

## OBJECTIVES FOR ST. PAUL'S LUTHERAN SCHOOL

*"Train up a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)*

*"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." (Ephesians 6:4)*

*"Feed my lambs." (John 21:15)*

In order to carry out these commands of Scripture to teach the Word of God diligently to our children and to make them wise unto Salvation through faith in Christ, St. Paul's Lutheran School aims:

### TO PREPARE CHILDREN FOR ETERNITY

Using the law and gospel, the two main doctrines of the Bible, our school teaches students that all people are sinful and that our sin separates us from God. But God loved us and sent his son, Jesus, to die for the sins of the whole world. Through faith, we are now God's redeemed children, sure of our future home in heaven.

### TO PREPARE CHILDREN FOR A SANCTIFIED LIFE

In the Home:

Our school teaches students about the blessings of a Christian home. Children learn to appreciate the blessings God has given them through their family and also learn the importance of communicating daily with God through prayer and devotion. Our students are also taught to respect their parents and others whom God has placed over them as his representatives.

In the Church:

The students of our school learn the importance of faithful church attendance and also learn how to use their time, talents, and treasures to serve God in their own congregation as well and in the church at large.

In the Community:

By teaching all subjects in the light of God's Word, our school teaches our children to love and serve others. Students also learn to be honest, productive citizens and to be God's witnesses in a sin darkened world.

### HOW PARENTS CAN HELP THEIR CHILD

- Let the Word of God be your guide in all phases of daily living.
- Attend church regularly with your children.
- Have regular family devotions and daily prayers.
- Pray for your school and staff.
- Encourage your children to respect their teachers.
- Encourage them to be considerate and courteous when riding on the bus and on their way to and from school.
- See to it that children are regular and prompt in attendance.
- Refrain from being critical of school procedure in the presence of your children.

### DIRECTIVES TO PARENTS

**OUR CHILDREN BELONG TO PARENTS WHO ARE ULTIMATELY ACCOUNTABLE FOR SEEING THAT THEY GROW UP TO BE RESPONSIBLE ADULT CITIZENS. YOU, AS CONCERNED PARENTS, SHOULD FIND OPPORTUNITIES DAILY TO:**

- Assure your children that you love them. This will calm their fears.
- Provide them with opportunities to talk with you about things in general, or about activities in school. This shows them that you are interested in what they do.
- Take time to read to the younger ones each evening before bedtime. Classics and Bible stories are excellent. This helps building language skills in early readers.
- Help them stick to some type of daily schedule or routine for homework, television watching, home chores, etc. They will learn discipline

and responsibility.

- Make sure they get plenty of rest each night. This helps keep children healthy and allows them to do their best in school.
- Make sure that your children eat a nutritious breakfast every morning.
- Be an example of the type of person you want your children to be. They imitate you and want to be like you.
- Provide an opportunity for your children to develop a spiritual faith that they can rely on during difficult growing years and to fall back on when Mom and Dad are no longer available for guidance.

You have an awesome responsibility! Yet the Lord has provided many ways to aid you as you train your children. Your children will be encouraged to attend church and Sunday School regularly. God's Word encourages us, "Let us not give up meeting together" (Hebrews 10:25), and also, "I rejoiced with those who said to me, 'Let us go to the house of the Lord'" (Psalm 122:1). Faithful worship and Bible study are no less important for us parents who model the Christian life in our homes.

Parents and others are welcome to visit our classes in session. Please extend the courtesy by contacting the principal or teacher ahead of time so that they might schedule some time to welcome you. Individual teachers may schedule visiting days throughout the year.

### **ENROLLMENT PREREQUISITES**

Children wishing to enter our school should be five years old by September 1st of the year they enter Kindergarten. Children whose families are members of St. Paul's, Fort Atkinson; Bethany, Fort Atkinson; and St. John's, Cold Spring (churches that are members of the Joint School Administration Agreement) are admitted as member students. Families are expected to pay about 25% of the total cost per student (\$1,100) per student (2015-2016 rates). The remaining 75% cost is paid by the member churches. Other children are accepted as full tuition students.

During the course of the first year, the [non-member] family will be charged the "member" fee if they agree to enroll in a Bible Information Class (BIC). At the conclusion of the first year, and after the BIC class fully completed, the family will need to decide about membership. If the family chooses to retain non-member status, full non-member tuition will be charged.

Immunization Requirements for Admission to Wisconsin Elementary Schools State Law (140.05 Wis. State) requires that all children entering a Wisconsin elementary school for the first time be immunized against diphtheria, tetanus, pertussis, polio, mumps, measles, rubella, hepatitis B, H influenza type b, and varicella. These requirements can be waived only if a properly signed medical or religious exemption is filed with the school.

### **NOTICE OF NON-DISCRIMINATORY POLICY**

St. Paul's Lutheran School admits students of any race, color, national and 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 its education policies, admission policies, scholarship and loan programs, and athletic and other school-administrated programs.

### **REGISTRATION**

Registration for all pupils of St. Paul's School is usually held sometime in August for the coming school year. A minimum 10% of the registration fees are to be paid on registration day. Balances remaining are to be paid according to your TADS financial agreement. Religious book purchases and some other user fees are to be paid on registration day. Fees may be paid by cash, check, or credit card. Pre-registration for incoming kindergarten students is done sometime during the late winter months.

### **TUITION ASSISTANCE**

Applications for tuition assistance for families showing a need are mailed with the summer newsletter and made available on registration day or through the school office. Applications are to be filled out and returned to the office at registration. A committee will meet soon after the beginning of the school year to determine the amount of assistance for the applicants.

### **ASBESTOS NOTIFICATION**

St. Paul's Lutheran School has had asbestos management plans prepared for the school. These plans are available for your inspection Monday through Friday during normal school hours at the School Office.

On March 21, 1996, a periodic surveillance was conducted in our school to inspect the condition of asbestos. No changes of condition were noted. On the same date, Independent Asbestos Services of Milwaukee conducted a three year re-inspection of all asbestos at our school. Their accredited inspectors not only checked the condition of asbestos, but reassessed operations and maintenance procedures that will keep this

material in good condition.

In July of 2006, most of the remaining asbestos was removed from our building. Floor tiles and ceiling material on our lower level were removed and replaced. The rest of the building was re-inspected at that time as well. Should you have any further questions or would like to review these documents, please contact the principal or Mr. Gary Strohm, who is the designated person for asbestos. The school phone number is 563-5349.

### **SCHOOL HOURS**

The school day begins **at 8:00 a.m. for Pre-K, K-4. Grades 5-8 begin their day at 7:45 a.m.** The school day ends for all students at 3:00 p.m. Students are permitted to go to their classrooms beginning at 7:30 a.m. If students need to arrive at school prior to 7:30 a.m., they must wait in the school cafeteria until the 7:30 bell. The Before and After School Program is offered for parents who need extended care for their children. The program runs from 6:30-7:30 a.m. and from 3:00-6:00 p.m. This facility for this program is located in the lower level of St. Paul's Church and the children will be supervised to and from our school building.

Students who do not use the bus at the end of the day are asked to start for home as soon as possible after dismissal since the playground is not supervised after school hours. We are not responsible for any child on the playground other than during school hours.

### **TRANSPORTATION**

Students of St. Paul's Lutheran School, who live within the boundaries of the Fort Atkinson School District, may be transported by the district buses. Generally there is a charge for those who live within the city limits, depending on your exact address. Parents should contact Double Three Transportation (563-3652) to get information about bussing if you will need transportation for your child/children. Students not in the Fort Atkinson District must make their own arrangements for transportation. The school will give assistance and suggestions, if possible.

Parents are asked to cooperate with bus authorities by having the children on time for pick-up and by insisting upon good behavior on the buses.

### **SCHOOL CLOSINGS**

**In the event of bad weather, please listen to radio stations WTMJ (620AM), WFAW (940AM), WSJY (107FM), and local TV stations for announcements. St. Paul's School is included with the Fort Atkinson Schools for these special announcements. Our school's name will not be mentioned separately. In other words, when the public schools close because of bad weather, then St. Paul's is closed as well.**

There are times, such as the first days of school, and other times during the school year when St. Paul's has school but the Fort Atkinson Public Schools are not in session. Parents are asked to schedule their own arrangement to bring their children and pick them up on those days. The weekly school newsletter will remind you of those days.

### **HOT LUNCHES AND MILK PROGRAM**

Our school offers daily hot lunches. These lunches are served in accordance with standards set by the National School Hot Lunch Program. Prices are determined according to cost. Free and reduced price lunches are available for families who qualify. Applications for free/reduced lunch can be completed at any time during the school year. Lunch or milk tickets are purchased as needed and can be bought one at a time or in groups of five tickets. Tickets are sold in the office on Monday and Thursday mornings from 7:30-7:55 a.m. Parents are urged to make use of the hot lunches for their children. These meals are nutritious, and the cost is reasonable. Our lunch menu is prepared by the School District of Jefferson but is delivered, prepared, and served in our kitchen. (Lunch = \$2.60/day, \$13/week; Milk = \$.35/day, \$1.75/week)

### **ST. PAUL'S MISSION FUND PROGRAM**

The mission program at St. Paul's Lutheran School is designed to acquaint our children with the various missions within our church and Synod. The children are encouraged to bring a weekly gift for this purpose. These offerings will be collected on Fridays, or the last day of the week before a vacation. During the course of the regular school year the children's gifts are sent to the missions that have been selected for that particular month of the school year. Once a month, usually on the first Friday, a special children's service is held at St. Paul's Church. Guest speakers are often invited to lead these chapel services. Collections at these services are sent to monthly mission projects.

With this type of program, our teachers know which missions are to be emphasized each year and can plan ahead to prepare the children with information about each mission. Whenever possible we have representatives of the various mission projects come and speak to our children. We hope that our mission program encourages our students to think about the needs of others, especially those who have not heard the Good News of salvation through Christ Jesus.

We also give our children the opportunity to help others who are not necessarily affiliated with our Wisconsin Synod (WELS). Each year we pick special projects and promote our students' involvement in them. Examples of this include, but are not limited to, Christmas Neighbors or the Food Pantry.

## CHURCH ATTENDANCE

Worship and praise is the Christian's response to all the blessings that come to us from our Heavenly Father – especially for the salvation we have through His Son, Jesus Christ. Faithful attendance at worship services is a crucial part of the spiritual training that home and school provide for our children and students. St. Paul's Lutheran School along with the teachers and staff are dedicated to the spiritual training of your child. Therefore, we encourage an active worship life on the part of the parents and child. A schedule and form will be distributed each quarter to help families plan and record their church attendance. This form will be returned to the classroom teacher at the end of each quarter and used for the church attendance section of the report card.

## SINGING FOR CHURCH SERVICES

The children of our school are often asked to praise God in song for some of our worship services in church. Please have your child at church to sing on the days their class is scheduled. It is important to attend church on these days not only because the students are worshiping and praising God, but also because the songs and hymns have been learned and practiced as a piece of our curriculum. A master singing schedule is published at the beginning of the school year for your convenience. Also, parents will be reminded of the singing schedule through the school newsletter or a note from the teacher. Special singing groups within the school will be on the master schedule.

## SCHOOL ATTENDANCE

St. Paul's Lutheran School encourages regular school attendance, and requires proper notification of absences.

### Notification & Record Keeping:

- If absent from school, parents must see to it that the school is notified by a written excuse. If parents are unable to have an excuse brought to school on the day of the absence, the school must be contacted by phone. A written excuse will still be required the following day (or when the child returns to school).
- Absences for more than three consecutive days should be excused with a written excuse from a doctor.
- Each morning attendance is taken in the classroom. Absences will be noted, and the home will be called unless the school has already been notified of the absence. Absences will be tracked by the teacher and the school secretary.
- Students absent from school for more than an hour, but still in school for a portion of the day are deemed absent for one half day.
- Students arriving late to school will be marked tardy, unless the tardiness is due to a late bus.
- The principal, in consultations with the Board of Education, will deal with students who show a continuing pattern of non-attendance or tardiness. Students who show a continuing pattern of non-attendance will be asked to repeat the same grade the following year or will be dismissed from school entirely.

Extra-Curriculars: If a student misses school due to illness on the day of a game, meet, match or event, the player is not to play or participate and will not be allowed to play or participate that same day. If there is a game or event the next day, and the student is healthy, the student is eligible to participate. Absences during the week do not necessarily prohibit an athlete from playing, but parents and coaches should use common sense regarding the athlete's fitness for participating. Coaches should understand that missing school for doctor, dentist or orthodontist appointments, funerals, or family emergencies does not disqualify a player from playing.

Vacations: Families wishing to take their children out of school for vacations need to discuss their vacation plans with their child's teacher(s) prior to the vacation to make plans for completing classroom lessons and work. Parents should, if possible, try to schedule vacations during the regular vacation times on the school calendar, and parents should consider the academic standing of the student(s) who will be absent from school. Students on vacation during fall testing will not have the opportunity to make up the tests upon return.

## POLICY FOR EXTENDED ABSENCES

Adopted: May 16, 1991 by Joint Committee on Education of St. Paul's Lutheran School:

- A student who has been absent for 20 or more days during the school year will be placed on academic probation in the next grade for the next school term for a period of 6 weeks. At the end of the six weeks the parent/teacher/principal will meet to determine if the student is able to continue in that grade or if the absences of the previous school year make it necessary to repeat the previous grade in order to establish a proper foundation on which to continue his/her education.

### Note:

- If the probation proves to be satisfactory, there would not be any notation on the report card and/or permanent records.
- Also, in the case of a student that is in the eighth grade, a special arrangement may have to be made during the same school

term in which extended absences occur.

## **BASIS OF DISCIPLINE**

As a student at St. Paul's Lutheran School, every child enrolled automatically becomes a member of a large Christian family. God's Word then becomes the guiding force behind all their thoughts, words, attitudes, and actions.

The head of this Christian family is Jesus Christ. Through Jesus, the members of the family are united by their faith in his redeeming love. Each member of the family will try to follow Jesus example and do all things to His glory.

As in all families, a proper and consistent discipline must be maintained. Each member must be concerned not only with their own welfare, but above all, the welfare of the other school family members.

Regulations are established for the benefit and best interests of the whole family, as well as for the edifying of each of its individual members. Such regulations are enforced in a spirit of Christian love. The Law will serve to correct the willful offender. The Gospel will be used to show the offender that through repentance, their sins are forgiven.

May God grant that each member of the school family will be aware of his responsibilities and carry them out to the Glory of God and to the welfare of the fellow members of our school family.

## **DISCIPLINE POLICY**

### **I. General Procedures**

- A. When general classroom problems arise, the classroom teacher will assign appropriate discipline when necessary. Examples: loss of recess, time out, extra work, etc.
- B. When a problem continues, the teacher will notify the parents and plan a course of action. This action may include loss of extra-curricular activities, before and after school detentions, etc. At this point the principal will be made aware of the situation. The parents should be notified within several days, by the teacher, as to how the plan of action is proceeding.
- C. If the behavior continues and the above has not improved the behavior, then, the teacher, principal, and parents will meet further to discuss the situation and to join in a united effort in disciplining the child further.

(It is left to the discretion of the principal and classroom teacher as to when the following steps will be initiated)

### **II. In-School Suspension (excluded from the classroom for more than one period)**

- A. This action will be implemented by the principal after consultation with the teacher.
- B. Parents must be informed as soon as possible.
- C. Documentation will be completed and filed stating the misconduct, the punishment and the consequences if the misconduct continues.

### **III. One to Three Day Out-of-School Suspension**

- A. This action will be implemented by the principal after consultation with the teacher.
- B. Parents are informed immediately.
- C. Documentation will be completed and filed stating the misconduct, the punishment and the consequences if the misconduct continues.
- D. Parents must meet with the principal and the teacher before re-admittance to class. The parents and student are informed of the next step if misconduct continues.
- E. Chairman of the Joint Board of Education (JBOE) and the pastor of the respective congregation are informed. The entire JBOE will be informed of the action at their next meeting.

### **IV. Expulsion**

- A. This action will be recommended by the principal and acted on by resolution of the JBOE at a special meeting, after review of the situation with the principal and teacher.
- B. Parents will be informed in a meeting of the parents, student, principal, teacher, pastor, and chairman of the JBOE.
- C. Purpose of the Expulsion
  1. To bring the student to the realization of their sin and to lead them to repentance.
  2. To prevent the student's misbehavior from having a detrimental effect on the other students.

#### **Addendum:**

1. Serious misbehavior such as: physically harming or attacking a teacher, other staff members, or another student; bringing a weapon to school; open uncontrollable defiance, etc., may be cause for immediate expulsion.

2. Application for re-admittance may be brought to the JBOE for consideration no sooner than 9 weeks after expulsion.
3. A Discipline Advisory Committee consisting of the principal and two JBOE members will assist in carrying out the discipline policy of our school and to advise the principal as needed.
4. Parents who have concerns about a discipline problem should speak to the classroom teacher, then the principal, and, if the concerns persist, to the JBOE.

## **BULLY POLICY**

St. Paul’s Lutheran School believes that all students have a right to a safe and healthy school environment. Jesus Christ himself has said, “Love one another. As I have loved you, so you must love one another” John 13:34. St. Paul’s Lutheran School families have an obligation to promote mutual respect, tolerance, and acceptance.

St. Paul’s Lutheran School will not tolerate behavior that infringes on the safety of any student. Bullying is any behavior that is repeated and intended to bring harm to another person. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; sending inappropriate or threatening messages (email, text, or other creating or posting inappropriate, defamatory, or threatening information or pictures on websites. and social isolation or manipulation.

St. Paul’s Lutheran School expects students, staff and parents to immediately report incidents of bullying to the supervising teacher or principal. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. Discipline measures will be handled accordingly. This policy applies to students on church/school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

St. Paul’s recognizes that not all negative behaviors should be considered bullying or willful violation of this policy. However, bullying behaviors will be addressed according to the procedures below.

Each bullying offense will be referred to school administrators for disciplinary response.

- |            |   |
|------------|---|
| Offense #1 | Meet with administrator – no punitive actions |
| Offense #2 | Detention                                     |
| Offense #3 | Detention and counseling                      |
| Offense #4 | 1 day in school suspension and counseling     |
| Offense #5 | 3 day out of school suspension                |
| Offense #6 | Student may be recommended for dismissal      |

***St. Paul’s reserves the right to by-pass steps in the consequences as warranted by the offense, up to and including dismissal.***

An offense may necessitate the involvement of law enforcement or social services.

Consequences only take effect after an incident has been thoroughly investigated and can be corroborated by multiple sources or eye witnesses.

To ensure bullying does not occur on our school campus, St. Paul’s Lutheran School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build our school’s capacity to maintain a safe and healthy learning environment.

Teachers will discuss this policy with their students in age-appropriate ways and will assure students that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Parents will be informed of this bullying policy through possessing a copy of this policy and receiving updates to this policy. Parents will be informed when their children are found to be in violation of this policy, and parents are expected to insist that their children will stop all such bullying behavior.

May God bless St. Paul’s students, staff, and the school community with an attitude of Christian love and respect toward each other. May we all recognize each other as blood-bought souls deeply loved by God, and treat each other in such a manner. When sin arises, may we deal with that sin in a God-pleasing way.

## **COMMUNICATION & COMPLAINTS**

The teachers, staff and school desire to be as excellent as we can while serving God and our students and families by using our God-given talents and abilities. As we live in a sinful world we will face challenges and negative situations may arise. We all as Christians will abide by this procedure in dealing with issues or complaints as laid on in Scripture (Matt. 18:15-18).

1. Any questions or complaints should be directed **first of all to the teacher** or person involved. Such issues are to be dealt with outside of school hours so as not to interfere with class instruction.
2. In extreme cases, or, if in the opinion of the complainant no satisfaction has been obtained after proceeding as outlined, the matter should be brought to the **attention of the principal**.
3. If the issue is still in need of resolution, the **JBOE** chairman or a JBOE member may be contacted. The matter will be handled in a discussion during a scheduled consultation or meeting, and an attempt will be made to arrive at a God-pleasing solution of the problem.

If there may be a conflict of interest, the matter is advised to be directed to a JBOE member.

Out of Christian respect, disputing matters and complaints should be directed in this way and not on social media outlets.

As Christians following this example, we are confident the Lord will bless all of our efforts!

### **SCIENCE AND ART FAIRS/DISPLAYS**

A Science or Art Fair is held each spring to display the various projects children have done in these subject areas. This encourages the children to extend their classroom learning in specific projects and gives parents an opportunity to view the work done by the children of our school. Our students have many gifts and this is one way that their talents can be recognized.

Other fairs/contests are encouraged as the school year progresses. Teachers will inform the children and you as they occur. These events include Forensics, Math Meets, Drama/Musicals and other academic activities.

### **FIELD TRIPS**

At times, field trips are arranged by the teachers. These field trips are usually educational in nature, and are always a lot of fun. A permission slip is required from the parents before their child may participate in such activity. If a fee is required, the classroom teacher will collect the money for each trip. Transportation arrangements are made by the teacher. Parent chaperones are necessary at times and all parents are encouraged to volunteer on occasion.

The school requires that any parent/person transporting students for field trips have a minimum amount of insurance (\$300,000/\$500,000). A copy of your insurance declaration page and current copy of your driver's license must be on file stating that compliance has been met before a person will be allowed to take other children in his/her car. Booster seats must be provided for children under the age of eight or under 80 pounds.

### **VOLUNTEERS**

Volunteers who are room parents, field trip drivers, etc. are required by law to fill out background information forms before coming in close contact with St. Paul's students. These forms will be available on registration day or throughout the year as needed.

### **PLAYGROUND**

The playground is to be used only when supervision is present, generally during the designated times of classroom recesses. Two teachers are assigned to supervise at all recesses. The children will be expected to participate in all recess periods unless a written request from a parent is sent for each day they are to stay indoors. Parental permission is required for any child to leave the school grounds during school hours.

In order to keep students safe when they are on the playground, the following are behavioral expectations when students are on the playground during recess.

1. Students are to remain on the playground during recess.
2. Students are to line up in the appropriate area when the bell rings.
3. The following behaviors are expressly forbidden:
  - Verbal or physical harassment
  - Rough play-tackling, pushing
  - "Play fighting"
  - Climbing on the slides, fences or walls
  - Kicking or throwing playground balls intentionally at other students
  - Throwing snow in any form

## **STUDENT TEACHING PROGRAM**

St. Paul's Lutheran School is part of the student teaching program carried on by our Wisconsin Synod in conjunction with Martin Luther College of New Ulm, Minnesota. Martin Luther College is our Synod's teacher training school whose one purpose is to train young men and women to be qualified for the teaching ministry in the Lutheran Schools of our Wisconsin Synod. An important part of this training is the student's direct experience with teaching, learning, and living in the Christian Day School. This experience is provided here at St. Paul's and other Synod Lutheran elementary schools. The students spend a period of time in our classrooms putting into practice what they have learned in principle through general and professional education courses. They are under the supervision and guidance of the classroom teacher. A college supervisor/professor from Martin Luther College makes four or five visits during the student's ten weeks to consult with the student and supervising teacher.

## **REPORTING PUPIL PROGRESS**

Report cards are issued at the end of each quarter of the school year, usually about a week after the quarter comes to a close. Please refer to the school calendar for the specific dates that mark the end of a quarter. Formal parent-teacher conferences are held at the end of the first quarter of the school year. In addition, we encourage regular contact between you and your child's teacher throughout the course of the school year.

At St. Paul's we use the letter grades:

A = Excellent	I = Incomplete
B = Good	N = Needs Improvement
C = Average	U = Unsatisfactory
D = Below Average	S = Satisfactory
F = Failure	

A child who consistently gets D or F grades may be retained. Sometimes the child is moved on to the next grade even though, for various reasons, they have neither mastered nor completed the previous grade's requirements. This would be the case if it was determined that the child would not benefit by being retained. If in successive grades the quality of work does not improve, a certificate of attendance, rather than a diploma, will be issued at the end of eighth grade.

Students in grades 5-8 will have their academic grades reported for access to parents on the internet through [engrade.com](http://engrade.com). Families will be provided a unique access code to establish their account to view your child(ren)'s grades. Grades will be updated on a weekly basis.

An honor roll will be published at the end of each semester for grades 5-8.

## **REFERRALS**

If your child is having academic difficulties, you might consider making a request for special testing. Inquire with the teacher or the school office for a referral. The Fort Atkinson School District will conduct the testing and schedule a conference with you. You will receive a complete report of the results. There is no cost for this service.

## **STUDENT RECORDS**

A variety of information on each student is kept in a file in the school office. Included in this file are report cards, health records, standardized test scores, and other pertinent information. Parents and former students who are at least 18 years of age have the right to view these records. Guidelines in accordance with the Family Educational Rights and Privacy Act are in place to assist with requests to view records. Those wishing to view student records should contact the principal.

Files of 8<sup>th</sup> grade graduates are sent to their respective high schools.

## **CHRISTIAN COUNSELING**

Our school is happy to recommend to our families the services of trained professional Christian counselors. These counselors are available to consult with parents, pupils, and teachers about troubling situations. Early discussion and understanding, together with clarifying some of the issues, can help all in our school family to resolve upsets in family and school life.

Families or individuals wishing to meet with a counselor may contact the classroom teacher or principal for more information.

## **BAND, SINGING GROUPS, PIANO AND CHIMES**

We are pleased to offer a band program to students in fifth through eighth grade of our school. A meeting of all students interested in joining the band and their parents, is held each year to select the instrument the child wishes to play. Band lessons and rehearsals are held at designated times during the school day.

Piano lessons are available for students in grades 3-8. These lessons are also held during the school day. If you are interested in lessons for your child, contact the school office.

Grades 3-4 also have an introduction to the band program where they learn to play a fluto-phone (a small plastic clarinet type instrument). The classroom teacher teaches the students during the school day.

A choral program is also available for students in second through eighth grades. The 5<sup>th</sup>-8<sup>th</sup> grade group is known as Choristers, meeting twice a week. Choristers participate in two concerts each year here at school. They also participate in a yearly fine arts competition at Lakeside Lutheran High School. The group also sings for worship services about three to four times each year. Fifth graders are required to sing in Choristers for the first semester of the year. Students in grades 2, 3 & 4 all participate in Praise Kids. They sing at the spring concert, area churches and eighth grade graduation.

Students in grades 5-8 are invited to join the Chime Choir, meeting once a week. The beautiful tones of the chimes are heard during the Christmas and Spring Concerts.

All parents whose children are involved in band, choir, chimes, or piano are part of our Music Parents Organization. Parent help is needed at concerts and at the instrumental and choral competition in the spring. A user fee for those involved in music offerings may be assessed to participants (band, choristers, piano) to help cover the cost of sheet music, etc. (\$5 fee for 2015-2016 school year.)

## **THE PHYSICAL EDUCATION AND ATHLETIC PROGRAM**

As Christian educators, we feel the great need for an organized physical education program in order to develop the God-given physical gifts with which our children are blessed. It is extremely important to us that the children realize that their bodies are the "temple of the Holy Spirit," and that they are to glorify God in that body as well as in spirit.

By means of our physical education program we aim to develop a healthy, vigorous, and coordinated body; and through this body a sound, alert, and trained mind. At the same time we aim to provide practice in Christian life and conduct.

These above objectives are gradually developed from kindergarten through eighth grade in organized physical education classes. All pupils are expected to participate in physical education activities unless they are ill or excused at a doctor's request. Each class has approximately one hour of physical education per week. Gym shoes must be worn in all gym activities.

Gym uniforms, purchased at school, are required of students in gr. 5 - 8. Gym clothing should be washed regularly for good health. It is also expected that our pupils will make use of the playground during their recess to further develop physical skills.

The athletic program at St. Paul's Lutheran School consists of softball, basketball, volleyball, track, soccer, and cross country. As an added incentive for these sports, our school teams participate in competitive games with other Lutheran schools in our area. A softball tournament, a soccer tournament, a basketball league, several cross country meets, a volleyball league, and two track meets are scheduled each year. Our emphasis is getting as many children as possible to take an active part in these sporting events. Practice schedules are set after sign-ups. Students in more than one after school activity are allowed to come to the other scheduled practices late.

A non-reimbursable fee of \$10 will be assessed for each student participating in our athletic program for uniforms and equipment.

Our Badgers are members of the Badgerland Lutheran Athletic Conference (BLAC), a league of nearly twenty area Lutheran grade schools.

## **GUIDELINES FOR PARTICIPATION IN EXTRA- CURRICULAR ACTIVITIES**

### **PARENT RESPONSIBILITY**

The parent is to determine whether or not their child may participate in an extra-curricular activity such as sports, band, etc. In making this determination, parents should consider these points:

- Regular classes must be of primary importance. (Academics)
- A student is not deprived of growth in these "extra" areas because ALL students participate in regular physical education and music classes.
- Some students cannot afford the extra time involved in the "extra" activities.
- Parents should keep in close contact with the teacher when there is need for concern.

### **TEACHER RESPONSIBILITY**

The teacher will inform the parent if a student is not progressing satisfactorily in a subject area or is performing below what could be normally expected. The teacher may strongly recommend to the parent that the student should discontinue certain activities that take up time that is needed to maintain satisfactory grades.

### **RESPONSIBILITY OF SCHOOL AUTHORITIES** (principal, teachers, coaches, music instructors, etc.)

School authorities may remove a student from participation in extra-curricular activities for a period of time or permanently for inappropriate attitude, conduct, behavior, or academic deficiencies.

### PROBATION OR SUSPENSION

#### Sports Activities

- Probation means a minimum of two weeks out of the activity, including practices. At the end of the two week probationary period the situation will be reviewed.
- Two probationary periods mean a suspension from participation in that sport for the remainder of the season.

#### Other Activities

- Probation means a minimum of two weeks out of the activity including practices. At the end of the two week probationary period the situation will be reviewed.

### CONFIRMATION

Confirmation is an on-going process in our Christian Day School from kindergarten through eighth grade. Through each new exposure to the Word of God the Holy Spirit strengthens and enriches the faith of the children. This is the "confirmation" of their faith.

Formal confirmation instruction in preparation for the rite of confirmation and reception into communicant membership of the church is offered in the seventh and eighth grades. At this time the truths of "Luther's Small Catechism" are once more studied in detail. The Six Chief Parts of Christian Doctrine together with many supporting Bible passages are assigned for memorization.

The objective of the confirmation instructions is to summarize and deepen the truths which have been learned through the grades, and thereby to prepare the child to assume a more mature and active role in the life and work of the church.

Pastors from congregations participating in our Day School Program offer these instructions three class periods per week from September through early May or the date of Confirmation. Each pastor instructs the children from his congregation.

Culmination of a student's confirmation instruction is the day of Confirmation, at which time the confirmands publicly confess their faith in their Savior, Jesus Christ. At this time they also become communicant members of the church and join their fellow members in the reception of the Lord's Supper. The date of Confirmation Day is at the discretion of each congregation.

### ST. PAUL'S PARENT/TEACHER ORGANIZATION

The St. Paul's PTO is the parent/teacher organization of our school. This group plans programs during the school year that are beneficial in assisting parents and faculty in the Christian training of their children. This organization also seeks to provide volunteer help for various school activities and gives the parents an opportunity for Christian fellowship. The PTO supports and plans academic opportunities for our students and also organizes several events for our school. This organization also has taken the opportunity to fund special projects around school. A recent project was the cleaning and painting of the gymnasium and adjoining rooms. All school parents are considered a part of this group and others are invited to attend as well. There are no dues but donations for the group activities are welcomed.

### DRESS CODE AND APPEARANCE

Proper dress reflects our school's image in our school and community. Christians live in a world, but are not of the world. Clothing worn to school should be clean and modest, and should indicate that we are Christ's ambassadors. With that in mind:

- Due to safety concerns and liability reasons, no student will be allowed to wear flip flops or Crocs (or the like) of any kind during school hours. No sandals of any kind may be worn. All foot wear worn to school should be fully enclosed and wrap around the heel. Younger children are encouraged to change into tennis shoes for recess. All students are required to wear tennis shoes for gym class.
- Skirts and shorts should be of a proper length to accommodate walking, sitting at a desk comfortably, and bending or kneeling. We realize that there are a variety of styles and that the size of the student can greatly affect the type of clothing the student may wear. *We do not wish to put an exact limit on the length of skirts or shorts, however, if any member of the staff feels that a particular skirt or short is not proper, the principal will be informed. If he deems it is inappropriate, the student and parents will be informed.*
- Clothing that is frayed or torn (usually jeans) should not be worn to school.
- No T-shirts with improper pictures, words or personalities should be worn. Please avoid clothing that contains suggestive sayings, slogans or graphics that may be offensive. Undershirts, spandex, or stretch material is not allowed as an outer garment wear during the school day.
- Shoulder straps on tops should be of proper width to cover undergarment straps. An exception is made for girls in Pre-K-4<sup>th</sup> grade.
- Tops should be of proper length to cover complete midriff and proper neckline to cover any cleavage.

- Sports jerseys should be worn with a T-shirt.
- Moderate hair lengths are proper. Hair should be short enough so that it does not hang in the child's face. Hair should be clean and neatly combed. Extremes in hair color (blue, pink, green, etc.) which cause disruption in the classroom are not allowed.
- Other than earrings, students shall not have any body piercings or body modifications.

Parents are responsible to ensure that their children abide by this dress code. The teachers will enforce these guidelines. Students found in violation will be sent to the principal's office and parents will be called to bring proper clothing/shoes for their child. Parents, be mindful of what your child wears to school: *If in doubt, don't allow it to be worn!* Our appearance at school is one more way that we give glory to God!

### PHONE USAGE

At times, students may need to call home. Students may use the phone in the school office when they have a need to call mom or dad during the day. If a student is calling home because of illness, inclement weather, or some other good excuse, there is no charge. All other calls cost \$.35 per call. Students must have permission from one of the teachers to use the phone at any time. Classroom phones are available for use with teacher permission.

### CELL PHONES AND OTHER ELECTRONIC DEVICES

We realize that parents may want their children to have a cell phone with them for easy communication before and after school. While at school, students should keep cell phones turned off and in their backpack or locker. Because we have a multiple line phone system in our school, students are not permitted to use their cell phones to send or receive calls during the school day. On unscheduled early school closing days, students will be allowed to phone home for necessary rides using their personal phones. After school hours, the students are allowed to use their cell phones outside the school building. If a student misuses their cell phone, it will be taken to the school office and the student can pick it up there after school.

Recreational devices such as MP3 players, video game players, etc. are included in the rules mentioned above.

### HEALTH

Our Heavenly Father has told us that our body is the "temple of the Holy Spirit." (I Cor. 6:19). To keep this body physically healthy, we encourage the children toward cleanliness, good eating habits, and proper rest.

As part of the Public Health Program of Jefferson County, a health record is kept on each child. It includes vision screening, hearing screening, immunizations, etc., which are given at various grade levels. The parents are also notified of special clinics which their children may attend.

Any absence is kept record of by means of daily attendance taken by the classroom teacher. Parents are asked to send a note to the classroom teacher explaining the reason for their child's absence. In the case of a communicable disease, a doctor's O.K. is required before a child may return to school.

If a child has any particular handicap or organic problem which may affect his/her educational progress or behavior at school, the classroom teacher, principal, and school nurse should be notified of as soon as possible.

**Please keep students home for the following conditions:**

1. Fever: A fever of 100 or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home until he/she is feeling better.
2. Vomiting, Diarrhea or Severe Nausea: These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.
3. Rashes: Rashes or patches of broken, itchy skin need to be examined by a doctor if they seem to be spreading or are not improving.
4. Other symptoms that may indicate that your child should stay home from school include sore throat, earache, headache, irritability, fatigue, cough, runny nose, and stomachache. Please inform the school when your child is ill and will be absent.

**Communicable Diseases – Certain contagious diseases have specific policies**

1. If a child develops chicken pox, the Jefferson County Health Department must be notified by the parent (674-7275)
2. Head Lice requires treatment and removal of nits from the hair before a child can be readmitted to class. Directions for treatment may be obtained from the school office.
3. A child with Pink Eye or Strep Throat must be on medication for 24 hours before returning to school.

### POLICY RE: ILLNESS OF STUDENTS AT SCHOOL

If a student becomes ill at school and needs to go home, parents will be notified so that the child may be picked up. **A child will not be sent to an unsupervised home without parental permission.**

In life-threatening situations, the principal or designated person will call the most immediate emergency transportation available and, if there is a charge, the cost shall be borne by the parents or their insurance carrier. When direction from the parents is not immediately available, the emergency transportation will take the patient to the Fort Atkinson Memorial Health Services Emergency Room.

Students with severe cough, cold, rash, suspected lice, ringworm, impetigo, measles, mumps, chicken pox, pink eye, or other contagious illnesses should be excluded from school and be seen by a doctor for treatment. A release slip from the doctor should accompany the child on his/her return to school.

### ADMINISTRATION OF MEDICINE

Occasionally, it is necessary for medicine to be given to a child by a school employee. The school needs a completed form about administration of medications which should include the following:

1. Name of the medication
2. Dosage
3. Time of day medication is to be given
4. Duration of time medication is to be given
5. Signature of physician and parents

Also, occasionally a student may need Tylenol for a headache, leg ache, menstrual cramps, or other minor discomfort. Parents may complete a form giving the school office permission to give an appropriate dose of Tylenol (brought from home in its original container) to the student.

### POLICY FOR GIVING MEDICATION

1. Parents should notify the principal if their child needs medication of some kind. The principal shall assume authority for involving designated school personnel in administration of the medication. This does not prohibit the older and reliable pupil from assuming the responsibility himself with the approval of parents and physician.
2. After identification of the pupil, the school nurse or properly appointed representative for the school shall make a parental contact to identify the type, dosage, and purpose of said medication.
3. Written statements shall be required of:
  - The parents, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician.
  - The physician, if more knowledge is needed by the school authorities to exercise prudent judgment for the safety and protection of the pupil on medication. Permission should be obtained from the parents to contact the physician directly.
4. The physician, or pharmacist, shall be requested by the parents to supply a properly labeled bottle of medication for the school authorities. The prescribed medication shall be kept in a locked cubicle or other safe place at school. The label of the bottle shall contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, name of the drug, and the dosage to be given. Taking of the medication shall be supervised by the school nurse or other designated school personnel at a time conforming to the indicated schedule.
5. New pending legislation demands that parents must provide all medications in their original packaging, and provide the school with separate, non-prescription medications like cough drops and aspirin for each child. The school will not provide any.

### SIXTH, SEVENTH AND EIGHTH GRADE DISCIPLINARY PROCEDURE

(The following policy was adopted by the St. Paul's Lutheran School Joint Board of Education. It explains how the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade teachers will handle late work and various discipline problems that occur in their rooms.)

- **Train a child in the way he should go and when he is old he will not turn from it. - Proverbs 22:6**
- **The corrections of discipline are the way to life. - Proverbs 6:23b**
- **He who spares the rod hates his son, but he who loves him is careful to discipline him. - Proverbs 13:23**

The passages listed above remind us that God expects us to instruct and train our children. Sometimes that training comes in the form of discipline. We expect our sixth, seventh and eighth grade students to work faithfully at their assignments and to show respect to their teachers and classmates. Sometimes, however, a student's sinful nature gets the best of them. At these times, a strong message must be sent to let the student know that they need to work harder at living up to their responsibilities as a student at St. Paul's Lutheran School. To this end the following procedures will be used:

**Incomplete work:** Upon the third incomplete assignment in a given week, the student will be assigned to an after-school study hall the following week from Monday through Thursday. This study hall will last from dismissal until 3:30 PM. Parents will be notified with a phone call and a written notice if their child receives his/her third incomplete. On Friday of the study hall week the teacher will

evaluate the student to determine how the study habits have improved. A written note from the teacher will notify the parents of the success of that week. If for some reason parents do not receive that note, please notify the teacher.

**Behavioral problems:** Any student who becomes disruptive or uncooperative during class will be removed from the classroom. This will result in a detention the following day. The detention will be served from dismissal until 3:45 PM. Parents will be notified with a phone call. Reoccurring disciplinary actions will be documented by the classroom teacher and a copy will be given to the principal. Homeroom teachers will also be notified. This procedure follows our current school disciplinary policy.

### **DANGEROUS OBJECTS POLICY**

Students on school property will not possess knives or weapons of any kind that might cause bodily harm to oneself or others. This includes but is not limited to pocketknives and any type of gun (play or real).

### **DRUG AND ALCOHOL POLICY**

Students will not possess, use, or come to school under the influence of alcohol, tobacco, inhalants, or controlled substances, or abuse the use of non-prescription drugs anywhere on school property or at any school related event.

### **SEARCH AND SEIZURE**

To insure safety and security, the classroom teacher or principal is given the authority to examine a student's personal belongings such as jackets, backpacks, school bags, school lockers, or desks. This procedure will be done if the teacher or principal feel that the student has some contraband which could cause harm to the student or someone else.

The examination will be conducted with the student and one other adult present. The parents will be informed if a search of the student's belongings was conducted along with an explanation of the reason. The principal will receive a written memo from the teacher conducting the search.

### **PROPERTY DAMAGE**

We feel that children, as Christians, should be taught to respect and care for the property of others, in accordance to the Seventh Commandment. Any child damaging school property, or the property of any other person here at school, will be expected to make restitution. The textbooks used by children are examined at the end of the year and students may be charged if there is damage above and beyond normal wear and tear.

### **FIRE ALARM ACTIVATION**

No student is allowed to pull the fire alarms in school. The alarms are now located closer to the floor so any handicapped adult may reach them. Any student found to set off the alarm may be held responsible for the cost associated with the fire call.

### **MISCELLANEOUS**

1. Emergency school closings will be announced over radio stations WFAW (Fort 940AM), WSJY (Fort 107.3 FM), WTMJ (Milw. 620 AM), and local TV stations, on the early morning broadcast. Also it will be posted on our school website: [www.stpauls-school.org](http://www.stpauls-school.org)
2. School pictures are usually taken early in the school year. Advance notice will be sent home.
3. Standardized testing programs are given in the fall and spring at designated grade levels.
4. Lost and found articles are placed on the coat-rack in the school's upper level, and left there until claimed by a child or parent. If not claimed, articles will be disposed of during the summer.
5. Please label personal belongings with your child's name.
6. Bikes, roller blades, skateboards, and scooters are not to be ridden on school property or playground. All bikes should be parked in the rack and locked.
7. Campbell labels (UPC's), box tops for education, used ink cartridges, Kemp's caps & points, Kwik Trip milk caps and bag tops, and price ovals from Kwik Trip donuts are items we collect at school to receive merchandise or money. If you have any of these items during the course of the school year, send them to the school with your children. You may use the Target charge card and designate our school as a recipient of "Take Charge of Education." At Nasco, place your receipt in the slot for our school to receive points good for a gift card for school use.
8. Keeping your child safe while at school is a major concern of ours. With this in mind, we regularly have fire and/or tornado drills to secure safe places for your child in case of emergency.
9. No gum chewing is allowed on school grounds.
10. **PARKING:** When dropping off your children, do not stop or park directly in front of the school doors between 7:15 -7:50 a.m. This

area is needed by the Lakeside and Fort Public School buses.

When picking up your children, do not park or wait directly in front of the school doors between 2:45-3:20 p.m. Busses also need this area for pick ups. Also the parking lot north of the school building is to be used only for Pre-school drop offs and pick ups. You may wait or park across the street from school on Bluff Street or on South 3<sup>rd</sup> Street. You may also use the lots across Bluff to park or wait for your children. Do not park or wait on the ramp leading to these parking areas.

Crossing guards and at least two teachers are on duty from 3:00-3:10 only. Children and adults are all expected to follow directions and commands of these crossing guards and teachers. Children and adults are to use the marked crosswalks! Adults may need to help their children on arrival to school or exit from school for safety concerns because of street and parking lot traffic.

11. We discourage students from bringing money and other personal possessions to school except when necessary. Children in the lower grades should bring all money in a marked envelope and give it to their teacher for safekeeping. We cannot be responsible for lost money or possessions.
12. When students have sleep-overs or birthday parties at their homes, feelings are often hurt because not everyone gets an invitation. To alleviate this problem, parents are asked to please refrain from letting their children pass these invitations out at school.
13. Upper (5-8) and Lower (K-4) grades perform musicals or plays every other year. This year the lower grades will have their turn in the spring.
14. Tutoring help is available to those who need the extra help. Parents may talk with the teacher to request the help.
15. Our PTO sponsors the SCRIP Program. You may purchase gift cards for the face value. Our PTO orders the cards at a reduced cost and passes the profit onto you in the way of credit on next year's education fees. The PTO splits the profit 75/25 with those who order the SCRIP. Megan & Chris Abel are the coordinators for the program this year.
16. Many families own products from Thrivent Financial for Lutherans. They have a Choice Dollars program where, depending on the amount you have with them, Thrivent will donate money in your name to our school. Please call 1-800-847-4836 and when prompted, say, "Thrivent Choice." All your questions will be answered and you may designate the money for our school.
17. School yearbooks are distributed the final day of school. Purchase of yearbooks is in March so watch the newsletter for details on the price. Cost to the parent is the same as the cost to the school.
18. St. Paul's Lutheran School is under the direct supervision of the Joint Board of Education, made up of chosen members from the supporting congregations, and the Joint Council Assembly, made up of council members of the school association.
19. Bethany Lutheran Preschool and Heartland Preschool have preschool & 4K programs and are available to all in the area.

### IN CLOSING

A handbook is a guide and a tool to assist the parent and the school to work together. Not all items can be covered. We hope that most of your questions can be answered by examining this document. If not . . . please contact the school office: 920-563-5349. Thank you.

*The grace of God is evident when we see our school opening its doors to students who are eager to hear the saving Word from our Savior's lips. In order that your children may receive this education, we ask that you remember the school in your prayers and that you ask the Lord to shower His richest blessings upon all those who labor here.*