

## CALLED TO SERVE

“You, my brothers, were called to be free.  
But do not use your freedom to indulge the sinful nature;  
rather, serve one another in love.”  
Galatians 5:13

Freedom is one of those catch words that are thrown about by people who are tired of being constrained. Of course we want the freedom to do as we please. The problem is that what we want doesn't always coincide with what others want. In fact, if left to ourselves, our desires are bound to destructive behavior. What a revelation to discover that we, who have been called to be free, were also called to be able to serve one another.

Saint Paul Lutheran High School is a Christian educational community dedicated to preparing leaders to serve others. While we are called to be free, we realize that the world around us will do its worst to imprison us with our sinful nature. Those who have been led to this place have the opportunity to put into practice their Christian faith with like-minded people. Those who have decided to attend for other reasons will hopefully discover both the benefit and the joy of living within the body of Christ.

Handbooks need to be written so that everyone can understand the parameters for proper behavior. These human guidelines are not perfect and the people who are asked to administer them are not perfect. However, being in the body of Christ we are not only encouraged to recognize that, but we are given the freedom to overcome our failures with God's forgiveness.

We want to be a people who are free to serve. Only in the forgiveness that we have in Jesus do we have this freedom.

Rev. Paul M. Mehl  
Executive Director

## **SPIRITUAL LIFE EXPECTATIONS**

Church attendance is expected on Sunday and at all midweek services. It is our belief that Christians live their life out of love for their Lord. We show our faith and thankfulness to God through our regular worship life.

Chapel services are an important part of our spiritual life and attendance is expected of all students. Students are assigned an advisor and seating area. Absences are recorded and dealt with in Christian discipline.

Daily private devotions also are a most important activity in the life of each student as a child of God. The Dean of Chapel will be happy to give directions and guidance in materials and procedure for such devotions.

Students who do not share our beliefs are welcome to attend Saint Paul but are expected to follow the above expectations as long as they are members of Saint Paul Lutheran High. It is only natural, given our mission and beliefs that no other religious beliefs may be preached on campus.

## **COMMUNICATION WITH PARENTS**

Saint Paul, with a student body from around the world, has extra challenges when communicating with parents. We ask all parents to complete requested contact information sheets and keep them up to date should, for example, phone numbers be changed or added during the school year.

In addition to mailing addresses and current phone numbers for each parent, we also require our dorm students to list their parent/guardian e-mail address. A secondary parent/guardian e-mail address may also be submitted. These should only be addresses that are private and over which the parent/guardian has exclusive control. For international students the school may substitute the e-mail information for the agency that assisted the parents in enrolling their child at Saint Paul. The agency will then be relied on to communicate with the parents.

All parents, whether overseas or across town, are encouraged to have an e-mail address on file to make communications as efficient as possible, particularly anyone out of the Concordia area.

## **ADVISOR/ADVISEE PROGRAM**

Each student is assigned a faculty/staff advisor who helps the student throughout his/her stay at Saint Paul. All students will be informed of their advisor's name by July 15th, or upon acceptance.

The advisor will:

1. Conduct a brief devotion and organizational meeting with his/her advisee each week day morning.
2. Confer with his/her advisees about their academic progress.
3. Be aware of the student's over all academic standing as well as social highs and lows.
4. Provide help, guidance and nurture as needed for each of his/her advisees.

We realize that an advisor cannot replace parents, but it is our goal that the advisor/advisee establish a trusting, caring relationship that will allow each student to deal with his/her life in a positive Christian manner.

For terms of attendance, Homeroom is viewed as part of the academic day. As a part of the academic day, attendance is required.

### **ACADEMIC CONCERNS**

#### **Course Changes**

During the **first week** of each academic semester, courses may be added and/or dropped with the consent of the parents and Principal. Special requests for adding courses after the first week will be considered on an individual basis. Start this process with the Principal.

If a student is granted approval to add a class after the first two weeks of the semester, the grade for the class will be recorded as an "Audit".

#### **COURSES MAY BE DROPPED UP TO THE DATE ONE MONTH BEFORE THE END OF THE SEMESTER.**

If a student withdraws from a class and was doing failing work when he/she withdrew, an "WF" normally will be recorded for that class on the students transcript.

**Students will be charged a \$5.00 fee for repeatedly changing classes after the beginning of the school year. If a teacher recommends the change, there will be no charge.**

Students desiring to add and/or drop a course should initiate this process with the Principal. If permission is granted, the student will receive a drop and add slip from the Principal. The student should take the add slip to the instructor of the course they are adding. This includes study hall. The drop slip will be given to the appropriate instructor. Changing of classes are to be completed outside of the academic day.

**All classes are to be attended until given an add slip. Faculty will count the student as absent if classes are missed before the student is given an add slip.**

Faculty will not admit a student to their class unless they have a course admit slip or the students name appears on the class roster.

### **Academic Progress Reports and Weekly Class Evaluations**

Our school has signed up to use Edline, an internet based program designed to keep parent's informed of their child's progress. Edline is an easy way for parents to keep-up-to-date online. Each parent and each student will be given information to activate their account after the start of the school year. This account is password protected and other parents and students cannot access your information. Once parents have activated their account, and our school has posted information, they can use Edline to:

- ❖ Check their child's latest grades
- ❖ Receive email alerts when new grades are posted
- ❖ See what homework is not turned in and read notes from their child's teachers
- ❖ And much more.

With the parents ability to monitor their student through Edline, **we will no longer send out Academic Progress Reports and Weekly Progress Evaluations.**

### **Homework**

Homework is not to be considered an option at Saint Paul. It is expected that all students will do every assignment. Students not completing homework will be dealt with by the individual instructor and/or will be reported to the Principal.

Students turned in to the Principal will report after school to complete the necessary work. This is a 45 minute time right after school ends. Students having to complete work are not permitted to participate in extra-curricular activities on that day (practice or game). Day students will not be able to remain on campus after school on that day. Day student parents will be notified that their son/daughter has served a 9<sup>th</sup> hour.

### **Students Enrolling at Other times Than the Beginning of the Semester**

Students enrolling before the completion of the first two weeks will need to make up all work to receive credit for the class. After the first two weeks, students will only receive credit, if they are transferring to Saint Paul and his/her classes will be a continuation of classes from the previous school.

Students should register for courses with the Principal. Previous transcripts and test results are needed to complete the registration process.

### **Special Instruction and Tutoring**

It is suggested that the student seek help from the individual instructor first. **Instructors are available before and after school to give assistance and by appointment.**

If special testing is needed, arrangements through the Lutheran grade school's special education instructor or the public schools will be made where possible.

When special instruction is needed, arrangements will be made within the limits of the schools capabilities to give such assistance to students.

### **Repeating Courses**

A student may repeat any course, but all grades received for that course become a part of the transcript record, while only the higher grade will be figured into the final GPA. Credit toward graduation shall be received only once.

A student may wish to repeat a course as an audit which will result in no grade or credit.

### **Independent Study On Campus**

Students in good academic standing and with the self discipline to manage an independent study, may sign up for those courses which are taught in this manner.

Outside of the several listed courses taught independently on campus, we will only offer a course independently if Saint Paul dropped a course due to low enrollment and it was needed for the student to carry a full load or graduate that year.

### **Independent Study Off Campus**

Students wishing to take any other Independent Study courses would need:

- Permission of the Principal.
- Courses must be through an accredited agency.
- Student would be responsible for the cost associated with the course.

Students may take Independent Study classes if there is a need to make up credits or take courses which Saint Paul does not offer. Courses may be signed up for which are not offered as part of the Saint Paul Lutheran High curriculum and would enhance the students program. Normally, no more than 2 units may be used toward graduation.

Saint Paul will not allow students to take a class that is offered at Saint Paul

from another institution. If offered at Saint Paul, it must be taken at Saint Paul.

Please check with the Principal in advance to make sure Saint Paul will accept credits earned in this manner.

### **Minimum Graduation Requirements**

Freshmen, starting the fall of 2006, in order to graduate from Saint Paul will need at least 24 units of credit plus a religion credit for each semester in attendance.

Specifically, the student needs the following units of credit: 4 units of Communication Arts, 3 units of Social Studies, 3 units of Mathematics, 3 units of Science, 1 unit of Practical Arts, 1 unit of Fine Arts, 1 unit of P.E., a half-unit of Health Education, a half-unit of Personal Finance, plus 7 units of electives to total 24 units. A unit of American History, a half-unit of American Government, one unit of Geography, a half-unit of Speech, a half-unit of Composition, and passing tests on the Missouri and United States Constitution is required in the 24 units of credit.

#### **Minimum High School Graduation Requirements**

Communication Arts	4 units
Social Studies	3 units
Mathematics	3 units
Science	3 units
Fine Arts	1 unit
Practical Arts	1 unit
Physical Education	1 unit
Health Education	½ unit
Personal Finance	½ unit
Electives	7 units
<b>Total</b>	<b>24</b>

A student needs to maintain at least a 1.50 GPA for course work completed at Saint Paul to be granted a diploma. Students not maintaining a 1.5 GPA for work completed at Saint Paul will receive a Certificate of Attendance in place of a diploma.

Three days of religion and two days of P.E. are required each week for all Saint Paul students.

### **College Prep Program of Study Requirements**

To graduate from Saint Paul College Prep, a student needs 24 units of credit plus Religion credit for each semester in attendance.

Specifically, the students need 4 units of Communication Arts, starting with English I and including a half-unit of Composition (juniors and seniors) and Speech; 3 ½ units of Social Studies, including 1 unit of American History and 1 unit of World History, 1 unit of Geography, and a half-unit of American Government; 4 units of Mathematics including Algebra I, Algebra II and beyond; 3 units of Science, including Biology, Chemistry, and Physics or course taught with rigor of above. One science course must include a laboratory study. The student also needs one unit of Fine Arts; a half-unit of Computer Applications, a half-unit of Word Processing, 1 unit of P.E., and a half-unit of Health Education. The student must pass tests on the Missouri and United States Constitution. Three additional units need to be taken from the following areas: Communication Arts, Foreign Language, Math, Science, Social Studies, and Fine Arts, plus 3 units of electives to total 24 units. The Saint Paul College Prep Certificate requires 24 units of credit plus religion and a score at or above the national average on the ACT or SAT.

A student must maintain at least a 3.00 GPA in core courses.

Three days of religion and two days of P.E. are required each week for all students in attendance at Saint Paul.

### **College Courses**

Juniors and Seniors with a cumulative grade point average over 3.00 or with the Principal's permission may register for college courses. Some courses taught on campus will be eligible to receive dual credit (high school and college).

There is an additional fee for these credits. Books for these courses are bought by the students. Students withdrawing after the start of the semester are charged for these classes and books.

The college credits are issued through the supervising school. College course grades that have been offered through Saint Paul Lutheran High will be weighted .5 over the normal letter grade (eg. B = 3.5).

### **ITV Classes** (Distance Learning Classes)

Saint Paul students may take ITV classes. These classes are provided by other Lutheran High Schools or by the Concordia University system. College classes taken will earn college credit. These classes provide our students the chance to take classes not normally taught on our campus.

The cost of these classes is covered primarily by the additional fee the student pays to take these classes. The student will also be responsible for the cost of

the textbook. Students dropping these classes after the start of the semester will still be charged for the class and the book.

A non-refundable deposit is required upon registration for the college and ITV courses which will be applied to the cost of the course.

### **Transcripts**

Saint Paul will send 3 (three) copies of a student's transcript for free. A student requesting more than 3 (three) transcripts will be charged \$3.00 for each additional copy. Official copies will be mailed to the school/s of your choice

### **Student Records**

Saint Paul Lutheran High complies with the provisions of the Family Educational Rights and Privacy Act of 1974. (HEW Rules and Regulations Title 45, Subtitle A, Part 99 of Section 438 of Federal Law 93-380). Students over the age of 18 or parents or legal guardians of students under 18 have the right to inspect any and all official records, files and data directly related to themselves as prescribed by the law and any amendments thereto.

Educational records will be made available for inspection to students over the age of 18 or parents or legal guardians for students under the age of 18 within 30 days after a presentation of a written request.

The school policy for challenging the content of the records may be obtained from the Student Personnel Office.

### **Submitting Scholarship Applications**

Scholarship applications are the responsibility of the student making application.

Thus, postage to mail scholarship application and recommendation letters should be paid by the student submitting the application. Students should provide to the person making the recommendation a stamped, addressed envelope for convenience.

The three free transcripts are mailed at the expense of the school, after which each request requires a \$3.00 processing fee.

If application material is sent at the same time as the transcript, the student will pay the extra postage.

Any copies that are to be made will be paid by the student.

Students wishing to have an evaluation completed by a school official should

plan on giving that person at least a week to complete the process.

### **High School Diploma**

The high school diploma is awarded to all students who fulfill graduation requirements.

The student must meet minimum graduation requirements as outlined in the school handbook and/or catalog and by the State of Missouri. A student must have attended this high school two consecutive semesters immediately prior to completion of graduation requirements. **The student shall have met all financial obligations to the institution before transcripts, final grades, or a diploma/certificate of attendance will be given/released.** The student must be in good standing at Saint Paul.

The student may graduate at the end of the first semester of their senior year if the above requirements are met and he/she has attended Saint Paul Lutheran High for three consecutive semesters before graduating.

Students who do not meet graduation requirements will receive a Certificate of Attendance

### **Senior Classification**

Students will be classified as seniors only if they are on schedule to complete their course work by the date of graduation. Students who are unable to fulfill graduation requirements by graduation day will be classified as juniors and will be treated as such. Students taking independent study classes (not more than 2) must be between their mid-term and final and have a deadline for the completion of the course within one month of the end of school.

### **Grades**

Saint Paul has an eleven point scale.

A - Excellent, 4 points

B - Good, 3 points

C - Average, 2 points

D - Below Average, 1 point

F - Failure, 0 points

I - Incomplete. The "I" grade is to be removed three weeks after the first day of the second semester for first semester courses and three calendar weeks after the close of the second semester or a grade of "F" will be recorded.

Audit - Student is expected to do all the work for the class without receiving any credit for the class.

W - Withdrew from the class at some point during the semester. If failing it will be listed as a WF.

Grades at Saint Paul are indicated by letters as follows:

A	=	4.00	95-100	A
A-	=	3.67	92-94	A-
B+	=	3.33	89-91	B+
B	=	3.00	86-88	B
B-	=	2.67	83-85	B-
C+	=	2.33	80-82	C+
C	=	2.00	77-79	C
C-	=	1.67	74-76	C-
D+	=	1.33	71-73	D+
D	=	1.00	68-70	D
D-	=	.67	65-68	D-
F	=	0	64-	F

Each individual teacher will explain their weighting of tests, quizzes, and homework in their first day handout. This will also include the weight assigned to each quarter of the semester and the semester final.

### **Eligibility**

Students are to maintain a 2.00 point grade average to be eligible to represent the school in activities. Students will be ineligible for the 2nd and 4th quarter if their 1st and 3rd quarter grades are below 2.00 or if they receive an "F" in any course. They will be ineligible for 1st and 3rd quarter if their 1st semester or 2nd semester grades are below 2.00 point or if they receive an "F" in any course. A student must take and pass 2.5 units of credit the preceding semester and be enrolled in courses equaling 2.5 credits for the current semester to be eligible for MSHSAA activities. Any course work completed after the end of a semester must meet the MSHSAA guidelines to be counted for eligibility.

An appeals committee shall be comprised of the Principal, the coach or activity sponsor involved, the teacher of the subject, and the advisor to hear eligibility appeals. If there is any duplication of members, faculty members and/or the resident hall counselor will be used to complete the committee. The committee and the student, who is appealing, shall meet. This will take place no sooner than one week after the student is declared ineligible. This provides a week long period for the student to take personal action to correct the difficulty. Concerns addressed shall be:

What is the cause of the failure?

Is the activity a helpful and growing experience for the student?

What is best for the student involved?

Is the student involved in making an effort?

Based on these questions, the committee will vote. If there is a  $\frac{3}{4}$  majority in favor of the appeal, the student will be granted eligibility.

### **Valedictorian/Salutatorian**

Students must attend Saint Paul for four (4) semesters to be eligible to be Valedictorian or Salutatorian. These students are selected after the first semester of their senior year.

### **Honor Roll**

Executive Director's Honor Roll – 3.93-4.00 with no grade below an A- and a maximum of 2 A-.

Assistant Principal's Honor Roll – 3.65-3.929

Honor Roll – 3.25-3.649

### **Academic Lettering Policy**

Eligibility would be based upon grades for four quarters of each school year.

Students would need a 3.5 grade point average and have no grades below a "C".

Students would have to be in 4 courses in the following areas each semester (English, Math, Science, Social Studies, Foreign Language, or college courses offered on campus).

Students would receive a medal each year they meet the set standards.

Transfer students with unusual schedules may apply for consideration.

### **Semester Final Examinations**

Finals will be taken by all students at the assigned times. This will include first semester, second semester and seniors going on senior trip.

Basic Assumption: There are times when something happens to prevent students from taking their finals at the assigned time. Permission to take finals early would be granted through the Principal's office.

Saint Paul will hire a person who will monitor the test. The cost for the supervisor will be borne evenly by students taking the test. In addition, the students will each be charged a \$5 fee to cover the administrative costs of early testing. This fee would have to be paid before the final is taken.

Student's whose parents are behind in payments or have not made arrangements to take care of money owed Saint Paul, including but not limited to books, telephone calls, doctor's fees, service hours, etc., will not be permitted to take their semester finals. Only after arrangements have been made will the finals be taken.

## **Acceptable Use Policy for Computer, Internet Access and Digital Media**

### 1. Acceptable use policy

Saint Paul Lutheran High offers internet access for student use and allows the use of personal computers while on campus. Access to the internet has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum and Saint Paul Lutheran High School has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Missouri. Further, you may not use this system for commercial purposes to offer or provide products and services through the system or use the system for political lobbying. Access to the internet is available through this school only with permission of the Executive Director or his designee and your parents.

### 2. Priorities

Because access is limited, students using the internet for school projects shall have first priority, followed by faculty using the internet for class preparation. Other uses shall be on a first come, first served basis.

### 3. Guiding principles and usage boundaries

3.1 All decisions concerning the use of the internet will be based on the principles of a Christian lifestyle. Not all internet sites are suitable for school use. While Saint Paul Lutheran High School has taken steps to limit the availability of unacceptable sites, users are expected to monitor their own use. Saint Paul Lutheran High School firmly believes that the valuable information and interaction available on the internet far outweigh the possibility that users may obtain material that is not consistent with our faith and with the educational goals of the school.

3.2 Likewise the possession of files contained in personal computers or on digital media will be based on the principles of a Christian lifestyle. Personal computers (disks, CD-ROMS, etc.) should not contain files inconsistent with this philosophy.

### 4. Permission

Parents are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. Saint Paul Lutheran High School supports and respects each family's rights to decide whether or not to apply for access to the internet or to allow their child to bring a personal computer or associated digital media on campus.

## 5. Personal safety

5.1 You will not post contact information (e.g., address, phone number) about yourself or any other person.

5.2 You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

## 6. Illegal activities

6.1 You will not attempt to gain unauthorized access to the SPLHS or any other computer system or go beyond your authorized access by entering another person's user ID and password or by accessing another person's files.

6.2 You will not deliberately attempt to disrupt the computer system, destroy data by spreading computer viruses, or by any other means.

6.3 You will not use the internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal or gang activity, threatening the safety of a person, etc.

## 7. System security

7.1 You are responsible for your individual user ID and password and should take all reasonable precautions to prevent others from being able to use your internet access. Under no condition should you give your password to another person.

7.2 You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.

7.3 You will avoid the inadvertent spread of computer viruses by following the school virus protection procedures when downloading software or sharing digital media.

## 8. Inappropriate language

On any and all uses of the internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys

another person and you must stop if asked to do so.

## 9. Respect for privacy

9.1 You will not report a message that was sent to you privately without permission of the person who sent you the message.

9.2 You will not post private information about yourself or another person.

## 10. Respecting resource limits

10.1 You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.

10.2 You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file from the system computer to your personal computer.

10.3 You will not post chain letters or engage in “spamming” (that is, the sending of annoying or unnecessary messages.)

10.4 You will check your e-mail frequently, and delete unwanted messages promptly.

## 11. Plagiarism and copyright infringement

11.1 You will not plagiarize materials you find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

11.2 You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

## 12. Inappropriate access to material

12.1 You will not use the internet or personal computer to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).

12.2 If you mistakenly access inappropriate information, you should immediately tell your teacher or other person designated by the school. This will protect you against a claim of intentional violation of this policy.

12.3 Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

### 13. Your rights

13.1 Free speech. The internet is considered a limited forum, similar to a school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons.

13.2 Search and seizure. You should expect no privacy of the contents of your personal files on the school system or with files and printouts in your possession while on campus. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy or the law.

Any individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

13.3 Due process. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the system. In the event of a claim that you have violated this policy, or the law in your use of the internet, you will be given notice of suspected violations and an opportunity to present an explanation. Restrictions may be placed on your internet access.

### 14. Note of caution regarding misuse

When you are using the school's computer system or other technology, it may feel like you can more easily break a rule and not get caught. This is not true. In fact, the opposite is more likely. Electronic footprints are imprinted on the system and typically on other technology whenever an action is performed.

### 15. Limitations

Saint Paul Lutheran High School reserves the right to use the internet, or information obtained from the internet, in the classroom for educational purposes. The school makes no guarantee that the functions or the services provided by or through the internet system will be error free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on time system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

The school may publish further guidelines and rules that directly effect

computer, internet, and other technology use. Related rights and responsibilities relevant to these areas may also be given further definition or parameters. Those additional guidelines and rules should be followed.

## **CLASS ATTENDANCE**

### **Attendance Policy and Procedures**

Saint Paul believes that maximum educational achievement occurs for students through regular attendance in school and classes. Excessive absence may result in poor grades and failure. Therefore, daily attendance is mandatory.

The Principal and the Director of Health Services may grant permission to miss any classes during the school day.

If you will be absent from class please follow these procedures:

**Day Students:** for illness or family emergency.

- 1) Day student parents are asked to call the school office between 7:45 and 9:00 a.m. if their son/daughter is ill or kept home for a family emergency and
- 2) Day students should bring a written note from their parent, guardian, OR doctor to the school secretary upon their return. It will be the Principal's decision as to whether the absence will be excused.
- 3) If medical attention is needed after clinic hours during the school day, report to the school office. The Director of Health Services will be contacted.

**Dorm Students:** for illness.

- 1) Minor ailments (such as an ordinary headache, cough, indisposition, and fatigue) do not constitute a valid excuse for tardiness or for absence from classes or chapel worship. Students who are ill are to report to the Director of Health Services during posted office hours. Permission to remain in the residence hall will not be given over the phone. In an emergency, the resident hall supervisor may phone the Director of Health Services. Your excused absence will be reported to Student Personnel Office by the Director of Health Services between 8-9 a.m. each morning.
- 2) No one is to remain in the residence hall when sick unless given permission by the Director of Health Services or the Principal. Students who are ill are to check in with the Director of Health Services (DHS) and stay in a clinic room at Heilman Hall until they are well enough to return to classes. If you cannot reach the Director of Health Services, contact the Principal's office.

- 3) If you feel better later in the day, contact the Director of Health Services for a health release to return to class.
- 4) If medical attention is needed after clinic hours during the school day, report to the office and the Director of Health Services will be contacted.
- 5) Parents who bring a resident hall student who has been ill back to campus should contact the Director of Health Services or resident hall supervisor by phone when they bring the student back to campus.
- 6) Resident Hall students who become sick at home are: 1) to have their parents/guardian call the office to report the absence; 2) bring a written excuse from their parent, guardian, or doctor to the office upon their returning to school; 3) call the resident hall supervisor instead of the office if after school or on weekends.
- 7) Resident Hall students who become ill before or after the academic day or during the weekend should contact their respective resident supervisor. Please refer to the illness policy in the resident hall handbook for more information.
- 8) Resident Hall students who are ill, may not have visitors and are to remain in their room unless permission is granted by the Director of Health Services.

**Day/Resident Students:** for all other reasons.

Parents are to confer with the Principal if they wish to have their son/daughter excused from class for reasons other than illness or family emergencies. Parents should consider the total number of absences their son/daughter has accumulated when asking to have their son/daughter excused from class.

Shopping trips, vacations, dental appointments, etc. should be made when school is not in session or when the student has a study hall whenever possible.

AT SAINT PAUL WE BELIEVE CLASS ATTENDANCE IS IMPORTANT TO THE EDUCATIONAL PROCESS. THE MAXIMUM NUMBER OF ABSENCES STATED IN THE HANDBOOK IS NOT INTENDED AS A RIGHT.

**Three Types of Absences:**

**Excused Absences (EA)** would include but not be limited to illness, funerals of immediate family, school sanctioned activities, and other absences so deemed by the Principal. These are the only type of absences allowed during semester finals and the two days immediately before vacation periods. Class work missed is to be made up within the time frame set by the instructor after the student's return.

**Planned Absences Excused (PAE)** include absences that are requested by the parents but not considered automatically excused by the school. (Eg:

travel days, college visits, doctor appointments, etc.) Arrangements must be made through the Principal before the absence. Work for the day(s) missed must be made up before the absence. Assignments due the day of return are to be completed for that day. Students will need to pick up the needed form in the Student Personnel Office. Maximum number of these absences is outlined in the Absences Penalty section below.

A senior who wishes to visit a college may do so during school time following the Absence Penalties section below. Parents should send a note at least four days in advance of the visit.

Student's must bring verification of a College Visit from the school's Admission Office upon their return to Saint Paul for days missed for college visits.

**Truant Absences (TA)** are absences where a student has missed more than five (5) minutes of a class without permission from the Director of Health Services or the Principal. In School and Out of School suspensions are considered Truant Absences.

### **Absence Penalties**

Five (5) day a week classes - Students will receive an "F" for their semester class when they have accumulated more than nine (9) absences of all types for a class or three (3) planned and/or truant absences.

Three (3) day a week classes - Students will receive an "F" for their semester class when they have accumulated more than six (6) absences of all types for a class or two (2) planned and/or truant absences.

Physical Education classes - Students will receive an "F" for a quarter P.E. class when they have accumulated more than two (2) absences of all types for a class.

Medical excuses for PE and other courses could be reasons for an exception granted by the Principal.

When a student goes over the stated limit, the Principal will review the reasons for the excess and determine if an exception should be made.

The following will occur for unexcused truant absences in addition to counting in the total number of absences.

- 1) Detention time will be assigned by the Principal.
- 2) Suspension from participating in public performances/games or practices on the day of occurrence (By Law 212 MSHSAA).
- 3) No participation in activities for that day.

When a student loses credit for the semester course he/she has the option to audit the class or be reassigned to a study hall.

A student must be in and attend classes from 5<sup>th</sup> through 8<sup>th</sup> hour in order to participate in any school sponsored activity, practice, or any form of preparation for an activity.

### **Tardies**

Students who arrive in the classroom when class has begun and before five (5) minutes of the class has passed without a pass from a teacher/administrator, will be recorded as an unexcused tardy by the teacher.

Note: Instructors will explain their tardy procedures at the beginning of each semester.

After five unexcused tardies in a semester for one class or a combination of classes, the following sanctions will apply for each unexcused tardy after five:

6<sup>th</sup> & 7<sup>th</sup> unexcused tardy - 2 hour detention.

8<sup>th</sup> & 9<sup>th</sup> unexcused tardy - Develop a plan with the student's advisor/Assistant Principal to eliminate the problem of tardies.  
- 3 hours of detention for each tardy.

10<sup>th</sup> unexcused tardy - Referral to the Disciplinary Committee.

### **Absence/Tardy Procedures**

Each day a list will be given to Advisors which reflects the absence/tardy lists from the previous day. Students and faculty should review this sheet every day and report any discrepancies that same day to the office. All tardies and absences must be cleared up within two days of the incident.

### **Day Planners**

Saint Paul provides all students with a day planner. Students are expected to carry these with them to all classes. Daily assignments, tests, and projects are to be written down in these day planners.

Students not having their day planners may be sent to get them for the remainder of the day. Tardies and absences because of this will be the student's responsibility.

If a student loses their day planner, they will be sold a new one. The cost for the new one is the responsibility of the student.

## Academic Day Procedures

Students not having class will report to study hall. No one is to be in the halls (without a pass) after the class has begun. Students may be excused from study halls for work by the Principal.

Students are to be in class or study hall after a class period begins unless given a pass. Students out of class or study hall without a pass may be considered unexcused absent/tardy. Instructors and staff will issue passes to the school office and restrooms only. Passes to lockers, other offices, piano rooms, art room, etc. will be issued from the office. **A section of the day planner is used for hall passes.**

Students wishing to leave campus during the class day are to secure a pass from the high school office prior to leaving campus.

Lockers are provided in Baeppler, the Fine Arts, and the gym. Students are to provide a combination lock for their lockers. If the lock was not purchased at Saint Paul, the combination and/or key must be on file in the high school office.

Lockers are school property and may be inspected at any time by the Principal or his designee.

Students are not to use the telephone during the academic day. Permission will be granted in emergency situations.

As a school, we feel cell phone usage during the academic day is not conducive to a good learning environment. We feel that students, parents and faculty should be able to cooperate in this issue as a matter of respect for one another.

Therefore, cell phones (including I-Pod type phones) must be turned off and will not be used by students during the academic day with the exception of during their lunch break time. At that time, they will be able to check for messages and texts from their parents. Phones **will be confiscated** from students **for one week** who do not follow this simple rule. If a second offense occurs, the **phone will be confiscated for two weeks**. A third offense will bring that student in front of the disciplinary committee.

Students are not to have pagers, beepers, or similar equipment on during the academic day. These are not to be used, seen, or heard during the academic day. Failure to follow the rules regarding this equipment will lead to confiscation. Dorm students have further specified responsibilities regarding cell phones. Please see the Resident Handbook for more information.

Radios, MP3 players, head sets, CD players, game boys, etc., are not to be used during the academic day in classes halls unless assigned academic work requires their use. A note from the assigning instructor is needed. The LRC has facilities for individuals and small groups for viewing and/or listening. These items will be confiscated if they are brought to class.

Students are not to eat candy or other foods or drink soda in class during the school day (1st through 8th hours) except during the lunch break, or with instructor permission.

Students are to report to the dining hall at the beginning of their lunch hour. They are to remain in the dining hall until dismissed unless given a pass by the supervisor.

## **CONDUCT AND DISCIPLINE**

Saint Paul expects the highest standards of personal conduct from each of its students. HOW WE ACT SHOWS OTHERS HOW A CHRISTIAN LIVES, FOR THAT'S WHAT THEY ASSUME WE ARE. Each student is expected to exhibit a positive Christian spirit in his/her every day life at Saint Paul. (Matthew 5:13-16; 2 Corinthians 6:3).

The purpose of discipline at Saint Paul is to provide a campus that is conducive to learning and living and to promote the growth of Christian character. In particular, we wish to see students guided in actions by their faith (Titus 2:12; Ephesians 5:8-9), showing Christian regard for others (Matthew 7:12; I Peter 3:8), following the direction of those in authority (Hebrews 13:17), and avoiding situations where they are tempted (Ephesians 6:11-17). Failing this, we wish to see students take responsibility for their actions and abide by the consequences (Romans 13:1; I Peter 2:13-14).

Rules regarding conduct apply on and off campus. Discipline will be appropriate to the circumstances and will take consideration of past conduct.

Parents are expected to support the mission of the school and to positively assist their child in meeting the expectations of the school.

For those students who will not or cannot abide by the school's expectations, Saint Paul reserves the right to impose sanctions it determines appropriate. Conduct unbecoming may lead to discipline, conditions for continued enrollment, suspension, or expulsion.

### **Expulsion/Suspension**

Expelled: A student is terminated from the school without an assurance of ever being readmitted.

Suspended: A student is terminated from the school for specific period of time (from \_\_\_\_\_ to \_\_\_\_\_).

Reasons for which a student may be expelled or suspended.

- The behavior of the student is such that there is reason to believe that the health and welfare of the student or others is in danger or beyond the

- resources of the school to monitor, support, or sufficiently minister to.
- The behavior of a student is such that there is reason to believe that the physical property of individuals or of the school is in danger of being destroyed.
  - The academic achievement of a student remains below the standards that have been established after the student has been provided counseling and an opportunity to give evidence that satisfactory progress can be made.
  - A student, who, in word or deed, has displayed an attitude that is viewed as being uncooperative in regard to living out the Christian life style.

**Students who have shown by their past performance the potential to be easily influenced toward negative behavior may be asked to leave after their last final. This is used to help avoid bad situations for both the student and school personnel.**

Students are admitted to school on the basis of admissions forms and related information. Misrepresentation or under-representation of academic, medical, or behavioral matters could lead to reassessment of a student's continued enrollment status (including being given At Risk status or expulsion) at Saint Paul.

The school also reserves the right to review the academic record and behavior of students at the end of each year to consider whether it's best for them to return the following year or to return with conditions.

### **At Risk Students**

Students who need extra guidance to be successful at Saint Paul may be placed in the At Risk status. This status allows us to set individually defined guidelines for each student. A sheet covering the specific guidelines is signed by the parent, the student, and an administrator of Saint Paul. This is to make sure all parties understand the expectations. Failure to follow these guidelines will result in dismissal from Saint Paul.

Students who are placed At Risk are not eligible for financial aid from the school. This would include the reduction for paying the lump sum. Students placed on At Risk status at any point during the school year are responsible for paying school tuition and fees as if they had been At Risk status for the entire year.

The At Risk status is generally reviewed after one year. It may continue or if progress has been made, the status may be removed.

### **Harassment**

Saint Paul maintains a firm policy prohibiting all forms of discrimination. All persons are to be treated with respect and dignity. Harassment by any person,

male or female, which creates an intimidating, hostile, or offensive environment, will not be tolerated.

Students who are being harassed should report it to the Executive Director, Principal or Resident Hall Supervisor. Students who harass other students will be disciplined. The first offense will be dealt with by the Principal and any future occurrences will be sent to the Discipline Committee.

There shall be no “hazing,” or mistreatment of any form. If there is to be a period of initiation it will be done under the supervision of Student Government. This should occur during the second through fourth week of the first quarter and should be for all new students. Before any initiating is done, approval of the program is to be secured from the Principal. Each student’s cooperation and support in setting a positive Christian atmosphere for all students is expected.

A copy of the Harassment Policy is on file in the Student Personnel Office. This may be viewed upon request.

All cases of harassment will be reported to legal authorities as required by law.

### **Respect for Adults and the Mission of the School**

Students are expected to be courteous and respectful. Any action of willful disrespect toward a teacher, visitor to campus, or any adult authority is unacceptable and will be disciplined.

Especially when supporting school teams or participating in school-related activities, students are asked to behave in a way that supports the mission of the school and its expectations for Christian conduct. These situations give us a special opportunity to witness by our actions (clothing, cheers, sportsmanship, for example) what a Christian is. The positive Christian spirit and behavior expected of all students applies on and off campus.

### **Day Student Resident Hall Rules**

Day students are welcome visitors to the dorms and also are subject to the rules of the resident hall when they do visit. Day students should be careful to note residence hall hours and the limitations for visiting dorms. (See Resident Hall Supplement.)

Day students staying overnight in the resident hall need to obtain permission from the resident hall supervisor. Failure to do so will result in a fine of at least \$5 and dorm restrictions. Day students staying over night in the residence halls is a privilege.

### **Christian Sexuality**

Proper expression of Christian sexuality should be your guide as you interact with the opposite sex. Inappropriate display of affection IDA creates a poor image in the eyes of our public and is a potential stumbling block to the faith of others. Please be considerate. Kissing, embracing, and hugging, for example, are inappropriate during the academic day.

Detention will be assigned unless a first warning is considered sufficient. Students will be counseled about their Christian witness to others.

### **Detention**

Students assigned detention through the office will serve their detention time as assigned by the Principal. Detention may be assigned as follows:

#### 15 Minute Detention For:

Cutting Campus

#### One Hour Detention For:

Violation of Dress Code

Tardiness to class.

Being out of class without a signed pass.

Improper classroom/school decorum.

Other reasons as determined by the Principal

#### Three Hours Detention may be assigned for:

Unexcused absence(s) from a class.

Improper classroom/school decorum.

Excessive tardiness to class. (More than 9 in a semester.)

Other reasons as determined by the Principal

Detention will be served on Saturday mornings starting at 7:00 a.m. Up to three hours may be served each Saturday.

**STUDENTS NOT PRESENT OR OVER FIVE MINUTES LATE TO SERVE AN ASSIGNED SATURDAY DETENTION WILL SERVE IN-SCHOOL SUSPENSION.**

**Detention has precedence over school activities, weekend check outs, dorm arrest, practices, meetings, student bank, family outings, etc.**

**IT IS THE STUDENT'S RESPONSIBILITY TO CLEAR ALL LISTED UNEXCUSED ABSENCES AND TARDIES (within 24 hours of notification or posting) BY PROVIDING THE NECESSARY DOCUMENTATION AS TO WHY THEY SHOULD BE EXCUSED.**

The way to avoid conflicts with detention time is to be to classes on time and follow school regulations as set by your instructors and the school.

### **In-School Suspension (ISS)**

ISS will be held when and where the Principal designates. Students are to report to ISS at the beginning of the school day. Students should bring textbooks and other materials needed to complete assignments.

**Students serving ISS will be charged \$75.00 for the academic day. A second ISS will cost the student \$150.00; a third ISS will result in the student being brought before the disciplinary committee. This is to cover the cost of a supervisor to sit with the student.**

Meaningful class work plus assignments will be made by the instructors/Principal. All work is to be completed before the student leaves ISS. Credit may be issued for daily work, depending on conditions of the ISS. Tests may be taken during ISS. Credit will be issued for tests.

Day students are to leave campus and not return when they have been excused from ISS. Resident hall students will report immediately to the resident supervisor.

### **Out-of-School Suspension (OSS)**

The student is expected to go to the home of his/her parent or legal guardian. The student is not allowed to be on campus.

All work should be completed for the student's benefit. Credit may be issued for daily work, depending on the conditions of the OSS. Major tests will be given at the discretion of the class instructor.

### **Stealing**

Stealing is a very serious violation of the school expectations. It is defined as taking, without permission, property that belongs to someone else.

In most, if not all cases, a student will appear before the Disciplinary Committee for stealing.

If a student is permitted to remain at Saint Paul, the following will be part of the imposed sanctions.

1. Parents and advisor notified.
2. Suspension from activities.
3. Full restitution.

### **Cheating**

Students are expected to complete all tests, assignments, and projects honestly, and will not collaborate in dishonest actions. Students will not accept

or give answers, assignments, notes or projects to other students unless permitted by teacher.

It is considered cheating or plagiarism, (but not limited to) when a student:

- ❖ Is in possession of other students assignments, notes, or books for illicit purposes, as determined by the teacher.
- ❖ Gives other students answers to assignments.
- ❖ Shares questions or problems on tests or quizzes.
- ❖ Turns in material written by another without giving credit.
- ❖ Works on assignments with other students unless permitted by the teacher.
- ❖ Communicates in any way during tests or quizzes.
- ❖ Looks anywhere but one's own test, quiz, or paper.
- ❖ Has unauthorized material or information in view.

Cheating is a very serious violation of school expectations. It is defined as a student's use of someone else's class work, materials, or ideas as their own and trying to get credit for it. Cheating also includes encouraging others to hand in work that is not their own.

Students who cheat will be disciplined. On the first offense, the students will lose credit for that work; and the teacher will speak with the student's parents and give the Principal written notification of the violation for the student's file. The students will not be eligible for honors associated with grades earned during a semester in which cheating occurred. Suspension from activities may also be a part of the discipline.

If a second offense occurs, a mandatory conference will be held. The student, teacher, parents (in person or by phone), and Principal will be involved. The student will serve one day ISS, lose credit for the work on which the cheating occurred, and all faculty will be notified that the student has cheated. The student will be suspended from activities for a period of time.

If a third offense occurs, the student will go to the Discipline Committee.

### **Pornographic Material**

In the unlikely event that pornographic material(s) are found it/they will be confiscated and sent to the home of the student at the student's/parent's expense.

In keeping with our goals and purposes, do not display alcoholic containers and/or poster or other forms of sexually suggestive and/or drug related topics.

### **Fireworks and Weapons**

Fireworks, firearms, knives, martial arts weapons, and any other weapons, as well as ammunition, are not permitted on campus or in buildings at any time. Exceptions are made by the Principal.

### **DRESS CODE**

Saint Paul students should take pride in their appearance. They exercise their Christian freedom and responsibility by dressing in ways that reflect their love for Christ by their understanding of the sensitivity of others. Christian modesty is expected of all our students.

It is expected that Saint Paul students will exercise Christian discretion and consideration in their personal appearance at all times.

IT IS EXPECTED THAT STUDENTS BE NEAT IN APPEARANCE. This not only assists in growth of self-discipline but also represents the student body well to the faculty, guests, and visitors to campus.

THE FOLLOWING GUIDELINES ARE PROVIDED TO AID IN LIVING THE ABOVE PHILOSOPHY AND GOALS:

1. Clothes will be clean, in good condition, hemmed, and fit properly.
2. Hemmed shorts and skirts must be mid-thigh length or longer.
3. Any shirt or top too short to be tucked in or which does not cover the waist/back while seated or while the student raises his/her hand should not be worn. Shirts and tops should be buttoned within one or two buttons from the top.
4. Clothing which is immodest, sexually suggestive, or advertises alcohol, tobacco, drugs, or non-Christian points of view are inappropriate at any time.
5. Work clothes, grubbies, halter or tube tops, tank tops, surgical pant or tops, see-through mesh tops, sweat suits, bare midriff outfits, armed services or look alikes, combat boots, spandex, biker shorts, and short dresses with leggings are inappropriate attire for the academic day.
6. Jerseys with the following stipulations would be permissible during the academic day.
  - No sleeveless jerseys.
  - All jerseys must be tucked in.
  - T-shirts must be worn under all mesh type jerseys.
  - Any jersey chosen to be worn must be long enough to be tucked in.

7. Shirts and shoes are to be worn in all buildings. Sunglasses, caps, hats, headbands, bandanas or other head-coverings are not to be worn in the academic buildings or dining hall.
8. Pierced jewelry may only be worn in the ears by our female students. Visible tattoos are not acceptable.
9. Hair styles should reflect careful grooming. Avoid extreme and/or bizarre hair styles and unnatural colors. Men should be clean shaven and sideburns are not to extend below the earlobe. Hair should not hang over students' eyes or extend beyond the top of the collar on a collared shirt.
10. Shoes and sandals are appropriate for school. Other types of footwear are not appropriate for school.

The school reserves the right to make decisions on what is and what is not acceptable in regard to these guidelines. If a teacher asks you to tuck your shirt in or button your shirt (for example) please do so.

Any dress or grooming not mentioned in the above guidelines which is not appropriate for school attendance will be dealt with individually by the Principal.

### **WEDNESDAY DRESS UP DAY/SUNDAY CHURCH APPAREL/AND OTHER ANNOUNCED SPECIAL DATES**

These special opportunities allow students, faculty, and staff a time to show special respect for oneself, to others and to God by giving their personal appearance some extra attention.

Dress pants and tucked in collared dress shirts with ties optional are appropriate attire for males. Jackets and sweaters also are optional.

Dress slacks, capris, blouses, skirts and dresses are appropriate attire for females. No tight leggings w/long tops or short dresses are allowed.

No screen-printed shirts should be worn. Any logo or emblem should be small (not larger than a student ID).

Dress shoes should be worn.

All shirts are to be tucked in on Wednesday.

No jeans of any style or color are allowed. Shorts, T-shirts, or sweatshirts are not acceptable dress on Wednesdays.

## **SANCTIONS FOR VIOLATON OF THE DRESS CODE:**

The student will need to change into a shirt and/or other clothing as provided by the SPO and follow the directions of that office. Detention time may be assigned.

Violations of the dress code may also result in referral to the student faculty disciplinary committee.

A charge will be assessed each time a student must use school provided clothing.

## **CARS**

Students are not to use their car after the start of the academic day unless permission has been received from the Principal.

Resident students need to be academically eligible to use their cars other than driving to school and back home.

A licensed junior or senior may drive someone else's car, written permission from both the car owner's parents and the parents of the driver must be on file in the Principal's office.

Safety would suggest, and therefore we require, students not to cruise around the campus in any car at any time. All riders are to be inside the car. All cars are to be parked in designated parking spaces or lots. Parking on the quad is permitted only for loading and unloading (no more than 10 minutes). Students participating in after school activities are to park in the student parking sections of the parking lots

Violations of state, federal, or local law which involves the use of a vehicle a student is driving will result in that vehicle being parked and the offending driver losing his/her driving privilege for an assigned period of time as set by the Principal.

Any violation of school rules which in any way involve the use of one's car (such as improper check-out or drinking) will result in that car being parked for a period of time set by the Principal.

Resident students are not to be in, or ride in any vehicle during the week unless they have permission from the resident hall supervisor (Sunday 7:30 p.m. - Friday after school). Resident students wishing to ride in any car during the weekend must follow their parental permission form.

Exception: Seniors with a 2.00 GPA and academically eligible may use their car

(Monday-Thursday: after school - 7:30 p.m. and weekends; Friday after school - Sunday 7:30 p.m.) by verbally checking out properly in their resident hall. Juniors with a 2.00 GPA and academically eligible may use their car on weekends (Friday after school - Sunday 7:30 p.m.) by obtaining verbal permission from their resident supervisor.

Freshmen resident students are not allowed to have cars on campus. Sophomore resident students with a valid driver's license may have a vehicle on campus, but they are restricted in their use of the vehicle to trips to and from their home on weekends or vacation periods. All keys to such a vehicle will be kept with the sophomore's residence supervisor until needed.

Transportation to and from activities is included under Activities Transportation.

### **Traffic Regulations**

Vehicle Registration and Parking Permits.

All student operated vehicles must be registered in the business office within five days after the vehicle is brought to campus. Students will be assessed a registration and parking fee each semester.

#### General Regulations

1. Vehicle owners must carry adequate insurance, and operators must possess a valid driver's license. Evidence of these must be presented at the time of vehicle registration.
2. In order to provide the safest environment for our students use of the quad, we recommend no speed faster than 5 MPH and we enforce a 15 miles per hour speed limit on our campus.

### **Parking Regulations**

All students must park their car in the designated area while they are under the jurisdiction of Saint Paul's.

Parking Lot #1 - The asphalted area between the gymnasium and Biltz Hall. Resident hall students will park in this lot. Day students may park here if space is available. Students should not park in the first eight spaces on the west side of the lot and the first eight spaces on the east side of the lot. These spaces are reserved for guests, faculty and staff.

Parking Lot #2 - The graveled area directly behind (north) the gymnasium. Any student may park in this lot.

Parking Lot #3 - The asphalted area just past (east) Krueger Dining Hall. Day students may park in this lot.

THERE IS TO BE NO PARKING ON THE QUAD DURING THE ACADEMIC DAY BY STUDENTS EXCEPT FOR LOADING AND UNLOADING OF VEHICLES. TEN (10) MINUTES MAXIMUM.

Guests may only park on the right side of the circle drive during campus events. No parking on the curves or directly in front of the building entrances..

There is no parking west of Brust anywhere.

### **Traffic Violations**

All students are expected to follow the school's traffic rules. Students failing to comply with the regulations will be ticketed and fined. Multiple violations may result in the loss

of vehicle use on campus. Fines are to be paid within 24 hours of receiving a ticket in the Business Office.

Parking in designated zones on the quad is permitted only for our parents/guests during campus activities.

### **SUBSTANCE ABUSE POLICY**

BASIC CONCEPTS: STUDENTS ARE NOT TO USE OR POSSESS ALCOHOL, OTHER DRUGS, AND TOBACCO PRODUCTS. STUDENTS ARE NOT TO PROVIDE TOBACCO PRODUCTS, DRUGS INCLUDING ALCOHOLIC BEVERAGES TO OTHERS.

**Students are not to use, be in possession of, and/or be in the presense of the use of alcohol, tobacco, or drugs at any time.**

**All students, commuting to campus as well as those living in the resident halls, are subject to these rules and the sanctions that may be imposed when they are violated.**

As a Christian school, Saint Paul strives to teach individual students to live a life that reflects love for God and our fellowman in all that we do.

Students and parents through a variety of means should have a clear understanding of these regulations and the sanctions that have been identified.

### **Testing for Alcohol**

Students suspected of using intoxicants will be given an alcotest to disprove or confirm the suspicion. Students refusing to take the test will be considered to be admitting guilt. If the student registers positive on the alcotest but still maintains he/she is not guilty,

he/she may request to take a urine or blood test. If the student tests negative, the school will pay the cost. If the student tests positive, the student will pay the cost and have the proper sanctions imposed. In the spirit of Christian cooperation, it is expected that students will be honest.

## **Drugs**

Drug use, or having any drug paraphernalia possession will be dealt with as a very serious offense. In most if not all cases, a student found using drugs or having drugs in their possession will appear before the disciplinary committee. If a student is permitted to remain at Saint Paul, sanctions similar to those for use/possession of alcohol/tobacco products will be imposed.

Students suspected of taking drugs may be required to take a drug test which may include hair sample tests. If the student tests positive and the student is allowed to remain at Saint Paul, he/she may be required to consent to random drug testing.

SANCTIONS FOR STUDENTS WHO USE OR ARE IN THE PRESENCE OF, OR POSSESS TOBACCO PRODUCTS, DRUGS, DRUG PARAPHERNALIA, AND ALCOHOL:

### **1st Offense:**

1. Ten (10) hours of campus work.
2. A research packet/paper dealing with the effects of the product in questions.
3. Suspension from school activities for a period of time to be determined by the Principal. Coaches/Sponsors have the right to add to the suspension or to remove the student from the team/group.
4. Parent/Advisor notification.
5. Possible referral to the student-faculty disciplinary committee (depending on the situation).
6. Resident Students: dorm and campus restrictions which will be 2 weeks of dorm arrest followed by 2 weeks of campus arrest. . It is assumed that day student parents will handle any further sanctions concerning their son/daughter in regards to this matter.

The Principal reserves the right to impose all or part of the sanctions listed.

Repeat offenses could result in referral to the student-faculty disciplinary committee for suspension or expulsion. If a student is allowed to remain at Saint Paul, sanctions would be similar to a first offense but to an increased degree.

Students using or possessing drugs, including alcohol or tobacco products

during the academic day will be dealt with by the Principal.

Students suspended from activities must attend practice and travel with their activity but are not allowed to participate in either case. The student is to sit behind or stand with their respective athletic teams at games. Overnight trips are not allowed.

If students consume alcoholic beverages, use tobacco products, or use drugs in a private residence that residence will be posted throughout the campus as being "off limits" to all students for all occasions for 12 months from the infraction.

In addition to the above policy, Saint Paul Lutheran High reserves the right to conduct random drug testing.

## **CAMPUS CONSIDERATIONS**

### **Assemblies**

Assemblies are held throughout the year. Student Government, students, faculty, and outside persons are used to present programs of an interesting and educational nature. Students are **REQUIRED TO ATTEND** assemblies and to show the courtesy expected of a good listener. Disrespectful and discourteous behavior will not be tolerated.

### **Bill Payment**

The Board of Trustees has adopted the following policy concerning students/parents who have not kept current on their payments or have debts/fines owed the school.

1. Grades or transcripts or diplomas will not be released until all indebtedness is paid or arrangements made in advance that are satisfactory to Saint Paul.
2. Activity participation will not be allowed.
3. Final exams cannot be taken.
4. Seniors will not participate in the senior trip.
5. The first semester fees must be paid in full or arrangements made by December 1 for a student to take 1<sup>st</sup> semester finals.  
The second semester fees must be paid in full or arrangements made by May 1 for a student to take 2<sup>nd</sup> semester finals.
6. Payment or arrangement of payment of fees for the semester must be completed before a student is permitted to attend classes.

### **Bad Weather**

When there is bad weather or the threat of bad weather, day students should exercise caution and common sense. This would include staying in the dorm rather than traveling to or from home. Also, day students should stay home

until the road conditions allow safe passage. Parents should call to inform us when students are going to be late.

### **Scheduling of Activities**

All school organizations are to submit to the Executive Director/Principal their practice schedule for approval. Programs or events to be presented, dates, times of events, and costs involved must also be submitted for the Executive Director/Principal's approval.

### **Withdrawal from School Procedures:**

1. Permission must be granted by your parent(s) or legal guardian to the Executive Director or Principal.
2. Resident students must check out of the resident hall with their Resident Supervisor.
3. Students must return all books and other school owned materials.
4. If withdrawal is before the end of the school year, the student's I.D. card must be returned to the Headmaster's administrative assistant.
5. All financial obligations to the school or other peoples must be taken care of.
6. All activity materials must be returned. (Instruments, play books, uniforms, etc.)
7. If the student is planning on transferring to another school, a transcript release form must be completed.

If check out must occur on a weekend, the above procedures are still to be completed. Failure to do so will result in additional charges to the students account.

### **Identification Cards**

Within the first three weeks of school, each student will be provided with an I.D. The I.D. may be used for admission to meals, athletic and social events, checking out equipment, etc. You may be asked to show your I.D. card by those charged with security to be sure that only Saint Paul students have access to school facilities. If you lose your I.D. card, you are to notify the office to purchase a replacement card. Students who withdraw before the end of the school year are to return their I.D. card to the office.

### **Activities Transportation**

All Saint Paul Lutheran high students will ride SPLH transportation to SPLH sponsored activities, unless given permission to do otherwise in advance by the Assistant Principal or Resident Hall Supervisor. Permission may be granted if the following requirements are met:

You ride with a SPLH parent.

- You have a note from that parent, stating such.
- You have the note signed by the resident hall supervisor.
- You give our bus/van driver the note.

If there is no school transportation, students will be permitted to ride other transportation if the following requirement are met:

You ride with a SPLH parent.

- You have a note from that parent, stating such.
- You have the permission of the resident hall supervisor.

This is in effect for riding to and riding from school sponsored activities.

All activity participants (this includes athletics, drama, music, and other school sponsored groups), will ride SPLH transportation to school sponsored activities.

If you wish to ride back with someone else, permission may be granted if the following requirements are met:

You ride with a SPLH parent.

You have a note from that parent, stating such.

You have the resident hall supervisor sign the note.

You give the note to your activity director, who signs it.

You give our bus/van driver the note.

The Principal reserves the right to make exceptions to this policy, in extenuating circumstances.

Activity/Advisors include: Faculty advisor's coaches, directors, sponsors - any SPLH approved adult faculty/staff or leader.

### **Airport Transportation**

Saint Paul Lutheran High will make arrangements to and from the airport/train station for vacation periods but there will be a charge to the student. Who takes them and how many are going at that time are but two of the factors affecting cost. Please check with the office in advance for cost and waiting time that will be involved. Saint Paul will assist with travel to and from the airport at other times, but it is more difficult to get drivers when school is in session. ITISA GREAT HELP WHEN TRAVEL ARRANGEMENTS CAN BE MADE SO ARRIVAL AT KCI IS AFTER NOON AND BY 8:00 P.M.

Students who want the school to make arrangements for their travel to and from the airport/train station and do not come in at least 10 days prior to the trip will be charged a \$10.00 late fee. There will be a \$10 charge for changes also.

Students who have the school make arrangements for travel to or from the airport/train station and do not cancel their arrangements with the administrative assistant 10 days before arrival or departure will be charged for the trip.

Arrivals after 10 p.m. or before 8 a.m. – the cost will be an additional \$5.00 per hour for the driver.

Departures before 9:30 a.m. or after 10:00 p.m. – the cost will be an additional \$5.00 per hour for the driver.

Transportation to the airport:

Cost for one person \$50.00

Cost each for two people \$25.00

Cost each for three people \$20.00

Costs are based on actual number of people in the vehicle.

### **Campus Business Ventures**

Individuals and groups may engage in business ventures involving campus sales after receiving proper approval from the Headmaster.

### **Dining Hall**

Meal hours are posted in each resident hall and the dining hall.

Cafeteria lines will be open only during times posted.

Any changes to meal times will be posted.

Meals must be eaten in the dining area only. No food is allowed to be taken out of the dining hall, including fresh fruit, cookies, cereal, crackers, etc.

Shirt and shoes are to be worn at all times. Students will not be allowed to eat if they are wearing soiled athletic attire. Those engaging in athletic activity should shower before coming to the dining hall.

Hats are not to be worn in the dining hall.

### **Student Health Services**

Students who are sick and have been placed in Heilman Hall to rest or for quarantine are to check with the school nurse, or with the Student Personnel Office before they arrive and before they leave. Because there may be other students who are ill and because it is a place to rest and recuperate, students should maintain a quiet atmosphere and not wander around in or outside the building. Other students are not to stop in without permission. Students of the opposite sex will generally be placed on separate floors and are not to be in each other's rooms. **Students who do not check in with the nurse or Student Personnel Office during the academic day will be counted as unexcused absent for every class that they miss.**

### **Out of Bound Areas**

Students are not to be on the roofs of campus buildings and/or scaling the walls. Students should not be in school buildings at unauthorized times unless under the direct supervision of the Saint Paul faculty and staff.

Unless attending a school activity, students should stay in front of buildings when visiting “on Quad” – these should be areas that are well lighted and easily visible from the road that circles Quad.

### **Campus Hours**

Each student is responsible for a minimum of 3 hours per semester of campus work. Activities for campus hours must be approved before the activity is begun.

The general rule for campus hours is that they can be given for tasks for which the school sees a savings in hours of labor.

These hours must be done outside the class day. Campus hours for auxiliary school organizations, ex. homes tour, auction, rummage sale, etc. are not to exceed three of the total six. Students not completing their campus hours will be assessed a fee.

### **Lost and Found**

All articles found are to be turned in to the Student Personnel Office. All unclaimed articles will be donated to the annual rummage sale.

### **Bulletin and Announcements**

Official bulletin boards are provided for posting announcements. Each announcement should be neat and must have an approval signature of the faculty sponsor or an administrative officer. Attention should be given to all oral announcements, as well as to those posted on the bulletin boards. Normally, we do not print personal announcements. Announcements must be removed immediately after the event has taken place.

Announcements for the **Saints Informer** must be brought to the office by the beginning of 7th hour. An announcement to be put in the Informer must be signed by the person responsible for the announcement. Please read the **Saints Informer** Monday through Friday. It is the school's official communication link with the student body. Parents (interested parties) may subscribe to the Saints Informer for a nominal charge. If interested contact the Communications Office. You may also read the Saints Informer on the web: [www.GoSaintPaul.org](http://www.GoSaintPaul.org)

### **Library Materials**

Books are to be returned to the LRC at the time they are due. Materials not returned on time will be requested by the Director of Learning Resource Center. Fines will be assessed or students will be charged for materials not returned.

Students are required to clear all library obligations before they are allowed to take final exams each semester. This means that all library materials must be returned and any fines paid before the first final exam is given. In order to allow the librarian to give proper notification, all library materials are normally due one week before finals.

### **Valuables**

Keep valuables in a safe place at all times. Carelessness and failure to heed this request may cause a temptation to someone else. Make use of the student bank for depositing your money. Because of ill-feelings and temptation which may occur, borrowing and lending are definitely discouraged.

### **Keys and Locks**

Each student is responsible for any key given him/her. In case of loss, replacement may be made through the Business Office for a charge. No student may have a duplicate key made from any school key.

It is strongly suggested students use locks on their book locker, as well as the PE locker, to avoid missing items.

### **Class Funds**

No class funds will be refunded to individual students.

### **National Honor Society**

It is both an honor and a responsibility to be a member of the Saint Paul Lutheran High chapter of the National Honor Society. It is an honor because it gives recognition of scholarship, leadership, service, and character. It is a responsibility because we must uphold these NHS standards. A member must be at least a second semester sophomore maintain a 3.25 GPA, and lead and serve our peers and community through Christian service. For further information about NHS please visit the National Web site: [www.nhs.us](http://www.nhs.us).

A faculty selection committee is appointed by the Principal. This committee reviews input from faculty, staff, and students but the selection committee makes the final decision as to who is selected or not.

Appeals for non-selection are heard only when a student has been overlooked

selection based on faculty GPA information. Those not selected will be informed by the head of the selection committee and when possible, told in what areas he/she must improve.

### **Campus Cleanliness**

Saint Paul seeks to establish and maintain high standards of campus beauty, orderliness, and cleanliness. Proper disposal of litter on campus and in the lounge and snack areas is of extreme importance.

Special clean-up campaigns are designated by Student Government at specified times and all students join in these efforts.

Please take pride in our campus and assist in keeping it looking good. Leave areas cleaner than when you found them. Continual walking across the grass in direct lines causes unsightly paths and additional work in the buildings due to dust and dirt. When going from one place to another, please use the sidewalks.

Organized playing, ball, and frisbee throwing, etc. are not to be undertaken inside the circle drive. Instead, the area between Moeller and Heilman Halls should be used or the practice fields.

### **Tornado/Fire Emergency Procedures**

The tornado signal is two (2) short intermittent blasts.

The fire signal is one long blast. Exit from the classrooms/buildings as posted in each classroom.

### **Telephones**

The campus switchboard is coded to automatic attendant. This means when calling Saint Paul you will receive a recorded message. The instructions you receive will be the following:

- Using the dial pad please enter the extension you wish to call.
- To use the directory, press #.
- To leave a message, press \*.
- To reach an operator during school hours, press 0.

By following these directions, there should be no problems in reaching your party.

If you know your party's extension, you may dial that number immediately after the system picks up.

If you wish to reach a voice mailbox (not all voice mailboxes are the same as

the intercom extension numbers). Use the intercom number to reach your party or the voice mailbox to leave a message. If you dial on intercom number and want to transfer to voice mail, wait until you are told your party is not in (possibly about six rings), press \* and then press the voice mailbox number. The following intercom numbers do not have voice mail but do have an answering machine: 421; 324; 224; and 344.

All students have voice mail availability but they must activate it before it is usable. You can get that number from your son or daughter.

If you call the school and do not have the intercom numbers, you can find the number by going to the directory by pressing # and spelling the last name of the person you wish to reach. The system will not give you the intercom number if the voice mail and intercom numbers are not the same. At any time in this process you can dial "O" for immediate assistance during office hours.

### **Disciplinary Calls**

The cost of calls made to the parents or guardians of students to inform the parents or guardians of improper behavior and/or disciplinary action will be charged to the student's account.

### **Title IX**

Saint Paul Lutheran High complies fully with both Title IX of the Education Amendments Act of 1972 and the Family Rights and Privacy Act, Section 438 of Federal Law 93-380. Complete texts of both acts are on file in the Student Personnel Office. If you would like a copy of the complete text, please stop by to pick up or write for a copy.

### **Pets**

Students are not to have pets on campus or in their resident halls. If an exception is to be made it must be made by the resident hall supervisor before bringing the pet to campus.

### **Mail**

Mail should be addressed as follows: Your Name  
Saint Paul Lutheran High  
Box 719  
Concordia, MO 64020

Do not put the student's campus mail box number on the envelope.

### **Asbestos**

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR part 763 Subpart E). This new rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

Saint Paul has conducted a complete inspection of its facilities on July 14 and 15, 1988, utilizing the services of Larron Laboratory. Since that date follow-up inspections have been made in keeping with EPA regulations. The most recent during the 1991-92 school year. The results of this inspection have been included in a management plan. This management plan is available during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. Copies of the management plan may be obtained at a reasonable cost.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of Saint Paul for any reason. We take very seriously the recommendations made in the management plan, which has been sent to the Missouri Department of Health for approval.

Gary Anderson has been trained to oversee asbestos activities and ensure compliance. As required in the rule, Gary Anderson is the single contact for the public to obtain information about asbestos-related activities here at Saint Paul. You may reach Gary Anderson at Saint Paul Lutheran High School, 205 S. Main, P.O. Box 719, Concordia, Missouri 64020. Thank you for your cooperation and understanding.

### **VISITORS**

Visitors should check in when they arrive on campus at the office 7:30 a.m. to 4:00 p.m., Monday through Friday, or with the resident hall supervisors at other times. Any student wishing to bring a guest to school must request permission from the Principal of their intention and, if approved, the student may go to class with their host. The host student is responsible for the behavior of their guest.

### **REPORTING POTENTIAL CHILD ABUSE**

In accordance with Missouri state law, our school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally

narrow areas, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is reasonable suspicion of abuse.

## **DISCIPLINE AND APPEALS PROCEDURE**

### **The Faculty/Student Disciplinary Committee**

When suspension, expulsion, or a review of a student's behavior are deemed necessary, the Principal will take appropriate action as outlined below.

Students who it is felt, because of their attitude or other actions, should be removed from Saint Paul or have their behavior reviewed for future guidance, will appear before the disciplinary committee. The committee is made up of three elected faculty members and two students from a pool of names provided by Student Government. The committee is chaired by the Assistant Principal. The Assistant Principal does not vote.

The Principal shall call the committee into session and present all pertinent facts. The student will see all materials before the meeting and will be present at the meeting to present his/her case. The student may bring a friend for moral support. The student's advisor is notified and attends the meeting. The student will answer the committee's questions. The student will leave the meeting before the vote is taken. The Principal will notify the student of the committee's action. The Principal will keep minutes and necessary comments of the meeting. If after hearing the decision of the disciplinary committee, the student feels he/she was denied a fair hearing or for some reason he/she was not dealt with fairly, he/she may appeal the decision to the Executive Director. This appeal is to be in writing and presented to the Executive Director within 24 hours of being informed of the disciplinary committee's decision. All documents of the meeting and the committee's decision will be forwarded to the Executive Director in writing by the Principal. He will hear the case and render a decision. No further appeal may be made after the Executive Director hears the appeal and renders a decision on the decision.

### **Appeals Procedure**

When a student feels he/she has been unfairly treated by a member of Saint Paul, he/she may appeal the decision to the next person in charge on the line staff chart. Except in the cases where a student has been expelled or given out of school suspension, students appeal rights end with the decision rendered by the supervisor directly above the person originally rendering the sanction. (Eg. begin - Student Assistant: ends - Resident Supervisor; begins Resident Supervisor - ends - Principal). The Executive Director will determine each case on an individual basis if the appeals process is to proceed further than listed.

**THE PRINCIPAL AND EXECUTIVE DIRECTOR HAVE THE RIGHT TO MAKE EXCEPTIONS TO THE POLICIES CONTAINED IN THIS HANDBOOK WHEN IT IS DEEMED IN THE BEST INTEREST OF.**

**TELEPHONE NUMBERS**

School Phone - 660-463-2238

School Fax - 660-463-7621

Brust Pay Phone - 660-463-9551

Brust Extensions - 1st Floor - 321  
2nd Floor - 322  
3rd Floor - 323

Moeller Pay Phone - 660-463-9472

Moeller Extensions - 1st Floor - 341  
2nd Floor - 342  
3rd Floor – 343

Executive Director - Rev. Paul Mehl – 660-463-7859 (Home)  
660-463-2238 ext. 222 (Office)

Principal – Mr. Bill Lemmons – 660-463-7626 (Home)  
660-463-2283 ext. 226 (Office)

Assistant Principal – Mr. John Beerman – 660-463-2752 (Home)  
660-463-2238 ext. 226 (Office)

Residence Supervisors - Miss Rachel Rust - 660-463-2238 ext. 245  
(Apartment)  
660-463-2238 ext. 344 (Office)

Mr. Scott Borchardt – 636-358-0644 (Apartment)  
660-463-2238 ext. 324 (Office)

Director of Health Services –  
660-463-2238 ext 285 (Office)  
Mrs. Rosaline Pennington ext. 313  
Mrs. Rita Fiene ext. 225

Emergency information

When using the campus intercom system to make local calls, dial 9 and the seven numbers.

Fire - 9-463-2244 or 9-911

Police - 9-463-7515 or 9-911

Ambulance - 9-463-2244 or 9-911

Meyer Medical Clinic - 9-463-7966

Concordia Medical Clinic – 9-463-4445

#### **SCHOOL NICKNAME - 'SAINTS'**

#### **SCHOOL COLORS - ROYAL BLUE & WHITE**

#### **SCHOOL SONG**

Hail, Saint Paul's Our Alma Mater,  
Hail, to thee, our Blue and White!  
Gathered here to do the honor  
Are thy gallant sons this night.  
Sons who do the Master's bidding  
In true faith and loyalty;  
Unto thee we sing this greeting,  
Alma Mater, Hail to thee!

#### **SCHOOL SYMBOL - FLEUR DE LIS**

#### **SEE THE FOLLOWING WHEN YOU HAVE A PROBLEM...**

ACT - SAT - PSAT – Principal

Advance Absence -- Principal

Assembly -- Principal

Athletics -- Athletic Director

Building Rental -- Coordinator of Communications

Building or Room Use -- Coordinator of Communications

Car Registration -- Business Office

Class or Club Activity -- Principal

Class Schedule Change -- Principal

College Information -- Learning Resource Center

Discipline Problem -- Principal

Independent Study -- Principal

International Vacation Travel --

Lockers -- Principal's Administrative Assistant

Lost & Found -- Principal's Administrative Assistant

Passports -- Principal's Administrative Assistant

Purchase Supplies -- Follow requisition process

Report Card Error -- Principal's Administrative Assistant

School Calendar -- Principal's Administrative Assistant

Transcripts -- Principal's Administrative Assistant

Travel Assistance -- Principal's Administrative Assistant

Tuition Statements -- Development Office  
Vending Machine -- Business Office  
Vocational Information – Learning Resource Center & Technical Director

***TO PROVIDE CURRICULAR AND  
CO-CURRICULAR EXPERIENCES  
IN A CHRISTIAN ENVIRONMENT  
THAT EQUIPS STUDENTS FOR  
JOYFUL, FAITHFUL SERVICE  
TO CHRIST AND HIS WORLD.***

**Non Discriminatory Policy - Board of Trustees**

Saint Paul Lutheran High admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the high school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other high school administered programs.

High schools of the Synod may give preference in

**admissions to members of Synodical congregations and to members of other Lutheran church bodies.**

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# **STUDENT HANDBOOK**

**2010-2011 OUR 128th YEAR  
CONNECTING FAITH AND LIFESTYLES**

**Saint Paul Lutheran High  
Concordia, Missouri**