

# ST. PAUL'S LUTHERAN



## PARENT / STUDENT HANDBOOK

2018-2019 School Year

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## ABOUT ST. PAULS LUTHERAN SCHOOL

### Purpose

St. Paul's Lutheran School assists parents with the God-given responsibility to train their children in the Word of God. St. Paul's provides an excellent academic and co-curricular education with a Christ-centered focus within a caring family environment. In doing so, the school assists and supports the congregation's mission and ministry. Students learn that Jesus is their Savior who died to redeem them and through faith in Him have eternal life.

St. Paul's strives to develop students who are firmly grounded in the Word of God and who share His love with others. Daily Bible based instruction permeates all aspects of the curriculum and creates a loving environment in which students learn Biblical truths which will enable them to share their school experience and lessons in all walks of life.

### Mission

Provide a Christian education to our community and share Jesus with the world.

### Vision Statement

St. Paul's will conduct ministry in a way that honors God and His Word. Motivated by the Gospel, we will do all we can to show love to our community and bring glory to our God.

### Objectives

- Uphold our mission in providing an education anchored in Christ. Therefore, we will . . .
  - Be undeniably Christian in our approach to education.
  - Encourage the study of God's Word in the home.
  - Provide opportunities for parents and families to study and Bible together.
- Honor family in way that is consistent with God's Word. Therefore, we will . . .
  - Encourage parents in their commitment to employ God's Word as the foundation for their home.
  - Appreciate families and the opportunity to serve and partner with them.
  - Consider family with the school schedule and school commitments.
  - Assist families to develop God pleasing priorities in a world that competes for time and resources.
  - Provide to parents Biblical marriage and parenting resources.
- Prioritize the development of the whole child: self-esteem, character and values. Therefore, we will . . .
  - Model and teach Jesus great command to love one's neighbor.
  - Use responsibility to shape and develop confidence in students.
  - Encourage honesty and integrity.
  - Provide opportunities for students to develop essential communication and collaboration skills.
  - Teach the importance of reputation and its importance in effectively sharing the Gospel.
- Prioritize academic excellence in our school ministry. Therefore, we will . . .
  - Provide a well rounded and challenging curriculum.
  - Identify the needs and strengths of each child and adapt instruction appropriately.
  - Hold teachers to high standards of performance and faithfulness.

- Create and sustain a school culture of love, encouragement, and forgiveness. Therefore, we will . . .
  - Follow God’s command to love one another.
  - Celebrate all unique gifts of students as gifts proportioned from God for his church.
  - Help students to recognize and develop their personal gifts.
  - Model and teach forgiveness as commanded in God’s Word.
- Work hard to share the message of Jesus with our community. Therefore, we will . . .
  - Train our students to be disciples and missionaries.
  - Witness to our community through service opportunities.

**Administration & Staff**

The voting members of St. Paul’s Lutheran Church have final authority concerning all ministries of the church including the school; however, the governing of the school is delegated to the congregationally elected Board of Christian Education (BCE).

The principal is responsible for the management of the school. The BCE, principal, pastors, faculty and parents suggest changes and policies for improvement and welfare of the school. The principal ensures that policies and directives established by the BCE are carried out.

St. Paul’s Lutheran School is served by pastors and teachers who have been divinely called and professionally trained in both religious and secular fields. They work diligently to provide a well-rounded, Christ-centered education from preschool through eighth grade. All faculty and support staff are members of St. Paul’s or other WELS congregations.

**Accreditation**

St. Paul’s Lutheran School is proud to be provisionally accredited by WELS School Accreditation (WELSSA) , and the National Council for Private School Accreditation (NCSPA).

Grounded in self-study and peer evaluation, the process of accreditation is a valuable one, enabling schools to develop and pursue clearly defined goals and objectives for the future. Accreditation addresses institutional integrity and resource management while respecting differences in school populations, missions, and cultures.

St. Paul’s has begun its self-study and is eager and on track to complete full accreditation by the fall of 2019.

**ADMISSIONS**

**Enrollment**

Children of St. Paul’s may be enrolled by contacting the school principal. Children will be considered enrolled when the necessary forms and requirements are completed.

Children of other WELS congregations are welcome to attend St. Paul’s Lutheran School. Their parent(s) may enroll them by working through their pastor and by contact with the school principal.

Children whose parents are not members of a WELS congregation should be directed to the school principal for information concerning enrollment.

- Requests for enrollment will be individually acted upon by the principal in consultation with the pastor(s) and then approved by the Board of Christian Education.
- Consideration will be given to classroom size, and background information available.
- All non-member students will be admitted under a one month probationary period.

All parents who wish to enroll their children at St. Paul's Lutheran School must submit an application which indicates they will abide by the following principles:

1. Parents will permit their child to be instructed in the doctrines of Holy Scripture taught by the Wisconsin Evangelical Lutheran Synod and will respect these teachings. St. Paul's core purpose is to teach the whole of God's Word as commanded by Jesus (Matt 28:19); therefore, we will not shy away from certain teachings (such as homosexuality, same-sex marriage, evolution, pre-marital sex, drug abuse, and the like) for societal convenience. These Biblical truths will be taught in age appropriate ways. Students or families openly opposed to these doctrinal teachings will be dismissed on religious basis.
2. One or both parents of nonmember families will be required to take a Bible Information Course (BIC) offered by one of St. Paul's pastors. This is meant to acquaint parents with what will be taught in the classroom. The BIC must be taken in the first year of the student's enrollment.
3. Parents will assist in making available to St. Paul's Lutheran School the necessary school records from their child's previous school(s); i.e., academic, psychological, behavioral, health, and immunization records.
4. No child will be enrolled at St. Paul's Lutheran School without a transfer of records from his/her previous school (or transfer in progress).
5. Parents will cooperate in supporting all the policies outlined in this handbook as well as those handed down by the BCE.
6. Parents will agree to be faithful in making timely tuition and other school-related payments.

#### Enrollment Priority

The following priority will be followed by the Board of Christian Education in admitting children to St. Paul's Lutheran School:

- 1) Members of St. Paul's Lutheran Church
- 2) Members of sister churches (WELS or ELS)
- 3) Prospective new members of our churches
- 4) Other non-members

#### Kindergarten Enrollment

Children entering Kindergarten should reach their fifth birthday on or before September 1 of the upcoming school year.

If parents desire to enroll a child in St. Paul's Kindergarten prior to his/her fifth birthday, the following procedure must be followed prior to the child's entrance into the formal school setting.

- 1) Parents must state verbally to the principal their reason for requesting early admission.
- 2) The child will be administered a prekindergarten readiness test. The testing will be done with the Kindergarten teacher.

3) Requests for early enrollment will be individually acted upon by the principal in consultation with the Kindergarten teacher. All requests must be approved by the Board of Christian Education.

### Notice of Nondiscriminatory Policy

St. Paul's Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities at the school. Our school does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administrated programs.

### Tuition

#### K-8 Tuition

##### St. Paul's – Howards Grove Member Families

Grades K-8: \$675 per child (for 1<sup>st</sup> and 2<sup>nd</sup> children)  
\$325 per child for 3<sup>rd</sup> child and each subsequent child

##### Sister Congregation Families (members at another WELS church)

Grades K-8:

1 <sup>st</sup> child	\$2,400
2 <sup>nd</sup> child	\$2,300
3 <sup>rd</sup> child	\$2,200
Family Cap	\$6,900

##### Non-WELS Families

Grades K-8: \$5,300 per child

### Tuition Collection

St. Paul's Lutheran School makes use of the third party organization TADS for tuition collection. Parents have three options for paying tuition.

- 1) Pay tuition in full before the school year.
- 2) Pay tuition in two installments (September and January)
- 3) Pay tuition in nine monthly payments (September through May)

Families who choose option 3 will be charged a \$55 administrative fee from TADS. All tuition payments come out on the 5<sup>th</sup> of the month.

## **FAMILY INVOLVEMENT**

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access



and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

5. St. Paul's Lutheran School annually notifies parents of the above FERPA rights via a registration day handout, inclusion in the Parent Handbook, or in a newsletter publication.

#### Parent Teacher Friendship (PTF)

The purpose of the Parent Teacher Friendship group is to promote interest in, and lend aid to St. Paul's Lutheran Elementary School.

Informal meetings are held at least once each quarter. See the school calendar for the dates of these meetings. These meetings provide opportunities for the members to become better informed on matters pertaining to school activities and policies, and to express their views. While the PTF does not set the policy for the school, it may make requests and recommendations to the Board of Education. Because of this, only adult members of WELS congregations with students enrolled at St. Paul's Lutheran School may vote on such matters.

## Parent Teacher Conferences

Time is set aside twice per year for parents and teachers to formally meet and discuss student progress. These visits are vital to student success. There is one conference in the fall, and one in the spring. The spring visit is optional.

Teachers are always available to address any pressing needs and are happy to schedule conferences at a parent's request. Unless it is an emergency, the best way to contact a teacher is before or after the school day.

## Communication Guidelines

When problems and grievances relating to school incidents arise, it is a courtesy and in keeping with Christian principles to follow the appropriate protocol.

### Classroom Concerns:

- Questions and concerns regarding instruction, student performance, classroom dynamics, interpersonal relationships, etc. should always be brought to the classroom teacher first.
- Concerns regarding peer relationships should be addressed to the child's parents.
- If a matter is unresolved, it may be referred to the principal.
- If situation warrants further action, it may be referred to the Board of Christian Education.

### School Policy Questions:

- School policy and procedure questions should be directed to the Principal or Athletic Director
  - Principal – Administration, school policy, discipline, and curriculum
  - Athletic Director – Athletic programs, coaching, etc.
- If a matter is unresolved, it may be referred to the Board of Christian Education.

## ACADEMIC PROGRAM

### Curriculum

God's Word is the underlying theme and motivating force behind all learning. Religion classes are very important and are a part of each day's instruction. Biblical truths and points of view are reflected in all classes. Secular subjects, textbooks, and materials are similar to those used in public schools; however, the subject matter is taught from a Scriptural viewpoint whenever possible. St. Paul's strives to provide an excellent education while addressing the spiritual, emotional, physical, and social needs of the child. Academic areas include Religion, Language Arts, Social Studies, Science, Mathematics, The Arts, Physical Education, and Technology.

For more specific information about the academic curriculum used at St. Paul's Lutheran School, please contact the principal.

### Report Cards

Report cards will be issued four times a year as a review of a child's academic progress. It is important that the parents review the report card and discuss it with the student.

## Grading Policy

The grades of students in grades 1-8 are always available through our online grading program (TADS). Grades are confidential and accessible to parents through an assigned login. The teachers update academic progress weekly and are always available for questions or clarification.

Teachers are constantly evaluating and making judgments due to the very nature of the teaching position. Teachers will use good judgment in all grading practices and procedures. Teachers will also use their discretion in this matter when grading the work of students who have learning difficulties.

The following grading scale is used in grades 1-8:

A+ .....100	C+ .....83-84
A .....95-99	C .....79-82
A- .....93-94	C- .....77-78
B+ .....91-92	D+ .....75-76
B .....87-90	D .....72-74
B- .....85-86	D- .....70-71
F .....below 70	

Any assignment that is turned in after the time it is due will be considered late. A late assignment grade will be averaged with an F.

## MAP Testing

St. Paul's Lutheran School administers the Measurement of Academic Progress (MAP) assessment three times a year. Grades 3-8 take this assessment in both Reading and Mathematics. The test is completed online and results are shared with parents at the next reporting term. The assessments are one of many tools used by teachers to help gather learner feedback and plan instruction.

## Promotion and Retention

Students are promoted to the next grade when they fulfill all the academic and attendance requirements for their grade level. Failure to meet the necessary curriculum standards and/or attendance requirements may result in the child being retained. If retention is a possibility, the teacher will work closely with the parents and principal to determine the course of action.

Students will not be promoted to the following school year unless all tuition and fees are paid in full or a payment arrangement has been established with the Board of Christian Education.

## Homework and Study Habits

Proper study habits, including diligence, neatness, promptness, and order are stressed in school. The home can help by providing a definite time and place for homework and private study. Such a place is equipped with any necessary books and tools. If homework time exceeds 10 to 15 minutes multiplied by the grade number per night, the teacher should be contacted. Please assist your children in the learning of memory work. Parents of younger children should be especially diligent in listening to their children read every evening.

Parents should not complete homework for students. Parents should contact the teacher if the homework load is becoming burdensome or the student is experiencing difficulties in learning.

### Textbooks

Parents purchase their children's religious books in order that these materials will become treasured resources over the years. The school owns all other issued textbooks and lends them to the students for their use. Student hard cover textbooks should be covered within the first weeks of school. The student's family will compensate St. Paul's for lost or damaged books.

### Scholastic Eligibility

We at St. Paul's realize the importance of using our God-given talents through participating in cocurricular athletic activities. While we realize that this is important, we also realize that it is important to use our talents academically. Because of this, we have established a policy regarding eligibility standards at St. Paul's.

- All grades must be at a D or higher at the midterm and quarter marking periods. Students not obtaining this level will not be able to participate in contests or practices for a period of two weeks. At the end of this time period if the grade is at a D or higher, the student will be reinstated. If the student does not have a D or higher at this time, he/she will be reevaluated at the end of the quarter.
- A student may not have two or more grades lower than a C- on his or her midterm or report card. Students not obtaining this level will not be able to participate in contests or practices for a period of two weeks. At the end of this time period if the student has less than two C- grade averages, he/she will be reinstated. If the student does not have less than two C- grades, he/she will be reevaluated at the end of the quarter.
- Students must remain current in their studies. All incomplete work must be completed within three days. If the work is still outstanding at the end of three days, the student will not be able to participate in practices or contests until the work is completed to the teacher's satisfaction.
- No more than five incomplete assignments per quarter. If a student accumulates more than five incomplete assignments in a quarter, the student will not be allowed to participate in any practices or contests until he or she has gone two complete weeks without an incomplete assignment. If the student has one more incomplete assignment for the given quarter, he or she will not be able to compete in athletics for that quarter. (An incomplete assignment is considered any assignment not completed on time to the teacher's satisfaction.)
- A student may not participate in a practice or contest if he or she did not attend school on the day of the practice or contest. The only exception would be for an excused absence approved through the school principal.

Parents have the authority to establish higher standards for their children than stated in this policy.

## STUDENT BEHAVIOR

### Discipline Policy

#### Philosophy

In John 13:34 we read: "A new command I give you: Love one another. As I have loved you, so you must love one another." The Lord would have us show our love to him by the love we show to one another. Our school expects its students to follow this command. Though parents, not the school, are responsible for the discipline of their children, our teachers, the principal, and the Board of Christian Education will strive to work with the parents to help them fulfill this important responsibility.

The Bible itself, as the inspired and infallible Word of God, speaks with final authority on all matters of truth, morality, and proper conduct. It is the sole and final source of all that we believe. All conduct contrary to the Word of God as understood and confessed by the Wisconsin Evangelical Lutheran Synod (WELS) is subject to discipline. Failure to comply with expected standards of conduct will subject a student to potential disciplinary action up to and including expulsion.

### **Procedures**

The following plan will be used in dealing with any student who:

- A. Does not show Christian love and respect for his/her teacher.
- B. Disrupts the classroom routine to the extent that teaching is being disrupted and children are being short-changed in the instruction that they should be receiving.
- C. Treats fellow students in a disrespectful or harmful manner so that their physical or mental well-being is jeopardized to such a degree that he/she cannot receive an education in a reasonable or peaceable fashion.
- D. Refuses to obey school rules.

1. The teacher to whom the student is responsible will take the first corrective steps. When the teacher feels that the student is no longer responsive to the disciplinary steps taken, the parent(s) will be called by the teacher to discuss and resolve the problem. If no satisfactory results are evident:
2. The teacher will refer the matter to the principal.
  - a. The principal will receive the report of the teacher and will counsel with the child. The teacher will inform the parent that their child was referred to the principal along with the reason for the referral.
  - b. If the situation is not corrected at this point the child will be referred to the principal a second time. The classroom teacher will again inform the parents and a meeting will be arranged between the parents, teacher, and principal.
  - c. If the situation still does not improve the child will be referred to the principal a third time. At this time the child may be suspended from school for a period of three (3) school days by the principal. The Pastor and school board will be informed. The principal will arrange a meeting between the parents, pastor, teacher and principal.
  - d. The child may return to school only after this meeting is held, during which agreeable measures are planned for dealing with the situation more effectively.
3. Should these measures fail to produce positive results, the child will be referred to the principal a fourth time. The child may be suspended for a period of five (5) school days. The parents will be required to meet with the teacher, pastor, principal and a school board representative to arrange an agreeable method of dealing with the problem.
4. Should these measures fail, the problem will be referred to the principal for the fifth time. The principal will call a special meeting of St. Paul's Lutheran School's Board of Christian Education to discuss or recommend expulsion.

The parents may voluntarily remove their child from school in which case no expulsion action will be taken by the Board of Christian Education.

Parents may file an appeal of any suspension or expulsion. To appeal a suspension or expulsion parents must write a letter of appeal to the Church Council stating their rationale for appeal. All suspension and expulsion appeals must be submitted within three days after disciplinary action is taken. The Church Council will make decisions on appeals and contact parents with within two days of when appeals are submitted.

Expulsion or voluntary removal is in effect for the remainder of the school year. The parents at the beginning of the new school year may make an appeal for readmission. Readmission is not possible without action by the Board of Christian Education. However, any student that is part of the Wisconsin Parental Choice Program can apply to the school during a future open application period without action by the School Board. Any of these steps may be skipped depending on the seriousness of the disciplinary matter.

## Bullying Prevention

St. Paul's Lutheran School believes that all students have the right to a safe and healthy school environment. More than that, our school staff is dedicated to model, cultivate, and direct students toward gospel-centered relationships with their peers and teachers. As Jesus our Savior tells us, "Love one another. As I have loved you, so you must love one another," John 13:34. Still, St. Paul's is not immune to sin and its effects. Our school staff, therefore, takes the sin of bullying seriously and works to proactively limit it and prevent it. St. Paul's Lutheran School will not tolerate behavior that infringes on the safety of another student.

**Definition** – Bullying is defined as any behavior that is repeated and intended to bring harm to another person. Such behavior includes: direct physical contact, such as hitting or shoving, verbal assaults, intimidation, harassment through teasing or name-calling, and social isolation or manipulation.

**Reporting** – St. Paul's Lutheran School expects students, staff and parents to immediately report incidents of bullying to the supervising teacher or principal. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. The school's discipline incident form may be used as one way to record incidents of bullying.

**Students** – Teachers will discuss this policy with their students in age-appropriate ways and in light of God's Word. Students who bully are in violation of this policy and are subject to disciplinary action according to the school's written disciplinary policy.

**Parents** – Parents will be informed when their child is found to be in violation of this policy, and parents are expected to insist that their children will stop all such bullying behavior.

**Intervention** – The teachers and principal will follow the school's discipline policy, applying Law and Gospel from God's Word as each situation determines. Involved parties will be dealt with lovingly but firmly.

**Follow Up** – The teachers or principal will follow up with parents as necessary to ensure unwanted behavior has been corrected.

## Child Abuse and Neglect Reporting

Any called teacher or pastor, hired teacher or aide, or other hired staff member who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in Wis. Stat. sec. 48.02(1) shall contact the Sheboygan County Department of Social Services or a local law enforcement agency as required by Wis. Stat. sec. 48.981(2)(a)

## STUDENT ATTENDANCE AND ABSENCES

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

Regular and punctual school attendance is essential for success in school. As Christians, we recognize how important it is to model the lessons of attendance and punctuality to our children for their own future. We also recognize that valuable lessons in God's Word and other academic subjects will be missed if students are absent or tardy from school.

An accurate record of attendance is required by law and is carefully noted in a student's permanent record where employers and other schools may find it. Attendance policies have been developed to stress the importance of regular attendance at school.

St. Paul's Lutheran School follows the laws of mandatory school attendance as defined by the state statutes of Wisconsin. The compulsory attendance law states that all students must attend the designated school day. Academic success is linked directly to school attendance. Parents should make every effort to have their students in classes throughout each school day.

### Notification and Record Keeping

If a child will be absent from school, parents are expected to call the school office by 7:45 am to notify the school of the absence.

Each morning attendance is taken in the classroom. Absences will be noted and the home will be called unless the school has already been notified of the absence. Absences will be tracked by the teacher and student information system.

If a student comes or leaves during the two hours after school has begun or two hours prior to dismissal, the student should be marked as a half day. Students missing 3.5 hrs or more are considered absent for the full day.

Pupils may be absent (excused) by parents or guardians under Section 118.15 of Wisconsin Statutes for the following reasons: personal illness, severe illness or death in the family, health appointments, impassable road conditions, severe weather conditions, or special emergencies at the principal's discretion. Also, with prior approval, a student may be excused at the parents request for a family reason or vacation.

- Families are encouraged to take vacations during school breaks. If a family does plan a vacation during school, parents need to cooperate to help students make up the homework; however, the student is ultimately responsible to complete the work.

### Truancy

Truancy is defined as any absence for part or all of one or more school days during which the school office has not been notified of an approved absence by the parent or guardian. Wisconsin Law defines habitual truancy as a student who is truant for part or all of five or more days each semester during which school is normally held. These students can be referred for legal action according to state law (Wisconsin Statute 118.15 and 118.16 (4)).

### Retention

By law, all children are required to attend school every day that school is in session. The parents/guardian of a student who misses 15 days during a given school year will be notified by the school office and a meeting will be requested with the classroom teacher, principal and member of the Board of Christian Education. If a student misses 20 days, he/she will be retained and his/her continued enrollment at St Paul's will be reviewed in accordance with Christian judgment and governmental guidelines. Special situations involving medical or other reasons that require extended absences will be taken into consideration.

## Tardies

Students are expected to be in their classrooms by 8:00 am which is the start of the school day. Students who arrive late to school will be marked tardy. Tardiness is a two-way problem. First, tardiness is disruptive to other students and the teacher of the class. Secondly, tardiness results in a loss of education for the tardy student.

Because tardy students miss part of the school day, they are also truant. Being late to class is considered a truancy violation. State guidelines require the school to notify the parents that they are in violation of the state truancy guidelines found within the truancy statutes.

## SCHOOL DAY

### School Hours and Weekly Schedule

The School doors are open at 7:40am. Students should not arrive before 7:40am or remain at school beyond 3:40pm except in the case of co-curricular activities or special arrangements with the school. Students who have not been picked up by 3:40pm will be signed into the after care program. If any child leaves St. Paul's premises after school hours, the parent is responsible for the child's actions.

St. Paul's weekly schedule is as follows:

Monday – 8:00am – 3:30pm

Tuesday – 8:00am – 3:30pm

Wednesday – 8:00am – 2:30pm (early dismissal)

Thursday – 8:00am – 3:30pm

Friday – 8:00am – 3:30pm

### Drop Off and Pick Up

When dropping off students in the morning, parents should pull up along the sidewalk near the building and drop their child(ren) off at the sidewalk. If parents would like to come into the building with their child at drop off, they should accompany their child(ren) in the parking lot. No child is permitted to cross the parking lot without being accompanied with an adult.

When picking up students after school parents should make use of the red and blue zones. The yellow zone is for bus pick-up and handicap parking only.

**Red Zone:** When using the red pick-up zone, parents must stay in their car as students are dismissed safely by the teacher serving as parking lot supervisor. Drivers should pull forward as spots open ahead of them. This keeps traffic moving.

**Blue Zone:** Parents may use the blue zone to park their cars and come into the building. Parents using the blue zone are required to come and pick up their child. Children will not be permitted to walk through the parking lot without an adult.





Drivers should drive slowly and cautiously. Drivers should refrain from using a cell phone while in the parking lot. Whenever possible, vehicles should pull forward rather than use reverse.

### After School Care

After school care is offered from the conclusion of each school day until 5:30pm. The program is available for all K-8 students for daily or occasional use.

After school care takes place in the school cafeteria. Students should plan to work on something quietly during this time. Parents are required to sign their children out of after care when they pick their child(ren) up.

The cost to make use of the program is \$1.75 per half-hour or any part thereof. Parents should be sure to pick up their child by 5:30pm. Billing will be accomplished through our billing program (TADS).

There is no after care on early release days.

### Visitor Policy

The following policy is in place to ensure the safety of students and staff as well as provide quality instruction and effective communication opportunities for our parents.

All visitors to St. Paul's Lutheran shall:

- 1) Enter through the main school entrance. All visitors will be "buzzed" in through the locked entrance.
- 2) Check-in at the school's front office indicating their intentions to the office staff.
- 3) Wear a visitor name tag or badge.
- 4) Comply with a need for escort if school staff deems necessary.
- 5) Be respectful to students and staff.
- 6) Sign out upon departure.

### School Busing

Most students in the Howards Grove area are eligible for school bus service provided through the school district. All student are expected to be well behaved on the bus. Any notification of poor behavior by a student on the bus will be shared with the parent. In extreme cases, a student's bus riding privileges may be revoked because of misbehavior.

Families in the surrounding Howards Grove area that are not eligible for busing may qualify for bus contracts. These transportation contracts provide reimbursement to parents for assuming transportation responsibilities for their children. Please contact the school office if you have questions about busing contracts.

St. Paul's busing is providing by Harms Bus Inc. All questions about bus routes should be directed to Harms Bus Inc. 920-565-2375.

### Hot Lunch and Milk

Hot lunch and milk are available on a daily basis. Meals are prepared and served by certified staff. Current K-

8 fees are \$3.00 for a lunch (includes milk) or \$0.25 for only a milk.

As a convenience, lunch fees will be billed through our TADS system. Parents will receive email notification of their total bill and when payments will be taken out of their account. Parents should contact the school office with any billing questions.

Students may always bring a cold lunch from home. Parents and children are responsible for the proper care of their cold lunches. Microwaves are available in the lunch room for students to use.

## APPEARANCE

### Dress Code

Although most matters of appearance are allowed according to Christian freedom, it is necessary to use that freedom wisely in order to not give offense or appear to be “of the world.” St. Paul’s students should wear clothing consistent with Christian values and appropriate for the school activity.

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 whatever you do, do it all to the glory of God.”

Manners of dress and grooming should not be a distraction within the learning environment. These guidelines to appropriate attire are provided:

- All clothing must be clean and free of holes, tears, and extreme fraying.
- No exposure of skin or undergarments between top of pants/skirt/shorts and bottom of shirt while standing or sitting.
- Pants shall remain secured at the waist and the hems should not drag on the floor.
- Shorts are allowed in the months of August, September, May, and June.
- Shorts, skirts, and dresses that reach to the finger tips of students may be worn.
- No sleeveless shirts, spaghetti straps or shirts exposing bare midriffs are allowed.
- Girls: Tank tops may not be worn unless a shirt is worn over the top. All tops should be modest in appearance and meet the minimum neckline requirement of within 2 inches of collar bone height. Tops that fall lower than this should have another shirt meeting the minimum requirement worn underneath it.
- Girls: Leggings (yoga pants) may be worn, but a shirt must completely cover the bottom and extend to the end of the student’s finger tips.
- Footwear must be on the feet at all times. Students should wear footwear with that meets the demands of physical education and recess play. The woodchips on our playground do not cooperate well with flip-flops or sandals.
- The dress code applies during all school-sponsored activities including field trips and worship services unless otherwise communicated.

The following types of clothing are specifically prohibited:

- Garments depicting the following:
  - Professional wrestling, tobacco or alcohol advertisements
  - Negative or suggestive pictures, wording or images
- Cut-offs and spandex
- Headgear including caps, sunglasses, headscarves and kerchiefs
- Pajamas, flannel lounge pants, and slippers

- Lettering or writing across the backside of pants, shorts, or sweatpants.
- Baggy or saggy pants that allow underwear to be exposed

Hair must be kept clean and well groomed. Students should avoid extremes in haircuts and hairstyles. Haircuts and styles should display appropriate modesty and should not draw undue attention.

Parents are ultimately responsible for their children's attire. It is important for parents to be aware of what their children are wearing before they leave for school. Failure to comply with the school dress policy will result in the following action during a school day:

- The teacher will advise the student that he/she is in violation of the dress code. The student will receive a change of clothes provided by the school. The parent will be contacted. The substitute clothes need to be returned within two days (washed).

### Winter Clothing

Students should wear appropriate clothing during cold weather – hats, gloves, boots, etc. Children will not be permitted to play in the snow without boots and snow pants.

## HEALTH AND MEDICAL

### Immunizations

Wisconsin law requires all children to be immunized against certain diseases. Immunization records are checked to make sure each student is current as they are examined by health officials.

Parents are to consult with their family physician to make certain their children are properly protected by immunizations.

### Illness Guidelines

Is My Child Well Enough to Attend School? This is often a difficult decision for parents. These guidelines may be helpful in deciding if your child should be at school. Please use good judgment for the sake of your child and others.

- EARACHE- Children who have ear pain should be seen by their doctor the same day.
- FEVER- A child with a temperature over 100 degrees should stay home. Your child should be without a fever for 24 hours before returning to school. We cannot dispense medication at school for a fever.
- RASH- Most students with rashes are not contagious. Do not send your child to school with a rash you cannot explain. Crusty draining sore may be the signs of impetigo or other infection and should be evaluated by a physician. A child with a rash who has other symptoms such as fever or who feels ill should not be in school.
- VOMITING/DIARRHEA- If vomiting occurs, keep your child home until he/she can keep food and liquids down. A child with diarrhea should always be kept home.
- COLDS- Children with a persistent, hacking cough or heavy nasal congestion should be kept home, even if there is no fever. If your child complains of a sore throat with no other symptoms, it is ok to be in school. If white spots can be seen in the back of the throat, if a fever is present or if the sore throat is persistent, call your doctor.

- HEAD LICE – Head lice can spread quickly among children, and students with head lice cannot remain at school. The child will be readmitted after successful treatment.

### Medical Guidelines

Please note the following for the safety of our students:

- All prescription medications should be supplied in the original pharmacy-labeled container for school personnel.
- The label shall include the name of the student, the name of the prescriber, the name of the prescription drug, the dose, the effective date and the directions in a legible format.
- All nonprescription medications should be supplied in the original manufacturer’s package, and the package must list the ingredients and recommended therapeutic dose in legible format.
- Parents must notify the school with written instructions from the practitioner when the dosage or time is changed for a prescription drug.
- St. Paul’s will only administer nonprescription medications that parents have provided following parent contact for consent.
- Any unused medications remaining in the school office must be picked up or will be disposed of following the end of the school year.

St. Paul’s complete medication policy is provided at registration and is available by request

### Illness During the School Day

A parent/guardian will be called when a child becomes ill and can no longer stay at school. Emergency contacts will be called if parents are unavailable. It is important the most current emergency contact information is on record in the school office.

### Medical Emergencies

In the event of an emergency, St. Paul’s staff is obligated to notify the proper medical and emergency authorities, set aside a space for treatment, and notify the student’s parent/guardian or emergency contact. St. Paul’s will abide by the recommendations of the medical and emergency authorities and will assist, if requested, in the transportation of the injured student to the designated medical facility.

## TECHNOLOGY

### Acceptable Use Policy

Each student and his or her parent shall sign an acceptable use policy statement each school year. That policy statement outlines the types of activities the student may or may not be engaged in while making use of school computers. Consequences for misuse are also contained in the policy document.

### Cell Phones

Cell phones are permitted at school but must be kept outside of the classroom and in student backpacks. Cell phones must remain on silence throughout the school day. Calls and texts are only permitted with a teacher’s permission. Students should not have cell phones out before or after school for any activity unless

permission has been given by a teacher. Parents and students should understand that there are no lockers in the school hallway and that cell phones will not be kept in a secured area. The school is not responsible for cell phones lost or stolen.

### Personal Electronics

All personal electronic devices such as but not limited to iPods, mp3 players, and personal gaming systems are considered non-essential school items and do not belong at school during the school day or when students are involved in school sponsored activities. Students violating this policy will have their devices confiscated until parent and student meet with the teacher or principal.

## SCHOOL LIFE

### General School Rules

This is only a general list to reflect proper respect to faculty and staff, to church property, and to the property of others. It is not meant to be an inclusive list, but only a guideline.

- All staff, faculty, and volunteers should receive the utmost respect.
- Follow all classroom and playground rules.
- No disrespectful or violent behavior.
- No running, or excessive noise in the hallways or restrooms.
- The church area is off limits unless permission is granted.
- Maintain cleanliness of school facility and grounds.

### School Telephone

The school telephone number is (920) 565-3780. The school office email is [secretary@stpaulshowardsgrove.org](mailto:secretary@stpaulshowardsgrove.org). If you call during class time, the secretary or the answering machine will take your message. Someone will return your call as soon as possible. Children may use the phone with the teacher's permission.

### Web Page

St. Paul's School has a web page located at [www.stpaulshowardsgrove.org](http://www.stpaulshowardsgrove.org). The site contains pertinent information regarding our school and its activities. You are invited to check the web page for school newsletters, calendar, and other information as it is brought to our attention.

### Mission Offering

Envelopes for mission offerings are distributed weekly. Children have the opportunity to bring their offerings weekly to the chapel service. Offerings are designated by semester to selected areas of ministry.

### Field Trips

Field trips are part of the educational experience. Teachers will schedule trips throughout the year to supplement classroom instruction. Parents are asked to sign a permission form at registration time to allow their child to be present at school-related trips and activities.

## Newsletter

The school newsletter is emailed out on Tuesday afternoon of each week. There are also hard copies available at the school office. School newsletters, calendars, and additional items of interest may also be found at the school website: [www.stpaulshowardsgrove.org](http://www.stpaulshowardsgrove.org).

## Notes, Ads and Invitations

Any notes, advertisements and invitations need the approval of the principal prior to being distributed to students or school families.

## School Property

Desks, books, classrooms, and other school property are to be treated with respect. Unnecessary damage will require proper compensation by parents and students.

## Emergency School Closing

Whenever the Howards Grove Public Schools are closed because of inclement weather, St. Paul's School will be closed also. Whenever Howards Grove Public Schools are delayed, St. Paul's School will also be delayed. If it is necessary to close St. Paul's at any other time, parents will receive a text and/or email through Church Community Builder (CCB). It is important that parents keep email addresses, cell phone numbers, and cell phone provider updated in the school's student information system and church software (CCB).

## School Pictures

Pictures of the students will be taken by the school photographer sometime in the fall of the year. These pictures will be available for purchase by the parents. There is no obligation to purchase pictures.

## School Singing

All students are expected to sing whenever their group is scheduled for a church service. If a child cannot be present, parents are asked to provide a written or verbal excuse.

## Gym

Students will not be allowed to be unsupervised in the gym. Proper shoes (non-marking soles) are required.

## Co-Curricular Activities

St. Paul's School provides a number of co-curricular activities for its students. All students are encouraged to participate in these activities.

- Lakeshore Lutheran Music Festival - Open to individuals and groups from grades 4 to 8 to perform musical selections at MLHS.
- Academic Fair (includes forensics, art, science, academic bowl, math bowl, and spelling) - This is offered to grades 5 to 8 through MLHS.
- Band- Student lessons offered through MLHS to grades 5 to 8 .
- Jr. Choir offered for grades 5-8. Rehearsals are held during the school.

St. Paul's is a member of the Lakeshore Lutheran League athletic conference. Offerings include:

- Track and Field
- Basketball
- Volleyball
- Soccer
- Softball

### **HOW CAN YOU AS A PARENT HELP YOUR CHILD(REN)?**

- By letting God's Word be your guide in all phases of your daily life.
- By praying for your children, your school, and its teachers.
- By having regular family devotions and table prayers.
- By attending church regularly with your children, and discussing the service with them afterwards.
- By encouraging your child to respect his/her teacher and all others in authority.
- By scheduling a time to privately discuss any questions or concerns with the school personnel directly involved before ever taking the issue to a higher authority or a public meeting.
- By being an example of respect toward members of the staff and refraining from being critical of them in the presence of your child.
- By seeing to it that they are regular and prompt in their attendance.
- By encouraging them to be courteous and considerate of others, particularly on the way to and from school.
- By encouraging sufficient hours of rest and sleep, wholesome experiences and activities, and providing well-balanced meals.
- By visiting your school and observing your child in a classroom setting.