



ST. PAUL LUTHERAN SCHOOL

"Excellence in Christ-centered education for now and eternity."

PARENT HANDBOOK 2017-2018

N4118 County Road AB, Luxemburg, WI 54217
stpaullux.org
Phone: 920-845-2095 + Fax: 920-845-9075

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ST. PAUL LUTHERAN SCHOOL MISSION STATEMENT

*“Excellence in Christ-centered education
for now and eternity.”*

CREDO

We believe that the purpose for Christian education is to teach the Christian faith through instruction in God’s Word and learning to live as the children our Father would have us live.

We believe that a Christian teacher is committed to provide a complete education for God’s children by meeting their intellectual, social, emotional, and spiritual needs.

We believe that Christian education is a vital aspect of God’s mission, which we have come to know as the Great Commission.

We believe that God’s people need to learn their proper relationship to God and their fellow men.

We believe that the uniqueness of Christian education rests in this:

- the Father would have us learn the way, the truth, the life;
- Christian education views the pupil through the Cross of Christ;
- Christian education is powered by the Holy Spirit for accomplishing its purposes.

We believe that St. Paul Lutheran School’s uniqueness lies in this:

- more adequate time for Christian instruction;
- the impact of professional teachers who are Christians;
- the plus of our “oneness” at work; and
- the fact that the child can best meet his/her needs by living in this Christian environment.

We believe that the family exerts much influence on a child’s total education, and that the church and school must help equip adults for their important role in Christian education.

Since our congregation has chosen this method to train our children in the Word of God, through our Christian Day School; it is expected that the children in our church will receive their confirmation instruction in our Christian Day School. Parents electing to do otherwise may have their children receive their instruction from the Pastor at a time mutually agreed upon.

SCHOOL POLICIES

The following policies have been agreed upon by the St. Paul Board of Christian Education. They were written in a spirit of Christian love and helpfulness, following the Biblical directive “to do everything decently and in order”. Please help carry them out in a manner suggested by the guidelines stated below. May the Lord bless our mutual efforts and help establish God-pleasing school-home relationships.

SPIRITUAL DEVELOPMENT

1. **Christian living:** Since children often copy their superiors, it is important that the home establishes and practices the same guidelines of Christian living that are taught in school according to God’s Word and the Ten Commandments.
2. **Prayer:** Children in school are taught to pray frequently, including before and after meals, as well as upon rising and retiring. The same practices should exist at home.
3. **Church Attendance:** Children and parents should attend church. The Lord’s warning of offending little ones that believe in Him can easily happen if children get the impression that the Third Commandment applies only to them, and not Mom & Dad.

ACADEMIC DEVELOPMENT

1. **Home Work:** Children in our school are expected to do a reasonable amount of homework. If children claim they have all their work completed, they can review the material covered or do supplemental work such as reports and projects.
2. **Academic Achievement:** There is no accurate norm by which to judge a student’s academic potential. However, a child having an average intelligence should be able to do work in the “B” or “C” bracket. Since academic achievement is becoming a more important criteria for scholarships, college entrance, and job placements parents should encourage their child to work up to his/her academic potential.
3. **Parent Involvement:** When parents show a deep interest in their children’s work and activities, the children generally show greater progress. We encourage you to take every opportunity to ask your child about his/her day at school, test results, memory work, etc. Check on the next day’s assignment and its completion.

MUTUAL RESPECT

1. Parents/teachers/students should act and be concerned about each other as in a Christian family. A feeling of mutual respect can be built up as we all downplay criticism, gossip, and insults, and truly try “to put the best construction on everything”.
2. Children are expected to accept the judgment of the teacher and not talk back. Side remarks or visible signs of anger and dislike will not be tolerated.
3. Occasionally, a child will use expressions that are contrary to God’s Word. Persistent use of these expressions, whether vocal or by gesture, will result in serious disciplinary action.

BOARD OF CHRISTIAN EDUCATION

St. Paul Lutheran School is administered by St. Paul Lutheran Church through its Board of Christian Education and the Principal. The Board of Education, as stated in the Constitution of St. Paul Lutheran Church, is the only group that is afforded the responsibility to make policies for the school on behalf of the voters of St. Paul Congregation. Any matters pertaining to the administration of the school should be brought to the Principal and/or Board of Christian Education.

The Board of Christian Education is governed by the constitution of St. Paul Lutheran Church and follows Roberts Rules of Order. Anyone wishing to be a guest at a Board of Christian Education Meeting should contact the school administrator, or the Chairperson of the Board of Education to be placed on the agenda. A request to be heard concerning school business should be made one week prior to the meeting if possible. Guest forums should be limited to 10 minutes per person or group. Board members will not respond to open forum comments. The Board will listen to the information presented, gather needed information, and then formulate a response to the comments and respond back to inquiries within three weeks.

For the remainder of the open meeting portion, we would ask anyone other than the Principal and Board members, to join in discussion only if they are requested to do so. As directed by Roberts Rules of Order, only members of the Board of Christian Education can be present for the Executive Session portion of meetings.

Board of Christian Education meetings are held monthly and listed on the church calendar and posted in the church bulletin.

DOCUMENT OF COOPERATION *(See form in Appendix)*

In an effort to improve communication between parents and teachers, the Board of Christian Education has adopted a three-step process, which is based on the principles of Matthew 18. Either parent or teacher may initiate the process whenever a problem occurs.

STEP 1 involves the parent and teacher working together to address the concern and to develop a solution. Both are encouraged to retain a copy of the agreement in their own personal file. If either person feels the problem has not been resolved satisfactorily, they should move to STEP 2.

STEP 2 involves the parent and teacher discussing the concern with the principal. They will work together to find a solution to the problem. A copy of the agreement will remain on file at school. The principal will also inform the Board of the concern. If the problem is not resolved at this point, they should proceed to STEP 3.

STEP 3 involves the parent, teacher, and principal discussing the problem with the Board of Christian Education and developing a solution. A copy of the concern and solution will remain on file with the Board.

This procedure is not meant to replace the casual and informal interaction between parents and teachers. Nor does a parent or teacher need to complete a form every time they discuss a mutual concern. However, it should be used whenever a more serious problem arises. The intent of this process is to develop mutual cooperation and appropriate communication in resolving conflicts.

NON-DISCRIMINATION POLICY

St. Paul Lutheran School admits students of any race, color, or national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, and athletic and other school administered programs.

ENROLLMENT POLICY

St. Paul Lutheran School provides Christian Education for students in Four-Year-Old-Kindergarten through Eighth Grade and admits students to the school from the congregation, other Missouri Synod Lutheran Churches, and the community.

The age requirements for entrance into school follow the Code of the State of Wisconsin. A child must be four (4) years old before September 1, to enroll in the four year old kindergarten class of the current year and five (5) years old before September 1, to enroll in the five year old kindergarten class of the current year. Consequently, a child must be six (6) years old before September 1 to enroll in the first grade class of the current year.

Acceptance of a student's admission to St. Paul Lutheran School will be final upon fulfillment of all admission and registration requirements.

New enrollments into a class will be accepted in the following manner:

1. St. Paul Church Members
2. Students currently attending St. Paul Lutheran School
3. Non-members with children currently attending St. Paul Lutheran School
4. Members of other LCMS churches
5. Non-members

Any admission requests from individuals in which behavioral concerns are brought forth based on information documented in previous school files can be placed on a nine week probation period, beginning with his/her first class attendance. At the end of nine weeks, the principal and teacher will conduct a review of the student's scholastic achievement and school conduct. A recommendation by the principal and teacher will be that the student either continues at St. Paul or that he/she be referred to another school.

Please contact the school office for a copy of the procedures for enrolling a child at St. Paul Lutheran School, which will include information regarding current tuition and fees.

Student Application Appeal Process

The only instances for which St. Paul Lutheran School would deny a student are if St. Paul felt they could not meet the educational and emotional needs of the applicant. For example, if the student requires special services not available at St. Paul at the time, such as LD or EBD services as determined by our District School Psychologist and other District Professional outlined in an IEP.

After parents have met with the school principal, classroom teacher, District School Psychologist and other specialized professional, and the parent(s) disagrees with the decision that the child would be more efficiently serviced at another school in the district; the parents can contact the Chairman of the Board of Christian Education. The Board of Christian Education will then contact the principal and classroom teacher to discuss the severity of the disability and decide what services or optional resources St. Paul Lutheran School could offer. After these optional resources and services are presented to the parent(s) and the Principal, then the Board of Christian Education will make a final decision.

Wisconsin Parental Choice Program (WPCP) student applications will be evaluated solely on the basis of the WPCP program eligibility.

Wisconsin Parental Choice Program Student Appeal Process

If a WPCP Family does not agree with the decision for their family, they may discuss it with the Principal by calling (920) 845-2095 or by email. If the family would wish to review the decision further, they may set up a special meeting with the Board of Christian Education. The final decision will be made by the Board of Education after discussing the situation with the Principal.

TRANSFER STUDENTS

Transfer students are any student transferring to St. Paul after the first two weeks of the school year. This would NOT include students moving into the area service school districts.

Students who enroll in St. Paul and have attended another school are required to present a transfer document or their last report card to the principal before acceptance as a student. Academic and health records are requested from the former school upon acceptance. Students wishing to transfer from St. Paul to another school must give a written request to the school office that appropriate records be forwarded to the school they are transferring to. All unpaid bills must be paid before the transfer materials are given. WPCP students' records will be provided upon request.

For the safety of all St. Paul Staff and students, students who are currently serving an expulsion/suspension from a public, private or parochial school will not be admitted. Parents may request an appeal to the Board of Christian Education, who will then review each student on a case by case basis. If transfer is accepted, the student will be placed on a probationary plan.

TUITION

The congregation of St. Paul Lutheran Church has committed itself to Christian Education in its investment in the school's operation. We believe that tuition payments are an important part of your investment in your child's education and religious formation. Therefore, the congregation has established tuition to help ensure the future of our school, and has given responsibility to the Board of Christian Education concerning the amount, manner of payment, the collection process, and in general, the development of policy in this area of concern. It is the responsibility of the Board to insure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible.

Tuition rates are determined annually by the Board of Christian Education before the annual budget is voted on by the Voters Assembly of St. Paul Lutheran Church. Every child's tuition is subsidized by St. Paul Lutheran Church.

Tuition is set up in four tiers as follows: St. Paul Member Child, Other LCMS Child (member of another congregation of The Lutheran Church-Missouri Synod), Non-Member Child, and 4K Child. There is no member discount for the 4K program.

All parents who are communicant members of St. Paul Lutheran Church should pledge their spiritual, financial, and service commitment to our Church. Regular church attendance and regular offerings are expected.

FACTS TUITION MANAGEMENT PROGRAM

The St. Paul Board of Christian Education adopted the FACTS program November 2011 for implementation beginning 2012-13 to reduce costs associated with tuition payment recordkeeping. **All tuition and incidental fees payments are ordinarily made online through FACTS Tuition Management.** These payments include tuition and incidental fees only, not the annual registration fee. Each family must set up an account on the FACTS website by June 15th and select their preferred payment plan and method of payment. A link to FACTS may be found at the school's website www.stpaullux.org. All costs incurred for choosing this option will be paid by the family utilizing the payment program.

With FACTS families have the option of selecting a payment plan and due date most favorable to their needs. Additionally, families will be able to make their payments electronically from their bank account via ACH transfer or by credit card (AMEX, Discover, or MasterCard). *Credit card payments are assessed a 2.5% convenience fee.

Families shall be expected to make tuition payments according to one of the following payment plans:

- A. Full Payment.** Under this plan, the entire amount of tuition is paid on or before August 20th. Families choosing this option will not pay the FACTS fee and may deduct an additional 2% early payment bonus from tuition, less fees. Payment can be made via FACTS to the school office. Incidental and other fees will be billed online through FACTS.
- B. 2 Payments.** Under this plan, tuition is paid in two equal payments through FACTS in August and January. Incidental fees will also be billed and paid through FACTS. The FACTS fee is \$20.

- C. 4 payments.** Under this plan, tuition is paid in four equal payments through FACTS in August, November, January, and April. Incidental fees will also be billed and paid through FACTS. The FACTS fee is \$43.
- D. 10 payments.** Under this plan, tuition is paid in ten equal payments through FACTS beginning in August and concluding in May. Incidental fees will also be billed and paid through FACTS. The FACTS fee is \$43.

Families that do not have online access must contact the school office to either use a school computer or to make other arrangements. For all other questions about FACTS please contact FACTS directly or the school office.

Families who choose the FACTS multiple payment option plan and miss a monthly payment due to insufficient funds, will be automatically charged a \$30.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. FACTS will reattempt the payment in approximately 15 days. FACTS will contact insufficient funds accounts by mail. If there is a second insufficient funds the school will receive notification, and an attempt will be made to minister to the family.

LATE PAYMENTS & TUITION DELINQUENCY

It shall be the responsibility of each school family to keep the school office informed of their need to make any changes in their preferred tuition payment plan within the FACTS program or adjustments in the amount of tuition to be paid. Without prior knowledge and agreement to such changes, the following policy will apply when tuition payments are received late:

Families that are undergoing a legitimate financial crisis during the year must contact the school office immediately so that alternate payment arrangements, if appropriate, can be considered. There will be a 30-day grace period from the date payment is due. A late payment fee of \$30 per month will be charged, following the 30-day grace period, to each family who has not made alternate arrangements with the principal. All children whose tuition payments are unpaid and alternate arrangements have not been made by the last day of the quarter will be suspended from school until payment has been made in full.

Students will not have permanent records released, be promoted, and other records or information may be held by the school administration until all outstanding balances are paid.

SCRIP PROGRAM TUITION INCENTIVE *(See form in Appendix)*

St. Paul Lutheran School is offering a Scrip Incentive program to reduce the cost of tuition. Our incentive program for tuition would require each family in 4k-8th grade to purchase your \$2,000 in Scrip during the summer and up to May 31. St. Paul Lutheran School will keep track of how much you have spent on Scrip over the course of the year and report that total to you in the form of a letter midyear. You may also check on the amount at any time. We will use yellow forms to distinguish school orders from the church orders. Please make sure your orders go on the yellow forms. You may need to request them if ordering before church services. All orders will be totaled before May 31 and if you did not reach \$2,000.00 in Scrip, you will be charged the difference in tuition. A bill will be sent to you from St. Paul Lutheran School.

Once the \$2,000 obligation is met, you will receive 50% of your Script profits as a credit toward your tuition. If tuition is paid in full, your account can be credited; you can receive a check at the end of June, or donate the amount back to the school.

To help you meet and possibly exceed your script goal, friends and family can purchase script using the yellow form, designate your family by name, and you will receive credit for the purchase.

To make this program easier for you, we will send blank Scrip forms home with your child in the Weekly Student Folder. You can complete the form and return it to school with your payment. We will fill your Scrip order in the office every Friday and with your permission, send the order home with your child.

TUITION POLICY FOR LATE REGISTRATIONS

Families registering after the August registration date shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Those choosing the multiple payment option will make a direct payment to the school for payments missed due to late registration date before FACTS payments are initiated.

Tuition for students registering after the first day of school may be prorated over the number of days attended. Such registrants will be charged full fees. However, tuition will be prorated over the number of attendance days left according to the formula established by the Board of Christian Education.

REGISTRATION FEE

\$150 Non-Refundable Registration Fee (\$300 maximum per family). A \$100 Tuition credit will be issued for early registration by April 1.

INCIDENTAL FEES

An updated incidental fees schedule will be provided to all parents prior to the start of each school year and can also be obtained by contacting the school office.

- 1) Daily Folders are required for Grades 4k-8th grade
- 2) Assignment Notebooks are required for students in 1st-8th grade
- 5) Library Fee for cost of busing to the Algoma Public Library.
- 4) Milk Fee: *4k- 5k parents can purchase a second milk to be served to their child during a.m. snack*
- 5) Hot Lunch: *Menus are sent home monthly and need to be returned by the posted date.*
- 6) Book Fees
- 7) Field Trips
- 8) Technology

TUITION ASSISTANCE

Tuition assistance will be administered through the FACTS Grant & Aid Assessment Program. Fees incurred as part of tuition assistance application process will be paid by person(s) requesting the assistance. Some tuition assistance is available from the church for families experiencing economic difficulties. Member family requests will be given priority. All tuition assistance decisions will be made by the St. Paul Board of Christian Education utilizing information received from the FACTS program.

Normally, requests for such assistance should be made at the time of registration. However, since circumstances do change, families may contact the school at any time for information on tuition assistance. We encourage families to contact the church or school as soon as possible when personal economic difficulties arise. It is the desire of the church to help those in true need, as is shown by the provision and underwriting of the majority costs of our school.

FACTS Grant & Aid Assessment will be conducting the financial need analysis for St. Paul Lutheran School. This process will ensure that all applicants are treated fairly and confidentially. It will also assist the Board of Christian Education in determining how much assistance will be needed each school year.

Families receiving tuition assistance are expected to complete twenty (20) volunteer hours under the Parent Volunteerism Program and be willing to help out at a fundraiser for the Tuition Assistance Fund. An example of a Tuition Assistance fundraiser would be a brat fry held after a church service or school function.

Each school year, families applying for tuition assistance will need to complete the online application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by the April deadline. Please note in order to be considered for tuition assistance, you must complete the enrollment form and pay the appropriate registration fee by the given deadline.

Families should contact the school office for paperwork and more details outlining the FACTS tuition assistance application process.

TUITION REFUNDS

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition which has been paid for the current school year.

After the first day of school, tuition refunds shall be prorated over the number of school days each student was enrolled, according to the formula established by the Board of Education. All registration fees are non-refundable.

SCHOOL HOURS FOR STUDENTS

- Instructional day runs from 7:55 AM - 2:45 PM.

The majority of students ride the Luxemburg-Casco or Kewaunee School District bus. Students who do not ride the bus should not arrive before 7:45 AM without special permission as no supervision is provided in the classroom at this time. Students who arrive early with special permission are expected to quietly prepare for the day or sit quietly and study in their room.

Dismissal of school is at 2:50 p.m. to coincide with bussing. For safety reasons, students who do not ride the bus are expected to wait until the buses depart. Due to no supervision after dismissal, students are expected to be picked up promptly at the end of the school day. (*See drop off/pick up rules at the end of the handbook.*)

SCHOOL CANCELLATIONS

School cancellations because of weather conditions, etc. will be broadcast over the local radio stations and TV stations (such as WIXX FM 101.1, WBAY, etc.) Our school is in the Luxemburg-Casco School District and when they close for weather conditions, we do also. An Early Dismissal Plan Form must be completed by each family (*see form in Appendix*).

SCHOOL CALENDAR

The calendar for the year is distributed to each family prior to the beginning of the school year.

WEEKLY NOTE TO PARENTS

A weekly news update will be sent home with the youngest student in each family on Thursday to keep parents informed of the activities of the school. Please return your family folder the following school day with any necessary correspondence completed.

SCHOOL ATTENDANCE

Regular attendance is a vital factor in each student's academic progress. Responsibility for such attendance rests with parents. When your child is ill, parents should call the school before 8:00 a.m. giving the reason for absence. State regulations require that a written excuse signed by the parents indicating the reason for the absence must be submitted to the respective teacher upon returning to school.

A perfect attendance award is given at the end of the year to those students who have not accumulated absent or tardy days. Attendance policy will follow DPI standard which states, "if a student was in attendance for over 66% of the instructional day they are considered present." If a student is in attendance less than 66% of the instructional day, it is considered a ½ day absent."

The primary legal and moral responsibility for student attendance rests with the parent or guardian and the student. St. Paul Lutheran School will work cooperatively with the parent or responsible adult to teach students the importance of daily school attendance. However, it is the position of the St. Paul Board of Christian Education that the climate for good instruction begins at home with the promotion of regular attendance.

When students are absent from class, they miss essential parts of the learning process. Certain classroom activities (discussions, presentations) can never be made up. Excessive absences have a detrimental effect on the student's process of learning, place greater demands on the teachers for makeup assignments and infringe upon the rights of other students for the equal attention of the teacher. For these reasons, students are expected to be in school each day (except for illness, death in the family, or a medical emergency).

When these absences occur the following procedures will be enacted:

- Parent or guardian will be notified in writing (using Document of Cooperation) when student has accumulated 9 days of unexcused/questionable absences (5% of the school year). In accordance with the Document of Cooperation, the parent/guardian will be asked to meet with teacher to work out a plan to curtail absences.
- An accumulation of 18 days of unexcused/questionable absences (10% of the school year) will require a meeting with the teacher and principal to again coordinate a plan of action to eliminate the absences.
- If the student is absent 36 days or more of unexcused/questionable absences during the year (20% of the school year), the teacher and principal will discuss with the parents, the possible resulting effect on the student's eligibility for promotion to the next grade. The Board of Christian Education will be notified when a student is nearing this level of absenteeism.

Absent students will be required to make up all work missed, including examinations and group projects. As a general rule makeup work will be due according to the following schedule:

1 day of absencework due on 2 nd day after return
2 days of absencework due on 3 rd day after return
3 days of absencework due on 4 th day after return
4 days of absencework due on 5 th day after return
5 days of absencework due on 6 th day after return
More than 5 consecutive days of absence.....	<i>work completion schedule to be determined and agreed upon by teacher, parent, and student.</i>

In the event of a planned absence, parents are to inform teachers a minimum of 1 week in advance to obtain work prior to the start of their absence. Work is due the 2nd day after return. For an absence due to illness or emergency, the completion schedule will be set on the day the student returns to school. For family vacation, the schedule must be agreed upon prior to the student's absence. It is the responsibility of the student/parent to discuss the work completion schedule with the teacher if unable to complete in the time allotted. Failure to comply with this policy will result in failing marks for those assignments.

TARDINESS POLICY

A student is considered tardy when he/she arrives to school less than 1 hour late in the morning. The parent must call prior to 8 a.m. if their child will be late and provide a reason for the tardiness if it is to be documented as excused. Students arriving after 8:00 AM will be marked tardy.

Five unexcused tardies are considered an absence and will require an after school detention. Refer to the Discipline Policy for detention information.

DROPPING OFF AND PICKING UP STUDENT:

Parents: *Share this information with anyone who may drop off or pick up your child at school.*

Morning Drop Off/Afternoon Pick Up:

1. Children riding the bus are dropped off & picked up at the north end of the school. They should walk directly into and out of the school through the doors at the north end of the school building.
2. Parents should not block the drive through with a parked car when dropping off or picking up their child.

3. Parents dropping off or picking up their child(ren) should enter the south driveway entrance near the church, park their car, and walk into the building to drop them off/pick them up in the front office hallway area. For safety reasons, please use the closest sidewalk approach to the entrance and avoid walking behind parked cars whenever possible.
4. When picking up their child(ren) during the school day, parents must go to the office and notify the secretary that they are checking their child out.
5. Parents must notify the school by 2:00 p.m. if there is a change in your child's transportation.
6. There will be no parking on the west side of AB.
7. No students are allowed to cross Highway AB.
8. If someone other than a parent or previously established person will be picking up a student, a signed note needs to be provided to the office or a phone call confirming the pick-up needs to be made to the secretary. The person picking up the child needs to sign out the student and be willing to confirm their identity by showing a picture ID. The student will not be allowed to leave the school if this safety procedure is not followed.
9. Families will be asked to submit a list (Student Pick-Up List) of individuals at the beginning of the year who have permission to pick up their children. If anyone **NOT** on the list attempts to pick up your child, they will not be allowed to leave the building. Identification will be required upon staff member request until authorized individuals are recognized.

VISITOR POLICY

During school hours, the doors to the school are locked for the children's safety. All visitors must be buzzed in by office personnel. Upon entering, visitors must report to the office and sign the visitor log. They will then be issued a visitor's badge. The office personnel will determine access to the classroom and school so as not to disrupt the school day. Upon leaving, the visitor must once again report to the school office and sign out.

CHURCH ATTENDANCE

When you enroll your child in St. Paul Lutheran School, you obligate yourself to seek to attain and maintain a close partnership with your Lord Jesus Christ, by worshiping regularly and by diligent use of the Sacrament of Holy Communion. Scripture clearly commands us to both worship and attend His table for the strengthening of our faith (see John 8:47, 1 Cor. 11:24-25, Exodus 20:8, I John 5:23).

While regular and faithful participation of Word and Sacrament is expected of all members of St. Paul Church, member families are strongly encouraged to be present in worship at least twenty (20) times during the course of the school year.

St. Paul students sing in worship services several times throughout the school year. Please make it a goal to see they meet these school expectations. Our weekly note will keep you informed when these dates are approaching.

Student church attendance is recorded by teachers in kindergarten through eighth grade and is noted on report cards. A perfect Sunday church attendance award is given at the end of the year to those students who have attended every Sunday during the school year.

CHAPEL SERVICES

On a weekly basis, the entire school participates in a worship service held in the school auditorium or church. An offering is taken during these services for a designated charity. Anyone is invited to attend. Special attention to appearance and dress is appreciated for Chapel services.

Students will enter and leave God's house in a quiet and respectful manner. Students will honor God by listening and participating in prayer and praise.

CURRICULUM

At St. Paul Lutheran School students are given a well-rounded Christian education at an elementary level. Being a parochial school, all students will participate in religion and memory class as part of the curriculum. In religion class, all textbooks and materials used are in harmony with Holy Scripture and the confessions of the Lutheran Church-Missouri Synod.

The secular subjects taught are as follows: Reading/Literature, Language, Phonics, Handwriting, Mathematics, Science, Social Studies, Spelling, Health, Computer Literacy, Art, Music, Physical Education, and Spanish. Scripture and our faith and love of the Lord are integrated into all subject areas at St. Paul Lutheran School.

All curriculum and materials are reviewed and updated as necessary.

HEALTH RECORDS

A. Immunization Records

By state law, all students are required to have a record of all immunizations with their permanent records. These immunizations are to be completed before they enter Kindergarten or whenever state law requires a new immunization. State law HFS 144 states that students that do not meet the immunization requirements cannot attend school.

B. Emergency Contact Information *(see form in Appendix)*

The school requires a current EMERGENCY CONTACT FORM for each child. A record will be on file and the parent must notify the school immediately of any changes.

C. Physical Exams

All students participating in extracurricular activities must have a physical exam on file at the school office. A physical exam will be required for all students participating in extracurricular activities every two (2) years. An Alternate Year Card will need to be completed on the opposite year of the physical. This is for the health and safety of your child. If a physical exam is not on file, the parent or legal guardian will be required to sign a refusal form.

D. Medications/Health Concerns *(see form(s) in Appendix)*

The teacher must administer all medications, including over the counter medications, with a medication administration form filled out by the parents. All medications will be stored in the office. St. Paul staff is not permitted to administer medications to children unless parents send in medication (in marked/original container) with a medication administration form explaining how they want it to be administered.

Prescription medicine sent to school must be in a properly labeled bottle. The label on the bottle shall contain the name and telephone number of the pharmacy, the student's identification, name of the physician, name of the drug, the dosage to be given, and time to be given.

Written parental consent and instructions must be obtained before administering any non-prescription medications to students.

ACCIDENTS

In case of an accident at school, teachers will administer First Aid. All teachers have completed the Emergency First Aid Class and are certified in CPR. If the accident is severe, every effort will be made to contact parents and if extremely severe, an ambulance will be called.

ILLNESS

When your child is ill, such as with a temperature or communicable disease, you are expected to keep him/her home. In case of illness at school, the child is made as comfortable as possible until someone has been contacted, and they can take the child home. The person listed on the Emergency Contact Card will be called to pick-up your child if you cannot be reached.

COMMUNICABLE DISEASES

The faculty and St. Paul Board of Christian Education have formed the following policies:

- a. Your child should be kept at home if within the preceding 24 hours he had shown any of the following symptoms: unusual fatigue, consistent coughing, vomiting, loose stool, sore throat, rash, running nose, or fever. If the symptoms disappear and no new ones develop, the child may return to school the next day. Children must be fever-free for 24 hours prior to returning.
- b. Communicable Disease: After a child has a communicable disease (i.e., impetigo, chicken pox, ringworm, scarlet fever, etc.) he/she may be readmitted to school only after written consent of a physician or local health department official is turned into the school office prior to returning to the classroom. Students who have been identified as having head lice should not attend school until they have been treated and are nit-free.

HOMEWORK POLICY

Daily homework is necessary to reinforce classroom lessons. Thus, our homework policy includes:

- Due Date: Assumed to be the *next day* unless otherwise stated by the teacher.
- The teacher will check homework by 8:15 a.m. every day. All assignments need to be placed in appropriate subject slot immediately upon arrival at school. Work not turned in by 8:15 a.m. is considered late and the student will lose recess for that day and every day after until the assignment has been turned in.

All late homework must be turned in regardless of the grade to be earned.

1 Day Late 10% deducted from grade

1 Week Late 20% deducted from grade and parent notification

1 Week given to complete work

After additional week 50% deduction and a behavior notice handed out

Occasionally students will forget an assignment at home. Therefore, one free homework pass will be given to each student per quarter. If a problem arises at home that affects a student's homework, please contact the teacher of that subject. For policies regarding sick days and homework due dates, please refer to the attendance section of the parent handbook.

- Assignment Notebook: Students in grades 1-8 will be required to fill out their notebooks every day. Teachers will check assignment notebooks before students leave school. Parents are required to initial the assignment notebook every night. Teachers will check assignment notebooks every morning. Each day the notebook is signed by a parent, the student will receive a positive reward from their classroom teacher.

DISCIPLINE POLICY FOR ELEM. & MIDDLE SCHOOL: GRADES 1-8

St. Paul Lutheran School endeavors to train the whole child. St. Paul's faculty and staff will provide a ministry of discipline for all students, which is in harmony with God's Word and in accord with insights and knowledge of child behavior, so that students may grow in understanding and skills of Christian discipleship.

Minor Infractions:

St. Paul teachers will provide restorative consequences for minor behavioral infractions that occur during the school day to help students learn self-regulating behavior. Classroom consequences for minor infractions are determined by the classroom teacher and will be issued in the spirit of Christian love and concern. Teacher(s) will communicate behavioral concerns to parents that are more frequent in nature and when there is concern that a child is not meeting developmentally appropriate behavioral expectations.

Major Infractions:

More serious infractions include, but are not limited to:

1. Willful disrespect of and for authority.
2. Un-Christian language, gestures, or behavior.
3. Overt aggressive behavior toward others.
4. Children in unauthorized areas without permission.
5. Continued disobedience of classroom rules.
6. Violation of Anti-Bullying Policy (See page 17)
7. Violation of Technology Policy (See page 18-20).
8. Homework that is 2 weeks late.
9. Unacceptable conduct on the bus.
10. Damage to school property.

Consequences for major behavior infractions will be guided by policy. The consequence will be determined by the severity of the offense as mutually decided upon by the principal and teacher. If a behavior is deemed of greater severity, the Behavior Notice Consequence Steps listed below will be adjusted in terms of level of consequence. Parents will be notified of any major infractions the same day as well as receive a copy of the Behavior Notice Form (*see form in Appendix.*) The Board of Christian Education will be informed of major infractions that result in both in and out of school suspensions.

If a student receives a Behavior Notice Form, they will lose their recess privileges for an entire day. If the infraction occurs mid-day, the lost recess(es) may overlap into the following day.

Behavior Notice Forms: (*see form in Appendix*)

In breaking the above rules, a Behavior Notice Form will be made out and sent home to the parents to be signed and returned to school the next day. The student will not be allowed out for recess until the signed notice is returned to school.

Behavior Notice Forms will document specific, observed behavior(s), any possible antecedents to the behavior, as well as the consequence for the behavior.

Behavior Notice Forms will be kept in the student's cumulative file. This information will be kept confidential. No other student name will appear on any child's individual behavior notice for matters of confidentiality.

Behavior Notice Consequence Steps for Major Infractions:

A Behavior Notice will be completed to document all serious behavior infractions (*see form in Appendix*). Consequences for major behavior infractions will be chosen from the following steps as deemed appropriate for the severity of the infraction.

- | | | |
|---------------------------------|---|--|
| 1 st Behavior Notice | = | Lost recess(es) for 1 day |
| 2 nd Behavior Notice | = | Lost recess(es)/1 st detention/meeting with parents & Document of Cooperation completed |
| 3 rd Behavior Notice | = | Lost recess(es)/2 nd detention/meeting with parents & principal regarding Document of Cooperation |

- 4th Behavior Notice = 1st in-school suspension
- 5th Behavior Notice = 1st out-of-school suspension
- 6th Behavior Notice = Expulsion hearing

Detentions:

Detentions will be listed on the Behavior Notice that goes home to parents so that plans can be made for serving the detention and for resulting transportation plans.

Detentions will be supervised by a teacher and will be served on the day immediately following the offense from 2:45-3:15 p.m.

Any subsequent detentions after the 1st will result in the student not being allowed to participate in school related extracurricular activities for a period of one week, beginning with the day the detention is given. This includes any special events during the school day including, but not limited to library trips and field trips as well as after school St. Paul sponsored sports events.

In-School Suspension: *(see form in Appendix)*

Four behavior notices will result in an in-school suspension and short-term probation. During an in-school suspension, the student attends school and is expected to complete their work in a supervised area such as the office or in another teacher’s classroom.

Out-of-School Suspension: *(see form in Appendix)*

Five behavior notices will result in an out-of-school suspension and long-term probation. The student is not allowed in school or at any school related activities. The suspension can be anywhere from 1-5 days based on the severity of the offense and past documented behaviors infractions. According to Wisconsin Law, a student may be suspended for up to five days for violating school policies/rules or for endangering the health, safety or property of others at school or under the supervision of a school authority. [Sec. 120.13(1)(b), Wis. Stats.]

Probation:

The student is not permitted to attend any school functions or extracurricular activities, but must attend school as well as church functions. Short-term probation is four weeks; long-term probation is for eight weeks.

Expulsion:

According to Wisconsin Law, a student may be expelled from school by the Directorate of Education (for St. Paul Lutheran School, that is the Board of Christian Education) for serious breaches of discipline while at school or under the supervision of school authority. Generally, such breaches of discipline affect the property, health, or safety of others. However, repeated offenses not involving the property, health, and safety of others may also warrant expulsion. A student that possesses a weapon while on school premises or while under the supervision of a school authority will be suspended from school, be involved in an expulsion hearing, and be expelled from school for one year.

Suspension may be up to 15 consecutive school days when a notice of expulsion hearing has been sent. Exceptions to the one-year expulsion requirement may be made on a case-by-case basis.

Appeal Process for Suspension or Expulsion:

- Prior to any suspension the pupil shall be advised of the reason for the proposed suspension.
- The pupil may be suspended if it is determined that he is guilty of non-compliance with such rules or of the conduct charged and that his suspension is reasonably justified.
- The parent or guardian of a suspended minor pupil shall be given proper notice of the suspension and the reason therefore.
- The suspended pupil or his parent or guardian may, within five days following the commencement of the suspension, have a conference with the school principal and/or the total Board of Christian Education.
- If the Board of Christian Education finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil

suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within fifteen days of said conference.

- A pupil suspended under this policy shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

DISCIPLINE POLICY FOR EARLY CHILDHOOD: 4K & 5K

St. Paul Lutheran School endeavors to train the whole child. St. Paul's faculty and staff will provide a ministry of discipline for all students, which is in harmony with God's Word and in accord with insights and knowledge of child behavior, so that students may grow in understanding and skills of Christian discipleship.

St. Paul Lutheran School Early Childhood educators have established developmentally appropriate classroom expectations. It is the goal of St. Paul Lutheran School educators to teach children Christian behavior with the goal of children learning the art of self-discipline and self-control.

Classroom Behavior Modification:

St. Paul Early Childhood teachers will use a classroom behavior modification system within their classrooms to help children learn self-regulating behavior. The following behavior chart will be used:

GREEN: All students begin each day on green. They will remain on green with acceptable classroom behavior.

YELLOW: A student will move to yellow if unacceptable behavior continues after a teacher gives the student a verbal warning.

Consequence: Loss of 5 minutes of recess and notification of parents.

RED: A student will move to red when unacceptable behavior continues after a yellow has been issued.

Consequence: Loss of recess for the day and notification of parents. If unacceptable behavior continues after the student is moved to red, a Behavior Notice will be completed by the teacher.

Major Infractions:

More serious infractions include, but are not limited to:

1. Willful disrespect of and for authority.
2. Un-Christian language, gestures, or behavior.
3. Overt aggressive behavior toward others.
4. Children in unauthorized areas without permission.
5. Continued disobedience of classroom rules.
6. Violation of Anti-Bullying Policy (See page 17)
7. Violation of Technology Policy (See page 18-20).
8. Unacceptable conduct on the bus.
9. Damage to school property.

Behavior Notice Consequence Steps for Major Infractions:

A Behavior Notice will be completed to document all serious behavior infractions (*see form in Appendix*). **Consequences for major behavior infractions will be chosen from the following steps as deemed appropriate for the severity of the infraction.**

- 1st Behavior Notice = Parents will be contacted to pick up their child from school if the child does not respond to Christian redirection and are a disruption to teaching and the learning of other children.
- 2nd Behavior Notice = Parents will be contacted to pick up their child and a meeting will take place between their child's teacher(s) to determine what can be done to help the child succeed behaviorally. The child will be placed on a two-week probation.

- 3rd Behavior Notice = A meeting between the Parents, Teachers and Principal will take place to complete a Document of Cooperation and implement a behavior contract. The child will be placed on a two-week probation.
- 4th Behavior Notice = A meeting between the Parents, Teachers, Principal, and Pastor will take place to review the Document of Cooperation and Behavior Contract. A one-day out of school suspension will be issued as well as a two-week probation upon return.
- 5th Behavior Notice = A meeting between the Parents, Teachers, Principal and Pastor will occur to review the Document of Cooperation and Behavior Contract. A two-day out of school suspension will be issued along with a two-week probation.
- 6th Behavior Notice = A meeting between the Parents, Teachers, Principal, Pastor, and a representative from the Board of Christian Education will take place to discuss the process of removing the child from the educational program of St. Paul Lutheran School.

Probation:

Early Childhood students placed on probation will not be permitted to attend any school functions, extracurricular activities, field trips during the time of probation, but must attend school and church related functions. Due to the importance of physical activity for children, students on probation may be allowed to go outside for recess with restrictions, as determined by the teacher.

Expulsion:

According to Wisconsin Law, a student may be expelled from school by the Directorate of Education (for St. Paul Lutheran School, that is the Board of Christian Education) for serious breaches of discipline while at school or under the supervision of school authority.

Generally, such breaches of discipline affect the property, health, or safety of others. However, repeated offenses not involving the property, health, and safety of others may also warrant expulsion. A student that possesses a weapon while on school premises or while under the supervision of a school authority will be suspended from school, be involved in an expulsion hearing, and be expelled from school for one year.

Suspension may be up to 15 consecutive school days when a notice of expulsion hearing has been sent. Exceptions to the one-year expulsion requirement may be made on a case-by-case basis.

Appeal Process for Suspension or Expulsion:

- Prior to any suspension the pupil shall be advised of the reason for the proposed suspension.
- The pupil may be suspended if it is determined that he is guilty of non-compliance with such rules or of the conduct charged and that his suspension is reasonably justified.
- The parent or guardian of a suspended minor pupil shall be given proper notice of the suspension and the reason therefore.
- The suspended pupil or his parent or guardian may, within five days following the commencement of the suspension, have a conference with the school principal and/or the total Board of Christian Education.
- If the Board of Christian Education finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's school record shall be expunged. Such finding shall be made within fifteen days of said conference.
- A pupil suspended under this policy shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

ANTI-BULLYING POLICY

St. Paul Lutheran School's desired standard of behavior is no bullying in the school. Teachers will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior.

Definition: "'Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal putdowns, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within school."

A second, more concise, definition: "'Bullying' happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons." *Conflict is normal. Bullying is not normal conflict.*

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and are a disruption of the educational process. Therefore, bullying is not acceptable behavior in St. Paul Lutheran School.

It is our goal that no student shall be subjected to bullying:

1. During any school-sponsored education program or activity;
2. while in school, on school property, on school buses, at school-sponsored or school sanctioned events or activities; or
3. through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Bullying incidents, including "cyberbullying", that occur outside the school day, although difficult for the school to control but whose effects carry into the school, will not be tolerated.

Bullies are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents where criminal intent is obvious. Students who are caught in the act of bullying will be subject to a disciplinary process as outlined in the Discipline Policy as stated in this Parent Handbook.

DRESS CODE

Parents are encouraged to supervise the clothing and personal grooming of their children. We do desire to keep standards of our school high, and give a positive impression of St. Paul Lutheran School and ourselves to those who see us.

Students should dress for school as for their place of work. Acceptable warm weather attire may be worn from May 1 thru September 30. This will include shorts that are mid-thigh or longer and in good taste. Items specifically **excluded** are short shorts, cut-off shorts, miniskirts, spandex pants or shorts, string tie tops, half or mesh shirts, unkempt, or revealing clothing. Revealing clothing includes any clothing that does not cover undergarments. Also excluded are T-shirts, shirts, jewelry, or other items that promote anti-Christian groups or values, or advertising of beer, liquor, drugs, tobacco, sexual references, or profanity. Body piercing is limited to ears only.

Students are encouraged to dress up occasionally. Special attention to appearance is appreciated for chapel services, when children sing in church, and certain field trips. Jeans and T-shirts should not be worn for special church services.

The normal school day will include some outdoor activities. Therefore clothes suitable for the weather will be needed each day (boots, mittens, gloves, jackets, etc.).

If a teacher feels that a student is improperly dressed or groomed, the parents will be notified of the inappropriate clothing.

No hats, caps, or other outdoor attire are permitted in the classrooms.

For health and safety, closed shoes must be worn at all times in school. Laces should be tied. Athletic shoes must be worn for Physical Education. Flip flops will NOT be allowed at school.

ENDANGERMENT OF LIFE, HEALTH, SAFETY, AND WILLFUL DESTRUCTION OF PROPERTY

Any actions or behavior that would include endangering the life, health and safety of others or willful destruction of property would be considered a serious misdemeanor and subject to possible probation and/or expulsion. A partial list includes the possession of weapons, alcoholic drinks, drugs and/or chemicals, defacing or destruction of property, etc.

CARE OF SCHOOL PROPERTY

Everyone will strive to take pride in the appearance of the school property. We appreciate your child's care of this property.

When the school utilizes the church property, we will expect all students to take care of the church property. Any damage done to school or church property purposely or intentionally will be charged to the child involved or to his parents. The child responsible for the damage to the property will be required to pay for replacement of damaged property.

All hard cover textbooks are required to have well-kept book covers on throughout the school year. Students who do not return a textbook or return one in unacceptable condition will pay the cost to replace it (*see textbook fine policy*).

All uniforms used for athletics must be returned in acceptable condition or a fee will be charged.

TEXTBOOK FINE POLICY

For teaching and learning to occur, proper respect of all textbooks is required of all students. Thus our textbook fine policy is the following:

Consumable Books:

- Replaced at full cost when they are missing for an excessive amount of time.

Hardcover Textbooks:

- Minimal damage (worn edges, removable marks)..... 10% of the price of the book
- Torn pages, irremovable marks 25% of the price of the book
- Damaged binding, excessive cover damage 50% of the price of the book
- Beyond repair or missing book..... 100% of the price of the book

** Note: Fine assessment will be the judgment of the teacher and principal.*

CARE OF TECHNOLOGY EQUIPMENT POLICY

For teaching and learning to occur, proper respect of all computers and technological equipment is required of all students. Damage to computer equipment which is the result of careless use will result in the parent(s) being charged for repair or replacement.

TECHNOLOGY ACCEPTABLE USE POLICY (*see form in Appendix*)

The St. Paul Lutheran School Board of Christian Education and Faculty believe that the Internet and technology are powerful tools in the search for knowledge and information. The resources available allow us to stretch across the world for all types of valuable information.

The Internet is a collection of thousands of interconnected computer networks around the world that make it possible to share information. Commercial, research, governmental, and educational organizations as well as individuals own the networks. The Internet allows users of the system to collaborate through messaging (e-mail), discussion groups, bulletin boards, and conferencing. The Internet is the major global infrastructure for education, research, public service, business, and information interchange.

Students shall be trained in the use of the Internet in an appropriate instructional environment. Staff shall receive training in similar programs designed for them in order to increase their comfort with using electronic telecommunications media effectively. Copyright laws and observance of individuals' rights of Intellectual Property shall be scrupulously observed at all times, in accordance with standards prevailing in the research community, with citations to works and authors in the electronic medium afforded the same considerations as those afforded in the printed environment.

Whereas the St. Paul Board of Christian Education accepts the responsibility of preparing students for the future by providing them with an opportunity to learn how to use this global information network, it is important that parents understand the Board of Christian Education requires the parents' permission before their students access to the Internet is permitted. The Internet does not control or in any way monitor the content of material on the network. Thus, students may gain access to "adult" material that is objectionable. While we certainly don't teach students how to find this material, and we make every effort to deny students access to these sites including filtering devices, it is impossible for us to prevent them from discovering it on their own given the way the Internet is structured. If this reality is unacceptable, parents should not grant permission for access to the Internet. Therefore, all students who access the Internet via technology provided through St. Paul's Lutheran School are asked to sign the Parent/Student Technology Acceptable Use Agreement Consent Form. In addition, acceptable use guidelines will be discussed with the students.

Acceptable Use - Responsible Users:

- may use the Internet to research assigned classroom projects
- may use the Internet to explore other computer systems
- will respect and uphold copyright laws and all other applicable laws or regulations
- will respect the rights and privacy of others by not accessing private files or sharing private information about others on the internet
- will follow all regulations posted where computers are in use
- will follow the directions of the adult in charge where computers are in use
- will not use the Internet for any illegal purpose
- will not use impolite or abusive language
- will not violate the rules of common sense or etiquette
- will not knowingly change any computer files that do not belong to the user**
- will not use the system for commercial use
- will not use the system to send electronic mail (*to other users outside of approved network*)
- will not reveal their password or use someone else's
- will not create and/or distribute a computer virus over the Network**
- will not use the system to illegally transfer software, otherwise known as pirating
- will not reveal personal addresses or telephone numbers of students or staff
- will not use the computer in such a way that would disrupt the use of the network by others**
- will not deliberately or willfully cause damage to computer equipment or assist others in doing the same**
- will not deliberately access materials that are inconsistent with the school's code of conduct or educational goals or show others how to do the same
- will not load personal copies of software onto the computer
- will not download any programs, software, or other unapproved material from the Internet
- will not copy/plagiarize information from the internet
- will not download any bulletin boards or games on the Internet
- will not visit "chat rooms" unless it serves a direct instructional purpose
- By law, St. Paul teachers and staff have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting of underage use of social media sites.**

Every effort will be taken to educate the children in appropriate computer use. Warnings will be given when deemed appropriate.

**** These actions will result in immediate suspension from the computer.**

Consequences for Unacceptable Use:

Failure to comply with the above rules indicated to the student will result in the following consequences. On the first offense of the rules stated above, the student will receive a behavior notice and will lose all privileges for the Internet for two months. See ** note on actions that will result in immediate suspension from the computer. On the second offense for the rules stated above, the student will receive another behavior notice and will lose privileges for the Internet for the remainder of the year.

PERSONAL ELECTRONIC DEVICES

Cell phones, iPods/MP3 players and other like devices are not permitted in any classroom. Students may have these items in their backpacks, but they are to be turned off and cannot be used during the school day. Electronic readers (Kindle/Nook, etc.) can be used at the discretion of the teacher when they are being used as part of instruction and learning.

St. Paul Lutheran Church and School are not responsible for the loss or damage to any personal property brought to school, whether permissible or not.

MEDIA/PHOTOGRAPHY RELEASE AGREEMENT *(see form in Appendix)*

Occasionally, photographs of school related activities are posted to the St. Paul Church and School website and/or are used for public relations purposes. A Media/Photography Release Agreement will be completed each year by all St. Paul families and kept on file for reference.

REPORT CARDS

Report cards are issued quarterly on the Thursday following the close of the quarter, unless otherwise noted. Church attendance is reported along with daily attendance and punctuality, subject grades, and conduct evaluation. Mid-term reports are sent home to make families aware of continued progress or concerns.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled twice a year. The parents are asked to come to school at an appointed time to discuss their child's progress. The length of the conference will be 15 minutes. Parents desiring a longer conference are welcomed by the teacher at a mutually agreed upon time. Parent/Teacher conferences may be scheduled throughout the school year upon parent or teacher request.

HONOR ROLL

Students in grades 3-8 receive Honor Roll Certificates quarterly. These results are published in the Church Newsletter.

Subjects considered for honor roll are: Religion, Memory, Literacy, Math, Spelling, Phonics, Science, and Social Studies.

3.5 GPA and above will be considered Honors

All grades in the A range (A- or higher) will constitute High Honors

The following is the scale used in grades 3-8 for Honor Roll:

4.0	A+	3.3	B+	2.3	C+	1.3	D+	0	F
4.0	A	3.0	B	2.0	C	1.00	D		
3.7	A-	2.7	B-	1.7	C-	0.7	D-		

VALEDICTORIAN

A Valedictorian will be selected if a student has achieved a 3.7 GPA or higher through the 8th grade year. This is at full discretion of the homeroom teacher.

STANDARDIZED TESTING

The Iowa Test of Basic Skills will be administered to students in grades 1 thru 8 in the spring of each year. PALS testing will be administered to the 4K and 5K students. Results of both tests will be sent to parents.

STUDENT PROMOTION AND RETENTION POLICY

St. Paul Lutheran School is committed to the success of all students. Students, teachers, the home, and the school share responsibility in that success. The promotion or retention of students shall be based upon the student's achievement according to his/her aptitudes and abilities. A student who meets the Primary Criteria listed will be promoted to the next grade level. Those who do not meet the Primary Criteria must continue to the Secondary Criteria for promotion eligibility.

Primary Criteria For Promotion

1. Academic Performance Criteria: A student will be considered for promotion if they demonstrate proficiency in grade level curriculum as documented by passing grades in Math, Language Arts/Reading, Science, Social Studies, and Religion.
2. Wisconsin Knowledge and Concept Exam Criteria (this applies only to students that are required to take this exam): A student shall perform at the proficient or advanced level in all areas (math, science, language, social studies, and reading).
3. District Utilized Standardized Assessment Criteria: A student shall perform at or above grade level in all areas assessed on the District Utilized Standardized Assessment.

Secondary Criteria For Promotion

The classroom teacher, working with the principal, and the child's parents will determine the student's placement based upon one or more of the following criteria:

1. A student's Individual Education Plan (IEP)
2. Student responsibility, personal, academic and social growth and conduct. Based on information gained from the classroom teacher and the principal, a decision would be made to recommend either promotion or retention.

TELEPHONE

The school phones are not for general use by any of the students. In case of emergency, the student must get permission from his/her teacher before using it. Students will not be called to the phone for incoming calls, except for emergencies. Urgent messages will be communicated to the student through the office.

NUISANCE ITEMS

No gum chewing is permitted on school or church property. Food, candy, beverages, etc. are to be consumed only during snack/lunch period or with the teacher's permission for special events such as a class party or birthday treat.

Many items such as trading cards and small toys can cause disruptions to teaching and learning and can become a nuisance on the bus and during the school day. Please be sure these items stay at home. These items will be confiscated by the teacher and returned at the end of the school day.

Due to safety hazards, skateboards, rollerblades, and roller skates, scooters, or other recreational toys are not permitted anywhere on St. Paul property.

SMOKING & ALCOHOL USE ON CHURCH & SCHOOL PROPERTY

It is the policy of St. Paul Lutheran School that alcohol not be consumed on any St. Paul property during school functions. Smoking is not permissible on/in any school or church property during school functions.

WEAPONS / CONCEALED CARRY / WEAPON FASCIMILES POLICY

Weapons of any kind are not permitted in any building or on the grounds of St. Paul Lutheran Church and School. Toys or other weapon facsimiles will not be tolerated. Students who bring these items to school will face disciplinary action.

LUNCH

Students generally eat lunch in the gymnasium. St. Paul Lutheran School works with a local catering company to offer daily hot lunch for students. Participation in the hot lunch program is optional. Hot lunch can be chosen by the day. All parents must complete a monthly hot lunch order form for each child attending. Students who do not participate in the hot lunch program are responsible for bringing a healthy lunch. No soda will be allowed unless designated by the teacher. The microwave is not available for student use. Families can sign up for the milk program at registration. We offer chocolate (skim) and white milk (1%). Prices are determined yearly.

PTL Hot Lunch: Parent volunteers prepare hot lunch once per month. The committee establishes a rotation of St. Paul parents to supply some of the ingredients for meal. Cost is kept to a minimum and the lunch is optional for the student.

RECESS

All students will be going out for recess at least once a day. Children are expected to come appropriately dressed (ex. hats, boots, and gloves) for the weather. We will be going outside on all recesses unless it is raining or the wind chill or actual temperature is below zero.

LIBRARY

St. Paul Lutheran School makes use of the public library. Grades 4K-8th visit the Algoma Public Library. The pupils are transported by bus. Each student will apply for a library card at school registration if they do not have their own card on file with the Nicolet Federated Library System. Students may use their card on file at any library (i.e. Kewaunee Library) within the Nicolet Federated Library System during personal trips with their family. Forms for obtaining a library card will be available for completion by parents at school registration if the child is new to the school (or whenever a student enrolls). A permission slip for transporting students to the library will be obtained at registration. (*see form in Appendix*). A yearly fee is charged to cover cost of busing.

CHRISTMAS SERVICE/PROGRAM

The Christmas Service is presented in which all children of the school are encouraged to participate in the service. The date of the service will be determined by the Pastor, Staff, and the St. Paul Board of Christian Education.

NATIONAL LUTHERAN SCHOOLS WEEK

National Lutheran Schools Week (NLSW) will be observed every year in celebration of Lutheran Schools. Activities will be planned for the week including theme days, dress-up days, speakers, singing in church, an open house, field trips, activities with other Missouri Synod Lutheran Schools, etc.

PIANO & VIOLIN LESSONS

Lessons are currently available to the students upon request. Arrangements are made with the musical instructor and the classroom teacher. Parents are responsible for the cost of the lessons. Information regarding cost of lessons and instructional materials will be sent by instructor.

ATHLETICS

St. Paul Lutheran School has participated in basketball, softball, volleyball, and the Lutheran Schools' Track & Field Day. The coaches for the sports are parents, staff members, or members of St. Paul Lutheran Church who have volunteered to serve the school in this capacity. Even though a victory is important, learning to play the game and Christian sportsmanship receive top priority.

All students participating in extracurricular athletics are required to obtain a physical exam every two years at your expense. An Alternate Year Card will need to be completed on the opposite year of the actual physical. This is for the health and safety of your child. If a physical exam is not on file, the parent or legal guardian will be required to sign a refusal form.

ELIGIBILITY REQUIRMENTS FOR SPORTS PARTICIPATION

All students have the right to participate in extracurricular events, but this right is not indelible. In order to keep the students committed to education first and extracurricular second, an academic eligibility standard must be met. Academic eligibility standards can serve two purposes: 1) to motivate students to raise their grades, and 2) to maintain good grades to stay active in extracurricular activities.

- a. Students participating in extracurricular activities may not receive more than 1 Behavior Notice/Detention during a grading period. Each "D" on a student's report card will count as the equivalent of a Behavior Notice in terms of determining academic eligibility. Any failing grade will count as the equivalent of a Behavior Notice in terms of determining academic eligibility. If a student becomes ineligible at the mid-quarter or end of the quarter, parents and the coach(es) will receive a letter of notification.
- b. Grades for English, Math, Reading, Religion, Science, Social Studies, and Spelling will be the subjects used to determine eligibility. Special exceptions may be made for students who have shown tremendous effort and marked improvement at the recommendation of the teacher and at the discretion of the principal.
- c. When a 2nd Behavior Notice/Detention is issued, the student will not be able to participate for a period of one week. The week becomes effective beginning with the day the detention is given. When a 3rd Behavior Notice/Detention occurs, the student will not be able to participate for two weeks. A 4th Behavior Notice/Detention will result in loss of sports participation for the remainder of the season.
- d. To participate in a St. Paul sporting event, a student must be present for a full day of school. Special exceptions will be made at the discretion of the principal for certain circumstances (i.e., dental/optical appointments, funerals, etc.). Special exceptions will not include illness of a student.)

VOLUNTEER PROGRAM *(See form in Appendix)*

God expects us all to be stewards of our time, treasure, and talents. In the spirit of Christian Stewardship, all parents are expected to volunteer a minimum of ten (10) hours of their time to St. Paul Lutheran School.

Parents who do not follow through with this agreement by the end of May are obligated to pay twenty (\$20) for each hour they fall short.

A Parent Volunteerism Binder will be kept in the school office. The binder will contain a chart for each school family. In order for teachers and the school to be prepared for you, all volunteer activities

are expected to be pre-arranged. You will be expected to fill out a line on your Parent Volunteerism Chart which documents your time and activity.

Upcoming volunteer opportunities will be listed in the weekly notes along with those which will already be listed in the binder on the Volunteer Opportunities page.

Office staff will tally your hours and have them available for the first Parent/Teacher conference.

St. Paul Lutheran School and its teaching staff depend on parent volunteers. The Board of Christian Education will recognize those parents who dedicate more than 40 hours of their time to the school. These individuals will receive special recognition at the end of the year awards ceremony following the closing chapel service.

In addition to these hours, all families are encouraged to volunteer to help out with a carnival game at the end of year church picnic (*see calendar for date*) as this event for our children cannot be successful without adult help and supervision.

CLASSROOM HELPER

The classroom helper will serve as an instructional helper for the classroom teacher. Volunteers must receive directions from the teacher so that they have a clear understanding of what is and is not expected of them.

Volunteers may assist with preparation of classroom materials, copying, and assisting teachers with tasks that are appropriate. The classroom helper should at no time be grading papers or be given access to confidential information such as grades or any form of student assessments.

It is important that volunteers that work in classrooms with children have personal qualities such as patience, an understanding nature, ability to relate well with children, and a positive attitude. At no time should a classroom helper be allowed to work in a classroom at St. Paul where their presence is a disruption to student learning.

BICYCLE POLICY

Bicycles ridden to school must be parked upon arrival and at no time ridden during the school day. For safety reasons, anyone riding a bicycle to school will leave after the buses depart and will walk their bicycles on the sidewalk and avoid riding in parking areas.

BUS POLICY

Students of St. Paul Lutheran School who ride the bus are expected to obey and respect the bus driver and relate in a positive way to the rest of the students on the bus. If any student causes undue concern for the bus driver and/or other riders, the driver has been instructed by the bus company and/or school to warn the student(s) of consequences for such behavior as spelled out in the Luxemburg-Casco School District & Kewaunee School District Bus Rules. (*See Appendix*)

FIRE/TORNADO DRILLS

Fire drills are conducted monthly in our school as required by the state of Wisconsin. Children practice which doors to exit and where to gather as a class outside the building. Attendance is taken to ensure that everyone is out of the building. A fire exit plan is posted in each classroom.

Tornado drills are practiced twice a year in conjunction with Tornado awareness week. Tornado plans are posted in each classroom.

INTRUDER LOCKDOWN ALERTS

Beginning in fall of 2012 St. Paul began doing Intruder Lockdown drills. These drills are practiced twice a year. We consult with the Kewaunee County Sheriff's Department on proper location and assistance.

LOST AND FOUND

A lost and found area has been designated in one of the blue lockers close to the 6-8 grade classrooms. This locker is marked – Lost and Found. At the end of the school year, if these items are not claimed all remaining items are donated to a local thrift store.

TEACHING OF RELIGION POLICY

Ultimately, the teaching of religion and the leading of chapel is under the direct supervision of the Pastor of St. Paul. It is the ultimate goal of the Board of Christian Education to have LCMS synodically trained teachers teaching religion to the students of St. Paul. In the event that this is not possible, only teachers that are members of the LCMS and are in good standing with their church may teach religion or lead chapel at St. Paul. With regards to leading chapel, this policy will be in effect for all new hires beginning with the 2013-14 school year.

In an effort to avoid any false-teachings or confusion of our faith in our children at a young age, the Pastor of St. Paul will train all non-synodically trained staff members on the essential aspects of the LCMS religious doctrine and differences in the LCMS faith compared to other Christian and non-Christian religions. Synodically trained staff members are encouraged to attend these training sessions as an opportunity to review what they have learned in their college coursework.

BACKGROUND CHECK POLICY:

In an effort to ensure the safety in ministry with the children and the youth of St. Paul Lutheran Church and School, a Child Risk Management Policy has been developed. All volunteers and staff should follow the Child Risk Management Policy. A copy of this policy may be obtained through the school office.

Paid staff and long-term substitute teachers shall have a thorough background check done on them every five years using a site such as Protect My Ministry.

Short-term substitute teachers, drivers for school events, coaches, etc. will also have a background check performed on them using the Wisconsin Court System Circuit Court Access website and/or a similar site(s).

The results of these background checks will be used in hiring individuals, renewing/nonrenewing staff, and determining who can/cannot participate with school functions. Determining what actions are appropriate/inappropriate will be at the discretion of the administrator and the Board of Christian Education.

**St. Paul Lutheran School
PARENT HANDBOOK**

APPENDIX

TUITION PAYMENT AGREEMENT

Family Name: _____

We, as parents of St. Paul Lutheran School, accept the challenge to “train up a child in the way he should go,” and do believe that His training will be carried on in the home. We shall place our trust in St. Paul Lutheran School to extend that training more completely.

We understand that we are obligated to pay an annual tuition, in the amount listed below, which can be paid monthly. We also understand that the first monthly payment is due on or before the date agreed upon. We also understand that re-enrollment for the next year is contingent upon our account being paid in full at the conclusion of the school year.

We agree to pay for any school property damage or loss by our child(ren).

We agree to pay other incidental fees when they apply. We agree to conclude all payments on or before the last day of school.

We are registering _____ children.

_____ Student's Name	_____ Grade	_____ Student's Name	_____ Grade
_____ Student's Name	_____ Grade	_____ Student's Name	_____ Grade
_____ Student's Name	_____ Grade	_____ Student's Name	_____ Grade

We understand we are obligated to pay a total annual tuition of \$_____

Person(s) financially responsible for tuition payments:

Print Father's/Guardian's Name Phone Relationship to Child(ren)

Print Mother's/Guardian's Name Phone Relationship to Child(ren)

I clearly understand the Late Payment Policy. I understand the dated payments are due and the consequences if payments are delinquent. I understand that if a special need arises I must contact the principal to make alternate arrangements.

Father's/Guardian's Signature

Mother's/Guardian's Signature

Date: _____

EMERGENCY CONTACT INFORMATION

Family Name: _____

Address: _____

Student Name(s): _____

Check below if student
has a Health Alert

Grade: _____ D.O.B: _____

CONTACT INFORMATION:

Parent/Guardian Name(s): _____

Home Phone Number: _____

Father's/Guardian's Place of Work: _____

Father's/Guardian Work Phone: _____

Father's/Guardian's Cell: _____

Father's/Guardian Email: _____

Mother's/Guardian's Place of Work: _____

Mother's/Guardian Work Phone: _____

Mother's/Guardian's Cell: _____

Mother's/Guardian Email: _____

Please tell us how to best contact you in case we need to reach you in an emergency:

Alternate Contact(s):

Contact Name:

Phone Number:

Relationship to Student:

Physician: _____ Phone Number: _____

Preferred Hospital in case of Emergency: _____

Parent/Guardian Signature

Date

STUDENT HEALTH ALERT

Name of Student: _____ Grade: _____

Name of Physician: _____

Physician's Phone Number: _____

Preferred Hospital in case of Emergency: _____

Specific Health Concern/Action:

SAMPLE FOR
PARENT REFERENCE

Check if student is on a Medication. *See Medication Administration Release Form.*

Parent Signature

Date

*All staff working with students will be informed of medical conditions.
All medical information will be kept in the strictest of confidence.*

EARLY DISMISSAL PLAN

Family Name: _____

Student Name(s):

CONTACT INFORMATION:

Parent/Guardian Name(s): _____

Home Phone Number: _____

Father's/Guardian's Place of Work: _____

Father's/Guardian Work Phone: _____

Father's/Guardian Cell Phone: _____

Mother's/Guardian's Place of Work: _____

Mother's/Guardian Work Phone: _____

Mother's/Guardian Cell Phone: _____

In the event of an Emergency School Closing, we need to have an early dismissal plan as to where your child/children will go if school closes early. When inclement weather occurs during the school and you think the school may close early, please tune to your local radio or TV stations or websites for information. Please Note: All after-school programs, activities, and practices are cancelled in the event of an early dismissal.

Directions (check your preference):

- Dismiss my child(ren) at the announced time and have him/her go home as usual on their assigned bus.
- I will pick up my child(ren) at school at the announced dismissal time.
- The school office should attempt to call me (or the emergency contact designated below) in the event of an early dismissal.

Emergency Contact Name

Phone Number

Parent/Guardian Signature

Date

STUDENT PICK-UP LIST

Persons authorized to pick up child(ren): _____

Persons not authorized to pick up child(ren): _____

SAMPLE FOR
SCHOOL MESSENGER
(Please fill in only the devices you want contacted in case of emergency)

Student/Family Name: _____

Primary Telephone Number: _____

Additional Telephone Number: _____

Additional Telephone Number: _____

Additional Telephone Number: _____

Cell Phone Number: _____

Additional Cell Phone Number: _____

Primary E-mail: _____

Secondary E-mail: _____

Additional E-Mail: _____

Additional E-Mail: _____

PARENT VOLUNTEERISM PROGRAM AGREEMENT

Family Name: _____

We understand that God expects us all to be stewards of our time, treasure, and talents.

In the spirit of Christian Stewardship, as parents, we agree to volunteer a minimum of ten (10) hours of our time to St. Paul Lutheran School.

We understand that if we do not follow through with this agreement by May 31, we are obligated to pay \$20 for each hour we fall short of our obligation.

A *Parent Volunteerism Binder* will be kept in the school office. The binder will contain a chart for each school family. When you pre-arrange to volunteer, you will be expected to fill out a line on your Parent Volunteerism Chart which documents the time and pre-approved activity.

Upcoming volunteer opportunities will be listed in the weekly notes along with those which will already be listed in the binder on the Volunteer Opportunities page.

Office staff will tally your hours to be made available to you at Parent Teacher Conferences.

* * *

St. Paul Lutheran School and its teaching staff depend on parent volunteers. The Board of Christian Education will recognize those parents who dedicate more than 40 hours of their time to the school. These individuals will receive special recognition in May of each school year.

* * *

- We understand our obligations for the Parent Volunteerism Program and wish to take part in this stewardship program to benefit our child's education and St. Paul Lutheran School.
- We do not wish to take part in the Parent Volunteerism Program and want to be billed \$200 for our non-participation.

Parent Signature

Parent Signature

Date

SCRIP TUITION INCENTIVE FORM

Family Name: _____

St. Paul Lutheran School is offering a Scrip Incentive program to reduce the cost of tuition. Our incentive program for tuition would require each family in 4k-8th grade to purchase your \$2,000 in Scrip during the summer and up to May 31. St. Paul Lutheran School will keep track of how much you have spent on Scrip over the course of the year and report that total to you in the form of a letter in January. You may also check on the amount at any time. We will use yellow forms to distinguish school orders from the church orders. Please make sure your orders go on the yellow forms. You may need to request them if ordering before church services. All orders will be totaled before May 31 and if you did not reach your \$2,000.00 in Scrip, you will be charged the difference in tuition. A bill will be sent to you from St. Paul Lutheran School.

Once you have met your \$2,000.00 obligation, you will receive 50% of your Scrip profits as a credit toward your tuition account. If you choose to pay your tuition in full, you can choose to credit your account, receive a check, or donate the amount back to the school.

To help you meet and possibly exceed your scrip goal, friends and family can purchase scrip using the yellow form, designate your family by name, and you will receive credit for the purchase.

To make this program easier for you, we will send blank Scrip forms home with your child in the Weekly Student Folder. You can complete the form and return it to school with your payment. We will fill your Scrip order in the office every Friday and with your permission, send the order home with your child.

If you would like to be a part of the Scrip Tuition Program, please sign on the lines below. Your signature indicates that you agree to all the terms stated above.

- Yes, I wish to participate in the Scrip program and save \$50 off of my tuition. I also understand that once I have met my \$2,000.00 obligation, I will receive 50% of my Scrip profits as a credit toward my tuition account. If I pay my tuition in full, I can choose to
- credit my account
 - receive a check
 - donate the amount back to the school
- No, I do not wish to participate in the Scrip program. I understand that \$50 will be added to my tuition if I do not purchase \$2,000.00 in scrip.

Parent's Signature

Date

MEDICATION ADMINISTRATION
RELEASE FORM

- **Do not send medication in your child’s backpack.** An adult family member must bring the medication to the office.
- Complete this Medication Consent Form and bring it in with the medication.
- The medication must be in the labeled, **original** container with your child’s name on it.
- Medication will not be sent home in the backpack. It must be picked up in the office if needed at home.
- When on outdoor field trips, medication forms will need to be completed if we are allowed to put sunscreen on your child.

Thank you for your cooperation and help in protecting the safety of your child(ren).

SAMPLE FOR

Name of Student: _____

Name of Medication: _____

Directions:

Parent Signature

Date

*All staff working with students will be informed of medical conditions.
All medical information will be kept in the strictest of confidence.*

LIBRARY PERMISSION

Family Name: _____

My Child/Children:

_____	_____
_____	_____
_____	_____

SAMPLE FOR

Has/have permission to travel by bus to attend the Algoma Public Library.

PARENT REFERENCE

- There is a yearly fee of \$10 per child for traveling to and from the Algoma Public Library 1x/month.
- Fees associated with field trips can be paid on-line through the FACTS program.

Should it be necessary for my child to have medical treatment while participating on a field trip, I hereby give the school permission to use their judgment in obtaining medical service for my child and I give permission to the physician selected to render medical treatment deemed necessary. I understand that any cost incurred for such treatment shall be my sole responsibility.

Parent/Guardian Signature

ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

Family Name: _____

Student Name(s): _____

- My child(ren) has/ have permission to use the internet as an educational tool as directed by their teacher. I have read and understand the rules, expectations, and consequences as stated in the Technology Acceptable Use Policy in the Parent Handbook.

Parent Signature

Date

STUDENT MEDIA/PHOTOGRAPH RELEASE FORM

Family Name: _____

St. Paul Lutheran School needs permission from you, as parents, to publish a picture of your child(ren) and or photographs of their work. This is a nice opportunity for students to publish their work, and for everyone, including out of town family, to see the great work your child is doing at school. Some picture captions may possibly name the student; others may list a class as a whole.

A Media/Photography Release Agreement must be completed each year by all St. Paul families and kept on file for reference.

- Yes, I give permission to photograph my child(ren). I understand that some picture captions may possibly name my child; others may list a class as a whole.
- No, I do not give permission to photograph my child(ren) or post their name in any media materials.

Parent Signature

Date

DOCUMENT OF COOPERATION

Teacher and parent should retain copies in personal files.

Concern: _____

On (date) _____, we agreed to the following solution:

We will follow up to discuss our progress on (date) _____.

Teacher's Signature

Parent's Signature

* * * * *

Comments:

BEHAVIOR NOTICE FORM

Student Name: _____ **Student Grade:** _____

Date of Behavior Incident: _____ **Behavior Notice No.:** _____

Parent Contact Date: _____ **Date Form Sent Home:** _____

Major Behavioral Infraction(s) from Policy Manual:

- | | |
|--|--|
| <input type="checkbox"/> Willful disrespect of and for authority | <input type="checkbox"/> Violation of Anti-Bullying Policy |
| <input type="checkbox"/> Un-Christian language, gestures, or behavior | <input type="checkbox"/> Violation of Technology Policy |
| <input type="checkbox"/> Overt aggressive behavior toward others | <input type="checkbox"/> Incomplete homework |
| <input type="checkbox"/> Children in unauthorized areas without permission | <input type="checkbox"/> Unacceptable conduct on the Bus |
| <input type="checkbox"/> Continued disobedience of classroom rules | <input type="checkbox"/> Damage to school property |

Specific Behavior Observed:

SAMPLE FOR
PARENT REFERENCE

Previous Actions Taken:

Future Agreed Upon Steps:

Parent Signature

Date

Administrator's Signature

Teacher's Signature

Attach additional sheets if necessary. Parents and office retain copies of this form.

STUDENT SUSPENSION FORM

Student Name: _____ Student Grade: _____

Length of Suspension: _____ days In School Out of School

Dates of Suspension: _____ - _____

Date/Time of Meeting with Parents: _____

Specific Documented Behavior Infraction(s) from Policy Manual:

Previous Actions Taken:

Future Agreed Upon Steps:

Parent Signature

Date

Administrator's Signature

Teacher's Signature

Attach additional sheets if necessary. Parents and office retain copies of this form.

BUS POLICY- LUXEMBURG-CASCO

Luxemburg-Casco District Student Transportation Policy

Bus transportation is provided to all students attending our school. Below are some important bus riding requirements that you should review with your child:

1. Do not cross the road until the driver signals for you to cross.
2. No walking or moving from seat to seat while the bus is moving.
3. Head, hands, and arms must always be inside the bus.
4. No eating or drinking on the bus.
5. All waste paper must be deposited in the litterbag or box provided.
6. Profane language, malicious conduct, or harming others is forbidden.
7. Intentional damage to the bus will be paid for by the student.
8. All students should act like ladies and gentlemen.
9. Students are required to leave large instruments at school.
No instruments without cases are allowed.
10. Students on special field trips must conform to the same rules as regular bus riders.
11. No rider may be discharged from the bus other than his or her place of residence, pickup point, or the school. Written permission is necessary in order for a rider to get off at another residence.
12. No animals are ever allowed on buses.
13. Water bottles, water guns, or spray bottles are not allowed on the bus for any reason.

The following procedures will be used by the bus drivers when dealing with students who misbehave on the bus.

1. The parent will be called, the misbehavior explained and the driver will ask that the parent review the bus rules with their child. The driver will then document the incident and provide a copy to the transportation supervisor.
2. A second misbehavior will result in the students receiving a "pink slip". A copy will be provided to the transportation supervisor and the building level principal. At this time the principal will speak with the student.
3. A third misbehavior will result in a second "pink slip" and the driver's recommendation that the student be suspended from riding the bus for a period of time not to exceed three days. The building level principal will notify the child's parent at this time regarding the suspension.
4. If another misbehavior occurs the procedure will begin at Step 3 but will have a longer suspension period.
5. If at any time a student commits a serious act of violence such as vandalism, disrespect, disruptiveness, or interferes with the driver's ability to perform his/her duty in a safe manner, he or she will be immediately suspended from riding the bus for a period of three weeks.

This procedure allows for many opportunities for the school and parent to resolve problems, which occur on the bus before a suspension is necessary. If you have any questions about this procedure, please call.

BUS POLICY- KEWAUNEE

Kewaunee District Student Transportation Policy - page 1 of 2

Section III. Bus Rider Conduct and Discipline Procedures:

- A. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
- B. Riders are expected to obey the bus driver promptly. Refusal to obey the bus driver shall be sufficient reason for being denied transportation services.
- C. Damage done to the seats or other bus equipment by the rider must be paid by the rider or his parent or guardian.
- D. Riders shall remain seated while the bus is in motion.
- E. Riders shall not extend head or limbs out of windows at any time or throw anything out of the windows.
- F. Riders are expected to be on time at the designated bus stop. The bus will come to a full stop, but will not wait if students are not on their way to the bus stop.
- G. Horseplay will not be permitted around or on the bus.
- H. Profane or indecent language will not be tolerated from any student.
- I. The driver has the authority to assign riders to designated seats.
- J. Animals or pets are not permitted on the bus.
- K. Eating or drinking will not be permitted on the bus.
- L. Students are not to use tobacco, possess, distribute, or sell controlled substances, alcoholic beverages, or have tobacco, cigarettes, smoking pipes, smoking materials, in their possession on school property, school buses, or school sponsored trips. Students violating this policy shall be disciplined in accordance with board policy, may be suspended from school and/or may be excluded from school sponsored trips and activities.
- M. There must be absolute quiet when approaching a railroad-crossing stop.
- N. The emergency door shall not be used except in cases of emergency or safety drills.
- O. Follow this recommended procedure when crossing the road after leaving the bus. Walk ten feet ahead of the bus bumper, turn left and stop. Look for the bus driver's signal before crossing.
- P. Remain at least three feet from moving bus at any loading point until the bus has been brought to a complete stop.
- Q. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in an accident.
- R. Help look after the safety and comfort of small children.
- S. Remain in the bus in case of a road emergency, unless directed by the driver to do otherwise.
- T. In foggy weather and on days of poor visibility, do not occupy rear seats until necessary.

Section IV - Discipline Procedures

- A. To handle the few cases of misconduct as outlined in Section III the following procedures will be followed:
 - 1. As much as possible, minor cases of misconduct will be handled directly between the driver and the rider. In cases where the rider does not respond to the driver's discipline, the driver will report the misconduct to the contractor. The contractor will fill out a misconduct report, which will be given to the appropriate school office. The misconduct report shall at least state the date of the offense, student's name, offense committed, and route number.
 - 2. The following action will follow the issue of a misconduct notice:
 - a. First offense - The offense will be discussed with the student by a school official and a copy of the misconduct notice will be sent to the parents.

Kewaunee District Student Transportation Policy, continued:

- b. Second offense - The school official will inform the parent or guardian of the offense and will discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
 - c. Third offense - The student will be denied bus transportation for three days. The school official will inform the parents or guardian of the suspension.
 - d. Fourth offense - The student will be denied bus transportation for the balance of the school year. The school office will inform the parents or guardian of the suspension.
 - e. Special circumstances - There may be cases where the above steps can be eliminated due to the seriousness of the misconduct involved.
- B. Parents or guardians and students are to be aware that in any of the above actions, they have the right to due process.
- C. No pupil shall be put off the school bus except at school or at their home. The driver may not put students off their bus at school unless authorized by the building principal.
- D. A school administrator or bus driver has the authority to assign riders to designated seats.