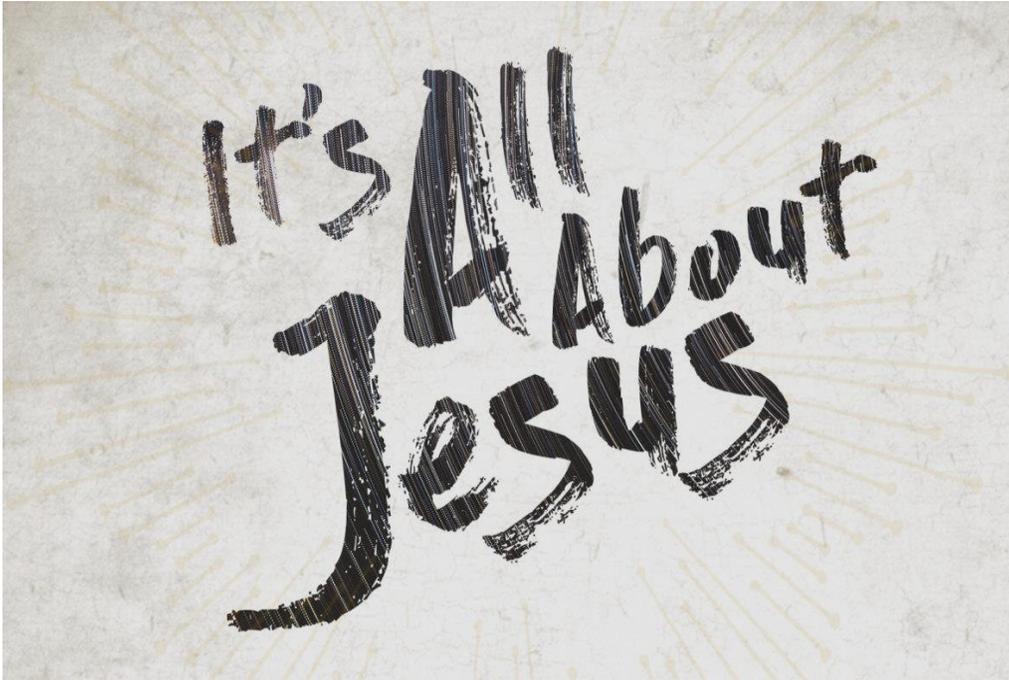


St. Paul's Ev. Lutheran School  
Parent Handbook  
2018-2019



Teaching Young Minds,  
Preparing Young Hearts

101 Church St. P.O. Box 325  
Wonewoc, WI 53968  
(608) 464-3212  
Fax (608) 464-3258  
[www.stplutheranwonewoc.com](http://www.stplutheranwonewoc.com)

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# St. Paul's School Parent Information Booklet

Dear Parents,

In the name of our Lord Jesus, the Friend of Children, your school staff greets you as we begin the new school year and welcomes your children into St. Paul's School. May they grow in grace and in knowledge, and in favor with God and man.

This booklet acquaints you with the school and with its programs and policies for the upcoming school year. We hope that the following information may be helpful and valuable to you. You might want to keep it for further reference during the year.

## **A BRIEF HISTORY OF ST. PAUL'S EVANGELICAL LUTHERAN SCHOOL**

In 1880, Pastor Christian Sauer saw the need of spiritual instruction for the young, so the congregation voted to establish a school to begin on August 23<sup>rd</sup> with Pastor Sauer as the first teacher. In 1892 an addition was made to the parsonage, in which the lower story would serve as the school room. In 1904 a two-story brick school house was constructed and served students for nearly fifty years. On June 27, 1954, ground was broken on a four-room school with a multi-purpose room. In 1971 a new addition was made to the school providing five more rooms.

## **A MESSAGE FROM THE PRINCIPAL**

What a blessing St. Paul's Lutheran Church has provided for the children of its congregation in making Christian education available to them, pre-kindergarten through grade 8, on a full-time basis for **138 years**. Our Lutheran elementary school is a place where they may daily come to sit at the feet of Jesus, as it were, to hear and learn his Word, and to study the regular school subjects under the direction and supervision of teachers who have been trained to use and apply God's Word throughout the day. Keep our students and teachers in your prayers as we enter the 2018-2019 school year.

## **MISSION STATEMENT**

*St. Paul's Lutheran School uses God's Word in a Christ-centered education to assist families in training students for Christian lives on earth and for eternity.*

At St. Paul's, we strive to provide an excellent academic and co-curricular education with a Christ-centered focus within a caring family environment. We are here to serve children of our congregation as well as children from families without a church home.

## **PURPOSE OF ST. PAUL'S LUTHERAN SCHOOL**

St. Paul's Lutheran Church maintains its own pre-kindergarten through grade eight school to more fully carry out the Lord's directive: *"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I will be with you always, to the end of the age."* (Matthew 28:19-20)

Our school provides the following **to help the home** in its divine duty of bringing up the children *"in the training and instruction of the Lord."* (Ephesians 6:4) **The prime responsibility, however, still lies with the parents.**

St. Paul's Lutheran School is founded on these eternal truths as revealed in God's inerrant Word, the Holy Scriptures.

1. The Lord gave parents the primary responsibility for the Christian training of their children. Deuteronomy 6:7-9; Ephesians 6:4
2. The Lord also gave to his Church, and hence to each Christian congregation, the responsibility to train its children according to the Scriptures. Matthew 28:20; John 21:15-17; Ephesians 4:11-12
3. A congregation calls pastors and teachers to function in its midst as ministers of the Word of God. 1 Corinthians 12:28-29; Ephesians 4:11-12

4. The Holy Scriptures are God's Word and are inspired, inerrant, infallible, and supreme (in all matters of which they treat.) 2 Peter 1:21; 2 Timothy 3:16; John 17:17; John 10:35
5. There is only one true God, Father, Son, and Holy Spirit, and he reveals himself in the Holy Scriptures. 1 Timothy 2:5; Matthew 3:16-17; Matthew 28:19
6. God created all things in six days and created man as the crown of that creation. Genesis 1; Psalms 8:4-8
7. Man's fall into sin has corrupted the nature of every human being, making all people guilty of sin and, therefore, subject to damnation. Isaiah 64:6; Romans 3:9-19,23; Romans 5:12-16; Romans 6:23
8. God, through his grace, love, and mercy, sent his only Son, Jesus, to keep God's law in our place and to suffer and die to pay for all the sins of all people. John 3:16; Romans 5:6-8; 1 John 2:2
9. All who, through the work of the Holy Spirit, believe that Jesus is their Savior receive forgiveness of sins, life, and salvation. Romans 5:1; Romans 8:1; Titus 3:4-7
10. As believers in Jesus, Christians will try to show love to God by using their gifts and talents to help spread the Word of God. They will also help fellow Christians and all people in every way that is consistent with God's Word. Matthew 28:19; Matthew 25:31-46; Psalms 51:10-13,15; 2 Corinthians 5:14-15

### **NON-DISCRIMINATORY ADMISSION POLICY**

11. In view of the fact that the Bible teaches that "God does not show favoritism" (Acts 11:34), St. Paul's Ev. Lutheran School, Wonewoc, WI, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

### **SCHOOL ADMISSION POLICY**

Enrollment: Children who will be five by September 1 are eligible for kindergarten. All children who will be enrolling at St. Paul's as their first educational experience in the state of Wisconsin must fill out and file with the school an immunization compliance form. This is in keeping with the Wisconsin Immunization Checkpoint Law (Chapter H 44). No child will be admitted without this form being completed.

### **ENROLLMENT FEE INFORMATION FOR THE 2018-2019 SCHOOL YEAR**

Christ's commission to teach and make disciples of all nations (Mt. 8:18-20) identifies those who should receive the benefit of our ministry: all nations and all people.

Our congregation exists to preach the gospel in its truth and purity and to administer the sacraments through which saving faith is created and nourished. In order to carry out this work our members, through their prayers and offerings, reach out to members, non-active members and the unchurched people in our community and the surrounding area. They support home and foreign missions; they make spiritual education of adults a priority; and as our church mission statement makes clear: *We will strive to provide our children with the best spiritual and academic education that is possible at our school.* All of this work is done under the guidance and blessing of the Triune God.

***Therefore, our school exists to nurture the Christian faith of children, both those whose parents are members of St. Paul's Lutheran Church here in Wonewoc and all others who desire a Christian Education for their family.***

The work in our Christian Day School is supported in two ways. First, ***the entire congregation*** works together through the weekly offering envelopes given in church each Sunday, to support our efforts by paying salaries and benefits for the teachers and staff and also covering building expenses like maintenance, electricity and heat.

Secondly, through the Book & Supply Fee, ***each family*** provides for renewable resources such as textbooks, workbooks, paper supplies, and all of the daily needs to provide for good order and instruction.

Members of St. Paul's Lutheran Church, Wonewoc who have children attending our school will be asked to pay a Supplemental Education Fee of \$320 **per family**. This is an annual fee and is in addition to the

regular Book and Supply Fee that is paid for each child. We, like everyone else, are struggling with constant increases in costs and the Supplemental Education Fee has become necessary to help offset the rising cost of providing Christian Education. We only wish to maintain the quality of education that you and your children expect and deserve.

Should a family feel they might have difficulty paying these enrollment fees, they should contact the school principal to discuss the circumstances and options (all discussions will remain strictly confidential). Financial assistance may be available for member families needing help. We do not want any family to be unable to receive Christian education because of financial concerns.

### **Enrollment Fee Payment Options**

St. Paul's Lutheran School utilizes the following options for payment of enrollment fees. Parents *must* select one of these options at the time of registration, but may revise the payment plan during the school year upon consultation with the principal and approval by the Education Committee. These fees are non-refundable as our yearly cost of education is based on students registered at the beginning of the year.

The payment options for enrollment fees are:

1. *Full year* payment at registration.
2. *Monthly payment plan*: 9 or 12 monthly payments.
3. *Weekly payment plan*: 40 weekly payments
4. *Special arrangements*: (Discussed at time of registration and approved by the Education Committee.)

As a convenience to parents, regular notices will be sent home if you have a balance remaining on your book and supply fee. This is not a "bill", just a reminder to assist you in your family budget planning.

*Again, let us stress that we are willing to work with any family who feels that there are circumstances that would make payment of these fees a hardship for them. Please contact the school principal, (608) 464-3212, for further information.*

**Returned Checks:** Any check returned marked *Insufficient Funds* will result in a \$25.00 fee being assessed to your account. A second check marked *Insufficient Funds* within the same school year will mean that we will no longer accept checks and for the remainder of that year, all payments must be made with cash or certified funds.

**Delinquent Accounts:** Should your account become delinquent, communication will need to be established to either bring the account to a current status and/or payment arrangement has been made. You are encouraged to have all financial obligations regarding enrollment fees for the current school term to be met by the end of the current school year.

We at St. Paul's are committed to providing the best Christian Education that we can for your children. However, in order that we continue to follow this God-given responsibility, we must first see to good planning and the necessary resources that are needed. We ask for your prayers and support so we can continue to spread the wonderful news of our Savior, Jesus Christ, to the lambs that have been given to us for our care. May God continue to bless you in your care and concern for your children.

### **IMPORTANT FINANCIAL ASSISTANCE INFORMATION**

St. Paul's Congregation has established the *St. Paul's Financial Assistance Fund* for families who are having difficulty meeting their St. Paul's school-related financial commitments. This fund has been established to help needy parents cover a portion of the education fee. In general, the maximum grant will not exceed 20% of the family's education fee obligation. In exceptional cases, the Education Committee may dispense a larger grant based on need as funds allow.

Following are guidelines which will be used to determine eligibility for receiving assistance, as long as funds are available.

- Requests for assistance must be made between *September 1<sup>st</sup> & 31<sup>st</sup> and Jan 1<sup>st</sup> & 31<sup>st</sup>, of the school year.*
- To be eligible the parent (s) must:
  - ❖ Attend church regularly with their children

- ❖ Commune regularly
- ❖ Have made an effort to meet at least a portion of the monthly balance due
- ❖ Communicate rationale for partial or missing payments to the principal.

The Education Committee will determine those families eligible for financial assistance at the April meeting each year. Eligibility information will be provided by the pastors (attendance), financial accountant (payments made), and principal (parental input).

The Education Committee requests that the parent (s) only apply for this financial assistance if the education fee causes a financial hardship. We all want this financial assistance to be available for those who need it the most.

Application forms for financial assistance will include the above information. They will be made available to all parents in August & January.

## **CHRIST CENTERED CURRICULUM**

Our school curriculum adheres to standards established by the State of Wisconsin Department of Public Instruction and follows any directives given by the Commission on Lutheran Schools of the Wisconsin Ev. Lutheran Synod.

While all of our texts used in the formal teaching of religion are based on God's infallible Word, the textbooks used for secular subjects are the same as those found in many of our nation's schools. One important difference does exist, however, in that all subjects are taught by instructors, who have been trained to bring all subjects under the authority of God's Word.

The entire course of religious instruction, beginning with pre-kindergarten and continuing through the eighth-grade leads to confirmation near the end of the child's final year of school. Special confirmation instruction classes are taught during the seventh and eighth grade years by the pastor.

In order to keep our course of instruction as current as possible and to keep our teaching consistently Christ-centered, the faculty members attend conferences, summer school, workshops, and in-service training programs. With the best interests of the students in mind, the curriculum is always subject to evaluation by the faculty, with a goal of providing the most efficient, effective instruction possible.

**Religion:** The Word of God is taught in truth and purity to bring the child closer to his/her Savior. The Christ Light materials are designed to have the child and parent work together in review of the lesson. "Blessed are those who hear the Word of God and obey it." (Luke 11:28)

**Language Arts:** We teach language arts so the child may...

- realize that his/her ability to read and write is a gift from God.
- develop God-given abilities to speak, read, write, and listen effectively.
- use skills of communication for spiritual growth and witness.
- evaluate what is heard and read in light of God's true Word.
- use the gift of communication in worship and praise.

**Math and Science:** We teach math and science that the child may...

- accept in faith the account of creation as found in Genesis.
- realize that God is the preserver of the universe.
- see the effects of sin upon the earth.
- view the orderliness of the universe.
- wisely use the resources God has provided.
- appreciate the beauty of creation.
- be moved by a thankful heart to praise, honor, serve, and obey the Almighty.

**Social Studies:** We teach social studies that the child may...

- see the Triune God as the Creator and Ruler of the universe.
- see that God controls the destinies of all people and nations.
- realize that the earth and all it contains is a gift from God.
- become useful citizens of the nation in which we live.
- pray for the people in authority whom God has placed over us.
- appreciate other races and cultures.
- respect the rights of others.

### **MEMORIZING GOD’S WORD**

God’s people have always considered memorizing God’s Word a part of religious education. In his day, Luther urged pastors and people alike to know from memory certain Christian fundamentals on which a richer and fuller knowledge might be built.

Memory work has been part of the religion curricula of Lutheran elementary schools since the time of their organization. Today pupils in these schools usually memorize all of Luther’s Small Catechism as well as selected Scripture passages, hymn stanzas and prayers.

The fundamental objective of memory work is to provide the child with a store of personally relevant materials adequate for his/her needs. A second objective is to help the child develop the ability and habit of putting memorized material to practical use. Other objectives of memory work are to help the child acquire knowledge of the essential elements of Christian faith and doctrine and to grow in his/her ability to memorize exactly.

Memory work is useful only when the memorized selection becomes relevant to personal life and experience and when there is personal commitment to its truth. God’s Word which has been memorized can be used to witness your faith in Jesus Christ and be used for comfort in times of trouble and for praise in times of joy.

### **CHAPEL SERVICES**

Every Friday morning, we hold chapel services in the church at 8:20 a.m. Everyone is welcome to attend these services.

### **MISSION OFFERINGS**

In keeping with Christ’s command to preach the gospel to all people, we endeavor to train our children to be *mission-minded*. Every Friday, students will be given an opportunity to contribute toward the support of our current mission project. Envelopes are available for this purpose.

### **DAILY SCHEDULE**

The school day runs from 8:00 AM. until school is dismissed at 3:00 PM. Students should be regular in attendance and arrive on time.

SCHOOL DOORS OPEN-----	7:30 A.M.
Morning classes begin-----	8:00 A.M.
Noon Hour and Noon Recess-----	11:40 A.M.-1:00 P.M.
SCHOOL IS DISMISSED-----	3:00 P.M.
4-K PROGRAM - Monday - Friday-----	8:00 A.M. – 11:30 A.M.
3-K PROGRAM - (M/W or T/TH) -----	8:00 A.M. – 11:30 A.M.

The Education Committee has adopted a policy that no students may enter the school before 7:30 a.m. unless arrangements have been made. When the students are dismissed at the end of the day, we expect them to go home unless they are participating in a school sponsored activity. Our teachers are busy before school and after classes are dismissed. It is very difficult for the staff to do its work and also look after children who are staying on the grounds unnecessarily. Children who live within walking distance are expected to leave promptly after classes are dismissed.

**Students are not permitted to leave school property during school hours without parental consent. This policy also applies to school sponsored activities after normal school hours.** (Example: A student, who is staying to play or attend a game and does not have written permission from a parent to leave the grounds, must remain in the building or on the playground under supervision of a staff member).

## **RECESS**

As a rule, all students will be expected to go out for recess, unless it is extremely cold or raining. The teacher should be granted the privilege of keeping a student in for recess if important school work is not completed. If a student is ill and needs to stay in, either written permission or a phone call from home will be needed.

## **HOME AND SCHOOL COOPERATION**

The Lord, through His Word, has bound the home and school together as one unit with one and the same aim when He said, "These commandments that I give you today are to be upon your hearts. *Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.*" (Deuteronomy 6:6-7). **Parents dare not give up this God-given responsibility when they send their children to school.** The teacher's part is to give additional training so that the work of making children "wise unto salvation" might continue unhindered and uninterrupted. Parents and teachers must join hands so that nothing may rob our children of the crown of glory laid up for them in heaven.

In order to bring about cooperation in the great and responsible task the Lord has given us, we must be sure of our aims, objectives and methods on child training as found in God's infallible Word. Jesus says, "*Whoever serves me must follow me.*" (John 12:26). We Christian parents and teachers must dedicate ourselves anew to ever greater study of God's Word so we may become more proficient in carrying out our difficult task in a God-pleasing manner.

## **PARENTAL CONCERNS**

If any problem arises, it is expected that the parents discuss the matter with the teacher or teachers involved in a manner that is becoming a Christian. If no satisfactory agreement can be reached here, the matter may be taken to the principal. If no agreement can be reached here, the matter may be taken to the Board of Education. This procedure reflects the way in which our Savior instructs us to resolve our differences in **Matthew 18:15-17**: "*If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to even listen to the church, treat him as you would a pagan or a tax collector.*"

## **PARENT-TEACHER CONSULTATION**

The first consultation period will be held after the first mid-term of the school year. A second consultation will be scheduled during the third quarter. Additional consultations may be scheduled on an individual basis at the discretion of the teacher or parents.

During the year teachers will make every effort to provide good parent-teacher communication via phone calls, notes, student work sent home, school bulletins, and the like. Parents, too, are encouraged to consult with their child's teacher to answer any questions related to academic progress, discipline, policies and procedures, etc.

## **HOMEWORK**

Your called teachers will do their best according to their God-given abilities to educate your children. However, education does not take place only in the classroom. To successfully educate the children, the work must continue in the home. Homework, as the name suggests, is work not completed in school and should be finished at home.

St. Paul's Ev. Lutheran School has established a homework policy to assist teachers and parents. This policy provides general guidelines. The homework policy will be available at the beginning of the year to all students and parents. It is important that parents and teachers communicate regularly in regard to homework expectations.

## **ATTENDANCE**

Wisconsin State Law requires all school-age children to be in school every day school is in session. While we understand that situations may arise that require your child to be absent, please make every effort to ensure your child is in school. If your child will be absent, we ask that you email or call the school (464-3212) to notify the teacher and make arrangements to get the assignments home. Please make this call before 8:00 a.m. to avoid interrupting opening devotions. If you must call after 8:00 leave a voicemail message or speak to the secretary. For your child's safety, if he/she is absent and we have not heard from a parent, the school will contact you to check on the whereabouts of your child.

**A parent's excuse** should accompany each student returning to school after being absent, **regardless of the length of absence**. For the protection of your child and others, any child absent from school for a period of **five days or more due to illness** should have a written permission slip from a doctor or clinic to return to school. Parents are urged to make dental and doctor appointments for their children during non-school hours, however we understand this is not always possible, so if appointments are scheduled during school hours, parents should notify the teacher in advance and accept the responsibility to see that any missed work is made up and turned in on time.

**Field Trips:** Field trips are taken to expand the child's horizon. Whenever possible, a bus will be chartered or we will use parent drivers. Written parental permission will be required in order for a child to be allowed to participate on a field trip. Field trips are a part of the regular school day and students are expected to participate unless they are absent for reasons of illness.

## **CHURCH ATTENDANCE**

### **Purpose**

St. Paul's Lutheran School has been established by St. Paul's Lutheran Church to assist parents of the congregation with their God-given responsibility of providing a Christian education for their children. Therefore, Christ is the center of our school life and subjects are taught in the light of God's Word. The children are taught to know Christ as their Savior and to live their lives according to His Word.

### **Policy**

St. Paul's Lutheran School cannot achieve its aim of assisting parents to bring up their children in the "nurture and admonition of the Lord" without the cooperation of all parents. Parents who are indifferent toward bringing their children to the worship services of the congregation hinder what has been taught about God's Word in our school.

In keeping with God's will to remember the Sabbath Day and keeping it holy, we expect that families of our church and school will attend worship services regularly. Children's church attendance will be noted on report cards. When a child's attendance for a given marking period is found to be inadequate, the family will be reminded of the importance of worshipping regularly. If the child's attendance continues to be a problem the family will receive personal contact by the pastor or principal.

## CLASSROOM SINGING

Attendance at church when your child's class sings is encouraged for **all the children** in our school. A yearly singing schedule is given for parents to make arrangements ahead of time. Because, it can be challenging for teachers and directors to plan for a choir and then not have children show up, we ask that you **please** notify them **in advance** if your child will not be there.

## SCHOOL BEHAVIOR AND ATTITUDE

A Christian Day School has a decided advantage over other schools in matters of discipline. We have the Word of God as our guide in all matters of behavior. Merely making the child behave is not our only objective. Our aim is to use God's Word to instill in each student's heart the willingness and desire to exhibit God-pleasing behavior. Pupils who attend this school are expected to place themselves under God's guidelines.

All teachers and adults are to be obeyed and respected as representatives of God. In the Fourth Commandment the Lord requires respect for all in authority.

It is assumed that parents will help in matters of discipline by giving their full cooperation. *"Do not withhold discipline from a child; if you punish him with the rod, he will not die. Punish him with the rod and save his soul from death."* (Proverbs 23:13-14).

Students may be suspended and/or expelled for any of the following:

1. Cursing and/or use of foul language.
2. A rebellious spirit which is not responding to correction by the teacher.
3. Repeatedly not having assignments finished for no apparent reason.
4. When a student willfully inflicts bodily harm upon another student by fighting, kicking, hitting, or using threatening language.
5. Cheating.

Students may be expelled permanently for any of the following:

1. Smoking or use of drugs which are not prescribed by a doctor.
2. Persistent cursing and/or use of foul language.
3. A rebellious spirit which is unchanged and uncontrolled after reasonable effort by the teacher.
4. Openly advocating an anti-Biblical belief.
5. Willful destruction of church or school property.

All that we have is a gift of God and we should be good stewards of those gifts. Part of Christian training is that we should take care of the things that God has given us. For the children this translates into taking good care of the school building, equipment, books, and materials. Fees will be assessed for vandalism, acts of carelessness causing destruction of property, and other than normal wear of equipment, books, and materials. Fees are due in full before enrollment in the next grade

## MILK AND HOT LUNCH PROGRAMS

St. Paul's offers hot lunch to students in grades Pre-K-8 through a contract with Wonewoc-Center Public School. One half pint of milk is included with each meal. Half pints of milk are also for sale to students who bring their own lunch, to students who want milk at recess breaks, and to pre-kindergarten students.

Parents may apply for free and reduced-price lunches. Eligibility depends upon family size and income. Application forms are available at the school office.

A family lunch account will be established by Wonewoc-Center at the beginning of the school year. Parents will be asked to keep a minimum balance designated by Wonewoc-Center in this account. Lunches and milks will be charged to the account during the school year. Notices will be sent home by Wonewoc-Center when a family account falls below the minimum required balance.

This year St. Paul's School is eligible for the free breakfast program which means that **all** students will be able to have breakfast after they arrive at school in the morning if they so choose.

## **BAND PROGRAM**

The public school offers a band program for our students in grades five through eight. Students are transported to Wonewoc-Center High School during the school day to join in the practices there. More information can be obtained by contacting the band instructor at Wonewoc-Center.

## **BUSING**

W-C District school buses stop at our school each morning to unload our students. At the end of the day a shuttle bus takes 4-K – 8<sup>th</sup> grade students to the central loading site at Wonewoc-Center School. Hillsboro also provides bus service to those who live in the Hillsboro district. St. Paul's Mauston owns and operates its own bus for the purpose of transporting their students to and from St. Paul's.

## **AFTER SCHOOL CARE**

A program is in place to provide day care for any child who needs a safe place to stay after school until parents can pick them up. Pre-K students in our *Extended Care Program* are given lunch, a rest time and activities in the afternoon until 3:00 PM. *After School Care* provides snacks, devotion and activities for your child and runs from 3:00 – 5:00 PM. **There is an extra charge for these programs.** If you need more information, you can contact the principal.

## **CLOSING OF SCHOOL DUE TO WEATHER OR OTHER REASONS**

If for any reason school will not be open, an announcement will be made over the following radio and television stations:

**Reedsburg WRDB 1400 AM 104.9 FM**

**Mauston WRJC 1270 AM 92.1 F**

**Channel 3 - WISC TV Madison**

## **IF WONEWOC CENTER SCHOOLS ARE CLOSED, ST. PAUL'S IS ALSO CLOSED, EVEN THOUGH THERE MAY BE NO SEPARATE LISTING.**

In the event of a closing during the day, parents will be contacted as quickly as possible by email, text or phone call.

## **SCHOOL SAFETY**

Your child's safety is of utmost importance to us. In keeping with the policies of many other schools, our doors remain locked during the school day. All visitors during the school day are required to come to the main entrance on Church Street and ring for admittance. Only faculty and staff are permitted to admit anyone, so thank you for your patience in waiting for access.

Fire drills, tornado drills and other safety drills are conducted throughout the school year. Faculty and staff are constantly reviewing procedures and children are instructed in proper behavior for an emergency response. In the event of a fire, tornado or severe storm warning or other safety concerns, students are taken to a pre-designated safe place.

In the event of a safety issue or emergency during the day, parents will be contacted as quickly as possible, by telephone, text or email, and we ask your patience as we make information available. *Please wait for us to contact you as incoming calls overloads our phone system and hampers our efforts to reach everyone.*

## **DRESS CODE**

St. Paul's teachers train children to live as Christians in the world, but not of the world. The Lord wants each of us to give a positive witness to the world. The way we dress is part of that witnessing process. Modesty and decency as opposed to the standards accepted by the world suggest that certain clothes should not be worn to school or at after school functions. *I Corinthians 10:23-31 – "Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others...So whether you eat or drink or whatever you do, do it all for the glory of God."*

Since your manner of dress and grooming should not be a distraction within the learning environment, these guidelines to appropriate attire are provided:

1. Hair: clean, well groomed, and at appropriate length.
2. Pants: Docker or cargo style of pant or similar brand; jeans; wind pants; in addition, female students may wear capris style pants with a length between the knees and ankles.
3. Shirts: shirts that have sleeves and have crew style, V-neck, or collared necklines. All shirts must be longer than the natural waistline of the pants, so the midriff does not show when arms are outstretched over the head or when seated. The necklines of all styles of shirts should be a modest height
4. Shorts: Docker or cargo style shorts; nice sport shorts; jean style shorts. Shorts should be at a modest length (i.e. an inseam of at least 6 inches). Shorts can be worn in September and May.
5. Skirts and dresses: Must be at a modest length when the student is either standing or seated.
6. Footwear: dress shoes, tennis type shoes, and sandals which securely fasten/tie to the foot. Flip flops and shoes that are not fastened/tied securely to the foot cannot be worn when playing at recess. No shoes with retractable wheels.
7. Ornamentation: piercing in the ear(s) only.

#### **Additional Information**

1. Tennis shoes for indoor physical education and athletics should be kept separate from those worn to and from school. All tennis shoes should be non-marking.
2. Students should have a pair of boots when there is snow on the ground. If they do not wear boots, they should have a second pair of shoes to wear in the classrooms after being outside. These may be the same shoes as they will be wearing in the gym for physical education class.

The following examples are offered for Christian students who need assistance realizing that their bodies are the temples of the Holy Spirit and as such strive to keep themselves neat, clean, well groomed and modestly dressed. In a school setting, the items listed below tend to detract from this image and are to be avoided. ***If you question the appropriateness of the dress, it is probably something that should not be worn to school.***

1. Hats, bandanas, sunglasses, etc worn in the classroom.
2. Sag, slouch, or baggy pants or shorts which cause underwear to show.
3. Spaghetti strap dresses or tops without a shirt covering.
4. T-Shirts with the sleeves cut out so that bare skin shows on the side
5. Any shirt which allows a bare midriff (the skin of the stomach, hips, or back) to show.
6. Any clothing or jewelry with questionable slogans or pictures promoting music groups, alcohol, drugs, tobacco products, satanic symbols, or anything related that is suggestive or offensive.
7. Lounge wear, pajama bottoms, or slippers.
8. Clothing where undergarments are exposed.

If, in the opinion of the teacher, inappropriate clothing/shoes are worn, the child is to be warned about it and his/her parents/guardians will be informed that day. The second time inappropriate clothing/shoes are worn, the parents will be expected to pick up the child to change clothes or to stay home the remainder of the day. Continued infractions will result in further discipline including possible detention, suspension and/or expulsion.

#### **SCHOOL HEALTH**

According to state law, all children must be fully immunized in order to attend school. Parents new to the school need to make sure that their children have received the following vaccinations:

- ✓ DTP 5 doses
- ✓ Polio 4 doses
- ✓ Measles, rubella, and mumps 1 dose K-6, 2 doses 7-8
- ✓ Booster TD, Grades 7, 8
- ✓ Hepatitis B Series, Kindergarten

A written readmission slip must be obtained from a doctor or public health nurse before a child may return to school after having contracted a communicable disease that is being treated by a physician.

If your child is being treated with prescription antibiotics, either oral or topical, they must be treated for 24 hours before returning to school.

**Teachers are not permitted to dispense prescription medication or over-the-counter drugs such as Tylenol without the WRITTEN consent of a parent. Medication permission forms are available from the school office or on our website.**

All medication sent to school, including cough drops, must be in the **original container** (not in a baggie or envelope) and they must be given to the secretary for safe keeping. These are not permitted to be kept in pockets, purses, backpacks, etc. **(with the exception of inhalers, which may be kept by the student).**

The bottle of all prescription medication must show the following information:

1. Amount of dosage
2. The time(s) when the medication is to be given
3. Name/phone number of pharmacy where obtained
4. Child's name on the container
5. Name of physician

According to the blood borne pathogen law, students whose clothes become bloodied at school are not permitted to remain with their class because of the possibility of students coming into contact with infected blood. A change of clothes is required before they may rejoin their class.

## **EXTRA-CURRICULAR ELIGIBILITY**

St. Paul's Lutheran School encourages students to make use of their God given talents outside of the regular classroom setting. Students who maintain an acceptable level of academic achievement and exhibit satisfactory behavior are eligible to participate in the school's extra-curricular programs.

1. "Extra-curricular" includes all school functions outside the regular curriculum of the school. These are: all sports, Science and Fine Arts Fair, musical, etc. Extra-curricular does not include church functions not associated with the school.

When determining "acceptable academic achievement", the teachers take into consideration that their students are redeemed children of God. Each one is an individual. There may be times when these eligibility guidelines must be tailored to the needs and abilities of an individual.

2. In general, however, students must maintain a Christian attitude toward their school, schoolwork, classmates, teachers, and coaches. This attitude will manifest itself through God-pleasing and constructive work habits. Students must also maintain a "C" grade average or better on a midterm or quarter report. Any time a student's grade drops to an "F", they automatically become ineligible. Finally, students must not have excessive late assignments in any given week.
3. "Exhibiting satisfactory behavior" means that students will comply with school and classroom rules and display sportsmanlike conduct on the playing field or court.
4. Students that are declared ineligible will be prohibited from participating in all extra-curricular activities for a period of five school days from the time the term ends or the third late assignment occurs.
5. The classroom teacher will contact the child's parent(s) promptly to discuss possible solutions to the problem.

6. After five school days, the student's progress will again be reviewed. If the student has demonstrated a satisfactory improvement, the student will be declared eligible.
7. If students miss a practice or game without a valid excuse, they will not be allowed to participate in the next game. On the third unexcused absence, the individual may no longer be on the team for the sport in session. Three unexcused absences would seem to show a lack of interest and/or commitment.

*Parents whose children are involved in extracurricular activities are expected to assist in transporting students to and from away activities. Another important aspect is that both parents and students, as well as coaches and teachers, display good Christian sportsmanship and attitudes at all times.*

### **PARENT TEACHER ORGANIZATION (Panther Parents)**

All parents are automatically members of the Parent Teacher Organization and are encouraged to be active participants. The purposes of this organization are to (1) establish and maintain close ties between the home and the school, (2) to strive toward further growth and knowledge in the Christian training of the young, (3) to promote Christian fellowship, (4) to assist with school functions, and (5) to provide financial support for school activities and projects.

### **TELEPHONE POLICY**

Teachers have children in their classrooms from 7:30 to 3:00 and in order to avoid having their classrooms unsupervised it is best to leave a message with the secretary rather than speak to them directly during these hours. Individual teachers may provide you with specific times when it is best to reach them by phone. Or, if you prefer you can email either the teacher or the church office.

Unless it is urgent, parents are discouraged from calling their child out of a class during the school day. We much prefer that you leave a message with the church/school office.

A child may use the telephone with the consent of the teacher. **Arrangements to stay at another child's home are NOT to be made during the school day.** These arrangements should be made prior to the day of the activity.

**Cell phones and all other electronic devices are NOT to be used at school or on field trips without the teacher's permission. Students who use them without permission will have them confiscated.**

### **COMPUTER USE POLICY**

Technology in its various forms is a gift God has allowed humans to uncover and put to use for the benefit of all. However, as is true with most gifts God has given, people can use them for God-pleasing or sinful purposes. St. Paul's Lutheran School has developed policies for its students regarding the use of its computers and Chromebooks on the Internet and taken precautions to restrict access to sites that are not in harmony with our goals. It is our desire that our students' experiences in using the Internet are God-pleasing and safe, and that they promote educational excellence

#### **General Device Use Guidelines:**

1. Technology areas are to be kept free of food and drink. Additionally, equipment should be left in the condition it was found. Questions, concerns, or problems with equipment should be directed to the classroom teacher.
2. Any malicious attempt to harm or destroy hardware or software will result in the cancellation of all computer privileges. The person(s) causing the damage will replace broken or damaged items.
3. Permission to use the computer or Internet shall be obtained from the classroom teacher who is also the supervisor of use. The teachers may access student files at any time.
4. Student use of the computers is strictly for educational purposes and research. It is not to be used to retrieve or send e-mail or enter into chat room discussions unless directed by the classroom teacher.

## **SECONDARY CHRISTIAN EDUCATION**

WELS schools exist to educate children, strengthen families, and serve the church with the power of teaching that is deeply rooted in the Bible and fully expresses the love of Jesus. Our Synod supports two ministerial high schools located in Wisconsin and Michigan. In addition, the closest area Lutheran high school, Luther High, is located in Onalaska. More information about these three schools can be found in this section.

**Luther Preparatory School** is a four year preparatory high school owned and operated by the Wisconsin Evangelical Lutheran Synod (WELS). Its primary purpose is to train and encourage young people for the pastoral and teaching ministry in the WELS. In carrying out that purpose, LPS offers a curriculum that focuses on history, mathematics, science, English, foreign languages, music, and religion. LPS also offers a wide variety of co-curricular activities in music, performing arts, and athletics. LPS is located in Watertown, Wisconsin.

**Telephone:** (920) 261-4352 or 800-LPS-WELS (800-577-9357) On the Web - <http://www.lps.wels>.

**Michigan Lutheran Seminary** located in Saginaw, Michigan, is a four year preparatory high school owned and operated by the Wisconsin Evangelical Lutheran Synod (WELS) Under God, MLS prepares young people for a lifetime of service to the Lord Jesus Christ. The special purpose of MLS is to train students for the public ministry of the gospel and to enroll them upon graduation at Martin Luther College, New Ulm, Minnesota.

**Telephone:** (989) 793 1041 or email [info@mlsem.org](mailto:info@mlsem.org)

**Luther High School** located in Onalaska, Wisconsin also provides a Christ-centered education that encourages and equips students for life and for eternity. Luther High School desires that its students, mindful of baptismal grace, live the holiness that God gave to them in Christ.

**Telephone:** (608) 783-5435 or email [office@luther.k12.wi.us](mailto:office@luther.k12.wi.us)

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### **Faculty:**

Rick Zimmerman: Principal and Grades 6 - 8

Jenell Snyder: Grades 3 - 5

Helen Rick: Grades 1 - 2

Valerie Hagemann: Kindergarten

Annalies Brander: 3 and 4-Year-Old Pre-School

### **Pastoral Staff:**

Rev. Peter Snyder

### **Support Staff:**

Jan Fick: Secretary, Lunch Coordinator, After School Care

Matthew Hagemann: School Custodian

Anita Huebner, Joretta Weber: Extended Care Program