

Welcome to St. Paul's Lutheran School! It is so amazing to have a God that loves us so much that he continues to love us even though we don't deserve it. He created a world for us to live in, he came up with a plan to save us from our sins, as our Savior he paid for our sins on the cross, and he has prepared a place in heaven for us. As we begin the 2020-2021 school year we can have faith and trust that his love will continue to surround us.

We also begin the year with a commitment to continue the tradition of St. Paul's, which is the school's mission to train up children in knowledge and truth of God's Word. St. Paul's is a ministry that incorporates children, parents, teachers and the congregation to work together in strengthening faith and being faithful witnesses of Christ. The church has blessed us with a facility and support to have an educational institution that prepares its students to be life-long disciples of Christ, faithful stewards, good citizens, and heirs of eternal life.

The faculty and I are blessed to have the privilege to work with all of you to bring your child an education that is structured for them, follows the standards of the state and nation, as well as incorporating the love God has shown us in all classes. As the challenges and victories come throughout the year may we work together when needed and celebrate together as fellow members of Christ's family.

Please feel free to contact me with any joys you want to share or if there are questions, or concerns that need to be addressed. Good communication is vital to keep our school families connected and to succeed as a whole; this will happen even more as we pray for each other and recognize that God has placed us together to benefit His Kingdom here on earth at St. Paul's and around the world.

This handbook has been prepared for the purpose of acquainting parents with St. Paul's Evangelical Lutheran School. We hope it will answer some of the questions you may have concerning the school's routines and procedures. Because this is only a handbook, some of your questions may not be answered. If you still have unanswered questions, please let us know. Your interest will be viewed as concern and love for your child. May the Lord bless our joint efforts to feed His lambs, your children, the Bread of Life.

May the Lord bless you and your children this school year as he pours out his love on you.

A Servant in God's Kingdom,  
Nathan Schulmeister  
Principal

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## ST. PAUL'S SCHOOL PHILOSOPHY

St. Paul's Lutheran School exists to assist parents in their God given responsibility to *"Bring your children up in the training and instruction of the Lord"* (Ephesians 6:4).

Our Christian educational efforts, with the support of the congregation and families, are dedicated to sharing the Gospel message so that all may know that, *"God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life."* (John 3:16). Students are provided with a developmentally appropriate learning environment to be strong citizens; spiritually, academically, socially, emotionally, and physically. All training and instruction will be designed with the intent to strengthen students and their families in all aspects of life as redeemed Children of God.

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### **Core Values:**

Our Core Values at St. Paul's places a focus on who we are and what we hold to in all aspects of education.

#### **1 - Christ is the center of everything we do.**

God's Grace through our Savior, Jesus Christ, has provided St. Paul's with a school where teachers educate and encourage students everyday in the teachings of God's Word. Our highest focus is on Jesus, our Savior, who has paid for and forgiven us all our sins and has enlightened us in the truth. All discipline and teaching is rooted in this truth so that all may be made *"wise for salvation through faith in Christ Jesus."* (II Timothy 3:15).

#### **2 - Parents are our partners in the education of children.**

We are here to partner with families. We as a school will work with and encourage families to communicate, cooperate, and share in the responsibility of giving children an education to prepare them for the future. We also encourage families to lead Christian homes where the truths of God's Word are taught and Christian faith will grow.

#### **3 - Students are held to a high standard of academic excellence, leadership, and Christian character.**

Students are expected to do their best with the gifts God has given each one of them. Each student will know the teachings of God's Word, namely that because of their sinful nature they need a Savior, who is Jesus Christ. Through whole group, small group and differentiated instruction students are given the opportunity to learn in a variety of ways across the curriculum. All of this is fostered in a positive, loving environment, while learning to interact with others and recognizing the benefit of each other's strengths as God has blessed them.

#### **4 - Staff professionalism as representatives of their position.**

Staff will present themselves in a professional manner as representatives of their Savior, of St. Paul's, and as educational leaders. Staff recognizes that learning is an ongoing journey where they continue to grow and learn through professional development such as attending conferences, workshops, and individual reading.

## FORWARD

St. Paul's Lutheran Church operates a Christian Day School to achieve a two-fold purpose. The first of these is to assist the parents in the spiritual training of their children. The second is to help these children grow intellectually, emotionally, socially, and physically to the best of their ability, so that they may lead a fruitful Christian life here on earth. We must always bear in mind that the school exists only to assist the home in these tasks, not replace it nor act independently of it.

Christian parents have established our school, helped set its goals, and support it with their efforts and finances. It is proper, therefore, that parents have a voice in governing the operation of the school by way of the elected board representatives. These representatives in turn must be sensitive to goals of the Christian parents who choose to use the school as they establish policy.

God has indeed placed upon parents a great responsibility of child training which is to foster faith in Jesus Christ and a life dedicated to His service. In addition, children, parents, and staff must constantly demonstrate a commitment to the Lord. This includes regular church attendance and Bible study, regular attendance at the Lord's Supper, generous financial support of the Lord's work, and setting a good example daily in our Christian lives.

A commitment to the education of our children can be carried out by supporting the school's educational program. This can be demonstrated by attending school functions and showing a genuine interest in a variety of activities.

The school is one arm of the congregation's education process, and as such is an integral part of the total parish program. Having a Christian Day School is a blessing and a privilege that is well worth our time and effort. In order for the school to carry out the work of the Kingdom, every parent must be willing to work and sacrifice to help in this cause. The pastors, teachers and staff at St. Paul's are eager to help you in this all-important task. Let us work together, constantly seeking God's blessings through prayer, and our success is assured.

### SCHOOL HOURS

Kindergarten – Grade 8

8:15 AM to 3:15 PM

***“God will have all men to be saved, and to come unto the knowledge of the truth.”***

***1 Timothy 2:4***

God's love knows no racial bounds; therefore no racial distinctions or prejudices will be tolerated in St. Paul's Christian day school. St. Paul's school will admit students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admission policy, or other school programs. Members and Non-Members of St. Paul's congregation who are unable to send their children to our school for only financial reasons may fill out a tuition assistance form. It will be presented to the Board of Christian Education for special consideration in a hardship case.

## OUR LUTHERAN SCHOOLS

St. Paul's School is one of a system of schools operated within the Wisconsin Evangelical Lutheran Synod. Of these schools, many are located in the Milwaukee area and have formed a conference to support an area Lutheran High School (WISCO) on 84<sup>th</sup> and Bluemound. Because WISCO is an extension of the curriculum and Christian training received at St. Paul's, our students are encouraged to continue their Christian education at WISCO. Information about cost, transportation, curriculum, etc. can be obtained from Pastor or Principal. Many of our students also attend area public high schools. They do not have any problem adjusting to the curriculum. Our students are prepared for any high school they choose. Information about the public high schools may be obtained from Mr. Schulmeister.

### FACULTY

The full time teachers of St. Paul's school have received professional training at Martin Luther College, New Ulm, Minnesota, and Wisconsin Lutheran College, Milwaukee, Wisconsin. Our teachers uncompromisingly cling to the divine inspiration of the Bible. We stand up for this Truth, preach this Word, and build all our education on this basis. Our educational philosophy includes new ideas and methods that are proven sound; older methods are rediscovered and revitalized. New material and equipment are utilized. We make use of the increasing knowledge of human behavior and the learning process. Above all, our teaching aids include the absolute Truth of God's Word, which is the power of God unto salvation.

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## **TARDINESS**

All students are expected to be at school by 8:10 and in the classroom at 8:15. If they are not **in the classroom** by 8:15 they will be marked tardy for that day. If a student arrives after 8:15 they should first report to the office so that they will be removed from the absentee list. They should then report to the classroom.

After **2** unexcused tardies parents will be notified to rectify the situation. Upon reaching the **third tardy**, the student will serve an after school detention. If tardiness continues after three detentions the Board of Christian Education will be contacted to handle the situation. Pupils will not be marked tardy if teachers are notified beforehand about dentist, doctor appointments, etc.

## **FINANCIAL SUPPORT OF THE SCHOOL**

St. Paul's Lutheran School receives no direct aid from the Federal Government. The school relies completely on the financial support of the parents and congregation members. Parents are required to pay an educational materials fee and tuition fee, which covers a small percentage of the cost of educating a child. The rest is paid for by congregational offerings. It is very important that parents do their fair share in church contributions, over and above the educational materials fee and tuition fee. Good stewardship will insure a quality education. Special projects to raise money for items the school needs are also undertaken. You may help to provide a good education for your children by contributing to these projects.

## **EDUCATIONAL MATERIALS FEE**

A standard educational material fee of \$450 per child is charged. This fee includes the following: science, testing materials, workbooks, computer materials, educational magazines, art supplies, textbooks, field trips, teaching aids, yearbook and supplies. Other books and supplies may be needed and may be available at the school office throughout the school year. A list of supplies your child needs is available in the school office.

## **TUITION POLICY FOR MEMBERS AND NON-MEMBERS**

The cost of Christian Education at St. Paul's is currently about \$6,000 per year per child in Kindergarten through Grade 8. These costs do not include educational materials, which are paid for in a separate Education Materials Fee. They also do not include the monthly mortgage to pay for the building itself. They do include salaries, maintenance, utilities, and general operating costs. The \$6,000 per year figure becomes the starting point for our tuition policy.

Obviously we do not want to charge each child of our congregation this full amount. The Board realizes that families who are members of St. Paul's Lutheran Church are hopefully contributing to the entire work of the church in their weekly offering envelopes. A part of these regular offerings are used to support the Christian Day School. In this manner all members of St. Paul's are helping to pay for Christian education. It is our congregations desire to share this cost with all members. This has been the financial framework of our school since its beginning in 1865. It is for these reasons that the Board has decided that members of St. Paul's Church will receive tuition assistance for each child. The congregation will subsidize each child with the hope that families of that child will always do all they can

to support the entire work of the congregation. Church contributions should always be a thank offering to God for His grace and flow from a willingness to do His work.

We also realize that all families; members and non-members, are asked to volunteer in many ways to make the school year a success and to also keep costs down. Parents serve as coaches, hot lunch cooks, maintenance committees, teacher helpers, yearbook staff, librarians, etc. Without parent volunteers it would be impossible to have a successful Christian Day School. It is so important that we require all families to help out in some way, as their time and talent will permit. Throughout the year there are assigned duties for parents of certain grades. A cleaning and maintenance schedule is made up at the beginning of the year. There are many special projects that require the help of parents. If some parents have conflicts with scheduling, they have many opportunities to help at different times and with different activities. The Principal and School Board monitor a record of volunteer help by families.

All parents are required to help with special cleaning projects during the year and also during the summer. A cleaning and maintenance schedule is made up at the beginning of the school year. A summer cleaning schedule is made up in spring. Parental help in this area keeps our maintenance costs down. Parents are given \$300 in tuition assistance for each child if they participate in all required cleaning assignments. Families who do not fulfill the cleaning maintenance requirements will have \$300 added to their invoice.

**With the \$300 tuition assistance listed above, the new tuition rates for the school year 2019-2020 will be as follows:**

A non-member family will be charged tuition of \$2,600 per child.

A family that is a member of our area WELS congregations will be charged tuition of \$1,600 per child. (This lower rate is because of a tuition assistance based on volunteerism and active church membership and support.)

### **TUITION PAYMENT POLICY**

- Tuition and fees are to be paid through TADS which is a company St. Paul's uses to collect monies.
- If a family selects to pay the total amount in September they may receive a 5% discount on tuition.
- There are options for 1, 2, or 9 month payment plans through TADS accepting a variety of payment.
- Any late or insufficient fund fees assessed by TADS are not established by St. Paul's and are kept by TADS. In many cases contact with TADS or the principal can result in cancelling any additional fees.

### **TUITION ASSISTANCE PROGRAM**

- Policy
  - Tuition assistance aims at aiding needy families, meet the financial costs of obtaining a Christian education at St. Paul's School for their children. The applicant must be regular in his or her own worship life and takes an active role in the Christian training of the children. A partnership between home and school is an essential requirement of tuition assistance. Failure to provide proper Christian training in the home will disqualify the applicant from any tuition assistance.

- Assistance is provided on the basis of need and is in the form of a tuition waiver rather than actual money. The amount of tuition that is waived depends on the need and is determined through the aid of a formula taking into consideration other family circumstances. The educational materials fee will generally not be waived unless in extreme hardships. The waivers are not to be retroactive to a previous semester or a previous school year.
- Parents requesting tuition assistance must apply for that aid by submitting an application to TADS. TADS is a company that St. Paul's has an account with to help determine if assistance is needed and what amount. Forms and information are available in the school office.
- TADS will examine all forms and information that they receive and use established formulas to determine the assistance amount that the family needs. TADS will recommend an amount to the Tuition Assistance Committee of St. Paul's. St. Paul's Assistance Committee will discuss if other circumstances need to be considered and will make the final determination on the exact amount of assistance to be given.
- St. Paul's 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 and ethnic origin in the administration of its educational policies or school-administered programs.
  - Procedure for applying
- To be eligible for tuition assistance the applicant:
  - Must be actively participating in the Christian education effort as evidenced by church attendance, communion and stewardship.
  - Must submit a completed application form with required documents to include a 1040 income tax return from the previous calendar year.
- In general such waivers are to be determined by July 1<sup>st</sup> for the following school year. Therefore all tuition assistance forms should be given to the committee by early June. The waivers may be reconsidered as family circumstances change. Special considerations and requests for tuition assistance can be brought to the principal during the year.

## **ENROLLING NEW STUDENTS**

St. Paul's Lutheran School welcomes families who wish to provide a quality Christ-centered education for their children. However, St. Paul's Lutheran School is not staffed or equipped to educate students who have severe learning, behavioral, or emotional problems.

St. Paul's Lutheran School will consider enrolling new students only after the following conditions are met:

- All enrollment forms are completed to the satisfaction of the principal.
- The parents meet with the principal to discuss the child and the school program.

New students entering St. Paul's Lutheran School in a grade above Grade 1 shall enter the grade recommended by the school previously attended. These students are admitted on a conditional basis until the following occurs:

- Records from any previously attended schools are received in the St. Paul's Church/School Office.
- New students will be tested to determine academic level.
- The classroom teacher and principal have an opportunity to observe the child's academic achievement and behavior. This shall not normally last longer than thirty (30) days of actual attendance at St. Paul's Lutheran School.



At the end of the probationary period, the principal, the teacher, and the parents will evaluate the student's progress and will discuss any changes, which may be necessary.

After observing the child and examining the records, the teacher and principal may agree that it is not in the best interest of the child or the school that the student be enrolled at St. Paul's Lutheran School or that the grade level placement is not appropriate. In this case, the principal and the teacher will meet with the parent(s) to discuss the situation and to recommend alternative courses of action.

### **MILK PROGRAM**

White and chocolate milk (both 1%) is made available to students for a cost of \$35.00 per year.

### **HOT LUNCH**

Hot lunch is served five times a week depending on volunteers. Please sign up if you can help (even if it is only once a month). You may order hot lunch for your child monthly. Orders need to be turned in ahead of time ~ watch your Monday Messenger for announcements and menus.

### **RULES OF CONDUCT AND DISCIPLINE PROCEDURE**

The children are to act with Christian love and kindness toward all pupils in the school, also toward everyone with whom they are in contact. This requires them to act in such a way that they will not interfere with the work and play of others. Children should always be proud to be children of God, and should be happy to behave so that the name of God is glorified.

Christians admonish those who sin in order to lead them to repentance and a life, which glorifies their Lord. Our disciplinary program has the same purpose. The Law and the Gospel are the means through which we carry out our discipline. When inappropriate behavior is identified, efforts are made to bring the student to an awareness of his/her sin and repentance of that sin. When that is achieved, the student is once again assured of God's love and forgiveness. The student will bear appropriate consequences as a result of his/her behavior.

Varying degrees of disciplinary action may be taken depending upon the nature and severity of misconduct. When the teacher has contacted parents and exhausted all discipline procedures with little improvement, or if a problem is severe enough, the principal will be involved. If unresolved after the principal has tried to remedy the situation, the Board of Education will be notified. Continual discipline problems will lead to eventual suspension. The Board of Education will be involved in all suspension cases. Further problems will be referred to the Board and they could eventually respond with expulsion. The Board operates under the rule that a problem must not be allowed to continue. If a single act of misbehavior is severe enough, the Board of Education could be involved immediately for a decision about termination of enrollment.

**FIGHTING:** The school has a No Fighting Policy. Any students involved in deliberate physical violence against another student will be suspended from school. Suspensions will be given to all students involved in the fight. It does not make any difference who started it. Students must learn to handle situations without violence and are encouraged to talk to a teacher if a situation has gotten out of control.

**WEAPONS:** Any student bringing a weapon or something that is intended to look like a weapon will be suspended from school.

**VERBAL ABUSE:** Verbal abuse is contrary to God's Word and is totally unacceptable behavior in our school. Violations will be strictly dealt with by the teachers and principal and steps will be taken to stop the behavior and protect children from verbal abuse. Those steps may involve student teacher consultations; principal student consultation; group meeting with student, teacher, parent and principal; and in cases of repeated abuse, involvement of the Board of Education. Continued verbal abuse will result in suspension and may lead to expulsion.

Verbal abuse is defined as: Foul, vulgar, abusive language or gestures, language intended to belittle, degrade, intimidate, threaten, or language that includes words denoting race, ethnicity, gender, or disability which cause fear or physical or mental distress. Verbal abuse would include using messaging e-mails, websites, etc. to belittle, degrade, threaten, or intimidate another student. This applies to student/student relations as well as student/teacher relations.

### **COMPLAINT PROCEDURE**

We encourage parents to bring the complaints to the teacher involved. Differences between parents and teachers should be settled in an evangelical way between themselves. If no settlement can be reached, the principal should be consulted. Then if no satisfaction, the following order of grievance should be taken: Board of Education and Pastor, Church Council, Congregational Meeting.

### **SCHOOL TRANSPORTATION**

So that no family is deprived of a Christian Education, we hope that transportation can be arranged for all students wishing to attend St. Paul's School. The city of Franklin, Milwaukee, Greendale and Oak Creek will pay parents **who live within designated boundaries** to transport the children themselves. Parents may wish to get together and form car pools.

### **AFTER SCHOOL PICK UP**

At the end of the day the students will line up along the front sidewalk. Parents must park and walk over to the sidewalk to pick up their children. The drive through circle at the front door will be closed at that time to ensure safety and be in compliance with fire department requirements.

### **EARLY ARRIVALS AND LATE PICKUPS**

In the morning all should enter the building through the front entrance. Children may arrive between 7:45-8:10AM. If students arrive well before 7:45AM, they should enter the front door and go to the childcare center where before school arrangements should have been made.

If students arrive between 7:45 and 8:05AM they are to remain at the tables in the main hallway under teacher supervision until 8:05 when classroom teachers pick up the class. If students are bringing in a device, they must be checked in when they arrive. Students are expected to have school work or a book to read during this time. Students arriving after 8:05AM should report directly to their classroom. The lounge space in the main lobby is reserved for parents only.

After school, all children should be picked up within 15 minutes of school closing. If it will be more than that, arrangements should be made with the childcare center.

If there are mornings or evenings that need special consideration, please contact the teacher to discuss what accommodations can be made for that one special occasion.

If children are not picked up by their parent by 3:30PM, they will be sent to the after school room and will be charged the after school hourly fee. When that happens, parents will be notified to pick children up on time or call in advance requesting care for that day. Frequent failure to make arrangements or pick children up on time, will require a meeting with the principal to rectify the situation so that the best care for children can be provided.

### **ELECTRONIC DEVICES**

As a general rule, students are not to bring cellular telephones or iPods to school. They can become a distraction during the day, their access to the internet can be a problem, and their security may become an issue. Parents are asked to monitor this with their children. In the rare event that a student must bring a cell phone to school because it is needed after school hours, it must be checked in at the office as soon as the student arrives at school. St. Paul's Lutheran School assumes no responsibility for the security of these items during the course of the school day. The student may retrieve the phone from the office at the end of the school day. Any device not checked in by a student will be confiscated by the teacher. Parents only may pick up the device and a \$5.00 fee will be charged.

### **BOY AND GIRL RELATIONSHIPS**

Wholesome and God-pleasing relationships among our students are encouraged. The grade school is neither the time nor the place for public displays of affection. Students will be counseled if problems arise and parents will be informed if inappropriate behavior persists.

### **MONDAY MESSENGER**

This is a weekly newsletter that is sent home via e-mail on the first school day of each week throughout the school year. Teachers pass on information to you by means of the Monday Messenger. Any school event, schedules or changes will be announced through this newsletter. Parents with more than one child will receive only one e-mail or packet of information. This packet will be sent home with the youngest child of your family.

### **PARENT TEACHER CONSULTATIONS**

Two parent/teacher consultations are planned for the year. All parents are expected to attend the first consultation and the second is optional, as determined by a parent or teacher request for a consultation. If during the school year you desire information, feel free to contact the teacher by telephone. Also, you may request a parent teacher consultation anytime during the year, and we will be glad to oblige. Close communication between home and school provides the teamwork necessary for quality Christian Education.

## **RECESS**

All students will go outside for recess. If your child is unable to go out for recess, a note must be given to your child's teacher. The note should describe the specific health reason why your child must stay in. When the wind chill is below zero, the students will not be allowed outside for recess. All students should be dressed accordingly to the weather conditions.

## **CHURCH ATTENDANCE**

St. Paul's Lutheran Church takes very seriously the task of "*making disciples of all people*" (Matthew 28:18-20). It is for this reason that the congregation supports and maintains a Christian Day School. For strengthening and nurturing through the Word, members in good standing enjoy the privilege of sending their children to the Christian Day School.

One of the marks of Christian discipleship is regular attendance at worship services. Attendance at worship services by both parents and students also supports the Christian training that takes place daily in the Christian home and the Christian Day School.

The ideal of Christian discipleship is worship in God's house at every opportunity – 100% of the time. This ideal may not always be possible. But surely when the heart is with the Lord, the very least one might expect of a Christian disciple is regular worship attendance.

When parents send their children to the Christian Day School a very positive message is sent. But when these same parents fail to worship regularly, or prevent their children from worshipping regularly, a very negative message is sent. These kinds of mixed messages need to be discouraged. Christian discipleship leads not only to a positive commitment to Christian training in a Christian school, but also to a positive witness by way of regular family worship in God's house.

It is, therefore, the policy of St. Paul's Lutheran Church and School that family members be in attendance at weekend worship services regularly. This is required to remain as a family eligible for reduced membership tuition. Teachers will contact member families who miss church frequently.

## **CLASSROOM SINGING IN CHURCH**

Several times during the school year various classes will be asked to sing at a church service. The whole school may sing at special services like Reformation or Easter. Because this is a worship service, students are expected to dress in appropriate clothing to reflect love for their Savior as listed under Student Dress in the handbook. All students who are members of St. Paul's are expected to attend the service in which they are singing. If the student cannot be there, the parents must inform the teacher beforehand. This is a common courtesy and enables the teachers to make proper plans to insure that there will be sufficient voices to make singing possible. We understand that families who are members of other churches may prefer to attend their own church. They are, therefore, not required to be there, however the classroom teacher should still be informed beforehand.

## **FAMILY DEVOTIONS**

Parents are to be active partners in the Christian Education of their children. It is essential for spiritual growth of the family that they pray and study God's Word together. Parents are therefore asked to have a regular plan for family devotions. Teachers will give suggestions that may help families form such a plan.

## **WEEKLY DEVOTION**

On the last school day of the week in the morning a Pastor will conduct a devotion in church. Chapel begins at 8:30 AM. Parents are welcome to attend. Look for chapel time announcements in the Monday Messenger. At this time mission offerings will be collected; the envelopes will be attached weekly to your Monday Messenger. Various mission projects are planned throughout the year.

## **CURRICULUM**

Our school follows the course of study prescribed by the Wisconsin Evangelical Lutheran Synod. Our program takes into consideration the course of study for the State of Wisconsin. We feel that our school offers a good, sound, basic program of education along with religion. Teacher will make their daily schedules available to parents upon request.

## **CONFIRMATION INSTRUCTION CLASSES**

Children of the seventh and eighth grades will participate in instruction classes scheduled each week. The class will be conducted by the Pastors.

## **EMERGENCY SCHOOL CLOSINGS**

In the event that hazardous weather or very heavy snow makes it necessary to call off school, an announcement will be made over through the local television stations. Look for the announcements for St. Paul's **Franklin**.

## **SCHOOL CLEANING AND MAINTENANCE**

All parents are required to sign up for one cleaning or maintenance date during the school year and one time during the summer. A captain for each crew will be assigned and will let you know the time and date for the cleaning and maintenance jobs. They will inform you of supplies that are on hand, where they are, other special things you may need, and what repair projects that will be done. To make sure that we have enough people to complete the work in the shortest amount of time, we ask that both parents come if possible. There are also some special projects during the year that require many volunteers. All parents are also required to help in the summer and can sign up for a June or August project date. Your cooperation is essential and is required in order to receive a \$300 credit on your child's tuition.

## EXCUSES FOR ABSENCE

State law requires that all school age children attend school every day that it is in session, except in cases of sickness or other valid reason. If a child is absent, please call the school office between 8:00 and 8:30AM. If absence is known in advance, please send a note to the teacher also.

## WHEN TO KEEP YOUR CHILD HOME

A **fever** is a warning sign that all is not right with the body. Do not allow a child to return to school until he/she has been free of fever for 24 hours.

The **common cold** presents the most frequent problem to parents. A child with a hacking cough or heavy nasal congestion belongs home, even if he/she has no fever. If your child complains of a sore throat and has no other symptoms, he/she may go to school. If white spots can be seen in the back of the throat or if a fever is present, keep him/her home and call your doctor.

Keep your child home if he/she has a **stomachache**, which is persistent or severe enough to limit his/her activity. If **vomiting** occurs, keep your child home until he/she can keep food and liquids down. A child with **diarrhea** should be kept at home. Good hand-washing is especially important in stopping the spread of any infections.

**A student who is ill not only endangers the health of other students, but he/she causes unnecessary disruptions in the classroom schedule and in the office.**

## ABSENCES FOR FAMILY TRIPS

In recent years many parents have taken children out of school for vacation. The vacations could be for extended weekends or for weeklong trips. This is extremely disruptive to a child's education and is a real inconvenience for teachers. If a child is to be gone for more than a day due to a family outing, it is necessary for parents to fill out a form that explains the problems, parental obligations, and realistic expectations of teachers. Parents must understand that in no way will a teacher be able to compensate for the lost classroom experience. Children will lose out and there will be negatives. Please consider these things as you plan family outings. We realize that there are times that this is unavoidable, but parents should do so with a full understanding of the problems involved and it should not happen with frequency.

## PHYSICAL EDUCATION PROGRAM

All children receive at least two periods per week of Physical Education. All children will be able to enjoy various recess times to continue to develop skills they may have learned in their Physical Education Classes. Information on Sports can be found in the Interscholastic Sports portion of this handbook. The aim of our sports program is to develop healthy children and to encourage good sportsmanship. The Athletic Team Handbook is available for parents who have students involved in extracurricular sport programs.

## **HEALTH SERVICES**

Kindergarten health forms are distributed to the parents before registration. These should be returned BEFORE school starts, or as soon as possible thereafter. All students of our school must be properly immunized. This is State Law. The Franklin Health Department assists us to insure that this law is carried out.

## **MEDICATION POLICY**

- When it is a necessity that a student receive medication at school:
  - A written parental request must be received before any medication is administered. Ask the teacher or office for a Medication Form.
  - The container must be plainly labeled with the student's name, dosage and time to be given.
  - Students are not permitted to keep prescriptive medication.
  - The prescription medication will be kept under lock and key at all times in a location determined by the principal.
  - The principal shall determine who shall give the medication to the student.
  - Any change in doctor's orders must be secured in writing.
  - No over the counter medication shall be given to students without written permission from parents or legal guardian. All medication must be in original containers and parents' instructions may not exceed manufacturer's recommended dosages.

If prescriptive medication is brought to school without parental consent and written doctor's orders, the prescriptive medication shall be confiscated and the parent notified by the principal.

## **STUDENT DRESS**

We are a Christian school that takes seriously it's calling to help students learn and grow in faith. Our grooming and dress make a statement about ourselves. No dress code will please everyone, but past experience has told us that a dress code is necessary. The following are the provisions for the dress code:

- Students are encouraged to have moderate hairstyles with natural color. Keep your hair neat, well groomed and clean at all times.
- Tattered, excessively worn, dirty or frayed clothing are not permitted.
- I Timothy 2:9 instructs us to dress in moderate apparel. Your clothing should be appealing, not revealing. For example, the following items are not acceptable: bare midriffs, halter tops, low cut blouses, mini-skirts, short shorts, leggings that cling to legs like a second skin, or any other style that would be considered revealing.
- Students are required to wear shoes at all times. Students in grade K-4 should wear shoes that are suitable for outside play. Students in grades 5-8 should have outdoor shoes available for physical education and outdoor activities.
- Students may wear selective clothing with logos. This pertains to backpacks, gym bags, and school-related materials. Some specific logos that are not to be worn are as follows: beer, alcohol, drugs, double meaning, or vulgar language.
- Students are not to wear the following during the school day: sunglasses, hats, headbands, or outdoor wear (gloves, mittens, scarves, vests, or coats.) If you are cold, please bring a sweater or sweatshirt.

- Students may not wear clothing classified as “loungewear” such as pajama like pants, slippers, or related clothing items.
- Students wearing tight fitting leggings or yoga pants must have a shirt that covers pants to mid-thigh.
- Students are not to wear chains that are attached to the waistline of pants and extend down the leg.
- Students may only wear pierced earrings. No other pierced jewelry may be worn.
- Students must dress appropriately for weather. Shorts are allowed on very warm days. Shorts should be modest in length and appearance. Short shorts and cut-offs are not allowed, short length should reach the end of the fingertips or longer. Tight fitting shorts, such as spandex shorts are not to be worn.
- Students may only wear tank tops, shirts with spaghetti straps, muscle shirts, sleeveless blouses or similar clothing when a sleeved blouse or shirt is worn under it or over it.

In all of the above specifics, the school reserves the right to judge the appropriateness of the student’s dress of appearance. The final decision rests with the principal. Violations of the dress code will result in detentions or other disciplinary action.

## **BOOKS**

Students are responsible for the care of library books and textbooks, which have been assigned them. If a book is lost or damaged students will be assessed a fine or the replacement cost.

## **TECHNOLOGY**

Students will have the ability to use 21<sup>st</sup> Century learning tools at St. Paul’s. Students will have the use of tablets and computers using the internet throughout the week. These devices, just as the textbooks, are property of St. Paul’s and students are expected to handle and treat the devices with respect and along the guidelines laid out by the teacher. Students will receive a Google account that is controlled and monitored by St. Paul’s. This account is activated once a parent has signed the technology document agreeing to their child’s account. All parents may request the login and password information for their child; this will allow work to be done anywhere a child has internet access.

Students are expected to use the devices in a Christian-like and educational manner. If, in the opinion of the teachers at St. Paul’s, a student is not using the device in an appropriate way the student may be suspended from using the device and parents will be notified. If the student receives permission again and continues to use it inappropriately, that child will be suspended from any use of the devices and parents will be contacted by the principal to discuss the issue.

If a device is broken, defaced or ruined while in possession of a student and that device is no longer usable, the family will be responsible to compensate the school so that the school may be able to purchase a replacement.

7<sup>th</sup> & 8<sup>th</sup> Grade students with personal Chromebooks approved by St. Paul’s may be used.



## **HOMEWORK AND WORK NOT DONE**

The faculty of St. Paul's believes in homework. Obviously it is very limited in kindergarten, but beginning in first grade there will be daily homework assignments. In the lower grades students should spend 20 to 30 minutes per night. Beginning at about the fourth grade level it will increase to about 30 to 45 minutes per night. In grades seven and eight it will consistently be between 30 to 60 minutes per night. Parents are expected to help students set a time and place for homework that will help them establish a proper routine and set good study habits for all of their school life. If a child is burdened with too much homework, it is important for parents to contact the teacher to find out the reason. If there are special circumstances that prevent a child from completing a particular assignment, the parents are to send a note of explanation to the teacher. Teachers will make allowances for special circumstances.

When a child does not have an assignment completed on time, the parent will be notified with a note the same day. The note and completed assignment should be returned the following day. All returned notes would be filed for future reference. A child will be allowed four not done, turned in late assignments per quarter. Any unfinished assignments from five to eight will result in a detention after school on the following Thursday with arrangements made with the principal. The detention will be from 3:15 to 4:15PM. Beyond eight incomplete assignments, the student will be considered a student not in good academic standing and will be ineligible from all extra curricular activities. At this time the parents and student will meet with the principal who will be involved in all subsequent incomplete assignments. A plan of action to solve the problem will be established with the involvement of child, parents, teacher and principal. Also a written report will be given to the Board of Education. After the twelfth incomplete the child will be suspended from school and will be allowed to return only after parents and child meet with the Board of Education and the Board is convinced that this is a problem that will be solved. The Board at this stage could choose any number of possible options including expulsion.

## **SPECIAL HOMEWORK CONSIDERATION**

If a student has some special circumstance or learning difficulties that make it necessary to modify the assignments for that student, the parent must fill out a special form each night indicating the homework done and length of time to complete each assignment. This form must be turned in each week for the teacher to evaluate. The information on that form will guide the teacher in modifying future assignments.

## **INTERSCHOLASTIC SPORTS**

The Wisconsin Lutheran Schools of the Milwaukee area participate together in various sport leagues. St. Paul's School participates in a number of these leagues. The boys compete interscholastically in soccer, cross-country, basketball, softball and track. The girls compete interscholastically in cross-country, basketball, volleyball, softball and track. Our school colors are black and gold. Interscholastic sports involve team competitions that are played against teams from neighboring schools, and generally include St. Paul's students in grade 5-8. Students are required to have a physical exam bi-annually.

A completed physical form needs to be turned in to the athletic director prior to participation in any interscholastic sport. Physical forms are available from the athletic director. The aim of our sports program is to develop healthy children and to encourage good sportsmanship. The Athletic Team Handbook is available for parents who have students involved in extracurricular sport programs.

## **GOALS OF THE ATHLETIC MINISTRY**

- To glorify Christ in all that is done on and off the playing field or court. Also to understand how the use of physical skills can be a form of worship.
- To help athletes establish a firmer and more personal relationship with Christ.
- To help athletes realize the importance of other people in their lives and the value of working with them.
- To help the athletes improve their ability to make critical decisions under pressure with very little time in which to do so.
- To encourage the athletes to be free in allowing themselves to experience the emotions they feel, yet not to let these emotions control them or make them ineffective people.
- To improve the athletes overall physical condition and better specific athletic skills.
- To provide a positive athletic experience for each athlete in order to encourage a lifelong enjoyment of sports and recreational activities.

## **LOST AND FOUND**

Lost or found items should be reported to the school secretary or teacher. Lost and found items will be stored in the school office. Items not claimed will be donated or discarded.

## **PARENT VOLUNTEERS**

Many programs at St. Paul's are successful because of parents volunteering their time. There are several committees to help the teachers run programs such as sports, hot lunch, library, fundraisers, yearbook, etc. Each committee has a chairperson who reports to the School Support Committee. The School Support Committee plays a crucial role in making sure events take place. A handbook is available, giving details of the responsibilities of each committee. If you have an interest in participating, please contact the chairperson of that committee or the school office.

## **BEFORE AND AFTER SCHOOL CARE**

The School does provide before school and after school care. Care opens at 6:30AM and close at 6:00PM. The cost is \$6.00 per hour, billed in 15 minute increments. If care is needed, it is important to inform the teachers in the before and after care program ahead of time. Weekly bills are given to families who use the care. If the bill is not paid within 30 days, the children will not be able to use the Before/After Program. This care is provided for children in grades K5-8 ONLY on days when the school is in session. THERE IS NO CARE AVAILABLE ON DAYS WHEN SCHOOL IS NOT IN SESSION.

## **KINDERGARTEN**

St. Paul's Kindergarten is a loving caring environment where God's Word is always present. We pray through the guidance of the Holy Spirit, our love and trust in our Savior will grow and begin to build a strong foundation for our entire life. Much readiness work will be taught with basic groundwork provided for a smooth realistic transition to first grade. A newsletter will be sent home every week giving you some knowledge of our accomplishments for the week. Snack time is after recess and each child should bring a snack from home. If you have any questions always feel free to call and talk to the teacher. Please remember us in your prayers.

Requirements: Entrance age requirement: age 5 by September 1<sup>st</sup>