

St. Paul
Lutheran
School
Handbook

2018-2019

Centered in the Word,
Pointing People to Jesus



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St. Paul Lutheran School

A PHILOSOPHY OF EDUCATION FOR ST. PAUL LUTHERAN SCHOOL

The following is a summary of our beliefs and ideas that set the tone for the educational process. All areas such as curriculum, methodology, guidance, discipline, in short the entire school life, will be influenced by these beliefs and ideas.

What We Believe:

God: We believe and teach that the Triune God, Father, Son and Holy Spirit as He has revealed himself through His Word, is the source of all life and knowledge. We believe that He is all powerful, eternal, unchanging and all knowing, but that He also loves people and sent His only Son to live a perfect life in their place and die as the payment for their iniquity. We believe that the Holy Spirit calls people by the Gospel, creates faith in their hearts and gives them the gift of salvation without any merit or goodness on their part.

Knowledge: We believe and teach that there are two kinds of knowledge: natural and revealed knowledge. In the area of human and earthly life God wants and encourages us to use the gift of intelligent reason to discover more and more about his universe and its workings. He is pleased when we learn through other's experiences building on them to advance understanding.

In the area of spiritual truth we need to take our reason captive to the will of God as he reveals it in his inspired Word, the Bible. We need to accept such spiritual truths as the Trinity, the body and blood in the Lord's Supper and the power of baptism. We believe not because they are reasonable or provable but because we believe God's knowledge is above our own. When he has clearly spoken we accept it even when we don't understand it. In reading and studying the word, we let the Bible interpret the Bible, and give the Holy Spirit credit for being smarter than we are.

Man: We believe and teach that since the fall into sin, mankind is totally blind, dead and an enemy of God. We acknowledge that people are not by nature in the spiritual realm, but on the side of the devil. All, because of their sins, are destined for a just punishment in hell unless they are converted by the Spirit's working in their hearts. Faith in Jesus alone saves.

The reborn believer is and remains imperfect in this life. Yet, he is also constantly growing, "*up in every way into Him who is the head, into Christ*" (Ephesians 4:15). This is the ability and desire to do good works. Out of a thankful heart the believer wills and does what will bring glory and pleasure to God and will serve the welfare of others.

Law and Gospel: We believe and teach that the two main doctrines of the scripture are law and gospel. We teach the law and use it to convince the conscience of sin so that the good news of the Gospel, the message of salvation through Jesus' life and death, falls on receptive ears and eager hearts. We acknowledge the third use of the law in the lives of Christians so that it becomes for them not a means to be saved, but a way to show thankfulness to the God who has redeemed them and given them saving faith.

Christian Beliefs: Christian beliefs, as understood in the Lutheran Church Missouri Synod, are based on God's Word in the Scriptures, and extend to everything that is done at St. Paul Lutheran Church and School. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and our distinctively Lutheran manner of expressing that faith.

The LCMS is a Bible-based church body with definite beliefs on many points of Christian faith. For instance, we affirm the following: the sanctity of human life at conception, the Scriptural teaching that marriage is a sacred union of one man and one woman (Genesis 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church. (Ephesians 5:32) We also affirm that homosexual unions come under categorical prohibition in the Old and New Testaments. (Leviticus 18:22, 24; 1 Corinthians 6:9-10, 1 Timothy 1:9-10) as contrary to the Creator's design (Romans 1:26-27).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

These positions and beliefs, as well as others, can be found on the LCMS website, along with other statements, papers, and reports on the subject of homosexuality and same-sex unions and "marriage."

We are St. Paul Lutheran Church and School and we will not shy away from any of these teachings. Family members are not required to believe or confess the teachings and beliefs of the LCMS. However, these are our teachings and these beliefs will be taught and reflected within our school.

The Role of Parents in Christian Education:

We believe and teach that God has given the first responsibility in Christian training to a child's parents. They are to see their child is baptized, taught simple prayers, and the Ten Commandments. As their children get older parents are to lead them to a fuller understanding of God, his Word, and his actions for them.

The Role of the Church/School in Christian Education:

We believe and teach that the Christian church has been charged by Jesus to nurture and feed both his sheep and lambs. Therefore the church provides opportunities for worship, group Bible study, prayer groups, and all the other things associated with Christian group action. We believe and teach that the Lutheran School is a powerful helping hand to the church in fulfilling its calling and a supporting pillar to parents as they seek to fulfill their spiritual duties in their child's lives.

The Role on the Christian Teacher in Education:

We believe that a Christian teacher, working throughout the day, is a powerful tool for good for the child's total educational development. This is true in the so-called secular subjects as well as in the religious curriculum. The Christian teacher will model Christian concepts of law and gospel, forgiveness, patience, and prayer as well as teach the lessons of the religious curriculum that cover these areas. The Christian classroom is the church at work on a daily basis, living together as saints and sinners. Though imperfect, its members are forgiven and committed to improved living as their thank offering.

The Extended Family in Christ:

Using their God-given abilities, students, and parents work together as a team supporting, helping, and praying for each other. Together they strive for excellence as they use effective learning and teaching methods. Inter-age relationships and learning are provided for within the framework of the school day and year as older students help and model for younger students while they themselves learn.

The People the School Intends to Serve:

We believe and teach that our Lord wants us to share the Gospel with those around us. As a response to this challenge, we feel called to serve and nurture the children of members of St. Paul congregation and other sister Lutheran churches. We also want to extend the benefits of a Christian education to those outside our fellowship, not necessarily to make them Lutheran, but to have the opportunity to share Christ with the children and through them the entire family.

Worship:

We believe that worship in our school is not confined to the daily class devotion or all school chapel, but occurs throughout the day. Teachers provide a Christian model by leading and participating in faculty devotions and by participating in other aspects of the church's worship life as readers, choir members, music leaders, ushers, etc. Students are taught to participate in worship by leading devotions and chapel services and by praying for and with each other.

Service Learning /Stewardship:

We believe that service becomes a natural part of school life for the child of God. This service comes from the love that we have in Christ Jesus. Scripture is filled with encouragement to serve one another. (John 12:26, 1 Peter 4:10, Romans 12: 9-13)

Students are encouraged to bring a weekly offering to Chapel. These monies will support various local and world mission opportunities. Students are taught that everything belongs to God and that Christian stewardship should be joyful and life-long. Stewardship is more than just giving money, it is also using the gifts of time and talents to serve the Lord.

Students at St. Paul have the opportunity to serve and understand/respect their fellow man by various opportunities each year. Each classroom has a certain focus group within society that they are educated in and are encouraged to serve them in some capacity that school year. Students will reflect on what they learned and how their faith grew by serving others.

Finally, students at St. Paul weekly make ministry cards for those within the church and school family that are in need of prayers and encouragement, and/or cards to celebrate life's special blessings by God.

The Learning Process:

Christian learning is related to life and life eternal. We recognize that we need to educate children to be their best now and in their future earthly lives, but we also reach beyond to preparation for their vastly more important eternal life. The differences between the two are in method and scope. In our striving for our best in this life we depend on our God-given abilities, experiences and hard work, always seeking God's will and help.

In a larger scope, eternal life all depends on God's free gift through Jesus and not on our contributions. It is imperative that this distinction be at the heart of our teaching and that our "work ethic" does not overflow into areas ruled by Grace.

In order to accomplish learning, we believe that a child learns best under certain conditions. Some of these are as follows:

1. An awareness of individual differences.
2. Readiness to learn the next step.
3. Motivation and interest in what is being learned.
4. A purpose for learning and the ability to see meaning.
5. A learning environment free from the distraction of feeling unaccepted, threatened, or inferior; in which it is okay to be wrong or have a different view.
6. Opportunities for review, repetition and re-examination of new learning.
7. The opportunity to share insights with others and learn from their ideas.
8. The opportunity to use more than one of their senses in processing and examining new ideas and information.

Objectives of St. Paul Lutheran School:

St. Paul Lutheran School is concerned with the child's growth in body and spirit and strives to strengthen the child's relationship toward the following:

GOD: The child's very existence depends on his Creator-God and in Jesus Christ the child becomes a true child of God.

THE BIBLE: Through the Bible, the child comes to know personal sinfulness and personal forgiveness in the love of Jesus the Savior.

THE CHURCH: As a member of the body of Christ, each child is united with others who also accept Jesus' love and forgiveness. Together these sinner-saints support, comfort, confront, forgive and love each other as brothers and sisters in Christ.

THEMSELVES: The Christian child's self-image is a dual one; being a sinner standing under God's judgment, but also a saint redeemed by Jesus and thus free to develop talents and abilities to the fullest.

GOD'S WORLD: The child's relationship to the whole of God's creation carries with it the responsibility to learn about it, to conserve it, and to use it wisely.

OTHERS: The Christian child who knows the love of God is led to share its meaning and message with others and serve God by serving people.

Goals/Six Ways We Strive in Christian Growth:

We believe that the Lutheran school is a servant of the church at large, and as such is not just an added expense, but an added blessing, and a profitable investment for time and for eternity. We also believe that the Lutheran school working together with the family and the whole church has a special role to play in carrying out the educational mission as the child grows in the following:

Spiritual:

- Acquire a complete knowledge of God and His Word.
- Recognize personal sin and need for salvation.
- Trust Jesus as the only salvation from sin.
- Rely upon God for spiritual and temporal blessings.
- Utilize the means of grace in Word and Sacrament.
- Lead a sanctified life and lead others to Jesus.
- Serve the Lord of the Church through stewardship of time, talents and treasure.

Intellectual:

- Acquire academic knowledge and skills.
- Develop an inquiring mind and independent thinking.
- Cultivate desirable and useful work and study habits.
- Evaluate human knowledge in the light of God's Word.

Physical:

- Regard the human body as the temple of the Holy Spirit.
- Understand the workings of the body and take responsibility for personal health, safety and recreation.
- Properly use his/her body to serve God and other people.
- Learn and maintain desirable physical skills.

Social:

- Respect, under God, the authorities of home, school, government and the workplace. □
Develop social skills necessary to live as a competent and creative Christian.
- Recognize other's needs, happiness, and welfare.

Emotional:

- Reflect the Savior's love to others.
- Grow in the understanding and practice of self-control.
- Develop a sense of personal worth and an awareness of the worth of others.
Seek and rely upon God for guidance, mercy and grace.

Aesthetic:

- Appreciate the wonders and beauties of the Creator's universe and recognize it as God's handiwork.
- Acquire an appreciation of cultural heritage.
- Develop skills of appreciation and expression in the fine arts.

What Parents and Students Can Expect of Their Teachers:

- We will pray for students and their families.
- We will work as team members, seeking to provide the best Christian and academic education possible.
- We will not lose sight of the individual child's needs even though we must work with groups of children.
- We will provide a good learning atmosphere in our classrooms.
- We will not take ourselves more seriously than we ought.
- We will laugh with you; not at you.
- We will be objective in our treatment of students and not make inflexible decisions in the heat of anger or frustration.
- We will follow Christian principles based on balance of law and gospel.
- We will show enthusiasm and interest and be learners with our class.
- We will help our students to reach their own responsible behavior; held accountable for their actions.
- We will challenge our students to reach their highest potential.
- We will strive to remain calm and collected and to be fair.
- We will respect the student and the family and not put them down.
- We will show patience and courtesy.
- We will keep you informed.
- We will work extra hours when necessary to meet the demands of teaching.
- We will keep up with educational research and update our methods.
We will listen with an open mind to your concerns and problems.
- We will practice what we preach in worship, Bible study, and giving habits; seeking to demonstrate that Jesus is Lord in our lives.

WE WILL MAKE MISTAKES AND NEED YOUR UNDERSTANDING AND FORGIVENESS.

What Teachers Can Expect of Parents:

- Pray for us and your children.
 - Respect us and don't put us down in front of your child.
 - Notify us when your child will be absent and make arrangements to pick up materials and makeup work.
 - Make it a high priority to get your weekly *Holy Grapevine* and *Saints Sentinel* to read it and other communications from school.
 - Notify us of events in your family life that affect the student.
 - Leave messages for your child of a non-emergency nature in the office rather than interrupting the classroom.
 - Respond to our requests for information, notes and feedback from you.
 - Reinforce what we teach in spiritual matters by regular church attendance, Bible study, and giving of service and money.
 - Call or come to talk when you have a problem/concern...don't go to someone else. (Matthew 18:15-17)
 - Question our methods, but don't attack our motives.
 - Refrain from posting negative commentary on social media about St. Paul Lutheran Church/School and any of its employees who are serving the Lord in this ministry. Instead, look for ways to build them up and encourage them. (Ephesians 4:29)
 - Assume the best about us in any situation and listen to our side too.
 - Support our discipline efforts by your own words and actions.
 - Have a plan for your child's supervision before and after school. Please communicate this to your child/ren!
 - Make every effort to have your child attend every day unless absence is unavoidable.
- Participate in parent-teacher conferences, school programs, sports events, and PTL activities and whenever you can, lend a hand as a volunteer.
- Defend us when you hear something that you know to be untrue or unfair.

YOU WILL MAKE SOME MISTAKES AND NEED OUR UNDERSTANDING AND FORGIVENESS.

Responsibilities of the Board of Day School:

The Board of Day School consists of six members and co-directors who are elected by the voters for a two year term. The Pastors, Executive Director, and Assistant Directors along with the Principal are advisory members of the Board.

The Board of Day School Shall:

- Hold at least one regular meeting each month.
- Report monthly to the Parish Planning council or the voters through the director or a representative.
- Establish objectives and set policies for the school.
- Review and appraise the educational program and curriculum and plan for improvements.
- Work with other boards, committees and organizations of the congregation. □ Delegate administration of its policies to the principal.
- Prepare and submit an annual budget reflecting the school's needs.
- Supervise the work of the Parent Teacher League and other school related organizations.
- Give attention to enrollment, attendance and the spiritual welfare of our students and their families.
- Keep confidential matters confidential.
- Cooperate with district and synod leaders.
- Encourage and pray for parents, students and teachers.
- Set an example by their regular participation in worship, private Bible reading and group Bible study, and in regular percentage giving to the Lord's work.

The Board Shall Perform a Supervisory and Supportive Role for the Teaching Staff By Observing the Following:

- Contract with part-time and full time support staff on a regular basis and evaluate their compensation and work requirements.
- Exercise leadership in preparing lists of candidates for vacancies in the teaching staff and for properly calling or contracting professional teachers.
- Be concerned about spiritual, emotional and physical health and welfare of the staff and their families.
- Conduct a yearly salary review and make recommendations concerning adequate compensation for all workers under their supervision.
- Review the job descriptions of the staff and make adjustments as the needs of the school and the workers dictate.
Provide for the professional growth of the staff through conferences, conventions and continuing education.
- Be receptive to input from staff members on proposed changes.

Enrollment Requirements and Procedures:

Non-Discrimination Policy:

St. Paul Lutheran School admits students of any race, color, religion, nationality, or ethnic origin to all the rights, privileges, programs, and activities at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its educational policies, admission policies, athletic, scholarship and loan programs, or other school administered programs.

Authority for Admission:

Application for admission may be made by contacting the Principal. Kindergarten pupils must have reached their fifth birthday on or by September 1st of that school year. Transferred pupils require the report card of the last grade completed. The Principal and the teacher involved will determine the grade assignment where the new student would best fit. In cases of unusual nature, the Principal will report to the Board before final admission is granted. The Board reserves the right to deny admission to any student whom they feel we cannot adequately serve.

Requirements for Admission:

The following must be completed before enrollment is granted

1. Enrollment Form
2. Transportation form (where applicable)
3. Immunization record on file
4. Parent permission form to transfer records signed

Transfer of Coursework

St. Paul Lutheran School will consider accepting school coursework from other institutions to the extent that coursework at the previous institution is documented and in accordance with St. Paul Lutheran School's academic standards. All final determinations for the acceptance or rejection of transfer coursework shall be made at the discretion of the school's principal.

Fee Payment Schedule:

There will be a \$50.00 registration fee (non-refundable) for each child enrolled. This fee is due upon submission of the enrollment forms. This amount is in addition to the regular tuition fee.

The balance of the account will be paid in 10 monthly payments due on the 15th of each month. The first payment will be due on August 15th, and the last payment will be due on May 15th. (Fees may, of course, be paid in advance at any time). Families may elect to pay all fees at the time of registration, may choose to pay at semester time (payments are due August 15th and January 15th), or use Thrivent's *Joyful Response* program to pay monthly. If parents are unable to make a payment on any given month, they are expected to notify the school at least 5 days prior to the due date and notify us what their situation is and what the plan they have for meeting their financial obligation.

If parents do not call and make arrangements, they will be referred to the Board of Day School for appropriate action, which may include excluding their child from continued attendance at St. Paul School. If parents are in need of student aid assistance for payment of fees, an application may be submitted to TADS. Early application will make funding more likely.

Student Aid Program:

It is the desire of St. Paul Lutheran Church that every child eligible for attendance at St. Paul be allowed to do so. A Student Aid Program has been established to assist families with the book or tuition fees. Those wishing to receive a portion of the fund should complete and return an application to TADS (Tuition and Data Services).

A financial aid award will be offered to the family for their acceptance or rejection. Part of this plan may include using the *Joyful Response* Program. To establish eligibility for the Student Aid Program, the federal school lunch guidelines or other financial reports supplied by the family are used and kept confidential.

We do also rely on our families to use Scrip to help save money on tuition. Using SCRIP for things such as gas and groceries helps to save money and keep the student aid budget manageable. To get started using SCRIP, please contact the special services coordinator in the office.

Enrollment Priorities:

Re-enrollment information will be made available to parents around January of each year. Students who are presently enrolled will have first chance to re-enroll. The priorities for enrollment will be as follows:

1. Children of families with students presently enrolled
2. Children of new members transferring to St. Paul
3. Children of members who have not previously attended St. Paul
4. New tuition students from families not presently enrolling children
5. All fees from previous year, including After School Care, must be paid or under \$250.00 and a payment plan for the current year must be in place.

Church Membership Status:

There is a much greater chance of Christian values and teachings becoming real in student's lives if both the home and the school are teaching the same things. On the other hand, if children are taught in school the value and joy of worship and then rarely or never are present in worship with their families, a negative attitude toward worship and God is more likely.

Therefore, families will be considered members of St. Paul for school fee purposes when they meet the regular requirements for membership such as transfer from another Lutheran congregation and completion of the pastor's membership class. Students baptized at St. Paul will be considered members.

Standards:

The following standards are to govern the conduct of all students, teachers, parents and staff at St. Paul Lutheran School.

- We respect, love, honor and trust the Triune God.
- We respect and care for each other as children of God for whom Jesus died. □
We respect our own and our neighbor's property and care for it as a gift from God.
- We honor learning and commit ourselves to academic excellence.
- We support the church in the tasks of building each other up and reaching out to others with the Gospel.

Promotion Standards

St. Paul Lutheran School has tough standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on student's readiness as noted on the report cards, test scores, attendance, developmental readiness, and other measures.

Academic Standards

At SPLS we measure student growth against the standard set by the state of Wisconsin (<http://standards.dpi.wi.gov/>) for each particular grade level. If a student is 2 years or more below grade level in reading, writing or math, promotion to the next grade will be at the discretion of the Principal.

Standardized Testing

Decisions to promote or retain students will also be based on their performance on the *MAP Growth* tests at each grade level and/or the *Wisconsin Forward Exam* in grades 4, 6 and 8. Minimal performance in any core areas is a reason for retention and student will only be moved on to the next grade at the principal's discretion.

Attendance

Students missing 10 or more days of a school year may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level.

Developmental Readiness

Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and principal will promote students based on observations in these areas throughout the year.

Retention

The teacher will notify parents of students who are having academic difficulties and efforts will be made to help the student. In some cases extra summer work, special tutoring, or other help may be recommended before advancement to the next grade. When it appears evident that a student is not going to be able to benefit from moving on, the teacher should consult with the principal. The decision of the school will be communicated to the parents. It is our policy to keep close communications with parents in this area so there are no surprises because the parent is unaware of their child's academic problems.

General Rules for St. Paul Lutheran School:

Student conduct is to be guided by the following rules and by the additional procedures teachers set up for the classroom. Each teacher will develop and share a discipline plan for students in his/her classroom.

- **Students will behave in a manner which is safe for themselves and others.**
 - Examples – Using playground safely, walking in the halls, not bring dangerous objects to school, staying on school grounds and within boundaries, being where you are expected to be.
- **Students will treat others with respect and courtesy.**
 - Examples – Following directions and cooperating with adults, back-talking or inappropriate language is not allowed. **Honor God in your speech.**
- **Students will respect and care for school property and the property of others.**
 - Examples – Damaging school equipment, vandalism, or taking another's belongings is not allowed.
- **Students will not hurt others, either physically or verbally.**
 - Examples – hitting, fighting, harassment, bullying, racial or sexual slurs, or mean spirited comments are not allowed.

Christian Discipline:

Our goal is for students to grow in the area of self-discipline as they learn and grow in other areas. As a Christian, the student has the help of the Holy Spirit in making God-pleasing choices in relationships. We want students and teachers to regard each other as partners and fellow believers who really care about and forgive each other, because they have experienced God's love and forgiveness.

We believe that Christian children do not remain slaves of sin, but have the ability, by the Holy Spirit, to choose right over wrong. Although they will do this imperfectly, they should be growing in their ability as they are strengthened by God's Word, Christian instruction and the example of home and school. The teacher-coach will use the law as it applies to those choices which are harmful, but will also speak and live the Gospel to encourage, buildup, strengthen and nurture.

*"But when the Holy Spirit controls our lives he will produce this kind of fruit in us: **Love, Joy, Peace, Kindness, Goodness, Faithfulness, Gentleness, and Self-control**; against such things there are no laws" Galatians 5:22-23*

The teacher will deal with the student to correct any occasional or “small” problem. Consequences of student misbehavior will, as much as possible, fit the type of unacceptable behavior. Corrective measures which the teacher may use include the following:

- Send to the office
- Loss of classroom privileges
- Separation from the group
- Assignment of extra work
- Pink Sheets
- Immediate Detention
- Conference with parent
- Informing the Principal

The Principal will have primary responsibility for discipline cases that are more serious or where the student has not responded positively to the teacher’s guidance.

Pink sheets will be signed by the parent and returned to the office. A student who has accumulated three pink sheets in a quarter will be assigned a detention to be served at time chosen by the Principal.

The Board of Day School encourages parents to support the discipline decisions that the teachers make, even if, as a parent, you do not agree with the decision. Although we rely on the professional training our teachers receive, the board is open to hearing your concerns. If you would like to discuss a discipline issue please call the office to schedule a meeting either just prior to school or just after school with a school board member and the teacher.

In cases of possession of alcohol, drugs, tobacco products or abuse of these products and/or the possession of guns, knives or items that may seriously be considered a weapon, immediate notification of parents/guardians will be made. In extreme cases, law enforcement officials may need to be notified. In cases of behavior problems such as dishonesty, willful damage to property, fighting, or when a student has a continued record of repeated misbehavior, parent/guardian notification will be made. The principal and teacher(s) will work together with the parents to determine the appropriate course of action to fit the situation. The Pastoral staff, Board of Day School Director or other resource people, including law enforcement or counseling personnel, may be involved. Action taken will depend on the degree of cooperation by the student and parents.

Actions taken may include the following:

- Requiring the students to serve one or a series of detentions.
- Requiring the student to do one or more service projects.
- Requiring a Saturday or non-school day extended detention.
- Requiring a student to serve an in-school suspension.
- Requiring a parent to attend classes with the student for a time.
- Suspending the student from school attendance for 1-3 days.

If none of the attempted strategies result in resolution of the problem or if the action is so severe as to warrant it, the Principal may expel the student from school upon review of the Board of Day School.

Suspension and Expulsion Policy

SUSPENSION

The Principal or Day School Board Director reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. Suspension lengths are determined by the Principal. These range from one day to a week – depending on the severity of an act. Any student who is suspended is prohibited from participation in any school activity on or off campus. Suspensions are either in-school or out-of-school depending on the offense. Any student suspended will automatically be placed on Final Probation. Students who receive an in-school suspension will be counted for regular attendance. Students who receive an out-of-school suspension, attendance will be considered absent. Parents/Guardians are responsible for tuition during a student suspension.

EXPULSION

Expulsion is the legal termination of a student's privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches eighteen years of age or when his/her high school class graduates. Only the Principal or Board of Day School Director of St. Paul Lutheran School have the right to expel a student. Any student expelled or withdrawn may not be on St. Paul Lutheran School property or be present at school functions without the permission of the Principal or Board of Day School Director. Students expelled from St. Paul Lutheran School will not be allowed to return.

DUE PROCESS

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

ACADEMICS AND PROGRAMMING FOR ST. PAUL LUTHERAN SCHOOL

Accreditation:

Although the State of Wisconsin does not accredit private schools, we strive to maintain standards that are high or higher than the public schools. We will follow guidelines of the state to the length of school year, annual reports, use of qualified teachers, and other standards of instruction. St. Paul received accreditation from the National Lutheran School Association in September of 2015. Yearly reports are filed each May and Accreditation is renewed every 5 years.

Kindergarten:

St. Paul operates an all-day kindergarten as part of its school program. A separate kindergarten handbook is available to those who would like more information.

Pre-Kindergarten and Pre-School:

St. Paul Pre-Kindergarten and Pre-School are places where children laugh, sing, play, and run. The environment is designed to stress sharing and caring. It is structured yet, within the structure there is freedom. Children can express feelings and experiment with many different learning challenges. Centers such as kitchen, dress up, quiet area, puzzles, blocks, arts and crafts, toys, sand table, etc., are provided so the child can choose what he/she would like to do and learn through discovery and play. Access to the gym allows for body movement as well as interaction among the children.

Pre-Kindergarten is open to four and five year old children. Class sessions are held on Monday, Wednesday, and Friday full days. Students must have reached their fourth birthday before September 1st of that school year.

Pre-School is offered for children who are three years old. Class sessions are held Tuesday and Thursday mornings. Students must have reached their third birthday before September 1st of that school year and be potty trained.

Class Size:

Pupil-teacher ratio in grades 1-8 will not exceed 30/1. The pupil-teacher ratio for kindergarten will not exceed 24/1; a classroom aide will be considered in grades K-2 if class size exceeds 19 pupils.

Chapel / Devotions:

Chapel services are held in the church on Wednesday each week at 8:20 a.m. The services are conducted by our pastors, area LCMS pastors, guest presenters, classes, or the teachers. The main objective is to take time to worship God and come to him in prayer, thanksgiving and praise. Additional lessons "taught" during this time are proper church behavior, ushering procedures, Christian stewardship of money, and witnessing before a group to our Christian faith. Student weekly offerings are used to go toward special monthly mission projects throughout the year. This gathering also serves as a way to draw our student body together as a "Family in Christ" as they learn to care for and forgive and pray for each other.

On the last Wednesday of the month all students with a baptismal birthday during that calendar month will be recognized. Chapel leaders are encouraged to use students in the worship services they plan. All parents, friends, and members of the congregation are invited to join us for worship. In addition to the weekly chapel worship, daily devotions are included in each class schedule.

Faith Instruction:

The teaching of God's Word is the distinctive element of our Lutheran Day School. St. Paul's mission "Centered in the Word...Pointing People to Jesus" emphasizes this clearly. For grades 7-8, a daily class period is dedicated to the instruction of the foundational teaching of the Christian faith and Lutheran Church. This course is taught by our pastor(s) and youth director. This involves some memorization of Dr. Martin Luther's Small Catechism and Bible passages throughout the year. Also, there are expectations with volunteer work at St. Paul and within the community. The program can culminate with the preparation of a Faith Statement, to be presented publicly on the day of Confirmation. This curriculum can lead to the Rite of Confirmation at the close of the 8th grade year for those who desire.

For those families desiring confirmation at St. Paul for their child, please contact either Pastor Hulke or Pastor Baumann, or our Youth Director – Sam Tracy, by the First Mid-quarter this school year. (September 26, 2018)

Homework:

The academic program at St. Paul School will require that some study be done at home. In some cases, this will be the completion of assignments begun in school, but not completed. At other times it may be a special project that can best be done outside of the school building and the school day. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place to study. If assignments are consistently burdensome or a special problem develops, the teacher will appreciate such information so that the problem may be alleviated.

Although family vacations are not encouraged during the school year, it is understood that at times this is a necessity. Parents should notify all of the student's teachers well ahead of time in writing and/or email. (48 hour notice) Homework will not be given out before a student leaves for vacation. Homework may be given out prior to an excused absence at individual teacher discretion.

If homework is requested, it will be expected to be turned in when the student returns from vacation. Homework not turned in will be considered late. Students will be expected to have necessary textbooks with them, books will not be photocopied. If homework is not requested, students will have one day to make up missed work for each day they are absent.

Plagiarism is the unethical quotation of another's words or the unethical use of another's ideas or data in such a way as to let the world conclude they are your own words, ideas, or data. With proper attribution, to quote another's thoughts and words is appropriate; plagiarizing, however, is cheating and it may break copyright law as well. Students who are caught plagiarizing on an assignment will be disciplined by the classroom teacher's academic rules.

Textbooks are very costly and students should keep textbooks in good repair throughout the school year. Students are not allowed to write in them (unless the teacher gives permission). A student may be assessed a textbook fine for any textbook/s returned by them at the end of a school year that are in poor condition – damaged, written markings, pages missing, etc. This textbook fine also applies to any textbook/s that are lost or missing during the school year.

Electronic Devices/Fidget Toys:

(i.e. iPods, iPads, DSi's, Kindles, Nooks, Netbooks, CD players, Radios, etc.)

Students are not allowed to bring electronic devices to school or on school sponsored trips without teacher's permission. Students are advised to leave them at home. The school will not be responsible for lost or stolen electronic devices or other nuisance items brought to school. Improper items will be confiscated. The safe keeping of these items cannot be guaranteed. The items will be returned to the parent upon request. Toys banned include spinners and fidgets UNLESS otherwise noted on a student's IEP/POS or 504 Plan.

Cell Phone Use Policy:

Presence/Possession/Use of Cell Phones, Telephone Paging Devices and 2-Way Radio Wireless Devices

Cell phone use is not permitted in the school building before or during school time (7:30 a.m.-3:00pm). Such devices shall be turned off or made inoperable during the academic school day. Students should secure their cell phone in their locker. Students are permitted to use cell phones at the discretion of a teacher during the academic school day for emergency situations or for an academic purpose within a lesson. Plans which involve setting schedules, arranging transportation, etc. should be made *prior* to coming to school that day in order to limit the need for the use of a phone as much as possible. "Forgetting" to turn off the cell phone is not an excuse. Use of a cell phone during a test (i.e. text messaging) will be considered cheating and proper action will be taken.

Cell phones are prohibited from use in locker rooms/restrooms at any time. No use of cell phone photographs is permitted during the school day. Parents, please do not contact your student during the school day via cell phone. Please call the office at (715) 344-5660 for all messages to your child. Telephones are available at the school for cases of emergencies that students may use. Use of these phones must be approved by the classroom teacher.

Use of Personal E-mail Addresses

School families provide e-mail addresses to us for use in communicating regarding school correspondence, happenings, and events. These e-mails are not to be used for personal business use (such as home party invitations, etc.). We ask that you use discretion in using personal e-mail addresses for these reasons, as not all people wish to receive these e-mails.

Student Laptop Computer Policy

Introduction and Purpose: This policy describes the expectations, care, and software policies for laptop computers supplied by Saint Paul Lutheran School to enrolled students.

These laptop computers are supplied by the Sentry Foundation Technology Grant for students in fifth through eighth grade as an education tool. If a student is furthering their education at Wisconsin Valley Lutheran High School or another private institution they will be permitted to keep their laptop at the end of their eighth grade year after maintenance is performed. Laptops will be stored and maintenance performed on them at the school during the summer. Laptops will be checked in at the end of each school year.

Saint Paul Lutheran School retains the right at any time to investigate or review accounts, laptops, and any email or other media accessed, created, or stored on the laptops. The

school has the right to review these items for appropriateness and to limit or revoke a student's access to them at any time and for any reason. Users have no right or expectation of privacy for any use of the laptop or the school network.

Expectations: Laptops are provided as an educational tool. Each educational tool supplied to a student carries responsibilities (eg. textbooks must be available daily and well cared for). The students' responsibilities for their laptops are:

- Ensuring that these policies are followed on their assigned laptop whether in school or out of school and regardless of who is using the laptop.
- Ensuring that their laptop is charged and ready for school each day. Students are responsible for charging their laptop each night.
- Bringing their laptop to school each day. A computer left at home will be treated the same as if textbooks or homework were left at home.
- Secure their laptop. Laptops are easily stolen. Laptops should not be left in an unlocked car, when travelling do not check through as luggage, and they should not be left unattended in a public area.
- If a laptop is lost or stolen the family is responsible for replacement cost.

Laptop Care: Laptops will carry an extended warranty which will cover their repair during the period they will be in use at Saint Paul Lutheran School. However, replacement costs and/or the repair for damages that are not covered by the warranty and that occur to the laptop while it is in the possession of the student is the responsibility of the parent/guardian.

If the laptop is stolen, it should be reported to the local police authorities and St. Paul Lutheran School personnel immediately.

Other notes:

- Do not expose the laptop to excessive heat or cold.
- Do not carry the laptop in an open position. Always close the lid/screen.
- Use the supplied carrying case to transport the laptop.

Software Policies

The laptop is supplied as an educational tool. As an educational tool it is imperative that the laptop is capable of functioning as expected.

- The software originally installed must remain on the laptop, be maintained in usable condition, and be easily accessible at all times.
- Students are responsible for maintaining the integrity of software required for facilitating academic activities. Do not install any software to the laptop without prior coordination and approval; it could change the systems setup and make the laptop unusable. Attempts to disable installed software on the laptops are forbidden. Only licensed software is allowed to be installed on a computer.
- Games are not to be brought to school on your laptop or external media.
- Obscene images are not allowed to be displayed or stored on your laptop.
- File sharing programs (i.e. Limewire, BitTorrent, etc.) are not allowed on the laptops or external media.

Disciplinary Policies

Violation of the laptop policies and procedures may result in any of the following actions:

- Depending on the seriousness of the violation, the laptop may be wiped and all software reinstalled, laptop privileges may be suspended, parent notification or other school disciplinary procedures may be used including pink slips, detentions, suspension, or expulsion.
- A fee of \$30 may be charged to wipe and reinstall laptop software if it is determined that a student willfully violated these policies.

Testing:

- Appropriate testing will be done as an integral part of the instruction program in each subject of each grade.
- Achievement tests will be administered each fall for students in grades 1-8 and in the spring for all grades. Exception reporting by Principal to Board of Day School will be made.
- Psychological testing where necessary will be referred to qualified specialists with the approval of the Principal and parent.
- Annual vision and hearing screening will be provided in the school through the office of public health.
- Speech, language and learning disabilities testing will be done as recommended by the faculty contingent upon parental approval.
- Testing or observation for research or evaluation will be subject to Board of Day School approval.
- Individual test results will be available only to the student, parents, faculty and Board of Day School members for board business, unless parental approval is obtained.

Honor Roll/High Honors:

Students in grades 5-8 with a G.P.A. of 3.00 or higher will be awarded Honor Roll recognition. Students who achieve a G.P.A. of 3.50 or higher will receive High Honors.

Attendance / Tardiness / Leaving School:

Regular attendance is important to the student's progress in school. If a student is to be absent, parents have the first responsibility to contact the school. If no word is received, the school secretary will attempt to contact the parent. If no contact is made, the absence will be treated as unexcused. If there are five excused or unexcused absences in any quarter, a conference will be scheduled with the parent. A student must be in school until 11:30am for it to be considered a half-day attendance.

Tardiness hinders school progress for the student and disrupts the learning environment in the classroom. A student arriving after 8:10 am will be considered tardy. When a student is tardy, parents should send along a note explaining why he/she is late. Parents should come into the building and sign their child/ren in for the school day if they are tardy. **Students who are tardy need to report to the school office first, then a slip will be given to them to give to their classroom teacher.** Students are also tardy if they are not in their homeroom when classes begin after a break or after lunch.

Tardiness results in a loss of class participation which may be dealt with within the total grading process by each teacher. In accordance with the Christian Discipline Policy, a student who accumulates five tardies will result in a pink sheet being given, each quarter being a new count toward tardies. If a student receives three pink sheets (fifteen tardies) in a quarter, a detention will be assigned to be served.

If a student needs to leave the school day early, the parent/guardian must come into the school office and sign the child/ren out. If the student/s will return within the school day, the parent must come into the school office and sign them back in.

Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be *habitually truant* when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c). A truancy referral may be made by the school against the student to the juvenile court intake worker or municipal court.

T.R.I.B.E.S.

In the Bible, Jacob had twelve sons and each became the father of a tribe of the ancient nation of Israel. (Genesis 48 and 49) All students in grades K-8 are put into one of these tribes of Israel. St. Paul tribes are intentionally mixed from each grade level and each tribe is led by our pastors and faculty. Students remain in this tribe until they leave St. Paul. Once a month, the tribes will come together and be led in a break out session by their leader. Pastors and teachers intentionally take time to connect with other students beyond their grade level and provide an opportunity for students to have another mentor in their life.

T.R.I.B.E.S. is an acronym for:

Teach – Academic mentoring – study and organizational skills and habits; GPA's; MAP testing goals (Colossians 3:16-17)

Respect – Respecting God, parents, teachers, those in authority, property and with one another (Ephesians 4:29,32)

Interact – Social activities – games, arts, crafts, reading buddies, ice breakers, team collaboration (1 John 1:7)

Believe – Continuation of faith development; devotions, prayer, faith discussions, living out your faith, witnessing (1 Timothy 4:12)

Enrich – Discussions and implementation on improving overall mental, physical health and wellness, hygiene (2 Corinthians 9:11)

Serve – Service projects – opportunities to serve within the St. Paul church and school family and the Stevens Point community to bring glory to God (1 Peter 4:10)

Personal Appearance/Dress Code:

Parents are expected to supervise the clothing and personal grooming of their children. Without causing undue hardship, we do desire to keep the standards of our school high so that we give others a positive impression. We are constantly witnessing to others through the way we work, play, walk, talk, and dress. *"You shall be my witnesses."* (Acts 1:8) Our students and staff are expected to dress in a manner worthy of their calling as Christians. Dress can also affect the way we feel, perform, and behave. Our dress code policy strives to establish a code for dress that maximizes Christian growth.

In general: Clothes should be modest. Clothes should not reveal underwear, undergarments or midriff. Clothes should be in good repair and clean. The fit of the clothing should be appropriate to the child. This means clothing is not too small, too tight or overly large. Room for growth is acceptable.

Students will be well-groomed and modest in appearance. Students should be clean and free from odor. Hair must be clean, brushed, and/or combed. Hairstyles must not be distracting (E.g. mohawks or dyed hair that is not their natural color).

Items not considered proper school dress include: Spandex pants, string tie tops, halter tops, spaghetti straps, muscle or mesh shirts. Shorts, skirts, and necklines should be of modest length and are at the teacher's discretion. Shirts with drug, alcoholic or tobacco advertising, inappropriate language, and clothing that promote anti-Christian groups, slogans or values are banned. Visible cleavage is not acceptable. Flip flops or sandals must have a back support to them.

Any clothing or "look" which is determined to be disruptive to the educational process will be restricted. The Principal will make final decisions about acceptability. If the dress code violation is not correctable within the office, the student will be required to call home and wait in the office until appropriate apparel has been provided for them.

Students are encouraged to dress up occasionally. Special attention to appearance is appreciated for Chapel service. Chapel t-shirts are encouraged to be worn on Chapel days and other special occasions during the year. The normal school day will include some outdoor activities. Therefore, clothes suitable for the weather will be needed each day (boots, mittens, jackets, etc., when the weather calls for them).

Athletics:

The objectives in any extra-curricular involvement at St. Paul are as follows:

- * Promote the Christian lifestyle in athletic competition as in all of life.
- * Encourage fundamental physical conditioning.
- * Promote and encourage cooperation and teamwork.
- * Teach students the fundamental skills of the sport.
- * Promote worthwhile and interesting activities for students outside of the regular class day.

Coaches will be a Christian example in word and actions. Coaching will normally be by a faculty member or supervised by the athletic director in accordance with the overall principles of the school.

All students wishing to participate in interscholastic activities must:

- * Maintain grade point of 2.0 or higher.
- * A student is ineligible if they are receiving 2 “D”s or a failing mark (“F”) in any subject regardless of overall grade point average.
- * Demonstrate to the school and community that he/she is an example of Christian living.
- * Meet coaches’ expectations as to practice and game attendance.
- * Pay or make arrangements to pay any athletic fees before a uniform will be issued.
- * Replace or pay for any unusual wear or loss of uniform.

Participants will be evaluated each quarter and mid-quarter as to their eligibility by the respective coach and the player’s teacher. In cases where an exception is felt to be appropriate, the athletic director shall also be involved.

Students found to be ineligible at a grading period will be unable to participate in any competition or extra-curricular group for a two week period of time after which their status will be re-evaluated. Students may not participate during this time. Extra-curricular activities that adhere to these academic standards include: Student Council, Ambassadors, and Safety Cadets.

Athletic Fee Policy:

Fees charged for athletic participation will cover uniform expenses and transportation costs. Current fees are \$50.00 for the first sport and \$10.00 for each additional sport in an academic calendar year. Fees are due prior to a student-athlete receiving their sport uniform.

Band:

Students in grades four through eight may elect to receive instruction during the class day on a band instrument which the student will provide. For students in grades 4-6, Band fulfills the music requirement for the year. Band students will have the opportunity to play throughout the year in chapel and/or a concert. Fees are through our band instructor.

The school will make every effort to assist in adjusting the class schedule so a minimum of instructional time is missed.

Field Trips:

At various times throughout the school year classes may go on field trips. These trips provide learning experience not found in the classroom and broaden the student’s base of experience. Teachers will inform the principal in advance of any plans for a field trip. Teachers will enlist the aid of parents as chaperones. Many times parents will volunteer to help transport students. Parents can only transport students other than their own if they have a completed and approved driver form from the office. This form must be completed and turned in the office no later than Sept. 28, 2018. In cases of longer trips a bus is usually obtained.

On your school registration form, parents are asked to sign a permission slip for each child that will be participating on field trips. This form will be kept on file. Parents will be informed of each field trip in advance through a special note, *Saints Sentinel* and/or the *Holy Grapevine*. Permission will be assumed unless the school is otherwise notified.

The number of chaperones is often limited and determined by the field trip destination and need for supervision. The number of chaperones and how the teachers select them will vary based on the nature of the field trip. On a field trip chaperones serve as ambassadors of our school to the public. At all times a positive reputation must be upheld on behalf of our students and chaperones. Chaperones must arrive on time so the trip may commence on schedule. Chaperones are expected to stay with the class/designated students the entire trip. No money, food or gifts are to be given to the children by a chaperone. Students are expected ride the bus back to school after all field trips, unless other arrangements have been made with the teacher prior to the trip. Due to liability and insurance reasons, no siblings are allowed to attend field trips unless approval has been granted by the teacher ahead of time.

Arrangements should be made prior to a field trip for a student who may require medical attention (e.g. Epi-Pen) or medication during the trip with the student's teacher.

If your child needs financial assistance in order to participate in a field trip or other school activity, please contact the Principal.

Reimbursement of field trip monies will be made in every effort due to an illness or absence, unless a portion of these monies were used to reserve the trip/event or to receive a discount for a group rate. All reimbursement of monies will be made at the discretion of the classroom teacher and Principal.

A student who doesn't attend a school sanctioned field trip will be considered absent.

Upper Grade Enrichment Classes

Students in grades 6-8 will have the opportunity each semester to take one special enrichment class that is beyond the core curriculum classes. These classes vary in interest/skill and will be graded on a pass/fail basis. These classes will not affect a student's overall GPA. Eighth graders will be able to make their selection first.

Library:

The Wunderlich Memorial Library has been established to help our church reach its goals of Christian education. Proper book care measures are necessary and are to be encouraged. The library is to be used by responsible adults and students only with teacher or library helper supervision. A two week loan period has been established. One renewal of two weeks will be granted upon request. There are no overdue fines. However, an overdue book will be declared lost one month after its due date. Replacement value of lost books will be billed to the borrower.

Lockers:

Students are advised not to store valuables in their assigned lockers as the school cannot reimburse families if personal property is stolen. Items left in lockers at the end of the school year will be donated to charity. School lockers and student desks are the property of the school. Lockers should be organized and clean at all times.

Safety Cadets:

Students in Grades 5-8 may apply to participate in the St. Paul Lutheran Cadet Program. This pedestrian safety program gives students the opportunity to learn leadership, responsibility, and concern for others.

The Cadet Advisor will select the cadets from those who apply that they feel have proven leadership qualities and are good examples of school citizenship. Students who do not fulfill their duties may be removed from the program.

Appreciation awards for the cadets may be provided by the Police Department or other sources. All cadets in good standing may be able to participate in special group activities such as the Cadet Movie and Roller Skating if provided by the Police Department. Individual awards are presented at the end of the school term depending on availability. These will be awarded according to the best judgment of the advisor with the assistance from the Principal and the faculty. Cadet self-evaluation and evaluating during the year by the advisor will also be taken into consideration. We ask everyone to remember that the most important reward any cadet can receive is the knowledge that they are serving God and their fellow students and may even have saved someone from injury or death.

Lunch Program:

The school lunch program at St. Paul is run in accordance with regulations set by the federal and state governments. Part of the cost of the program is subsidized by federal and state funding. The lunch program is administered and supervised by the Principal acting for the Board of Day School.

Lunch purchase is by an account system. Families put money into their lunch account, which can be monitored on Skyward. If the account balance is running low, a note or email will be sent home to notify the parents. Lunch money can be paid in the office.

A half-pint of milk is included in the price of a lunch. Students who wish to purchase an additional half-pint to drink during the morning break may do so. Pre-Kindergarten students receive free break milk under a State Special Milk Program. Lunch menus are printed in advance in the *Holy Grapevine*, Skyward and the St. Paul website. Teachers and volunteers serve as supervisors during the lunch period.

Parents have the responsibility to keep their children's lunch account current if they wish to have them receive meals. Students who have not paid for lunch or milk will be extended lunch on credit for a maximum of three days. During that time, every effort will be made to let the family know that money is needed for their child to continue eating. We participate in the Federal Student Lunch Program which helps provide Free and Reduced meals to families. Applications can be found in the office. Credit for meals not eaten at the end of the school year are returned to parents or applied to other outstanding school fees. Amounts under \$3.00 are not refunded unless requested.

Parents who wish to eat lunch with their child should do the following:

- Please sign in/out at the Welcome Center in the office when visiting
- Call the school office by 8:30 a.m. to let them know to add you to the school lunch count.
- Pay for your school lunch in the office
- Parents who bring lunch from “outside” vendors for their child are encouraged to limit this to once a week. Special occasions such as a birthday are also an exception.
- Soda being brought in as a beverage is NOT allowed, since we are trying to promote healthy habits with our students.

This institution is an equal opportunity provider.

USDA Program Non-Discrimination

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard or hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form., (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

Lunch Payment Policy

Student accounts are prepaid. This means that your child must have money in their lunch accounts prior to eating. Payments can and will be accepted in the school office and applied to the family lunch account within 2 business days.

Your child's account must have a positive balance for us to be able to serve a lunch to them. When your child goes through the lunch line, the cost of the meal will be deducted from their account. Students approved for free/reduced meals will be charged appropriately for the 1st meal portions. If your child would like additional food, they will be charged for the food. Therefore, their lunch account will be reduced accordingly based on any additional food they receive.

You will receive notification via email, letter or phone call if your child's account has a negative balance. At that time you are expected to send your child with additional money, make financial arrangements with the school, or send a cold lunch from home. If your child's account goes **below \$10** and no additional funds have been received, they will receive a peanut butter and jelly sandwich, milk and fruit until the account is paid. The appropriate charges will continue to be applied to your child's account balance. We will also have to discontinue break milk until the account is in good standings.

If the account reaches -\$20, we will refer your family to the Principal and the Board of Day School for further action. If you feel your account has been charged in error, you have 5-7 business days to notify the office and we will look into the charge. We will make every attempt to fix errors that which we were properly notified and will communicate any discrepancies.

We expect that all accounts will be paid in full before the last day of the school year as we cannot carry past due amounts over to the next school year. All past due charges must be paid in full before we can allow any new or additional charges to the account.

Contact the Special Services Coordinator with questions about your account at 715-344-5660.

Bus Transportation:

Bus transportation is provided by the public school system under the 1967 state law. Any family residing outside a two mile radius of St. Paul and in the Stevens Point School District is entitled to this tax supported service. Kindergarten pupils receive transportation outside a one mile radius.

Parents have the responsibility to make application each year for transportation for the next school term. Students who ride the buses are bound by the rules established by the public school district. In case of disregard of the rules, the driver will file a written report with the principal who will talk with the student and inform the parents. Further consequences will depend on the circumstances involved. The second offense will result in a minimum of a detention for the student, and the third violation in a semester will result in a suspension of bus riding privileges that will be arranged with the family and Principal.

Parent Pick-Up

Parents who desire to pick-up their child/ren after school should use the parent pick-up line on Oak St., going east. When parents arrive, they should line their vehicle on the side of the street nearest the school. In regards to safety of our student/s, we do not want them crossing the street to be picked up. Students will be brought to the vehicle by either a teacher and/or safety cadet. Parents who arrive early are encouraged to position their vehicle at the front of the line, near the red house. All subsequent vehicles should line up behind the first vehicle and keep moving forward once student/s have entered and are secured in the vehicle. Please do NOT park your vehicle and leave, for this will prohibit the line from moving efficiently. Please communicate our parent pick-up procedure to family members who may not use our pick-up line on a regular basis.

As courtesy to our neighbors along Oak St., please do not block their driveway as you wait in line.

Parents can use the parking lot to park and pick-up their child/ren *only if they are conducting business in the school office after school or they are waiting for their child to finish their safety cadet duties.*

PK3 year old parents may park in the parking lot when picking up their child/ren on Tuesdays and Thursdays.

Before and After School Care:

Students are to arrive no earlier than 7:30am. There is no supervision before this time. Students arriving between 7:30am - 8:00 a.m. should report directly to the supervised study area in the school cafeteria. On days that the weather is appropriate, the morning study supervisor may take the students on the playground before school begins. If this happens, the supervisor will not begin playground time before 7:40am. When the bell rings at 8:00 a.m., students are to report to their homerooms unless they have business in the office. At 8:10 a.m. all students are to be in their homerooms.

Students who are at school after 3:15 p.m. must either be participating in a regular activity, have special permission to remain, or be in the supervised after school care program.

Classroom Discipline Plan:

Each teacher will have a definite written plan for discipline for their homeroom. These plans will give specific rules and procedures for students, sequential consequences of choosing not to follow the rules, and positive results of following them. These discipline plans will be shared with parents at or near the beginning of the school year.

While we recognize the need to plan for discipline, we also know that in dealing with human beings who are both saints and sinners, that no plan can cover all situations or be used in the same way for each individual student. The Christian teacher's judgment and concern for the student as well as the parent's attitude and assistance will be vital to the success of the plan.

Mutual trust between parent and teacher is a must.

Detention Policy:

If a student receives a detention, the teacher assigning the detention will call the parent. Detentions are normally served the day they occur or the next day from **3:05 p.m. to 4:05 p.m.** under the supervision of a staff member. If a student serves a detention on the day of a practice or game, they forfeit that activity. A student will be given a form for the parent to sign. Failure to return the form the next day may result in another detention. Repeated detentions are a sign of poor school adjustment. After the third detention in a semester, a conference will be scheduled with the teacher, Principal and parent. Parents are urged to impress on the student that he/she can choose not to receive further detentions by following the rules and procedures of the classroom.

Handling Parent/Teacher Conflict:

When a disagreement arises between a parent and a teacher or worker at St. Paul, the following procedures must be followed:

- Christ commands that Christians contact the teacher/parent directly to see if the matter can be settled or an agreement reached. (Matthew 18)
 - If the disagreement cannot be resolved in step one, the principal (or Pastor if the conflict involves the principal) should be contacted and an attempt made to resolve the problem.
 - If the problem is still unresolved, it should be brought to the attention of the Board of Day School by contacting the director.
 - The Pastor/s may also become involved when there are spiritual concerns or at the request of the Board, the Board Director, or the Principal.
 - When needed, the board may also call upon the District Education Executive, the directors of other boards, or the congregational director or assistant directors.
- If all reconciliation efforts fail, the voter's assembly may take action in the matter.

Sale of Non-School Related Items:

Anyone wishing to setup/display and sell any item (not related to a school or church fund raiser) on the St. Paul premises must first have the approval of the Board of Day School and Board of Stewardship.

COMMUNICATION, RECORDS AND REPORTS FOR ST. PAUL LUTHERAN SCHOOL

Emergency School Closing:

St. Paul Lutheran School will follow the Stevens Point School District decisions on closing due to inclement weather.

In the event of the school closing early due to poor weather conditions, every effort will be made to contact parents by either text, email, television, phone, and/or radio message. TV closings will be aired on either WSAW News Channel 7 and/or WAOW-TV Channel 9.

Students whose parents have not been contacted will remain in after school care until regular pickup time.

Faculty Meetings:

Faculty meetings are held twice a month and will be held Wednesdays from 3:25 p.m. - 4:30 p.m. The faculty and staff set aside time from 7:45 a.m. to 8:00 a.m. each morning for devotions. Faculty members will not be available to take phone calls during these times.

Reports to Parents:

Report cards are issued a few days after the end of the quarter. Parents are urged to give these their careful attention. If there are questions, contacting the teacher will often clear up misunderstandings. This will help both the home and school work out any problems in the best interest of the student. To keep parents informed between report card periods, a mid-quarter report is given to the students in Grades 4-8. A duplicate of this report is mailed to parents of students who have a D or F in any subject area. Conferences between parents and teachers will be scheduled during the year normally at the end of the first quarter for all grades. Grades 4 – 8 at the third mid-quarter, and Grades K-3 at the end of the third quarter. Additional conferences may be held if desired by either parent or teacher. A parent may request a conference with their child's teacher any time during the school year.

Saints Sentinel

This weekly school reminder newsletter comes directly from the School Service Specialist and Principal. It is sent out to all school families via email usually on Thursday.

St. Paul Newsletter- Holy Grapevine:

The *Holy Grapevine* is the official church and school newsletter of our St. Paul Lutheran. The *Holy Grapevine* is published weekly and given to the students (youngest student of each family/one per family) to bring home each Friday.

The *Holy Grapevine* will include articles such as:

- Calendar and school events
- School lunch menu
- Long range events schedule
- Announcements and information from non-school events and activities as room permits
- School news of the week as room allows
- Classroom/Teacher article

*****All articles for inclusion in the Holy Grapevine must be to the office by 4 pm Tuesday of the week you want them to be published. *****

Interested parents, students and others are welcome to submit information for printing in the *Holy Grapevine*. Grandparents, former students, congregation members, and others interested in our school also enjoy reading the *Holy Grapevine* are encouraged to pick up a copy at church. Families are also encouraged to share their copy with friends and neighbors who may have an interest in St. Paul. The *Holy Grapevine* is also available online at

www.stpaulequips.com

Student Records:

TYPES OF RECORDS:

1. Record of grades received by the student.
2. Records of achievement testing and other standardized tests.
3. Immunization and other health related reports as filed by parents and health officials.
4. Results of special education programs or evaluations in which the student has participated such as Title I or IEP Testing.
5. Others such as biographical material, birth and baptism dates, church membership, church and Sunday school attendance, discipline and behavior incidents, and accident report forms.

Responsibility for Reports:

Each teacher will keep permanent records for the students in the school office. The principal will send for records of transfer students upon request of parental permission. Inquiries about prospective new student's records may also be made before the student is accepted. Access to a student's file will be given only to teachers, administrators, and Board of Day School Education members in discharge of their official duties. Clerical people, when authorized by the administration, make additions to student files and records.

Transfer of Records:

Upon receipt of written parental permission, records will be transferred to other education agencies.

HEALTH AND SAFETY FOR ST. PAUL LUTHERAN SCHOOL

Emergency Information:

The school will keep on file records filled out by parents pertaining to emergency situations. Information will include the child's doctor and phone number and whom to contact if parents cannot be reached.

Health Service:

The programs of the health department are followed. Periodically, parents will be informed about immunization clinics and other related programs. A county nurse is available for special situations and for vision and hearing screening. Fees for nursing services are included in the student's annual fee. It is understood that teachers or the school secretary will administer first aid in case of minor injury. In case of serious injury, the parents will be contacted and/or the family doctor called or other appropriate steps taken

All medications will be handled through the school office with the school secretary being the designated person for dispensing medications according to the following policy.

Head Lice:

St. Paul Lutheran School Head Lice Policy:

The St. Paul head lice policy reflects standard practice as recommended by the Center for Disease Control (CDC), American Academy of Pediatrics, the National Association of School Nurses, the American School Health Association, the Harvard School of Public Health, and many others. They all recommend that students with eggs and/or head lice REMAIN IN SCHOOL and not be immediately excluded. It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process. No disease is associated with head lice, and in-school transmission is considered to be rare. More information is available at:

<http://www.cdc.gov/parasites/lice/head/schools.html>

What WILL St. Paul do if a case of possible lice is reported or found?

- The school nurse or trained personnel will check any student reported to possibly have lice. If active lice or nits (eggs) are found, the parent will be confidentially notified by the end of the school day. The teacher will be informed immediately, and the child will not use any shared headphones, helmets, hats or clothing. The school nurse will provide information to the parents about proper treatment.
- Parents of children with head lice will be encouraged to talk to other parents of close playmates.
- If no lice or nits are found, but the parent or child reports he or she has recently been treated for lice, the child will be checked again in one week, or at the discretion of the school nurse.
- Siblings and close playmates of the person with lice will also be checked at the discretion of the school nurse. Parents will be informed if their child has lice. Parents will NOT be informed of other children who have lice in school, as that is a privacy concern AND the risk of getting lice from a classmate is very small.
- If the child with lice is very young, the school nurse or trained personnel may choose to check classmates in preschool and kindergarten.
- If a parent does not follow through with the proper treatment, then the child with lice will be excluded from school until proper treatment has been completed.
- Lice are very common. They always exist in children and in schools. No school is ever lice-free....just like no school is free of head colds.

Updated and BODS approved 2/8/2016

Medication Policy:

The St. Paul Lutheran Medication Policy is intended to:

- Set uniform minimum standards for safe and proper administration of medication.
- Encourage attendance by students requiring medication administration during the school day and at school-sponsored activities.

- Describe the school nurse's professional role in managing medication administration in the District.

RULE: The right drug, the right route, the right time, the right patient, the right dose, the right documentation.

PRESCRIPTION AND NONPRESCRIPTION MEDICATION REQUIREMENT

- In all instances where prescription medication is to be administered under this policy, the practitioner prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication.
- School personnel may administer prescription and nonprescription medication with appropriate authorization. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a licensed health care provider and written consent from the student's parent or guardian.
- Authorization for prescription and nonprescription (over the counter) medications must be obtained annually and when changes occur.

INDIVIDUALS AUTHORIZED TO ADMINISTER MEDICATION

- Only those persons authorized in writing by the principal and approved by the school nurse in writing, may administer medication to students.
- School personnel authorized to administer medication to students shall not be required to administer any medication to a student by means other than ingestion (oral).
- Authorized personnel must complete medication training courses determined by the school nurse and approved by the Department of Public Instruction (DPI).

STUDENT SELF ADMINISTRATION OF MEDICATION

1. Responsible students may carry and self-administer certain emergency prescription medication while at school such as a rescue inhaler, an Epi-pen with the consent of parent(s)/guardian(s), physician and school nurse. In such cases, a prescription medication permission form must be completed and signed by the student's physician and parent(s)/guardian(s). Parent(s)/guardian(s) may request school staff to monitor or assist in student's self-administration. Controlled substances or other drugs at risk for abuse or sale to others are not appropriate for self-carry by the student.
2. Students 18 years old and older may sign a medication permission form in place of their parent(s)/guardian(s).

PACKAGING OF MEDICATION

- Prescription medications must come to school in a pharmacy-labeled container.

· Non-prescription medications (over the counter) must come to school in the original manufacturer's packaging.

RIGHTS AND RESPONSIBILITIES

- The school employee or volunteer of a school who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence.
- The St. Paul Lutheran administrator or principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence.
- The school nurse will not be held responsible for medications administered in school in a manner not in accordance with medication policy and procedure.
- The school nurse has the right to relinquish/terminate delegation of oral and non-oral medication if the trained school employee or volunteer does not perform the functions of the student medication administration in a safe and consistent manner.

ROLE OF THE SCHOOL NURSE

The District administrators will consult with the school nurse in the development and periodic review of policies governing the administration, storage, disposal, record keeping, and training of authorized individuals administering medications.

Specific medication administration procedures shall be developed. Questions regarding this policy should be directed to the Principal.

CROSS REF.: 163.1 Emergency Nursing Services

453.4 Rule, Medication Administration Procedures

LEGAL REF.: Wisconsin statutes 118.29, 118.291, 118.292

121.01(1) (g)

Wisconsin administrative code PI 8.01 (2) (g)

N6 and N7

Wisconsin Nurse Practice Act 441

REVISED: December 14, 2015

ST. PAUL BOARD OF DAY SCHOOL REVISED: February 8, 2016

Reporting Injuries:

Teachers should inform the Principal of serious injuries that occur and advise him/her as to what action was taken and what were the circumstances that caused the injuries. A written report will be filed in the student's folder and a copy sent to the parents. Parents will be contacted immediately in the case of more serious injuries and their directions followed as to how to proceed. In cases of life threatening injuries a 911 call will be made and the injured person taken by ambulance to secure medical treatment.

Immunization Check-Point Law: **Student Immunization Law** **Age/Grade Requirements**

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²		3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶
Grades K through 3	4 DTP/DTaP/DT/Td ¹		4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grades 4 through 5	4 DTP/DTaP/DT/Td ²		4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶
Grades 6 through 9	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grades 10 through 11	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶
Grade 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Safety:

Safety is our top priority. The school and its representatives will take all reasonable and proper steps to provide safe surroundings and eliminate potential danger and hazards. Any unsafe conditions around the building should be reported. During school hours, teachers or aids will supervise the children's activities and use good judgment to help prevent injury. Our policy is to err in favor of the safety of the children and staff.

All Visitors Report to the Welcome Desk – During the school day (8:00am-3:00pm), all entry points around the campus are locked except for the main entrance. Visitors are greeted by designated office staff of the church/school at the Welcome Desk at the main entrance. Visitors are asked to state their business, sign in, and receive a colored badge. The badge color will indicate the purpose of the visitor within the building. When the visitor wishes to exit the building, they are then expected to sign out and return their badge at the Welcome Desk at the main entrance.

Visitors entering the building before school hours (prior to 8:00am) or after school hours (after 3pm) may enter the building and attend to their business without signing in.

If a parent needs to talk to his or her child during the class day, the student can be called to come to the office, rather than interrupting the class for this purpose.

Parental Visitor to the Classroom Policy - Parents are welcome and encouraged to participate in daily activities at St. Paul Lutheran School. Parents may also observe their child/ren's classes provided that the observation is scheduled in advance or the parent has received permission from the Principal and/or classroom teacher to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a courtesy to teachers, but also to ensure that the educational process is not disrupted and as an added security measure. *Parents must sign in at the Welcome Desk before proceeding to the classroom area as per the visitor policy.*

Parents may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. When parents are denied the opportunity to observe a class they may appeal to the Board of Day School.

Student Pick Up/Contact Policy

Who may pick up a student or have contact at school – The person or persons who have legal authority for a student are to have on file in the office a current form which lists the following:

1. Names and phone numbers of persons who are authorized to pick up the child or have contact with him or her at school.
2. Name and phone numbers of persons to contact in case of injury to a student in the event that the parent cannot be reached.
3. In the case of legal restrictions on any individual, the documentations from the court prohibiting contact or defining the rules for contact should also be on file.

We will make every effort to provide the non-custodial parent who has the right with the copies of school reports that apply to his/her child. We ask that separated or divorced parents not put the school staff in the position of mediator in any dispute they may have with each other. Let us work together as Christians to further the best interests of the child/ren we all care about.

Emergency Response Policy

Student Threats to self or others - All situations concerning students threatening harm to themselves or others, will be evaluated by the teacher and administration. Parents will be informed. If the threat is determined to be a serious threat, the authorities will also be notified.

External Threats - Students will be instructed as to fire, severe weather, and aggressive intruder emergencies. Practice drills will be held as required by law.

- Fire drills are performed monthly. In the event of a fire or other condition which makes the St. Paul building unsafe, students will be taken to Jefferson School and supervised until parents can pick them up there.
- Tornado drills are performed yearly.
- St. Paul has adopted the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) method to handle the threat of an aggressive intruder. All staff are trained in the ALICE procedure and students participate in discussion and drills twice a year. Notice will be sent to parents in the form of a school letter prior to ALICE drills occurring. In case of a school lockdown, parents will be notified immediately via a text message and/or email. In the case of an evacuation emergency, due to an aggressive intruder, staff and students may evacuate to a rally point. Parents will be notified via a text and/or email as to the location of the rally point for pick-up of their child/ren.

Communication Policy

In the event of a school closure or emergency outside of school hours, parents, students, and staff will be informed of proceedings via notices to local radio and television, all school email, text alert, and our website: www.stpaulequips.com.

In the event of a lock-down, aggressive intruder, fire or severe weather hazard during the school day, parents, students, and staff will be informed of the status of the situation via text alert, email, and our website as soon as possible.

One St. Paul staff member will be designated as the Information Officer to provide text, email, and website communication as well as any necessary information to news media.

St. Paul Lutheran Church and School Driver Approval Policy

The safety of our students in your vehicle is our primary concern in this driver screening and approval policy. St. Paul uses parent drivers when possible to better steward our financial resources. Experienced, safety-conscious drivers are the key to safe vehicle operation and the prevention of accidents. Our acceptance of you as a driver for ministry activities is based on many factors including maturity, attitude, and safe driving skills. Any parent or relative may be denied approval to drive at the sole discretion of the Principal.

To be approved as a driver you must:

1. Fully complete the “St. Paul Lutheran Driver Approval Request” form, including submission of driver’s license and current insurance card. Information on this form will be shared with St. Paul’s insurance carrier. Any falsification of information on the form may result in the termination as a driver for that school year.
2. Be properly licensed for the size and type of vehicle being driven. A commercial driver's license is required in certain circumstances.
3. Be between the ages of 25 and 65. Drivers outside of the recommended age range will be reviewed on a case by case basis.
4. Have good driving habits. Drivers will not be approved if they have more than one at-fault accident or one major traffic violation within the last three years.
5. Drivers having violations such as careless driving, reckless driving, or driving under the influence will not be approved for driving for ministry events.
6. The driver must agree to follow all driving laws, including the use of seatbelts and proper child seats.
7. The insured vehicle must be in safe, working order.
8. Drivers may not make non-emergency, unscheduled stops during school day activities.
9. Parents assume risk for their student when the student is sharing rides for school activities.
10. Drivers may not text while driving with students in the vehicle. (Unless they pull off to the side of the road)
11. St. Paul staff may give rides to events, but must comply with the above requirements.
12. If your driving status has changed, you must notify St. Paul immediately.

Emotional, Social, and Psychological Needs of Students

Schools play a central role in helping to create healthy and happy children and young people, who do better in learning and in life. A child's social and emotional development has

significant implications for current and later social functioning, for educational, and employment success. If emotional development is fostered at a young age, children are more likely to settle well into school, work cooperatively, confidently and independently, and behave appropriately. Key to social and emotional development is the child's early relationship with parents or caregivers. Efforts to support parents in understanding and fulfilling their children's emotional needs can help to provide a secure base from which children grow into well-rounded, capable adults with robust mental health.

Good social and emotional skills help pupils to, for example, make friendships, work in teams, solve problems, deal with conflict, manage strong feelings, to be calmer and optimistic, recover from setbacks, compete fairly, and respect others' rights and value diversity.

There are a number of ways schools can develop the social and emotional skills of pupils:

- using a whole-school approach to create a climate and conditions that promote the skills and allow these to be practiced and consolidated
- direct and focused learning opportunities for whole classes, across the curriculum and outside formal lessons and as part of small group work
- using learning and teaching approaches that support pupils to learn social and emotional skills and consolidate those already learned
- continuing professional development (CPD) for the whole school staff.

Good social and emotional skills help pupils to, for example, make friendships, work in teams, solve problems, deal with conflict, manage strong feelings, to be calmer and optimistic, recover from setbacks, compete fairly, and respect others' rights and value diversity.

The skills are in five groupings:

- self-awareness
- managing feelings
- * motivation
- * social skills
- *empathy

WELLNESS POLICY

Nutrition Education Goals

- A school Wellness Committee will be established yearly to evaluate current wellness policy and practice within the school. Members of the committee may include parents/guardians, students, representatives of the school nutrition program, administrators, teachers, school board members, the school nurse, and other public professionals as deemed appropriate.
- Students in grades PreK-8 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors. These nutritional themes include, but are not limited to:
 - Knowledge of My Plate - Heart Healthy Choices - Source and Variety of food
 - Guide to Healthy Diet - Diet and Disease - Understanding Calories and Food labels - Serving Sizes and Healthy Diets - Major Nutrients - Identify and Limit Junk Food - Healthy Snacks and Breakfast
- Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the foodservice staff and teachers. This will include displays, in person demonstration, and handouts.

- Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media. This will be accomplished through newsletters, e-mail, events, and speakers.
- Nutrition is integrated into the health education or science curricula for Preschool through Eighth grade yearly as well as a focus on health during the month of March in the physical education classes.

Physical Activity Goals

- Students are given opportunities for physical activity during the school day through physical education (PE) classes (> 120 min/ week for K-6th Grade, and >90 min/week for 7-8th Grade), daily recess periods for students (>20 min for K-8th Grade), and the integration of physical activity into the academic curriculum.
- Students are given opportunities for physical activity through a range of after-school programs including, intramural games, interscholastic athletics, and after school care activities.
- Schools create ways for students to walk, bike, rollerblade or skateboard safely to and from school including using safety cadets, volunteers and teachers to assist students.
- Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events including Parent-Teacher League activities, school newsletters, educational field trips, and assemblies.
- Schools provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

Nutrition Standards for All Foods Available on School Campus during the School Day

- The school encourages healthy foods and beverages choices sold as part of school sponsored fundraising activities including but not limited to concession stand at sporting events, family events, and direct sales.
- The school encourages healthy refreshments served at parties, celebrations, and meetings during the school day by use of staff and parent education on healthy alternatives.
- The school will encourage students to bring in nutrient whole grain foods for all snacks and treats. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content known to be healthy. These include:

Fresh fruits, raw vegetable sticks/slices of low-fat dressing or yogurt dip, frozen fruit juice pops, dried fruits, trail mix, dry roasted peanuts, tree nuts and soy nuts, low-fat meat and cheese sandwiches, party mix, low sodium, low fat crackers, baked snack products with salsa or low fat ranch, low fat muffins, granola bars, and baked goods, angel food or sponge cake, flavored yogurt or parfaits, gelatin and low fat pudding cups, low fat ice cream, frozen yogurt and sherbets, low fat and skim milk products, 100% fruit juices, water or non-carbonated or sparkling water.

- **Goals for Other School-Based Activities Designed to Promote Student Wellness**

Dining Environment

The school provides a clean, safe, enjoyable meal environment for students.

- The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school makes drinking fountains available, so that students can get water at meals and throughout the day.
- The school encourages all students participate in school meals program and protect the identity of students who eat free and reduced price meals.

Time to Eat

- The school will ensure an adequate time for students (at least 20 min for K-6th Grade, and at least 15 min for 7-8th Grade) to enjoy eating healthy foods with friends in schools.
- The school will schedule lunch time as near the middle of the school day as possible.
- The school will encourage the use of non-food rewards and food rewards in moderation.

Consistent School Activities and Environment

- The school will promote fundraising efforts that are supportive of healthy eating lifestyles.
- The school will provide opportunities for on-going professional training and development for foodservice staff and teachers in the areas of nutrition and physical education (including Non-discrimination training, updates to curriculum and continuing education through classes and convention.)
- The school encourages parents, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home. This will be encouraged through communication via school newsletters, e-mail, Facebook, and Parent-Teacher League meetings.
- The school encourages and provides opportunities for students, teachers, and community volunteers to practice health eating and serve as role models in school dining areas, assemblies, special guest teachers and visitors.
- The school district encourages all students to participate in the National school lunch program including free and reduced by making it easily accessible to all.

Goals for Measurement and Evaluation

As required by law, each school district must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons with operational responsibility for ensuring that the school is meeting the policy.

Through the evaluation process, you will be able to answer some basic questions that are very important to policymakers, students, school staff, parents, and the general public:

- What changes to nutrition education, physical activity, the nutritional quality of foods available to students, and other aspects covered by the policy occurred in each school as a result of the district wellness policy?

- For example:

- Did the number of students participating in nutrition education change or expand?
- Did the students have a different number of minutes of physical activity?
- Did participation in the National School Breakfast or Lunch Program change? *
- Did the policy and implementation address the issues identified in the needs assessment?
 - For example:
 - Is it making a difference?
 - What's working?
 - What's not working?

How can the impact of the policy be increased to enhance its effect on student health and academic learning?

We will use one of the recommended assessment tools which may include:

Alliance for a Healthier Generation, Healthy Schools Program Inventory (HSP)

Fueled Up to Play 60 School Wellness Investigation; School Health Index; WellSAT October 2016

Carmen Zuelsdorff, Bridget Soik, Lea Kiggins, Ginger Kureck

Harassment/Bullying:

Saint Paul Lutheran School is committed to making our school a safe and caring place for all students. We strive for a Christian environment, free from harassment, bullying, and violence and will treat others with respect and dignity. It is a violation of our standards for anyone to harass another through conduct or communication that is demeaning or physically harmful and we refuse to tolerate bullying in ANY form. This policy pertains to a student's actions while at a school function or while using school property.

St. Paul Lutheran School defines bullying as the following:

Harassment is considered to be words or actions directed toward an individual or group which intimidates, degrades, or fails to respect another's dignity. It happens when someone continually hurts, frightens, threatens, or leaves someone out on purpose.

Bullying is an anti-social behavior that can affect everyone. It is unfair and one-sided. It can be a one-time event or can be repeated acts over time that involve a real or perceived imbalance of power with the more powerful individual or group abusing those who are less powerful.

Not every action that can be labeled harassment or bullying has an equal level of seriousness. While taking a strong stand against harassment and bullying, we do not want to lose our perspective and overreact either. Very frequent low level harassment would be more serious than a one-time event of the same level. There are four main types of bullying:

1. **Physical:** Harmful actions against a person's body. Some examples include, but are not limited to: hitting, pinching, kicking, spitting, tripping, pushing, or touching someone inappropriately. It also involves interfering with another person's property and stealing. Any type of intentional touching of intimate body parts or unwanted sexual advances is also considered bullying and harassment.

2. **Verbal:** A subtle form of bullying that relies on the use of language. It occurs when someone uses language to gain power over his or her peers. Some examples include, but are not limited to: Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist/familial remarks including jokes and slurs, and making degrading references to a person based on age, sex, race, or religion.

3. **Non-Verbal:** Actions that are intended to insult or tease another or behaviors that upset, exclude or embarrass another person. Examples include, but are not limited to: leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person or rolling of the eyes, writing unkind things about someone, using technology to spread rumors, touching or showing someone's private parts. This includes actions performed via use of any social media in addition to texting, sexting, or emails.

4. **Intimidation:** Behavior or repeated acts which cause fear or physical or psychological discomfort. Some examples include, but are not limited to: physical acts, nonverbal threats, gestures, or verbal threats or any behavior that is seen as tormenting.

Upon report by a person who feels that he/she has been the subject of harassment or bullying, the following steps will be taken by administration, as appropriate. These steps will be taken when dealing with incidents involving bullying to ANY degree.

1. A clear account of the incident will be recorded and given to the principal.
2. A full investigation of the allegations will be done. This will include, but is not limited to: Principal led interviews with all involved.
3. Parents of all parties involved will be informed through a phone call or letter.
4. Punitive measures will be used as appropriate and in consultation with teachers and parents. The measures may include, but are not limited to:
 - a. Official warning
 - b. Detention out of classroom
 - c. Exclusion from certain activities (e.g. recess)
 - d. Short-term in-school suspension
 - e. Expulsion
 - f. In the case of an adult, written reprimand, suspension, or termination of employment are possible as well as reporting to the appropriate authorities.

All adults in the school, including administrators, custodians, teachers, office personnel, aides, coaches and food service staff will help in the prevention of bullying. It is our prayer that the violations of both God and man's laws outlined above may never be named among us who are called to be God's people.

Reporting Child Abuse and Neglect:

Wisconsin law requires certain school personnel to report all suspected incidents of child abuse and or neglect to the proper authorities. Child means any person under the age of 18 years of age. Failure to report by those required to do so is punishable by a fine of not more than \$1,000.00 or imprisonment of not more than six months or both.

Pastors, teachers, school nurse, or administrators of St. Paul Lutheran School, having reasonable cause to suspect that a child has been abused or neglected shall immediately contact the Portage County Human Services Department either personally or by telephone to inform them of the facts and circumstances of the suspected child abuse and neglect. When Human Services is closed, the sheriff's department or the police department shall be contacted. It is not the responsibility of the school personnel to prove that the abuse occurred, but only to report suspected cases. Other employees are required to report suspected cases of child abuse or neglect to the Principal.

Asbestos Management Plan:

During June, 1988, St. Paul School was inspected for asbestos and a management plan was submitted to the Department of Health and Social Services of the State of Wisconsin. On December 1, 1988, notice was received that the plan had been reviewed and approved. Required re-inspections are done every three years. The Principal and the Board of Property conduct regular checks of the building every six months. Any person who desires to study the management plan or the re-inspection reports may do so between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, holidays excepted, in the school office. There is no charge for the review of the plan. Anyone with questions relative to the above should direct them to the principal or the chairman of the Board of Church Properties (phone 715-344-5660). Written correspondence concerning asbestos management may be directed to the office of the principal, St. Paul Lutheran, 1919 Wyatt Ave, Stevens Point, WI 54481. See Appendix A

Appendix A.

Dear Parents:

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school, both public and private, in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos containing building materials. St. Paul Lutheran Church and School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, St. Paul Lutheran Church and School shall continue to maintain a safe and healthful environment for our community's youth and employees.

Quarterly, a periodic surveillance is conducted in the church and school building to inspect the condition of asbestos and no changes of condition were noted. In February of 2014 Advanced Health & Safety LLC conducted a three-year re-inspection of all asbestos in the church and school building. Their accredited inspectors not only checked the condition of asbestos but reassessed operations and maintenance procedures that will keep this asbestos containing material in good conditions.

When any short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators, etc.) provide service to St. Paul Lutheran Church and School they will be provided with information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

St. Paul Lutheran Church and School has a list of the location(s), type(s) of asbestos containing materials found in that church/school building and a description and time table for their proper management.

Should you have any further questions, you may contact our Head Custodian or myself, who are the designated persons for asbestos. They can be reached at 715 344-5660.

James Wegner, Principal