

ST. PAUL'S LUTHERAN SCHOOL

Parent Handbook



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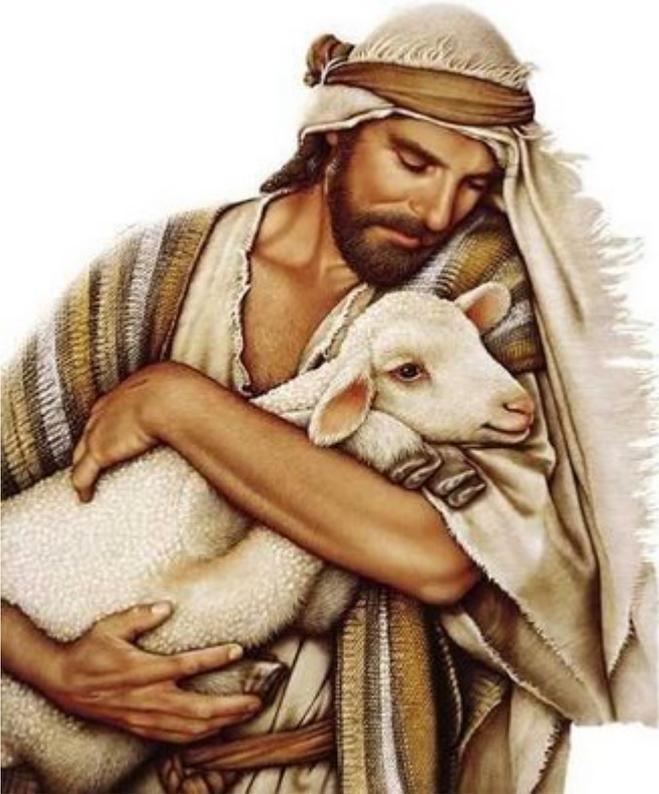
www.stpaulsonalaska.org

608.783.2552

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

Proverbs 22:6



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 students with a safe and loving Christian learning environment.
- 6) Strive for open communication and strong relationships between parents and teachers, working as a team for a common goal.
- 7) Provide facilities, equipment, and materials that are adequate for all students.
- 8) Offer a variety of extra-curricular programs and activities.
- 9) 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.

ST. PAUL'S
LUTHERAN CHURCH & SCHOOL

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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. Parents will sign an Agreement for Enrollment.
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. The Board of Education reserves the right to review each case each semester.

Admissions & Enrollment

Admissions and enrollment applications, and directions to complete them, are available on our school website.

Admissions applications will be completed for ~~all preschool students~~ and any new students in preschool through eighth grade. Enrollment applications will be completed for all students. Attendance may begin when all components of admissions and enrollment are complete, and a financial agreement has been set up through TADS.

Athletics

For information regarding the St. Paul's Athletic program, please see the St. Paul's Athletic Website and Athletic Handbook.

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 office 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. If an acceptable excuse is provided, the absence record will be changed to "excused."

Students are required to attend school regularly during the full period and hours that school is in session from 6 to 18 years of age, or if they are enrolled in five-year-old kindergarten (Wisconsin State Statute 118.15).

Parents and/or guardians may excuse a child up to 10 days per school year. Each absence beyond 10 will be marked unexcused unless a doctor's excuse is provided within one week of the absence. Attendance letters are sent to families when the number of absences or late arrivals to school becomes a concern. The State of Wisconsin's definition of habitually truant students are those who are absent from school all or part of five or more school days in a semester (two quarters). Situations of habitual truancy will be referred to local authorities.

Students will be excused for the following reasons:

1. Illness (Please see "When to Keep Your Child Home from School")
2. Serious illness or death in the family
3. Religious services
4. Inclement weather
5. Court summons
6. Medical appointments
7. Pre-arranged absences: Parents should submit a Pre-Planned Absence form to the principal before the absence. All work missed for pre-planned absences will be the responsibility of the student and parent(s). Requests for work ahead of the pre-planned absence may not be feasible and thus may not be provided.

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.

It is extremely important that students arrive to school on time. Promptness demonstrates responsibility and consideration for others. If a student is late, he/she must come to the office for a late pass upon arrival in order to be admitted to class. Students who are not in their classroom and ready to begin the day at 7:45 am will be marked tardy.

If students are tardy multiple times during a quarter, one or more of the following actions will occur:

- Letter to parents
- Call to parents
- Parent conference
- Development plan for improvement



Students absent from school for more than one hour will be marked half-day absent. Students absent from school for four or more hours will be marked absent for the day.

Students absent from school for any reason are expected to complete make-up work shortly after returning to school. Generally, this means no more than one school day for each day absent.

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

Before and after School Hours

School starts at 7:45 am. Students should arrive any time after 7:30 am when the doors open and in sufficient time to be seated and ready to begin the day at 7:45 am. Students who must arrive before 7:30 am because of transportation schedules should contact Surround Care. 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 church door area to pick up their children. Children cannot go to the playground equipment until the buses have left, 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. A staff member will be assigned to direct students to Surround Care who are waiting at the school doors prior to 7:30 am or not picked up by 3:15 pm. Normal Surround Care fees will apply.

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. Each monthly meeting begins with an open session for any parents, congregation members, or staff members to bring concerns or ideas for consideration. Parents, congregation members, and staff members who wish to bring an issue to the Board of Education are encouraged to speak to either the Board of Education Chairman or the principal one week prior to the meeting.

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.

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 "Student Conduct and Discipline" and "Suspension and Expulsion" procedures. Students are encouraged to speak up when they witness bullying taking place.

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

There are two children's Christmas services for St. Paul's students each year: early childhood (preschool and kindergarten) and elementary school (grades 1-8). Both services are typically held on Sunday afternoons in December. The early childhood Christmas service is generally early in December, while the elementary school Christmas is usually held in the middle of December.

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), WXLN (1490 AM), and WKTY (580 AM) as well as on local television stations (Channels 8 and 19). Announcements about school closings will follow Onalaska or Holmen schools, as many of our students rely on transportation from those school districts. Please also look for specific closings for St. Paul’s, Onalaska. Parents, especially those living in outlying areas, are encouraged to use their judgment in determining the safety of getting their children to school.

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, 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.
10. No students shall intentionally seek or gain unauthorized access to any organization, account or site, including “hacking” or other unlawful activities.
11. No students shall intentionally disclose, use or disseminate personal information regarding minors.
12. No students shall, whether intentionally or unintentionally, engage in cyberbullying or other online attacks on others.

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. If the offense is illegal, the violation will be reported to the authorities.

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

Cooperation Between Home and School

We, as a school, are here to assist parents and guardians with the academic and spiritual 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 church lobby Information Center. Recommendations can also be sought through our pastors and principal.

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.

Fees, Finances, and Payments

Education Fee (All Students, K-8)

We are richly blessed at St. Paul's Lutheran Elementary School to have a great deal of financial support provided by our congregation and the congregations of students we serve. Even with this support, it is still necessary for the families of St. Paul's students to support a portion of this expense. Education

Fees are established annually for children in grades K-8 at St.

Paul's Lutheran School. These fees cover the remaining portion of the school expenses that are not supported by St. Paul's, our partner congregations, or other sources. All miscellaneous fees for ; athletics, robotics, book purchases, and other extracurricular fees are due at Registration.

St. Paul's utilizes an electronic, cloud-based payment management system (TADS) for the collection of educational and other miscellaneous fees.

Families wishing to pay their entire fee balance at the time of registration may do so. If the entire fee is not paid at the time of registration, a family will elect to enroll in a payment plan which utilizes automatic payments at regular intervals to cover the remainder of the outstanding balance over the course of the school year. A one-time fee will be assessed by TADS to all families who elect to pay their fee balance in more than two installments which will be amortized the span of all payments. Attendance will not begin until a payment plan is in place.

Families applying for financial assistance may provisionally complete enrollment without committing to a payment plan as outlined above. Once financial assistance is awarded, the reduced balance will then need to be either paid in full or entered into a payment plan/agreement prior to finalizing enrollment.

The Board of Education or Principal will work with families under extensive financial hardship to determine if a modified payment plan with additional congregational support may be needed. Families should expect to contribute support to the school in other ways in those extenuating circumstances.

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 are made through TADS. 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.

Financial Assistance

While a large portion of the cost of providing an education at St. Paul's is contributed from the congregation, it is expected that some families may need additional support to cover educational fees. Application for financial assistance



is available and also coordinated through the TADS system. This allows for submission of personal financial information and for objective assessment of family financial needs by the Board of Education.

TADS does assess a fee to submit an application. Families with children at Luther High

School will only need to submit a single application and pay a single fee to request aid from both schools. 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 for fees for students in grades K-8. Financial assistance is not available for students in the Pre-K program.

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

- Requests for assistance must be made by a date specified by the Principal for the upcoming school year. This date will often be in late Winter to early Spring.
 - ❖ 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)
- If a family's situation changes during the course of the school year, assistance may be requested after the deadline indicated above.
- The Board of Education will determine those families eligible for financial assistance. Eligibility information may be provided by TADS through the application, the pastors (attendance), and principal (parental input).

Families with outstanding fees will not have records 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.

Tuition Categories

1. Fellowship: Because St. Paul's Ev. Lutheran Church and other nearby WELS (Wisconsin Evangelical Lutheran Synod) congregations provide substantial support for the operation of our school, families who are WELS members from neighboring congregations receive a substantial discount. These Fellowship Discount is reviewed annually.
2. Community: Families who are members of our community but not members of a WELS congregation pay a higher tuition rate. This is because their congregations do not support our school. The tuition charged to community families is still much less than the actual cost of educating a child. St. Paul's desires to provide access to Christian education for as many families in our community as we are able. The Community Tuition rate is reviewed annually.

Contact the office, the principal, or visit our website for a current fee or tuition schedule. Education and tuition fees that are paid in full on the registration date will be discounted.

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. Those receiving the Fellowship Discount will be able to receive refunds for semesters the student was not in attendance. 2. Families paying Community Tuition may receive refunds for full months the student is not in attendance. Final determination will be made by the Board of Education. Refunds for K-8 students are not available outside of this schedule.

Field Trips

To give students a well-rounded education, it is sometimes beneficial to enhance learning by going on field trips. Field trip attendance is required as on any other school day. Parents will be asked to sign an annual permission slip for field trips and will be charged an annual Field Trip Fee in TADS. Please contact the teacher if there are any concerns about the field trip, and we will work together to remedy the concern. Parents cannot bring other children along when on a field trip with a class.

Hot Lunch

Our school operates a daily hot lunch program in connection with Holmen Public Schools. The program is set up and administered by our Food Service Director. 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. Parents are responsible for safe storage of food brought from home.

Lunch Room Behavioral Expectations

- While waiting in line, always stand in single file and away from walls.
- Remember to say "please" and "thank you" to our volunteers.
- Remain seated while eating.
- Use quiet voices.
- Clean your own mess.
- Place, don't throw, garbage in cans.

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 late slip. The late slip is to be signed by the child's parent and returned to school the next school day with the completed assignment. Details about consequences are listed on the late slip. The late slip procedure restarts with the beginning of each quarter.

Late work is handled on an individual basis with parents of students in grades 1-3.

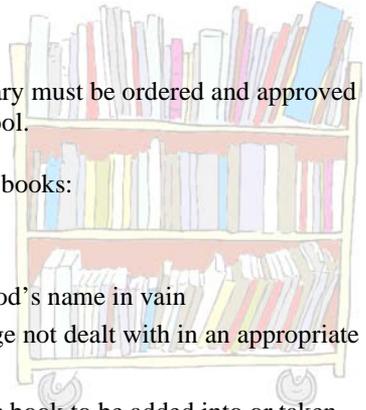
Library Policy

All books put into St. Paul's Lutheran School library must be ordered and approved by a committee made up of teachers from our school.

The following guidelines will be used in choosing books:

- No evil or dark content
- No sexual content or insinuation
- No continuous cursing, swearing, or taking God's name in vain
- No blatantly disrespectful behavior or language not dealt with in an appropriate manner

Parent forms are available for requesting a specific book to be added into or taken out of our library. Student requests must go through parents and have their approval.



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 complete the media release included with TADS Enrollment.

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.

Music Program

Junior Choir (Grades 5-8)

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.

Instrument Lessons

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.

Students and parents are responsible for any content missed during instrument lessons.

Piano Lesson Policy

St. Paul's Lutheran School views music lessons as a privilege for students who academically are able to take on that extra responsibility.

For the ease of the classroom schedule, all lessons should follow these guidelines:

- Piano teachers will consult with each classroom teacher before the school year begins to determine when lessons will be available during the school day.
- Lessons will be held at a consistent predetermined time throughout the year.
- If a child is sick or absent for any reason, parents of piano students should communicate directly with their child's piano teacher.
- Students may lose the privilege of having piano lessons during school hours if they have a difficult time being responsible for missed class time or homework.

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.

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.

Opening of the School Year

On the first day of the school year we will begin at 7:45 am. The children are to report to their classroom when they arrive. The children will assemble for the opening worship service at the beginning of the first day. 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 eight 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 two 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

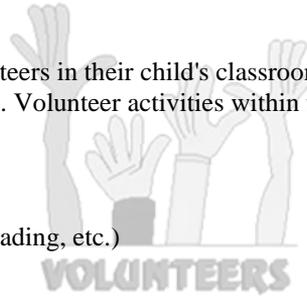
Parent-teacher conferences for students in kindergarten through grade eight are held at the end of the first and third quarters of the school term.

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. Third quarter conferences will be optional.

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 submit to background check that is kept on file with the school.

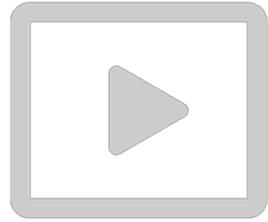
Parental Roles

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.

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.



Playground Behavioral Expectations

When children are outside for recess, we have the following expectations:

Safety

- Stay where adults can see you.
- Walk to and from flagpole on concrete and asphalt.
- Leave all sand, dirt, rocks, bark chips, snow and ice on ground.
- Use playground equipment safely.
- Hold all playground equipment while walking back to class.

Responsibility

- Play in your assigned areas.
- Know the rules and play by the rules.
- Work together to solve problems, using your words.
- When the bell rings, stop playing.
- Line up quickly and quietly when playtime is over.
- Pick up litter and any equipment you used.

Respect

- Use kind words and actions.
- Respect all property of yours and others.
- Take turns and share.
- Allow everyone to play in games.
- Bullying is never okay. If you see it, get help.

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

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 (7:45 am – 11:00 am) per week. Parents of four-year-olds may choose three to ten morning (7:45 am – 11:00 am) or afternoon (11:30 am – 3:00 pm) sessions per week. Choosing ten sessions per week is equivalent to full-time instruction (7:45 am – 3:00 pm).

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 online through our TADS Educate program for grades 3-8. Weekly grade alerts are emailed to parents through TADS Educate.

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.

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, tornado, and active intruder (ALICE) drills will be held.

Safety and Security Rules

The following is a list of rules established by the Board of Education:

Misconduct	Definition	Minimum Action	Maximum Action
Alcohol/Drugs	Possession and use, selling or transfer to other students	Detention, loss of school privileges; parental contact	Suspension or expulsion; police notification
Bullying/Harassment (See Bullying Policy)	Deliberate or intentional behavior using words or actions intended to cause intimidation or harm	Detention, loss of school privileges; parental contact	Suspension or expulsion; police notification
Fighting	Pushing and shoving; causing physical harm	Detention, loss of school privileges; parental contact	Suspension or expulsion; police notification
Vandalism	Destroying or harming property	Clean and/or pay for damage; parental contact	Expulsion; police notification

School Hours

Pre-school:	<u>Classes Begin</u>	<u>Classes End</u>
am session	7:45 am	11:00 am
pm session	11:30 am	3:00 pm
all day	7:45 am	3:00 pm

	<u>Classes Begin</u>	<u>Classes End</u>
Grades K-8	7:45 am	3:00 pm
Scheduled Half Day/Early dismissal <i>(Lunch will be served on early dismissal days.)</i>	7:45 am	1:00 pm

It is advisable for children to arrive by 7:35 am, 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.

Services Available to St. Paul's Students from School Districts

Our local public school districts make various services available to students in non-public schools. This include, but are not limited to...

- Busing (contact each district)
- Hot lunch (from Holmen School District)
- Early Childhood Screening (ages 3-5)
- Speech services
- Evaluation and testing for learning disabilities

Parents may contact the principal for further information.

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.

Student Conduct and Discipline

A prime requisite for a smoothly operating, successful school is good discipline, God-pleasing order, without which no school can flourish. Since much of the current philosophy in education seems to place the emphasis on the uninhibited child; and since a child without proper discipline can very easily grow up to be a poor citizen of his country or worse, an unprofitable servant in Christ's kingdom; it should move us as Christian teachers, parents, and students not to grow weary of prayerfully striving at all times to maintain God-pleasing order.

Scripture clearly teaches that all men are born in sin and hence all men are sinners and have come short of the glory of God. Ps 51:5 says, "*Surely I was sinful at birth, sinful from the time my mother conceived me.*" Romans 3:23 reminds us that, "*All have sinned and fall short of the glory of God.*" Christians still have the seed of sin within them even though they are regenerated. Many times we will, in weakness, follow our erring flesh and sin against God's Word. It is at such times that the Law must be used to point out sin for what it is, so that the Gospel can then be embraced with the blessed assurance that Christ has died for all sins, redeemed us from the curse of the Law. The Law then continues to serve the Christian in showing him what works are well-pleasing to God.

It therefore becomes apparent that both the Law and Gospel must be used within the Lutheran Elementary School. The Law gives admonition and prompts contrition, and the Gospel provides the assurance of forgiveness of sins and the motivation for a life dedicated to Christ. Mindful of God's Word and of the great responsibility placed upon them by God himself in Ephesians 6:4 ("*Fathers, do not exasperate*

your children; instead, bring them up in the training and instruction of the Lord.”), Christian parents and teachers must prayerfully and faithfully strive:

- To look upon all children placed in their charge as heirs of eternal life; precious to Christ and redeemed by his blood.
- To guide students to cheerfully uphold all rules of the school for the sake of decency and order.
- To show the child the great love God has for him in sending His only begotten Son to die for sinful mankind.
- To model repentance when they have sinned against their children or students.
- To react without anger or haste when sinful situations arise in the classroom.
- To proceed with the best interests of all involved in a situation. This includes the social, emotional, academic, and spiritual well-being of all individuals.
- To build compassion for others. Students need to understand how their words and actions impact the well-being of others.
- To guide students toward responsible solutions that include things like rebuilding relationships and making restitution.
- To use consequences that are appropriate for the offense and the individual student, keeping in mind that equal consequences are not always fair or fitting.
- To deliver consequences in a manner that does not humiliate or demean the student.
- To teach students respectful ways to express themselves or raise a concern if they truly feel they are being treated unfairly or unjustly.
- To always soothe a conscience-stricken child with the sweet balm of the Gospel.
- Never to minimize sin but in correcting the child remember that the Law cannot reform, only condemn. It is the Gospel alone that motivates the new life.

On the other hand, Christian students can do much to create an atmosphere of Good Christian order. They too must daily ask the Lord’s strength to let their light so shine as to be truly doers of the Word, not listeners only. Matthew 5:16 says, *“In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.”* James 1:22 tells us, *“Do not merely listen to the word, and so deceive yourselves, Do what it says!”* Some of the things which parents and teachers can expect from Christian students are:

- That they cheerfully obey and respect the pastor and all members of the faculty and also every person connected with school management as persons placed over them by God himself.
- That they cheerfully uphold all rules of the school for the sake of decency and order
- That they accept admonition and discipline as being necessary to curb outbreaks of sin and to help them *“...no longer live for themselves, but for him who died for them and was raised again.”* (2 Cor. 5:15)

- That they do not let a feeling of injustice fester into a sinful grudge, but honestly discuss all problems with the teachers.
- That they look upon their teachers as fellow redeemed sinners who are ready to help them with all their problems, academic or otherwise.
- That they be punctual and honest in doing everything possible to complete all school work which is set before them.
- That they conduct themselves at all times as redeemed children of God.

It would be good practice for parents to discuss these points with their children regularly.

These few guidelines are enough to make Christian parents, teachers, and students realize that to walk as children of God and to “rightly divide the Word of truth” demands for more strength than they possess. They are not to forget the promises of God beautifully summarized in Isaiah 41:10, *“So do not fear, for I am with you; do not be dismayed for I am your God. I will strengthen you and help you; I will uphold you with my righteous right hand.”*

Upon enrolling a child in St. Paul's Lutheran School, parents submit their authority to the teachers, the principal, and the pastor in matters of discipline while the child is at school. This correcting will be in keeping with the Word of God and will be administered in the spirit of the Gospel. The children enrolled in St. Paul's Lutheran School are expected to respect all those in authority and behave in accordance with the rules that their teachers dictate.

When problems and grievances relating to school incidents arise, as we know they will, it is a courtesy and a manifestation of Christian charity to discuss these grievances first with the teacher in charge. If necessary, the matter can also be brought to the attention of the principal, and if the situation warrants further action, he will arrange meetings with the pastor and the Board of Education. In all such cases, it is most necessary that we remember that errors will be committed since all of us are indeed sinful human beings. Let us approach our problems with prayer and Christian love, always allowing God's Word to lead us to peaceful and proper solutions.

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 5th through 8th 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. **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.
4. **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.
5. **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.
6. **Ornamentation:** Piercing in the ear(s) only. Excessive makeup is inappropriate.
7. **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.**

Student Health & Wellness

St. Paul's Lutheran School cares deeply about the physical health and wellness of all students. Our school is smoke-free and drug-free.

Medication

Storage of Medication

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

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.

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.

Screenings

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.

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.

Other Medical/Health

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.

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 back to school when they have been treated with a head lice shampoo or cream rinse.

When to Keep Your Child Home from School Due to Illness

There are three reasons to keep sick children at home:

1. Child has a contagious or communicable disease.
2. Child does not feel well enough to comfortably participate in their normal school activities.
3. Child is exhibiting any of the following signs or symptoms:
 - Fever over 100°F: Student should be fever free without the use of fever-reducing medicines for 24 hours before returning to school (oral temperature below 99 °F).
 - Flu Symptoms: Fever over 100 F with cough and/or sore throat. Other symptoms can include fatigue, body aches, vomiting and/or diarrhea.
 - Vomiting (no further vomiting for 24 hours).
 - Diarrhea (child looks ill; child has diarrhea with temperature)

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.

Student Records

St. Paul's Lutheran School maintains records for each student. All records are kept in the office in a secure location. These records include: (1) student progress records – courses taken, grades, attendance, immunizations, extracurricular activities, and (2) student behavioral records – standardized achievement tests, psychological tests, personality evaluations, records of conversations, written statements relating to an individual student's behavior, tests relating specifically to achievement or measurement of ability, student physical health records other than immunizations, law enforcement records obtained by the school and other student records which are not progress records.

State and federal laws require that the maintenance of student records assure confidentiality. Accordingly, the following shall apply:

(1) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request. St. Paul's Lutheran School will respond to such requests without unnecessary delay.

(2) An adult student or the parent(s) or guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in writing to St. Paul's Lutheran School Board of Education.

(3) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials determined to have legitimate educational or safety interests in the records. A "school official" is a person employed by or working on behalf of St. Paul's Lutheran School as an administrator, supervisor, instructor or support staff member; a person serving on the Board of Education; a person or company with whom St. Paul's Lutheran School has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist). A school official has a "legitimate educational or safety interest" if the official needs to review a student record in order to fulfill his/her professional responsibility.

St. Paul's Lutheran School shall transfer a student's records to another school or school district without consent upon request in accordance with state law.

(4) An adult student, or the parent(s) or guardian(s) of a minor student, has the right to file a complaint with the U. S. Department of Education for alleged St. Paul's Lutheran School noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Avenue, SW, Washington, DC 20202-4605.

Summer Visitations

All teachers, preschool through grade eight, schedule 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, and they can be held at the family's home, school, or by phone.

Surround Care

Parents seeking care for their children before or after school on school days may make use of our Surround Care program. Service is available from 6:00 am until 6:00 pm on all school days. Visit our website, call the office, or contact our director (surrcare@stpaulsonalaska.org) for further details.

Suspension and Expulsion Policy

If a St. Paul's student is disobedient, obstinate, disrespectful, or is disturbing the rest of the class and reasonable means of prevention and intervention fail, the Principal may suspend the child. Parents/guardians will be notified via a phone call from a school administrator as soon as possible. The phone call will be followed by a letter no more than 72 hours later. All school-related privileges will be withheld. Out-of-school suspensions will result in incompletes for the work missed. The Principal will monitor in-school suspensions; the student will complete work in consultation with the child's teacher. This policy applies to all school-sponsored activities, regardless of location.

Following the first suspension, the student, accompanied by the parents, may be reinstated by the Principal. Should there be a second suspension, the reinstatement would occur only after the student and parents have met with representative(s) from the Board of Education. Should there be a third suspension, the student could be expelled for the rest of the school year. Expulsion can only be imposed by the Board of Education and only after the matter has been discussed with the parent(s). Parents will be notified of the decision to expel in two ways: by phone and by registered letter. The phone call will be either from the school principal or a member of the Board of Education and will be made within 24 hours of the decision. The letter will be mailed within 72 hours of the decision.

St. Paul's Lutheran School reserves the right to expel students who violate the student safety parameters as developed by the Board of Education. Depending on the severity of the incident a student may be expelled upon first instance.

Any expulsion may be appealed to the Board of Education. Parents must express their appeal in writing and provide rationale as to why their child should be reinstated. The Board of Education will consider the appeal and meet with the parent(s) to issue the final determination.

Testing Program

Three times each year, students in grades three through eight take Measures of Academic Progress (MAP) Growth assessments. Students in preschool through grade two are assessed using Phonological Awareness Literacy Screening (PALS).

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.

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.

Other religious materials to be purchased by parents:

Grade 2-4	Bible - NIV Hymnal (Christian Worship)
Grade 5-6	Faith Foundations Catechism Bible – NIV Hymnal (Christian Worship)
Grade 7-8	Catechism (© 2017, NIV Edition) 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

What Parents May Rightfully Expect of Teachers

St. Paul's Mission, Vision, and Objective Statements explain well what we hope to accomplish, by God's grace. In addition, parents may expect that St. Paul's teachers will...

- regularly plan lessons that reflect both grade-level standards and student / classroom needs
- regularly provide students with feedback for work completed, with a primary focus on helping each student grow as a learner