

ST. PAUL LUTHERAN SCHOOL

1530 So. Main St., Lake Mills, WI 53551

www.stpaullakemills.org

STUDENT/PARENT HANDBOOK

2009 – 2010

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The Mission of St. Paul Lutheran School is...

to assist parents in nurturing and equipping their children as Christ's disciples for this life and the life to come.

A brief explanation of our mission statement is in order:

“Assist parents” - Teachers teach children for a short time. Parents parent for life.

The Lord has established the home as the cornerstone of society. Within the family He has charged parents... especially fathers... with the task of raising children. Teachers can't & will not replace parents; rather, we assist as empowered by the authority provided us from your home, our church and our state.

St. Paul teachers, called by the congregation, serve the Lord's church, become “partners in the Gospel” with you...our parents...and fulfill God-given obligations to the state of Wisconsin regarding the education of your children.

“Nurturing and equipping”- St. Paul Lutheran School relies heavily on our “partnership in the Gospel” to teach children. Cooperating with parents, we strive to support spiritual, intellectual, physical, social & emotional growth of each child. With your support teachers reflect the Christian attitudes and behaviors you already instill in your child. With your support, teachers develop academic knowledge/skills and encourage life-long learning.

“Children ...as Christ's disciples”- As this Lutheran school partners with parents, it is to be understood that together we are led by the compelling love and leadership of our Lord and Savior Jesus Christ. We desire that Scripture permeates our children's daily lives. We desire that our children grow through daily devotions, weekly worship and Scripture study.

“Christ's disciples for this life” – For this life our youngsters will need to learn all the traditional subjects of any education in America (reading & writing, math & science, etc.). As the Word of God permeates all aspects of our school program, we desire that your child becomes a discerning Christian and productive American citizen. It is our prayer that the graduates of St. Paul develop their God-given abilities, serving others throughout life.

The priorities of our school program can best be described first as spiritual, next academic, and then co-curricular. God urges us, “Seek first His kingdom and His righteousness” and He promises, “all these things will be given to you as well.” As the spiritual and academic core, the “4R's” (religion, reading, writing & 'rithmetic) are solidly established in lower grades. 5th-8th graders are offered enriching extras in the arts & sports.

“Christ's disciples for the life to come” – Our ultimate goal is that parents & children are someday together in heaven. As this goal is achieved, our mission is fulfilled. Let there be no confusion. Perfection comes in heaven; meanwhile, we sinful human beings and imperfect institutions continue to struggle. Our desire is to serve your entire family with God's Word (both Law & Gospel) that together we confess Christ as Savior, grow in His grace and go into the world with Good News of salvation through the life, death & resurrection of Jesus. Our sincere desire is to serve Jesus... by serving you.

In the name of Jesus,

Mr. Fred Luehring,
Principal of St. Paul Lutheran School

VISION, PHILOSOPHY, GOALS and OBJECTIVES of ST. PAUL'S SCHOOL

Vision: St. Paul Lutheran School seeks to be vibrant & growing, serving families in our congregation & community by... providing all students opportunities to grow in faith and in Christian living,
...encouraging development of spiritual, mental, physical, emotional special gifts,
...presenting relevant curricula grounded in God's Word and taught by qualified faculty.

Philosophy: Because the inerrant and absolute authority of God's Word clearly states 1) we are by nature "lost and condemned creatures"; 2) the heavenly Father in His great love has worked out our salvation through the perfect life and atoning death of His Son, Jesus Christ; 3) our salvation is made certain through faith worked in us by the Holy Spirit through the means of grace; 4) as redeemed children of God, all of our earthly activities are motivated by faith in Christ and focused on faithful service to Him; 5) the whole body of earthly knowledge proceeds from and is centered in the creative work and continuing activity of God...we strive as follows:

Goals and Objectives

- I. To present the **Word of God** in its truth & purity as recorded in the Bible thru Law & Gospel
 - A. Teaching God's plan of salvation as it unfolds through the pages of Scripture
 - B. Teaching the Bible's chief doctrines as summarized in Luther's Small Catechism
 - C. Applying the truths of Scripture to the life of each child placed in our care
- II. To mutually engage in a "**partnership in the Gospel**" by working with parents
 - A. Communicating with parents concerning each child's school progress
 - B. Problem solving and implementing intervention strategies for children's struggles
 - C. Suggesting additional resources which might best serve individual needs
- III. To **nurture & equip** each child in essential Christian truths for his/her time of grace
 - A. Training each child **spiritually**
 1. By providing a Christian school environment to nurture personal faith
 2. By encouraging each child in his/her life of faith through attitude & action
 3. By instilling in each child a love for God's Word and His house
 - a. Encouraging his/her own family devotions and Bible studies
 - b. Encouraging his/her weekly worship in church
 4. By fostering a desire to offer time, talent, and treasure for the Lord's work
 5. By encouraging children to consider pursuit of full-time work in ministry
 - B. Training each child **mentally**
 1. By instructing the child in all curricular branches of elementary learning
 2. By treating each child as a unique individual, "fearfully, wonderfully made"
 3. By encouraging each child in the full use of his/her God-given talents
 4. By providing experiences to help him/her meet & master life's challenges through analysis, synthesis, evaluation, discernment, & reverence to God
 5. By developing each child's critical thinking to differentiate between God's absolutes and man's accumulating and changing wisdom.
 - C. Training each child **physically**
 1. By teaching him to respect his/her body as a "temple of the Holy Spirit"
 2. By providing experiences promoting physical well-being & habits of health
 3. By encouraging cooperation with the local health agencies
 4. By promoting an interest in physical activities as wise use of leisure time
 - D. Training each child **emotionally**
 1. By instilling a reverence within the child's heart for what is sacred and holy, what is beautiful and lovely in light of sound Christian judgment
 2. By guiding the conscience into personal evaluation of emotion & feeling such as: confidence/pride, conceit/shame, remorse, success/self-satisfaction
 3. By helping him/her understand feelings which have bearing on thoughts and actions. (e.g. sorrow, anger, love, hatred, trust, & distrust)
 - E. Training each child **socially**
 1. By instilling God-pleasing attitudes and actions in social settings.
 2. By promoting respect for other people, personal perspectives & property
 3. By teaching responsible participation as Christian citizens within the U.S.

ST. PAUL LUTHERAN SCHOOL CURRICULUM

The Scripture urges us to “take every thought and make it obedient to Christ.” St. Paul Lutheran School strives for a curriculum permeated by the Word of God. Our teachers are thoroughly trained in Scriptural principles as well as in academic education. Whether in social studies, science, reading or math, where the Word of God naturally applies it is discussed. Where the Word is silent, the conventional wisdom of our world is provided. In so doing it is our desire to not only train children in academic content, skills & processes; but also, set the stage for student growth in critical thinking and Christian discernment. Using the Bible’s guiding light, St. Paul School teaches the following:

Core Curriculum is classwork which lays an essential foundation in our educational program.

Religion- Devotion, Prayer & Praise are expressed daily in each classroom at the start of the day’s instruction, surrounding the noon meal and prior to school dismissal.

Bible Lessons are presented daily in Pre-4th grades, twice weekly 5th-8th grades.

Catechism Instruction offers chief Bible doctrines to 5th-8th prior to confirmation.

Memory Work includes treasured Bible passages & hymns regularly assigned.

Reading- Pre-2nd emerging reading instruction can best be described as a balanced approach. Components include phonics, leveled books, guided reading, big books & basal texts. Parent/child reading activities & library reading & reporting are also emphasized.

3rd-6th instruction includes content reading, distinguishing context, and additional strategies for comprehension. Reading chapter books and class novels are required.

The basal reading text is heavily integrated with our language arts grammar & writing.

7th-8th literature selections highlight elements of literature, critical thinking & integration with history & writing classes. Independent reading uses Accelerated Reader.

Language Arts-K-8 includes grammar instruction; specific strands of instruction for spelling, punctuation and proofreading, and a variety of writing activities including journaling, narrative, expository, and research writing. At 5th-6th grades typing instruction is provided. By 7th-8th grades much writing is done by word processing on computers.

Mathematics- K-3 lessons offer much hands-on learning as well as a goal of mastering basic facts. 4th-8th grades offer rigorous daily activity in computation & problem solving. An essential component of St. Paul math is that students show computational work.

Calculators are teacher-distributed for specific concept development but used rarely.

Content Curriculum offers content & emphasizes study skills to further education & career options.

(Note-taking, researching, graph/chart/map reading, writing essays & taking tests are among the major skills emphasized through these content curricula.)

Science- K-2 instruction is integrated into thematic units with hands-on activities during part of the year. **3rd -8th** provide regular lessons in physical, earth & life sciences, limited lab activities & demonstrations. Lab materials are prepared & provided “ala carte.”

Social Studies- K-4 instruction is integrated into thematic units during half of the year.

5th -8th provides daily lessons in world history, studies of the Americas, as well as US history & government.

Creative Expression is offered through enrichment activities in the arts and physical education.

Music: K-4 includes joyful musical expression, performance singing, theory & history daily.

5th-8th daily music includes options for choir, band & piano, or opportunities in a general music course (vocal, instrumental, history, theory & music appreciation).

Art: formal instruction is provided in extended lessons once weekly. A variety of media are used to explore art theory (elements & principles), history & interpretation.

Phy. Ed. is offered several days per week. Our spacious gymnasium & sports fields, co-ed and co-curricular programs emphasize Christian sportsmanship and team work. Lower grades develop skills & participation while upper grades provide competition.

Technology at St. Paul is developed to create efficiencies in the curriculum already established. Therefore at the lower grades computers are used mostly for creativity, tutorial & drill. By upper grades, students use computers for word processing, multimedia presentations, & internet research.

Schoolwork involves assignments reinforcing lessons taught. Schoolwork not completed at school becomes “homework” On average we plan 10 minutes of homework/grade/ night (ex.7thgr= 70min)

ADDITIONAL COURSE OFFERINGS:

Our goal is to provide each student with instruction to meet his/her individual needs; however, limited resources compel us to deliver much instruction with group efficiency & effectiveness. Because “one size does not fit all,” several programs to accommodate student differences.

Student Ability Levels are developed for part of our reading & math programs. As part of lower grades **reading**, teachers use leveled books to optimize success for emergent readers. Middle & upper grade students use leveled materials for independent reading projects and comprehension activities & the independent reading of novels from our school library. For 7th-8th grade **mathematics**, teachers & parent conference after researching performance & individual test results. A select few are offered advanced math placement.

Special open-ended projects are also periodically assigned at all grade levels. Such activities may be extensions of social studies, science or the arts. They may involve research & writing, demonstrations, papers or multi-media presentations. Such projects offer children opportunities to delve into topics of their own interest. Such activities also provide students with a variety of rich outside experiences.

Special Education resources are offered on a limited basis for students with special academic needs. Such services are coordinated with parents, teacher, principal and the special education coordinator based on diagnosed need and prioritized scheduling. Inquiries are best handled early in the school year by talking with the classroom teacher and special education coordinator.

CURRICULUM OPTIONS

St. Paul's Kindergarten offers a choice of three options. Morning Kindergarten (8-11:30am) provides children with core curriculum instruction. Those attending all day class (8am–3pm), receive the essentials and many enrichment/reinforcement activities. A third option starts a child with 1/2 day and changes to full day at semester. (In November parents may announce their switch from half day to full day. Requests will be granted providing appropriate resources & personnel are available to serve all involved in afternoon class. School fees are assessed based on the option chosen.)

Several Music Opportunities are offered our older children. Grades 3-5 have **Cherub Choir** & grades 6-8 have **Junior Choir**. Choirs rehearse Monday, Tuesday, Wednesday & Friday during school. Participation is an option within our music curriculum. It is expected that those joining choir also commit to regular attendance at concert & worship service performances.

Band is open to students of grades 5-8. Individual lessons and group rehearsals are scheduled from 7 AM- 4 PM on Thursdays or Friday afternoons. The band performs at two school concerts and Lakeside's Fine Arts Fair. Our band instructor provides his services to our school by charging monthly fees for student lessons.

Piano lessons are offered before school weekdays and like band on Thursdays throughout the school year. It is only offered upper grade students with both previous piano experience and strong academic performance in the core curriculum. Like band, students are to reimburse the instructor for costs of weekly half hour instructions as fees are set by the instructor.

Those not involved in our music options (grades 4-8) will be taking a music course consisting of lessons which may include music appreciation, theory, vocal and instrumental training.

CO-CURRICULAR ACTIVITIES (See Co-Curricular Handbook of more details)

A wide variety of after-school sports (cross country, volleyball, basketball, spirit squad track, & softball) & arts (forensics, drama & music) are offered to 5th-8th graders. Through such activities we strive to foster unity, develop talents, build character, and apply values to children's lives.

Eligibility is extended to those students of good character & academic standing. They commit themselves to regular attendance at practices & performances, avoiding problems of school attendance, discipline & harmful substances, and are present/participating in all school activities for at least ½ day on “game day.” As members of our Cardinal teams, they will strive to reflect Christian maturity as honorable ambassadors of St. Paul Lutheran School.

To participate in these programs, students must also submit proper paperwork (parent permission, commitment signatures...and...for sports, the covenant & insurance liability waiver).

SCHOOL GOVERNANCE and MANAGEMENT

St. Paul Ev. Lutheran School is owned and operated by the members of St. Paul Ev. Lutheran Church of Lake Mills, Wisconsin. This congregation is a member of the Wisconsin Evangelical Lutheran Synod (WELS), a confessional Lutheran church body. In matters of doctrine & practice, **God's Word** holds final authority. In matters neither commanded nor forbidden by God (i.e. property, program & policy) the congregation's **voter assembly** has final authority. The **school board** consisting of six elected men is empowered to initiate & oversee school policies & operations. Specifically, they have constitution/bylaw authority to promote Christian education, oversee school operations, propose policies & budget, review school programs, approve curriculum & co-curricular activity, and oversee school personnel (students & staff). The **principal** manages the school's daily operations, supervises curriculum & instruction, coordinates work of school staff & students and fulfills school board policy. Called **teachers** provide everyday curriculum & instruction, supervise students at school and work harmoniously with principal & pastors regarding spiritual & academic matters. The **pastors** provide spiritual leadership & counsel for the entire congregation including school families.

SCHOOL ADMISSIONS

As noted previously, St. Paul Ev. Lutheran School exists to assist parents in the spiritual training of their children. We seek to do this by using God's Word as our guide in preparing the children for a life of service to God on this earth and eternal life with Him in heaven. When parents enroll their children in our school they commit themselves to active support of the Gospel partnership we share.

Requests for admission are made through the office of the principal. He will explain the school's mission & ministry, clarify the academic & extra-curricular programs, discuss student grade placement, and transfer of academic records. A pastor will also schedule time to discuss the family's congregational involvement. The school board has final authority in approving all admissions.

Future Kindergarten children are invited with parents to "round-up" events and application meetings in late January. Kindergarteners must be five years old prior to September 1 of the year they desire Kindergarten enrollment. (Should parents desire to enroll a Kindergarten child early, based on the child's readiness, they must consult with the principal. State law & school board policy place significant restrictions on such action.)

Members, "mission" applicants and members of other WELS/ELS churches are encouraged to enroll. All parents are urged to schedule information classes which overview the basic Bible teachings that their children will be taught at St. Paul. These classes are especially important for those on "mission status" that our work together might proceed in fullest harmony of both doctrine and practice.

TRANSFER POLICIES

Incoming transfers: St. Paul will review the requesting applicant's academic records and validate the child's previous school performance. A faculty member will meet with the family prior to enrollment as well. In meeting we hope to foster our educational partnership, clarify expectations and assess the student's basic reading, math & writing skills. Based on student records, teacher assessment and parent consultation, the school will provide appropriate grade placement.

Outgoing transfer requests must be made through the office with the confirming signature of parent. Upon written request the school will transfer records from school to school providing the family's school bills are paid to date.

NOTICE of NON-DISCRIMINATORY POLICY

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

COMMITMENT to CHILDREN'S EDUCATIONAL MINISTRIES

The **members of St. Paul Lutheran Church** are sincerely committed to serving our families with the Word of God and providing our children with Christian education. "How committed?" you might ask. So committed that over a half million dollars are provided to educate about 300 students in K-12. The privilege of operating our Lutheran elementary school, as well as supporting Lakeside Lutheran High School, is assumed by our entire congregation through generous free-will offerings.

Our **school families** reflect similar commitment to the Lord through weekly worship, first-fruit offerings of time, talent & treasure, and attendance in Sunday School & Bible studies among us. While actual costs per student are about \$4800 at St. Paul School, grateful parents respond as blessed through regular offerings, as well as through prompt payment of tuition & fees (which are set far lower than actual per student costs.)

Family Spiritual Commitment

Christian families express joy in Jesus through many means. Our partnership includes the shared joys of **weekly worship**. The psalmist writes, "I rejoiced with those who said to me, "Let us go to the house of the Lord." Classroom teachers encourage parents & children to worship often. This is God's will. He urges, "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another." Just as our bodies need nourishment to sustain life; so our souls need spiritual food given to us by hearing & learning God's Word and by partaking of the Lord's Supper. Parent **Bible studies** are also expressions of our partnership. While many study opportunities are available, parents will make special efforts to attend studies specifically intended for school parents. Offering family **time, talent & treasure** provide yet another expression of commitment. Such activities not only include church contributions, but also, parental & student service efforts. (Contributions to quarterly **mission collections** and participation in child's classroom **church singing** are two examples of such student service at school. It is expected that parents will support these efforts. (When other pressing matters prohibit the child from participation in church singing, a parent-signed note should be provided the teacher).

Family Financial Commitment

So that school families might help the congregation carry out other ministries and defray some school costs, parents are billed a portion of "**tuition.**" For 2009-10 parents will be billed \$895-1stchild, \$845-2nd child \$795-3rd child, (4th-child free). Half-day Kindergarten will be charged half price. Desiring that no one is denied enrollment at St. Paul solely for financial reasons, a **tuition assistance** program has been established. Applications are received each Aug. Contact the office for information. To simplify student transactions regarding incidental school expenses an **activity fees** is also in place. It covers field trips, class dues, co-curricular activities, etc. K-4thfee = \$30... 5th-8th fee = \$50. School tuition and fees are collected in mid-August with **school registration**. If payment in full is not possible, a promissory note is submitted by parent or guardian presenting monthly payments to be completed by the end of our school year. It should also be noted that all members, "mission applicants" and other WELS/ELS church families are subject to the above-noted tuition & fees.

Other Congregations in Partnership with St. Paul

Other WELS/ELS churches in the area share in our educational ministry including: St. John's of Newville; Immanuel of Deerfield; St. James of Cambridge; Immanuel of Farmington, and Abiding Shepherd of Cottage Grove. Each church has advantageous policies governing how their congregation & school families will share costs to support children enrolled at St. Paul. Actual cost per student for 2009-2010 is about \$4800. Congregational tuition charges assessed by St. Paul for 2009-10 are as follows: \$4250-1stchild, \$4000-2ndchild, \$3750-3rdchild, & \$3500-4thchild.

"Mission" Applicants

Favorable financial arrangements are also in place to welcome students from outside of our churches. "Mission" tuition & fees are the same as charged all other families. St. Paul Church support generously provides for such applicants with the understanding that "mission" applicant parents will commit to attendance in St. Paul's parent classes which overview our Bible teachings. Please contact the school principal to further discuss enrollment opportunities at St. Paul School.

HOME and SCHOOL: PARTNERS in GOSPEL MINISTRY

The Lord urges, "Train a child in the way he should go, and when he is old he will not turn from it." Parents & teachers are blessed when committed to this goal. The Lord further instructs us: "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." Parents parent and teachers teach both by the same directive. Neither may compromise on God's commands, neither may stray from the love of our Savior, Jesus . Teachers build upon training already begun at home. Together we share these truths that children become "wise for salvation" Parents & teachers pursue this active partnership in the Gospel, so that nothing robs our children of the crown of glory awaiting them in heaven. As Christian parents and teachers, let us dedicate ourselves to such confidence & clarity in Christ.

Christian Conduct

Parents can rightly expect that our school will maintain classroom order and control. Similarly Christian teachers can rightly expect parents will assist, encouraging their children in Christian faith and faithfulness. It is our mutual goal that children not live and act according to their old sinful flesh but rather motivated by the love of Christ desiring to fulfill His will. When considering conduct these Catechism words come to mind: "Our old Adam with his evil deeds and desires should be drowned by daily contrition and repentance, and die, and that day by day a new man should arise, as from the dead, to live in the presence of God in righteousness and purity now and forever." God's power in baptism motivates our children as members of His family. As the Lord's love reaches student, parent & teacher hearts, .Christian conduct optimizes learning.

School Discipline

School discipline's ultimate goal is to nurture and equip children as Christ's disciples. It is carried out reflecting God's Law & Gospel. When a child commits sin God's laws condemn him/her as personally responsible. No personal excuse, comparative scale, rationalized action or future deeds of kindness can deflect the guilt. But what the child cannot resolve, Jesus does! Jesus' innocent blood shed on Calvary's cross wipes away all sin. To the repentant heart the Heavenly Father declares "Be of good cheer, your sins are forgiven!" At St. Paul many matters of discipline are handled privately between student & students or between student & classroom teacher. Personal discussion, adult intervention, or a student's "time out," often ends conflict; however, open, public offenses may warrant more public correction. Regardless, we pray the offense is identified & regretted, forgiven & forgotten...for Jesus' sake! Natural consequences provided by school teachers and parents reflect corrective training for disciples of Christ, not earned forgiveness. The sin is done, gone, resolved! Jesus paid the price!

Suspension: Understanding the grave consequences that are inflicted by sinful behavior, St. Paul School's principal -in consultation with other witnesses- reserves the right to suspend enrollment of the guilty for good of perpetrator, victim & whole school. Suspension is automatically applied to anyone who defies authority or deliberately endangers the health and safety of himself/herself or others.

School Expulsion: After repeated efforts to correct & reconcile, after thorough consultation with an erring student, the parents, classroom teacher, principal and pastor; then the school board may exercise the right of student expulsion. Such action would only be taken out of love for both the erring child and the good of the entire school.

Appearance & Dress

Good grooming & appropriate dress are important to children of our school. Children are expected to make mature Christian decisions when choosing their dress. Avoiding a legalistic stance, we simply note "proper dress is that which is clean, neat, and reflects the love of Christ." Parents are to guide children in selecting dress according to this standard. For the sake of uniformity, the principal is appointed to monitor proper dress. Thus from time to time he may direct a child to change a particular article of clothing if in his judgment the clothing violates the spirit or intent of the policy. (During the 1st and 4th quarter of the year, children may wear shorts to school when the weather is warm. Once again, cleanliness, neatness, and sound Christian judgment are expected.)

HOME and SCHOOL: COMMUNICATING SCHOOL ACTIVITY

Just as it is essential for father and mother to communicate often in their efforts to raise children, so it is essential that parents, teachers and students communicate regularly so that we can make the most of our children's learning experiences at St. Paul:

Distributing Daily Papers, Weekly Newsletters & Monthly Calendars: All Kind-4th parents are asked to check backpacks **daily** for corrected school papers & occasional teacher/classroom memos. All parents (Kind-8th) are urged to read the informative school note & attachments sent home each Tuesday. It reflects much **weekly** information and details parents need to know. A **monthly** calendar detailing dates/ times of major school events is printed in the church newsletter. A draft of all school events is provided at school registration.

Coordinating Routines: On a typical five-day school week, parents can expect the following:

Monday --- weekly newsletter entries are due in the office & weekly lunch tickets are purchased.

Tuesday---before school & during recess the office personnel sell pencils, paper, glue, etc.

Wednesday--- weekly school note (sign-ups, attachments) & 5th-8th corrected work is sent home

Thursday--- music day (5th-8th band & 7th-8th piano lessons) and sale of CEF stamps in the library

Friday--- Note sign-ups & attachments due (8am), school chapel held & mission offerings collected

ASSESSING STUDENT PROGRESS and DEVELOPING GRADES

Teachers at St. Paul School strive to understand and assist each child as an individual while delivering instruction to significant numbers of students in classrooms. Daily assignments and periodic assessment help. Teachers efficiently monitor skill development, knowledge acquisition, & academic achievement by observing daily assignments, essays, tests and oral presentations. While such assessments are not always perfect measurements, they do provide teachers & parents with direction & the child with significant encouragement. From such evaluations our teachers establish levels of progress by providing the child's report card grades.

Subjective grades are developed on the basis of the following scale:

"A" ranges from 100-93%, "B" ranges 86-92%, "C" ranges 78-85%, "D" ranges 70-77.

(Failing grades would range from 69-0% with decreasing values for each 10% less points.)

MONITORING GRADES, PROVIDING REPORT CARDS and CONFERENCES

St. Paul teachers offer many ways for parents to view their child's progress.

1. Children are instructed to **take corrected papers home** (K-4th frequently, 5th-8th weekly)
2. **Power School's** teacher grade book, a web-based data system, allows parents and students to view the child's personal grades daily for each assignment that the teacher has recorded. It also provides helpful direction on assignments during student absence.
Printed progress reports are always available as the parent requests the child to print out his/her personal report. (Power School is being implemented between 2004-08.)
3. **Parent / Teacher Conferences** are welcomed at any time by parent or teacher request. In addition formal conferencing is scheduled by teachers twice annually in grades K-5. Scheduled intermittently throughout the year, 6th-8th grade conferences also occur. Upper grade students are often encouraged to be a part of such conferences.) Conference goals would likely include a discussion of spiritual growth, academic successes & challenges, mutual concerns, goals & strategies regarding the child's progress.
4. Parents are welcome to **visit** the child's classroom. Contact your teacher to schedule.
5. A **Special Education Coordinator** is also available to assist parents, teachers and especially children facing special academic needs. Contact your teacher to set up an appointment with St. Paul's special education coordinator. Topics of discussion might include available resources, diagnostic testing, intervention strategies and remediation, small group instruction & tutoring. Work with special needs students takes significant coordination & communication. Keys to success in such cases include: willing hearts, accurate diagnosis, & early intervention. Our desire is to help enough that children not lose hope, and refrain from too much help lest children become helpless.

GRADUATION diplomas are awarded for credits received in successful completion of required courses taught through 7th & 8th grades. Teachers offer 7th & 8th grade parents and students specific details of course requirements during parent/teacher visits before school starts.

SCHOOL HOURS for formal classroom instruction occurs from **8:00am until 3:00pm**. Half-day Kindergarten classes are conducted from 8:00-11:30am. We urge parents to help us by avoiding any type of interruption during this time. Whenever possible, parents are to schedule personal appointments at another time lest their child miss out on class instruction/discussion.

Arrival & Departure: For parent convenience, **school remains open from 7:30am-3:30pm**. Parents are expected to make appropriate arrangements that their children are not here prior to opening or after school closing. **Before school (7:30-8:00am)** arriving children enter through main doors (northwest), drop off coat, hat & backpack on coat racks, and go directly to their classrooms for study. Do not loiter and linger in conversation at this time: rather, join the teacher in using this time to prepare for classes. **After school hours (3:00-3:15pm)** children return to the north parking lot to meet home-bound transportation. At 3:15 any children not departed will return to a classroom for study while a teacher contacts a parent. **By 3:30** children are to be off the premises, as teachers are involved in other after-school responsibilities, not student supervision. Children involved in before & after school extra-curricular events such as sports band or forensics are under the supervision of an attending adult leader. (Exceptions are to be or requested by parent, by classroom teacher, by coaches leading sanctioned after-school activities or supervised by a willing parent on the playground.)

TRANSPORTATION

Lake Mills Residents are encouraged to carpool. Please follow the principles of safety and courtesy as you come & go through our parking lot (see notes-page10). **Out of Courtesy** please note: **Morning bus** drop-off is 7:45-8am curbside, at the front doors. Cars need to avoid front door drop-off during this time. **Afternoon busses** reserve parking in the south parking bay between crosswalks, pick-up children until 3:06 & retain prioritized, timely departure.

Lake Mills School District busses offer comprehensive service for those outside of town, and limited service to & from its local public school for those living within city neighborhoods. LMSD busses arrive at LMHS & transfer children to St. Paul, usually delivering children by 7:50am. Similarly at day's end, LMSD busses provide comprehensive transport services for students out of town, while offering limited service to town students using local public schools as drop off sites. Lake Mills School district busses leave St. Paul at 3:06 each evening. (Although not highly recommended, Lake Mills School District also provides limited bus service for 4K-preschool and half-day Kindergarten classes at 11am and 11:30 respectively.)

Lakeside Lutheran High School transports children living by Lakeside as well as children who are on routes outside of Lake Mills. Parents contact Lakeside directly to seek approval via favorable seating capacity & close proximity to LLHS's routes. A nominal fee is charged.

All Bus Riding Students are expected to obey the rules which have been established by the administration of Lake Mills & Lakeside. They are established for the safety & well-being of passengers. Failure to comply with rules & regulations will result in the loss of riding privileges. (Children are encouraged to use bus rides as witness opportunities to express faith in Jesus.)

Some surrounding community public schools (Cambridge) offer reimbursement to families who carpool their children to St. Paul School... provided specific legal criteria are met.

CANCELLATION of SCHOOL DAY

School is cancelled for inclement weather. Tune-in to these radio stations for prompt notice.

WTTN (AM 1580)

Watertown AM

WFAW (AM 940)/WSJY (FM 107.3)

Fort Atkinson AM/FM

WTMJ (AM 620)

Milwaukee AM

To avoid confusion, **whenever the Lake Mills School District cancels or announces early dismissal due to weather, St. Paul also cancels class**, automatically! (Please understand that few ride Lakeside's busses out of necessity, but about 1/3 of our children rely on Lake Mills School District bus service) On such occasions pre-school is also cancelled. **Carpooling** parents are reminded to use individual parental discretion when bad weather develops during the day and you are considering an early pick-up time. Only you know your travel situation.

ATTENDANCE is taken at 8:00 am. Those not in their classroom seats at this time are “**absent.**” Those who arrive shortly thereafter are “**tardy**” (with the exception of weather delays). Those gone part-time will have “**half-day**” absence/ attendance recorded.

Excuses for absence, tardiness, or partial day attendance are recorded when parents provide communication with school personnel. Parents, if a written note is used to communicate absence, please make sure such a note includes the following important information:

...the child’s name... the date absent... reason for absence... and... parent’s signature.

Students arriving late report first to the office prior to entering the classroom. They should also inform cooks if they desire hot lunch that day. Thus meal counts can be accurately recorded.

Excused absence: If a child is absent, parents notify the school before 8 AM. After taking attendance the school office pursues any absence that has not been previously excused.

Some absence for illness, funeral, inclement weather and other “acts of God” is unavoidable. In such cases it is best for the child to be absent. Other priorities have taken precedence. Both teacher & student share primary responsibility in learning lessons missed for such reasons. **However**, regarding family absence for hunting, family excursion or extended weekends, the primary responsibility for missed lessons is placed with parent & child. (Completed lessons will be credited). In either case the school faculty yields to parents desires trusting that they will use parental discretion and exercise sound Christian decision-making.

Local truancy laws bind the school to action. Excessive absences will be pursued by principal, school board and government agencies as necessary.

HEALTH: Because St. Paul cares deeply for the health & safety of each child placed in our care, because infection/disease is so easily spread among large groups of school children in close proximity to one another, and because state & federal law impose health regulations on school operation; we urge parents to closely adhere to the following health policies & practices:

Children’s illness: St. Paul expects parents to keep their children home for the following: fever, nausea/vomiting, diarrhea, skin rashes/oozing sores, head lice, headache or inflamed/swollen eyes. Many of these symptoms signal illness yet in a contagious stage. For example, after a fever subsides the child remains contagious for up to an additional 24 hrs. Children who become ill during school are excused from class to phone a parent for immediate pick-up.

Medication is prohibited at school unless it is under the child’s personal possession (one dose) or teacher security (if in quantity), and is accompanied by written notification/permission as required by Wisconsin state law. This applies to all medication including aspirin & Tylenol. Written notification forms complying with Wisconsin law are sent home with the registration materials. Additional forms may be obtained in the school office.

Emergencies: The immediate supervisor (i.e. teacher, coach, other adult personnel) carries responsibility for taking initial action in case of emergency. In life-threatening situations #911 will be called. (Lake Mills EMS service costs become the responsibility of the child’s parents/guardian.) Parents will be notified via data recorded from emergency contact sheets.

Injuries that are not as urgent in nature are handled with more teacher discretion and parent input. Again accurate parent contact information is important. When accident and injury exceeds normal child’s play the teacher will provide parent contact and file a written accident report.

Emergency contact forms are essential for school registration. They are filed in the school office. (Duplicate copies are provided to teachers for field trips & coaches for extra-curricular events). Because the information is critical, parents must fill out the emergency contact form and promptly notify the office of any changes to update all important phone #'s, preferred physicians/ hospitals and special medical instructions. No emergency form? No enrollment!

IMMUNIZATIONS: Wisconsin state law mandates that parents & schools keep children’s immunization records current. No child will be allowed to continue in attendance without annually-required up-dates. Parents desiring exemption must sign-off as noted on the form.

PHYSICIAN’S EXAMINATIONS are required of all children entering St. Paul’s Kindergarten and 5th grade. Forms can be obtained at the office. Parents desiring exemption must sign-off.

SCHOOL SAFETY and SECURITY GUIDELINES include the following policies and practices:

A Closed Campus is provided for our children's safety. On normal school days access to the building is limited to the main lobby (northwest foyer). In addition, after 8:00am all visitors are permitted building access only through the office. All other doors remain locked. No child is to leave the premises during school hours without parent permission. Parents picking up children during the school day are required to notify the school office & classroom teacher.

Playground Safety is provided through several school policy provisions. 1) Unless prohibited by inclement weather, children generally go outside for recesses. Supervision is provided by our classroom teachers. 2) Because of the vast spaces & great distances between play areas & school, cell phones or walkie talkies are used for more immediate communication. 3) St. Paul children have several acres of play area on the east field & playground equipment, south parking lot & the spacious athletic fields. Unless permitted & directly accompanied by a teacher, the north parking lot, the northeast ravine, the eastern watershed & croplands are off limits. 4) For the sake of safety, clarity & simplicity, St. Paul School prohibits games of rough play. Thus, throwing snowballs & playing tackle football are prohibited.

First Aid Kits & Emergency Contact forms are provided for each classroom teacher. Sports coaches are also given first aid kit & emergency contact forms for team participants. To assist teachers during playground supervision & field trips, walkie talkies are available.

Tornado & Fire Safety procedures include: posted evacuation maps in each room, periodic practice drills while classes are in session, and other school safety code compliance. Tornado safe zones include the four bathrooms & storage closets in the middle of the school. Additional space is found in the many walk-in classroom closets located throughout the building.

Student Photos (unnamed) will be used for school publications/promotions, and (named) for awards & public recognition unless otherwise directed by a signed parent note.

Wellness Plans for St. Paul School are on file as required by the Federal School Lunch Program. The guidelines provide a plan that each student has sufficient time for fitness & phy. ed. activities, health & nutrition education, promotion of healthy foods & encouragement toward healthy food options. Further details can be obtained through the school office.

TRAFFIC SAFETY at ST. PAUL

Highway 89 Traffic: High speeds (45-mph), limited turning lanes, the magnitude of truck traffic & the lack of sidewalks pose significant danger for children. Therefore, St. Paul urges parents to restrict children's walk or bike ride to school. There are simply too many traffic risks to permit extensive pedestrian & bike travel at this time.

Use North Parking Lot to drop students off before school (7:30-8:00am) & pick students up after school (3:00-3:15pm) Please avoid use of the **south entrance**. It is reserved as a loading dock delivery trucks; furthermore, the **south parking lot** is to be reserved for playground use.

Morning Drop-off Procedures (north parking lot) include: 1) driving slowly, carefully & avoiding any backing especially in southern parking bays near school 2) using one-way, counter clock-wise traffic flow 3) dropping-off students in southern bays (like airport drop-off) by swing-in parallel approach & idling but using northern two parking bays to park cars & walk youngsters into school, 4) ALWAYS yield front curb & sidewalk area to the three busses from 7:45-8:00am.

Evening Pick-up Procedures (north parking lot) include: 1) driving slowly, carefully & avoiding any backing especially in southern parking bays near school 2) using one-way, counter clock-wise traffic flow 3) ALWAYS allow south bay parking priority (between the crosswalks) to three busses from 2:55-3:06pm 4) Picking-up students in middle parking bays by swing-in parallel approach & idling but using the far north parking area to park cars & walk young from school.

SAFETY PATROL authority is given older students from 7:30-8:00am & 3:00-3:10pm. Their tasks are two-fold: to provide pedestrian crosswalk safety and to direct cars thus preserving bus schedule priorities. Parents please note: **Morning bus** drop-off is 7:45-8am curbside at the front doors. Cars must use other drop-off points at this time. **Afternoon busses** reserve parking in south parking bay (between crosswalks), pick-up children until 3:06 & have priority departure to maintain safety & scheduling continuity in the district-wide bus service for hundreds of children.

SCHOOL PROPERTY: St Paul School is blessed with many material resources such as our playground areas, building spaces, athletic supplies, office equipment, classroom furniture & technology and educational materials. Christian stewardship and personal responsibility dictate that children take care of these resources. Should there be either deliberate destruction or careless use of school property, the school requires the child/parent to make restitution.

School Library: A spacious children's library of over 13,000 books, is available for frequent student use. Parent volunteers serve as librarians, manning the check-out desk throughout the day. Children are to check out books during their classroom's designated library times. To preserve our investment, students are only permitted in the library under adult supervision.

Technology is established at St. Paul to enhance instruction, increase productivity, aid in research and develop skills through tutorial/drill. We are blessed with much including wireless computer labs of 20 laptops, stationary banks of computers in classrooms, a teacher/student stand alone computer in each room, AlphaSmart word processing keyboards, numerous technology accessories, Power School's data management system, and Accelerated Reader reading services. Upper grade students are provided training, password access & assignments using technology. Students are reminded that the use of technology is a privilege, not a right of enrollment. Inappropriate use of technology will result in loss of privileges.

Telephones are available in each classroom for school business purposes. Students must ask teacher permission to use the phone. Calls are to be limited to matters of necessity, not personal scheduling or requests for forgotten materials. Cell phones are ordinarily restricted from use 7:30am-3:15pm; thus, they should be turned off & left with backpacks & coats.

Gymnasium is scheduled intensively throughout the school day. It is critical that children have a pair of clean non-scuff **athletic shoes** at school for indoor/gym use. The school's **locker rooms** are used more for after-school sports than for phy. ed. classes. Children may not store any belongings in the locker room over night. Purchasing **cardinal-red tee shirts** is advised for those involved in co-curricular practices & after school events like CC & track. Gym use supervised by adults is permitted on non-school days providing no other events are scheduled.

PERSONAL BELONGINGS and SUPPLIES are kept in student desks, coat racks & backpacks. Other objects besides school supplies which inhibit instruction or have the potential to endanger self/others (e.g. objectionable playthings, harmful/illegal substances) are prohibited. School reserves the right to search areas & confiscate belongings if warranted.

Student Identification & Photos are part of school record. Photos will be used for school purposes & local publications unless a parent contacts the school with a specific request. We will not sell photos or student identification to vendors.

Lost & Found is kept at school for a short time. We encourage children to personal responsibility. Inquire within a week to assure return of belongings. The school is not responsible for personal loss.

Purchasing School Supplies such as pencils, pens, markers, spiral notebooks, glue sticks and the like... can be done one in the office on Wednesdays before school, at recess or noon break.

MISSION OFFERINGS and CEF STAMPS

When we are taught that our whole being belongs to Christ, we learn Christian stewardship. Jesus has purchased & won us with His holy precious blood. Realizing His love, we are led to live for Christ in everything we do. To this end, a mission collection is taken each Friday at chapel. CEF "mission" stamps are sold each Thursday in the library. We urge parent partners to take the lead in showing children the joys of giving to spreading the Gospel of Jesus Christ.

HOT LUNCH and MILK PROGRAMS are available to every child on every day of the school year. Children may buy **lunch tickets** in the school office before 8:00am. Our meals follow Federal School Lunch Program (FSLP) nutrition & service guidelines. The rules include refusing service to children who are three times without tickets. We also use the "offer plan" insisting that students honor Godly principles... not wasting, but eat all that they have chosen. FSLP rules provide price discounts for those with financial need. Application for free & reduced meals is available both at registration and throughout the year in the school office. Milk is served with all hot lunches at no extra cost. Additional milk may be purchased for a recess snack or noon meal as for those who carry their own lunch. Again tickets are purchased in the office before school.

Those who bring brown bagged lunches are given access to a microwave for heating food.

PARENT INVOLVEMENT

Parent-Teacher League (PTL): St. Paul's PTL is established to strengthen the ministry of our school. Activities & events have been organized to enhance our Christian education program, to offer Christian fellowship opportunities for our members, and to support service activities within our school & church. All parents/guardians of students enrolled at St. Paul School are members. PTL plans some formal meetings exclusively for parents (2nd Tuesday of month...6:30-8pm). Topics pertaining to Christian education, child training, and family life are discussed at these meetings. Other events, focused on friendship & fellowship, are for the whole family. For such events PTL coordinates the efforts of many parent volunteers who set up the room, prepare & serve food, provide activities for children and the like.

Parent Volunteerism is welcomed assistance at St. Paul. Opportunities include: room parents, classroom aides, librarians, field trip chaperones, sports coaches, forensics and drama supervisors, reading buddies, book report listeners, primary center time assistants...just to name a few. Sign-up sheets are offered at registration each August. Other opportunities come periodically in our weekly newsletter.

An Athletic Committee supports the work of St. Paul as well. As the name suggests, willing parents serve as officers coordinating sports event logistics as well as parent volunteerism such as gym set-up and take-down, concessions, admissions, building supervision, keeping athletic books & running the score clock. To facilitate the committee's efforts, all sports parents are expected to assist at least twice throughout their child's sports seasons.

PARENTAL SUGGESTIONS, QUESTIONS and CONCERNS

Christian Communication is urged among all our students, parents and teachers. Based on the Lord's encouragement that church operations be done with "decency & order," heeding His directives on offense & confrontation found in Matthew 18 and protecting reputations as directed by His 8th Commandment... communication at St. Paul is properly directed as follows:

First contact the **teacher** when addressing student relational or classroom instructional issues.

The teacher is in the best position to clarify information, offer insight & assist in resolution. If after repeated conversations parent & teacher do not provide resolution, involve principal (if school related) or pastor (if the matter is spiritual/congregational).

Contact the **principal** when your topic involves school-wide procedures, policies or programs. He is in the best position to explain the spirit and intent and actual practice of the school's plan of operation. If after repeated conversation little progress is made, contact the school board to improve school policy. If the matter is closely tied to spiritual issues contact a **pastor**.

Contact a **school board** member to suggest alteration of policy, appeal a principal/faculty decision or to resolve matters which were not resolved by faculty/principal after discussions.

HOW DO TEACHERS and PARENTS HELP CHILDREN?

1. By allowing the Word of God to be the guide in all phases of daily living.
2. By having regular family devotions and prayers at home.
3. By teaching children the distinct privileges we have in Christian homes & school.
4. By encouraging children to respect all God-given authority.
5. By active participation in children's learning; monitoring daily completion of assignments.
6. By providing children with regular, prompt patterns of schedule and attendance.
7. By refraining from criticism of home or school procedures in the child's presence.

CLOSING REMARKS

May the Lord of the Church graciously bless our school as it strives to reflect the love of the Lord Jesus, training children according to the will of God. Furthermore, where the Lord is silent, we pray that both the teachers and pupils will be blessed with sound Christian judgment that our options are prioritized and our works bring glory to His mission and ministry among us.

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