



**St. Paul Lutheran School**  
**Family Handbook 2023-2024**

Updated 6/23/22

## **St. Paul Lutheran School Parent – Student Handbook**

God's grace and peace to you through our Lord and Savior Jesus Christ. Praise be to God for the New Life we've been given through the power of the Holy Spirit. To all our new families, we welcome you to St. Paul Lutheran School. This handbook provides you with much of the necessary information needed as we begin our partnership in your child's education. To our returning families, this handbook continues the partnership we've developed over the years. To all our families, this handbook is given to you with the prayer that the Holy Spirit will continue to bless the ministry we share. May your child's educational experience open new doors for learning and add to the ministry of St. Paul Lutheran Church and in the Metroplex area. St. Paul is a member of a system of more than 2,500 Lutheran early childhood, elementary, and high schools throughout the United States and is a member of the Lutheran Church – Missouri Synod. Our school represents locally the largest Protestant parochial school system in the country.

We hope this handbook answers your questions pertaining to our school. It is a reflection of our interest and concern for you and your child's needs. We are concerned with your child's total needs – physical, social, emotional, intellectual, spiritual, and aesthetic. We are concerned with supporting and encouraging you in the training of your child. We are interested and concerned with nurturing and preserving the faith of each child to life eternal in the kingdom of God.

May God bless us as we seek to do the will of our Savior.

### **St. Paul Lutheran Church Mission Statement**

Ignite passion for Christ wherever we are; Love unexpectedly wherever we go.

### **School Mission Statement**

St. Paul Lutheran School provides a Biblically-integrated, academically excellent education for students. St. Paul partners with families to equip children to boldly reflect the character of Jesus Christ.

### **A St. Paul Lutheran Graduate Is...**

#### **Prepared Academically for High School and Beyond**

- Standing on an excellent academic base
- Ready for challenging honors curriculum in high school and college
- Pursued by many area high schools

#### **Educated in Christian Foundations**

- Guided by a moral compass rooted in Jesus
- Biblically literate
- Able to make good decisions based on scripture

#### **Equipped with a Heart for Service**

- Mindful of neighbors in need, both locally and globally
- Prepared to serve others in the classroom and in the local community
- Qualified for leadership opportunities at school, at home, and in the community

#### **A Confident Citizen**

- Willing to be a team player and work with others
- Using God-given talents through academics, art, music, drama, and sports
- Growing in responsibility and maturity

## **GENERAL INFORMATION**

### **ABSENCES**

If your child is going to be absent, please call the school office before 8:30 A.M.

The student is allowed one day to make up work for each day of school absence. A student absent due to illness is not allowed to participate in any after school activities that day. It is the responsibility of the student and/or parent to pick up missed work and/or assignments. In the case of an absence due to illness, the student must be well enough to participate fully in school upon his return. In the case of a fever, the student must hold a normal temperature for 24 hours before returning to school.

An accumulation of twenty or more absences during the school year will place a student's promotion to the next grade level in jeopardy. Students arriving after 10:00 A.M. or leaving before 2:00 P.M. will be counted as absent for a half day.

### **ABSENCES - PREARRANGED**

If you know your child will be absent for such things as dental appointments or family travel, please notify your child's homeroom teacher. All pre-assigned work is due upon the student's return.

### **ACADEMIC CONTESTS**

During the school year, children are invited to participate in a number of academic contests.

### **ACCREDITATION**

The Texas Education Agency recognizes both the National Lutheran Accreditation and the Lutheran Schools Accreditation Commission. Currently, we are accredited by the National Lutheran School Accreditation and the Lutheran Schools Accreditation Commission. We strive to maintain TEA standards as well as impose upon ourselves high standards of distinctive Christian academic excellence.

### **ACHIEVEMENT TESTS**

Students in grades 2-8 participate in MAP Growth testing. The testing measures student growth over time and provides educators and parents with useful data. Students are tested in math, reading, language, and science. The 45-minute tests are administered two times per year.

### **ADMINISTRATION**

The school is owned and operated by St. Paul Lutheran Church. Final authority for the control of the school rests with the Congregational Forum.

To effectively carry out the purpose of the school, the Congregational Forum delegates responsibility for operation of the school to the Board of Christian Day School and elects the Chairman of the Board. Board meetings are held monthly. For a copy of the School Board Procedure Manual, please contact the school office.

The Congregational Forum also calls a principal whose responsibility is to administer the policies of the Board. The principal, with the help of the faculty, suggests changes in policies, curriculum, and the physical plant for the improvement and welfare of the school. The principal is the primary administrator in matters concerning the school, and therefore, is the primary contact person for the faculty, parents, and public with regard to school operation.

### **ADMISSIONS**

St. Paul Lutheran School admits students of any race, color, or national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school.

St. Paul Lutheran School utilizes a Continuous Enrollment Contract that is signed at the time of new student enrollment. This contract remains in effect through 8<sup>th</sup> grade graduation or until proper notice of withdrawal is provided according to the terms of the contract.

### **Priority Policy for Open Enrollment**

Admissions Waiting Pool Priorities for Pre-Kindergarten through 8<sup>th</sup> Grade\*:

First Priority: Siblings of currently enrolled returning student (PK to grade 8, not including preschool.)

Second Priority: New students of St. Paul Lutheran Church families

Third Priority: New students of community families

Determination of enrollment admission is solely controlled by SPLS. Admissions policy is set by the SPLS Board, and is subject to change on an annual basis at the discretion of the Board. \*Must pass applicable testing requirements.

### **ADVANCED HONORS CLASSES**

Students entering seventh grade have an opportunity to participate in Advanced Honors classes. Qualifying criteria for Advanced Honors classes in Literature, Math, and Science are as follows:

Must meet three of the four criteria

- Report card grade previous year – at least 87%
- Standardized test scores previous year – at least 85th per-centile (combined math and combined language)
- Teacher recommendation
- Parent Approval

For students to remain in Advanced Honors classes for the full year, at the end of the first quarter, the student must maintain a grade of 87% or higher. A grade lower than 87%, may result in the child being moved into the regular honors classes.

The goal of Advanced Honors is to ready students for Advanced Placement classes in high school.

The benefits include -

- allowing students to move at a faster pace
- challenging students to use higher-level thinking skills
- preparing students for Advanced Placement classes in high school
- keeping students competitive with other private and public middle schools

### **APPEARANCE CODE/UNIFORM POLICY**

The appearance of a student is the responsibility of the student and the parents. We expect students to maintain an appearance that is not distracting to teachers or other students nor draws undue attention or in any way disrupts the instructional program of the school.

Uniforms create a "Spirit of Unity" and easily identify the children as members of St. Paul Lutheran School to the community.

A copy of the Dress Code Handbook is available in the school office and on the school website.

## **ATHLETICS**

Students are encouraged to participate in the athletic program as a part of their total education. Students in grades 5 through 8 are eligible to participate in interscholastic sports, which are offered for their grade level by St. Paul. An athletic fee will be collected at the beginning of the year to help offset team expenses.

Before participating, a student must deliver the following forms to the Athletic Director: (1) a parental consent form, (2) a completed physical form, and (3) a signed Code of Conduct form from the Athletic Handbook. All questions concerning athletics should be addressed to the Athletic Director. (See extracurricular eligibility and Athletic Handbook for more information.)

## **ATTENDANCE/TARDIES**

Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Chronic absenteeism may hamper that achievement.

Attendance is taken in each room promptly at 8:15 A.M. daily. Students who arrive after this time must report to the welcome center to be checked into school.

An accumulation of twenty or more absences during the school year will place a student's promotion to the next grade level in jeopardy.

If a student has seven tardies per quarter, a disciplinary referral will be completed. A second disciplinary referral will be sent after the twelfth tardy in a quarter.

## **BACKGROUND CHECKS**

As part of our measures to keep our children safe, background checks and online training is required for all faculty and staff members as well as key volunteers, such as coaches, and others directly involved in supervising students.

## **BIRTHDAY BOOK PROGRAM**

The birthday book program serves as a way to recognize birthdays or other special days in the lives of our students. Books are purchased in honor of the student. A plaque on the inside cover of the book indicates the student's name and the occasion. The student takes the book home to read. The book is then returned to be placed on the library shelves. As our students grow, so does the library. You can select from birthday books located in the school office. Cost is \$15. The books are presented at the conclusion of chapel services.

## **CASUAL DRESS DAY**

Certain incentives provide for casual dress days. Students who earn a casual dress day should keep the dress code in mind and dress in such a way that they do not call unnecessary attention to themselves.

With that in mind:

- shorts and skirts should be no more than 3" from the back of the crease of the knee;
- shirts/blouses should have sleeves and be free of inappropriate logos and tucked in;
- shoes should follow the regular dress code policy

Students should not use casual dress day on a field trip day unless otherwise indicated by the teacher.

If clothing is deemed to be inappropriate, a parent will be called and asked to bring appropriate clothing.

## **CHAPEL**

Chapel services are conducted on Wednesdays and on special occasions. Students, teachers, and guests are involved in these services. Tardy students must first go to the office for a tardy slip before going to chapel.

## **CHRISTIAN FAITH STUDIES**

Students have Bible classes in which they study the Scriptures and learn the basic tenets of the Lutheran faith. Other faiths are not belittled nor are students encouraged to switch churches; however, students are encouraged to attend Christian worship services regularly.

## **CLASSROOM PARTIES**

Throughout the year, class parties are held to celebrate holidays such as Christmas, Valentine's Day, and Easter. Halloween is not observed. Teachers are responsible for the activities that occur within the classroom. Room parents volunteer to assist the teacher with parties.

If outside activities are planned by parents for their child's birthday, invitations should be sent to all students in the class. If a party/event includes less than the entire class, invitations should be sent through the mail.

## **CLASSROOM VISITS**

Parents/guardians are encouraged to visit their child's or any other classroom. Please check with the teacher and administrator prior to any visit.

## **COUNSELING**

St Paul Lutheran School offers a School Counseling Program which is based on the national standards created by the American School Counselor's Association (ASCA) with the purpose of supporting the whole student: spiritually, intellectually, physically, and socially. The school counselor is available as a resource for students, parents, faculty, and staff. The school counselor provides primarily short-term, temporary services for areas of personal conflict, guidance lessons in the classrooms, large and small issue-specific groups, and support for teachers and parents as they attend to the needs of each student. As confidentiality is at the core of the counseling relationship, student and family privacy is of the utmost importance. Generally, the individual level of confidentiality increases as the student's age increases. St Paul Lutheran School believes that student issues are best solved with the family involved and depending on the age/need of the student, the counselor will either share with the parents that their student has visited or will encourage the student to share with their parents that the two have met. If a student is in danger of being harmed or harming himself or others, the counselor is legally obligated to share this information with the appropriate persons. Referrals are made to professional counselors and outside agencies when therapy or long-term counseling would be beneficial. Students and parents are encouraged to contact the counselor with any concerns that may be impacting a student's academic, social, or emotional functioning. The parent agrees, unless written notice is provided to the school office, to their student's access to counseling services.

## **COMMUNICATIONS**

- Written school communication will be shared via email or letter.
- Follow the St. Paul Lutheran School Facebook Page and the St. Paul Lutheran Families Group.
- *News to Know* is a newsletter distributed weekly by email.
- Grades, midterms, report cards, and lunch information are all available on FACTS using your parent code.
- Parent conferences are scheduled with the homeroom teacher at the end of the first quarter. A spring conference for some grade levels is also held near the end of the third quarter.
- Parents are encouraged to communicate with their teacher to maintain a positive relationship in the academic growth of each student.

## **DAMAGE**

Parents will be financially liable for any loss or damage caused by their child to books or any other school property. Students are responsible for the condition of their borrowed books. The total replacement costs of any books will be used to assess loss or damage.

## **DISCIPLINE**

The Word of God guides the discipline maintained at St. Paul. "My son, do not despise the Lord's discipline or be weary of His reproof, for the Lord reproves him whom He delights." Proverbs 3:11-12.

School personnel do not administer corporal punishment.

All students are expected to...

- be ready for school by 8:15 A.M.
- complete all assigned work on time
- treat all school and personal property with respect and dignity
- treat peers with respect and dignity
  - (See addendum "A Christ-Centered, Principled Approach to the Treatment of Others)
- treat all in authority with respect and dignity

When these expectations are not met, the teacher determines consequences. In serious or continuous cases, a disciplinary referral will be issued.

Disciplinary referrals are given for reasons such as: disrespect of those in authority; disrespect of other students; cheating; stealing; destruction of school property; continuous incomplete assignments; or seven tardies per quarter.

Each disciplinary referral will result in the following:

- The teacher will complete the first referral, with a copy sent home and one copy kept by the teacher. The teacher will also speak with the parent as a follow-up to the referral, either in person or by phone the same day.
- A second referral within a semester will result in a meeting with the principal, teacher, parent, and student.
- A third referral within a semester will result in an automatic suspension. A principal-parent meeting will also be held.
- A fourth referral within a semester will result in dismissal from the school.

The principal may use discretion to supersede the above procedures.

## **DUE PROCESS/SUSPENSION & EXPULSIONS**

### **1. In-School or Short-Term Suspensions (Ten Days or Less)**

- a. The principal has the authority to suspend for a period of ten days or less, any student who willfully violates the rules of conduct established by or in accordance with this policy. A student who is suspended shall be given an opportunity to make up his or her homework and take any quarterly, semester, or grading period examinations missed during a short-term suspension.
- b. Generally, the student shall have been informed previously, either verbally or in writing, that the acts of misconduct could result in suspension.
- c. The student shall be told of the alleged misconduct and the evidence against him or her.
- d. The student shall be given the opportunity to present informally his/her knowledge of the facts and defense, if any, to the accusations.

- e. The principal or a designee shall conduct such an investigation as is necessary to determine the truth of the accusations against the student.
- f. When the principal or designee has reached a decision, the student shall be informed of the decision.
- g. If the principal or designee finds that the accusation(s) is true and that a suspension is warranted under the facts of the circumstances, the student, parents and/or guardians shall be notified, in writing, of the reason for the suspension, the type of suspension (in-school or out-of-school) and the length of the suspension.
- h. The parents or guardians shall also be notified that they may request a conference to discuss the suspension.
- i. If more than seven pupils are suspended at the same time for the same act(s) of misconduct, the principal shall notify the School Board chairman immediately.
- j. If the conduct of the pupil(s) poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the pupil(s) may be suspended immediately. In such cases, the procedures described above shall be completed as soon as practicable after the suspension.
- k. Any student suspended for ten days or less will be given the opportunity to take any exams missed and make up work missed.

## 2. Long-Term Suspension (More than Ten Days)

The principal may recommend to the School Board chairman long-term suspension of a student defined as the denial of a student the right to attend school and to take part in any school function for any period in excess of ten days, up to the remainder of the school year. A long-term suspension may be imposed by the principal after receiving approval from the School Board chairman.

- a. Before submitting a recommendation to the School Board chairman, the principal shall complete steps c-f in the procedures for a short-term suspension.
- b. The notices to the student and his or her parent(s) or guardian(s) shall clearly state:
  - (1) that the principal is recommending a long-term suspension to the School Board chairman.
  - (2) that the student and his or her parent(s) or guardian(s) may request a hearing within ten school days of the principal's recommendation before an impartial hearing officer appointed by the School Board chairman; and
  - (3) the procedures for requesting a hearing.
- c. prior to the hearing, the student and his or her parent(s) or guardian(s) shall have the right to examine any exhibits or other evidence against the student.
- d. The hearing shall be conducted in the following manner:
  - (1) It shall be private and informal.
  - (2) The student may be represented by an attorney or a person of his or her choice.
  - (3) The hearing shall begin with the presentation of the school's evidence as the principal or his designee has the burden of proving that the student has violated a rule or rules of conduct established by or in accordance with this policy.
  - (4) The school officials and the student shall have the right to present evidence and cross-examine any witnesses presented.
  - (5) A record shall be made of the hearing.
- e. Within 24 hours of the hearing, the hearing officer shall render a decision on all factual issues based solely on the evidence presented at the hearing and shall make a recommendation to the School Board chairman concerning the future education of the student.
- f. The School Board chairman shall notify the student and his or her parent(s) or guardian(s) as soon as practicable of the hearing officer's decision concerning the factual issues and the School Board chairman's decision concerning the student's future education.
- g. The student and his or her parent(s) or guardian(s) may appeal the decision of the School Board chairman to the Board of Education. The Senior Pastor, on behalf of the School Board chairman, may



designate a hearing panel composed of two or more members of the Board to hear and make a recommendation upon such appeal in the name and on behalf of the Board.

(1) The hearing shall be conducted the following manner:

- (a) It shall be private and formal.
- (b) The student may be represented by an attorney or a person of his or her choice.
- (c) The burden of proof shall be on the principal and the School Board chairman.
- (d) The student, or his representative, shall have the right to examine exhibits and other evidence against him and to cross-examine adverse witnesses.
- (e) The student shall also have the right to present evidence on his or her behalf.
- (f) Either party shall have the right to record the proceedings.

(2) The decision of the Board shall be based on substantial evidence and shall be sent in written form to the student and the School Board chairman within 24 hours after the hearing. A copy shall be sent to the parent(s) or guardian(s) of the student.

(3) Any student aggrieved by the decision of the Board shall have the right of judicial review as provided by law.

(4) If there is an appeal from the School Board chairman's decision to the School Board, the suspension shall not become effective until the Board renders its decision; provided, however, if the student's presence on campus poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the student may be suspended and removed from the school premises immediately.

### **EARLY DISMISSAL**

For safety reasons, parents are to enter the building through the Welcome Center to be assisted. Parents will wait in the Welcome Center until a staff member brings them their child.

### **ELECTRONIC COMMUNICATION POLICY**

Students may possess electronic devices such as, but not limited to, cell phones and Smartwatches during the school day from arrival on campus until 3:45 P.M. under the following conditions: 1) Must be turned off (powered off) from arrival time until 3:45 P.M. 2) Must be put away and remain out of sight prior to entering the classroom. Students in violation of this policy may be subject to disciplinary action, including:

1. Item is confiscated, taken to the principal's office, and picked up by the student's parent/guardian at the end of the day.
2. A second offense may result in the device being confiscated and returned to the child's parent/guardian at the end of the semester or school year.

Electronic communication devices may be possessed and used after school (except for after school care) and at school-sponsored or school related activities.

Personal electronic devices will be allowed in the classroom only with teacher approval. St. Paul Lutheran School, its staff and faculty, shall not be responsible for any damage to personal electronic devices that are brought to school by students. This includes breakage and theft. Electronic devices brought to school by students shall be allowed only with the signed authorization by the student's parent or guardian. Using the device for purposes other than those permitted by the classroom teacher will result in loss of this privilege.

### **ENTRY INTO SCHOOL**

Doors open at 8:00 am for students to enter the buildings. For the safety of children, parents are not allowed to drop off their children on campus before the time the doors open. Between 8:15 A.M. and 3:30 P.M., all doors are locked. Students and parents must enter only through the Welcome Center doors after 8:15 A.M. Generally, parents are assisted at the Welcome Desk. If it is necessary for the parent to go to the school

office, the Welcome Center staff will prepare a name badge for them, and call an SPLS staff member to come up to the Welcome Center and escort the parent back to the school office.

### **EXTENDED CARE**

The goal of Extended Care is to continue the work begun in school. As such it will emphasize the truths of the Bible and reinforce parents as spiritual leaders while providing enriching activities for the children.

Extended Care is open from 7:00 - 8:00 A.M. and again from 12:00 P.M. until 6:00 P.M. It is available to all students of St. Paul Lutheran School. Payment may be made monthly or on a drop in basis at a rate of \$7.00 an hour. A family registration fee of \$25.00 per child is charged at the beginning of the year or prior to the first time that extended care is used. There will be a late charge of \$1.00 per minute per family for those students picked up after 6:00 P.M. Bills are prepared monthly and need to be paid by the fifteenth of every month to avoid a \$10.00 monthly late fee. Students may not remain in extended care unless accounts remain current. Students in Extended Care fall under all school guidelines and rules. See the Extended Care handbook for more information.

### **EXTRA CURRICULAR ELIGIBILITY**

Students must maintain a 70% or better grade average in each subject (E,S, or N in non-percentage classes) in order to participate in any extra-curricular activity. When a child is ineligible, he or she may practice, but may not play in games/meets/performances.

The term of eligibility begins and/or ends the day grade reports are printed and distributed from the school office. Students remain ineligible for a two week period following the printing of the grades.

- Eligibility may be lost as a result of a grade report generated 6 weeks after the beginning of a quarter.
- Eligibility may be lost as a result of the end-of-quarter grade report.
- Eligibility may be regained as a result of a report generated two weeks after losing eligibility, a mid-term report, or an end-of quarter report.

Note: Incompletes may lead to ineligibility. Eligibility is not carried over from one year to the next.

### **FIELD TRIPS**

Educational class trips to various points of interest are scheduled by the teacher as part of the school curriculum. All students are expected to attend since these are an important part of the learning experience of each class. Parents/guardians are asked to complete and sign the permission form for each trip. Parents serving as chaperones must successfully complete a background check and training video.

At times private vehicles may be used for field trips. Drivers must comply with the following safety measures and provide appropriate documentation to the school office:

- drivers must provide the office with a copy of a valid driver's license
- drivers must show proof of adequate insurance, including minimum liability coverage as required by the State Motor Vehicle Code for all passengers
- drivers must have no DWI's in the last 36 months and no more than one moving violation in the last six months
- drivers must be at least 21 years of age
- drivers agree to require all passengers to wear a seat belt
- drivers agree to comply with all traffic laws

### **GRIEVANCES**

Matthew 18:15, "If your brother sins against you, go and show him his fault. But do it privately, just between yourselves."

If anyone has a complaint about another person or a situation, it is properly handled by going to the individual. For classroom matters, first speak with the teacher. If the matter needs to be pursued further, the next step is to speak with the principal, and lastly the School Board. Following this Scriptural approach is very important to keeping a unified and cohesive school community.

### **GROUND RULES**

To ensure a proper learning environment, the noise level in halls and in the classrooms should reflect proper respect for other teachers and students.

Students may not bring gum, candy, or soft drinks, etc., to school and Extended Care.  
Students should bring to school only school materials and other items necessary for that day.

### **HARASSMENT: STUDENT POLICIES**

The School Board asks that this procedure be followed strictly and confidentially. Problems do not become solved by circumventing this process, but often become aggravated, sometimes with unfair damage being done to an individual's good name.

Sexual harassment of or by any student shall not be tolerated and may result in disciplinary and/or legal action, including possible expulsion.

Sexual harassment has the purpose or effect of creating negative impact on an individual's performance or of creating intimidating, hostile, or offensive environment and includes, but is not limited to:

- Verbal conduct such as derogatory comments, unwanted sexual advances, sexual jokes, etc.
- Visual conduct such as derogatory cartoons, drawings, pictures, gestures, etc.
- Physical conduct such as assault, blocking normal movement, touching an individual's body or clothes in a sexual way, etc.
- Threats and demands to submit to sexual request.
- Retaliation for reporting a violation or participating in an investigation.

Teachers will discuss the policy with the students at the beginning of the year in age-appropriate ways and will assure them that they need not endure any form of sexual harassment.

Anyone subject to or witnessing such behavior should immediately report it to a teacher, principal, or other Senior Staff member.

### **HEALTH**

It is the parents' responsibility to make sure their child arrives in a well-prepared manner so that proper learning can occur without undue distractions caused by unhealthy habits or lack of good hygiene. All students coming to school should be neat, well-groomed, and in good health.

In the case of a fever, the student must hold a normal temperature (without medication) for 24 hours before returning to school. In the case of a positive COVID result, the student may return to school with permission from a doctor.

Immunization forms for all students must be up-to-date and in the school office no later than the first day of school.

By state regulation, all students new to St. Paul and all students in grades Pre-K, K, 1, 3, 5, and 7 must have a vision/hearing screening and Texas Risk Assessment for Type II Diabetes. Additionally, all students in grade 6 must have a spinal screening. This may be done and documented by the pediatrician or by participation in screening arranged by the school.

P.E. participation is required for all students unless a doctor's excuse is written. Pre-existing conditions, such as asthma, will be dealt with as needed. Any other considerations need to be approved through the office.

### **HOMEWORK/GRADING (ALL GRADES)**

Percentages are used for graded work and progress reports.

All work is to be handed in on time. Work that is handed in one day late will receive a 20 percentage point reduction in the grade. If the assignment is still unfinished the next school day, it receives a grade of zero but will still be done. The teacher will notify parents.

If the work is still not completed, it will be treated as a disciplinary action. (See the discipline section.)

Responsibilities

#### **The teacher:**

It is the responsibility of the teacher to:

1. plan well in advance a proper amount of quality work for students to accomplish which will enhance their learning of the objectives being taught.
2. give clear instruction with precise expectations and due dates included.
3. grade and review completed assignments with students within an appropriate time frame.

#### **The parents:**

It is the responsibility of the parents to:

1. assist their child in getting organized so that an appropriate time and place for study in the home is provided.
2. ensure the child is properly prepared for each day of school by checking together with their child, the papers, tests, and notes to keep updated on his or her progress.

#### **The student:**

It is the responsibility of the student to:

1. daily keep an accurate accounting of assigned work.
2. properly complete the assignments on time.
3. keep all papers, tests, notes, and other documents properly organized and stored for future reference as directed by his/her teacher.

FACTS is updated on a continuous basis in grades three through eighth. Grade reports are emailed and printed following the end of a term for grades K through eight. Midterm progress reports are emailed in grades three through eighth.

Weighting of Homework and Test Scores

Grades 1 & 2: Test scores (if given) carry the same weight as a homework assignment and will be averaged with daily work and homework grades.

Grade 3-5: Assignments 50% Tests 50%

Grade 6-8: Assignments 40% Tests 60%

Semester Exams are given in Grades 6-8 at the end of both semesters. Exams will be worth 12% of the semester grade.

### **HONOR ROLL**

An academic honor roll is posted at the end of each term for students in grades 5-8 with all grades of 80% or higher.

- High Honors indicates those with all 90% or higher.
- Satisfactory or above needs to be maintained in all non-percentage classes for a student to be on the honor roll.

## **HOURS**

### **Prekindergarten**

Option 1 8:15 A.M. - 12:00 P.M. M-F

Option 2 8:15 A.M - 3:30 P.M. M-F

Option 3 8:15 A.M - 3:30 P.M. T,W,R

**Kindergarten through Eighth Grade** 8:15 A.M. - 3:30 P.M. .

Classrooms open at 8:00 A.M. We expect students to arrive early so they will be ready to begin the day promptly at 8:15 A.M. Students arriving before the main entrances open should be taken by their parents to Extended Care where they will be supervised for a fee. With safety in mind, students should stay in the car with their parent until the entrances are unlocked.

Students should be picked up at the designated parking lot by 3:45 P.M. After 3:45 P.M., the student will be escorted to Extended Care and charged the drop-in rate.

**Extended Care Hours** 7:00 A.M. - 8:00 A.M. , 3:30 P.M. - 6:00 P.M.

## **LIBRARY**

Students are responsible for the condition of their borrowed books. A \$15.00 replacement fee will be charged for excessive damage or lost books.

## **LUNCHES**

All children in grades K through eight, as well as those in Extended Care, have the option of bringing their lunch or ordering a hot lunch provided by the school. Beginning with the 2022-2023 school year, St. Paul has a new food service provider Food 4 Life [www.food4lifecaterer.com/](http://www.food4lifecaterer.com/). As of this writing (6/23/22) we are not quite ready to share the school lunch details. As soon as those are available, this handbook will be updated to reflect the new program and protocols.

Nutritious lunches are encouraged; sweets should be limited.

Please do not bring in fast food lunches or carbonated beverages.

Please do not bring anything from home packed in glass containers.

Eighth graders serve pizza lunches several times throughout the year on Fridays. Proceeds help fund the annual eighth grade trip to Vicksburg. Payment of eighth grade lunches is made **yearly** at the beginning of the school year.

## **MEDICATION**

- All medications will be stored and dispensed out of the school office. At least one week's supply of medication should be on hand in the office.
- Long term medication will be dispensed with authorization from a licensed physician and the child's parent.
- Short term non-prescription medication (such as pain relievers or cough syrup) should be labeled with the child's name and recent date. This medication is administered to the child only on written authorization from a licensed physician or the child's parent. Please send complete written, dated and signed directions (including times) for any medication
- Prescription medication should be in the original container that is labeled with the child's name, a recent date (within 6 months), written directions (including times), and the physician's name.
- The school secretary should be informed in writing if medication is begun, discontinued, changed, or used on a trial basis.

- Students are not allowed to be in possession of or administer prescribed medications or alternative health products. The exception to this would be an inhaler or epipen, that comes with a prescription from the doctor and is needed for immediate treatment. Our school is allowed to administer prescribed medication and other FDA approved medicines (such as cough drops). Our school staff is not allowed to administer any alternative health products. Therefore, parents who choose to treat their child with those products should do so before or after school. In the specific case of essential oils, it is especially important that the application of them does not affect the learning environment or health of other classmates.

### **MUSIC MINISTRY**

Students will have opportunities to sing and play instruments for church, chapel services, and in the community.

Students in grades four through eight may participate in strings. An annual class fee of \$250 will be collected at the beginning of the year for strings class. Strings include violin, viola, cello, and bass.

### **PARENT-TEACHER CONFERENCES**

Conferences are scheduled in the fall. Additional conferences may be held any time throughout the year at the request of parent or teacher.

### **PARKING/PICK-UP**

For the safety of our students, some basic guidelines are helpful.

1. Please follow the directions of school staff supervising the procedure.
2. Always drive forward to the front of the line as far as you can.
3. Do not park your vehicle and walk to pick up your child.
4. If it is necessary to talk to a teacher or another parent, please park in a marked parking space away from the traffic line.
5. Cell phone use is prohibited while driving on campus.

Please honor the handicapped parking spaces.

No student is to be released to the custody of any person who is not recognized by the teacher, school secretary, or administrator as the child's legal guardian or a person designated by the legal guardian, as listed on FACTS Parents Web, to pick up the student. Please notify your child's teacher in writing if someone other than the legal guardian is to pick up your child. Picture ID may be requested.

### **PASSING REQUIREMENTS**

From Pre-K through grade four, the teacher will make a recommendation for retention or advancement on the basis of what the teacher feels is best for each student. The parent may or may not accept that recommendation. The principal will reserve the option to refuse advancement of a student to the next higher grade at St. Paul if the administrator feels it is not in the student's best interest.

For grades five through eight, passing is based on the grades achieved. A student with below 60% average for the year in one major subject is retained. Receiving a 60-69% average in two major subjects also results in retention. Major subjects include English grammar, reading/literature, social studies, math and science. A grade of less than satisfactory in non-percentage or minor classes could contribute to retention.

### **PAYMENTS/TUITION/FEE COLLECTION PROCESS**

In January, SPLS provides the tuition rates for the following year.

Monthly statements for extended care are distributed from the school office and are available through FACTS website or FACTS app. Parents pay online or through the app.

If money needs to be sent to school should be enclosed in an envelope with the student's name, grade, amount, and purpose for the money written on the envelope. Most items can now be paid for online through our school app. Contact our school office with any financial questions.

Tuition payment is handled through the FACTS Tuition Payment Plan. School Board policy states that “letters will be sent to past due accounts by FACTS at 10 days, 30 days, followed by a 50 day letter requesting payment. At 60 days, the student will be withdrawn from school until the account is paid current. Reinstatement of a student is dependent on space availability. All accounts must be current for re-enrollment to occur.” Report cards and diplomas will not be released until all accounts are paid in full unless arrangements have been made with the administrator. Re-enrollment will be allowed if accounts are current.

### **SCHOOL CLOSINGS, DELAYS, EARLY DISMISSALS**

If St. Paul Lutheran School needs to be closed, delayed, or dismissed early due to inclement weather, the announcement will appear on the school website and Facebook pages. The announcement will also be shared with local media outlets. **We do not follow FWISD.** We are an independent school and will make campus decisions for the safety of our school family. Early Morning Care along with Extended Care will also follow St. Paul Lutheran School closings, delays, or early dismissals.

### **SCHOOL SUPPLIES**

Each classroom teacher will publish a list of school supplies needed.

### **SPS**

St. Paul Supporters (SPS) is a volunteer group of parents, grandparents, family, or friends that want to be a part of the coordinated volunteer effort that helps St. Paul Lutheran School.

### **STUDENT RECORDS**

Individual academic records for each student are kept on file in the school office. Under rights granted by law, any natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a child at St. Paul, or a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education has the following rights, (unless the school has been provided with evidence that there is a court order, state statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights):

- Inspect his or her child's education records in the presence of the principal who will assist in the interpretation of data;
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- All materials in the student's cumulative records (except directory information name, address, grade placement, birth date, participation in activities, honors received, dates of attendance) shall be confidential - accessible only to the parents or legal guardians, the professional staff of the school and to others who have legitimate educational interest as determined by the principal. A release form must be signed by the parent or guardian for the transfer of the transcript to another school.
- File with the U.S. Department of Education in complaint under 34 C.F.R. 99.64 concerning alleged failures by the school to comply with the Educational Rights and Privacy Act.

**VISITORS** All visitors to campus must enter through the east entrance and check in at the Welcome Desk and receive a Visitor's badge.

**VOLUNTEERS** As a part of life at St. Paul Lutheran School, all families are encouraged to volunteer their time and talents during the school year. Without that support and dedication to the children, many of the opportunities and experiences our children have at St. Paul would not be possible.

## **A Christ-Centered, Principled Approach to the Treatment of Others**

God instructs us to “love our neighbors as ourselves.” Mean behavior does not comply with this instruction—and it does not reflect God’s love and grace. The bullying of any student, therefore, is unacceptable behavior at St. Paul Lutheran School (“SPLS”).

**If a student or parent believes there has been bullying behavior involving an SPLS student, he or she should report it to a teacher or the principal and allow the administration to determine the appropriate course of action.**

### **A Christ-Centered Approach**

SPLS is committed to providing a safe, loving, and forgiving environment. We strive to protect our students and at the same time encourage them to mature in their walk with Christ, even as they stumble as we all stumble.

It can be difficult for school leadership to pinpoint specific acts of bullying. These acts usually occur beyond direct supervision. Most bullying is done between classes, in hallways, on the playground, at lunch, and before or after school. Identifying acts of bullying will require vigilance by staff and the support of parents in a compassionate pursuit of truth and mentoring of our students. Therefore,

1. All staff will lead by example as they seek to love others as image-bearers of God and will teach that a proper understanding of one’s self is found in their identity in Christ. We encourage the promotion of positive—Christ-like—interpersonal relations between members of the school community.
2. We will take an active role in resolving conflicts and encouraging students to resolve conflict in a God-pleasing way.
3. SPLS teachers will be vigilant in watching for signs of bullying. We expect students to conduct themselves in a manner in keeping with their level of development and maturity. Accordingly, teachers will instruct and intervene as appropriate to keep our students safe and to encourage our students’ growth as followers of Christ.
4. SPLS leadership will partner with parents to discover and verify acts of bullying and to take appropriate corrective measures. Developing an atmosphere that encourages students to grow in Christian self-discipline and the demonstration of genuine respect for all people must be a cooperative effort between and among the school and parents.

### **Principles**

The principles below guide the SPLS administration and staff regarding bullying and indicate the behavior that they will seek to model.

1. We are made in the image of God therefore every person has intrinsic worth, value, and dignity and each believer should ensure that others are treated accordingly.
2. Jesus identified the most important commandment is to love God with all your heart, soul, and mind and the second is to love your neighbor as yourself. (Matthew 22:37–40; John 13:34–35; Romans 12:18). Bullying behavior is rebellion against God’s character and command. Therefore, SPLS takes bullying seriously. SPLS will support all involved when bullying is reported and verified. Bullying will be forgiven and corrected—but it will not be excused, permitted, or tolerated.
3. God helps us to learn how to love others through the example and instruction of godly teachers. (1 Timothy 4:11–12). The primary responsibility to model and teach how to love others as God commands falls to the parents of children. (I John 3:23; Deuteronomy 6:6–7; Ephesians 6:4). Therefore, we expect parents to equip their children with the appropriate training and tools to



- live lives of love and encouragement and to hold their children accountable for the children's failures to exhibit such behavior.
4. Through the Scriptures, we are taught that relationships inevitably involve conflict. (Luke 6:27–28; James 4:1–3). Conflict may be caused by our sinful nature, including by selfishness, jealousy, greed, arrogance, and rivalry. Individuals may become resentful, sullen, or angry when they do not get what they want. Each student can expect such sinful behavior to be confronted and corrected.
  5. Humility and brokenness are essential to life in a Christ-centered community and will be encouraged and expected of staff, students, and parents.
  6. God calls individuals to overlook minor offenses as we love one another (Proverbs 19:11) and to seek justice (Micah 6:8).
  7. Individuals can sin in word, action, and thought. (Matthew 5–7, Ephesians 4–5). Bullying is sin.
  8. Humans should not seek revenge. (Leviticus 19:18; Romans 12:19).
  9. Words have power and reflect the condition of one's heart. (James 3:1–12). When another person sins, the goal of leadership ought to be restoration and reconciliation. This involves a Spirit-directed discerning of the heart. Restoration involves ownership of the sinful behavior, acknowledgement of the hurt, asking forgiveness, and repentance. Love requires gentle confrontation or a firm rebuke and correction when sinful behavior is identified.
  10. Sometimes the context of restoration must be outside of the student population for the safety and health of others. (Matthew 18:15–20).
  11. Prayer accomplishes much. (James 5:16).
  12. The objective of this policy is not to merely maintain a safe community but to develop one that is transformational and life-giving through the Holy Spirit.

### **Definitions**

“**Bullying**” is engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a school vehicle and that:

1. exploits an imbalance of power between the offending student and the victim student through written or verbal expression or physical conduct;
2. interferes with student's education or substantially disrupts the operation of the school; and
3. either:
  - a. has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
  - b. is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening or abusive educational environment for a student.

### **Proper Reporting and Response**

1. All bullying incidents should be reported immediately to a teacher or the principal. Any student who believes he or she has been bullied should immediately report the situation to a teacher or the principal. These reports will be treated seriously.
2. Teachers to whom incidents are reported will immediately notify the principal.
3. The principal will promptly investigate any report of bullying and take interim steps to prevent bullying during the investigation. The investigation may include, but is not necessarily limited to,

- interviewing the accuser, interviewing the accused, and interviewing potential witnesses and bystanders.
4. The principal will review the evidence obtained during the investigation and determine if bullying occurred. If the principal finds that bullying occurred, prompt and appropriate remedial action will be taken. The students involved will be informed that the behavior will stop immediately. Consequences for students who bully will be tailored to the specific incident and will vary in method and severity according to the nature of the behavior, the age of the offending student, and the student's history of behavior at SPLS and elsewhere. Consequences will be consistent with the Parent-Student Handbook. Responsive measures, taken through the lens of the Principles set forth above, are designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the student who was bullied.
  5. If the situation warrants, parents of the students involved will be informed by email or a phone call and be summoned to the school to discuss the problem.
  6. The one guilty of the bullying behavior may be asked to genuinely apologize to the student victim seeking reconciliation and forgiveness from the student victim.
  7. There may be a range of punitive responses up to suspension or expulsion for the offending student.
  8. After the incident has been thoroughly investigated and dealt with, faculty and administration will monitor both students (including regular "check-ins") to ensure that bullying does not resume or reoccur.
  9. All substantiated incidences that are reported and result in suspension or expulsion will be documented in the offending student's behavioral record.
  10. In severe instances, local police may be notified.

### **Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

### **Retaliation**

Retaliation or false accusations against any person who reports an incident of potential bullying is prohibited. Retaliation against any person suspected of having bullied is also prohibited. Students should report bullying behavior instead of retaliating. Suspected retaliation should be reported in the same manner as the alleged bullying behavior. Retaliation is subject to disciplinary action.

### **False Reports**

Falsely accusing another of bullying behavior is in direct contravention of God's command to not bear false witness. Such false accusations are prohibited and will subject the accuser to disciplinary action.

### **Bystanders**

Bystander support of bullying can cause the behavior to continue or increase. The school prohibits both active and passive support for acts of bullying. The staff and students should encourage bystanders to either walk away from these acts when they see them or constructively attempt to stop them, and report the behavior to a staff member.

The report taken from witnesses and by-standers (submitted by staff) will document the answers to the following questions:

1. Who was involved?
2. What happened?

3. Where at school did it happen?
4. When did it start? How long has it been going on? How often?
5. Who are the witnesses? Who saw or heard what happened?

### **Responsibilities for Implementation**

The principal is responsible to ensure that this policy is implemented.

### **Publication**

This policy will be included in the Parent-Student Handbook and copies will be available in the school office.

### **Awareness**

Annually, as part of in-service training for all school staff, the principal will arrange for a formal discussion with teachers and staff of the policies herein.

Teachers will, as needed, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the student victim, expressing disapproval of bullying behavior, responding assertively to the aggressor, walking away from the behavior, etc.

The principal will be responsible for ensuring the school maintains an age-appropriate learning module related to student conduct, particular related to bullying, and that teachers are aware of the content and school policies related thereto. This learning experience should be provided at least once annually.

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

St. Paul Lutheran School provides a Biblically-integrated, academically excellent education for students. St. Paul Lutheran School partners with families to equip children to boldly reflect the character of Jesus Christ.

### **STATEMENT OF FAITH**

St. Paul Lutheran School (SPLS) is a ministry of St. Paul Lutheran Church (SPLC). SPLC is part of The Lutheran Church—Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God: Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone.”<sup>1</sup> The LCMS teaches and responds to the love of the Triune God, who created all that exists, became man to suffer, die, and rise again for the world’s redemption, and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity—Father, Son, and Holy Spirit—are coequal and coeternal, one God.

LCMS congregations all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the LCMS accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church (the Confessions).

SPLC adheres to the authority of Holy Scripture and holds that the Confessions are a correct interpretation and presentation of biblical doctrine. SPLC thus conforms its teaching and practice to the Scriptures and the Confessions.

SPLS educates our students according to these principles. Christian education permeates every subject of instruction and every interaction between student and educator at our school. Specifically, Luther’s Small Catechism heavily informs our approach to Christian Education as it includes: (1) the Ten Commandments, (2) the Apostle’s Creed, (3) The Lord’s Prayer, (4) the Sacrament of Holy Baptism, (5) Office of the Keys and Confession, and (6) the Sacrament of the Altar.

Partnership with parents is an important part of our mission. We believe students are most successful when the values taught at home are consistent with the values taught at school.

This statement of faith is meant as a brief overview of our beliefs. It does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. The Senior Pastor of St. Paul Lutheran Church oversees all matters of SPLS doctrine, and is accountable to the St. Paul Lutheran Church Council for such oversight.

**a. about the Bible<sup>1</sup>**

Everything Lutherans believe comes from the Bible, God’s message of love and hope for all people. The Bible is the written Word of God, handed down to us in order to point us to the truth that we are saved from our sin and eternal death by the life, death, and resurrection of Jesus Christ. We believe that the Bible is completely reliable and without error. In it we learn everything we need to know about God’s love and His gifts to us.

**b. about God**

There is only one true God—the Triune God—who exists in three separate but equal persons: Father, Son, and Holy Spirit.

God the Father is our maker and the creator of all things. By the Father’s word, all things were made, and we are His most beloved creation; we are closest to His heart. The Son is Jesus Christ, who came to earth as the perfect “go-between” between God and humanity. He has redeemed us and pleads for us before the Father. The Holy Spirit calls us to believe in Jesus Christ as our Savior, keeps us in the one true faith, and equips us for living out our faith.

**c. about us**

We all fall short of God’s expectations because we are all born “sinful.” Sin can be summed up as all the things we say, think, do, and don’t do, that fall outside of God’s holy will for our lives and end up separating us from God.

Sin was brought into the world when Satan lured the first people God created (Adam and Eve) into temptation through their own free will, breaking the perfect relationship between God and us. From that point on, sin became part of our very existence. Because God also demands perfect obedience, our ultimate punishment became death.

Yet God is a loving God whose will is not for us to live in eternal punishment. That’s why He sent His Son, Jesus Christ, to live the perfect life He requires and to become our substitute. Christ took our sin upon Himself and died on the cross, on our behalf. When we believe in Jesus Christ as our Savior, He bears our sin and gives us His forgiveness.

***“For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life.”<sup>ii</sup>***

**d. about “being saved”**

There is absolutely nothing we can do to “be saved”—Jesus Christ has already done everything necessary. In His death and resurrection, everyone who believes in Jesus as Savior has been brought back into a right relationship with God. That means that, on account of Jesus, everyone who believes is “justified,” or declared innocent by God. God has done justice to the world’s sins; because of Jesus, all who believe are forgiven and will live eternally.

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<sup>1</sup> Sections “a” through “h” of this Statement “used with permission of International Lutheran Laymen’s League, all rights reserved”

We do not cooperate in our salvation and there is nothing we could ever present to God to make our way into eternal life with Him—not money or even good works. Neither can we really feel it or prove it. We cannot reason our way to salvation, nor can we earn it. All we can do is to believe in Him, trusting that Jesus has already done all that is necessary for us.

**e. about faith**

It is through faith in Jesus that we receive the forgiveness of sins and eternal life—by believing that He has freed us from the guilt, punishment, and power of sin. Faith is a gift worked in us by the power of the Holy Spirit; it doesn't come to us through anything we are capable of, but through what God does for us. We simply receive what God is already offering out of His great love.

**f. about good works**

Since there is nothing we can ever do to earn salvation, we do not do good works in order to be saved; good works are done out of praise and thanks because we are saved. Such good works include, but are certainly not limited to, serving and caring for the needs of others, honoring and giving respect to those in authority, honoring our vows and commitments, and generally doing what God considers to be good and right. It's often said that Martin Luther expressed it this way: God doesn't need our good works, but our neighbor does.

**g. about grace**

Lutherans often refer to grace. While we deserved to pay the penalty for our sins, God had a different plan. Christ paid the debt and we receive forgiveness and eternal life from Him that is offered freely—out of unconditional love. That's why it's called grace—because it is truly undeserved.

*“For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God—not by works, so that no one can boast.”<sup>iii</sup>*

God has provided tangible ways through which He delivers His grace to those who believe, assuring us that the sins we commit are forgiven for Jesus' sake. These are called the “means of grace” and are God's Word, holy Baptism, and the Lord's Supper (Holy Communion). Through these means, God makes Himself known to us in a very personal way: God's Word reveals His faithfulness and love; Baptism is our rebirth and renewal in Jesus; the Lord's Supper is our closest communion with Christ as we receive His body and blood.

**h. about life after death**

On Judgment Day—we don't know when—Jesus Christ is going to return. On that day, everyone who has died will be raised and those who are still alive will be bodily transformed. At that time, the final judgment will take place. Those who do not believe will go into eternal damnation in hell and all those who believe in Jesus as Savior will have eternal life in heaven.

**i. about discipleship and evangelism<sup>2</sup>**

We believe that the Holy Spirit calls us to faith and leads us to a sanctified life here on earth.<sup>iv</sup>

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.<sup>v</sup>

We believe we are called to teach others to obey and follow Jesus Christ as described in Scripture.<sup>vi</sup>

We believe we are called to speak the truth in love to equip our children, students, brethren, and neighbors to serve and follow God and to resist evil.<sup>vii</sup>

We believe we are called to explain our hope in Christ.<sup>viii</sup>

We believe we are called to be humble, gentle, patient, loving, and respectful. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.<sup>ix</sup>

**j. about life, marriage, gender, and sexuality**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value human life.<sup>x</sup>

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.<sup>xi</sup>

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.<sup>xii</sup>

We believe celibacy is also in accordance with the will of God and not every human being need marry.<sup>xiii</sup>

We believe divorce is contrary to God's original design and intention for marriage and can be only rarely be justified.<sup>xiv</sup>

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.<sup>xv</sup>

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<sup>2</sup> Sections “i” and “j” state SPLC’s and SPLS’s Scripturally-based beliefs regarding discipleship, evangelism, life, marriage, gender, and sexuality.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God.<sup>xvi</sup>

### **Scriptural References**

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<sup>i</sup> Ephesians 2:20.

<sup>ii</sup> John 3:16.

<sup>iii</sup> Ephesians 2:8–9.

<sup>iv</sup> Acts 2:38–39.

<sup>v</sup> Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11.

<sup>vi</sup> Matthew 28:18–20; 2 Timothy 4:1–5.

<sup>vii</sup> Ephesians 4:7–16, 20–25, 6:10–17.

<sup>viii</sup> 1 Peter 3:15–16.

<sup>ix</sup> Mark 12:28–31; Luke 6:31; Ephesians 4:1–2; 1 Peter 3:15–16.

<sup>x</sup> Psalm 139.

<sup>xi</sup> Genesis 1:26–27.

<sup>xii</sup> Genesis 2:18–25.

<sup>xiii</sup> Matthew 19:12; 1 Corinthians 7:8, 32–38.

<sup>xiv</sup> Matthew 5:31–32, 19:3–12.

<sup>xv</sup> 1 Corinthians 6:18; 7:2–5; Hebrews 13:4.

<sup>xvi</sup> Matthew 15:18–20; 1 Corinthians 6:9–10.



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## **ST. PAUL LUTHERAN SCHOOL CODE OF CONDUCT**

Scripture is the final authority for matters of belief and conduct.

SPLS publishes and periodically updates policies concerning acceptable conduct and the procedures to address misconduct.

SPLC's Constitution, Bylaws, and Church Council ultimately govern SPLS policies, procedures, and decisions.

All persons employed by SPLS in any capacity, or who serve as lead volunteers, must agree to abide by the SPLS Statement of Faith.

All members of the SPLS community—including students and parents—are expected to publicly act in accord with the principles of the SPLS Statement of Faith. When community members publicly behave in ways that deviate from the principles of the SPLS Statement of Faith it impedes the mission of SPLS. Because the mission is paramount, such deviations will be addressed with instruction and reprimand, including Biblical “Law and Gospel,” in the hope of restoration by the grace of God. But when necessary, where correction and restoration do not occur and depending on the severity of the deviation, deviations may be addressed with expulsion from the SPLS community.

Whether SPLS applicants (students and families) are invited to join our community is based in part upon the applicants' perceived embrace of the principles of the SPLS Statement of Faith. The SPLS Principal is tasked with ultimately determining whether membership is right for the family, child, and school.