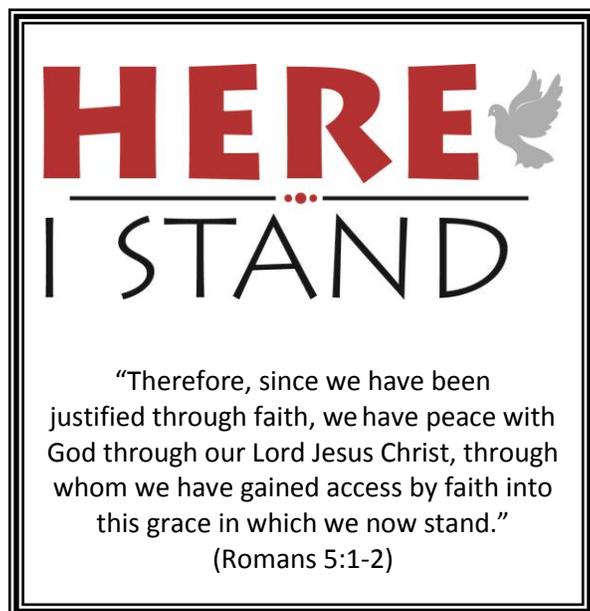


# St. Paul's Lutheran School

## Parent Handbook



**Mission Statement: By every possible means we bring every person in our area of influence closer to Christ.**

Visit our Website: [www.stpmuskego.org](http://www.stpmuskego.org)

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## **Introduction**

This handbook provides parents, students, and faculty members a detailed summary of the policies and procedures that exist at St. Paul's Lutheran School. Any questions or suggested changes to this handbook should be presented to the School Administrator or any member of the School Ministry Action Team (MAT). This handbook will be reviewed and updated annually by the school's principal or School MAT. Please check our website for information, [www.stpmuskego.org](http://www.stpmuskego.org).

## **Philosophy of Education**

True education seeks to educate the whole child. Thus, an education which seeks to instruct the mind only, and omits the eternal soul of the child lacks the "one thing needful" – faith in Jesus Christ for the forgiveness of our sins. God's promise of salvation through Jesus. By birth and nature, all are sinful, are lost forever, and cannot do anything to gain eternal salvation. Our only hope is the joyful news of the gospel – Jesus Christ suffered, died, and rose again to pay the price for all people's sins. This assures all people of the free gift of eternal life in heaven through faith in Christ, and a richer, fuller life in His love here on earth. This message is only believed and comprehended through the Holy Spirit working in the means of grace: in the Bible and the Sacraments of Holy Baptism and the Lord's Supper.



Our Lutheran elementary school seeks to work alongside families in bringing Christian education to children. As a school, we dare not take the place of the family; but instead, we assist and work with the parents or guardians in helping these students walk with Christ. We work together as a unique team in raising children. Each school year, to help symbolize our commitment to work together, we have you and your child join the teaching staff in signing our "School Covenant" found on page 6.

As part of this team, we need you to be well versed in the operations, rules, and expectations of our school. Please carefully read through this thorough handbook. We have tried to be as complete as possible with this information. If there are any topics not covered in this handbook, you are encouraged to discuss them with the School Administrator, Mr. Fitzsimmons.

May the Lord give your child and you a blessed school year!

## **School Mission Statement**

By every possible means we bring every person within our area of influence closer to Christ.

## **School Vision Statement**

With the Lord's help and blessings, St. Paul's Lutheran School will assist families in our congregation and community by educating and preparing our students for giving a lifetime of service to Christ and sharing our Savior with all people through a high quality, Christ-centered education.

## Core Values

In 2015-2016, our K-8 teachers and School MAT worked together to formalize our “core values” that we strive for as a Lutheran school ministry. Tammy Miller, our church administrative assistant, blessed us with the graphic that you see here to the left.

The purpose of formalizing core values is to establish priorities. They also then serve as a guide and framework for planning ministry. What always needs to be most important for our school? These are our K-8<sup>th</sup> grade core values.



### #1 – Jesus is the center of our school.

God’s Grace through Christ always wins. We are the Hope of the world because of Jesus. Our teachers lead with this, and our students are surrounded by this encouragement each and every day. If this focus on Jesus our Savior ever changes, our doors should be closed. Every class – each and every class – connects to Christ, to our God, to our Creator, and to the one “in whom all things hold together” (Colossians 1:17). We want more children at our school because of Jesus – He is our mission statement and He is our most important core value.

### #2 – We value that parents are the primary spiritual influence in their child’s life.

We seek as a school to assist parents. Parents are always in the spiritual driver’s seat for their children while they’re living at home. We want to always encourage our families to cultivate Christian homes through Spirit-led, disciplined effort, which, Lord willing, will grow up a generation of young Christians who believe that they indeed are the hope of the world through Christ. How can we as a school ministry best encourage and equip our families to be the very best, impactful Christian parents they can be? This is a core question! And here is our constant prayer for your family -

O God, our dwelling place in all generations, look with favor upon the homes of our school. Embrace husbands and wives, parents and children, in the arms of Your love, and grant that each, in reverence for Christ, fulfill the duties You have given. Bless our homes that they may ever be a shelter for the defenseless, a fortress for the tempted, a resting place for the weary, and a foretaste of our eternal home with You; Make this happen, Lord, through the Spirit’s power living in us. Amen!

### #3 – We value instructional excellence and growth for each of our teachers.

A great school is created as a result of hard-working, skilled, great teachers – period. Great learning happens first and foremost through the planned efforts and instruction of teachers. Students will go where we teachers lead them, and this core value sets before us the goal to always be growing as

Christian educators. Staff collaboration is vital. Continuing education is also very important – classes, workshops, webinars, observations, personal reading, and more. More on this later in the report!

**#4 – We value academic excellence and growth for each of our students.**

The Lord says to do all things to His glory (1 Cor. 10:31) and every day during our morning announcements the student announcers for the day say, “Do your very best.” Doing their very best...this is what we seek for each of the kids – that they do their very best each day. This school year (and through 2020) we have the goal of furthering the level of “differentiated instruction” (DI) already happening in our classrooms. DI is a fancy term for top-notch instruction that helps each child grow through effective best practices in instruction so that all students are challenged well to grow as much as possible.

**#5 – We value developing our students’ Christian character – especially servant leadership.**

In Galatians 5:22-23, the Spirit tells us through the words of Paul, “The fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.” The fruits of Christian character are fruits that we teachers seek to cultivate in our students every day at school through the Holy Spirit’s work in each of their hearts. Jesus also taught us to serve others. Christian character and servant-leadership are timeless and they have the potential to change the world one family, one business, one church, one person at a time – all in the name of Jesus.

These are our Lutheran school’s five core values that we seek to live out and lead with each and every day. May God cause all of these core values to thrive in our Lutheran elementary school!

**Objective Statements**

1. The Student: Provide students with a high quality, Christ-centered education that will prepare them for earthly life and eternity in heaven with Jesus.
2. The Family: Support and encourage every school family in their walk with Christ.
3. Students’ Gifts for Service: Prepare students for futures as servant-leaders (both lay-leaders and full-time Called workers)
4. School Improvements: St. Paul’s will provide superior education to all types of learners.

**Educational Experiences**

St. Paul’s Lutheran School is committed to providing a quality, caring Christian education that meets your child’s mental, physical and spiritual needs from the age of six months to 8<sup>th</sup> grade. We accomplish this through our School of Early Learning (SOEL), our 3K and 4K Pre-Kindergarten programs, and our K-8<sup>th</sup> grades.

Our experienced and loving staff incorporates God’s Word into all subject areas, creating the basis for exceptional learning.

**As a student of St. Paul's, your child will enjoy and benefit from:**

- Christ-centered teachers
- Classroom instruction and learning from a Christian, Biblical worldview
- Annual high performance on annual standardized tests
- Modern technology including iPads, SmartBoards, and Chromebooks. We are a Google Apps for Education (GAFE) school.
- Mathematics, spelling, and forensics competitions
- A music program that includes choir and multiple music lesson opportunities

Most importantly, an education at St. Paul's Lutheran will open your child's heart to the precious promise of everlasting life through faith in Jesus Christ.

**As parents, God has given each of us a command to teach our children about their Savior. St. Paul's assists you in fulfilling this command with:**

- Daily religion instruction and the study of God's Word
- Interaction with fellow Christian friends and teachers
- Emphasis on Christian values and Christian character
- A safe and loving environment

**The result...**

Children develop their God-given talents and abilities...while their love for Jesus grows stronger day by day.

From infancy at our School of Early Learning childcare...through our Pre-Kindergarten...through our K-8th grades, St. Paul's Lutheran School system builds on the most important foundation there is – our Lord and Savior, Jesus Christ.

This foundation, based on the everlasting love of God for His children, enables our students to grow up with a healthy self-worth and respect for themselves and others around them through Christ.

This foundation encourages every child to build for the future with his or her God-given talents, keeping in mind that, whatever we do in life, we do it to the glory of our Creator and Savior.

**School Covenant**

Teachers, students, and parents of our Lutheran elementary school annually sign a school covenant as part of our shared commitment to each other. The process for signing these will be explained at the beginning of each school year. The covenant statements follow.

**Teacher and Administrator Commitment:**

As a teacher of St. Paul's Lutheran School, with God's help I WILL:

- Demonstrate that my most important objective is to nurture children to be faithful followers of Jesus

- Show love and respect for students through my attitude, words, and actions
- Demonstrate a strong personal faith in Jesus Christ, a commitment to the teachings of the Bible, and a dedication to the Lutheran teaching ministry
- Have a classroom management plan that spells out expectations of students and teacher
- Make reasonable efforts to identify students' unique spiritual, academic, physical, and emotional needs and help them grow in each area
- Regularly attend church at St. Paul's and group Bible study
- Do everything in my power to ensure the academic success of the students in my care

#### Student's Commitment:

As a student of St. Paul's Lutheran School, with God's help I WILL:

- Do everything in my power to ensure my academic success and the success of my fellow students
- Be seated at my desk and ready to begin learning by 8:00a.m. every school day
- Follow the school dress code and maintain superior appearance
- Complete all homework assignments thoroughly
- Seek out and find solutions to problems without resorting to any excuses
- Continually work to demonstrate my love for Christ in all that I think, say, and do
- Seek to identify my God-given talents, abilities, and interests and try to use those gifts to glorify the Lord

#### Parents/Guardian Commitment:

As a parent/guardian at St. Paul's Lutheran School, with God's help I WILL:

- Support and encourage the Christian principles of St. Paul's
- Be regular in prayer with and for my family
- Be regular in weekend worship with my family
- Speak of God's Word with my family whether through devotions or teachable moments
- Do everything in my power to ensure the academic success of my child
- Ensure that my child is at school before 8:00am every school day
- Ensure that my child is dressed in accordance with school policy
- Provide a quiet place in the home where my child can read, learn, and complete homework
- Review and sign homework assignments, notes, etc.
- Enforce reasonable bedtimes to ensure adequate sleep for my child
- Attend parent/teacher conferences

#### Accreditation

In 2009, St. Paul's K-8 first received *Exemplary Accreditation* by the WELSSA Accreditation team, which is recognized by the National Council for Private School Accreditation (NCLSA). Once again in 2016, St. Paul's earned *Exemplary Accreditation* through WELSSA and NCLSA. The Pre-Kindergarten program joined the accreditation in 2016. WELSSA helps us evaluate our Pre-K through 8<sup>th</sup> grade ministry based

on Scripture and sound educational practices. This ongoing process helps us continue to improve and to bring our students closer to Christ.

### **Long-Range 5-Year Ministry Plan (WELSSA 1.9)**

A very important part of goal setting and planning process for the ministry of our Lutheran elementary school is our 5-Year Ministry Plan. The principal, staff, and School MAT collaborate to review this plan every year. This plan provides the roadmap as our school seeks to carry out the mission and vision of our Lutheran elementary school. This 3-Year Ministry Plan is available upon request and will be communicated via the Wednesday Note once twice per year. Parents are invited to share with the principal ways to improve our school ministry (in writing) for possible inclusion in our Ministry Plan.

### **Our Beliefs and Fellowship**

St. Paul's Lutheran is a member of the Wisconsin Evangelical Lutheran Synod (WELS). As a member of WELS, "We believe that the Bible is the final authority in all matters of doctrine, that it is fully inspired by God and without error. The three ecumenical creeds (The Apostles Creed, The Nicene Creed, and The Athanasian Creed) summarize well our faith. In addition, we wholeheartedly subscribe to the Lutheran Confessions, contained in the Book of Concord of 1580, because they are correct expositions of biblical truth. In essence, the Bible, the creeds, and the Lutheran Confessions all speak the same truth: we are declared to be right with God by his grace alone through faith in Jesus. For more information about the WELS, please visit the [www.wels.net](http://www.wels.net) website.



### **Entrance Requirements**

St. Paul's Evangelical Lutheran Church considers its Pre-K through 8<sup>th</sup> grade Lutheran school a tool for mission work to bring people closer to Christ. We also recognize the parents' primary responsibility for training their children. As a school, we exist to assist and partner with parents in this role — we will never usurp this authority from the parent. Since we want to be upfront with our beliefs and what our students will learn, we invite parent(s) of non-WELS students to enroll in a Bible Information Class called "Second Connection" the first year of K-8 enrollment. We also have a practice of interviewing new families from outside our church to answer questions and to explain our conservative, confessional beliefs based on Scripture. We may need to test or screen students before accepting enrollment.

#### 1. Enrollment Priority

- a. First priority: students whose parents are members of St. Paul's Lutheran Church
- b. Second priority: students whose parents have no church home
- c. Third priority: students whose parents are members of sister WELS congregations
- d. Fourth priority: students whose parents are active members of a Christian church

We try to limit our classroom size to 25 students in the lower grades and 30 in the upper grades. The school administrator considers these guidelines on an individual basis.

#### 2. Age and Health Requirements

- a. A kindergarten student must have reached his/her fifth birthday on or before September 1 of the current school year.
- b. A student entering school as a first grader must have reached his/her sixth birthday on or before September 1 of the current school year.
- c. A birth certificate will be required as legal proof of age.
- d. The age requirements for incoming kindergarten or first grade students may be waived only with the consent of the school administrator. Request forms are available.
- e. All students entering kindergarten and fifth grade are required to obtain a physical by September 30 of that school year.
- f. All students must have met state immunization guidelines and have an up-to-date immunization card or waiver on file.

### **Admissions**

St. Paul's Lutheran School will faithfully consider for admission prospective students regardless of race, color, sex, nationality or ethnicity. Admitted students will be accorded the same rights, privileges, and opportunities to participate in programs and activities as current students, and will be subject to the same restrictions and guidelines. The Administration of St. Paul's Lutheran School will not discriminate on the basis of race, color, sex, nationality or ethnicity in developing, implementing or enforcing educational and admission policies; scholarship or financial aid determinations; or any other school-related program or policy.

St. Paul's Lutheran School students, and their parents, agree to refrain from promoting, or otherwise disseminating, religious beliefs or morals that are contrary to the religious beliefs or morals of St. Paul's Lutheran Church and School. The Administration of St. Paul's Lutheran Church and School reserves the right, at its sole discretion, to consider and effectuate dismissal of a student for the actions or behavior of the student, or the parent, deemed to be contrary to the religious beliefs and morals of St. Paul's Lutheran Church and School.

St. Paul's Lutheran School students, and their parents, agree to abide by the guidelines and rules contained within this Parent Handbook and further agree that the guidelines and rules apply while on St. Paul's campus, during and after school hours, as well as when attending St. Paul's related activities off campus. The Administration of St. Paul's Lutheran School reserves the right, at its sole discretion, to enforce the provisions of the Parent Handbook consistent with the enforcement provisions contained therein.

### **Parental Agreement for Admission**

Application for enrollment is done online through TADS (Tuition Aid Data Services). There is a one-time application fee required when you apply. Upon acceptance, a second online step is required to continue enrollment. There is also an annual, non-refundable enrollment fee required at the end of the enrollment portal. The final online enrollment step is the completion of the tuition agreement (more information below). TADS website can be found at [www.stpmuskego.org/tads](http://www.stpmuskego.org/tads).

To accomplish our mission, participating families in our education program are to view the following policies as vital and nonnegotiable.

1. I agree and commit to the school's stated mission and all policies outlined in the Parents'

Handbook.

2. My child and I will cooperate with the teachers and administration. Home and school will be supportive of one another in all areas of instruction and Christian discipline. I will model appropriate Christian behavior for my child when interacting with staff, other children, and other parents at school and related events.
3. I will receive the invitation and encouragement to worship regularly with my child.
4. I will receive the invitation and encouragement for me and my child to regularly study God's Word.
5. If I am not a member of a WELS church, I will enroll in the "Second Connection" Bible Information class the first year of my child's enrollment so that I will know exactly what my child is being taught at St. Paul's. This class will be completed within one year to the satisfaction of one of our pastors for my child to remain in school.
  - o Upon completion of "Second Connection" and if a family accepts the teachings of the WELS and desire to join our congregation, parents are invited to do so. However, becoming a member is not a requirement for enrollment.
6. I will attend parent-teacher conferences as scheduled.
7. Tuition and fees will be current by graduation in order for eighth grade students to participate in the graduation service.
8. I understand that if at any time my child's behavior makes educating the class difficult or impossible, my child may be removed from class and/or school.
9. At no time will I participate in destructive criticism of the staff or school to my child or others. If a problem arises, I will contact the school as outlined in this handbook.

*Failure to comply with any of these policies could constitute sufficient reason for a child's removal from school.*

### **Enrollment Process**

1. A parent contacts the school and a meeting is scheduled with the principal.
2. Application procedures will be provided – including online electronic application and enrollment through TADS.
3. Transfer of records from previous school
4. Recommendation for acceptance from principal to School MAT
5. Testing and screening of new students may be required. The school reserves the right to place the child in the grade into which he/she can best function with success.
6. Tuition / Billing agreement through TADS online must be completed prior to attending class.
7. Parent/Teacher visit scheduled.

### **Fees and Tuition Requirements**

Each winter our Tuition Committee determines tuition rates for the upcoming school year. Rates are as posted online and available through our business administrator.

### ***Payment Plan Options***

Parents have three payment options available (TADS enrollment is still required for all):

- 1) Annual – all of the tuition is paid on September 10
- 2) Per semester – 50% on September 10<sup>th</sup>, 50% on January 10<sup>th</sup>

- 3) Monthly – the total tuition will be divided into nine equal monthly payments beginning in September (electronic fund transfers).

### ***Billing and Tuition Payment (TADS)***

All families are required to use our automatic funds transfer system through TADS. There is a convenience fee for monthly billing. This fee is waived for families that pay annually or by semester. See below for Tuition Management Agreement.

Parents would be informed if any other fees were to be added. Following successful application and enrollment, as well as completion of tuition assistance grants if applicable, tuition management agreements are sent out via email. See the next section for completing the agreement.

Tuition and fees will be current by graduation in order for eighth grade students to participate in the graduation service.

### ***Tuition Management Agreement (TADS)***

It is important that parents get the tuition management agreement completed by the due date. Your child is not considered registered and enrolled until all registration documents are completed and accepted. Children will not be able to attend class until all registration & enrollment steps are completed, including having all tuition agreements returned and accepted.

Whoever is responsible for tuition payments must complete the tuition agreement. If two different parents are responsible for a specific amount of tuition, please contact the business administrator about policies regarding this.

### ***Tuition Assistance (TADS)***

St. Paul's conducts financial needs assessments through TADS. The application process for tuition assistance is strictly confidential. To apply for tuition assistance, parents need to use the online application at [www.stpmuskego.org/TADS](http://www.stpmuskego.org/TADS). TADS will guide you through the process. You will need to create an account if this is your first time at our school. If you have any questions on the procedure, please contact TADS at 800-477-8237 or email [support@tads.com](mailto:support@tads.com).

There is a fee of approximately \$35 when applying for tuition assistance. Applying goes much more smoothly if you pencil in your information in their downloadable Financial Aid Application Worksheet. These worksheets are available online at [www.stpmuskego.org/TADS](http://www.stpmuskego.org/TADS) and do not need to be turned in.

Families desiring assistance must apply for it every year. The due date for applying is April 15<sup>th</sup> – be sure to check with school! Missing deadlines for assistance could result in funds being unavailable. Circumstances that may influence assistance amounts in the future include outstanding balances such as tuition, extended care, or hot-lunch balances.

### ***Tuition Refunds***

Students leaving our program before the end of the school year in May will be required to pay tuition through the end of the month in which they depart.

### ***Non-Payment***

Thank you to all our families who meet their financial obligations to St. Paul's Lutheran! If payments are not received according to the tuition agreement, or other agreed upon payment arrangements, the following guidelines are followed:

1. Families are responsible for all late and non-sufficient funds (NSF) fees
2. School records will not be released until full payment is received
3. Any other past due financial obligations incurred by students during the academic year may be added to the tuition agreement (i.e. extracurricular participation, after school care, hot-lunch, etc.)
4. Delinquent accounts will be handled according to financial policy.
5. Tuition and fees will be current by graduation in order for eighth grade students to participate in the graduation service.

### **Non-Discriminatory Policy**

St. Paul's Lutheran School, Muskego, Wisconsin, 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 race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletics, and other school administered programs.

### **Field Trips**

All students are expected to attend their individual class trips. On field trips, children are required to use seat belts (or booster-seats according to state laws). Drivers must carry a minimum coverage of \$100,000; \$300,000; \$100,000 and have appropriate Risk Management forms on file. At the beginning of the year, teachers will let you know what the field trip fee for the year. This would cover all planned field trips. In the event of other field trips being planned, we would let you know of any other field trip fees.

### **School Cleaning**

A \$100 cleaning deposit is assessed per family, if not currently on a family's TADS account. The \$100 deposit is credited to the following year if one or more parents participate in a cleanup scheduled for each school year.

- a. About ½ dozen days will be established in June of each year for parent cleaning from 6:00 – 9:00 p.m.
- b. Parents will have the choice to sign up for one of the evenings. Refer to the Wednesday Note in May for sign-up information.
- c. There is a set limit of helpers that will be scheduled for each cleaning night.
- d. Credit for cleaning will be applied to the most previous school year.
- e. Defaulted fees will be deposited into the congregation's general fund to pay for needed janitorial supplies and expenses.

## **Standards of Behavior**



The following standards of behavior have been designed to make St. Paul's a place where the love of the Savior is exemplified in the way students behave toward their classmates, their teachers, and their environment. The Lord tells us in Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it." Together, as parents and teachers, we must assist each other in every way possible to accomplish this.

We all take pride in our clean school building. Everyone is to help keep it that way. All staff members are to be regarded as representatives of Christ, and as such, will be respected by the entire student body. Any staff member may discipline any of our students. We expect all our students to show love and respect to others in all of our school's activities.

### ***General Conduct Guidelines***

- We strive to show our love for Jesus in all we think, say, and do.
- During school hours, teachers stand in the place of parents as their partners.
- Students are not to play outside before or after school as there is no supervision at that time.
- In respect to classes that may be in session, while passing through the halls, there is no running or loud talking so as to not distract classes.
- "Rough-housing" is not allowed.
- No gum chewing.
- No electronic devices such as iPod, cell phones, etc. are allowed in class, during lunch, or at recess. If these items are brought to school they must be kept put away during the school day. St. Paul's is not responsible for lost or stolen items. For upper grade students with a cell phone, the homeroom teacher will keep cell phones during the day.
- If problems develop during recess, consult a teacher or aide.
- Hallways are to remain clear and clean throughout the school day.
- Personal belongings should be taken home each evening and not left in the hallway or out in the open.
- Staff permission is needed to use phones (both school and personal cell phones).



### ***Hallways & Bathrooms***

1. Hallways, bathrooms, and locker rooms should be quiet and orderly at all times.
2. When moving from one area of the building to another, students should stay to their right.

### ***Lockers***

1. Teachers have the right to inspect a locker at any time.
2. Lockers and locks will be assigned to students in grades 6-8.
3. No personal locks are allowed.
4. Lockers will be kept clean and will be checked periodically.
5. No stickers and/or pictures may be placed on the lockers. (Magnets on inside of locker for pictures are ok).
6. Only items that may be easily removed may be put on the inside of the lockers.



7. Students are not allowed in anyone else's locker.
8. Locker accessories may be purchased (shelves, mirrors, magnets, etc).
9. All winter items (coats, boots, etc) must be placed inside the locker. Please keep this in mind as shelving, etc. is placed in the lockers.
10. Immediately report any locker damage to your homeroom teacher.
11. The outsides of lockers must not be decorated with non-school decorations except on a birthday. These decorations should be taken down within a week.

### ***Playground***



1. There will be sufficient supervision during each recess.
2. No rough play. This includes "wrestling around," King of the Hill, tackle football, and games in which students are trying to push each other down. In most cases, students need to keep their hands to themselves.
3. Don't kick or bat balls near the building.
4. No throwing snowballs or other projectiles at another person.
5. Swings – single and safe swinging only.
6. No carrying of other students on one's back.
7. Play ceases and the balls are to be still upon hearing the bell.
8. At the bell, students should line up by grade at the appropriate entrance.
9. Quiet behavior is expected while students are in line.

### **Guide for Disciplinary Action**

1. Serve our Lord and Savior Jesus Christ in all we think, say, and do.
2. Misbehavior will be viewed as opportunities to grow spiritually and will be handled with natural and logical consequences; application of Law (correction) and Gospel (forgiveness) along with prayer will be used.
3. Every attempt will be made to maintain the dignity and self-respect as a child of God of each student, parent, and teacher.
4. Students will be guided and expected to solve their problems without creating problems for anyone else.
5. Students will be given opportunities to make age-appropriate decisions and live with the consequences.
6. Students are encouraged to request a conference with their teacher (or principal) whenever consequences appear to be unfair.



### **Behavioral Discipline Guidelines**

*So whether you eat or drink or whatever you do, do it all for the glory of God. (2 Corinthians 10:31)*

In His wisdom, God has chosen you to be the parents of some very special children. Our school stands

ready to partner with you in the training of your children, particularly in regards to the study of God’s Word.

A child’s attitude and actions will be a reflection of the love first shown to him by God. As a family of believers, we share this common love from and for God.

However, when a child permits herself to be controlled by her sinful nature, she is rejecting the will of God. Misbehavior will be viewed as another opportunity to grow in our relationship with Jesus. Children will be reminded of God’s forgiveness and unconditional love. While we are forgiven, consequences still remain for misbehavior and sin. Repeated misbehavior could lead to suspensions and the final consequence, expulsion. Our bully prevention policy is made available annually and upon request.

The following table presents examples of misconduct and consequences that could result.

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action</b>	<b>Maximum Action</b>
Classroom Disruption	Confronting staff argumentatively, throwing objects, refusing to follow directions, making loud, disrupting noises	Intervention	Removal from classroom
Recurring Disruption or Rules Violations	Recurring behavior that disrupts the learning and/or safety of others Recurring misconduct	In-school suspension	Expulsion
Verbal Abuse	Foul, profane, vulgar language or gestures  Language intended to degrade, bully, intimidate, or hurt someone’s feelings.  Language interpreted as disrespectful or insubordinate  Disturbing by pestering, tormenting, or threatening	Intervention	Suspension
Fighting	Pushing and shoving  Exchange of physical blows	Intervention  In-School Suspension	In-school suspension  Expulsion
Cheating	Using another’s information and claiming it as one’s own. Could include a classmate or internet material (i.e. plagiarism)	Detention	Suspension

Weapons	Any object by the way it is used or intended to be used is capable of inflicting bodily harm	Suspension	Expulsion

***Detentions***

1. Each teacher will have a series of consequences that may result in a detention.
2. Detentions will be served until 3:30pm.
3. When a detention is issued, a “Detention Slip” will be sent home to the parents informing them of the infraction.
4. The teacher will log the detention.
5. All detentions are cumulative for the year.

1<sup>st</sup> & 2<sup>nd</sup> Detention

- Students will serve the detention as indicated on the “Detention Slip”

3<sup>rd</sup> Detention

- A meeting with the Principal and student will be held; One-day suspension from all extra-curricular activities

4<sup>th</sup> Detention

- A meeting with the Principal and parents will be held; Two-day suspension from all extra-curricular activities

5<sup>th</sup> Detention

- One-day suspension from school and all extra-curricular activities

6<sup>th</sup> Detention

- Two-day suspension from school and all extra-curricular activities

7<sup>th</sup> Detention

- Student will be suspended indefinitely until a meeting with the School Ministry Action Team and parents may be arranged. Possible expulsion from St. Paul’s may result.

***Suspension and Expulsion***

A. Suspension

- a. The principal may suspend a student for problems of a serious nature immediately (e.g., physical fighting, flagrant misconduct, poses a physical danger, etc.). If necessary, legal authorities will be contacted.
- b. A student who continues to display poor behavior and or study habits, even after repeated efforts have been made to correct the situation, may be subject to suspension.
- c. All schoolwork missed as a result of suspension must be made up.
- d. The School Ministry Action Team will decide if a case is serious enough to warrant expulsion. If suspension fails to correct the student’s behavior or the learning environment of others is

continually harmed, the School MAT may expel the child.

#### B. Expulsion

1. If a student repeatedly resists school authority and/or regulations, is not responsive to previous disciplinary action, or the learning environment of others is continually harmed, the principal may recommend expulsion to the School Ministry Action Team.
2. If expulsion is warranted, a meeting including the parents, the child, the School MAT, principal, and pastor will take place to explain the expulsion.
3. The expulsion will be for the remainder of the school year. If the parents wish to re-enroll the child the following year, the School MAT will review that request.

### **NON-HARASSMENT POLICY**

#### **I. GENERAL STATEMENT OF POLICY**

It is the policy of St. Paul's Lutheran School to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin or disability. St. Paul's prohibits any and all forms of harassment because of race, color, sex, national origin, and disability.

It shall be a violation of school policy for any student, teacher, administrator, or other school personnel to harass a student through conduct of a sexual nature, or regarding race, color, national origin or disability, as defined by this policy.

It shall also be a violation of school policy for any teacher, administrator or other school personnel of this school to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the school.

For purpose of this policy, the term "school personnel" includes school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

#### **II. DEFINITIONS**

##### **A. Sexual harassment**

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school district causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
2. the unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.

Examples of conduct which may constitute sexual harassment include

- sexual advances • touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex • coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts • coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another • graffiti of a sexual nature • sexual gestures • sexual or dirty jokes • touching oneself sexually or talking about one's sexual activity in front of others • spreading rumors about or rating other students as to sexual activity or performance • unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student • other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

## **B. Harassment because of race or color**

For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities. Examples of conduct which may constitute harassment because of race or color include

- graffiti containing racially offensive language • name calling, jokes or rumors • threatening or intimidating conduct directed at another because of the other's race or color • notes or cartoons • racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color • written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes • a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color • other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

## **C. Harassment based upon National Origin or Ethnicity**

For purposes of this policy, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

#### **D. Harassment because of disability**

For purposes of this policy, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability
- threatening or intimidating conduct directed at another because of the other's physical or mental disability
- jokes, rumors or name calling based upon an individual's physical or mental disability
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or

mental disability • other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

### **III. REPORTING PROCEDURES**

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or disability by a student, teacher, administrator or other school personnel of St. Paul's Lutheran School, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of St. Paul's, is encouraged to immediately report the alleged acts to the school principal.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment or harassment based on race, color, national origin, or disability by a student, teacher, administrator or other school personnel of the school, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities, under the auspices of the St. Paul's, is required to immediately report the alleged acts to the school principal.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment or harassment based on race, color, national origin, or disability as set forth above, is encouraged to immediately report the alleged acts to the school principal.

St. Paul's Lutheran School encourages the reporting party or complainant to use the report form available from the principal or from the school office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated.

A. The principal is the person responsible for receiving oral or written reports of sexual harassment, or harassment based on race, color, national origin, or disability at the building level. Any adult school personnel who receives a report of sexual harassment, or harassment based on race, color, national origin, or disability shall inform the principal immediately.

Upon receipt of a report, the principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Ministerial Team Leader. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Ministerial Team Leader. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Ministerial Team Leader by the reporting party or the complainant.

B. St. Paul's Lutheran School has designated the school principal with responsibility to identify, prevent, and remedy harassment. The principal shall

- receive reports or complaints of sexual harassment, and harassment based on race, color, national origin, or disability;
- oversee the investigative process;
- be responsible for assessing the training needs of the school's staff and students in connection with the dissemination, comprehension, and compliance with this policy; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is

able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves the Ministerial Team Leader, the complaint shall be filed directly with the principal and/or School Ministry Action Team (MAT).

The school shall conspicuously post this policy against harassment and violence in a place accessible to students, faculty, administrators, employees, parents and members of the public.

C. A copy of this policy shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.

D. The principal will develop a method of discussing this policy with teachers, students, and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the principal in consultation with the Ministerial Team Leader determines is necessary or appropriate.

E. This policy shall be reviewed at least annually for compliance with state and federal law.

F. The school will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **IV. INVESTIGATION**

Upon receipt of a report or complaint alleging sexual harassment, or harassment based upon race, national origin, or disability, the Ministerial Team Leader shall immediately undertake or authorize an investigation. That investigation may be conducted by St. Paul's Lutheran School officials or by a third party designated by the school.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint.

The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations. In determining whether the alleged conduct constitutes a violation of this policy, the school shall consider

- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the race, national origin, sex and age of the victim
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- the number of alleged harassers
- the age of the alleged harasser
- where the harassment occurred
- whether there have been other incidents in the school involving the same or other students
- whether the conduct adversely affected the student's education or educational environment
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation shall be completed no later than fourteen days from receipt of the report. The Ministerial Team Leader shall make a written report to the Ministry Board upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The Ministerial Team Leader's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

## **V. SCHOOL ACTION**

A. Upon receipt of a report that a violation has occurred, the school will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include but are not limited to counseling, awareness training, parent-teacher conferences, warning, suspension, expulsion, transfer, remediation, termination or discharge. Action taken for violation of this policy shall be consistent with the requirements of applicable state and federal law, and school policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the school shall consider

- what response is most likely to end any ongoing harassment
- whether a particular response is likely to deter similar future conduct by the harasser or others
- the amount and kind of harm suffered by the victim of the harassment
- the identity of the party who engaged in the harassing conduct
- whether the harassment was engaged in by school personnel, and if so, the school will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Wisconsin criminal statute, the school will also report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

B. The results of the school's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the school in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.

C. If the results of the school's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established school procedures for appealing other adverse personnel and/or education related actions.

If the results of the school's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established school procedures for appealing other adverse personnel and/or education related actions.

D. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained for a period of two years.

## **VI. REPRISAL**

Submission of a good faith complaint or report of sexual harassment, or harassment based upon race, color, disability or national origin will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments. The school will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic or disability related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Parent Grievance Policy**

At times during the year, a parent may have a grievance involving a particular member of the school staff, school personnel, a school policy, discipline or curriculum. In such a case, the following steps should be taken. Please note: Our Parent/Teacher group, UNITY, is not a forum for personal grievances.

- A. School Staff Member (teacher, teacher's aide, etc.) or School Personnel (custodian, secretary, coach, etc.)
  1. The parent should first discuss the matter of grievance with the individual involved as Jesus tells us in Matthew 18.
  2. If the parent is not satisfied with the outcome of this discussion, the parent should meet with the principal and the individual to discuss the matter.
  3. If the parent is not satisfied with the outcome of this discussion, the parent should arrange an appointment with the School MAT for a final decision. The nature of the grievance should be in written form.
  
- B. School Policy, Discipline, or Curriculum
  1. The parent should first discuss the matter of grievance with the individual involved as Jesus tells us in Matthew 18.
  2. If the parent is not satisfied with the outcome of this discussion, the parent should meet with the principal and the teacher to discuss the matter.
  3. If the parent is not satisfied with the outcome of this discussion, the parent should arrange an appointment with the School MAT for a final decision. The nature of the grievance should be in written form.

If a matter of grievance personally involves a School MAT member, that member will exclude himself from voting on the decision, but will have equal opportunity to present his side of the issue.

### **C. The Role of the Pastoral Staff**

The School MAT recognizes the importance of the pastors' ministry in the operation of the school—namely to serve as spiritual counselors to staff members, parents, and students. In keeping with good order, the School MAT recommends that, if a parent brings a grievance to a pastor:

1. The pastor will urge the parent(s) to follow the procedure outlined in the Parent Grievance Policy.
2. The pastor will make the principal aware of the problem and together they will work with the staff member or school personnel member involved.
3. At the request of a School MAT member or parent, the pastor may be present at the School MAT meeting as long as both parties are informed.

Let us remember to deal with each other in love as the forgiven sinners that we are. *“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Eph. 4:32.* We all need to remind ourselves of the 8<sup>th</sup> Commandment, which obligates us to defend and speak well of everyone we work with remembering to take all words and actions in the kindest possible way. It is important that we remember that we are working together as a team for the welfare of our children.

### **Dress Code**

As Christians, we want to bring glory to God in everything we do. We want to follow what God says totally, without hesitation. We want to be imitators of Christ in our thoughts, words and actions. We want all of our thoughts, words, and actions to help promote Christ’s kingdom.

Though it is true that God clearly speaks for or against certain things, it is equally true that He leaves certain things up to our Christian liberty, or Christian’s choice, and He asks us to use what He does say to guide us regarding things about which He has not specifically spoken. Because of this, it’s not always possible to cite specific passages of Scripture to justify a specific dress code issue, i.e., green hair, but it is possible to obtain an overall understanding regarding dress from what God does tell us in His Word. Our school will annually monitor and evaluate the school dress code.



A school dress code also must certainly recognize, for lack of a better term, “socially accepted givens.” Listed below are some dress code “givens.”

1. Your appearance is a form of communication. The way you look says something to others.
2. Your appearance indicates how you feel about yourself. A person who respects himself or herself will look respectable.
3. Your appearance is an expression of your personality. It reveals whether you are easy-going, rigid, casual, disciplined, individualistic, etc.
4. Your appearance can act as a badge to identify you with a particular group. If a certain group has a certain look, and you choose that look, you associate yourself with that group whether you are indeed a member of the group or not.
5. Your appearance is an aid to sex identification. The way you look should distinguish you as male or female.
6. Appearance represents personal, emotional, and spiritual development. Learning to keep one’s appearance within the bounds of convention and propriety is an important part of growing in Christ.

Parents, you are a vital link and the first line of enforcement of our school dress code policy. The parental section of the School Covenant states that the parent will “ensure that my child is dressed in accordance with school policy.” We thank you for taking that commitment seriously and enforcing the

dress code with your sons and daughters. We also thank you for respecting the dress code policy while you are on campus and at school events.

Instead of including a very long list of what is and is not acceptable, please adhere to the following guidelines:

All clothing should be appropriately fitted, clean, and the proper length. This includes but is not limited to...

- All shorts and skirts must reach the tip of the thumb while standing (without adjusting).
  - Shorts may be worn April through October.
- No bare midsection (including when students are seated or raising hands)
- Neckline of shirts – no low cut tops (please consider the collarbone as a guideline)
- No cut off, torn, tattered, or ragged edges
- No oversized clothing
- Pants must be pulled up to the waist. Belts may be required for individuals.
- Shorts and sleeveless shirts may be worn from April through October.
- No spaghetti straps.
- In grades 5-8, if leggings, jeggings, tights, spandex or other form-fitting pants are worn, tops or dresses must be worn to cover the rear end.
- No words are permitted across the rear end.

A few items of specific note: Hats (worn forward) may only be worn outside, except during monthly dress-up days. Beards, mustaches, tattoos, body piercings are not allowed. Hair may not cover the eyes. Attire with pictures and slogans of positive nature, school logos, clothing manufacturer trademarks, and recognized sports teams may be worn.

Please note that dress code policies apply not only to the school day but also attending all school activities. This includes athletic events, dances, gym class, etc.

If you have a question, error on the side of caution. Final dress code decisions are determined by the principal.

Please limit the use of flip-flops and open toed sandals, especially on physical education days. Flip flops (like shorts) may only be worn April through October.

We ask that parents keep modesty in mind as clothing is chosen for special occasions too, including Christmas services, performances, and graduation.

### ***Infractions***

The faculty reserves the right to determine if a student is dressed or groomed appropriately. The teacher will keep a record of infractions.

If a student is not dressed properly:

- 1<sup>st</sup> occurrence – Student will change into appropriate attire, and parents will be notified

- 2<sup>nd</sup> occurrence – Student will change into appropriate attire, parents will be notified, and an after-school detention will be issued.
- 3<sup>rd</sup> occurrence – Student will be suspended for the day, and may not participate in any extra-curricular activities for the day.
- 4<sup>th</sup> occurrence – Student will be suspended indefinitely until a meeting with the School MAT is convened to review the situation. Student may be expelled at the decision of the School MAT.

### **Bus Behavior and Discipline**

- A. If a bus driver can't resolve a problem by talking to a student, he sends a bus infraction note to the principal.
- 
1. 1st infraction: Student denied bus transportation for 1 school day.
  2. 2nd infraction: Student is denied bus transportation for 3 school days and parents/guardian, student, and principal will meet to explain the next step of bus expulsion.
  3. 3rd infraction: Student is denied bus transportation for 10 school days.
  4. 4<sup>th</sup> infraction: Student is denied bus transportation for the remainder of the school year.
- B. Bus violations discovered by means outside of the bus driver are handled at the discretion of the principal applying the same bus consequences outlined above in A.1-4 as well as outlined in the Behavioral Discipline Guidelines on page 16.
- C. Flagrant violations may result in additional consequences at school.

### **Pupil Attendance**

1. Students in good health are expected to attend every day that school is in session.
2. If a student is absent, his/her parent or guardian is required to phone the office by 8am with the reason for the absence, or if as student is to be excused during the day, a note may be sent stating the nature of the absence. If a student suffers from any communicable disease (i.e. measles, mumps, etc.), a written release from a doctor must be received before the student will be allowed back into the classroom.
3. A student who is tardy more than one hour after school begins but arrives before the lunch period shall be considered ½ day absent.
4. The staff will notify the principal and parent of any unexcused absence.
5. State truancy laws will be followed.

### ***Informing the School About After School Pick-Up Changes***

It is our goal at St. Paul's to make sure that every student gets home safely from school each day. With over 230 students to keep track of, it is very important that there is clear communication between parents and the school regarding after school pick-up.

Parents and students should always know the daily pick-up arrangement prior to dropping the child off at school. When students do not know their pick-up arrangement at the start of the day, this can be confusing and upsetting to them.

If there are changes to the normal arrangement, a written note should be given to the child's teacher at the start of the school day. If a child has an end of the day schedule that changes on a regular basis, we suggest sharing a calendar with the child's teacher that reflects this schedule. Thank you for being responsible, planning in advance, and communicating well with us.

We understand that there are times when there must be last minute adjustments, but please try to avoid these whenever possible. If special circumstances arise and a child's pick-up arrangement needs to change, parents need to call the school office by 2:30pm so this message can be relayed to your child's teacher. We cannot guarantee that calls made after 2:30pm will be relayed in time.

Finally, parents should not call the school office to make last minute changes for Extended Care as in the following situation. If a child normally goes to Extended Care, but the parent will be arriving to school earlier than usual, please do not call the school office to make this change. Simply come into school to pick-up your child. Not having calls like this will allow our office staff to focus on other important tasks at the end of the school day.

### **Tardiness Policy**

1. A student is considered tardy if the student is not in the classroom when the 8:05am bell rings.
2. When a student is tardy, his/her parent or guardian is expected to inform the teacher of the reason for the tardy by the end of the day.
3. Chronic tardiness will result in a meeting with the principal and then School MAT if necessary.



### **Visitor Policy**

Parents/guardians are welcome to visit during the school day (8am-3pm). In order to ensure safety and avoid disrupting school activities, we have established the following guidelines.

- Visitors must check in at the school office or reception area.
- Principals may prohibit or discourage visits when students are being tested and other times when visits may disrupt school activities.
- Parents/guardians who wish to discuss a student's progress should request a meeting in advance, held outside of regular school hours.
- Anyone who disrupts school operations, damages school property, or poses a risk to the students, staff, or the school may be asked to leave school property. A principal has the authority to prohibit such persons from attending school events or coming on school property.

### **Family Vacations**

Families are encouraged to make every effort possible to schedule vacations when there is no school scheduled. When students miss academic days, they miss out on classroom instruction, interaction, and feedback from the teacher and classmates. Teachers end up teaching lessons over and grading homework several times. Grades have also been seen to diminish when classes are missed.

With this in mind, if you know your child will be absent, please contact your child's teacher in advance to inform them of the upcoming absence. When possible the teacher will provide assignments prior to your departure; we cannot guarantee that we can get you everything or all of the assignments. Some activities and assignments cannot be replicated outside of the classroom setting; so again, we discourage vacations during the school year.

### **Parent-Teacher Reporting**

The staff will report to the parents the academic and spiritual progress of their children on a formal and informal basis throughout the school year.

#### A. Formal

1. A report card will be handed out at the end of each quarter. Parents are to sign and return the report card envelope to their child's teacher after quarter 1 through 3 – please keep the report card.
2. 1<sup>st</sup> Quarter parent-teacher conferences: in grades K-5 parents use My St. Paul's to schedule a time to meet with the teacher in the classroom. The parents in grades 6-8 may come anytime during the scheduled conference times and meet with the teachers in the 6-8 departmentalization setting. 3<sup>rd</sup> Quarter conferences are held on an as needed basis only.
- 3.

#### B. Informal

1. Individual conferences mutually agreed upon by individual parents and their child's respective teacher.
2. Email correspondence seems to work well in many instances. Please make sure your child's teacher and our office has your current email addresses.
3. Telephone conversations between individual parents and teachers.
4. Written correspondence between teachers and individual parents
5. **My St. Paul's** will be utilized in communications in the classrooms. Be sure to keep your profile up-to-date.

### **Confidentiality – FERPA and Parents' Rights**

The Family Educational Rights and Privacy Act of 1974 (FERPA) ensures that all information concerning a student's behavior, academic standing, and home life be confidential. This Act allows parents access to their children's educational records and gives them the right to challenge information kept in their child's records. St. Paul's Lutheran School and its staff and administration respects and honors the legal rights of all parents and students in the educational process.

In compliance with (FERPA) St. Paul's Lutheran affirms the following rights:

- The right of a student's parents to inspect and review the student's educational records

- The right of the school to limit the disclosure of information contained in a student's educational record except (1) by the prior written consent of the student's parents, (2) as directory information, or (3) under certain limited circumstances, as permitted under FERPA by school administration
- The right of a student's parents to seek to correct parts of the student's educational record that they believe to be inaccurate, misleading, or in violation of student rights, including the right to a hearing to present evidence that the record should be changed

Please see the websites: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html> to view the legal rights of parents, and also <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html> for a listing of the legal rights of students under FERPA (Family Educational Right and Privacy Act) laws in regards to student records.

### **Parent/Teacher Summer Visits**

Parent/Teacher summer visits will be held for all new families, usually in August. This visit will be held to provide parents with pertinent information about the upcoming school year. Returning parents or teachers may also request that a parent/teacher summer visit be scheduled. Please contact your child's teacher if interested.

### **iFaSST Day (information, Forms and School Sign-up Time)**

Shortly before school begins, we hold our required registration day. Times normally run from 9:00 a.m. to noon and 5:30-8:00 p.m. Forms are updated at iFASST Day, information about various activities and ministries is presented, and tuition payments are set-up. Make sure you stop by each table! Students whose parents do not have tuition payments schedules established are not fully registered for school.

### **Back-to-School Night**

Shortly before school begins, we hold our Back to School Night. This normally runs from 6:30-8:00 p.m. Teachers will present classroom routines, schedules, etc. with presentations at 6:30 and again at 7:15 p.m. In between presentations, parents can help their children set up their desks and lockers as required. Those with more than two children will need to talk to their teachers to make sure you get all the information you need. Parents in grades 6-8 should go to their child's homeroom teacher; the other teachers will have information available in the homerooms and will be available to answer questions.



### **Grades, Report Cards, and Grade Point Average (GPA)**



Report cards are sent home with the students once per quarter. Students in grades 3-8 have electronic grades posted on our TADS Educate website. Parents are encouraged to check grades often. Due to TADS Educate's 24/7 access, mid-term reports are not sent home. You may keep the report card, but we ask you to sign the envelope and return it to your child's teacher promptly.

GPA is determined for 5<sup>th</sup>-8<sup>th</sup> grade only. Subjects that use the "E-S-N-U" grade scale are not included in determining GPA. The core subjects (and weights) used to determine the GPA include: Word of God

(1.0), math (1.0), reading (1.0), grammar and writing (1.0), science (1.0), social studies (1.0), Spanish (0.4), and spelling (0.2).

Grading and GPA Scale: The grading scale in grades 3-8 will be based on the following scale.

Percentage	Letter Grade	GPA Value (5 <sup>th</sup> -8 <sup>th</sup> Only)	Percentage	Letter Grade	GPA Value (5 <sup>th</sup> -8 <sup>th</sup> Only)
100	<b>A+</b>	4.0	83-80	<b>C</b>	2.0
99-96	<b>A</b>	4.0	79-78	<b>C-</b>	1.7
95-94	<b>A-</b>	3.7	77-76	<b>D+</b>	1.3
93-92	<b>B+</b>	3.3	75-72	<b>D</b>	1.0
91-88	<b>B</b>	3.0	71-70	<b>D-</b>	0.7
87-86	<b>B-</b>	2.7	69	<b>F</b>	0
85-84	<b>C+</b>	2.3	0	<b>I</b>	0

### **Retention**

Discussion about student retention should begin no later than the middle of the third quarter of school. Proactive action plans are to be set up between teachers and parents in order to assist the child in hopes of advancement to the next grade. If the school deems it best for the child to repeat a grade, this recommendation will be shared with the family by the middle of the 4<sup>th</sup> quarter, again, so that action plans can continue to be worked on in hopes of promotion. The school staff is the final authority on whether or not a child should repeat a grade.

### **School Hours**

#### ***Arrival***

Students should not arrive to school before 7:30 a.m. Students may enter their classrooms after 7:30am. Extended Care is available from 6:30a.m.-7:30 a.m. The school day begins at 8:00 a.m. Students are expected to be in their classroom by 8:00 a.m. Morning announcements take place at 8:05 a.m.

For safety reasons, all exterior school doors are locked during school hours (8am-3pm). To enter the building, please button near the right of each exterior entrance, and one of our office staff will welcome you in.

Parents are welcome in our Trinity Café at any time during the day – enjoy a cup of coffee or tea and visit with fellow parents. For security reasons, the hallway doors from Trinity Café will remain locked during the school day, except during the half-day 3K and 4K dismissal time.

#### ***Dismissal***

Students should be picked up by 3:15 p.m. unless involved in a school sponsored after-school activity. Students waiting to be picked up after school may exit through either door #1 or #2, but will need to wait in front of school until a parent arrives. Students remaining on campus after 3:15 p.m. will be

placed in Extended Care. See the next section for more details.

Students remaining after school for a school sponsored after-school activity need to be supervised by a parent.

### ***Extended Care***

St. Paul's offers Extended Care from 6:30am to 6:00pm for students enrolled in Pre-K through 8<sup>th</sup> grade. After 6:00 pm, a late pick-up charge will be accrued.

Before and after school Extended Care will be held in the classrooms by Trinity Café. After signing in after school, older students will move into the computer lab to have a quieter environment to complete homework. Any student not picked up by 3:15 p.m. will be placed in Extended Care.

Extended Care will also be offered on "no school" days and most vacations by registration only. Watch the Wednesday Note for more information and how to sign up for these days – [no drop-ins](#).

Parents that make use of Extended Care may check out a key-fob for a deposit of \$15. The key-fob works at the front door and hallway doors during before school care hours and after school care hours only.

New billing procedure this year: All payments will be made through direct withdrawal from a checking account or by credit card. Direct debit/credit card payments will be processed according to the payment schedule. Statements will be emailed. Families utilizing the Extended Care Program are required to fill out a Tuition Express Form and provide bank account information for direct withdrawal or credit card information as payment options. The credit card option will incur a one-time \$75 fee per school calendar year to cover transaction fees.

Please note that TADS is separate from Tuition Express. If you are set up in TADS you are not automatically set up in Tuition Express. You must submit the required forms for Tuition Express separately. **If your child does not have a Tuition Express Form on file, as well as an Extended Care Registration form filled out, your child will not be able to use this service.**

A payment schedule will be available on iFASST Day as well as in the school office.

Please be courteous to the Extended Care staff by communicating any changes or absences from the registration form you completed. These absences could include illness or a general change of plans. We ask that you let us know of the absence at least a day in advance, if possible aside from illness, as we plan our staff using a 12:1 child to adult ratio according to the dates and times you have given to us. If your child is ill, please let us know as soon as possible that they will not be in Extended Care that day. Please call (414) 422-0320 ext. 146 or email: [cbourdo@stpaulmuskego.org](mailto:cbourdo@stpaulmuskego.org) to communicate your absence. Thank you!

If families repeatedly do not let our Extended Care staff know in advance of an absence, a \$25 fee per child per incident will be added to the next billing payment upon the third incident, and beyond, during each fiscal year.

## **Worship Attendance**

Regular public worship is indeed important. God tells us in Hebrews 10:25, “Let us not give up meeting together...but let us encourage one another.” As we expect growth in the academic development of our students, so too we expect the spiritual growth of the children. This can be done only through listening to God’s Word and receiving the sacraments.

The Lord expects parents to bring their children to worship opportunities on a regular basis. Church attendance is an important part of the lives of our children. Parents can set a good example for their children by bringing them to church and by attending divine services with them. Those who are members of another congregation may certainly have their children attend their own place of worship.



Attendance at church when your child’s grade sings is expected of all the children of our school; we appreciate you making every effort to be at these services. (If singing in our church service causes difficulties with those who are committed members of another Christian church, please make arrangements to discuss this with the principal.)

### ***School Chapel Services***

These services are held in the church, during school hours, near the end of each month or on special occasions. The dates and times will be announced. Usually, the second Friday of each month, one of our pastors leads the grade school students in a devotional chapel service at 8:15am which is held in the Trinity gym. Parents and friends are always welcome to attend!

### ***Christmas Services***

Our Christmas service is usually held on the last school day closest to Christmas Eve. Please note the school calendar and updates during the year.

## **SCHOOL & EXTRA-CURRICULAR ACTIVITIES**

### **Eligibility**

Students in grades 5-8 must maintain a 2.0 Grade Point Average (GPA) to participate in extra-curricular programs at St. Paul’s Lutheran School. Extra-curricular programs include athletic teams, Eaglebots, forensics, choir, math meet, spelling bee, and student council. The grades used to determine GPA will be the same grades used to determine the honor roll.

A student’s GPA will be checked at the end of each quarter. A student who has a GPA less than 2.0 will be ineligible for the next quarter, even if the next quarter is the following school year.

An ineligible player is not able to participate in competitions. However, the students may still attend and fully participate in practices.

If, however, an ineligible student has a GPA at 2.0 or higher at mid-term of the next quarter, the student will be eligible for the rest of the quarter. The mid-term dates are normally the end of September, early December, mid-February, and mid-April.

Special circumstances will be handled by the Athletic Director, Principal, and School Ministry Action Team.

A student is eligible for extra-curricular programs at St. Paul's if the student is a full-time student at St. Paul's Lutheran School. More information can be found in the Athletic / Extra-Curricular handbook.

### **Choirs**

St. Paul's has two volunteer choirs: grades 2-4 (Children's Choir) and grades 5-8 (Joyful Noize). The choirs sing at church services during the school year.



### **Band**

Our band program is offered to students in grades 5-8. A band director from WISCO gives individual lessons on a private pay basis. The students may also be involved in different level bands at WISCO on Monday evenings. Those students also participate in two concerts at WISCO.

### **Math Track Meet**

There are two math track meets – one for grades 3-8 and another at Wisco for grades 5-8. The teams practice a few weeks before the meets during school hours.

### **Athletics**

St. Paul's is involved in many extra-curricular activities for students in grades 3-8 (unless otherwise noted). The following is a list of the sports which are provided for our students: Boys: basketball (4-8), cross-country (3-8), soccer (6-8), wrestling (2-8), softball (6-8), and track (5-8). Girls: basketball (4-8), cheerleading (5-8), cross-country (3-8), softball (6-8), track (5-8), and volleyball (4-8). Alterations for grades allowed to participate are made at the discretion of the athletic director. More information can be found in the Athletic / Extra-Curricular handbook.

### **Book-It, Book Bonanza, and 600-Minute Reading Club**

Grades PreK-3 participate in the Book-It program. Children contract to read a certain number of books each month. If they fulfill their contract, they receive a certificate for a personal pan pizza at Pizza Hut. Book Bonanza is a reading program for grades 4 and 5. The children are given a list of 25 books to read over a 6-month period. In March the children are put into teams of 3. They are asked questions about books and are given points for knowing the name and author of the book. They compete until we have a winning team. Grades K-6 are in the 600-Minute Reading Club. The children read any books for a total of 600 minutes from January through the end of February.

### **Forensics**

This is another name for public speaking for students in grades 5-8. Interested students practice after school and participate in a one-day forensic festival.

### **Health Issues**

If a student becomes ill at school, the teacher or office will attempt to contact the parents first and if they cannot be reached, emergency contacts will be called. Parents or emergency contacts must come to the office to pick up the sick child. If your child has a fever or has vomited do not bring them to school until 24 hours after symptoms are gone. For minor scrapes and cuts, band-aids will be provided. Anti-septic wash is also available.



### ***Library***

The students normally make one visit to the library each week. Fines are imposed if books are returned late, damaged, or lost.

### ***Parking***

For the safety of our students, please follow parking directions and be mindful of safety when dropping off and picking up students. When driving through all parts of our parking lot, please drive slowly (10 mph) as children can dart out from behind cars. Please do not park where the “no parking” symbols are located on the parking map, including after school hours. This includes the entire drive through area in front of the school building. It is important that traffic flows in these areas to both keep our children safe and to prevent car accidents.

Please note all one-way traffic, including the drive in front of the entire school west to east!

The far right lane is for drop-off and pick up; the left lane is for through traffic. We would like the parking areas to have traffic move west to east as well. **There are a couple spots up front by the handicapped parking, please reserve these for moms with infant seats – thank you for your courtesy.** Please refrain from parking in the handicapped spots unless they are needed for quick drop off or pick up after school hours. PreK parents and parents with small children have preferential parking in the lot by the Trinity Gym.

Please use the crosswalk between door #1 and door #2 to cross to the north side of the parking lot! For safety reasons, we do not want pedestrian traffic crossing at the drop off / pick up curb! And thank you for not parking along the curb, even after school hours.

Thank you for being safety conscious!

## **UPPER GRADES**

### ***Departmentalization***

Grades 6-8 are included in our junior high or departmentalized classrooms. The students have lockers and change classes. This form of teaching best uses the talents of our teachers and also helps to prepare the students for high school.

### ***Honor Roll***

Students in grades 6-8 are eligible for the Honor Roll, which acknowledges students for their academic achievements each quarter. The core subjects (and weights) used to determine the Honor Roll include: Word of God (1.0), math (1.0), reading (1.0), grammar and writing (1.0), science (1.0), social studies

(1.0), Spanish (0.4), and spelling (0.2). B-Honor Roll is achieved with a GPA of 2.85-3.49 and A-Honor Roll is achieved with a GPA of 3.5 – 4.0.

### **WISCO Track**



This is a one-day track meet for students in grades 6-8 who participate on the school's track team. Because we have so many students, we cannot have all that would like to participate do so. The rest of the 5<sup>th</sup>-8<sup>th</sup> graders will travel by bus to watch the track meet unless other arrangements are made.

### **OTHER SCHOOL INFORMATION & EVENTS**

#### ***Ambassadors for Jesus / Sharing what we have with others!***

Parents, when we have great news we can't help but share it with others – let's do the same with the great news of Jesus Christ and the blessings we have in our school. Let us especially reach out to the families around us who have no connection to Jesus through a local church and let's live our mission statement of, "bringing everyone within our area of influence closer to Christ." Look for times our church's outreach and discipleship offers Bible classes or times to learn more about how easy it is to share Jesus!

#### ***Boots and Hats***

The school will use zero degrees wind-chill factor as a guide in determining whether students will be required to stay indoors during the winter months. The teachers in grades K-5 will notify their students when the wearing of boots and hats is mandatory. Students in grades 6-8 who do not wear boots are required to have a spare pair of shoes when going off the black top in snow or muddy conditions.

#### ***The Call***

All of our teachers and pastors have a divine Call and are not hired, but serve the congregation 12 months a year. If a called worker receives a Call from another congregation, that individual goes to God in prayer to help them determine where they can best spread His word. If you have any questions about our calling process, feel free to talk to the principal or one of our pastors.

#### ***Faculty Meetings***

The faculty meets every morning from 7:15-7:30 a.m. for devotions and to go over activities for that day. The faculty also normally meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month at 3:20pm for Bible study and to discuss educational topics. We thank you for understanding that our teachers need to get to these important meetings.

#### ***Hot Lunch***

We are pleased to welcome back again our hot lunch provider, Taher. Taher's approach is chef-based and incorporates fresh, high-quality ingredients into their meals. Taher provides two entrée selections daily, normally one hot and one cold, along with sides for our hot lunch. A chef will prepare meals in our kitchen daily and volunteers serve the meals. Serving hot



lunch is a great way to meet parents and interact with students. Contact school secretary Emily Meitner ([emeitner@stpaulmuskego.org](mailto:emeitner@stpaulmuskego.org)) to find out how you can help. Hot lunch is offered to students in grades PreK-8. The orders are collected each morning and reported to Taher by 9:00 am. If your child will be late arriving to school and they would like lunch, please make sure to call your order in by 9:00 am. All K-8 eligible families are encouraged to apply for assistance through our Reduced Price Meals Program. If you are accepted, your participation helps fund our Title programs. Pick up an application on iFASST Day or in the school office.

**Billing procedure this year: All payments will be made through direct withdrawal from a checking account or by credit card.** Direct debit/credit card payments will be processed according to the payment schedule. Statements will be emailed. Families utilizing the Hot Lunch Program are required to fill out a Tuition Express Form and provide bank account information for direct withdrawal or credit card information as payment options.

The credit card option will incur a one-time \$75 fee per school year to cover transaction fees.

Please note that TADS is separate from Tuition Express. If you are set up in TADS you are not automatically set up in Tuition Express.

You must submit the required forms for Tuition Express separately. **If your child does not have a payment option set up, they may not order milk or hot lunch.**

A payment schedule will be available on iFASST Day as well as in the school office.

### ***Medication / Allergies***

If your child is required to take medicine, you must give your child's teacher written directions for administering the medication. Prescription medication must come in the pharmacy's bottle and must be prescribed for that same child. A medication release form is to be completed for any medication or testing (i.e. diabetic) required. Medication is normally kept in the office. All medication needs to be picked up from the office at the end of the school year. Medication left after school lets out for summer may be appropriately destroyed.



**New as of 2013-2014 Allergies:** If your child has an allergy in which you need to request special classroom arrangements, we need a doctor's note on file as to the accommodation required and the severity of the allergy. If you have questions on this, please direct them to the school principal.

### ***Mission offerings***

Mission envelopes are sent home with each child every week. These envelopes are collected the last day of each week and the money is sent to the designated quarterly missions. See the Wednesday Note for information on the selected missions.



### ***My St. Paul's***

One of the ways our congregation communicates is through My St. Paul's. Our school calendar and classrooms each will have "groups" on My St. Paul's. Please make sure each parent has logged on to My

St. Paul's and has an active account. You can get to My St. Paul's directly from our church website (top right side of home page) or our school website with the link on the left side.

### ***Phone calls***

If your child must make a phone call, they must get permission from the teacher before calling. Please do not call your children on their cell phones during the day as they won't have the phone on them—please call the classroom or office. If you have a last minute message for your child, you may want to leave it with the office as the teachers will be teaching and may not have time to get to message

### ***Pre-K and Kindergarten Thanksgiving Program***

The pre-kindergarten and kindergarten students, with the help of many parents, assist with preparing and presenting a program for the parents and students in those classrooms.



### ***Restricted Items***

The following items will not be allowed at school: guns, knives, laser pointers or other potentially dangerous items (also including improper books, tapes, posters, or magazines.) No toys, games, or cameras will be permitted without prior teacher permission. Other items may be restricted at the discretion of the school principal. If electronic devices such as cell phones, iPods, etc. need to come to school, they are to be given to the teacher as noted above. Parents may be required to pick up such items from the principal if they are removed from the students.

### ***School Closings***

Anytime the school will be closed for any reason, it will be announced on the radio, television, and posted on our school website front page – [www.stpmuskego.org](http://www.stpmuskego.org) . We also have an automated contact system for phone messages, texts, or emails.

### ***School Open House***

We invite the parents, grandparents and other relatives to visit a day of classes. If you can't make the scheduled open house and would like to visit, please contact the teacher to set up a time for you to visit. We invite parents to visit the classrooms during the year, but we do ask that you schedule the visit with the teacher.

### ***School Pictures/Retakes***

School pictures are taken each fall. Watch the Wednesday note for details.

### ***Spanish***

Spanish is taught in grades K-8. The K-5 program has class every Friday and serves as a scaffolded introduction to the Spanish language with the goal of preparing students for our 6<sup>th</sup>-8<sup>th</sup> grade Spanish instruction. The 6<sup>th</sup> – 8<sup>th</sup> grade Spanish program is a text based program taught in a departmentalized setting by our Spanish teacher.

### **St. Paul's Junior Olympic Day (SPJO Day)**

An exciting all-school, all day, track meet is held each year. Multi-age teams led by 8<sup>th</sup> grade team captains compete for both group and individual awards. Parents are highly encouraged to help with the events throughout the day. SPJO is normally held the Tuesday of our last week of school. Be sure to check school calendar for exact date.

### **UNITY**

UNITY is our parent/teacher organization, of which all parents are automatically members. You will have an opportunity to join one of these sub-committees: Appreciation and Concessions. The organization has a chairperson, vice-chairperson, secretary and a treasurer who are selected to serve on the UNITY Board along with a representative from the faculty and the School Ministry Action Team. There are other Ministry Teams that also help with a variety of items around school. Please talk to the principal if you are interested in helping. Find out more at [www.stpmuskego.org/unity](http://www.stpmuskego.org/unity).



### **Wednesday Note**

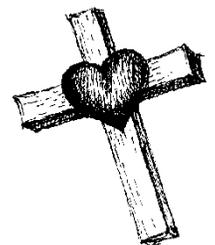
A school newsletter is sent home each Wednesday. Some teachers send their own classroom notes in addition to the Wednesday Note. These notes help to keep you up to date on what is going on in your child's room. If you would like to receive the Wednesday Note via email, please contact Emily Meitner (email: [emeitner@stpaulmuskeo.org](mailto:emeitner@stpaulmuskeo.org)). The Note is also posted on our school website. In blended family situations, please indicate on your registration form or inform the school office if a Note should be mailed to one or both parents.

### **WISCO / LPS...Our Lutheran High Schools**

Wisconsin Lutheran High School (Wisco) is our area Lutheran High School located near the corner of 84<sup>th</sup> and Bluemound. Many grade school activities take place at this site approximately 20 minutes from St. Paul's. Even though St. Paul's does not provide bussing to WISCO, many of our families arrange car-pooling so their children can continue with their Christian education. We hope that everyone will consider the possibility of Wisco for their child to continue Christian education through their high school years. You can find more information at [www.stpmuskego.org/wisco](http://www.stpmuskego.org/wisco) or [www.wlhs.org](http://www.wlhs.org)

For students considering full-time work in the ministry as a pastor or teacher, we encourage their parents to check out the option of Lutheran Preparatory School (LPS) in Watertown. LPS is another avenue to continue Christian education. Check out their website at [www.lps.wels.net](http://www.lps.wels.net) for more information.

If you have any questions about either school, please ask one of the teachers, the principal, or a school parent whose child(ren) attend either of these wonderful two schools



### **TECHNOLOGY ACCEPTABLE USE POLICY**

Technological resources, including computers and other electronic device, with or without Internet access, provide a unique opportunity to enhance instructional methods, appeal to different learning styles, and encourages exploration and individual creativity. It is the goal of St. Paul's Lutheran School to

provide those resource opportunities to the students and staff. St. Paul's Lutheran School is a Google Apps for Education (GAFE) school, utilizing the G-suite tools appropriated to GAFE schools.

With the use of technological tools, comes attached a list of expectations and requirements. This Acceptable Use Policy covers various areas of student expectations and requirements, ranging from aspects of Christian conduct and etiquette to compliance with governmental laws and school policy.

- A. Rules and Requirements for hardware and software**
- B. Appropriate Internet usage**
- C. Student safety**
- D. Privacy and Intellectual Property**
- E. Disclaimer**
- F. Consequences**

#### **A. Rules and Requirements for hardware and software**

Damaging, altering, modifying software or hardware is strictly prohibited. Only St. Paul's Lutheran School staff is allowed to install any new software, app, or other downloaded program onto school property.

Printing materials is allowed for educational purposes. No printing of personal materials is allowed without the approval of school staff or teachers.

Reconfiguring of any of the device settings is prohibited.

#### **B. Appropriate Internet usage**

Students are not allowed to retrieve, save, download, forward, text, or display hate-based, offensive, pornographic or sexually explicit material. Students are not allowed to use school resources for any commercial or gambling purpose.

Student chat, instant messaging, skype, or any other social media applications is prohibited without the approval of a teacher or staff member.

Student internet use that is not educationally-important is deemed low priority and is only acceptable with teacher or staff approval.

Students and teachers of St. Paul's Lutheran School will refrain from "friending" each other on Facebook while the student is enrolled at St. Paul's Lutheran School.

#### **C. Student Safety**

Under no circumstances should a student give his/her account information, passwords, or other sensitive data unless directed to do so by a teacher or staff member for educational purposes. Students should not reveal their full name, home address, phone number or other personal information while using the internet unless directed to do so by a teacher or staff member for educational purposes.

It is a criminal act to electronically harass, cyber-bully, or cyber-stalk a fellow student, teacher, or staff member. Students are prohibited from presenting any e-mail, chat, or other correspondence that has the purposeful intent of being hurtful, demeaning, sexual, or racist.

#### **D. Privacy and Intellectual Property**

Copyright and Intellectual laws strictly prohibit copying, selling, or distributing copyrighted, trademarked, or licensed material, including illegally shared music files, video files, gaming files, or any other software.

Students are not allowed to use another student's materials without the express permission of the student.

#### **E. Disclaimer**

St. Paul's Lutheran School reserves the right to monitor all aspects of student technological use, including school-created e-mail accounts.

St. Paul's Lutheran School makes no warranties of any kind for the technological resources it provides. That includes loss of data resulting from delays, non-deliveries, improper deliveries, data-storage malfunction, or any formatting issues.

St. Paul's Lutheran School is not responsible for any financial liabilities a student takes on in the purchase of downloaded materials.

St. Paul's Lutheran School has taken precautions to restrict access to controversial and offensive materials. However, being on a global network, it is impossible to control all materials a student may encounter. St. Paul's Lutheran School believes students should be taught how to make God-pleasing decisions concerning the content they access. St. Paul's Lutheran School has taken appropriate measures to restrict offensive materials, and the school is not responsible if a student accesses content by side-stepping the filter.

#### **F. Consequences**

Students choosing to willfully act in ways that are contrary to this Acceptable Use Policy are eligible for the loss of access to technological resources. Students may have internet and e-mail privileges revoked. A student may serve an in-school detention, an out-of-school suspension, or expulsion for severe cases of misconduct, according to the discipline guidelines of St. Paul's Lutheran School.

#### **School Ministry Action Team Members**

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