



## Information Handbook 2024-2025

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# 1 Overview

## 1.1 Vision

Lutheran classical school of excellence

## 1.2 Mission Statement

St. Paul Lutheran Church has established her school to proclaim the Gospel, teach the Holy Scriptures, and provide excellence in Lutheran classical education, developing faith, wisdom, eloquence, and virtue for all generations.

## 1.3 Values

St. Paul Lutheran School will

- teach her students the Word of God and Luther’s Small Catechism;
- build up the homes and families of students and members of the congregation to serve God and His Church;
- provide a mathematics and science curriculum that teaches the order and design of God’s creation;
- provide a language and curriculum that prepares students to be master communicators and clear thinkers;
- provide a fine arts and music curriculum that instills the ability to discern beauty and virtue and nurtures God-given talents;
- provide daily prayer and purposeful physical activity to discipline the body and mind.

## 1.4 An Education for All Children

St. Paul Lutheran School offers a basic education in the core disciplines and humanities: reading, writing, mathematics, science, geography, history, literature, music, and art. Physical education is also an important part of our curriculum. We have high academic standards that seek to promote excellence and achievement from all students, but we are not an elitist school only for the gifted and advanced learner. We believe that all children can

learn, especially when challenged and motivated by specific knowledge, high expectations, exceptional teachers, and the discipline and support of parents. Our low teacher-to-student ratio makes St. Paul Lutheran School an ideal setting for children with varying degrees of ability.

St. Paul Lutheran School does not discriminate against any student on the basis of sex, race, or ethnic background. Enrollment is not limited to Lutherans, but matters of faith will be taught exclusively in accord with the Scriptures and the Book of Concord. Because of limited class size and with regard for the church whose members are investing their monies and time in this school, priority for enrollment will be given first to families who are members of St. Paul Lutheran Church. Enrollment is then open to the general public on a first-come-first-served basis.

## 1.5 The Commitment of Parents

St. Paul Lutheran School exists for the purpose of assisting and supporting Christian parents in their God-given responsibilities of raising and rearing their children. Commitment to our Lutheran approach to education is imperative for all parents who would send their children to St. Paul Lutheran School. When parents enroll a child in the school, they are pledging their support of our confession of faith and promising to be involved and active with us in every facet of their child's education.

## 2 Curriculum of St. Paul Lutheran School

St. Paul Lutheran School seeks to follow a classical education model for its curriculum and approach to teaching and learning. What this means is that we believe there are three stages to learning, commonly called the *Trivium: Grammar*, which focuses on learning facts; *Logic*, which focuses on understanding; and *Rhetoric*, which focuses on integration and synthesis. This approach to teaching and learning goes all the way back to the ancient Greeks, and has served Western Civilization for millennia in teaching and integrating knowledge into a cohesive unit. Studying quality literature is another hallmark of a classical education. St. Paul Lutheran School will draw on quality historical narratives, historical fiction, "living books," and worthy literature, briefly annotated, from a number of well-known and respected

sources such as *Books Children Love*, *Great Books of Western Civilization*, *The Reading Teachers List of 1000 Books*, *Greenleaf Press*, *Newberry Honor Award books*, *Veritas Press*, and *Memoria Press*.

## **2.1 Pre-Kindergarten**

In the Pre-K program at St. Paul, the students participate in a variety of subjects including grammar, handwriting, math, science, PE, music, and art as a part of their day. The Pre-K attends chapel every day and has classroom Bible lessons. The Pre-K school year begins on the Tuesday following Labor Day. Along with the Kindergarten class, the Pre-K students participate in lessons at our Outside Classroom that meets weekly on a 60-acre wooded farm. Here the children are able to explore nature as an extended part of their classroom experience. St. Paul Church members who are four years of age by September 1 and are potty-trained are welcomed into the Pre-K class on Tuesdays and Thursdays in the fall for a \$50 fee and the option to add Fridays in the second semester for a \$25 fee.

To allow for optimal attention, learning, and discipline, the Pre-K is limited to 12 students. Positions are held based on time of received payment. Letters will be sent to confirm the status of the registration.

## **2.2 The Benefits of a Multi-Grade Classroom**

While most people today are used to one grade per classroom, St. Paul Lutheran School uses multi-grade classrooms that utilize additional teachers (instructors) as needs arise. There are many advantages to a multi-grade classroom spiritually, academically, and socially:

- In a multi-grade classroom children are always able to review what they have covered before and work ahead if they are able;
- It lends itself very easily to individual instruction;
- Children are able to find mentors and friends in older grades who will help them in many ways. Older students learn patience and helping skills;
- It better reflects the style of learning in the world, where it is very rare to be in an environment where all the people are of the same age and

educational background;

- Multi-grade research documented that, “Students show increased self-esteem, more cooperative behavior, better attitudes toward school in general, increased pro-social behavior (e.g., caring, tolerant, patient, supportive), enriched personal relationships, increased personal responsibility, and a decline in discipline problems.”<sup>1</sup>

### **2.3 The Teaching of Reading**

St. Paul Lutheran School believes that the ability to read is the most important skill to be taught to elementary children to ensure their academic growth and success in school. Our school pledges itself to the teaching of phonics as the foundation for learning to read. Children are taught the basic building blocks of the English language, including proper spelling, punctuation, grammar, and sentence structure. Literacy is fostered in our students by grounding them in the skills necessary to read and write the English language.

### **2.4 Music and the Arts**

St. Paul Lutheran School teaches music and the arts on a daily basis. Particular emphasis is given to the art of singing so that the young Christian learns to participate in the devotional richness of the Church’s liturgy and hymnody. In addition, there are many opportunities to explore the vast secular musical and artistic treasures from outside the Church.

### **2.5 Catechesis**

St. Paul Lutheran School has faithful Lutheran catechesis as its central task. The entire catechetical program for all grades falls under the jurisdiction and oversight of the pastors. Catechesis takes place in the school’s worship and prayer life, music program, Bible studies, and daily integration of the faith into academic subjects. For this reason, the faculty receives ongoing instruction in Lutheran doctrine. The rhythm of worship includes Divine Service, Matins, or Responsive Prayer conducted in the church daily at 8:20

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1. Susan Vincent, *The Multigrade Classroom: A Resource for Small, Rural Schools*, 17.

a.m. Catechetical instruction is given by the pastors and reinforced by the teachers.

Listening to Bible stories, discussing what is heard, praying the Catechism and liturgy, and singing the hymns of the Church is part of the daily life of the school. Children learn the entire Catechism by heart by the end of the second grade. Children learn a three-year cycle of important Bible passages and hymn verses by heart. Children grow in the Christian faith and life through the integration of that faith into all the academic subjects of the school. They learn to evaluate the real world and our society and culture on the basis of the Word of God and the Christian confession. Children learn the faith by doing those things that will be a part of their Christian life as long as they live.

Foremost in the process of catechesis is the involvement of parents in the catechization of their children. This requires the ongoing catechesis of parents through the Divine Service, adult instruction, Bible classes, and special topic presentations, so that the Word of the Gospel becomes the foundation for their faith and life. This catechesis assists parents in living their Christian vocation, understanding the Divine Service and the Church's liturgy, teaching their children to listen to the Word of God, praying the Catechism in the home, and practicing confession and absolution within the family.

## **3 Responsibilities**

### **3.1 Student Responsibilities**

Each student is responsible for his or her own actions. Students are expected to conduct themselves in ways that honor the Ten Commandments and the Words of Christ from Matthew 22:36-39:

“Teacher, which is the great commandment in the Law?” And he [Jesus] said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself.”

The behavioral expectations established by the school are designed to prepare students for the responsibilities and situations they will face later in life; and



to prevent interruptions to learning caused by unpreparedness or behavioral disruptions. The school encourages all to conduct themselves in attitude, demeanor, and work as befits their God-given vocations.

### **3.1.1 Conduct**

To have a successful school year it is expected that students will:

1. Honor and obey all authorities.
2. Show respect to other students and their belongings.
3. Respect and care for all property and materials.
4. Complete assignments on time and turn in assignments to the teacher at the designated time.
5. Complete assignments neatly and per directions.
6. Seek further explanation of directions from the teacher if assignment directions are not clear.
7. Use the planners according to grade level expectations.
8. Bring required materials or supplies to the classroom on time.
9. Follow the school dress code.
10. Keep personal areas neat.

### **3.1.2 Assignments**

Assignments are given for constructive exercise for mastery of new concepts, skills, or facts and maintaining previously learned knowledge. Each student will maintain daily assignment sheets or planners.

**Work at Home** The necessity for schoolwork at home will vary by grade and student. Students who were given adequate time to complete an assignment in class and did not use the time wisely will consequently have work to complete at home. Some subject material requires work at home such as repetition of learn-by-heart, lower grade Saxon math worksheets, and Latin vocabulary.

When children are ill or absent from school, contact the teacher for missed assignments. The teacher will set the due date. Normally a student will need to complete his missed work within the same number of days missed.

**Grading Scale** The following grading scales are used. Grades may be recorded per the letter scale of A-F or on a number scale from 1-3. Which scale is used is determined by the teacher based on the amount of course time and assignments completed. An “N” indicates that grading for that course or grade level is not appropriate.

Letter Grades	%	GPA		
A+	97-100	4.0		
A	93-96	3.7		
A-	90-93	3.5	E	Outstanding performance on objectives
B+	87-89	3.3		
B	83-86	3.0	S+	Meets objectives consistently
B-	80-82	2.7		
C+	77-79	2.3	S	Meets objectives most of the time
C	73-76	2.0		
C-	70-72	1.7	S-	Rarely meets objectives
D+	67-69	1.3	N	Needs improvement
D	63-66	1.0		
D-	60-62	0.7		
F	Below 60	0.0		

## 3.2 Consequences

Maintaining discipline in the classroom is not inconsistent with the practice of forgiveness and unconditional love which is central to the Christian faith and life. Behavior consequences are administered fairly by teachers as appropriate to the situation and the student’s need for correction; thus, consequences may not be the same for similar infractions by different students or different times of year.

Parents will be notified by the teacher of behavioral situations that have not

responded to correction, missing school work, poor assignment quality, and chronic dress code violations.

Students may be sent home for the remainder of the day for situations of bullying, cheating, fighting, disrespect of authority, lying, stealing, or physical violence.

The principal will document each time a student is sent home as a result of the student violating the discipline policy. This record is kept in the student's file in the office to be removed and destroyed at the end of the school year.

**Expulsion from School** Expulsion from school occurs if a student cannot or will not abide by the foregoing standards of conduct and behavior or parents do not honor their commitment to the school. The School Board will expel a student for major offenses such as bringing a weapon to school or illegal drugs, and/or for behavioral or academic situations where it has been determined that all other corrective avenues have been exhausted.

### **3.3 Promotion and Retention Policy**

Generally, students receiving passing semester grades in all core subjects will be promoted and students with two or more failing grades in core subjects will be retained. If, for any reason, a student does not demonstrate proficiency, it is the responsibility of the classroom teacher to recommend retention. This is to ensure the student has mastered grade level expectations and will have a good chance of being successful at the next grade level. Students failing to meet the above requirements may be promoted in special circumstances. If the parent(s) of the child do not agree with the teacher's recommendation, they may bring their concerns to the Retention Review Committee for consideration. All decisions made by this group are final.

The Retention Review Committee will consist of one School Board member, the principal, and up to three teachers. These teachers will be the current teacher, the teacher in the grade level below the student, the teacher in the grade level above the student, and one other teacher (if staffing makes this possible).

When parents challenge the teacher's recommendation, their concerns are brought to the attention of the Retention Review Committee and

- Both parties will meet with the committee simultaneously.
- Each party will have a chance to speak without interruption.
- The committee will discuss the matter privately.
- The principal will inform all parties of the Committee's decision.
- Appeals to the School Board may be made by either party if, and only if, they feel that proper procedures were not followed.

### 3.4 Parental Follow-Up

The goal of discipline is to work with parents to reinforce and support standards of responsibility, courtesy, respect, and behavior that are an important aspect of children's education and to prevent the loss of valuable instructional time. The maintenance of an orderly and harmonious classroom is essential to learning.

Parents/Guardians are encouraged to use the opportunity to teach, administer consequences, and support their child's teacher. In the case of missing/late assignments or poor assignment quality, parent/guardian is encouraged to work with the student to complete, correct, or redo the assignment.

**Reporting Unacceptable Behavior** If a child reports to his parent or guardian any incident of unacceptable behavior that occurs during school hours, the parent or guardian needs to promptly inform the child's teacher.

### 3.5 Bullying Policy

Bullying is defined as intentionally written, verbal, graphic, or physical act that a someone exhibits repeatedly toward another someone else, and the behavior both: 1. Causes mental or physical harm to the student; 2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Bullying will not be tolerated at St. Paul Lutheran School. But as we are all sinners and all in need of repentance and forgiveness, bullying will be dealt with by the principal and faculty on a case-by-case basis, encouraging repentance as well as confession and absolution.

### **3.6 Grievance Policy**

Normally, the decisions and actions of the principal and/or teacher regarding classroom management are final and should be received in a gracious way by students and parent/guardian even if the results of those decisions and actions are not what were anticipated. Similarly, all decisions and actions of the principal regarding academic policy and operational procedure are final. In the case of parent/guardian dissatisfaction with the classroom management issue with a teacher, the parent or guardian may contact the principal after having first spoken respectfully and privately with the teacher.

If a parent/guardian consults with the principal or a school board member prior to his speaking with the teacher or principal respectively, the parent/guardian will be advised to first meet with the teacher or principal directly.

If, after meeting with the teacher and principal, the parent/guardian is still dissatisfied, the matter may be submitted in writing to the chairman of the School Board. The matter will be addressed at the next officially scheduled School Board meeting. All decisions of the School Board in the matter of grievances are final.

## **4 Dress Code**

St. Paul Lutheran School's appearance standards set a tone at school for learning in which students are expected to do their best, study faithfully, and work hard. It provides a consistently attractive and neat appearance for all students, avoids peer pressure in matters of dress, minimizes study distractions, and provides a uniform dress for all off-campus public appearances. Clothing, hair, and grooming should not call undue attention to oneself but be in harmony with the practices of a Lutheran school.

Parents are asked to monitor their children closely. The principal reserves the right to exercise discretion in the appearance code so that safety is maintained at school and the dress of students falls within the overall spirit of this policy. Questions about dress should be directed to the principal. Chronic or notable offenders will be asked to call home to have parents bring appropriate dress before being permitted in class.

**Pants** Khaki, gray, or navy pants or shorts, with a solid-colored belt and no ornamentation. Pants should fit snugly around the waist or hips without exposing undergarments. Pants must be in good condition, with no fraying or holes. Shorts may be worn from April 15 - October 15 (principal may alter dates due to weather conditions) and must be no shorter than three inches above the knee.

**Shirts** Red, white, or navy short-sleeved or long-sleeved polo-style shirt only, with no writing or logos except the official St. Paul's logo. One shirt per student with the school logo will be required to be purchased. Shirts should be tucked in. Plain, long-sleeved shirts or turtlenecks within the color code may be worn under collared polo shirts. Only the top button may be unbuttoned.

**Skirts/Skort/Jumper** Khaki, gray, or navy skirt, skort, or jumper should be within three inches of the knees when kneeling.

**Undergarments** Worn as intended and not to be visible. Undershirts must be grey or school colors.

**Sweaters** Red, white, navy, or gray colored sweater may be worn. No writing or logos except St. Paul's logo. Students may also wear St. Paul's Logo Sweatshirt over polo. Sweater or sweatshirt may not be draped around the neck or waist. No jackets or hooded sweatshirts may be worn in school.

**Socks/Stockings/Tights/Leggings** Must match each other, be in color code or black (may include athletic socks) and be a solid color. No fishnet stockings. Leggings in color code may be worn as long as skirt or jumper meets length requirements set in the dress code.

**Shoes** Gym shoes may be worn. No sandals, Crocs, open toe, or high heels, and no shoes with the back out. No blinker lights on shoes. Snow boots and rain boots are worn only on snowy/rainy days and children will need appropriate shoes to wear once inside the building.

**Hats** Hats and scarves are not to be worn in the building. No sunglasses. Hairbows may be up to 4" wide and school dress code colors.

**Jewelry** Up to two stud earrings per ear are allowed for girls only. No hoops or dangling earrings. Students may wear a wristwatch and cross necklace. No other jewelry is allowed.

**Make-up** Natural-colored cosmetics such as blemish may be worn.

**Gym Uniform** Students will be provided with a gym uniform for P.E. class. Proper gym shoes will be required and may not be worn outside the gym. This is to keep our gym floor in good condition. Children will need to bring shoes from home when P.E. will be outside if they do not wear gym shoes that day to school.

**For Girls' Hair** Hair should be modestly styled. It may not be dyed or otherwise colored. Accessories should be modest and match the uniform.

**For Boys' Hair** Hair should be modestly styled. It may not be dyed or otherwise colored. Hair length should be off the collar, off the ears, and off the eyebrows.

**Special Event Requirements** Navy polo shirt with school logo and either khaki pants or skirt. Dress shoes will be required for church and some other performance-type events. Socks, stockings, tights, and leggings must match each other, be in color code or black (may include athletic socks), and be a solid color. Clear or light pink nail polish only. Hair needs to be pulled back off of the face.

## 5 Registration and Tuition

### 5.1 Registration Deadline

St. Paul wishes for all of its students to succeed. To ensure the success of each student, enrollment needs to occur before August 1st. This provides enough time for books and supplies to be ordered and for preliminary testing to be done. Additionally, transfer families will find it very helpful to take textbooks home over the summer to prepare for the different curriculum. Registering early facilitates these processes and builds a foundation for student success.

Exceptions will be considered on a case-by-case basis with the aid of the school board.

## 5.2 Tuition

School tuition is based on church membership. Tuition is gifted to St. Paul Lutheran Church members in good standing.

The tuition rate for a non-member is \$4,850/child up to 3 children in a family, with the additional children's tuition being free. School tuition is gifted based on church membership and attendance at Divine Services at St. Paul Lutheran church. This means in-person attendance. Receiving forgiveness in the Divine Service through Word and Sacrament is of utmost importance—"for where there is forgiveness of sins, there is also life and salvation" (Luther's Small Catechism).

As PreKindergarten only meets for half of the day, it has a different tuition rate: \$2,000.

Tuition is gifted to St. Paul Lutheran Church parents and children who are present in Divine Service over 50% of the regular services. Since tuition is a gift from the congregation, any parent and student(s) who attend church 50% or less for a quarter of a school year will only be gifted 50% of the tuition assessment beginning the next quarter (\$1,212.50/quarter; \$4,850/year).<sup>2</sup> Our ultimate goal is to have all parents and students in church regularly. If attendance returns to greater than 50%, free tuition will resume beginning the next quarter.

Parents and students receiving FAST tuition assistance are to be present in Divine Service at St. Paul Lutheran Church over 50% of the regular services. Services are held Saturdays at 6:00 p.m., and Sundays at 7:45 a.m. and 10:00 a.m. Since tuition assistance is a gift from the congregation, any parent and student(s) who attend church 50% or less for a quarter of a school year will be assessed full tuition beginning the next quarter (\$1,212.50/quarter; \$4,850/year). Our ultimate goal is to have all parents and students in church regularly. If attendance returns to greater than 50%, tuition assistance will resume beginning the next quarter.

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2. Prices are adjusted for PreK.



### 5.2.1 Fees

**School Supply and Administration Fee** A \$400 School Supply and Administration Fee (non-refundable after 6/15) is assessed for each student. This fee is applied to all perishable books and supplies that the student will use and/or keep.

All school supplies are purchased by the school for all students. This School Supply and Administration Fee is used to purchase these materials in bulk. Supplies are distributed by the teacher as each student needs them. Students should not go school shopping for pencils, pencil cases, or erasers; these are all provided by the School Supply and Administration Fee. The only school supplies for a student to bring are backpack, gym shoes, and lunch box.

Hardcover books and other permanent resources are the property of St. Paul Lutheran School.

**Application Fee** The non-refundable application fee for K-8 is set at \$50 for all students due by 6/15.

The non-refundable Registration fee for Pre-K is set at \$100.00 for St. Paul members and \$50.00 for Non-St. Paul members. There is no tuition fee for St. Paul members and the monthly tuition fee for Non-St. Paul members or students not enrolled at SPECLC is \$159.50. All fees for students enrolled at SPECLC are billed through the daycare.

**Sports Administrative Fee** Any student participating in a sport will pay \$35/sport with a \$300 maximum/family. Participating families will be billed at the beginning of the year.

## 5.3 Tuition Payments

Tuition payment plans are set up at the time of registration. Tuition may be paid annually, semiannually, quarterly, or monthly. Monthly payments are due on the twentieth day of each month beginning with the month of August preceding the academic year for which the payments apply.

The school reserves the right to call for the full payment of unpaid tuition balances in the event that tuition payments are late, or parents have demonstrated a history of tardiness in their tuition payments. Failure to pay tuition

according to the agreed upon plan will result in the discharge of these students from the school.

Parents who voluntarily withdraw their child from St. Paul Lutheran School are responsible for the balance of the tuition for the current semester. Pro-rated refunds will be issued for students excused by St. Paul Lutheran School through the current semester. Records will be released upon balance of tuition paid.

Teachers provide a list of student personal supplies at the beginning of each academic year that is to be purchased by parents.

## **5.4 Financial Policies and Procedures**

1. All tuition for the school year must be paid in full to receive your child's end-of-year report card.
2. Tuition will be paid according to the predetermined plan as agreed to by the parent/guardian. For returning students, the plan from the previous year shall be in effect unless a change is requested in writing.
3. Returned checks due to non-sufficient funds will result in a fee of \$25.
4. Enrollment at SPLS for any portion of a quarter (grading period) constitutes a quarter of tuition.
5. SPLS recognizes that occasionally circumstances make it impossible to make payments on a schedule. At such a time, please contact the Principal to discuss options. SPLS seeks to work with families in a proactive manner when financial situations arise.

### **5.4.1 Non-payment of Tuition and Financial Obligations**

- Services may be suspended or re-enrollment denied if payments are not kept current.
- All tuition and fees from the previous school year must be paid in full before the student will be allowed to begin the next school year.
- If payments are more than one grading period behind (one quarter of the school year), the student will not be allowed to remain enrolled for the next grading period. In other words, if payments are more

than approximately 90 days delinquent, the enrollment status will be re-evaluated. Example: If in January, tuition is still owed from the first quarter, the student will not be allowed to begin the third quarter. Any exceptions to this policy can only be made by the school board.

- Families must have paid 1) the (re)registration fee in full, and (2) at least 1/10 of total tuition and fees for the year (one monthly payment), in order to continue enrollment for the next quarter.

## 6 Miscellaneous

### 6.1 Attendance

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. All absences are to be verified by a call or note to the school office from a parent or guardian before 8:00 a.m. on the morning of the absence. If you must take your child out of school early or bring them late because of an appointment, please inform the teacher in writing the day before. Students who are dismissed from school early must have a parent or guardian pick them up at their classroom. Please come to the office first for admittance to the building and to sign students out.

**Illness and School Absences** If a student becomes ill during school, he or she should notify the teacher, who will help make appropriate arrangements for the student's care and/or parent pick-up. Students who are ill and absent from school cannot participate in after-school events or extra-curricular activities for that day. Students must be fever free, with no vomiting or diarrhea for a minimum of 24 hours before returning to school.

**Family Death or Terminal Illness** If there is a death, terminal illness, or a similar traumatic situation in your family that may affect the student's attendance, spiritual and emotional wellbeing, or level of concentration, please notify the student's teacher.

**Extended Family Vacations** Parents planning to take their children on a trip that will take them out of school must notify the school in writing at least one week before the trip. Lengthy trips that cause the student

to miss class time are discouraged. It becomes the parent and student's responsibility to make arrangements with teacher for any missed assignments and to complete any assigned work upon return. The student is responsible for all work missed. At the teacher's discretion, advance work may or may not be prepared before the vacation absence.

## **6.2 Electronic Devices and Cell Phones**

Students may not have personal electronic devices such as tablets or cell phones in their possession during the school day or during any school-sponsored event. If a student brings an electronic device to school, the student must give it to a teacher upon entering the building. He or she will receive it back at the end of the day. The school staff, faculty, and school board will assume no responsibility in circumstance for the loss, destruction, damage, or theft of any such device. Any electronic devices provided by the school will be used in accordance with teacher instructions.

## **6.3 Field Trips and Special Events**

Fields trips and special events are privileges for students who have completed the work necessary to participate.

Whenever students are traveling away from the school, they are subject to the same rules, regulations, and appropriate politeness and civility observed on the school campus. In the classroom, acceptable behavior and unacceptable behavior will be determined by the principal or teacher. Any student who does not show proper behavior while on a field trip is excluded from the next field trip. Drivers are asked not to distribute snacks to the students in their cars. Except for rare occasions, siblings of parent drivers/chaperones may not attend.

Parent drivers are required to have working seat belts to individually accommodate each person in the car. Adult drivers must provide the school office with a copy of their driver's license and current proof of insurance.

Illinois law requires safety seats for students up to the age of 8 or students weighing less than 40 pounds.

## **6.4 Fire Drills**

Fire drills are held in accordance with state safety guidelines.

## **6.5 Holiday/Event Celebrations**

As a general rule, “class parties” during the school day will be kept to a minimum to avoid the loss of valuable instructional time. At the same time, however, the school recognizes the importance of social interaction and the sense of community that can be developed through such celebrations. Students may provide a treat for all students at lunchtime to celebrate their birthday.

Daily chapel will always observe the many festival and saints’ days throughout the church year.

## **6.6 Lunch Time**

Our food, along with everything we have, is a gift from God. The school’s lunch policy reflects our gratitude for all that we have been given. It is intended to foster good eating habits among our children so that they become faithful stewards of God’s gifts.

Students are not allowed access to a microwave. Items from home that need to be kept warm should be sent in a thermos. Politeness and civility are expected at lunchtime. Lunchtime is also reserved for conversation and social interaction. Students ask a blessing and return thanks together before and after lunch. Students are expected to remain at school for lunch and to pick up after themselves.

- Milk for purchase will be available. No soda allowed. Please avoid drinks that are high in sugars such as fructose.
- Students will not throw food away at school. Food not eaten will be returned home to assist parents in packing the appropriate amount of food.
- No sharing or trading of food. This further assists parents in packing lunches. It also helps to make sure that no allergies are aggravated.
- Any prescription drug may be administered in compliance with the

written directions of a physician if the student's parent or guardian consents in writing. All such medication must be in the original prescription container/bottle.

- No school employee may be required to administered medications. In certain situations, parents/guardians may be required to come to school to administer certain medical regimens.

## 6.7 Parent-Teacher Communications

**Contacting Teachers** Teachers may be contacted by phone at school. Teachers will return phone calls at the end of the school day or in the evening. Notes may be written for teachers in the student's planners or attached to the daily assignment sheet in their students' "take home" folder. Parents/guardians may also schedule appointments to meet personally with teachers.

**Student "Take Home Assignment Folder"** Each student will have a "take home assignment folder" or assignment notebook for transporting information from his or her teachers and completed schoolwork. Please read and review the enclosed materials and place any correspondence you wish to send to school in the folder.

**School Note** An information sheet called *School Notes* is sent home every Friday. *School Notes* includes the next week's learn-by-heart and Bible readings, as well as announcements and an updated school calendar. *School Notes* are available on the website and are sent to each parent's email address.

## 6.8 Parent-Teacher Conferences

Parent-teacher conferences may be scheduled whenever necessary. At the end of the first quarter, Parent-teacher conferences will be scheduled for each student. Teachers will make conference time available after each grading period.

## **6.9 Possession of Tobacco or Alcohol; Other Drug Use and Possession; Weapons**

On school and church property, school students are prohibited from:

- Smoking, or possessing tobacco and smoking products
- Possessing alcohol, inhalants, controlled substances, and any other illegal drugs, or drug paraphernalia
- Possessing guns, knives, or defensive sprays such as pepper spray
- Delivering, distributing, or selling any of the prohibited substances, including prescription drugs.

The principal and faculty may search through student possessions during a school day or during a school-sponsored or required event.

The principal and/or faculty shall confiscate any item listed above and the parent/guardian notified immediately. Because possession of controlled substances and illegal drugs are illegal in Illinois, the police will also be notified. Further school discipline and/or other interventions, deemed appropriate by the principal on a case-by-case basis, will be administered.

## **6.10 School Hours**

School hours are 8:10 a.m. to 3:10 p.m.

The front school doors will be open to students at 7:55 a.m. unless special arrangements have been made with the principal or teacher for an earlier arrival for tutoring situations. Students are to be seated and ready for school to begin at 8:10 a.m. Opening chapel begins promptly at 8:20 a.m. Late arrivals make an orderly opening chapel difficult. Front school doors will be locked at 8:15 a.m. If a student arrives after 8:10 a.m., the student will be marked tardy and must sign in at the school office.

## **6.11 Severe Weather Days**

If District 7 Edwardsville is closed due to inclement weather, St. Paul Lutheran School will also be closed. Parents are responsible to monitor local TV or radio stations KMOX-AM (630); KLOU-FM (103.3); WINU-AM

(880); MIX-FM (97.1); WSIE-FM (88.7); WBGZ-AM (1570); KMOV-TV (Channel 4 News); KSDK-TV (Channel 5 News); Fox 2 News/KTVI News 30; or Channel 10 Local Access TV for closing information. Parents may also get weather information from the District 7 website: [ecusd7.org/](http://ecusd7.org/) or sign up for an email alert off the safety alert page. You can also call the Safety Alert Hotline at 655-6090 for a recorded message.

If the school closes mid-day due to inclement weather, parents will be called by the school.

If the school has to close for any other emergency reason, parents will be called by the school.

## **6.12 Sports Requirements**

1. All students participating in after-school sports activities must have a Consent to Treat (See *St. Paul Lutheran School, Hamel, IL Authorizations* on p. 31). form signed prior to participating in sports practices or events.
2. All students participating in after-school sports activities must have a minimum of 2.5 on his/her report card and no missing assignments on the day of an event.
3. Students must be in attendance at school on the day of the event or receive consent from the principal to participate.

## **6.13 Student Pick-Up**

Parents/Guardians will sign students out in the school office. Prompt pick-ups are expected. When a student is picked up from school, it is understood that they are leaving the premises immediately. Students may not play outside.

If late pick-up is necessary, parents must notify the school office by 2:00 p.m. Families who consistently pick up students later than 15 minutes after school dismissal, without notifying the school office, will be charged \$5.00 per child per every 15-minute increment or portion thereof. Students who are awaiting late pick-up are to remain in their classroom and work on homework. Parents



who cannot pick up their children at 3:15 p.m. may arrange for daycare at the St. Paul Early Childhood Learning Center.

Parents are requested to designate on the registration form those who are authorized to pick up their child(ren). Any change in pick-up must be reported to the office before the end of the school day via a written note or a phone call. If someone not on the designated list is to pick up the student, provide that person's name and relationship to the student.

### **6.14 Telephones**

Students may use school phones for matters of an urgent nature after obtaining permission from their teacher or principal.

### **6.15 Transfer-in Students**

K-8 Students may transfer in from other schools as long as they can meet academic standards for their grade level and their beliefs will not be a detriment to the other students. Before a transfer-in student is accepted, the parents and student must meet with the principal and pastor. The student must also complete academic testing with a teacher and/or parents must submit standardized test results from the previous school year.

### **6.16 Tornado Drills**

Tornado drills are held each year in preparation for the tornado season.

### **6.17 Walkers and Bikers**

Parents must give written permission for their children to walk or ride a bicycle to and from school. Students will not be under school supervision after 3:15 p.m. In the case of after school activities, the faculty representative is the supervisor up until the completion of the program.

## 7 St. Paul Lutheran School Faculty, Staff, Administration, and School Board

School Office: (618) 633-2202

Worden, IL 62097  
school.stpaulhamel.org

	Principal/Upper Grades Teacher	(618) 633-2202 principal@stpaulhamel.org
Deaconess Sarah Gaffney	Middle Grades Teacher	sgaffney@stpaulhamel.org
Miss Katie Rutowicz	1-2nd Grade Teacher	krutowicz@stpaulhamel.org
Deaconess Elizabeth Koester	Kindergarten Teacher	ekoester@stpaulhamel.org
Mrs. Crystal Wagner	PreKindergarten Teacher	cwagner@stpaulhamel.org
Kantor Janet Muth	Kantor/Teacher  PreKindergarten Aide	jmuth@stpaulhamel.org
Mrs. Joanie Mertz	Church/School Secretary	jmertz@stpaulhamel.org
Pastor Benjamin Ball	Senior Pastor	(618) 979-4587 bball@stpaulhamel.org
Pastor William Weedon	Assistant Pastor	wweedon@stpaulhamel.org

Derek Bright	School Board President	dbright16@hotmail.com
Kendall Cortright	Secretary	kendall.cortright@gmail.com
Darren Ott		dkott33@hotmail.com
John Meinzen		johnmeinzen@gmail.com

## St. Paul Lutheran School 2024-2025 Calendar

July 31	Last day for Registration
August 14	First Day of School—Early Dismissal
August 15	Back to School Night (K-8) 6:30 p.m.
August 25	Family Outing
September 2	No School—Labor Day
September 3	First Day of Preschool
September 5	Picture Day
September 10	Preschool Back to School Night 6:30 p.m.
September 27	Oktoberfest
October 11	No School
October 14	No School—Columbus Day
October 18	End of 1st Quarter
October 24	Parent-Teacher Conferences—Early Dismissal
October 25	Parent-Teacher Conferences—No Student Attendance
November 7	Veterans Day Celebration—11:30 a.m. Dismissal
November 8	No School—Sausage Supper setup
November 11	No School—Veterans' Day
November 25-29	No School—Thanksgiving Break
December 23-31	Christmas Break
January 1-3	Christmas Break
January 6	School resumes
January 10	End of 2nd Quarter
January 20	No School—MLK Day
January 27-31	National Lutheran Schools Week
February 14	No School—Winter Break
February 17	No School—Presidents' Day
March 5	Ash Wednesday
March 21	End of 3rd Quarter, Early Dismissal
April 18	Good Friday, Early Dismissal
April 21-25	Easter Break
April 28-May 2	Iowa Basic Tests
May 1	Field Day
May 9	Grandparents Day, Early Dismissal, Evening Concert
May 16	Last Day of School, Early Dismissal, Lunch Picnic, Graduation

Entering grade \_\_\_\_\_

## St. Paul Lutheran School, Hamel, IL Registration Form

### Student Information

Name (First, middle, last): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Baptism: \_\_\_\_\_

Church denomination of Baptism: \_\_\_\_\_

Church actively attending if not St. Paul Lutheran Church: \_\_\_\_\_

Student's primary residence address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent's marital status:  Married  Divorced  Separated  Never married

If student lives in multiple residences due to legal requirements, please describe the student's arrangement pattern: \_\_\_\_\_  
\_\_\_\_\_

Student is: \_\_\_\_\_ right-handed \_\_\_\_\_ left-handed

Student wears: \_\_\_\_\_ glasses \_\_\_\_\_ contacts

Glasses/contacts are to be worn \_\_\_\_\_ always \_\_\_\_\_ only when...

Allergies: \_\_\_\_\_

Current medications: \_\_\_\_\_

Medical conditions: \_\_\_\_\_

Special food or eating instructions: \_\_\_\_\_

Physician's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Any other pertinent information it is important for the teachers to know about the student:

[NOTE: If you have multiple students in the school, please fill out this form for the student in the highest grade only. Please indicate at the end for whom this form is valid.]

## Parent/Guardian Information

Please provide information for all who have legal authority over the student.

### Father (or Legal Guardian)

Name: \_\_\_\_\_

Residence street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address (if different)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone numbers:<sup>1</sup> \_\_\_\_\_

Email: \_\_\_\_\_ Normal hours of work: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Employment address: \_\_\_\_\_

Church actively attending (if not St. Paul): \_\_\_\_\_

### Mother (fill in information only when different from Father's information)

Name: \_\_\_\_\_

Residence street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address (if different)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

<sup>1</sup>It is helpful to include home, cell, and work numbers. Please mark them as "H", "C", and "W", respectively.

Phone numbers: \_\_\_\_\_

Email: \_\_\_\_\_ Normal hours of work: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Employment address: \_\_\_\_\_

Church actively attending (if not St. Paul): \_\_\_\_\_

### **Emergency Contacts**

List two people who can be contacted in an emergency if the parents cannot be reached:

**First Contact** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work: \_\_\_\_\_

**Second Contact** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work: \_\_\_\_\_

### **Pick-Up Permission**

List those people who are authorized to pick up your child from school. If you make plans for anyone else to pick up your student, send a signed note to school with your student.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Parents of Multiple Students in School**

The parent/guardian information and contact information is valid for the following siblings:

\_\_\_\_\_

**Signature of Person Providing Student and Guardian Information**

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



## St. Paul Lutheran School, Hamel, IL Authorizations

**Student Name:** \_\_\_\_\_

**Consent to Treat** I authorize St. Paul Lutheran School, through its teachers or staff, to provide or authorize emergency treatment of an injury to or illness of my child. This authorization is granted only if the undersigned is not present or if the undersigned cannot be contacted in a timely manner under the circumstances.

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

**Photo Release Form** During the school year we will be taking photographs of students engaged in various school activities. These pictures will be used for a school yearbook and for publicity. Some pictures may be used on the school website or in the newspaper. Names of students will not be used on the website. We request your permission to use such photographs.

\_\_\_\_\_ I give permission

\_\_\_\_\_ I do not give permission

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

**Tuition (Non-St. Paul Lutheran Church Students)** I hereby request that my child be enrolled in St. Paul Lutheran School. I understand that my child is registered for the full school term and tuition is due whether or not my student is able to attend classes. In the event of necessary withdrawal, thirty days' notice in writing must be given to the principal or one month's tuition paid.

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