid color (no neon) and may have geometric shapes, polka dots or stripes. No characters, such as skulls and emoji's are allowed on socks and leggings.

If you have questions, please ask before sending your child to school in a uniform that is not approved. **Students who come to school dressed otherwise, will be sent to the principal. The principal will call the parent and have the parent bring their child other clothes.**

We thank parents and students for accepting and cooperating with our dress code, and for joining us in fostering neat, clean dress which reflects well upon our school and upon all the members of our school family!

- Due to our many staircases, shoes without a strap on the back, or any shoe that does not have a flex in its sole, are not allowed. Open-toed shoes are regarded as a safety hazard and are not permitted for recess or P.E. classes.
- Hair must be groomed, with no hair hanging in student's eyes and cannot be a distraction to the learning environment (No Mohawks or colored hair).
- No wearing of make-up is allowed.
- Ripped clothing is not appropriate. Frayed, dirty, or generally sloppy clothing is not allowed. Clothing with patches is not allowed, unless the patches have been neatly applied, and are of the same color as the article of clothing.
- Tattoos, permanent or temporary, are not permitted.
- Body piercing other than ears is not permitted.
- Students may not wear shorts from Fall Break until Spring Break.

### **TEXTBOOKS & LIBRARY BOOKS**

The books which the students use at St. Paul's are loaned to them by St. Paul's School, with a few exceptions. A few students sometimes give their books unnatural wear. Those students will be expected to make adjustments for such excessive depreciation of their books.

### **LUNCH PROGRAM**

St. Paul's School operates a hot-lunch program. Nourishing and well-balanced meals are offered at a modest cost. It is an established policy of St. Paul's that with regard to lunch, all students will do one of the following:

1. Lunches must be paid for in advance.
2. Buy a lunch ticket (minimum of 5 meals at a time) in the office.
3. Bring their lunch from home.
4. Visitors are always welcome, but arrangements must be made by 8:15 AM

If you are sending a lunch with your child please keep the following rules in mind:

1. Please do not send anything that requires heating. The cook is busy serving hot lunch to the rest of the students.
2. If you choose not to pack a drink with your child's lunch you will need to purchase a milk ticket for \$6.00 for 10 milks.
3. If you would like juice with the lunch you will need to buy individually packages juice drinks or put the juice in a cold thermos. The refrigerator will not be available for student lunches and the cook cannot stop serving to pour drinks.

Remember: Lunch from home stays in the child's room until lunch time. If something requires cooling – be sure to put an ice block in it to keep it cool.

Students must let their teacher know if they want extra milk or if they want milk with their cold lunch at the time lunch count is taken. They must also have a milk ticket on file with the secretary in order to be able to ask for extra milk.

### **BICYCLES/WALKING**

A signed release must be on file if a student rides a bicycle or walks to and/or from school.

Because of the dangers involved, students will not be allowed to ride their bicycles on the school grounds during recess or noon hour periods.

Bicycles are to be parked in the bicycle parking area on arrival, where they are to remain until time for departure. At no time will the children be permitted to ride or play with a bicycle that is not theirs. Also, please provide your child with a lock for the bicycle so it will not be stolen. St. Paul's will not be held responsible for stolen property.

### **BRINGING THINGS TO SCHOOL**

The only time students should bring toys, games, etc. to school is when their teacher instructs them to do so (for show and tell, for example). The students will assume responsibility for any items brought to school. Items specifically not to be brought to school include electronic games, “look alike” weapons, radios, cameras, tape recorders, toys, sports equipment or other equipment. Such belongings can be lost or broken at school. We would appreciate your help in keeping toys and equipment at home. **No fidget spinners allowed.**

### **LOST AND FOUND POLICY**

Every attempt will be made to find the owner of any items misplaced or found at school. In the event that we cannot find the owner, the item will be placed in the designated lost and found area. All items will be donated at the end of each semester.

### **PICTURES**

Individual pictures will be taken during the school year. The procedure for this will be explained by a written note sent home the week before the pictures are taken.

### **PARTIES**

Class parties are provided four times a year – Fall, Christmas, Valentine's Day, and Easter – and are scheduled by the teacher. Parents are requested to make arrangements with the teacher regarding birthday parties before the day of the party. Refer to allergy policy if you are considering bringing treats.

Personal birthday party invitations may be distributed at school, only if they include the entire class.

### **NOTES TO PARENTS**

Newsletters are sent home monthly with the children. Newsletters contain important information regarding things your children are involved in at school, upcoming events, etc. Occasionally, letters or notes are sent to parents by means of the children. Please consult with your child and check in their backpack to see if any notes have been sent home with him/her every night.

### **OUTDOOR PLAY ACTIVITY**

**A child who cannot go outdoors for recess or P.E. class must bring a note to that effect.**

If the child is to stay inside, he/she will be required to study in another teacher's classroom. Outdoor recess is held if temperature is 32 degrees or above. Please dress your child appropriately for the weather.

### **TELEPHONE**

The school telephone is to be used only for school purposes. Children may use it only for emergency matters and only with the permission of the teacher. After-school plans are not to be made on the school telephone. Cell phones cannot be used during the school day and will be confiscated by staff to be reclaimed by parent or guardian. If cell phones are brought to school, they must be kept in the child's back pack.

### **GRADING**

Student progress in grades PK - 5 will be interpreted in a parent-teacher conference at the end of the first quarter and third quarter, using a grade card with the grading scale as follows:

<b><u>Pre-Kindergarten – First Grade</u></b>	<b><u>Second-Fifth Grade</u></b>	<b><u>Conduct, Attitude, and Habits</u></b>
1: Minimal Knowledge	A 90-100	S - Satisfactory
2: Developing Skill	B 80-89	N - Needs Improvement
3: Mastered Skill	C 70-79	U - Unsatisfactory
4: Exceeds Grade Level Skills	D 60-69	
X: Not Taught Yet	F 59 and below	

## **REPORT CARDS**

Report cards are issued every nine weeks. Parent-Teacher Conferences are held at the end of the first and third quarters and parents are notified of time and date. Mid-term reports are sent to parents of children in grades 3-5 during the fifth week of each nine weeks.

## **PARENT CONFERENCE DAYS**

There are two designated parent conference days, at the end of the first quarter, and at the end of the third quarter. There will be no school on those days, and all parents will have a private appointment at school with the teacher. Participation in these conferences is mandatory. Both parents should attend the conferences if possible. Additional conferences may be scheduled during the year, as needed, on an individual basis.

## **RETENTION**

To be promoted to the next grade level in grades K-5, a student must be in attendance at school a minimum of 90% of the time each semester. Exceptions must be requested by the parent or guardian in writing. It is sometimes determined that a particular student is not ready to be advanced to the next grade. There are two chief reasons for retention: the student is either not socially ready, or is not academically ready, or is not ready in both of these areas for the next grade. Retention is never, never a punishment, but is always intended to aid the total development of the child.

Whenever a teacher or teachers recommend that a student be retained at the present grade level (PK-5), the parent or guardian may appeal the decision within ten days to the Principal. The Principal shall review all appropriate testimony and documentation and communicate a decision in writing to the parent or guardian within ten days, after the principal receives an appeal.

If dissatisfied with the Principal's decision, the parent or guardian may appeal to the School Board by requesting placement on the agenda of the next regularly scheduled meeting of the Board, or a special meeting called for that purpose. The Board shall review the record of the Principal's decision and consider any new arguments as appropriate. The Board shall render a decision during that meeting. The decision of the Board shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board.

## **BUS CONDUCT**

Several rules for bus conduct are necessary in order to insure safe transportation of children. The driver is in charge and the children are expected to follow his/her directions.

## **BUS RULES:**

1. Wait until the bus comes to a complete stop before attempting to enter.
2. Loud talking and laughing divert the driver's attention and may result in a serious accident.
3. Keep hands and head inside the bus at all times while on the bus.
4. Bus riders should never tamper with the bus or any of its equipment.
5. Do not leave books or other articles on the bus.
6. Keep all objects out of the aisles.
7. Do not throw anything in the bus or out of the windows.
8. No one is permitted to be out of his/her seat while the bus is in motion.
9. Horseplay is not permitted on the bus.
10. Trash is not to be thrown on the floor.
11. Food and drinks are not to be eaten on the bus.
12. Chewing gum is not permitted on the bus.
13. The bus driver will not discharge riders at places other than the regular bus stop except by proper authorization from the parent or school official.



14. Inappropriate language will not be tolerated.

### **CHRISTIAN DISCIPLESHIP AWARD**

The highest honor given a student at St. Paul's is the Christian Discipleship Award. The faculty members together decide upon the student who is to receive this award. One child will be chosen from each grade at the end of each quarter to receive a Christian Discipleship Award. The child/ren chosen at the end of the year will be chosen from those receiving the award during the year. A student receiving the award will have exhibited the following qualities:

1. A desire to serve God in his/her church, school, community, and home with all of his/her God-given talents.
2. A respect for church, school, and community property.
3. A spirit of love and concern toward teachers and fellow students.
4. Faithfulness in using his/her mental abilities to their fullest in meeting class requirements.
5. That he/she exhibits the faith worked in him/her through his/her daily living in dealing with personal temptations, problems, and challenges, and in his/her relationships with others.
6. An eagerness to serve others in school and club activities.

### **OTHER AWARDS**

Each year, during our closing Awards Chapel, students are recognized for in achievement in Attendance, Achievement, Religion, Reading, Mathematics, Spelling, Language Arts, Social Studies, Science, Art, etc.

### **HONOR ROLL**

Honor Roll certificates will be given quarterly to students in grades 4 and 5. Students maintaining an average of 90-100% will be placed on the Highest Honor Roll. Students maintaining an average of 80-89% will be placed on the High Honor Roll.

### **ASBESTOS PLAN**

St. Paul's Lutheran School is in compliance with the 1986 AHERA plan for abatement of asbestos in school buildings. A copy of St. Paul's School plan is available for inspection during school hours from the Principal.

### **CHAPEL SERVICES**

Chapel services for the children of the school are held on Wednesday mornings at 9:00 AM. Parents are invited to attend and share these moments of worship. Offering envelopes are given to the children the day before the chapel services. These are to go to a specified mission endeavor each month, selected by the Principal.

### **WORSHIP**

It is hoped that parents will want to accompany their children to worship regularly. For those families without a church home, we invite you to consider St. Paul's as your place of worship.

### **MUSIC/PARTICIPATION IN WORSHIP**

Pre-Kindergarten through fifth grade will perform a Christmas program, sing at church on Sunday during Lutheran Schools Week, and perform a Spring program. In addition each grade level will perform once in church during the school year. Participation is part of their Music grade; therefore,

attendance is expected. During the school day, students participate in the annual Tri-State competition, Grandparents Day Program and Veterans Day Program.

## **LIBRARY SELECTION POLICY**

Parents, please remember that different books appeal to and are appropriate for different children, even within the same grade level. Our selection policy expresses our desire for the library's collection to include the widest range of materials and viewpoints that will promote an authentic education in keeping with the mission and philosophy of the school. We want to contribute to the development of reading skills, literary taste, critical thinking, aesthetic values, and Christian ethical standards.

As parents, it is your responsibility to use your Christian discernment and parental discretion in monitoring your children's reading materials. You know your child's personality, level of maturity, and needs. Be aware of what books your child is reading and take the time to read them yourself. It can open the door to some great discussions.

### **ST. PAUL'S LUTHERAN SCHOOL LIBRARY SELECTION POLICY OBJECTIVES:**

The goal of St. Paul's Lutheran School Library is to provide a wide range of the best possible print, non-print, and on-line resources that enrich and support the curriculum as well as meet the needs of student recreational reading and personal interests. Levels of difficulty range from Pr-K through eighth grade, with primary focus on Pre-K through 8th. The material will offer differing points of view to help students develop critical analytical skills. The collection will be of an academically challenging level necessary for our students. Selection of the material will be in accordance with our library selection policy and be sensitive to the Christian community.

### **RESPONSIBILITY FOR SELECTION:**

The selection of books and non-print materials in the school library is the responsibility of the Librarian. Selection procedures involve following the selection policy.

### **CRITERIA FOR MATERIALS SELECTION (not all necessarily apply to each resource)**

- Support and enrich subjects taught in the school curriculum and are consistent with the Mission Statement of the school and with the school's educational goals and objectives. Being a state accredited school, the Oklahoma Priority Academic Student Skills (P.A.S.S.) also play a vital role in materials selection.
- Favorable reviews in standard library selection sources (School Library Journal, Booklist, and other publications)
- Reputation and significance of the author, product, and/or publisher.
- Potential user appeal - reading range and interest levels from Pre-K through 8th grade.
- Contribution to a balanced collection with selections of representative viewpoints on a variety of issues. Value commensurate with cost or need.
- Quality of format - attractive, durable binding with quality paper and printing.
- Quality in content, expression and presentation. Books for children and youth are selected to aid in their growth and development, for personal adjustments, for developing desirable social attitudes, and wholesome leisure time reading. These include fiction and nonfiction books of enduring value. Fiction books provide narrative writing in a variety of genre including realistic fiction, historical fiction, science fiction, fantasy, mystery, and legends/fairytales. Nonfiction books contribute to current knowledge concerning religion, nature, science, history, art/music, biography, poetry and social relations to assist in developing an understanding of people, places, and events in all parts of the world. (Selection is not limited to only these categories.)
- Recommendations and suggestions from faculty and students with consideration of validity, currency, and compliance with selection criteria.

The following professional decisions are made as they apply:

1. Learning resources support high standards of quality in factual content and presentation.
2. Learning resources are designed to motivate students and staff to examine and expand their
3. own duties, rights, responsibilities and privileges as participating citizens in our society. They
4. are geared to help students make informed judgments in their daily life.
5. Learning resources are selected for their strengths, rather than rejected for their weaknesses.
6. Realizing the importance of seeking an understanding of the religious faith of all people, the
7. collection includes the basic beliefs and practices of other branches of the Christian faith, and basic beliefs of other world religions.
8. Selection of pamphlets and periodicals follows general policy for the selection of books
9. Paperbacks are to be selected only where other bindings are not available, in order to extend
10. The collection in certain areas, or where the material is of very temporary interest.
11. A book may be excluded because it does not measure up to the library's standard, because the library already has adequate coverage in the subject, because it will not be used enough to justify its purchase, or because of budget limitations.
12. The ability of any library to meet all demands is limited. Needs beyond the resources of the school library can be met by the Public Library.

#### **VIDEOS:**

Selected with the same criteria used for print material that support the curriculum and are used in the classroom. All videos are purchased for preview and returned if they are not suitable.

#### **GIFTS:**

Gift books are evaluated with the same criteria as other resources added to the collection.

Addition to the library is at the discretion of the librarian. A heading is added to the computer catalog to enable a user to search by donor's name.

Monetary gifts are used to purchase books with the donor/honoree in mind. A bookplate is placed in each gift book with the name of the donor and the name of the person being honored or remembered. Attention is paid to special interests or requests that also meet our selection criteria.

Rejected materials are given to charity organizations.

#### **AUTHORITY**

The authority for the ultimate decision concerning material selection policy resides with the certified Library Media Specialist. Recommendations by individuals and groups are welcome, but the media specialist exercises its judgment in following them.

#### **WEEDING PROCEDURES:**

1. The collection is continually re-evaluated in relation to changing curriculum concepts, new methods, and current needs of (church school) teachers. Materials that are outdated, no longer useful or in poor repair will be discarded. Discarded materials have school labels removed and are donated to charity organizations. Systematic removal from the collection of materials that are no longer useful is essential to maintaining the purpose and quality of resources.
2. This process of re-evaluation leads to the replacement of outmoded materials with those that are up-to-date and meet selection criteria. Worn or lost materials are replaced if they are still of educational value.
3. Books with plates of honorees will be stored in a special location in the LMC (library media

center) when pulled from the collection.

### **CONTESTED MATERIAL:**

Final selection of library material is carefully made by the certified library staff with due regard to both the Mission of the School and suggestions from faculty, parents and students. Professionally recognized reviewing periodicals, standard catalogs and other selection aids are used to guide the selection. The library subscribes to the philosophy as expressed in the American Library Association's Library Bill of Rights (a copy is appended and made part of this document.) If materials serve the purpose of the library, are of required quality, and relate to an existing need or interest, they will not be removed by pressure from groups or individuals.

### **The contested/reconsideration procedure is as follows:**

1. Complainant fills out the "Request for Reconsideration Form." (Included in appendix)
2. Complainant's reconsideration form will be shared with a Reconsideration Committee.
3. Librarian will familiarize herself with the material, reviews of the material and meet with the Complainant to discuss St. Paul's Library Selection Policy and issues with the particular material.
4. If the complaint is not resolved informally, a committee of four will be formed. The committee will consist of the Principal, President of the Board of Education, Pastor, a parent and a teacher of the subject matter or grade level of the Complainant's child. All members will have looked over the material and be familiar with reviews.
5. In accordance with our statement of philosophy, no questionable materials will be removed from the library pending the final decision. However, access to questioned materials can be denied to the child of the parents making the complaint, if so desired.
6. After the decision is made (no more than three weeks from when the request was first filed) a member from the committee will meet with the complainant with a written report, presenting both the majority and minority opinions and explain the reasons for the decision.

### **Instructions to the Reconsideration Committee**

Bear in mind the principles of the freedom to learn and to read and base your decisions on broad principles rather than on a defense of individual materials. What is age inappropriate for one child may be appropriate for another child of the same age. Passages or parts of the book should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the material as a whole. Awareness of the policy regarding this book in other schools should be considered. The final decision needs to be made on what is good for our children and school as a whole.

### **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or

affiliations of individuals or groups requesting their use.

From the American Library Association website, <http://www.ala.org>.

**SCHOOL BOARD MEETINGS:** Matthew 18 should always be followed first and foremost. Thirty minutes are set aside at the beginning of the School Board Meeting where an individual may speak. Whether there is one guest or six guests, no guest will have more than 5 minutes to speak. Guests wishing to speak must sign in on the sign in sheet provided. Guests wishing to speak are expected to address the board in a Christian like manner. Comments will not be made by the board nor will questions be answered. The board appreciates your thoughts and comments and will take those into consideration during the meeting following the guest speaker/speakers.

**ST. PAUL'S LUTHERAN SCHOOL  
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