



ST. PAUL LUTHERAN SCHOOL

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

PARENT HANDBOOK 2025-2026

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ST. PAUL LUTHERAN SCHOOL

MISSION STATEMENT

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

CREDO

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

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

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

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

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

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

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

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

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

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

SCHOOL POLICIES

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

SPIRITUAL DEVELOPMENT

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

ACADEMIC DEVELOPMENT

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

MUTUAL RESPECT

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

BOARD OF CHRISTIAN EDUCATION

St. Paul Lutheran School is administered by St. Paul Lutheran Church through its Board of Christian Education and the Principal. The Board of Education, as stated in the Constitution of St. Paul Lutheran Church, is the only group that is afforded the responsibility to make policies for the school on behalf of the voters of St. Paul Congregation. Any matters pertaining to the administration of the school should be brought to the Principal and/or Board of Christian Education. The St. Paul Church Chairman is an ex officio member of the Board, and may attend meetings, suspension hearings, expulsion hearings, interviews, or any other matters at the Board's request, or at his own behest.

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

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

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

DOCUMENT OF COOPERATION *(See form in Appendix)*

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

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

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

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

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

NON-DISCRIMINATION POLICY

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

ENROLLMENT POLICY

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

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

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

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

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

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

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

Student Application Appeal Process The only instances for which St. Paul Lutheran School would deny a student are if St. Paul felt they could not meet the educational and emotional needs of the applicant. For example, if the student requires special services not available at St. Paul at the time, such as for Learning Disability (LD) or Emotional and Behavioral Disorder (EBD) services as determined by our District School Psychologist and other District Professional outlined in an Individual Education Plan (IEP). After parents have met with the school principal, classroom teacher, District School Psychologist or other specialized professional, and the parent(s) disagrees with the decision that the child would be more efficiently serviced at another school in the district; the parents can contact the Chairman of the Board of Christian Education. The Board of Christian Education will then contact the principal and classroom teacher to discuss the severity of the disability and decide what services or optional resources St. Paul Lutheran School could offer. After these optional resources and services are presented to the parent(s) and the Principal, then the Board of Christian Education will make a final decision.

Wisconsin Parental Choice Program (WPCP) student applications will be evaluated solely on the basis of the WPCP program eligibility. Special Needs Scholarship Program (SNSP) application – Inquire with the school administrator.

Wisconsin Parental Choice Program Student Appeal Process

If a WPCP Family does not agree with the decision for their family, they may discuss it with the

Principal by calling the school office or by email. If the family would wish to review the decision further, they may set up a special meeting with the Board of Christian Education. The final decision will be made by the Board of Education after discussing the situation with the Principal. For SNSP appeals, please inquire with the school administrator.

TRANSFER STUDENTS

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

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

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

TUITION

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

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

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

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

FAST DIRECT PROGRAM

All tuition and incidental fees payments will ordinarily be made online through the Fast Direct Payment Program. These payments include tuition and incidental fees. Each family must set up an account.

With Fast Direct, families have the option of selecting a payment plan and due date most favorable to their needs. Additionally, families will be able to make their payments electronically from their bank account via ACH transfer or by credit card (AMEX, Discover, or MasterCard). *Credit card payments are assessed a 3% convenience fee.

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

- A. Full Payment.** Under this plan, the entire amount of tuition is paid on or before August 31st. Families choosing this option may deduct an additional 2% early payment bonus from tuition, less fees. Incidental and other fees will be billed online through FastDirect.
- B. 2 Payments.** Under this plan, tuition is paid in two equal payments through FastDirect in August and January. Incidental fees will also be billed and paid through FastDirect.
- C. 4 payments.** Under this plan, tuition is paid in four equal payments through FastDirect in August, November, January, and April. Incidental fees will also be billed and paid through FastDirect.
- D. 10 payments.** Under this plan, tuition is paid in ten equal payments through FastDirect beginning in August and concluding in May. Incidental fees will also be billed and paid through FastDirect.

Families that do not have online access must contact the school office to either use a school computer or to make other arrangements.

LATE PAYMENTS & TUITION DELINQUENCY

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

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

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

SCRIP PROGRAM TUITION INCENTIVE

St. Paul Lutheran School is offering a Scrip Incentive program to reduce the cost of tuition. When Scrip is purchased by the family, the profit counts towards the tuition assistance. Anyone using their Scrip profits for St. Paul School Tuition Credit is required to designate the rebate/profit on the form by circling that option and specifying a Student/Family Name on the green form. You also will need to check if you want Scrip sent home with your child or if it will be picked up in the office or at church.

The profits earned from June 1 to December 31 will be applied to tuition in January for those families making monthly payments. Profits earned from January 1 to May 31 will be applied to tuition for the next school year. If you pay your tuition in full at the beginning of the school year, all profits will be applied to the tuition for the next school year.

Retailers discount their Scrip by a selected percentage. When Scrip is purchased, this discounted amount (less 1% retained by the Scrip Program to cover costs) will be credited to your family/student's tuition account. For example, if the family buys a \$100 Local Shell Dealer card which gives a 10% rebate – 1% (\$1) will be retained by the Scrip Program and 9% (\$9) will go towards the family/student's tuition.

There are other options that you could designate your rebates/profits to such as the St. Paul School Addition. It is very important that when purchasing Scrip, you make sure and circle the option where you want your rebate/profit to be designated.

Friends and family can purchase Scrip and designate your family by name on the form, and you will receive credit for the purchase.

TUITION POLICY FOR LATE REGISTRATIONS

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

Tuition for students registering after the first day of school may be prorated over the number of days attended. Such registrants will be charged full fees. However, tuition will be prorated over the number of attendance days left.

REGISTRATION FEE

\$160 Non-Refundable Registration Fee (\$320 maximum per family). A \$100 Tuition credit will be issued for early registration by April 1.

INCIDENTAL FEES

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

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

TUITION ASSISTANCE

Tuition assistance is available. Contact the school administrator for more information

TUITION REFUNDS

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

After the first day of school, tuition refunds shall be prorated over the number of school days each student was enrolled. All registration fees are non-refundable.

SCHOOL HOURS FOR STUDENTS

Instructional day runs from 7:45 AM - 2:50 PM.

The doors to school are open at 7:30 a.m. Students may wait quietly on the bench until they are dismissed to their lockers/classrooms by the teachers.

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

SCHOOL CANCELLATIONS

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

SCHOOL CALENDAR

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

WEEKLY NOTE TO PARENTS

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

SCHOOL ATTENDANCE

Regular attendance is a vital factor in each student's academic progress. Responsibility for such attendance rests with parents. When your child is ill (Please refer to "Communicable Diseases" below), parents should call the school before 8:00 a.m. giving the reason for absence. Parent or guardian consent of absence is required in order to be considered excused at St. Paul.

The school may excuse children who are temporarily not in proper physical or mental condition to attend school but can be expected to return to school upon termination or abatement of the illness or condition, Wis. Stat. sec. 118.15(3)(a). An excuse under this paragraph shall be in writing and shall state the time period for which it is valid not to exceed 30 days. A written statement from an appropriate licensed professional may be required prior to the student's return.

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

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

When these absences occur the following procedures will be enacted:

- Parent or guardian will be notified in writing (using Document of Cooperation) when student has accumulated 10 days of absences (5% of the school year). In accordance with the Document of Cooperation, the parent/guardian will be asked to meet with teacher to work out a plan to curtail absences. Parents may excuse their child's absence in writing before the absence. A child may not be excused for more than 10 days in a school year under this provision, as stated in Wis. Stat. sec. 118.15(3)(c).
- An accumulation of 20 days of absences (10% of the school year) will require a meeting with the teacher and principal to again coordinate a plan of action to eliminate the absences.

- If the student is absent 30 days or more absences during the year (20% of the school year), the teacher and principal will discuss with the parents, the possible resulting effect on the student's eligibility for promotion to the next grade. The Board of Christian Education will be notified when a student is nearing this level of absenteeism.

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

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

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

TARDINESS POLICY

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

DROPPING OFF AND PICKING UP STUDENT:

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

Morning Drop Off/Afternoon Pick Up:

1. Children riding the bus are dropped off & picked up at the north end of the school. They should walk directly into and out of the school through the doors at the north end of the school building.
2. Parents should not block the drive through with a parked car when dropping off or picking up their child.
3. Parents dropping off or picking up their child(ren) should enter the south driveway entrance near the church, park their car, and walk into the building to drop them off/pick them up in the front office hallway area. For safety reasons, please use the closest sidewalk approach to the entrance and avoid walking behind parked cars whenever possible.
4. When picking up their child(ren) during the school day, parents must go to the office and notify the secretary that they are checking their child out.
5. Parents must notify the school by 2:00 p.m. if there is a change in your child's transportation.
6. Carpool pick-up times are 2:50-3:00 p.m. Your child will need to be picked up at the school office after 3:00 p.m.
7. There will be no parking on the west side of AB.
8. No students are allowed to cross Highway AB.
9. If someone other than a parent or previously established person will be picking up a student, a signed note needs to be provided to the office or a phone call confirming the pick-up needs to be made to the secretary. The person picking up the child needs to sign out the student and be

willing to confirm their identity by showing a picture ID. The student will not be allowed to leave the school if this safety procedure is not followed.

10. Families will be asked to submit a list (Student Pick-Up List) of individuals at the beginning of the year who have permission to pick up their children. If anyone **NOT** on the list attempts to pick up your child, they will not be allowed to leave the building. Identification will be required upon staff member request until authorized individuals are recognized.

VISITOR POLICY

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

CHURCH ATTENDANCE

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

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

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

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

CHAPEL SERVICES

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

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

CURRICULUM

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

The secular subjects taught are as follows: Reading/Literature, Language, Phonics, Handwriting, Mathematics, Science, Social Studies, Spelling, Technology, Art, Music, Physical Education, and Spanish (grades 5-8). Scripture and our faith and love of the Lord are integrated into all subject areas at St. Paul Lutheran School.

All curriculum and materials are reviewed and updated as necessary.

HEALTH RECORDS

A. Immunization Records

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

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

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

C. Physical Exams

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

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

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

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

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

ACCIDENTS

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

ILLNESS

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

COMMUNICABLE DISEASES

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

- a. Your child should be kept at home if within the preceding 24 hours he had shown any of the following symptoms: unusual fatigue, consistent coughing, vomiting, loose stool, sore throat, rash, running nose, or fever. If the symptoms disappear and no new ones develop, the child may return to school the next day. Children must be fever-free for 24 hours prior to returning.

- b. Communicable Disease: After a child has a communicable disease, he/she may be required on a case by case basis to provide a written physician consent to be readmitted to school, which must be turned into the school office prior to returning to the classroom. Students who have been identified as having head lice should not attend school until they have been treated and are nit-free.

HOMEWORK POLICY

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

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

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

1 letter grade will be deducted per day that assignments are late

1 week will be given to complete the work or it will be entered as a “0” in the gradebook

After additional week there will be a 50% grade deduction and a behavior notice handed out

If a problem arises at home that affects a student’s homework, please contact the teacher of that subject. For policies regarding sick days and homework due dates, please refer to the attendance section of the parent handbook.

- Assignment Notebook - Students in grades 1-8 are given an assignment notebook, which is to be used according to each teacher’s preference.

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

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

Minor Infractions:

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

Major Infractions:

More serious infractions include, but are not limited to:

1. Willful disrespect of and for authority.
2. Un-Christian language, gestures, or behavior.
3. Overt aggressive behavior toward others.
4. Children in unauthorized areas without permission.
5. Continued disobedience of classroom rules.
6. Violation of Anti-Bullying Policy (See page 16)
7. Violation of Technology Policy (See page 18-19).
8. Continued failure to complete homework.
9. Unacceptable conduct on the bus.
10. Damage to school property.

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

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

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

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

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

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

Behavior Notice Consequence Steps for Major Infractions:

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

1 st Behavior Notice	=	Lost recess(es) for 1 day
2 nd Behavior Notice	=	Lost recess(es)/1 st detention/meeting with parents & Document of Cooperation completed
3 rd Behavior Notice	=	Lost recess(es)/2 nd detention/meeting with parents & principal regarding Document of Cooperation
4 th Behavior Notice	=	1 st in-school suspension
5 th Behavior Notice	=	1 st out-of-school suspension
6 th Behavior Notice	=	Expulsion hearing

Detentions:

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

Detentions will be supervised by a teacher and will be served on the day immediately following the offense for 30 minutes at the end of the school day on the day of the offense.

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

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

Four behavior notices will result in an in-school suspension and short-term probation. During an in-school suspension, the student attends school and is expected to complete their work in a supervised area such as the office or in another teacher's classroom. All Suspension Forms are kept in the student's file for one academic year only.

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

Five behavior notices, or extreme infractions as deemed by the Principal and teacher, will result in an out-of-school suspension and long-term probation. The student is not allowed in school or at any

school related activities. The suspension can be anywhere from 1-5 days based on the severity of the offense and past documented behavior infractions. The student will be marked as absent for each day of the suspension. This cannot be changed even if the suspension is appealed and overturned. All Suspension Forms are kept in the student's file for one academic year only. According to Wisconsin Law, a student may be suspended for up to five days for violating school policies/rules or for endangering the health, safety or property of others at school or under the supervision of a school authority. [Sec. 120.13(1)(b), Wis. Stats.]

Probation:

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

Expulsion:

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

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

Appeal Process for Suspension or Expulsion:

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

DISCIPLINE POLICY FOR EARLY CHILDHOOD: 4K & 5K

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

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

Classroom Behavior Modification:

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

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

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

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

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

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

Major Infractions:

More serious infractions include, but are not limited to:

1. Willful disrespect of and for authority.
2. Un-Christian language, gestures, or behavior.
3. Overt aggressive behavior toward others.
4. Children in unauthorized areas without permission.
5. Continued disobedience of classroom rules.
6. Violation of Anti-Bullying Policy (See page 16)
7. Violation of Technology Policy (See page 18-19).
8. Unacceptable conduct on the bus.
9. Damage to school property.

Behavior Notice Consequence Steps for Major Infractions:

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

- | | | |
|---------------------------------|---|---|
| 1 st Behavior Notice | = | Parents will be contacted to pick up their child from school if the child does not respond to Christian redirection and are a disruption to teaching and the learning of other children. |
| 2 nd Behavior Notice | = | Parents will be contacted to pick up their child and a meeting will take place between their child's teacher(s) to determine what can be done to help the child succeed behaviorally. The child will be placed on a two-week probation. |
| 3 rd Behavior Notice | = | A meeting between the Parents, Teachers and Principal will take place to complete a Document of Cooperation and implement a behavior contract. The child will be placed on a two-week probation. |
| 4 th Behavior Notice | = | A meeting between the Parents, Teachers, Principal, and Pastor will take place to review the Document of Cooperation and Behavior Contract. A one-day out of school suspension will be issued as well as a two-week probation upon return. |
| 5 th Behavior Notice | = | A meeting between the Parents, Teachers, Principal and Pastor will occur to review the Document of Cooperation and Behavior Contract. A two-day out of school suspension will be issued along with a two-week probation. |
| 6 th Behavior Notice | = | A meeting between the Parents, Teachers, Principal, Pastor, and a representative from the Board of Christian Education will take place to discuss the process of removing the child from the educational program of St. Paul Lutheran School. |

Probation:

Early Childhood students placed on probation will not be permitted to attend any school functions, extracurricular activities, field trips during the time of probation, but must attend school and

church related functions. Due to the importance of physical activity for children, students on probation may be allowed to go outside for recess with restrictions, as determined by the teacher.

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

Four behavior notices, or extreme infractions as deemed by the Principal and teacher, will result in an out-of-school suspension and long-term probation. The student is not allowed in school or at any school related activities. The suspension can be anywhere from 1-5 days based on the severity of the offense and past documented behaviors infractions. The student will be marked as absent for each day of the suspension. This cannot be changed even if the suspension is appealed and overturned. All Suspension Forms are kept in the student's file for one academic year only. According to Wisconsin Law, a student may be suspended for up to five days for violating school policies/rules or for endangering the health, safety or property of others at school or under the supervision of a school authority. [Sec. 120.13(1)(b), Wis. Stats.]

Expulsion:

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

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

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

Appeal Process for Suspension or Expulsion:

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

ANTI-BULLYING POLICY

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

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

the intent to do harm or cause pain, and sexual harassment of any form. A second, more concise, definition: “‘Bullying’ happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons.” *Conflict is normal. Bullying is not normal conflict.*

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

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

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

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

DRESS CODE

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

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

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

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

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

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

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

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

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

CARE OF SCHOOL PROPERTY

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

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

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

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

TEXTBOOK FINE POLICY

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

Consumable Books:

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

Hardcover Textbooks:

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

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

CARE OF TECHNOLOGY EQUIPMENT POLICY

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

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

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

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

Students shall be trained in the use of the Internet in an appropriate instructional environment. Staff shall receive training in similar programs designed for them in order to increase their comfort with using electronic telecommunications media effectively.

Copyright laws and observance of individuals' rights of Intellectual Property shall be scrupulously observed at all times, in accordance with standards prevailing in the research community, with citations to works and authors in the electronic medium afforded the same considerations as those afforded in the printed environment.

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

Acceptable Use - Responsible Users:

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

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

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

Consequences for Unacceptable Use:

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

PERSONAL ELECTRONIC DEVICES

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

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

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

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

REPORT CARDS

Report cards are issued quarterly and can be viewed in FastDirect (paper copies will not be sent) following the close of the quarter, unless otherwise noted. Church attendance is reported along with daily attendance and punctuality, subject grades, and conduct evaluation.

PARENT/TEACHER CONFERENCES

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

HONOR ROLL

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

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

All grades in the A and B range will be considered Honors

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

STANDARDIZED TESTING

Students will be assessed throughout the school year and results will be sent to parents.

STUDENT PROMOTION AND RETENTION POLICY

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

Primary Criteria For Promotion

1. Academic Performance Criteria: A student will be considered for promotion if they demonstrate proficiency in grade level curriculum as documented by passing grades in Math, Language Arts/Reading, Science, Social Studies, and Religion.
2. Standardized Assessment Criteria: Standardized Assessments will be considered in the promotion of a student.

Secondary Criteria For Promotion

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

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

TELEPHONE

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

NUISANCE ITEMS

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

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

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

WATER BOTTLES

Water bottles are allowed at school but must be **WATER** only.

INVITATIONS

Invitations may be passed out at school if all students in the class (or all girls/all boys) are invited. If not, they need to be sent in the mail.

SMOKING & ALCOHOL USE ON CHURCH & SCHOOL PROPERTY

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

WEAPONS / CONCEALED CARRY / WEAPON FACSIMILES POLICY

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

LUNCH

Students generally eat lunch in the gymnasium. St. Paul Lutheran School works with a local catering company to offer daily hot lunch for students. Participation in the hot lunch program is optional. Hot lunch can be chosen by the day. All parents must complete a monthly hot lunch order form for each child attending. Students who do not participate in the hot lunch program are responsible for bringing a healthy lunch. No soda will be allowed unless designated by the teacher. Families can sign up for the milk program at registration. White milk (1%) is offered to 4k students. All other students can choose white or chocolate milk. Prices are determined yearly.

Procedure for receiving and processing complaints alleging civil rights discrimination in regards to the free/reduced milk program: Contact the Chairman of the Board of Christian Education. If they are unable to resolve the issue, you can file a complaint of discrimination by writing to USDA, Director, Office of Adjudication, 1400 Independence Ave. SW, Washington DC 20250-9410, or calling toll-free (866) 632-9992.

RECESS

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

LIBRARY

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

CHRISTMAS SERVICE/PROGRAM

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

NATIONAL LUTHERAN SCHOOLS WEEK

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

ATHLETIC POLICY

Introduction and Philosophy

In St. Paul's athletic program, it is the duty of all athletes, coaches, and parents to set a Christian example on and off the playing field. It is our mission to be ambassadors of Christ to all and in that light, this policy is to share the points of emphasis, guidelines, and procedures of the athletic program at St. Paul. All parents are encouraged to read through this document to familiarize themselves with the guidelines to follow.

The philosophy of this program is to guide students in the continued growth of their God-given abilities and maturity in sportsmanship. St. Paul's athletic program provides students the opportunity to work on cooperation and fulfillment. While winning in itself is honorable, success in Christian athletics is measured in having fun and learning the sport. Participation in this program is completely voluntary and privilege for the students. This opportunity for our school to participate in these athletic programs is sanctioned based on the acceptance of the responsibilities of students, parents, and coaches.

Objectives

1. To display Christian conduct at all times.
2. All participants develop their God-given talents to their fullest.
3. To teach the necessary skills needed for future participation in sports.
4. To provide a positive image of St. Paul's Lutheran School.
5. To teach students to cooperate as a team.

The Responsibilities of Coaches

All of St. Paul's coaches are volunteers. We are thankful for the time they sacrifice and the dedication they freely offer for our children. As coaches at the school, there are criteria that must be followed:

1. Be a role model of Christian behavior. Encourage and model cooperative learning and support for one another.
2. Be respectful to all athletes and parents. Attitudes and actions contrary to this are against God's will and will not be tolerated.
3. Be knowledgeable in the sport.
4. Be able to commit time to be a coach.
5. Be well prepared for practice and in attendance of games or meets.
6. Strive for teams to perform to the best of their abilities and to accept wins or losses with grace.
7. Submit to a background check.
8. Verify that each student filled out their Athletic Policy Agreement for the school year by inquiring at the Office.
9. Turn in a signed Coach's Athletic Policy Agreement for the school year, ideally at Back to School Night.

The Responsibilities of Parents

Participating in team athletics is an excellent privilege for our students and it cannot exist without the support of our parents. When you allow your child to participate in athletics you take on a certain level of responsibility. It is vital for us to have scorekeepers, concession workers, and fan support for this program to succeed. Please remember that this benefits our children and our school. Parents involved in athletics are encouraged and expected to:

1. Possess and display a love of Christian living and attitude at games and events.
2. Respect opponents, coaches, and officials with Christian sportsmanship. Criticizing players, officials, and coaches is not God-pleasing and will not be tolerated.
3. Be responsible for transportation unless otherwise noted.
4. Be prompt when dropping off and picking up students for practices.
5. Volunteer at sporting events, such as working concessions, assisting with preparation for and cleaning up after events, keeping books, etc.
6. Sign and turn in a signed Athletic Policy Agreement. When possible, turn in to at Back to School Night.

The Responsibilities of Athletes

1. Represent Christ, and by extension, St. Paul, with godly love and support for all individuals involved in the athletic program. Students are to display a Christian attitude at all practices and events.
2. Show respect for coaches, officials, and all those in authority.
3. Show respect for the property of St. Paul. The equipment and space used for athletics are freely offered and should be treated well.
4. Continue their coursework as their top priority. An explanation of the eligibility policy will follow.
5. Return equipment and/or uniforms belonging to St. Paul by the end of the season. The athlete and his or her family are financially responsible for any lost or damaged items.
6. Be prompt in attending practices and games. Students are expected to be in attendance of all activities relating to the current sport unless excused by the coaches.
7. Follow any other additional rules set by the individual sport coaches.
8. Sign and turn in a signed Athletic Policy Agreement, ideally on Back To School Night.

Health and Wellness

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

According to Wis. Stat. 118.293(4)(a)(b) An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

A person who has been removed from a youth athletic activity under par. (a) may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

Eligibility Requirements for Sports Participation

All extracurricular activities are a privilege. Therefore, all homework and class assignments must be completed to participate in these activities. Participation ability is based on schoolwork, effort, and Christian conduct. Eligibility standards can serve three purposes: 1) to motivate students to raise their grades, 2) to maintain good grades to stay active in extracurricular activities, and 3) continuing positive Christian behavior during and after school.

- a. Students participating in extracurricular activities may not receive more than 1 formal Behavior Notice during a grading period. Each "D" on a student's report card will count as the equivalent of a Behavior Notice in terms of determining academic eligibility. Any failing grade will count as the equivalent of a Behavior Notice in terms of determining academic eligibility. If a student becomes ineligible at the mid-quarter or end of the quarter, parents and the coach(es) will receive a letter of notification. In instances of failing grades, the student

will become ineligible to participate in formal events (games, meets, matches, etc.) until the grade is brought above failing level.

- b. Grades for Language Arts, Math, Reading, Religion, Science, Social Studies, and Spelling will be the subjects used to determine eligibility. Spanish is included for 5th through 8th grade students. Special exceptions may be made for students who have shown tremendous effort and marked improvement at the recommendation of the teacher and at the discretion of the principal.
- c. When a 2nd formal Behavior Notice is issued, the student will not be able to participate for a period of one week. The week becomes effective beginning with the day the Notice is given. When a 3rd formal Behavior Notice occurs, the student will not be able to participate for two weeks. A 4th formal Behavior Notice will result in loss of sports participation for the remainder of the season.
- d. To participate in a St. Paul sporting event, a student must be present for a full day of school. Special exceptions will be made at the discretion of the principal for certain circumstances (i.e., dental/optical appointments, funerals, etc.). Special exceptions do not include the illness of a student.

Student Safety

For the safety of our students, siblings of students participating in athletics may not be present for practices unless accompanied by their parent or guardian. No child may be left unsupervised on school grounds.

Volleyball

Girls in 5th-8th grade are eligible to participate in volleyball. Participation may be offered to 4th grade girls and younger depending on numbers. As part of the Lakeshore Lutheran League, we may compete with B and A level teams.

Cross Country

Boys and girls in 3rd-8th grade are eligible to participate in cross country.

Basketball

Boys and girls in 3rd-8th grade may participate in basketball. Participation may be offered to 2nd graders depending on numbers. The number of eligible boys or girls will determine what and how many teams St. Paul has each year. As part of the Lakeshore Lutheran League, we may compete with C, B, and A level teams. We also participate in several tournaments throughout the winter.

Softball

Boys and girls in 7th-8th grade may participate in the co-ed softball program. We participate in a few tournaments each year as a team. Participation may be offered to 6th grade students and younger depending on numbers.

Track and Field

Each May the 5th-8th grade students participate in the Bonduel Track and Field Day. This is a required event. If a child is not present this will count as a missed day of school. Each student will participate in two track events and one field event. If enough male or female students are interested in playing softball, gendered teams may enter the softball tournament. If not enough students are able or willing, but some students still wish to play softball we will attempt to partner with another school and students will play with that team.

BICYCLE POLICY

Bicycles ridden to school must be parked upon arrival and at no time ridden during the school day. For safety reasons, anyone riding a bicycle to school will leave after the buses depart and will walk their bicycles on the sidewalk and avoid riding in parking areas. Students that need to cross Cty Hwy AB are required to use the Crosswalk. Parents of students that need to cross Cty Hwy AB must submit a signed and dated release of liability for each student, to be valid from the date signed through the end current school year or any earlier specified date. The School Administrator must also sign off on such an arrangement. This arrangement may be rescinded at any time in the event of unsafe practices or conditions.

BUS POLICY

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

FIRE/TORNADO DRILLS

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

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

INTRUDER ALERTS

St Paul will be doing Intruder Lockdown and Evacuation drills in compliance with WI Stat. 118.07. We consult with the Kewaunee County Sheriff's Department on proper location and assistance as needed.

LOST AND FOUND

A lost and found area has been designated in the main hallway next to the office. At the end of the school year, if these items are not claimed all remaining items are donated to a local thrift store.

TEACHING OF RELIGION POLICY

Ultimately, the teaching of religion and the leading of chapel is under the direct supervision of the Pastor of St. Paul. It is the ultimate goal of the Board of Christian Education to have LCMS synodically trained teachers teaching religion to the students of St. Paul. In the event that this is not possible, only teachers that are members of the LCMS and are in good standing with their church may teach religion or lead chapel at St. Paul.

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

BACKGROUND CHECK POLICY:

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

Paid staff and long-term substitute teachers shall have a thorough background check done every five years:-

Short-term substitute teachers, drivers for school events, coaches, etc. will also have a background check performed.

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

St. Paul Lutheran School
PARENT HANDBOOK

APPENDIX

TUITION PAYMENT AGREEMENT

Family Name: _____

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

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

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

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

We are registering _____ children.

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

We understand we are obligated to pay a total annual tuition. See attached worksheet.

Person(s) financially responsible for tuition payments:

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

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

Father's/Guardian's Signature

Mother's/Guardian's Signature

Date: _____

EMERGENCY CONTACT INFORMATION

Family Name: _____

Address: _____

Student Name(s): _____

Check below if student
has a Health Alert

Grade: _____ **D.O.B:** _____

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

CONTACT INFORMATION:

Parent/Guardian Name(s): _____

Home Phone Number: _____

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

Father's/Guardian Work Phone: _____

Father's/Guardian's Cell: _____

Father's/Guardian Email: _____

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

Mother's/Guardian Work Phone: _____

Mother's/Guardian's Cell: _____

Mother's/Guardian Email: _____

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

Alternate Contact(s):

Contact Name:

Phone Number:

Relationship to Student:

Physician: _____ Phone Number: _____

Preferred Hospital in case of Emergency: _____

Parent/Guardian Signature	Date
---------------------------	------

STUDENT HEALTH ALERT

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

Name of Physician: _____

Physician's Phone Number: _____

Preferred Hospital in case of Emergency: _____

Specific Health Concern/Action:

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

Parent Signature

Date

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

EARLY DISMISSAL PLAN

Family Name: _____

Student Name(s):

CONTACT INFORMATION:

Parent/Guardian Name(s): _____

Home Phone Number: _____

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

Father's/Guardian Work Phone: _____

Father's/Guardian Cell Phone: _____

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

Mother's/Guardian Work Phone: _____

Mother's/Guardian Cell Phone: _____

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

Directions (check your preference):

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

Emergency Contact Name

Phone Number

Parent/Guardian Signature

Date

STUDENT PICK-UP LIST

Persons authorized to pick up child(ren): _____

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

SCHOOL MESSENGER

(Please fill in only the devices you want contacted in case of emergency)

Student/Family Name: _____

Primary Telephone Number: _____

Additional Telephone Number: _____

Additional Telephone Number: _____

Additional Telephone Number: _____

Cell Phone Number: _____

Additional Cell Phone Number: _____

Primary E-mail: _____

Secondary E-mail: _____

Additional E-Mail: _____

MEDICATION ADMINISTRATION

RELEASE FORM

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

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

Name of Student: _____

Name of Medication: _____

Directions:

Parent Signature

Date

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

LIBRARY PERMISSION

Family Name: _____

My Child/Children:

_____	_____
_____	_____
_____	_____

☐

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

- There is a yearly fee of \$12 per child for traveling to and from the Algoma Public Library 1x/month.

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

Parent/Guardian Signature

ACCEPTABLE USE OF TECHNOLOGY **AGREEMENT**

Family Name: _____

Student Name(s): _____

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

Parent Signature

Date

STUDENT MEDIA/PHOTOGRAPH **RELEASE FORM**

Family Name: _____

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

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

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

Parent Signature

Date

DOCUMENT OF COOPERATION

Teacher and parent should retain copies in personal files.

Concern: _____

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

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

Teacher's Signature

Parent's Signature

* * * * *

Comments:

BEHAVIOR NOTICE FORM

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

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

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

Major Behavioral Infraction(s) from Policy Manual:

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

Specific Behavior Observed:

Previous Actions Taken:

Future Agreed Upon Steps:

Parent Signature

Date

Administrator's Signature

Teacher's Signature

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

STUDENT SUSPENSION FORM

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

Length of Suspension: _____ days ☐ *In School* ☐ *Out of School*

Dates of Suspension: _____ - _____

Date/Time of Meeting with Parents: _____

Specific Documented Behavior Infraction(s) from Policy Manual:

Previous Actions Taken:

Future Agreed Upon Steps:

Parent Signature

Date

Administrator's Signature

Teacher's Signature

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

PARENT AGREEMENT

As a parent/guardian and as an athlete it is important to recognize the signs, symptoms, and behaviors of concussions and sudden cardiac arrest. By signing this form, you are stating that you have read the Department of Public Instruction's (DPI) and the Wisconsin Interscholastic Athletic Association (WIAA) Concussion and Head Injury information sheet and Sudden Cardiac Arrest Information sheet.

Parent Agreement:

I, _____ have read the DPI's Concussion and Head Injury Information sheet. I have had the opportunity to read more information about concussions on the Centers for Disease Control and Prevention's (CDC) websites. I understand what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected.

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me. I understand that my child cannot return to practice/play until they are evaluated by an appropriate health care provide and provide written clearance from the health care provider to their coach.

I understand concussions can have a serious effect on a young, developing brain and need to be addressed correctly.

I have read the Sudden Cardiac Arrest information sheet. I understand that my child should stop activity/exercise immediately if they have any warning signs of sudden cardiac arrest. I understand it is recommended if my child has any warning signs of sudden cardiac arrest while exercising, they have a medical examination before exercising or returning to participation in their sport. I understand that I or my child should report a family history of heart problems or warning signs of sudden cardiac arrest to the healthcare provider doing the medical examination.

I understand how to request at my cost the administration of an electrocardiogram, in addition to a comprehensive physical examination required to participate in a youth athletic activity. I understand the athletic director may be able to assist me.

Parent/Guardian Signature

Date _____

ATHLETE AGREEMENT

As a parent/guardian and as an athlete it is important to recognize the signs, symptoms, and behaviors of concussions and sudden cardiac arrest. By signing this form, you are stating that you have read the Department of Public Instruction's (DPI) and the Wisconsin Interscholastic Athletic Association (WIAA) Concussion and Head Injury information sheet and Sudden Cardiac Arrest Information sheet.

Athlete Agreement:

I, _____ have read the Concussion and Head Injury Information sheet. I have had the opportunity to read more information on concussions on the Centers for Disease Control and Prevention's (CDC) websites. I understand what a concussion is and how it may be caused. I also understand the common signs, symptoms, and behaviors. I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian.

I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must be evaluated by an appropriate health care provider and provide to my coach written clearance to participate in the activity from the health care provider before I may return to practice/play.

I understand that after a head injury my brain needs time to heal and that it may not heal properly if I return to practice/play too soon.

I have read the Sudden Cardiac Arrest Information sheet. I understand that I should stop activity/exercise immediately if I have any warning signs of sudden cardiac arrest and report the symptoms to my coaches and my parents/guardians.

Athlete Signature

Date _____

PARENT & STUDENT-ATHLETE ATHLETIC POLICY AGREEMENT

This agreement must be signed and handed in, either to the coach or the school office, prior to the first formal extra-curricular event (i.e. game, meet, match, etc.) of the first sport the student takes part in for the school year.

I acknowledge that I have read and agree to the St. Paul Lutheran School Athletic Policy, and will abide by the policies contained therein.

X _____
Parent Signature

Date

Printed Name

X _____
Student-Athlete Signature

Date

Printed Name

****This agreement must be signed and returned to the office prior to any athletic participation for the FIRST sport of each school year. ****

COACH ATHLETIC POLICY AGREEMENT

This agreement must be signed and handed in to the school office prior to the first formal extra-curricular event (i.e. game, meet, match, etc.) of the first sport the coach takes part in for the school year.

I acknowledge that I have read and agree to the St. Paul Lutheran School Athletic Policy, and will abide by the policies contained therein.

X _____
Coach Signature

Date

Printed Name

**SAMPLE FOR
PARENT
REFERENCE**

****This agreement must be signed and returned to the office prior to any athletic participation for the FIRST sport of each school year. ****

LIABILITY RELEASE FORM

I _____ give permission for my child, _____, to ride their bike and/or walk to and from St. Paul Lutheran School. I release St. Paul Lutheran School from any liability. I agree that my child will observe all safety and traffic laws including crossing at the intersection of County Highway AB (if applicable) at the lighted cross walk.

Parent Signature

Date

**SAMPLE FOR
PARENT
REFERENCE**

BUS POLICY- LUXEMBURG-CASCO

Luxemburg-Casco District Student Transportation Policy

Bus Code of Conduct and Bus Protocols

Reminder to students: Riding the bus is a privilege. This privilege can be taken away if behavior is recurring without improvement.

Behavior LEVEL 1 - Bus driver handles - if 2 or more reminders are needed within the same route, it becomes a level 2 - bus driver completes pink slip/communicates with the Director of Transportation.

- Failure to follow driver's directions
- Standing, not facing forward, blocking the aisle, while bus is moving
- Boarding/exiting at other than assigned stop
- Excessive noise or misbehavior
- Horseplay (ie. Playing corners, throwing snow, chanting loudly)
- Food or drink on bus
- Other forms of misbehavior that, in the view of the bus driver, create a safety concern
- Threatening comments
- Disrespecting others
- Possession or use of anything that may be considered a weapon
- Running beside a moving bus
- Distracting the driver
- Use of obscene or profane actions / language
- Extending any body parts out of the window while bus is moving
- Throwing or shooting objects
- Vandalism of school or student property
- Inappropriate use of electronic devices

Behavior LEVEL 2 - Building administrator handles level 2

- Failure to follow driver's directions
- Standing, not facing forward, blocking the aisle, while bus is moving
- Boarding/exiting at other than assigned stop
- Excessive noise or misbehavior
- Horseplay (ie. Playing corners, throwing snow, chanting loudly)
- Food or drink on bus
- Other forms of misbehavior that, in the view of the bus driver, create a safety concern
- Threatening comments
- Disrespecting others
- Possession or use of anything that may be considered a weapon
- Running beside a moving bus
- Distracting the driver
- Use of obscene or profane actions / language
- Extending any body parts out of the window while bus is moving
- Throwing or shooting objects
- Vandalism of school or student property
- Inappropriate use of electronic devices

Behavior LEVEL 3 - Any level 3 actions could result in immediate bus suspension for 2-5 days per Principal discretion

- Possession of tobacco (including e-cigs/vapes), alcohol or illegal drugs
- Possession of a weapon (including look a likes and toys), ammunition (physical evidence or items that make sounds), or fire
 - A gun and other serious weapons will result in an immediate bus suspension/possible expulsion

- Assault, violence toward bus driver or student(s)
- Confirmed case of bullying
- Flagrant disregard for safety
- Fighting with the intent to harm

Disciplinary Action Process for Building Leaders (This process may be changed based on the age level of the student).

Level 1 Protocols - bus driver led

1st offense - student conversation (if vandalism/destruction of property, family collaboration)

2nd offense - family collaboration (if vandalism/destruction of property, payment of property damage) if appropriate

Level 2 Protocols - building administrator led

2nd offense (if bus driver does not communicate with families) family collaboration (if vandalism/destruction of property, payment of property damage)

3rd offense - seat change/possible bus suspension for 1-3 days/meeting with student, parents, bus drivers, building administrator

4th offense - bus suspension for 1-3 days, seat belt/harness possible

5th offense - additional bus suspension or removed from the bus - [possible bus safety class for students to regain entry on the bus](#)

Level 3 Protocols - building administrator led

1st offense - possible bus suspension for 2-5 days, police referral, or expulsion possible

2nd offense - additional bus suspension or expulsion from the bus - possible bus safety class for students to regain entry on the bus

****For every written report submitted, the building principal or designee will communicate the action that was taken with the student and any disciplinary action taken.****

Bus Driver Expectations

Two important points to always remember:

1. Keep your focus on driving the bus.
2. Maintain control of your students.

Level 1/2 Bus Driver Expectations

1. Provide 2 or more verbal warnings to the student(s) demonstrating any level 1 behaviors. Tell the student(s) what rule they have violated and remind them of the expectations. Report student misbehavior to the Director of Transportation if the behavior continues after 2 or more reminders within the same route.
2. If this is the second, third, or fourth time a student has broken a rule, create a written warning and give that to the Director of Transportation.

****For every written report submitted, the building principal or designee will communicate the action that was taken with the student and any disciplinary action taken.****

Level 3 Bus Driver Expectations

You are the authority on the bus! If a situation of extreme behavior ever does occur on the school bus, keep these two points in mind as you follow this procedure:

A. Slowly and calmly pull the bus over to the side of the road and stop. Do not continue driving with out of control students. The distraction to the driver could result in an accident, causing damage, injury or worse, a fatality.

B: Once the bus is stopped the driver can deal directly, and assertively, with the student(s) that are out of control.

C: If needed, the driver can call the director of transportation or police if necessary and let the students know extreme behavior will not be tolerated.

The primary duty of the bus driver is the safety of the students!

****If a student who receives special education services is suspended off the bus, each day of bus suspension goes towards their 10 days before a manifestation determination process occurs****

BUS POLICY- KEWAUNEE

Kewaunee District Student Transportation Policy - page 1 of 2

Section III. Bus Rider Conduct and Discipline Procedures:

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

Section IV - Discipline Procedures

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

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