

# **ST. PAUL LUTHERAN SCHOOL**

**4715 FREDERICK AVE.**

**ST. JOSEPH, MO 64506**

(816) 279-1118    www.splcc.org

## **Mission Statement**

The mission of St. Paul Lutheran Church & School is to **prepare** through God's Word, to **declare** God's grace & glory, to **share** Jesus with you.

## **PHILOSOPHY**

St. Paul Lutheran School is part of the largest Protestant parochial school system the nation. Lutheran schools believe in quality education with an emphasis on God's love in our lives.

St. Paul Lutheran School offers academic programs from infant through eighth grade. Children are taught to be responsible, loving, and involved. They are prepared by being taught the expectations of God's law and are comforted with wonderful news of forgiveness through Jesus Christ. St. Paul Lutheran School is dedicated to developing and fostering spiritual, academic, physical and social growth in children and their families so they are enabled to declare God's grace and glory and to share Jesus with the world.

Current curriculum, small class sizes, innovative teaching, computer lab, technology class, keyboarding, a quality Christian staff, and field trip experiences are the marks of our program. Students will be well prepared to advance to the next levels of their education and to meet the moral challenges they will face as children of God.

Parents are encouraged to be involved in a Christian congregation, supportive of the children's education, and concerned about the spiritual welfare of their children.

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

Deuteronomy 6:5-7

“Train up a child in the way he should go, and when he is old, he will not depart from it.”

Proverbs 22:6

## **Vision Statement**

*St. Paul Lutheran school is dedicated to developing and fostering spiritual, academic, physical and social growth in children and assisting them and their family in becoming productive members of God's Kingdom.*

## **BRIEF HISTORY OF ST. PAUL LUTHERAN SCHOOL**

In the fall of 1987, St. Paul Lutheran Pre-school opened for its initial year. The opening year offered a program for three year-olds on Tuesday and Thursday mornings and a program for four year-olds on Monday, Wednesday, and Friday mornings. St. Paul Pre-school soon achieved an outstanding reputation in the community. It was decided to add a full-fledged childcare program in 1993, a 15,000 square foot classroom addition and Multi-purpose center was added to the facility for the childcare program.

In 1995, our kindergarten was added to the program. St. Paul Lutheran School officially opened in 1996 when a first grade class began. At least one grade level was added each year until the school reached the eighth grade. In 1997 a house was purchased next to the existing church property and work began to renovate it for classrooms. This work continued for about five years until the building reached its present size of 10 classrooms with office and support facilities.

## **ACCREDITATION**

St. Paul Lutheran School is fully accredited with two accrediting agencies. In 2004, upon completion of a year-long self-study, St. Paul Lutheran School met the accreditation standards of the National Lutheran School Accreditation Agency and the Missouri Chapter of the National Federation of Non-public School State Accrediting Associations.

These agencies require that standards be maintained and also expect improvements to be made, making accreditation an ongoing process. Annual reports must be submitted to maintain our accreditation.

## CURRICULUM

The curriculum and courses of study at St. Paul Lutheran School comply with the standards of the state of Missouri. Curriculum summaries are available for each grade level (K -8) at St. Paul. These can be requested through the school office.

### **Our curriculum consists of:**

**Religion:** Bible study, practical experiences in Christian Living and Memory Work are included in our religion curriculum. In seventh and eighth grades students participate in the Confirmation Study Program as part of the curriculum of St. Paul. Upon successful completion of the two-year course, the student may be confirmed and become a communicant member of St. Paul Lutheran Church. Religious memory selections are an important part of the curriculum. Besides providing a solid foundation of Christian doctrine, religious memory selections serve Christians as a comfort in sorrow and reassurance in times of danger.

**Language Arts:** Reading, writing, spelling, phonics, written and oral communication

**Mathematics:** Arithmetic, algebra, geometry, and related areas

**Social Studies:** Geography, history, civics, current events, consumer economics

**Science:** Concepts in physical science, biological science, health and safety

**Physical Education:** Body strength, coordination skills, rhythm, recreation

**Music:** Singing, music appreciation and theory, recorders, and hand bells

**Art:** Basic principles of art through exploring various media, history and art appreciation

### **Grading Scale:**

96-100 = A    92-95=A-    89-91=B+    86-88=B    83-85=B-    80-82=C+  
77-79=C    74-76=C-    71-73=D+    68-70=D    65-67=D-    64-below=F

**Standardized Tests:** Standardized achievement tests are administered every year to determine pupil, class, and teaching strengths and weaknesses. To obtain this information, we use the Stanford Achievement Test. This test battery measures mastery of the basic skills in vocabulary, reading, language, spelling, work study skills, science, social studies, and math. These tests give the teachers, parents, and students information on how well the pupil has mastered the basic skills compared to thousands of other pupils who have taken these tests. Scores are reported to parents.

**Chapel Services:** Weekly Chapel services are held on Wednesday morning beginning at 9:30. All students will be included in the services. Parents and friends are welcome to attend these services. There will be two special family Chapels at Thanksgiving and Easter. Monetary or other offerings may be collected. These may include canned goods, socks, hats or gloves in winter.

### **SCHOOL PERFORMANCES**

The members of St. Paul Lutheran Church do many things for the school without expecting reimbursement. One way for us to say “thank you” is sharing our children’s gifts at special worship services. The children (grades K-8) of our school are required to attend these performances. If you choose not to attend, this will lower your child’s music grade. You will be notified in advance of the dates and times.

Performance schedule is:

1. Advent Services
2. Lenten Services
3. End of the year musical

Other performances include: Eighth Grade Graduation

### **EXTRA-CURRICULAR ACTIVITIES**

**Sports:** Soccer grades 5-8, coed will participate in four or more games each fall if the numbers permit.

Track is offered for grades 4-8. The students participate in two or three track meets each spring.

Basketball may be offered if numbers permit.

The student is required to maintain at least a “C” average to be eligible to participate in extra curricular activities.

**Academic Teams:** The students in grades 5&6 participate with other small schools in the area in academic meets in the fall. Students on this team display and expand their knowledge in the areas of history, geography, current events, science, Bible, and the arts.

**Math Teams:** Students in grades 4-8 may choose to enhance their math skill by competing with other area Christian schools in two competitions a year. Additionally, students in grades 4-6 may compete regionally in MCTM meets. Students in grades 6-8 compete in the regional Math Counts meet in February.

**Field Trips:** Fieldtrips are planned throughout the year. You should have already signed the one-time consent form for the year when you returned your registration. We will keep you informed of upcoming trips. If for any reason your child cannot go on an outing, inform the teacher that the child will be kept home. Parents are welcome on most fieldtrips. It is a nice way to share a special outing with your child.

## TUITION

St. Paul Lutheran has a policy that states: “No member shall be turned away from any educational program for financial reasons.” Financial aid is available on a need basis for members and non-members. Check with the principal for more information.

Kindergarten fees:	Registration	\$150.00
	Tuition	\$1650.00 per year for St. Paul Members \$1750.00 per year for non-members

Grades 1-8 fees:	Registration	\$175.00
	Tuition	\$2900.00 per year for St. Paul Members \$3100.00 per year for non-members

There is a one-third discount on a second child and a two-thirds discount on the third child. This discount does not apply if you receive financial aid.

Kindergarten students that need day care only on occasion will be charged \$15.00 per school day. Students that need full time care will be charged \$125.00 per month and will need to purchase lunch and milk tickets.

There is a \$10.00 FTCS fee charged to every St. Paul Lutheran family that is due at registration.

Grades 1-8 will be charged \$12.00 for child care for an early dismissal and \$18.00 for all day. Before and after school care is available at a cost of \$3.00 per day.

We charge a \$15.00 returned check fee for all non-sufficient funds checks.

Note: All tuition and fees including lunches must be paid, as well as all books, including Library Books must be returned before final grade cards will be issued.

Volunteer hours (if needed) must be completed.

## SCHOOL ATTENDANCE

School is in session as follows:	Pre-School:	8:45 a.m. – 11:30 p.m. 12:30 p.m. – 3:15 p.m.
	Kindergarten:	8:30 a.m. - 12:00 p.m.
	Grades 1 - 8	8:30: a.m. - 3:30 p.m.

Children should arrive no earlier than 8:20 a.m. for grades K – 8. Children in Pre-School should arrive no earlier than 8:30 a.m. or 12:20 p.m. This allows the teacher to be prepared for the day. If it is necessary to drop you child off before 8:20 a.m., take them to the daycare.

Since it is very important to start on time, we ask that parents are out of the classrooms by 8:30 a.m. unless you have made prior arrangements with the teacher. School begins promptly at 8:30 a.m.

If your child is not picked up by 3:30 p.m. he/she will be taken to daycare. Before and after school care is available at a cost of \$3.00 per day.

**Tardiness:** A student (K-8) is considered tardy if he/she is not in the classroom by 8:30 a.m. If a student is tardy more then 5 days in a quarter, the student will serve one hour of after school detention. Students in Kindergarten through second grade will continue to serve one hour of after school detention for every five days they are tardy. Students in third through eighth grade will serve one hour of Saturday school for every 5 days tardy after the initial detention.

**Planned Absences/Appointments:** In the event of a planned absence or doctor/dental appointment, teachers should be notified in writing ahead of time so that the students can receive their work to be completed while absent from the classroom.

**Absences:** If your child is absent because of illness, please notify the school by phone before 8:20 a.m. on the day of the illness. If your child is absent three or more consecutive days because of illness, a doctor's note is required. This note must be received no later than seven days upon return to school in order for the absence to be excused.

**Excessive Absences:** regular attendance is essential for your child's academic progress to be maintained. School is in session for 174 day per year in grades K-8. Preschool classes meet from September (Labor Day) through May. If your child has a total to twenty (20) absences or more during the school year, a conference will be held between the parents, teacher, and principal to determine if promotion to the next grade will be granted.

## ILLNESS OR ACCIDENTS

If your child becomes ill or is involved in any kind of accident where health care, other than minor first aid is needed, we will contact you. If we are unable to reach anyone the school will take responsibility for getting medical attention for the child. If it is necessary for the child to go to the hospital, public transportation (i.e. an ambulance) will be used to transport your child. All expenses incurred due to the accident or injury will be the responsibility of the parent or guardian. Each accident or injury will be documented, explaining what happened, action taken, and witnessed and signed by attending school workers.

## CONTAGION

When we become aware of a contagion (head lice, impetigo, ringworm, pink eye, etc.), parents will be notified immediately to retrieve their child and will also be informed of treatment for the contagion. The child must be doctor medicated and treatment documented before the child will be allowed to return to school. In the case of head lice, the child must be nit free.

## SNOW DAYS & EMERGENCY DISMISSAL

The school and pre-school will be following the same basic calendar. If there are adverse weather conditions, watch for St. Paul Lutheran School to be listed on KQTV (channel 10) or stjoechannel.com. You can also listen to KKJO (105.5 FM) radio for any cancellations.

If for any reason, school must be dismissed early ( power outage, flooding, weather, etc.) parent will be notified as soon as possible. You may tune in to KQTV or KKJO for these announcements.

## AUTHORIZATION TO PICK UP CHILD

We must have written permission from the parent for any person other than the parent to pick up your child. This includes carpooling. Please bring and pickup your child at the front door on the west side of the building. Children must be picked up **PROMPTLY** at dismissal time. **There will be a late fee of \$5.00 per 5 minutes past dismissal time for kindergarten and pre-school.**

## **SAFETY BEFORE AND AFTER SCHOOL**

For the safety of our students, certain rules should be followed when delivering and picking up students before and after school.

### **Before school**

1. The school parking lot should always be entered by way of Safari Street.
2. Use the west parking lot to drop off and pick up you child. **The parking lot by Safari is for daycare and school staff parking.** If you need to stop for a period of time or leave your car to come into the school, please park in a space in the West lot. Keep to the right as the west lot is a “one way” drive.
3. Consistent flow of traffic in the driveway is imperative. Driveways are a “drop-off” area, not a parking or standing area.
4. Pull up as close as possible to the sidewalk before stopping to let children out. Children should leave the vehicle from the **passenger side only.**
5. Approach and leave the parking lot at a slow speed. This is a school zone.
6. Be courteous to other drivers at all times.

### **After School**

1. If you arrive early, please park in a space in the west parking lot.
2. Congestion is greater after school than before. Use special care when leaving the parking lot.
3. Students are not allowed to play on the playground or the field unless they are directly supervised by a teacher. Teachers do not supervise the playground or the field after school as they must supervise the loading of children.
4. You may pull up in front of the sidewalk when you see your child come out with their class. Students should load cars from the **passenger side only.**
5. Parents of students in Kindergarten – 4<sup>th</sup> grade must come to the sidewalk to pick up their child when school is dismissed.

## **ENROLLMENT PROCEDURES**

**Age Requirements:** To be enrolled in Pre-school, students must have reached the age (3 or 4 years) before August 1<sup>st</sup>. Students in Kindergarten must be five years old before August 1<sup>st</sup>. Those entering 1<sup>st</sup> grade must be six years old before August 1<sup>st</sup>. A copy of the student’s birth certificate is required with application.

**Enrollment Packets:** All Enrollment forms and Emergency forms must be turned in with the Registration Fee for a student to be considered formally enrolled. Kindergarten students must submit a copy of their Parent as Teacher Kindergarten screening in order for their enrollment to be complete. The Registration fee covers enrollment and materials/books.

Registration Fees are as follows:	Pre-School:	\$50.00
	Kindergarten:	\$150.00
	Grades 1-8:	\$175.00

Yearly FTCS dues of \$10.00 per family for Preschool through 8<sup>th</sup> grade.

Technology Fee: K-2 \$20.00 dollars 3-8 \$25.00 dollars

Additional fees that apply to some grades are as follows:

Recorder	3 <sup>rd</sup> -6 <sup>th</sup> grade	\$5.00
Hand bell gloves	7 <sup>th</sup> -8 <sup>th</sup> grade	\$4.50
Catechism	5 <sup>th</sup> -8 <sup>th</sup> grade	\$11.75
Hymnal	2 <sup>nd</sup> -8 <sup>th</sup> grade	\$15 .00

(All God's People Sing)

**Immunizations/Health Records:** Each child must have a current immunization form on file upon enrollment. If the child is exempt from any immunization, there must be a letter on file from the child's doctor stating why the child cannot be immunized.

All families must complete a family medical history, indicating allergies, medications, prolonged illnesses, etc. We will administer no medication without proper authorization by the parent or guardian. A medication authorization form must be completed before any medication will be administered.

The safety and well being of your child is of the utmost importance. We are required by law to report any neglect or abuse that is observed or suspected.

**Non-Discrimination Policy:** St. Paul Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex and national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

**Transfer/New Students:** St. Paul Lutheran School is open to all students, although St. Paul Lutheran School many not be able to make accommodations for those who have specific learning difficulties. Students wishing to enter Grades 1-8 must present a transfer and records from the last school attended. All transfer students will be required to show that immunizations are up to date and a release form must be signed for records from the previous school.

**School Supplies:** Supply lists will be sent home in the late summer for all children. The children need to bring those items listed on the supply list on the first day of classes. Each child should have a backpack, which should be checked by the parents daily for any information and papers that are sent home. Please be sure to label any of the items that may get mixed in with others.

### **DRESS CODE**

Many of our activities may ruin a special outfit. If your child needs a special shirt or outfit for an activity, the teacher will notify you. Please refrain from having your child wear T-shirts promoting alcohol, drugs, violence, etc.

**K-4:** Children in these grades should be able to dress without assistance by tying shoes, zipping pants and jackets, etc. Sleeveless shirts must have a shoulder seam of at least 3 inches. Mid-riff shirts are not acceptable. You can check this by asking your child to raise his/her arms over their head. If you can see the tummy, they need to change shirts. Please label outer clothing (coats, boots, etc.). Please purchase outer garments and boots that your child can easily put on and take off.

**Grades 5-8:** Shorts, skirts, and dresses need to be finger length long. You can check this by having your child stand up straight. Let arms hang to his/her side. The garment in question needs to be as long as his/her fingers. Sleeveless shirts must have a shoulder seam of at least 3 inches. Mid-riff shirts are not acceptable. You can check this by asking your child to raise his/her arms over their heads. If you can see the tummy, they need to change shirts.

If inappropriate clothing is worn and we cannot fix the problem readily, parents will be called to bring a change of clothes.

## **PARENT-TEACHER CONFERENCES**

Conferences will be held in the fall to discuss your child's progress. Attendance at conferences is highly recommended. Spring conferences will be on a need basis only. The classroom teacher and the administration will determine this. If a question or concern arises at a different time, teachers will be willing to meet upon request. Visitors are welcome in the classrooms with prior notification at the office.

## **SPECIAL SERVICES**

**Lunch:** Our hot lunch program is available for the 1<sup>st</sup>-8<sup>th</sup> graders at the cost of \$2.00 for lunch and \$.25 for milk per day. Lunch menus will be sent home monthly and are posted on the school website. You may purchase lunch tickets for \$20.00 and milk tickets for \$2.50 (\$22.50 for ten lunches and milk). Students who wish to pack a cold lunch for their noon meal, may purchase a milk to drink with their cold lunch. We also request that if your child packs a lunch for the day, that it is not a meal from a fast food restaurant. We will make exceptions only for special occasions.

**Library:** Beginning the 1<sup>st</sup> week of September, children will be able to check out books from the school library. Any book that a child checks out in the library is the responsibility of that child. Each child will be allowed to check out one book at a time. The books may be checked out for one week. If the book is not returned at the end of one week, a note will be sent home with the child. You and your child will be responsible for the replacement cost for lost or damaged books. The librarians will notify you that the book will need to be replaced if it is more than four weeks overdue.

## **BIRTHDAYS**

Your child may bring snacks on the date closest to his/her birthday. Please let the teacher know of your plans. If your child has a summer birthday, you may choose another day such as a half-birthday. Pre-packaged healthy treats are recommended.

## FTCS

Parents are encouraged to become involved in the **Families and Teachers of Christian Students** organization. Meetings are led by the FTCS officers. Dues for FTCS are \$10.00 per year for each family. Dues are paid with the first payment of the school year. The FTCS leads our fundraising efforts by helping the children sell Red Wheel products in the fall and organizing the School Carnival during Lutheran Schools Week in March.

The main goal of FTCS is to foster a close relationship between the home and school through cooperation between parents and teachers. Parents are encouraged to join committees and become officers in the organization.

## WAYS TO SUPPORT OUR SCHOOL

**Scrip:** This program not only helps St. Paul Lutheran School, it also helps individual families. The school purchases gift certificates and resells them. There are MANY businesses on the list (some local, some nationwide). When you purchase Scrip, a portion of the amount goes directly to the school and a portion goes into a family account that may be used toward your child's tuition. You may purchase Scrip in the school office throughout the week or at a table in the hallway by the 7<sup>th</sup>/8<sup>th</sup> grade classroom on Friday mornings.

**Box Tops for Education:** Each year our school participates in the Box Tops program. We receive \$0.10 for each Box Top that is brought in.

**Abitibi Recycling:** We are now recycling catalogs, newspapers, mail, magazines, and other paper. Please save your paper and dispose of it in the yellow and green dumpster in the parking lot.

**Empty Printer Cartridges/Cell Phones:** Collect your empty printer cartridges from home, work, family and friends. Cell Phones that are no longer in service can also be brought in and dropped off in the in the containers in the Daycare entry.

**Thrivent Giving Plus Program:** Gifts to St. Paul Lutheran School may be supplemented by Thrivent Financial for Lutherans. By becoming an Associate Member of Thrivent, you may offer gifts of up to \$600 per year which will be matched \$1 for every \$2 donated. For more information, contact Bernie Fortmeyer (279-1110) or Mr. Pister (279-1118).

## **NEWSLETTERS/CLASS CALENDARS**

Students in preschool through 6<sup>th</sup> grade will bring home a weekly or monthly newsletter and/or class calendar telling about upcoming events, programs, and announcements. Once students are in 7<sup>th</sup>/8<sup>th</sup> grade daily homework assignments are their responsibility as part of their preparation for high school. Notes will be sent home from the office regarding special events.

## **QUESTIONS AND PROBLEMS**

St. Paul Lutheran School anticipates a positive relationship with each family. If you have any questions about activities at school, please ask the child's teacher first. If a problem is not resolved, you may then contact the principal to discuss it.

## STUDENT CONDUCT

At St. Paul Lutheran School, students are intended to conduct themselves with self-control, dignity, and respect. For the students in a Christian day school, the Lord Jesus and His Word will set the pattern of our daily conduct in all we do, say, and think. Each of our students is a child of God and will be treated with love and respect.

**Discipline:** St. Paul Lutheran School strives to provide a consistent and stable atmosphere for the children. Each child is encouraged to do his/her best. Teachers deal with student behavior on a daily basis. Teachers may use restriction of privileges, notes home, loss of recess time, etc. At no time will corporal punishment be used.

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**This portion should be signed by both the parent(s) and student(s) and be returned to the office by September 1, 2009.**

I have read and understand the student conduct and discipline policy as outlined by the handbook. I intend to comply with the standards of St. Paul Lutheran School.

Parent(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Student(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_