

St. Paul's Lutheran School Handbook

2014-2015

St. Paul's Lutheran School
1010 Adams Avenue
North Fond du Lac, WI 54937
Phone and Fax: 920-922-1080
www.stpaulslutherannfdl.com/school



School Hours

Preschool (4-5 yr. olds)	M/W/F	8:30-11:00
Preschool (3 yr. olds)	T/Th.	8:45-11:00
Kindergarten	M-F	8:30-11:50
Grades 1-8	M-F	8:30-3:15

FORWARD

The School Handbook is a guide book of information on the policies of St. Paul's Lutheran School. Parents are urged to keep this book in a usable place because it answers many of the common questions that may arise throughout the school year.

SCHOOL ADMINISTRATION St. Paul's Lutheran School is administered as follows:

Voter's Assembly

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Church Council-----→Rev. Behnke, Rev. Kampman

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Board of Christian Education:

Mr. Torres Peterson	(Chairman)
Mr. Brandon Nebl	(Vice-Chairman/Preschool)
Mr. Andrew Coates	(Secretary)
Mr. David Tackett	(Treasurer)
Mr. Jon Paul	(Controller)
Mr. Joel Mathwig	(Promotion/Visitation)

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Teaching Faculty

Mr. Hartwig, Principal	(7,8)
Mr. Lehman, Athletic Dir.	(5,6)
Mrs. Hill, Junior Choir	(3,4)
Mrs. Miller, Chimes	(1,2)
Mrs. North	(Kindergarten)
Mrs. Wright	(Preschool)

Faculty Members

Rev. Thomas Behnke	Pastor
Rev. Michael Kampman	Pastor
Mr. Aaron Hartwig	Principal/Grades 7,8
Mr. Steven Lehman	Grades 5,6
Mrs. Marlee Hill	Grades 3,4
Mrs. Rebecca Miller	Grades 1,2
Mrs. Gwen North	Kindergarten
Mrs. Susan Wright	Preschool

PHILISOPHY AND PURPOSE OF OUR SCHOOL

The educational philosophy of St. Paul's Lutheran School is based solely on the Bible. Holy Scripture reveals to us that all children are born sinful and can by their own deeds only achieve eternal damnation. Because of the sinful nature, it is necessary to make every child aware of their sin in the light of God's Law and their need for a Savior.

The Good News is however, that every student is a redeemed child of the Savior Jesus Christ, who shed his blood for them. We will show every child the wonderful blessings of love and forgiveness, which are theirs freely through faith in Christ Jesus.

The teaching of sin and grace is clearly expressed in the Bible. This Holy Bible contains no errors and is in all its parts the infallible truth. It is the focal point from which we will teach all secular subjects and is the norm by which we judge all earthly knowledge.

Our purpose then at St. Paul's Lutheran School is to assist the parents in carrying out the commands of the Lord. The children will learn to know God the Father, who created them, God the Son, who redeemed them, and God the Holy Spirit, who preserves their faith. Therefore all subjects are taught in the light of that Word and all teaching, learning and living are directed by that Holy Word.

MISSION STATEMENT

St. Paul's School exists to assist parents in bringing the gospel to children so that the Holy Spirit may create and nurture faith in Jesus Christ as their Savior; to provide a quality education with all subjects taught in the light of God's Word; and to help students use their God-given talents to serve others to God's glory.

NON-DISCRIMINATORY POLICY

St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all of 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 or ethnic origin in administration of its educational policies, admission policies and athletics.

PARENT ORIENTATION

During the first week of school, a Parent Orientation Night will be scheduled. At that time the Principal, a Pastor and the Faculty will give a short explanation of the handbook, answer questions, and inform parents of what is happening in the classrooms on a daily basis. School cleaning matters are also addressed. Attendance is mandatory!

ENROLLMENT POLICY

Member Policy: Priority for enrollment at St. Paul's Lutheran School is given to any and all children of the membership of St. Paul's Lutheran Church. Therefore, enrollment is given to the children of the membership of congregations in formal fellowship with the Wisconsin Evangelical Lutheran Synod.

Non-Member Policy: Remembering that our purpose here at St. Paul's is to assist the parents in teaching their children the Word of God, we will consider non-member families as mission prospects for our congregation. Children whose parents are not members must receive permission from the Pastor and approval from the Board of Christian Education before enrolling. While we are interested in new students, parents are not to look upon our school as merely a private school for their children.

Non-member parents are strongly encouraged to attend Pastor's Adult Bible Information Class. Following instruction in the basic Christian Doctrines of our church, these parents will be asked whether or not they wish to make a commitment toward becoming members of our congregation. Should they choose not to become members, their child's continued enrollment at St. Paul's will be subject to review on a semester basis by the Board of Christian Education, principal and pastors as is the policy with all tuition students.

It is God's great wish for "all men to be saved and to come to the knowledge of the truth" (1 Tim. 2:4). St. Paul's Lutheran School realizes the importance of sharing God's Word with people outside the congregation. Unchurched children will be considered before the children of other denominations. Therefore, providing that classroom space and teacher workload permit, non-member children will be considered on the basis of the following:

1. Non-member parents will support the general goals of Christian Education in this school and the means to attain these goals. Parents (and children) must neither disseminate nor promote teachings contrary to the doctrines we believe and confess. Parents must adhere to the disciplinary doctrines we believe and confess. Parents must adhere to the disciplinary measures taken by our teachers and policies set by our congregation.
2. Non-member parents will pay tuition according to the established schedule and tuition-policy.
3. Non-member children are to be involved in all aspects of religious instruction of the school. This includes all devotions, religion and catechism instruction, memory work and singing in services.

Tuition Costs Costs are as follows:

Kindergarten \$205.00* Grades 1-8: \$410.00*

*These totals do not include required religion texts. They are to be purchased separately. Milk and Athletic costs are additional.

>>>The official Registration Policy is available from the principal upon request. The following payment options are included in section III-C.

Payment Options:

1. Full payment at time of registration.
2. Payment Plan
 - a. Families must pay at least 50% of all school costs at the time of registration.
 - b. The remaining unpaid balance of their account will be divided into monthly payment(s), with the final payment being due by the end of the third quarter of the current school year.
3. Payment of school costs can be made by:
 - a. Cash, Check, Bank Draft, or Money Order
 - b. If full payment is not possible a *board approved payment plan* will be established.
4. Full payment at the time of registration is encouraged by the BOCE

Also included in the Registration Policy is section V, which is intended to provide assistance, through written request to the BOCE, to those families who may be unable to make full payments according to the payment schedule.

>>>Note: St. Paul's called workers and/or Principal are not responsible for the collection of any tuition or payments. Although the called workers can assist you with any questions and/or problems you may have, collection of tuition is the responsibility and duty of the Board of Education and its members.

>>>Payments can be placed in the lock box on the school's office door.

1. Parents are strongly encouraged to make sure that all checks are financially stable. Any insufficient funded check fees will be covered by the issuing check holder and will not be the responsibility of St. Paul's Lutheran School or Church.

2. Tuition Assistance:

**There are some monies available to help out families that are in financial need. There is a simple form available in the school office. Additional information and/or assistance are available from any Board of Education member.

**Timely payments have made it possible to efficiently run our school in the past. Also, remembering that our offerings pay the majority of our total cost here at school has also helped to avoid larger tuition charges for our families. We pray that with God’s continued help and blessings we will be able to continue this trend so that as our families keep a careful eye on stewardship such need will not arise any time in the future either.

Non-Member Tuition:

The annual costs for children of non-members of St. Paul’s Lutheran Church will be as follows:

Grades 1-8	First Child	\$1300.00+Registration
	Second Child	\$1000.00+Registration
	Remaining Children	\$650.00+Registration
	Kindergarten	\$650.00+Registration

Mission Offering

To impress upon the children their God given responsibility to go and teach all nations, our school encourages the children to support this work through weekly mission offerings that are collected during our chapel service on the final day of each school week. A mission envelope for each student is attached to the school newsletter. Additional envelopes will be available in the classrooms.

The faculty chooses a mission project for each of the four quarters of the school year. At the beginning of each quarter, an informational display will be on the bulletin board in the hallway describing the new mission project.

School Rules:

1. All children will show proper respect to those who are in authority and to each other. Jesus commands that we should love one another.
2. All children will remain on school grounds during school hours unless in an emergency or by outside appointment. Parents must notify the teacher if the child needs to leave for any reason. (Parents, please try to schedule appointments outside of school hours.)
3. Students should not arrive at school before 8:15am. The doors will be locked until then. Students should be off school grounds by 3:30pm unless they are participating in an organized school activity. We are not responsible for student supervision outside these hours.
4. Snowball throwing is forbidden at all times.
5. Conduct in the hallways is comparable to conduct in the classroom. Please remember to keep your voice low as to not interrupt other classrooms.
6. Restrooms are to be used for their purpose. Restrooms are not social gathering places. No pencils, pens, etc. are allowed in the restrooms.
7. No toys, CD players, video games, MP3, IPODS or gaming cards are to be brought to school unless the student's teacher has given prior approval.
8. Cellular phones should not be in sight and left in the hallway – turned off. Their usage is to be limited to after-school hours, outside of the building.
9. Students are not to use the school telephone without permission from their teacher.



Dress Code:

All children should be neatly dressed and groomed. The following is a list of some types of clothing and grooming habits that will not be permitted in school:

1. All clothing should be neat, clean, without frays or torn.
2. Clothing needs to fit properly; no skintight or overly large clothing.
3. No visible undergarments, sleepwear, tank tops or bare midriff clothing are allowed.
4. T-shirts with suggestive, alcohol, tobacco or band insignia or messages are not allowed.
5. No excessive makeup.
6. No earrings of any kind for boys or more than just the ears for girls.
7. No sandals without socks.

If a child comes to school not properly attired notice will be sent home for a dress code violation. If the problem persists, the child will not be allowed to attend classes until the situation is resolved.

During the winter months, boots and snow pants, caps, gloves or mittens are strongly encouraged. A sweatshirt or sweater is recommended for at school during the cold winter months.

Emergency School Closing

Emergency school closing because of serious weather conditions or for other reasons will be announced on local radio stations: KFIZ 1450 AM, WTCX 96.1 FM, and WFDL 97.7 FM. Notification will also be given on TV Station NBC 26. We will be following the decisions of the North Fond du Lac School District. The decision to cancel school or close early is based on your child's safety and the bussing situation. All extra-curricular activities are canceled if school is canceled. Remember parents, you make the final decision in whether it is safe for your child to travel to school in inclement weather.

Attendance and Illness

Children are expected to attend classes on a regular basis in accordance with state laws. If a student is absent from school for a questionable amount of days per semester, his or her absentee record will be brought before the Board of Christian Education and discussed with their parent or guardian. Any action on this problem will be decided then.

If your child is ill, *please* don't send them to school that day; the illness can be spread to other children and teachers. Please call the school after 8:00am to alert the student's teacher of the planned absence. Arrangements for make-up assignments should be made so that the child does not fall behind in his or her studies.

Medication

1. Teachers are not allowed to dispense aspirin or any medication to students.
2. At no time are students to bring unidentified or unauthorized medication onto school grounds.
3. If parents find it necessary to send a prescription drug to school to be administered by a teacher, ***permission must be given in writing***. Forms are available in the office. All medication (including aspirin) should be given to the teacher in advance for storage until it is to be administered.

Communicable Disease Chart Refer to hand out.

Home School Cooperation

The Christian student will want to try to do any school work to the best of his or her ability. "So whether you eat or drink or whatever you do, do it all to the glory of God" 1 Corinthians 10:31.

Work not finished at school should be completed at home. It is very important for parents to show interest in the child's work and give assistance when needed, but should not do the homework for the child. As a student progresses through the grades the amount of homework will generally increase. Lunchtime and after school study halls may be assigned to students who are having difficulty completing their work.

We, the faculty, believe that only with God's guidance and a strong family commitment can the student achieve optimum academic success.

Parent/Teacher Cooperation

Parent-Teacher conferences are held after the first quarter (and after the second and third quarters upon request) of the school year. Faculty home visits will occur in August to the new students in their classroom. All other conferences parents may wish to have should be scheduled in advance with the teacher. The teacher has the best interests of the child in mind and needs your support in working for these best interests.

All parent concerns and problems will be dealt with outside of school hours in a private setting. School concerns will be dealt with through the classroom teacher first, then the principal, and finally with the Board of Christian Education, if necessary. Matthew, Chapter 18 deals with the issues of Christian concerns in detail. In all cases where problems are being handled, we as Christians will remember and follow the words of Scripture in Peter 4:8; "Above all love each other deeply, because love covers a multitude of sins."

Singing in Church

During the school year the various grades will be expected to sing for church services. A schedule is distributed for each family. All children are encouraged to take an active part in singing. Please contact your child's teacher if he or she is not able to attend a scheduled singing service.

Enrollment Policy

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Damages

School property, including textbooks, equipment, etc., is a gift of God. Willful or careless damage to this property is contrary to the Word of God. Students responsible for damages will be charged.

All school owned textbooks must be covered with sturdy paper, plastic or cloth to prevent unneeded wear.

Field Trips

Field Trips are valuable learning experiences and an alternative to classroom study. Written permission forms for each field trip will be required for each child to accompany the group. If a child is not permitted to participate in a field trip experience, he/she will be assigned to another classroom for that day. All trips should be paid for with a check made out to: St. Paul's Lutheran School.

Hot Lunch Program

St. Paul's Lutheran School does offer a hot lunch program on every day of each week that the public schools of N. Fond du Lac are in session. The cost is \$2.00 per day and is served by volunteers. Checks should be made out to St. Paul's Hot Lunch. Lunches may be purchased by the day, week or month.

Microwaves are available for warming up lunches on a daily basis. Due to the high volume of microwave use please limit warm-up times to 3 minutes or less.

Bicycles

Students may ride bikes to school. All bicycles are to be placed in the bike rack in the front of school. Students are not to ride their bikes during the school day. Roller blades and skates are not to be brought to school.

Bus Transportation

The North Fond du Lac school district provides bus transportation to those children living in the school district. Any discipline will be carried out in accordance with the principal and the bus company.

Church Attendance

"We should fear and love God, that we do not despise teaching and his Word, but regard it as holy and gladly hear and learn it."

Regular attendance at church is an important part of your child's spiritual training. A record of church attendance will be kept and reported on the students' report card. Every effort will be made at school to encourage children to attend services regularly.

Entrance Requirements: Kindergarten

All children who apply will be screened during the summer months previous to the new school year. A child must be age 5 before September 1 to attend classes. At the time of registration, parents must supply a record of immunization. State Law requires these immunization records. Immunization records must be on file by 90 days after the start of school.

School Newsletter

The "Pioneer Press" is St. Paul's school newsletter. It is published on the final day of most school weeks. The Pioneer Press contains useful information on the upcoming events and activities planned at school.

Yearbooks

Available every year is a yearbook that parents/students may purchase for a pictorial memory of the previous year. The price of the yearbook varies each year and covers the cost of printing. Any pictures for the yearbook can be turned in to the school and are greatly appreciated.

Health and Immunization

The County Health Department serves our school in an advisory capacity. A County Health nurse makes visits to our school to check on any health related problems. Vision and hearing screening occur as part of this program.

Curriculum

Our curriculum is based on the teachings of God's Holy Word, the Bible. Bible History, catechism and hymn studies are part of our daily curriculum. All secular subjects are taught on the basis of the Bible as well. The following subjects are taught in the course of study at our school:

Bible History	K – 8	Catechism	5 – 8
Hymnology	K – 8	Spelling	1 – 8
Memory Work	K – 8	Language Arts	1 – 8
Reading/Lit.	K – 8	Social Studies	1 – 6
Math	K – 8	Amer. History	7 – 8
Phy. Education	K – 8	Science	1 – 8
Art	K – 8	Handwriting	K – 4
Music	K – 8	Phonics	1 – 4
Junior Choir	6 – 8	World Geography	7 – 8
Chimes	6 – 8		

Grades and Report Cards

Report cards are distributed quarterly. The purpose of these is to inform parents of the progress of their children. Our school uses the A, B, C, D and F system for grades 1 – 8.

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

An incomplete on a report card equals an F. Students cannot pass to the next grade with an incomplete on their final report card. All make-up work must be finished to participate in any extra-curricular activities. Students in grades 6-8 become eligible for honor roll.

Promotion and Retention

All children who meet the required grade specifications will be promoted to the next grade level. Teachers, through quarterly reports and mid-quarter reports, will keep parents informed of a student's progress. If the teachers or parents do not feel that the student is ready to move to the next grade, a meeting will be set up prior to the end of the school year. A decision concerning what is best for the child will be made by the teacher, principal, parents and the Christian Board of Education.

Extra-Curricular Activities

We at St. Paul's Lutheran School believe that all extra-curricular activities should be used to develop the special gifts, talents and interests given to a student by God. Athletic, artistic and scholastic competitions with other schools in the area are open to students who by their attitude, conduct and effort in academics will properly represent their Savior and their school. Any incomplete work or work not up to a student's capability will result in the loss of practice/participation in these activities by the discretion of the teachers and coaches as stated in the student extra-curricular handout and parental agreement. Students who miss school for the day are not allowed to participate in practices/play for that day. The activities currently offered by our school include:

Athletics: *WASSAC (Winnebago Area Small School Athletic Conference)*

Fall: Coed Soccer, Cross Country Meet (WLA), Volleyball (Gr. 5-8)

Winter: Boys & Girls Basketball (Gr. 3-8), Cheerleading

Spring: Coed Softball, Track (WLA) (Gr. 5-8)

Academics:

Book-It Program K – 5

WLA Science & Arts Fair:

-Forensics

-Spelling Bee

-Vocal Solos, Duets and Groups

-Piano Competition

-Art, Science Projects and Social Studies Fairs

Music:

Band Instrumental Lessons (Grades 5-8)

Piano Lessons (Grades 3-8)

We encourage parents, students and friends to attend these activities. When viewing or participating in these events the following guidelines should be followed:

1. God's Word commands us to obey our supervisors, which include any officials or judges. These people are impartial arbitrators who are doing their job to the best of their ability. We are representatives of St. Paul's Lutheran School and our Savior at these events; improper behavior will not be allowed.
2. Maintain self-control at all times
3. Show respect for the opponent at all times.

Disciplinary Policy

The following plan will be implemented when dealing with these disciplinary problems:

1. If the student does not show Christian love and respect for his/her teacher.
2. If the student is detrimental to other children and who, by misconduct, disrupts instruction in the classroom.
3. If the student treats fellow students in a disrespectful or harmful manner so that their physical or mental well-being is affected so that learning is not possible.
4. If the student refuses to obey school rules:
 - a. The first corrective step will be taken by the classroom teacher, in which a detention period will occur.
 - b. The classroom teacher will refer the matter to the principal. The principal will receive the report and counsel the child personally.
 - c. After three detentions in a semester, a one- day in school suspension will occur. In order for the child to re-enter classes a meeting will occur between the parents, teacher and principal.
 - d. If improper behavior continues to occur, a suspension of up to three days will be enforced. The teacher, principal, school board and the pastor would determine this second suspension.

- e. Should these measures fail, the child will face expulsion for the remainder of the year. The principal will call for a special meeting of the Board of Christian Education in order to recommend expulsion. The parents may make an appeal for readmission in August of the next school year. The Board of Education has the only authority to expel or readmit the student.
- f. Certain actions on school grounds will warrant certain suspension:
 - 1. Vandalism
 - 2. Tobacco/Smoking
 - 3. Drugs, alcohol used or found
 - 4. Causing flagrant and intentional personal injury to others.
- g. If you have any questions regarding class discipline in your child's classroom, please contact the teacher for a private meeting.

Tardies

Students are expected to be prepared and seated quietly in their desks at the beginning of the school day. Tardies will be given to students who are not prepared and seated at the 8:30am bell. Five unexcused tardies in a semester will result in a detention period for the student. Subsequent disciplinary action will follow the discipline policy of the school.

Revised 8/2009

