

St. Paul's Lutheran School

Parent Handbook

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2009-2010

Fruit of the
SPIRIT
goodness peace joy patience
U
kindness self control
I
LOVE
T
S
Galatians 5:22

But fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control...

Since we live by the Spirit, let us keep in step with the Spirit.
Galatians 5:22-23, 25 (NIV)

Visit our Website: www.stpmuskego.org

Revised: July 2009

INTRODUCTION

This handbook provides parents, students, and faculty members a detailed summary of the many policies that exist at St. Paul's Lutheran School. Any questions or suggested changes to this handbook should be presented to a faculty member or any member of the Lutheran Elementary School Committee. This handbook will be reviewed and updated annually by the Lutheran Elementary School Committee. Please check our website, www.stpmuskego.org for information also.

St. Paul's Lutheran Elementary and Pre-Kindergarten School is committed to providing a quality, caring Christian education that meets your child's mental, physical and spiritual needs.

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, is not only seriously lacking, but is not a "true" education. By birth and nature, all are sinful and are lost forever and cannot do anything to gain eternal salvation. Our only hope is the joyful news of the Gospel, that 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, 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 with their walk of faith. We must work together as a unique team in raising children.

As part of this team, we need you to be well versed in the operations, rules, and expectations of our school. While it may seem a bit long, please carefully read through this entire 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 principal.

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

MISSION STATEMENT

"St. Paul's Lutheran School assists families in educating and preparing students for giving a lifetime of service to Christ and sharing our Savior with all people through a high quality Christ-centered, contemporary education."

ENTRANCE REQUIREMENTS FOR MEMBERS & NON-MEMBERS

St. Paul's Evangelical Lutheran Church considers its Lutheran Elementary School (LES) a mission arm to reach new souls for Christ. We also recognize the parents' primary responsibility for training their children. As a school, we exist to partner with and assist 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 require parent(s) of non-WELS students to enroll in a Bible Information Class the first year. We also have a practice of interviewing new families from

outside our church to answer questions and to explain our belief system. We may need to test or screen students before accepting enrollment.

Tuition requirements must be strictly adhered to for the non-member student to remain in school.

1. Enrollment Priority
 - a. First priority: students whose parents are members of St. Paul's
 - b. Second priority: students whose parents have no church home
 - c. Third priority: students whose parents are members of sister congregations
 - d. Fourth priority: students whose parents are active members of a Christian churchClassroom size will be limited to 25 students in the lower grades and 30 in the upper grades. The Lutheran Elementary School Committee on an individual basis will review exceptions to this.
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 for substantiation of legal proof of age.
 - d. The age requirements for incoming kindergarten or first grade students may be waived only with the consent of the principal and approval of the Lutheran Elementary School Committee.
 - e. All students entering kindergarten and fifth grade are encouraged 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.

Parental agreement for admission

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 discipline. I will model appropriate 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 Bible information class (BIC) 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.

Upon completion of BIC and if they accept the teachings of the WELS and desire to join, parents are invited to join St. Paul's congregation. (becoming a member is NOT a requirement)
6. I will attend Parent-Teacher Conferences as scheduled.
7. Tuition and fees must be current (or other Tuition Committee approved payment plan) by graduation in order for eighth grade students to participate in the graduation service.

- I understand that if at any time my child's behavior makes educating the class difficult or impossible, my child will be immediately removed from class and/or school.

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

Enrollment process

- Parent contacts principal and an interview meeting is scheduled.
- Registration forms and documentation to be provided (including birth certificate, immunization records, and the like).
- Transfer of records from previous school.
- Recommendation for acceptance from principal to LES Committee.
- 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.
- Home Visit scheduled and conducted by classroom teacher.

½ Day Kindergarten note: we will make every effort to accommodate the desires of our parents to schedule their children in morning or afternoon classes, but the school reserves the right to make final determination for roster.

Fees and Tuition Requirements

Each spring the Tuition Committee shall determine fees and tuition rates for the upcoming school year. Rates are as follows for 2008-2009:

<u>Member Rates</u>		<u>Non-Member Rates</u>	
One child (K)	1373	One child (K)	2,540
One child (grades 1-8)	1,831	One child (grades 1-8)	5,080
Two children (one in K, one in 1-8)	3,204	Two children (one in K, one in 1-8)	7,620
Two children (grades 1-8)	3,662	Two children (grades 1-8)	8,468
Three or more children (K-8)	4,578	Each additional child	1,693

Payment Plan Options

At registration, three payment options are available:

- Annual – all of the tuition is paid on registration day
- Semester – 50% on registration day, 50% on or before January 10th
- Monthly – the total tuition will be divided into nine or twelve equal monthly payments beginning in September. Electronic Fee Transfer to occur on the 15th of each month. You will need to bring a voided check from the account that you designate to complete the form on registration day. (Families with only an eighth grader will not have the 12-month payment option available to them.)
- Credit Card - any of the above three payment plans may also be paid with Master Card, Visa or Discover Credit Card. There will however be a transaction fee added to the total tuition fees of: \$50 for one child, \$100 for 2 children and \$125 for 3 children or more.

Tuition Assistance

Tuition assistance can be applied for by filling out an application from our Lutheran Elementary

School Tuition Assistance (LESTA) Fund. Families desiring assistance must apply for it **every** year. Assistance applications for returning students are due May 31st prior to the upcoming school year. Such inquiries are welcomed prior to registration and will be treated with respect and dignity. All applications are kept in strict confidence. Arrangements must be made on or before registration day to ensure that the child will be allowed in the classroom. Please adhere to the payment schedule so your child can have the privilege of attending classes.

Tuition Refunds

Tuition and fees will be refunded by quarter excluding partial quarters attended. Unpaid balances will be invoiced.

Tuition for Late Enrollments

Tuition and fees will be invoiced by quarter including any partial quarters attended.

Non-Payment

Final report cards will be withheld and on-line grades access revoked until all tuition is paid. Report cards will be issued and on-line grades access restored upon full payment. Also, registration for the approaching school year will not be accepted until past due tuition payments are made. Delinquent accounts will be handled according to financial policy.

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

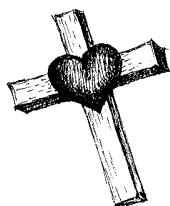
All students are expected to attend their individual class trips. We try not to exceed the following amounts for class trips: K-2 \$20; 3-5 \$50; 6-7 \$60; 8-\$70 per year. On field trips, children are required to use seat belts. Drivers must carry a minimum coverage of \$100,000; \$300,000; \$100,000 and have a Youth Ministry Driver form on file.

School Cleaning

A \$100.00 cleaning deposit is assessed per family, if not currently on account. The \$100.00 deposit is credited to the following year if one or more parents participate in a cleanup scheduled for each school year.

- a. Five 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 and sign up for one of the evenings. Refer to the Wednesday Note in May for information on sign-up.
- c. A limit of 1/5 of the parents 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 the students behave toward their fellow students, 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, must be respected by the entire student body. Any staff member may discipline any of our students.

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.
- No gum chewing.
- No CD players, walkmans, MP3, iPod, cell phones, etc. are allowed in class, during lunch, or at recess. If these items are brought to school they must be kept in a backpack or locker. St. Paul's is not responsible for lost or stolen items.
- If problems develop during recess, consult a teacher or aide.
- No throwing snowballs.
- 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 needed to use phones.



Other Guidelines / Rules:

General

1. Passes must be obtained from a teacher to be in the hallway during class time.
2. Soda may not be purchased after school unless the student is staying for sports practice.

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.
3. Hallways should be free from debris. The area around lockers or hooks should not be cluttered with book bags or boots. No backpacks are to be on the floor. Personal articles must be stored inside lockers, on top of coat rack shelves, or under coats that are hanging on hooks.
4. The outsides of lockers must not be decorated with non-school decorations except on a birthday. These decorations may remain for two days after the birthday.

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 outside of the lockers.
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 (keep this in mind as shelving, etc. is placed in the lockers).
10. Immediately report any locker damage to your homeroom teacher.



Playground

1. There will be sufficient supervision during each recess.
2. Play ceases and the balls are to be still upon hearing the bell.
3. At the bell, students should line up by grade at the appropriate entrance.
4. 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 instead of punishment when possible; 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 assist 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 himself to be controlled by his sinful nature, he is rejecting the will of God. Disrespect, name-calling, fighting, and the like are not appropriate to God's will or our school. 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.

Some examples of misconduct and consequences that could result:

Misconduct	Definition	Minimum Action	Maximum Action
Repeated Classroom Disruption	Confronting staff argumentatively, throwing objects, refusing to follow directions, making loud noises	Intervention	Removal from classroom or school
Chronic disruption or rules violations	Behavior that disrupts the learning of others by recurring misconduct	Removal from school	Expulsion
Verbal Abuse: Profanity	Foul, vulgar, abusive language or gestures, language intended to belittle, degrade, intimidate, or hurt someone's feelings, or language interpreted as disrespectful or insubordinate.	Intervention	Removal from school / Expulsion
Harassment	Disturbing by pestering, tormenting, or threatening	Intervention	Removal from school / Expulsion
Fighting	Pushing and shoving	Intervention	Removal from school / Expulsion
	Exchange of physical blows	Suspension	Expulsion
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 for one hour after school to be served as the teacher indicates.
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 file a copy of the detention in the student's personal record.
5. The teacher will enter the infraction on the "Detention Log" kept in the detention box.

All detentions are cumulative for the year. See the Steps below.
 (SERIOUS/BLATANT MISCONDUCT MAY BE REFERRED TO THE PRINCIPAL OR VICE-PRINCIPAL FOR FURTHER CONSEQUENCES AND POSSIBLE SUSPENSION)

Steps

1st & 2nd Detention:

Students will serve the detention as indicated on the "Detention Slip"

3rd Detention:

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

4th Detention:

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

5th Detention:

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

6th Detention:

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

7th Detention:

Student will be suspended indefinitely until a meeting with the Lutheran Elementary School Committee and parents may be arranged. Possible expulsion from St. Paul's may result.

Suspension and Expulsion

A. Suspension

- a. The principal or the acting principal may suspend a student for problems of a serious nature immediately (e.g., physical fighting, flagrant misconduct, poses a lethal 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 LES Committee 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, then the LES Committee 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 or vice-principal may recommend expulsion to the LES Committee.
2. If expulsion is warranted, a meeting including the parents, the child, the LES Committee, teacher, 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 want the child to return the following year, the LES Committee will review that request.

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 (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 of grievance.
 - 3. If the parent is not satisfied with the outcome of this discussion, the parent should arrange an appointment with the Lutheran Elementary School Committee for a final decision.
- B. School Policy, Discipline, or Curriculum
 - 1. The parent should first discuss the matter of grievance with the individual involved (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 of grievance.
 - 3. If the parent is not satisfied with the outcome of this discussion, the parent should arrange an appointment with the Lutheran Elementary School Committee for a final decision. The nature of the grievance should be in written form.

NOTA BENE: If a matter of grievance personally involves an LES Committee member, that Committee member shall be encouraged to 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 Lutheran Elementary School Committee 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 Lutheran Elementary School Committee recommends that, if a parent brings a grievance to a pastor:

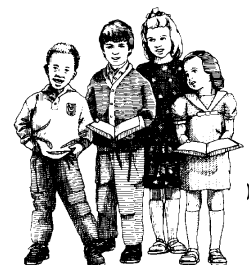
- 1. The pastor will urge the parent(s) to follow the procedure outlined in the Parent Grievance Policy.
- 2. The pastor will make the principal aware of the problem and together they will work with the staff member or school personnel member involved.
- 3. At the request of a Board member or parent, the pastor may be present at the Board 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 8th 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

Introduction

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. Your appearance is an index to your personal, emotional, and spiritual development. Learning to keep your appearance within the bounds of convention and propriety is an important part of growing in Christ.

Policy

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 finger tips while standing, walking, or sitting (without adjusting)
- No bare midsection (including when kids are seated or raising hands)
- Neckline of shirts – no low cut tops
- No cut off, torn, tattered, or ragged edges (this INCLUDES the new style of jeans with partially torn / worn spots) or 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 – end of October (please, NO spaghetti straps or tank-tops though)

A few items of specific note: Hats (worn forward) may only be worn outside. Clothing cannot have words or pictures across the rear end. Beards, mustaches, tattoos, body piercings are not allowed (girls may wear two pairs of earrings per ear). Hair may not be excessively uneven, be below the collar (for boys), cover the eyes, have designs, or be unnaturally colored. 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 to all school activities. This includes dress up days, Junior Olympics, athletic events, dances, gym class, etc.

If you have a question, error on the side of caution. Final dress code decisions rests upon the principal.

Please limit the use of flip-flops and open toed sandals, especially on physical education days and during the winter months.

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:

- 1st occurrence – Student will be told to correct inappropriate attire and parents will be notified
- 2nd occurrence – Student will be told to correct inappropriate attire, parents will be notified, and an after-school detention will be issued
- 3rd occurrence – Student will be suspended for the day and sent home and may not participate in any extra-curricular activities for the day
- 4th occurrence – Student will be suspended indefinitely until a meeting with the LES Committee is convened to review the situation. Student may be expelled at the decision of the LES and Board of Youth Discipleship

Bus Behavior and Discipline

- A. If a bus driver can't resolve a problem by talking to a student, he sends a bus slip to the principal.
1. 1st slip: Student denied bus transportation for 1 school day.
 2. 2nd slip: Student is denied bus transportation for 5 school days and parents/guardian, student, and principal will meet to explain the next step of bus expulsion.
 3. 3rd slip: Student is denied bus transportation for the remainder of the school year.
- B. Flagrant violations may result in additional consequences at school.



Pupil Attendance and Tardiness

- A. School 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 teacher or 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.
- B. Church Attendance
1. Church attendance is mandatory when a child's classroom is scheduled to sing.
 2. Church attendance will be recorded on report cards. Students and parents are invited and encouraged to attend every worship opportunity the Lord gives us.

C. Tardiness Policy

1. A student is considered tardy if the student is not in the classroom when the bell rings.
2. When a student is tardy, his/her parent or guardian is required to phone the teacher or office with the reason for the tardy, or a written excuse that is signed by the parent explaining the tardiness must be presented.
3. Chronic tardiness will result in a meeting with the principal and then LES Committee if necessary. Continual tardiness can result in grade retention or expulsion.



D. Family Vacations

We understand that family vacations sometimes cannot be scheduled during Christmas, Easter, or other breaks. 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 instructor 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. Please have homework done and handed in before you leave for your vacation. This will help limit late or incomplete assignments.

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. Two parent-teacher conferences a year will be held: at the end of the first and third quarters.

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.

Home Visits

A home visit will be held for all new families 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 Home Visit be scheduled. Please contact your child's teacher if interested.

Registration Day

Approximately one to two weeks before school begins, we will 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 Registration Day, information about various activities and ministries is presented, and tuition payments are set-up.

Back to School Night

About a week before school, we will hold a Back to School Night. This will run from 6:30-8:00 p.m. Teachers will present classroom routines, schedules, etc. with presentations at 6:30 and 7:15 p.m. In between discussions, parents can help their children set up their desks and lockers as required. This is being done in lieu of home-visits and the classroom visit evening sessions in September. 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 and Report Cards



Report cards are sent home with the children approximately every nine weeks. Students in grades 1-8 have electronic grades posted – parents are encouraged to check grades often. Because grades are available online, 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 as soon as possible. Parent/Teacher conferences are held after the first quarter report

cards are sent home. Parents in grades K-5 are scheduled for 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. 3rd Quarter conferences are held on an as needed basis only.

Grading Scale: The grading scale in grades 1-8 will be based on the below scale. The lowest percentage on any graded assignment will usually be an "F" at 69%. (unless an assignment is not fully completed).

Percentage	Letter Grade	Percentage	Letter Grade
100-96	A	83-80	C
95-94	A-	79-78	C-
93-92	B+	77-76	D+
91-88	B	75-72	D
87-86	B-	71-70	D-
85-84	C+	69	F

RETENTION

At the end of each year, if any student has missed 25% of the school days, the student will be tested to determine if the child shall be retained or passed to the next grade. If a teacher recommends that a student is to be retained the student must either attend summer school or repeat that grade next year.

SCHOOL HOURS

Arrival and Dismissal

Students should not arrive before 7:30 a.m. and should be off the property by 3:15 p.m. unless involved in an after-school activity. The school day begins at 8:05 a.m. Students are expected to be in their classroom by 8:00 a.m. If parents of younger students feel that it is necessary to come into school and retrieve their children, they are encouraged to enter the north entrance. We ask you to not arrive before 2:50 p.m. and to gather quietly by the drinking fountains. Children arriving before 7:30 a.m. and remaining on campus after 3:15 p.m. will be placed in Extended Care.

Extended Care

St. Paul's offers Extended Care from 7:00 a.m. to 5:30 p.m. for students enrolled in Pre-K through 8th grade. Cost is \$4.00/hour per child. After 5:30 p.m., a late pick-up charge of \$.50 cents per minute will be accrued. Bills will be sent home once per month. Fees owed over 30 days will result in the denial of this service and parents will be required to enroll in our Electronic Funds Transfer program (fees automatically deducted from your savings or checking account). Any student not picked up by 3:15 p.m. will be placed in Extended Care. Students in grades three and above will be moved into the computer lab to have a quieter environment to complete homework if needed. Extended Care will also be offered on "no school" days and most vacations. Watch the Wednesday Note for more information and how to sign up for these days – no drop-ins.

CHURCH: REGULAR & SPECIAL SERVICES

Church 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 the gospel.

The Lord, and school, 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. Church attendance is taken throughout the school year and is reported regularly to the LES Committee.



Attendance at church when your child's grade sings is expected of all the children of our school. A **written excuse** is required for absences, preferably in advance, from both members and non-member alike. (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.)

We also strongly encourage all students and their parents to attend Sunday school / Bible class. Attendance at our Lutheran Elementary School (LES) is considered in addition to, not a replacement for, Bible Study. Regular Sunday School attendance helps lead to a good habit of attending Bible class following confirmation through adulthood.

The LES Committee will work with the Board of Elders in dealing with church attendance issues of member children. If church attendance falls below a certain level, phone calls or letters of encouragement will come from the school administration. If church attendance remains low, follow-up visits with the principal and possibly LES Committee may follow. None of these are meant to be accusatory or threatening; these calls, letters, or meetings are meant for encouragement in continuing to be in God's Word.

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.

Advent Services

Advent services are held on the three Wednesdays before Christmas. This is a time when we can worship together and prepare for the coming of Christ at Christmas.

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.

Lenten Services

Lenten services begin on Ash Wednesday, and continue every Wednesday during Lent. These services help us to prepare for the joyous Easter time.

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, 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. 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 for the 2009-2010 school year are: December 4, February 19, and April 23. Special circumstances will be handled by the Athletic Director, Principal, and LES Committee.

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.

Choirs



St. Paul's has two volunteer choirs, one for grades 2-4 (Children's Choir) and another for grades 5-8 (Junior Choir). 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 5-8 (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, wrestling (3-8), softball (7-8), and track. Girls: basketball, cheerleading, cross-country (3-8), softball (7-8), track, and volleyball. Alterations for grades allowed to participate is made at the discretion of the athletic director.

Bowling

At the time of this Handbook's printing, Bowling is in need of a coordinator(s). Bowling is traditionally available to students in grades 1-4. Games take place after school at Alpine Lanes with an awards banquet held at the end of the season.

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.

Lutheran Girl Messengers & Boys' Jr. Warriors

St. Paul's Lutheran Church has several youth programs that our students are invited to attend and join. The Lutheran Girl Messengers and Boys' Jr. Warrior programs offer a variety of educational and recreational activities for children. Biking, swimming, sewing, woodworking, fishing, hiking, cooking, handicrafts, etc. are some of the areas Jr. Warrior members experience. If your child is interested in joining this fun group you may enroll on registration day.

Youth Groups

St. Paul's Lutheran Church also offers two youth ministry programs. JYF (Junior Youth Fellowship) is open to all 6-8 graders. God's Warriors picks up after Junior High with youth programs for high school (post confirmation in grade 8). Each of these ministries offers opportunity for youth to grow closer to each other and to their Lord through Bible study,

recreation, service and worship. Students in 8th grade are to attend the Sunday School classes held in school, and can transition to youth group following confirmation in May.

SCHOOL FACILITIES

Computer Lab



An up-to-date computer technology lab is provided for students in pre-K through 8th grade. Formal keyboarding instruction begins in 3rd grade. Application and multi-media instruction is provided for numerous software titles. No student is allowed in the computer lab unsupervised, whether during the school day or after school hours. Students that want to make use of the computer lab after school for homework may do so, but they need to be signed in to Extended Care. Volunteers are needed to staff the Computer Lab during the school day. If you can serve in this capacity, please let Mr. Bremer know.

Library

The students spend approximately ½ hour per week in the library. Fines are implemented if books are returned late.

Learning Center

The Learning Center (LC) is a separate classroom that helps teach children with special needs on a one-to-one basis. LC is available to children in grades K-8. More information is given at Registration Day. If you have questions about this service, please contact your child's teacher or our Learning Center teacher, Mrs. Annie Hintze (ext. 130).

Health room

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 should come to the office to pick up the sick child. If your child has a fever or is vomiting do not bring them to school. For minor scrapes and cuts, band-aids will be provided. Anti-septic wash is also available.



UPPER GRADES

Departmentalization

This is our junior high setting for grades 6-8. 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

Fairs

Each year a fair is held at St. Paul's. The Science, Social Studies and Art Fairs are held in alternating years. We coordinate our fairs with the one at Wisconsin Lutheran High School. We do this so that our students may also bring their projects to the Wisco Fair. All students PreK-8 may enter the fairs but grades 6-8 are required to enter a project.

Honor Roll

Students in grades 6-8 are eligible for the Honor Roll. The Honor Roll acknowledges students for their academic achievements. The core subjects used to determine who makes the Honor Roll. They are religion, math, language arts, spelling, science, and social studies.

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 5th-8th graders will travel by bus to watch the track meet.

OTHER SCHOOL INFORMATION & EVENTS

Spanish

Spanish is taught in grades K-8. The K-5 program is a video based curriculum taught by the classroom teacher. The 6-8 program is a text based program taught in a departmentalized setting by our Spanish teacher.

Wednesday Note

A school newsletter is sent home each Wednesday. Some teachers send their own 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 Jodi Lunow (email: jlunow@stpaulmuskego.org). The Note is also posted on our school website. In split family situations, please indicate on your registration form or inform the school office if a Note should be mailed to one or both parents.

Hot Lunch

Sodexo Food Service provides two entrée selections daily along with sides for our hot lunch. Volunteers serve the meals (Serving hot lunch is a great way to meet parents and interact with students. Contact Jodi Lunow to find out how you can help). Hot lunch is offered to students in grades K-8. Kindergarteners who will be staying in Extended Care through lunch-time may order hot lunch. The orders are collected each morning and phoned in to Sodexo by 9:00 a.m. Parents prepay for student's hot lunches. Notices are sent home with the Wednesday Note when your child's account is \$10.00 or less. Negative balances in hot-lunch accounts over 30 days will result in denial of this service. All eligible families are encouraged to apply for assistance through the Free and Reduced Meals program. If you are accepted, your participation helps fund our Title programs.



CEF

CEF is the first letter of each word Church Extension Fund. Our Synod has a variety of organizations to which one can lend money. The children's stamp plan is among the choices. Children can purchase stamps on Friday mornings in their classroom at \$.25 per stamp and fill a booklet, totaling \$18.75. When a booklet is filled it is sent to our Synod offices on Mayfair Rd. A note will be sent back to you. In five years this note will gather interest at 4%, totaling \$25.00. Money in the CEF is available to mission congregations who wish to purchase land or build buildings, such as a church or school. As the loan is paid back to the CEF, another congregation is able to borrow from this fund for its needs. Both our children and Synod benefit from this fund.

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.



Medication



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.

Restricted Items

The following items will not be allowed at school: guns, knives, laser pointers or other potentially dangerous items (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 radios, tape players, iPods, MP3 players, compact disc players, cell phones need to come to school, they are to be kept in backpacks or lockers.

Boots and Hats

The school will use -10 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.

Phone calls

If your child must make a phone call, they must get permission from the teacher before calling.

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 .

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.

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.

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 meets on most Mondays at 3:15 p.m. for Bible study and to discuss educational topics.

Open Meetings

The Lutheran Elementary School Committee is a group of men in charge of operating the school. At an Open Meeting parents can talk directly to the Committee about any concerns they

may have. Watch for announcements in the Wednesday Note regarding the date and time of Open Meetings.

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 Lutheran Elementary School Committee. 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.



Noon supervisors

We ask for parents to help supervise the playground – we normally need help in this area. Could you help? Our volunteers are under the direction of the teacher(s) with whom they are on duty. Please remind your children that these individuals have the same authority as the teachers and should be treated with respect.

PreK-1 Thanksgiving Feast

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



St. Paul's Junior Olympic Day

An exciting all-school, all day, track meet is held each year. Multi-age teams led by 8th 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.

WISCO

Wisconsin Lutheran High School (WLHS) is our area Lutheran High School located near the corner of 84th 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. If you have any questions about the school, do not hesitate to contact the school principal for more information.

