



St. Paul's Lutheran Church & School
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PARENT-STUDENT HANDBOOK

A summary of procedures and policies for St. Paul's School Families

School Profile

- **The school was established in 1872** by St. Paul's Lutheran Church and is the first ELCA School west of the Mississippi River and the only ELCA Lutheran School in the state of Iowa. It originally served students through eighth grade and currently offers programs for preschool through sixth grade.
- St. Paul's Lutheran School is **accredited** by the Iowa Department of Education and meets the standards prescribed by the Department of Education.
- **Mission Statement:** St. Paul's School is committed to providing quality education in an environment where Christian faith is taught, learned, and lived. Academic indicators of quality are high. Alums, parents of alums, and parents of current students report strong satisfaction with faith development.
- **Values:**
 - **Faithful** – I am faithful to God, myself, and other.
 - **Respectful** – I am respectful by listening, using self-control, and accepting authority.
 - **Use manners** – I use manners by saying "Please," "I'm sorry," "Thank you," "You're welcome," not interrupting, patiently waiting.
 - **Integrity** – I am doing the right thing even when no one else is watching
 - **Teachable** – I am flexible, adaptable, and ready to learn
 - **Galatians 5:22-23** – "But **the fruit of the Spirit** is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self control..."
- **Financial Support** comes from two primary resources - Church offerings and tuition. The actual percentages of each changes depending on enrollment numbers. Additional support comes from an Endowment Fund and the fundraising efforts of the St. Paul School Fund Committee and the PTO.

Enrollment and Admission Requirements, Grades K-6

- **Kindergarten enrollment** requires the student to be five years old by Sept. 15.
- Enrolling students and parents must accept the **purpose and policies** of the school and mutually agree that the school can meet the needs of the student.

Enrollment Procedures

- Families interested in enrolling at St. Paul's Lutheran School should contact the school office to meet with the principal and tour the facility.
- Enrollment forms are available online or by calling the school at (319) 352-1484.

- Forms should be submitted with the registration fee to secure enrollment.

Tuition and Fees

- School tuition and fees are established annually as part of the comprehensive church and school budget, based on recommendations from the School Board.
- A current tuition and fee structure may be obtained online or by calling the school office.

Arrival – Dismissal Times

- Supervision is provided from 8:15 to 8:25 a.m. each morning.
- The **tardy bell** rings at 8:30 a.m., if your child arrives after 8:30 a.m. they will be marked tardy.
- **School dismissal** is at 3:10 p.m. Parents may pick up students in the east parking lot. Bus students are picked up on the west side of the building.
- **School is dismissed at 2 p.m. each Wednesday for staff development.**

Recess Guidelines

Temperature/Weather Conditions	Clothing required
Below 55° F; PS = below 60° F wind chill	Jacket; if wearing a sweatshirt, that sweatshirt must not be worn in school
Soggy, wet conditions (i.e. Spring thaw)	Boots
Below 40° F but no snow PS = below 50° wind chill	Coat, Hat, Gloves
Below 40° F with snow (wind chill)	Above plus Boots & Snow Pants
Below 0° F (wind chill)	Stay Inside

Before and After School Care

- Child care is offered before school begins starting at 7 a.m. every weekday morning and afterschool from 3:10-6:00 p.m. every weekday afternoon, with the exception of Wednesdays.
- The before school cost is \$3/child, after school cost is \$3/child if picked up by 4:15 p.m. and \$6 if picked up after 4:15 p.m. To participate in this service, parents must register their child and fill out a monthly calendar.
- Before and After School care is not available on late starts or early outs due to weather or on any days when school is not in session.
- On Wednesdays, families wishing to have their child in After School Care must register the child for Saints Alive, St. Paul's Lutheran Church's after school-faith based program, which meets from 3:10-4:20 p.m. for pre-school through fifth grade.

Parent-School Communication

From School to Parent

- **The Yearly Calendar** defines holidays, vacation days, in service, early dismissal and dates for Parent-Teacher Conferences. St. Paul's follows the W-SR district calendar for transportation.
- **The School Directory/Calendar** lists contact information for school staff, school board, and St. Paul's families.
- **School related information** is distributed on Fridays via weekly email.

- **Adverse weather** schedule changes (school closings, early-outs, or late starts) is coordinated with W-SR and reported on radio stations KWAY 99.3 (AM 1470), and KWLO (AM 1330), and on KWVL TV (channel 7). We always follow the publicized dismissal of W-SR Schools.

From Parent to School

- Please call regarding student **illness or other absence** by 8:45 a.m.
- Inform the school of **address, phone, or e-mail** contact changes
- Inform the school of **changes in family status** (divorces/child custody)
- Inform the school of your student's **adverse weather arrival or dismissal plans**. Consider whether you will be home, whether the door is locked. Communicate such plans with your student/s and also with relatives, friends or neighbors at whose house you expect your student/s to stop. Consider having older brothers, sisters or friend's children be responsible for young children.

Lunch - Parents Welcome

- Children in grades Kindergarten through sixth grade **bring their lunch** to school each day. Milk is available for lunch.
- **Other meal choices** are offered weekly (see weekly notes and newsletters for dates, menu and, costs).
- They include:
 - Hot lunch** is available monthly (with the exception of September and December). The first and last hot lunches are picnics. Volunteers prepare the meals for the children. Students not eating hot lunch will go with their class and eat their cold lunch.
 - McDonald's Lunch** monthly menu is hamburger, apples, and fries, and milk.
 - Pizza** is offered monthly (occasionally twice a month).
 - Jimmy John's** sandwiches and a cookie are available monthly.
- **Meal and milk prices** are distributed at registrations and may be paid for monthly or yearly.
- **Milk and snack** are served daily in Kindergarten.
- **Milk fee** is paid at registration.

Transportation

- Bus transportation is available through the W-SR schools for students who reside in the designated busing areas.

School Pictures

- School **pictures** are taken annually in the fall.
- **Picture packages** generally arrive mid-October with re-takes at the end of October.
- A **yearbook** is compiled annually in the spring.

Special Events

- **Weekly Worship** is held for Kindergarten through sixth grade students each Thursday at 8:35 a.m. in the church sanctuary. Classes take turns serving as worship leaders. Parents are encouraged to attend. See the school calendar for details. Children bring weekly offerings to support local, area, and global mission projects. Help your child prepare their offering on Wednesday evening, so they can support the mission projects designated for each trimester.
- **A Baptismal Remembrance** Blessing service is held the first Thursday of each month unless otherwise noted. Students baptized in that month come forward for an individual blessing. Students baptized in June and July participate in the May blessings and students baptized in August participate in September.

- **Partners in Education** is a special relationship between St. Paul's School and Bartels Lutheran Retirement Community. Teachers and Bartels' staff plan events each school year.
- **The Wartburg Innovative Partnership** offers a variety of unique educational opportunities for St. Paul's Lutheran School Students.
- **Field Trips** are planned to enhance student learning. Consider being a volunteer. Your assistance with supervision will be most welcome. Students will be charged \$3 per field trip. Longer and specialized field trips may cost extra.
- **Outdoor Education** for fifth and sixth graders takes place at Camp EWALU for four days in September. The camp is located near Strawberry Point.
- **Special Music Opportunities**
 - Advent Worship** led by Kindergarten through sixth grade students provide a special parent/congregational worship.
 - May Music program** is scheduled with special selections (K-3) and a musical (4-6).
 - School Choir** opportunities are available for fourth through sixth graders.
 - Handbell Choir** participation is available for 6th graders.
 - St. Paul's Students** (grades 5 and 6) may choose to participate in the band and orchestra programs offered by Waverly-Shell Rock Schools.
- **Saints Alive** is an after school ministry on Wednesdays at St. Paul's church for **preschool through fifth grade students**. (Sixth grade students participate in a confirmation program at that time.) The P-5 program includes worship, snacks, Bible-based games, stories, activities and crafts and runs from 2:00-4:20
- The **St. Paul School Fund Committee** raises \$85,000-\$100,000 per year to support the school program. Activities have included the Scrip program, a scrap metal drive, a newspaper insert for Lutheran Schools Week, a Fun Walk, and the Spring Social. We also rely on generous donors to support the School Fund.
- **PTO Fundraisers** are used to enrich opportunities for students; support educational programming, and or educational facilities; and promote St. Paul's Lutheran School in the community. Fundraisers include:
 - Book Fair** allows families to purchase books by Scholastic.
 - Mini-Mall**, which offers a pre-holiday shopping spree in November,
 - Original Works student art** sale,
 - School Carnival** held bi-annually in April,
 - And **other** fundraisers such as pop can drives and a Wartburg Homecoming food booth in October.

School Safety

- **Fire Safety** is followed in accordance with state regulations. Two fire drills are conducted each semester. The State Fire Marshall inspects the school annually.
- **Tornado Drills** are likewise conducted twice each semester. The school basement and the Parish Hall basement are the designated tornado shelters. When tornado warnings are in effect, the principal determines whether pupils will be dismissed or held. Generally, pupils are safer in a supervised school building with tornado shelter than they would be walking home or riding a school bus on the road.
- The school is now a secure building. The west and east doors will remain locked during the school day.

Personal Electronic Devices

- Personally-owned portable technology, such as laptops, tablets, smartwatches, smartphones, etc., shall remain in the student's bag during school hours. Exceptions can be made on a case by

case basis due to the academic or well-being needs of a child, which will be determined collaboratively by the teacher, principal and parent/guardian of the student. St Paul's Church and School is not responsible for damage and/or theft of such items.

Injuries and Illness

- **First aid** is administered as needed. Except for minor injuries, a parent will be notified immediately when a student is injured or suddenly becomes ill.
- **Emergency Treatment** protocol includes calling for an ambulance and checking the student's emergency card for the name of the family doctor, and phone numbers for parents and other designated emergency contact persons.
- **Medication**, prescription or over-the-counter, will not be dispensed at school unless a form signed by the parent and doctor has been completed, and the medication is in the original bottle which states directions for dosage and frequency of dispensation. The school secretary is certified to dispense medications.
- **Symptoms suggestive of a communicable** disease include: fever (100 degrees or more), sore throat, nasal or ear drainage, nausea and vomiting, skin rash, inflamed eyes, skin lesions suggestive of scabies or impetigo, head lice, or headache. Children should be "fever free" for 24 hours before returning to school. The following communicable diseases are reported to the Iowa State Department of Health: botulism, cholera, diphtheria, plague, human rabies, smallpox, yellow fever. All other communicable diseases are reported to the school nurse for a report to the State.
- **Allergies**, because the school hosts dogs for Retrieving Freedom and may have a permanent presence of a school dog, any allergies to dogs need to be communicated to the school.

School Health Programs

- The **Certificate of Immunization** is required for students, including preschool. A medical examination is required for admission to kindergarten.
- The **school nurse** for W-SR also serves St. Paul's Lutheran School. The nurse is responsible for maintaining current records for all students, including height, weight, vision, certificate of immunization, and medical examination. The school nurse is also an advisor to the school staff and parents.
- **Hearing tests** are administered by Central Rivers AEA Educational Agency.
- **Eye screening** are administered by the Lion's Club for Preschool and the school nurse for Kindergarten through second grade.

Student Discipline

- **Responsibility** for a disciplined environment is shared by students, teachers, parents and staff.
- **Expectations** to reflect the FRUIT values at all times.
 - **School Behavior Expectations** (at ALL times, including before/after school, and including when parents are present)
 - Walking Zones (any place in the building)
 - No running up and down the stairs
 - No yelling
 - Recess line-up immediately when the bell rings
 - Church and school etiquette
 - The first Worship will be dedicated to teaching these skills
 - These skills will be reviewed as needed
 - **"Always No"**
 - Inappropriate words or actions

- Intentionally physically hurting someone
- Disrespecting any adult or authority
- Targeting, intimidating or threatening others

Response to behaviors in conflict will result in an accountability card sent home from the classroom/specials teacher or the principal.

- An accountability card will be emailed and a copy will be sent home in the student's bag to be signed by the parent and student. To be re-admitted to school, the signed accountability card must be returned to school by the next day. Contact from the teacher and/or principal will also accompany the accountability card.
 - * Preschool will utilize "Soft Accountability Card" which will document behaviors in an age appropriate way. Kindergarten will also utilize "Soft Accountability Cards through September.
 - If a child has had two accountability cards sent home, upon the 3rd offense, a meeting with the parents, teacher, and principal will be set up to establish a behavior plan.
 - If there are additional infractions (4th offense, 5th offense...), this will result in the parent being called and the child goes home for the remainder of the day.
 - *If the parent is unable to come to get the child from school, the child will remain in the office and arrangements must be made for the child to stay home the next day.
 - After the third dismissal from school, (6th offense) the school board will become involved.
 - These expectations and consequences apply to Before and After School Care as well but may be addressed in a separate way.
- **Harassment** and bullying of students and employees are against federal, state and local policy. A formal board policy defines these issues in detail and is available upon request.
 - **Disciplinary measures** include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.
 - **Biting Policy:** Biting will not be tolerated. Depending on the child's age and development level, warning and a note home to the biter and victim will be imposed. If the child is older and has adequate verbal and expressive ability, biting is considered unacceptable, and he/she will be sent home immediately. We reserve the right to suspend or expel any child from the school whose needs cannot be met by the staff, or whose behavior is constantly such that the staff cannot tolerate the child's behavior while caring for the rest of the children in the class/school.

Staff

- Fifteen teachers, ranging in experience from one to twenty-eight years, serve St. Paul's School. Five staff members serve as teachers' associates and additional staff support the school ministry in administrative or other roles.
- All teachers are licensed by the State of Iowa Department of Education.
- Staff development includes weekly Professional Learning Community meetings, an annual staff development plan adopted by the School Board, and a comprehensive staff evaluation process.
- The principal serves full-time and can be contacted by calling the school office at (319) 352-1484.

Curriculum

- A comprehensive general educational program is provided and accredited by the State of Iowa Department of Education, utilizing continuous collaboration with the AEA to keep curriculum aligned with the Iowa Core and 21st Century Skills. Instruction is provided in reading and language arts, math, science, social studies, health, and faith development.
- Special classes include Art, Music, PE, Spanish, and Choir.

- Library Media and Technology classes provide specialized instruction and support the PS-6 curriculum.
- A Gifted and Talented program provides a whole grade program in grades K-6 and a pull-out program for identified students in grades 4-6.
- Title 1 services are provided by Waverly-Shell Rock Schools.
- Curriculum Evaluation and improvement are ongoing responsibilities of the faculty.
- The School Board must approve the major material and textbook adoption for each curriculum.

Central Rivers AEA Service

- Area Education Agency Central Rivers provides support in the areas of quality instructional materials, curriculum planning, best practices in teaching and learning, safe and caring learning environment, appropriate educational opportunities for all learners, technology planning, professional development, assessment, special education, leadership development, and more.
- Services are provided in special education, school technology, media and instruction/curriculum.

Student Records

- **Cumulative files** are maintained in the school office for each student in grades PS-6. Contents include: personal and family information, report cards, standardized test results, and health card. The information is confidential and available to certified staff for professional use. Parents may look at their student's cumulative file with the principal.
- **Permanent records** for students are maintained which reflects evidence of attendance and educational progress, provides an official transcript, and are used as official data in planning to meet educational needs and for reporting official school reports.
- **Emergency cards** and **immunization cards** are maintained for all students.

Reporting

- **Report cards** are distributed three times a year
- The first two reporting periods are face-to-face parent/teacher conferences. The third is a written report.

Classroom Visitation

- **Parents are always welcome** in the classroom.
- **Please call** the school in advance at (319) 352-1484.

Tuition Information

Registration fees and tuition will be paid according to the policies set forth by the School Board:

Registration Fees – due by the first day of school.

1. If the registration fees are not paid by the first day of school, the principal (shall) send a reminder to the parents during the first week of school.
2. The principal will report any unpaid registration fees at the first regular School Board meeting of the school year.
3. Tuition – due the first day of the month.
4. If the tuition is not paid at the beginning of the month, the principal shall send a reminder to the parents the third week of the month.

5. Families who are two months delinquent in making tuition payments under the method of their choice will receive a second written notice of such delinquency, encouraging prompt payment.
6. If prompt payment cannot be made, the family will be requested to submit an alternate plan for delayed payments or the family may request scholarship assistance. In cases where an exception could be made, the principal may arrange an alternate plan with the parents for delayed payments of tuition and registration fees and present to the School Board for approval.
7. The principal will report to the School Board those delinquent if an alternate plan has not been arranged. The School Board shall determine a termination date for the child's enrollment.
8. Parents are strongly encouraged to apply for Student Tuition Organization (STO) Funding if their income falls into the range set forth by STO.

Families are eligible for the *Our Faith, Our Children, Our Future* STO assistance if their taxable income for 2016 is at or below 300 percent of the poverty level. The poverty level is set by federal guidelines. The level of *Our Faith, Our Children, Our Future* STO assistance recommended by PSAS will be based upon family income, number of dependents, and the total K-12 tuition bill for the family.

All families who want to be considered for tuition assistance must fill out the PSAS application.

Statement of Nondiscrimination

- St. Paul's Lutheran School does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its programs, policies, and activities. The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, creed, sex, marital status, sexual orientation, gender identity, socioeconomic status, or disability in admission or access to, or treatment in, its hiring and employment practices.

At St. Paul's Lutheran School, students will:

Reflect the Fruit of the Spirit and our school values

Be a confident leader and public speaker

Show commitment to their faith walk, worship, and Bible knowledge

Demonstrate excellence in academics

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