



# St. Paul Lutheran School

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## **KINDERGARTEN**

### **REGISTRATION FORMS BOOKLET:**

Policy Acknowledgement  
 Student Enrollment  
 KINDERGARTEN~Application Information  
 KINDERGARTEN~Student Health Exam

## **TRANSFER STUDENT**

### **REGISTRATION FORMS BOOKLET:**

Policy Acknowledgement  
 Student Enrollment  
 TRANSFER STUDENT~Application Information  
 TRANSFER STUDENT~Record Request  
 Computer Use Policy  
 Athletic Physical / Parent Consent  
(Athletic Participants only)  
 Gym Class Apparel Order (Grades 5-8)

## **FORMS AVAILABLE IN THE SCHOOL OFFICE:**

Simply Giving® Automatic Withdrawal Enrollment Form  
 Junior High Class Schedule (Grades 6-8)  
 Annual School Calendar  
 Athletic Physical / Parent Consent (Athletic Participants only)  
 Authorization to Administer Prescriptive & Non-Prescriptive Medication  
*Scip* Program

## **ENROLLMENT REQUIREMENTS**

Each of the following is required and must be completed or provided and submitted to the office before a student is enrolled in school.

- ◇ Enrollment Form
- ◇ Application Information Form
- ◇ Policy Acknowledgement Form
- ◇ Computer Acceptable Use Policy
- ◇ All medically required documentation (see Immunization Requirements)
- ◇ Prior year's academic records (for transfers)
- ◇ Registration, Technology and Book & Supply fees
  - ◇ (These fees are nonrefundable if the school accepts the student and the parents choose not to send the student)
- ◇ Kindergarten students are required to have a recent physical examination
  - ◇ (School Health Examination Form provided)
- ◇ Copy of original state/county issued Birth Certificate
  - ◇ (Certificates of Birth provided by hospitals do not satisfy this requirement.)
- ◇ Copy of each parent/guardian state issued identification (Drivers License)

### **Other Information:**

- ◇ If we receive more student applications than we have available spaces, the following priorities will be used to select applicants:
  1. Siblings of current students
  2. Children of families who are members of St. Paul Lutheran Church
  3. Other children
- ◇ Note: Those families with no church membership are warmly invited to meet with a member of our pastoral staff to discuss ways in which membership can be pursued.
- ◇ All transfer students and their parent(s) must have an entry meeting with the principal. Accepted transfer students are brought in on a probationary basis pending a review of academic and social progress following six weeks of attendance.
- ◇ New kindergarten students must be five years of age before August 1<sup>st</sup> of the year of school entry. (Indiana State Law)

## **IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY 2011-2012**

Indiana State Law states that in order for your child to attend school he/she must be fully immunized. No student shall be permitted to attend school for more than TWENTY (20) calendar days beyond the date of his/her enrollment without:

- ◇ A current written immunization record on file with the school, or
- ◇ A statement from a physician that the required immunizations have been delayed by extreme circumstances and that a time schedule for immunizations has been established, or
- ◇ A written statement of health, religious, or other objection delivered to the principal.

Listed below is a copy of what is required for your child. You must be able to document dates with medical records from a physician or the county health department.

### **Minimum immunization requirements for students enrolled in KINDERGARTEN:**

- ◇ FIVE (5) doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or FOUR (4) doses are acceptable if the 4<sup>th</sup> dose was administered after the 4<sup>th</sup> birthday;
- ◇ FOUR (4) doses of any combination of IPV or OPV by age 4-6, or THREE (3) doses of all OPV or IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday;
- ◇ TWO (2) doses of measles (rubeola) vaccine on or after the 1<sup>st</sup> birthday;
- ◇ ONE (1) dose of rubella (German Measles) vaccine on or after the 1<sup>st</sup> birthday;
- ◇ ONE (1) dose of mumps vaccine on or after the 1<sup>st</sup> birthday;
- ◇ THREE (3) doses of Hepatitis B vaccine, and
- ◇ TWO (2) doses of varicella on or after the 1<sup>st</sup> birthday or record of disease. (History of chickenpox is acceptable as proof of immunity - vaccine not needed. Documentation by a physician is not necessary. A written statement indicating a history of disease is required, signed by parent/guardian.)
- ◇ TWO (2) Hepatitis A vaccine RECOMMENDED not required

### **Minimum immunization requirements for students enrolled in Grade 1 - Grade 5:**

- ◇ FIVE (5) doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT), or FOUR (4) doses are acceptable if the 4<sup>th</sup> dose was administered after the 4<sup>th</sup> birthday;
- ◇ FOUR (4) doses of any combination of IPV or OPV by age 4-6, or THREE (3) doses of all OPV or IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday;
- ◇ TWO (2) doses of measles (rubeola) vaccine on or after the 1<sup>st</sup> birthday;
- ◇ ONE (1) dose of rubella (German Measles) vaccine on or after the 1<sup>st</sup> birthday;
- ◇ ONE (1) dose of mumps vaccine on or after the 1<sup>st</sup> birthday;
- ◇ THREE (3) doses of Hepatitis B vaccine, and
- ◇ ONE (1) dose of varicella on or after the 1<sup>st</sup> birthday or record of disease. (History of chickenpox is acceptable as proof of immunity - vaccine not needed. Documentation by a physician is not necessary. A written statement indicating a history of disease is required, signed by parent/guardian.)

### **Minimum immunization requirements for students enrolled in Grades 6 - 8:**

- ◇ THREE (3) doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) or Tetanus-diphtheria (Td);
- ◇ FOUR (4) doses of any combination of IPV or OPV by age 4-6, or THREE (3) doses of all OPV or IPV are acceptable if the 3<sup>rd</sup> dose was administered on or after the 4<sup>th</sup> birthday;
- ◇ TWO (2) doses of measles (rubeola) vaccine on or after the 1<sup>st</sup> birthday;
- ◇ ONE (1) dose of rubella (German Measles) vaccine on or after the 1<sup>st</sup> birthday;
- ◇ ONE (1) dose of mumps vaccine on or after the 1<sup>st</sup> birthday.
- ◇ **ONE dose of tetanus-diphtheria-acellular pertussis vaccine(Tdap)** given on or after 10 years of age
- ◇ **ONE dose of meningococcal conjugate vaccine (MCV4)** (Meningitis vaccine)
- ◇ **TWO** (2) doses of varicella on or after the 1<sup>st</sup> birthday or record of disease. (History of chickenpox is acceptable as proof of immunity - vaccine not needed. Documentation by a physician is not necessary. A written statement indicating a history of disease is required, signed by parent/guardian.)
- ◇ THREE (3) doses of HPV for 6th grade girls (RECOMMENDED not required)

**A volunteer nurse will be checking the records annually for compliance.**

# SCHOOL POLICIES

## I. ORGANIZATION

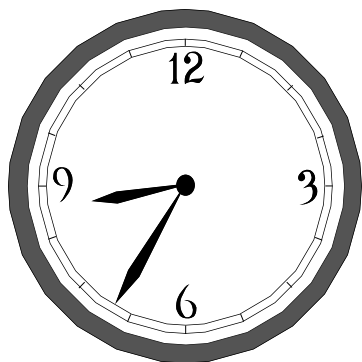
St. Paul has been serving the boys and girls of this area for a long time; it is well established. In 1876, over 130 years ago, the congregation of St. Paul first established the school by having classrooms in the basement of the church. The first school building was built in 1892 and later, in 1957, the current building was built. This building, which was completely renovated and enlarged in 1993, now houses an exciting educational program for students starting kindergarten through eighth grade graduation.

The school was originally for the children of members of the congregation. This service has expanded to the present time in which over half of the students attending St. Paul are not members of the church. The members still have accepted the mission of providing a quality Christian education for the boys and girls of our community who choose to attend. They support the school now, with their gifts and with their prayers, as they have done in the past. At the present time, no student pays his/her full way; the people of the St. Paul congregation subsidize all to some extent.

The school is operated by a school committee consisting of elected and appointed members, most from St. Paul, but also including parents who have chosen to worship elsewhere. Written operating guidelines have been established over the years to ensure continuity of staff and program. The senior pastor of the church serves as superintendent and the committee hires a principal to oversee the daily operations of the school. The staff members are qualified professional educators. There is also an active PTL (Parent Teacher League) organization with many committees, which provides valuable support to the different aspects of the program.

## II. CALENDAR AND SCHEDULE

Our annual school calendar closely mimics the one set by the public school system with similar starting and ending dates and similar vacation times. We also observe most major holidays. There are some differences between St. Paul Lutheran School and the public schools concerning teacher convention dates and in-service days. The school calendar is distributed at the beginning of the new school year. The daily lunch and junior high class period schedule is provided on page 23.



The starting and ending times for our school day may vary slightly from year to year.

For the upcoming school year, students will be allowed into the building at 7:30 a.m. (Breakfast service begins at 7:30 a.m.) and classes will begin promptly at **8:00 a.m.** The school day ends at **2:30 p.m.** for Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grades. The school day ends at **2:45 p.m.** for 3<sup>rd</sup> through 8<sup>th</sup> grades.

Recesses and lunch periods are staggered with the youngest students going first. This allows playground activities within smaller age ranges.

**Punctuality forms life habits for work and family, which will benefit the student.**

School begins promptly at 8:00 a.m. students not in the classroom when the bell rings will be marked tardy. A tardy student disrupts their own, their classmate's, and their teacher's school day.

### III. CURRICULUM

The basic subjects of any school curriculum are language arts, mathematics, science, and social studies. This is also true of St. Paul Lutheran School. We use the Indiana State Standards as our guide for classroom instruction. We make every attempt to remain current with the Indiana six-year state cycle of curriculum revision (in an attempt to keep our curriculum materials up to date). Students also take occasional field trips to reinforce concepts from their work. In addition, “special” subjects are offered including: religion, art, music, physical education and computer education. Religion is either taught by the classroom teacher or by a member of the pastoral staff. Subject or grade specialists teach other courses. In addition to these classes, all students are required to attend a weekly chapel service currently held every Wednesday morning.

#### Computer Technology


We are pleased to offer computer classes at every grade level. To ensure that every student benefits from the time spent with the computers, and to prevent technical problems, parents and students are required to review and sign an “Acceptable Use Policy” for the St. Paul Lutheran School computer lab. It is important that these rules are clearly understood and followed.

Student’s use of school’s technology is a privilege which, at the discretion of the school administration, may be revoked by the school at any time. The school reserves the right to seek financial restitution for any damage(s) caused by a student or other users.

- ⇒ Student **will** use only the computer that is assigned to him/her and will not attempt access to any unauthorized computer.
- ⇒ Student **will not** attempt to use any software or hardware without the approval of the instructor.
- ⇒ Student **will not** vandalize any software or hardware.
- ⇒ Student **will not** modify any system settings on any computer.
- ⇒ Student **will not** disrupt the privileges of other computer users or misrepresent other computer users.
- ⇒ Student **will not** copy, change, read, or use anyone else’s software or files without prior permission from the instructor.
- ⇒ Student **will** use the Internet exclusively for activities which are specified by the instructor.
- ⇒ When on the Internet, student **will not** reveal any personal information about him/herself or anyone else.
- ⇒ When on the Internet, student **will not** send messages that contain inappropriate content. This includes profanity and any other non-academic activity.
- ⇒ When on the Internet, student **will not** purchase any goods or services.
- ⇒ When on the Internet, student **will not** download, upload, or otherwise gain access to any unauthorized material(s).



## Homework Expectations




Homework is a necessary supplement for regular classroom instruction and provides necessary reinforcement of the curriculum. At St. Paul Lutheran School, homework is viewed as a collaborative effort between the teacher, student, and parent. The teacher's role is to provide meaningful homework reflecting classroom instruction, assign reasonable amounts of homework with definitive time expectations and to assess and return homework in a timely manner. The student's role is to follow the instructions provided, assume responsibility for accurate completion and timely return of assigned work, utilization of positive study habits and efficient use of time. The parent's role, providing support, encouragement and involvement, is critical in helping students accept responsibility for homework. The following tips are provided for parents to help children develop good independent study habits and promote a successful school experience:

- ◆ Work with your child to develop "homework rules" including consequences for not following through.
- ◆ Schedule a daily "homework time" when you are home to provide supervision and assistance.
- ◆ Establish a "homework place" (desk, kitchen table, etc) where homework is to be completed and necessary supplies are available.
- ◆ Remember that it is the student's responsibility to complete homework assignments. It is important for parents to provide support and assistance as necessary but equally important for the parent to encourage the student to independently complete as much as possible.
- ◆ Assist with developing good organizational habits by making sure completed homework, textbooks, supplies, etc. are placed in student's backpack at the end of the day.
- ◆ Praise your child for completion of assignments and improvement in study skills, grades, etc.



Homework is assigned to develop independent study skills and is intended to help students review, comprehend and enrich classroom instruction. Homework also allows parents to regularly observe and evaluate their student's progress. Parents of students in grades 3-8 should ordinarily expect their child(ren) to have homework **every night**. The following guidelines are **suggested** times to be spent on daily homework:

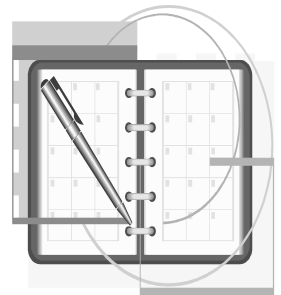
Kindergarten	Occasionally
1st & 2nd Grade	15-30 Minutes (Homework assignments generally given two nights per week)
3rd & 4th Grade	45-60 Minutes
5th—8th Grade	1½—2 Hours



As a general rule, it is **suggested** that a student should be spending a minimum of 15 minutes per grade level on daily homework (example: 5th grade student x 15 minutes = 75 minutes per day). On the occasion when a student does not have assigned homework to fill this time, reading is highly suggested. Parents should read to young children who have not acquired the skills necessary for independent reading. Older students can read to their parents, and in turn parents can test their child's comprehension by asking questions regarding the content of what was read. Encourage independent reading whenever time allows.

## Student Planner

It is required that students in grades 3-8 keep a "Student Planner" in which assignments are written as they are given. Students are expected to have their planner in each class to record assignments. It is suggested that parents require their student to bring their planner home **on a daily basis** for review. If parents are repeatedly hearing "I don't have any homework." or, "I finished my work in class," parents are asked to contact the classroom teachers. For uniformity it is required that all students purchase their student planner from the school store.



**Grades and Honor Roll**

Students in grades 3-8 receive letter grades. Students in grades 3-5 are eligible for *A HONORS* and *AB HONORS* at the conclusion of the academic year with additional academic awards determined by classroom teachers.

Students in grades 6-8 are eligible for *HONORS* and *HIGH HONORS* status at the conclusion of each grading period. Letter grades are the reflection of student work and achievement and are based on the percentages listed below. In addition, cumulative G.P.A. for students in grades 6-8 is based on a 13 point scale.

Letter Grade	Grading Scale	G.P.A. Value
	Percentage	
A+	101.00—99.01	13
A	99.00—93.00	12
A-	92.99—90.00	11
B+	89.99—87.00	10
B	86.99—83.00	9
B-	82.99—80.00	8
C+	79.99—77.00	7
C	76.99—73.00	6
C-	72.99—70.00	5
D+	69.99—67.00	4
D	66.99—63.00	3
D-	62.99—60.00	2
F	59.00↓	1



**Calculation for cumulative G.P.A. for grades 6-8**

Core subjects (Math, Science, Social Studies, Grammar and Literature) carry equal weight (1.0 each). The average of all the “specials” courses (Music, Foreign Language, Computers, Art, Physical Education, etc.) account for a single weight (1.0). Religion accounts for a partial weight of (0.4). The final weight of each grading period is (6.4). See the sample below:

Subject	Letter Grade	G.P.A. Value	Weighted Value	Total
Pre-Algebra	B+	10	10 x 1.0 weight =	10
Geography	A-	11	11 x 1.0 weight =	11
Science	C	6	6 x 1.0 weight =	6
Literature	A+	13	13 x 1.0 weight =	13
Grammar	A	12	12 x 1.0 weight =	12
Specials (Avg.)	B+	10	10 x 1.0 weight =	10
Religion	B	9	9 x 0.4 weight =	<u>3.6</u>
				65.6 ÷ 6.4 = 10.25 G.P.A.

**Honors Scale:** High Honors = 11.00—13.00 ~ Honors = 9.00—10.99

The cumulative G.P.A. for grades 6-8 are used to determine Valedictorian and Salutatorian honors at 8th grade graduation.

**INOW!** St. Paul Lutheran School utilizes the online service for grades 3-8. INOW is an easy way for you to keep up-to-date online. You will receive an activation code for each student. Once you activate your online account you will have access to all information posted from the school. A description of INOW is available on page 27. You can use INOW to:

- View your student’s current grades
- Receive email alerts when new grades are posted
- Receive emails with class or school information
- Identify homework that has not been turned in and view notes from classroom teachers
- View a “Combined Calendar” for access to all events from the school calendar and your student’s own class
- View team and club activities
- And much more . . .

**Progress Reports and Report Cards**

Students in grades 3-8 receive WEEKLY progress reports on I-NOW. All students receive report cards at the conclusion of each quarter. Dates of distribution are provided on the annual school calendar. Parents are required to sign and return each report card envelope for quarters 2-3. Questions regarding recorded grades and student progress should be directed to the classroom teachers voice mail.



**Parent/Teacher Conferences**

Annual conferences are held at the conclusion of the first quarter. All families are required to attend a conference for each child as first quarter report cards are distributed at this time. Parents are provided the opportunity to schedule an appointment on conference days. If an appointment is not made, one is assigned by the school office. If a parent or teacher desires a conference at another time throughout the year, arrangements will be made on an individual basis.

## IV. EXTRACURRICULAR OPPORTUNITIES

### Athletics

In sports, we belong to the PAC (Parochial Athletic Conference), a group of local parochial schools with whom we compete. There are usually two levels of competition, one at the fifth/sixth grade level and one at the seventh/eighth grade level for both boys and girls. In the fall, soccer is offered for both groups and girls may participate in volleyball. Also in the fall, students of every grade level may participate in cross-country running. In the winter season, both groups are offered participation in basketball (It is Indiana, isn't it?). In the winter, we also have an active group of cheerleaders. In the spring, both groups may participate in track. Parents are sometimes needed in the role of sports coaches. The willingness of parent volunteers sometimes becomes the determining factor in whether or not a sport is offered.

### Athletic Questions?

Parents, players or spectators having a question concerning any facet of the St. Paul Athletic Program should follow the appropriate chain of leadership:

- 1st. Speak with the Coach
- 2nd. Speak with the Athletic Director
- 3rd. Speak with the Principal or Superintendent/Pastor

Parents are urged to attend athletic events, as this is another way to assist our children in building self-esteem. Parents are always needed to assist with supervision and **demonstrate** to our young people proper sportsmanship while watching the competition. **Parents are not to "drop off" students without providing appropriate supervision.**

All students must have a current physical on file to participate in practices or games. All physical reports must be turned into the coaches. Uniforms cost \$10 to rent for each sport each year. This must also be turned into the coach before the first game

Student athletes are expected to provide a positive attitude and be responsible for their actions while participating in sports as a representative of St. Paul Lutheran School. Student athletes pledge the following:

- ◇ **Agree that school and grades come FIRST by maintaining a "C" average.**
- ◇ To show good sportsmanship, respect and positive support for all teammates, other players, coaches and officials at every game and practice.
- ◇ Agree that I cannot practice or play in any sporting event if I am absent (unexcused or illness) from school that day.
- ◇ To attend every practice and game and agree to notify the coach if I cannot attend.
- ◇ Do my best to listen and learn from my coaches.
- ◇ To follow all rules for the sport and support officials at all times.
- ◇ To wear my uniform only during games.
- ◇ To remember that sports are an opportunity to learn and have fun.
- ◇ To understand that failure to follow my student athlete pledge may result in my not playing.
- ◇ I will **not** use drugs, alcohol or tobacco.

### Music

Currently there are music classes for K-5 during the school day and a choral group for the students under development with our music teacher. More information will be distributed. Students in 4<sup>th</sup> grade and up have the opportunity to become part of an instrumental group (CYO Band) with other parochial students.

**Other activities** for students include an active Student Council, opportunities with school publications, and the Christmas program. Other possibilities exist with class events and school worship activities, including chapel participation.

## **V. SERVICES**

There are a number of services provided for students and parents. Sometimes these are provided in cooperation with city public school programs. The following is a listing of some of these services:

### **Hot breakfast and lunch programs** *(provided by Michigan City Area School Food Service) Prices 2010-2011*

Students are able to put money on account for breakfast (\$1.35/meal) and lunch (\$1.75/meal), or for milk (50¢ each). Place a check made payable to MCAS Food Service in an envelope with your child's name and grade written clearly on it. The envelope must be given to the homeroom teacher before 8:00 a.m. in order for the money to be applied for use that day. MCAS recommends sending a minimum amount to cover one week of meals. MCAS offers an online payment option MealPay Plus (link is available on MCAS web site at [www.mcas.k12.in.us](http://www.mcas.k12.in.us)). Contact MCAS Food Service at 873-2131 to get your student's ID number. The final stage for each day's food preparation occurs in our kitchen. Students who take advantage of this service and those who bring their own lunches all eat in the gym cafeteria area (under the supervision of classroom teachers). Applications for Free or Reduced Meals are available through MCAS.

### **After School Program**

The after school care program begins at 3:00 p.m. and ends at 5:00 p.m. St. Paul teachers serve as mentors and tutors to students who remain at school past 3:00 p.m. Full details of the program are provided on page 22.

### **School store**

Each morning a small store is open in which students can purchase necessary school supplies: pencils, paper, etc. . We do not attempt to make a profit on these items. Available items and current prices are available on page 31.

### **Telephone**

A telephone is available for students to communicate with parents when unexpected events occur. Students must receive permission to use the telephone; frequent use is discouraged. Please know that long distance calls can not be made from this phone.

### **Medicine dispersal**

Students may not "self-store" or "self-medicate" with the exception of inhalers. All medication taken during school hours must be brought to the school office (in original containers) and dispensed from there. All medications must be accompanied by a note from a parent/guardian (forms are available). Students with inhalers must have a note on file in the school office indicating their usage. Inhalers may be kept on the student or in student lockers.

### **Instrumental music**

If we have enough students to participate, we work cooperatively with CYO, the Catholic Youth Orchestra. Their instrumental leader will come to St. Paul once each week for small group lessons. In addition, the students meet after school once each week with students from other parochial schools for a large group experience. Students in grades 4 through 8 are eligible to participate. Additional costs are associated with participation in this program.

### **Special needs support**

St. Paul works cooperatively with a number of specialists from the public schools in areas of speech therapy, special testing services, learning disabilities, and Title I services.

### **Lockers**

Each student in grades 5-8 is assigned a locker complete with a combination padlock. This locker is to be used only for school materials, outdoor clothing, and gym wearing apparel. Personal storage space is more limited for younger students. Lockers are the property of St. Paul Lutheran School.

## **VI. PROCEDURES**

Following is a brief explanation of a number of procedures followed at St. Paul:

### **Registration - Part I**

The registration process begins early in the calendar year proceeding the fall session when a student would be entering school or moving to the next grade. At this time parents must complete the necessary enrollment forms and pay three fees, the registration fee, the technology fee and the book & supply fee. We collect these fees at this time to ensure that curricular materials will be ready for the beginning of school in the fall.

Enrollment in each class is limited; we try to hold class sizes to 27 students per class and 15 in each of the two kindergartens. When we have more people wanting spaces than space available, we revert to the following priority order in accepting students:

- 1) siblings of current students
- 2) children of families who are members of St. Paul Lutheran Church
- 3) other children

Other than following these selection criteria, when classes are oversubscribed, St. Paul does not in any way discriminate against any students in its selection procedures or its operating policies.

### **Probationary Status of Transferring Students**

All new students entering St. Paul School are considered "probationary" students. After 6 weeks of attendance, new students will be evaluated based upon our guidelines for student behavior, academic progress, and interaction with students and staff. The principal, with the support of the teaching staff, will decide the status of the student. A student with excellent progress in all areas will eliminate the status of "probation". A student with some difficulties will remain on probation for an additional 6 weeks. A student with severe infractions and an uncooperative spirit will be asked to withdraw from the school.

### **Registration - Part II**

Very early in August, a letter is sent to the homes of all students. This letter will contain information about the second step of the registration process and also the list of materials for the coming year. During this part of registration, parents and students come to the school sometime during the two specified days. While at school a number of things happen:

- ◇ Final fees: first tuition payment is collected
- ◇ Classroom and teacher visits can occur
- ◇ All records, including medical, are checked for completeness & accuracy
- ◇ Fall sports and other activity information is available
- ◇ The final copy of the school calendar is distributed
- ◇ Lunch information is available
- ◇ Junior High class schedules are ready
- ◇ Volunteer sign-up for room parents and other PTL sponsored activities

## Attendance

Regular and prompt attendance is expected of all students. It is important that a parent notify the school on the morning when a student is absent. Our office should also be notified well in advance when pre-arranged plans will cause a school absence. When notification has not happened, the student must bring a note, written and signed by the parent, upon re-entry. All absences are recorded. This number is shown on each report card and also becomes part of the student's permanent record. We understand when students are absent for medical reasons or emergencies. We hope that all other types of absences are kept to a minimum.

Students will be allowed up to 5 days of excused vacation time per year. Homework will not be given prior to this time off, but 2 days for every day missed will be allowed to make up assignments once the student returns to school.

Once a student has accumulated 4 unexcused absences, a phone call will alert parents that they must call in the student's absence to the school. On the next unexcused absence, a letter will alert the parent that the student is in danger of becoming labeled a habitual truant and this letter will be placed in the student's file. If there is another unexcused absence the parent will be asked to come to school for a conference with the principal and superintendent to resolve this issue.

Once students are in school, they must remain here. Students are not allowed to leave the school grounds without administrative or parental approval.

**Tardy Policy** —*Punctuality forms life habits for work and family, which will benefit the student.* School begins promptly at 8:00 a.m. Students not in the classroom when the 8:00 a.m. bell rings will be marked tardy. A tardy student disrupts their own, their classmate's, and their teacher's school day.

Junior High—Grades 6-8 students consequences for excessive tardiness: 3 tardies in a grading period yield a detention. If tardiness continues, the school will consider community service projects, suspensions or dismissal from school. Tardies are tallied from the first bell through the seventh bell.

**Communication** We communicate with parents and students in a number of ways:

- ◆ Announcements are made before school on our internal public address system.
- ◆ Daily announcements & Special announcements are e-mailed to parents who have provided email addresses.
- ◆ Individual classroom teachers frequently send home messages, notes, and newsletters.
- ◆ St. Paul Lutheran Church & School web site [www.stpaulmichigancity.com](http://www.stpaulmichigancity.com) includes many exciting and informative (Lunch menu, Scrip forms, student needs, teacher emails, Links...) items.
- ◆ "The Good News" is the monthly St. Paul Lutheran Church & School newsletter. All school families receive a copy of this newsletter ~ important school news is included.
- ◆ Occasionally, when needed, information is mailed home.

It is important that parents ensure that communication is not a one way street. If, through our parent community, the school can improve any of its programs, parents are encouraged to share that information with school personnel.

## Weather-Related School Closings

Occasionally we have emergency school closings, 2 hour delays or early dismissals due to inclement weather. In these cases, we will follow the lead of the public school system, MCAS. All closings are announced on FM 95.9, FM 96.7, AM 1420, and AM 1540 as soon as decisions are made. Another place to check for delays and closing is the website: <http://www.mcas.k12.in.us/index.asp?page=delays> In the event of an early dismissal or closing, all after school activities including meetings, athletic practices and games are cancelled.

## Transportation

St. Paul Lutheran School has no bus service. At this time, we do not know if busing services will be available to our students in the future. We will do what we can to connect people to car pools among those who live in the same general neighborhood. Please take note of the Traffic Pattern page 25.

## VII. RULES

Jesus told us that there are two main rules we all need to follow - love God and love your neighbor. All of our operating guidelines within the school spring from these. Students should know what is expected of them. Some rules we do highlight include:

- ◇ be reverent
- ◇ be respectful
- ◇ be honest
- ◇ be safe
- ◇ be considerate to people and property
- ◇ be prepared

On some subjects we offer a more detailed set of guidelines. See pages 17 and 20 for the following sets of guidelines:

- ◇ Guideline on Student Appearance
- ◇ Expectations for Student Behavior
- ◇ Possible Consequences for Inappropriate Behavior

Students who make wrong decisions in school matters will have consequences for their inappropriate choices, just as would happen in any school setting. These consequences are administered by the teacher in charge of the class or activity and, sometimes, by the school principal.

## VIII. COSTS

We are often asked this question: "What does it cost to have a child attend St. Paul?" St. Paul parents realize the "costs" of raising a child go beyond dollars, that they include a significant "sacrifice" of their time and energy. Neither parents nor the school can be successful alone; it takes a cooperative partnership for optimal student growth. Following are some of the "costs" as we see them:

Parental involvement in the faith development process. This includes:

- ◇ regular attendance at church and/or Sunday School with the child
- ◇ supervised prayer/devotional times at home
- ◇ assuring availability of Bibles and other religious training materials

Parental involvement in the educational program. This includes:

- ◇ assuring that homework is completed regularly as assigned
- ◇ assuring that the student attends regularly and is prompt
- ◇ assuring that the student comes to school ready to learn and participate
  - ◇ having an appropriate night's rest
  - ◇ having been properly fed
  - ◇ having appropriate apparel for indoor & outdoor activities
- ◇ attending parent-teacher conferences
- ◇ encouraging independent reading with books from home and library
- ◇ encouraging community and cultural awareness
  - ◇ trips to zoos & parks, ballgames, museums, live performances, etc.



What sets St. Paul Apart?  
**PARENT PARTICIPATION!**



Payment of required fees. For 2011-2012 these include:

**Due at time of enrollment per child ~ \$295** (returning families fees will be divided into 3 payments applied in April, May & June, 2011 to secure position on active classroom roster)

- ◇ an annual registration fee of \$55
- ◇ an annual book and supply fee of \$195
- ◇ an annual technology fee of \$45

Annual tuition for one child \$3,060.00, 50% tuition rate for each sibling

- ◇ monthly tuition fees of \$255.00 for the first child and \$127.50 for each additional child (**12** month payment plan – August through July)

Parental support for other programs and activities. These include:

- ◇ School Support Fee \$100 per family per school year due by May 1<sup>st</sup>.
- ◇ PTL meetings and committee work
  - ◇ assisting with limited, necessary fund-raisers (used to offset School Support Fee)
- ◇ supporting students in extracurricular activities
  - ◇ athletics, music, art club, etc.
- ◇ providing teacher support with field trips, classroom activities, etc.

At times, the financial burden for keeping a child in a parochial school must seem quite high. However, no family pays the full cost; every child is subsidized by the people of St. Paul Lutheran Church who give of their time, their prayers, and their resources. Those who, even with this subsidy, cannot in a given year meet the financial obligations may apply in the office for tuition assistance. These applications, which are due no later than August first, are reviewed early each August by the principal and a representative of the school committee to make decisions on the distribution of available dollars.

## **IX. CONCLUSION**

St. Paul is a unique educational opportunity for the children in this community. It is a Lutheran-founded Christian school which:

- ◇ promotes spiritual growth and development
- ◇ maintains high academic standards
- ◇ has a safe and inviting environment
- ◇ administers loving discipline
- ◇ expects a high degree of parent involvement
- ◇ offers extracurricular opportunities for boys and girls
- ◇ has dedicated professional teachers
- ◇ limits the size of classes

If you're already with us, we're glad you're here. If you're looking for a school to call home, please call for an appointment with the principal for a tour and a conference. The school you choose for your child does make a difference!

## **FINANCIAL POLICIES**

St. Paul Lutheran School

Each year there are three main costs that all families pay to the school. In addition, there are sometimes additional costs incurred by some other students (those involved with band, sports, clubs etc). This document is written to give detail to the formal procedures and policies related to each.

The registration fee, book & supply fee and technology fee are collected at the same time (Current fee for registration is \$55 -- Current fee for book and supply is \$195 -- Current fee for technology is \$45). The total cost for these three fees is \$295 for the upcoming school year. **New families to our school pay the \$295.00 registration/book and supply fee at the time the student is enrolled or placed on a waiting list.** Currently enrolled families \$295 per child fees will be divided into 3 payments applied to account statements in April, May & June, 2011 to secure position on active classroom roster.

### **Registration Fee \$55 per school year:**

This annual fee is for each student registered at St Paul. It is the same for all students regardless of age, tuition assistance, family size or longevity with the school. The amount of the fee is determined annually by school committee action. No student is put on an active roster unless this fee and all past due expenses (if any) are paid. This fee is non-refundable except in those cases in which a family new to St. Paul School has submitted that fee to put a child on an established waiting list (and no available slot opens for that child).

**Book & Supply Fee \$195 and Technology Fee \$45 per school year:** These annual fees are for each student registered at St Paul and the same rules as above apply. We collect these fees in the spring to allow us to purchase and receive materials over the summer for the next school year. In this way we can start the new school year with all appropriate curriculum in place. **These fees are non-refundable.**

**Tuition:** Currently \$3,060 per year for 1<sup>st</sup> child. \$1,530 for each additional child.

The school committee annually sets a base tuition rate, a rate that would be paid by a family with only one child in school. This rate is determined after teacher salary costs for the following year are projected. Families with more than one child will pay this rate for one child and half that rate for each additional child. This fee may be a) paid in a lump sum at the beginning of the school year, b) paid in two installments with one at the beginning of each semester, or c) paid in **twelve** monthly installments which are due the tenth of each month. The first payment is due in July. The first month's tuition payment is non-refundable. If a child changes schools after the start of the school year, refunds will be made based on a per day cost. The last payment is due in June.

All tuition payments are expected to be made as scheduled. Those not meeting the payment deadlines may, after 30 days, be assessed a five percent late fee on the overdue amount. Accounts that become too delinquent may result in the removal of students from school. Excessively delinquent accounts are referred to a collection agency after students have been removed or after the end of the school year. Families agree to pay all costs incurred with collection including court costs and reasonable attorney fees.

St. Paul Lutheran School offers a ***pre-authorized banking account withdrawal program*** for tuition payments. This program, called Simply Giving<sup>®</sup> is offered by Thrivent Financial for Lutherans<sup>®</sup>. Although tuition is billed to family accounts on a monthly basis, when enrolled in this program, families may choose the frequency of their automatic withdrawal – weekly, semi-monthly, or monthly – to budget for timely tuition payments. Member Enrollment and Authorization Forms are available in the school office.

### **PTL School Support Fee: \$100 per family per school year**

This annual fee will be added to your family tuition account at the beginning of each school year. **Please note** - this fee does not have to be paid until May 1<sup>st</sup>. Families will earn credits to offset this \$100 fundraising fee in the following ways:

- A \$10 credit for each Entertainment Books sold.
- A credit of 40% of total cookie dough items sold.
- Credit for volunteering at the spring PTL event (more details to come).

Any remaining balance after the credits have been applied will be due by May 1<sup>st</sup>.

Example: If your children sell 4 Entertainment books, 5 cookie dough items, and you earn the maximum of \$30 by assisting at the spring PTL event ... no fee will be due. If your children sell 5 Entertainment Books and do no further fundraising, a fee of \$37.50 will be due in the spring. If you choose not to participate in any fundraisers, you may simply pay the \$100 fee by May 1<sup>st</sup>.

### **After School Program:**

The individual student cost for participation in the after school program will be \$2.00 for any portion of the first half hour, \$3.00 until 4:00 p.m., \$5.00 until 4:30 p.m., and \$6.00 for the entire 2 hour program. Students left after 5:00 p.m. will be assessed \$5.00 for each 15 minutes later than 5:00 p.m.

### **Other Costs:**

Occasionally other costs might be incurred by students. An example of this might be a lost library book or a lost school textbook or lost combination lock. Families are expected to meet these obligations in a timely manner. Diplomas will be withheld from all graduates until all costs are paid.

Another cost is charged to students participating in extracurricular programs. That cost is a "users fee". For those participating in our athletic programs, these dollars are used as necessary for uniform replacements in the athletic activities in which our students participate.

### **Cost Assistance:**

Families, because of temporary or permanent hardship conditions, may apply for tuition assistance. Reduced tuition is not available to any family in their first year with our school. The application is due in the school office prior to August 1<sup>st</sup> because, at this time, decisions on the distribution of these limited dollars are made. Those who receive such assistance are obligated to complete forty (40) hours of work during the school year in tasks agreed upon with the school principal. Those not completing these hours will forfeit their assistance and will be expected to pay the entire tuition amount

Families who need help with costs, related to other programs, should see the principal. The principal will attempt to seek assistance in meeting individual funding needs.

***Any exceptions to the above policies must have the approval of both the principal and the superintendent.***

***Families agree that academic transcript information will not be released for any student with a delinquent account.***

## **PAYMENT SCHEDULE SUMMARY**

Monthly Payments are due by the 10<sup>th</sup> of each month\*:

- ◇ July
- ◇ August
- ◇ September
- ◇ October
- ◇ November
- ◇ December
- ◇ January
- ◇ February
- ◇ March
- ◇ April
- ◇ May
- ◇ June
- ◇ May 1<sup>st</sup>-Remaining School Support Fee
- ◇ Registration, Technology & Book/Supply Fee will be added to the bill in April each year.

All payments are expected to be made as scheduled. Monthly Statements of Account will be available on the 15<sup>th</sup> of each month.



## St. Paul School Dress Code Additions 2011-2012

### Grades 5 through 8

- ◇ No “frayed” material on pants or shirts (wearing tights or spandex underneath “frayed” or “ripped” clothing **does not** make “frayed” or “ripped” clothing acceptable.)
- ◇ No Clothing which features “band groups,” celebrities, movies, or characters.
- ◇ Shirts with messages are not acceptable. (examples- “Will trade sister for candy.” “Don’t stand too close, I’m about to self-destruct.” “I want to be bitten by a Cullen.”) Shirts with appropriate Bible verses or Christian messages are an exception.
- ◇ Shirts with graphics are not acceptable (unless specifically approved by administration). Explanation– there is a great difference between an embroidered heart and a dragon dripping blood from its fangs.
- ◇ Shirts with brand logos are acceptable.
- ◇ Shirts with sports/college teams (professional, college, local high schools, elementary schools) are acceptable.
- ◇ Girls wearing tank-top style shirts must have straps over both shoulders at least 2” wide.
- ◇ Girls cannot wear low-cut shirts revealing cleavage.

[Students will be asked to turn an inappropriate shirt inside-out on first infraction.](#)

Modified dress code for K-4<sup>th</sup> grade will be implemented as discretionarily appropriate.

Revised August 2010

## **GUIDELINES FOR STUDENT APPEARANCE**

The community of teachers, parents and students along with the program of St. Paul Lutheran School reflects our relationship with God and our understanding of the Gospel of Jesus Christ. These differences define our existence.

Our appearance reflects our understanding of that relationship. Our expectation is that the appearance of each student reflects respect toward the church, respect for others and respect for self.

The primary responsibility for the appearance of the student lies with the home family. However, the school sets guidelines to ensure that

- ◇ *appearance is not disruptive to the educational process*
- ◇ *safety expectations are met*
- ◇ *appearance does not promote values inconsistent with beliefs of the SP community*
- ◇ *appearance does not cause undue attention to a single student among the desired cohesive community*

### **DRESS CODE:**

- ◇ Tight stretch pants or biking pants are not allowed.
- ◇ All pants are to be worn at the waist, no excessive sagging of pants is permitted.
- ◇ Muscle shirts and tank tops are not to be worn alone.
- ◇ See through mesh tops, halters, tube tops, spaghetti straps or other revealing clothing styles are not allowed. Girls wearing tank-top style shirts must have straps over both shoulders at least 2" wide.
- ◇ Students may wear respectable shorts during warm weather. (Respectable EXCLUDES: cut-offs or shorts with holes)
- ◇ Guideline: Shorts & Skirts must be longer than your own fingertips when arms are held to your side and you are standing straight.
- ◇ Jeans and pants must be free of rips & tears. No "frayed" material on pants or shirts (wearing tights or spandex underneath "frayed" or "ripped" clothing ***does not*** make "frayed" or "ripped" clothing acceptable.)
- ◇ Jewelry should be appropriate for playground safety.
- ◇ Hats are to be removed while in buildings. (This includes bandanas.)
- ◇ Refrain from extreme hairstyles.
- ◇ Appearance maintenance activities needed during the school day (hair grooming, cosmetic application, etc) are to take place in the washrooms, rather than in the hallways, by the lockers or in the classrooms.
- ◇ T-Shirts with offensive pictures or lettering are not allowed (e.g. no wrestling, music, alcohol, drug or tobacco advertisements, etc.)
- ◇ Gym apparel for grades 5-8 consists of a white t-shirt and blue shorts ordered through the school office. Kindergarten—4<sup>th</sup> grade street clothes.
- ◇ Open toed shoes (i.e.-flip flops, sandals) are not to be worn at school unless the shoes possess an ankle strap.

*We respectfully ask parents/family members/friends to observe the same guidelines when in the school building.*

If any clarification of these guidelines is needed, the parent may contact the school office. If a student comes to school with an appearance which does not meet our expectations, the principal will make parent contact for the purpose of providing additional explanation or for temporarily excusing the student from school until the appearance deficiencies are corrected.

**St. Paul Lutheran School  
as a mission outreach of  
St. Paul Lutheran Church,  
commits itself to:**



**... so that all may know God's  
love and grow in faith**

**GOD IS GOOD** (*response:* **ALL THE TIME**)  
**ALL THE TIME** (*response:* **GOD IS GOOD**)

# The LORD'S Prayer

Our Father, who art in Heaven,  
Hallowed be thy name,  
Thy kingdom come, Thy will be done,  
On Earth as it is in heaven.  
Give us this day our daily bread,  
And forgive us our trespasses  
As we forgive those who trespass against us.  
And lead us not into temptation,  
But deliver us from evil.  
For Thine is the kingdom, and the power, and the glory  
Forever and ever. Amen.

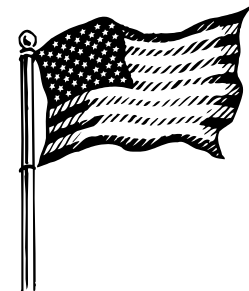


## Christian Pledge

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One brotherhood uniting mankind, in service and in love.

## Pledge of Allegiance

I pledge allegiance to the flag of the United States of America.  
And to the Republic for which it stands, one nation,  
**under God**, indivisible, with liberty and justice for all.



## **EXPECTATIONS AND GUIDELINES FOR STUDENT BEHAVIOR**

The source of our expectations concerning student behavior comes from Jesus' two admonitions to 1) Love the Lord your God with all of your heart, mind, soul, and strength and 2) Love your neighbor as yourself.

St. Paul School recognizes its desire to provide the best spiritual, intellectual, emotional and physical environment in our school so as to foster the maximum growth of each student. In turn, students will be expected to accept their responsibility in the educational process by demonstrating behavior and a social conscience consistent with the standards of good citizenship in a Christian school. Parents are also encouraged to support and assist their children in this essential endeavor.

Students are expected to conform their conduct to the following norms of behavior:

- ◇ Abide by school policies and regulations governing student discipline.
- ◇ Respect the rights and space of others.
- ◇ Use socially acceptable patterns of courtesy and decency in relationships with other students and with the staff.

### **Desirable Behaviors**

Loving and Caring  
 Forgiveness  
 Sharing (we)  
 Appropriate Peer Interaction  
 Good Stewardship of Materials and Property  
 Carefulness and Safety  
 Respect of Adults and Peers  
 Neatness and Cleanliness  
 Obedience  
 Law Abiding  
 Honesty  
 Inclusion (including others)  
 Responsibility  
 Persistence  
 Having Appropriate Materials at School  
 (school supplies, gym clothes)  
 Use of Appropriate Language

### **Undesirable Behaviors**

Anger and Antagonism  
 Vengeance (getting "even")  
 Selfishness (me)  
 Inappropriate Displays of Affection  
 Loss, Damage or Destruction  
 Carelessness, Excessive Risk  
 Disrespect  
 Disorder and Messiness  
 Disobedience  
 Law Breaking  
 Lying, Cheating, Plagiarism  
 Exclusion (excluding others)  
 Lack of Responsibility  
 Quitting  
 Inappropriate Materials at School  
 (weapons, toys, illegal or offensive items,  
 portable music players)  
 Use of Profane, Vulgar or Disrespectful Language

Cell phones are a privilege and should only be used before or after school.

- ◇ Students are not allowed to carry cell-phones throughout the day. Cell-phones must be left at home, locked in a school locker, or left with a classroom teacher. Cell phones with photographic capabilities will be used only in an acceptable manner. On the first violation of the new policy, students with cell phones during the school day will receive a verbal warning, the phone will be confiscated and the phone will only be returned to the student's parent. A second violation will result in a student's loss of privilege to have a cell phone at school. A third violation will result in an in-house suspension.
- ◇ Any student caught texting during the school day, or any cell phone activity used for the purpose of cheating on an assignment / test will result in an immediate suspension.

Students are generally discouraged from bringing personal items of value (monetary or sentimental) to school. Although some teachers allow handheld electronic games, balls, stuffed animals, etc. to be brought for play during recess time, St. Paul Lutheran School does not claim responsibility for the damage or loss of such personal items.

## St. Paul Lutheran School

Vending machines for the sale of cold beverages (soda, juice, water, etc.) are available in the main entrance of the school building; however, students are not allowed to purchase from these machines either before or during the school day. Purchases may only be made after school hours. Students are allowed to bring such items to school for consumption at lunch time or after school. These items must be stored **unopened** in a student's lunch container or student locker. **NO EATING AT LOCKERS DURING THE SCHOOL DAY.** *No open cans or plastic bottles may be stored in student lockers. Due to overwhelming concern over the misuse of high caffeine/sugar energy drinks we have decided to not allow "energy drinks" & coffee products to be brought to school for consumption by students at any time.*

Any situation not mentioned in these guidelines will be handled by the principal. The above expectations and guidelines are subject to amendments as deemed appropriate by the principal, superintendent, and school committee.

When a student makes behavioral decisions contrary to our set of expectations, s/he needs to be reminded of the basis for our guidelines. If these poor decisions happen with any frequency, then the personnel of the school will seek assistance in solving the problem and/or have specific consequences for the student.

### **POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR\***

- ◇ Reprimand
- ◇ After school detention
- ◇ Lunch detention
- ◇ Conference with parents
- ◇ Development of a behavior contract with student, parent, principal
- ◇ Removal from class
- ◇ Referral to the principal
- ◇ Assignment of additional work and or community services
- ◇ Restriction of extra curricular activities
- ◇ Placement on school probation
- ◇ In school suspension
- ◇ Suspension
- ◇ Expulsion

\*These actions are taken when, in the opinion of the principal, the offenses are serious enough or frequent enough to demand more severe consequences. Attendance at St. Paul school is a privilege, not a right. When choosing this school, parents have decided to accept a situation in which behavioral expectations are higher than those of public schools. They expect that children will not have their activities excessively disrupted by any other student who is not conforming to the standards of the community. The School Committee expects that the principal will take unilateral action to ensure that these expectations are met.

Concerns about disciplinary action should be taken successively to the teacher, the principal and then if needed, the superintendent.

Participation in extra-curricular activities is a privilege and may be subject to restrictions.

Detentions will be issued in writing with parent signature required. The office will keep these on file to monitor potential behavioral concerns.

Weapons of any kind will not be tolerated on school grounds.

Regarding Threats: We value the safety of every student and staff person. Therefore, when a threat is reported, assessment will be made, and an appropriate response will follow.

## **AFTER SCHOOL POLICY**

The safety of our students is a top priority. We are proud of our playground facilities and happy to provide them for our students and families to enjoy while school is not in session; HOWEVER, it is very important for all families to understand our after-school policy.

**Grades K—2~ school dismisses at 2:30 p.m.** Kindergarten to Pine Street, 1<sup>st</sup> & 2<sup>nd</sup> Alley door

**Grades 3—5~ school dismisses at 2:45 p.m.** Main entrance

At these times, students are expected to exit the building and go directly to their parent's\* vehicle. It is the responsibility of our daily staff representative to supervise the safety of our students as they leave our building and leave the premises. At 2:55 p.m. all students whose rides have not arrived are directed back into the building to wait in the exit area. These students must remain in the exit area until their ride arrives. No staff representative is on duty to supervise these children. We understand that it is not always possible for parent's to arrive at exactly 2:45; however, unless a student is involved in a scheduled, supervised student activity, they should be picked-up no later than 3:00 p.m.

**2:45 P.M. IS NOT RECESS**, nor is it the responsibility of our daily staff representative to supervise playground activity. Students using the playground should only be doing so under the direct supervision of a parent. NO student shall be allowed on the playground without a parent visible. A student whose parent is "in the building" should not be on the playground.

- ◇ By "parent" we mean parent, guardian or other adult designated by the parent or guardian to be responsible for after school transportation of their child.

Revised February 2005

## **AFTER SCHOOL PROGRAM** (Available Monday—Friday)



**After school care is "study-based":** St. Paul teachers serve as *mentors* and *tutors* to students who remain at school past 3:00 p.m. Students are encouraged to finish homework, read a book or get academic help from the teacher on duty. Please – no hand-held game systems or portable music players. Age appropriate activities are provided for lower-elementary students. After-school snacks are not provided by the program, but students are encouraged to bring a nutritious snack to consume while working on their homework.

**After school care will begin at 3:00 p.m. and run through 5:00 p.m.:** When students are brought back into the building at 2:55 p.m., the students stay in the hall near the main entrance. Every student who remains at the school past 3:00 p.m. (without a parent present) will be moved to the study room and families will be charged the appropriate after-school fee. **Parents arriving after 3:00 p.m. must come to the "study room" to sign-out and pick-up their student.**

**After school care costs will conveniently be added to your tuition statement:** The individual student cost for participation in the program will be **\$2.00** for any portion of the first half hour, **\$3.00** until 4:00 p.m., **\$5.00** until 4:30 and **\$6.00** for the entire 2 hour program. Students left after 5:00 p.m. will be assessed **\$5.00** for each 15 minutes later than 5:00 p.m.

# SCHOOL LUNCH SCHEDULE

St. Paul Lutheran School

**“Lunchroom”  
Enter-Exit**

**“Recess”  
Begin-End**

## 2010-2011 Prices

Student Breakfast ~ \$1.35

Student Reduced Breakfast ~30¢

Adult Breakfast ~ \$1.60

Student Lunch ~ \$1.75

Jr. High 2<sup>nd</sup> Entree' ~ \$1.00

Student Reduced Lunch ~ 40¢

Adult Lunch ~ \$2.75

Milk ~ 50¢

Juice ~ 50¢

<b>K</b>	10:25-10:55	10:55-11:25
<b>1st</b>	10:25-10:55	10:55-11:25
<b>2nd</b>	10:25-10:55	10:55-11:25
<b>3rd</b>	10:55-11:25	11:25-11:50
<b>4th</b>	10:55-11:25	11:25-11:50
<b>5th</b>	10:55-11:25	11:25-11:50
<b>6th</b>	11:25-11:50	11:50-12:10
<b>7th</b>	11:25-11:50	11:50-12:10
<b>8th</b>	11:25-11:50	11:50-12:10

## Jr. High Class Period Schedule

<b>Breakfast</b>	<b>7:30-7:50</b>	<b>20 minutes</b>
<b>Homeroom</b>	<b>8:00—8:05</b>	<b>5 minutes</b>
<b>pass</b>	<b>8:05—8:08</b>	<b>3 minutes</b>
<b>Period One</b>	<b>8:08—8:55</b>	<b>47 minutes</b>
<b>pass</b>	<b>8:55—8:58</b>	<b>3 minutes</b>
<b>Period Two</b>	<b>8:58—9:45</b>	<b>47 minutes</b>
<b>pass</b>	<b>9:45—9:48</b>	<b>3 minutes</b>
<b>Period Three</b>	<b>9:48—10:35</b>	<b>47 minutes</b>
<b>pass</b>	<b>10:35—10:38</b>	<b>3 minutes</b>
<b>Period Four</b>	<b>10:38—11:25</b>	<b>47 minutes</b>
<b>lunch</b>	<b>11:25—12:12</b>	<b>47 minutes</b>
<b>pass</b>	<b>12:12—12:15</b>	<b>3 minutes</b>
<b>Period Five</b>	<b>12:15—1:02</b>	<b>47 minutes</b>
<b>pass</b>	<b>1:02—1:05</b>	<b>3 minutes</b>
<b>Period Six</b>	<b>1:05—1:52</b>	<b>47 minutes</b>
<b>pass</b>	<b>1:52—1:55</b>	<b>3 minutes</b>
<b>Period Seven</b>	<b>1:55—2:42</b>	<b>47 minutes</b>
<b>Closing prayer</b>	<b>2:42—2:45</b>	<b>3 minutes</b>

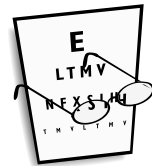
## **ANNUAL HEALTH SCREENINGS**

Each year, as required by state law, students are evaluated for potential health problems that could impact their ability to learn. Public and private schools are required to screen certain groups of students for problems with **vision and hearing**. The inability to see or hear clearly impairs the students' ability to pay attention in class, understand instructions, and absorb information. Postural defects, such as scoliosis (curvature of the spine), often being in middle school-age children. If undetected and untreated, scoliosis can be a chronic and debilitating process.

The goal of screening is to identify those students who need further evaluation by their pediatricians. Using state-provided criteria, screeners are able to determine whether a student might need to have a more thorough exam. For instance, a student who has difficulty with distance vision (see the chalkboard), but is reluctant to mention the problem, may be identified during the screening. Students whose screening suggests the need for professional attention will be re-screened to verify the need for a referral. Letters will be sent to parents/guardians of those children who need to seek a professional exam.

### **VISION**

1<sup>st</sup> grade students are evaluated for visual activity, refractive error, eye health & eye coordination  
3<sup>rd</sup> & 8<sup>th</sup> grade students will be tested for visual activity



### **HEARING**

Kindergarten, 1<sup>st</sup>, 4<sup>th</sup> & 7<sup>th</sup> grade students have their hearing tested

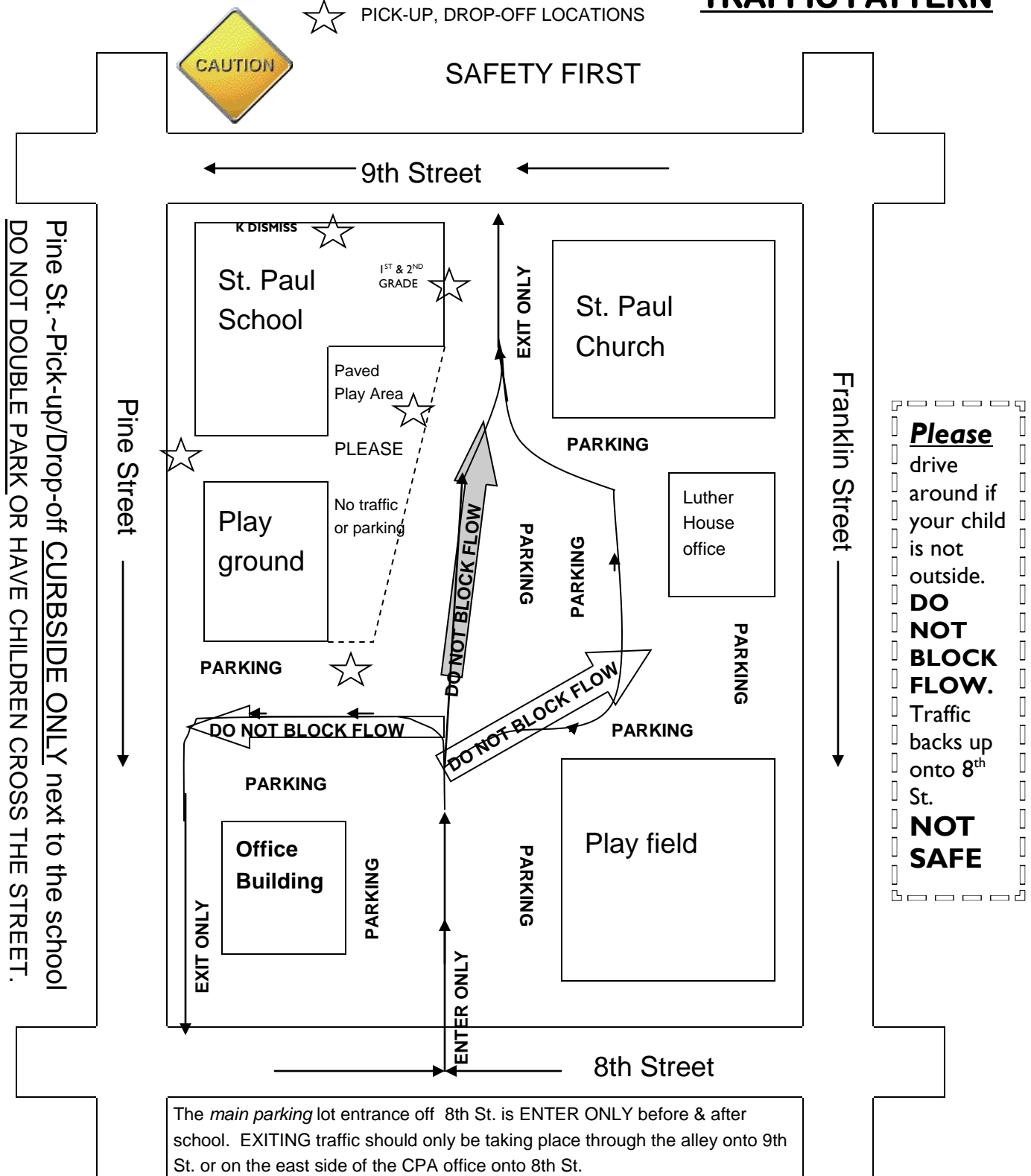
*(New students and those who demonstrate possible vision or hearing may also be included in the screenings.)*

### **HEAD LICE**

We routinely screen all students for the presence of nits.



★ PICK-UP, DROP-OFF LOCATIONS



**Please** drive around if your child is not outside. **DO NOT BLOCK FLOW.** Traffic backs up onto 8<sup>th</sup> St. **NOT SAFE**

Pine St. ~ Pick-up/Drop-off CURBSIDE ONLY next to the school. **DO NOT DOUBLE PARK OR HAVE CHILDREN CROSS THE STREET.**

Do not block traffic FLOW LANE during the drop-off or pick-up process. If your child requires extra time to exit or enter your vehicle, park in a parking spot to allow other vehicles to pass-or exit and re-enter. Vehicles cannot back up onto 8th unable to enter our lot. Be cautious when exiting parking spaces.

- ◆ All students must enter and exit the school building through the MAIN ENTRANCE ONLY. It is too dangerous for ANY pedestrian traffic in the alley between the buildings.
- ◆ Pine Street-curbside (on school side) drop-off/pick-up. Do not double park or open doors into Pine St. **Do not allow children to cross Pine Street.**

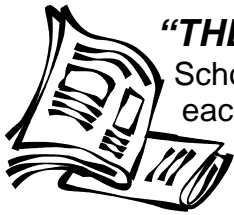


## WAYS TO STAY INFORMED

**DAILY ANNOUNCEMENTS VIA E-MAIL every morning.**

**Be sure to provide your email address!!!**

Any attachments will be distributed each THURSDAY throughout the school year. Also available at [www.stpaulmichigancity.com](http://www.stpaulmichigancity.com) click Daily Announcement . Please provide your e-mail address by calling the school office or sending an e-mail to [stpalschool@stpaulmichigancity.com](mailto:stpalschool@stpaulmichigancity.com).



**“THE GOOD NEWS”** – “The Good News” is the monthly St. Paul Lutheran Church & School newsletter. All congregational and school family households should receive a copy each month in the mail (please let us know if you do not). Each month, there is a page in this newsletter specifically designed for St. Paul Lutheran School information. A sample is provided on page 26.

**WWW.STPAULMICHIGANCITY.COM** – Visit the St. Paul Lutheran Church & School website. Mark this site as your source for the most updated information on church & school news and events including the Daily Announcements, Attachments, and school lunch menu link.

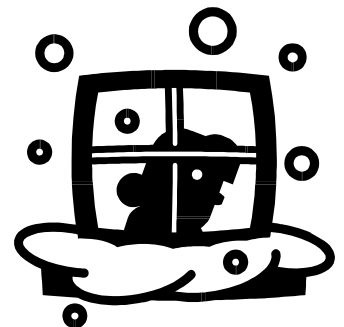
***Teachers and administrative staff may be reached via the “School Staff e-mail” link.***



Each family has an account to track their student’s progress in grades 3-8. Teachers place grade information on INOW on a weekly basis. Your student’s grades are no further than a keystroke away.

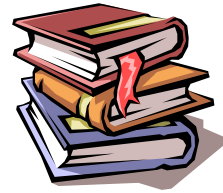
## WEATHER RELATED SCHOOL CLOSINGS

Rather than call the school office, we ask that you please listen to **FM 95.9, FM 96.7, AM 1420, or AM 1540** if there is the potential for a school early dismissal or closing. Another place to check for delays and closings is the website: <http://www.mcas.k12.in.us/index.asp?page=delays> If Michigan City Area Schools closes or has delays – we will be following their lead to protect your safety. In the event of an early dismissal or closing, all after school activities including meetings, athletic practices and games are CANCELLED.



## Library and Media Center

Our Library is an integral part of the instructional program, supporting and furthering the educational objectives of the school. The library program is curriculum-oriented and student friendly. Students are tested through an Accelerated Reader program by using books that are leveled for them.



The Library serves the following purposes:

1. To assist children in developing the skills needed to find, organize, evaluate, apply and present information that correlates with their studies, complements their personal life experiences; and contributes to their individual self-fulfillment.
2. To provide a centrally-located, well-balanced collection of instructional materials in a variety of media.
3. To assist and teachers in selection, evaluating and utilizing instructional materials from the school collection and from other available sources.
4. To stimulate and extend the interest of children in reading a worthwhile and pleasurable leisure activity.
5. To cooperate as a media/computer center as well as a Library.
6. Computer Science is taught within the library space.

To:  
Parents of Students in Grades 3 – 8  
From:  
Re: **INOW Grade System**

Haven't been on INOW yet? Why not? It's the best way to keep track of your student's progress. "Activation Codes" are still available. If you cannot find your activation code, call the school office and we can get you started!

Use the following "helps" as we continue our INOW adventure together.

Website is: <https://191090.stiinformationnow.com/InformationNow/Login.aspx?ReturnUrl=%2finformationnow%2fDefault.aspx>

We need your feedback on our INOW program. Tell us what is working well and what is still difficult to understand. We want

# Frequently Asked Questions About *St. Paul Lutheran Church*

## **What worship opportunities are available at St. Paul Lutheran Church?**

We offer a variety of times and styles of worship. Communion is celebrated at each of our services. Our present worship schedule is:

5:00 p.m. Saturday	Relaxed Traditional
8:00 a.m. Sunday	Traditional
9:15 a.m. Sunday School	SPARK Curriculum
10:15 a.m. Sunday	Contemporary

Special weekday and evening services are held throughout the year to celebrate significant times in the life of the church and community – Advent, Christmas Eve, Christmas Day, Lent, Holy Week and Easter Sunday. Dates and times of these services are available by calling the church office (219) 874-7409 or by visiting our website: [www.stpaulmichigancity.com](http://www.stpaulmichigancity.com). Certain life events, such as weddings and funerals, are also opportunities for worship.

## **Can I receive communion at St. Paul Lutheran Church?**

We invite all who are baptized, regardless of church membership, to commune with us. We believe that Jesus' Body and Blood are truly present in the bread and wine. Grape juice is available for those who may be sensitive to wine. Children who do not yet commune are invited to come forward for a special blessing.

## **Do I have to be a member of St. Paul Lutheran Church to participate in church activities?**

No. We invite and encourage you to participate in any activity that interests you. It is through your involvement that you will become more aware of the gifts that God has given you and discover ways in which He has called you to use them.

## **How do I become a member of St. Paul Lutheran Church?**

Pastor holds orientation meetings throughout the year. These meetings are opportunities for you to ask questions and explore what it means to be a Lutheran Christian. (There are no tests!) Persons wishing to transfer membership from another congregation to St. Paul may request a transfer from their current congregation. New members are received into the congregation during regular worship services.

## **What educational opportunities are there for adults at St. Paul Lutheran Church?**

Several groups of study and fellowship are available for your participation. Please contact the church office for an updated listing of available opportunities. We also invite you to make suggestions regarding your educational needs. We are open to beginning new Bible or book studies as well as discussion groups on topics of interest.

## **What else should I know about St. Paul Lutheran Church & School?**

We want you to know how much God loves you! It is our mission to spread this Good News to all people. That includes you. We invite you to worship with us each weekend. Let us show you how good a life lived in faith can be. For a look at our various ministries, please visit our website:

# Frequently Asked Questions About *St. Paul Lutheran School*

## I'd like to know a little bit about St. Paul Lutheran School and its programs?

St. Paul Lutheran School offers a full-day curriculum for students in Kindergarten through Grade 8. We have one classroom each for grades K through 8. Junior High classes begin in 6<sup>th</sup> grade with students changing classrooms each period. The maximum student/teacher ratio for kindergarten is 15:1. The student/teacher ratio in grades 1 through 8 is 25:1. We currently have 10 full-time teaching staff members, two part-time teaching staff members, and 1 part-time teacher aide.

Students at our school have the opportunity to participate in the following extra-curricular activities (most of these activities begin in grade 5 and continue through grade 8)...

Cross Country	Volleyball	Basketball	Soccer
Cheerleading	Track & Field	Choral	Chapel Assistants
Yearbook	Flag Raising	CYO Band	Spelling Bee
Theme Week	Scouting	Christmas Drama	8th Grade Banquet

School begins at 8:00 a.m. in the morning and is dismissed at 2:45 p.m. (2:30 p.m. Grades K-2). A chapel service is held every Wednesday morning at 9:15 a.m. Parents are always encouraged to attend our chapel services.

## Are opportunities available for parents to be involved in their child's classroom?

YES! Parents &/or guardians are welcomed and encouraged to volunteer in their child's classroom. There are always extra things to do in the classroom. If you visit the classroom, be prepared to "lend a hand." In addition to classroom assistance, St. Paul Lutheran School has a very active Parent Teacher League, offering a wide variety of parental involvement opportunities including fundraising, preparing for special meetings, PTL nights, our annual Book Fair, our annual *FUN FAIR*, our theme week and graduation activities. There are always numerous ways for our parents to "help out."

Classroom parties can be scheduled for Reformation (Halloween), Christmas, Valentine's Day, Easter and the teacher's birthday. Room parents make arrangements for these parties.

## What is the academic curriculum at St. Paul Lutheran School?

St. Paul Lutheran School is proud to offer a Christ-centered, high-quality academic environment for our students. Traditional subjects, as well as religion classes, are taught daily. In an era where educational standards are being bolstered, "re-tooled" and "re-aligned" on every side, St. Paul Lutheran is proud to say that we continue to provide the same high-quality education that our parents have expected for over 133 years. Our teachers are certified by the Indiana State Board of Education and the majority of our staff have achieved Master's level degrees. Our curriculum and daily practices are guided by Indiana State Standards. Our school is a member of the [Evangelical Lutheran Education Association](#).

**[www.stpaulmichigancity.com](http://www.stpaulmichigancity.com)**

**ST. PAUL LUTHERAN SCHOOL**

Michigan City, Indiana

**SCHOOL STORE PRICE LIST 2011-2012**

Pencil (Assorted Color)	10¢
Novelty Pencil	25¢
Pen (Medium Point)	25¢
Cap Eraser	5¢
Pink Eraser	25¢
Art Gum Eraser	50¢
Pencil Sharpener	50¢
12" Ruler	25¢
Safe-T Compass	\$1
6" Protractor	50¢
Crayola Crayons (24)	25¢
Colored Pencils (12)	\$2
Elmer's Washable School Glue (4 oz.)	50¢
Index Cards: White Ruled 3½" x 5" (100)	50¢
Theme Pad: Wide Ruled: 60 sheets	75¢
Graph Paper Pad: 50 sheets	75¢
Poster Board (White)	50¢
Report Cover: Clear Plastic w/ Slide	50¢
Science Fair Display Board (White)	\$3
Student Planner	\$3
Two Pocket Folder with 3 prongs (vinyl)	\$1.50

**GRADES 5-8 P.E. UNIFORM**

T-Shirt – White	\$6
Shorts – Blue	\$13

**"CRUSADER WEAR" PRICE LIST**

New items available for preorder coming soon	

# St. Paul Lutheran School

## STUDENT SUPPLY LIST — 2011-2012

Kindergarten Supply List	Quantity
Facial Tissue: Box	2/Semester
#2 Pencils (no mechanical)	4/Semester
Crayons: Box of 24	1/Semester
Markers: Box 8-10: Classic: Washable	1
Eraser: Large Pink	1
Scissors: Fiskars®	1
Glue: Elmers® Washable 4 oz.	1
School Box: 5" x 8" (no larger)	1
Spiral Notebook: Wide: 70 pg.	1
Plastic (Poly) Folders w/ Pockets	3
Disinfecting Cleaning Wipes: Canister	1
Backpack (no wheels)	1
Towel for Rest Time (no blankets)	1

First Grade Supply List	Quantity
Facial Tissue: Box	3
#2 Pencils (no mechanical)	10
Crayons: Box of 24	1
Markers: Box 8-10: Classic	1
Eraser: Large Pink	1
Scissors	1
Glue: Elmers® Washable 4 oz.	1
School Box: 5" x 8" (no larger)	1
Spiral Notebook: Wide: 70 pg.	2
Folders w/ Pockets	3
Disinfecting Cleaning Wipes: Canister	1
Backpack (no wheels)	1
Michigan City Library Card	

Second Grade Supply List	Quantity
Facial Tissue: Box	3
#2 Pencils (no mechanical)	10
Crayons: Box of 24	1
Eraser: Large Pink	1
Scissors	1
Glue: Elmers® Washable 4 oz.	1
School Box: 5" x 8" (no larger)	1
Spiral Notebook: Wide: 70 pg.	1
Filler Paper: 3-Hole: Wide: 150	1
Folders w/ Pockets	3
Disinfecting Cleaning Wipes: Canister	1
Backpack- (no wheels)	1
Colored Pencils: Box of 8 (optional)	

Third Grade Supply List	Quantity
Facial Tissue: Box	4
#2 Pencils (no mechanical)	20
Pen: Red Ink	1
Eraser: Large Pink	2
Crayons: Box of 24	1
Markers: Box 8-10: Classic	1
Colored Pencils: Box of 8: Classic	1
Dry Erase Marker: 4-Color Set	1
Dry Erase Board & Eraser (or cloth)	1
Scissors	1
Glue Stick	1
School Box: 5" x 8" (for Art supplies)	1
School Box: 5" x 8" (or zipper pocket)	1
Spiral Notebook: Wide: 180 pg.	2
2" 3-Ring Binder	1
Plastic Folders w/ Pockets & Holes for Binder	5
Clear Sheet Protectors for Binder	4
Filler Paper: 3-Hole: Wide: 150	4
Index Cards: 3"x5" Ruled: 100	1
Disinfecting Cleaning Wipes: Canister	2
Backpack - (no wheels)	1
USB Jump Drive (512MB minimum)	1
Bible (NIV)	1
Student Planner*(School Store Item*)	1

Fourth Grade Supply List	Quantity
Facial Tissue: Box	3
#2 Pencils (no mechanical)	20
Pen: Blue or Black Ink	2
Eraser: Large Pink	2
Ruler: 12" (in. & cm.)	1
Crayons: Box of 24	1
Markers: Box 8-10: Classic	1
Colored Pencils: Box of 8: Classic	1
Dry Erase Marker: 4-Color Set	1
Scissors	1
Glue: Elmers® Washable 4 oz.	1
Calculator	1
School Box: 5" x 8" (for Art supplies)	1
School Box: 5" x 8" (or zipper pocket)	1
2" 3-Ring Binder	1
Folders w/ Pockets & Holes for Binder	5
Clear Sheet Protectors for Binder	6
Spiral Notebook Wide 3 subject	1
Filler Paper: 3-Hole: Wide: 150	4
Backpack - (no wheels)	1
Disinfecting Cleaning Wipes: Canister	2
USB Jump Drive (512MB minimum)	1
Bible (NIV)	1
Student Planner*(School Store Item*)	1

Fifth Grade Supply List	Quantity
Facial Tissue: Box	3
#2 Pencils (no mechanical)	20
Pen: Blue or Black Ink	2
Eraser: Large Pink	2
Ruler: 12" (in. & cm.)	1
Protractor: 6" Transparent	1
Compass, Safe-T*(School Store Item*)	1
Crayons: Box of 24	1
Markers: Box 8-10: Classic	1
Colored Pencils: Box of 8: Classic	1
Dry Erase Marker: 4-Color Set	1
Dry Erase Board Eraser (or cloth)	1
Scissors	1
Glue: Elmers® Washable 4 oz.	1
Calculator	1
School Box: 5" x 8" (for Art supplies)	1
School Box: 5" x 8" (or zipper pocket)	1
Spiral Notebook: Wide: 3-Subject	1
Folders w/ Pockets	3
Filler Paper: 3-Hole: Wide: 150	2
Graph Paper: Pad	1
Backpack (no wheels)	1
Disinfecting Cleaning Wipes: Canister	2
USB Jump Drive (512MB minimum)	1
Bible (NIV)	1
Student Planner*(School Store Item*)	1
Deodorant/Antiperspirant	1
Gym Shoes & Socks	1
Gym Uniform (Shorts & T-Shirt)*	1

K-8 <sup>TH</sup> Grade Reading Folder	Quantity
Pocket Folder	1

**PLEASE  
LABEL  
ALL ITEMS  
WITH STUDENT  
NAME**

# STUDENT SUPPLY LIST — 2011-2012

Junior High Class Supplies	Core Classes						Specials		
	Literature	Writing & Grammar	Social Studies	Science	Math	Health		Religion	AR Reading
Homeroom									
Spiral Notebook: Wide: 70 pg						1			
Spiral Notebook: Wide: 180 pg	1	1	3	2	2				
Folders w/ Pockets	1*		1*	1*	1*		1*		1
Binder: 3-Ring: 1"	1	1	1	1	1		1		
Folders w/ Pockets & Holes for Binder									
Clear Sheet Protectors: Top-Loading							20		
*It is the students choice to use individual binders for each subject or a large binder for multiple subjects									
Facial Tissue: Box									
#2 Pencils (No Mechanical)									
Pens: Blue or Black Ink									
Filler Paper: Wide: 3-Hole: 150									
Graph Paper: Pad									
Index Cards: 3"x5" Ruled: 100									
Eraser: Large Pink									
Ruler: 12" (in. & cm")									
Protractor: 6" Transparent									
Crayons: Box of 24									
Colored Pencils: Set of 8									
Markers: Box 8-10: Classic									
Scissors: 8" Blade									
Glue: Elmers® Washable: 4 oz.									
Calculator: Basic Scientific									
Backpack (no wheels)									
USB Jump Drive (512MB minimum)									
Bible (NIV)									
Deodorant/Antiperspirant									
Gym Shoes & Socks									
<b>Items to purchase from School Store:</b>									
Eraser: Artgum									1
Compass: Safe-T									1
Student Planner									1
Gym Uniform									1

Items Your Student May Find Useful But Are Not Required:

Locker Shelves

Magnetic Pencil Holder for Locker

Small Gym Bag

Report Covers

Binder Pouches for Pencils/Pens, Etc.

**Calculator Note:** Should have pi, square root, power, & los, sin, tan.  
There are also good calculators available on-line for home-work purposes.

**PLEASE LABEL ALL ITEMS WITH STUDENT NAME**

### What is P.T.L.?

#### PRAYER/THANKS/LIFE

P.T.L. stands for our "Parent Teacher League" at St. Paul Lutheran School. Every parent is a member of the P.T.L. The meetings are always casual with an open atmosphere. We encourage all parents to find out what the P.T. L. is all about, participate in discussion and to suggest any ideas that could benefit both our children and our school.

#### AIMS and GOALS OF P.T.L.

- ◀ Promote the Christian education of children in body, mind and spirit.
- ◀ Promote united efforts between educators and the congregation as well as to secure every child the highest advantage of Christian education.
- ◀ Promote close relations between home and school that parents and teachers may cooperate more intelligently in Christian training of the child.
- ◀ Promote the welfare of children in the home, church, community and school.

#### **2011-2012 PTL OFFICERS**

President  
Charlotte Shaia

Vice President  
Tonya Cook

Secretary  
Jill Pollock


Treasurer  
Debbie Hundt

#### **P.T.L. COMMITTEES**

- ◇ Book Fair
- ◇ Concessions
- ◇ Corporate Connections~Box Tops, Campbell's Labels for Education, Our Family Labels for Learning
- ◇ Crusaderwear
- ◇ Family Nights
- ◇ Fun Fair
- ◇ Fall Fund Raiser
- ◇ Hospitality
- ◇ Market Day
- ◇ Room Parents
- ◇ School Programs




You can help St. Paul School earn FREE money & products by participating in the following programs:



### **Campbell's LABELS FOR EDUCATION**

A full listing of eligible products is available at [www.labelsforeducation.com](http://www.labelsforeducation.com).



### **General Mills Box Top\$ for Education**





### **Our Family<sup>®</sup> LABELS FOR LEARNING**

A donation of 5¢ will be received for each label redeemed.



Please help earn FREE PRODUCTS for our school by saving and depositing your qualifying UPC symbols, labels or box tops at one of our collection points: school office, church office or canister in church narthex. *THANK YOU FOR YOUR SUPPORT!*

## St. Paul Scrip Program ~ **ONE SIZE FITS ALL IN GIFT CARDS**



### What is Scrip?

Scrip is a term that means “substitute money”. When you purchase scrip, you’re purchasing negotiable gift certificates and prepaid cards that are used just like cash. You can use scrip to purchase everyday expenses like food, clothing, and other essentials, and with every purchase, you earn revenue for our organization.

### How scrip generates revenue

[www.glscrip.com](http://www.glscrip.com)

The Great Lakes Scrip Center acts on behalf of churches, schools and other non-profit organizations to purchase large amounts of scrip from grocery stores, department stores, and other retailers. Because the scrip is purchased with cash up front, the participating retailers offer a substantial discount. Our organization buys the scrip from Great Lakes Scrip Center at a discount, and re-sells the certificates to families like your for full face value. The discount-from two to fifteen percent or more-is our organizations revenue.

### Scrip is “shopping cart fundraising”

Scrip is a popular fundraiser because families don’t have to sell anything. Organization members produce revenue by making regular household purchases they *would make anyway*. Groceries, clothing, toys, gifts, even gasoline can be purchased with scrip.

**In-Stock** - Purple sheet. Available daily before (7:45-8:15 a.m.) & after school (2:35 – 3:05 p.m.) Fill out the purple form and get the in-stock *Scrip* if available at the time of purchase.

**Now available in the church office Monday-Friday 8:15 – 2:30.**

Or.....

**1) Fill out the Scrip PRE-order form** Pink form is Tuesday by 8:30 am for Thursday afternoon delivery. Make sure your name, address and phone are correct. Please note school family and grade level of student if applicable, or circle church.

**2) Bring the completed form to school from 8:00 – 8:30 a.m. on Tuesday. Along with a check, cash or money order.** We will process your order and give you the choice of where your rebate will be used. (example: specific child’s tuition or contribution to the church). The school will automatically receive half of the rebate. You choose the other half.

**3) Pick up your Scrip on Thursday between 2:35 and 3:05 p.m.**

For your convenience, orders will be available for pick up in the church office between 8:30 -4:00 p.m., if not picked up on Thursday.

HUNDREDS OF NATIONAL RETAILERS AVAILABLE go to [www.glscrip.com](http://www.glscrip.com)

### Another Easy Free Fundraiser

**School Mall**-Remember to do all your online shopping through the merchants on [www.schoolmall.com](http://www.schoolmall.com) Example: Shop through Walmart at schoolmall.com and we get 4% of the value of your purchase back to us! On top of that, if you pay with your scrip card bought here, we earn an additional 3%!! The best part, this 7% profit to the school cost you nothing!!!! Shop, shop, shop and remind all your friends and family too. You can find us under Saint Paul Lutheran Day School.

# ST. PAUL SCRIP FORM

# IN-STOCK PURCHASES

IN-STOCK available daily before (7:45-8:15a.m.) & after school (2:35-3:05p.m.) CHURCH OFFICE 8:15-2:30

ORDER # \_\_\_\_\_

Date **	Name **	Daytime Phone	School/Church family name to credit	Cash or Check # **
		Home Phone		
Address _____		FILLED BY: _____		Total \$ **

GROCERY & GAS	UNIT	#	total
Al's -5% Paper	\$10.00		
Al's	\$20.00		
Al's	\$50.00		
Jewel - 4%	\$25.00		
Jewel-4%	\$100.00		
Gordon FS 4%	\$25.00		
Gordon FS 4%	\$100.00		
BP Gas -2%	\$50.00		
Family Express-4%	\$25.00		
Family Express 4%	\$100.00		
Marathon Gas -3%	\$25.00		
Marathon Gas -3%	\$100.00		
Speedway - 4%	\$25.00		
Speedway-4%	\$100.00		
MC Car Wash	\$30.00		

RETAIL STORES	UNIT	#	total
I-tunes - 5%	\$15.00		
JC Penney 5%	\$25.00		
JoAnn Fabrics 6%	\$20.00		
Kmart 4%	\$25.00		
Kohl's-4%	\$25.00		
Kohl's-4%	\$100.00		
LauriePredPaws5%	\$5.00		
Lowe's - 4%	\$25.00		
Lowe's - 4%	\$100.00		
Marshall/TJ Max7%	\$25.00		
MC Sports -8%	\$25.00		
Meijers-3%	\$25.00		
Meijers - 3%	\$100.00		
Menard's-3%P	\$25.00		
Menard's -3% P	\$100.00		
Michael's Crafts-4%	\$25.00		
Nike 12%	\$25.00		
Office Depot-4%	\$25.00		
Office Max - 5%	\$25.00		
Overstock.com 8%	\$25.00		
Payless Shoes13%	\$20.00		
GAP /Old Navy9%	\$25.00		
PampChef (Kuiken)10%	\$10.00		
Sally Beauty 12%	\$25.00		
Sears - 4%	\$25.00		
Staples-5%	\$25.00		
<b>TARGET -2%</b>	\$25.00		
TasteSimple(Payne)10%	\$10.00		
Toys/BabR Us1.5%	\$20.00		
Wal-Mart-3%	\$25.00		
Wal-Mart-3%	\$50.00		
Wal-Mart-3%	\$100.00		
Walgreens - 6%	\$25.00		

RESTAURANTS	UNIT	#	total
Albano's - 10%P	\$10.00		
Applebees-8%	\$25.00		
Arby's-8%	\$10.00		
Baskin Robns 9%P	\$2.00		
Bob Evans - 10%	\$10.00		
Burger King - 4%	\$10.00		
Carlson's - 10% P	\$10.00		
Chili's - 9%	\$25.00		
Chuck E Cheese8%	\$10.00		
Cold StoneCrm 8%	\$10.00		
Cracker Barrel-9%	\$10.00		
Culver's 10%	\$10.00		
Denny's - 7%	\$10.00		
Dominoes Piz 8%	\$10.00		
Dunkin' Donuts-4%	\$10.00		
Fannie May-25%	\$10.00		
Gelosomo'sMC10%	\$10.00		
Hacienda - 10%	\$10.00		
Holly's - 10% P	\$5.00		
KFC 8% P	\$5.00		
Lindo's(MC)10%P	\$10.00		
Little Caesars 8%	\$20.00		
LongJohnSilver8%P	\$5.00		
McDonald's- 6% P	\$10.00		
Memo's(MC) 10%P	\$10.00		
Miller's Pizza10%P	\$10.00		
Panera Bread 9%	\$10.00		
Papa John(MC)20%P	\$5.00		
Pizza Hut - 8%	\$10.00		
Quizno's-10%	\$10.00		
Red Lob/OliveGdn9%	\$25.00		
Red Robin-9%	\$25.00		
RODINI'S-10%	\$25.00		
Starbucks 7%	\$10.00		
Steak & Shake 8%	\$10.00		
Subway 3%	\$10.00		
Wendy's - 4%	\$10.00		

RETAIL STORES	UNIT	#	total
Ace Hardware 3%	\$25.00		
Aeropostale 7%	\$25.00		
Amazon.com 4%P	\$25.00		
AMC Theater 7%	\$25.00		
Auto Zone 8%	\$25.00		
Avon-Bennett 5% P	\$10.00		
B. Dalton/Barns 9%	\$10.00		
Bass Pro Shop9%	\$25.00		
Bath & Body 13%	\$10.00		
Bed Bath&Beyd 7%	\$25.00		
Best Buy 3%	\$25.00		
Build A Bear 8%	\$25.00		
CarsonPScott 8%	\$25.00		
Children's Plc 12%	\$25.00		
Claire's 9%	\$10.00		
CVS Pharmacy 6%	\$25.00		
Discovery Toys	\$10.00		
10%-Donkersloot			
Disney -2%	\$25/\$100		
Eddie Bauer 10%	\$25.00		
f.y.e. 6%	\$25.00	While	last
Game Stop/EB 3%	\$25.00		
Gymboree-13%	\$25.00		
Home Depot 4%	\$25.00		

Local available within 2 days of order...  
 Naturally Wood 5% Flooring Center 5%  
 Tylisz Appliance 3% VonTobel 4%  
 Vacuum Cleaner Center, 5% Hardesty Carpet

Purchased/Picked up by: \*\* \_\_\_\_\_

updated 1/20/11

More retailers @ [www.glscrip.com](http://www.glscrip.com)

**St. Paul Lutheran Church & School**  
**818 Franklin St ~ Michigan City, IN 46360-3508**



**St. Paul School Contact Information**

School Office                      219/874-7409

School Fax                         219/874-6462

Email: [stplschoo@stpaulmichigancity.com](mailto:stplschoo@stpaulmichigancity.com)

**St. Paul Church Contact Information**

Church Office                      219/874-7293

Church Fax                         219/874-7430

Email: [stpaul Lutheran@stpaulmichigancity.com](mailto:stpaul Lutheran@stpaulmichigancity.com)

Web site: [www.stpaulmichigancity.com](http://www.stpaulmichigancity.com)

*Teachers and administrative staff may be reached via the "Contact Us" link.*