



St. Paul's

LUTHERAN CHURCH & SCHOOL

stpaulsfort.org

St. Paul's Lutheran School Student Handbook 2024-2025

St. Paul's Lutheran School

309 Bluff St.

Fort Atkinson, WI 53538

stpaulsfort.org



Welcome to Our Family!

Dear Parent(s)/Guardian(s),

It is with great pleasure that we welcome you and your child(ren) to St. Paul's Lutheran School & Preschool.

Since 1868, St. Paul's Lutheran Church has been successfully teaching and training children through our school. Over the past decades, many activities and programs have been developed for the benefit and enjoyment of our students and their families. St. Paul's is a well-organized school that supports the success and growth of our students. The following pages describe how our most important task--daily educating children--is supported by our philosophy, policies, procedures, and activities.

In everything we do here at St. Paul's Lutheran School & Preschool, we strive to meet our mission to help children grow spiritually, academically, socially, emotionally, and physically. Everything described in this handbook is a part of this mission.

We trust that this handbook will help you better understand our program of quality Christian education and we strongly encourage you to carefully read and discuss it with your children.

We welcome the opportunity to answer any questions.

In Christ,

St. Paul's Faculty & Staff

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St. Paul's Lutheran School Mission

Mission Statement

Motivated by our love of Jesus, St. Paul's Lutheran School partners with families in the congregation and community by providing the highest quality Biblical and academic education which prepares students for lives of faithful Christian service in this life and for eternity.

Vision Statement

In response to Jesus Christ's perfect love for all, the vision of St. Paul's Lutheran School is:

- Fostering stronger relationships with God, parents, and community;
- Striving towards national recognition as a model of academic excellence;
- Building facilities which meet our needs and bring glory to God; and
- Promoting a culture of service which trains future leaders in our homes, churches, and communities.

Objective Statement

To meet our mission and vision, St. Paul's Lutheran School sets the following objectives for our faculty, our families, and our students:

- To offer students a comprehensive Christian education so that they may be "wise for salvation through faith in Christ Jesus" (2 Timothy 3:15).
- To offer students a comprehensive and rigorous academic foundation that stresses history and religion, math and science, language arts and physical education, technology and music, to equip our students to excel in high school and beyond.
- To provide opportunities for our students to make use of their God-given talents in the areas of music, athletics, drama, art, public speaking, and technology.
- To maintain a close relationship with St. Paul's Lutheran Church as they carry out our individual, yet united ministries.
- To provide a safe and healthy learning environment that enables the students to learn and function with a sense of security that allows St. Paul's Lutheran School & Preschool to fulfill our vision and mission.
- To maintain a well-trained, supportive, and accountable faculty and staff who, trusting in God's care, seek to grow in love for those they serve and to strive for excellence in their skills.
- To let our Christian light shine as a permanent fixture in and around the community we serve.

- To encourage our families to grow in grace outside the classroom in the fellowship of our Christian congregation – in worship, in fellowship activities, and in the study of God’s Word.

Expectations of Parents

Our children belong to parents who are ultimately accountable for seeing that they grow up to be responsible adult citizens. You, as concerned parents, should find opportunities to daily:

- Assure your child that you love them. This will calm his/her fears.
- Provide your child with opportunities to talk with you about things in general, or about activities in school. This shows him/her that you are interested in what he/she does.
- If your child is younger, take time to read to him/her each evening before bedtime. Classics and Bible stories are excellent material. This helps to build language skills in early readers.
- Help your child stick to some type of daily schedule or routine for homework, television watching, home chores, etc. He/She will learn discipline and responsibility.
- Ensure he/she gets plenty of rest each night. Sleep helps keep children healthy and allows them to do their best in school.
- Make sure that your child eats a nutritious breakfast every morning. This will help him/her concentrate and do his/her best.
- Be an example of the type of person God wants your child to be. He/She imitates you and wants to be like you.
- Provide an opportunity for your children to develop a strong faith that they can rely on during difficult growing years and to fall back on when you are no longer available for guidance.

You have an awesome responsibility! Yet the Lord has provided many ways to aid you as you train your child. You and your family are encouraged to regularly attend church and Sunday School. God’s Word encourages us, “Let us not give up meeting together” (Hebrews 10:25), and also, “I rejoiced with those who said to me, ‘Let us go to the house of the Lord’” (Psalm 122:1). Faithful worship and Bible study are no less important for us parents who model the Christian life in our homes.

Parents and others are welcome to visit our classes in session. Please extend the courtesy by contacting the principal or teacher ahead of time so that they might schedule some time to welcome you. Individual teachers may schedule visiting days throughout the year.

Expectations of St. Paul’s Lutheran School

Parents who enroll their child in our school can have the following daily expectations of

the school, staff, and faculty:

- The school will assist parents in providing their child with a Christ-centered education promoting spiritual, emotional, social, physical, and academic growth; equipping them for life and eternity as a redeemed child of God.
- The Word of God will be clearly taught and immersed in the school life of all students.
- Every child will be taught an academic curriculum that meets the requirements of the State of Wisconsin.
- Children will be taught and cared for in a loving, safe, and Christian environment.
- Students will receive a well-rounded education offering experiences in academic competitions, music, athletics, performing arts, creative art, and more.
- The teachers will care for the children in their classroom, encouraging them and providing consistent Christian discipline.
- Parents and students will experience a friendly spirit and a welcoming atmosphere with the staff and faculty.

How Parents Can Help Their Child

- Let the Word of God be your guide in all phases of daily living.
- Attend church regularly with your children.
- Have regular family devotions and daily prayers.
- Pray for your school and staff.
- Encourage your child to be respectful of his/her teachers and be considerate and courteous at all times.
- Ensure that your child is regular and prompt in school attendance.
- Refrain from being critical of school procedures in the presence of your child.

St. Paul's Lutheran Church and School Statement of Beliefs

The mission of St. Paul's Lutheran School is Biblical in nature. In addition to offering our school education, we want every one of our students to learn more about God's Word and Jesus Christ. At St. Paul's, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

To that end, we realize that you might not be familiar with who we are or the spiritual nature of what we will teach your son/daughter. Therefore, please read the following basic outline of what we at St. Paul's Lutheran School and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to us that you have a clear understanding of how we will spiritually serve your son/daughter with the truths of God's Word.

We believe...

The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life. The Holy Spirit uses the Word of God to give and strengthen

Christian faith; therefore, we want to hear, learn, and believe its message. (2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39, Rom. 10:17)

There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called “Triune.” These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us. (Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

At the beginning of time God created heaven and earth and all creatures. He did this in six regular days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God’s special creation. (Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God’s command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds. (Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises. (John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay a price sufficient for everyone’s sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead. (I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God. (Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

Baptism is a holy act instituted by God. Using water and God’s Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism. (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe. (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

Christians, empowered and guided by the Holy Spirit, will conform their lives to the Word and will of God, out of love and thanks to God for salvation and all blessings, and to witness their faith to others. (I Thessalonians. 4:7, Gal. 5:16, I Corinthians. 10:31, I Peter 2: 9-10)

Human life is the gift of a gracious God. Our life is a time of grace during which we have opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body. (Acts 17:25,26; Isaiah 55:6; 2 Corinthians 6:1,2; Psalm 31:15; Exodus 20:13; Psalm 139:13-16; Jeremiah 1:5)

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation. (Genesis 2:18; Ephesians 5:24,25; Hebrews 13:4; Matthew 19:9; 1 Corinthians 7:15; Psalm 51:10)

God clearly teaches us to have compassion, love, kindness, respect, and dignity with others (Col 3:12-14). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture or the doctrines of the Wisconsin Evangelical Lutheran Synod and St. Paul's Lutheran School.

God created human sexuality and gender at creation when he tells us that "male and female he created them" (Gen 1:27). These two distinct, complementary genders are God's design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Gen 1:26-27). Rejection of one's biological sex is a rejection of God's creative action and design for the individual (Psalm 139:13-14; Jeremiah 1:5).

God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor 6:18; 7:2-5). We believe that any form of intimate sexual activity outside of God's prescribed marriage bond is sinful and offensive to God (I Cor 6:9-10; Heb 13:4).

God forgives all who confess and turn away from their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-20; 1 John 1:9).

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod at www.wels.net.

By enrolling your son/daughter in our school, you understand that the aforementioned will be taught and you are giving us permission to spiritually serve your son/daughter in this way. It is also understood that your son/daughter is expected to worship with our campus family as we come together weekly for chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him.

Affiliation

St. Paul's Lutheran School & Preschool, supported by St. Paul's Lutheran Church, is a member of the Wisconsin Evangelical Lutheran Synod (WELS), a church body that supports the fourth-largest private school system in the nation. We are in fellowship with the Evangelical Lutheran Synod (ELS).

School Operations

School Administration and Staff

Board of Christian Education

The Board of Education of St. Paul's Lutheran School & Preschool consists of five elected church members. The Principal, Pastors, Early Childhood Director, Treasurer, and Property Chairman are ex-officio members. The Board exists to supervise all educational and extra-curricular activities of St. Paul's Lutheran School. The current members of the Board of Education for the 2024-2025 school year are:

Rick Peters, Chairman	920-397-6580	rpetersjr80@gmail.com
Travis Bachler	920-285-7197	tbachler34@gmail.com
Brent Grulke	920-342-2447	bgrulke000@gmail.com
Jacob Hagen	920-397-9737	1212jacob@gmail.com

Pastors

St. Paul's Lutheran Church pastors are called servants of the Word. They are spiritual overseers of all congregational activities. "Obey your leaders and submit to them, for they are keeping watch over your souls as men who will give an account. Obey them, so that they may do this with joy and not with groaning, for that would be of no benefit to you" (Hebrews 13:17). Our pastor is available to school parents/guardians and students for counseling on spiritual matters and he is part of the instructional staff, teaching God's Word in grades 5-8.

Pastor Matthew Vik	920-621-1365	pastorvik@stpaulsfort.org
Pastor Allen Kirschbaum	616-295-0021	pastorkirschbaum@stpaulsfort.org

Principal

The school administrator's primary responsibilities are to ensure that students receive a quality Christian education in a safe and supportive atmosphere. He is available to meet with parents/guardians and students about any issues related to school life including academics, discipline, or other concerns.

School Staff

Pastor Matthew Vik	Pastor, Word of God
Mrs. Becky Graumann	Early Childhood Director
Mrs. Angela Erickson	3K Teacher
Mrs. Rebekah Brokl	3K Teacher
Miss Holly Meyer	4K Teacher
Miss Stephanie Sennhenn	4K Teacher
Mrs. Kelly Otterstatter	Kindergarten Teacher
Miss Amber Barcalow	First Grade Teacher
Mrs. Hannah Graumann	Second and Third Grade Teacher
Mrs. Brenda Koester	Fourth and Fifth Grade Teacher
Mrs. Jennifer Vik	Sixth, Seventh, and Eighth Grade Teacher
Miss Elizabeth Krause	Financial Operations Associate
Mrs. Samantha Douglas	Administrative Assistant to the Principal

School Hours

The school day begins at 8:00 a.m. for all students. The school day ends at 3:00 p.m. for students riding the bus, and at 3:05 p.m. for all other students. School building doors are locked until 7:30 a.m. If students need to arrive at school before 7:30 a.m., they must enter the building via the north entrance (door #8) to the school and check in to before-school care. A before-school and after-school care program is offered for parents needing extended child care. The program runs from 7:00-7:30 a.m. and 3:00-6:00 p.m. and does incur an hourly fee. The facility for this program is located in room 208.

Students who do not use the bus at the end of the day are asked to start for home as soon as possible after dismissal as the playground is not supervised after school hours. We are not responsible for any child on the playground other than during school hours.

Parents who pick up their children after school are to park in one of the parking lots and not on the street. They may wait for their children on the sidewalk outside the school doors. Students are to cross the street with the assistance of the crossing guards.

Transportation

Students of St. Paul's Lutheran School, who live within the boundaries of the Fort Atkinson School District, may be transported by the district buses. Generally, there is a

charge for those who live within the city limits, depending on your exact address. Parents should contact Double Three Transportation (920-563-3652) to get information about bussing if you will need transportation for your child/children. Parents of students not in the Fort Atkinson District must make their own transportation arrangements. The school will give assistance and suggestions, if possible.

Parents are asked to cooperate with bus authorities by having the children on time for pick-up and by insisting upon good behavior on the buses.

There are times when St. Paul's has school but the Fort Atkinson School District is not in session. On those days, parents are asked to schedule their own transportation arrangements to bring their children to and from school. The yearly calendar and weekly school newsletter will remind you of those days.

School Closings

In the event of bad weather, please tune in, or check the websites of Channel 12 WISN or Channel 3000 WISC. We will also send out an email, text message, and voice message to all school families. Under most circumstances, we will follow the Fort Atkinson School District, if they are in session.

School Safety Measures

In addition to student academic success, student and school safety is a high priority. We ask all parents and visitors to be patient with our procedures which are ultimately meant to keep our students safe.

Morning Drop Off

K-8 students are to enter the school through the main entrance doors off Bluff Street. The north doors (door #8 by the preschool playground) are for the Before School Care students and the preschool students.

Door Lock Schedule

The main entrance doors unlock daily at 7:30 a.m. Parents are encouraged to utilize before-school care if needed. All school doors will be locked promptly at 8:00 a.m. Students/visitors entering after 8:00 a.m. must push the main entrance intercom button and, after stating their purpose, wait to be let in by school staff.

Afternoon Dismissal

Students riding the bus are dismissed at 3:00 p.m. Students who do not ride the bus are dismissed at 3:05 p.m. Parents may park in the lot on the northside (door #8) of school or the parking lot across the street from school. For safety reasons, we ask parents to not park on the street in front of school. The student safety

patrol will assist children in crossing the street. If parents wait for their children near the building, we ask that they do not congregate right outside the doors. Any students remaining after 3:15 p.m. will be sent to the after-school care program located in room 208. No exceptions are made for older students!

Visitor Policy

The doors to the school building are locked during the school day.

Visitors include those unable to access the building without a key or fob.

- Visitors must be visually identified before they are let into the building.
- Unfamiliar visitors will be asked the purpose of their visit, will be met at the door, and escorted to the school office.
- All visitors will be required to sign in and state the purpose of their visit.
- Visitors are required to wear a visible visitor badge at all times while in the building or on the campus.
- Before leaving, visitors will sign out and return their visitor badge to the office.

The administrative staff reserves the right to refuse building entry to anyone they do not feel comfortable allowing in. Visitors will be escorted to the door after concluding their business.

Fire,Tornado Drills

Keeping your child safe while at school is a major concern of ours. With this in mind, we regularly practice fire and tornado drills. We also have Lockdown plans in place and practice it with the students.

Safety and Emergency Management Plan

St. Paul's Lutheran School has formulated a safety and emergency management plan in the event of an external threat to its students, teachers, staff, and property. This plan is reviewed annually and updated as needed. The safety and emergency plan assists teachers, school administrators, and others in preparing for, responding to, and recovering from emergency incidents on school grounds.

Asbestos Notification

St. Paul's Lutheran School has an asbestos management policy prepared for the school and located in the office. This policy is available for inspection during normal school hours Monday through Friday.

Enrollment

Notice of Non-Discriminatory 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. St. Paul's School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, athletic or other school-administered programs.

Enrollment Procedure

Enrollment at St. Paul's Lutheran School is done online through the GradeLink student information system.

Members of St. Paul's Lutheran Church and returning families will be asked to register or re-register their children in February for the next school term. All new applicants will meet with the principal so that he can explain to the family the purpose of our school, what we believe and teach, and the responsibilities of the parents/guardians. Student applicants may be scheduled for an entrance test and/or a personal assessment by a teacher. Students transferring from another school must present their last report card. After parents submit the required documents, the application will be considered for enrollment. Upon acceptance, a \$100 non-refundable registration fee is required to reserve a child's seat. Once students are accepted for enrollment, the family is strongly encouraged to meet with one of the pastors to become more informed about St. Paul's entire ministry.

Enrollment Policy

Applications for enrollment are generally considered in the following order:

1. Children of the congregation, when one or both parents are members.
2. Children of WELS and ELS sister congregations.
3. Children of parents who have no church affiliation.
4. Children of parents who are members of other religious denominations.

All admissions are subject to approval by the School Board. Some enrollments may be granted on a probationary status.

Enrollment Requirements

St. Paul's Lutheran Church and School exists to assist both parents and children with a Christian education by promoting spiritual, academic, social, emotional, and physical growth, and equipping them for life and eternity as redeemed children of God. Those who wish to enroll in St. Paul's Lutheran Church and School adhere to the following:

- Parents/guardians are willing to have their child instructed in the truths of God's Word given in the Bible and do not object to the teachers or pastors informing the child of erroneous doctrines and the doctrinal differences of other churches.
- Parents/guardians are encouraged to regularly attend worship services with their child. Parents/guardians will make every effort for their child to attend all worship services in which the child is scheduled to sing with their class or choir.
- Students will receive Lutheran Catechism instruction in grades five through eight. At the end of eighth grade, the student is fully equipped to become a confirmed member of St. Paul's Lutheran Church.
- Parents/guardians and the child will follow all policies and guidelines described in the School Handbook which promotes cooperation with the school, staff, and teachers.
- Instances of conduct or behavior by parents/guardians or children that are contrary to the Bible and are deemed destructive, distracting, and/or detrimental to the school, the children, or other school families, as determined by the St. Paul's Board of Education, may result in enrollment termination.

Students entering 4K must be four years old on or before September 1st of the current school year and toilet trained at the time of enrollment. Toilet trained means they are no longer in diapers and need minimal assistance in using the restroom. Students entering kindergarten must be five years old on or before September 1st of the current school year. Students entering first grade must be six years old on or before September 1st of the current school year. Exceptions to the September 1st deadline are, by state requirement, not allowed.

Parents of students transferring from another school must bring in their child's last report card and any existing instructional plans, and meet with a member of the administration for an interview. Testing may be required before grade placement can be determined.

Immunization Requirements for Admission to Wisconsin Elementary Schools State Law (140.05 Wis.State) requires that all children entering a Wisconsin elementary school for the first time be immunized against diphtheria, tetanus, pertussis, polio, mumps, measles, rubella, hepatitis B, H influenzae type b (Hib), and varicella. These requirements can be waived only if a properly signed medical or religious exemption is filed with the school (F-04020L Student Immunization Record).

Registration

Registration for all students of St. Paul's Lutheran School is accomplished through online registration using GradeLink. Registration starts February 1st each year. Tuition balances are to be paid according to the family's tuition collection agreement. Religious book purchases and any other fees must be paid at Back to School Night. These fees may be paid by cash or check.

Tuition Assistance

Applications for tuition assistance are available through the school office. Tuition assistance is available for families showing a financial need. Applications must be returned to the school office. A committee meets at the beginning of the school year to determine the amount of assistance for each applicant.

School Policies

Field Trips

Field trips are planned by teachers to enhance educational experiences. A parental signed permission slip is required before their child may participate. If a fee is required, the amount will be collected prior to each trip.

Sometimes parent chaperones are needed on field trips. Every chaperone must have a background check completed in advance of the trip and will follow the volunteer policy.

Booster seats must be provided for children under the age of eight or under eighty pounds or less than 4'9" tall.

Volunteers

School policy requires that any adult serving as room parent, field trip chaperone, and any type of coach are to have a background check on file in the school office before having any direct student contact. Background check forms will be available on registration day and throughout the year. It is advisable to fill out these forms early.

Playground

The playgrounds are to be used only when supervision is present, which is generally during the designated classroom recesses.

At least one teacher is assigned to supervise at every recess. Students are expected to participate in all recess periods unless a written request from a parent is sent for each day they are to stay indoors. All students are required to stay on school property. Parental permission is required for any child to leave the school grounds during school hours and the student must be signed out in the school office.

To keep students safe when they are outside, the following are behavioral expectations for the playground.

- Students are to remain on the playground during recess.

- Students are to line up in the appropriate area when the bell rings.
- The following behaviors are expressly forbidden:
- Verbal or physical harassment
- Rough play-tackling, pushing
- “Play fighting”
- Climbing on the slides, fences, or walls
- Kicking or throwing playground balls intentionally at other students
- Throwing snow in any form

Dangerous Objects

Students on school property will not possess knives or weapons of any kind that might cause bodily harm to themselves or others. This includes, but is not limited to, pocket knives and any type of gun, either play or real.

Drugs and Alcohol

Students will not possess, use, or come to school under the influence of alcohol, tobacco, inhalants, or any controlled substances. This includes abusing the use of prescription or non-prescription drugs anywhere on school or church property or at any school-related event.

Search and Seizure

To ensure safety and security, the classroom teacher or the administrative team has the authority to examine a student’s personal belongings such as jackets, lockers, desks, or backpacks. This may take place if the teacher or administration feels that the student has contraband that could cause harm to the student or someone else.

In serious situations, the examination will be conducted with the student and one other adult present. The parents will be informed if a search of the student’s belongings was conducted along with an explanation of the reason. The information is entered in the Student Information System (SIS) and the principal receives an automatic update.

Damage to Property

According to the Seventh Commandment, Christian children should be taught to respect and care for the property of others. Any child damaging school property, or the property of any other person at school, will be expected to make restitution. Hard-covered textbooks are required to be covered in paper bags for the duration of the school year. Teachers will check books regularly for covers. The textbooks used by children are examined at the end of the year and students may be charged if there is damage above and beyond normal wear and tear.

Fire Alarm Activation

No student is allowed to pull the fire alarms in school unless directed to do so by a teacher. Any student found to set off the alarm will be held responsible for the cost associated with the fire call.

Academic Policies

Homework

St. Paul's Lutheran School has established this homework policy to assist teachers and parents. This policy provides general guidelines. There may be small differences from teacher to teacher and from family to family.

It is important to understand that the talents and abilities that all students possess are gifts from God and should be used appropriately. All children are also gifts from God and will be treated as such. At St. Paul's we hold to the belief that since all children are created by God with gifts and talents, all children can learn. Homework, as well as classwork, is what students complete to demonstrate their learning.

We strongly encourage parents to work with their children and check their progress often. You can always check GradeLink for completed and missing assignments. Research continues to show that the home is the greatest single factor in student learning.

In keeping with parents being able to check their child's completed, missing, and graded assignments, we encourage teachers to enter grades within a week of the student completing work. This practice allows the parents to fulfill their God-given responsibility of monitoring their children. If concerns about promptness of entering grades should arise, please speak with the child's teacher first. If the situation continues, please also consult with the principal on how to improve the situation.

A general rule of thumb when considering the amount of homework a child receives is 10 minutes for each grade level. By that definition, an example would be a 4th-grade child could expect around 40 minutes of homework per school night. Of course, the amount of homework can vary from day to day, so this figure is meant to be an estimate. If homework ever becomes unmanageable for a student, please speak with your child's teacher to discuss options for accommodations.

The assignments not completed in school are to be finished at home. Homework includes assigned oral reading, the learning of memory work, activities to reinforce skills taught at school, etc. If a student has difficulty completing an assignment at home, the parent must send a written excuse to the teacher. For each day of absence due to illness, a student will be given two school days to do the makeup work. After this time, the work will be treated as incomplete.

When a student does not finish an assignment on time, the student's assignment grade will not be lowered in any academic subjects. However, the student's work will be considered "Incomplete" until it is turned in. It is also expected that there may be other consequences for not finishing homework to the best of the student's ability. These consequences could include loss of privileges at school, loss of recess, detention, retention, or other consequences deemed appropriate by the classroom teacher and/or principal. Also, any work not finished by the end of the quarter will result in an "Incomplete" for the quarter in that subject where work is missing until the missing assignments are completed. A student may not be promoted with an "Incomplete" on his/her year-ending report card. The goal of these consequences is to help teach children the importance of work done well.

A blue slip will be sent home with the student (grades 5-8) to inform the parents when the child has not finished his/her homework on time or the work is unacceptable. Unacceptable work is defined as work that is considered sloppy, messy, illegible, or not a student's best effort. Other forms of communication could be an email, phone call, or in-person conversation. Teachers are encouraged to communicate with parents promptly if missing work should become an issue for a student. Every effort will be made to help the student understand the concepts being taught and the directions for the assignment. If the assignment and blue slip are not returned the following school day, the student will not participate in recess until the missing work is completed. If the assignment is not completed by the end of that day, the student will stay after school until the work is complete.

When a student receives a fifth blue slip in any given quarter, the student is to serve an academic detention and will be excluded from extra-curricular activities for the remainder of the quarter. The detention will be served on the Tuesday following the fifth blue slip. The child will be required to do schoolwork during this time. We also understand that certain exceptions may exist. If both the classroom teacher and the principal feel the student is working to the best of his/her ability, the academic detention may be shortened. If the problem of late school work continues, the next step is a meeting with the parent and Board of Education.

Homework Missed While on Vacation

We want to mention that learning is difficult to replicate when your child is not in the classroom. Lessons, group work, example problems, and discussion cannot be duplicated when your child misses school. However, if you choose to take your children out of school, it is important to get the homework ahead of time so that the child will not miss out on an important topic in the classroom. You should try to make arrangements to get the homework a week before the vacation begins. We recognize this is not

always possible, but not asking for assignments in a timely manner may mean your child does not have homework in advance. The homework should be done in its entirety three days from when the child returns to school. If it is not finished in this timeframe, the blue slip policy located above will be followed.

Reporting Student Progress

Report cards are issued at the end of each quarter of the school year, usually about a week after the quarter comes to a close. Please refer to the school calendar for specific dates that mark the end of a quarter. Formal parent-teacher conferences are held at the end of the first quarter of each school year. At the teacher's discretion, parent-teacher conferences may also be held at the end of the third quarter. In addition to these conferences, the school encourages regular contact between parents and teachers throughout the school year.

The grading system used at St. Paul's Lutheran School is as follows (grades 1st-8th):

A+	100
A	99-96
A-	95-93
B+	92-91
B	90-87
B-	86-85
C+	84-83
C	82-79
C-	78-77
D+	76-75
D	74-72
D-	71-70
F	69-0

St. Paul's uses the following letter grades:

A = Excellent	S = Satisfactory
B = Good	N = Needs Improvement
C = Average	U = Unsatisfactory
D = Poor	I = Incomplete
F = Failure	

A student who consistently gets D or F grades may be retained unless it is determined that the student would not benefit by being retained. If in successive grade levels the quality of work does not improve, a certificate of attendance, rather than a diploma, will be issued at the end of eighth grade.

Both parents and students have access to grades through our Student Information System, Gradelink. Parents will be given directions and login information shortly after

the beginning of the school year. A mid-term report will be sent home with students in third through eighth grades to show the student's progress halfway through each quarter.

An honor roll will be published at the end of each quarter for students in grades five through eight. Students with a Grade Point Average (GPA) of 3.8 or higher are given High Honors. Students with a GPA between 3.5 and 3.79 are given Honors. Students with a GPA between 3.0 and 3.49 are included on our Honorable Mention list.

Standardized Testing

Standardized testing is done throughout the year for all students in Kindergarten through eighth grade. School and classroom newsletters will announce dates of testing. During testing time, we ask parents to ensure their child is well equipped by having extra sleep, eating nutritious meals, and bringing an extra snack to school.

Student Records

A variety of information on each student is kept in a file in the school office. This file includes report cards, health records, standardized test scores, and other pertinent information. Parents/ guardians and former students who are at least 18 years of age have the right to view these records. Guidelines following the Family Educational Rights and Privacy Act are in place to assist with requests to view records. Those wishing to view student records should contact the principal.

Files of eighth-grade graduates are sent to their respective high schools after the school year.

The latest details on FERPA is available at <https://studentprivacy.ed.gov/> and a detailed summary of FERPA is included in this handbook's appendix.

Referrals

If a child is experiencing academic difficulties, parents may consider requesting special testing. The teacher or principal can help with obtaining a referral. The Fort Atkinson School District will conduct testing and schedule a conference with the parents, who will receive a complete report of the results. There's no cost for this service.

Guidelines for Participation in Extracurricular Activities

Teacher Responsibility

Teachers will inform the parent if a student is not progressing satisfactorily in a subject area or is performing below what could be normally expected. The teacher may strongly recommend to the parent that the student should discontinue certain activities that take up the necessary time to maintain satisfactory grades.

Parent Responsibility

The parent is responsible to determine whether or not their child may participate in an extra-curricular activity such as sports, band, etc. In making this determination, parents should consider these points:

- Regular classes receive primary importance. Academics need to come first.
- A student is not deprived of growth in these "extra" areas because all students participate in regular physical education and music classes.
- Some students cannot afford the additional time involved in the "extra" activities. Parents should keep in close contact with the teacher when there is a concern.

School Responsibility

School authorities, such as the principal, coaches, and music instructors, may remove a student from participation in extracurricular activities permanently or for a period of time for inappropriate attitude, conduct, behavior, or academic deficiencies.

Any student in grades 4 through 8 who falls below a 1.75 grade point average may be declared academically ineligible until the next grading period, which can be either a Progress Report or a Report Card.

Probation or Suspension of Extracurricular Activities

- Probation means a minimum of two weeks out of the activity, including practices. At the end of the two-week probationary period, the situation will be reviewed.
- Two probationary periods will result in a suspension from participation in that sport for the remainder of the season.

Confirmation

Confirmation is an ongoing process in our Christian school from preschool through eighth grade. In every exposure to the Word of God, the Holy Spirit strengthens and enriches the faith of the children. This is "confirmation" of their faith.

Formal confirmation instruction in preparation for the rite of confirmation and reception into communicant membership of St. Paul's Church is offered in seventh and eighth grades. During this time the truths of *Luther's Small Catechism* are once more studied in detail. The six chief parts of the Christian doctrine, together with many supporting Bible passages are assigned for memorization.

The objective of confirmation instruction is to summarize and deepen the truths which have been learned throughout earlier grades, and thereby prepares the child to assume a more mature and active role in the life and work of the church.

Our pastors offer this instruction twice a week through the school year.

The culmination of a student's confirmation instruction is the day of Confirmation, at which time the confirmands publicly confess their faith in their Savior, Jesus Christ. At this time they also become communicant members of St. Paul's Church and join their

fellow members in receiving the Lord's Supper. The date of Confirmation Day is determined by the congregation.

Student Policies

Dress Code and Appearance

Proper dress reflects our school's image in our school and community. As Christians, we live in the world but are not of the world. Clothing worn to school should be clean and modest and should indicate that we are Christ's ambassadors. With that in mind, students should follow these rules:

Footwear

- Students are required to wear appropriate footwear at all times. Younger children are encouraged to wear shoes that are appropriate for active play. It is suggested that younger students who cannot yet tie their own shoes wear velcro shoes.
- Flip flops and slides are not allowed. Any footwear worn must have a back strap. Dress sandals are permissible as long as students have appropriate footwear to change into for recesses and physical education class.
- All students are required to wear athletic shoes for gym class.

Clothing

- All skirts and shorts should be of an appropriate length. The school will use the guideline that skirts/shorts should be at least one inch below the fingertips when standing with hands at the side.
- In grades 5-8, yoga pants, leggings, and other skin-tight pants should not be worn unless a shirt or skirt of appropriate length is worn over them. Running shorts should also not be worn.
- Clothing that is frayed or torn should not be worn to school. This includes jeans purchased in that condition and cut-off shorts.
- T-shirts with inappropriate pictures, words, or personalities should not be worn. Unacceptable logos and slogans include, but are not limited to: advertisements promoting the use of alcohol, tobacco, and drugs; political slogans, slogans with suggestive or double-meanings; graphics of any musical group or individual musician that promote violence (i.e. skulls) or disrespect.
- Undergarments should not be showing. Undershirts made of spandex or stretch material are not allowed as outer garment wear during the school day.
- Shoulder straps on tops should be of proper width to cover undergarment straps. An exception is made for girls in Pre-K – 4th grade.

- Tops should be of proper length to cover the complete midriff and have a proper neckline to cover any cleavage.
- Sports jerseys should be worn with a T-shirt underneath.
- Hats and hoods are not to be worn in the school or church buildings.

Seasonal Dress

- All students are required to wear a winter jacket, snow pants, hats, gloves, and boots when playing in the snow.

Cosmetics

- Please make moderate or no use of cosmetics.
- Due to the variance of sensitivities of individuals, the use of colognes, perfumes, and other strongly scented products should be avoided.
- Students are not allowed to draw on their skin.

Jewelry

- Other than earrings, students shall not have any body piercings or body modifications.
- For safety, hoop earrings that are big enough to slip a finger through should not be worn.

Hair

- Hair should be kept neat, clean, and tidy. It should not be messy or unkempt.
- Extremes in hairstyles are not allowed for boys or girls. This includes, but not limited to, mohawks, and shaved heads.
- A student's hair should not cover their eyes.
- Student's hair must be of natural hair color. No unnatural coloring or tinting will be allowed.

Parents are responsible to ensure that their children abide by this dress code and should be mindful of what their child is wearing daily. If in doubt, they should not allow it to be worn. How students appear at school is one more way they give glory to God.

The teachers will enforce these guidelines. Classroom teachers may prohibit certain items of dress or cosmetics in their classroom if they disrupt the class environment or do not promote respect. If there is a question of an article's appropriateness, the teacher will communicate with the child's parent. Students found in violation will be sent to the principal's office and parents will be called to bring proper clothing/shoes for their child. Repeat violations may result in a detention.

Phone Usage

At times, students may need to call home, such as for an illness, inclement weather, or a canceled event. Only after obtaining permission from a teacher, a student may use the phone in the classroom or school office.

Cell Phones and Other Electronic Devices

We realize that parents may want their children to have a cell phone with them for easy communication before and after school. While at school, cell phones must be turned off and stored in a backpack or locker. Cell phones are prohibited in all bathrooms and locker rooms. After the school day is done, students are allowed to use their phone outside of the school building. If a student misuses their cell phone, it will be taken to the school office and the student can pick it up there after school.

Other electronic devices not issued by the school, such as, but not limited to, smartwatches, cameras, tablets, and gaming devices, are not to be brought to school unless they are being used for a school project or a child's special need and the teacher or principal have given their permission to do so.

Consequences for violation of this policy include:

- First offense - A warning will be issued.
- Second offense - A \$10 fine* will be issued along with an after school detention.
- Third offense - A \$20 fine* will be issued along with an after school detention. The student's phone will no longer be allowed at school.

* Charged fees may be worked off with school service at the discretion of the principal.

The order/severity of these consequences are at the discretion of the the principal/teacher.

Gum Chewing

No gum chewing is allowed on school grounds.

Bikes, Rollerblades, Skateboards, etc.

Bikes, rollerblades, skateboards, and scooters are not to be ridden on school property. If bikes are ridden to school they should be parked in the bike rack and locked.

During the winter, small sleds may be brought to school at the classroom teacher's discretion.

Money and Personal Possessions

We discourage students from bringing money and other personal items to school except

when necessary. Children in the lower grades should bring all money in a marked envelope and give it to their teacher for safekeeping. The school is not responsible for lost money or possessions.

Attendance

Church Attendance

Worship and praise is the Christian's response to all the blessings that come to us from our Heavenly Father – especially for the salvation we have through His Son, Jesus Christ. Faithful attendance at worship services is a crucial part of the spiritual training that home and school provide for our children and students. St. Paul's Lutheran School, along with the teachers and staff, is dedicated to the spiritual training of your child. Therefore, we encourage an active worship life on the part of the parents and child. Church attendance is gathered by the classroom teacher. If there is any question about the attendance gathered, please speak with your child's classroom teacher.

School Attendance

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

Notification and Record-Keeping

- If a student will have a planned absence from school, parents should notify the school by a written excuse prior to the absence. If parents are unable to notify the school ahead of time in writing, the office staff and teacher must be contacted by phone or email.
- Absences for more than three consecutive days due to illness must be excused with a written or verbal excuse from a doctor or parent when returning to school.
- Each morning, attendance is taken in the classroom. Absences will be noted and the parents will be called unless the school has already been notified of the absence. Absences will be tracked by both the classroom teacher and the office.
- Students absent from school for more than an hour, but still in school for a portion of the day, are deemed absent for half a day.
- Students arriving late to school will be marked tardy unless the tardiness is due to a late bus. If a student reaches five tardies in a quarter, an after-school detention will need to be served.
- Students who demonstrate a continued pattern of tardiness will require a parent-teacher meeting to resolve the matter.
- The principal, in consultation with the Board of Education, will deal with families

showing a continuing pattern of non-attendance or tardiness. Students who show a continuing pattern of non-attendance may be asked to repeat the same grade the following year or may be dismissed from school entirely.

Extra-Curriculars

If a student misses school due to illness on the day of a game, meet, match or event, the player is not allowed to practice, play, or participate on that day. If there is a game or event the next day, and the student has returned to school and is healthy, the student is eligible to participate. Absences earlier in the week do not necessarily prohibit an athlete from playing, but parents and coaches should use common sense for an athlete's health and fitness to athletically participate. Coaches understand that missing school for medical appointments, funerals, or family emergencies does not disqualify a player from playing.

Vacations

Families wishing to take their children out of school for vacations need to discuss their vacation plans with their child's teacher(s) before the vacation to make plans for completing classroom lessons and work. Parents should, if possible, try to schedule vacations during the regular vacation times on the school calendar. They should also consider the academic standing of the student(s) who will be absent from school. Students on vacation during standardized testing may have to make up the tests upon return.

Extended Absences

A student who has been absent for twenty or more days during the school year will be placed on a six week academic probation at the start of the successive grade during the next school term. At the end of six weeks, the parents, teacher, and principal will meet to determine if the student can continue in that grade or if the absences of the previous school year make it necessary to repeat the previous grade to establish a proper foundation on which to continue his/her education.

Discipline Policies

Basis of Discipline

As a student at St. Paul's Lutheran School, every child enrolled automatically becomes a member of a larger Christian family. God's Word becomes the guide for all their thoughts, words, attitudes, and actions.

The head of this Christian family is Jesus Christ. Through Jesus, the members of the family are united by their faith in His redeeming love. Each member of the family will try

to follow Jesus' example and do all things to His glory.

As in all families, proper and consistent discipline must be maintained. Each member must be concerned not only with their welfare, but above all, the welfare of the other school family members.

Regulations are established for the benefit and best interests of the whole family, as well as for the edifying of each of its members. Such regulations are enforced in a spirit of Christian love. The biblical basis of the law will serve to correct the willful offender and prompt repentance. The Gospel will be applied to assure that his/her sins are forgiven.

We trust that each member of the school family is aware of his/her responsibilities and carry them out to the glory of God and the welfare of the other members of the school family.

Discipline Policy

General Procedures

A. When general classroom problems arise, the classroom teacher will determine appropriate discipline. Examples of discipline may include but are not limited to: loss of recess, a time out, extra work, etc.

B. When a problem continues, the teacher will notify the parents and plan a course of action. This action may include but is not limited to: loss of extra-curricular activities, before and after school detentions, etc. At this point, the principal will be made aware of the situation. The parents will be notified within several days by the teacher, as to how the plan of action is being followed.

C. If the conduct continues and the previous attempts have not improved the behavior, then the teacher, principal, and parents will meet further to discuss the situation and join in a united effort in disciplining the child appropriately.

It is left to the discretion of the principal and classroom teacher as to when the following steps will be initiated:

In-School Suspension (excluded from the classroom for more than one period)

A. This action will be implemented by the principal after consultation with the teacher.

B. Parents will be informed as soon as possible.

C. Documentation will be filed in the Student Information System, stating the misconduct, the punishment, and the consequences if the misconduct continues.

One to Three Day Out-of-School Suspension

- A. This action will be implemented by the principal after consultation with the teacher.
- B. Parents are informed immediately.
- C. Documentation will be filed in the Student Information System, stating the misconduct, the punishment, and the consequences if the misconduct continues.
- D. Parents must meet with the principal and the teacher before re-admittance to class. The parents and the student are informed of the next step if the misconduct continues.
- E. The pastors and Chairman of the Board of Education are informed. Additionally, at their next meeting, the entire Board of Education will be notified of the misconduct.

Expulsion

- A. This action will be recommended by the principal and acted on by resolution of the Board of Education at a special meeting. This is done after reviewing the situation with the principal and teacher.
- B. Parents will be informed in a meeting of the parents, student, principal, teacher, pastor, and chairman of the Board of Education.
- C. The purpose of the expulsion is to:
 - 1. Allow the student to realize their sin and lead them to repentance.
 - 2. Prevent the student's misbehavior from having a detrimental effect on other students.

Addendum

- 1. Serious misbehavior such as physically harming or attacking a teacher, other staff member, or another student; bringing any type of weapon to school; or open uncontrollable defiance, etc., may be cause for immediate expulsion.
- 2. Application for re-admittance may be brought to the Board of Education for consideration no sooner than nine weeks after expulsion.
- 3. A Discipline Advisory Committee consisting of the principal and two Board of Education members will assist in carrying out the discipline policy of our school and advise the principal as needed.
- 4. Parents who have concerns about a discipline problem should speak to the classroom teacher first, then the principal, and, if the concerns persist, to the Board of Education.

Bullying

St. Paul's Lutheran School believes that all students have a right to a safe and healthy school environment. Jesus Christ himself has said, "Love one another. As I have loved you, so you must love one another" (John 13:34). St. Paul's Lutheran School families should promote mutual respect, tolerance, and acceptance.

St. Paul's Lutheran School will not tolerate behavior that infringes on the safety of any student. Bullying is any behavior that is repeated, intended to bring harm to another person, and often involves an imbalance of power. A student shall not intimidate or harass another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; sending inappropriate or threatening messages (email, text, creating or posting inappropriate, defamatory, or threatening information or pictures on websites); and social isolation or manipulation.

St. Paul's Lutheran School expects students, staff, and parents to immediately report incidents of bullying to the supervising teacher or principal. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be promptly investigated. Discipline measures will be handled accordingly. This policy applies to students while on church or school grounds, traveling to or from school on a school-sponsored activity, during the lunch period, and during a school-sponsored activity whether on or off-campus.

St. Paul's recognizes that not all negative behaviors should be considered bullying or a willful violation of this policy. However, each bullying offense will be referred to the principal for a disciplinary response and will be addressed according to the procedures below:

- Offense #1 Meet with administrator – no punitive actions
- Offense #2 Detention
- Offense #3 Detention and counseling
- Offense #4 One-day in-school suspension and counseling
- Offense #5 Three-day out of school suspension
- Offense #6 Student may be recommended for dismissal

Bullying will be logged as an incident in GradeLink by the observing staff member. In GradeLink, you should automatically refer the matter to the principal.

St. Paul's reserves the right to bypass steps in the consequences as warranted by the offense, up to and including expulsion. An offense may necessitate the involvement of

law enforcement or social services. Consequences only take effect after an incident has been thoroughly investigated.

To ensure bullying does not occur on our school campus, St. Paul's Lutheran School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build our school's capacity to maintain a safe and healthy learning environment.

Teachers will discuss this policy with their students in age-appropriate ways and will assure students that they need not endure any form of bullying. Teachers should also be prepared to provide support to students who have been bullied, witnessed bullying, or engaged in bullying. Let both God's law and gospel be prevalent. If students continue to struggle with bullying or the effects of bullying, be prepared to refer their parents to Christian Family Solutions or another counseling service.

Parents will be informed when their children are found to violate this policy, and if their child is a victim of bullying. Parents are expected to support this policy and ensure that their children will stop all bullying behavior.

May God bless St. Paul's students, staff, and the school community with an attitude of Christian love and respect toward each other. May all recognize each other as blood-bought souls deeply loved by God, and treat each other in such a manner. When sin arises, may it be dealt with in a God-pleasing way.

Communication and Complaints

The teachers and staff of St. Paul's desire to use their God-given talents and abilities to serve their Lord and the families of the school. Living in a sinful world means negative situations and challenges will arise. When this happens, the following procedure, based on Matthew 18:15-17, is our guide.

1. Any questions or complaints should be directed first to the teacher or person involved. Such issues are to be dealt with outside of school hours so as not to interfere with classroom instruction.
2. In extreme cases, or, if in the opinion of the complainant, no satisfaction has been obtained after proceeding as outlined in number 1 above, the matter should be brought to the attention of the principal.
3. If the issue is still in need of resolution, the Board of Education may be contacted. The matter will be handled in a discussion during a scheduled consultation or meeting, and an attempt will be made to arrive at a God-pleasing solution to the problem.

Out of Christian respect, disputes and complaints should be directed in this way and not on social media outlets.

Health Policies

Health

God says that the body is the "temple of the Holy Spirit" (I Corinthians 6:19). In order to keep this body physically healthy, the students of St. Paul's are encouraged toward cleanliness, good eating habits, and proper rest.

To comply with the State of Wisconsin and Jefferson County's Public Health Program, a health record is kept for each child which includes vision screening, hearing screening, immunizations, etc., which are given at various grade levels. Parents are also notified of special clinics which their children may attend.

Absences are recorded by the office and classroom teacher. Parents are asked to send a note to the office explaining the reason for their child's absence. In the case of a communicable disease, a doctor's note is required before a child may return to school.

If a child has any particular handicap or organic problem which may affect his/her educational progress or behavior at school, the classroom teacher and principal should be notified as soon as possible.

Please keep students home for the following reasons:

- Fever - A fever of 100° or more signals an illness that will most likely make a student uncomfortable and unable to function well in class. The child should stay home until he/she is fever free for at least 24 hours without the use of fever reducing medication.
- Vomiting, Diarrhea, or Severe Nausea - These are symptoms that require a student to be sent home and/or to remain at home for at least 24 hours until a normal diet is tolerated and the student is able to keep food down.
- Rash - Rashes or patches of broken, itchy skin need to be examined by a doctor if they seem to be spreading or are not improving.
- Symptoms that may indicate your child should stay home from school include but are not limited to: sore throat, earache, headache, irritability, fatigue, runny nose, cough, and stomachache. The school must be informed when your child is ill/will be absent.
- Communicable Diseases - Students with ringworm, impetigo, measles, mumps, chickenpox, pink eye, or other contagious illnesses should be excluded from school and be seen by a doctor for treatment. A note from the doctor that the student is no longer contagious should accompany the child on his/her return to school. Certain contagious diseases have specific policies. If a child develops chickenpox, the Jefferson County Health Department must be notified by the parent (920-674-7275).
- A child with pink eye or strep throat must be on medication for 24 hours before returning to school.

- Head Lice requires treatment and removal of nits from the hair before a child can be readmitted to class. Directions for treatment may be obtained from the school office.

Illness at School

If a student becomes ill at school and needs to go home, parents will be notified to pick up the child. A student can not be sent to an unsupervised home without parental permission.

In life-threatening situations, the principal or a designated person will call the most immediate emergency transportation available and, if there is a charge, the cost shall be charged to the parents or their insurance carrier. When direction from the parents is not immediately available, the emergency transportation will take the child to the Fort Atkinson Memorial Health Services Emergency Room.

Administration of Medicine

If a child is required to take medication during school hours, parents must fill out a Permission Form for Prescribed Medication prior to any medication administration. This form will be kept on file in the office and will also be recorded in the electronic SIS (Student Information System). All medication, according to State Law, must be kept under lock and key; it is only dispensed by authorized school staff or a designee.

Prescribed medication must be in the original container and indicate the student's name, name of the medication, dosage, and instructions on how often to take the medicine. A parental or doctor's note, indicating the reason for the medication and providing detailed instruction for its administration is also required.

Certain medical devices or medications prescribed by a physician such as inhalers, epi-pens, etc. may be kept with the student's classroom teacher, after a Permission Form for Prescribed Medication is completed by the parent and filed in the office. Parents should make the classroom teacher and the office aware of any medical arrangements or deviations to the original medical plan.

Any **over-the-counter medication** which includes but is not limited to: cough drops, aspirin, antacids, etc. also must be stored in the office along with a signed parental note or a completed Permission Form for Prescribed Medication. We recognize that over-the-counter medication may be needed on occasion for headaches, menstrual cramps, or similar instances.

In **rare cases**, it may be advantageous to give the student an over-the-counter medication such as Acetaminophen or Ibuprofen. This will only be given to a student after receiving verbal or electronic authorization from the parent or guardian. Please be sure that your emergency contact information is always up-to-date.

School Programs

Lunches and Milk

Our school offers daily hot lunch. These lunches are served with the nutrition and welfare of our students in mind. Prices are determined according to cost. Each hot lunch includes a main entree, vegetable, fruit, milk, and dessert. Lunch and milk (for cold lunch or snack) are purchased via EZSchoolApps, an online system. Information on how to set up an online account will be provided to each incoming family. Additionally, payments for lunches and milk can be made via check or cash at school with money placed in the lunch lockbox. Parents are urged to make use of the hot lunches offered to their children. These meals are nutritious, and the cost is reasonable. Our lunch menu is prepared by Chef Eric Webber. Any questions regarding the lunch program should be directed to him.

If students choose to have cold lunch and bring food from home, the parents and their children are responsible for the proper care of that food. Proper utensils need to be supplied from home. St. Paul's does not provide cold storage for student lunches.

St. Paul's Mission Fund

The mission program at St. Paul's Lutheran School is designed to acquaint our children with the various missions within our church and Synod. Children are encouraged to bring a weekly gift for this purpose. These offerings will also be collected during our Friday chapel services. During the school year, the children's gifts are sent to the missions that have been selected for that particular portion of the academic year.

Whenever possible, we will have representatives of the various mission projects come and speak to our children. We hope that our mission program encourages our students to think about the needs of others, especially those who have not heard the Good News of salvation through Christ Jesus.

We also give our children the opportunity to help others who are not necessarily affiliated with our Wisconsin Synod (WELS). Each year we pick special projects and promote our students' involvement in them. Examples of this include, but are not limited to, Jefferson County Christmas Neighbors or the Fort Atkinson Food Pantry.

Science, Social Studies, and Art Fairs

Alternating each year, a science, social studies, or art fair is held each spring to display students' various projects in these subject areas. This encourages the students to extend their classroom learning in specific academia and allows parents to view the work done by the children of our school. Our students have many gifts and this is one way that their talents can be recognized. Various fairs and contests take place on a rotating basis at our school, the community and also other WELS area schools.

Teachers will inform the children and their parents as they occur. These events include science, forensics, math meets, geography bee, spelling bee, drama/musicals, art, and other academic activities.

Music Programs

St. Paul's offers a **band program** to students in fourth through eighth grade. Our band program is run through Lakeside Lutheran High School. Each year, our band instructor meets with potential incoming band students and gives them the opportunity to try various instruments. Parents interested in having their child in the band program may sign up for lessons during school registration or contact the school office. Band lessons and mass band rehearsals are held at a designated weekly time during the school day. There is a fee to participate in band (lessons and mass band). Our St. Paul's band performs at two school concerts during the year and competes as a mass band at Lakeside Lutheran High School's Fine Arts Fair. Additionally, students can sign up to compete individually (solo, duet, or ensemble) during the Fine Arts Fair for a small fee. Our third and fourth grade students are introduced to the musical program as part of their class instruction and are taught how to read music and play a song flute (a small plastic recorder-type instrument). This is taught by the classroom teacher during the school day. The third and fourth grade class performs as a group during the St. Paul's hosted Spring Sounds Concert.

Piano lessons are available for students in second through eighth grade. These lessons may be taught during or after the school day. There is a separate fee for piano lessons. Parents interested in having their child taught piano may sign up for lessons during school registration or contact the office. Two piano recitals are held each year for piano students to showcase their talent. Additionally, piano students can sign up to compete during the Lakeside Lutheran High School's Fine Arts Fair for a small fee.

In addition to music being taught in the classrooms, St. Paul's students participate in various **choral programs** based on their grade level. Students in 3K and 4K participate in *Wee Praise*. Students in Kindergarten through fourth grade participate in *Praise Kids* and students in fifth through eighth grade may participate in *Jesus Jammers*. These choirs beautify church worship services throughout the year, perform at two school concerts during the year as well as community sponsored events. Parents are notified ahead of time with any details of choral performances. Our *Jesus Jammers* also participate as a mass choir at the Lakeside Lutheran High School Fine Arts Fair and individuals can compete vocally by solo, duet, or ensemble for a small fee at the Fine Arts Fair.

Students in fifth through eighth grade have the option to join **Chime Choir**, which meets once a week. Chime Choir performs during the two St. Paul's concerts during the year and may also beautify St. Paul's Church worship services.

All parents whose children are involved in band, choir, chimes, or piano are part of our

Music Parents Organization. Parent help is needed at concerts, recitals, and the instrumental and choral competition in the spring (Lakeside Lutheran High School's Fine Arts Fair). A user fee for those involved in the music programs may be assessed to participants to help cover the cost of sheet music, etc. Additionally, music parents are asked to bring light refreshments to our two school concerts and assist with set up, serving, and/or clean up. Emails will be sent to parents ahead of time to notify them of necessary help or items for these events.

Physical Education and Athletic Programs

An organized physical education program develops the God-given physical gifts with which our children are blessed. Children must realize that their bodies are the "temple of the Holy Spirit" and that they are to glorify God with their body as well as in spirit.

The **physical education program** aims to develop a healthy, vigorous, and coordinated body; and through this body a sound, alert, and trained mind. At the same time, St. Paul's aims to provide practice in Christian life and conduct.

The above objectives are gradually developed from preschool through eighth grade in organized physical education classes. All students are expected to participate in physical education activities unless they are ill or excused by a doctor's note. Each class has approximately one hour of physical education per week. Athletic shoes must be worn in all gym activities.

Gym uniforms, purchased at school, are required for students in grades five through eight. Gym clothing should be washed regularly for good health and hygiene.

During the school day students are expected to make use of the playground during their regular recesses to further develop physical skills.

The **athletic program** at St. Paul's Lutheran School consists of softball, basketball, volleyball, track, soccer, and cross country. As an added incentive for these sports, the teams participate in competitive games with other Lutheran schools in the area. A softball tournament, a soccer tournament, a basketball league, several cross country meets, a volleyball league, and two track meets are scheduled each year. The emphasis is to get as many children as possible to take an active part in these sporting events. Practice schedules are set after sign-ups. Students involved in other after-school activities are allowed to come to scheduled practices late.

A small non-reimbursable athletic fee is assessed for each student participating in an athletic sport.

Our St. Paul's Badgers are members of the Badgerland Lutheran Athletic Conference (BLAC), a league of nearly twenty area Lutheran grade schools.

Student Teaching Program

St. Paul's Lutheran School is part of the student teaching program carried out by our Wisconsin Synod in conjunction with Martin Luther College of New Ulm, Minnesota. Martin Luther College is our Synod's worker training school whose purpose is to train young men and women for the public ministry in our synod. An important part of this training is the student's direct experience with teaching at a Lutheran elementary school. This experience is provided here at St. Paul's and other WELS schools. The student teachers spend time in our classrooms putting into practice what they have learned in their professional education courses. They are under the supervision and guidance of the classroom teacher. A college supervisor/professor from Martin Luther College makes four visits during the student teacher's ten weeks to consult with the student and supervising teacher.

Information for Parents

St. Paul's Parent-Teacher Organization (PTO)

This organization plans programs during the school year that are beneficial in assisting parents and faculty in the Christian training of the children. The PTO seeks to provide volunteer help for various school activities and gives the parents an opportunity for Christian fellowship. The PTO supports and plans academic opportunities for the students and also organizes several events for the school. This organization also helps to fund special projects around the school. All school parents and members of the congregation are considered a part of the PTO. There are no dues to participate.

The PTO generally meets once a month to discuss school issues and upcoming projects/fundraisers.

Parking/Student Drop Off and Pick Up

Anyone who is dropping off or picking up students should not stop or park in front of the school in the area marked "School Bus Only". This area is needed by the school district buses.

When picking up your children after school, please park in the church parking lot across from the school. If you are picking up a preschool or kindergarten student, you may park in the North parking lot nearest the north doors (door #8). All other students should exit the main doors at the end of the day.

Crossing guards and a teacher are on duty from 3:05-3:15 p.m. Children and adults are expected to follow the directions and commands of these crossing guards and teachers. Children and adults are to use the marked crosswalks. Adults may need to

help their children upon arrival and pick-up from school for safety concerns because of street and parking lot traffic.

School Pictures and Yearbooks

Student photos are taken early in the school year. Advance notice and details on how to order pictures will be given to parents. School yearbooks are sold at cost and distributed at the end of the school year.

Fundraising Opportunities

SCRIP Program: Our PTO sponsors the SCRIP Program which helps to offset tuition amounts and related expenses. Through this program, our PTO orders gift cards at a reduced cost and families can then purchase the gift cards at face value. The profits of using this program are passed onto the corresponding family, splitting the profit 75/25 with the 25% benefitting our St. Paul's PTO. There is no cost to use this program. Families interested in enrolling in SCRIP are encouraged to contact the school office.

Thrivent Dollars: Families may own financial products from Thrivent Financial which may benefit from the "Choice Dollars" program. Depending on the Thrivent products owned, Thrivent will donate money in your name to our school. To annually allocate these Choice Dollars, please call 1-800-847-4836 and when prompted, say "Thrivent Choice". Your questions can be answered and you may designate the money for our school using that number.

Lost and Found

Lost and found articles are placed on a table outside the school office and left there until claimed by a child or parent. If, after a certain period of time, the items are not claimed, they will be disposed of. Announcements to this effect will be made in the weekly newsletter. We suggest that personal belongings are labeled with the student's name to avoid having it end up in the Lost and Found.

Student Invitations

When students have sleep-overs or birthday parties at their homes, feelings are often hurt because not everyone may get an invitation. To alleviate this problem, parents are asked to please refrain from letting their children pass these invitations out at school unless the entire class is invited.

Tutoring

Tutoring help may be available to those who need the extra assistance. Parents are encouraged to talk with the classroom teacher to learn about what help is available.

Parents are always welcome to approach St. Paul's School leadership and staff with comments, concerns, and suggestions. It is our goal that this approach will allow for a positive and productive way to generate ideas and mutually solve problems. Parents are encouraged to take ownership in St. Paul's School by using their individual talents to support the mission and workers of St. Paul's, assist in the success of our various student-focused activities, and join together to support our vision for growth.

We warmly welcome you into our St. Paul's School family!

APPENDIX

The following is **ONLY** a **SUMMARY**:



U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

PARENTS SIGN on the **"3.13 Family Permission Form"** concerning this policy to acknowledge the Family Educational Rights and Privacy Act (FERPA).

Get the Latest and complete information on FERPA at <https://studentprivacy.ed.gov/>