

St. Paul's Lutheran School
Cudahy, WI

Christ's love 
**Compels**
Me

2018-2019
School Handbook

Table of Contents

Staff Directory: Page 3

Mission Statement: Page 4

Outcomes for Graduates: Page 4

Enrollment: Pages 4-5

- Who Enrolls at St. Paul's Lutheran School?
- Non-Discriminatory Policy
- Enrollment Limitations
- Registration of 1-8 Students
- Registration of K4 & K5 Students
- New Families
- Special Enrollment Policies

Home School Relations: Pages 5-6

- Communication
- Guide for Building Positive Home School Relations
- A Spirit of Togetherness

Funding Our School Programs: Pages 6-7

- The Cost of Education
- Tuition (Updates on Pages 16-17)
- Payment Plans (FACTS Tuition Management)
- Collection Plans
- Student Financial Aid
- Unpaid Tuition
- Other Sources of Income

Educational Requirements: Pages 7-8

- High Expectations
- Promotion
- Retention
- Graduation

Attendance Policies: Pages 8-9

- State Requirements
- Attendance Requirements
- Excused Absences
- Unexcused Absences
- Truancy
- Tardiness
- Leaving School During the School Day
- Written Excuses

Student Participation: Pages 9-10

- Student Involvement
- Requirements for Extra Curricular Participation

Health & Safety Policies: Pages 10-11

- Emergency Home Contact Forms
- Health Exams
- Immunization
- Medical P
- Communicable Diseases
- Cleanliness
- Severe Accidents
- Non-Emergency Accidents
- Keeping Students Home
- Blood Borne Pathogens

Discipline Policies & Procedures: Pages 11-12

- Discipline is Maintained
- General Discipline Procedures
- More Frequent Offenses
- Suspensions
- Expulsion

Student Conduct in School: Pages 12-13

- In the Classroom
- Hallways, Restrooms, & Locker Rooms
- Playground
- Gym Use
- General Rules for Students
- Detentions

Dress Code: Pages 13-14

- Need for a Dress Code
- Summary of the School Dress Code

Parental Responsibilities: Pages 14-15

- Permission Slips
- Excuses
- Calling to Excuse a Child
- Transportation
- Insurance
- After School Pick-Up
- Lost & Found
- Personal Invitations
- Bible Class
- Church Attendance

Before and After School Care: Page 15

- Before and After School Care
- Hours & Costs

New Tuition Policy Update: Page 16-17

School Choice: Page 18

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A. MISSION STATEMENT FOR ST. PAUL'S LUTHERAN SCHOOL

St Paul's Lutheran School exists to assist the parents of our congregation and community by providing academic excellence in the light of God's Word in a safe and loving environment in order to prepare our students for life and eternity.

B. OUTCOMES FOR GRADUATES OF ST. PAUL'S LUTHERAN SCHOOL

The classes and activities of St. Paul's Lutheran School are guided by our Mission Statement and are designed to produce graduates who have demonstrated:

1. a knowledge of their salvation in Christ, a desire to follow after Jesus, and a love and service to Him and to their fellow man as they mold their lives in accord with God's Word. (Sanctified life)

Col. 3:17 "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."

2. a confession of their faith; by their desire to continue to grow in a knowledge of God's Word, their ability to make God – pleasing decisions, their efforts at being Christian neighbors and citizens in their community and country, and by their efforts to live their lives in a way that shows they are disciples of Christ. (Life in the Word)

Gal. 6:10 "Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers."

3. their knowledge in the subjects taught in accord with God's Word, as needed to continue in their high school education and thereafter as a life-long learner. (Education life)

Proverbs 1:7 "The fear of the Lord is the beginning of knowledge."

4. praise, honor and respect for God and His Word, by formal and informal acts of worship, by hearing and learning the Word of God through personal and family devotions, regular attendance at church services and Bible study opportunities. (Worship & Spiritual Growth)

Ps. 95:6-7 "Come, let us bow down and worship, let us kneel before the Lord our Maker. For he is our God and we are the people of his pasture, the flock under his care."

5. positive attitudes toward life; respect for self and others as directed in God's Word; the ability to make responsible decisions and solve problems, and to use communication skills that will help them in their life experiences. (Life Skills)

II Tim. 3:16-17 "All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that a man of God may be thoroughly equipped for every good work."

C. ENROLLMENT

1. WHO ATTENDS ST. PAUL'S LUTHERAN SCHOOL? Families who wish to give their children a Christ-centered education will enroll their children in our Christian School. St. Paul's welcomes all families who want their children to grow academically in an environment that teaches each day about our Savior, Jesus Christ.

2. NON-DISCRIMINATION POLICY: St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

3. ENROLLMENT LIMITATIONS: When a capacity of 28 children per classroom is reached in grades 1-8, or 18 in kindergarten, further enrollment will be limited to members of St. Paul's Lutheran Church. Non-member children will be re-admitted on a yearly basis; however, every effort will be made to re-enroll current non-member families. If at any time a student or family indicates by their actions that they are not fulfilling the requirements necessary for the school's purpose to be carried out for the welfare of that student, the principal and Board of Education possess the right to expel the student or refuse enrollment for the following year.

4. REGISTRATION OF CURRENT STUDENTS will take place in the spring of the year for the following school year by the use of a simple registration form.

5. REGISTRATION OF KINDERGARTEN AND PRE-KINDERGARTEN STUDENTS will take place in the spring of the year on a special day of visitation and registration. A registration form, a health appraisal, and an immunization form will be completed.

6. NEW FAMILIES TO SCHOOL are required to meet with the principal for information and orientation about our school.

7. SPECIAL ENROLLMENT POLICIES:

- a. Parents of children from non-WELS families are encouraged to attend and complete our Pastors' Bible Information Class. Through these classes, parents will come to know the Bible teachings that their children will be taught at school. Enrollment of their children will be contingent upon the parents registering and completing these classes.
- b. New non-member families requesting membership at St. Paul's will need to attend and complete our Bible Information Class the first year their children are enrolled in the school.

D. HOME SCHOOL RELATIONS

1. COMMUNICATION between parents and teachers is extremely important. The key to a good relationship is being able to discuss a concern, a problem, an idea, a suggestion, a question, etc., at the right time with the right people. Some of the avenues we use to help with the communication between home and school include:

- Power School – Parents are able to access this on-line grading system to monitor their child's academic progress.
- Thursday School Note – The main communication tool is sent home on Thursday of each week. The Thursday note can be received electronically (posted on school website) or in hard copy form.
- Monday Class Notes – Teachers will share specific class information with parents on Monday.

2. GUIDELINES FOR BUILDING POSITIVE HOME SCHOOL RELATIONS that we would like to follow are:

- a. If a parent has a concern, go to the person involved. Do not discuss that concern with other parents, the children, other teachers, or people in the congregation or community.
- b. Follow Matthew chapter 18, when dealing with a teacher concern. Matthew 18 would suggest the following steps:
 1. Discuss concern: teacher-parent
 2. 2nd: teacher-parent-principal
 3. 3rd: teacher-parent-principal-pastor or board member
- c. Avoid bringing up concerns at church services, Bible classes, or church fellowships. These are times to focus on nurturing our faith.
- d. Forgive and forget hurts.
- e. Everything above applies equally to parents and called workers.

3. A SPIRIT OF TOGETHERNESS should prevail in our school. Parents entrust their children to teachers for a large part of their school life. For the welfare of the children we need to be partners in the Christian training of these young people. Paul said in Ephesians 4:2-3, "Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace."

E. FUNDING OUR SCHOOL PROGRAMS

1. THE COST OF EDUCATING A PUPIL each year at St. Paul's Lutheran School falls between \$5,500 and \$6,000. The members of St. Paul's Lutheran Church support our school through the use of offering envelopes. Families of St. Paul's who have their child(ren) in our Christian Day School know that they are supporting the program of Christian education for their child(ren) when they regularly use their church envelopes. Our congregation and School Board encourage our members to practice Biblical directives for giving to the work of the church. We are to give to the Lord in response to His grace and mercy to us, giving first to Him and in accord with the blessings He has showered upon us.

2. TUITION is charged for each student attending St. Paul's Lutheran School. Rates for 2016-2017 are as follows:

Members of St. Paul's	\$1550 for the first two children in grades K-8 \$800 for each additional child in grades K-8
Members of Other WELS Churches	\$4050 for the first two children in grades K-8 \$2050 for each additional child in grades K-8
Families from the Community	\$2050 for the first two children in grades K-8 \$1300 for each additional child
Pre-Kindergarten (K4)	\$850 for the 2 morning program (\$1650 for full day), \$1250 for the 3 morning program (\$2450 for full day), \$1650 for the 5 morning program (\$3250 for full day).

3. PAYMENT PLANS are available for parents. **FACTS Tuition Management** coordinates the collection of tuition and fees for our school. A number of options (listed below) will be given to parents. Options C & D will be handled by FACTS Tuition Management at a cost of \$38 per family.

OPTION A: Payment in full on or before the August registration/orientation meeting. \$10 will be deducted from the fees for full payments.

OPTION B: Payment by semester on or before the August registration/orientation meetings and the remainder on or before January 15.

OPTION C: Multi-payment plan: 10% of the total amount due at registration and the remainder due in 8 equal payments on the 10th or 20th of each month, September through April.

OPTION D: Multi-payment plan: 10% of the total amount due at registration and the remainder due in 10 equal payments on the 10th or the 20th of each month, September through June.

4. COLLECTION PROCEDURES: FACTS Tuition Management will coordinate our tuition/fee payments. This will be done by automatic withdrawal from a debit/credit account. If a parent chooses, the payment may be charged to Visa or Mastercard at an additional cost of \$2.50/month.

5. STUDENT AID is available to St. Paul's families who find it difficult to pay the yearly tuition. Parents should contact the principal or a member of the School Board for the guidelines and forms to complete. Requests for aid should be made at the beginning of the school year. A three man committee serves as the Student Aid Committee. Information given to them will remain confidential.

6. UNPAID TUITION: If a student's tuition from previous years remain due before the new school year, that student will not be permitted to attend St. Paul's until the tuition balance is paid. Special consideration may be given for hardship cases. Hardship cases need to be brought to the attention of the School Board.

7. TAX BREAK FOR TUITION: Under Wisconsin State Law, parents are now able to receive a tax deduction for private school tuition beginning in tax year 2014. Parents statewide are able to deduct up to \$4,000 per student in grades K-8.

8. OTHER SOURCES OF INCOME also come to school for various projects.

- a. During the school year there are various fund raisers held for special projects or equipment. Please help in these efforts! These fund-raisers must follow guidelines set by our church council.
- b. Often our parents or members give special gifts or memorials to school. These may be designated for a special project or may accumulate until enough money is available to purchase something that was not budgeted.
- c. PLEASE NOTE: Families who give a gift to school, should check with their employer or their insurance company for matching gifts. In some cases gifts to school may double by simply completing and mailing an appropriate form. Forms for matching funds from Thrivent Financial are available from the school office.

D. EDUCATIONAL REQUIREMENTS

1. HIGH EXPECTATIONS are set for each student according to his/her God-given abilities. Each student can strive for excellence according to his/her own unique gifts. Student expectations include:

- a. Actively participating in religion class, completing religion assignments as required, applying God's Word to his/her life and showing an interest in growing in the knowledge of God's Word.
- b. Meeting the requirements set by our pastors in preparation for confirmation.
- c. Completing daily class work on time and according to ability.
- d. Doing work neatly and according to English rules.
- e. Displaying a respectful attitude toward self, classmates, and teachers.
- f. Cooperating with classmates in projects and class activities.
- g. Displaying a positive attitude toward school, work and duties.
- h. Achieving passing grades according to his/her abilities.

2. PROMOTION to the next grade is granted when the student successfully completes the required work in the previous grade.

3. RETENTION in a certain grade may occur after thorough discussion and evaluation when one of the following circumstances exist:

- a. Unsatisfactory progress has been made after all attempts have been made to help the student function at the next level.

- b. A large number of absences and consequently the missing of valuable class discussion, projects and activities, have resulted in a lack of growth in basic concepts and skills required for the next grade level.
- c. Immaturity or lack of social, emotional or intellectual development that may require an additional year in order for the child to function at the next grade level successfully.

4. GRADUATION will be held for the 8th graders who have successfully completed the required course of instruction. Diplomas will be given at a graduation service at the end of the school year. In certain situations when work has not been completed satisfactorily and after due consideration, a Certificate of Attendance may be given rather than a diploma.

E. ATTENDANCE POLICIES

1. STATE REQUIREMENTS: State law requires that all children between the ages of 6 and 18 are to attend school regularly during the full period and hours that the school is in session. Our school year includes approximately 170 student days. Each day runs from 8:00 A.M. - 3:15 P.M. for grades K-8 and 8:00-11:30 A.M. or 3:15 P.M. for preschool.

2. ATTENDANCE REQUIREMENTS: Students must attain a 90% attendance rate for the school year in order to be promoted. Other factors (standardized test scores, etc.) may be considered if this goal is not met.

3. ABSENCES THAT ARE EXCUSED include the following:

- a. Illness or disabling injury
- b. Funeral in the family
- c. Medical or dental services which cannot be arranged at hours other than during school hours. (A short fraction of the day missed for this purpose will not be marked as an absence; however, if it is determined that the child missed more school than necessary, an unexcused absence will be marked.)
- d. Family vacations which the parent's employer has determined must be taken during the course of the school year. The teacher must be notified of the absence 2 weeks in advance and arrangements must be made to complete school work prior to the absence.
- e. Unexpected circumstances which make it impossible for the child to get to school. If it should be determined that the student need not have missed more than a part of a school day, that part shall be considered unexcused.

4. UNEXCUSED ABSENCES: These are absences for which the qualifications under the previous description have not been met. These will be recorded by the teacher in the permanent attendance record as unexcused.

5. TRUANCY: Truancy means any absence of one or more days from school for no legal cause. Every teacher is required by state law to keep records of truantries and report each case to the principal. Legal authorities may be contacted and parents may be required to appear before Cudahy's City Attorney for their child's truancy.

6. TARDINESS: If a child is not in his/her seat when the morning bell rings that signals the beginning of class (8:00 A.M.), he/she will be marked tardy. Tardiness is recorded by the teachers on the permanent records. An excuse from the parent for tardiness is required. **Three tardies in a month will result in a detention.**

7. LEAVING SCHOOL DURING SCHOOL HOURS is not permitted unless permission is granted by the parent in writing with a parent's signature. The parent assumes responsibility for the child while the child is away from school.

8. WRITTEN EXCUSES FROM THE PARENT ARE REQUIRED for the following:

- a. When a student returns to school after an absence. The excuse should contain the following:
 1. Date on which the excuse is written
 2. Date or dates of the absence
 3. The specific reason for the absence
 4. A signature of the parent or guardian
- b. When a student is to leave school early for whatever reason.
- c. When a student is absent from church when his/her class sings.

F. STUDENT PARTICIPATION

1. STUDENT INVOLVEMENT is important for the individual, for classmates, and for our school. Our school offers many ways in which students participate scholastically, athletically, socially and for using opportunities to help make our school a fun and enjoyable environment. The teachers encourage students to become involved in those areas in which they are able to do well, in those areas in which they want to improve, and in activities where they can make a contribution to the school and the student body. Following is a list of some of the opportunities for participation that are normally available:

- a. Sport Related Activities:
 1. girls - basketball, volleyball, softball, track, cross-country
 2. boys - basketball, softball, track, cross-country
 3. intramurals
- b. Scholastic Activities:
 1. A number of math contests and meets are held throughout the year.
 2. The Forensics team for grades 5-6 and 7-8.
 3. The Spelling Bees for grades 1-8.
 4. The science, art, writing, or social studies fairs for all students.
 5. Robotics teams for students in grades 3-8.
- c. Music Related Activities:
 1. Try out for a part in the school musical held every other year.
 2. Sing in the Junior Choir for grades 5-8.
 3. Take piano lessons and accompany the choir or play in church.
 4. Entertain for Open House and other school activities.
- d. Service Related Activities:
 1. Volunteer to help decorate school for special occasions.
 2. Serve as a School Crossing Guard (7th – 8th grade).
 3. Help keep the school clean and at times set up for various activities.
 4. Tutor other students.

2. REQUIREMENTS FOR INVOLVEMENT IN EXTRA CURRICULAR ACTIVITIES: It is only natural that students must be fulfilling their first responsibilities before becoming involved in extra activities. The following criteria are monitored by the classroom teachers and applied strictly:

- a. Work in religion class must be up-to-date and the student must be working at a satisfactory level.
- b. All work is completed on a daily basis according to ability.
- c. Students who are able must maintain a C average on his/her report card.
- d. Students must exhibit the ability to get along with others and be able to contribute in a positive way to the group with which he/she is involved.

- e. An absence from class during the school day, will prohibit a student from participating in extra-curricular activities that day or evening. A temporary excused absence for a medical appointment, funeral, or special emergency situation will not apply.

G. HEALTH AND SAFETY POLICIES AND PROCEDURES

1. EMERGENCY HOME CONTACT FORMS must be completed at the beginning of each year. Parents should notify the school of any changes. These forms are important and used by teachers in various emergencies.

2. HEALTH EXAMS by a doctor are encouraged for kindergartners, 4th and 8th graders. A check-up by a dentist is also encouraged. A physical exam is highly encouraged for those students participating in an interscholastic sport.

3. IMMUNIZATIONS are required by state law in order for all children to be in attendance in school. The following are the minimum required immunizations for each age/grade level.

Age/Grade	Number of Doses				
Pre K (2 yrs- 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1MMR ⁵	1 Var ⁶
Grades K-2	4 DTP/DTaP/DT/Td ¹	4 Polio ⁴	3 Hep B	2MMR ⁵	2 Var ⁶
Grades 3-5	4 DTP/DTaP/DT/Td ²	4 Polio ⁴	3 Hep B	2 MMR ⁵	1 Var ⁶
Grades 6-8	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵ 2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for students entering Pre K and grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday. (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

The School Principal or his representative will monitor the student records and a report will be made to the State of Wisconsin. Non-compliance will result in excluding the child from school until immunization requirements are met. NOTE: It is also recommended that 11-12 year old children get a Td (Tetanus-Diphtheria) booster on their baby shots. This is not a requirement at this time.

- 4. MEDICATION POLICY:** When children are required to take medication at school, the following policy applies:
- a. A parent must complete a request form for the teacher for drug administration during school hours.
 - b. The parent is to provide a written statement from the attending doctor for all prescription medications.
 - c. All medication is to be properly labeled.
 - d. Medication given in school is to be stored in a safe place.
 - e. No aspirin or other over-the-counter medication will be administered unless the provisions above are met.

5. A CHILD WITH A COMMUNICABLE DISEASE will not be permitted to attend school. Parents are responsible to keep their children home for the following reasons: a severe cold or cough, itch, scabies, lice or other vermin, ringworm on the exposed portions of the body, impetigo, epidemic jaundice, pink eye or other communicable diseases. A child with any of these conditions will be sent home immediately.

6. CLEANLINESS is a quality that all children can accomplish. Children who are filthy of clothing or body will also be sent home.

7. SERIOUS ACCIDENTS OR ILLNESS: In a life threatening situation or one requiring immediate medical attention, the Rescue Squad will be summoned (911). Our students will be taken to the local hospital in Cudahy unless time allows for a parent to be present to request a different hospital. Parents will be notified immediately.

8. NON-EMERGENCY ACCIDENTS OR ILLNESSES: General first aid will be administered by a teacher or school secretary at school. Parents will be called and children sent home in the case of an abnormal temperature or nausea, suspicion of a more severe injury or a significant bump on the head.

9. PARENTS ARE REQUESTED TO KEEP CHILDREN HOME if they show signs of sickness. This will help prevent others in the classroom from catching the illness.

10. OUR SCHOOL DOES COMPLY WITH THE REQUIRED BLOOD-BORNE PATHOGEN POLICIES AND PROCEDURES. Staff members are trained each year, supplies are provided, and the students are briefed on proper procedures for individual protection.

H. DISCIPLINE POLICIES AND PROCEDURES

1. DISCIPLINE IS MAINTAINED in the classrooms and around the school when students are regularly on task, the atmosphere is calm, orderly and pleasant, students demonstrate respect for themselves, their classmates, for property and teachers and the goals of the school and classroom are being carried out. Each teacher is allowed flexibility in meeting these goals.

2. GENERAL DISCIPLINE PROCEDURES:

- a. Teachers will apply God's Word to the life of students, encouraging them to grow strong in the Lord.
- b. Each teacher will show love and respect for each child.
- c. Each teacher will strive for consistency and fairness according to the individual.
- d. Rules and routines will be made clear to all involved.
- e. Each teacher will try to deal with students on an individual basis.
- f. At early stages of inappropriate behavior, teachers will talk with the student and offer ways to change the behavior.
- g. When possible, teachers will anticipate situations and take steps to prevent situations from occurring.

- h. Teachers will strive to keep students challenged and on meaningful tasks so that idleness does not lead to misconduct.
- i. Teachers will only accept student work that reflects his/her best efforts.
- j. Teachers will give recognition for good effort and appropriate behavior.
- k. Teachers may take away privileges to encourage responsibility of students.
- l. Teachers should contact the parents when they feel parental involvement is important or necessary.

3. WHEN MORE FREQUENT OFFENSES and patterns of inappropriate behavior occur, other steps need to be taken. These may include:

- a. The teacher scheduling a meeting with the principal, teacher, and student to discuss the problem and determine some alternatives.
- b. The teacher may use a series of three notifications to the parents. The third notice requires a parent/teacher/principal conference to resolve the problem.
- c. Teachers may issue detentions. A detention is keeping the student in the classroom, the office or other classroom, during recess or after school.
- d. The teacher may request that the parents seek Christian counseling for the student.
- e. In some cases, a suspension from the classroom or school may be necessary. A suspension is a short term exclusion of a student from a classroom and/or school.

4. SUSPENSIONS: When more severe offenses occur, such as using drugs, tobacco materials, or alcohol, the following procedures will be followed:

- a. An immediate suspension of 1-5 days will be given by the principal. In certain situations, the time missed from school may be required to be made up. Before returning to school after a suspension, a meeting between the student, parent, and principal will be held to resolve the problem.
- b. A second suspension will be given on the second offense, requiring a meeting with the Board of Education to resolve the matter or to have the child discontinue in school.
- c. Expulsion from school will occur after a third suspension.
- d. In certain cases such as: impenitence, lack of cooperation from the student or parents, or where it can be determined that the safety and well-being of other students is in danger by having a student continue in school, he/she may be expelled immediately with no previous steps required.

5. EXPULSION: Certain offenses, such as the transfer of illegal drugs, the use of a weapon to cause harm, or other extreme or repeated offenses will result in expulsion. **(See also: Code of Conduct)**

6. APPEAL PROCESS: If a parent or guardian determines to appeal the suspension or expulsion of a student, the following procedure will be in effect.

1. The appeal is first made to the principal. The principal may uphold or overturn the suspension or expulsion.
2. If the principal upholds the suspension or expulsion, the appeal is next made to the School Board. The School Board may uphold or overturn the suspension or expulsion. The decision of the School Board is final. The appeal process is now completed.
4. The appeal to the principal must be made within five working days of the date notification of the suspension or expulsion was received by the student's parent or guardian.

I. STUDENT CONDUCT IN SCHOOL

1. IN THE CLASSROOM a peaceful, calm atmosphere must prevail for the maximum amount of learning to take place. Specific classroom routine and rules will be determined by each teacher and students are expected to respect and obey those for the sake of everyone's safety and right to learn.

2. IN THE HALLWAYS, REST ROOMS AND LOCKER ROOMS our students are expected to also maintain a quiet and peaceful atmosphere. There should be no loud talking or running or general horse-play. There should be no reason for loitering in these areas. Food or drinks are not to be taken or consumed in these areas.

3. RULES FOR THE PLAYGROUND include the following:

- a. For safety reasons, no hard balls or bats are allowed.
- b. Bicycles are not to be used during school hours.
- c. For student safety, snowballs are not to be thrown.
- d. Food should not be taken outside.

4. GYM USE RULES AND POLICY: Our gym policy and rules are enforced to protect our facility and to assure safety and fun for those using the gym. A summary of the applicable rules follow:

- a. During school hours, classes and groups of students use the gym under the supervision of a teacher, parent or coach.
- b. **Street shoes are not permitted on the gym floor for any type of play.** Every person using the gym should have separate gym shoes.
- c. Conduct that is not related to wholesome gym activities will not be tolerated. Improper gym use will result in loss of gym use privileges.
- d. Equipment should be used properly and placed back into its proper place when not in use.
- e. Members or groups from the congregation may use the gym upon receiving permission from our Athletic Director and completing a gym use form.
- f. Groups of young people may use the gym during non-school hours only under the supervision of an adult member of the congregation and upon following the previous guidelines.

5. GENERAL RULES FOR STUDENT CONDUCT:

- a. School doors open at 7:45 A.M. Students are encouraged to arrive not earlier than 7:45 A.M. and are required to **leave school** immediately upon being excused from classes unless they are directly involved in a school activity. The Before and After School care program should be used by parents who cannot drop their children at school after 7:45 A.M. or pick them up at 3:15 P.M.
- b. Children are to **cross the street** in front of school only at the crosswalk.
- c. It is against the law for parents to **double park** in front of school. Unoccupied vehicles are not to be parked in front of the school (from the corner of Cudahy and Swift to the alley) before, during, or after school hours.
- d. Children may use the **telephones** in school for an emergency or urgent purpose only with the permission of their teacher.
- e. **The use of radios, mp3 players, headsets, electronic games, cell phones, trading cards, toys,** etc. are not permitted in school.
- f. Students may receive permission from their classroom teacher to use a kindle or some other electronic device for their personal reading. Privileges may be lost if the device is used for activities other than reading without the permission of the classroom teacher.
- g. **Knives, guns, fireworks, lighters, matches,** etc. are not permitted.
- h. **Skateboards and roller blades** (inline skates) are not permitted.
- i. **Gum** is not permitted in school.

- j. If **school property** is ruined or destroyed through intentional or careless actions, the student(s) will be required to repair or replace that item.

6. DETENTIONS – Students will normally serve detentions in the room of the teacher that issued the detention. The time will run from 3:00 - 3:40 P.M. and the parents will be notified as to the day the detention will be served.

7. POLICY ON NON-HARASSMENT AND THE PROCEDURES FOR REPORTING AND OBTAINING RELIEF -

Harassment of any kind – physical, sexual, verbal, social, or virtual – at St. Paul’s Lutheran School is not tolerated. All reported incidences of harassment will be investigated by the principal and, if necessary, reported to the appropriate authorities. If it is confirmed that a student has been harassing another student(s) or staff member, the student is subject to school discipline procedures which may include detention, suspension and/or expulsion from St. Paul’s Lutheran School. Students or parents who feel harassment is taking place can inform the teacher, the principal, or a school board member to receive assistance in obtaining relief from the harassment.

J. SCHOOL DRESS CODE

1. NEED FOR A DRESS CODE: As Christian people we need to present ourselves as disciples of our Lord Jesus. The manner in which we dress at school does tell others a little about us. For this reason as well as for health and safety, we have a dress code.

2. A SUMMARY OF THE SCHOOL DRESS CODE is as follows:

- a. For safety and neat appearance, tattered, excessively worn, dirty or frayed clothing will not be allowed.
- b. For cleanliness and neat appearance, hair should be clean and groomed.
- c. For modesty, students should wear clothes that cover their bodies appropriately. Shirts or blouses should cover abdomen when hands are raised; shorts or skirts should extend below fingertips with hands at sides.
- d. For appropriateness, athletic clothing such as stretch pants, spandex-type pants, gym shorts, etc. are not to be worn in class.
- e. So that our students are not misunderstood for who they are and what they stand for, logos on clothing that depict heavy metal music, professional wrestling, alcohol, drugs, double-meaning, swearing, and all music, etc., will not be permitted.
- f. For safety, appropriateness and so that our students are not associated with gangs or other groups, oversized pants and shirts, headbands, bandanas, ear rings for boys and other items that may relate to gangs will not be permitted.
- g. Caps, sunglasses, and jackets are not permitted to be worn in the classroom.
- h. Make-up may be worn by 7th & 8th grade girls if it is applied at home and used in moderation.
- i. The dress code is applicable to participation in all School related activities.
- j. Physical education clothing must be worn for PE classes in grades 5-8.
- k. Shorts may be worn from the beginning of the school year to the end of September and from May 1st to the end of the school year, or if the principal makes an exception because of hot weather.
- l. Proper outer clothing should be worn during inclement weather.
- m. For the safety of all the students, shoes with wheels on them that allow children to skate will not be permitted. The shoes will not be allowed even with the wheels removed.

WE LOOK TO PARENTS to uphold the spirit of the dress code and assist the school in providing appropriate Christian apparel for our students. Teachers will use his or her discretion in the enforcement of this policy.

K. PARENTAL RESPONSIBILITIES

1. **PERMISSION SLIPS:** Parents must send a written explanation for the following:

- a. If a child is to stay in for recess.
- b. If a child cannot participate in physical education.
- c. If the child is to leave school during the day.

2. **EXCUSES:** Parents are required to send proper excuses to inform teachers for their record keeping. Refer to part E section 8.

3. **CALLING TO EXCUSE YOUR CHILD, IF ABSENT:** We ask parents to call school before 8:30 A.M. to inform us when a child is going to be absent. If a teacher notes an absence and has not received a call, the teacher or school secretary will call the home of that child.

4. **TRANSPORTATION:** When there is a school activity planned, unless a bus is secured for that activity, it is the responsibility of the parents to provide or arrange for transportation to and from that activity for their children. When a parent transports other children to and from a school-related activity, a consent form is to be completed and placed on file at school. While this form will not negate liability, it will help increase awareness of parent responsibility in transporting children.

5. **INSURANCE:** Accident insurance is not offered through the school.

6. **PARENTS SHOULD PICK UP THEIR CHILDREN** immediately after school since most often teachers are not available for supervision. If this is not possible, please call to use the Before and After School Program.

7. **LOST AND FOUND** items will be kept in the school office. Please check there if you lose something.

8. School policy does not permit **PERSONAL INVITATIONS** to be sent to the students' homes by way of hand delivery in the classroom.

9. **BIBLE CLASSES:** We encourage all of our parents to participate in one or more of our congregation's **Bible Classes**. The following classes are being offered this fall:

Sunday, 8:30-9:15 A.M.; Monday evenings, 7:00-8:00 P.M.;
Women's Bible Study as announced

10. **REGULAR CHURCH ATTENDANCE** will be a priority for our parents and their children who desire continued spiritual growth and renewal. Attending church each week will reinforce to your children the importance of hearing and learning the precious truths of God's word. Teachers will be encouraging their students and you as parents to attend services each week. Teachers will take church attendance and these records will be shared with your child's report card. Worship with your fellow believers weekly! Hear the Word! See you in God's house! *"I rejoiced with those who said to me, 'Let us go to the house of the Lord.'" (Psalm 122:1)*



BEFORE AND AFTER SCHOOL CARE

1. BEFORE AND AFTER SCHOOL CARE is available for parents who need this service. Parents are encouraged to call the principal for costs and guidelines for the Before and After School Care program.

2. HOURS & COSTS: Parents are able to drop their children off for care beginning at 6:30 AM. After school care will run from 3:00 PM through 6:00 PM. The cost is \$4.00 for each hour or fraction of an hour the child attends.

ST. PAUL'S LUTHERAN SCHOOL TUITION POLICY (New 2017)

Introduction

The operation of our grade school is one of the major ministries of St. Paul's Lutheran Church. We believe that tuition payments are an investment in your child's education and the formation of their religious foundation. The following document provides information on policies that affect tuition & fees.

Tuition and Fees

Tuition is recommended by the Board of Education in cooperation with the school principal and approved by the Coordinating Council. Each year's tuition rates are sent to current and prospective families along with a registration form each spring.

Tuition rates are divided into three categories – (1) member, (2) other WELS, and (3) community. The member rate is for families who are confirmed members of St. Paul's Lutheran Church. The WELS rate is for families who are members of another WELS congregation that does not operate a Lutheran elementary school. The community rate applies to families who are not confirmed members of the congregation or of another WELS congregation. The following criteria must be met to receive the member tuition rate. Families must:

1. Be confirmed members of St. Paul's
2. Attend church services on a regular basis
3. Volunteer some work annually, according to age and circumstances
4. Use offering envelopes (physical or electronic) on a regular basis to provide financial support for all the church's ministries.

Tuition Rates and the Fee Schedule can be found on the Tuition Agreement form.

Tuition Payments

Tuition payments begin no later than September of each school year. St. Paul's School has an agreement with a tuition management company, FACTS. With this service, parents enroll and choose a payment plan. FACTS deducts the tuition payment from the family's financial institution and provides those funds to St. Paul's. The following payment terms are available:

1. **Full payment** (FACTS not required). With this option, the entire amount of tuition owed is paid on or before September 1 of the school year. Families with a balance after this date will be required to sign up for a payment plan outlined below, including any associated FACTS fee.
2. **Semester payments** (Additional FACTS Fee). Two equal payments (September and February)
3. **8 payments** (Additional FACTS Fee). Eight equal payments (September - April)
4. **10 payments** (Additional FACTS Fee). Ten equal monthly payments (August/September – May/June)

If desired, parents may also choose to make a payment at the beginning of the year and then schedule payments for the remaining balance using option 2, 3, or 4 above.

Tuition Assistance

Assistance is available to congregation members who would otherwise be unable to send their children to St. Paul's Lutheran School. The following criteria must be met to be considered for tuition assistance. Families must:

1. Be confirmed members of St. Paul's
2. Attend church services on a regular basis
3. Volunteer some work annually, according to age and circumstances
4. Use offertory envelopes (physical or electronic) on a regular basis to provide financial support for all the church's ministries.

Families who wish to apply for tuition assistance can obtain an application from the school office. All required documentation must be submitted as a prerequisite for consideration. Submissions should be received by May 1 to be considered. Submissions received after May 1 may be subject to limited availability of assistance funds. Families will be informed of amount of aid by mid-June.

Late Fees and Payment Delinquency

For the sake of your family's peace of mind and the financial stability of our school, we encourage families to contact the Principal as soon as possible when they are anticipating economic difficulties.

Late Fees

Payments due dates are listed on the Tuition Agreement Form that every family signs as part of the registration process. Payments are electronically processed by FACTS Tuition Management. Any payment returned as non-sufficient funds (NSF), is subject to a \$30 FACTS fee.

Payment Delinquency

Any family whose tuition account falls two months in arrears and has not made alternative arrangements with the School Board President in writing, will have their student's report cards held and may be removed or restricted from all extracurricular activities (e.g. class trips, sports, or club activities). Official school records may be withheld until all financial obligations are completed.

Any eighth grade student with outstanding tuition or fees and has not made alternative arrangements with the School Board President in writing, may not be able to participate in eighth grade activities and/or graduation ceremonies until all financial obligations have been met. Official school records may be withheld until all financial obligations are completed.

In the event that a family account remains in arrears after June 30th, unless alternative arrangements have been made in writing and approved by the School Board President, the family will not be enrolled for the following school year. The family will be allowed to enroll after their financial obligations have been met. However, the student's ability to return will be contingent on space availability in the grade/class in which he or she would have otherwise been placed.

Refund Policy

Any family that desires to withdraw their student(s) must notify the school in writing of their intentions as soon as possible. Families that have paid the entire year's tuition in advance and withdraw prior to the first day of school are refunded the amount of tuition paid for the current school year, minus a \$100 service fee. Any student that attends at least one day of class in a given month is charged for the entire month's tuition. After the first day of school, tuition is not refunded for that month, even if the student only attended one day of class.

Refunds will be issued only for those months in which there was no attendance, providing an official request for transfer or withdrawal has been received in writing. Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of student from St. Paul's Lutheran School.

Other Fees

Fees charged due to non-sufficient funds and FACTS Tuition Management fees are non-refundable.

School Choice

St. Paul's Lutheran School will begin participation in the Wisconsin School Choice program in the fall of 2018. Because of our location, we are able to accept students under both the Milwaukee Parental Choice program (MPCP) and the Wisconsin parental Choice Program (WPCP). We pray that God will bless the efforts of our participation as we look to share the gospel with more families in our community.

When can families apply for the program?

Families can apply for the program through the state online system operated by the Wisconsin DPI. The typical months for application are February through April. Eligibility is based upon residency and income.

What if a Choice application is rejected?

If an application for entry into any one of the Private School Choice Programs (PSCP) offered at St. Paul's Lutheran School has been rejected, the rejected applicant (via parent or guardian) has five working days from the date of receipt of their notice of rejection to provide written evidence to the St. Paul's Lutheran School Board that the application was improperly rejected. The evidence must include income and residency documentation. The school board chairman will respond to the applicant's appeal within five working days of the receipt of the appeal notifying him or her of the acceptance or rejection of the appeal. (Policy)

CREDIT TRANSFER: St. Paul's Lutheran School accepts the credits of students transferring from elementary, middle or secondary education programs (i.e. home school organizations) that are recognized as credible learning institutions by the Wisconsin Department of Public Instruction. If students are transferring from an out of state school, or secondary education program, that school or organization must be recognized as a credible learning institution by its respective state department of public instruction. (Policy)