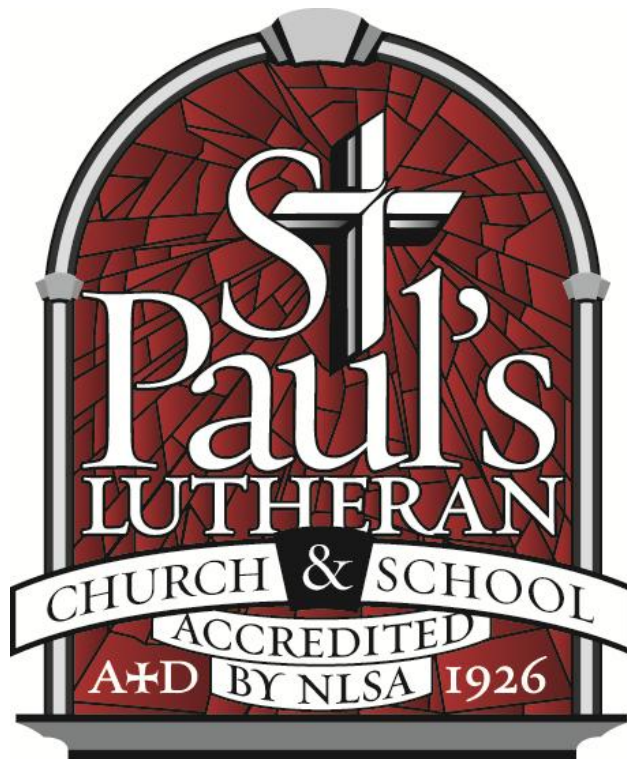


St. Paul's Lutheran School

7821 W. Lincoln Avenue
West Allis, WI 53219



Student/Parent Handbook

Updated August 2019

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The purpose of this handbook is to acquaint parents more fully with the program of Christian education offered at St. Paul's Lutheran School. We hope that this book will give you a better understanding of the policies and practices of the school.

Keep it in a convenient place for reference.

PREFACE

We, the members of St. Paul's Lutheran Church, believe:

That Christian education is not a matter of choice, but a command from God Himself, and that Christian parents must seek the best available means whereby they can supplement their own responsibilities and efforts in fulfilling the Great Commission to their own children and to the children of others.

That St. Paul's Lutheran School, as a fellowship of believers, exists within the framework of the Body of Christ and experiences all the benefits and powers of Christ's Body.

That St. Paul's Lutheran School, as an agency of Christian education within the Christian congregation, provides a setting for the child, the parent, the teacher, and the pastor, along with other children, parents, teachers, and pastors to fulfill their individual callings as members of the holy Christian Church, the communion of saints.

That St. Paul's Lutheran School employs professionally trained Christian teachers dedicated to quality Christian education who approach their lives and that of their students as being eternal.

That St. Paul's Lutheran School's chief purpose for existence is to teach the Christian faith over an extended period of time through instruction in God's Word.

That St. Paul's Lutheran School provides our children with the opportunity to witness as it relates their faith in a school setting to all aspects of life: social, emotional, mental, and physical; and thus equips them for their role as a Christian citizen in home, church, community, state, nation, and world, knowing that the world and the people in it are objects of God's love.

That St. Paul's Lutheran School provides both teacher and learner the opportunity to glorify God; and that it therefore radiates a quality of excellence in scholarship by providing an atmosphere that is conducive to optimum education, both spiritual and secular.

That St. Paul's Lutheran School provides the best available means whereby parents can provide their children with a Christ-centered quality education in both spiritual and academic subjects.

SCHOOL MISSION STATEMENT:

In Christ, the community of St. Paul's Lutheran School partners with families to equip children academically and prepare children and families spiritually to witness and serve.

ST. PAUL'S LUTHERAN SCHOOL HISTORY

St. Paul's Lutheran School, which has operated without interruption for over 90 years, is an elementary school servicing grades 3K through grade 8. The school is supported, operated and administered by St. Paul's Lutheran Church through its Board of Christian Education. All decisions not delegated to the Board are brought before the council or congregation's Voters' Assembly. Children of other Missouri Synod Lutheran congregations receive the benefits of the school through an affiliated arrangement with St. Paul's Lutheran Church. The enrollment of St. Paul's Lutheran School today can be attributed, under God, to the progressiveness and conviction of the Voters' Assembly, its Board of Christian Education, and the parents who support the school through their cooperation, interest and financial support.

THE LUTHERAN SCHOOL SYSTEM

St. Paul's Lutheran School is one of over 2,000 schools operated by congregations of the Lutheran Church—Missouri Synod. St. Paul's cooperates with the South Wisconsin District in maintaining uniformity and quality in the Lutheran elementary schools. St. Paul's Lutheran Church is a member of the Lutheran High School Association of Greater Milwaukee. Membership in this Association assures a coordinated Christian education program from 3-year-old kindergarten through grade 12.

THE MILWAUKEE COUNTY LUTHERAN SCHOOLS

St. Paul's Lutheran School is a member of the Milwaukee County Lutheran Schools Association. Fellow members include Hales Corners Lutheran, Grace Lutheran/Oak Creek, Our Father's Lutheran, Mt. Olive, and Martin Luther High School. Continual contact among the principals and teachers of these schools, directed toward improved and progressive educational standards, has produced an association of dedicated teachers serving our students.

ADMISSION POLICY

Children to be enrolled in three year old kindergarten must have reached their third birthday by September 1st of the year in which they expect to enter school, and must be able to take care of their own bathroom needs. Children to be enrolled in four year old kindergarten must have reached their fourth birthday by September 1st of the year in which they expect to enter school. Children to be enrolled in 5 year old kindergarten must have reached their fifth birthday on or before September 1st of the year in which they expect to enter school. Children to be enrolled in the first grade must have reached their sixth birthday on or before September 1st of the year in which they expect to enroll.

PROCEDURES FOR NEW ENROLLEES

A new family desiring to send children to our school may be asked to do the following:

- A. Make an appointment with the principal to receive information, ask questions, and tour the building.
- B. Give principal permission to check child's previous school records.
- C. Allow child to be screened by our faculty for evaluation of ability level and grade placement.
- D. Agree to sign a statement showing willingness to comply with all policies in the Parent Handbook.
- E. Pay a registration fee.

FINANCIAL SUPPORT AND FEES

St. Paul's Lutheran School is supported by the members of the congregation through their regular contributions to the church. Members of area congregations that have children attending St. Paul's support our school through contributions to their churches. A group payment in the form of an educational tuition is made by affiliated congregations. Members of other congregations make individual payments. Information regarding the tuition cost can be secured from the school office. Families pay school fees through a program called VANCO, an automatic withdrawal in monthly installments. An annual tuition is charged for each child. This fee covers textbook rentals, workbooks, testing programs, art, physical education, and music supplies, along with some other instructional materials. If a family qualifies for the Parental Choice Program, there is no tuition charged. Choice families may pay for other services at St. Paul's that are not required of all students in the school. If a student participates in sports at St. Paul's, an Athletic Fee may be charged.

TUITION ASSISTANCE

Member tuition assistance is available to all school parents who demonstrate a financial need. Funds are disbursed based on the amount of money available. Interested parents should contact the principal for necessary forms and procedures.

COURSE OF STUDY

Since the primary purpose of St. Paul's Lutheran School is to teach the Christian faith, the format of the course of study, while similar to other school systems, is taught in the light of Christian belief and in the perspective of Christian living.

<u>Religion</u> Bible Study Church History Catechism Memory Work Confirmation Instruction Worshipful Living	<u>Language Arts</u> Reading Literature Creative Writing Spelling Writing Phonics Study Skills	<u>Fine Arts</u> Arts Music Dramatics
<u>Social Studies</u> History and Culture Civics and Citizenship Geography & Economics Current Events Social Relationships	<u>Computers</u>	<u>Physical Education</u> Physical Education Health Recess Periods
<u>General Science</u> Physical Earth Life		<u>Mathematics</u> Grade leveled Math Skills Elementary Math Skills Algebra

Kindergarten through grade 5 are primarily self-contained classrooms. Students move to other classrooms for art, music and computers. As the children enter the middle and upper elementary grades, additional departmentalization in certain subject areas does occur. In a departmental situation, students may move to different teaching stations for the class work.

CO-CURRICULAR OFFERINGS

In addition to the regular curriculum, the academic portion of the school's program, there are several co-curricular areas available to the students. These co-curricular possibilities are primarily available to the upper grade students. Included are the following:

Choir

Grades 4K, 5K-1, 2&3, 4&5, 6-8

Instrumental Band (5-8)

Yearbook Staff

Service Areas

Chapel Services
Chapel Ushers

Boys' Interscholastic Sports

Basketball (4-8)
Cross Country (3-8)
Volleyball (5-8)
Track (5-8)

Girls' Interscholastic Sports

Basketball (4-8)
Volleyball (4-8)
Track (5-8)
Cross Country (3-8)

Short Shot Basketball (5K-3)

HOMEWORK AND ASSIGNMENTS

Homework is of three types: 1) assignments that involve the family, a member of the family, or the home as such; 2) daily work not completed at school; and 3) long range assignments that are intended to be completed at home, at the public library, or some other location away from school.

Students in grades one to four will have some time during the regular school day to complete their assignments. In some cases, the pupil may need additional study time and may bring their work home. Students in grades five through eight have assignments that are longer and more difficult. These pupils can expect to spend some time each day on homework.

When work is brought home, the parents can assist the child by establishing a regular time, and a quiet, clean, well-lit place for the child to do their work. It is assumed that the parents will express interest in the child's efforts and periodically check their progress.

On average, a student should expect to have 10X the grade level of homework each night (in minutes). For example, a 4th grade student should have, on average, about 40 minutes of homework per night (4 X 10).

GUIDANCE, TESTING, AND PROGRESS REPORTING

In addition to regular subject matter testing, standardized achievement tests are administered yearly in Kindergarten through grade 8 to determine pupil, class, and curricular strengths and weaknesses.

Should further testing be necessary to determine learning disabilities or other areas of concern, parents may be directed to request testing from the public school district. Private outside services are available at the parents' expense. Lutheran Special Schools may also provide certain testing upon request.

Pupil report cards are issued at the end of each quarter of the year. Through FastDirect, daily monitoring of grades can be done. Since personal contact with the parents is desirable for pupil guidance, consultation days are scheduled at the end of the first quarter and additional conferences will be arranged when necessary. Do not wait for a scheduled conference to speak with your child's teacher(s). Contact him/her/them as soon as you have a concern.

PROMOTION AND RETENTION

Students are promoted to the next grade level at the end of the school year. There are no mid-year promotions. Parents who have received satisfactory reports for their child would have no reason for concern in their child's promotion.

In such cases where a child's retention at the current grade level would best serve the child's learning needs, the parents will be informed and will have an opportunity to discuss the situation with their child's teacher and the principal. These discussions will occur as much as possible before the end of the school year. All retentions and changes in grade level placements are determined by the principal in consultation with the teacher and parents/guardians.

CONFIRMATION INSTRUCTION CLASS

Pupils in the eighth grade will receive confirmation instruction three times a week. If there are any questions, the pastors should be contacted.

PHYSICAL EDUCATION CLASSES

Physical education classes are an integral part of the curriculum. Only under a physician's advice should a child refrain from participating in the physical education classes. Children in grades five through eight will be required to wear gym uniforms. The uniforms may be purchased through the school office. All children who use the gym for physical education are required to have a separate pair of non-marking gym shoes for this purpose.

SEX EDUCATION

St. Paul's Lutheran School recognizes sex education as truly a parent's responsibility; however, by using appropriate Christian educational materials and Holy Scripture, we seek to assist parents.

The subject of sex is not ignored in regular subjects of the classroom. In discussing incidents found in Scripture, sexual indiscretion is not ignored. It is also dealt with in science classes when the topic of and topics related to human reproduction arise.

The approach of the faculty is that student questions regarding sex should be answered; however, the teachers will direct the student who makes a personal inquiry to the child's own parents for information.

SCHOOL BAND AND CHOIR

Pupils in grades five through eight can enroll in an instrumental band program. Lessons are offered during the school day at St. Paul's. This organization provides music at certain school functions and worship services.

In addition to the regular program of music instruction, an in-school choir is available. The choir actively participates in worship services. In addition, all grades are scheduled to sing at our worship services during various times of the year.

SCHOOL FUNCTIONS AND OUTINGS

School functions are sponsored when they have educational and/or fellowship values. Therefore, pupils are expected to attend and participate in all school outings and are encouraged to attend school functions such as concerts, fine art presentations, graduation, athletic competitions, etc.

INTERSCHOLASTIC ATHLETICS

The school is a member of the Milwaukee Lutheran Elementary School Athletic Association and participates in interscholastic sports. Parental consent is required for participation in these programs. In order to participate in the interscholastic program, a child must meet the scholastic and department standards of the school. Students in grade 7 must have a physical.

BOOKS AND SUPPLIES

All textbooks, except workbooks, are on a rental basis. The students are responsible for the books and are expected to take good care of them. Fines are assessed for damage and/or replacement books. Students in grades three to eight are expected to have their own ESV Bible and Luther's Small Catechism which can be purchased from the school office. A supply list is provided annually to let parents/guardians know what supplies are needed for the school year.

CLASS FIELD TRIPS

Each classroom schedules field trips during the year. The field trip is a part of the educational experience of the student and enhances a subject area. Parents are notified in writing as to the date, cost, mode of transportation, etc. and, in addition they provide the students' individual medical and insurance information as well as their consent. Parents may be requested to chaperone or occasionally provide transportation for some of the students going on the field trip.

PUBLIC LIBRARY

Occasionally, pupils will be required to gather and present reports and research papers involving use of the reference materials and other public library resources. All children should have a library card and are encouraged to become familiar and make use of the public library facilities.

CALENDAR

The official school calendar is printed annually. Mark your own calendars in advance with all pertinent dates.

SCHOOL HOURS

School hours are established and announced prior to the opening of the fall term. Only designated entrances and exits are to be used at the respective buildings. Before School Care is from 6:00am - 7:45am; classrooms open from 7:45am - 8:00am; school begins at 8:00am and ends at 3:00pm; car line is from 3:00pm - 3:15pm; After School Care is from 3:15pm - 6:00pm.

BEFORE, AFTER, AND EXTENDED SCHOOL CARE

Hours and Meeting Place: St. Paul's Lutheran Before School Care Program is open at 6:00am on days when school is in operation. The Before School Care Program will be located in the Fellowship Hall at Lincoln Avenue and gym at Grant Street. St. Paul's Lutheran After School Care Program is open from 3:15pm to 6:00pm on days when school is in operation. It is located at both the Lincoln and Grant Street buildings. For those students in grades 3K and 4K, Extended Care can be provided when the students are not in class.

Fees: There is an hourly fee charged per child, for Before School Care and After School Care. This amount is subject to change on a yearly basis.

EMERGENCY CLOSING OF SCHOOL

Emergency closing of the school caused by severe weather will be announced over WITI, WISN and WTMJ television stations between 6:00 and 6:30 a.m. It will also be announced via group emails and texts, along with posting it on the school website. **Telephoning the school office for this information is discouraged.** In the rare case where the school may need to be closed during the day, every effort will be made by the school office to contact parents and ensure the safety and welfare of the children.

LUNCH PERIOD

The times of the lunch period for the various grades is published prior to the opening of school. Students bring bag lunches and eat in their classrooms or designated area. Once a week children may purchase a hot lunch. Milk is provided through the school on a yearly basis only. **Soda is not permitted at school.**

ATTENDANCE AND ABSENCES

Attendance

St. Paul's School Board and the **Wisconsin Department of Public Instruction** require all students enrolled at St. Paul's Lutheran School to attend school regularly in accordance with the laws of the State. All pupils are expected to have regular and punctual attendance. Regular student attendance is directly related to student academic success; therefore student participation and **attendance may be considered when determining eligibility for promotion to the next grade level.** The primary and moral responsibility for student attendance rests with parent (Wis. Statute 2118.15).

In cases of sickness, parents must call the school office to report the absence to the school office by 8:15 a.m. Absences not called in or reported by a parent by 9:00 a.m., will result in a phone call to the parent by the school. If a prolonged absence occurs due to sickness, the teacher should be notified as soon as possible so assignments can be kept up to date. All K-8 students arriving after 8:00 a.m. will be marked tardy.

When a doctor or dental appointment is necessary during school hours, please communicate with the school prior to the appointment date.

Excused Absences/Tardies/Early Departures (appropriate documentation may be required)

- Illness/ Hospitalization
- Pre-arranged doctor or dental appointment
- Death in the family
- Pre-arranged absences
- Pre-arranged family trip

Tardiness

When a student is late for school, the learning environment of the entire classroom is disrupted. As a result, student learning is negatively affected. The School Board has adopted the following policy.

A. This policy applies to all students in grades K5-8th grades. All students are expected to be in the classroom by 7:55 a.m. with instruction beginning at 8:00 a.m. Students will be tardy if they are not in their classrooms ready to learn at 8:00 a.m., or 5 minutes prior to their program's start time. **Bringing the child to school on time is the responsibility of the parents/guardians.**

1. **Excused Tardy:** A regularly scheduled appointment or an appointment that is pre-scheduled and the school is notified at least one day in advance.

2. **Unexcused Tardy:** The responsibility for arriving at school before 8:00 a.m. every day lies with parents/guardians. In most situations, transportation or childcare problems will not be considered an excuse for tardiness. Therefore every tardy after the fourth tardy in each quarter is marked unexcused.

B. Consequences:

1. Parents will be notified by the child's teacher after receiving their 4th tardy. A parent must respond to that notification indicating they have received it.

2. After the 6th tardy the parents will be notified by the principal/director to set up a meeting.

3. Continued tardiness issues beyond 8 days will result in a mandatory meeting with the School Board. The School Board may determine to put the family on a probationary period. If the terms of the probationary period are not met, the School Board may determine additional consequences.

4. Failure to meet with the staff or School Board may result in student suspension until that meeting takes place.

Absences

Regular school attendance is important for academic success. Studies repeatedly show that children who attend school regularly tend to be the highest achievers. The **Wisconsin Department of Public Instruction** requires all students enrolled at St. Paul's to attend school regularly in accordance with the laws of the state. **The primary responsibility for student attendance rests with the parent (Wis. Statute 2118.15).**

Excused Absences

To obtain the most from the educational opportunities provided and because a student's attendance record is part of his/her permanent record, it is important that students keep absences to a minimum. In accordance with the Wisconsin Department of Public Instruction, students shall be permitted **NO MORE THAN FIVE EXCUSED ABSENCES PER SEMESTER**. After the student has been excused five times during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician. After the five excused absences, the school will notify the parent/guardian by phone.

Illness

Personal illness and/or physical disability is excused. In the event of three or more consecutive days of absences due to illness, a doctor's statement may be required. A student too ill to attend school is also considered too ill to attend school activities or games, or take part in any other similar activity that same day. Doing so shall result in the absence from school being unexcused.

Appointments, Etc.

Keeping in mind that classroom attendance is a top priority at St. Paul's, every attempt should be made to schedule medical and dental appointments after school hours. When this is not possible, the appointment time should be scheduled so that the student misses the minimum amount of school.

Unexcused Absences

Any absence, which does not meet the criteria for excused, will be classified as an unexcused absence. If a student misses **part or all of five** or more days without an acceptable excuse in a school semester, the student is “habitually truant” (Wis. Statute 118.16). The principal shall notify the parent or guardian of the child who is a habitual truant, by registered or certified mail, when the child initially becomes a habitual truant (Wis. Statute 118.16 (2cg)). Parents of habitually truant students may be asked to appear before the School Board or speak with a Truancy Officer. Failure to meet with the staff or School Board may result in student suspension until that meeting takes place. Attendance may be considered when determining eligibility for promotion to the next grade level.

Make-Up Work

Students with excused absences and tardies will be expected to make up all work missed within the same time frame that the student was absent and will receive a grade for all work completed within that time frame. It is the responsibility of the parent and/or student to acquire all make-up work. Parents may request homework by calling the school before 9:00 a.m. when reporting the student’s absence. Students with unexcused absences should make up all work missed within the same time frame that the student was absent; however students in grades 5-8 will receive a 25% deduction on assignments as a result of the unexcused absence. Students in grades K-4 will receive full credit for their completed work.

Church and Sunday School Attendance

Regular church and Sunday school attendance is encouraged. We believe that God has commanded us to gather together to receive His gifts in Word and Sacrament. A record of Church and Sunday school attendance is kept by all teachers and is recorded on the report cards.

All families are encouraged to worship regularly. If the parents do not actively participate in another church or have no church affiliation, they and their children are encouraged to attend St. Paul’s Lutheran Church.

STUDENT ILLNESS

Communicable Diseases

Reporting of communicable diseases is required by law. When a communicable disease is suspected, the parent is responsible for reporting suspicious symptoms to the local Health Department within 24 hours by phone, mail, or in person. Rules and regulations regarding isolation, quarantine, and school attendance will be given at the time the disease is reported.

Infectious Disease/Conditions

To prevent the spread of illness and disease, students may not attend school with the following ailments:

- Vomiting or fever **in the previous 24 hours**
- Diarrhea **in the previous 24 hours**
- *Pink eye (Conjunctivitis) until 24 hours after treatment has been initiated
- *Head lice (Pediculosis) until the head is totally free of lice and lice eggs (nits) – A designated school official prior to re-entrance to school **MUST** check student.
- *Suspicious rashes, rashes on the face, red facial sores with form honey colored crusts (Impetigo) until 24 hours after the treatment has initiated.
- *Chickenpox (Varicella), German measles (Rubella), Measles (Rubeola), Mumps, Scarlet fever, Whooping cough (Pertussis)
- Strep throat until after treatment has been initiated and until the child has been without a fever for 24 hours.

***Requires a note from your health care provider in order to return to school**

PLEASE NOTE: The West Allis Health Department **requires** that if your child has been sent home for any of the above conditions, **they must be symptom free for 24 hours** before they are sent back to school as they can still be contagious during that time. **Do not send simply your child back to school when they feel better.**

APPOINTMENTS AND SCHOOL VISITS

Teachers are interested in meeting with parents to discuss their child's progress and will make themselves available upon request. We ask that you contact the teacher in advance to set up an appointment. Coming to school without an appointment can be embarrassing and an inconvenience for both the parent and the teacher since the teacher may already have a previous commitment.

WORSHIP, SUNDAY SCHOOL AND CHAPEL SERVICES

Each pupil is expected to attend church and other special worship services faithfully. Sunday School for children and Adult Bible class attendance are encouraged. Parents are reminded that faithful church and Bible class attendance on their part is valuable to their own spiritual welfare as well as supportive of the educational and spiritual efforts of the school. Families that have no church home of their own are invited to attend our worship services.

Students at the Lincoln Avenue and Grant Street buildings participate in mid-week chapel services. Chapel services are not designed to take the place of regular Sunday morning, mid-week Lenten or Advent services. Parents are invited to attend the chapel services.

CHILDREN'S CHAPEL OFFERING ENVELOPES

Prior to each chapel service, each child is given an offering envelope. The envelope is to be returned for the offering designated for that service. The development of Christian stewardship habits is wisely begun at an early age. Parents are encouraged to have their children bring offerings to the Lord from their own resources, such as allowance money, etc.

TRANSPORTATION

Bus — The school does not operate its own bus service. The State of Wisconsin does not provide busing to parochial schools if they meet 3 criteria: 1) that the residence of the child is two or more miles from St. Paul's. 2) that St. Paul's is the nearest Missouri Synod Lutheran School and within the established boundaries the child might reasonably attend. 3) that the cost of the busing is not more than 1 and ½ times the cost to provide services to children in the public system. Currently, Milwaukee, West Allis and Greenfield offer a parent contract where parents receive a fee at the end of the school year for bringing their children to and from school. This fee is determined by the individual school districts according to their guidelines, in addition to the number of days a child attended school.

Car Pools — A few families have formed car pools for the purpose of sharing transportation responsibilities. The School Directory is an excellent resource in finding families living in your neighborhood who also have children in our school. For additional assistance, contact the school office.

Bicycles/Walking — Bicycles may be used for transportation to and from school. Laws governing vehicles and bicycles must be observed, and the bicycle must be properly equipped and licensed. Students who use skateboards need to follow safety precautions and be aware of pedestrian rights when riding on the sidewalk.

THE CHRISTIAN PARENT-TEACHER LEAGUE, P.T.L.

All parents whose children are enrolled in St. Paul's Lutheran School are members of the PTL. At the beginning of the school year is an Open House for parents to come and meet with their child's teacher to be informed about expectations for the new school year and how teachers and parents can work together to help the children. It is an opportunity for Christian fellowship and parents to get to know one another. At the end of the school year the PTL may host a family type activity for everyone.

The PTL has been instrumental in providing support and leadership for the school's athletic programs, purchasing educational equipment, assisting with Awards Day, graduation, programs, Fine Arts and the like.

ST. PAUL'S LUTHERAN SCHOOL PARENT NEWSLETTER

The parent newsletter is sent to each home weekly via e-mail. The newsletter is also on our website at www.splswa.com. Important events and activities are noted to help maintain sound communication. Items regarding the opening of school are included in the August Newsletter. Parents should look for the Parents Newsletter each Thursday during the school year.

SCHOOL YEARBOOK

Each year a staff of seventh and eighth grade students produces the *Alpha and Omega* yearbook, under the supervision of a faculty advisor. Copies are given out at the end of the school year. Pictures are included of individual students, classes, athletic teams, student organizations, candid moments, and highlights of that year. The graduating eighth grade class also adds their "Class Prophecies" and "Last Will and Testament" to the next year's eighth graders.

HEALTH AND SAFETY

Health Services — The school health service is provided by the City of West Allis. A registered nurse from the Health Department visits the school regularly and is available on special call. Periodically, the Health Department provides hearing, visual, and dental examinations. These examinations are administered at school during school hours. Parents are urged to contact their family doctor if a problem is identified. Required immunizations and immunization records should be kept up to date as our school must provide a compliance report to the state of Wisconsin by the end of September annually.

Physical Examinations — Each child should have a thorough physical examination prior to entrance into Kindergarten. The school urges that each child receive an *annual* examination. If the child is to participate in interscholastic athletics, an annual physical examination is recommended. An examination is encouraged at the grade level when they begin Athletic competition. At the 7th grade level a physical is mandatory for students who will be participating in sports.

Hygiene — Good hygiene is one of the simplest, finest, yet most necessary habits to practice. Children should bathe/shower frequently (daily, if possible) and wear clean, proper-fitting clothing.

First Aid — First aid supplies are kept in the school. Each building houses an A.E.D. Teachers are trained to administer first aid, but they are not permitted by law to diagnose medical conditions of any sort. When an injury or illness is incurred, the home will be contacted. An emergency phone number and name of person(s) to contact in emergencies must be on file in the school office for this purpose. Medication can be given at school (oral only) only if the proper Medication Form is on file in the school office and is properly filled out. Medications given/taken at school must be stored in the school office (except inhalers and epipens), and can only be given as per the documentation. Medications (over the counter and prescription) must be in the original container.

Accident Insurance — All parents are asked to sign a form which states that they have medical insurance coverage for their children should an accident take place at school. The school no longer offers an insurance program for coverage while children are at school.

Background Checks - Background checks will be completed for all employees and volunteers who come in contact with children at the school or on school sponsored activities.

Fire and Tornado Drills — Fire and tornado drills are conducted at regular intervals and under various conditions.

Crossing Guard — A crossing guard is provided by an independent company contracted by the City of West Allis. The crossing guard is located at the corner of 79th Street and West Lincoln Avenue. They are on duty one half hour before school starts, and one half hour after school dismissal. The crossing guard directs both vehicular and pedestrian traffic. The students are to obey their direction and respect the office they represent. The presence of these persons does not eliminate the need for the child/parent/teacher to practice good safety habits.

HAZARDS AND NUISANCES

Electronic Equipment – All electronics such as cell phones are turned in to teachers and returned at the end of the day. Violations of this rule will result in equipment being confiscated. Confiscated equipment will be returned only to parents. Students will not be allowed to bring equipment to school after it has been confiscated. St. Paul's is not responsible for lost or stolen items.

Weapons – Guns, knives, explosives, lighters, matches, sprays, razors or anything that could cause harm or danger to other people are forbidden on school grounds or at any off-site school sponsored event (buses, field trips, extracurricular events). Students found in possession of any such weapons are subject to disciplinary action including suspension and/or expulsion from school, and/or legal action in accordance with city of West Allis, state of Wisconsin, or Federal laws.

CARE AND RESPONSIBILITY OF SCHOOL PROPERTY

A primary goal of St. Paul's Lutheran School is the development of responsible young men and women. Students are taught and modeled responsible care of books, furniture, equipment, facilities, buildings, and surrounding grounds. Parents are responsible for damage or loss resulting from their child's irresponsibility and/or misbehavior. They are expected to pay for repair or replacement as deemed necessary. Textbooks are especially vulnerable to damage if not properly handled and cared for by students. Therefore, students are expected to keep hard cover books covered during the school year and replace covers as needed.

Clothing and shoes that are injurious to school furniture or floors should not be worn (no cleats, taps, shoe plates, etc.) Non-marking gym shoes are to be worn by students for gym classes and recess held in the gym and multi-purpose room.

NATIONAL LUTHERAN RANGERS AND RANGERETTES

Boys in grades 3 to 8 and girls in grades 2 to 8 are invited to become members of the Ranger and Rangerette program.

CHILDREN'S MINISTRY

Many activities are offered at St. Paul's to allow for Spiritual growth and development. Sunday School and Bible Study are included. All school age children are encouraged to participate. Junior and Senior Youth events are offered for students in grades 6-8 (Junior Youth) and high school (Senior Youth).

LOST AND FOUND

A container for such items is located outside the Office area in the Lincoln Avenue building. The Grant Street building has one in the teacher's workroom. Parents should label all outer clothing and student items to ensure that anything lost can be later identified by their child. Several times during the school year, all items in the lost and found container are placed on tables by the 79th Street entrance for claiming. Useable unclaimed items are donated to a local thrift shop.

STUDENT PHOTOGRAPHS

In the fall, student photographs are taken during the school day. Purchase of class and individual photos is optional. Portrait packages purchased are usually received later in the fall. Individual student pictures are included in the yearbook.

TELEPHONE

Students must have faculty member permission to use a phone. It is intended for limited use in special situations.

DRESS CODE

St. Paul's Lutheran School is a place for instruction and learning. We dress for the occasion, in this case, school. The dress code is designed to help our students make a statement to others about the Christian character of our school and reduce the distractions that get in the way of learning. Clothing that reflects a style too casual for the classroom is not acceptable, such as: current athletic uniforms (including warm-up shirts), sweat/athletic pants, and nylon/wind pants.

It is your responsibility as parents to assist your children at home before coming to school so they will be dressed appropriately. Parents play a key role in enforcing the dress code, and we appreciate the support.

Any new styles, fads, apparel, or accessories that may be considered offensive or immodest for school dress will be considered inappropriate. Concerns that arise during the school year will be addressed by the faculty.

Classroom teachers and the principal will work for fairness and consistency and will have the final authority in all dress code concerns or infractions. Before wearing any clothing that may be questionable, please consult with your classroom teacher.

Failure to adhere to these guidelines will result in consequences being given to correct the behavior. The first two infractions will result in a warning. Following infractions will result in in-school, after-school consequences, and/or meeting with parents. Your classroom teacher will provide details on this.

CHAPEL

Chapel days are special days to worship as a school body. It is important to present ourselves physically, emotionally, and spiritually ready to worship our God. All students are encouraged to wear dress clothes on chapel days (WEDNESDAY). The last Wednesday of each month, the students will be meeting with their Chapel Families following worship. On these Wednesdays, students will wear their special Chapel Family shirt which will be provided to them.

SCHOOL SPIRIT DAYS

Fridays are St. Paul's spirit wear days. Students are encouraged to wear your favorite Panther spirit wear or our school colors (red, white, and black). All dress code guidelines still apply on these days.

SPIRIT WEEKS

We have two spirit weeks during the school year, one in November and the other in February. Look forward to special dress-up days during these exciting weeks.

St. Paul's students in 1st through 8th grades will be expected to adhere to the following standards while at school:

All clothing must be neat, clean and in good repair, and must not detract from the **Christian atmosphere of the school**.

PANTS

Properly fitting jeans, khaki and Capri-length pants are acceptable, but they may not be intentionally frayed or have holes in them. Students in lower grades (K-2) may wear stretch pants with elastic waist bands.

SHORTS

Shorts may be worn from May 1st until October 15th. Only shorts of the same style and fabric of acceptable pants may be worn. Short length should be mid-thigh or longer.

SKIRTS/DRESSES

Skirts and dresses may be no shorter than mid-thigh. Skorts are acceptable throughout the year, but must meet the length requirement for skirts.

LEGGINGS

Leggings may be worn with a coordinating top which falls to approximately pocket length or lower.

SHIRTS

Shirts with manufacturer logos, team names, and novelty t-shirts are acceptable. Students may not wear shirts deemed to be offensive by the faculty.

Hooded sweatshirts are acceptable.

Sleeveless tops must be no narrower all the way around than the entire width of the hand

HAIR

Hair should be carefully groomed, combed, and kept neat and clean. Hair should not fall over the eyes. Extreme hairstyles and coloring, which are not shades of a natural hair color, are not allowed. Improper coloring of the hair must be dyed back to its normal hair color immediately. Hats are not to be worn in the building except on special days.

SHOES

Shoes must be worn at all times during school. No slide or flip-flop style shoes may be worn. Students must have a separate gym shoe to be used on the gym floor. The shoes should have non-marking soles that prevent black marks on the gym floor.

MISCELLANEOUS

No temporary tattoos or drawing with ink on the body is allowed.

Clothing must have appropriate coverage during all activities including: standing, sitting, leaning over, and raising your hand.

BULLYING

Definition- "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: cyber bullying, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Consequences and Appropriate Remedial Actions

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation, or bullying:

- The developmental and maturity levels of the parties involved
- The levels of harm
- The surrounding circumstances and context of the incidents
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior
- The relationships between the parties involved

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from counseling interventions up to and including suspension or expulsion.

DISCIPLINE

In recognition of the need to make and enforce rules and regulations necessary to insure effective operation of the school, the School Board obligates and authorizes the members of the administrative and teaching staff of the school to administer discipline when necessary in a manner similar to reasonable, caring, prudent parents.

The School Board recognizes each student as an individual child of God and as such, each student must be dealt with on an individual basis. Those in authority are to approach each child with Christian concern and respect of individual personalities, needs, and emotions. The School Board also recognizes the value of various approaches to discipline, therefore trusting the discretion of the individual teacher or principal in the employment of such methods within a framework of Christian love.

The people in St. Paul's School are members of God's family, and it is our prayer that all of our interactions flow out of our relationship with our God.

Whenever discipline problems arise, we deal with them based on God's Word to us in Law and Gospel. Children should understand and acknowledge their misbehavior, and also receive the assurance that they have God's forgiveness as well as the forgiveness of those around them. "... and forgive us our sins, for we ourselves forgive everyone who is indebted to us. And lead us not into temptation." Luke 11:4

Children are expected to be respectful to teachers and others, and to stay on task as daily activities unfold.

In all grades, parents may be called or contacted for serious or continued, inappropriate behavior. Also, the principal and/or pastor may become involved if necessary.

As it is important for parents to interact with their children's continued progress in school, parents are expected to check for daily reports, discuss matters with their children and follow through with home discipline measures.

A great deal of positive reinforcement is used with verbal compliments, stickers and stamps, daily checklists or reports sent home to parents, notes on assignments, and group celebrations for positive behavior.

As our children mature, so should our expectations. Children should have learned and practiced Christian attitudes and behavior, good manners and careful and complete work for several years. Such things as following directions when given once, keeping hands and feet to oneself, raising one's hand to be called on, and treating all others with respect continue to guide discipline expectations for these upper grades.

Occasional problems will result in verbal warnings and referrals home to parents to read and discuss with their child. All notices require a parent signature and need to be promptly returned to the teacher. Three such notices are:

- Demerit form – used for behavior and academic concerns.
- Dress Code Concern – used to inform a parent that improper attire was worn to school that day.
- Detention form - After 3 Demerits, students serve a detention.

While discipline is basically positive training in the right direction ("Train up a child in the way he should go; even when he is old he will not depart from it." Proverbs 22:6), there is the negative side of correction. The teacher is therefore given the responsibility to enforce classroom regulations in a manner which is in accordance with the Christian principles and discipline as set forth in the Scriptures, and which complies with the rules of St. Paul's Lutheran School.

Consequences of any kind may be applied due to the inappropriate behavior of the students. It is always the desire of the school that students conduct themselves in accordance with the rules. When discipline is necessary, there is a general procedure that is followed. For problems in the classroom, hallways, gym, or school related activities, the student may be given a consequence (e.g. - talk to, parent contact, send to the office, demerit, detention, suspension, expulsion).

For problems that are serious or repeated offenses, the student may receive more severe consequences right away. When this occurs, either the principal or the teacher will meet with the student. The student is reminded of the proper behavior and the importance of following the rules.

BEHAVIORAL INFRACTIONS

Loud talking, unnecessary noises, constant unnecessary talking in class, passing notes, incomplete homework, throwing objects, dress code infractions, littering, eating without permission, gum chewing, misbehavior in chapel, disrespectful, rude, or insulting behavior, tardiness to class, disruption of class, cell phone usage, inappropriate use of computer, and any other educationally distracting or inappropriate behaviors are not permitted.

A student may be suspended or expelled for willful disobedience to authority, possession of pornography, razors or knives, firearms, fireworks, tobacco, drugs (which are not prescribed for the students), and other infractions as decided by the administration. This includes disobedience, disrespect to authority, and questionable behavior both at school and at school-sponsored activities. Improper, lewd conversation or behavior at any time may be grounds for dismissal.

DEMERIT FORM

A student may receive a Demerit form (at the teacher's discretion) for behavioral or work infractions. If a student receives a demerit, the teacher will fill out the form, which documents the incident. The student must have the form signed by a parent and returned to the teacher who issued the demerit before the start of the following school day.

After the first 3 demerits a student receives, they will receive a detention to be served with their homeroom teacher. Any student receiving more than 3 demerits in a 9 week grading period will receive additional consequences as determined by the teacher and principal.

Students who receive more than 3 detentions in a quarter will be placed on **behavioral probation**. This probation will be determined by the principal, as he evaluates the student's behavior. Students receiving several demerits for behavioral infractions will be placed on behavioral probation and will not be able to participate in any extracurricular activities, and continued behavioral issues may result in more severe consequences, up to and including expulsion.

The probation length would be 1 month.

DETENTIONS

Detentions are to be served from 3:00-4:00 p.m. the day of or after they are issued. During that time students may be assigned a writing assignment, a task assigned by the teacher or work on homework.

SUSPENSIONS

Suspensions may be given to students by the principal if the seriousness of a student's actions merit the discipline. Sometimes St. Paul's has tried various means of discipline to change a student's behavior and have not succeeded, the next step is to suspend a student. A student may be suspended up to 3 consecutive days. In a few cases a student may receive an in-school suspension (ISS). This simply means they are not allowed in a classroom, but are at another supervised area. In most cases a student will not be allowed to return until the teacher, student, parent, and principal have met. Work may need to be completed for those days.

EXPULSION

When disciplinary measures do not result in improvement of student behavior or resolution of the ongoing problem, the School Board may find it necessary to expel student from the school. This is the final step in disciplining a student. In rare cases, a single behavior may be severe enough that the situation warrants immediate expulsion. The School Board reviews the recommendation for expulsion from the principal and they must give their approval for this discipline to be carried out.

APPEAL PROCESS

The parents may ask to meet with the School Board Chairman to appeal their decision which will convene in a timely manner.

Policy on Drug and Substance Abuse

The School Board considers the existence of drugs and other substances (including but not limited to chemicals, alcohol, non-prescribed medicines, and tobacco) as a clear and present danger to our student body and faculty. The presence of such danger will not be tolerated or condoned in any situation involving St. Paul's Lutheran School, including extra-curricular activities where St. Paul's is being represented.

Drug is defined as: "Any substance that alters perception or behavior reducing that individual's ability to function appropriately in the academic environment".

Any instance involving controlled substances and/or illegal drugs will be reported to appropriate law enforcement agencies.

Therefore, any student determined to be in possession of, and/or under the influence of any drug(s), alcohol, chemical(s), medicines other than their own, tobacco or any other substance deemed to be harmful to the student or potentially harmful to others:

1. Will be suspended immediately for a minimum of 3 full school days.
2. Will appear at a mandatory meeting with his/her parent(s) or guardian before members of the School Board, teacher representative, Principal and Pastor to be conducted before the student will be allowed to return to school – regardless of the expiration of the suspension period.
3. Will not be allowed to represent St. Paul's in any extra-curricular activity including but not limited to sports, choir, etc. until determined by the School Board.

After the mandatory meeting:

1. The student and his/her parent(s) or guardian may be required to meet with a professional counselor for evaluation, assessment and possible treatment.
2. Parents give counselor permission to release progress information and advice to designated St. Paul's personnel. Confidentiality will be observed.

Any subsequent violation of these provisions subjects the student to an automatic expulsion from school.

Any paraphernalia determined to be related to drugs or tobacco use will be immediately confiscated and the student or students involved will be subject to any or all of the above provisions depending on the nature of the offense.

Students found to have been under the influence of such chemical and substance abuse as mentioned above off the school grounds are subject to not being allowed to represent St. Paul's on any team in sports or academic area for that particular sport season or event. Should the offense occur at the end of a sport season a decision will be made as to whether or not the student may be involved during the next sports or academic event. The decision rests with the School Board.

Updated September 2014

NON-DISCRIMINATION POLICY

Updated September 2014

St. Paul's Lutheran School admits students of any race, national and ethnic origin. We do not discriminate on the basis of race, national or ethnic origin in the administration of educational policies, admissions policies, and activities, athletic and other school related programs.

I/we recognize the importance of the partnership which we have with St. Paul's in nurturing the intellectual, social, physical and spiritual development of our children. I/we have read the Student/Parent Handbook and the policies set forth by St. Paul's, and agree to uphold and support them.

Student name _____

Parent/Guardian signature _____