

ST. PAUL'S LUTHERAN SCHOOL

# Parent Handbook



*1201 Main Street, Onalaska, WI 54650-0128*

*[www.stpaulsonalaska.org](http://www.stpaulsonalaska.org)*

*608.783.2552*

*Revised August 2016*







## *Table of Contents*

Invitation.....	1
Introduction.....	1
Mission Statement.....	2
Non-discriminatory Policy.....	3
Admission, General Requirements.....	3
Admission, Non-member Students.....	3
Before and After School Hours.....	4
Attendance and Absenteeism.....	4
Board of Education.....	5
Book Clubs.....	5
Chapel Service.....	5
Christmas.....	5
Church Attendance.....	5
Closing of School.....	6
Communication.....	6
Computer Use and Internet Policy.....	6
Conduct of Students.....	7
Cooperation Between Home and School.....	8
Counseling.....	9
Cumulative Records.....	9
Curriculum.....	9
Student Dress.....	9
Detention, Suspension and Expulsion Procedures.....	11
Detention.....	11
Suspension.....	11
Expulsion.....	11
Athletics.....	12
Athletic Opportunities.....	12
Funding.....	12
Philosophy.....	12
Coaches' Role.....	13
Parents' Role.....	13
Playing Time.....	13
Statement of Eligibility and Participation.....	14
Eyes and Hearing Tests.....	15
Fees, Finances and Payments.....	15
Education Fee (All Students, K-8).....	15
Pre-school Fee and Tuition.....	16
Refunds.....	16

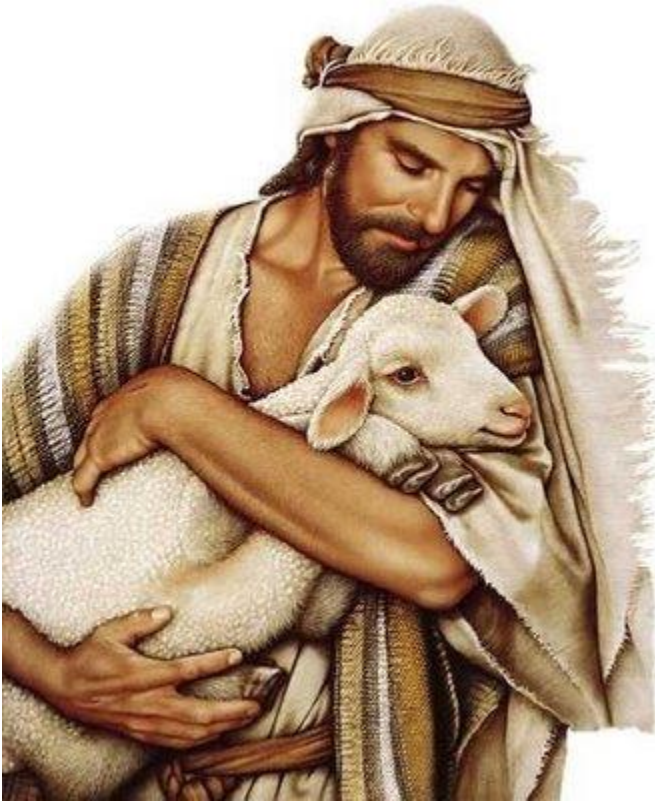
## *Table of Contents (continued)*

Financial Assistance.....	16
Tuition (Non-members only).....	17
Tuition Categories.....	17
Field Trips.....	18
Safety Drills.....	18
Bullying Policy.....	18
Home Visitations.....	18
Hot Lunch / Milk.....	19
Student Health.....	19
Injuries and Insurance.....	20
Junior Choir.....	20
Late or Missing Work.....	21
Lockers and Desks.....	21
Lost and Found.....	21
Media Photos.....	21
Music Program / Singing in Church.....	21
Mission Offerings.....	22
Opening Day of School.....	22
Panther Parents.....	22
Parent-Teacher Conferences.....	23
Parental Roles.....	23
Physical Examinations / Immunization History.....	23
Playground Rules.....	24
Pop Policy.....	24
Pre-school.....	24
Registration.....	25
Report Cards and Grading.....	25
School Hours.....	25
School Pictures.....	26
Special Needs Program.....	26
Parent Volunteers.....	26
Personal Electronic Devices.....	26
Testing Program.....	27
Textbooks.....	27
Textbooks, Religious.....	27
Water Bottles.....	27
Weapons Policy.....	27

# *Invitation*

*“Train a child in the way he should go, and when he is old he will not turn from it.”*

*Proverbs 22:6*



## **Introduction**

All policies and procedures stated in this handbook are to aid in the orderly functions of the school and to generate genuine Christian concern for the rights of others and their property.

Information here will help the parents and students carry out their responsibilities in an orderly and efficient manner. May God bless all of our efforts as we carry out his command to **"Feed His Lambs."**

## **Mission Statement**

Following Jesus' command to "Go and make disciples of all nations," (Matthew 28:19), St. Paul's Lutheran School partners with parents and congregation to provide a Christ-centered education that equips students for life and eternity and reaches out to those in the community who do not know their Savior.

### **Vision Statement:**

"We will tell the next generation the praiseworthy deeds of the Lord." (Psalm 78:4)  
Therefore, by God's grace, we will strive to:

- 1) Show students their need for a Savior and, through God's Word, lead them to trust and believe in Jesus as their personal Savior from sin.
- 2) Instill in students a desire to grow in the knowledge of God's Word throughout their lives.
- 3) Encourage students to show their faith through sanctified living.
- 4) Provide students with a strong academic education, with each subject taught in the light of God's Word.
- 5) Provide facilities, equipment, and materials that are adequate for all students.
- 6) Provide a variety of extra-curricular programs and activities.
- 7) Provide opportunities for the community to access our facilities through our programs.

### **Objectives**

- 1) Provide daily instruction in God's Word, using materials that are Biblically based and in line with the doctrines of the Wisconsin Evangelical Lutheran Synod.
- 2) Encourage students to display their faith through their conduct, Christ-like attitudes, and regular church attendance.
- 3) Institute regular and systematic professional growth programs for faculty members.
- 4) Annually review instruction and curriculum and align them, as much as possible, with state and other accepted educational standards.
- 5) Provide yearly teacher and principal evaluation procedures.
- 6) Provide yearly evaluation of extra-curricular programs and activities.
- 7) Annually assess facility and staffing needs.
- 8) Annually review the accessibility and communication to the community of programs at our Lutheran elementary school.



### ***Non-discriminatory Policy***

***St. Paul's Lutheran School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, financial policies, and athletic and other school-administered programs.***

### **Admission, General Requirements**

Any child entering first grade must be six years old by September 1 of the school year. Kindergartners must be five by the same date. Preschool children must be three by September 1 if they wish to enter the three-year-old program and four by September 1 if they wish to be enrolled in the four-year-old program.

Enrollment forms must be filled out for the school's files.

### **Admission, Non-member Students (see also "*Fees, Finances and Payments*")**

Criteria for admission of non-member students at St. Paul's Lutheran School:

1. The parents/guardians of the student(s) will meet with the principal and pastor(s). The principal will give the parents a copy of the handbook and point out the purpose and objectives of St. Paul's Lutheran School. The pastors will explain the doctrinal position of St. Paul's Lutheran Church and School.
2. The principal will attempt to learn something about the educational background of the new student. He will report his findings and recommendations to the Board of Education. At the discretion of the principal, the students may be given assessments to ensure proper grade placement.
3. Parents and children are encouraged and expected to attend worship services regularly. Students will be expected to attend St. Paul's Lutheran Church when their class is participating in a Sunday service or special services.
4. The fee schedule is referenced under the sections entitled "Fees, Finances and Payments" (Education Fee; Tuition).
5. Children of nonmember parents are enrolled on a probationary basis for the first full quarter they attend our school. If class size permits, children will be re-enrolled each year as long as they display appropriate conduct and academic effort and their parents have met all enrollment requirements.
6. The Board of Education reserves the right to review each case each semester.

## **Before and after School Hours**

School starts at 8:00 a.m. Students should arrive any time after 7:30 when the doors open and in sufficient time to be seated and ready to begin the day at 8:00. Students who must arrive before 7:30 because of transportation schedules will be brought inside the building into the narthex by the Surround Care employee on duty. Surround Care before 7:30 is offered for \$1 per child per day for any amount of time between 7:00 and 7:30 a.m.. Parental cooperation in this regard is requested.

There will be no playground supervision before school starts or after school is dismissed. To keep everyone safe in a busy parking lot when school is dismissed, parents are asked to come to the gym door area to pick up their children and to cross to those doors only in the designated crosswalk. If parents are on the playground they also must come to the gym doors to pick up their children. Children cannot go to the playground equipment until the 3:05 bell has rung and only if their parent or parent designee is present. Bike riding, skating, or the use of scooters is prohibited on school property before, during, or after school.

## **Attendance and Absenteeism**

Christian stewardship of time and talents is an important part of Christian education. We teach the faithful use of each student's time and talents. Missing school deprives your child of these opportunities. Even if work is later made up, your child has lost the benefit of first-hand classroom discussion and activity. It is to your child's advantage to regularly attend all classes each day and to apply learning diligently.

Parents and/or guardians should notify the school by phone or note prior to the start of the school day if your child is going to be absent. If you do not notify the school, your child will be marked unexcused and a phone call will be made to ensure the safety of your child.

Doctor and dentist appointments should be made outside of school hours, if possible. Please notify the teacher by phone or note if a child must leave during school hours. In such cases, please pick up your child at the school office.

Students who are not in their classroom and ready to begin the day at 8:00 will be marked tardy.

Students absent from school for any reason are expected to complete make-up work shortly after returning to school.

If a student becomes ill at school, his/her teacher will arrange for a parent or guardian to pick up the child.

## **Board of Education**

St. Paul's Board of Education, by the authority of the congregation, is responsible for the formal educational programs supported by the congregation. This includes the St. Paul's Lutheran Elementary School (LES), congregational representation for Luther High School, and promotion of post-secondary Christian education. The Board of Education has the authority and responsibility to ensure efficient operation of St. Paul's LES, facilitating the spiritual and secular education of the students. Board of Education meetings are held once a month. These meetings are open to congregation and staff members. Those who would like to attend a Board of Education meeting should inform the Board of Education chairman or the principal of their desire. Teachers may also be requested to attend a Board of Education meeting on occasion.

## **Book Clubs**

Book Clubs send order forms to the various grades from which paperback books may be ordered. Each teacher handles his/her own book club order for their class. Not all books on the order may be appropriate for your child, and therefore parents are urged to screen the books their children order.

## **Chapel Service**

A chapel service is conducted on Wednesday mornings and parents are welcome to attend. A weekly offering will be taken to support our quarterly mission project.

## **Christmas**

A children's Christmas service is planned each year and will be held on the Sunday before Christmas Eve.

The children typically exchange gifts at Christmastime. Each classroom teacher will establish a method for distributing the gifts.

## **Church Attendance**

St. Paul reminds us to, "Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude and our hearts to God."(Colossians 3:16). As Christians, God's Word is vitally important. As parents, the example we set in our personal worship lives is a testimony to our children. Providing regular worship opportunities will nurture and strengthen the faith of each child.

## Closing of School

If school is to be closed due to inclement weather, it will be announced over radio stations WIZM (1410 AM; 93.3 FM), WXLR (1490 AM) and WKTY (580 AM) as well as the local television stations (Channels 8 and 19). If either the Onalaska or Holmen schools close due to the weather, we will also close. There will not be a separate announcement for St. Paul's Lutheran School. Late starts and early closings only affect those children who ride the bus and live in the affected school district.

If the school day is to be cancelled for any other reason, the decision will be made by the principal and the news will be aired over local radio and television stations.

## Communication

It is important that all are aware of school happenings and functions. For this reason, a weekly newsletter, the "Panther Patter," is made available every Thursday to parents, teachers and the Board of Education. Teachers, the principal, the secretary, and other leaders also share information through ParentSquare, a communication portal. St. Paul's website, [www.stpaulsonalaska.org](http://www.stpaulsonalaska.org), and Facebook page are other places information may be shared.



## Computer Use and Internet Policy

St. Paul's Lutheran School is able to provide internet access to its students and teachers for educational purposes. Filters and virus detection software are loaded on each computer.

### *General rules to follow on computer use:*

No students shall intentionally cause damage to any school equipment including hardware and software. This prohibition includes, but is not limited to, the following acts.

1. Removing or exchanging any hardware or software component from any system
2. Deleting, renaming, moving, copying or changing any file or its properties, other than his/her own personal files.
3. Tampering with installed software and files.
4. Attempting to gain access to unauthorized files.
5. Attempting to change passwords.
6. Tampering with any hardware or computer settings.
7. Installing personal software on school technology equipment
8. Installing, copying, or knowingly infecting a computer system with a virus.
9. Accessing the internet for personal emails, Facebook, or other electronic messaging program during or after school.

With access to computers and people all over the world, there is availability of material that is not considered educational. If students unintentionally find an inappropriate site they are to immediately exit the site and move on in their search.

If a user violates any of these provisions, their privileges will be terminated and future access could be denied. If the offence is intentional, other disciplinary measures will be documented and taken to the administration for review.

Vandalism will result in cancellation of privileges and/or discipline measures. Vandalism is defined as any malicious attempt to destroy or harm hardware/software.

## **Conduct of Students**

Out of love for their Savior, students are encouraged to live God-pleasing lives at all times. Biblical rules of conduct also apply to the school setting. In the classroom or school, children must respect other people and their property. The St. Paul's Lutheran School staff will assist children to develop and demonstrate respectful, Christian attitudes toward all people.

*Examples of unacceptable conduct include the following:*

1. Fighting
2. Stealing
3. Cheating
4. Misuse of God's name / obscene or inappropriate language
5. Being disrespectful of an adult, including deliberate disobedience and insubordination
6. Willful damage to school property or that owned by another person
7. Harming or threatening others (bullying - see "Bullying Policy")

8. Any inappropriate physical actions
9. Disruptive sounds or noises
10. Gum chewing without special permission
11. Loitering in the washrooms
12. Running in the school building
13. Littering on school grounds
14. Throwing things inside or outside the building (other than in athletic activities)
15. Writing on or defacing of school property (desks, walls, etc.)
16. Leaving the class, classroom or school building without permission
17. Distribution or use of alcohol, tobacco, or other controlled substances
18. Possession of any weapon on school grounds (see "Weapons Policy")

Any of these actions may be punishable by admonition, detention, loss of athletic eligibility, suspension or expulsion, depending on the severity.

## **Cooperation Between Home and School**

Parents and teachers must join hands so that nothing may rob our children of the crown of glory laid up for them in heaven. We, as a school, are here to assist parents and guardians with the education of their children. In order to effectively do this, there needs to be communication between home and school. This communication must exist always, but especially when there are concerns. When these times arise, we look to God and His Word for guidance.

God lays out principles for us to follow in Matthew chapter 18. He also tells us to guard the reputations of others in the 8th commandment, as well as urges us to "make every effort to live in peace" (Hebrews 12:14). Guided by the Word of God, it is our hope that conflicts be resolved in the following manner:

1. Talk with your child, determine what the problem is, and try to resolve it at home.
2. Please, talk to the teacher. If you first inform the principal, he will lovingly hear your concern, and then direct you to personally talk to the teacher. He, too, will inform the teacher of the concern.
3. If the concern persists, talk to the principal who will then set up a meeting between himself, the teacher, and parents. At this time, if the principal deems it appropriate, he will inform a pastor.
4. If the concern still persists, contact the chairman or a member of the Board of Education.

## Counseling

The services of trained professional Christian counselors are available in the Onalaska/Holmen area. The counselors are available to consult with parents, pupils and teachers about troubling situations. Early discussion and understanding, together with clarifying some of the issues, can help all in our school family to resolve difficult situations in family and school life.

Fliers about counseling are available at the narthex Information Center. Recommendations can also be sought through our pastors and principal.

## Cumulative Records

A cumulative file is kept on each student. Registration forms, achievement test results, and a copy of the report card is in each file. All cumulative files are kept in the office in a secure location.

## Curriculum

The main point of emphasis in the curriculum is God's Word. Bible History, Catechism and Hymnology are included in the program of religious instruction. In addition, mathematics, language arts, social studies, science, reading, physical education, music, art and penmanship are also taught in the light of God's Word.

The study and updating of the curriculum is an on-going activity led by the principal and participated in by the faculty. Faculty meetings and in-service days are regularly scheduled for this purpose.

## Student Dress

Although most matters of appearance are allowed according to Christian freedom, we need to use that freedom wisely so as not to give offense or appear to be "of the world." A St. Paul's Lutheran School student should wear clothing consistent with Christian values and appropriate for the school activity. Your manner of dress and grooming should not be a distraction within the learning environment.

*I Corinthians 10:23-31 – "Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others...So whether you eat or drink or whatever you do, do it all for the glory of God."*

1. All clothing should be in good repair, clean, and free of holes or tears. Undergarments should not be visible.
2. **Pants:** Docker or cargo style pant, jeans, and athletic/sport pants may be worn. In addition, female students may wear Capri style pants with a length between the knees and ankles. Jeggings, leggings or yoga pants may be worn.

For those students in 5<sup>th</sup> through 8<sup>th</sup> grade the top garment, must cover to the top of the inseam of the jeggings, leggings and yoga pants. No pajama or flannel pants are allowed, except on special school day events.

3. **Pants:** Docker or cargo style pant, jeans, and athletic/sport pants may be worn. In addition, female students may wear Capri style pants with a length between the knees and ankles. Jeggings, leggings or yoga pants may be worn. For those students in 5<sup>th</sup> through 8<sup>th</sup> grade the top garment, must cover to the top of the inseam of the jeggings, leggings and yoga pants. No pajama or flannel pants are allowed, except on special school day events.
4. **Shirts:** All shirts must have sleeves and cover the back and midriff when seated or standing, and when the student bends over or lifts up their arms. The necklines of all styles of shirts should come no lower than two inches below the clavicle (collar bone). Shirts with questionable slogans or pictures promoting music groups, alcohol, drugs, bars, tobacco products, satanic symbols, or anything related that is suggestive or offensive should not be worn.
5. **Shorts, Skirts and Dresses:** These should cover half the distance from the top of the inseam to the knee. Shorts may be worn in September, May and other times as announced.
6. **Footwear:** Dress shoes, tennis type shoes, and sandals which securely fasten/tie to the foot may be worn. Shoes with both open toes and open heels are not allowed. Athletic/Gym shoes should be separate from street shoes. Gym shoes must be non-marking. Students should have a pair of boots when there is snow on the ground. If they do not wear boots, they should have a second pair of shoes to wear in the classroom after being outside. These may be the same shoes they wear for gym.
7. **Ornamentation:** Piercing in the ear(s) only. Excessive makeup is inappropriate.
8. **Hair:** Hair should be clean, well groomed, and at appropriate length and natural appearing color. No hats worn in the school building during the school day. (Exceptions for special school day events)

If, in the opinion of two teachers, inappropriate clothing/shoes are worn, the child is to be warned about it and the teacher will send a note home to his/her parents/guardians. The note will need to be signed by the parents/guardians and

returned the next school day. Continued infractions may result in a call to the parents to have the student picked up or a change of clothes provided and a meeting of the parent(s) with the Teacher and Principal. It may also lead to detention, suspension, and/or expulsion. **Therefore, if you question the appropriateness of the dress, it is probably something that should not be worn to school.**





## **Detention, Suspension and Expulsion Procedures**

### *Detention*

A detention is a designated stay after school during which time the student will perform some special assignment or task to be completed during that time. One to three detentions concerning the same offense may be given during a semester before more serious discipline is administered. A detention may be issued at any time (including the first offense) if the offense so warrants.

If a problem of developing poor behavior and/or student habits is evident to a teacher, the parents should be notified as soon as possible to avoid suspension. (This may not be possible on some offenses).

### *Suspension*

A suspension means being sent home from school for a day or a number of days in keeping with the nature and seriousness of the offense. A suspension may be issued at any time (including the first offense) if the offense so warrants. A child may be suspended from school for poor behavior and/or poor study habits if repeated efforts to correct these habits have no effect. A suspension will automatically be given after three (3) detentions are served for disciplinary problems.

The principal will be notified and the parent called prior to the child being sent home for a suspension. Parents, or someone designated by them, will be called to come and pick up the child and remove him/her from school. This procedure would be followed regardless of when during the school day the suspension occurred. Assignments for the suspension period will be provided by the student's teacher. The student will be expected to have the assignments satisfactorily completed at the end of the suspension period.

The suspended student will receive grades based on the work completed. If a student is suspended more than twice, the first step of expulsion is in order. If the problem is of a serious nature, expulsion steps may be applied immediately.

### *Expulsion*

- Step 1. A discussion of the problem by the Board of Education is followed by a written communication from the Chairman to the parents indicating the problem. The letter will also outline the following procedure if the problem is not corrected.
- Step 2. A meeting of the parents and the child (part of the time) with the Board of Education, pastor, principal and teacher will take place to try to solve the problem.
- Step 3. The actual expulsion takes place. This step is to be enacted if the desired effect does not take place after Step 2 has been followed.

There should be continued follow-up by the pastor and/or principal after expulsion action has been taken, so that the child is not totally separated from his church life as well as school influence.

## **Athletics**

### *Athletic Opportunities*

Our school is a member of the La Crosse Area Lutheran School Athletic Conference (LALSAC). LALSAC offers league competition in boys' and girls' softball, basketball, volleyball, and track. **LALSAC** Students in grades 5-8 are eligible to participate in softball, basketball, and track. Volleyball participation is limited to grades 7-8 and, if needed, offered to grade 6. Basketball cheerleading is also offered for girls in grades 5-8 and dance is offered to girls in grades 7-8. Emphasis in all of these activities is placed on participation and fun.

### *Funding*

The athletic program and Physical Education equipment is funded through the School Athletic Fund, which is obtained from a one-year fee of \$25.00 per student participating in athletics, our concession stands, fund raisers and other third-source donations. The fee is established by the Board of Education.

### *Philosophy*

In order to provide students with a complete, well-rounded program, St. Paul's Lutheran School believes that athletics are an important tool in teaching the children to make use of their God-given talents and skills. Considering time, facilities, and coaches, we strive to provide the opportunity for as many students as possible, within our guidelines, to pursue athletic activities. Full utilization and development of God-given talents and a positive Christian attitude remain the motivation for our athletic program.

The athletic program builds on the base of the physical education curriculum of the school. It supplements the PE curriculum by providing additional competitive, physical activities for students in grades five through eight who choose to and are eligible to participate. The fifth and sixth grade 'B' teams are meant *to provide experience for the students* in preparation for 'A' competition. The seventh and eighth grade ('A') teams are meant *to provide opportunities for the students to develop their abilities in a much more competitive setting, and to prepare them for high school competition.*

Competitive athletics develops sport-specific skills, exercises and strengthens bodies, promotes sportsmanship, and provides avenues for success, while learning important life skills like teamwork, dedication, and commitment.

### *Coaches' Role*

Each St. Paul's coach strives to lead children to use their God-given athletic talents to the best of their ability. Each coach will teach basic skills, team skills, teamwork, and Christian sportsmanship, and is accountable to the Athletic Director and the Principal. Coaching is a very difficult, time-consuming, and yet rewarding activity. We are thankful for the many people who over the years have so selflessly given of their time and talents to make our athletic program what it is today. Please try to be accepting of individual differences in coaching style.

### *Parents' Role*

Parents need to be supportive of their children's efforts. Being at games, picking up children on time, being a supportive spectator, and discouraging unsportsmanlike conduct are ways Christian parents teach their children. Parents should teach their children to be humble winners and gracious losers.

Parents are expected to support the coaches in the presence of other parents and fans, and especially their children. It is difficult to resist coaching from the stands, but remember - the coaches are the coaches. Undermining a coach's authority is harmful to the team. Parents must do their part in building a positive, supportive atmosphere.

Coaches all try their best and want what is best for each child and the team. If a parent disagrees with a coach in any way he/she should speak to the coach privately in a Christian manner (Matt. 18:15). If after speaking to the coach you feel there is still a problem, contact the Athletic Director.

### *Playing Time*

The students and parents who become involved in the athletic program of St. Paul's should display a correct understanding of a Christian's approach to competition and winning, and put this understanding into action. Games are played not only to have fun and to learn skills but also to be successful. In our program, we strive for all of these goals, with our most important goal being to represent our school in a way that displays good Christian sportsmanship.

At the fifth and sixth grade level, coaches stress fundamental skills and learning the game. Here, less emphasis is placed on winning and more on learning the game and its skills, as well as fundamental concepts of Christian teamwork. *Although it is not possible to be exact*, coaches will strive for equal playing time among players. Players and parents must also realize that other things such as attitude, cooperation in practice, practice attendance, and game attendance can also affect playing time.



At the seventh and eighth grade levels adjustments are made to our guidelines and coaching as the intensity of competition increases within our league. Throughout our league schools begin placing more emphasis on the sharpening of individual skills, helping athletes to think of team goals rather than individual goals, teaching more intense game situations, handling pressure, handling stiffer competition, and on striving to win. However, this does not mean that winning at all costs is our goal. It does mean that playing time at this level will no longer be equal or guaranteed; although coaches will strive to get all players into games, this may not always happen. Playing time is determined by:

- Grade level (A team vs. B team)
- Practice attendance
- Skill of the player
- Player's attitude toward coach and team
- Player's effort in practice and games
- Skill level of opponent
- Number of athletes participating (this may require splitting teams)
- Game situation

### *Statement of Eligibility and Participation*

To help foster a Christian attitude in the field of athletics and academics, St. Paul's Lutheran School has set up a variety of programs for boys and girls. In these programs, the children of our school have the opportunity to compete with fellow Christians their own age. This privilege of competition should be regarded as an honor for the children to represent our school.

Being able to participate in these programs is something everyone should be given the chance to do. However, certain eligibility requirements must be met by each child who desires to participate. The requirements are:

1. The child must be working in the classroom to his/her God-given ability, regardless of grade average. As long as the child is working to these abilities, he may participate. If the teacher feels the child is not working to his potential, the parents will be notified and the matter will be discussed with them before any action takes place.
2. The child must demonstrate the proper Christian attitude. This attitude must show itself not only in the classroom, but also in daily life, at practice and in games. As a representative of our school, the child must realize this is very important. He is going to be competing with fellow Christians, and his attitude should demonstrate the main purpose of our school.

3. The child must begin and complete his daily work on time. A child will be allowed two (2) incompletes in a "5 consecutive school-day period." If a third incomplete arises, the child will not be allowed to participate in the coming game. The child, however, is expected to be at practices and the game.
4. Attendance - If a child misses a day or part of a day due to illness, he will not be allowed to participate in the practice or game scheduled for that day.
5. Detentions – If a child gets three detentions in a quarter, the child will miss all practices and games for a full two week period. The period starts on the day the 3rd detention is given.
6. Attendance at every required practice - All practices are required, except for those practices that occur before the start of the school year and during school holidays. Practice is an important part in the responsibility of participating in an extra-curricular activity. Unexcused absences means an avoidable absence not approved by the coach or Athletic Director. The following action will be taken for unexcused absences:
  - A. First Offense: The child will receive a verbal warning from the coach and Athletic Director.
  - B. Second Offense: The child will not be able to participate in the first part of the game (Softball – first inning, Basketball- 1<sup>st</sup> quarter, Volleyball – first game).
  - C. Following Offenses: Further discipline is determined by the coach and Athletic Director's discretion.

If any of the above requirements are not met, the parents of the child will be notified and a plan of action will be worked out with those involved.

## **Eyes and Hearing Tests**

Frequency of annual hearing and eye tests are governed by the La Crosse County Health Department regulations. At this time they are performed for all St. Paul's Lutheran School students in grades Pre-school, K, 1, 3, and 5, and for all other referrals.

## **Fees, Finances and Payments**

### *Education Fee (All Students, K-8)*

An Education Fee schedule has been established for children in grades K-8 at St. Paul's School. This fee is designed to cover a portion of the school expenses outside of personnel and facilities, such as teaching materials, computer resources, supplies, testing program materials, physical education equipment, music expenses and the like. All miscellaneous fees for band and athletics, book purchases, the Education Fee and Tuition are due at Registration.

Arrangements can be made for a payment plan in which at least all of the miscellaneous fees and one-tenth of the Education Fee and Tuition are paid at the time of Registration. The balance is to be paid in monthly installments over a nine month period ending on May 15. **Payments on the balance can begin as soon as July 1 if registration forms have been turned in.** Records will not be forwarded until all fees are paid. If fees from prior years are unpaid at the beginning of a school year, the student may not be allowed to enroll. Exceptions may be made on a case by case basis by the Board of Education due to hardship.

### *Preschool (Fee and Tuition)*

A non-refundable preschool registration fee is to be paid upon the enrollment of a child for the preschool program. Tuition payments may be made by the year, semester or month. A minimum of the first month's tuition shall be paid before the first day of school. If the monthly payment option is selected, the payment is due by the 15th of the month. Preschool fees must stay current. Students cannot begin the second semester of classes if their account is not paid in full for the first semester. There is a 20% discount for preschoolers who have older brothers or sisters in K-8.

### *Refunds*

Should a child be removed from the school during the school year, either by parental choice or disciplinary action, the following refund schedule applies:

1. The Education Fee is refundable only for a semester during which the student was not in attendance.
2. Tuition fees are refundable, as prorated on a monthly basis, for each full month during which the student was not in attendance.

Final determination will be made by the Board of Education.

### *Financial Assistance*

St. Paul's Congregation has established the Ginny Viner Financial Assistance Fund for members of St. Paul's Lutheran Church or other WELS congregations who are having difficulty meeting their school-related financial commitments. This fund has been established to help parents in need cover a portion of the education fee for grades K-8. In general, the maximum grant will not exceed one-third (1/3) of the family's education fee obligation. In exceptional cases, the Board of Education may dispense a larger grant based on need as funds allow.



Following are guidelines which will be used to determine eligibility for receiving assistance.

- Requests for assistance must be made by the registration date for the upcoming school year.
- To be eligible, the parent (s) must
  - ❖ Attend church regularly with their children (regularly is defined as most every week)
  - ❖ Commune regularly (regularly is defined as at least once a month)
- A family's application and qualification for free or reduced price lunches will be considered.
- If a family's situation changes during the course of the school year, assistance may be requested.
- The Board of Education will determine those families eligible for financial assistance at the August meeting each year. Eligibility information will be provided by the pastors (attendance), financial accountant (payments made, eligibility for free/reduced lunches), and principal (parental input).
- Non WELS Tuition students are not eligible for financial assistance from the Ginny Viner Assistance Fund.

The Board of Education requests that parents only apply for this financial assistance if the education fee causes a financial hardship. We all want this financial assistance to be available for those who need it the most.

If you feel your family qualifies for financial assistance based on the above requirements, please fill in the information below and return this entire form to the principal between March 1 and school registration. Thank you!

### **Tuition Categories**

1. WELS (Wisconsin Evangelical Lutheran Synod) members from neighboring congregations pay an Education Fee. These fees are reviewed annually. Tuition is paid by the congregation.
2. Non-WELS families pay the Education Fee, plus tuition. Tuition fees are also reviewed annually.

Contact the office or the principal for a current fee or tuition schedule. Education and tuition fees that are paid in full by the registration date in August will be discounted \$50 per child paid.

## Field Trips

To give students a well-rounded education, it is sometimes beneficial to enhance learning by going on field trips. Teachers will inform the parents and gain permission prior to taking a child on a field trip. Parents may be asked to cover the cost of the field trips. This may include both admissions and transportation. If there is a hardship involved with the costs, please consult with the teacher. Field trip attendance is required as any other school day. If there are objections to the field trip, please notify the teacher and we will work together to remedy the concern. Parents cannot bring younger children along when on a field trip with a class.

## Safety Drills

State law requires that fire drills be held monthly. When the fire alarm sounds, all students, teachers and others are to leave the building in an orderly manner. Fire and tornado exit procedures are posted in each classroom.

A report is made by the staff fire marshal after each fire drill. The local fire department normally conducts two of the fire drills each year.



In addition, lockdown and tornado drills will be held.

## Bullying Policy

In keeping with the Scriptural principle that one's love for God is shown through love to his fellow man (1 John 3-4), St. Paul's Lutheran School will not tolerate students bullying other students or teachers. Bullying is defined as unwanted behavior, including verbal or physical abuse, willful defacing or destroying the property of others, and inciting or encouraging others to bully a student or teacher. Violations will be dealt with in accordance with the established detention, suspension and expulsion procedures. Students are encouraged to speak up when they witness bullying taking place.

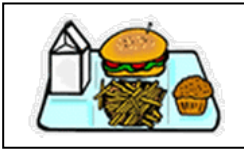
## Home Visits

All teachers, preschool through grade 8, make summer visitations prior to the beginning of the school year for the purpose of sharing information about the coming school year. The visits are normally completed by mid-August.



## Hot Lunch / Milk

Our school operates a daily hot lunch program in connection with Holmen Public Schools. The program is set up and administered by our Hot Lunch Coordinator. Hot lunches and milks should be purchased in advance by the students and faculty.



All hot lunch accounts must operate with a positive balance. Free or reduced price meals are available for those meeting income qualifications. Notification of availability and eligibility requirements are sent out at the start of each school year and are available on the St. Paul's website. Applications for free and reduced lunches may

be made at any time during the school year if a family's financial situation changes.

Milk is available for those students who bring their own lunch to school. Microwaves are available for students in grades 5-8 to heat up their lunches.

## Student Health

Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. In those situations, the following procedures will be followed:

### *Prescription Medication*

For administering prescription medications at school, a thoroughly filled out medication authorization form must be on file in the school office that includes signed authorization of the medical provider. This medication must arrive at school in the original pharmacy container. Also for you and your child's protection, the medication must be brought to school by a parent or an adult.

### *Over the Counter Medication*

For administering over the counter medications at school, a thoroughly filled out medical authorization form is required. Medication must arrive in the original container from the manufacturer labeled with the child's name. The dosage must not exceed the manufacturer recommendation unless ordered in writing by the medical provider. Also for you and your child's protection, the medication must be brought to school by a parent or an adult.

### *Storage of Medicine*

All medication will be kept in a locked storage unit in the school office, unless otherwise documented. (as in the case of inhalers)

### *Unused Medications*

When use of medication has ceased, or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Any unused medication will be disposed of by the school at the end of the year.

### *Confidentiality*

All medical information will only be shared with those who need to meet the educational and health needs in a safe manner. *Please note: Authorization forms may be picked up in the school office or printed off our school website.* If a student is suspected of having head lice, a parent/guardian will be called and asked to pick up the child. The child will be admitted to come back to school when they have been treated with a head lice shampoo or cream rinse.

## **Injuries and Insurance**

All parents should provide personal accident insurance for their children for injuries that may occur at school. The church's insurance policy only serves as a secondary insurer when accidents occur.

## **Junior Choir**

Junior Choir allows students to develop their God-given musical interests and abilities. First and foremost, we want to use these talents to glorify and honor God.

Rehearsals will be held once a week, during the school day. It is important that choir members be attentive and co-operative, as time for practice is limited. Those members who are disruptive will be asked to leave the rehearsal. If a student is asked to leave more than twice, he / she may not be allowed to continue as a member of the Junior Choir.

Junior Choir entails a commitment on the part of both students and parents. Some of our performances during the school year are on Wednesdays and Sundays. As each member's voice is an important part of the choir, all members are expected to attend all performances. Should you not be able to be present when the Junior Choir sings, you should submit a written excuse prior to the performance. Two unexcused absences or three excused absences, excluding illness, may result in dismissal from the choir.

Choir members will be expected to dress appropriately for performances.

Our Junior Choir program has the following goals for this year:

1. To give the members an opportunity to praise their Lord by developing the talents He has entrusted to them.
2. To give the members an opportunity to praise their Lord by using His gift of music.
3. To increase members' skills in the performing of vocal music of various types.
4. To ably represent our school at various times throughout the year.
5. To have fun while working hard to achieve goals.

## **Late or Missing Work**

All assignments are expected to be completed and turned in on time. Whenever a child in grades 4-8 has unfinished work or does not have an assignment at school, the child will receive a failing grade on the assignment and be given a late slip. The “late slip” is to be signed by the child’s parent and returned to school the next day with the completed assignment.

When the child receives a third late slip during a quarter, the child will also be given a disciplinary report reminding the parent that the child will receive a detention if a fourth late or missing assignment should occur. Children in grades 3-8 will receive a detention for their fourth (and all subsequent) late assignments during a quarter. Third graders will get their second detention after receiving another group of four late slips.

Late work is handled on an individual basis with the parents for students in grades 1 and 2. The entire "late slip" procedure starts over at the beginning of a new quarter.

## **Lockers and Desks**

Lockers and desks are school property and may be inspected by school officials at any time.

## **Lost and Found**

Unclaimed articles are stored in a marked box “Lost and Found.” These items will periodically be set out for those who wish to reclaim them. Items not claimed will be given away to charity.

## **Media Photos**

From time to time children’s pictures may be used on our website, in the newspaper, on Facebook, or on local television news programs. At no time will children’s full names, addresses, or other personal information be used in any media format without parental permission. All families are required to fill out and return the photo release form included on our website.

## **Music Program / Singing in Church**

Aside from regular music classes, an important part of our school program is singing in church. The children will sing at one of the Sunday services with their classmates several times during the year. All children are expected to sing with their classmates on the Sunday assigned. Any student who cannot attend should be excused prior to the singing date.

Junior Choir provides extra opportunities to praise the Lord for those children in grades 5-8 who especially enjoy singing. The Junior Choir meets during the school day.

Band lessons are available through Luther High School's Grade School Band Program. Students in grades 5-8 may participate. More information regarding cost of this program may be obtained in the school office or by calling Luther High School. Piano lessons can also be arranged during the school week. Arrangements are made with the cooperation of the classroom teacher and instrumental instructors so that a minimal amount of class time is missed.

## **Mission Offerings**

Mission offerings are collected at Wednesday chapel services. Money collected through these offerings is sent out quarterly to aid in the work of the Wisconsin Synod and other projects. The faculty will decide the recipient of each set of offerings.

## **Opening of the School Year**

On the first day of the school year we will begin at 8:00 a.m. The children are to report to their classroom when they arrive. The children will assemble for the opening worship service at 8:15. All parents and congregation members are invited to attend this special service. Following the service, students return to their classrooms for a regular school day.



A “Back to School” event will be held for families with students in kindergarten through grade 8 prior to the start of the school year. The purpose is to give the children an opportunity to bring their school supplies to school before the first day. A brief devotion and informational meeting will be held for the families in attendance. The preschool families will meet separately for a “Welcome to Preschool” night.

## **Panther Parents**

This organization is a group of parents, faculty and interested congregation members who are concerned with promoting and helping our elementary school and its teaching staff. This group meets formally four times during the school year. Meetings are announced on ParentSquare and the monthly school calendar.

It is hoped that all parents would take an interest in the organization as a positive means for being of service to our school and its teachers. We hope there would be willing volunteers to work on the various committees or to serve as officers for the organization.

## **Parent-Teacher Conferences**

Parent-teacher conferences for students in kindergarten through grade 8 are held at the end of the first and third quarters of the school term.

At these conferences, parents are asked to meet with the teacher to discuss their child's school work and to pick up the report card. In addition, the teacher may request special consultations with parents as the need arises. Parents are invited to meet with the teacher at any time to discuss their child's work. Visitations by the parents during the school day are also encouraged. Please notify the teacher when you wish to make a visit.

## **Parental Roles**

Parents are encouraged to help their children in the following areas:

1. Let the Word of God guide all phases of daily living.
2. Attend church regularly as a family.
3. Have regular family devotions and prayers.
4. Strive to set a Christian example so their lives may be patterned after yours.
5. Refrain from being critical of school procedures in the children's presence.
6. Assist them in their memory work.
7. Encourage them to be courteous and considerate to others.
8. Ensure they are regular and prompt in their attendance.
9. Do not allow them to bring distracting items to school.
10. Encourage them to responsibly care for personal and school equipment.
11. Encourage them in their school work and other school endeavors.

## **Physical Examinations / Immunization History**

The state health department asks each school to track immunization records for their students. Accordingly, parents of all preschool students and other students new to a Wisconsin school are asked to fill out an immunization history form. This should be done before the child enters school. Forms are available in the school office or online. Physicals are also required of students entering Kindergarten.

## Playground Rules

When children are outside for recess the following rules will be enforced:

1. No pushing, pulling, tackling, or other rough play.
2. No throwing of ice/snow/snowballs, rocks, or wood chips.
3. No balls are allowed within the fenced playground area.
4. No playing behind the shed or dumpster.
5. No running on playground equipment.
6. No running up the slides. Go down the slides in a sitting position.
7. When going out for recess—walk until you get to the flagpole.
8. When coming in from recess—walk from the flagpole to the building.
9. Once you are in line, keep your hands and feet to yourself.
10. No eating outside.
11. No jumping off the swings.

Inappropriate behavior during recess will result in a time out or a loss of recess time.

## Pop Policy

In the interest of health and nutrition, and in order to maintain a productive learning environment, St. Paul's students are not allowed to have pop during the school day. Packaged juices are allowed in sack lunches, but pop will be sent home.

On special occasions such as parties, birthday treats, field trips where a sack lunch is needed, and after-school activities, pop may be allowed when approved by a teacher.



## Preschool

Preschool programs are available for children who reach the age of three (3) or four (4) by September 1. Parents of three-year-olds may choose two to five morning sessions (8:00 a.m. – 11:00 a.m.) per week. Parents of four-year-olds may choose three to ten morning (8:00 a.m. – 11:00 a.m.) or afternoon (11:30 a.m. – 3:00 p.m.) sessions per week. Choosing ten sessions per week is equivalent to full-time instruction (8:00 a.m. – 3:00 p.m.).

## Registration

Registration will be done during the summer by mail or by dropping off necessary forms in the school office. All forms will be made available and can be printed from our school website. If you are unable to make your own copies, please contact the school office. Completed forms are due with initial fee payments by the second Friday in August.

## Report Cards and Grading

Report cards are issued four times a year, at the end of each quarter. These report cards attempt to give a fair evaluation of each pupil's work. In addition, comments about the child's work habits will be made by the teacher, as necessary. Throughout the quarter, grades are accessible on line through our\_Skyward program for grades 3-8. Passwords will be sent to parents at the beginning of each school year.

The following practice is followed to ensure parents are kept up to date with their children's progress:

- Quarters 1 and 3: Parents are to sign the envelope containing the report card at the Parent-Teacher Conference. Parents receive a copy of the report card.
- Quarter 2: A copy of the report card is sent home with the student. Parents are to sign the envelope, keep the report card, and return *only the envelope* to the school.
- At the end of the 4th quarter: The teacher will indicate grade placement, sign the report card and file a copy in the school office. A copy of the report card is sent home with the student.

## School Hours

	<u>Classes Begin</u>	<u>Classes End</u>
Pre-school:		
(a.m. session)	8:00 a.m.	11:00 a.m.
(p.m. session)	11:30 a.m.	3:00 p.m.
(all day)	8:00 a.m.	3:00 p.m.
Grades K-8	8:00 a.m.	3:00 p.m.
AM Kindergarten	8:00 a.m.	12:00 p.m.
Scheduled		
Half Day/Early dismissal	8:00 a.m.	12:00 p.m.
Lunch will be served on early dismissal days.		

It is advisable for children to arrive by 7:45 a.m., if at all possible, so that they can prepare for the beginning of the school day.

## School Pictures

School pictures shall be taken each year, usually during the fall. Monies for pictures are collected by the photographer when pictures are taken.

## Special Needs Program

Additional help is provided by the school for children through our Special Needs Program. A part-time teacher will work with individual children and small groups to provide extra assistance for students and help them to be more successful in the classroom. Testing and help is also provided through the public school districts.

## Parent Volunteers

Parents are encouraged to participate as parent volunteers in their child's classroom. This is a benefit both for the teacher and the children. Volunteer activities within the classroom may include the following tasks:

1. Listen to individual children read
2. Help with math skill drills
3. Help with remedial work (math, spelling, reading, etc.)
4. Help with bulletin boards
5. Photocopy papers
6. Help with art projects
7. Help make learning aids for learning centers
8. Collect, record and account for fund collections

If you wish to volunteer, please contact the teacher. All volunteers are expected to maintain confidentiality concerning students in the classrooms. Any parent or volunteer who works with the children must sign a waiver acknowledging that they have never been accused of child abuse or harassment.



## Personal Electronic Devices

Personal electronic devices are collected from the students each morning and returned at the end of the school day. With teacher permission, students may use a personal electronic device during the day. If there is an emergency, students may use the phone in their classroom with permission from a teacher.



## **Testing Program**

Our school follows the testing program set up by the Wisconsin Evangelical Lutheran Synod. Each fall grades 3-8 take the Terra Nova Multiple Assessment.

Results of these tests help in the evaluation of student progress and the curriculum of the school. Results will be shared with the parents.

## **Textbooks**

Textbooks are furnished by the school. Students are to use book covers on all hardcover texts. Students will be charged for lost or damaged books.

## **Textbooks, Religious**

All religious materials are provided by the school for students in Preschool, Kindergarten and Grade 1. Students from Grade 2 on up are expected to supply their own religious texts. These texts will be available from the school at cost.

The religious materials required for the school year are:

Grade 2-4	Bible - NIV Hymnal (Christian Worship)
Grade 5-6	Faith Foundations Catechism Bible – NIV Hymnal (Christian Worship)
Grade 7-8	Catechism (blue book) Bible - NIV Hymnal (Christian Worship)

## **Water Bottles**

Children are encouraged to have water bottles in school so that they can stay properly hydrated.

## **Weapons Policy**

St. Paul's School will make every effort to ensure the safety of its students, faculty and staff. As a part of this effort, no one shall possess, use, or threaten the use of a weapon or look-alike weapon on school property or at any school-sponsored function.

This policy applies to any object that by its design, use or intended use could cause bodily harm or property damage, or intimidate other persons. Weapons include, but are not limited to, the following:

- ✓ firearms (loaded or not; operational or not)
- ✓ knives (including switchblades and pocket knives, unless approved through group leaders, such as Pioneers, etc.)
- ✓ bows and arrows
- ✓ martial arts equipment

The use of items not designed as weapons will also fall under this policy if they are used to cause, or with intent of causing, bodily harm or property damage, or to intimidate others. Such items include, but are not limited to:

- ✓ chains
- ✓ belts
- ✓ sprays
- ✓ stun guns
- ✓ explosives, including firecrackers and dangerous chemicals

According to Wisconsin State Statute 948.605 entitled "Gun-free School Zones," any individual who knowingly possesses a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone, is guilty of a Class A misdemeanor. The police will be informed and the individual may be charged accordingly.

The following are exceptions to the statute:

- ✓ a weapon under the control of a law enforcement officer acting in his/her official capacity.
- ✓ a weapon handled in a legal manner for the purpose of education or as a part of a program approved by the school administration.

Besides notifying law enforcement officials, other possible consequences for violation of this policy by students could include any of the following:

- ✓ application of approved school disciplinary practices and procedures
- ✓ notification of parents or guardians
- ✓ suspension or expulsion from school