

Introduction

The St. Paul's Lutheran School Handbook is designed to give you all the necessary information about our school and the policies of our School Board. By enrolling your child in St. Paul's Lutheran School, you indicate that you will follow the policies stated in the handbook. Please read this handbook carefully. If there are any questions regarding the school or its policies, bring them to the principal or any member of the School Board.

The full cooperation of parents, teachers, students and the congregation are needed to carry out the God-given task of providing our children with a complete, Christ-centered education.

May our Lord and Savior, who had commanded us to feed His lambs, and who graciously guides us in this task, continue to show His merciful kindness as we endeavor, together, to carry out this important task.

Mission of St. Paul's Lutheran School

The mission of St. Paul's Lutheran School is to provide a Christ-centered pre-school through eighth grade academic education by nurturing the spiritual, mental, physical, and emotional development of God's children through daily instruction and application of God's Word, thus preparing them for life in the world around them as well as life with their Savior in heaven.

Purpose of Our School

St. Paul's Lutheran School was begun to assist parents in carrying out the command of our Lord when He said, "Fathers...bring (your children) up in the training and instruction of the Lord." (Ephesians 6:4b) As Christian parents, we should welcome this opportunity to give children the Christ-centered education, which they so vitally need. As concerned individuals, we pray that their faith and love for the Savior will enable them to overcome the many temptations that will confront them in this life. We have faith in the Lord's command and promise when He says, "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6) To this end we, the faculty and the School Board, serve you in our Christian Elementary School.

Aims of Our School

In teaching the children entrusted to our care, our school has the following aims:

1. We teach that God is the Creator and Preserver of the universe and all people.
2. We give students a Christ-centered education. We want them to know and believe in Jesus, their Savior, who came into this sinful world to suffer and die for their sins. Through the teachings of the Law they realize their complete unworthiness for salvation, but they are led to rejoice in the hope of eternal life, which is theirs through the Gospel.
3. We guide students in Christian living out of love for their Savior. We also encourage God-pleasing stewardship of time and talents.
4. We teach all subjects in the light of God's Word. Subjects are taught in a way that always keeps in mind the all-directing influence of God in the ways of the world.
5. We teach that all people are God's creation, and children should be led to have respect for the rights and welfare of others—at home, in the classroom, on the playground, and wherever they may be.
6. We train children to be citizens who recognize God as the source of all government, who will use their talents in His service, and who will find it a joy and necessity to obey the laws of our land and participate in the activities of their community.
7. We give aid to the Christian home by helping to train children in the importance of Christian obedience and proper church life, and to assist parents in meeting the challenge of properly guiding their children.

Affiliation

St. Paul's Lutheran School is maintained and supported by St. Paul's Evangelical Lutheran Church, a member of the Wisconsin Evangelical Lutheran Synod (WELS). Its supervision and administration are the responsibility of St. Paul's School Board.

Faculty

Only men and women who have dedicated themselves to the service of the Lord to "Feed My Lambs", and have been certified by the WELS, are eligible to teach full-time in St. Paul's Lutheran School. Our teachers are not hired but receive a divine call from the Lord through St. Paul's congregation.

Entrance Requirements

In the light of the tremendous gift we have in Christ Jesus and the great blessing of Christian education, we are happy to offer these blessings to as many children as our facility will allow. In keeping with the aim of Christian education as set forth in this handbook, it must be made clear that the chief motivation for enrollment in our school should be the blessings of Christian education.

Parents understand that not being a member of St. Paul's Lutheran Church or Gethsemane Lutheran Church (our sister WELS congregation in Davenport, IA), they are enrolling their child under tuition status. For children enrolling in grades K through 8, parents will be required to attend three or four sessions on Lutheranism with the pastor. Along with this, parents understand that they are responsible for their part in the financial support of the school. Therefore, upon the approval of the School Board, parents understand that:

1. They will pay the annual supply fee for each child, which covers the replacement cost of textbooks, workbooks, computers, etc. This fee is not refundable.
2. They will pay the tuition fee each month (September – May) for each child enrolled. A non-WELS family having more than one student attending St. Paul's Lutheran School in grades 1 – 8 will pay 75% of full tuition for the second child and 25% of full tuition for each additional child.
 - a. Tuition is due on the first of each month.
 - b. Payments must be made on time. If the student's account becomes 45 days past due, St. Paul's reserves the right to release that student, unless arrangements have been made with the School Board.
3. If they decide to join St. Paul's Church, only a Member's Fee (20% of tuition) will be paid each year, and they will continue to support the school through regular offerings to the congregation.
4. If they decide not to join the church but wish to continue sending their child to St. Paul's, they will pay full tuition costs upon School Board approval.

Registration and Enrollment

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

Parents who wish to enroll their child in St. Paul's Lutheran School must:

1. Complete the required registration form to apply for entry. Acceptance of the registration is subject to review by the School Board.
2. Assist in making available to St. Paul's the necessary school records from their child's previous school (s).
3. Enroll their child based on the following age requirements:
On or before September 1:
 - a. Preschool (2 day program) --- Age 3
 - b. Pre Kindergarten (3 or 5 day program) – Age 4 or 5
 - c. Kindergarten – Age 5
 - d. Grade 1 – Age 6
4. Have their child fully immunized according to the state of Illinois requirements before entrance. Preschool and fifth grade students must have a physical examination before entrance. Forms are available at the school or from your doctor.
5. Understand that children of non-members are to participate in the total curriculum of the school, including memorizing Bible passages, hymns, and the study of Christian doctrine drawn from the Bible.

Payment of Fees

Checks for the payment of tuition, registration, enrollment, childcare, and other fees should be made out to ST. PAUL'S LUTHERAN CHURCH.

Curriculum

The curriculum and course of study are based on the requirements for the State of Illinois and the Wisconsin Synod Course of Study for Lutheran Elementary Schools. Special emphasis is placed on religion and the teachings of the Bible. All subjects taught at St. Paul's are taught in the light of God's Word.

PreSchool and Kindergarten Curriculum

Religion (Listening to Bible stories and learning simple verses)

Music/Rhythm Activities

Social Studies and Science Units

Math Readiness (counting/patterns/shapes/sizes)

Reading Readiness (listening skills/letters/sharing)

Physical Education (free play/recess)

Art (cutting/pasting/coloring/following directions)

Social Skills (interacting with other students/caring for their possessions and the classroom)

First – Eighth Grade Curriculum

Religion

Bible History

Catechism

Hymnology

Memory Work

Daily Devotions

Mathematics

Mathematics

Pre-Algebra

Algebra

Geometry

Language Arts

Reading

English

Spelling

Penmanship

Creative Writing

Literature

Forensics

Elementary Spanish

Arts

Art & Art Appreciation

Music & Music Theory

Physical Education

Calisthenics

Fitness Testing

Team Sports

Individual Sports

Lead Up Games

Social Studies

Geography

U.S. History

World History

Current Events

Co-Curricular Activities

Tours and Field Trips

Dramatic Presentations

Choral Programs

Athletics

Handbells

Computer

Science

General Science

Physical Science

Life Science

Earth Science

Internet Use Policy

Computers are a part of daily living in our society today. Families rely on the computer for many daily tasks. Our teachers use the Internet to enhance lessons. Students in the upper grades are able to access information for projects, papers, and reports on the Internet.

Each student in grades 4 – 8 must sign an “Internet Use Policy” agreement form, which is kept on file at school. A new form will be available at the beginning of each school year.

Confirmation Instruction Class

Children of the seventh and eighth grades will participate in confirmation instruction classes as arranged by the pastors of St. Paul’s and Gethsemane. These instruction classes, conducted by the pastors, represent the final course in the religion curriculum of our school.

Homework

Children are expected to finish their assigned work on time, unless prior arrangements have been made with the teacher. Children should not have to spend excessive time to complete their assignments at home. Failure to complete assignments on time will result in notifying the parents.

Grading and Report Cards

A -- Excellent

B – Good

C – Average

D -- Below Average

F -- Failure

E – Exceptional

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

I – Incomplete

Since the report card does not grade the child’s ability, but rather what is actually achieved, the child’s effort is noted under work habits. Report cards for grades K – 8 are issued quarterly.

Parent-Teacher Consultations

To build closer communications between parents and teachers and to inform parents of their child’s progress, two consultations are held each year, after the first and third quarters. Information concerning these meetings will be sent to the parents prior to their appointments. Additional conferences may be arranged by contacting your child’s teacher.

Classroom Visits

Parents, members of St. Paul’s or sister congregations, and others are invited to visit the classrooms at any time. Please extend the school the courtesy of contacting the teacher ahead of time.

Testing

In the fall of the school year, St. Paul's Lutheran School participates in the testing program used by most of the elementary schools of the WELS. At the present time this is the Terra Nova Achievement Test for children in grades 4 – 8.

The purpose of these tests is to assist us as educators in teaching your child. The Achievement Tests give us an opportunity to see how well your child has mastered basic skill and the strengths and weaknesses your child may have in certain academic areas. They also allow us to see the potential your child has and what their mental abilities are. These tests permit the faculty to review the strengths and weaknesses of the curriculum at St. Paul's and the effectiveness of the teaching done in our school.

The tests are computer scored and a copy of the results will be given to parents. A second copy will be placed in the student's permanent record. Parents are encouraged to discuss the results with the teacher so any questions may be answered.

Parental Help

Parents can aid the children and the school:

1. By using the Word of God as the sole guide in all phases of daily living.
2. By ATTENDING CHURCH REGULARLY with your child, by bringing him/her to Sunday School, and by having daily family devotions and table prayers.
3. By assuring that your child attends school regularly and arrives on time.
4. By encouraging your child to eat well-balanced meals and to get sufficient sleep.
5. By encouraging your child to be kind and courteous when riding with others.
6. By having your child wear appropriate clothing for cold and wet weather.
7. By discouraging your child from bringing any dangerous or distracting items to school.
8. By taking an active interest in the completion of assignments.
9. By refraining from being critical of the school procedures in the presence of children. Questions and criticism should be brought to the people involved in a constructive and God-pleasing manner.
10. By praying for our school and its staff.

Volunteers

Throughout the year there are opportunities for parents to assist the school in a number of ways either at home or at school. Whether it be working with hot lunch, assisting with the production of bulletin boards, helping with field trips, driving to an athletic event, or gathering materials for a project, the time you can give to your Lord and St. Paul's School is greatly appreciated. If you would be interested in assisting in any way, please do not hesitate to contact the principal or your child's teacher. All volunteers working with children must sign a form, certifying that they have never been involved personally in any instances of child abuse or neglect.

Christian Parents Organization

For the sake of mutual cooperation, understanding, and information, Christian Parents Organization (CPO) meetings are scheduled during the school year. These meetings provide needed communication between parents and teachers. The sessions have been prepared for the benefit of parents and thereby show the parents' interest in their child's education. All parents are encouraged to attend these meetings. The CPO sponsors various events throughout the year such as monthly Hot Lunch and Fast Food Days, guest speakers, book fairs, the Science, Art, and Hobby Fair, Arbor Day, field trips, Junior Olympics, bowling parties, and other activities. Dates for the meetings and activities will be published on the monthly calendar.

Communication

Parents will be kept informed of the coming activities by means of communications sent home with the children such as newsletters, monthly calendars, and notes.

School Phone

The teachers appreciate the use of good judgment on the part of parents who find it necessary to phone during the school day. Please call before 8:15 or after 3:00 or during recess breaks. Many good teaching situations are ruined when teachers are interrupted to answer the phone. Teachers will be happy to discuss any matter with parents after school hours. Students are to use the telephone only for emergency purposes and then only with permission of the teacher.

Discipline

St. Paul's Lutheran School believes that Christian education is a partnership between home, church, and school and that parents, teachers, and school administrators affect each child's education. Therefore, we seek the guidance of God's Word and all discipline is shaped in accordance with it.

It is understood that the Law and the Gospel are the motivating forces, which determine the discipline of our students. The school assumes the role of the parents when the children are under its care. Pupils are expected to place themselves under this guide. Teachers and others in authority are to be obeyed and respected as the representatives of God as shown in the Fourth Commandment. Bearing this in mind, parents should not attempt to excuse their child from conforming to any of the rules of our school.

Grievances

If a grievance relating to a school incident or application of school policy should arise, God's Word in Matthew 18:15 – 18 tells what procedure should be followed. Courtesy and Christian charity dictate that the matter first be privately discussed between parent and teacher, not with other parents or members of the congregations.

If, after a period of time, the problem still exists, the principal should be contacted. If further counsel is deemed necessary at a later time, the pastors and School Board may be contacted. Let us all remember that errors will be made because we are all sinful human beings. All problems should be approached with patience, prayer, and Christian love, allowing God's Word to lead to peaceful and proper solutions.

Special Services

Certain dates are set-aside during the church year for special religious services commemorating important events, such as Reformation Day, Advent, Christmas, Epiphany, Good Friday, Ascension, etc. All parents are invited to attend these special church services.

Regular Chapel services are also held. These services are intended for the child's fuller appreciation of worship in his/her life. They are also to acquaint the child with the function and purpose of Sunday worship. At this time, an offering is collected to further the mission of Christ's church. By this means, the children of our school can take an active part in helping to spread the Gospel of salvation.

Church and Sunday School Attendance

Regular church and Sunday School attendance is encouraged by all children. We do not want our children to miss out on the many blessings God has promised us as a result of hearing His Word. Romans 10:17 says, "Faith comes from hearing the message, and the message is heard through the word of Christ." Parents who truly love and care for their children will provide for their spiritual need each Sunday morning. "But seek first his kingdom and his righteousness, and all these things will be given to you as well." (Matthew 6:33) Parents are also reminded that faithful church attendance on their part is essential to the emotional and spiritual welfare of their child. Parents will be contacted if church attendance is irregular.

School Calendar

A complete School Year Calendar will be available for each school year. Please refer to it for exact date of early dismissal, no school, and special events.

Daily Schedule

PreSchool	8:30 am – 11:30 am (Tues/Thurs)
PreKindergarten	8:30 am – 11:30 am (Mon/Wed/Fri or Mon – Fri)
Kindergarten	8:15 am – 11:30 am (Mon – Fri)
Grades 1 – 8	8:15 am – 3:00 pm (Mon – Fri)

Preschool and PreKindergarten classes begin on the Tuesday following Labor Day and run through Memorial Day. Please check the school calendar for the start and finish dates of kindergarten through eighth grade.

Children may enter their classroom at 8:00 am. Any child who needs to arrive before 8:00 am should report to the childcare room, unless other arrangements are made.

Children are to return home immediately after dismissal unless they are to remain for an organized program, childcare, or are under adult supervision. Parents will be responsible for their child's conduct between home and school. The school is unable to assume responsibility for your child's conduct or safety off the school premises or after school hours.

Childcare

Childcare is available to students of St. Paul's School before and after school. Parents are required to enroll their child in childcare and fill out the necessary paperwork. Childcare is provided in the preschool classroom by Mrs. Pagel or a School Board approved individual. Childcare is only offered on regular school days, it is not available on half days or during vacations. Please consult your school calendar for a list of such days.

Schedule

7:00 am – 8:00 am
11:30 am – 3:00 pm for Preschool, PreKindergarten, & Kindergarten Students
3:00 pm – 5:30 pm for Preschool – Eighth Grade Students

Absences

All children are required to attend every day that school is in session. Exceptions are made only because of sickness or by special permission in advance. When a child is going to be absent, please call the school (762-4494) between 7:00 and 8:15 that morning and leave a message to alert us to that fact. Arrangements can then be made for picking up the child's assignments and/or bringing in make-up work. The teacher should be notified when a child contracts a communicable disease.

Absence from school for family trips must be arranged beforehand. Please contact the teacher for arrangements. Please make every effort to schedule doctor and dentist appointments outside of school hours.

Inclement Weather School Closing Policy

When the weather makes it necessary to close school, it is suggested that your family watch the local television stations for information. St. Paul's will close if either Moline or Rock Island districts close. In extreme weather conditions, St. Paul's may determine to close even if those districts remain open. The television listings will inform you of this.

Dress Code

Children need to be reminded that, as Christians, their bodies are temples of the Holy Spirit. In a Christian school, this principle is reflected by proper dress and good hygiene. With this in mind, the following dress code has been established for all students attending St. Paul's:

1. Pants should not be unusually worn or patched.
2. Shorts are permissible in the fall (Aug – Oct) and spring (Mar – June), as the temperature dictates. Shorts must be of modest length.
3. Shirts with lettering and/or emblems imprinted on them must reflect good Christian taste.
4. Necklines, skirt hems, and blouse lengths should also be in harmony with Christian taste and modesty. No halter tops or bare midriffs are permitted.
5. In the interest of safety, sandals, flip-flops, and open heeled shoes are discouraged from being worn on the playground. Children may change in more suitable shoes before going out for recess.
6. Hair should be cut in a manner consistent with good vision and hygiene.

If parents have any questions regarding types of clothing, we ask that they consult teachers before sending their child. If the teachers find clothing objectionable, the parents will be notified.

Health and Safety Services

Health service is provided for the students of St. Paul's by the Rock Island County Health Department. Our health program consists of hearing tests and vision screening as per Illinois State Law.

First aid supplies are available in school. Only teachers may administer first aid supplies.

Our school is inspected regularly by the local and state fire marshals to see that we meet all health and safety requirements.

Medication at School

Teachers are prohibited from giving any medication to children without parental consent. If children need to bring medication to school to take, a signed note from the parent must accompany the medication with the exact type of medication, dosage, and time the medication should be taken. Also, ensure that the medication is in the original container with the child's name clearly marked on it. We are not able to give out medications without specific directions and a signed note. Please also send a note and notify your child's teacher if your child will be taking any self-administered medications such as inhalers, cough drops, etc.

Property Damage

Recognizing the fact that all we have is a gift from God, the children are expected to take care of the school building and all the equipment. Thus, the children are required to pay for any damage done to books, desks, and other property which is beyond normal wear. In every way possible the children will assist the teachers and the congregation in keeping the property and building in such order as gives glory to God.

Accident Insurance

Children and teachers in our school are covered under an insurance policy of our church as long as they are on the school grounds or at a school-sponsored activity.

Leaving School Grounds

Students are not to leave school grounds during school hours unless accompanied by the teacher or a parent.

Bikes/Skateboards

Students may ride their bicycles, skateboards, or roller blades to and from school; however, under no circumstances may bicycles, skateboards, or roller blades be ridden on school grounds or in the parking lot except when traveling to and from school.

Field Trips

The school will sponsor field trips and tours to various points of interest. These serve to broaden the children's horizons and enrich their learning experience. A parental permission form for each field trip must be signed for any child to be taken off the school grounds. According to Illinois State Law, carseats must be provided for children under the age of 8.

