



St. Paul's

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St. Paul's Lutheran School

Parent Handbook

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St. Paul's Lutheran School Oconomowoc is a mission of SPLCO which is a 501(c)(3) non-profit and a member of the LCMS

St. Paul's Evangelical Lutheran School, Oconomowoc, WI

Handbook

I. Introduction

St. Paul's Ev. Lutheran School is one of over 2,200 schools operated by congregations of the Lutheran Church – Missouri Synod. Our program includes daycare, preschool, kindergarten, and grades 1-8. St. Paul's teaches all required subjects and is accredited by the National Lutheran School Accreditation (NLSA) and is re-evaluated every five years through a self-study followed by an on-site accreditation team of regional administrators and educators. St. Paul's has these additional distinctive characteristics:

- Lutheran teachers professionally trained in Synodical schools
- Christian children from Christian homes
- Control by a Lutheran congregation through a Division of Education
- A curriculum permeated by a Christian philosophy of education including daily instruction in religion and continuous training in Christian living.

The building facilities include offices, five daycare/preschool classrooms, twelve 4K-8 classrooms, gymnasium, locker rooms, science lab, music room, library, computer lab, art room, Fellowship Hall, and a kitchen. The church proper is also used by the school.

NOTE: The information contained in this handbook is subject to change at the discretion of St. Paul's Ev. Lutheran School. The most current copy of the handbook can be found in the St. Paul's Lutheran Church, School, and ECC offices.

Image Statement

Christ in ALL things

Mission Statement

Receiving and giving the love and hope of Christ

Vision Statement

Teaching the Truth of Christ

Growing as a Family

Serving Mind, Body, and Soul

Aims and Objectives

THE CHILD SHOULD HAVE: A correct understanding of Law and Gospel and their relationship to one another in the child's life. A realization of his personal salvation through the grace of God. A realization of his responsibilities to God in his worship and his daily life as a Christian. An appreciative knowledge of the Sacraments of Baptism and the Lord's Supper.

THAT THE CHILD: Develops knowledge, attitudes, and conduct needed to function effectively as God's child. Understands his body and accepts responsibility for its health, safety, and recreation. Develops logical, scientific and creative thinking habits, gains knowledge and communication tools, and acquires significant elements of his cultural heritage. Understands and controls his emotions, finds security, and a true picture of himself through the firm reliance on God and trust in Christ, and practices Christian love toward all men. Develops social skills needed to live competently and creatively. (Social powers)

Appreciates the beauties of nature and the fine arts and expresses himself in different fine arts media.
(Aesthetic powers)

THAT THE HOMES: Feel the impact of the child's Christian education in their worship and daily life.

THAT THE SCHOOL: Supplies the congregation and the church-at-large with future leaders and parish workers. Makes the local congregation aware of the value and need of daily Christian education. Maintains adequate public relations with the community through news media, athletics, conferences, and the like.

THAT THE CHILDREN AND FACULTY OF OUR SCHOOL: Be favorable witnesses for Christ to the community

Why a School Ministry

It is a fundamental belief of the Lutheran church that growth in faith and Christian life depends upon the continued and regular use of God's Word. Children are brought to faith in the Savior by Baptism. Through the daily teaching of God's Word, St. Paul's Lutheran School seeks to strengthen this faith and teach the child to apply it to all of life's activities, opportunities, and problems.

St. Paul's Lutheran School exists to teach and train the whole child - not only in the usual academic subjects of reading, mathematics, science, language, and social studies, but also in the area of Christian faith and witness.

St. Paul's Lutheran Church, through its Board of Education, operates and administers a Nationally Accredited school, which is firmly grounded in the love of our Savior, Jesus Christ. This foundation permeates all of the activities of the school. A highly professional, well-trained, and dedicated staff constantly strives to maintain excellence in education.

The curriculum of St. Paul's Lutheran School is devoted to the development of desirable and necessary skills, abilities, and attitudes in all areas of academic growth. The purpose of our curriculum is to provide thorough instruction in all required subjects on the elementary and middle school levels so that each student may grow to live a meaningful and productive life through service to Jesus Christ and the world around them.

The mission of St. Paul's is "Receiving and giving the love and hope of Christ". St. Paul's Lutheran School stands as a witness to the community and to the world of the gracious love of God for all men. It is this mission that gives substance to all that is done in our school.

Philosophy

At St. Paul's Lutheran School, we love children and want to see them grow in any and every way. That constant growth process comes in many different forms but we choose to measure it against the values that we hold close in our mission statement – love, respect, excellence and servant leadership for Jesus Christ.

The following references to God's Word help us clearly define our purpose and why Christian education is a main mission of St. Paul's Lutheran Church, School, and Early Childhood Center.

Energetic Servant Leadership for God

God's children include more than just our students. Parents, volunteers, pastors, teachers and staff – we are all God's children and through the activities and program of education at St. Paul's Lutheran School, we can all grow in our faith and in our understanding of what it means to serve others.

Matthew 20:28 ...the Son of Man did not come to be served but to serve, and to give his life as a ransom for many.

Ephesians 6:7 Serve wholeheartedly, as if you were serving the Lord, not men...

Galatians 5:13 ...serve one another in love.

Love

St. Paul himself told us in I Corinthians 13:13b that "the greatest of these is Love". We love because Jesus first loved us. We love because the world must see Christ's love in us, through us, and because of us. Our life on earth must reflect that understanding of love and we passionately practice that same love to our families and community.

Galatians 5:6 The only thing that counts is faith expressing itself through love.

Matthew 22:37-39 Love the Lord your God with all your heart and all your soul and all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.

Respect

The world today does not always value respect. Everywhere we look, there are examples of disrespect towards mankind, towards our earth, towards property. God's children will learn what respect means from a Christian perspective and will put that respect in to practice here at school and at home as their world view develops in a God-pleasing way.

Exodus 20:12 Honor your father and your mother, so that you may live long in the land the Lord your God is giving you.

I Peter 2:17 Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king.

Excellence

Putting forth an honest effort requires focusing on the outcome. Do we want to be known as individuals who take the easy way out, who cut corners? Or do we want to put the best construction on everything we do? At St. Paul's Lutheran School, we strive to do our very best in all things and help the children learn to do everything to God's glory.

I Corinthians 10:31 Whatever you do...do it all for the glory of God.

Philippians 4:8 Finally, brothers... if anything is excellent or praiseworthy – think about such things.

I Corinthians 14:12b ...excel in gifts that build up the church.

Soli Deo Gloria – Glory to God alone.

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SCHOOL MUSIC

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**Band, Handbells,
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Teaching Assistant

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II. Academics

Academic Policy at St. Paul's

At St. Paul's Lutheran School, we believe that education should address the whole student - body, mind, and spirit, beginning in early childhood and continuing through high school and beyond. Our teachers are committed to providing a nurturing and safe learning environment that challenges students to be disciples of Jesus Christ who contribute to their community.

Assignment Books

It is mandatory for students in grades 3-8 to use an assignment notebook.

Parent tip: Plan to check and sign your child's assignment book daily as this is a great way to check your child's progress.

Basic Instruction

4K is a 5-day program, however arrangements can be made with the principal and teacher to adjust this if needed. School day is from 7:40 am – 11:00 am

K-8th grades – The course of study at St. Paul's is; Christian faith development, language arts, science, mathematics, social studies, computers, visual arts, physical education, health, music, and foreign language. School day is from 7:40 am- 2:40 pm

Curriculum Requirements

St. Paul's Lutheran School meets and exceeds national and state academic standards.

Chromebooks

Students in grades 7 and 8 will be assigned a Chromebook to use at school. Each student will be required to sign the Damage & Replacement Contract each year. [See page 74.](#)

Extended Care Program

St. Paul's offers morning care from 7:00 am-7:30 am at no charge. After school care has an hourly rate of \$4.50 per student and closes at 5:45 pm.

Field Trips and Off-Site Educational Experiences

Field trips and other off-site educational experiences are an integral part of the educational program. For this reason, these sorts of trips will be developed by the individual classroom teachers.

Walking field trips or field trips that would not require transportation, would fall under a blanket permission slip signed at the beginning of the year.

Other trips that require travel will require permission slips, as well.

- There will be no fees for most field trips with the exception of Camp Luther and South Dakota.
- Camp Luther and South Dakota are regular parts of our curriculum. Participation is expected in the same manner as one would participate in the classroom.
- Parents will be asked to sign and return a permission slip for each child. Email/electronic notices may be used.
- Parent volunteers may be needed to accompany the group. All chaperones must be pre-approved by the teacher or principal to ensure the safety of our children.
- All children are expected to join the class on these trips unless they are sick.
- Students are expected to display the utmost in Christian conduct. Failure to do so may result in disciplinary action in accordance with the policies set forth herein.
- Cell phone and electronic devices rule applies to field trips.

Co-Curricular Experiences

Co-curricular experiences are enhancements to the curriculum in the grades that participate.

Camp Luther – As part of their curriculum, students in grades 5-7 are expected to participate in a 4-day outdoor education program at Camp Luther in Three Lakes, WI. The trip takes place every spring and consists of various outdoor activities and classes. The cost of this trip is not included in regular school fees.

South Dakota – As part of the regular curriculum, the 8th grade students participate in a week-long outdoor education program in South Dakota each September. During this trip they build strong relationships with Christ, their classmates, and the staff, as well as experience God's beautiful creation through this sight-seeing, team-building, camping adventure.

The cost of the South Dakota trip is the family's responsibility. Exceptions to this include students who are in the WPCP program. There are fundraising opportunities organized by the class or individual families in which you can participate.

GRADING SCALE

GRADES 3–8		
GRADE	PERCENTAGE	POINTS for GPA
A	95–100	4.0
A-	93–94	3.67
B+	91–92	3.34
B	87–90	3.0
B-	85–86	2.67
C+	83–84	2.34
C	77–82	2.0
C-	75–76	1.67
D+	73–74	1.34
D	67–72	1.0
D-	65–66	.67
F	0–64	0

Graduation Requirements

4th Grade – GPA of 1.0 or higher (on 4-point scale), teacher recommendations and other indicators including but not limited to attendance and completion of the academic workload.

8th Grade – GPA of 1.0 or higher (on 4-point scale), teacher recommendations and other indicators including but not limited to attendance and completion of the academic workload.

Homework Philosophy

Homework is the extension of classroom instruction and an important part of a student's learning experience. It helps to build responsibility, practice skills, allow the parent to observe their child and their child's skills, and prepare a student for what is to come in the future (both more immediate as in the classroom the next day, and the long term as in future grades). Students are often given time to work in class so that the teacher can provide support if needed. Teachers strive to keep homework in the 10-15 minutes per grade level per night. This will depend on the night, as well as on the individual student.

We believe homework is important for the following reasons:

1. Taking home and returning homework the following day builds responsibility in our children.
2. It gives additional practice on skills taught during the day in school.
3. It gives parents the opportunity to observe both a child's assignments and the skills he/she uses to complete those assignments.
4. It encourages children to develop at their own ability levels by completing specially assigned work.
5. It enables completion of projects.

As a child moves through the grades, he/she should expect an increase in the amount of homework coming each evening. Naturally, some evenings the amount of assignments might be more or less than average for that grade depending upon the child, his/her ability to concentrate at school, his/her grasp of material, his/her motivation in completing expected assigned tasks, and his/her own wise use of time.

Some assignments will be assigned for the purpose of enhancing discussion and will not be corrected, but used by the students to help them participate in these discussions.

Incomplete Work

Incomplete work is work that is turned in unfinished and will be marked as such and treated as late work (see below).

Late Work

Homework that is not turned in on time, or at the time the teacher requests, will be considered late.

The maximum credit late homework will receive is 90% of the original grade. Each day the assignment is late, an additional 10% will be deducted. If the student does not turn in that assignment within two (2) days, the student will receive a 0 for that assignment.

Two or more late assignments in a week will require the student to attend S.T.A.T. for a week. Students chronically late with homework may receive disciplinary action.

Honor Roll

Honor Roll is based on GPA. Successful completion of independent reading expectations is required to achieve Honor Roll.

3.67-4.0 = High Honors

3.49-3.66 = Honors

Instructional Time

St. Paul's Lutheran School will comply with the commensurate number of hours required by the State of Wisconsin for the School Choice program.

Resource Room

St. Paul's Lutheran School Resource Room offers a balance of child-centered in-class and out-of-class (pull-out) services and supports for students with special needs in grades 4K-8 as outlined in their Individualized Education Program (IEP), and may range from reading, writing or math support to learning social skills, organizational skills and work completion. The Resource Room is staffed with a full-time coordinator and a full-time assistant who work closely with each student's classroom teachers and parents.

Support is also available to all students who may need support to build organizational skills, improve their study skills, need short-term academic support, or need enrichment to continue their academic growth. Opportunities that may be offered include the Million Word Reading Challenge, after school academic clubs and classes where students are given the time and space to learn and experiment on their own terms, or 1:1 or small group time in the resource room.

Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the first quarter. These conferences are held as a vital method of communication between the parents and teachers.

All staff at St. Paul's are open to conferring with parents at any time throughout the year as well.

Physical Education Program

Each child is required to have a separate pair of athletic shoes to be kept at school and used only for gym. This will minimize unnecessary wear and tear on the gym floor. Zipper or slip-on athletic shoes are inappropriate for physical education classes. Students in grades 5-8 receive a lock for their lockers and are expected to use it to protect their personal possessions. A fee of \$5.00 will be assessed for lost locks.

The following list of items is needed for students in grades 5-8. ALL ITEMS MUST BE LABELED. Please encourage your children to bring their gym uniform home for frequent washing:

BOYS	GIRLS
St. Paul's gym uniform	St. Paul's gym uniform
Appropriate athletic shoes	Appropriate athletic shoes
Athletic socks	Athletic socks
Antiperspirant	A sports bra is recommended
	Antiperspirant

Reminder:

All students will participate in all physical education activities unless a written notice by the parents or a doctor excuse them from the activity for medical reasons. Failure to participate in activities or be inappropriately dressed (including shoes) will result in a zero for that class period.

Progress Reports and Report Cards

Report cards will be issued at the end of each quarter of the year. They will be given out at parent-teacher conferences and for students in grades 3-8 they will also be available on Gradelink. A copy will be kept for the student cumulative file. Details regarding progress will be discussed at parent-teacher conferences in order to assess your child's performance. In grades 3-8 a Christian Living report will be issued along with the report card. The purpose of all instruction shall be to promote the total growth of each individual child placed in the care of the teacher. This section of the Progress Report is the teacher's sincere effort to measure the extent to which your child has learned to apply the basic principles of Christian conduct in his everyday living.

Reporting to Parents

St. Paul's Lutheran School utilizes an online grade book program called Gradelink and grades may be accessed by parents at any time.

Report Cards will be distributed at the end of each quarter. At the end of first quarter, they will be given at Parent-Teacher conferences. At the end of the second and third quarters they will be sent home in the VIE or mailed. At the end of the fourth quarter, report cards will be mailed.

Access to the online grading program may be suspended to families who are not in good financial standing with St. Paul's.

Promotion / Retention Policy

To ensure steady progress, as well as an emotionally healthy and stable child, the Board of Education has established the following policy regarding promotion and retention in the various grades:

The teacher and principal in consultation with the family shall determine promotion or retention of a child with Board of Education approval. Considerations will include the child's current progress, attendance, past performance and projected future progress. An assessment of the child's ability, emotional stability, social maturity and progress may incorporate various avenues of diagnostic testing through Oconomowoc Pupil Services and/or other agencies.

St. Paul's Lutheran School has been established by the congregation for the express purpose to educate the whole child: spiritually, emotionally, physically, and in a greater knowledge and understanding of the world in which we live. To that end, the students are served by a highly qualified, competent, dedicated staff of teachers who have the children's best interests at heart. As professionals in the field of education, the staff is in the unique position of observing the progress of the children in all areas of growth. Parents of 4K – 3 should check VIE and take home-folders on a daily basis. Parents of 4th - 8th graders should regularly discuss their child's progress with their child, including checking grades online together.

If a child does not show readiness for the next grade St. Paul's recommends the gift of time to develop their skills.

- A student with a GPA of 1.0 overall is in jeopardy of retention and maybe put on probation and their progress will be checked regularly.
- A student who accumulates 20 absences throughout the school year is in jeopardy of retention. A student with 40 or more absences will be recommended for retention.

Recess

All children are expected to go outside for recess periods, unless there is a written excuse. Please dress your children appropriately for the weather, i.e., protective outer clothing and boots on rainy or snowy days.

- The students are expected to stay in the playground area.
- The school will not be responsible for lost or damaged personal property brought from home.
- On rainy or snowy day boots are required.
- Students in grades 6-8 may be allowed to fish on the pier with a signed permission form and teacher supervision.
- **When appropriate, students will be allowed on the ice with a signed permission form.**

Recesses will be in the gym when it rains or the temperature or wind chill are below 0°. Gym shoes are required.

School Choirs and Music

All students will participate in at least one (1) music class per week.

Students in grades 5–8 may choose at least one of the following classes: handbells, choir, band, Music Appreciation, and guitar (fees will be assessed for band and guitar).

Part of these classes includes performances in church and possibly at other local area congregations.

Grades are given based on preparation, participation, written work, and attendance at performances.

Service Opportunities and Requirement

Jesus said: “even as the Son of Man came not to be served but to serve” (Matt 20:28). All students are expected to participate in service events that are scheduled through their classroom.

Support Services and Special Needs Scholarship Program

St. Paul's Lutheran School participates in the Special Needs Scholarship Program (SNSP), which allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend an SNSP school. The requirements in this document are based on Wis. Stat. 115.7915 and Wis. Admin. Code PI 49. An evaluation may be available through the Oconomowoc School District to provide a professional evaluation from an individual or team of specialists for suspected learning or behavioral difficulties. Contact your student's teacher or the principal for more information about this process.

Our Education Resource Specialist works with students, teachers, and families to help meet student's particular academic, health, and social needs. The resource room is a safe place for students to work on targeted learning skills. This looks very different for every student.

St. Paul's reserves the right to deny entry or release a student from the SNSP if it is determined that the school cannot meet the academic needs of the student.

Testing Program

All students will be tested using Measures of Academic Progress (MAP), a computerized adaptive assessment in the areas of reading, language, and math. These assessments will be given three times a year (fall, winter, and spring) to provide a baseline, mid-year, and final tests. The focus of MAP is individual student growth. MAP Testing provides our teachers and parents with specific results in specific skill areas, and provides a guide for instruction during the school year.

Textbooks

School textbooks **will need to be covered**. Do not use “sticky” or cloth book covers.

When books are issued at the beginning of the year, students should check over their books and report any damage to the teacher. If a page tears during the school year, the student should report it to the teacher and immediately repair the torn page. This will not result in a fine to the student.

DAMAGED BOOK FEES \$20.00;

LOST or DAMAGED BEYOND REPAIR FEES: Cost of a new book.

III. Student Services

After School and Evening Activities

- While attending an after-school function, students must stay on the school property and be supervised.
- After the function is over, students must leave promptly so the supervising adult may also leave.
- If students remain at school waiting for a practice or event to start, they must check into Extended Care or parents must have pre-arranged supervision for their child until the time the event starts.
- If the student cannot be picked up within 15 minutes of the conclusion of the event or activity they must have an alternate off-site location to go to meet their parents.
- All students who are not participating in after school activities are expected to be off of the school grounds or in Extended Care immediately after school each school day.
- Students who are involved in an activity are not allowed to leave the campus unless parent permission is provided to school personnel or they are accompanied by their parent/s.
- If these guidelines are not followed your student’s participation may be in jeopardy.

Band

Band will be offered to students in grades 4-8. There will be an extra fee for this program.

Bicycles

Students riding bicycles to school are to park them at the bicycle rack. Locks are encouraged. Bicycles are to be used after the buses have left.

Bullying Policy

St. Paul's Lutheran School is committed to providing a safe and caring environment which fosters respect for others and does not tolerate bullying.

1. DEFINITION OF BULLYING

Bullying is defined as unwanted, repetitive, aggressive behavior that involves a real or perceived power imbalance that may involve physical, verbal or psychological harm.

Bullying can take many forms. The following is for example purposes and is not limited to just the repetitive behaviors listed:

PHYSICAL

- Hitting, kicking, punching
- Pushing, shoving, spitting
- Making rude gestures
- Taking or damaging something which belongs to someone else
- Forcing someone to hand over food, money or something which belongs to them
- Making someone do something that they don't want to

VERBAL

- Name calling
- Teasing
- Threatening
- Making fun of someone because of their appearance, physical characteristics or cultural background

INDIRECT

- Excluding others from the game or group
- Spreading untrue stories about others
- Visual Intimidation

2. STRATEGIES WE WILL USE TO DEAL WITH BULLYING

We apply the principles found in Matthew 18:15-20 in which Jesus instructs us to go directly to our brother who has sinned against us and show him his fault. If he repents and stops the behavior, then we have won him over. If not, the process continues by involving others until the situation is resolved. To that end, St. Paul's Lutheran School will:

Openly talk about bullying, what it is, how it affects us and what we can do about it.

Teach our children the skills that will build their self-esteem and empower them to take responsibility for themselves and give them the opportunity to practice these skills.

2.1 RESPONSIBILITIES OF THE STAFF

- To document incidents
- To model appropriate behaviors at all times
- To deal with all reported and observed incidences of bullying as set out in this policy
- To insure that there is adequate supervision
- To report and document all incidents to the principal if warranted
- To implement bullying curriculum

2.2 RESPONSIBILITIES OF THE CHILDREN

- To report if they are being bullied or if they see someone else being bullied
- To help if you see someone else being bullied
- To not bully others and be kind

2.3 RESPONSIBILITIES OF THE PARENTS

- To watch for signs that their children might be being bullied
- To speak with the teacher and if needed, the principal, if the parent thinks their child is being bullied
- To encourage their children to report if they are being bullied
- To respect and support the school policy
- To support and encourage your children to act positively

3. RESPONDING TO REPORTED INCIDENCES OF BULLYING

When a bullying behavior pattern is established, students should immediately report their concerns to their teacher or other St. Paul's staff member in the building. The students involved will meet with the principal and disciplinary action will be taken. The disciplinary action will be documented within the student's file.

Parents of both the student that is bullying and the student(s) being bullied will be notified.

If none of the sanctions succeed in stopping the child from bullying, further disciplinary action will be taken.

Chapel/Worship

Church Attendance

It is both a duty and a delight as Christians to worship and praise our God, His Son and the Holy Spirit. Regular and frequent attendance in the Lord's House is a way to nurture your own and your child's faith. It also reinforces the Christian training the children receive in our school every day. You are encouraged to be regular and faithful attendees in His House, as well as in family devotions. [See Church Member Tuition Policy.](#)

Chapel Services

Children's Chapel services are scheduled for each Thursday morning. Parents and friends are cordially invited to attend. These services provide an excellent opportunity for the development of the worship life of the child. It promotes growth in the Christian stewardship life. Offerings are given to various missions that are selected throughout the school year.

Join us as together we grow in relationship and discipleship for our Lord!

Student Conduct Policy

Christian discipline is a part of the learning process at St. Paul's Lutheran School. When parents enroll their children at St. Paul's, they agree to Christian training according to Biblical precepts. Therefore, the behavioral standards of the school are based upon God's Law, the Ten Commandments. The methods of discipline practiced at the school are centered on this Law, tempered by Christian love and forgiveness. All actions on the part of the students while at school, at Extended Care, on the bus, or at school-related activities are expected to be a witness to the Christian faith.

Where there is Law, there must also be Gospel. Corrective disciplinary measures are used to point out wrong and unacceptable behavior, but these measures are always followed by a Gospel message assuring the child that he/she is a forgiven child of God, and that although we may not always like what he/she does, we still love him/her. He/she is assured of our forgiveness and the forgiveness of his/her Savior, Jesus Christ.

Each disciplinary situation is unique in nature because each child is a unique individual created by God to be one of a kind. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. Children learn from their mistakes more readily when they see a connection between their behavior and the resulting consequences.

Our teachers and staff are dedicated to following a set of core beliefs that provide a guide for dealing with student discipline. These core beliefs guide our attempts to treat each child as an individual during discipline, and help students see the connections between their behavior and the consequences imposed.

Code of Christian Conduct

Respect Authority- 1. Listen to authority 2. Follow directions promptly. 3. Accept responsibility for your behavior

Pay attention and you will have understanding. What I am teaching you is good, so remember it.
-- 1 Peter 4:10

Display Positive and Productive Character - 1. Live by high standards 2. Go beyond what you expect from others

Each one as a good manager of God's different gifts must use for the good of others, the special gifts he or she has received from God. --Proverbs 4:2

Respect the Rights of Others – 1. Use appropriate voice and language 2. Listen to the speaker
3. Respect the opinion and point of view of others

Whatever you do for the least one of these you do for me --Matthew 25:40

Display Appropriate Social Skills – 1. Cope with disagreement, teasing, failure and constructive criticism. 2. Display courtesy and tact. 3. Interact with others appropriately

Love your neighbor as yourself. --Matthew 22:39

Be Prompt and Prepared

1. Be on time 2. Come with appropriate materials 3. Come with completed assignments

Be on guard, therefore. The Son of Man will come when you least expect it. -- Luke 12:40

Display a Concern for Learning – 1. Remain on task 2. Allow others to remain on task

Let the wise hear and increase in learning, and the one who understands obtain guidance
-- Proverbs 1:5

Sound Biblical Foundation – 1. Be able to defend your faith. 2. Have a personal relationship with Jesus. 3. Follow rules. 4. Know that God loves you

If any of you lacks wisdom, let him ask God, who gives generously to all without reproach, and it will be given him. -- James 1:5

Core Values for St. Paul's

These statements express the values that St. Paul's Lutheran School holds dear to support our mission.

- CHRIST-CENTERED
 - We love because God first loved us. 1 John 4:19
 - Jesus Christ is the same yesterday and today and forever. Hebrews 13:8
 - Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect. Romans 12:2

- SERVANT HEART
 - For you were called to freedom, brothers. Only do not use your freedom as an opportunity for the flesh, but through love serve one another. Galatians 5:13
 - The greatest among you shall be your servant. Matthew 23:11
 - Even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many. Matthew 20:28

- BIBLICAL TRUTH
 - All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness 2 Timothy 3:16
 - Train up a child in the way he should go; even when he is old he will not depart from it. Proverbs 22:6

- FAMILY CULTURE
 - For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. 1 Corinthians 12:12
 - Bear one another's burdens, and so fulfill the law of Christ. Galatians 6:2
 - Behold, how good and pleasant it is when brothers dwell in unity! Psalm 133:1

- GROWTH MINDSET
 - Faith ❖ Academics ❖ Talents ❖ Emotional ❖ Professional
 - But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be the glory both now and to the day of eternity. Amen 2 Peter 3:18
 - Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, Ephesians 4:15
 - So then, just as you received Christ Jesus as Lord, continue to live your lives in him, 7 rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness. Colossians 2:6-7

All students are expected to conduct themselves in a Christian manner at all times. The discipline policy is intended to be used as a guideline. The severity of the problem may result in the application of this policy including further discipline or expulsion. The final determination of any such adjustment is the responsibility of the principal.

Demerit Behavior

Demerits are issued to students after serious or repetitive infractions of the school conduct code. A serious or repetitive infraction would be anything that causes a problem for another person. Parents are notified by email when a demerit or behavioral report is filed in our online Student Information System, Gradelink.

The following actions are examples of demerit behavior:

- a) Disrespect toward others and school property.
- b) Unacceptable actions which may include the following:

- Unnecessary disruptive sound or behavior
- Running, jumping or sliding in the building
- Throwing things (including snow)
- Fighting (minor)
- Playing in an area designated as restricted

Interactions between boys and girls at St. Paul's should reflect an understanding of what it means to be young Christians who respect other students. There is to be no inappropriate physical touching of any kinds.

Inappropriate physical touching of any kind

- a) Any other unacceptable activity that warrants a demerit.

Levels of consequences:

- Demerit slip is sent home electronically.
- After three demerit slips, the student serves an after school supervised detention from 2:45–3:45 pm on the day it was received.
- After three additional demerit slips the student serves a full-day suspension.
- After three additional demerit slips a two-day suspension is served.
- After three additional demerit slips a three-day suspension is served.

Behavior forms are recorded into the online student information system (SIS). Parents will receive an email notification when a report has been recorded.

****ANY WORK MISSED MUST BE COMPLETED UPON RETURN TO THE CLASSROOM TO INSURE THE ACADEMIC PROGRESS OF THE STUDENT.**

Detentions

Teachers may give detentions for more serious infractions such as: cheating, lying, swearing, showing either physical or verbal disrespect to a student, a teacher or another person at school, damaging property or any other action that a teacher judges to be a serious offense, with the approval of the principal.

Detentions should be served as soon as can be arranged with a designated teacher. The student may not participate in an extracurricular event or practice until the detention is served.

Suspension

The Principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. The suspension will last until a parental conference can be arranged. Suspension lengths are determined by the Principal. These range from one day to a week – depending on the severity of an act. Any student who is suspended is prohibited from participation in any school activity on or off campus. The student is prohibited from being on school property until a conference has been held with the parent/guardian. Suspensions are either in-school or out of school depending on the offense. Any student suspended will automatically be placed on Final Probation. Parents/Guardians are responsible for tuition during a student suspension.

Automatic Suspensions

An automatic suspension may occur with any of the following behaviors:

- a) Leaving the classroom, school building, or play area without supervisory approval.
- b) Stealing
- c) Fighting (major)
- d) Verbal or physical abuse of a fellow student or adult
- e) Swearing or obscene language
- f) Repetitive violations of the school conduct code as listed above
- g) Illegal or controlled substances including weapons
- h) Any other reason where both the student's teacher and the principal determine that the student's behavior warrants a suspension.

Expulsion

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin State law, that student is required to attend another school until he/she reaches eighteen years of age or when his/her school class graduates. Only the Principal has the right to expel a student. Official transcripts will be released only after all outstanding financial obligations (tuition, etc.) have been met and all school property (uniforms, books, etc.) has been returned. Any student expelled or withdrawn may not be on St. Paul's School property or be present at school functions without the permission of the Principal. Students expelled from St. Paul's will not be allowed to return.

Responding to Allegations of Sexual Harassment-Students

The victim, the victim's parents or any observer may file sexual harassment complaints. The school will respond in the following way to immediately and deliberately halt the harassment:

1. The first offense will result in detention. The principal or teacher will inform the child that the offense constitutes sexual harassment and explain it. The child will apologize to the victim. The child is informed that another act of sexual harassment will result in a hearing before the Board of Education to decide upon continued enrollment. The student forfeits recess for one week. The child's parents will be notified in writing by the school. If in the opinion of the principal and the classroom teacher, the incident is extreme in nature (e.g. fondling, indecent exposure, etc.) the principal may suspend the student and bring the issue to the Board of Education to determine the enrollment status of the offender.
2. A second offense will result in immediate suspension from school until such time as the Board of Education is able to conduct a hearing to determine the enrollment status of the offender, which may include expulsion.
3. A third offense will automatically result in expulsion.
4. Any act of sexual harassment, which might involve criminal penalties will be referred to the appropriate law enforcement agency for further investigation.

Due Process/Appeals

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed and handled by the Principal. They must be in writing within 5 days of the decision.

Gift of Grace for Conduct

At the beginning of each quarter all infractions which may lead to a detention are excused. However, within a quarter, if the student has already served an after school detention for their misbehavior, that student moves on to whichever is the next sequential step in the discipline policy.

Dress Code

As Christians, Jesus teaches us to live in the world but not of the world. It is with this understanding that we strive to develop in our students a respect for God, self and others and pride in one's appearance and good manners. Students at St. Paul's Lutheran School are expected to live and conduct themselves in a manner pleasing to God.

Our dress code is designed to help us make a statement to others that we are set apart for God's special purposes. The dress code is in effect during all school activities where students represent St. Paul's to the community and it applies to all students fairly. It is impossible to make precise rules about every item of clothing, but we trust that students will reflect, in their dress, the positive, Christian environment of our school. **The cooperation of both parents and students with this policy is essential.**

For the first dress code violation, the student and parents will be notified of their child's dress code violation, with a Dress Code violation slip, and the parents may be required to bring clothing for their child to change into. If continued dress code violations occur, the student may be subject to further disciplinary action (ie: demerit, detention, etc.) to be determined by the principal.

Please review the six principles below with your child before school starts.

PRINCIPLE #1 – Students should wear apparel and accessories that support our Christian Standards. This includes face masks

Do not wear:

- Any picture or message that gives offense (i.e. disrespectful, suggestive, or vulgar phrases, advertising drugs or alcohol).
- Body piercing for boys and girls (exception: girl's ears – two pairs of earrings are acceptable – no larger than a quarter in size).
- Secular music T-shirts

PRINCIPLE #2 – Students should dress appropriately for school.

Do not wear:

- clothing which is torn or frayed
- tank tops & spaghetti straps, open shoulder
- sweat pants, windpants, pajama bottoms (special allowances for 4K-1st grade)
- athletic jerseys, acceptable on a designated day as set by the principal
- coats designed for outdoor wear
- hats
- exposed straps
- leggings worn as pants

PRINCIPLE #3 – Students should dress with modesty and restraint.

Do not wear:

- dresses, skirts, skorts with hemlines above mid –thigh
- any top that exposes the midriff with arms extended at both sides
- underwear that is visible
- skin-tight clothing (leggings, jeggings)
- excessively loose, baggy clothing
- low necklines exposing the chest

*Clothing check before you leave home: If your arms are extended at both sides, and your midriff is exposed, the shirt is not acceptable. Shorts should extend to at least the length of the thumb when arms are at one's side.

PRINCIPLE #4 – Hairstyles should reflect moderation and careful grooming. It should be clean and non-distracting.

PRINCIPLE #5 – State law requires that shoes must be worn at all times. Shoes must have a back or strap, and be intended for outdoor wear.

Examples that do not conform:

- athletic flip-flops i.e. Adidas, Nike
- beach sandals/foot thongs
- backless shoes or clogs or sandals including backless Birkenstocks (unless they have a back-strap)
- shoes with a heel of more than 2”
- Slipper-style shoes/boots

PRINCIPLE #6 – Shorts are allowed but must reach mid-thigh as measured by the length of the thumb when arms are extended to one's side.

Examples which do not conform:

- sweat shorts
- athletic shorts
- spandex shorts
- lycra shorts

Eligibility for Extracurricular Activities

Involvement in extracurricular activities at St. Paul's Lutheran School is a privilege and not a right of enrollment. A certain standard of behavior and academic progress must be maintained in order to enjoy the privileges of being involved in extracurricular activities. Students who have developed a pattern of incomplete work, who have earned low grades on progress reports and/or report cards (D+ or lower), and those students who have demonstrated a pattern of behavioral concerns (demerits, detentions, suspension) will be ineligible.

Students who have become ineligible will receive a one-week probation with no participation in any extracurricular event or practice. After each probation period, sufficient academic progress must be demonstrated before the student can return to extracurricular activities.

Ethical Use of Technology

In order to maintain a safe school environment, with regards to the use of technology, it is imperative that all St. Paul's Lutheran School students understand the dangers of the internet and the correct use of the computers in our building. Each student will be monitored as to the appropriateness of their work and, when applicable, the website that is being visited. The teachers will also cover topics that will help the students see the importance of making wise decisions while on the computer. Each computer is set up with a viable filtering software program as a safety precaution but it is impossible to guarantee that this product will protect the students from all instances. Students may personalize their computer with non-marring skins or a layer of clear contact with stickers on top of that.

Examples of actions that are not allowed:

- Sending or displaying offensive or pornographic messages or pictures
- Using obscene or defamatory language
- Harassing, insulting, defaming, or attacking others
- Damaging computers or computer systems
- Destroying data of another user
- Violating copyright laws
- Using another person's password
- Intentionally wasting limited resources
- Using the Internet for commercial purposes
- Interactive game playing
- Downloading non-school related files or programs
- Other uses deemed unacceptable by the general standards of our faith and our school
- Using the device to stream movies, TV shows, etc.
-

In addition to the inappropriate behaviors listed above, these ground rules for use of the internet are also included:

- ***Agreement for Acceptable Student Use of the Internet*** form should be completed during registration on TADS.
- Do not give out any personal information, phone numbers, social security numbers, credit card information, or addresses.
- Do not enter newsgroups or chat rooms
- Do not fill out online questionnaires
- Do not order products or services over the Internet
- If you arrive at a site that is offensive, close the browser immediately

Violation Consequences

The use of the Internet and technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and school discipline in accordance with the policy presented in this handbook. Consequences may include one or more of the following:

- Withdrawal of computer privileges for remaining quarter
- Call home to parent to set up a conference
- Restitution for damages
- Demerit or detention
- Suspension from school

Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payments to staff members for their time to correct problems due to abuse.

Extended Care

As a special service to our families, St. Paul's offers a fully supervised extended care program for our students between the end of school and 5:45 pm every full-school day. St. Paul's also offers morning extended care from 7:00 am until the classrooms are open at 7:30 am. Students who are attending extracurricular activities and are planning on going to Extended Care afterwards are required to sign into Extended Care before going to their activity.

Extended care may be offered during half-days depending on attendance. The Extended Care coordinator has sign-up sheets available for parents to sign up for non-school days/half-days. Extended Care is not available for snow days.

During afternoon extended care time, the students will have the opportunity for physical exercise, outside or in the gym, special art projects, activities, study time and social time with their peers. They will also be provided an afternoon snack.

The Extended Care program will be billed to your TADS account and paid by the 15th of each month or with your regular monthly TADS payment. Families have a separate Extended Care account maintained by the office.

Fees, terms and conditions are as follows:

1. There is no charge for morning extended care (7:00 –7:30 am)
2. Afternoon care cost is \$4.50 per hour per child.
3. If the account falls below \$0.00, you will be emailed a reminder through Gradelink giving the status of the account and urging payment with notification that the child(ren) will not be allowed to attend extended care if payment is not made by deadline.
4. If no payment is received within 30 days, families will need to make alternative arrangements until payment is resolved and a phone call will be made by the Principal to discuss the problem with the parent or guardian.
5. Parents should send an after-school snack. A snack is provided but students are often asking for more than is given.

Hot Lunch - Food Services

The information below tells the quantities of each food your child will be receiving on a daily basis. The USDA requires these amounts.

<u>Food Group</u>	<u>Grade K-5</u>	<u>Grade 6-8</u>
Amount of food per week (minimum per day)		
Meat or meat alternates	8-10 oz (1)	9-10 oz (1)
Vegetable	3 $\frac{3}{4}$ ($\frac{3}{4}$) cup	3 $\frac{3}{4}$ ($\frac{3}{4}$) cup
Fruit	2 $\frac{1}{2}$ cups	2 $\frac{1}{2}$ cups
Grain	8-9 (1) oz	8-10 (1) oz
Milk	5 (1) cups	5 (1) cups

(Milk offered daily will be low-fat, or chocolate).

Students should not skip any part of the meal. The USDA Federal lunch program mandates that children choose a minimum of 3 of the 5 food groups. Multiple choices will be offered on some items.

If your child is allergic to a certain food item or has other dietary needs, please notify the office.

What's for Lunch?

We are fortunate at St. Paul's to have a high caliber hot lunch program. Costs for the lunch program are determined yearly by USDA regulations and approved by the Board of Education. These costs include milk; however, students bringing their lunch from home can also purchase milk from school. Milk is also available for purchase during break times. Any lunch and milk costs can be paid for during registration or throughout the year in the school office. Any remaining balance at the end of the school year will be carried over to the next school year. Each family will have a hot lunch account record maintained in the office. You will have access to the balance on your TADS account, please remember that our Hot Lunch program is pre-pay. You must start the school year with a positive balance in order for your child/ren to take part in the hot lunch program. If your family's lunch account falls to -\$29.50, then we will not be able to serve hot lunch to your child/ren. If they do not have a lunch brought from home, a supplemental meal of a peanut butter and jelly sandwich, or something comparable, and a milk will be provided and charged to your account, until the account is brought below the capped amount.

Applications for free and reduced-priced lunches have been sent to each family with registration information. If your situation changes and you would like to fill out this application at a later time during the school year, forms are available online or in the Warrior Review. Completed applications should be returned to the office as soon as possible along with proof of income.

Parents are **discouraged from bringing a child lunch from a fast-food restaurant**. If your child has forgotten his or her lunch on a particular day, they can sign up for a hot lunch when they arrive at their classroom. Hot lunch sign-up in the morning is required in order to obtain a total count for the day so necessary amounts of food can be planned for.

Hot Lunch Costs - Hot Lunch prices for the 2023-2024 School year

PK - 6th grade

- Daily \$3.00
- Weekly \$15.00

7th - 8th grade

- Daily \$3.25
- Weekly \$16.25

Adults

- Daily \$4.65
- Weekly \$23.25

Milk for all Grades is

.40¢ per carton

Prices may be subject to change if and when needed.

Hot Lunch is a pre-pay program, in order to use the program, you must have a positive balance. We know that sometimes things happen and your account may fall negative. If this happens and your account falls below \$0.00, you will be emailed a reminder through Gradelink giving the status of the account and urging payment. If the account falls below \$-29.50 your student(s) will begin to receive a bag lunch (and you will be charged for a full hot lunch) until your account has a positive balance. If your account is negative at the end of the school year, your balance will be transferred to your TADS account and an auto withdrawal will be made.

Nutritious Snack Items

Our kids study and play hard, so they get hungry! We encourage sending nutritious snacks with your child to be eaten during break times. Please do not send gum and candy, foods with high sugar and fat content or other foods with empty calories. These items may affect your child's ability to maintain focus and energy throughout the day.

USDA Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter

addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **Mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **Fax:** (833) 256-1665 or (202) 690-7442; or
3. **Email:** program.intake@usda.gov

This institution is an equal opportunity provider.

05/05/2022

Library Services and Policies

St. Paul's has built a library that provides valuable reading and resource material for our students and staff. In order to maintain this quality and to make additional improvements, the following guidelines have been established concerning the use of the school library.

1. One or two books may be borrowed per student for one or two weeks, depending on grade level.
2. All books may be renewed for one additional period.
3. All books must be returned by their due date. If a library book is overdue, the student will not be able to check out another book until the overdue book is returned. Late fees of 5¢/day. This includes books that may be needed for in-school projects.
4. The teacher will be given a weekly report of all overdue books. The parent will also be contacted via email regarding any overdue book(s). Students may resume checking out books once the book is returned.
5. If a book becomes more than 90 days overdue, the book will be considered lost and the borrower will pay a replacement cost charge. This cost will appear as a charge on the student/family account. This policy also applies for books that are returned seriously damaged. Final progress reports will be retained until full settlement of costs is made. The student may resume checking out books after full payment for the lost or damaged book is made.
6. Acceptance of donated items is at the discretion of the principal in consultation with the library coordinator.
7. Christian behavior is expected at all times. Failure to behave appropriately in the library will result in partial or full loss of library privileges.

ST. PAUL'S EV. LUTHERAN SCHOOL

LIBRARY POLICY

1. Media selected for the library shall be consistent with the Christian values of the Lutheran Church-Missouri Synod ("Christian values").
2. Prior to shelving material which has been purchased for or donated to the library, an individual selected by the principal will briefly review the material to determine whether it is consistent with Christian values. If the individual determines that it is questionable whether the material is consistent with Christian values, the individual shall present the material to the principal for review. The principal will review the material and determine whether the material is suitable for addition to the library.
3. Any parent of a St. Paul's student or member of St. Paul's Church may raise objection to library materials. The objection shall be in writing, state the reason for the objection, state the desired action, and be given to the principal. The principal will carefully review the material in question and make a determination regarding the objection. The principal will inform the individual of the decision and the reasons for the decision. A late fee may be charged for past due books.
4. If the individual is dissatisfied with the principal's decision, he or she may ask the Board to review the principal's decision. The Board will review the matter and make the final decision. The Board will inform the individual of its decision and the reasons upon which the decision was made.

Lost & Found

A lost and found bin is located on the first floor of our school in the north doorway to the backyard. If your child is missing something, please check the lost and found. Small items such as jewelry, watches, or glasses will be in the office. Periodically, unclaimed items will be donated to charity. St. Paul's is not responsible for replacement or reimbursement of lost/stolen items at school. Please label all of your child's clothing and supplies.

Pictures – Yearbook

Each year our school hires a professional photographer to take individual pictures of our students and the class group photo. Information regarding these pictures will come to parents prior to picture day. Picture Day is indicated on the school calendar.

You will be able to order a yearbook in the spring. The books are handed out on the last day of school. Watch the school newsletter for details.

Recognition Night

Each year the 7th grade students and their parents host a special night for the 8th grade graduating class and their parents. A faculty advisor will contact all 7th grade parents during the school year to make arrangements for planning purposes. The expectation is that all 7th grade families participate in this special recognition of our 8th graders.

Transportation

Parents are expected to get their students to and from school. Extended Care is available before school at 7:00 am and after school until 5:45 p.m. If you need busing, Oconomowoc Transport can provide it to St. Paul's students and we will be happy to make that connection for you.

Car Pools – We can help establish a carpool if needed.

Field Trips – for the vast majority we will use buses, however, from time to time parent drivers may be needed. Volunteer driver forms must be on file.

Student Lockers, Cubbies and Desks

Students are assigned individual or shared lockers/cubbies. Lockers should be kept clean. No valuables should be stored in lockers. Lockers shall not be locked.

School lockers are the property of St. Paul's Lutheran School. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.
Desks

School desks are the property of St. Paul's Lutheran School. Inspection of the interior of the desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Note: Private and parochial schools are not government entities and thus are not bound by Fourth Amendment restraints.

IV. Athletics

St. Paul's Lutheran School Athletic Department maintains its own Athletics Policy Manual. This manual is included as an Appendix to this manual. The Athletic Manual follows the same approval and review/revision process as the school policy manual.

V. Health and Safety

St. Paul's Lutheran School is dedicated to providing a safe and healthy environment to the students and families we serve. To that end, the principal will ensure that all health and safety codes will be followed in accordance with State law, and in working with the Board of Church Properties.

St. Paul's Lutheran School will provide a safe and secure environment to all those persons: students, participants, staff and visitors, who enter the school property.

It shall be the responsibility of the principal to establish and carry out written regulations which will:

1. Identify staff members who will be responsible for the effective administration of the plans.
2. Provide a regular review (written) on the plan's effectiveness.
3. Gather input on safety and security concerns from the staff.
4. Establish a School Safety Committee which shall be charged with the task of:
 - a. Discovering and investigating unsafe conditions.
 - b. Discovering breaches of property security.

c. Making recommendations to the principal.

5. Establish an Internal Response Team. (Defined in Emergency Plan)

Alarms

Fire

The fire alarm system in the building is monitored by the fire department. If a pull station or smoke detector is activated, the fire station will be notified immediately. If an individual is caught pulling or activating one of the alarms without a good reason they will be charged the response fee and serve a full day suspension.

Tornado, Lockdown, Evacuation, and Other Emergency Drills

St. Paul's will, at unannounced times, go through drills to ensure the best possible escape from injuries. Strict rules will be followed for silence and departure from classrooms. Evacuation routes and procedures are displayed in each room.

Bicycles – Skateboards – Scooters – Rollerblades

- Students who ride bicycles to school must lock them to the bicycle racks. St. Paul's is not responsible for any damage or theft of these items.
- No bicycles, skateboards, scooters, or rollerblades are to be ridden or used on school property.
- Bicycles may not be used until the last bus has left at the end of the school day.

Special Note: St. Paul's does have a standing order with the Oconomowoc Police Department that prohibits the use of bicycles, skateboards, rollerblades and scooters from being used on the church and school property. Those in violation will be ticketed.

Drugs, Alcohol, Tobacco and Controlled Substances

St. Paul's Lutheran School is proud and thankful to be a safe and drug free school environment. There is zero tolerance for student use of illegal drugs, tobacco products and alcohol. Possession of and/or use of alcoholic beverages, tobacco or illegal drugs at school or at school functions, both on and off campus, **will result in immediate suspension and possible expulsion from school.**

Emergency Contact Information

It is imperative that current Emergency Contact information for each child be on file in the School Office. Unlisted phone numbers must be available to the teacher, principal, and school secretary in case of emergency situations. **The school secretary must be notified of any changes to the information throughout the school year.**

You will also be asked to complete a separate emergency contact form for Extended Care to be kept on file in the Extended Care location. This is due to emergency record forms, kept in the school office, not being accessible during Extended Care hours.

Gender Policy

- a) A person's sex is either male or female and is determined at conception.
- b) Participation in any program or activity sponsored or hosted by St. Paul's that is limited to individuals of one sex is exclusively limited to individuals who are persons of that sex.
- c) Access to facilities (e.g., bathrooms or locker rooms) that are designated for use by only one sex is exclusively limited to individuals who are persons of that sex.
- d) Programs, publications, and communication (oral or written) in any program or activity sponsored or hosted by St. Paul's must use the pronouns which correspond to a person's sex (he/him; she/her).
- e) Individuals should not intentionally present their physical features or dress to be that of the opposite sex.

Employees and students at St. Paul's are expected to

1. Dress in conformance with one's biological sex
2. Use the restrooms, locker rooms, and changing facilities conforming with one's biological sex
3. Abstain from all intimate sexual conduct outside the marital union of one man and one woman

The Holy Scriptures teach that God, in creating the world, gave marriage to be the lifelong union of one man and one woman (Gen. 2:24), a gift to be held in honor and kept pure (Heb. 13:4; 1Thess. 4:2-5). As a man and woman freely commit themselves to one another, God himself joins them as one. Marriage is far more than a social contract or a mere interpersonal bond. It is an act of God the Creator. So our Lord Jesus says in Matt. 19:4-6: "Haven't you read that at the beginning the Creator made them male and female and said, 'For this reason a man shall leave his father and his mother and be united to his wife and the two shall become one flesh'?"

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's gender (male or female) is an individual's immutable biological sex as objectively determined by genetics existing at conception. The Lord teaches us in His Word that sexuality is a gift granted by God. Deviations from His perfect design, including homosexuality, gender dysphoria, etc., demonstrate the brokenness of our world and the importance of a Biblically faithful Christian ministry.

At St. Paul's Lutheran School, we hold to the Biblical teaching and acknowledge these behaviors, as well as all others contrary to God's Word, as sin. Students who struggle with the sin of homosexuality, for example, should feel safe and welcome at our school while simultaneously understanding that their lifestyle is contrary to God's Word. The student is encouraged to seek guidance and counseling from our staff and ministry partners regarding these issues. Publicly demonstrating or advocating a lifestyle contrary to God's design is not allowed at St. Paul's Lutheran School.

Head Lice/Nits

Head lice are highly contagious and can spread quickly from person to person, especially in group settings (schools, childcare centers, sports activities). Lice cannot fly or jump, these tiny parasites have specially adapted claws that allow them to crawl and cling firmly to hair. They spread mainly through

head to head contact, but sharing of clothing, brushes, hats can help pass them along. Children are most prone to catching lice because they tend to have close physical contact with each other and often share personal items.

Lice and nit (eggs) can be seen upon close examination. Nits are tiny yellow, tan or brown dots before they hatch. After hatching, the remaining shell looks white or clear. Lice lay nits on hair shafts close to the skin's surface. Nits look sort of like dandruff, but they cannot be removed by brushing or shaking them off. It is more common to see nits in a child's hair than it is to see live lice crawling on the scalp. Lice eggs hatch within 1 to 2 weeks after they are laid.

Once hatched, the adult is no bigger than a sesame seed and is grayish-white or tan. They can survive up to 2 days off the scalp. With lice bites comes itching and scratching, however, the itching may not always start right away, that depends on how sensitive your child's skin is to the lice.

Once a student has lice, in order to prevent the rapid spread through the classroom and school, the student will be sent home. Your child should remain at home until they are completely lice and nit free. Before your child is ready to return to school, please be sure to check his/her hair closely and carefully to ensure that all lice and nits are gone.

Immunizations

All students must have a current copy of their immunization record on file in the school office. If you do not have one on file it is reported to the County Health Nurse where they will take further action if necessary.

Medication Use At School

- **All medications, including OTC, need to be kept in the school office and administered by properly trained school personnel (those that have taken the class).**
- In order for the office to accept medications to be administered, the following must be followed:
- Medication must be in an original container (if needed, ask your doctor for 2 scripts)
- The name of the medication and the amount to be given must be on the container.
- The doctor's name and phone number must be on the container.
- The child's name must be on the container.
- The administration instructions must be on the container.
- Parents need to deliver the medication to the school office, and complete and sign the medication administration form.
- All medications include over-the-counter type medications (such as Advil, Tylenol, etc...).
- Exceptions to this rule may include:
- Cough Drops- must be kept with the teacher in the classroom.
- Epi-Pens – may be kept on person, but must be taken with when outside, off site, etc..., there must be training provided to the appropriate school staff for dealing with situations where its use may be needed. A back-up Epi-pen should be kept in the office.

- Inhalers – may be kept on person, but must be taken with when outside, off site, etc..., there must be training provided to the appropriate school staff for dealing with situations where its use may be needed.
- Non-prescription Drugs
The school and its staff do not keep a supply on hand and will not be dispensing over-the-counter medications like aspirin, Tylenol, etc. (unless it is provided by parents and the medical consent form is filled out).
- All non-prescription medications should be hand delivered, by the parent, in the original container, to the school office. Students are not allowed to keep any non-prescription drugs with them while they are on the campus before, during or after school.

Wellness Policy

See Appendix C

VI. Administrative

Accreditation

St. Paul's Lutheran School is accredited by NLSA (National Lutheran School Accreditation) and for the years 2019-2024.

Appeals Process

Under St. Paul's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation. The school president, principal or executive director shall respond to the applicant's appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Arrival and Departure Times

School hours are from 7:40 am until 2:40 pm. Morning Care is available beginning at 7:00 am.

Students who ride the bus in the afternoon are dismissed early.

Students who arrive early (before 7:30 am) must report to the Fellowship Hall for morning care.

Preparation for the school day begins at 7:35 am. This is when parents are expected to leave the hallways and classrooms so that the day can begin.

Students who are not in their classroom by 7:40 am will be marked absent, and will have to go to the school office to receive a tardy slip from the secretary. (The secretary will mark the student tardy, and will also assist in hot lunch ordering.) Consideration will be given to students whose bus is late.

The school day begins at 7:40 am with all school announcements, pledges, and prayer.

The school day ends at 2:40 pm with all school announcements and prayer. Students are dismissed from the gym at the end of the day.

If you must pick up your child earlier than 2:40 pm, please follow the procedure for early pickup.

Students who are not picked up by 2:50 pm will be sent to Extended Care.

Students are not allowed to wait in the hallways, foyer, or outside area of the school for their ride.

Attendance Policy

The attendance policy of St. Paul's Ev. Lutheran School states that when a child accumulates four (4) unexcused tardies in a quarter he/she may receive an after school detention. An unexcused tardy occurs when a child is late for school and/or class for an avoidable reason. Consequences for excessive unexcused tardies during a quarter will be addressed by the principal.

If your child is late, he/she **must** stop in the office to get a tardy slip before going to class.

Student Absences due to Illness

Parents should contact the school office between 7:15 and 8:15 am EVERY day when their child is absent from school due to illness and make arrangements to pick up homework. Sometimes children have prolonged absences because of illness or accidents. At such times our teachers are always ready to help children learn the concepts that they missed.

- Please let the school know what type of illness your child has contracted so appropriate measures may be taken to ensure the safety of the other students.
- An absence of 5 or more days may require the child's physician to write the excuse slip.
- **Please do not send sick children to school. A child with a fever of 100° or higher will be sent home.**
- **If a child is ill and sent home from School or Extended Care with a fever of 100° or higher s/he should not be sent to school the next day. (Children must be Fever Free and Not Vomiting for 24 hours before returning to school). A good rule of thumb is also to have your children symptom free for 24 hours.**
- A student who accumulates 20 absences throughout the school year is in jeopardy of retention. A student with 40 or more absences will be recommended for retention.

Vacations

Parents are encouraged to schedule family vacations when school is not in session. Students who are absent from school miss classroom activities, many of which cannot be assigned as make-up work. However, there are times when there is work to be made up, and in those cases it is the student's responsibility to inquire about missed work and ensure that it is made up in a timely manner. Parents should notify the office and teachers when a student will be gone for a planned absence. Teachers may or may not be able to gather homework in advance of the absence. Teachers will make use of Google Classroom as is appropriate to the work being missed.

Appointments for Doctor, Dentist, Etc.

- Every effort should be made to schedule appointments after school hours.
- If an appointment is made during school hours, please let your child's teacher know in advance of the absence. Inquire about any assignments that will be given during missed class time.
- Assignments given during the child's absence are due on the designated due date or upon the child's return to school.

- When picking up your child during the school day, please come to the school office and your child will be called down from his or her classroom.

Cell Phones, Smart Watches, and Electronic Devices

Phones/watches/internet devices can be used before and after school if needed, and stored in the student's locker/cubbie (or a teacher can secure them) during the school day. If the device connects to the internet or cellular service, it may not be on the person during the school day.

Because the school still maintains responsibility for your child when they are in our care, we do need to make sure that communications are being handled through the school office so that the appropriate adults know what is happening.

Class Size

Class sizes are a very difficult thing to set a maximum number. There are many variables that fit into this decision. As a general rule, when a class reaches 22 students, the size of that class will be placed under review. Things like room size, educational environment, age of the students, etc. will be taken into consideration when making a determination regarding adding staff or splitting a class.

Enrollment Policy

St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Transfer students will have an evaluation (probation) period.

Wisconsin state law states any child entering first grade must be six years of age before September 1 of the year of enrollment. Proof of age is required either as a birth certificate or a baptismal certificate. A physical is also required for kindergarten and strongly suggested for 5th grade and again in 7th grade.

Enrollment Policies

1. All students must register for admission or confirm their re-enrollment each year.
2. For new students entering 4K, parents must submit the registration fee, a completed application, a copy of the child's birth certificate, and a copy of the child's complete Immunization Records. *All immunizations must be current by August 1 in order for the student to continue attending classes.
3. For new students in grades Kindergarten thru 8th grade, parents must submit the registration fee, completed application, copy of the child's birth certificate, copy of the child's complete Immunization Records, copy of child's most recent Report Cards (grades 1-8 only), and a copy of child's most recent Standardized Tests (grades 1-8 only).
4. New students of Kindergarten thru 8th grade may be given a placement exam before enrollment into the school is finalized.
5. The acceptance of any child for enrollment is subject to the approval by the Principal.
6. The registration fee must accompany a student's registration form. No refunds or transfers of the registration fee will be made. The Registration Fee will be refunded only if the school declines to accept a student for enrollment.
7. Probation (ALL New Students): Any new student enrolled will enter on a probationary basis. The student will be on probation for a nine-week period from the date of first class attendance. At the

end of nine weeks, the Principal and teacher will review the student's academic achievement (must be passing all subjects) and conduct (attendance, tardies, behavior and the family's school financial account). The decision about continued enrollment will be made by the Principal.

In the event of space limitations, preference for admission may follow this order:

1. Children of our own congregation.
2. Children in unchurched families.
3. Children of sister congregations without a Christian day school and, in exceptional cases, to members of other Lutheran bodies.
4. Children of parents of other religious denominations.

All applications for enrollment of children mentioned in points 2, 3, and 4 above shall be subject to the following stipulations prior to the enrollment of children:

- A. The first determining factor shall be the availability of classroom space in the grade or grades involved.
- B. If classroom space permits possible acceptance of the child, the pastor and/or principal shall screen the family by means of an office interview. A pre-enrollment meeting with the parents, child(ren) and faculty members will be completed where any academic/social progress concerns will be evaluated. Testing may be necessary or deemed appropriate.
- C. All enrollment applications from non-members are to be discussed by the pastor and principal. Their recommendations are then considered by the Board of Education of St. Paul's for action.

Once a non-member child(ren) is enrolled in the school, the following regulations and requirements shall apply:

- A. Since parents are the guiding influence in the lives of their children, they should understand that they will be approached to enroll in our adult membership class, so that they will know what their children will be taught in our school. Members of sister congregations are excluded from this requirement, if they enroll in an Adult Bible Study class in their home congregation.
- B. Non-member parents and children are expected to adhere to all standards of the Word of God as they apply in our school situation. The confessional standard of this parish acknowledges and accepts all the canonical books of the Old and New Testament as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of 1580, to be a true and genuine exposition of the doctrines of the bible. These symbolical books are: the three Ecumenical Creeds (the Apostolic, the Nicene, and the Athanasian), the Unaltered Augsburg Confession, the Apology of the same, the Smalcald Articles, Luther's Large and Small Catechism and the Formula of Concord. They are further expected to observe all rules and regulations of our school. This includes participation in extracurricular activities of the school and enrollment in religious instruction classes. Children are also expected to participate in school activities, i.e. concerts, programs, church choir, etc.

Tuition shall be collected from parents, payable according to a payment plan signed at final registration or to the schedule approved by the Board of Education, or as otherwise negotiated with the Principal and approved by the Board of Education.

- A. In addition to tuition, each child of the school is charged for the school registration and book rental fees adopted by the Board of Education.
- B. Should non-member parents fail to comply with any or all of the regulations in point V above, this shall be considered sufficient reason for immediate exclusion of their child(ren) from our school. (Amounts of tuition may be refunded on a prorated basis.)
- C. Tuition payment schedule of students may be negotiated if approached by a governing body of a sister congregation through the Principal and approved by the Board of Education.

Closing enrollment: All applications for enrollment with which the pre-registration fee is accompanied, will be dated and considered on a first-come, first-served basis according to the above criteria. No pre-registration form will be considered complete unless accompanied with a fee.

The pre-registration fee is not refundable unless enrollment is denied.

Financial

St. Paul's Lutheran School will have an annual budget following St. Paul's Lutheran Church's fiscal year and fiscal planning procedures. This budget will adhere to the *Generally Accepted Accounting Principles*. St. Paul's Lutheran School's financials will be audited at least annually. The required audits for school choice participation will be accepted as the required audit.

Tuition Policy

Beginning in January 2019, ALL registration, tuition, hot lunch/milk fees, extended care fees, guitar/band class fees, field trips, miscellaneous fees and payments will be handled through TADS Tuition Management system and/or TADS School Management system. For the coming school year, all returning families will be required to review their information in TADS by April 15 of the current year. All new families will register through TADS at the time of enrollment. In addition to the above, all families are required to sign their school fee agreement as presented on TADS by July 1 of the current fiscal year. This binding financial agreement will require each family to select a payment plan that meets their individual financial needs. Enrollment will not be considered complete until the school fee agreement is set-up in the TADS portal.

All families must have a signed agreement by the first day of school in order for their children to begin the year.

Families with any unresolved and/or delinquent financial agreements from previous years will not be permitted to enroll in the upcoming school year and must meet with the Financial Aid Committee for debt resolution. All agreements must be resolved/modified (as determined during the meeting established by the family and Financial Aid Committee) by January 1 of the current school year. This timing coincides with preparation for upcoming school year enrollment via the TADS timelines as noted above.

Since individual student accounts are invoiced on a family basis, these policies will affect each child in the family. Regardless of custody, both parents are jointly responsible for tuition and other fees charged by St. Paul's Lutheran School, unless otherwise determined by a legal agreement.

Tuition Rates

School fees are determined by the Board of Education and approved by the Church Leadership Team in December for the following school year. Fees will be published in the school newsletter. The registration fee is \$125 and is non-refundable. The church-member rate is not a “discounted” rate. Financial support for St. Paul’s Lutheran School comes in part from the church and from tuition fees. St. Paul’s Church families are encouraged to be in church every weekend, participate in church events, and are asked to contribute tithes and offerings to the church on a regular basis. You are considered a member of St. Paul’s Lutheran Church if you have been confirmed or attended adult instruction at St. Paul’s, or have officially transferred from another LCMS church. If you are a member of another church, please ask your pastor if that church is willing to subsidize the difference between St. Paul’s church-member tuition and the community-member tuition on your behalf. We discourage families from changing churches for the church-member rate. In order to maintain status as a member-in-good-standing and continue to receive the church-member rate, 50% attendance at church on a year-round basis is expected.

Tuition Refund Schedule

In the unfortunate event a family chooses to unenroll a student from St. Paul’s Lutheran School, the family will receive refunds per the below schedule:

Prior to August 31 – 100% refund	Prior to December 1 – 30% refund
Prior to October 1 - 50% refund	Prior to January 1 - 20% refund
Prior to November 1 - 40% refund	No refunds after January 1

Tuition Assistance Program

St. Paul’s is currently able to extend tuition assistance grants. A Student Aid Form must be completed by each family applying for tuition assistance.

- April 20 of the current year Requests for financial aid must be completed on TADS
- May 31 of the current year Families will be notified of their financial aid package
- June 1 of the current year Families requesting additional financial aid must submit a hardship letter to the Financial Aid Committee detailing their situation.
- June 15 of the current year Financial Aid Committee will notify families of additional financial aid awards.
- July 1 of the current year School fee agreement plans signed via TADS Tuition Management Program.

Late Payments/Delinquent Accounts/Non-Payment of Tuition

St. Paul's Lutheran School reserves the right to impose any appropriate penalties in those situations where delinquent tuition or any other delinquent fees persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, revocation of Financial Aid, restricting student participation in extracurricular activities, and/or disallowing access to online grades. It shall be the responsibility of each school family to keep the Financial Aid Committee informed of their need to make any changes in their preferred tuition payment option or any unexpected adjustments to either the timing or amount of tuition being paid via the TADS website. The following policy will apply when tuition or any other payments are received late per the agreed to TADS school fee agreement.

1. For families choosing the Paid-In-Full Payment (PIF) option -- When the PIF payment has not been made by August 30, the account will be assessed a \$125 late fee. In addition, registration shall be suspended until either the PIF payment is paid in full, or all tuition payments are then agreed to be made through the Deferred Monthly Payment Plan option (the family must pay the application processing fee and the Deferred Payment Plan Service Fee, as well).
2. For families choosing the Deferred Monthly Payment Plan -- All payments not made by their monthly scheduled payment due date, or ACH payments missed on their due date due to insufficient funds, will incur a \$35 late fee. (Note You may incur additional fees from your financial institution). The missed EFT payment will be reattempted by TADS within 20 days.
3. Delinquent Accounts -- families who have failed to pay a tuition payment per the agreed upon fee schedule, and/or the associated late fees, within 30 days from its delinquent date may have any of the above noted consequences up to and including their students suspended from school. Families will be advised in writing of the necessary financial remedy prior to any of the above actions being enforced. Families failing to meet payment obligations extending 60 days from delinquent date must meet with the Financial Aid Committee to resolve delinquent accounts. Families with payment obligations extending beyond 60 days past due and unwilling to meet with the Financial Aid Committee risk suspension of the applicable student from St. Paul's Lutheran School and will not be permitted to enroll in the upcoming school year. Note in all cases, the Financial Aid Committee will make every attempt to work with families facing unforeseen hardships so as to not disrupt students continuing Christian education at St. Paul's Lutheran School.
4. Key Dates and Actions for Delinquent Accounts -- As noted above, TADS payments must be made on a timely basis or your account will be considered delinquent. School families failing to pay tuition according to the contract agreed to with the school through the TADS agreement will be subject to the following (but not limited to):
 - February 1: Registration for the coming school year will not be offered until payments become current or an agreement with the Financial Aid Committee has been reached.
 - May 1: Access to your child's online progress reports will be closed for grades 3-8. Students in grades 4K-2 will not receive hard copies of progress reports.
 - August 20: Students will not be admitted into the school.

Membership Change During School Year

If a family changes church membership during the school, the tuition will be recalculated pro-rating the tuition at the member rate during the time in which the family is a member of St. Paul's and pro-rating the tuition at the community member rate after the membership change.

Fundraisers

Fundraisers at St. Paul's are to be approved by the school principal. Normally fundraisers are reserved for the larger, costlier class trips such as South Dakota and Camp Luther.

All fundraisers will need to comply with church policies regarding them.

All unused monies in a particular trip account will remain in that account for future use.

Lunch

Fees will be set annually. All accounts held at St. Paul's are to be maintained with a positive balance. Should your account fall below -\$30, you will be notified through an email. If you do not replenish your account within 2 weeks your child(ren) will receive/and be charged for a peanut butter and jelly sandwich and a piece of fruit until the account is up to date and has a positive balance.

School lunch accounts with a negative balance at the end of the year will be applied to the student's TADS account. Students will not receive their grade reports until the TADS balance has been rectified.

Extended Care

Fees will be set annually. Accounts will be billed monthly and all accounts are to be paid in full the month following the billing period. Accounts not paid will lose their privilege of using the program

Music Classes

Accounts will be billed quarterly to allow students to change their music elective. All fees should be paid in full by May 1st.

Scholarships

The choice to attend St. Paul's Lutheran School comes with sacrifice. The cost of educating one child is over \$13,000 per year. Our church and school partner to make this choice affordable for families. We require families to apply for financial assistance through an online administrative system. Our Financial Aid Committee will review applications and make awards and grants to families by June 1. Following that, families have two weeks to appeal for additional assistance.

Re-enrollment for the following school year runs from February 1 to April 20. All current families that would like to apply for financial assistance must have the forms on TADS completed and in "good" condition by April 20.

Gifts and Memorials

For various reasons, parents, children and friends of St. Paul's remember our school in their bequests, donations, and memorials. If you wish to give any financial support of our school through these means, please contact the office for specifics. St. Paul's Lutheran Church has also established an endowment fund to make the most of many of these specified gifts to our school.

GradeLink

GradeLink is our main source of communication. On TADS you will have direct access to your students grades, Hot Lunch, Extended Care and Music account balances and e-mail communication with your students' teachers, the principal and support staff.

Harassment

All members of the St. Paul's family and guests are to be treated with respect and dignity. St. Paul's Lutheran School must be an environment that is free from harassment and violence. It is a contradiction of who we are as followers of Jesus Christ for students and adults to harass a person or a group through conduct or communication that is demeaning or physically harmful.

Harassment is considered to be words and/or actions directed toward an individual or group of individuals, which intimidates, degrades and/or fails to respect another person's dignity. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature. Harassment or intimidation can arise from a broad range of physical or verbal behavior. Harassment includes, but is not limited to references made to a person or group based upon a person's age, sex, race, religion, size or ethnic origin. Harassment also includes physical or verbal bullying behaviors. Verbal comments, sexual name-calling, gestures, jokes, slurs and spreading sexual rumors directed toward an individual or group are also considered to be harassment.

Harassment must be reported to a teacher, the administrator or other church/school personnel immediately. Harassment is a serious issue and will not be tolerated. Any student who engages in such harassment or intimidation is subject to immediate discipline, up to and including expulsion.

Newsletters and Notes

A weekly newsletter, *The Warrior Review*, will be emailed directly to parents and may be found online at www.splco.org by Friday afternoon. Please be sure to read this in a timely manner as it contains important information for your child and various activities at the school.

Additional school news information can and should be read in the monthly church newsletter, *The Epistle*, and in classroom newsletters which are prepared by the homeroom teachers.

If you would like something included in the school newsletter, please have it to the school office by Wednesday. The deadline for placing items in the church newsletter, *The Epistle*, is the 2nd Wednesday of each month.

Please remember to check your child's assignment book daily. Your child's teacher may send personal notes or email messages to you. Please make sure to check your child's "take-home" folder and email regularly to ensure timely notification of important messages. The *Warrior Review* can be sent to grandparents by parent request.

Non-Discrimination Policy

St. Paul's Lutheran school admits students of any race, color, gender, disability, age, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, disability, age, national or

ethnic origin in the administration of its education policies, scholarship or loan programs, and athletic or other school administered programs (F1501)

Parental Concerns/Grievances

Every family experiences joys and sorrows, disagreements and concerns. Our St. Paul's School "family" is no exception. At St. Paul's we follow the guidelines set forth in Matthew 18 in dealing with the problem (Matt 18:15-17 "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.") If you are experiencing a problem with a parent, teacher, coach, student, etc., please follow these guidelines for resolving the problem:

1. Apply the 24-hour rule – spend the first 24 hours in prayer and reflection.
2. First communicate with the person with whom you are experiencing a concern. It is always important to understand that person's perspective.
3. Listen with both your heart and mind to all of the details – discuss all points of view, keeping in mind what is in the best interest of all parties.
4. If the situation is still unresolved, then proceed to work with the Principal on all aspects of the situation to correct the error or clarify the procedure, keeping the best interests of all God's children at heart.
5. If the situation continues to be unresolved, then one of the pastors may be asked to join in on the conversation.
6. If all honest attempts to resolve the situation have not been successful, then the involved parties will meet with the Board of Education
7. Thank God for all things and resolve to move forward in His love and grace.

Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you. --
Ephesians 4:32

GRIEVANCE POLICY

Policy St. Paul's Lutheran School is committed to helpful communication during the process of resolving concerns, complaints or disputes within the school community. Prompt effective resolution of grievances in a Christ-like manner is central to this commitment. Grievances will be treated with seriousness and resolved in a timely and appropriate manner. The school will provide processes to resolve grievances that are fair and just. Decisions will be made with impartiality and due care and at all times confidentiality will be respected.

Rationale St. Paul's Lutheran School is composed of many people and from time to time concerns may occur. Practically stated, when a concern occurs, both parties should meet prayerfully, humbly,

honestly, and seek the Lord's guidance. If handled in this manner, almost all problems will be solved on a one-on-one level. This is the application of Matthew 18:15-17.

Scope These guidelines are to be followed whenever there is a dispute or grievance between two parties connected in a direct way to St. Paul's Lutheran School. This includes students, parents, staff, volunteers, administration and board. It is understood that if any disputes arise which are not covered by this policy, the head of school will decide what procedures to follow based on those procedures established by this policy.

Definition A grievance is an unresolved problem. More specifically it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

General Guidelines

- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the Principal if you are unsure of the person to whom you should address your concern or complaint.
- Matters of complaint about a student or students should NOT be addressed directly to a child but should be directed to a member of staff, such as the appropriate class teacher or principal for management of the process of investigation, communication and resolution.
- Decisions by the board are final. No further appeal will be granted.

Grievance Resolution Process

Any Child/Adult to Another Adult

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Principal. Complaints at this level and above are documented by the Principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the students/parents satisfaction, the parents should appeal the decision to the Principal in writing. The Principal will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.

4. If the resolution is still unsatisfactory, they may lodge a written appeal to the St. Paul's Lutheran School Board of Education within two weeks of the Principal's determination requesting a review of the school's determination.

Athletes/Parents to Coaches

1. Follow the process outlined in the Athletic Handbook.
2. Observe the "24-Hour" rule.
3. If there is no satisfactory resolution then refer to step #3 and #4 in Student/Parents to teachers process above.

Parking

- Please do not park in the school parking lot during school hours as it is used as our playground. You may park in the municipal lot adjacent to St. Paul's. The municipal lot does have parking time restrictions; please look for information signs.
- Always use caution when arriving and departing from school.
- On days when there are field trips, parents are asked to park in the city municipal lots.
- Please cooperate with us and follow the sign's instructions for safety and orderliness.

Personal Property Inspection

St. Paul's Lutheran School may inspect a student's personal property if there is "reasonable suspicion" that in searching evidence will turn up that a student has violated a school rule or law, especially where safety is concerned.

Pick up and Drop Off

During Morning drop-off, please pull in so that the passenger side is next to the curb. After your student is dropped off, please continue all the way around the island and out the "west" driveway. Please do not make a U-turn. When you exit, merge with any traffic exiting the west drive as well.

Afternoon pick up: the same pattern will be used in the parking lot area. Line up along Pleasant St., come into the parking lot with the passenger side of your car facing the building. Cars will need to pull up to the flagpole/accessible parking spaces and stop there. Students will be dismissed in small groups, only the cars in the parking lot area will be dismissed. To help everyone, please keep the line moving as quickly as possible to make sure that we all get out safely and expediently. Once your student is picked up please exit through the west driveway. If you are waiting in line to pick up please be aware of our neighbors and do not block their driveways and **do not park the buses in.**

Public Display of Affection

Interactions between boys and girls at St. Paul's should reflect an understanding of what it means to be young Christians who respect other students. There is to be no inappropriate physical touching of any kind.

Student Records

Records will be maintained according to Wisconsin State Law.

Student Checkout

If it becomes necessary to retrieve your student during the school day, parents will need to come to the office to sign the student out. While that is happening, the student(s) will be called down to the office.

Do not contact your student via cell phone to let them know you are here and they should walk out.

Upon returning (if that day), the student will need to be signed back in and receive a pass from the office to be admitted to class.

Special Needs Scholarship Program

The Special Needs Scholarship Program (SNSP) allows a student with an educational disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend an SNSP school.

Suspected Abuse or Neglect of a Child

All school personnel are mandated by law to report suspected abuse or neglect of a child to the Department of Health and Family Services.

Transfer Students

If transferring to St. Paul's, records will be requested upon enrollment. A meeting with an administrator is necessary to determine placement. Under normal circumstances, we will not promote a child that has been recommended for retention or repeat of a class or grade.

Truancy Policy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c).

Visitors

Parents and other visitors are welcome at St. Paul's. All visitors need to sign in at the office before proceeding anywhere in the building.

Volunteer Opportunities

Contact individual teachers, pastors and the principal for volunteer opportunities. Background checks may be required.

Wisconsin Parent Choice Program (WPCP)

St. Paul's Lutheran School is part of the Wisconsin School Choice program. All necessary reports, forms and so forth will be filled out and supplied to the WI State Department of Public Instruction in a timely fashion. Student eligibility is a combination of student residence, income and prior year attendance.

All necessary financial needs, for items such as the annual audits, will be provided through the school's budget.

Weapons

Guns, knives, explosives, lighters, matches, razors or anything that would cause harm to or endanger students, church/school personnel or visitors are forbidden. We have zero tolerance for actual threats to the health, safety and welfare of our students. The police department will be called for a threat or actions affecting the safety of others. Any student carrying or having a concealed weapon in his/her possession is subject to immediate discipline which may result in expulsion. Personal Archery Equipment will be required to stay in the office.

Weather Closings

St. Paul's Lutheran School follows the weather closings for Oconomowoc Area School District, or Oconomowoc Public Schools under normal circumstances. At times, however, St. Paul's School may be in session when OASD is not, and therefore a determination regarding school closing will be made by the school principal or designee.

Should St. Paul's close school, a notification will be sent out over the school messaging system, which is the primary contact for our families. Other notifications to media outlets will be made as it is possible.

Extended Care is not available during weather related closings.

VII. Auxiliary Groups

Parent-Teacher Organization (PTO)

The purpose of PTO is to support St. Paul's Ev. Lutheran School by establishing and maintaining a positive relationship between parents, teachers, staff and students through fun, faith centered events and activities.

PTO assists the school by coordinating a fall fundraiser, the Race for Education. Through the proceeds of the fundraisers, we are also able to provide funds for field trips and classroom items as requested by the teachers. We also offer educational programs for parents as well as social activities for students.

PTO Meetings are monthly. A meeting calendar is published each semester and is posted on the PTO bulletin board and in the Warrior Review. All parents are welcome and encouraged to attend. Meeting times and location may change based on consensus of participants.

RaiseRight (Formerly ShopwithScrip)

RaiseRight is a year round fundraiser that benefits St. Paul's. Shop with gift cards for everyday purchases like food, clothing and entertainment. Each gift card purchased through RaiseRight (formerly ShopWithScrip) earns a rebate for St. Paul's.

St. Paul's receives a percentage of proceeds; the percentages vary from store to store. You can designate a portion of the proceeds to be applied to your child(ren)'s tuition or have all go to St. Paul's.

Some cards are in stock and can be received the same day. The cards we do not have take approximately two weeks to receive. You may pick up an order form in the office. You may also order online at <https://www.raiseright.com/>. To order online you will need to set up an account. St. Paul's code is AALF98896742. All orders placed online can be picked up in the office. Please allow two weeks for delivery.

Signature Page

Dear St. Paul's Lutheran School Parents & Students,

Please return this signature page to the office to indicate that you and your children have read and understood all the policies stated in this handbook including but not limited to parent behavior, athletics, academics, student services, health and safety, and administrative. If you have any questions, please feel free to contact the principal.

By signing this you have agreed to all policies.

Date _____

Parent _____

Parent _____

Child _____

Child _____

Child _____

Child _____

remove this page

Athletic Policy and Procedures for St. Paul's Lutheran School



ATHLETIC POLICY

PHILOSOPHY

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

The athletic program builds on the base of the physical education curriculum of the school. It supplements the curriculum, providing additional physical activities for students in grades five through eight that choose to participate.

PUPIL PARTICIPATION IN ATHLETICS

Participation in extracurricular activities is a privilege, not a right, it is contingent on students maintaining satisfactory academic progress, behavior, and church attendance, as is stated in the Eligibility Policy. Students participating in athletics should maintain the highest Christian standards in word and deed during competition, practice, and general school life.

Students and parents will be asked to read, understand and acknowledge St. Paul Lutheran School's Athletic Policy and submit the forms listed below before a student can participate in any sport.

Emergency Card

Knowledge of Risks and Hazards Form

Family Car Insurance Form

Medical Treatment and Insurance Info

A meeting for parents will be held at the beginning of each school year to review the Athletic Policy, guidelines and sports offered. This meeting is crucial to the success of the athletic programs and the information received must be read and understood by parents of any child participating in sports.

ATTENDANCE

Regular attendance at practice is necessary for team effort. If you plan to miss a practice, it must be discussed with your coach before you miss that session. Please notify the coach of an illness. If a student is not in school because of illness, the student may not participate in games or practice that evening. We strive to teach our students to be dedicated to their team and to honor their commitment to be part of that team. Students who are genuinely interested in a particular sport, and who are dedicated, will not miss practice unexcused. We advise all athletes to attempt to schedule dental, doctor and other appointments and activities around athletic practices and games. Parents and students also need to be reminded that no jewelry is worn during games and thus will not be allowed at practice. Students are advised against getting ears pierced before or during a sports season, as this will limit their participation in games. School rules are to be followed while participating in the school athletic program unless otherwise stated by the athletic director.

Any student that has three unexcused absences for practices or games may be dismissed from the team.

During school vacations such as Thanksgiving, Christmas and Easter, a student will not be penalized for missing a game or practice.

ATHLETIC DIRECTOR – JOB DESCRIPTION FOR INTERACTION WITH COACHES

1. A practice schedule will be created for each sport that requires the use of St. Paul's facilities by the athletic director in collaboration with the coaches.
2. Uniforms will be distributed to the students by the athletic director. Collection of uniforms will be handled by the coaches and returned to the athletic director.
3. Appropriate supplies will be given to the coaches at the beginning of the season by the athletic director. Things such as balls, scorebooks, medical kits, team bags, etc. are included.
4. With help from the school office, a coach's handbook will be put together for each team with emergency cards, map booklets and other information pertaining to the sports season. This binder will then be used by the coaches at all team functions.
5. Game schedules will be created by the athletic director and distributed to each coach/team. The availability of the head coach will be taken into account when the schedules are made.
6. Referees/umpires will be provided for all home games by the athletic director.
7. A meeting will be held at the beginning of each sports season to familiarize coaches with St. Paul's policies/procedures and expectations, to create practice schedules, to discuss specific offensive/defensive philosophies and to give a general overview of the season.
8. The athletic director will make available any outside resources to help coaches teach proper fundamentals and techniques of their particular sport.
9. The athletic director will provide support to the coaches to ensure all St. Paul's athletic policies are being kept by individual team members. When problems arise, the athletic director will handle major disciplinary concerns in consultation with the principal.

COACHES – JOB DESCRIPTION

Each St. Paul's coach will strive to lead the children to use their God-given athletic talents to the best of their ability. He/she will teach and model basic skills, team skills, teamwork, and Christian sportsmanship. Each coach will be accountable to the athletic director and the principal and will be required

The responsibilities of each coach will include:

1. Teach and demonstrate an attitude of Christian sportsmanship at all practices and games.
2. Begin and end each practice with prayer and/or brief devotion.
3. Teach sound fundamentals of the sport.
4. Be responsible for the team at practices and games. A coach should not leave before all student athletes are accounted for.
5. Wait until all team members have left after games and practices.
6. Communicate with the athletic director and let him/her know of any problems or concerns that may arise.
7. Organize and lead a pre-season parent meeting.
8. Publish guidelines, checked by the athletic director and principal, and give a copy to the athletic director, principal and each team member, and their parents. Guidelines must be signed by the parents. The child will not be allowed to play in games until it is signed and returned to the coach.
9. Record general practice attendance statistics and scorebook records.
10. Adhere to the Eligibility Policy.
11. Communicate practice and time changes to all team members and parents as soon as you are aware of them.
12. Enforce the no gum rule as well as no food or drink in gym or locker room.
13. Check locker rooms at the end of practices and games to ensure they are in order.
14. Qualifications for St. Paul's School' coaches include:
 - a) Agree to and follow St. Paul's Athletic Philosophy.
 - b) When possible, be a member of the teaching staff.
 - c) When possible, be a member of St. Paul's Lutheran Church.
 - d) Be knowledgeable in the sport being coached.
 - e) Serve all members of the team at their God-given ability level, helping them to feel they are an important part of the team.

EXPECTATIONS OF WARRIOR PARENTS

1. Read and understand the Athletic Policy of our school.
2. Support the coaches and their assistants.
3. Ensure athlete's punctuality.
4. Applaud good effort, even the opponents.
5. Allow game officials to do their job.
6. Enjoy your child's participation, encouraging them and their commitment.

Remember, Jesus is with us, act accordingly

COMPETITION AND PARTICIPATION PHILOSOPHY

Because of the size of our school and the high interest in athletic activities, we will strive to offer as many teams as possible to involve as many children as possible on a team. This depends on the availability of gym time, and especially volunteer coaches. Despite the large numbers that a coach may have, we will avoid “cuts” of players. In this situation, a coach may need to bring players up from the grade below or move players down from the grade above, when applicable. Moving players to other teams will be done with the approval of the athletic director. The student may only be a member of one team during the season at the 7th-8th grade level for league games.

The students and parents who become involved in the athletic program at St. Paul’s will need to develop a correct understanding of a Christian’s approach to competition and winning, and to put this understanding into action. Games are played not only to have fun and learn skills, but also to be successful. In our program, we strive to achieve all these goals, with our most important goal being to represent our Lord, our school and our families in a manner which is pleasing to Him.

At the fifth and sixth grade levels, the coaches should stress the teaching of skills and learning the game with less emphasis placed on winning. The main goal should be to allow students an approximate equal amount of playing time so they may mature at their own level. More importantly, it is our job as a league to emphasize to these beginning players that a Christ-like attitude is one that we wish to see in any sport. Players and parents must also realize that other things such as attitude and cooperation in practice and attendance at practices and games can also affect playing time.

At the 7th -8th grade levels, the philosophy changes. Even in a Christian athletic program there is competition both within the team practices and against other teams. This is part of the learning and character building process. More emphasis is placed on sharpening skills, competition, and on winning. At the 7th and 8th grade level playing time will not be equal. On certain occasions individual student athletes might not play at all. The coach of each team will ultimately make decisions on playing time.

Eligibility for Extracurricular Activities

Involvement in extracurricular activities at St. Paul’s Lutheran School is a privilege and not a right of enrollment. A certain standard of behavior and academic progress must be maintained in order to enjoy the privileges of being involved in extracurricular activities. Students who have developed a pattern of incomplete work, who have earned low grades on progress reports and/or report cards (D or lower), and those students who have demonstrated a pattern of behavioral concerns (demerits, detentions, suspension) will be ineligible.

Students who have become ineligible will receive a one-week probation with no participation in any extracurricular event or practice. After each probation period, sufficient academic progress must be demonstrated before the student can return to extracurricular activities.

Lake Area Christian Conference – LACC

This is the official league for Christian Schools in our area. All of our teams are scheduled to play in the league and we abide by the league rules. Only students who attend St. Paul’s Lutheran School can play on our teams.

7/8 grade teams may also participate in sports seasons sponsored by **MLESSA – Milwaukee Lutheran Elementary Schools Athletic Association**.

PARENT MEETING

A parent meeting is held before the beginning of the school year for parents of students participating in any sport throughout the year. Important information will be shared at this meeting. Attendance by at least one parent is required. Fees, permission slips, insurance and medical forms must be submitted at this meeting.

PARENT SUPPORT

Parent support at games is important. Please keep in mind that your support should be positive and encouraging. Negative comments about players, coaches, or referees are not appropriate and can only damage the attitude of your child if he or she hears these comments.

Parent volunteers are needed to enhance our athletic program.

All athletes need to be picked up no later than 10 minutes after practice ends. If an athlete remains longer than 10 minutes after that time, the coach or athletic director will call the parent as a reminder. If the situation repeats, the athlete will be dismissed from the team. Please consider the time of our teachers and volunteer coaches in this matter. They have been instructed not to leave the students unsupervised. Please arrange for another parent to pick up your athlete if you will be delayed. We must not have students in the building or at the field unsupervised. We understand emergencies arise; the penalty is for habitual offenders.

Please do not call coaches at home after 9:00 pm unless there is an emergency.

PHYSICAL EXAMS

Physical exams are encouraged for students in grades in 5 and 7 before participating in sports. A physical exam form will be in the packet you receive at the parent athletic meeting. Any new student entering our school must have a physical exam in the year of entering before participating in sports. Please have your doctor complete the form, make a copy for your records and return the form to school as soon as possible.

SPORTS OFFERED

St. Paul's offers the following sports for students in grades 5–8, providing that coaches and enough members to field a squad are available.

Fall	Winter	Spring
Girls Volleyball	Boys Basketball	Track
Boys Golf	Girls Basketball	
Cross Country	C-Team Basketball (K-4)	

There are occasional adjustments in the grade levels due to the number of players in the sport. Some sports may be canceled due to lack of participation or inability to find a coach.

Students will not be permitted to form their own teams. Only teams sanctioned by the school will represent St. Paul's in league activities. Only students enrolled at St. Paul's Lutheran may be members of the teams.

TOURNAMENTS

In basketball, the 7/8 grade teams are allowed three tournaments throughout the season.

In volleyball, 7/8 grade teams are allowed three tournaments throughout the season.

St. Paul's may sponsor tournaments when the opportunity presents itself.

Out of state travel in 7/8 grades for tournaments may occur with special permission from the administration and there is ample cooperation from the parents who would be involved in the transportation and supervision.

Conference, state or National level tournaments do not count as one of the tournaments allowed.

TRAVEL

Traveling to away games is a part of our athletic program. A map will be provided for all off-campus games.

UNIFORMS

Most teams will have uniforms which will be distributed by the Athletic Director or Coach. Please make sure to follow cleaning instructions closely so as not to damage the uniforms. The coach or Athletic Director will collect the uniforms of all team members on the day of the last official game/competition. Please make sure your child has extra clothes on those occasions. Damaged/lost uniform items are the financial responsibility of each family that is in that situation.

WEATHER EMERGENCIES

If games are canceled during the school day because of inclement weather, the students on the teams will be given permission to use the school phones to notify their parents.

When there is a weather emergency that necessitates canceling school, there will be no games or practices on that day.

When games are scheduled on the weekends, please refer to WTMJ AM 620 for information regarding MLESAA games, when there is a weather emergency. Other information will be shared with parents by the Athletic Director and/or Principal.

Appendix C - St. Paul's Wellness Policy

SCHOOL NUTRITION

It is the belief of St. Paul's Lutheran School to strive to make a significant contribution to the general well-being, mental and physical capacity and learning ability of each student and afford them the opportunity to fully participate in the education process. St. Paul's Lutheran School promotes a healthy school environment by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health S.T.A.T.us of children.

1. Provide positive environment and appropriate knowledge regarding food for developing and practicing lifelong wellness behaviors.
 - a. Ensure that all students have access to healthy food choices during school and at school functions.
 - b. Provide a pleasant eating environment for students and staff.
 - c. Strive for a minimum of 20 minutes for students to eat lunch and socialize in the designated cafeteria area.
 - d. Enable all students to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to food of minimal nutritional value.
 - a) In keeping with contractual obligations to the National School Lunch programs, ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch program.
 - b) Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a plan that focuses on:
 - i. Reducing access to non-nutritional foods.
 - ii. Educating students on healthy foods.
 - iii. Selective pricing that favors sales of healthy foods.

STUDENT NUTRITION PROCEDURES

St. Paul's Lutheran School promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

The full meal program will continue to follow the U.S. Government's Nutrition Standards. A yearly contract is submitted to the Department of Public Instruction and is on file in the Food Service director's office.

Lunchroom Climate

A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.

It is encouraged that the lunchroom environment be a place where students have:

- Adequate space to eat and pleasant surroundings.
- Adequate time for meals (The School Nutrition Association recommends at least 20 minutes from the time they are seated).
- Convenient access to hand washing facilities before meals.
- Students are encouraged to eat foods but not forced to eat.

SCHOOL NUTRITION STANDARDS

St. Paul's Lutheran school strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in healthful nutrients. In an effort to support the consumption of nutrient dense foods in the school setting, the School has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds.

Food

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower "bad" cholesterol and maintain "good" HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.

Beverages

- Sales or consumption of soda or artificially sweetened drinks will not be permitted during the times when school is operating.
- Milk, water and 100% fruit juices may be sold or distributed on school grounds both prior to and throughout the instructional day.

Rationale for Guidelines – Beverages

Healthiest

- Milk – Low fat (1%) or Nonfat preferred, any flavor
- Water – Pure
- Juice – at least 50% fruit or vegetable juice

Healthier

- Water-Flavored or vitamin enhances
- Low-Calorie Beverage - <50% calories per 12-ounce serving

Rationale

- Milk: Milk in any form provides vitamins and minerals, but the low-fat and non-fat versions are preferred. Flavored milks are permitted
- Water: Pure water is preferred, but water that is flavored may be more attractive to someone who doesn't drink plain water. The vitamin-enhanced waters may benefit people with such nutritional needs, although pure water is the healthiest choice.
- Juice: Fruit and vegetable juices should contain at least 50-percent juices.
- Carbonation and caffeine: Carbonation and caffeine in moderation do not have a significant effect on nutrition. Carbonated low-calorie beverages may be another option for people who don't like milk or plain water.
- Low-Calorie: Beverages containing 50 calories or less per 12 oz serving were deemed healthier options. Artificially sweetened drinks are not as healthy as pure water, but may be a healthy alternative for people trying to watch their weight or manage their diabetes.

Healthiest	Healthier	Limited
Milk, any flavor – preferably non-fat or low-fat	Flavored or vitamin-enhanced fitness water, sparkling water	
Juice – Fruit or vegetable that contains at least 50% juice	Low-calorie, diet sodas, low-cal iced teas, low-cal coffee, sports drinks	Regular soft drinks, Less than 10% juice drinks.
Water, pure		

Healthy Snack Guidelines (A snack is defined as any food item outside the lunch program).

- During school hours, staff should model behaviors
- Identify healthier and healthiest snack on snack cart with signage and/or stickers
- In middle school, healthier and healthiest snacks should comprise a minimum of 50% of the snacks.
- Promote healthy snack information and education to student, staff and parents.
- After School Sponsored Events—Food offerings at concession stands operated on school campuses (such as, but not limited to, athletic events and concessions, after school programs, performances and school dances) shall include healthy options such as water, milk, 100% juice and nutritious foods as delineated by the Healthy Snacks guidelines.

Rationale for Guidelines – Snacks

Healthiest – Must meet both criteria

- 3 grams of total fat or fewer per serving (Nuts & seeds exempt from restrictions)
- 35 grams of carbohydrates or fewer per serving (most candies considered in limited category)
- Fruit in any form is permitted, regardless of carbohydrate count.

Healthier - Must meet both criteria

- 6 grams of total fat or fewer per serving (Nuts & seeds exempt from restrictions)
- 35 grams of carbohydrates or fewer per serving (most candies considered in limited category)
- Fruit in any form is permitted, regardless of carbohydrate count.

Portion Size - Portion size is not defined for any items, but smaller portion sizes are preferred.

Rational

- Fat: it was determined not to differentiate saturated fat from unsaturated fat. When total fat is considered, saturated fat tends to be low. Nuts & seeds: Nuts and seeds are exempt from the fat guidelines, because they are high in monounsaturated fat, which can help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol. Nuts and seeds have been shown in many studies to reduce the risk of having a heart attack.
- Carbohydrates: The level of carbohydrates was set at 35 grams per serving to include more food items. Most candies are considered in the limited category, regardless of carbohydrate count.
- Fruit: Fruit and vegetables in any form (canned, fresh, or dried) was not restricted by carbohydrate standards because it provides vitamins, minerals, anti-oxidants and dietary fiber that are beneficial to an overall balanced diet.
- Portion Size: Portion size is not defined, because there is variability among products. However, the preference is for smaller-portioned products.

FUNDRAISERS:

All fundraising projects are encouraged to meet the school's nutritional standards.

Teacher Incentive

Teachers will consider non-food items as a student incentive. Should teachers decide to use food times as an incentive, they are encouraged to adhere to these guidelines. Food items can be used from the approved list of healthy snacks.

CURRICULUM:

The health curriculum will educate students to develop the knowledge, attitudes, skills and behavior for lifelong healthy eating habits and physical activity. The school has approved a K-12 nutrition curriculum as part of the comprehensive health curriculum. The nutrition curriculum supports the philosophy that the quality of life is dependent upon the student's interaction with their total environment, which includes their physical, mental and social well-being. Included in the health curriculum as a performance goal, is that students will learn good food habits to help build and maintain good health.

PHYSICAL EDUCATION CURRICULUM:

The physical education curriculum teaches children the importance of exercise and wellness, and exposes students to a wide range of physical activities and skills in order for students to be able to develop the knowledge and skills to be physically active for life. Physical education teachers will follow a physical education curriculum and the physical education curriculum will be aligned with the National Physical Education Standards and relate to the State Standards.

Physical Activity

- Physical Activity should be included in the schools daily education program and grades pre-K-8 and substituting any one of these components for others is not appropriate.
- Students will receive physical education, meeting the minimum State recommendation for the minutes per grade level.
- Students can be offered a variety of physical activities outside of the daily education program, including extracurricular before and after school programs.



CHILDREN WITH DISABILITIES AND SPECIAL DIETARY RESTRICTIONS

A. Rehabilitation Act of 1973 and the Americans with Disabilities Act

Under Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act Amendments Act (ADAAA)* of 2008, "a person with a disability" means any person who has a physical or mental impairment which substantially limits one or more major life activities or major bodily functions, has a record of such an impairment, or is regarded as having such an impairment.

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Please refer to these Acts for more information at <http://www.dol.gov/oasam/regs/statutes/sec504.htm> and <http://www.eeoc.gov/laws/statutes/adaaa.cfm>, respectively.

B. Individuals with Disabilities Education Act

A child with a "disability" under Part B of the *Individuals with Disabilities Education Act (IDEA)* is described as a child evaluated in accordance with IDEA as having one or more of the recognized thirteen disability categories and who, by reason thereof, needs special education and related services. The IDEA can be found in its entirety at <http://nichcy.org/wp-content/uploads/docs/IDEA2004regulations.pdf>.

The Individualized Education Program (IEP) is a written statement for a child with a disability that is developed, reviewed, and revised in accordance with the IDEA and its implementing regulations. When nutrition services are required under a child's IEP, school officials need to make sure that school food service staff is involved early in decisions regarding special meals. If an IEP or 504 plan contain the same information that is required on a medical statement, then it is not necessary to get a separate medical statement from a licensed medical practitioner.

C. Licensed Medical Practitioner's Statement for Children with Disabilities

U.S. Department of Agriculture (USDA) regulations 7 CFR Part 15b require substitutions or modifications in school meals for children whose disabilities restrict their diets. School food authorities must provide modifications for children with disabilities on a case-by-case basis when requests are supported by a written statement from a state licensed medical practitioner.

The licensed medical practitioner's statement must identify:

- an explanation of how the child's physical or mental impairment restricts the child's diet;
- the food(s) to be avoided; and
- the food or choice of foods that must be substituted.

The second page of this document ("Medical Statement for Special Dietary Needs") may be used to obtain the required information from the licensed medical practitioner.

"Practitioner" is defined by Wisconsin State Statute 118.29(1) (e): "Practitioner" means any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state. If the documentation to support a dietary accommodation has not been signed by one of these practitioners, the school is not required to accommodate the request (unless information about the dietary need is included within the IEP or 504 plan, as mentioned above in Section B.)

D. Other Special Dietary Needs

School food service staff may make food substitutions for individual children for whom they do not have a medical statement from a practitioner. It is strongly recommended, though not required, that schools have documentation on file from any medical authority for students with dietary needs for whom they are making menu modifications within the meal pattern. Such determinations are only made on a case-by-case basis and all accommodations must be made according to USDA's meal pattern requirements.

This institution is an equal opportunity provider.

Medical Statement for Special Dietary Needs

Please read page 1 before completing this form.

Student's Name	Student's PIN/ID Number	Age*
Name of School*	Grade Level*	Classroom*

*Please include information that is accurate as of the time of this form's submission.

1. How does the child's physical or mental impairment restrict his or her diet?

2. Please complete all of the sections below that are applicable to the child.

Allergies and Celiac Disease	What food(s)/type(s) of food should be omitted? Please be specific.
	List foods to be substituted. (Avoid specific brand names, if possible.)

Diabetes Mellitus	Please describe any modifications necessary to accommodate the child's needs.
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Texture Modifications	The child requires that all foods be: <input type="checkbox"/> Pureed <input type="checkbox"/> Diced/finely ground <input type="checkbox"/> Chopped/cut into bite-sized pieces	Liquids should be: <input type="checkbox"/> Pudding thick <input type="checkbox"/> Honey thick <input type="checkbox"/> Nectar thick <input type="checkbox"/> Thin/normal consistency
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Other	What food(s)/type(s) of food should be omitted? Please be specific.
	List foods to be substituted.

3. Additional comments:

Parent's Signature	Date
Parent's Name (Please Print)	Phone Number
Signature Below Required <small>(See section C, page 1)</small> Please check the appropriate title:	
<input type="checkbox"/> Physician <input type="checkbox"/> Nurse Practitioner <input type="checkbox"/> Dentist <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Podiatrist <input type="checkbox"/> Optometrist	
Medical Practitioner's Signature & Date	
Medical Practitioner's Name, Title, & Phone Number (Please Print)	

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Parent Code of Conduct Information

Volunteers/Safe Sanctuary

Our school is strengthened by the aid of volunteers who assist in classroom activities and school events. People interested in volunteering should contact the school office and will need to undergo a background check before volunteering.

Communication

St. Paul's Lutheran School staff will use email, telephone, Gradelink, and Parent/Teacher conferences to communicate with parents. Parents are encouraged to contact the teacher with questions or concerns. If you have a question, concern, or are uncertain about something please approach the school, not other parents, to resolve the situation.

Parents are asked to use appropriate methods to contact staff. Parents can email staff using their splco.org address, call the office to leave a message with the school administrative assistant, or leave a voicemail on their work extension. Contacting staff by using their personal phone number is a violation of parent policy unless the teacher has given the parent explicit permission to do so.

Parents are asked to resolve conflicts at the lowest possible level. If there is a question or concern about the class, please go to the teacher first. If you are not satisfied with the answer, then you can approach the Principal. If you are not satisfied with the Principal's response, then an appeal can be made to the Board of Education.

'Think before you post'

We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, church, early childhood center, St. Paul's Lutheran staff, parents or children. We take serious issue with inappropriate use of social media by a parent to publicly humiliate or criticize another parent, member of staff, or child. You will be contacted by the principal or director of the Board of Education to resolve any social media issues.

Custodial / Non-custodial Parents

In the case of a divorce, parents must provide a copy of the custody arrangements to the school office. The school will not release a child to the non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided. Non-custodial parents may visit the student's classes and attend parent-teacher conferences unless restricted by a court order.

Access to School Records

Parents and non-custodial parents have the right to see the educational records of their children. Written notice is required in order to review a student's cumulative records. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but they will notify the custodial parent that they intend to comply with a request from the records in the presence of the principal or his/her designee.

Parent Teacher Organization (PTO)

All parents of students at St. Paul's Lutheran School are automatically members of PTO. Meetings and events are held to educate parents, promote understanding and cooperation, and to raise funds for special school improvement projects. Parent volunteers are needed to serve in many capacities: the PTO Board, PTO Room Representatives and or committees associated with the PTL.

Parent(s), Guardians, and Caregivers Guidance Expectations

Parents of a St. Paul's student pledge to work together with the staff to sustain an environment of love and trust which encourages positive development in students.

All parents commit to do the following:

1. Respect the school by showing support, verbally and through behavior, for school policies and the authority of the teachers and staff
2. Recognize that the education of children is a joint responsibility of the parents and the school community
3. Encourage the child to do his/her schoolwork correctly to the best of his/her ability
4. Train their child/ren in helpfulness, courtesy, and a Christian sense of values
5. Take advantage of opportunities to communicate with the teacher, including Parent/Teacher Conferences
6. Make on-time tuition payments
7. Supervise their child's clothing choices and to guide them in making appropriate dress code choices
8. Encourage your child to take responsibility for his/her actions and efforts at all times
9. Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
10. Correct their child's behavior especially when it could otherwise lead to conflict, aggressive behavior or unsafe behavior.
11. Resolve conflicts kindly, in love, according to Matthew 18 guidelines as Christian brothers and sisters. Demands, threats, accusations and disrespect do not fulfill God's expectations.
12. Avoid using staff as threats to admonish children's behavior.

Matthew 18:15-17 "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector."

St. Paul's Lutheran Church Member families commit to do the following:

1. Be faithful in church and Bible class attendance and participate in Holy Communion
2. Use God's Word in private and family devotions
3. Pray regularly - Praying for the school and church and its children, faculty, and staff

"GOD IS LOVE; AND HE THAT DWELLS IN LOVE DWELLS IN GOD, AND GOD IN HIM." I John 4:16

Parent Behavioral Guidelines:

The St. Paul's family culture that we hold so dear thrives when we live in communion with one another. In order to support a peaceful and safe school environment, we insist that the following behaviors are not displayed in or around our campus or at St. Paul's-related activities:

1. Using loud or offensive language, or displaying temper outside of Christian character.

2. Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including sporting events.
3. Threatening to do actual bodily harm to a member of school staff, a visitor, fellow parent or pupil regardless of whether or not the behavior constitutes a criminal offence.
4. Damaging or destroying school property.
5. Abusive or threatening emails or text/voicemail/phone messages or other written communication to any St. Paul's Lutheran School employee or representative.
6. Gossiping with other parents, teachers, staff or guests regarding the school, teachers, processes, policies or otherwise.
7. Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff at the school on Facebook or other social sites. See **Parent(s), Guardians, and Caregivers Guidance Expectations** above.
8. Approaching someone else's child in order to chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
9. Smoking (cigarettes or vapors) and consumption of alcohol or other drugs while on school property or attending a school-related event.

Should any of the above behaviors occur, the school may feel it is necessary to restrict family access to the school building and/or from school activities, remove the offending family from St. Paul's Lutheran School, and contact the appropriate authorities if necessary. The Principal will investigate and has the authority to interview parents or choose not to as part of the investigation. The Principal will determine the appropriate action. If a parent disagrees with the decision, they have the right to an appeal to the Board of Education.

Discipline:

I understand that sending my children to St. Paul's Lutheran School is a privilege and not a right. I also believe that discipline is necessary for the welfare of each student, as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations and school policies in a manner consistent with Christian principles on discipline as set forth in the Scriptures.

Repairs and Responsibility for Chromebooks

Students are expected to use their Chromebook in accordance with the St. Paul’s Lutheran School *Ethical Use of Technology* policy as stated in the Parent-Teacher Handbook, and the law. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not damaged. St. Paul’s Lutheran School reserves the right to charge the student or parent up to the full cost for repair or replacement when damage or loss occurs.

Cost of Repairs for Chromebooks

Students will be held responsible for any and all damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, missing keys, broken trackpad, inoperable device, etc. All reports will be investigated and addressed. Any hardware repairs that are not due to misuse or damage will be covered without cost to the user, however any accidental or intentional damage to the device will incur a cost.

The fixed rates for repair /replacement are set as follows:

Removal of Asset Tab/label	\$5
Damaged screen	\$50-80
Lost or broken charger	\$15
Broken keyboard (including missing keys	\$45
Lost, non-repairable, or stolen Chromebook	\$210

**Other damage not listed here will be pursuant with charges incurred with our IT consulting firm

Flat repair fee for second and subsequent damage/replacements	\$20
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plus the fixed rate to repair/replace as listed above

Chromebook Repair

Devices are property of St. Paul’s Lutheran School and are only to be repaired by school-authorized personnel. Students will take the device to the school principal and homeroom teacher to report any damages. Upon receiving the damaged device and details, the IT consulting firm and/or school personnel will determine any applicable repair/replacement fees. If a loaner device is available, one will be issued to the student until the original device is repaired. After two incidents of accidental damage, the student may lose some Chromebook privileges.

No student is allowed to take the device home. It is for use at school only.

I understand and agree to follow these guidelines

Student name (print) Grade

Student Signature Date

Parent name (print)

Parent Signature Date

Church Leadership Team

President

Matt Dinnauer

First Vice President

Erik Benes

Second Vice President

Cheryl Tesch

Treasurer

Jerry DeWitz

Secretary

Tim Mueller

Senior Pastor

Pastor Lance Armstrong O'Donnell

Principal

Jill George

Board of Education

Kurt Ahrens, Director

Board of Operations

Glenn Leidel, Director