



**Green Park Lutheran School  
Parent/Student Handbook  
2011-2012**

**4248 Green Park Road  
St. Louis, MO 63125**

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Dear Green Park Families,

This handbook deals with many items, issues, and policies. While it is important to have these rules and regulations in place, they are not our utmost priority. Our highest concern is our relationship with you and your children. We want to have a relationship where growth, learning, and discipline occur in a Christian atmosphere.

As Christian teachers, our priority is not to be punitive and harsh. Our goal is to correct and forgive and restore our fellow believers in Christ. When mistakes are made, Christian teachers at Green Park, following the example of Jesus the Good Shepherd, look for ways to gently instruct, forgive the repentant, and bring them back into the flock of our classroom. This is the relationship all Christians have with Christ and should have with each other.

However, this does not mean that we ignore the rules and policies of this handbook. We are all sinners and need the guidance this handbook provides. These rules and regulations were put into place for good reasons and in order to conduct the school and the education of your children in a good and proper manner.

We know that there will be sins committed and mistakes made this year by students, parents, and teachers alike, but what an opportunity we have in our Green Park community to deal with them in a Christian manner. We ask that we all follow the directives of Jesus in Matthew 18:15-17 and Micah 6:8, “What does the Lord require of you? To act justly and to love mercy and to walk humbly with your God.”  
*Micah 6:8*

This is the desire of all our relationships at Green Park. Green Park Lutheran School is a great place to learn how to interact with one another in a God pleasing manner, learn from our mistakes, and grow as Christian citizens. It is also a place where we deal with each other in grace and mercy just as our Heavenly Father patiently interacts with us.

We are in a relational ministry with each other. We love and care about your children and our families at Green Park and look forward to working with and serving you this year as we build positive relationships with each other.

The Faculty and Staff of Green Park Lutheran School

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## **I. MISSION STATEMENT**

Our mission is to provide an exceptional education in a Christ-centered environment which fosters the development of a God-pleasing academic and spiritual life.

## **II. VISION STATEMENT**

Green Park Lutheran School will be the foremost provider of academic instruction and Christian education in our community as we faithfully prepare the next generation for lifelong learning as confident Christians, secure in their faith, and fully equipped to serve their Savior.

## **III. KEY BELIEFS**

The vision and mission statements are based upon the following key beliefs.

We believe in:

1. A Christ-centered environment
2. A strong partnership between church, school, parents, and students
3. A comprehensive approach to academics
4. Development of the whole child

The Detailed Key Beliefs

1. A Christ-centered environment provides the proper foundation for education.  
Such an environment is achieved by acknowledging and embracing the true Christian faith. This faith enables God's children to build up and encourage one another through all of life's events, and assists families in bringing up these children in the care and admonition of God. This climate provides the optimal academic experience for the child.
2. A strong partnership between students, parents, congregations, and the school is essential for the students to reach their highest potentials. All who are associated with the school should do their best to enrich this partnership.
  - a. Students: Each student is expected to give his/her best every day.
  - b. Parents: Parents are expected at home and in the community to model faith, morals, and ethics in partnership with the school. Parents should be committed to the child's academic success.
  - c. Congregations: The associate congregations, church leadership, and school board delegates will actively promote Christian education as an important ministry and mission of the church and as an aid to the life of its families and the community. They should also support the needs of the school and its facilities.
  - d. School: The school's faculty and staff are expected to model the faith in and out of the classroom, including at home, at church, and in the community. They will be committed to the child's academic success.

## **KEY BELIEFS continued**

3. A comprehensive approach to academics produces a well-rounded child prepared for life-long learning.
  - a. Academic Achievement: Students will be thoroughly prepared to continue their studies at the secondary level and for life beyond school.
  - b. Academic Discipline: Learning is a life-long process. Therefore, students will be taught to understand and practice the discipline involved in learning and how to use these skills beyond their elementary years.
  - c. Core Academics: The school will maintain high curriculum standards in all areas of study. Christian instruction is an underlying and complimenting facet of this education.
  - d. Humanities and the Arts: The school will provide opportunities for students to engage in the humanities, enabling them to use their capacity to reason. Exposure to the arts will allow students to use and enjoy the creative gifts which God gives to each individual.
4. Development of the whole child seeks the advancement of the child beyond cultivation of the mind.
  - a. Spiritual Formation: Students will be taught Scripture and theology and how these apply to and transform lives.
  - b. Proclamation of the Gospel: Students will be given life-long skills and tools for presenting the faith. This involves both the proclamation of the Gospel of Jesus as well as encouraging fellow believers in the Christian life.
  - c. Morals & Ethics: Students will learn to live faithfully each day as God's children. This involves service to one's neighbor, making God-pleasing decisions, and standing upon the one true faith.
  - d. Physical Health: Through education and organized activity the school will promote proper care of one's body as a gift from our Creator.
  - e. Emotional and Social Health: The school will provide an environment which fosters the emotional well-being of the student by developing a positive social atmosphere in which children will be treated and will treat one another with Christian respect.
  - f. Vocation Affirmation: Students will learn that wherever their paths lead them in adulthood, their lives and careers are pleasing to God when performed to His glory.

## **IV. HISTORY OF THE SCHOOL**

The Association was formed in 1957. The Association was chartered as Union Lutheran School. However, the name of the Association was changed to Green Park Lutheran School prior to classes being held at the present site. The initial school plant was constructed on a six-acre plot of land, which was purchased from the Western District of the Lutheran Church-Missouri Synod. Construction was completed in 1961, with classes for the 1961-62 school year being held at the new school. Green Park has offered two classes at each grade level through most of its history. Additional facilities were added in 1967 and 1989. The facility was air-conditioned in the summer of 1999. Accreditation was renewed in 2006.

## V. GREEN PARK LUTHERAN SCHOOL ASSOCIATION CONGREGATIONS

Green Park Lutheran School is supported by four Lutheran Church-Missouri Synod congregations. Each congregation elects three delegates from their congregation to serve as Board of Education members. Delegates are responsible for communicating information to and from their congregation as well as providing leadership and accountability for the future of the school. The structure of the Board of Education is Policy Based Governance. The senior pastors of each congregation also serve on the Board. It is up to the policies and procedures of each congregation to elect board members and set term limits.

### **Christ Memorial Lutheran Church**

5252 S. Lindbergh Blvd.  
St. Louis, MO 63126  
314-631-0304  
www.christmemorialstl.org

#### Mission

It is the mission of Christ Memorial Lutheran Church to communicate, foster and support the true saving Gospel of our Lord and Savior Jesus Christ to our members, to our neighbors, to the Community, and throughout the world, and to do so in an ongoing, expanding manner.

#### Worship Schedule

Saturday- 5:00 p.m. - Traditional  
Sunday- 8:00 a.m. - Traditional  
          9:20 a.m. - Traditional  
          10:45 a.m. - Contemporary  
Sunday School- 9:15-10:20 a.m.

### **Gethsemane Lutheran Church**

765 Lemay Ferry Road  
St. Louis, Mo 63125  
Phone- 314-631-7331  
Fax- 314-631-0265  
www.gethsemanechurch.net

#### Mission

**SWORD**

#### Worship

Saturday- 5:00 p.m.  
Sunday- 8:00 a.m.  
          10:30 a.m.  
Sunday School- 9:15 a.m.

### **Peace Lutheran Church**

737 Barracksview Road  
St. Louis, MO 63125  
314-892-5610  
www.peacelutheranstl.org

#### Mission

To be faithful in our proclamation of the Gospel; to the preaching and teaching of the Word of God, and to the administration of the Sacraments.

#### Worship

Saturday- 5:00 p.m.  
Sunday- 8:00 a.m.  
          9:20 a.m.  
          10:30 a.m.  
Sunday School- 9:15 a.m.

### **Lutheran Church of the Resurrection**

9907 Sappington Road  
Sunset Hills, MO 63128  
314-843-6633  
www.lcrstl.org

#### Mission

Transforming lives through passionate living, learning and sharing the love of Christ Jesus.

#### Worship

Saturday- 5:00 p.m. - Traditional  
Sunday- 8:00 a.m. - Traditional  
          9:30 a.m. - Traditional  
          11:00 a.m. - Contemporary  
Sunday School- 9:30 a.m.

## **VI. ADMINISTRATION/AUTHORITY OF THE SCHOOL**

The authority of the member congregations acting jointly as the Association is exercised through appointed/elected laypersons and the pastors. Each congregation has three laypersons and one pastor to represent the congregation in decision-making matters related to the future of the Association. These persons comprise the Board of Directors. The Board of Directors serves as a policy based governance board setting vision for the future and the well being of the school and the children it serves. The principal serves as the executive officer of the school. With the help of the assistant principal and the faculty, the principal is responsible for carrying out the policies of the Association. The principal and faculty also are responsible for recommending desirable changes.

## **VII. PARENTAL SUPPORT AND EXAMPLE**

Parental involvement is vital if Green Park is to offer a quality educational program. While we exist to provide a strong quality academic program, Jesus is at the center of our school program. Teaching the faith gives substance to our lives today and for eternity. Therefore, we encourage our families to support the program of Green Park by having daily family devotions, by regularly attending church and Sunday school, and by sharing the faith with each other at home.

## **VIII. ENROLLMENT POLICY**

Green Park Lutheran School enrolls students from the four association congregations as well as students from the community. Each year, families must submit an application, enrollment fee, and documentation indicating current immunizations. All registration/enrollment fees are non-refundable.

### **NON-DISCRIMINATION POLICY**

Green Park Lutheran School 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 school. Therefore, Green Park does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs.

### **ENTRANCE REQUIREMENTS**

Green Park follows the requirements of the State of Missouri as employed in the local public school districts.

1. All potential Kindergarten students must be five years old by August 1, to qualify for entrance in the fall.
2. All incoming kindergarten students must take the Missouri KIDS test or another Green Park approved test before admission to Green Park.
3. Green Park policy allows for the early admission of kindergartners with birthdays after the deadline. However, such students must be able to successfully complete a screening test administered by Green Park personnel. Parents are responsible to pay a fee for administration of this test.
4. Families making application to enroll a new student who did not attend kindergarten at Green Park are expected to supply the school with a certified copy of the child's birth certificate and authorization to request records from previous school(s).

## **ENROLLMENT POLICY continued**

### **IMMUNIZATIONS REQUIRED**

The State of Missouri requires that all students must be properly immunized prior to the start of the school year. If a child is not in full compliance with the requirements before the first day of school, Green Park may not admit that student until such time that full compliance is realized. Families must provide the dates (month, day and year) for the various immunizations from their doctor.

## **IX. ACADEMICS**

### **TEACHER QUALIFICATIONS**

The majority of Green Park teachers are graduates of the Concordia University System. Eighty percent of the teachers have advanced degrees beyond the bachelor's degree or are in the process of earning an advanced degree. Teachers are encouraged to participate in continuing education workshops, conferences, college course work, and pursuance of state certification if not already certified.

### **CURRICULUM**

The following subject areas are taught in our school:

Elementary Grades: Religion/Memory Work, Math, Reading, English, Spelling, Social Studies, Science, Art, Music, Handwriting, Physical Education, and Computer.

Middle School: Religion/Memory Work, Math, Pre-Algebra, Algebra I, Science, English, Vocabulary, Literature, Art, Physical Education, History, Health, Geography, and Music.

Green Park's curriculum is Christ-centered with the Bible as the source of all Christian training. Religion is a structured course of study and the wisdom and knowledge of Scripture is integrated into all learning environments.

### **SPECIALIZED PROGRAMS**

Special Education:

Green Park Lutheran School works in cooperation with the Lutheran Association for Special Education (LASE) to provide special education services for students who qualify. Qualifying students have been diagnosed with a type of disability, but not limited to a diagnosis, and students who are at-risk or otherwise struggling in the classroom, may also receive individualized services.

Services are provided through pull out or integrated programming, as well as classroom assistance and consultation. Individual Educational Plans (IEPs), intervention plans, and Individualized Services Plans (ISPs) are included as part of their educational program. Assistive technology is increasingly becoming an integral part of their education. Speech and Language services are available through the Learning Connection at LASE for an additional fee.

Green Park's goal is to provide the best possible education in the least restricted environment for each child.

## **ACADEMICS continued**

### **REPORT CARDS**

Student report cards are issued each quarter. It is the desire of each teacher to evaluate and record individual progress based on the child's performance and accomplishments. Report cards will be sent home at the end of each quarter.

Grade Scale:

96-100 A	86-89 B	75-79 C	65-68 D
93-95 A-	83-85 B-	72-74 C-	62-64 D-
90-92 B+	80-82 C+	69-71 D+	61 & below F

## **X. HOMEWORK**

### **Green Park Lutheran School Homework Purpose Statement**

Green Park Lutheran School teachers and administration recognize that homework is an essential part of a student's academic growth. Homework may be assigned on a daily basis to reinforce concepts covered in class and provide extra practice. Through the completion of this work a student can develop responsibility, good study skills, and self-assessment, while learning to use various resources that extend outside the classroom. Completion of homework, work on long term projects, and studying for tests also allows parents to increase their awareness of concepts being taught at school and level of their child understands. It is difficult to indicate the amount of time needed to complete homework each night since this depends on the ability of the child, grade level, study skills, and how time is used at school. However, the following guidelines have been established:

#### **Nightly Homework Guidelines - not to exceed on a consistent basis**

Grades K-2 ~ 30 minutes

Grades 3-5 ~ 60 minutes

Grades 6-8 ~ 90 minutes

The faculty intends that homework, written work, artwork, and projects be done to the best of the student's ability. Our expectation is that the work be the student's own work. We see the parent's role as supportive, and if necessary, supervisory, of homework, written work, artwork, and projects. Written work must be done in the student's own handwriting unless the teacher permits the use of a computer.

Teachers at the various grade levels have adopted specific procedures for the handling of incomplete homework. Students who struggle consistently with completing homework will be worked with on an individual basis to help identify the reason for incomplete work and to create a plan to help that student find success with work done outside of the classroom.

Parents are encouraged to provide a proper setting and schedule for the child to complete their schoolwork. If your child is spending an excessive amount of time on homework, please consult with the child's teacher. School Planners are issued to all students in Grades 1 – 8. Planners are an important tool to help organize a student's daily homework, long-term projects, and can serve as a means to communicate information between student, parent, and teacher. The faculty encourages the students to use their planners daily. Students in grades 6–8 are expected to carry their school planner to each class.

## **XI. ACADEMIC RECOGNITION PROGRAM**

The faculty has adopted standards for recognizing the academic achievement of students in Grades 5-8. The academic education of our students is an important aspect of our curriculum, and we would like to recognize those students who have achieved certain levels of academic excellence. There are three levels of recognition that will be awarded on a semester basis. The minimum criterion for these three levels of recognition is as follows:

**Highest Honors:** Straight A's in all subjects

**High Honors:** 4 A's and 2 B's in the core subjects\*; no C's in other subjects

**Honors:** 3 A's and 3 B's in core subjects\*; no more than one C in other subjects

**\*Core subjects** = Religion, English, Reading, Math, Social Studies, Science

### **NATIONAL JUNIOR HONOR SOCIETY**

Green Park has been a member of the National Junior Honor Society since 2000, and sponsors the Servant Chapter. The following are requirements for NJHS membership:

- 7<sup>th</sup> or 8<sup>th</sup> grade student at GPLS
- Faculty selection based on the following criteria.
  1. Academics – cumulative grade point average of 3.0 or higher
  2. Leadership- demonstrated and observed, shows a desire to learn and lead
  3. Service – demonstrated and observed readiness to assist and earnest caring for others
  4. Character – commitment, determination, enthusiasm, positive attitude, strength and courage
  5. Citizenship – civic involvement, high regard for authority, respect for the rules of the school as well as law and government of city, state, and country.
- Selection is based solely on the faculty decision. Their decision is final.

### **ACHIEVEMENT TESTING PROGRAM**

The Stanford Achievement Test is administered to students in grades K - 7 annually. Grade 8 takes the Explore Test, a part of the ACT testing program, during the fall of the year. A computerized printout of the child's scores is sent to the parent with the final report card. The Stanford Test helps to determine the strengths of the students and of the instructional program. The Otis-Lennon School Ability Test is annually administered to students in grades 3, 5 and 7. This test seeks to measure the student's innate ability/aptitude.

## **XII. PROMOTION GUIDELINES**

### **KINDERGARTEN**

While academics are important at this level, we also concern ourselves with the child's growth socially, physically, and emotionally. If a child is not developing at a satisfactory rate in one or more of these areas, the teacher may recommend that a student be retained at the present level to permit time for the child's balanced development in all areas. The teacher will keep the family informed about the child's progress through reports and conferences. The teacher will notify the parent at the end of the third quarter if retention at the Kindergarten level should be considered.

## **PROMOTION GUIDELINES continued**

### **GRADES 1-5**

If a child is experiencing difficulty during the first semester in any subjects, action should be taken at the beginning of the second semester to correct the identified weaknesses. Specific action plans should be drawn up by parents and teacher. If the child fails one of these subjects at the end of the second semester, it will be required that the child enrolls in a summer program or receives tutoring to improve the deficiency. The child will be retained if he/she does not enroll in such a program or does not satisfactorily complete the summer program. If a child fails two or more subjects at the end of the second semester, the child will be retained at that grade level.

### **GRADES 6-8**

Students in grades 6-8 are expected to pass all subjects with a passing semester grade. If a student fails any subject at the end of the first semester, specific remedial/correcting measures must be taken to improve the deficiencies at the beginning of the second semester. (Students in Grades 6, 7 and 8 will be expected to clear first semester “F’s” during the second semester.) The measures to be taken must be agreed upon by parent and teacher. It is hoped that such actions will alleviate the problem during the second semester. However, if satisfactory remedial/corrective measures for first semester “F’s” are not realized during the second semester, the first semester “F’s” must be cleared during the summer. If the student fails a course at the end of the second semester, the student must enroll in a summer program or receive intensive tutoring instruction (minimum of 18 hours) during the summer. However, two is the maximum number of second semester course F’s that can be cleared during the summer. The student will be retained **if** he/she does not enroll in such program or does not satisfactorily complete the summer program. Should a student fail three or more subjects at the end of the second semester, the student will be retained at that grade level.

A student at the Grades 6-8 level may be passed to the next grade level on a social promotion basis if the student has been retained at a previous grade level. If the student does not achieve the standards stated in the previous paragraph and is promoted on a social/age basis, the student’s report card and cumulative record shall read - “promoted with deficiencies”.

## **XIII. ATTENDANCE**

### **SCHOOL HOURS**

**Kindergarten** (morning) ~ 8:15-11:30 a.m.

**Kindergarten-Grade 2** ~ 8:15 a.m. -3:10 p.m.

**Grades 3-8** ~ 8:15 a.m. -3:15 p.m.

### **ARRIVAL/PICK-UP – See Map at end of Handbook**

Your cooperation and courtesy during arrival and pick-up are vital. Safety is a primary concern for us. Students are asked to arrive after 7:55 a.m. **The only drop-off point prior to 7:55 a.m. is Door C.** (The Child Care entrance.) Students are not permitted in the classroom prior to 7:55 a.m. If your child must arrive before this time, the Child Care Program, which opens at 6:30 a.m., is available to meet your needs. Students dropped off after 7:45 a.m. in Child Care will not be charged.

## **ARRIVAL/PICK-UP continued**

After 7:55 a.m., children may be dropped off at any of the four main doorways. These doorways are: **the main entrance (Door A), the door nearest the full day kindergarten, (Door B), the Child Care entrance (Door C) or the Union Road parking entrance (Door D)**. Families with students in Grades K-2 are encouraged to use door D, families with students in Grades 3-5 are encouraged to use the east parking lot via Green Park Road. Families with students in Full-Day Kindergarten are invited to use door B and upper grades are encouraged to use door A.

Children should be picked up promptly at the end of the school day. Families of primary grade students (Grades K-2) should use the Union Road (WEST) lot for pick-up. \* ***First Bell Dismissal from this lot only is at 3:10 p.m.*** This is for families with only one child in grades K, 1<sup>st</sup> or 2<sup>nd</sup>. Please use the assigned lanes to ensure proper pick-up flow. Second Bell Dismissal for this lot and all other lots is at 3:15 p.m. Students in Grades 3, 4 & 5 should use the Green Park Road (EAST) parking lot as the main pick-up point. Grades 6, 7 & 8 students may be picked up along the (NORTH) side of the building by the flag pole (Green Park Road entrance that connects to the Union Road lot.) Families/carpools having children for pick-up in more than one area should designate a preferred place and inform children where to expect pick-up. **NO student will be allowed to cross Green Park Road to board a car!** Any student not picked up by 3:30 p.m. will be expected to report to the Child Care Program. The Child Care Program is available daily from 3:15 p.m. - 6:00 p.m.

## **ABSENCE POLICY**

It is essential that the child attend school regularly in order to provide continuity in the learning program and to enhance the probability of success in school. Absences for reasons other than illness or emergency situations are to be avoided. The student is responsible for missed assignments. Doctor's/dentist's appointments and vacations should be scheduled for times when school is not in session. If a child must be absent from school, we request that you call our office by 9:00 a.m. to inform us about the reason for absence.

Students who are absent for five (5) or more consecutive school days in a quarter with an extended illness are required to bring a doctor's excuse prior to being readmitted to class. The only exception to this rule will be students who have had chicken pox. In those cases, a note from the parent will suffice.

When a child accumulates the number of days absent equal to 10% of the school days of a quarter, the parent will be informed in writing of the exact dates of the child's absences. The parent will also be informed that future absences that quarter will require a doctor's excuse. If a doctor's excuse is not provided in either of the above situations, the absence will be considered unexcused and the work will not be made up. A grade of zero will be recorded for the work missed when the absence is unexcused.

## **TARDINESS/LEAVING EARLY**

Late arrival or early departure will be counted as tardiness if the student misses less than 2 hours of school. A student will be counted tardy if he/she arrives in the classroom **AFTER 8:15 a.m. and BEFORE 10:15 a.m.** Leaving early, or leaving for an appointment and returning, will be counted as a tardy as long as it is **LESS THAN 2 hours**. It is only after a student misses more than 2 hours that he/she would be considered absent.

If a child must leave before the end of the school day, the parent/guardian must come to the office to "sign-out" the student. Please send a note to the child's teacher requesting early dismissal.

## **TARDINESS/LEAVING EARLY continued**

When a student has accumulated three morning tardies in a quarter, parents will be contacted. If a fourth or subsequent tardy occurs, parents, teacher, and principal will meet. Likewise, if a student receives three classroom tardies, a discipline note will be sent home. If a fourth tardy to class occurs, the student will serve a detention.

**Only students with five tardies OR LESS and NO ABSENCES FOR THE ENTIRE YEAR will be eligible to receive a Perfect School Attendance Certificate.**

Half-Day Absence - if a student misses more than 2 hours but less than 4 hours.

Full-Day Absence - if a student misses more than 4 hours on a given school day.

### **STUDENT ABSENCE FROM SCHOOL**

1. Parents are expected to notify the school when a child will be absent.
2. When a child is absent from school, it shall be the child's responsibility to make up the necessary homework. The teacher will alert the child of the necessary work to be completed. However, it shall not be the teacher's responsibility to daily remind the student about the work that is still to be completed. A general rule to be followed - if a child is absent from school for two school days, the child has two days to make up the work. The days allowed for make-up work are equal to the number of school days missed. Absences due to family emergencies will be handled according to these guidelines.
3. **The practice of taking children out of school for extended family vacations/travel and for other personal reasons during the school year is highly discouraged.** If deemed necessary to take a child out of school, the child's teacher(s) should be notified in writing at least five school days in advance so that the teacher(s) may make the necessary preparations to provide the child with the homework requirements. Having received the advance notification, the teacher(s) will strive to provide the student with the homework at least two school days before leaving for an extended time. All work must be completed by the assigned date given by the student's teacher. Missed tests/quizzes are to be completed during school time at the teacher(s) earliest convenience.
4. Students are NOT to attend or participate in any school related curricular or extracurricular activity if not in attendance for at least the last ½ of that school day.

For a student to receive credit in any grade/class, the student's **total yearly absences may not exceed 20 days**. The parent must consult with the principal and request a waiver if there are circumstances/causes that warrant special consideration. In some instances it may be necessary for a student to take additional classes in summer school.

## **XIV. CHILD CARE PROGRAM**

Child Care services are a vital part of Green Park's school ministry. Green Park is privileged to be able to offer BEFORE and AFTER school child care. We believe that a child's ability to begin and end the day at the same school setting is important. The Child Care program at Green Park is offered as an extension of the regular school day.

## **CHILD CARE PROGRAM continued**

### **ENROLLMENT FEE**

A one-time enrollment fee of \$25 for 1 child or \$35 for multiple children will be included on the first monthly bill.

### **HOURS**

Before School Child Care - 6:30 a.m. – 7:55 a.m.

After School Child Care - 3:15 p.m. - 6:00 p.m.

Children dropped off at Green Park before 7:55 a.m. must report to Child care. Any children not picked up by 3:30 p.m. will be sent to Child Care.

### **BILLING/PAYMENT**

Families will be billed for child care on a monthly basis by email. For a full listing of Child Care fees, please see the Child Care Information Page located on the website.

### **CHILD CARE PHONE NUMBER (314) 544-3003**

Please use this number to reach Child Care after 3:30 p.m., in case of emergencies or for late pick-ups.

## **XV. CHURCH ATTENDANCE and WORSHIP**

### **CHURCH ATTENDANCE**

Green Park families are expected to be involved in their church. Participation in the worship *and* programs of the congregation is essential for Christian growth. Association congregations have made a strong financial commitment to support the Christian educational program at Green Park. Each family *voluntarily gives* to the Lord as the Lord has *blessed* them. We encourage our families to practice good stewardship by regularly (weekly) supporting the congregation's ministry through their tithes/offerings. Student's church attendance is recorded and reported.

### **CHAPEL AT GREEN PARK**

Weekly chapel services are held at Green Park. These worship services are open to all parents and friends. The Pastors of our Association churches, faculty and staff of Green Park, and other community pastors and leaders lead the worship services. Various classes are also scheduled to lead worship throughout the school year. The Faculty chooses various ministries and organizations that are supported through our weekly offerings which provide an opportunity for children to learn good stewardship. Choir groups edify our worship by sharing songs and anthems they have practiced. Green Park would like to welcome you to join us each Wednesday at 8:30 a.m. to worship with us.

The first Wednesday of each month, students join their **Faith Families** (groups made up of students from kindergarten to 8<sup>th</sup> grade) for a short devotion and a small group activity. Students focus on character traits during Faith Family time.

It is our desire to provide an age appropriate worship experience at Green Park which glorifies God. Green Park Chapel services are a regular part of the Bible curriculum. These worship opportunities are not created to replace regular church attendance.

## **XVI. COMMUNICATION**

An important component of a successful educational experience is the view of parents and teachers as partners. Effective two-way communication is vital to that partnership. Most of the general information regarding Green Park will be sent to families through e-mail and will be posted on the website. There will be some items sent home via “backpack mail” from time to time.

### **School Website: [www.greenparklutherschool.org](http://www.greenparklutherschool.org)**

The website will be used as a communication tool to share calendars, special events, lunch menus, and other important information.

### **School Newsletter “The Green Sheet”**

This weekly publication provides calendar information, updates on school activities, and helpful hints for parents. This is the school’s primary means of written communication. It is e-mailed home to families on the last school day of the week. If you would like a paper copy of The Green Sheet, please notify the school office.

### **Edline**

Edline is the online grading program used at Green Park Lutheran School. Parents can view their child’s grades online at any time. Teachers will update grades every Tuesday by 5:00 p.m. Log-on ID’s and passwords are required for each family.

### **Student Planners**

Students in Grades 1–8 are issued school planners at the beginning of the year. Planners are used for daily and long term assignments and can also be used to communicate between home and school.

## **XVII. QUESTIONS AND CONCERNS**

Disputes, differences of opinion, and conflicts over ideas, purposes and values will occur wherever people gather together. Constructive suggestions and concerns are welcomed. They offer the opportunity to explain why things are done a certain way. Suggestions and shared concerns also offer the opportunity to see the need for change.

The procedure below is based on Jesus’ directives as found in Matthew, Chapter 18, and Verses 15 through 17, with regards to differences and conflicts between people at Green Park.

As with all matters, it is important that we first approach the Lord in prayer, seeking full understanding, patience, and the desire to do what is pleasing and good in His sight.

### **1. Jesus said to first go to the person with whom you have a concern.**

Please contact the person(s) directly involved. Most times a clarification is all that is needed. It is important that we seek factual information by asking questions before forming a conclusion.

## **QUESTIONS AND CONCERNS continued**

- 2. If the problem cannot be solved by going to the person, Jesus said to then get a responsible person to help solve the problem.**

Please contact the principal if step #1 has not helped to resolve a classroom problem. After seeking clarification from the principal, concerns about school policy and other decision of the Board may be taken to the Board by contacting the Board Chairperson. The concern must be stated in written form.

- 3. If steps #1 and #2 have not resulted in a successful resolution, Jesus directed Christians to then go to a group of responsible people.**

At Green Park, that group is the Board of Directors. Concerns regarding Board policy and other decisions may be directed to the Board of Directors by contacting the Chairperson through the school office.

As a Christian school, it is important that we strive to model Christian character at all times. A commitment needs to be made from all involved at Green Park to stand against gossip and slander. By using the above steps for conflict resolution, we can handle differences of opinions and disagreements in a Christ pleasing way.

### **XVIII. TELEPHONE USE**

All arrangements for after school activities on the part of the student should be made before the child leaves home in the morning. Also, arrangements to be picked up after school activities should be made prior to that day/activity. Responsibility rests with the student to find out in advance when the activity/practice will be over.

While we realize students may have cell phones at school, we do not permit them to be turned on, or in the possession of the student during the school day. Cell phones should remain off and in a backpack until 3:30 p.m. If a parent needs to contact a student, they should not assume that they will be able to check their phones for messages. If a cell phone is out during the day, or rings or vibrates during a class, the teacher will take the phone and turn it into the school office. A parent may come to the school office to pick the phone up at their convenience.

### **XIX. PARENT-TEACHER CONFERENCES**

A parent-teacher conference is scheduled for all students at the end of the first quarter. While pupil progress and achievement will be discussed at the conference, we do not want to limit it to academics. Additional conferences may be set up on the initiative of either parent or teacher.

### **XX. PARENT-TEACHER ORGANIZATION**

The Green Park PTO is an active school organization. The meetings are open to all who are interested. The PTO hosts various fellowship events, informative presentations, and various fundraising activities on behalf of the school. We encourage each family to make it a goal to be part of this vital organization. The PTO is a very important support group for our school community.

## **XXI. EMERGENCY AND WEATHER RELATED CLOSING**

### **SCHOOL CLOSINGS**

Green Park attempts to make timely announcements through the news media. Families may listen to KMOV Channel 4, and KSDK Channel 5 for school related closing announcements. School closings will also be posted to the Green Park website and emailed to families if time allows.

### **EARLY DISMISSAL**

Should the need to dismiss school early arise, announcements will be made through the media listed above. To expedite the dismissal process, phone calls will also be made notifying parents of the dismissal time. Due to the logistics of this process, early dismissal will only be used for extreme conditions. If you desire to pick up your child early on days with inclement weather, you are welcome to do so.

## **XXII. DRESS CODE**

Students at Green Park Lutheran are expected to dress in accord with the adopted Uniform Policy. The purpose of these guidelines is to set standards of acceptable dress and grooming. Our goal is to maintain an atmosphere conducive to serious educational pursuits. **This dress code applies to every school day.**

### **SHIRTS**

Long or short sleeved collared shirts in dark green, navy or white will be the color choices. Each student is required to have at least one **green** embroidered shirt with the school approved Green Park logo on it. These shirts will be worn on class trips or to school assemblies as indicated by the school, as well as any other school day. Students may wear unembroidered dark green, navy or white shirts that they already have for the 2011-2012 school year. Shirts may have **no more than 4 buttons**. Beginning with the 2012-2013 school year, all shirts must be embroidered. Embroidered shirts must be purchased from one of the vendors listed below. Shirts are to be long enough to stay tucked in at all times. Students may wear a long sleeved plain white t-shirt under short sleeved dress code shirts.

### **PANTS/WALKING SHORTS**

Khaki and navy uniform style pants or walking shorts will be permitted. Corduroys and 'skinny'-type pants will not be permitted. Pants and walking shorts that have belt loops must be worn with a belt. Walking shorts must not be **shorter** than 3 inches above the knee. Parents may buy their uniform style pants/walking shorts from any retailer that sells such items.

### **SKORTS/JUMPERS**

Girls in grades K-4 will be allowed to wear jumpers in the approved school plaid. Jumpers must be worn with the dark green, navy or white collared shirt underneath. Navy privacy shorts or leggings must be worn under the jumper. Girls in grades K-8 may wear skorts in the same plaid. Jumpers and skorts must be purchased from one of the vendors listed below.

### **BELTS**

Plain brown or black belts without accessories must be worn with all slacks or shorts that have belt loops.

### **SHOES/SOCKS**

Shoes should have non-marking soles. Shoes should be tied or fastened at all times in the normal method. Shoes should not be open-toed, or backless, or have characters or lights on them. No snow boot is acceptable for indoor wear. Solid colored white or black socks should be worn at all times. Slippers are not allowed except for special school approved dress days. Heelies (shoes with wheels) will not be permitted.

## **DRESS CODE continued**

### **TIGHTS AND LEGGINGS**

Girls may wear plain navy tights or leggings under their skorts or jumpers. Leggings cannot be worn without an over garment. Leggings must be solid colored in navy blue, with no patterns, lace, or frills. Leggings are to be worn at ankle length and are available from one of the vendors listed below.

### **GREEN PARK SWEATSHIRTS**

Students may wear approved, embroidered Green Park logo sweatshirts with a dark green, navy or white polo underneath. Sweatshirts must be purchased from one of the vendors listed below.

### **CREW AND V-NECK CARDIGAN SWEATERS**

Students may wear approved, embroidered Green Park logo Crew or V-Neck Sweaters with a dark green, navy or white polo underneath. Sweaters must be purchased from one of the vendors listed below.

### **SCOUT UNIFORMS**

Scout uniforms may be worn on designated days. Scouts must wear the scout approved scout uniform top with standardized slacks, shorts, or skirt.

### **HAIR ACCESSORIES**

Girls may wear hair accessories that match the school uniforms. Headbands, bows or ribbons may be worn in dark green, white, navy or grey. If they are embroidered, they must be in these same colors.

### **GENERAL GUIDELINES FOR ALL STUDENTS**

- Clothing must not be torn, frayed, or dirty.
- Hats, headscarves, and sunglasses may not be worn in the building.
- Hair may not be colored in unnatural colors. Any hairstyle that becomes a distraction or disturbing influence in the classroom will not be permitted.
- Earrings may be worn, but ear lobes only may be pierced. No more than two earrings may be worn in the ear lobe. No large hoop earrings or earrings hanging longer than one inch may be worn.
- Permanent or temporary tattoos are not permitted.
- Writing on the skin is not permitted.
- Modest makeup is permitted for 7<sup>th</sup> and 8<sup>th</sup> grade girls. **No makeup is permitted for students in grades K – 6.**
- Appropriate under garments are to be worn at all times.

### **NONCOMPLIANCE**

Step 1: A violation of the school dress code will result in the student receiving a written warning. This warning may come from any member of the Green Park staff. This is to be signed by the parent and returned to school the following day.

Step 2: If a student receives a second violation of the school dress code, they will be required to call their parent and asked to bring appropriate clothing to school. The student will remain out of class until the change of clothing is brought to school.

## **DRESS CODE continued**

Step 3: If a third violation is received, the student will be required to call their parent to have appropriate clothing brought to school. The student will remain out of class until the change of clothing is brought to school. The student will also serve a detention.

If dress code violations continue, a conference will be scheduled with the student, parents, teacher, and administration. Interpretation of the dress code is at the discretion of the school staff.

For special events and non-class days, the administration has the right to modify the student and faculty dress code.

## **VENDORS**

Just Me Apparel: 636-391-3551 ~ Famously Yours: 314-842-4424 ~ Dot the I: 314-894-8239 Tami Behnke or 314-846-5430 Christine Hudson

## **XXIII. DISCIPLINE POLICY**

The faculty has the sincere desire to build and maintain a positive teaching/learning environment. The two ingredients for such an environment are **respect for the well being of each other and concern for setting a positive example**. Giving witness to the Christian faith in daily living is an integral part of the Green Park educational program. That implies that someone follows an example willingly rather than because he/she is forced to do so. Our goal is that students follow the loving example of Jesus Christ. That means loving God first; others second, and oneself last. It means being willing to help and serve others.

The daily efforts of the teachers are directed toward enabling each child to become a self-disciplined and learning directed person. Teachers **expect** the support of parents, who are the primary educators of their children. Parents and teachers form a partnership in the education of a child. This partnership is enhanced through regular communication, mutual respect, and cooperation. The discipline guidelines are shared with you to maximize quality Christian education at Green Park.

We, therefore, commit ourselves to a cooperative effort with parents and children to provide an atmosphere that is God pleasing. Characteristics of such an atmosphere include the following:

- Students who demonstrate their faith in Christ through their words and actions.
- Students who exhibit pride in their school, their own learning and accomplishments, and the accomplishments of their schoolmates.
- Students who respect their teachers, staff, parents, fellow students, school, and themselves.
- Students who know and willingly obey the rules and decisions of those in authority.
- Students who are accountable for their own actions and realize that with privileges there are responsibilities.

## **DISCIPLINE GUIDELINES**

Individual classroom teachers share their discipline procedures with parents and students during the first days of school. The rules for each classroom are printed and distributed to each family. Parents are required to sign the discipline agreement as an indication of their support of the teacher/school.

## **DISCIPLINE GUIDELINES continued**

**Bullying** - is the habitual intent to hurt or harass another individual with verbal and nonverbal, physical, and social actions. Bullying is not simply conflict but continuous abuse. A **bully** is one who personally exhibits bullying behavior or encourages others to bully. Due to the intentional purpose to harm, GPLS is committed to be a bully-free school. Students, parents, and teachers agree to work together to create and maintain a safe Christian environment.

A **bystander** is one who watches bullying happen and does nothing to help the individual being bullied. While their actions may not be directly harmful to an individual, the lack of action allows bullying to continue.

**Cyber-bullying** is the act of bullying using email, instant messaging, text messaging, websites such as Face book and Twitter, personal blog pages, and any other means of electronic communication. While these acts may not take place during school hours and on school grounds, GPLS faculty may become involved if outside issues begin to influence actions and attitudes of the students or if the classroom environment changes as a result of cyber-bullying.

Bullying behaviors include but are not limited to the following:

### **Verbal/Nonverbal**

1. Derogatory comments and/or jokes
2. Threatening and/or obscene words and/or gestures spoken or written to another person
3. Name calling and/or teasing
4. Racial and/or personal comments
5. Communication (oral, written, drawn) that is intimidating to a student in a Christian learning environment

### **Physical**

1. Unwanted physical touching, contact, and/or assault
2. Deliberate impeding and/or blocking movement and/or any intimidating interference with normal routine
3. Stalking
4. Destroying, stealing, and/or extortion of property
5. Spitting

### **Social**

1. Exclusion
2. Extraordinary pressure to conform
3. Rumor spreading

## **DISCIPLINE ~ SCHOOL RULES continued**

While Sexual Harassment can be defined separately from bullying, it is closely related and will not be tolerated at Green Park Lutheran School. Sexual harassment is any comment, action, or gesture of a sexual nature that is unwelcomed and intended to make an individual uncomfortable.

Sexual Harassment behaviors include but are not limited to the following:

- Inappropriate touching and grabbing
- Comments about someone's body
- Name calling
- Rumors of a sexual nature

Individuals who make false or frivolous charges of bullying or sexual harassment will be subject to disciplinary action.

### **SCHOOL RULES**

1. Unacceptable teasing, bullying, and comments directed toward any person are not appropriate at Green Park Lutheran. All such behaviors shall be considered harassment. Harassment is not limited to on campus activity. The improper use of the telephone or Internet can also be considered harassment.
  - A. Students in grades 4 and below who harass others will be given one warning. If the harassment occurs again, they will serve a detention. Other discipline may be administered at the discretion of school authorities.
  - B. Students in grades 5-8 who are involved in harassing others will serve a detention. If the harassment continues, the student will be suspended from school for at least one day. Other discipline will be administered at the discretion of school authorities.
2. Fighting is not tolerated.
  - A. Students in grades 4 and below who fight will be given one warning; if fighting occurs again, they will be suspended from school for a minimum of one day. Other discipline may be administered at the discretion of school authorities.
  - B. Students in grades 5-8 who are involved in fighting will be suspended from school for at least one day. Other discipline will be administered at the discretion of school authorities.
3. Vulgar and obscene language, whether written or spoken, is not permitted at Green Park.
4. Students are not permitted to chew gum or bring gum to school.
5. Students are not permitted to have laser pointers, beepers, pagers, personal radios, iPods and MP3 players, CD players, cell phones, PDA's, or nuisance items on campus. Such items will be collected for parents to pick up from the school office. Such items are not conducive to an educational environment.
6. If a student has a written educational diagnosis that a device such as a laptop computer or palm pilot is necessary for her/him to function adequately, an exception to this rule will be granted.
7. Incidents involving destruction or loss of school property requires specific dollar amount be assessed for the damage or loss. Payment and/or replacement must be made within three school days.
8. All students sign, and are expected to comply with, Green Park's acceptable use policy for use of the computers and the Internet.
9. Students may be subject to a search of their person or property if a school faculty member suspects that the student is involved with illegal substances or activities.
10. Students are expected to do their own work. Green Park's policy on cheating and the consequences of cheating follow this section.

## **DISCIPLINE ~ SCHOOL RULES continued**

### **CHEATING**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are strictly prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying another student's homework;
2. Working with others on projects that are meant to be done individually;
3. Looking at or copying another student's test or quiz answers;
4. Allowing another student to look at or copy answers from your test or quiz;
5. Using any other method to get/give test or quiz answers;
6. Copying information from a source without proper attribution;
7. Taking papers from other students, publication, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing the assignment/retaking test, receiving a failing grade on the project/test, receiving an overall lower grade in the class, detention, suspension, or expulsion.

### **TOBACCO/ALCOHOL/DRUGS (possession, use, under the influence of)**

Students are prohibited from the possession or use of any kind of tobacco, alcohol, or illegal drugs on school property and at school sponsored events. Matches, lighters, and drug paraphernalia are also prohibited. Students violating this policy may also be referred for an evaluation at an alcohol/drug treatment center.

### **WEAPON POSSESSION**

It is unlawful to possess a weapon on school grounds or at a school function. A weapon can be defined as any object that can be used as a weapon or in a threatening or violent action. Students are prohibited from carrying on their person or having in their possessions including book bags and lockers any such object or item. Possession of a weapon may result in suspension or expulsion.

If the student agrees to furnish a questionable item to display in the classroom or to use as a prop in a play, they must receive written permission from the teacher. Such items shall be carried into school by the parent(s) and shall be given to the teacher. The teacher will return the item to the parent(s).

### **CONSEQUENCES FOR MISCONDUCT**

Students forfeit the privilege to an education at Green Park Lutheran School if the student's continued presence at school will be of no substantial benefit to the student or if the student's continued presence in the school will be injurious to the health or morals or education of other pupils or the welfare of the school. Possible consequences of misconduct include, but are not limited to, the following:

1. Counsel and verbal reprimands from school authorities.
2. Loss of privileges for students/special written assignment
3. After-school detention.
4. In-school suspension or Out-of-school suspension
5. Expulsion

## **DISCIPLINE ~ PROCEDURES FOR DEALING WITH MISBEHAVIOR continued**

### **PROCEDURES FOR DEALING WITH MISBEHAVIOR**

The following procedures are listed as the preferred way of dealing with misbehavior. In some cases, however, the administration reserves the right to invoke a severe clause. Severe clause means that the infraction is much more serious and therefore may result in disciplinary action or consequences which do not follow each step as listed here.

1. The teacher will give Christian counsel and guidance, attempting to resolve the problem with the student.
2. If unsuccessful, the teacher will inform the parents of the disciplinary problem and the concern the teacher has for the child. The parents and the child are also informed of the procedures that will follow if the child continues his/her offensive behavior.
3. If the situation does not improve, the teacher will consult with the principal. The principal will provide Christian counseling, reprimands and other disciplinary action and will notify parents of the continuing problem. When behavior is inappropriate enough to warrant a visit to the Assistant Principal or Principal, the home will be contacted. The child and the parents are informed and cautioned that a continuation of the problem may result in suspension from school and possible expulsion.
4. The administration has the authority to suspend any pupil whose presence at school is detrimental to the best interests of him or other students and of the school. Written notification of such action shall be sent to the parent or guardian. All suspensions shall be reported to the Board of Directors.
5. If the previous attempts to correct the misbehavior have failed to produce positive results, the Principal may recommend expulsion.

All disciplinary action normally available with regard to a student for violation of school rules or other clear misconduct on-campus, shall be available for any activity away from campus, whether or not school is in session when such activity occurs, if such off-campus activity may be reasonably interpreted to threaten the ability of the school to maintain a safe, orderly and disciplined educational atmosphere.

This policy is not limited to school sponsored and school related events.

Recent changes in school law require the school to maintain accurate disciplinary records. The law also requires the school to forward disciplinary records and information on to any school to which the student may transfer.

### **DEFINITIONS**

**Disciplinary Notice(s)** - Teachers may communicate with parents in a variety of ways (i.e. phone call, note, e-mail, letter, etc.). However, when a Disciplinary Notice is sent home, this is a serious matter. Disciplinary Notices must be signed and returned to the teacher the next school day. They are intended to assist the staff in communicating concerns accurately with parents. Disciplinary Notices report information and advise parents of the school's intended intervention. If a Disciplinary Notice is not returned, the student will be held out of class until the parent has been contacted.

## **DISCIPLINE ~ PROCEDURES FOR DEALING WITH MISBEHAVIOR continued**

**Detention** - A student may receive an after-school detention at the discretion of the teacher/principal. Detentions may be given for behavior, failure to do academic work, cheating, or dress code violations. Students may be detained only after a 24-hour notice has been provided to the parent. The detention will be served on Thursday afternoon from 3:15 p.m. - 4:15 p.m. Parents are responsible for transportation and must promptly pick up the child at the end of the detention. The student is expected to serve the detention on the appointed day. In the event of an emergency, a request should be made to the principal. If the student does not serve the detention, the student will receive a one-day in-school suspension. If disruptive behavior is not corrected, the student will be suspended from classes.

**In-School Suspension (ISS)** - The student is suspended from attending regular classes. The student will be expected to work class assignments in a designated area. The student may earn credit for work completed while serving an ISS. The student is prohibited from participating in all extracurricular privileges during this time. Prior to being readmitted to the classroom, a conference is held with the student, parent(s), teacher, and administrator.

**Out-of-School Suspension (OSS)** - An out-of-school suspension requires that the **student be deprived of** all privileges of attending school for a specified number of days (to be determined by the principal). All extracurricular privileges are also suspended. A student receiving an OSS is expected to remain current with class assignments, but no credit will be received for that work. A student is limited to serving two OSS per school year. Prior to being readmitted to the classroom, a conference is held with the student, parent(s), teacher, and administrator.

**Expulsion** - is the removal of a student from school by the action of the Board. This action is taken upon the recommendation of the principal.

### **APPEAL PROCEDURE - DUE PROCESS POLICY**

If a parent, student, teacher, or staff member feels that his/her rights have been denied; the following guidelines shall be used to assure fairness to all.

1. The student/parent/teacher/staff member shall first contact the party with whom there is a difference and attempt to peacefully resolve the difference.
2. If the student/parent/teacher/staff member feels that the satisfaction has not been gained, he/she shall contact the school principal and state his/her grievance(s). The school principal shall call a meeting of the parties involved within seven days and attempt to resolve the differences.
3. If the person(s) feels that no satisfaction has been gained, he/she shall contact, in writing, the Chairperson of the Board of Directors and request a conference with the Board. The Chairperson of the Board shall review the matter. The Chairperson of the Board may convene a special Board meeting of all concerned parties within seven days to hear the concerns of all involved. The Board will consider its decision as **final** in such disagreements.

## **XXIV. FIELD TRIPS**

Field trips are planned by the teachers and may be scheduled throughout the school year. Most field trips are extensions of the classroom into the community and are intended for educational purposes. Occasionally, field trips are planned for pleasure. The purpose of the field trip is determined by the teacher(s). Parents who are invited to drive or supervise a field trip are accompanying the class and are under the direction of the teacher. Green Park may also lease transportation from local and/or regional transportation companies. Teachers may provide field trip expectations for field trips in their classroom in general or specific guidelines for a certain trip. Permission forms signed by a parent or legal guardian are required for each student attending the field trip. **Siblings are not allowed on field trips.**

Green Park takes very seriously the safety and well being of each child in the class whether engaged in an on or off campus Green Park sponsored activity. Parents are expected to follow school rules in all instances while supervising children. Supervision of students on a trip is a full time responsibility.

Green Park requires that:

1. All drivers have a valid driver's license and current insurance information on file with the office.
2. Vehicle in good operating condition – tires, brakes, horn, lights, wipers, seat belts, etc.
3. All drivers/chaperones have appropriate materials from the teacher including emergency cards/information.
4. All students are secured in a seat belt when in a private vehicle and in a designated seating position in compliance with manufacturer's rated seating capacity and air bag regulations. All drivers must follow Missouri law by using booster seats for children ages 4-7 unless they are 80 lbs or 4'9" tall.
5. Distractions such as smoking, eating, drinking, and cell phone use should be avoided in the vehicle.
6. All drivers follow the teacher designated plan and the same route to and from the destination.

A new Missouri law, effective August 28, 2006, states a child must be in a booster seat if they are ages 4 through 7 who weigh at least 40 pounds, unless they are 80 pounds or 4'9" tall.

### **Missouri's Child Restraint Law**

(RSMo 307.182)

- Children less than 4 years old or less than 40 pounds must be in an appropriate child safety seat.
- Children ages 4 through 7 who weigh at least 40 pounds must be in an appropriate child safety seat or booster seat unless they are 80 pounds or 4'9" tall.
- Children 8 and over or weighing at least 80 pounds or at least 4'9" tall are required to be secured by a safety belt or buckled into an appropriate booster seat.

The fine for violating this law is \$50 plus court costs.

## **XXV. FINANCES**

### **PAYMENT ENVELOPES**

Green Park Lutheran School payment envelopes are distributed to all families at the beginning of the school year. Additional payment envelopes are always available in the school office. These envelopes are to be used for all school payments (Child Care, hot lunch, tuition, band, etc.). Please list the items being paid for in that envelope. For accurate credit to accounts ALL funds must be enclosed in the school payment envelope clearly identifying the full family name.

Green Park discourages the use of cash for school payments. Payments are preferred in the form of a check. It is the policy of the school not to accept pre-or post- dated checks in payment of any fees, tuition, or for the purchase of scrip cards. Only checks drawn on available funds will be accepted. However, when a parent or a child must use cash, it must be brought directly to the school office and receipted. The school office cannot be responsible for cash payments made without a receipt.

### **TUITION PAYMENTS**

The Board of Directors sets tuition rates for each school year. If a Green Park Lutheran School family is a member in good standing at one of the four association churches, their church may pay 40% of the family's tuition. In order for a family to qualify for this the school office MUST have a signed "church Member Card for Association Endorsement" on file each school year.

Tuition payments will be made by one of the approved payment options. If there are circumstances which prevent a family from using one of these payment options, special arrangements may be made by contacting the Business Administrator. There is an annual \$50.00 administration fee for an alternate payment option.

### **BAND PROGRAM**

The band coordinator from Lutheran High School South will direct our band program for students in Grades 5-8. A parent's meeting will be held in September for beginning band students. An annual band fee is assessed to each student participating in the band program. The fee is determined by the assessment from the Lutheran High School Association. Dates of concerts are communicated to families and students during the school year.

### **STRINGS PROGRAM**

Green Park contracts for a Strings Instructor for our violin program for students in grades 2 through 8. A fee is charged per lesson and billed on a monthly basis. This fee includes the group lesson.

### **FEES**

Green Park publishes a separate fee schedule for costs assessed for Band, Child Care, Graduation, Lunch, Milk, Registration Fees, and Athletics. Fees for the special programs/activities are listed on the fee schedule. At the end of the school year, the classroom or homeroom teacher determines the condition of textbooks used by each student. If there appears to be wear/usage beyond what is considered normal for a school year, a fee may be assessed to the student. If students lose textbooks or library books, they are charged a fee for replacement.

### **RETURNED CHECKS**

When checks are returned to the school for any reason (insufficient funds, closed account, etc.) there is a returned check fee of \$25.00. In addition, replacement funds must be made in the form of **CASH** or a **CASHIER'S CHECK WITHIN FIVE SCHOOL DAYS**.

## **XXVI. FOOD SERVICE PROGRAM**

Green Park contracts with Aramark to provide a nutritious, well-balanced hot lunch service for the students. We request that parents give strong consideration to having their child participate in the school's hot lunch program. It is hoped that students will learn to eat and enjoy a variety of foods. Also, we request that students make every effort to eat the food served. Menus with the daily choices will be posted on the Green Park website. The following procedures are utilized:

1. Students desiring to participate in the hot lunch program must activate their account. Parents can activate their child's account by bringing a check to Green Park, or they may log into Café Pre-pay at [www.cafeprepay.com](http://www.cafeprepay.com) to access their child's account and use their credit card. Parents must have their child's student id. Accounts may be activated with a minimum amount of \$20 and a maximum of \$400. Students may elect to eat only certain meals during the month. However, it is our hope that families and students will see fit to participate in the program on a regular basis. **Students with a deficit account balance will not be allowed to purchase extra items or ice cream until the balance has been paid in full with an additional minimum payment of \$20 in the account.**
2. Faculty and staff use a pre-paid automated lunch program called "Café' Pre-pay." When a lunch is purchased a student will enter his or her student id number and their account will be charged for their purchases daily. Parents can always monitor their child's purchases online at [www.cafeprepay.com](http://www.cafeprepay.com).
3. In an emergency situation (forgot lunch at home, etc.), the student will be allowed to purchase a lunch. Parents are expected to reimburse the school for the price of the food purchased. Students are not permitted to borrow from classmates. **Parents are asked NOT to bring fast food or restaurant lunches to school for individual students at meal times. This causes a problem for students who are eating the school provided hot lunch or a cold lunch from home.**
4. Milk, water, and juice drinks will be available for purchase daily.
5. Students may not bring carbonated drinks to school.

**NOTE:** If a child is allergic to any food item, Green Park requires that a form signed by the child's physician be placed on file each year in the school office. Please notify your child's teacher and the school nurse of such allergies.

## **XXVII. HEALTH**

### **Medical/Health Factors**

It is our policy that the giving of medicine during school hours be discouraged or at least restricted to necessary medication that cannot be given on an alternate dose schedule. When medicine is to be administered by the school nurse, the medicine must be in a pharmaceutical container, with the label affixed by a pharmacy and/or physician showing the name of the child, the dosage, and the schedule of administration, the date purchased, and the physician's name and doctor notification.

In addition, the parent must provide a written note asking that the school nurse administer the medicine. The school nurse will administer the medication. Faculty or school personnel do not administer non-prescriptive medication. The use of dietary supplements, vitamins, or natural remedies is permitted at school only within the guidelines listed above for medicines.

## **HEALTH continued**

In the event of a contagious illness or condition, the child may be restricted from attending classes. Students experiencing vomiting, diarrhea, or a fever (100° or higher) should not be sent to school. Students experiencing these symptoms will be sent home immediately. The parent has the responsibility to seek the necessary medical attention and advice before expecting the student to attend classes. Students should be symptom free for 24 hours before returning to school. Green Park has adopted a policy statement relative to the handling of communicable disease cases.

### **XXVIII. STUDENT SAFETY**

#### **AFTER SCHOOL ACTIVITIES**

**Students who wish to remain at school after school hours to watch a sporting event, must be accompanied by an adult and cannot be without supervision.**

#### **LEAVING THE SCHOOL GROUNDS**

Students are to remain on the campus unless accompanied by a parent or guardian. Any exception to this policy requires the approval of the school principal.

#### **STUDENT HEALTH AND EMERGENCY INFORMATION FORM**

The information contained on this form is very important. If the parents cannot be reached, the person(s) named on the emergency information form will be contacted. Should changes in phone numbers or who to contact in cases of emergencies occur during the year, please call the office or send a note with the updated information.

#### **PLAYGROUND SAFETY AND RULES**

The use of the playground during the school day is important in the program of an elementary school. Green Park established the following rules in order to enable safe play by and among students on the playground equipment, blacktop areas, and fields. During periods of time that follow inclement weather, restrictions may have to be placed on areas students may use, and on activities students may engage in during their recess times.

Each teacher will communicate expected playground behavior with students. Teachers work together to create and maintain age appropriate guidelines to ensure the safety and well-being of each child during recess and break times.

1 Peter 2:17 "Show proper respect for everyone: Love the brotherhood of believers, fear God, honor the king."

All words and actions must be Christ-pleasing at all times. Students will treat each other with respect and will show respect for others' space, playthings, and feelings.

1. Students will enjoy the playground, field, recess, and all items provided to enjoy time with friends, and a break from classroom activity
2. Balls may be kicked and thrown on the field and parking lot only.
3. Students may swing one student per swing, avoiding twisting and swinging in an unsafe way
4. Students may play in areas where they are visible to the faculty and staff on duty
5. Students will show respect for each other by choosing kind words, using appropriate behavior with hands and feet, and not making others feel poorly about themselves.

## **STUDENT SAFETY continued**

6. Students will show respect for faculty and staff members by responding promptly to whistles and any instruction.
7. Students will show respect for their classmates by choosing to avoid name calling, fighting, excluding, bullying, and making fun of others.
8. All poles, ladders, slides, and other play structures are to be used according to how they were manufactured (ex. slides are made to slide down, not climb up).
9. Students are to enjoy the beauty and wonder of snow without throwing snowballs or ice.
10. Teachers will address situations quickly, fairly, and consistently.
11. Parents will hold their children accountable for their actions and words.
12. Together, students, teachers, and parents will ensure that everyone demonstrates safety while on the school playground. It is important that everyone understand the playground rules and expectations.

**After school hours, only students enrolled in Child Care are allowed to play on the playground as they are supervised and in the care of Green Park employees.**

## **XXIX. ASBESTOS CONTROL/MANAGEMENT**

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) has been enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. A certified asbestos inspector, as required by AHERA, has inspected the Green Park facility. The inspector located, sampled, and rated the condition and hazard potential of all material in the facility suspected of containing asbestos. The inspection and laboratory analysis records have been used to develop the asbestos management plan for Green Park. The plan includes: the annual notification, information, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the asbestos management plan is available for inspection in the school office during school hours. Copies of any part of the plan are available from the school at a cost of \$.75 per page. Copies will be available for pick-up at the school office as soon as possible, but no later than five working days from the date of request.

Green Park has implemented an asbestos management plan, as we are intent on complying and exceeding the federal, state, and local asbestos regulation controls. The Green Park facility is checked every six months by a designated member of the school staff and re-inspected by an independent EPA certified inspector every three years. Copies of these inspection reports will become part of the management plan within ten days of the submittal of the inspection report. Green Park will take whatever steps necessary to ensure that the children and employees have a healthy and safe environment in which to learn and work.

## **XXX. CRISIS MANAGEMENT PLAN**

A Crisis Management Plan has been written and is available in the office for parents who wish to familiarize themselves with it.

### **XXXI. VISITORS/GUEST CHECK-IN PROCESS**

In order to improve safety and security for all students and staff, a procedure has been put into effect for persons entering and remaining in the building after the start of the school day. Parents, parent volunteers, visitors, service persons, and sales people are expected to sign a log at the secretary-receptionist window. Each person may then pick up and wear a visitor badge. This will serve as an indication to the Green Park staff that the person has checked in at the office.

### **XXXII. SPORTS**

The sports program at Green Park is an important part of our total educational program. Green Park is a member of the St. Louis Lutheran School League. We feel that the sports program is an extension of the training we provide in our school. While we play to win, we place a strong emphasis on Christian witness and developing the skills and talents that the Lord has provided to each individual. We invite parents and families to regularly attend athletic games. Help by cheering your Green Park Viking team. As parents, it is important to model proper sportsmanship at all athletic events.

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
5/6 Co-ed Soccer	5/6 Boys Basketball	
7/8 Co-ed Soccer	7/8 Boys Basketball	5-8 Track
7/8 Girls Volleyball	5/6 Girls Basketball	
5/6 Girls Volleyball	7/8 Girls Basketball	
3-8 Cross Country		

### **ATHLETIC FEES**

Participants for each sport are assessed an athletic fee to help offset the costs of equipment, uniforms, coaches, and other related expenses. These fees will be billed to the family from the administrative office.

### **SPECTATORS AT ATHLETIC EVENTS**

Students wishing to stay at school to watch a ballgame may wait in the gym under the supervision of their parent. Unsupervised students must go to Child Care until a coach, parent, or pre-communicated adult checks the child out and assumes responsibility for them. Appropriate billing for Child Care services for these students will be sent to their parents.

### **PARENTAL RESPONSIBILITY FOR TOURNAMENTS AND EVENTS**

Parents are expected to volunteer their help at athletic tournaments and track meets that our school is participating in or hosting.

### **XXXIII. MISCELLANEOUS**

#### **NUISANCES**

The school strives to furnish equipment for school programs, including appropriate games and equipment for the recreational needs of the students. Children are asked to refrain from bringing toys from home unless requested by the teacher. Objectionable magazines/books are not to be brought to school.

#### **VALUABLES**

Parents are urged to limit what their children bring to school whether it is cash, collectibles, or other items of value. Experience shows that such items are rarely recovered and much time and effort are lost in attempting to locate the item or determine responsibility for its disappearance.

## **MISCELLANEOUS continued**

### **LOST AND FOUND**

The lost and found box is located near the school office. Please expect your child to be accountable for all supplies and materials. We recommend labeling jackets, coats, gym clothes, sweats, and other frequently lost items. At the end of each quarter, items in lost and found will be displayed in the school gym. Notice of this display will be given in the Green Sheet. Any items not claimed will be donated to a local organization.

### **OTHER SALES AT SCHOOL**

The sales of candies and other goods at school are permissible for school organizations ONLY. Students associated with outside organizations that use an order form method for purchase of goods are permitted to take orders. However, the goods should not be delivered at school nor should an individual be expected to bring money to school to pay for the order.

### **PARTIES/PARTY INVITATIONS**

Families may elect to bring a birthday treat for the class. **However, such plans should be discussed and arranged with the child's teacher well in advance of the day.** We encourage parents to provide birthday treats only for the child's class. Families are discouraged from bringing treats that require refrigeration. With the growing number of students with food allergies, it is important to communicate with your child's teacher about treats and any alternate treats for students with allergies.

We ask that students not distribute invitations to "private" parties unless the whole class is invited to attend. In some cases, families may elect to invite only boys or girls. We ask that the guideline of sending invitations for all boys or all girls be followed. The practice of taking a select group of students directly from the school is discriminatory. We view this as being in opposition to our school policies. Parents should use discretion in sending gifts to school for a party that takes place after the school day.

**XXXIV. SCHOOL DIAGRAM**

