



# St. Paul Lutheran School

*22-23 Handbook*



# ST. PAUL'S LUTHERAN SCHOOL HANDBOOK

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## Directory

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## MISSION STATEMENT

St. Paul's Lutheran School exists to provide a **high quality academic** education in a **safe environment** from a Bible-based, **Christ-centered** perspective that reveals the way of salvation.

## THE OBJECTIVES OF OUR LUTHERAN ELEMENTARY SCHOOL

- Teach God's Word diligently in obedience to God's command
  - Teach the Word of God daily.
  - Integrate the Word of God into other subjects.
  - Provide weekly worship opportunities.
  - Study Bible Stories regularly during the week.
  - Memorize Bible passages
  - Foster a lifestyle in which students strive to live lives that reflect their faith and are pleasing to God
- Provide a safe and caring Christian culture
  - Apply Law and Gospel appropriately
  - Model words and actions to follow Christ's example
  - Foster a cooperative environment for students to grow in friendship with one another
  - Maintain a welcoming school and classroom environment
  - Forgive as we are forgiven
- Work towards a partnership with parents
  - Communicate with parents in a timely manner
  - Parents will be given opportunities to help serve/ or assist at St. Paul's
  - Assist parents in finding resources to aid their children in moral, social, and academic situations
  - Provide parents with spiritual guidance
- St. Paul's will work and foster a positive environment in the community
  - Help and lead in community events around the church/school
  - Give students opportunities to serve the community at large
  - Maintain an appealing campus to beautify the neighborhood
  - Provide clear and honest information about the services we can provide

- The students will learn to be respectful and to show proper behavior when out in the community.
- Prepare students to succeed academically
  - Promote student growth through planning daily lessons
  - Differentiate to challenge students at their various levels
  - Assist students in setting and meeting their goals
  - Hold students to high expectations
  - Encourage student effort
  - Integrate extracurricular opportunities into the school year

### **ENROLLMENT POLICY**

St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and all school-administered programs.

Upon enrollment all children are expected to conform to the teachings of St. Paul's Lutheran Church and School and their parents or guardians agree to receive our interest in their spiritual welfare.

Priority for enrollment shall be given on the following criteria:

- A returning student in good academic and behavioral standing
  - Not on probation, no suspensions, passing classes with a 2.3 GPA
  - These students will have February through March 15th to re-enroll
- New students in good academic and behavioral standing
  - After March 15th
- All remaining returning students
  - Must have approval of classroom teacher , principal, and any other appropriate stakeholder
  -

Special requirements for parents of children involved in the school:

All families will be required that parents complete a series of Bible Basics Classes (8 lessons) sometime over the span of the first year of enrollment for their child.

When families enroll children, they open themselves up to our ministry.

## ENROLLMENT PROCEDURES

### Families of Returning Students:

- Re-enrollment takes place in the spring. After March 15th, enrollment is offered on a first-come, first-served basis as listed in the priorities of enrollment policy.
- During the spring, parents will receive information about newly approved application forms. Updated school handbooks will be distributed on Registration Day.
- Application forms for each child should be returned to the principal or the teacher.
- The enrollment form should be submitted in the Spring of each year.
- Re-enrollment may be denied for any just cause such as
  - Failure of parents to fulfill financial commitments made enrolling children.
  - Inability of school to handle academic, social, or behavioral problems presented by students.
  - Failure to complete the eight lessons of Bible Basics during the first year of child's enrollment.

### Families of New Students

- Applications of new students will be considered beginning in on a space available basis according to the priorities of the enrollment policy.
- An application form and permanent records for each child should be submitted to the principal.
- Within one week of having received the application an interview date will be set by the principal and the pastor will also arrange to meet with them.
- Parents will be notified after the interview with the principal whether their application has been accepted pending agreement to follow through with the special requirements set up in the enrollment policy.

### Registration Day:

- A day in August is set aside for school registration. Immunization, medical, and dental records of new students must be submitted to school at the time of registration.
- On Registration Day teachers update the school's permanent health records. Please come prepared with any information about tests, immunizations, etc., received during the past year.
- Parents will pick up and pay for the school theme t-shirts for their child(ren). They will also be able to order additional shirts at this time.
- Parents or guardians will be asked to submit various forms, such as the emergency contact forms, photographic permission forms, volunteer forms, lunch, etc. There will also be an opportunity to meet with the teachers, principal, pastor and vicar and to view classrooms

## STATE CHARTER

St. Paul's Lutheran School is chartered by the State of Ohio and voluntarily complies with the standards of the Ohio Department of Education and its Revised Code.

## CURRICULUM

St. Paul's Lutheran School provides a complete course of instruction from kindergarten through eighth grade. It is different from public and many private schools in the following ways:

Time is set aside every day for worship and study in God's Word.

All subjects are taught from the Biblical perspective.

As Christians, our goal is to carry out all activities in Christian love and in the knowledge of our being God's children.

### RELIGION:

Chapel, Devotions, Christ Light, Catechism, Hymn Study

### LANGUAGE ARTS:

Reading: Houghton-Mifflin Journeys (K-4) & Novels (Upper grades), Voyages in English by Loyola Press, Spelling, Phonics, Speech, Cursive, Creative Writing, Computer Literacy

### MATHEMATICS:

Into Math by HMH, Algebra 1 in 8th grade

### SCIENCE:

FOSS Science, Health

### SOCIAL STUDIES:

Houghton-Mifflin Social Studies, Ohio History

### PHYSICAL EDUCATION:

SPARK

### MUSIC:

QuaverEd Music

### ART:

Art Appreciation, Drawing, Painting, Craft Projects

## EXTRA CURRICULAR ACTIVITIES

We participate in athletic competition with other WELS schools & other Christian schools in the sport of basketball (grades 5-8). For the past several years St. Paul's has joined together with Beautiful Savior in Grove City to form a team for basketball. We have a cheerleading squad (girls in grades 5-8) together with them for basketball. We also have basketball games with several Christian Schools in the area. In addition to this, we have a track meet, Sports Day, Temple Training, Jr. Choir, Jr. Bells, St. Paul's Sisters, and optional Piano lessons for an additional fee.

## **ELIGIBILITY**

We have the following policy for eligibility: To remain eligible for extracurricular activities, the student must be working in the classroom up to his or her God-given abilities. An F in any class will make a student ineligible. A GPA less than 1.90 will also result in ineligibility. These determining factors are evaluated at the end of each quarter. Students who are ineligible can seek reinstatement at the beginning of the 3rd week of the new quarter AND the first day of every week thereafter. Teachers, in consultation with the principal, may also determine a student to be ineligible for extra curricular activities at their discretion if they are not performing in the classroom either academically or behaviorally.

## **FACULTY**

The faculty of St. Paul's Lutheran School consists of Lutheran Elementary School teachers certified by the State of Ohio. All have received their training at Martin Luther College, New Ulm, Minnesota – the worker training school of the Wisconsin Evangelical Lutheran Synod. The WELS is the 3rd largest Christian church in America. All teachers hold at least a Bachelor of Science in Education degree and receive certification from the State of Ohio. They receive their positions as Christian teachers through a divine call from St. Paul's Evangelical Lutheran Church.

## **ENTRANCE REQUIREMENTS**

- By State law every student new to St. Paul's shall have received the following immunizations and a record of such immunizations (complete with month/day/year) shall be presented at the time of enrollment:
  - 4 doses of DTP, DTaP or DT (Pediatric) vaccine (a 5th dose is required if the 4th dose was prior to 4th birthday). A dose of Tdap or Td is required before 7th or 8th grade entry.
  - 3 doses of Polio vaccine (a 4th dose is required if 3rd dose was prior to 4th birthday)
  - 2 doses of measles vaccine (rubeola) must be administered on or after the 1st birthday. The 2nd dose must be 28 days from the 1st dose.
  - 2 doses of rubella vaccine must be administered on or after the 1st birthday. The 2nd dose must be 28 days from the 1st dose.
  - 2 doses of mumps vaccine must be administered on or after the 1st birthday. The 2nd dose must be 28 days from the 1st dose.
  - All children are required to receive a 3 dose series of Hepatitis B vaccine. The 2nd dose must be at least 4 weeks from the 1st dose; the



3rd dose must be at least 8 weeks from the 2nd dose and at least 16 weeks from the first dose. The last dose cannot be given before 24 weeks of age.

- 2 doses of Varicella vaccine must be administered on or after the first birthday. A written statement claiming history of disease is acceptable. The 2nd dose of varicella vaccine must be at least 4 weeks after the first dose.
- The State of Ohio Department of Health requires that the school have the record of immunizations on file before students attend school. If these records are not on file within two weeks after opening day, the child will not be permitted to attend class until such records are presented to the school.
- The State of Ohio also requires medical and dental examinations for first entrance into school. A record of these must be presented in August at registration time. If the child has previously had a dental and medical for school entrance no new exam is required.
- Children entering kindergarten must, according to state law, be five years old by September 30. Children entering first grade must be six by September 30.
- Any students applying for admission to grades 1-8 will be required to take a reading and math placement test as part of their entrance requirements. This assists the teacher in planning for the year, helps verify grade placement, and obtains a current level of performance for incoming students.
- to obtain the transcripts of permanent records from the previous school must be granted at this time. We will ask for the report card from the last school year and a copy of any IEP that a child may have. There may need to be a probationary period to evaluate whether we are able to serve the child.
- All applications will be considered on an individual basis by the principal, in consultation with the pastor and Board of Education.

### **WITHDRAWAL FROM SCHOOL**

Whenever a student is withdrawn from school, the following steps will be carried out:

All school materials belonging to St. Paul's Lutheran School must be returned.

Any tuition fees paid in advance will be refunded on a pro-rated basis.

An Exit Interview between the principal and guardian(s) to go over the completed questionnaire which covers the educational program at St. Paul's.

## FEES AND COSTS

*Tuition:* (see schedule of page 31)

St. Paul's School is supported by the gifts of its members and friends. The tuition rate each year is set and approved by the Board of Education.

Financial aid through tuition rate adjustment will be offered to families with need, as determined by the tuition assistance committee. Requests should be made to the principal at the time of enrollment. Students may also apply for Ed-Choice Scholarships through the Ohio Department of Education.

*Incidental Costs:*

A school-theme t-shirt must be purchased for each child. The school-theme shirt **must be worn on all** field trips. Individual classrooms may have field trips or special projects and events for which special collections or materials may be needed. The individual teacher will announce and collect for such activities.

*Personal Student Supplies:*

A list of supplies needed for each grade will be distributed by each classroom teacher prior to the opening of school. Parents need to purchase the supplies listed by the classroom teacher.

## SCHOOL HOURS

The schedule for the school day at St. Paul's is as follows:

Faculty Devotion Time from 7:50-8:10 AM

Doors open at 8:10 AM

Warning bell rings at 8:25 AM

School begins at 8:30 AM

Grades K-8 dismiss at 4:00 PM

Since the school grounds are not supervised before school, children should not arrive before 8:10 AM unless they are coming for AM latchkey. Please make sure that your child is safely inside the school door before you drive away from the building. After the doors open at 8:10 AM, the children are expected to go to their classrooms.

Arrangements should be made for all children to leave the school grounds within 15 minutes of dismissal. If for some reason your children must arrive at school before 8:10 AM or leave after 4:00 PM, we have a Latchkey Program for this purpose.

## LATCHKEY PROGRAM

St. Paul's has a before and after school extended care Latchkey Program. Those wishing to make use of the Latchkey Program can pay in advance on Registration Day or by giving to the principal or the church and school secretary in charge of record keeping for the latchkey program. You may send money with your child or a note saying you will pay when you pick him or her up. The policy is that payment should be made on a regular basis as planned or in advance. A bill will be sent home on the 15th of each month. If it is not paid by the 30th, the student(s) will not be allowed in latchkey until the fee is paid.

We have two sessions each day. The morning session is from 7:00 AM – 8:10 AM. The afternoon session is from 4:15 PM – 6:00 PM.

Our charge for the current school year is \$1.00 per session per family. Once a session begins, the entire fee for a session is charged. Please remember that there is a penalty fee for late pick up of children. The late fee is \$1.00 for every 5 minutes that parent is late to pick up a child after our 6:00 PM closing time. Our workers need to know that they will be able to leave promptly after our closing time to take care of other commitments that they have.

Latchkey is an opportunity to get work done and work on academic skills. This will always be the first priority in latchkey. The supervisor will encourage students to be productive during this time. The failure of students to cooperate, listen, and respect the supervisor will result in typical school consequences and may result in the loss of latchkey. Latchkey operates on days when school is in session only. If we dismiss early for Thanksgiving, Christmas and Easter and on Graduation Day, there will not be after school latchkey. Children picked up late on these days will be assessed the late fee. Please call if something comes up.

## ATTENDANCE

Regular, prompt attendance at school is necessary if a child is to make satisfactory progress in his school work. Coming to school tardy prevents the child from fulfilling his or her responsibilities before entering the classroom and also causes the child to miss devotion and part of the academic lessons that begins the day. It also causes a disruption for the other students who are in the class.

### Tardiness:

Students are considered tardy if they are not in their classrooms at 8:30. Doors to the school open at 8:10 and it is strongly encouraged to make this the goal time to be at school. This allows students the opportunity to unpack, mingle with friends, set their minds on school things, and be organized and prepared for the school day.

Families will be given 3 tardies each quarter for emergencies that come up. On the 4th tardy the child will receive detention.

This detention will be set up and administered by the classroom teacher.

On the 6th tardy the parent will receive a phone call from the secretary informing the parent of the amount of tardies.

On the 8th tardy the child will receive a 1 day suspension the following day and the parent will have to meet with a board member.

For example, if a child receives his or her 8th tardy on a Wednesday, he or she would be suspended Thursday.

The secretary will schedule a meeting with a board member.

On the 11th tardy another suspension will occur

On the 14th tardy an indefinite suspension will take place. The parent(s) will need to meet with a board member about the tardies and the child may be expelled due to tardiness.

\*This policy resets every quarter. Each quarter has approximately 40 days.

#### Absences:

- It is a State law that when a child is absent from school the parent is required to call the school in the morning before school is in session to inform us of the absence. When the child returns to school, the parent must send a written excuse to the teacher. The phone call is done as a safety measure so that both parent and teacher know where the child is. If we are not notified before school and we have a child that is absent, then the school is required to contact the parent to find out the reason for the absence. Please call before school when your child will be absent to assist us in this process. You can call early – even if no one is in the office yet – and leave a message on the answering machine. The message will be passed along to the teacher. If we do not receive word from you and your child is absent, it will be necessary for us to try to contact you at home or at work.
- Whenever possible, medical appointments should be scheduled for non-school hours and family vacations should be planned with the school calendar in mind. However, should absences occur for these reasons the teacher should be notified ahead of time by the parent and missed classwork should be completed.
- If a child must miss school for an appointment they will still be expected to be at school prior to and after the appointment. If the appointment has a note and is less than two hours we will not mark an absence. If it is over two hours we will excuse the absence for a ½ day. If a child has an appointment that truly takes all day, please make sure the time the

appointment began and ended is present on the note. A child who has a regular dentist appointment or doctor appointment and misses the whole day will not be excused. Please communicate as there will be special circumstances throughout the year.

- 30 absences in a school year will result in the child not meeting the requirements to pass.
- 20 unexcused absences will result in the loss of your edchoice scholarship. (State Rule)

#### Unexcused Absences:

- If no notice is given the day of the absence, or in advance, the absence will be considered unexcused.
- If a written valid excuse is not presented when the child returns to school, under normal circumstances the absence will be considered unexcused until a valid written excuse is presented to the teacher. Notes received later than one week after the absence are unlikely to be excused.
- If students in grades 1-8 come to school and communicate doing something contrary to the absence note then the absence will not be excused.

### **DESCRIPTION OF THE MULTI-GRADE CLASSROOM**

Multi-grade classrooms in our school consist of the following combinations: first and second grades; third and fourth grades; fifth and sixth grades; and seventh and eighth grades. (Kindergarten is not combined with any other grade.) In a multi-grade classroom, some of the subjects are taught to both grades at the same time. Some of the subjects are taught to one grade at a time while the other grade uses the time to study and do assignments. Having students from various grade levels in the same classroom can be helpful to both the students who experience difficulty and to the more gifted students. Students can benefit and learn lessons for life both by helping others and by receiving help from others. Please ask one of the teachers or the principal for more information if you so desire. You are also welcome to come and visit a classroom to see this method work.

### **HEALTH**

#### Personal Health:

In order for children to be physically and mentally alert it is necessary for them to eat properly and receive an adequate amount of sleep. It is also important that children are dressed properly for the various activities at school. Especially important are caps, scarves, mittens or gloves, boots, and warm coats for the winter months.

### If a Child is Ill:

Children should be kept home if they are ill and have any of the following symptoms:

- swollen glands
- sore throat or severe cough
- earache
- fever
- any undiagnosed rash
- vomiting or diarrhea

### Communicable Diseases:

Parents are asked to inform the school office if they feel that any of their children have a communicable disease.

### Dispensing of Medication:

The school staff will not dispense medication without the permission of the parent. If a child needs medication, it should be sent from home with a note from the parent. **Any medication that is brought to school must be given to the teacher** to be administered at the appropriate time. No student is allowed to keep any medication in his or her possession during the school day. (This includes the latchkey hours also.)

### First Aid:

First aid supplies are kept at hand at the school. In case of minor injury, the staff will take care of the situation and administer first aid. If a more serious situation occurs, the emergency squad will be called and an immediate attempt will be made to contact the parent or guardian.

## EMERGENCY SCHOOL CLOSING

In case of heavy snow or other unfavorable weather conditions, the announcement of school closing will be made on the following Columbus websites:

WCMH-TV Channel 4  
WSYX-TV Channel 6  
WBNS-TV Channel 10  
Fox TV Channel 28

Under normal circumstances, the school closing information will be given to the television stations by 6:30 AM. Assume that school is open if no announcement is made. If you have any questions, please call the school or send a message on Bloomz. Alerts will also be sent to parents and guardians by text, e-mail, and/or phone message. You will sign up for this on registration day.

## STUDENT EVALUATION

### Grading Scale:

90-100% = A excellent progress

80-89% = B above average progress

70-79% = C average progress

60-69% = D below average progress

Below 60 % = F failure and below average progress

I incomplete

Incomplete work (I) at the end of the school year results in the student remaining in the present grade level until all of the work is finished.

The grades for kindergarten will be issued on the basis of improving skills and attitudes, not on the basis of percentage or letter grades.

St. Paul's participates in PowerSchool. PowerSchool is a student information system (SIS) which enables the teachers to enter the student attendance and grades electronically. This makes it possible for the parents to check online to see their children's grades at any time during the grading period. Our district code for PowerSchool is NGBR.

### Academic Reports:

Report cards are issued four times per year or approximately every nine weeks of school. The report cards do not have to be returned. The envelope containing the report card should be signed and returned promptly after each of the first three grading periods.

The report cards should be examined carefully. It should be kept in mind that the report cards are "individual reports." They should not be compared with those of a family member or another student. Not all students are capable of getting all A grades. The Lord has blessed them all in different ways.

Children should be reminded that school work is a God-given task. The Lord expects children to work honestly and faithfully according to their abilities and he will bless their efforts.

### Parent-Teacher Consultations:

Parent-Teacher Consultations will be held at the end of the first and third grading periods for all students. This is a requirement that parents are to fulfill twice a year. If at any time there is a question about a child's progress, either the teacher or the parent should request a special consultation.

### Honor Roll:

St. Paul's has a student honor roll program for students in grades 3-8. This has two categories: the Principal's List and the Honor Roll. Those achieving one

of these honors are recognized at the completion of the four grading periods. The “Principal’s List” or high honor roll includes those students who have maintained a 3.75 GPA in the academic subjects during the grading period and no unexcused incompletes in their work. The “Honor Roll” includes those students who have maintained a 3.3 GPA in the academic subjects during the grading period and no unexcused incompletes in their work. The academic subjects considered for both honor rolls are the following: Word of God (class work), Word of God (memory work), Catechism, Reading, Language, Spelling, Mathematics, Social Studies, Ohio History, Science, Health, Physical Education, Music, and Art. A special certificate or recognition will be given at the end of the year for anyone who is on the honor roll for all four grading periods.

#### Testing Programs:

All students in grades 3-8 take the Spring Ohio Achievement Tests which are provided to us by the State. Third Grade students also take a Fall Reading Test. St. Paul’s participates in the MAP (Measure of Academic Progress) program as well. This is a computer based test that will be administered three times throughout the year. Results to these tests will be discussed at conferences, however you may always ask for results at any point in the year.

#### Grade Placement:

Grade placement of new students will be based upon the child’s age, his grade level, and his performance.

Children who have satisfactorily completed the work in their present grade are promoted to the next higher grade at the end of the school year.

In the case of possible retention in a grade, a consultation with the parent(s) will be held as early as possible to decide what is best for the child.

### **DRESS CODE & APPEARANCE**

Uniforms are required to be worn by students in all grades at St. Paul’s Lutheran School. Appearance is an important aspect for students to be mindful of as they learn to be professional and responsible. Those at St. Paul’s reflect their life in Christ and their faith in their Savior in everything they do – their actions, speech, behavior, and appearance.

Students are to arrive and remain in uniform while at school. Shirts must be kept neatly tucked in and buttoned except for the top button. If a t-shirt is worn under the uniform shirt it should be plain white or the same color as the uniform shirt. The decision as to whether appearance is in keeping with our guidelines rests with the teachers and the principal.

(A complete Dress Code chart can be found on pages 23 & 24.)



## DISCIPLINE POLICY

At St. Paul's, we are a team and family. As a part of the team and family, we are expected to always build up and support each other. Jesus died on the cross to take away our sins and as a response, we want to live a life that pleases God to show our appreciation. We train our students to be **disciples of Christ**, becoming self-disciplined and having control over their actions. However, everyone is a sinner who could make choices that negatively impact our family. Discipline is **Christ-centered** and given in love including both law and gospel to teach children how to make God-pleasing decisions. Discipline helps us maintain a **safe environment** for all students. When students are at school, the authority to discipline is passed to the teachers, who work along with the parents to show love to the child because we want them to be successful and follow what God says. Students will be corrected and guided back to our **high expectations** that make us a loving family. As Proverbs 22:6 says, "Train up a child in the way he should go, and when he is old he will not depart from it."

Here are the five expectations of Christian discipline at St. Paul:

- *Students will show Gospel-motivated love and respect to others mirroring Christ's love for us.*
  - 1 John 4:10 "This is love: not that we loved God, but that he loved us and sent his Son as an atoning sacrifice for our sins."
- *Teachers will model love and respect so that students know how to treat themselves and others.*
  - Luke 6:31 Do to others as you would have them do to you.
- *Teachers will discipline out of love, guiding students to take responsibility for their choices.*
  - Ephesians 2:10 For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.
- *Teachers will make themselves available to students for conferences and discussions at an appropriate time.*
  - James 1:19 My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak, and slow to become angry.
- *Consequences will be logical and sequential.*
  - Colossians 3:25 Anyone who does wrong will be repaid for their wrongs, and there is no favoritism.

There are three common forms of discipline at St. Paul's. They are common struggles, minor discipline issues, major discipline issues.

Common struggles are day to day things that can be fixed without much need for intervention. These are things such as talking, fixing posture, needing reminders

for tasks, etc. These issues are rarely a big deal, if ever. They require little need for intervention other than a nonverbal or verbal correction.

There are also Minor issues that you would expect from children but are things that need correction. These things are wide ranging, but often take the form of continuous talking, arguing, failure to follow rules, stubbornness, rudeness, lack of respect, etc. These are things that, if corrected quickly, would constitute some sort of consequence. Consequences at this level are most often determined by the teacher and are age appropriate. Some examples of consequences at this stage are loss of privileges, either in class or at recess, apology cards, sentences, detention, etc.

The last type of discipline is major discipline issues. These are things that would pose physical, emotional, and/or spiritual harm to others. Examples would include, but are not limited to, throwing objects, aggressive behavior, threats, belittling, continuous arguing, defiance, inappropriate language, etc. These offenses require immediate action. Common consequences at this level are calls home, Saturday detentions, suspensions, and possible expulsion. Oftentimes a discipline slip will need to be signed by the parent/guardian and the principal to keep a record of discipline violations.

\*Detentions are to be set by the teacher within a reasonable timeframe that works for the teacher. Failure to serve the detention or continuous rescheduling will result in a suspension.

Students who have consistently struggled to follow rules and expectations, show respect, bully, or fail to act in God pleasing manner may be put on a probation plan. A probation plan is a tool used to guide students back to a successful path in school. Students are put on a probation plan for behavioral, academic, and/or spiritual concerns. Probation plans last from one to three months at a time. The purpose of this plan is to provide the caregivers, the student, the teacher, and school leaders with clear expectations and guidelines towards the desired outcomes. A probation plan can be put in place by the principal or the board of education. Plans are created by the principal in consultation with the classroom teacher. These plans are approved by the board of education chairman.

Suspensions shall occur when a teacher, in consultation with the principal, deem that a child has violated the rules and caused significant harm to the teacher, student, classroom culture, or the school. Suspensions occur any time a child is sent home during the day or has to sit out the day in another classroom. The following behaviors are grounds for a suspension for the following amount of dates

Behavior	1st offense	2nd offense	3rd (+) offense
Repeated Defiance	½ -2 days	3-5 days	4-5 days
Restraining of a student	1-2 days	3-5 days	6-10 days
Stealing	2-3 days	4-6 days	6-10 days
Uncontrollable Behaviors	2-4 days	4-5 days	6-8 days
Emotional harm	½ -3 days	3-5 days	5-10 days
Physical Harm (Level One)	1 day	2-4 days	4-6 days
Physical Harm (Level Two)	3-5 days	5-10 days	
Possession of potentially dangerous items			

Students totaling 15 or more days of suspensions will be expelled from St. Paul Lutheran School effective the day of the suspension. Parents have the right to appeal the decision if they so desire. This appeal can be taken to the principal and he will set up a time to meet with various board members to hear the appeal.

As a communication tool we have a merit & demerit system. This system will allow for a more clear picture of the student’s behavior throughout the day, both the positive and negative. Teachers will use Bloomz to communicate this point system. Merits will result in special recognition and demerits will lead to detentions and other listed consequences. Demerit consequences will only be used in grades 3-8. Consequences in K-2 will be handled on an individual basis.

Listeners	A student demonstrates being a listener by following the directions that are given by those in authority and giving attention to their peers when they are speaking.
Kindness	A student demonstrates showing kindness by showing respect toward others. They work to build others up and not tear them down.
Servant Leadership	A student demonstrates servant leadership by the way he or she uses time, talents, and treasures to help others. This is often done by the student seeing a need and choosing to help on their own.
Procedure Panthers	A student demonstrates being a procedure panther by the way he or she follows the procedures that are put in place. This includes students who follow procedures when he or she thinks no one is looking and students who do the right thing even when others are not.
Inclusive	A student demonstrates being inclusive by the way he or she allows others to be a part of what they are doing. This occurs when a student, who may normally be excluded, is asked to join an activity with a group of students. These are students who make others feel warm and welcomed to be a part of the St. Paul’s team and family.
Focused	A student demonstrates being focused by being present and engaged in the desired activity. This could be participation in lessons and discussions, extracurriculars, projects, etc. They are immersed in the appropriate tasks without distractions slowing them down.
Growing	A student demonstrates growth by the improvements that they continue to make. This includes academic, spiritual, behavioral, and emotional growth. It can be seen by an increase in testing scores _or just overall personal growth in a specific area.
Prepared	A student demonstrates being prepared by being ready. They can be ready by having work done, doing extra work, being ready for upcoming work, or foreseeing future opportunities and challenges and working to be successful at them, etc.
Invested	A student who is invested buys into the culture and expectations of their school and classroom. He or she is enthusiastic and proud to be a part of their team and family. They embody pride in their school through their words and actions.

These merits are built from our school mission statement. The first three are from our Christ-centered focus. The middle three are from our safe environment. Our last three are from our high academic standards. These will be given out for moments where the student goes above and beyond in one of these areas. These merits can be seen on Bloomz.

### Demerit

Emotional Level 1	Emotional Level 2	Verbal Harm Level 1	Verbal Harm Level 2	Physical Harm Level 1	Physical Harm Level 2	Procedural Level 1	Procedural Level 2	Preparation Level 1
E1	E2	V1	V2	H1	H2	P1	P2	PR
1 point	3 points	1 point	4 points	2 points	4 points	1 point	3 points	1 point
Gossip	Emotional outbursts (tantrums)	Talking back	Defiance	Hands on others	Damaging school property	Out of seat w/out permission	Using phone	Uniform violation
Negative attitude & Mindset	Cheating (plagiarism)	Name Calling	Inappropriate language	Disrespecting school property	Minor theft	Not following directions	Chromebook abuse	Materials not ready for the day
Lying	Threats	Negative talk to other students (excessive trash talk)	Cyber Bullying /Harassment	Throwing objects	Striking	Talking during Class/Hallway	Unsafe choices with potential to cause harm	Unexcused absences
			Racial and cultural insensitivity		Dangerous contact	Not turning in phone		

#### Number of demerits for a detention

1 day: 8 demerits

3 day week: 15 demerits

4 day week: 20 demerits

5 day week: 25 demerits

4 detentions per quarter = 1/2 day in-school suspension (ISS)

6 detentions per quarter = 1 day suspension (OSS)

7 detentions = 2 day suspension (OSS)

8 detentions = 5 day suspension (OSS)

The demerit system will be given more often than merits because it is recording daily behaviors that students frequently struggle with. It is to be expected that students will receive a demerit from time to time. It becomes a concern when students are receiving multiple demerits a day. When this happens it takes away from learning and growing for that student and for the other students in the room. It also affects the culture and friendly environment. Demerits are given to communicate these issues with parents and provide a clear picture of where the student is at.

The chart above explains consequences for actions. As some actions are more severe than others the demerits also carry differing weight values. For example a 4 point offense has 4 demerits. Demerits will reset each week. Teachers will update the demerits each night and this can be tracked on Bloomz. Some common behaviors for demerits are defined below to help give a deeper understanding.

\*Please note that some actions may result in an immediate detention.

## Demerit Definitions

Term	Definition
Gossip	Talking negatively about another person; spreading rumors
Negative Attitude & Mindset	When a child's mindset or attitude brings a negative experience to the teacher or classroom
Lying	Not telling the truth, withholding the truth
Emotional outbursts (tantrums)	An explosive emotional reaction such as screaming, stomping, etc.**
Cheating (plagiarism)	Claiming someone else's work as your own, copying someone's answers
Threats	Implying physical or verbal harm to another person or thing
Talking back	Responding disrespectfully
Name Calling	Using negative words to describe another person
Negative talk to other students	Excessive trash talk or discouraging words toward another person
Defiance	Purposefully refusing to follow directions or meet expectations
Inappropriate language	Using words that are not acceptable for the classroom; cussing, sexual language, etc.
Cyber Bullying /Harassment	Causing physical or emotional harm toward another person online; unwelcomed persistent contact online or in school
Racial and cultural insensitivity	Using racial slurs, telling racist jokes, commenting negatively on someone's race or culture
Hands on others	Unwelcomed and/or inappropriate physical contact
Disrespecting school property	Not taking care of school property; not using objects, materials, or facilities in the intended way or at the intended time
Throwing objects	Tossing any object or material in the air
Damaging school property	A physical action done to destroy or harm the building and everything belonging to the school or its teachers
Minor theft*	Taking something of little value that belongs to another person i.e. pencils, erasers, etc.
Striking*	An intentional action resulting in possible harm, i.e. tripping, pushing, smacking, etc.
Dangerous contact	A physical action done that results in harming another person, i.e. running into someone, not having control of your body

Out of seat w/out permission	Leaving your seat at an inappropriate time ( <i>except in times of emergency</i> )
Not following procedures	Choosing to act in a way that is against the expectations of St. Paul's
Talking during Class/Hallway	Using your voice at an inappropriate time, i.e. blurting, chatting in the hallway, chatting during transitions or passing notes
Not turning in phone	Failing to turn in your phone to the teacher upon arrival, this also includes turning phones into the latchkey supervisor
Using phone	Failing to turn in your phone <b>and</b> using it on school property
Chromebook abuse	Misusing your Chromebook
Unsafe choices with potential to cause harm	Any action that has the potential to cause harm to the student or others. i.e. jumping down stairs; throwing an object towards a person, etc.
Uniform violation	Repeatedly not wearing the correct uniform, i.e. refusing to tuck in shirt, no belt, wrong pants, shirt, shoes, or socks (after losing dress down)
Materials not ready for the day	Not having what you need to be successful by the beginning of the class
Unexcused absences	Not bringing a written excuse after an absence within 3 school days of returning

\*\*Examples given are to help understand, but do not mean a full comprehensive list.

## **CHRISTIAN WORSHIP**

To help fulfill the purpose of Christian worship, chapel services are conducted once each week in the church sanctuary. Grades K-8 meet together for a chapel service conducted by Pastor, Vicar, the male teachers and sometimes visiting pastors. Freewill mission offerings are received each week and used for projects to spread the Gospel in our community and in other parts of the world.

One of the purposes of religious instruction is that children learn and desire to worship their Lord Jesus Christ. Therefore, it is strongly urged that the children and their parents attend Sunday school and worship services each week. Families from St. Paul's Church, as well as the families of children enrolled at St. Paul's School who have no church home, are invited and encouraged to attend the Sunday school and worship services at St. Paul's each week. Occasionally our students sing in the worship services. We strongly encourage all students to use their God-given talents by participating in singing at St. Paul's as opportunities are announced throughout the year.

Christian worship should begin in the home. Therefore, you are encouraged to have daily home devotions. To help make that possible, St. Paul's Church offers Bible-based devotional booklets such as "Meditations."

## **BIBLE STUDY & CATECHISM**

Students in all of the grades begin each day with Bible lessons or Catechism or Hymn study. The children in grades K-4 have a Bible lesson or hymn study each morning. Students in grades 5-8 have either a Bible lesson, catechism lesson or hymn study each morning.

Catechism is made up of classes in Christian doctrine, based on instruction from the Bible and from Luther's Small Catechism. The 7th and 8th grade catechism classes are taught by the pastor twice weekly throughout the school year. The 5th and 6th grade catechism classes are taught twice weekly by the vicar.

## **MEMORY WORK**

The course of instruction at St. Paul's emphasizes the memorization of many Bible passages, Christian hymns, and parts of the catechism each year.

The purpose of memory work is to help the child strengthen his faith and share it with others. Parents are urged to assist their children with memory work when needed.

## **RELIGIOUS TEXTS**

Religious texts are provided for the students. Memory work Bible verses are presented from the Evangelical Heritage Version. Students in grades 3-8 receive a complimentary EHV Bible for classroom use. Replacements will need to be purchased at \$10 each.



## **HOMEWORK**

Homework is a tool the teachers use on occasion to help students practice key concepts and demonstrate mastery of those concepts. It is therefore important that students complete any homework assignments in a timely manner and as much by himself or herself as possible. This provides the most accurate information to the teacher on student progress.

Homework is to be given sparingly. Students in grades K-4 should not expect to receive daily homework. Students may have to study for things like spelling tests and complete occasional assignments, but minimal homework outside of these things. Students in grades 5-8 will have a small amount of homework on a nightly basis. This will likely be catechism, math, and reading assignments. Students will have tests and quizzes that require studying. This homework is not expected to exceed 45 minutes a night. Most nights it should be 20-30 minutes.

St. Paul's recognizes the value of reading at home and continuing to practice various academic concepts. Teachers are willing and able to provide additional work in the areas of math & reading. Parents are encouraged to reach out to teachers and ask for additional work to practice at home. This work would be additional to the curriculum and not graded, but allow for the practicing of concepts. Parents and caregivers are asked to give a week's notice for these requests.

In order to promote a productive learning atmosphere, expectations have been set concerning homework. We expect the following in our homework policy:

- All work should be completed and handed in on time.
- All past due work is considered incomplete and receives a 0% until it is turned in to the teacher. The highest grade achievable for late work is a B+
- Extra time to complete an assignment can be requested by the parent or the student for legitimate reasons. This must be done in advance.
- When an excused absence occurs, the student will have one week plus the number of absent days to turn in the assignment.

## **PHYSICAL EDUCATION & RECESS**

Physical education is scheduled at least twice per week for grades K-8. In addition, recesses are held two or three times per day. Grades 3-8 should bring a change of clothes and gym shoes for physical education. Grades K-2 should have gym shoes for physical education activities. They may also bring a change of clothes.

If a child needs to be excused from physical education or normal recess activities, parents are asked to send a note stating the reason for the excuse. Normally, students are expected to participate in all activities. If medical reasons make it necessary for the need for extended excuses from physical education classes, a doctor's excuse is needed.

### **LUNCH**

St. Paul Lutheran school participates in the National School Lunch Program (NSLP). Families will be asked to complete an application marking whether they qualify for free, reduced, or paid lunch. We participate in CEP provision two and qualify for free meals as long as the applications are completed fully with accuracy.

Our hot lunch program is catered in and offers a hot meal or a salad that is USDA approved. Students will sign up for their desired meal at the start of each week. If a student is arriving past 8:45 a phone call to the office will be needed to get his/her order submitted. Arriving later than 8:45 without a call in advance will result in no meal order being placed and the child will need a packed lunch.

### **TELEPHONE USAGE**

Teachers have limited access to their phones throughout the day. Teachers are encouraged to have their full attention on the class and to keep the phones away except when needed. As such, they often miss messages from parents and caregivers. If there is important information that needs to be shared with the teacher the best person to reach out to is the secretary. The secretary will see to it that necessary information is shared with the teacher and the appropriate actions taken.

Students are not to call home without permission from the classroom teacher. If communication home is necessary, a note should be written in advance and given to the teacher explaining the situation. A student who calls home without permission will be given a demerit. Please communicate with the office with any need for communication.

### **CELL PHONES & ELECTRONIC EQUIPMENT**

Students of St. Paul's are not allowed to have cell phones or other electronic devices (dvd players, ipods, mp3 players, digital cameras, smart watches, etc.) in their possession while at school. If you, as the guardian, choose to send a cell phone or other electronic device with your child for after school activities, it must remain powered down and in the child's backpack. Students found using these devices during the school day or latchkey hours will fall under

the following consequences in addition to appropriate demerits:

- **First offense** - the device will be confiscated and must be retrieved from the principal after school, by the student's guardian.
- **Second offense** - the device will be confiscated, a guardian must retrieve the device from the principal and a detention will need to be served by the child.
- **Third offense** - the device will be confiscated and held until a meeting between the child, guardian, teacher/principal, and/or board member can take place to discuss compliance with school policies. Consequences will follow, which may include suspension.

*\* Please note that St. Paul's Lutheran School and staff will not be responsible for lost or damaged phones should they be brought on campus.*

### INTERNET CONSENT FORM

The following guidelines have been developed to help students have a safe and beneficial experience while using the Internet. We expect parents to read through the guidelines with their child and discuss the importance of following them. Parents and students will be asked to sign an "Internet Consent Form" that states: *I have read the Internet guidelines and understand them. I have also discussed them with my child and he/she understands them.*

- Any student wishing to use the Internet must have the consent form signed and dated by both the child and parent.
- Students must receive permission from the teacher before using the Internet.
- Students will use the Internet solely for educational purposes.
- For a student to use the Internet, a teacher must be present in the room.
- Students are prohibited from accessing any inappropriate sites. (i.e. pornography, hate groups, etc.) Let the Word of the Lord guide you!
- Students will not be allowed to access email accounts unless cleared by the teacher first. (Access could be allowed by the teacher in the event of an assignment which would use email.)
- Students may not, under any circumstances, download any program without prior consent from the supervising teacher.
- Students who unintentionally access inappropriate material while on the Internet must immediately inform the teacher.
- Any student not following the above guidelines will lose the privilege of accessing the Internet. Any flagrant abuse of the guidelines will result in more serious consequences.

*(Approved 8/17/2015)*

## **CARE OF SCHOOL PROPERTY**

Students are expected to be careful in the use of the facilities and equipment. Obviously, a certain amount of wear and tear is normal. However, if a student does damage to the facilities or equipment in a willful or careless manner, the parents will be responsible for the necessary repairs or replacement fees. This includes desks, chairs, whiteboards, interactive boards, chromebooks, and any other equipment or property that students use.

## **PARENT-TEACHER ORGANIZATION**

The Parent-Teacher Organization (PTO) is a service organization of the school which meets during the school year. This organization consists of parents and caregivers from the school. The St. Paul Lutheran Parent Organization exists to create positive relationships between teachers, parents, students, and community members, support existing relationships, and communicate school goals and ambitions all through the lens of Christ.

## **TRANSPORTATION**

St. Paul's Lutheran School does not have its own system for busing children. Columbus City Schools Transportation Department provides us with busing which transports students in our area of Columbus. Parents sign up for this online. We can help you with this if you need assistance. In some cases the Columbus Schools Transportation Department may provide a form for reimbursement of partial cost from the State of Ohio if you are outside of the area where our bus is available. We are willing to assist you in establishing car pools if possible. Please visit this website to sign up for busing:

<https://www.ccsch.us/Page/4818>

## **SAFETY PATROL**

The Safety Patrol consists of students in grades 5-8. This is a position of privilege and responsibility. Therefore, only students that are demonstrating a proper level of maturity will be allowed to be part of the Safety Patrol. The primary responsibility of Safety Patrol is to help students when crossing the road. The students serve in the afternoon from 3:55 - 4:15 PM

## **DISMISSAL AND PICK-UP**

At 4:00 PM we have dismissal for all grades. We are concerned about the safety of the children as they get to the cars that are picking them up. For that reason we have procedures that need to be followed and we ask for your cooperation. We have two types of dismissal.

### **Bruck Street**

Students will gather by the rock walls outside of the school doors on Bruck Street.

Parents are encouraged to park in the parking lot off of Zimpher Alley and walk to meet their child(ren) on the sidewalk in front of school. A safety patrol member can also assist students in crossing the alleyway to cars in the parking lot.

Parents may park on the left side of Bruck Street in front of the school, as long as they are not blocking any driveways. A safety patrol member can also assist students in crossing the street to get to their vehicles. No parking or stopping will be allowed on the right side of Bruck Street during dismissal time.

### **Continuous Flow**

Students will be waiting by the end of the driveway under the archway by the school office. Parents and caregivers will enter off of Zimpher, NOT Stewart. Turn South by the garage of St. Paul's, Students will be ready to go by the archway, Stay in your car. Students will wait by the cones until the teacher sends them to your car. It is important to be efficient and safe getting students into cars and moving forward. As such, teachers will have several procedures for students to follow in order to be safe and for bigger students to be examples.

## **HOME AND SCHOOL COOPERATION**

In order to have good cooperation between home and school we want to start with good communication. Each week on Sunday evening you will receive the Teacher's Newsletter. The newsletter will keep you up to date on the coming events at St. Paul's. It will also contain other messages that the principal and the teachers want to give to all of you. Please look for this via our communication app, Bloomz.

St. Paul's faculty will strive to maintain a good working relationship with the home. If questions occur in a child's classroom, the matter should be brought to the teacher's attention. Other matters should be brought to the principal's attention. Please be aware of the fact that if the teacher is in the classroom with the students, it may not be the appropriate time to discuss certain issues. St. Paul's handles all communication with parents and caregivers through Bloomz. Make sure you are connected and active in the app. This app contains all notes, events, happenings, emergency alerts, and communication with teachers and the school. Teachers are available to communicate with parents from 7AM - 6PM, although responding during the school day is not guaranteed because the focus is on the students.

Parents are welcome to visit the school to observe lesson content and methodology. Please make arrangements for such visits with the teacher ahead of time.

## HOW TO HANDLE CONCERNS YOU MAY HAVE

As Christians, we realize that sin has so corrupted this world that at times there will be less-than-perfect communications, differences of opinions, misunderstandings and occasional problems. What steps should students, parents, and teachers take when concerns arise?

As Christians our authority and guide for life is the Holy Bible, God's Word. In God's Word, our Savior Jesus, himself, provides the steps Christians will follow.

Matthew 18:15-17 says: "If your brother sins against you, go and show him his fault, **JUST BETWEEN THE TWO OF YOU**. If he listens to you, you have won your brother over. But if he will not listen, **TAKE ONE OR TWO OTHERS ALONG**, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church, treat him as you would a pagan and tax collector."

The Savior who went all the way to the cross to cover our sins with his blood shows us the debt of love we owe to those who offend us: that we do not spread the concern to others, but come privately to the one involved in order to work out the difference. We remind ourselves that the steps of Matthew 18 are earnest and heartfelt steps undertaken out of love – each step being repeated until in good conscience there is no resolution and the next step must be implemented.

**FOR CHRISTIAN ORDER AND DECENCY WE HAVE ESTABLISHED THESE PRACTICAL GUIDELINES:**

**REGISTER YOUR CONCERN PRIVATELY.** Keep your concerns in the private realm as you privately approach the one involved with your concern.

Continue to work at this level until you feel you must appeal to the next step.

**TAKE A WITNESS.** If and when you have not felt the situation remedied, privately arrange for another to be present, who will witness and/or clarify (not accuse) how you are privately attempting to remedy your differences.

Continue to work at this level until you feel you must appeal to yet higher authority.

Our recognized structure of taking concerns from the more private realm to the less private realm (appealing to a higher authority) follows this line:

Student—> Parent—> Teacher—> Principal—> Board of  
Education

*(If you have questions about this procedure, please feel free to talk to the principal or pastor for explanation.)*

The Board of Education, working under the Church Council of St. Paul's Lutheran Church makes decisions pertaining to the administration of the school. The Board meets on the 3rd Monday of each month. The Board will make available time during an open session at the beginning of their meeting if, after going through the proper lines of communication as set forth here, someone wants to address the Board on an issue. To make arrangements for an open session, you may contact the principal or the Board of Education chairman.

TUITION & FEE SCHEDULE - 2021-2022

ANNUAL MONTHLY

	ANNUAL	MONTHLY
1 child in Grades K-8	\$6000	\$600

*(Approved February, 2019)*

Tuition is payable in 10 monthly installments, beginning on August 1st and by the 1st of the months of September through May. Payments not received by the 15th of the month may incur a 5% late fee. If payment is not received in a timely manner, the student to which it applies may not be able to attend classes. Parents with financial difficulties are to contact the principal before the payment is past due. Special arrangements may be allowed for special circumstances.

Financial Aid is available to families sincerely desiring Christian education for their children and able to demonstrate financial need. Requests for such aid should be made to the principal at the time of enrollment or at a time when financial difficulties occur.

St. Paul's is an Educational Choice School. Parents can fill out an application for an Educational Choice Scholarship to pay tuition at St. Paul's if their child is assigned to a public school that is on the list of designated public schools.

## School Calendar – 2022-2023

### July

9 Saturday Back to School (10-12AM)  
19 Tuesday Back to School Night (5-7PM)

### August

4 Thursday Registration Day (11AM-2PM) & (4pm-7PM)  
17 Wednesday Kindergarten Begins (8:30-12:15)  
18 Thursday First Day of School (Grades 1-8)  
26 Friday No School

### September

5 Monday Labor Day – No School  
23 Friday No School  
30 Friday No School

### October

3-7 Mon-Fri No School - Fall Break  
10 Monday Picture Day  
20 Thursday End of 1st Quarter  
27 Thursday ½ Day; Parent/Teacher Conferences  
28 Friday No School/Parent/Teacher Conferences

### November

22 Tuesday Thanksgiving Parties  
23-25 Wed-Fri No School - Thanksgiving Break

### December

20 Tuesday School Christmas Program (7:00 PM)  
21 Wednesday Christmas Parties  
22 Thursday Christmas Break Begins  
(Christmas Break December 22 - January 5th)

### January

5 **Thursday School Resumes**  
13 Friday End of 2nd Quarter  
16-17 Mon-Tues No School - MLK Day  
27 Friday No School

### February

14 Tuesday Valentine's Parties  
15-17 Wed-Fri No School- Winter Break  
20 Monday No School - Presidents Day

### March

2-3 Thur-Fri LPS Basketball Tournament  
14 Tuesday PI Day (12:30)  
17 Friday End of 3rd Quarter



23	Thursday	½ Day; Parent Teacher Conf.
24	Friday	No School; Parent-Teacher Conferences
31	Friday	No School

**April**

10-14	Monday	Spring Break
17	Monday	School Resumes
21	Friday	No School
28	Friday	Track Meet

**May**

11	Thursday	School Picnic
12	Friday	No School
19	Friday	No School
24	Wednesday	Last Day of School Closing Service/Graduation (7:00 PM)

\*1001 hours are required for grades 7-8.

\*910 hours for K-6.

1 Day - 6.75 hours.

The additional hours allowed for in the schedule are planned for snow days and other calamity days that may occur. Two Parent-Teacher Conference Days count in the hourly totals above. Two Professional days count in the hourly totals above.

(Approved, *March 2022*)

## DRESS CODE

### School Closet and School Days Uniform Stores

Gahanna - 73 N. Stygler Road, Gahanna, OH 43230

Phone: 614-476-4104

Clintonville - 4507 N. High Street, Columbus, OH 43214

Phone: 614-262-6016

#### Required: Boys

#### Required: Girls

Required: Boys	Required: Girls
<p><u>Shirts/Sweaters</u> Navy blue or red colors only—long or short sleeve polo shirts, dress shirts, turtlenecks, cardigans, pull over sweaters or sweater vests *Student of the month shirt of current year is also permissible as given out.</p>	<p><u>Shirts/Sweaters</u> Navy blue or red colors only—long or short sleeve polo shirts, turtlenecks or blouses, cardigans or pullover Sweaters *Student of the month shirt of current year is also permissible as given out.</p>
<p><u>Bottoms</u> Navy blue dress pants Navy blue khaki pants Light brown khaki pants Light tan khaki pants</p>	<p><u>Bottoms</u> Navy blue dress pants Navy blue khaki pants Light brown khaki pants Light tan khaki pants Gr.K-2 = Jumpers in school plaid or navy or khaki Gr.3-8 = Skirts or jumpers in school plaid or navy or khaki Jumpers and skirts need to be pleated with length to top of knee or longer. Plaid color is #41</p>
<p><u>Socks</u> are required and should be in one of the following solid colors to match the uniforms: black, red, yellow, blue, brown or white.</p>	<p><u>Socks, tights or knee socks</u> are required and should be in one of the following solid colors to match the uniforms: black, red, yellow, blue, brown or white. Leggings are permitted and must be ankle length and in one of the above colors.</p>
<p><u>Shoes</u> Closed toe dress or athletic shoes</p>	<p><u>Shoes</u> Closed toe dress or athletic shoes</p>
<p><u>Belts</u> Belts are required for bottoms for grades 3-8. Belts are required for grades K-2 if pants have belt loops.</p>	<p><u>Belts</u> Belts are required for bottoms for grades 3-8. Belts are required for grades K-2 if pants have belt loops.</p>

Sweatshirts, exposed undershirts, hoodies, and jackets	Sweatshirts, exposed undershirts, hoodies, and jackets
Jeans, skinny pants, cargo pants, shorts	Jeans, skinny pants, cargo pants, shorts
Socks with patterns or designs Open toes, lights, wheels, sandals, and boots	Socks with patterns or designs Open toes, lights, wheels, sandals, and boots
Accessories—earrings, headwear, smartwatches, fake glasses	Accessories—earrings that dangle or hoops, smartwatches, hats, fake glasses

Permissible

Permissible

Navy blue or red pullovers, one necklace, bracelets, pedometer watches	Navy blue or red pullovers, one necklace, bracelets, pedometer watches, studs that remain on the earlobe, neutral makeup colors (Makeup is to be applied at home, not at school)
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