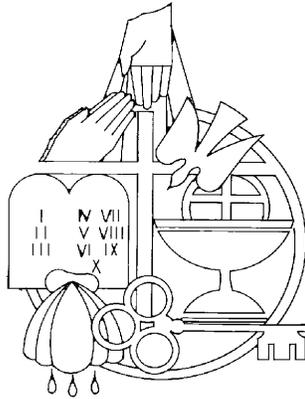


# St. Paul's Lutheran School Student Handbook





## INTRODUCTION

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Philippians 4:8-9)

“The goal of all education should be a wise and eloquent piety.” These words were uttered over 400 years ago by Johann Sturm, a Lutheran who was establishing classical schools in Europe. St. Paul’s Lutheran School has this same goal today. We pursue piety, knowledge, and eloquence together as redeemed people in Jesus Christ our Lord.

The purpose of the Parent/Student Handbook is to provide to all students and their parents a set of guidelines for such wise and eloquent piety in and around St. Paul’s Lutheran School. If we were perfect saints, we might not need any “rules and regulations,” but because of our sinful nature, we maintain these policies in a spirit of submitting to one another in love (Ephesians 4:1-3). We hope that everyone will receive these policies in accordance with Philippians 2:14-16, which says, “Do all things without grumbling or questioning, that you may be blameless and innocent, children of God without blemish in the midst of a crooked and perverse generation, among whom you shine as lights in the world, holding fast the word of life, so that in the day of Christ I may be proud that I did not run in vain or labor in vain.”

The entire contents of the Handbook should be read by or to every parent and student. We recognize that the Handbook is imperfect and silent on some issues which may arise. In cases of disagreement about a particular interpretation or implementation of certain rules, the Headmaster and/or the Board of Education will render decisions that they deem fair to both the students and the academy. Parents or guardians who believe that such policies or their implementation constitute undue hardship have recourse under the grievance policy listed below. In such cases, decisions made by the Board of Education convened in an official meeting will be deemed final and binding.

The Board of Education reserves the right to establish new policies and to modify existing policies contained herein. The implementation of these policies is subject to interpretation by the Headmaster who carries the responsibility for the welfare of all together. The Headmaster may also establish or modify policies as deemed necessary by intervening situations and circumstances subject to the approval of the Board of Education. These new or modified policies will be in effect upon written notice to all parents and students by the Headmaster, generally through the weekly newsletter or note sent home with the student.

Rev. Joel A. Brondos  
Headmaster

## PURPOSES OF A CHRISTIAN ELEMENTARY SCHOOL

St. Paul's Evangelical Lutheran Church is committed to the belief that Christian parents have the responsibility of teaching the word of God to their children. They accept this in accordance with the express command of the Holy Spirit that Christian parents should raise their children "in the nurture and admonition of the Lord."

Further, in commissioning the whole company of His disciples, that is, the Holy Christian Church, the Lord Jesus told them that along with the proclamation of the Gospel and the administration of Holy Baptism, they were to teach new disciples "to observe all things" that He had commanded.

St. Paul's Christian elementary school exists solely for the purpose of assisting both the Christian home and the Christian Church in meeting these responsibilities.

## OBJECTIVES OF A CHRISTIAN ELEMENTARY SCHOOL

Under the guidance and blessing of the Holy Spirit, St. Paul's School exists in order to further the following objectives:

1. To glorify the Triune God: Father, Son, and Holy Spirit, the One True God, who created a perfect world, redeemed it after its fall in Adam, and has continually called the people of this fallen world to repentance and new life.
2. To testify to the Lordship of Jesus the Christ, the God-Man who, in taking on a human nature, has conquered sin and death. He is the focal-point of the history of the world and the key to the understanding of its design.
3. To utilize the power of the Holy Spirit in training children to view both the history and design of the present world in the light of God's revealed and perfect Word, the Holy Bible.
4. To apply the kind of discipline that God has prescribed in the Bible so that children will see Him as a kind and loving Father who reproveth and corrects His children solely because of His love for them.
5. To equip the little ones with the kind of knowledge about God's creation that enables them to become effective disciples in His Kingdom and good stewards of the material and spiritual gifts that He has placed at their disposal.

## CONFESSION OF FAITH

The teachers of St. Paul's Lutheran School, in carrying out the above stated objectives, commit themselves whole-heartedly to the Confession of Faith as stated in Article III of the Constitution of St. Paul's Lutheran Church: "This congregation accepts and acknowledges all the canonical books of the Old and New Testament as the inspired Word of God and also all the Symbolical writings of the Evangelical Lutheran Church contained in the Book of Concord of 1580, taken from and in full accordance with the Holy Scriptures."

These Symbolic writings are:

1. The Three Ecumenical Creeds: The Apostolic, The Nicene, and the Athanasian
2. The Unaltered Augsburg Confession
3. The Apology to the Unaltered Augsburg Confession
4. The Smalcald Articles
5. Luther's Large Catechism
6. Luther's Small Catechism
7. The Formula of Concord

"This congregation also affirms that 'A Statement of Scriptural and Confessional Principles',

adopted by the Lutheran Church-Missouri Synod in 1973, is, in all its parts, scriptural and in accord with the Lutheran Confessions. As such, it expresses the position of this congregation on the doctrinal issues contained therein.”

According to this confession of faith, all matters of doctrine, conscience and Christian life shall be decided.”

## ADMISSIONS

As a result of this confessional subscription, St. Paul’s Lutheran School accepts its God-given responsibility to admit students of any race and color without regard to ethnic or national origin. In carrying out school-administered policies and programs, it resolves to grant all of its students fair and equitable treatment along with equal access to school activities without regard to racial or ethnic origin.

These resolves do not preclude the preferential treatment which is due those pupils who hold membership in our congregation, nor do they set aside the possible existence of other valid discriminatory factors which may apply to non-member pupils. However, those factors may be determined solely by application of the confessional article of the congregational constitution.

St. Paul’s School exists primarily for the training of children of the congregation members. When space allows, it accepts non-member pupils upon approval of the Board of Education. Non-member pupils shall be subject to a six-week acceptance (trial) period in the first quarter of their enrollment.

Kindergarten children must have attained five years of age on or before September 1 of the year of their enrollment.

Pupils who have begun their studies in another school and wish to transfer to St. Paul’s must present a transfer and academic transcript from the previous school. The health records held by the previous school are required of each new non-kindergarten entrant.

## ADMINISTRATION

St. Paul’s Lutheran School is owned and sustained by all the members of St. Paul’s congregation. The affairs of the school are administered by a Board of Christian Education, the Principal being its chief executive officer. However, final authority for all matters pertaining to school governance is vested in the Voter’s Assembly.

All parents who enroll their children here automatically agree to all conditions set forth in this handbook.

## HEALTH AND ATTENDANCE REQUIREMENTS

1. A health record from a doctor is to be presented by the pupil upon entering Kindergarten. A second one is to be submitted at the beginning of the fifth grade. In both instances, a physical examination is required before entering school at these grade levels. Evidence of professional visual and auditory examinations is also required at these times.
2. If a child shows signs of illness (sore throat, unexpected rash, etc.) parents are urged to keep the child home until the condition is remedied. In case the child has contracted a contagious disease, parents should immediately notify the school.
3. If a child is instructed to take medicine in school, his/her teacher should be notified in writing from a responsible adult.
4. If a pupil’s physical education activities are to be limited, written physician’s instructions must

- be presented to the school.
5. In case a child meets with an accident at school, the home will be notified. If parents cannot be reached, immediate steps will be taken to provide proper care for the injury. A series of emergency phone numbers for each child is requested.
  6. All absences must be excused with a reason for the absence given by a parent either by phone or in writing.
  7. Periodic height and weight records are maintained in the school office. These records are maintained for reference by local community health authorities.

## ACADEMIC PROGRAM

1. St. Paul's School has been founded on the firm foundation of God's Word. Therefore, the children attending our school receive thorough training in Bible history, Bible interpretation, and Christian doctrine. The memorization of Scripture passages, Martin Luther's Small Catechism and Christian hymns is a requirement of all pupils.
2. While the various courses of study that make up the curriculum of St. Paul's School include the academic disciplines prescribed by the State of Illinois, the teachers of St. Paul's are under a commission to "declare the whole counsel of God" to their pupils. It is in the light of God's Word that the entire curriculum of St. Paul's School is set forth. Thus it has always enjoyed His blessing.
3. St. Paul's Lutheran School is registered with the Cook County Educational Service Region, and to the extent that God's Word allows, cooperates with the local public school system. The graduates of our eighth grade have always entered high school without any academic reservation.
4. St. Paul's School also aims to cooperate fully with civic authorities in the areas of public health and safety, and also in other matters that concern the welfare of the children in relation to the community.
5. Special courses in Christian doctrine are taught by the pastor to seventh and eighth grade students during the regular school day. These courses provide additional preparation for the Rite of Confirmation. All seventh and eighth graders are required to participate in these courses, even if they are not members of St. Paul's congregation.
6. Efforts to improve physical fitness are carried on with full regard for all fitness qualities - spiritual, mental, emotional, and social. Good sportsmanship is important as a worthy trait of every student's personality. In order to further this endeavor, St. Paul's School is a member of the West Suburban Lutheran School Athletic League.
7. Formal band instruction is offered pupils in grades 4 through 8 who show interest in some musical instrument and are willing to rent or purchase an instrument. A qualified band instructor from Walther Lutheran High School Grade School Program comes to the school for instruction during the school day once a week.

## TESTING

A complete and cumulative record is kept for all pupils at school. In addition to regular subject-matter tests, standard achievement and standard intelligence tests are administered regularly. To show the progress of the pupil, an accurate record of the test results is kept on file in the school office.

Individual and class group results of these tests are utilized for the guidance of the individual pupil and for periodic curriculum evaluation.

## HOMEWORK

The pupils are given opportunity to complete in school many of their assignments. If a child seems to have an excessive amount of homework, parents should arrange to discuss the problem with the teacher.

Absences from school are not an excuse from completion of assignments. It is the obligation of the child and the parents to see that all assignments are satisfactorily completed. Assignments given during the absence of a student may be required at the discretion of the teacher. A morning phone call before school hours between 8:00 and 8:40 on the day of an absence will allow the teacher to collect assignments for after school pickup.

Parents should also check their children's work regularly. It is essential for building character that the children submit schoolwork on time and work through assignments thoughtfully and neatly.

## SCHOOL AND HOME COMMUNICATION

1. Report cards are issued four times a year and are sent home with the pupils, to be returned with a parent signature.
2. Parents should feel free to consult with their child's teacher whenever they feel the need. Conferences should be held at times when matters can be discussed without the constraints of the daily school schedule. Arrangements for conferences should preferably be made during the hours immediately before and after the school day. While most difficulties are easily solved on the telephone, parents are requested to avoid hurried or telephoned conversations that deal with serious problems.
3. Parental grievances may be settled only within the following steps of personal contact between home and school:

- Step 1. Teacher involved
- Step 2. Principal
- Step 3. Pastor
- Step 4. Chairman of the Board of Education
- Step 5. The Board of Education
- Step 6. The Voter's Assembly

Grievances may be settled at any of the foregoing steps upon satisfaction of the grievant.

## STEWARDSHIP OF PROPERTY

The pupils of St. Paul's School are responsible for two types of property: that which comes from the home, and that which is provided at school. Supply lists presented by teachers are really quite adequate, and, outside of food and clothing, or items for which there has been a special request, all other properties can only serve to distract fellow pupils from their assigned tasks. Such things are toys, candy not associated with lunch, matches, knives, comic books, etc., if brought, may be confiscated. The wearing of valuable jewelry is especially discouraged.

If a pupil loses or severely damages a school textbook, his/her parents will be required to replace it by making an additional purchase.

All books, purses, equipment, and articles of clothing should be plainly marked with name tapes or ink for children in all grades. This will help to eliminate the problem of lost articles.

Pupils not having adequate supplies pose a special burden to a teacher. Parents are asked to regularly check on the properties entrusted to their children.

## CONDUCT AND DISCIPLINE

We expect that our students will develop and exhibit the following behaviors:

1. Worship God faithfully during the school week and at the regularly scheduled services.
2. Obey the Ten Commandments, and repent when they do not.
3. Be cheerful in their work as young Christian students.
4. Respect their classmates in word and deed.
5. Have the safety of others in mind at all school functions.

We expect that our students will avoid the following behaviors:

1. Class disruption, such as talking without permission, distracting fellow students, verbal outburst, food consumption outside of lunchtime, and running in authorized areas.
2. The use of unchristian language, such as profanity, vulgarity, cursing, swearing.
3. Disregard for the emotional and physical welfare of classmates through verbal abuse or physical threat, written or oral.
4. Disregard for authority, such as disrespectful response to adult correction by word, tone of voice, nonresponsiveness, belligerence, improper dress, or the abuse of shared school properties.
5. Unlawful conduct, such as possession and/or use of controlled substances and/or weapons, and assault and/or battery on anyone on school grounds or at any school-related activities.

Violations of any of the above may result in teacher-lead correction, a meeting with the principal, a parent/student conference, after-school detention, some form of suspension, and, in extreme cases, expulsion. In any disciplinary action, teachers shall respond in a manner appropriate to the type of misconduct, its severity, and the degree of frequency with which it occurs. All suspensions will result in school board contact with the appropriate parties. Repeated suspensions may result in expulsion.

Non-classroom disciplinary actions may be described as follows:

1. Detentions may be issued either by the teacher in charge or the principal. Students will normally serve detentions on the school day the offense was committed or on the school day following. They are served after school from 3:15 to 4:00. Repeated detentions will result in an in-school suspension and/or parent/student conference involving the school board.
2. In-school detentions are served during the school day. A student reports to the teacher, collects the assignments for the day, and reports to a supervised area outside the classroom for the remainder of the school day.
3. Out-of-school suspensions are served off school grounds under supervision from the student's home. The student is not allowed on school grounds for the entire day, receives no credit for schoolwork due, and is marked absent for the duration of the suspension.
4. Expulsion removes a student from the school for the remainder of the school year because of repeated suspensions or because of gross misconduct and/or insubordination. Expulsion is a decision made by the school board after investigation by the board. The parents of the student involved shall receive a fair hearing before the final decision is made. The students may not be re-enrolled in a subsequent school year without board approval.

## ARRIVAL AND DEPARTURES

The school hours of instruction are from 8:45 a.m. until 3:15 p.m. children are not permitted in the building until 8:30 a.m. They should come directly to school and not loiter on corners, at people's homes, or in stores on the way. After classes are dismissed, pupils are not allowed to loiter on school grounds or play in the parking lot. All parents are urged to be prompt in picking up their children after school.

If parents have special needs for child supervision before 8:30 a.m. or after 3:15 p.m. they should

Speak with the principal about before and after school supervisory assistance. Parents must have approval from the Board of Education in order to use this service.

Students should eat their lunch in their classrooms under the supervision of their teacher, pupils are not allowed to leave the school grounds during the lunch period. Exceptions to this rule are made if the child presents a written request from parent to teacher.

Bicycles are not to be ridden on school grounds. A teacher may direct a student to keep his bicycle at home if he or she shows disregard for bicycle safety.

Before and after school, CHILDREN SHOULD NOT CROSS IN THE MIDDLE OF THE STREET without adult supervision. The parking lot is directly across the street from the entrance of the school and the urge to “cut across” without adult supervision must be restrained. Parents should not part and wait in front of school when dropping off and picking up their children. This creates an even greater hazard.

#### LIBRARY AND RESOURCE CENTER

The school maintains a centralized library. Attention is called to the following regulations:

1. All pupils in the school are entitled to use the library and withdraw books.
2. Reference books may be used in the library or classroom only.
3. All other books may be retained for two weeks and renewed once.
4. Each borrower is held responsible for all books drawn on his card and for all fines accruing on the same.
5. Five cents per school day is charged for each book kept overtime, with no fine to exceed \$1.00
6. Parents are responsible to pay for lost and damaged books.
7. No book is to be issued a person while he/she owes a fine.
8. Cards may be issued to any member of St. Paul’s congregation upon request.

#### WORSHIP ACTIVITIES

Children’s worship services for the entire school are held on a weekly basis. Special worship services are scheduled for the opening and closing of the school year and also on regular school days during Advent and the Christmas season, the season of Lent, and on Ascension Day. On various occasions, certain classes sing as a group during regular church services. These services offer another opportunity to bring the children to God’s house where they may worship, sing, pray, listen to His Holy Word, and give Him their offerings. Parents and friends are invited to attend these services.

#### FINANCIAL SUPPORT

Members of St. Paul’s Church contribute to the church and school through their regular weekly envelope offerings.

At times, patrons and friends may wish to make a memorial donation or gift to the school. Upon request, the principal will be happy to suggest instructional items that he could purchase through special gifts.

A tuition fee is not charged to families who are members of St. Paul’s congregation. A tuition fee based upon the number of enrolled children per family is charged to those who are not members of St. Paul’s. Non-member tuition fees amount to less than half the congregational expense of educating a student at St. Paul’s School. Whenever pupil charges create a hardship, the problem

should be discussed with the principal prior to enrollment. The Board has been empowered to make adjustments based on his recommendation.

It is fervently hoped that all families who avail themselves of the opportunities at St. Paul's School will with willing hearts, seek to fulfill their financial responsibility to St. Paul's congregation as God has prospered them.

## STUDENT FEES

A book rental fee is charged for all pupils. This fee covers the use of all non-theological textbooks and workbooks. Students in grades three through eight are expected to own and use their own Bibles, catechisms, and hymnals. These three items may be purchased at our church secretary's office.

Parents may purchase milk for the noon lunch period for pupils in grades one through eight also on an annual basis for a nominal fee.

## STUDENT DRSS CODE

St. Paul's Lutheran School requires all its pupils to wear clothing that is reflective of their Christian training. What they wear should not be allowed to disrupt or distract from the education process. The Board of Christian Education of St. Paul's feels that in a school setting in which learning can thrive, dress which draws undue attention to a person, represents a fashion extreme, or has objectionable content has no place. These same constrictions are true of hairstyle, hair color, and the uses of jewelry and make-up. Extremes in any of these areas are to be avoided. Parents are ultimately responsible for the compliance of the dress code. The Board of Education of St. Paul's Lutheran School reserves the right to establish the policy that determines what constitutes acceptable dress, hairstyles, jewelry or other clothing accessories.

Certain forms of attire are appropriate for church, for play, for the office, for physical labor, and for school. Clothing and accessories which are neat, clean, not calling for undue attention to the wearer, modest and decent are deemed appropriate for school wear. Students are expected to be in accordance with the dress code throughout the academic day, when on school sponsored trips, or when away from the school at activities where the students are representing the school, unless advised in advance by the teacher or principal on a case-by-case basis.

In the event of a dress code violation and at the discretion of the teacher or principal, students may be directed to change into school-owned clothing, be sent home to change their clothes, or parents may be requested to bring a change of clothing, so that the student is brought into compliance with the dress code requirements. When dress code violations occur, parents will be notified by the respective teacher, principal or designated staff member. Persistent violation of the dress code will be treated as any other disciplinary infraction and may be brought to the attention of the Board of Christian Education for review and/or appropriate action (i.e., detention or suspension).

All student clothing is to comply with the styles and colors designed in the Dress Code catalog for St. Paul's Lutheran School.

To provide uniformity in student appearance, clothing is available and, unless otherwise noted, shall be acquired at the 'approved' uniform supplier.

Articles of clothing which are available at the 'approved' uniform supplier, but may be purchased elsewhere include shoes, belts, socks, hosiery, and hair accessories. Styles and colors of accessories purchased from a source other than the 'approved' uniform supplier must conform to the styles and colors designated in the Dress Code catalog.

The following describes what is proper attire for St. Paul's students:

#### Dress Code for Boys

Shoes: Loafers or traditional soft sole dress shoes. (Reference school dress code catalog) Socks must be worn at all times.

Slacks: Dress twill, relaxed fit, or dress corduroy must be worn. Slacks with belt loops must be belted with belts visible. Slacks must be free from holes and frayed edges and may not be either unduly tight or 'baggy'.

Shirts: Collared shirts; Oxford or Knit Polo, long or short sleeves. Shirts must be tucked in at all times. With the exception of top button, shirts must be buttoned.

Sweaters: V-neck cardigans, V-neck pullover, V-neck sleeveless pullover, over an appropriate shirt.

#### Dress Code for Girls

Shoes: Loafers or traditional soft sole dress shoes. (Reference school dress code catalog) Socks, hosiery or tights must be worn at all times. Shoes without heel coverings or straps may not be worn. Maximum 2" heel.

Slacks: Dress twill, dress corduroy, relaxed fit, polyester slacks that are not unduly tight fitting. Belts must be worn with slacks with belt loops.

Skirts - Grades 3-8: Kick-pleat, kilt, split, or pleated skirt that is not unduly tight fitting. The hem of any type of skirt must not be more than 4 inches above the knee as measured when kneeling upright. Belts must be worn with skirts with belt loops.

Tops/Blouses: Oxford or broadcloth blouse, long or short sleeves, Knot Polo long or short sleeves, without being unduly tight; form fitting, or clingy. Shirts must be tucked in at all times. Ribbed bottom knit shirt (long or short sleeve) designed to be worn outside garment or tucked inside - need not be tucked in. With the exception of the top two buttons, shirts must be buttoned. No cleavage and/or undergarments shall be showing at any time. No bare midriffs.

Jumpers - Grades K-2: One-piece, V-neck pleated, or shift style jumper, worn with an appropriate top underneath. Skirt length must be no higher than 4 inches above the knee as measured when kneeling upright.

Sweaters: V-neck cardigans, V-neck pullover, V-neck sleeveless pullover, over an appropriate top.

#### Personal Grooming and Appearance

Along with the dress code, students are expected to maintain an appropriate general appearance. All uniforms should be properly fitted, modest, clean and neat. All students are expected to observe general standards of hygiene.

Girls: Hair must be neat and clean and of a style consistent with the spirit and intent of school dress. Artistic or radical hair styles or colors are not consistent with the spirit and intent of school dress will not be permitted. Earrings are not permitted to be worn on any part of the body other than the earlobe. Excessive earrings are not permitted and any other body-piercing is not acceptable.

Boys: Hair must be neat and clean and of a style consistent with the spirit and intent of school dress.

Artistic or radical hair styles or colors not consistent with the spirit and intent of school dress will not be permitted. Earrings of any kind and any body-piercings are not permitted.

#### General Notes

- Appropriate undergarments must be worn at all times.
- No T-shirts worn as undergarments may contain large logos on front or back.
- No athletic wear (sweatshirts, sweatpants, fleece, team jerseys, etc.) will be worn in the classroom.
- No outdoor wear (jackets, coats, hooded sweatshirts, etc.) may be worn in the classroom.
- At no time will students be allowed to wear clothing or jewelry that advertises anti-Christian attitudes found in the entertainment media or that associates the wearer with the public sins of popular personalities, with gangs, or with the use of controlled substances.
- Girls in grades K through 6 may not wear make-up in school. Girls in grades 7 and 8 who are excessive in or abusive of the wearing of make-up or spending undue time in front of a mirror may be directed to immediately remove all make-up. No eyeliner.
- Gym Uniforms must be worn during the physical education periods of grades 5 through 8. Pupils will be given a reasonable amount of time for a change of clothing for these classes. All students must have access to a pair of gym shoes for physical education classes.
- The display of tattoos on any part of the body is not permitted.
- Hats or head coverings of any kind are never to be worn indoors.
- If a parent is in doubt about the appropriateness of their child's appearance, that parent should make adjustments before sending their child to school.

#### CONCLUDING THOUGHTS

The Parent Handbook and the Student Dress Code of St. Paul's Lutheran School have been written, revised, and developed through the years in order to fulfill the command of the Holy Spirit recorded by St. Paul in 1 Corinthians 14: "Let all things be done decently and in order." To be sure, the handbook and the dress code were developed by flawed human beings, are intended for the welfare of other flawed human beings, and are to be administered by still other flawed human beings. The policies contained herein will be understood and misunderstood. They will be observed and, from time-to-time, be ignored. Nevertheless, our Lord has commanded Christian congregations to organize and respect their leaders and the devise approaches to solving problems that other congregations in other places may never experience. In Hebrews 13 we read: "Obey them that have the rule over you, and submit yourselves; for they watch for your souls as they that must give account, that they may do their work with joy and not with grief, for that is unprofitable for you." In Ephesians 4 we are to "walk worthily...with all lowliness and gentleness...endeavoring to keep the unity of the Spirit in the bond of peace."

It is the prayer of those who developed the policies contained herein that individuals finding themselves occasionally inconvenienced will remember the sole purpose behind these policies is to enable our teaching staff to carry out the second half of the Great Commission in Matthew 28: "Teaching them [the Baptized] to observe all things that I have commanded you."