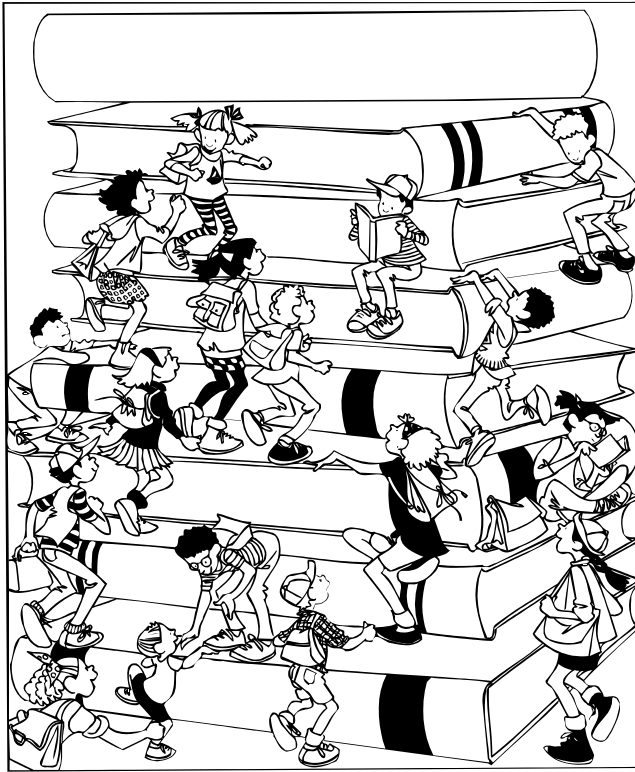


St. Paul Lutheran School



**27981 Detroit Road
Westlake, Ohio 44145
Phone: (440) 835-3051
Fax: (440) 835-8216**

**Rev. Larry Wesolik, Pastor
Rev. Matthew Peters, Assistant Pastor
Dale Lehrke, Principal**

NON-DISCRIMINATORY POLICY AS TO STUDENTS:

St. Paul Lutheran School, Westlake, Ohio, admits students of any race, sex, color or national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, sex, color, or national and ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, or athletic and other school administered programs.

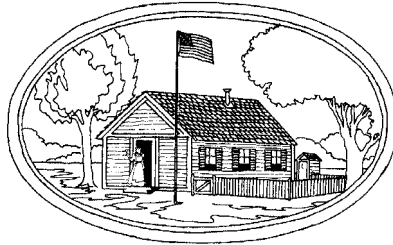
Revised August, 2008

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School information in this directory was compiled from records of St. Paul Lutheran School. If there are any errors or omissions, we regret any inconvenience caused by them. We worked diligently to make the contents as accurate as possible with the information available.



Notes



SPONSORS

This handbook book and student directory is given to you without charge through the support of advertising sponsored by student families and local merchants who are in business. To show your appreciation, please consider their services when needed.

Or, if you see any of them just say,

"Thank you."

ACR Consultants

Allstate Insurance

Bay Furnace

Bedknobs and Broomstix

Cahoon Hursery

Crowne Plaza

Kids of The Kingdom Club

Lutheran West High School

Lutherans For Life

Re/Max –Nora Sternquist

Red Roof Inns

Studio Techne

The Ohio District Church Ext. Fund

Thomas Dimassa, DDS

Thrivent Financial For Lutherans- Roger Rachul

Watkins Sign & Maintenance Co.

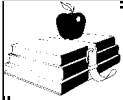
MISSION STATEMENT

"To SHARE the unchanging message of salvation in Jesus Christ with all people, ENCOURAGE a competent Christian lifestyle, and CARE for those around us".

CREDO OF ST. PAUL LUTHERAN SCHOOL

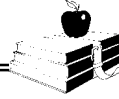
We believe that a Christian Day School taught by trained Christian teachers in accordance with the following beliefs is the most effective educational process for training a child for fruitful living and good citizenship. We believe that:

1. God is Lord of all.
2. God has created man and endowed him with an immortal soul.
3. The soul must be taught and trained for eternal life with God.
4. A child must be trained for both temporal and eternal life.
5. The idea of life, is LIFE IN CHRIST.
6. The Word of God should be taught diligently.
7. Christian training requires daily attention and special effort.
8. Our government is a God-given gift, and children should be taught to respect it as such and to act in a responsible manner.



SCHOOL PHILOSOPHY

We believe that St. Paul Lutheran School is a ministry to the children and families of this region. As we serve in ministry we are committed to sharing the Gospel of Christ's love with children, parents and each other. We trust in the power of God's Word and will apply our skills to nurture children toward a deeper Biblical understanding, academic excellence, and confident service to the Lord in church and community.



ADMINISTRATION

The daily administration of the school is the responsibility of the Principal. The Principal, along with the faculty and staff, administer and enforce the policies of the Board of St. Paul Lutheran School and of the congregation.

STATE LICENSING & ACCREDITATION

St. Paul Lutheran School is licensed by the state of Ohio. State inspection was made on November 16, 1989. A letter was received on June 6, 1990 awarding full compliance for all minimum state standards.

St. Paul has also received accreditation for National Lutheran School Accreditation. This was received in July of 2001.

PRIVACY ACT

Student information, (i.e. name, address, and phone number), is published in the school directory and may be shared with other affiliated schools and organizations.

ENTRANCE REQUIREMENTS

St. Paul Lutheran Church operates the Day School primarily for the children of the congregation. As space permits, children who are not members of the congregation are considered for enrollment. Enrollment is for one year, and must be renewed annually. The school reserves the right to reject any application for enrollment or re-enrollment.

All children enrolled in St. Paul Lutheran School, regardless of religious background, must take the required religion courses specified in the curriculum, and are expected to observe all rules and regulations of the school.

The following policies govern admission to specific grades:

A child enrolling into Kindergarten must reach the age of five (5) years by September 30th of the school year. Kindergarten students enrolling must successfully complete pre-Kindergarten screening.

All children enrolling into St. Paul Lutheran School (Grades 1 through 8) for the first time must present a report card and transcript from their previous school. The documents presented must indicate scholastic achievement (grade cards and standardized achievement test scores), last grade completed, attendance records, immunization records, and any IEP, evaluation team or psychological reports. Failure to provide all information will result in a denial of admission. All documents are required before entrance in the classroom.

Those who request enrollment after having had Home Schooling must show:

- Documentation of the curriculum that has been followed and the textbooks used.
- Progress reports and grade cards.
- Qualifications of the person(s) doing the teaching.
- End of the year report.
- Scores from standardized achievement tests.
- Recommendation from the local public school district.



Parents and guardians who desire registration forms or additional information about the school may call the school office and request an appointment with the Principal.

Final Registration usually takes place before August 15, in the school office. Registration information for the next school year will be sent home with the students near the last day of school and mailed to families of new students. Final registration must be completed by date specified on registration materials to avoid late fees.

TUITION AND FEES

Registration Fee

There is an annual registration fee per child, which is non-refundable. This fee must accompany the enrollment form (for returning students). The registration deadline for returning students and priority enrollment deadline for members is the last day in February. This registration deadline establishes priorities in the event that class sizes reach their limits. After this deadline, enrollment will be open to children of all St. Paul members and to the public, on a first-come basis. Priority enrollment is not guaranteed unless both the enrollment form and the registration fee are received. If there is a circumstance preventing a family from submitting the above, please contact the school office.

Tuition Policy

St. Paul Lutheran School is a part of the ministry of the congregation. The operation of the school is mostly funded by the congregation, mainly through the contributions of its members. The tuition schedules are as posted for the current school year.

Any family transferring to St. Paul from another Lutheran congregation will pay non-member rates until accepted into membership at St. Paul Lutheran Church.

Non-Lutheran families that enroll into school and become members of St. Paul Lutheran Church prior to the start of the next school year, will pay non-member rates through the balance of the current school year.

Parents are responsible for prompt payment of tuition. The first payment is due at Final Registration. Tuition may be paid in full, or parents may elect a quarterly or monthly plan. Those who register past the deadline will be assessed an additional \$50 per child. Failure to comply could result in children not being admitted to school until all payments are current. All past due fees, tuition, and other monies owed must be settled before a child will be allowed to proceed through Final Registration. No records or other final materials will be forwarded until payment is made. Those families who enroll during the school year will have their tuition prorated to the date of enrollment.

The FACTS tuition Management Company will be responsible for the collection of tuition. If you choose to use FACTS, a one-time fee will be assessed. This approach will facilitate the collection of tuition thus making it easier both for parents and the school. Materials for this management of tuition will come to all St. Paul families upon acceptance. Parents are expected to stay current with their FACTS account. In the event the school is notified of insufficient funds, closure of an account, or other non-payment, the school office will notify the parents. Failure to make arrangements for a new account or payment within 15 days of the sending of the notification letter may result in the student(s) being asked to not attend class. These days will be considered unexcused absences. No records, grades, or other information will be forwarded to another school without payment in full.

Tuition Assistance

St. Paul Lutheran School offers tuition assistance to those families who qualify. PSAS (Private School Aid Service) is used to help the School Board determine the eligibility of tuition for St. Paul Lutheran School families. Applications may be obtained in the school office. An application fee with the application must be submitted by date specified on application to PSAS. However, if your financial situation changes during the year, you may still apply for financial assistance.

Books And Materials Fees

General textbooks are supplied by the state of Ohio. Each student, however, is required to reimburse the school for disposable workbooks as well as for books used for religious instruction. Students may be required to have specific books as shown on the Materials List. Some of these books may be purchased from the school at the cost shown on the Tuition Fee Schedule. If unavailable, parents are still responsible for the purchase of these materials.

Milk Program

Credits for milk must be purchased during Registration or through the school office throughout the school year. Orange drink may be substituted for milk only if a doctor's note is provided to the food service.

Hot Lunch Program

A hot lunch is available daily. This service is provided by St. Paul Lutheran School. Credits for Hot Lunch must be purchased through the school office throughout the school year. Lunches may not be purchased on a daily cash

basis. Students are given a menu in advance, and may select those days for which they wish to order lunches.

Students are encouraged to use lunch boxes and thermos bottles to help cut down on waste materials. Students are not **permitted** to bring pop for lunch nor bring glass containers.

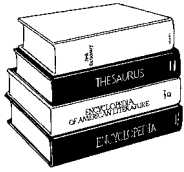
Students who forget to sign-up for hot lunch will be provided with a peanut butter and jelly sandwich, milk and other side orders and charged for the price of a lunch.

SCHOOL ATTENDANCE

The school day for Grades K-8 begins at 9:00 A.M. and ends at 3:20 P.M.

Students should not arrive at school more than 15 minutes before classes are scheduled to begin unless their bus arrives early. Students who do arrive more than 15 minutes before class will be required to report to the Before Care room and will be charged accordingly. Those who ride public school buses and arrive early need to report to the cafeteria.

Regular attendance is important for the progress of the child. If a child is absent from school for one day or more, state law requires that a written excuse, signed by the parent or guardian, and giving the **specific reason for the**



absence be given to the classroom teacher upon the child's return to school. Ohio Revised Code 3313.609 mandates that any student who misses more than 18 days without a written excuse from the doctor cannot be promoted. If the absence is due to a contagious disease, **a doctor's release is required before the child is readmitted to school.** Students should not return to school for 24 hours after the disappearance of

symptoms such as fever of 99.6 or higher, vomiting or diarrhea. Teachers are not required to give assignments in advance of an absence. The school encourages parents to schedule dental and medical appointments outside of school hours whenever possible.

Students are not permitted to leave the school premises during school hours without the permission of the teacher and a note from a parent or guardian and should only be taken for illness or special appointments. The parent or guardian should report to the school office to remove a child from the building.

Transportation: All parents will need to designate the normal method of transportation home for their student(s) at final registration. Changes in transportation, daily, temporary or permanent, must be communicated by a note to the teacher which will be forwarded to the school office.

CHURCH ATTENDANCE

Church attendance is recorded weekly at St. Paul School; Sundays only for grades K-4 and Sundays, Advent, Lent, Thanksgiving services and Christmas Eve or Day when they do not fall on Sunday, for grades 6-8. All member families are expected to attend St. Paul Lutheran Church for 75% of the services and record their attendance on the fellowship pads. The students of St. Paul Lutheran School participate in Sunday worship services through their choirs. This is part of the child's religious training -- it is also part of the child's music curriculum. Absence from a service in which the child's class is scheduled to sing requires a written excuse in advance of the service. Unexcused absences

from choir performances will result in a lowering of the music grade. Students are required to attend all school programs unless they are in direct conflict with their own church's programs.

TARDY POLICY

School begins promptly at 9:00 A.M. Those who arrive later than 9:00 A.M. will be marked tardy and this will be recorded on permanent records. Late arrivals are disruptive to classroom devotions and beginning classes. Arriving late may also have an effect on grades. All students arriving late should check in at the school office and have written notification for the reason of their tardiness. In the event that tardiness becomes a recurring problem, students may be required to make up the time missed the following day after school.

SCHOOL CLOSING

Should school close before the normal scheduled time, parents will be notified as soon as possible. Should school be canceled because of weather or other reasons, announcements will be made over local radio and television stations. St. Paul Lutheran School generally follows the Westlake City School System regarding school closing because of inclement weather. However, St. Paul may be closed even if Westlake schools are open.



ABSENTEEISM

Absences from School

A child absent from school must make up all work. The amount of make-up time is equal to the number of days absent. Teachers are not expected or required to give the pupil special tutoring in such cases. The parents of a student whose absences become excessive will be contacted by the teacher and/or principal. If a child should be absent for more than 18 days past the number of days excused by a doctor's note, he/she cannot be promoted to the next grade.

Unexcused Absence

An absence for any reason other than personal illness, critical illness in the family, quarantine at home, the death of a relative, emergency health appointments, or bus problems is considered illegal by law and will be marked as an unexcused absence. **No credit will be given for work missed during an unexcused absence.** A child absent from the classroom for more than one hour, unless participating in a school-sponsored activity, will be counted absent for one-half day.

Reporting An Absence

An absence must be reported by a parent or guardian by calling the school office between **8:15 and 8:50 A.M.** on the day of the absence. The school office will call for any unreported absence to secure the whereabouts of the student.

Section 3313.609 of the Ohio Revised Code prohibits promotion of any student who is absent more than 10% of the required school attendance days (18 days). This number of days will be counted as those absent without a doctor's note.

Other days of absence will need a note from a parent or guardian, specifically stating the reason for the absence, the date(s) the child was absent and be signed by the parent or guardian. It must accompany the child when he/she returns to school.

STUDENT RECORDS

Records are kept confidential. A written request from parents or guardians is required to view or transfer student records. Student records may not be taken from the school for any reason.

CURRICULUM

The subjects taught at St. Paul Lutheran School exceed those required by the Standards for Ohio Elementary Schools. A summary of all Course of Study requirements is available to parents upon request. Religion is taught at all grade levels. As a child progresses through the grade levels, he learns about the major doctrines of Christianity and the teachings and confessions of the Lutheran Church - Missouri Synod. The child also participates in religious experiences such as regular weekday Chapel services, classroom devotions, and special projects.

The school uses external programs such as class trips, field trips, guest speakers, school assemblies, outdoor education, the D.A.R.E. program and the like to enhance and supplement its curriculum. These addends are done with the understanding that teachers are in an active supervisory roll and will clarify or correct anything that may be contrary to the school's beliefs. All areas of the curriculum are required of all students.

Physical Education

Physical education is a part of the class schedule in all grades. Gym uniforms purchased from St. Paul Lutheran School are required for grades 5-8. Order forms are made available through the school office. A separate pair of gym shoes is required for Physical Education in all classes. These shoes must have white or non-skid soles because of the rubber surface of the gym floor.

Classroom Choirs

All students in grades K-8 sing in their individual classroom choirs. These choirs perform at worship services and in special programs throughout the school year. Participation in the school choirs and all school programs is required under the music curriculum. Non-members will be excused from music activities outside of school hours if it is in direct conflict with their own church's activities. Unexcused absences from choir performances will result in a lowering of the music grade. Choraliers (a special choir) and Hand bells may be available to students as an extra curricular course.

Band Program

A band program is available to pupils in Grades Four through Eight. This instruction is provided by a qualified music teacher. Participation in the band program is optional. A band fee is required of all participants. Students who enroll into the band program must make a commitment for the entire school year.



Textbooks

St. Paul Lutheran School uses some of the finest textbooks available, and the curriculum is reviewed and updated periodically. All secular subjects are taught from the Christian perspective.

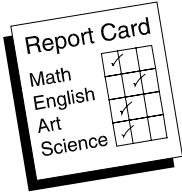
Technology and Ethical Use Policy for Computers and the Internet

Students will make use of St. Paul's computers, computer lab and Internet access. Part of St. Paul's responsibility is preparing our students to use these tools in ethical ways, which glorify our Lord. Therefore, we are asking you to consider the following:

1. Technology will be used in ways consistent with our school philosophy and the Christian values and faith we profess.
2. Technology may not be used to harm other people. Examples include but are not limited to: harassment of other students; bearing false witness or spreading rumors; posting anonymous messages or personal communications without the author's consent.
3. Students may not interfere with other's computer work. Examples include but are not limited to: degrading or disrupting equipment, software, or system performance; vandalizing the files of others; changing system settings; using obscene or inappropriate file names.
4. Students will store files only as directed and approved by the teachers.
5. Students may not "snoop" in other's computer files i.e. invading the privacy of others.
6. Technology may not be used to steal. Examples include but are not limited to: violation of copyrights or other contracts; using the work of others and calling it your own (plagiarism).
7. Students may not use the resources of others without permission.
8. Technology resources may be used only with the teacher's permission.
9. Teachers may review student files at any time.
10. Students may not load software or files, including Internet topics into school computers without the teacher's permission. Especially files which are inappropriate. Students may not upload files or email except with special permission from the teacher for educational use.
11. Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payments to staff members for their time to correct problems due to abuse.
12. Violations of this policy could result in loss of technology privileges, detention, and/or suspension (which could lead to expulsion).
13. Personal music devices, Internet music services and cell phones are not permitted during school.
14. Personal technology devices must be approved by the technology coordinator before use.
15. The school administration reserves the right to identify situations not specifically stated above as violations of this policy.

"Finally brothers, whatever is true, whatever is noble, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things." Philipians 4:8

Report Cards



Report cards are issued at the end of each grading period. Final report cards will be mailed home the week following the last day of school. Final report cards will not be issued to any student with past due tuition, fees, fines or other delinquent accounts.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled after the first and third grading periods. The first quarter conference is mandatory for the parents of all students. The conference after the third quarter is optional, upon the request of the parent or teacher. Parents may also request special conferences by contacting the classroom teacher. Classroom visits may be scheduled by contacting the Principal at least 24 hours prior to the visit.

Class Placement

Students will be placed in their prospective classes after the end of the current school year. Student selection takes place at random, however changes may take place according to teacher recommendation to assure that your children will receive the best possible placement based on academic and social needs. Parents may make request in writing to the Principal by June 1 of that school year. Please note that a request is not a guarantee that the request will be honored. The class lists will be mailed in the late summer.

SPECIAL SERVICES

The school provides many special services through state Auxiliary Funds. A certified health nurse supervises student health records, vision and hearing screenings, and other health problems and the dispensing of medications. A routine screening of eyes and ears takes place in some grades and for all new students without prior notification to parents. A certified psychologist, speech and language pathologist, and a remedial math and reading teacher are also available to our students. Services are not available for students identified as Severely Behavioral Handicapped (SBH).



ATHLETIC PROGRAMS

St. Paul Lutheran School is a member of the Cleveland Lutheran Elementary School League and fields teams in a number of sports. Boys compete in basketball, volleyball, golf, coed softball, and track. Boys grades 5 – 8 have the opportunity to participate in the Lutheran High School West Mini Horns & Short Horns football programs. Girls compete in volleyball, basketball, golf, coed softball, track, and cheerleading. Interscholastic sports are available to all students in good standing in Grades 7-8. Because of state regulations, fifth and sixth grade students participate in track only. St. Paul congregation, however, sponsors volleyball, and basketball teams for fifth and sixth graders through a church league.

All students in Grades 5-8 are required to have an annual physical and must have written parental permission for each sport in which they are to participate. Athletes and parents must also agree to and sign the Athletic Mission Statement

before participating in each sport. Parental permission and the physical are required before a student can begin practices.

Only students participating in a sport are permitted to stay after school. All others, including siblings of athletes, will be sent to the Extended Care room and charged accordingly. Students participating in a sport who remain at school past the designated completion time, will also be required to report to the Extended Care room and charged accordingly.

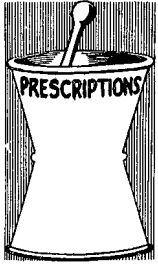
PARENT-TEACHER LEAGUE (P.T.L.)

The P.T.L. is open to all parents/guardians of children enrolled in the school. The P.T.L. sponsors many fundraising activities, service projects, and social activities throughout the school year. Information on the PTL is available at registration and through the school newsletter.

TELEPHONE CALLS

Students will not be called from the classroom to take telephone calls. Messages may be left with the school secretary, who will deliver them to the classroom teacher. Special circumstances such as a change in after school sports or programs may warrant the use of the school telephone with the teacher's permission. **Special circumstances do not include forgetting lunch, homework, school books, sports equipment, etc.** In most cases parents will only be contacted if a child becomes ill or suffers some type of injury while at school.

MEDICATION



Teachers or staff personnel will not administer medications to students, except in the cases of emergency first aid procedures. Should a child require prescription medication during the school day, arrangements will be made for the child to be released to the health room for the dispensing of the medication. Nonprescription medication cannot be administered by school personnel unless accompanied with a doctor's note. (This includes aspirin, Tylenol or any other over-the-counter medications). A form from the school nurse must be completed by a doctor before any medication can be dispensed. Students who need to take cough drops must have a note for the classroom teacher.

The student may keep his or her own emergency asthma inhalers as long as a note is on file with the office from a doctor indicating that this is a required medication for this student. Students cannot share inhalers.

PARENTS' RESPONSIBILITIES

Parents are expected to play an active role in the education of their child. They are expected to have the child prepare his lessons completely and on time, take care of his books and other school property, and to provide the child with an example of Christian living. Parents are expected and encouraged to participate in parent-teacher conferences, P.T.L. meetings, and other school activities.

Conflict Resolution:

In conflict situations, persons involved should take steps to resolve the problem by following our Lord's direction as found in Matthew 18:15-17. The goal of this process is always to restore relationships and, in so doing, promote sharing of the gospel of Jesus Christ. In keeping with this the following procedure has been established:

1. Parent(s) seek and attend private conference with the teacher to discuss the problem;
2. If agreement cannot be reached, parent(s) and teacher seek the advice of the principal and involve him in their mutual consultations;
3. If the principal deems it necessary, he may bring the matter before the St. Paul School Board. Neither the teacher nor the parent(s) are to consult with board members either individually or as a group until the dispute or grievance has been presented to the Board by the principal.
4. The final decision in any disagreement shall be rendered by the principal, or if he consults with the Board, by the principal and the Board in conference.

STUDENT REGULATIONS

Students who do not ride buses, must not arrive at school before 8:45 A.M. If students arrive before 8:45 A.M. they will be required to report to the Before Care room and will be charged accordingly.

Students must remain on school property during school hours unless on a school sponsored activity.

At the end of the school day, students must leave the building and grounds immediately, unless they are participating in an authorized school activity under the supervision of a teacher or coach. Those who are not picked up on time will be required to report to the Extended Care room and charged accordingly.

Students are to eat lunches in the lunchroom, unless they are given other instructions. Parents should refrain from bringing in special lunches or taking their child out to lunch, except on special occasions such as birthdays.

Any items not needed for instruction are considered to be nuisances, and will be confiscated. Such items include, but are not limited to: MP3 players, iPods, radios, cassette players, CD players, lighters, weapons, games, or toys. Items which are confiscated may not be returned; this is left to the discretion of the teacher.



Bicycles which are ridden to school are to remain parked during the school day in areas specifically designated for bicycle storage. Students who ride bikes to school should have their parents notify the school office in advance. The school will not be held responsible for the theft or damage to bikes ridden to school.

Students and their parents/guardians are responsible for any abuse to school or church property. Property and books that are damaged or destroyed must be replaced or paid for by the student and his parents/guardians.

Students are to walk and remain quiet while in the school and church hallways.

There will be no gum chewing at any time.

Students are expected to attend worship services with their parents.

ELECTRONIC COMMUNICATION DEVICES

Cell Phones, Pagers, and other communication devices are not permitted under any circumstance to be used or in the possession of students during the school day. They must be stored in their lockers or book bags and remain off. Students who need to communicate with parents for emergency purposes will do so through the school office.



UNIFORM DRESS CODE

Student dress is primarily the duty and responsibility of parents. Student dress is also a valid concern of the Christian school. Parents are encouraged to provide viable and acceptable options within the code for children as they select what they wear. Keeping in mind that God says all things should be done to His glory, that Christians are to be temperate and are not to give offense, we believe that our Christian attitudes should guide us as we project ourselves to other people.

This limited uniform and dress code will help you decide what is appropriate and acceptable to wear to class. All clothing worn should be clean, neat, and in good repair.

The dress code is in effect for grades K-8 all school days and related school events (field trips, concerts, etc.) unless notified otherwise. In addition, St. Paul "Spirit Wear" is acceptable unless otherwise stated.

Shirts/Blouses

- ♦ Solid Color – White, Navy Blue, Powder Blue, or Red
- ♦ Oxford, Polo Style or Turtleneck
- ♦ Long or short sleeved
- ♦ Logos and visible brand names are not acceptable
- ♦ Must be tucked in at all times

Pants & Capries

- ♦ Solid Color – Navy Blue, Khaki, or Black
- ♦ Corduroy and Cargo/Carpenter style are acceptable
- ♦ Plain Navy, Black or Brown belts must be worn with pants if made to be worn with belts for grades 5-8
- ♦ Baggy, sagging pants or hip-huggers are not acceptable
- ♦ Jeans of any color are not acceptable

Skirts

- ♦ Solid Color – Navy Blue, Khaki, or Black
- ♦ Regular or Skort style
- ♦ Skirt length, including slits, must be no shorter than two inches above the knee
- ♦ Rolling skirts will not be permitted
- ♦ Jumpers are acceptable

Shorts

- ♦ Solid Color – Navy Blue, Khaki, or Black
- ♦ Must be at least mid-thigh in length
- ♦ Gym style shorts are not acceptable
- ♦ Cargo style is acceptable
- ♦ Must be worn with a belt if made to be worn with belts for grades 5-8

Shoes

- ♦ Black or Brown leather or leather-like dress or casual shoes
- ♦ Tennis shoes (no flashing lights)
- ♦ Must be closed toe and back with heels less than 1 ½" inch
- ♦ Platforms or high heels are not acceptable
- ♦ Sport/Hiking boots are permitted
- ♦ A pair of athletic (non-marking soled) shoes are to be kept at school for P.E. classes
- ♦ NO "heelies" permitted

Socks

- ♦ All students must wear socks
- ♦ Crew, bobby, or knee socks, or tights of solid color
- ♦ Flesh colored nylons are permitted for girls in grades 5-8

Sweaters & Sweatshirts

- ♦ White, Navy Blue, Powder Blue, or Red
- ♦ Solid, no patterns or logos
- ♦ Pullover, hooded, button-down or vest styles are acceptable
- ♦ Must be worn with appropriate uniform shirt underneath

Appearance

- ♦ Hair is to be neat, clean and well groomed
- ♦ Boys' hair should be no longer than collar length
- ♦ Excessively trendy hairstyles, color or cut are not allowed
- ♦ Earrings for boys are not permitted
- ♦ Girls are permitted to wear post earrings only, no earrings below the ear lobe, (max. two in each ear), but must be removed during physical education classes
- ♦ Chains attached to clothing and wallets are not permitted
- ♦ Hats, sunglasses and bandanas are not to be worn in the building
- ♦ Lightly applied make-up is permitted for grades 7-8

Dress Down Days

- ♦ Scheduled at the discretion of the principal and faculty
- ♦ Expectation of acceptable dress will be published in the newsletter or by the classroom teacher when dress down days are scheduled

Enforcement

- ♦ Students will be required to comply with dress code standards
- ♦ Dress Code violation notice to be signed by the parents
- ♦ Three notices will result in detainment
- ♦ After the third notice parents will be required to correct dress code violations on the day of violation before the student will be admitted to class

Benchmark brands and stores

- ♦ French Toast-Target and Sears
- ♦ Sonoma-Kohl's
- ♦ Hunt Club-JC Penney
- ♦ St. John's Bay (for older kids)-JC Penney
- ♦ Land's End

St. Paul reserves the right to amend the Dress Code when deemed necessary.

BUS TRANSPORTATION

St. Paul Lutheran School does not provide transportation for its students. Parents who live in districts that provide busing to St. Paul on their Public School buses, must make arrangements with their local school systems' transportation department to have their children bused to St. Paul. Parents in communities that do not provide busing should contact their local school district to determine if busing or transportation reimbursements are available to them.

Transportation arrangements may be contingent upon agreements with these school districts and the number of students from St. Paul using this service. Parents who wish to use bus services from their district, if it is provided, are responsible for contacting their local transportation department before school begins.

For those students who are bused, the following rules apply:

Students must obey bus drivers and abide by all rules and policies of their district.



Buses operated by public school systems can, by law, transport only those children who live within their respective communities.

Most transportation departments do not allow children to be dropped-off at another students' home or ride from another school district. Permission from the transportation department should be secured before making such arrangements.

Students may be excluded temporarily and permanently from their routes if the rules of the local school district are not met.

It is the parents' responsibility to have their children at the designated bus stop on time, according to the bus schedule. It is the parents' responsibility to have their children at school, on time, should they miss their bus. If a problem with busing should occur, the parents should contact their local Transportation Department.

DISCIPLINE PROCEDURE

At St. Paul Lutheran School we operate under the premise that it is a privilege to teach and train the children of God, entrusted to our care, and that it is equally a privilege for these students to attend our school and benefit from this teaching and training. Therefore, in order for this educational experience to be most effective, it is essential for faculty and staff to provide instruction and discipline in a positive, fair, caring and loving environment. It is equally important for students to receive that instruction and discipline in a willing and cooperative manner. An important part of this educational experience is learning the skills necessary to live in a community. Among these skills are self-discipline, positive interaction with others (other students and adults), appropriate behavior, willingness to cooperate, and personal sacrifice for the good of the whole community.

We realize that we live in an imperfect world and that our St. Paul community is no different. However, we also realize that we live under the forgiveness and love of Jesus Christ, and it is through our relationship with Him that our instruction, learning, discipline, and respect for one another is established, nurtured, and strengthened.

Discipline is a part of our ministry, whereby we use God's tools of instruction and correction to help provide growth and maturity as disciples. The faculty and staff of St. Paul strive to make that happen by clearly and effectively communicating with students, so that they have an understanding of acceptable behavior, their underlying purposes, resulting consequences (both good and bad), and God's ongoing process (sanctification) to change our lives for the better. We also strive to shepherd our students by providing a consistent learning environment, which includes constant and consistent reinforcement of behavior policies and procedures. Finally, we seek to provide discipline and guidance through fair consequences and effective follow-up.

Discipline becomes necessary when a student behaves in a way that is contrary to God's will and/or disruptive to the learning environment. The purpose of discipline is to help an individual recognize the error of his/her behavior, show proper contrition, recognize the love and forgiveness of Jesus, recognize also the consequences that occur regardless of that forgiveness, and learn from the experience. God tells us in Proverbs 29:19, "A servant cannot be disciplined by mere words; though he understands, he will not respond." Therefore, consequences will often go beyond verbal reprimands. The purpose of such consequences is to help the individual learn from his/her mistake and grow from the experience.

CONSEQUENCES:

Consequences for inappropriate behavior may take a variety of forms, including, detainments, detentions, loss of certain privileges at school, suspensions, probation, and/or expulsion.

- Detainment: Normally given by the teacher for discipline issues that take place in the classroom or other school activities. The student will be asked to remain after school from 3:20-4:00 p.m.
- Detention: This will be issued by the principal for infractions of a more serious nature or the repetitive occurrence of inappropriate behaviors. The student will remain after school from 3:20-4:20 p.m.
- Suspension (in school or out of school): This is a temporary denial of the right to attend school. The principal or his designated agent may suspend the student from school. The length of the period of suspension will not exceed five (5) consecutive school days. During the time of suspension the student may not attend or participate in any school function. The school board will be notified at their regular monthly meeting of all suspensions.
- Expulsion: If the principal determines that a student's behavior warrants removal from school he may expel the student.

Consequences for actions may also include other actions as determined by other policies or handbooks (i.e. Athletic Handbook).

Although consequences generally will move from the least severe to most serious, the principal shall have the discretion to move immediately to any or all options of appropriate discipline. In case of suspension and/or expulsion the principal will notify the parents both by conversation and a follow up letter as to the disciplinary action. In cases of expulsion, the parents have the right to request a hearing by the School Board of St. Paul Lutheran Church which shall review the Principal's decision for abuse of discretion. The student and his or her parents shall have the right to attend the hearing and address the Board. Any decision rendered by the St. Paul School Board is final.

The following are behaviors in which consequences could lead to immediate suspension and/or expulsion. The following is a partial but by no means complete list of such behaviors.

- Possession or use of alcohol, tobacco, controlled substances, illegal drugs, etc.
- Immoral sexual conduct
- Threat or use of physical violence, harassment or bullying
- Possession or use of fireworks, explosives, weapons, ammunition, incendiary devices etc.
- Reprehensible conduct tending to seriously discredit the mission and ministry of St. Paul
- Serious, willful destruction of property
- Stealing
- Gang-related activities
- Repeated classroom or other school disruptions
- Repeated insubordination and/or serious disrespect toward faculty, staff, or other students

In the event that the student refuses to accept the ministry offered concerning his/her Christian life at St. Paul, the student by virtue of his/her own attitude and behavior, disqualifies himself/herself from continued enrollment. Students represent their Lord, their families, and their school in all their activities. Therefore, St. Paul Lutheran School expects its students to conduct themselves as Christian young people wherever they may be. School jurisdiction includes the campus and its immediate vicinity, as well as all school activities and events, including those off-campus and outside the regular school day. Students may also be removed if behavior outside school reflects poorly or harms the ministry of St. Paul Lutheran Church and School.

We recognize and appreciate our partnership with parents and guardians in our educational and discipline ministry, and we expect them to cooperate with us in the areas of instruction and discipline. We also expect and appreciate their active involvement in solving problems that may arise involving their children's behavior. This may include a willingness to meet with appropriate faculty, staff, and administrators; reinforcing consequences imposed by the school; and encouraging their children to do their best to develop skills and attitudes which allow them to contribute positively to St. Paul Lutheran School and our community at large.

Search and Seizure

Desks and lockers remain the property of St. Paul Lutheran School on loan to students. St. Paul Lutheran School reserves the right to have occasional locker and desk inspections. St. Paul Lutheran School is not responsible for lost or stolen items from desks and lockers. Hallway and gym lockers should be kept locked at all times. St. Paul provides locks, but students will bear the cost of the lock if it is lost or stolen.

When St. Paul Lutheran School has been informed, anonymously or otherwise, of a student seen with or suspected to be carrying a controlled substance or a harmful device, school authorities will call the parents and then perform a search. The search will include the student's locker and desk. The student will also be asked to empty all pockets and book/gym bags. If a suspected controlled substance or concealed weapon is found, the local police will be contacted.

OFFICE INFORMATION

Our teachers may be contacted through the school office or by email. Each teacher has an email address through the school. Use the teacher's first initial and full last name @stpaulwestlake.org.

SCHOOL OFFICE:

TELEPHONE: (440) 835-3051

FAX: (440) 835-8216

HOURS: 8:00 A.M. – 4:00 P.M.

SUMMER HOURS: 9:00 A.M. – 12:00 P.M.

DEADLINE for NEWSLETTER: Wednesday Noon

CHURCH OFFICE:

TELEPHONE: 835-3050

HOURS: 8:30 A.M. - 5:00 P.M.

DEADLINE for SUNDAY BULLETIN: Wednesday Mornings

DEADLINE for TOWER CHIMES: 10th of the Month

WORKERS IN GOD'S KINGDOM

AT ST. PAUL LUTHERAN CHURCH & SCHOOL
2008 –2009 School Year

Church Office

Pastor Larry Wesolik Pastor (Began 1993)
Pastor Matthew Peters..... Asistant Pastor.....(2007)
Pastor Marion Pierson..... Pastor Emeritus(1986)
Mrs. Deanna Cooper..... Church Secretary(1994)
Mrs. Susan Ziegan Church Secretary(1996)
Mrs. Cindy O'Hara..... Youth Director(1997)
Mrs. Lou Krubsack Assistant Treasurer.....(1997)

Faculty

Mr. Dale Lehrke Principal.....(1995)
Mrs. Sue DeSimpelare Pre-School(2008)
Mrs. Jan Neiswonger..... Pre-School(2008)
Mrs. Bev Becker Kindergarten.....(2000)
Miss Lisa Luzier First Grade(2005)
Mrs. Lori Fuchs First Grade(1999)
Mrs. Julie Wandrie..... Second Grade.....(2003)
Mrs. Jeanne Webster Second Grade.....(2002)
Mrs. Debbie Keppler..... Third Grade(2002)
Mrs. Pam Felten Fourth Grade.....(2000)
Mrs. Barb Sieger..... Fourth Grade(2005)
Mrs. Lauren Peeples Fifth Grade(1999)
Mr. James Osborn..... Jr. High(1998)
Mr. Scott Felten Jr. High(1999)

Mrs. Sara Koza.....	Jr. High.....	(2002)
Mrs. Barbara Sennhenn.....	Jr. High/Tutor.....	(1988)
Miss Laurie Lenz.....	Jr. High.....	(2008)
Mrs. Shari Rooney.....	Jr. High.....	(2003)
Mrs. Diane Konyk.....	Technology.....	(2000)
Miss Kristin Wittenberger.....	Music.....	(2008)
Mrs. Karen Dee.....	Art Teacher.....	(2005)
Mrs. Ruth Herndon.....	Special Needs.....	(2002)

School Staff

Mrs. Tricia Jones.....	Administrative Assistant.....	(2002)
Mrs. Cory Bine.....	Westlake Auxiliary Services.....	(1990)
Mrs. Donna Collins.....	Speech/Hearing Therapist.....	(1982)
Mrs. Mary Garrity.....	Psychologist.....	(1990)
Mrs. Chris Jacobson.....	School Nurse.....	(2004)
Mrs. Barb Berardinis.....	Health Aide.....	(1998)
Mrs. Jan Neiswonger.....	Extended Care Supervisor.....	(2007)
Mrs. Donna Koch.....	Hot Lunch Program.....	(1990)
Mrs. Jennifer Panaccione.....	Hot Lunch Program.....	(2000)
Mrs. Marilyn Priebe.....	Hot Lunch Program.....	(1997)
Mrs. Linda Hass.....	Hot Lunch Program.....	(2000)



FRACTIONS

$$\frac{1}{4} \begin{array}{l} - \text{ numerator} \\ - \text{ denominato} \end{array}$$

To **add** or **subtract** different fractions, first obtain a common denominator:

$$\frac{1}{3} + \frac{2}{5} = \frac{5}{15} + \frac{6}{15} = \frac{11}{15}$$

To **multiply**, multiply the numerators, then multiply the denominators:

$$\frac{2}{3} \times \frac{3}{5} = \frac{2 \times 3}{3 \times 5} = \frac{6}{15}$$

To **divide**, multiply the first with the reciprocal of the second fraction:

$$\frac{1}{5} \div \frac{1}{3} = \frac{1}{5} \times \frac{3}{1} = \frac{3}{5}$$

DECIMALS

1	=	1.0	=	100%
1/2	=	0.5	=	50%
1/3	=	0.333	=	33.333%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.1667	=	16.667%
1/8	=	0.125	=	12.5%
1/9	=	0.1	=	11.1%
1/10	=	0.1	=	10%
1/12	=	0.0833	=	8.333%
2/3	=	0.6667	=	66.667%
3/4	=	0.75	=	75%

MULTIPLICATION CHART

	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

ORDER OF OPERATION

1. Do operations within parentheses. ()

$$3 + (4 \times 2) = 11$$

$$3 + (8) = 11$$

2. Do multiplication and division in order from left to right.

$$4 \div 2 \times 5 = 10$$

3. Do addition and subtraction in order from left to right.

$$2 + 4 - 5 = 1$$

Try this one:

$$6(8 - 3) - 2(3 \div 1) =$$

Problem solving methods:

1. Guess & check, make a reasonable guess, then verify by working it out.
2. Look for a pattern, try to find constant differences between given information
3. Write a number sentence from the information given, leaving out irrelevant pieces of information