

St. Paul's Ev. Lutheran School

Parent Handbook

2022-2023



St. Paul's Lutheran School

**143 Years**

**of Christian Education**

Teaching Young Minds  
Preparing Young Hearts

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# **St. Paul's School Parent Information Booklet**

Dear Parents,

Your school staff—teachers, pastor, administrative assistant, after-care workers and librarian— welcomes your children and you to a new year at St. Paul's School. We pray that God will bless your children through his Word so that they grow in the grace and knowledge of their Savior, even as they continue to grow as students and citizens.

This booklet will acquaint you with your school, its programs, and its policies for the upcoming school year. You should find the following information helpful and useful. You will want to keep it handy during the course of the school year.

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

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

## **A MESSAGE FROM THE PRINCIPAL**

St. Paul's has been blessed to be able to provide a Christian elementary education to children for 143 years. Our Lutheran school is a place where children learn they are loved unconditionally by God. They learn this by learning to know Jesus through the study of his Word. They also study all the required subjects for a thorough elementary education. Their teachers have been trained to teach all subjects in the light of God's Word and to help students apply that Word not only in their studies but in their relationships, extra-curricular activities, and everything. As we embark on a new year, please keep our students and teachers in your prayers. We will certainly keep you and your families in ours.

## **MISSION STATEMENT**

*St. Paul's Lutheran School exists to teach students about their Savior while giving them an excellent and thorough elementary education.*

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

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

St. Paul's Lutheran School operates on the foundation of the following eternal truths the God gives us in his Word:

1. The Bible is the inspired, inerrant, infallible Word of God. It is the final authority for all matters of faith and life. *2 Peter 1:21; 2 Timothy 3:16; John 17:17; John 10:35*
2. There is only one true God. He reveals himself in the Bible as one God in three Persons: Father, Son, and Holy Spirit. *1 Timothy 2:5; Matthew 3:16-17; Matthew 28:19*
3. God created all things in six 24-hour days. Mankind is the crown of creation. *Genesis 1; Psalms 8:4-8*
4. Mankind's fall into sin has corrupted the nature of every human being, making all people guilty of sin and, therefore, deserving of eternal damnation. *Isaiah 64:6; Romans 3:9-19,23; Romans 5:12-16; Romans 6:23*
5. In his perfect love, God the Father sent his only Son, Jesus, to keep God's law perfectly in our place and to suffer and die to pay for all the sins of all people. *John 3:16; Romans 5:6-8; 1 John 2:2*

6. All who believe that Jesus is their Savior receive forgiveness of sins, life, and salvation. Faith, which receives these gifts, is itself a gift of the Holy Spirit. *Romans 5:1; Romans 8:1; Titus 3:4-7*
7. Christians show love for God in many ways as they are guided by his Word, including using their gifts and talents to help spread the Word of God. In this way, and in many others, they also show love for their neighbors, that is, all fellow human beings. *Matthew 28:19; Matthew 25:31-46; Psalms 51:10-13,15; 2 Corinthians 5:14-15*
8. The Lord calls parents to teach their children about God and his Word. *Deuteronomy 6:7-9; Ephesians 6:4*
9. The Lord calls his church to assist parents in this work. *Matthew 28:20; John 21:15-17; Ephesians 4:11-12*
10. Through the local congregation, the Lord calls pastors and teachers to serve as ministers of the Word of God. Therefore, we rightly say that pastors and teachers are called, not hired. *1 Corinthians 12:28-29; Ephesians 4:11-12*

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

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

### **SCHOOL ADMISSION POLICY**

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

### **ENROLLMENT FEE INFORMATION FOR THE 2023-2024 SCHOOL YEAR**

The work in our Christian Day School is supported in two ways. First, when members of St. Paul’s come to worship and, in thanks to God, put their offerings in the offering basket, these are used to support the gospel ministry of St. Paul’s. The costs of our ministry include not only the compensation of the pastors and teachers for the gospel work they do, but they also cover the costs of regular maintenance and upkeep

Secondly, through Yearly Tuition Fee, school parents provide for renewable resources such as textbooks, workbooks, paper supplies, and the general daily needs for operating a school. **The fee this year is \$1,236 for the first child, \$1,113 for the second child \$1,051 for the third child and \$989 for the fourth and subsequent children. 3-K is a stand alone cost of \$773. This amount includes a 3% transaction fee to accommodate ACH and credit card payments. Anyone paying full tuition at registration by cash or check will receive a 3% discount: first child \$1200, second \$1080, third \$1020, fourth and subsequent \$960, and 3K \$750.**

We, like everyone else, are struggling with constant increases in costs. Tuition is based on the number of students and increases have become necessary to help offset the rising cost of providing Christian Education. We only wish to maintain the quality of education that you and your children expect and deserve.

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

## **Enrollment Fee Payment Options**

**A \$500.00 minimum payment is due at time of registration. This amount is the same whether you have a single child or multiple children registering. St. Paul's Lutheran School has several options available for payment of enrollment fees. Parents *must* select one of these options at the time of registration but may revise the payment plan during the school year upon consultation with the principal and approval by the Education Committee.**

- Full year payment at registration
- Monthly payment plan: 9 monthly payments
- Monthly payment plan: 12 monthly payments
- Weekly payment plan: 40 weekly payments
- Special arrangements: Discussed at time of registration, subject to approval by the Board of Education.

**These fees are non-refundable as our yearly cost of education is based on students registered at the beginning of the year.**

**Unpaid Balances:** If a family is carrying an unpaid balance from the previous year or years, we will require you to set up an automatic withdrawal from your bank account to make a payment on a monthly or twice monthly schedule. We will work with you to set up something that is reasonable and doable for everyone. This can also be an option if you are making monthly payments on the current year.

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

**Delinquent Accounts:** Should your account become delinquent, communication will need to be established to either bring the account to a current status and/or payment arrangement made. You are encouraged to have all financial obligations regarding enrollment fees for the current school term to be met by the end of the current school year. ***Failure to meet tuition requirements may result in denial of enrollment for your child(ren) in the following school year at the discretion of the Board of Education.***

**Shared Custody:** If parents are dividing financial responsibility with each parent paying part of the enrollment fee, then both parents need to be present to sign enrollment forms and provide payment information at the time of enrollment. If only one parent signs, then they are accepting responsibility for paying the enrollment fees.

As a convenience to parents, regular notices will be sent home if you have a balance remaining on your book and supply fee. This is not a "bill," just a reminder to assist you in your family budget planning. ***Again, let us stress that we are willing to work with any family who feels that there are circumstances that would make payment of these fees a hardship for them. Please contact the school principal, (608) 464-3212, for further information.***

## **IMPORTANT FINANCIAL ASSISTANCE INFORMATION**

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

Application forms for financial assistance will be made available to all parents on request. Requests for assistance should be made between ***September 1<sup>st</sup> & 30<sup>th</sup> and Jan 1<sup>st</sup> & 31<sup>st</sup>, of the school year.*** The Education Committee will determine those families eligible for financial assistance at the regular meetings in October and February. Eligibility information will be provided by the pastors (attendance), financial accountant (payments made), and principal (parental input).

Following are guidelines which will be used to determine eligibility for receiving assistance.

- To be eligible the parent (s) must:
  - ❖ Attend church regularly with their children.
  - ❖ Have made an effort to meet at least a portion of the monthly balance due from the previous year or semester.
  - ❖ Communicate rationale for partial or missing payments from the previous year or semester to the principal.

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

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

### **CHRIST-CENTERED CURRICULUM**

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

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

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

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

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

**Language Arts:** We teach language arts that the student may...

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

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

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

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

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

### **MEMORIZING GOD’S WORD**

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

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

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

Memory work is useful only when the memorized selection becomes relevant to personal life and experience and when there is personal commitment to its truth. God’s Word which has been memorized can be used to witness your faith in Jesus Christ and be used for comfort in times of trouble and for praise in times of joy. It all centers on the gospel of Jesus so that we can always be certain that we are forgiven children of God.

### **CHAPEL SERVICES**

Every Friday morning, we hold chapel services in the church at 8:05 a.m. Everyone is welcome to attend these services.

### **MISSION OFFERINGS**

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

### **DAILY SCHEDULE**

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

SCHOOL DOORS OPEN-----	7:30 A.M.
Morning classes begin-----	8:00 A.M.
Noon Hour and Noon Recess-----	11:45 A.M.-1:00 P.M.
SCHOOL IS DISMISSED-----	3:10 P.M.
4-K PROGRAM - Monday - Friday-----	8:00 A.M. – 11:30 A.M.
3-K PROGRAM - (M/W or T/TH) -----	8:00 A.M. – 11:30 A.M.

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

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

## **RECESS**

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

## **HOME AND SCHOOL COOPERATION**

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

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

## **PARENTAL CONCERNS**

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

## **PARENT-TEACHER CONSULTATION**

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

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



## **HOMEWORK**

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

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

## **ATTENDANCE**

Wisconsin State Law requires all school-age children to be in school every day school is in session. While we understand that situations may arise that require your child to be absent, please make every effort to ensure your child is in school. St. Paul's student absence – tardy policy is listed below and based on Wisconsin statutes regarding absenteeism.

1. When a student is absent, the parent/guardian is required to contact the school before 7:50am to give the reason for the absence.
2. Teachers are to take attendance immediately in the morning and report to the school office. The school office will record the absence in the master classroom file. The teacher will record the absence in their record book.
3. If contact is not received from the parent/guardian, the school office will call the student's home to get a reason for the absence.
4. A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a).
5. If a student misses part or all of five (5) or more days without an acceptable excuse in a school semester, the student is "habitually truant" and a truancy referral may be made by the school against the student under Wis. Stat. sec. 118.16(5), to the juvenile court intake worker or municipal court.
6. The school attendance officer shall notify the parent or guardian of a child who is a habitual truant by registered, certified, or first-class mail, when the child initially becomes a habitual truant. The notice shall include all of the following:
  - A statement of the parent's or guardian's responsibility, under Wis. Stat. sec. 118.15(1)(a), to cause the child to attend school regularly.
  - A statement that the parent, guardian, or child may request program or curriculum modifications for the child under Wis. Stat. sec. 118.15(1)(d), and that the child may be eligible for enrollment in a program for children at risk under Wis. Stat. sec. 118.153(3). 9
  - A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting

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

**Field Trips:** Field trips are taken to expand the child's horizon. While we hope they are also fun, fun is not their primary purpose. Whenever possible, a bus will be chartered, or we will use parent drivers. Written parental permission will be required for a child to be allowed to participate on a field trip. Field trips are a part of the regular school day and students are expected to participate unless they are absent for reasons of illness.

## **CHURCH ATTENDANCE**

### **Purpose**

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

### **Policy**

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

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

## **CLASSROOM SINGING**

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

## **SCHOOL BEHAVIOR AND ATTITUDE**

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

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

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

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

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

Students may be expelled permanently for any of the following:

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

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

### **MILK AND HOT LUNCH PROGRAMS**

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

Parents may apply for free and reduced-price lunches. Eligibility depends upon family size and income. Application forms are available at the school office or on Wonewoc-Center's website.

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

St. Paul's School is **not** eligible for the free-for-all breakfast program. Breakfast will be available in the same way as the hot lunch – for a cost, and for free or reduced price to those who are eligible.

### **ATHLETIC OPPORTUNITIES**

St. Paul's School offers several opportunities to participate in team sports. In the fall, we offer girls' volleyball, in the winter months, boys' and girls' basketball, and in the spring track. Whether or not a sport has both A and B teams depends on how many students are available and willing to play. In some cases, St. Paul's students may have a chance to play with Wonewoc-Center teams. St. Paul's students may practice and play with a Wonewoc-Center team and a St. Paul's team. It is strongly recommended that if a St. Paul's student signs up to participate on a St. Paul's team, they will devote their time and talents to St. Paul's. This reduces the busy lives of students and allows them to build skill and culture with one team rather than dividing time. All students must have a physical before participating in sports. New, this year: Students who participate in any sports will be charged a one-time athletic fee of \$25 per calendar year. The fee is the same whether they play just one sport or all.

### **BAND PROGRAM**

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

### **BUSING**

W-C District school buses stop at our school each morning to unload our students. At the end of the day a shuttle bus takes Pre-K – 8<sup>th</sup> grade students to the central loading site at Wonewoc-Center School. Busing from other districts is generally not available and students must have private transport to St. Paul's.

## **AFTER SCHOOL CARE**

A program is in place to provide day care for any child who needs a safe place to stay after school until parents can pick them up. Pre-K students in our *Extended Care Program* are given lunch, a rest time and activities in the afternoon until 3:10 PM. *After School Care* provides snacks, devotion and activities for your child and runs from 3:10 – 5:00 PM. **There is an extra charge for these programs.** If you need more information, you can contact the principal or the administrative assistant.

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

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

**Reedsburg WRDB 1400 AM 104.9 FM**

**Mauston WRJC 1270 AM 92.1 F**

**Channel 3 - WISC TV Madison**

**Channel 15 WMTV Madison**

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

In the event of a closing during the day, parents will be contacted as quickly as possible by email, text or phone call. All St. Paul’s parents should sign up with the Skylert access through Wonewoc-Center to receive closing alerts.

## **SCHOOL SAFETY**

Your child’s safety is of utmost importance to us. With that concern in mind, our doors remain locked during the school day. All visitors during the school day are required to come to the main entrance on Church Street and ring for admittance. Only faculty and staff are permitted to admit anyone, so thank you for your patience in waiting for access.

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

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

## **Important Notice to Parents Concerning Student Injuries:**

Even with the greatest precautions and the closest supervision, accidents can happen at St. Paul’s Lutheran School. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at St. Paul’s Lutheran School. St. Paul’s Lutheran School DOES NOT provide insurance coverage for accidents on our property (including the playground) by students. It is suggested that if your child is not covered by your homeowner’s policy, or other medical insurance that you purchase appropriate insurance coverage.

## **DRESS CODE**

St. Paul’s teachers train children to live as Christians in the world, but not of the world. The Lord wants each of us to give a positive witness to the world. The way we dress is part of that witness. Modesty and decency determine that certain clothes should not be worn to school or at after school functions. *1 Corinthians 10:23-31 – “Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others...So whether you eat or drink or whatever you do, do it all for the glory of God.”*  
*1 Corinthians 6:19,20 – “Do you not know that your body is a temple of the Holy Spirit, who is within you, whom you have from God? You are not your own, <sup>20</sup>for you were bought at a price. Therefore glorify God with your body.”*

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

1. Hair: clean, well groomed.
2. Pants: Docker or cargo style of pant or similar brand; jeans; athletic pants, or capris style pants. No rips or holes in jeans are allowed above knee.
3. Shirts: All necklines of all styles of shirts should be a modest height. All shirts must be longer than the natural waistline of the pants, so the midriff does not show when arms are outstretched over the head or when seated.
4. Skirts and dresses: Must be at a modest length when the student is either standing or seated.
5. Shorts must be at a modest length (fingertip length when arms are at your side). Shorts can be worn when the temperature is forecast to reach 70 degrees during the school day. It might be prudent to keep a pair of shorts at school to change into as temperatures in the spring and fall can change quickly. If a student is dressed inappropriately for the weather, they will not be allowed outside for recess. Instead, they will stay by the office or in a classroom with adult supervision.
6. Footwear: dress shoes, tennis type shoes, and sandals with a back strap. No flip flops should be worn. If a child cannot keep their footwear on their feet, either in the classroom or at play, they will be asked to change into their gym shoes.
7. Ornamentation: piercing in the ear(s) only.

### **Additional Information**

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

The following examples are offered as guidelines for students and parents when choosing appropriate attire. In a school setting, the items listed below should be avoided. ***If you question the appropriateness of the dress, it is probably something that should not be worn to school.***

- Hats, bandanas, sunglasses, etc. worn in the building.
- Clothing where undergarments are exposed.
- Spaghetti strap dresses or tops without a shirt covering.
- T-Shirts with the sleeves cut out so that bare skin shows on the side
- Any clothing which allows a bare midriff (the skin of the stomach, hips, or back) to show.
- Any clothing or jewelry with questionable slogans or logos that are suggestive, offensive, anti- Christian or promote a sinful lifestyle.
- Lounge wear, pajama bottoms, or slippers.

If, in the opinion of the teacher, inappropriate clothing/shoes are worn, the child is given a warning and his/her parents/guardians will be informed that day. The second time inappropriate clothing/shoes are worn, the parents will be expected to bring a change of clothes to school. Continued infractions will result in further discipline including possible detention, suspension and/or expulsion.

### **SCHOOL HEALTH**

According to state law, all children must be fully immunized or must have a parent/guardian signed exemption waiver in order to attend school. Parents new to the school need to make sure that their children have received the following vaccinations:

- ✓ DTP/DTaP/DT 4 doses
- ✓ Polio 4 doses
- ✓ Measles, rubella, and mumps 1 dose Ages 2-4, 2 doses Kindergarten – Grade 12
- ✓ Booster Tdap, Grades 7 – 12
- ✓ Varicella/Chickenpox 1 dose Ages 2-4, 2 doses Kindergarten. -Grade 12
- ✓ Hepatitis B Series, Kindergarten – Grade 12

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

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

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

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

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

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

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

## **EXTRA-CURRICULAR ELIGIBILITY**

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

1. "Extra-curricular" includes all school functions outside the regular curriculum of the school. These are: all sports, Science and Fine Arts Fair, musical, etc. Extra-curricular does not include church functions not associated with the school.
2. In general, "an acceptable level of academic achievement" means students must maintain a Christian attitude toward their school, schoolwork, classmates, teachers, and coaches. This attitude will manifest itself through God-pleasing and constructive work habits. Students must also maintain a "C" grade average or better on a midterm or quarter report. Any time a student's grade drops to an "F", they automatically become ineligible. Finally, students must not have excessive late assignments in any given week.

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

3. "Exhibiting satisfactory behavior" means that students will comply with school and classroom rules and display sportsmanlike conduct on the playing field or court.
4. Students that are declared ineligible will be prohibited from participating in all extra-curricular activities for a period of five school days from the time the term ends or the third late assignment occurs.

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

*Parents whose children are involved in extracurricular activities are expected to assist in transporting students to and from away activities. Just as we expect good sportsmanship and Christian attitudes from our students, we also expect it from our parents, coaches and teachers. We are all representing both our school and our Savior.*

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

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

### **TELEPHONE POLICY**

Teachers have children in their classrooms from 7:30 to 3:10. In order to avoid having their classrooms unsupervised or to interrupt instruction, it is best to leave a message with the office rather than speak to them directly during these hours. Individual teachers may provide you with specific times when it is best to reach them by phone. Or, if you prefer you can email either the teacher or the office.

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

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

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

### **COMPUTER USE POLICY**

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

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

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

## SECONDARY CHRISTIAN EDUCATION

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

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

**Telephone:** (920) 261-4352 or 800-LPS-WELS (800-577-9357) On the Web - [lps.wels.net](http://lps.wels.net)

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

**Telephone:** (608) 783-5435 or email [office@luther.k12.wi.us](mailto:office@luther.k12.wi.us) On the Web – [lutherhigh.org](http://lutherhigh.org)

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### **Faculty:**

Ashley Peterson: Grades 7 – 8	<a href="mailto:apeterson@stpaulhw.com">apeterson@stpaulhw.com</a>
Sydney Peterson: Grades 5 – 6	<a href="mailto:speterson@stpaulhw.com">speterson@stpaulhw.com</a>
Matthew Wurster: Grades 3 – 4 & Principal	<a href="mailto:mwurster@stpaulhw.com">mwurster@stpaulhw.com</a>
Helen Rick: Grades 1 – 2	<a href="mailto:hrick@stpaulhw.com">hrick@stpaulhw.com</a>
Annalies Brander: Pre-K and Kindergarten	<a href="mailto:abrander@stpaulhw.com">abrander@stpaulhw.com</a>
Valerie Hagemann: Music Ministry, Teacher Emerita	<a href="mailto:vhagemann@stpaulhw.com">vhagemann@stpaulhw.com</a>
Pastor Peter Snyder: Pastor, Grades 5-8 Catechism	<a href="mailto:revsnyder@stpaulhw.com">revsnyder@stpaulhw.com</a>
Pastor Jacob Limpert: Campus Pastor, Grades 5-8 Catechism	<a href="mailto:revlimpert@stpaulhw.com">revlimpert@stpaulhw.com</a>

### **Support Staff:**

Jan Fick: Administrative Assistant, Lunch Coordinator	<a href="mailto:office@stpaulhw.com">office@stpaulhw.com</a>
Joretta Weber, Jenell Snyder: Classroom Aides	
Matthew Hagemann: School Custodian	