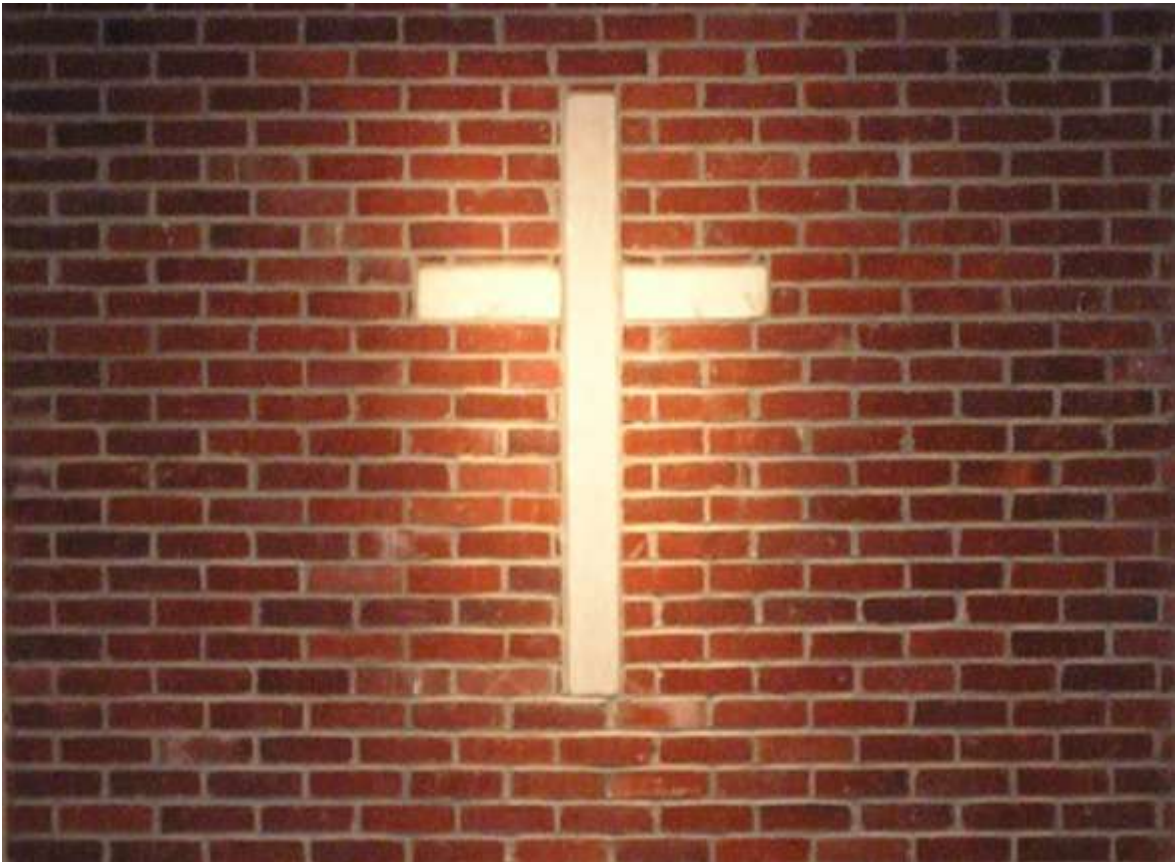


St. Paul's Evangelical Lutheran School

Parent Handbook

2010-2011 School Year



**108 East Highway 4 PO Box 247
Plymouth, NE 68424
402-656-4465
www.stpaulsplymouth.org**

MISSION STATEMENT OF ST. PAUL'S LUTHERAN SCHOOL

OUR MISSION GOAL IS TO PROVIDE A STRONG CHRIST-CENTERED ACADEMIC EDUCATION IN A CARING ATMOSPHERE, ASSISTING IN SPIRITUAL AWARENESS, DISCERNMENT, AND TRAINING. AS MATTHEW 28:19 STATES, OUR GOAL IS TO "...MAKE DISCIPLES OF ALL NATIONS..." REACHING OUT TO CHILDREN BOTH WITHIN OUR CONGREGATION AND THROUGHOUT THE COMMUNITY.

PURPOSE OF ST. PAUL'S LUTHERAN SCHOOL

St. Paul's Lutheran School is maintained by St. Paul's congregation in order to aid parents in bringing up their children in the training and instruction of the Lord (Ephesians 6:4) and training them in the way in which they should go, so as they become older, they will not depart from it (Proverbs 22:6).

If this rearing and training is to be carried out effectively, it is vitally important that wholesome, Christ-centered attitudes be instilled in the child and that Christ-directed habits be practiced by him or her in all his or her experiences and activities in both the home and school.

In order to develop these habits and attitudes, it is necessary that parents and teachers work together in close cooperation with each other and with understanding of their common goal. Thus may these children, under the blessing of God, grow up as fit citizens in this world and as heirs of eternal life in heaven through faith in Jesus Christ, their Savior.

ENROLLMENT POLICY

The primary purpose of our Christian Elementary School is to assist families in providing a Christ-centered education for the children of our congregation and community.

Any child transferring from another school must obtain a report from his or her previous school, indicating that he or she has satisfactorily completed the requirements of his or her grade level.

It is expected that all children entering our school provide the school with a copy of the child's birth certificate for the permanent records of the school.

Non-Discriminatory Policy

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

Acceptance Policy

For students wishing to transfer from another school to St. Paul's, there are certain criteria which need to be addressed. They are as follows:

- St. Paul's Lutheran School is a Christ-centered school. All instruction of the curriculum centers on God's Word. This is to come first and foremost. All students are expected to maintain a satisfactory grade in all religion and memory work.
- The Board of Education will review the admittance of any non-WELS students wishing to begin enrollment between fifth grade and eighth grade.
- All incoming students must be able to pass a grade-appropriate standardized test to be enrolled.
- We ask that all parents of non-WELS students take a basic Bible Information Class with one of the pastors. This is a great benefit to the family, and the parents get a better understanding of what their children are learning in school.
- Transfer records must show that the student has met the academic standards for the grade level. This includes any teacher recommendations from the previous school.

*** These criteria are subject to change at the St. Paul's Board of Education's discretion, in consultation with the principal.**

COST OF EDUCATION

Since the cost of maintaining and operating our school (\$3735 per child) is a part of the church budget, no tuition is charged to member families. As parents directly receiving the benefits of Christian education, your dedicated and diligent use of

your regular church envelopes will help make possible the continued maintenance of our school. We should indeed be grateful that our congregation considers the Christian education of our youth as an obligation of the entire congregation.

Tuition for Non-members

Please contact the school for the exact tuition figures. These figures do change from year to year and are reviewed yearly by the Board of Education.

All tuition is due and payable at registration. If full payment is not made at that time, an installment arrangement for payments is to be made with the principal at registration. Payments are to be received in full by the last day of school.

Fees

Upon registration, a few general fees are due. These include the following:

1) User Fee – As primary users of the school, each family is charged a monthly fee of \$50 while school is in session. This fee may be paid in full at registration, or it can be paid in monthly increments throughout the school year.

2) Registration Fees - Due to rising costs in education, each student attending St. Paul's will be charged an annual registration fee of \$190 per student. This fee helps to cover the cost of workbooks, textbooks, worksheets, and other supplies for each individual child. This fee also includes helping to pay for the services of our school nurse.

The following religion books will need to be purchased and are available from the school office:

Grades K-8 Christian Worship hymnal	\$21.00
Grades 3-8 NIV Bible	\$17.00
Grades 5-8 Luther's Catechism (Blue)	\$18.00

3) School Cleaning Fee - Each family will be charged a one- time yearly fee of \$50 to pay for someone to clean the school each week.

CHURCH ATTENDANCE

Church attendance is an important part of the Christian's sanctified life, and the child of God needs to be taught and trained by word and example of its importance to spiritual growth and enlightenment. We recognize that it is only through hearing God's Word that we are able to grow in the grace and knowledge of our

Lord Jesus Christ: “Faith comes from hearing the message, and the message is heard through the word of Christ” (Romans 10:17). The Christian so fears and loves God that he does not despise preaching and His word, but rather, he regards it as holy and gladly hears and learns it.

Since it is the goal of our school to assist parents in carrying out the divine command to bring up their children in the “training and instruction of the Lord,” the school will do all within its realm to encourage faithful church attendance among its students. Therefore we encourage you to worship as a family in our worship services.

SINGING IN CHURCH

At various times of the school year, our students are given the privilege of showing their love for their Savior by singing in our worship services. All school children are encouraged to attend these services and parents are urged to cooperate with the teachers. Please check the monthly calendar to know when your child will be singing in church. The courtesy of a written excuse in advance by the parents of students who can't attend is requested.

ATTENDANCE & ABSENCE POLICY

In school we try to develop your child's educational skills to his or her greatest possible extent. All children are expected to attend school regularly and punctually. Absence from school robs him or her of the opportunity to achieve this. Even if the work is made up later, the child has lost the benefit of regular, first-hand classroom discussion and activity. Therefore, it is to your child's advantage to be in attendance regularly for all classes each day and to apply him or herself diligently. Your child loses unnecessarily if he or she misses school because of out-of-town trips, home errands, and the like. Parents are strongly encouraged to have their child's doctor and dentist appointments scheduled during non-school hours. Vacations should be planned during summer months if possible. In the event that an absence does occur, we require a written note from the parents stating the date and reason for the absence. All missed work will need to be made up. Parents are to call school prior to 8:15 a.m. if their child will be absent.

Children are permitted no more than five (5) absences per quarter. Should absences exceed five, the Board of Education will review the child's attendance for the rest of the school year.

ARRIVAL & DISMISSAL

School hours are 8:30 a.m.-3:30 p.m. Students should not arrive at school before 8:00 unless arrangements have been made with the teachers. Students who arrive before 8:00 should go directly to the gymnasium until it is time to go into the rooms. Teachers will notify students when they may go to their lockers or enter classrooms. Once students arrive, they are not permitted to leave school grounds unless they have written permission from their parents to do so.

Parents dropping students off and picking students up are asked to enter the parking lot from the highway (between the school and church). Please do not enter from the County Road. This will help keep traffic moving in one direction, and it will make the parking lot safer for the students.

Students riding bicycles should park them in the bike rack. There will be no riding around on school grounds. Students are permitted to cross the highway only at the corner of Highway 4 and Washington Avenue.

Since school begins promptly at 8:30 a.m., tardiness will be recorded at 8:25 a.m. (exception for late bus riders) so that the day does not start late and religion class time is not lost. With tardiness of 10 minutes or more, a written excuse from a parent should accompany the student.

All children are to leave school grounds as soon as possible after school is dismissed. Some children will have cleaning duties after school. Please check with your child to see if he or she has a duty, and plan to pick up your child accordingly. Please pick up your children promptly. A faculty member will be supervising those students waiting for rides until after school care begins.

After school care is run by parental volunteers. Parents are encouraged to help, if their schedules allow.

KINDERGARTEN

St. Paul's offers classes for students who have turned five (5) years old as of October 15th of the current school year. Kindergarten will be conducted five days a week from 8:30-3:30. This complies with and exceeds the Nebraska State Law regarding required hours of instruction per year.

PARENT-TEACHER CONFERENCES

In an effort to assist you in the Lord's command to educate your children in God's Word, St. Paul's holds two formal opportunities to discuss your child's progress in school. These conferences will be held after the first and second quarters of the school year. Parents of students in the pastor's confirmation class may also meet with him upon request. Third and fourth quarter conferences are held upon request by either parents or teachers.

PARENT-TEACHER ORGANIZATION

All school parents are encouraged to be active members of the PTO. The purposes of this organization are to do the following:

- 1) establish and maintain close ties between home and school,
- 2) to strive toward further growth and knowledge in the Christian training of the young,
- 3) to promote Christian fellowship among the members, and
- 4) to assist with school functions.

Our goal is to have at least one meeting and/or activity per quarter. The PTO has been an excellent supporter of the school. They have purchased equipment for the school as well as assisted in several school activities. We welcome any suggestions to make this a more active organization.

CURRICULUM

A school curriculum consists of the sum total of any experiences which come to the child through the school. Our curriculum provides, as much as possible within the limits of the school, for the total needs of every child - the spiritual, the mental, the physical and the social.

The course of study for the State of Nebraska and the course of study for the Lutheran Elementary Schools of the Wisconsin Synod serve as guides for the goals, methods, and contents of our instruction. Our curriculum includes:

Religion

Bible History	Bible Study
Catechism	Synod History

Hymnology Memory Work

Language Arts

Reading Composition (Writing)
Spelling Language
Handwriting Phonics

Social Studies

Geography Community Studies
History Government
Nebraska History

Mathematics

Pre-Algebra Algebra ½ & Algebra 1
Geometry General Math

Science

General Life
Physical Earth

Fine Arts

Music
Art

Physical Education

Health Fitness

Foreign Language

Spanish

Technology

Keyboarding Research & Editing
Excel Word Processing

GRADING POLICY

Report cards use the following letter grading system: A, B, C, D or F. Our grading system is based on the following:

100% - 93% -----	A
92% - 85% -----	B
84% - 77% -----	C
76% - 70% -----	D
69% - 00% -----	F

Progress reports are issued each mid-term. These reports indicate the strengths and weaknesses, and areas of improvement. Since parents and teachers are to be concerned about the children’s progress in school, it is therefore essential that their work is completed punctually. We encourage parents to do their part by requiring such diligence from their children. Work not done on time will receive a reduced grade and must still be completed in order to meet the standards of achievement. We feel that this is only fair to the parents, teachers and especially the students.

HEALTH POLICY

Immunizations

All students, by State Law, are required to have on their record, at the school they attend, a list of their immunizations. Any child who does not have this list, or a signed waiver from the immunization for a health or religious reason, cannot be permitted to attend any school in the State of Nebraska. We require these records by November 1.

Physical Examinations

Those students entering kindergarten and seventh grade are required to have a physical examination and the required vaccinations. Students transferring to St. Paul’s from another school must have a current physical examination. Examination forms are available at the school office. Your doctor’s office will also have these forms. The forms should be completed and returned to school before the first day of school.

Communicable Diseases

The local health department requires that a written permit for re-admission be obtained from your family doctor before a child returns to school after having one of the following diseases. This chart may help you when wondering what to do regarding certain communicable diseases. If you have any questions, please contact your family doctor.

In this chart the disease will be listed, followed by the time period from exposure to the first sign, and then directions concerning the isolation of the child.

Chicken Pox -- 14-21 days -- no more than 6 days after the onset of skin eruption

German Measles (Rubella) -- 14-21 days -- for 4 days after the onset of rash

* Infectious Hepatitis -- 10-51 days -- at least 1 week after the onset of jaundice

Flu/Cold Symptoms -- including but not limited to: fever, cough, etc. -- until able to return to school full time and participate in all activities.

* Whooping Cough -- 7-21 days -- for three weeks after onset of spasmodic cough

Measles -- usually 10 days -- for 5 days after onset of rash

Mumps -- 12-26 days -- until fever and swelling disappear (approx. 9 days)

* Impetigo, Scabies, Ringworm -- to be excluded on recognition of disease. To be re-admitted when there is no longer evidence of contagion and the skin is smooth.

* Pinkeye -- to be excluded until there is no discharge and the eye is normal in appearance.

*** These need a doctor's statement before the student will be readmitted to the school.**

Medication and First Aid

St. Paul's does not purchase, prescribe or provide any medication (including aspirin or cough medicine) to any student. Parents wishing to have students receive prescribed medications will send a written, signed and dated permission statement to the principal requesting that their children be given prescribed medications during the school hours.

SCHOOL DISCIPLINE

In our school, in which the Word of God is the foundation and guide for all our activities, it is self-evident that the children reflect the faith of their hearts in their general behavior and attitudes. Certainly such things as any form of disrespect for any teacher, willful, repeated disregard for the school's rules and policies,

resentment toward correction, a careless indifferent attitude toward work, sloppy and unprepared assignments, and the like are not in keeping with the Christian atmosphere which is to prevail in our school. These must be curbed and corrected. We have appreciated the encouraging cooperation and help which we have received in the past from parents in these matters. We would ask that all parents continue to impress upon their children the importance of proper, Christian behavior and diligent application to work.

In order to maintain orderliness in our school, there are times that we need to practice discipline. We firmly believe that discipline starts in the home and we are here to assist the parents in disciplining their children when necessary. We pray that God would grant parents and teachers alike the wisdom to "...bring them up in the training and instruction of the Lord" (Ephesians 6:4). The following are the guidelines we will follow:

- 1. All sins require discipline. Following the example of the Lord, forgiveness will always immediately follow repentance.*
- 2. Discipline will be used lovingly and fairly by the teachers to the best of their ability. If punishment is required, it will fit the offense.*
- 3. Initially, each teacher is responsible for his or her own discipline.*
- 4. Repeated disobedience, disrespect, class disruptions, etc. cannot and will not be tolerated. Assistance may be sought from the principal and pastors. Such behavior may result in a child being suspended or expelled from school.*
- 5. It is the policy of our school that no physical punishment will be administered by any faculty member.*

Fighting of any kind is not permissible. Since the children are to act with Christian love and kindness, we do not allow any malicious action (tackling, tripping, bullying, pushing, fighting, etc.). Any fighting results in immediate suspension (in-school or out of school) and the students are placed on probation with a warning. If a student on probation is involved in another fight, he or she is under review by the Board of Education. The Board of Education, with consultation by the principal, holds the right to expel the student indefinitely.

In accordance with the guidelines of Matthew 18:15-17, which speaks about bringing our grievances to one another, please follow these steps:
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1. *Speak to the person with whom you have a grievance.*
2. *If the matter is not resolved, meet with that person along with a teacher, pastor or principal.*
3. *If the matter remains unresolved, meet with the Board of Education.*

HOMEWORK RESPONSIBILITIES

All students are responsible for their assignments. Every effort will be made by the teachers to keep all students current in their homework. We also encourage the parents to be actively involved in their child's education, helping to establish good work habits by asking what assignments they have, when they are due, and when they are completed.

Unfinished work will be dealt with by each teacher. In general, this rule applies:

If an absence is because of illness, one day of absence will be given to the student for the completion of the missed work. In the event of planned absence, students are encouraged to complete some or all of the work before the absence occurs.

ATHLETIC ELIGIBILITY

For students to be allowed to play sports, certain academic responsibilities must come first. There are certain criteria that need to be met before students can play sports. They are:

1. Work must be in on time. Late work is unacceptable.
2. Students must be above C average. This is to reinforce the fact that grades are important, and that the Lord wants us to use our gifts and abilities to the fullest.
3. If the teacher feels that a student is neglecting school work and suspects possible failure of a subject, he or she reserves the right not to allow the student to participate in athletics until the problem is resolved.

CLOTHING & APPEARANCE

Ours is a Christian school in which we try to train our children to live as Christians in this world, but not of the world. The Lord wants each of us to give a positive Christian witness in the world. We, as Christians, can reflect our Christianity to

the world by the way we dress. Christian modesty and decency as opposed to the standards accepted by the world suggest that certain clothes not be worn in school. Clothes which show evidence of poor grooming are not permitted. These include clothes which are sloppy, dirty, frayed, tattered, and those having holes in them. Also, clothes with words, symbols, and advertising for tobacco and alcohol products are not acceptable. We ask that students do not wear tank tops, sleeveless T-shirts and sweatshirts, or bare mid-riff styles. Shirts are to be buttoned and long tails are to be tucked in. Belts are to be worn with baggy shorts or pants. Hair should be neatly groomed and styled in good taste. Hair coloring and extreme hairstyles (unnatural colors and shaved designs) are not permitted.

Body piercing, other than girls' ears, is not permitted.

Dry shoes are a necessity inside the building for health reasons. Please supply boots or an extra pair of shoes for your child during rainy or snowy weather.

The faculty reserves the right to determine if dress or appearance is not appropriate. When a student violates the dress or hair standard of the school, parents will be notified. Parents are expected to examine their child's clothes before sending him or her to school each day. It is preferred that parents do this rather than the teachers.

LIBRARY

All students are allowed to use the school library. Checking out a book is done one day each week. Overdue books will be assessed a fine of \$.50 a day following a one week grace period. A book is considered lost after two weeks, and the student pays the lost book fee of \$5.00. Students with overdue books may not check out any more books until the matter is resolved.

LUNCH

The school does have hot lunch almost every day. The meals come from Tri County Schools at a cost of \$2.75 per meal. This cost includes a ½ pint of either white or chocolate milk. We have volunteers bring the food from Tri County to St. Paul's. When Tri County does not have school, students from St. Paul's are to bring their own lunches from home. Microwaves are available to students wishing to heat up their lunches. All students are to eat lunch at school.

WELLNESS POLICY

St. Paul's Lutheran School is committed to providing a school environment that enhances learning and the development of lifelong wellness. St. Paul's Lutheran School is committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

Goals for Nutrition Education

- 1) The health curriculum will include information on good nutrition and healthy living habits.
- 2) Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- 3) After school activities, including athletics, will be available for students to participate in.

Goals for Physical Activity

- 1) The physical education curriculum shall include instruction on physical activity and habits for healthy living.
- 2) Students will be encouraged to engage in physical activities throughout the school day.
- 3) The school encourages parents to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

Goals for Other School-Based Activities Designated to Promote Student Wellness

- 1) Students will be provided sufficient time in which to eat school-provided meals.
- 2) The school's eating area will be attractive and well-lighted.

Nutrition Guidelines

- 1) Food providers will take measures to ensure that student access to foods and beverages meet federal, state and local laws and guidelines.
- 2) Food providers will offers students a variety of age appropriate healthy food and beverage selections.

Free and Reduced Lunch

- 1) St. Paul's will follow the guidelines set forth by the USDA while providing free and reduced meals for students.

Measurement of School Wellness Policy

- 1) The school's administrator will be given the duty of ensuring that the requirements of this policy are fulfilled.
- 2) The school's Board of Education will review this policy, suggest possible revisions, and submit suggestions to the administrator prior to the March board meeting each year.

TELEPHONE USE

St. Paul's Lutheran School has the telephone number (402) 656-4465. Any necessary calls, reporting absences or talks to teachers should be made prior to 8:00 a.m. Children will not be given permission to use the school phone except in cases of emergency. Students are not to be asked to come to the phone during school hours.

Students should make arrangements for participating in after-school activities such as going home with a friend, practices, etc. before leaving for school in the morning.

SYNOD TESTING

Our school follows the WELS testing program (Terra Nova 2nd edition), which is currently from CTB/McGraw Hill publishers, will be given to students in grades 3 through 8. Accurate records of these tests are kept in the school office. The results of these tests are used for guidance of the individual child and for general school and class curriculum planning. Parents of tested students get a copy of their child's results. Test results are also included in the child's cumulative record file and are shared with the child's next school.

RECESS POLICY

Children will not be allowed to go outside for recess on days when the air temperature is below 10 degrees Fahrenheit, or when the wind chill factor goes below 0 degrees Fahrenheit. At other times, students will be expected to play outside for recess. Everyone should cooperate while playing at recess. This includes sharing equipment and play areas. When we have inclement weather during the school day, recesses will be conducted in the gymnasium.

SCHOOL CLOSINGS

When we might be forced to close school due to poor weather conditions, please listen to KWBE 1450 AM from Beatrice or watch KOLN-TV Channel 10/11 and KLKN-TV Channel 8 from Lincoln. We will have school announcements on these stations. The principal will try to post this information as an e-mail. In general, we will try to do the same as the Tri-County School system. Please do not call faculty or staff members to see if school is closed. The school will do everything possible to notify parents as soon as a closing or late start is needed.

MISSION DEVOTIONS

Generally, one or two Mission Devotions are held each month with one of our pastors or the principal. All students in preschool through eighth grade gather for these devotions. After the devotion the children will be given the opportunity to learn about and support mission work in the Wisconsin Evangelical Lutheran Synod by watching the *WELS Kid's Connection* video. Their offerings go to spread the Gospel around the world.

SCHOOL CLEANING

As was mentioned in the Fees section, each family is charged \$50 at registration to pay for someone to clean the school for us. There are also school cleaning and painting days (usually in early August), in which families can help get the school ready for the upcoming school year.

INSURANCE POLICY

St. Paul's Lutheran Church's policy covers our students while traveling to and from school sporting events and field trips. Students are not covered while participating in the actual sporting events. Parents will need to check with their insurance company for this coverage.

EMERGENCY PROCEDURES

Tornado Drills – This will be announced by the administrator over the loudspeaker system.

1. Students are to remain calm and walk at all times.
2. Students are to keep quiet so they can hear all instructions.
3. Students proceed to the Meeting Room (located in the gym).
4. Students are to kneel down next to a wall with their hands above their heads.
5. Students await further instructions from the teachers.

Fire Drills – This will be given over the fire alarm system. The system is run by alarm and voice notification. Evacuation of the building will be done in a systematic and orderly manner.

1. Upon exit, all classes meet in front of the church building.
2. Preschool students leave the building via the fire exit door in the room.
3. Grades K-1 should leave the building via the fire exit door in the room.
4. Grades 2-4 should leave the building via the fire exit door in the hallway on the east side of the building.
5. Grades 5-8 should leave the building via the front doors of school.
6. Persons in the computer lab should leave the building via the fire exit door in the hallway on the east side of the building.
7. Persons in the gymnasium and meeting room should leave the building via one of the two fire exit doors in the gymnasium.
8. Persons in the main restrooms should leave the building via the front doors of school.
9. Persons in the library should leave the building via the fire exit door in the hallway on the east side of the building.
10. Persons in the kitchen should leave the building via the fire exit door located in the kitchen.

HANDBOOK COMPLIANCE

Parents are asked to fill out, sign, remove this form from the school handbook, and bring it to school on Registration Evening.

I, _____, parent of _____, hereby state that I have indeed read through all the policies in the 2010-2011 School Handbook for St. Paul's Lutheran School. I understand the policies set forth by the Board of Education and am in full agreement with them. I will work with St. Paul's Lutheran School to ensure all school policies are followed.

Parent Signature: _____

Date: _____