



ST. PAUL LUTHERAN SCHOOL

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

PARENT HANDBOOK 2026-2027

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ST. PAUL LUTHERAN SCHOOL

MISSION STATEMENT

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

Philosophy of St. Paul Lutheran School

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 St. Paul Lutheran School exists to assist parents in their God-given responsibility of bringing up their children in the discipline and instruction of the Lord.

Organization of St. Paul Lutheran School

St. Paul Lutheran School is the primary educational mission and ministry of St. Paul Lutheran Church.

Responsibility flows as follows:

- The voting members of the Congregation, in assembly four times per year, have the final authority in the operation of the school in terms of annual budget, election of the governing Board of Christian Education, calling of teachers, and major program or facility changes.
- Pastor is the spiritual leader of the entire congregation, and therefore acts as spiritual advisor for the school.
- The Board of Christian Education helps to determine policy for the school, supervise the budget, set school fees and ensure continual upgrades to facilities and equipment.
- The school principal, with support from the Board of Christian Education, supervises all aspects of the school and makes recommendations to the governing board.
- The faculty recommends curriculum and carries out the educational programs of the school.

Meetings for the Board of Christian Education are held monthly and listed on the church calendar and posted in the church bulletin. If you would like to be a guest at a meeting, please contact the Board of Christian Education ahead of time.

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. 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.

NON-DISCRIMINATION POLICY

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

ENROLLMENT POLICY

St. Paul Lutheran School provides Christian Education for students in four-year-old-kindergarten through eighth grade and admits students to the school from the congregation, other Missouri Synod Lutheran Churches, and the community.

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

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

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 Professionals outlined in an Individual Education Plan (IEP). After parents have met with the school principal, classroom teacher, District School Psychologist or other specialized professionals, 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) applications – 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. 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 Christian 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 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.

REGISTRATION FEE

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

TUITION

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 encouraged.

TUITION 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 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.

TUITION ASSISTANCE

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

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.

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

FASTDIRECT PROGRAM

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

With FastDirect, 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 as 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 FastDirect 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 to which you could designate your rebates/profits. It is very important that when purchasing Scrip, you make sure to 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 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, outside the office, until they are dismissed to their lockers/classrooms by the teachers.

School dismissal 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 TV stations, the school Facebook page, and through FastDirect. 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.

WEEKLY NOTE TO PARENTS

A weekly news update will be sent home with the youngest student in each family on Thursdays. It can also be accessed electronically at stpaullux.org and is also sent via email. 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 attendance rests with parents. If your child will be absent, parents should call or email the school before 8:00 a.m.

Tardy

Students arriving after 8:00 a.m. will be marked tardy.

Excused Absences

Parents/Guardians are authorized to excuse their student(s) from school attendance for any reason, up to a maximum of ten(10) days in a school year, provided they notify the school prior to the absence.

With the exception of the ten-day Parent/Guardian excused absences, it is the school, not the parents/guardians, that determines whether absences are excused or unexcused. The following will be excused:

- Illness or medical appointment
- Family illness or emergency for which the student's presence at home is required
- Quarantine by public health official
- Death in immediate family and/or funerals of family members or close friends
- Suspension from school for disciplinary action
- School-sanctioned event or activity
- Court appearance
- Other reasons as approved by the principal

Unexcused Absences

An unexcused absence is any absence from school for reasons other than those defined as excused.

Excessive Absences

- Parent/Guardian will be notified in writing when student has accumulated 10 days of absences (5% of the school year). The parent/guardian may be asked to meet with the teacher or administration 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 accumulates 30 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.

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.

Absent Work

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 absence	work due on 2 nd day after return
2 days of absence	work due on 3 rd day after return
3 days of absence	work due on 4 th day after return
4 days of absence	work due on 5 th day after return
5 days of absence	work 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, or on the agreed upon date if work is not able to be completed in the time allotted.

For an absence due to illness or emergency, the completion schedule will be set on the day the student returns to school.

Failure to comply will result in failing marks for those assignments.

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:

- Children riding the bus are dropped off & picked up at the north end of the school.
- Parents should not block the drive through with a parked car when dropping off or picking up their child(ren).
- 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.
- 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.
- Parents must notify the school by 2:00 p.m. if there is a change in your child's transportation.
- 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.
- There will be no parking on the west side of AB.
- No students are allowed to cross Highway AB without a signed liability waiver.
- 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 an email/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.

- 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 child(ren). 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. 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

Regular worship attendance brings great blessings to children and parents. We strongly encourage families, based on the third commandment, to gather in worship. If you do not have a home church, you are always welcome to join us at St. Paul. (Thursday evenings at 7:30p.m., Sunday mornings at 9:30a.m.)

St. Paul students sing in worship services several times throughout the school year. (Veteran's service, Christmas service, National Lutheran Schools Week, Graduation) Please make it a goal to attend these services.

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

Each Wednesday, 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.

CURRICULUM

At St. Paul Lutheran School, students are given a well-rounded Christian education at an elementary level.

Teaching of religion

Being a Lutheran school, all students will participate in religion and memory work 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 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 synodically trained LCMS 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.

Secular subjects taught are as follows:

Reading/Literature, Language, Phonics, Handwriting, Math, Science, Social Studies, Spelling, Technology, Art, Music, Physical Education, and Spanish (grades 5-8). Scripture, faith, and love of the Lord are integrated into all subject areas whenever possible at St. Paul Lutheran School.

HEALTH RECORDS

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.

Emergency Contact Information

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.

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.

Medications/Health Concerns

A staff member will 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. **Any medication sent to school must be brought in/picked up by a parent/guardian.**

ACCIDENTS

In case of an accident at school, teachers will administer First Aid. All teachers 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 / COMMUNICABLE DISEASE

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 Form will be called to pick up your child if you cannot be reached.

- Your child should be kept at home if within the preceding 24 hours he/she has 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, without medication**, prior to returning.
- Communicable Disease: After a child has a communicable disease, he/she may be required on a case-by-case basis to provide written physician consent to be readmitted to school, which must be turned in to the school office prior to returning to the classroom. Students who have been identified as having head lice will not be allowed to attend school until they have been treated and are nit-free.

HOMEWORK POLICY

The academic program at St. Paul requires that some study be done at home. The amount of homework depends on the grade level of the child.

Daily homework is due the *next day* unless otherwise stated by the teacher. Work will be turned in by 8:00a.m. each day or will be considered late.

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**

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.

STUDENT BEHAVIOR / DISCIPLINE

St. Paul believes that discipline is not merely about correcting behavior, but also about nurturing the heart. The school’s approach is based on Biblical principles that teach love, respect, responsibility, and restoration. Discipline helps children grow in character and learn to live in a Christ-like manner, respecting themselves, others, and God’s creation. Forgiveness is encountered in disciplinary situations, but accountability remains.

St. Paul is guided by the following Christian principles which are repeatedly referenced in the Bible:

- Love – Treating others with kindness and compassion
- Respect – Honoring teachers, peers, and school property
- Responsibility – Taking ownership of actions
- Repentance and Restoration – Seeking forgiveness and restoring relationships

STUDENT BEHAVIOR EXPECTATIONS

- Show respect for peers, teachers, staff, and self
- Exhibit honesty, kindness, and self-control in word and deed
- Take responsibility for actions and seek reconciliation when offences occur
- Honor the Christian values of humility, service, and compassion
- Obey school rules, teacher instructions, and classroom expectations

DISCIPLINE PROCESS

Step 1: Management

School personnel will:

- Set clear expectations
- Use proactive strategies (e.g., redirection, reminders, praise)
- Communicate concerns with students and parents when needed
- Encourage prayer and reflection to help children understand the impact of their choices

Step 2: Logical Consequences

If misbehavior persists:

- Age-appropriate consequences will be given (i.e., loss of privilege, time away from group, detentions)
- Student may engage in reflective practice
- Parents will be notified when needed

Step 3: Office Referral (Serious or Repeated Behavior)

Some behaviors require administrative intervention. Examples of such behavior include, but are not limited to:

- Physical aggression
- Defiance or disrespect
- Repeated disruption
- Dishonesty or theft
- Bullying or harassment

Step 4: School responses may include:

- Parent conference
- Behavior contract
- Temporary removal from class or activities
- Detention, suspension, or expulsion

Step 5: Restorative Practices

When possible, students will be encouraged to:

- Reflect on their behavior and its impact
- Take responsibility and seek forgiveness
- Make amends with those affected
- Make restitution when damage or harm has occurred

When student behavior is not being corrected, teachers or administration can initiate a behavior contract with a student. Behavior contracts are to be signed by the student, teacher, and parent.

Please note that these steps are not required to be sequentially taken. In other words, a teacher may give a detention without an office referral, or severe negative behavior may lead to immediate suspension or expulsion.

DOCUMENT OF COOPERATION

In an effort to improve communication between parents and teachers, a three-step process has been adopted, which is based on the principles of Matthew 18. Either parent or teacher may initiate the process whenever a problem occurs. The Document of Cooperation will be initiated if previous behavior contracts are not helping to correct the student behavior.

Step 1:

The parent and teacher work 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:

The parent and teacher discuss 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 Christian Education of the concern. If the problem is not resolved at this point, they should proceed to Step 3.

Step 3:

The parent, teacher, and principal discuss the problem with the Board of Christian Education and develop 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.

SUSPENSION

Only the principal may suspend a student. Suspension may be either in-school or out-of-school.

EXPULSION

According to Wisconsin Law, a student may only be expelled from school by the Directorate of Education: For St. Paul Lutheran School, that is the Board of Christian Education.

OFF-CAMPUS BEHAVIOR

St. Paul holds students to high standards of Christian conduct at all times, including outside of regular school hours and off-campus. (i.e. field trips, athletic events, bus) While the school does not seek to regulate all student behavior outside of school, serious misconduct occurring outside of school that significantly impacts the school community, disrupts the learning environment, or brings harm to the reputation of the school may result in school-based consequences. If a student's off-campus behavior leads to involvement with law enforcement, presents safety concerns for the school environment, or otherwise compromises the integrity of the school community, the administration reserves the right to take appropriate disciplinary action. This may include temporary removal from school (suspension), a behavior plan, or other actions deemed necessary, up to and including expulsion.

PARENTAL PARTNERSHIP

St. Paul expects that parents support the school's discipline process by:

- Talking regularly with their children about school expectations
- Supporting teachers and staff when discipline issues arise
- Encouraging respectful attitudes and Christ-centered values at home
- Communicate concerns respectfully

FINAL AUTHORITY

St. Paul reserves the right to administer discipline in all situations at its discretion, always aiming for what is best for the student, a particular class, and the St. Paul community as a whole. At times, and at the discretion of school administration, this may include involving law enforcement.

APPEAL PROCESS FOR EXPULSION

Appeals may be made online in cases of long-term suspension (three or more days), or expulsion. Parents may submit a written appeal to the pastoral leadership and the Board of Christian Education, who will review the matter, hear statements from those involved, and determine whether reinstatement or further action is appropriate. Appeals will only be considered if there is clear evidence of repentance, accountability, and a commitment to restoration with the school community. All decisions of the Board are final.

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.

BULLYING AND HARASSMENT

ANTI-BULLYING POLICY

St. Paul has zero tolerance for bullying in any form.

Definition of Bullying

Bullying is repeated verbal, physical, or social behavior intended to cause harm, fear, or distress. It may occur in person or online and can involve:

- Verbal abuse (e.g., name-calling, teasing, threats)
- Social exclusion or gossip
- Physical aggression (e.g., hitting, pushing, tripping)
- Cyberbullying (e.g., harmful messages, photos, or threats online)

Reporting and Response

- Students are encouraged to report bullying to any trusted staff member
- Staff will investigate promptly and confidentially
- Parents of all parties involved will be notified
- Support and counseling will be offered when appropriate
- Disciplinary actions may include suspension or expulsion depending on severity

ANTI-HARASSMENT POLICY

Harassment, whether based on race, gender, disability, religion, or any other factor, is not tolerated.

Harassment Includes:

- Unwelcome comments, gestures, or jokes targeting identity or appearance
- Persistent teasing or mocking
- Sexual harassment: unwelcome sexual advances, jokes, or material

Reporting and Response:

- Students are encouraged to report harassment to any trusted adult
- All reports are taken seriously, addressed promptly, and documented
- Any form of retaliation against those who report harassment is strictly prohibited
- Consequences may include suspension, a behavior contract, or expulsion

DRESS CODE

The manner in which students dress should reflect Christian standards. Attire should not promote anything contrary to the Christian faith in either text or graphic. Clothing should not portray any products which are inappropriate (i.e. alcohol, tobacco, drugs), illegal, or sexually suggestive. We do not wish to suppress individual taste but rather know that we are caring for ourselves as God's children.

While it is impossible to make precise rules about every item of clothing, the following is a list of things that are not permitted at St. Paul:

- Short / cut-off shorts (must be mid-thigh or longer)
- Miniskirts (must be mid-thigh or longer)
- String tie tops / spaghetti straps
- Crop Tops
- Mesh shirts
- Revealing clothing
- Open-toed shoes
- Flip-flops
- Piercings-other than ears

- Hats, caps, or hoods as indoor wear

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

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

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.

TECHNOLOGY / PERSONAL DEVICES

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. Students will be trained in the use of the internet in an appropriate instructional environment.

Copyright laws and observance of individuals' rights of Intellectual Property shall be observed at all times.

Whereas St. Paul 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 school 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 inappropriate 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 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. Damage to computer equipment, which is the result of careless use will result in the parent(s) being charged for repair or replacement.

Acceptable Use –

Responsible Users Will:

- use the internet to research assigned classroom projects
- use the internet to explore other computer systems
- respect and uphold copyright laws and all other applicable laws or regulations
- respect the rights and privacy of others by not accessing private files or sharing private information

about others on the internet

- follow all regulations posted where computers are in use
- follow the directions of the adult in charge where computers are in use

Responsible Users Will Not:

- use the internet for any illegal purpose
- use impolite or abusive language
- violate the rules of common sense or etiquette
- knowingly change any computer files that do not belong to the user
- use the system for commercial use
- send electronic mail (*to other users outside of approved network*)
- reveal their password or use someone else's
- create and/or distribute a computer virus over the network
- use the system to illegally transfer software
- reveal personal addresses or telephone numbers of students or staff
- use the computer in such a way that would disrupt the use of the network by others
- deliberately or willfully cause damage to computer equipment or assist others in doing the same
- deliberately access materials that are inconsistent with the school's code of conduct or educational goals or show others how to do the same
- load personal copies of software onto the computer
- download any programs, software, or other unapproved material from the internet
- copy/plagiarize information from the internet
- download games on the internet
- 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.

Personal 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. Any device used without permission will be confiscated and turned in to the school office where parents can pick them up.

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.

Consequences for Unacceptable Use:

For failure to comply with the above rules please refer to the discipline process for consequences.

ACADEMICS

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.

Honor roll

Students in grades 3-8 receive Honor Roll recognition quarterly.

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

3.5 GPA and above will be considered Honors

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

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

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

Standardized testing

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

Parent/teacher conferences

Parent/teacher conferences are offered in the Fall and Spring. Parents are asked to come to school at an appointed time to discuss their child's progress. Conferences may be scheduled throughout the school year upon parent or teacher request.

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

- 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.
- 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:

- A student's Individual Service Plan (ISP)
- 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.

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.

- Grades for Language Arts, Math, Reading, Religion, Science, and Social Studies will be the subjects used to determine eligibility
- Student grades will be checked every Friday at 8:00a.m. Any student with a D average or lower will not be eligible to participate in games until the next grade check the following Friday morning. They may still participate in any practice during that time.
- Any student receiving a Document of Cooperation will not be eligible for a two week period

following the initiation of the document.

- 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.

ACT 20 Requirements

St. Paul Lutheran School adopts this 4th grade promotion policy as of July 1, 2025 to take effect September 1, 2027.

All 3rd grade pupils scoring at or above grade-level in reading on the Pearson aimswebplus assessment may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the Pearson aimswebplus assessment, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;
- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;
- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. *(According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, nonschool surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)*
- Is a pupil who has a individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.
- Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI. *(According to the DPI, as of March 2025, the approved alternative standardized assessment is Dynamic Learning Maps (DLM)).*
- Is a pupil who has a past individual education plan, a current services plan, or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.
- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.

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, roller skates, scooters, or other recreational toys are not permitted anywhere on St. Paul property.

WATER BOTTLES

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

INVITATIONS

Invitations, for birthdays or other events, 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/vaping/tobacco products and their paraphernalia are not permissible on/in any school or church property during school functions. Students who bring these items to school will face disciplinary action.

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

St. Paul Lutheran School works with a local business 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 or caffeinated beverages will be allowed.**

Families can sign up for the milk program at registration. White milk is offered to 4k students. All other students can choose white or chocolate milk. Prices are determined yearly. St. Paul Lutheran School offers the federal Special Milk Program in 4K-8th grade. This program is offered as: Pricing Plan with Free Milk Option (students are charged for milk, but applications are distributed to offer milk free to qualifying students).

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400

- Independence Avenue, SW Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
 3. Email: program.intake@usda.gov
- This institution is an equal opportunity provider.

RECESS

All students will be going out for recess at least once a day. Children are expected to come appropriately dressed (ex. hats, boots, gloves, jackets, snowpants) for the weather. We will be going outside each day 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 students are transported by bus. Each student will be provided an application for a library card, if they do not have their own 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. A permission slip for transporting students to the library will be obtained at registration. A yearly fee is charged to cover cost of bussing.

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.

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 must submit a signed and dated release of liability for each student, to be valid from the date signed through the end of the 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. Fire exits are marked and 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

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, chaperones and volunteers 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.

BUS POLICY

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***

Kewaunee District Student Transportation Policy - page 1 of 2

Section III. Bus Rider Conduct and Discipline Procedures:

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

Section IV - Discipline Procedures

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

Kewaunee District Student Transportation Policy, continued:

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