

St. Paul Westlake
Preschool/
Pre-Kindergarten
Parent Handbook



2023-24

(School Board approved: August 7, 2023)

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ST. PAUL PRESCHOOL/PRE-KINDERGARTEN PROGRAM DETAILS

St. Paul Preschool provides an education that aligns with the Ohio Early Learning and Development Standards that maximize growth across a broad spectrum of developmental and content areas. We value opportunities for parental involvement and hope to work with families in helping children develop to their fullest potential.

St. Paul Preschool offers programs for children 3 years through 5 years of age. Our goal is to help each child develop his or her own unique self, promoting confidence, independence, and self-reliance.

The classes are designed to meet the emotional, social, spiritual, physical, and cognitive development of the children through various hands-on educational experiences. The children are encouraged to discover and learn.

St. Paul is a state-licensed preschool. The Ohio Department of Education License is posted for review inside our classrooms. Also posted inside our classrooms are licensing inspection reports and other communication for the current licensing period. The laws and rules governing preschools and childcare centers are in the main office for review upon request. Our preschool's licensing record is available from the Ohio Department of Education. The toll-free number listed on our license may be used to report a suspected violation by this preschool program.

St. Paul Westlake Preschool incorporates both the needs of our families and our school by

providing policies that are easily understandable and that are fair to everyone regardless of race, color, religion, gender, nationality, and disability.

St. Paul offers a strong curriculum-based full-day program for both preschool and pre-kindergarten. A half-day preschool program is offered in the morning. The school day begins at 8:45 am and ends at 3:20 pm (half day ends at 11:45 am). A designated nap time is provided for our full-day program along with a scheduled lunch time.

INTRODUCTION

This handbook is intended to serve as a guide for students and parents. Students are accountable for the expectations and policies of the school as contained within this document. Both students and their parents need to be familiar with the contents of this handbook. St. Paul Westlake is a Lutheran school which means that we follow the doctrine of the Lutheran Church Missouri Synod and will practice these values in our day school along with our church. Beliefs acting contrary to the beliefs and practices of the Christian church, but specifically, the stated faith statements and practices of the Lutheran Church - Missouri Synod and God's Holy Word, may result in removal from the school. It is expected, and assumed, by the administration that parents and students have read, and are familiar with, the contents of this handbook and always support the policies of the school. We reserve the right to edit and modify this handbook as the school sees fit, when necessary, throughout the school year. Policies in this handbook apply to school students.

OUR MISSION

St. Paul Westlake Preschool exists as a ministry extension of St. Paul Westlake School and St. Paul Lutheran Church. This ministry exists to provide an exceptional education to students in Preschool - 8th grade in a Christian environment. The faculty, staff, and administration will challenge each student to develop spiritually, academically, socially, and emotionally as they grow physically throughout the school year and are prepared for higher education as the Christian leaders of today and tomorrow.

FAITH STATEMENT

Every day, God gives us the opportunity to live, learn, and love. He challenges those of us who follow Christ to do that by developing a Biblical worldview and putting our faith into action.

The following statements describe the beliefs of the school and act as faith foundations through which we live, learn, and teach. What We Believe About:

1. **THE BIBLE:** The Bible is the true Word of God without error or contradiction and, therefore, is the final authority in all matters of faith and life. We believe that the Bible gives clear direction on critical issues such as homosexuality, abortion, and the sanctity of marriage. Through the eyes of God's Word, we seek to develop a Biblical worldview that compels us to love and action. (Psalm 139:13-16; Mark 10:5-9; Romans 1:21-27; 2 Corinthians 5:16; 2 Timothy 3:15-17)
2. **GOD:** There is only one true God, who has revealed Himself in three persons (Triune) - God the Father who created us, God the Son (Jesus Christ) who saved us, and God the Holy Spirit who brings us to Jesus and is our help throughout our journey here on earth. (Matthew 28:19; Romans 5:5-6)
3. **HUMAN BEINGS:** Human beings are the crowning achievements of God's creation. Adam and Eve, the first man and woman created in God's image, chose to sin in the Garden of Eden. As a result, all people are conceived and born sinful and are completely incapable of

- saving themselves by good living. (Genesis 1:27; Genesis 3; Psalm 51:5; Romans 3:10-12,23)
4. **JESUS CHRIST:** Jesus Christ is entirely God and at the same time entirely man. He was born of the Virgin Mary, lived a perfect life, died on the cross, rose from the dead, and now rules at the right hand of God. All of this, He did for us. One day He will come again to bring us home to heaven. (John 1:1-3, 14; 1 Timothy 2:5-6; Luke 1:26- 38; Hebrews 4:15; Romans 5:6-8; 1 Corinthians 15:12-24; Ephesians 1:20-23; 1 Thessalonians 4:14, 17)
 5. **GRACE:** God, motivated by His unconditional love for us, provided for our salvation through His Son, Jesus Christ. This action of love is a gift called Grace, and by it we are saved through faith in Jesus Christ. (John 3:16; Ephesians 2:8,9)
 6. **FAITH:** Faith in Jesus Christ comes by the power of the Holy Spirit. He works through the means of Grace – His Word and the Sacraments of Baptism and the Lord’s Supper – through which we receive the blessings and benefits of Jesus’ saving death and resurrection. These blessings are the restoration of our relationship with God, the forgiveness of sins, eternal life, and salvation. Because we see faith as a journey, change is assumed, innovation is expected, and rebirth is welcomed. (John 6:63; Romans 10:17; 1 Corinthians 11:23-26; Matthew 28:19-20)
 7. **BAPTISM:** Baptism is water applied in the name of God the Father, Son, and Holy Spirit according to Jesus’ command and promise. This sacrament gives salvation to all people who receive it through faith, delivers and applies the forgiveness of sins, and makes us members of God’s family. (Matthew 28:19-20; John 3:5; Titus 3:5; Ephesians 5:25-26; Romans 6:4; 1 Corinthians 12:13; Colossians 2:11-12; 1 Peter 3:21)
 8. **THE LORD’S SUPPER:** The Lord’s Supper is the real body and blood of Jesus Christ present with the bread and the wine. Based on Jesus’ command, we eat and drink this supper for the forgiveness of our sins and the strengthening of our faith. (Matthew 26:26-29; 1 Corinthians 11:23-26)
 9. **THE CHRISTIAN LIFE:** Good works, prayer, and holiness of life are the fruit of faith in Jesus Christ, not the cause of faith or salvation. It is a privilege to live for Jesus, seeking to serve and honor Him in all facets of life. We believe that all life is spiritual and through a relationship with Jesus Christ, all of our fears, failures, and brokenness can be restored and made whole. (John 15:5; Colossians 2:6-7; Ephesians 5:1-8; Galatians 5:16-25; Hebrews 11:16)
 10. **MISSION:** We take great joy in partnering with God to change the world. We do this by sharing His message of salvation, embracing the truth that all of life is sacred, knowing that hope is real and that tomorrow can be better than today. (Psalm 139; Jonah 3:4-9; Matthew 28:18-20; Mark 16:15; Colossians 4:6)

11. **GENDER IDENTITY / SEXUALITY:** We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.
12. **SANCTITY OF HUMAN LIFE:** We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139)

STATE LICENSING AND ACCREDITATION – EXEMPLARY SCHOOL STATUS

St. Paul Westlake Preschool is accredited through the National Lutheran Schools Association and licensed by the State of Ohio. We meet or exceed all state standards for education.

NOTICE OF NON-DISCRIMINATION

St. Paul Westlake does not discriminate based on gender, race, color, nationality, or ethnic origin in the administration of our educational policies, employment practices, admission policies, scholarship programs, athletic and other school activities.

Entrance Policies

St. Paul Westlake Preschool is open to any family regardless of church affiliation and admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the center. Admission consideration will be given to those families belonging to current families and to St. Paul Lutheran Church members first during the enrollment process. Students can enroll at the age of 3 on or before Aug. 1st and the age of 4 on or before Aug. 1st for Pre-Kindergarten.

St. Paul Westlake does not discriminate based on race, color, nationality, or ethnic origin in the administration of its educational and admission policies. Children who enter the school with special needs or are diagnosed with special needs after initial entry will be evaluated periodically. We reserve the right to deny admission if a student is not potty trained, of age, or has beliefs that contradict the Lutheran Church Missouri Synod.

At the time of entrance, a student shall have on file an up-to-date immunization record based on the EPSDT immunization schedule, and a copy of their birth certificate shall be submitted before the student can start school. In addition, a current physical health form must be on file within 30 days of attendance. Immunization waivers and health forms will be updated each year thereafter until the child enters kindergarten. Immunizations received during the year must be reported to the Early Childhood Director in written form. All immunizations will follow County Health Department requirements.

ENROLLMENT PROCESS

To be admitted into the St. Paul Westlake Preschool program you will need:

1. Inquiry form must be completed.
2. Tour and interview by the principal.
3. Application and fees must be paid.
4. Immunization and birth certificates must be uploaded to Praxi or turned in at the office.
 - a. An Up-to-Date immunization record based on the EPSDT immunization schedule (must have on file on the child's first day in attendance). You will be required to bring in a new record each time your child receives a new shot.
 - b. Annual Physical Health Form completed and signed by your physician (must have on file within 30 days of child's first day). You will be required to update this annually until your child enters kindergarten.
5. Complete registration by signing the tuition agreement. This also serves as your agreement to our policies and procedures (Preschool Handbook).

ENROLLMENT FEE

At the time of enrollment, each student is assessed an enrollment fee. This fee covers necessary instructional materials. It also covers other student resources such as library, technology, physical education, art, music, and more. **The enrollment fee is non-refundable.**

Enrollment fees are due at the time of registration. Students are not considered enrolled until the registration fee and form are filled out and paid.

TUITION PRESCHOOL - 8TH GRADE

The School Board and Principal have established tuition rates so that those receiving direct benefits will share in the costs. The tuition rates, however, do not cover the full cost of education for each child. The difference is made up by members of St. Paul Lutheran Church.

Tuition payments are due to the PRAXIPower tuition program on the Fifteenth day of the month, June through May (Exception for the 23-24 school year Aug. to May) Payments must be made through PRAXIPower electronically. Please refer to your PRAXIPower Tuition Agreement for details. Any payment that is late will be subject to a late fee by St. Paul. Late fees, while subject to change, are assessed at \$25 per month.

Students will be asked not to attend school if payments are over sixty days past due. This includes both our Preschool, Pre-Kindergarten, and our K-8 Christian school, accounts in arrears may be subject to students being excluded from either program until payments are brought current. Promotions, re-enrollment, and report cards will be withheld until all bills are paid in full. **All charges MUST be current by the last day of school including any charges for Extended Care. If any charges are outstanding after the last day of school, report cards, diplomas, and promotions will be automatically held until paid in full.** For charges that cannot be paid through the PRAXIPower system, parents must make an appointment with the school office during summer hours.

PARTIAL YEAR TUITION

The tuition charged for students does not cover the full cost of education for each child. The difference is made up by the generous giving of St. Paul members.

Tuition is assessed over 12 months (except for the 23-24 school year) in an effort to make monthly payments more affordable and thus tuition for partial-year students is calculated as follows:

MID-YEAR ENROLLMENT

Students who enroll mid-year are assessed tuition as follows: September 100% of annual tuition, October 90%, November 80%, December 70%, January 60%, February 50%,

March 40%, April 30%, and May 20%. Enrollment fees will apply. Please see the enrollment fee section for further details.

MID-YEAR WITHDRAWAL

Students who withdraw mid-year are refunded tuition as follows:

- No refunds are given for the month of withdrawal.
- Prepaid months not attended, with a 30-day notice, will be refunded at 100%. If a 30-day notice is not given, the date of notice or withdrawal plus 30 days will be assessed and charged. All future unattended months will be refunded at 100%.

Students who withdraw mid-year will be billed in accordance with this policy and payment is expected upon withdrawal.

PAST DUE ACCOUNTS

We work very hard to be good stewards of the fees, tuition, and charges that we assess. It is very important that accounts are kept current to provide our Preschool program with the funds to support your student's education.

Occasionally, we understand that a family's circumstances may cause an account to become past due. If this occurs, parents are **expected to proactively** notify the school or finance office.

The following protocols have been established to assist you in maintaining current accounts:

- Accounts that reach 30 days past due should expect a contact from the principal to establish a plan to bring your account current and to minimize additional late fees. • Accounts that reach 45 days past due will require an immediate meeting with administration to establish a plan to bring your account current and to minimize additional late fees.
- Accounts that reach 60 days past due without an approved payment plan in place will be cause for denial of continued services. Parents will be notified that students may not return until the account is paid in full or an approved payment plan is in place. This applies to before and/or after-school Tiger time and Lunch program as well.
- No payments for extracurricular activities such as field trips, class trips, etc. will be accepted while accounts are 60 days past due. Any deposits already collected for extracurricular activities may be applied to past-due balances.
- Enrollment fees collected for the following year will not be accepted while accounts are 60 days past due. Any enrollment fees already paid may be applied to past-due balances.
- If services have been denied due to nonpayment, St. Paul reserves the right to require monthly prepayment for at least the remainder of the school year.
- For accounts that cannot be collected through these protocols, St. Paul reserves the right to use any outside collection agency to assist with collection efforts.

STUDENT RECORDS

In line with the Family Educational Rights Privacy Act (FERPA), St. Paul Westlake keeps all student records completely confidential. Upon request, Parents/guardians may view the student record of their student only. The records will be viewed in person at the school office.

Student records may not be taken from the school office for any reason. Parents/guardians may also make a written request to have student records transferred. Such requests must be documented and received by the school office before the records are transferred.

BEHAVIOR AND CONDUCT

St. Paul Westlake expects its students to act and behave in a manner that is not only God-pleasing but also respectable to themselves and family. A goal of our educational program is to encourage and promote an environment that is orderly, safe, and welcoming in which all individuals are free to learn, work, and grow. We believe this atmosphere is essential for learning to take place. Our discipline program recognizes that we are all sinners and make mistakes in our behaviors, attitudes, and actions. Poor decisions and inappropriate choices in behavior may lead

to consequences administered by the school staff and administration. However, our staff also seek to be models of the forgiveness and grace that are part of a maturing relationship with Jesus Christ.

The following are four general guidelines which are for the personal welfare of the students within our community and the common good of the entire school:

1. Students should display constant respect for persons whether they are teachers, fellow students, staff, visitors, or others. We view this as a basic requirement of Christians who promote a healthy Christian community.
2. Students should care for personal or community property as a visible sign of respect.
3. An appropriate school climate must be maintained to create a situation conducive to learning. Students should work towards having positive relationships with peers and adults.
4. There are times within the community when people do violate its standards. We believe that the wrongdoing cannot go unnoticed and that certain procedures must be followed to help the individual grow in self-discipline. The goal is guidance and training to develop personal traits for success.

Classroom Behavior

1. Follow all directions the first time given.
2. Keep hands, feet, and objects to yourself.
3. Raise your hand to be acknowledged before you speak. Only positive speech and actions are acceptable.
4. Stay in the assigned place until directions are given for the next activity. 19

Hallways

1. Students will not touch the stuff of others, including but not limited to book bags, computer and computer bags, lunch, and athletic bags.
2. Students are to walk unless given different instructions.
3. Students may not engage in Public Displays of Affection.

Cafeteria

1. Students will wait in line to be seated by the teacher or aid.
2. With the assistance of the teacher and aid, students will clean up their trash and food items before dismissal.
3. Students will consume all food and drinks **in the** cafeteria unless given other directions.
4. Students will use good manners by keeping hands, feet, and all objects to themselves.

Chapel and Assemblies

(Preschool/prekindergarten will have separate chapels. These guidelines will apply when they attend chapel with the entire school)

1. Students will walk to the chapel and/or assembly area.
2. Students are to be quiet and ready to listen to the leader/presenter.
3. Students will participate following leader/presenter directions.

DISCIPLINE

Discipline at the preschool/pre-kindergarten level is much different than the K-8 program based on the age of the students. Discipline will be handled by the homeroom teacher first with the student and parent. If the behavior continues, then the Preschool Director will meet with the parent and student. If the behavior continues after this point, the principal will meet with the parent and student to create a behavior plan. Although rare, there are times when the removal of the student from the St. Paul Preschool will need to occur. Any removals are taken to the St. Paul School Board and can be appealed.

SCHOOL HOURS / OFFICE HOURS

St. Paul Westlake's academic hours are 8:45 a.m.-3:20 p.m. Extended Care hours are from 7:00 a.m.-8:30 a.m. and 3:20 p.m.-6:00 p.m. Normal office hours are 8:00 am – 4:00 pm Monday through Friday. Summer hours will be announced.

ATTENDANCE POLICY

Preschool and Pre-Kindergarten do not have requirements from the State of Ohio. However, St. Paul provides a rich academic and spiritual environment so missing school may cause students to not develop at the same rate as other students. St. Paul reserves the right to retain or remove a student from school if attendance becomes habitual.

BIRTHDAY CELEBRATIONS

It is a blessing to be able to recognize student birthdays. Parents are certainly welcome (although not required) to send in a small treat for their child's entire class. Classroom (or Homeroom) teachers should be made aware of parent's intentions to provide treats for birthdays. As a school, however, there are also some limits that we place on birthday celebrations: We ask that birthday treats only be brought to a student's classroom or homeroom – not to the lunchroom. Students are not to distribute birthday (or other party) invitations at school unless everyone in that student's respective grade is receiving an invitation. Birthday presents should not be delivered to school or through the school office.

CAR LINE PROCEDURES

Student safety is the number one priority of St. Paul Westlake. The parking lots, especially during drop-off and pick-up times, could become a dangerous place for our students. We ask that everyone please be ALERT, CAUTIOUS, and PATIENT during our drop-off and pick-up times so that our students can get to and from school safely! At the beginning of the school year, and when changes throughout the school year are necessary, the school office will send out a detailed Pick-Up/Drop-Off Traffic Map. This map, and accompanying information, will detail the locations, procedures, and guidelines for all families regarding Drop-Off/Pick-up at St. Paul Westlake. All families must be familiar with these procedures. Teachers and school staff will be available during these times to assist with traffic flow when necessary.

All instructions given by St. Paul school staff must be followed.

- Before School Drop-Off Times – 8:30-8:45 am
- Students dropped off in the morning by personal vehicle are to be dropped off in the back (south side of the building)
- Students should be packed up and ready to exit their vehicles upon arriving to school.
- Students are to exit their car when it comes to a complete stop.
- Students dropped off before 8:30 a.m. will be sent to Before Care. Charges do apply.

Drop off for Morning Tiger Time is at the Southeast doors (i.e... Activity Center entrance)

- At 8:45 a.m., the doors are locked, and students must enter through the FRONT (north) school entrance by the flagpole. Students coming to school late must obtain a pass from the school office.
- After School Pick-Up – 3:20 p.m.-3:40 p.m. Please do not arrive on campus until 3:10 p.m. or later. Our classes may be at recess until this time.
- The **FRONT** parking is for bus traffic only and is not to be used to pick up students during the pickup time.
- A parent or guardian may park in the main (South) lot and walk in to pick up their student(s). Students not picked up by 3:40 p.m. will be sent to the afternoon Tiger Time program. Charges do apply.
- Please leave through the same entrance from which you entered the building.

DRESS CODE

Please refer to the St. Paul Dress Code document.

DUE PROCESS

Situations may arise in our school throughout the school year which may cause parents, teachers, and students concerns. Resolving those situations quickly is beneficial for all parties involved. The following steps are the quickest and most necessary methods for reaching satisfactory solutions. 1. Contact the appropriate staff member – The most direct route to resolving a concern is to confer directly with the person involved, whether it is a teacher, coach, parent, or student. Over 95% of the concerns are resolved at this level. 2. Contact the principal. The principal oversees the entire campus and is responsible for concerns that may arise from the school's operation. Explanations of policies and procedures, various clarifications, and all types of campus information are available in the principal's office.

EMERGENCY SCHOOL CLOSING

Closing of school due to adverse weather or other emergencies will be done publically. St. Paul **generally** follows the Westlake City School system regarding school closing because of inclement weather. However, because our families come from many different communities around the area, we may make the determination to close even though Westlake City Schools are open. This information may be obtained by viewing NBC 3, ABC 5, FOX 8, or WOIO 19. We will also use social media (Facebook, Twitter, etc.) and our school-wide communication system Bright Arrow.

TIGER TIME (before and after school extended care)

Extended care ("Tiger Time") program for all students is offered both before and after school. This program is provided to our families and fees are charged on a "per use" basis. Before school care is provided to families starting at 7:00 a.m. until 8:30 a.m. After-school care is provided to families from 3:20 p.m. until 6:00 p.m. Contact the school office or Extended Care Director for more information about this program.

INVITATIONS

Due to the sensitive matter of inclusion and acceptance, we ask that all invitations to non-school related parties and gatherings ARE NOT distributed at school unless ALL students at the grade level are included.

LOST AND FOUND

Each classroom has its own lost and found items that are left in the room. Any item found in the halls or around the school will be taken to the school office.

MEDICATION

If your child requires medication (prescription or over the counter) it must be turned in to the office with a note from the parent/guardian as per dosage and frequency of administration. Prescription medication also requires documentation from the prescriber which lists the student's name, medicine prescribed, dosage, and physician signature/authorization. **ALL MEDICATION MUST BE IN ORIGINAL CONTAINER, *clearly marked with the student's name.***

Students may not be in possession of medication (prescription or over-the-counter) on school property. Exceptions to this rule are asthma inhalers (which cannot be shared with other students) or EpiPens/AviQs. Students who carry such devices must have a form, signed by parents, on file in the office. Students must also have a second EpiPen/AviQ stored in the clinic.

PARENT COMMUNICATIONS

Clear communication between the school and parents is essential to the educational process. The school website provides general information to parents. Email newsletters and updates will be sent from the school and/or classroom teacher on a regular basis. Parents are responsible for knowing the information sent to them. Please be sure to routinely check spam and junk mail folders for information that may have been routed there through your e-mail server. If there is an urgent message, please contact the school office for immediate assistance. To leave a non-urgent message for a teacher, please use our voicemail system. Each teacher has a voicemail extension for messages. During the day, calls are transferred directly to the teacher's voicemail. Teachers can generally be expected to respond to calls within 24 hours. If a face-to-face conversation is necessary, please set up an appointment with the teacher. Teachers have specific advisory/supervisory duties before and after class time. Please avoid trying to talk to teachers as students are coming into class or after class during carpool time. Teachers may also be contacted by email, which is listed on the website and at the front of this handbook. The school respectfully requests that parents not call teachers at home in the evening unless the matter is of major importance or urgency, or unless the teacher has given prior approval.

WELLNESS POLICY

Healthy choices are promoted while students are in the building. We encourage parents to pack healthy choices for both lunch and snack times. **Preschool and Pre-Kindergarten do not have the option to participate in the hot lunch program.**

PARENT CONFERENCES

Parent-teacher conferences are scheduled after the first grading period. A second parent-teacher conference is held in April/May. Impromptu parent conferences are also encouraged and need to be scheduled with the classroom teacher.

Conflicts should be addressed first with the classroom teacher, and then with the principal if necessary. The principal will serve as the final authority for all day-to-day issues concerning students.

SCHOOL DAY CHECK-IN

All items that need to be dropped off, including lunches, bags, uniforms or items for your student, need to be brought directly to the school office. This ensures that your student will get their needed items. Signing-in and receiving a visitor's badge is still required anytime you are on campus during school hours for a period of time.

VISITOR POLICY

Parents and other individuals to visit and participate in school activities and business are welcome. The support and cooperation received from visitors is essential to the safety and success of the school. We ask that all visitors check in at the school Office and receive a visitor pass. Because the safety of our students, faculty, and staff is of utmost importance, the school has established guidelines for campus visitors. These guidelines apply to our school buildings during normal school hours on normal school days.

They do not apply to sporting events, special assemblies, and similar activities. In special circumstances, the school may make discretionary changes to these guidelines to ensure a reasonable level of campus security.

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CELL PHONES

Cell phones are not allowed during the school day or during the Tiger Time program. If a student needs to use the cell phone to contact parents, a teacher or aide must be present during use.

COMPUTER USE – INTERNET SAFETY

Social media internet sites and apps such as Twitter, Instagram, TikTok, Snapchat, and Facebook have become very popular with students of all ages. These sites are set up to allow students to give out names, addresses, pictures, and other personal information which may be accurate or fictitious. Parents and students need to be aware of the dangers associated with making personal information available for viewing by anyone in the world. We strongly encourage parents to be aware of their student's computer and personal technology device usage and take an active role in monitoring the information their student is publicizing (posting) and consuming (seeing). St. Paul Westlake promotes the use of personal monitoring apps for student devices and can provide recommendations to parents upon request.

ELECTRONIC DEVICES/TOYS

No electronic devices or toys are not to come to school. St. Paul is not responsible for lost or stolen items that come to school.

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SOCIAL MEDIA POLICY

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Ephesians 4:29 “We should fear and love God so that we may not deceitfully belittle, betray, slander, or defame our neighbor, but defend him, think and speak well of him, and put the best construction on everything.” Luther’s Small Catechism, Explanation of the 8th Commandment.

The use of social media by students and stakeholders can be a valuable tool for collaboration, learning, and communication among members and nonmembers of our school community. Social media was once considered merely conversations between “friends” and status updates but is now widely accepted as a mainstream source of news. The lines can become blurred between what is considered public and private, personal and professional.

The damage that can be done to a person, church, or school is a real threat. The faculty, staff, parents, and students should consider the outcomes when they post on social media. We are committed to maintaining high ethical standards, providing a high-quality education, maintaining the safety of our students, as well as preserving our reputation.

Therefore, the standards set forth for social media use are high. The school does not have the time or resources to “police” social media, but will act, when appropriate, to things that are brought to the attention of the school administration. All families that have a complaint or problem are asked to follow the use of Matthew 18 and first go directly to the person and source of conflict instead of posting to social media.

Particularly when social media postings happen outside of the school day, students and families are encouraged to engage in meaningful conversation with each involved party to try and resolve the dispute before bringing it to the attention of the school, unless there is a perceived safety concern involving the school and/or students at the school. The following guidelines should be met by students, faculty, staff, parents, as well as all other stakeholders.

- Ensure that online behavior reflects standards of honesty, respect, and consideration.
- Demonstrate good digital citizenship.
- Remember that a “private” conversation may still end up being shared into the public domain regardless of the maximum privacy setting.
- Respect the rights, privacy, and confidentiality of others.
- Refrain from posting anything, including photographs, that would compromise anyone’s privacy or that are used to demean, humiliate, or otherwise embarrass anyone.
- Do not post material that the school determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile toward any individual or entity.
- Do not post phone numbers e-mail addresses or other confidential information of students and/or faculty.
- Parents will be asked to remove postings or comments that reflect poorly on the school, the congregation, congregational leadership, faculty, staff, students, or other families.
- Students, parents, faculty, and staff members will be aware that all existing policies and behavior guidelines extend to school-related activities in the online community.

These online communities include but are not limited to the St. Paul Lutheran Church and School website, Facebook page, Twitter, YouTube, Snapchat, LinkedIn, etc. Students breaching this policy during school hours may breach other school policies as well and may be subject to disciplinary action.

The school administration will confront such behavior according to our Discipline Plan on a case-by-case basis. Parents who breach this policy may be asked to withdraw their child(ren) from the school in cases that are deemed to affect the reputation of St. Paul Lutheran Church and School.

STUDENT MESSAGES – TELEPHONE USAGE

Please do not call the school to speak to your student or to give him/her a message unless it is something that cannot wait until after school. The only way to give a student a message is to interrupt a class. We prefer not to interrupt a class unless it is an emergency. A public telephone is not available for student use. A phone for emergency or special use only (such as changes in after-school activity plans) is in the school office. This phone will be available for 39 students to use with permission from a teacher. The office staff will handle medical emergency situations requiring phone communication.

SAFETY

1. A medical emergency plan is located inside of the classroom and followed if necessary.
2. Children are never left alone or unsupervised. The teachers will be aware of the daily drop-off and pick-up routines of each child with her or her authorized person. Please call the school office for any changes of pick-up by 2:00 p.m.
3. We always have immediate access to a working telephone within the building.
4. We practice fire drills, safety drills, and tornado drills throughout the school year. A record of drills may be found in the school office.
5. We have a fire and emergency weather plan posted inside each classroom, as well as on field trips.
6. All preschool staff are trained in CPR and First Aid. In addition, there is always a person with appropriate safety training in the classroom always.
7. There is always a first aid kit available inside the classroom, as well as on field trips.
8. If a child requires emergency medical treatment, a teacher or assistant teacher will call.
9. The child will be transported to the nearest hospital. The parent will be notified immediately following the emergency call and will be asked to meet the ambulance, child, and teacher at the designated hospital.
10. In the case of a medical or dental emergency, teachers will follow the posted medical and dental emergency plan, administer first aid, call emergency transportation, contact the parent, and complete an accident/incident report.
11. Our school is secure and locked throughout the school day. There are security monitors in place so that we can see people that enter our school. Persons must ring the buzzer upon entry, and all visitors must sign in at the school.

FIREWORKS AND WEAPONS

No fireworks or prohibited weapons (i.e., guns, knives, etc.) are allowed on school grounds. Any student in possession of such items will be subject to expulsion and may be reported to the local Law Enforcement Agency.

St. Paul reserves the right to update and make changes to this handbook at any time. Any updates or changes will be approved by the St. Paul School Board.