

# ST. PAUL LUTHERAN SCHOOL

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

[www.stpaullakemills.org](http://www.stpaullakemills.org)

## STUDENT/PARENT HANDBOOK

# Go And Tell



2023 – 2024

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# The mission of St. Paul Lutheran School is...

The purpose of the LES through the congregation is to assist the parents with the Christian education and training of the children and to reach out as a mission arm of the church to those who do not know Christ as their Savior.

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 our church, your home and our state.

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

**“Christian education”** The teachers in the school teach all the subjects in light of God's never changing Word.

**“Mission arm”** - The school is considered to be a tool in which not only the students are taught the truths of God's Word, but also a way in which the family is able to grow in their faith. We at St. Paul firmly believe in the philosophy of enrolling the family.

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

**Vision:** St. Paul Lutheran School seeks to deliver God's never changing truths in an ever-changing society by serving families in our congregation & community by:

- providing a fiscally sound education whereby all members of St. Paul are able to send their children whether through paying tuition or through financial aid.
- providing all students daily opportunities to grow in faith and in Christian living
- encouraging development of spiritual, mental, physical, and psychological gifts
- presenting relevant curricula grounded in God's Word and taught by a 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 fully accomplished 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 engage 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** includes subjects & lessons which serve as an essential foundation in education.

**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-4<sup>th</sup> grades, twice weekly 5<sup>th</sup>-8<sup>th</sup> grades.  
**Catechism Instruction** offers chief Bible doctrines to 5<sup>th</sup>-8<sup>th</sup> prior to confirmation.  
**Memory Work** includes treasured Bible passages & hymns regularly assigned.

**Reading-** Generally speaking.. K-2 Learn to read, 3-5 read to learn, & 6-8 read, learn & discern.  
**Pre-2<sup>nd</sup>** 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.  
**3<sup>rd</sup>-6<sup>th</sup>** 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.  
**7<sup>th</sup>-8<sup>th</sup>** literature selections highlight elements of literature, critical thinking & integration with history & writing classes.

**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 6<sup>th</sup> grade keyboarding instruction is provided. By 7<sup>th</sup>-8<sup>th</sup> grades much writing is done by word processing on computers.

**Mathematics-** K-5 lessons offer much hands-on learning as well as a goal of mastering basic facts. 6<sup>th</sup>-8<sup>th</sup> 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. (comprehending expository text, note-taking, researching, graph/chart/map reading, essay writing & test-taking are major skills emphasized in the content curricula.)

**Science- K-2** instruction is integrated into thematic units with hands-on activities during part of the year. **3<sup>rd</sup> -8<sup>th</sup>** provide regular lessons in physical, earth & life sciences, limited lab activities & demonstrations.

**Social Studies- K-2** instruction is integrated into thematic units during half of the year.  
3<sup>rd</sup> -8<sup>th</sup> studies US & world history. geography, government, civics, and economics.

**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.  
**5<sup>th</sup>-8<sup>th</sup>** 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 teamwork. 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.

### **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 that accommodate student differences are provided.

**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 7<sup>th</sup>-8<sup>th</sup> 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 multimedia 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 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**

#### **Music Opportunities**

**Cherub Choir** is for all students in grades 3-5. Choir rehearsals are inside the school hours.

**Junior Choir** is voluntary for all students in grades 6-8. Choir rehearsals are during school hours. If a child is not able to sing in church with the choir, parents should notify the choir director as they become aware of the conflict.

**Band** is open to students of grades 5-8. Individual lessons and group rehearsals are scheduled from 7 AM- 4 PM during the course of the week. The band performs at two school concerts and Lakeside's Fine Arts Fair. A fee will be charged at registration and must be paid in full before lessons will begin.

**Piano** lessons are offered throughout the school year. Lessons are offered during the school day only to students in grades 5-8. All other lessons must be scheduled outside the school hours. Payments for the lessons are made directly to the piano instructor.

#### **CO-CURRICULAR ACTIVITIES** (See Co-Curricular Handbook for more details)

**A wide variety** of after-school sports (cross country, volleyball, basketball, spirit squad, & track.) & arts (forensics, drama & music) are offered to 4<sup>th</sup>-8<sup>th</sup> grades. Through such activities we strive to develop talents, foster unity, build character, and apply values to children's lives.

**Eligibility** is extended to students who display 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, concussion awareness forms & insurance liability waiver).

## **SCHOOL GOVERNANCE and MANAGEMENT**

St. Paul 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. A **school board** consisting of six elected men is empowered to initiate & oversee school operations. Specifically, they have constitution/bylaw authority to promote Christian education, oversee school operations, propose policy & 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 the school faculty & 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 here on 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.

**Kindergarteners** must be five years old prior to September 1 of the year they desire Kindergarten enrollment.

**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 principal reviews the requesting applicant's academic records and validate the child's previous school performance. The principal in conjunction with a pastor meets 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 the parent. Upon written request the school will transfer records from school to school providing the family's school bills are paid to date.

## **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 of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

### **FERPA Notification of Rights**

Under FERPA laws, St. Paul will notify the parents and students that they have the following rights:

1. The right to inspect and review his or her education records.
2. The right to seek to amend the records.
3. The right to consent to disclosure of personally identifiable information from the records.
4. The right to file a complaint with the Family Policy Compliance Office regarding an alleged failure to comply with FERPA.

### **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 with us. While actual costs per student are about \$6500 at St. Paul School, our grateful parents respond as the Lord has blessed them by providing regular offerings in worship, as well as by promptly paying school tuition & fees. Annual tuition is set far lower than cost per student (often under 20% of actual cost.)

#### **Family Spiritual Commitment**

Christian families are united in a joyful commitment to Jesus. We encourage each other through **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 joyful partnership. While many study opportunities are available, parents will make special efforts to attend these studies specifically intended for school parents. Offering family **time, talent & treasure** is another expression of our joy. Such activities not only include church contributions, but also, student service efforts. Children's weekly **mission collections** and child's classroom **singing in our church** are two examples where students get involved. It is expected that parents will support these efforts. (When other pressing matters prohibit the child from participation in a church singing event, a parent-signed note should be provided to 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 2023-2024 parents will be billed \$1625-1<sup>st</sup>child, \$1550-2<sup>nd</sup> child, \$1475-3<sup>rd</sup> child, (4<sup>th</sup>-child free).

Desiring that no one is denied enrollment at St. Paul solely for financial reasons, a **tuition assistance** program has been established. Applications are received at the beginning of each school year. Contact the principal or school board for information.

School tuition invoices will be sent out prior to school registration night. Payment can be paid online or in person at registration. All extra fees, including band, athletics, and other school purchases need to be paid in full at registration. Arrangements can be made for tuition only payment plans

#### **Other Congregations in Partnership with St. Paul**

Other WELS/ELS churches in the area that do not operate their own school are welcomed in our educational ministry. Each family that are not members of St. Paul are urged to discuss with their congregation how much they have set aside to offset the tuition balance. The actual cost per student for 2023-2024 is \$6500.

#### **"Mission" Applicants**

Favorable financial arrangements are also in place to welcome students from outside of our churches. "Mission" tuition is 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 & teachers, let us dedicate ourselves to such harmony & clarity in Christ.

### **Christian Conduct**

Parents can rightly expect that our school will maintain classroom order & control. Similarly our teachers can rightly expect parents will assist, encouraging their children in Christian faith and faithfulness. It is our mutual goal that children not live or act according to their sinful flesh; but rather, Christ's love motivates them to follow His will. While considering student conduct these Catechism words come to mind: "Our old Adam with his evil deeds & desires should be drowned by daily contrition & 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 empowers our children to joyful service. As His love reaches student, parent & teacher hearts, this Christian love optimizes learning.

### **School Discipline**

School discipline's ultimate goal is to nurture & 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 management 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 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 the good of the 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. It is also applied to those guilty of chronic or critical bullying. Concerning bullying, additional guidelines are available upon request. When a suspension has been issued, a meeting will be set up with the family to discuss the action of the child and why a suspension was deemed necessary.

**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 school at large. When an expulsion has been issued, a meeting will be set up with the family to discuss the action of the child and why an expulsion was deemed necessary.

**Student Discipline Due Process:** In the event a student undergoes school discipline and the family does not agree with the decision, or just wants more clarification, the following steps need to be observed:

1. Set up a personal meeting with the teacher.
2. If you are still not satisfied with the decision, set up a meeting with the principal and teacher.
3. If a satisfactory decision still has not been reached, then the family can set up a meeting with the School Board chairman and possibly the entire school board.

## **Dress Code**

As Christians, we want to glorify God in everything we do, including our style of dress. What we wear reflects who we are – children of God. We want to avoid anything that might give offense, false impressions, or otherwise detract from our identity as Christians.

As students in a school setting, we also recognize that a dress code establishes an orderly and positive learning environment. For this reason, students are required to obey the following guidelines:

1. Do not wear these tops: Tank tops, halter tops, spaghetti straps, sleeveless shirts, cut-outs below the collarbone, off-shoulder shirts, bare midriffs, bare backs, tight-fitting or sexually suggestive tops. A tank top is any shirt that does not cover from the neckline to the rounding of the shoulder. (Girls: Sleeveless dresses and blouses may be worn with the exception of tank tops.) All tops must cover underwear, or anything that resembles underwear. A tank top style of clothing could be worn with a sleeved shirt underneath.
2. Jeans, khakis, dress pants, skirts/dresses, sweatpants or legwear similar to sweatpants are all acceptable. Skirts/dresses/shorts may be worn if they are no higher than mid-thigh.
3. All other types of leg-wear /pants must not be see-through, excessively baggy, low hanging, or have holes (skin/underwear is visible), Pajama pants (or pants that look similar) are not acceptable. *The faculty makes the final decision as to what is acceptable.*
4. Shorts may be worn during the 1st & 4th quarters.
5. Shorts should be worn under skirts/dresses.
6. Coats are to be kept on their hooks and used for outdoor wear.
7. Hats, hoodies and other headgear are not permitted indoors.
8. For the safety of the students, all shoes must be closed toed with a backing.
9. During the inclement weather months, students are asked to either bring boots or an extra pair of shoes. This not only helps their feet stay dry during the day, but also keep the mess out of the classrooms.

## **HOME and SCHOOL: COMMUNICATING SCHOOL ACTIVITY**

Just as it is essential that father & mother communicate often in their efforts to raise children, so it is essential that parents, teachers & students communicate regularly to optimize learning:

**Distributing Daily Papers, Weekly Newsletters & Monthly Calendars:** All Kind-4<sup>th</sup> parents are asked to check backpacks **daily** for corrected school papers and occasional teacher/classroom memos. All parents (Kind-8<sup>th</sup>) are urged to read the informative school note & attachments emailed on Sundays. It reflects **weekly** information detailing what parents need to know. A **monthly** calendar detailing dates/times of major school events is printed in the church newsletter. A first draft of the entire school year's events is offered at school registration.

### **Weekly Communications**

The weekly note and classroom email come out every Sunday evening. Any hard copy information will then be distributed on Mondays.

## **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 93-100%, “B” ranges 86-92%, “C” ranges 78-85%, “D” ranges 70-77.**

(Failing grades range from 0-69%)

### **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-4<sup>th</sup> frequently, 5<sup>th</sup>-8<sup>th</sup> weekly)
2. **Power School's** teacher grade book, a web-based data system, allows parents and students to view the personal grades for each teacher assignment. Parents who have limited technology access, may request a child's print out of school progress.
3. **Notes or e-mail** contacts are used to inform parents of unfinished/late schoolwork.
4. **Parent / Teacher Conferences** are set for the fall after the 1st quarter. A conference can be set up with the teacher throughout the school year as concerns arise. Conference goals often include discussion of spiritual growth, academic successes & challenges, mutual concerns, goals & strategies regarding the child's progress.
5. A **Special Education Coordinator** is 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.

**Schoolwork** involves assignments reinforcing lessons taught. Schoolwork not completed at school becomes "homework". On average, we plan 10 minutes of homework/grade/night (ex.7<sup>th</sup>gr= 70min) or less. If your child continually has excessive homework. please set up an appointment with your child's teacher to work through a solution.

**GRADUATION** diplomas are awarded to those students who successfully complete the required courses taught through 7<sup>th</sup> & 8<sup>th</sup> grades.

**SCHOOL HOURS** K-8 is 8:00 am-3:00 pm.

**Before school** Students not in before school care may enter the building at 7:30. Even though school begins at 8:00, students are encouraged to enter the building no later than 7:50 so they are ready for the beginning of the day by 8:00. Students who do not have a preschool sibling are to enter the building through the north set of doors.

**After school** Students not picked up by 3:15 will be sent to after school care unless arrangements previously had been made. Children in after school sports are not to be left unattended at school while they wait for the practice to begin.

**CHILDCARE OFFERS SAFETY & CONVENIENCE** surrounding each school day for children whose parents work early or return late. Childcare hours include **a) before school (3K-8<sup>th</sup>)** from 6:30-7:30 am **b) after school care (K-8<sup>th</sup>)** from 3-6pm. By virtue of school enrollment our children are enrolled members of childcare. Families using the before/after school program need to fill out a monthly calendar so proper staffing can be made for the day. A drop-in charge will be added for those who change their schedule without notifying the director. The Brightwheel system will be in effect for signing your child in and out of the program.

### **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-page 11).

**Lake Mills School District** buses offer comprehensive service for those outside of town, and limited service to & from its local public school for those living within city neighborhoods. Similarly at day's end, LMSD buses provide comprehensive transport services. (Although not highly recommended, LMSD offers limited bus service for 4K-preschool classes where special needs can be accommodated.)

**All Bus Riding Students** are expected to obey the rules established by LMSD for the safety & well-being of passengers... including but not limited to 1) being seated when the bus is moving, 2) holding quiet conversation 3) maintaining cleanliness 4) keeping body inside when windows are open 5) prohibiting use of electronic devices. Failure to comply will result in the loss of riding privileges (first offense for a week, if repeated up to a full semester.) Children are encouraged to use bus rides as witness opportunities to express faith in Jesus.

**Surrounding community** schools (i.e. Cambridge) offer reimbursement to families who carpool children to St. Paul providing their district criteria are met. Contact your school district for details.

## **CANCELLATION of SCHOOL DAY**

If school is canceled for inclement weather, you will be notified by our “One Call” notification system. In addition, the Madison NBC (15) and ABC (27) TV stations will be updated with our school information.

To avoid confusion, **whenever the Lake Mills School District cancels or announces early dismissal due to weather, St. Paul also cancels class**, automatically! On such occasions pre-school is also canceled. **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, when 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.

(If absence exceeds 6 days/quarter the school will follow-up. If 24 days accumulate per year, instruction & learning are so impeded that teacher, principal & board will review grade placement & enrollment status on a case by case basis.)

**Students arriving late**, please report first to the office prior to entering the classroom. Also inform cooks if hot lunch is desired. 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.

We do, however, understand that in some cases, it may not be possible to take a vacation during the normal school vacation time period. When such occurrences happen, the teacher will get the school work ready during the days of absences **and then when the child returns to school, they will receive their work.**

**Local truancy laws** bind the school to responsible action. Excessive absences will be pursued by principal, school board and governing agencies of the community 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. **Please remember your child should be fever-free w/out medication for 24 hours before returning to school.** Children who become ill during school are excused from class to phone a parent for immediate pick-up.

**Medication** is prohibited at school unless accompanied by written permission and dispensed by trained personnel as required by state law. This applies to all medications including aspirin & Tylenol. Written notifications compliant with state law are sent home with registration materials. Additional forms are in the 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. 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! (Duplicate copies are provided to teachers for field trips & coaches for extra-curricular events).

**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 5<sup>th</sup> 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 8:00 am all visitors are permitted building access only through the office. All other doors remain locked. All visitors are required to sign in and wear a badge during the duration of their stay on campus. Visitors are also required to sign out. 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 distance between play areas & school, cell phones are used for more immediate communication.

**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, cell phones are used.

**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 interior classrooms, 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.

#### **TRAFFIC SAFETY at ST. PAUL**

**Morning drop off:** Morning drop off should be airport style parking. Parents will pull up to the end of the cones. The child should then immediately exit the vehicle to keep the line flowing in an orderly manner. If a child is not ready to exit immediately, the parents may use the church parking lot to get ready and then proceed to the drop-off line. Parents may also park either in the parking lot across the grassy island and then the students may walk across, or parents may choose to park in the church parking lot. Parents dropping off in the north lot should exit through the north lot and not turn and go towards the south lot where the preschool parents are dropping off.

**Afternoon pick up:** All students in grades 1-8 will join the pick up line as it leads to the south parking lot. If the student being picked up is not on the sidewalk when the parent arrives the parent should drive to the north side of the lot and rejoin the car line. Kindergarten parents should park in the north lot and pick their child(ren) up by the front doors.

**For the safety of those crossing the parking lot, the speed limit on the school property is 5 mph.**

**SAFETY PATROL:** authority is given to older students from 7:30-8:00 am & 3:00-3:10 pm. Their tasks are two-fold: providing pedestrian crosswalk safety and directing cars thus preserving bus schedule priorities.

**SCHOOL PROPERTY:** St. Paul is blessed with many material resources such as playground areas, building spaces, athletic supplies, office equipment, classroom furniture, technology and educational materials. Christian stewardship & personal responsibility dictate that children use resources wisely. Deliberate destruction will require payment for repair or replacement.

### **Technology:**

Students in grades 3-8 will be given Chromebooks. These Chromebooks are for educational use only and should remain in the school building unless special permission has been granted by the teacher for a special project. When the child graduates, the Chromebook will be given to the student. The purchase of the Chromebook will be prorated if the child enrolls after 3rd grade. Technology use is a privilege at St. Paul, not a right. Inappropriate use of technology will result in loss of privilege.

Students in grades K-2 will have access to iPads

**Telephones** are available in each classroom for school business purposes. Students must seek teacher permission to use a phone. Calls are to be limited to matters of necessity, not personal scheduling or requests for forgotten materials. **Student cell phones** are discouraged at school. If brought to school, they must be “**turned-off**”+“**turned-in**” to the teacher from 8am-3pm. Other electronic devices should also be turned in to the teacher. No cell phones are allowed in locker rooms or bathrooms. Children need teacher permission for cell phone use while under school supervision.

**PERSONAL BELONGINGS and SUPPLIES** are kept in student desks, coat racks & backpacks. Extra objects that are not needed for instructional purposes should be left at home. School authorities may search areas & confiscate belongings for the educational benefit or personal safety.

**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 take personal responsibility. Inquire within a week to assure return of belongings. The school is not responsible for personal losses which might occur.

### **MISSION OFFERINGS**

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. 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 8:00 am. Milk is served with all hot lunches at no extra cost. Additional milk may be purchased for a recess snack, noon meal or for those who carry their own lunch. Food brought from home will not have refrigerator access so we urge students to use cold packs to prevent food spoilage.

### **PARENT INVOLVEMENT**

**Parent-Teacher League (PTL):** St. Paul's PTL is established to strengthen the ministry of our school. Activities & events are 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 are members by virtue of student enrollment. We invite your participation. PTL officers plan events focused on friendship & fellowship. They are intended for the whole family. PTL also coordinates the efforts of many volunteers setting up rooms, preparing/serving food, providing activities for children.

**Parent Volunteerism** is a precious blessing to St. Paul. Opportunities for involvement 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 in home visit folders. Other opportunities come periodically in our weekly newsletter. All volunteers receive some orientation for their work. By doing so we define roles, duties and procedures; provide appropriate skills for the task; guard student confidentiality; confer limited authority, and safeguard our organizational integrity. **A background check will be conducted for all school volunteers who volunteer during the course of the school day.**

**To facilitate our sports program,** all sports parents are expected to assist at least twice throughout their child's sports season.

### **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 8<sup>th</sup> Commandment... communication at St. Paul is properly directed as follows:

Parents do well to first contact the **teacher** when addressing student relational or classroom instructional issues. The teacher is in the best position to clarify information, offer insight and assist in resolution. If after repeated conversations parent & teacher do not gain resolution, involve the principal (for school related issues) or pastor (if spiritual, family or congregational).

Contact the **principal** when your topic involves school-wide procedures, policies or programs. He is in the best position to explain the spirit, intent and actual practice of the school's plan of operation. If after repeated conversation little progress is made, please contact the school board to suggesting improved school policy. If the matter relates 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 using the Word of God in home & school devotions and prayers.
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.

### **Parental Communication**

In order to allow downtime/family time for our teachers and their families, please contact the teacher before 5:00. All other responses will be followed up by the beginning of the next school day. If you have not heard back from that teacher before the next school day begins, please contact the school principal.

### **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 work brings glory to His mission and ministry among us.

## 2023 - 2024 School Calendar

	July 31-Aug 4 - Vacation Bible School
Tuesday	August 15 - Registration/School Pictures
Thursday	August 17 - Back to School Night
Wednesday	August 23 - 1st Day of K-8
Monday	August 28 - 1st Day of Preschool
Friday	September 1 No School
Monday	September 4 No School
Wednesday	October 25 End of 1st Quarter
Thurs/Fri	October 26-27 No School Teachers Conference
Friday	November 10 - No School Parent Teacher Conferences
Wed-Fri	November 22-24 No School Thanksgiving Break
Sunday	December 17 - Children's Christmas Service
Friday	December 22 - ½ Day Noon Dismissal
	December 23-January 3 No School Christmas Break
Thursday	January 4 School Resumes
Friday	January 12 End of 2nd Quarter
Thurs/Fri	February 15-16 - No School Teachers Conference
	March 18-22 No School Spring Break
Friday	March 29 End of 3rd Quarter
Friday	March 29 No School Good Friday
Monday	April 1 No School Easter Monday
Sunday	May 5 - Confirmation
Wednesday	May 22 Last Day of Preschool
Thursday	May 23 8th Grade Graduation
Friday	May 24 Last Day of School 11:30 Dismissal



# St. Paul Lutheran Church & School Directory

Address: 1530 S. Main St. Lake Mills, WI 53551

Website: [www.stpaullakemills.org](http://www.stpaullakemills.org)

Phone #'s: Church: 920-648-2235

School: 920-648-2918... Fax: 920-648-2250

## **St. Paul Pastoral Staff**

	<b>E-mail Address</b>	<b>Home Phone #</b>
Rev. Bruce McKenney .....	bmckenney@stpaullakemills.org.....	920-988-9500
Rev. Douglas Tomhave.....	dtomhave@stpaullakemills.org.....	920-723-9806
Rev. Timothy Nass.....	tnass@stpaullakemills.org.....	920-883-2116

## **Faculty**

	<b>E-mail Address</b>	<b>Home Phone #</b>
Steve Gartner – Principal.....	sgartner@stpaullakemills.org.....	920-397-8043
Lisa McKenney – Preschool Director/3K Tchr.....	lbmckenney@stpaullakemills.org.....	970-568-2554
Donna Hackbarth – 4K Tchr.....	dhackbarth@stpaullakemills.org.....	920-988-7658
Kelly Tomhave – 3K/4K Tchr.....	ktomhave@stpaullakemills.org.....	920-723-1600
Laura Ozminkowski – Kind.....	lozminkowski@stpaullakemills.org.....	262-352-8819
Rachel Helwig-1 <sup>st</sup> grade.....	rehelwig@stpaullakemills.org.....	262-305-6608
Kimberly Gartner-1 <sup>st</sup> grade.....	kgartner@stpaullakemills.org.....	920-397-6166
Gretchen Asmus – 2 <sup>nd</sup> grade.....	@stpaullakemills.org.....	920-723-6735
Megan Proeber-3 <sup>rd</sup> grade.....	mproeber@stpaullakemills.org.....	262-758-8886
Gabbie Zastrow– 4 <sup>th</sup> grade.....	gczastrow@stpaullakemills.org.....	920-875-0114
Megan Prater – 5 <sup>th</sup> grade.....	mprater@stpaullakemills.org.....	507-469-4415
Rachel Korthals – 6 <sup>th</sup> grade.....	rekorthals@stpaullakemills.org.....	920-479-8873
Evan Korthals – 7 <sup>th</sup> grade.....	ejkorthals@stpaullakemills.org.....	989-683-0087
Carrie Struck – 8 <sup>th</sup> grade.....	cstruck@stpaullakemills.org.....	920-297-0524
Lois McKenney-Special Ed.....	lmckenney@stpaullakemills.org.....	920-988-0177

## **Teacher Assistants**

Dawn Neuberger  
Penny Hall  
Tamara Goring  
Rebecca Bauer

## **Music Teachers**

Josh Hoehnke-Band 5<sup>th</sup>-8<sup>th</sup>  
Julie Hildebrandt –Piano...920-988-1794

## **Hot Lunch-Kitchen**

Head Cook—Bennett Ozminkowski

## **Athletic Director**

Carrie Struck.....2920-297-0524

## **Administrative Assistants**

Jessie Schroeder- school .....	jschroeder@stpaullakemills.org.....	920-648-2918
Laurie Strache - facility coordinator.....	lstrache@stpaullakemills.org.....	414-690-3592
Angie Chopp - financial coordinator.....	achopp@stpaullakemills.org.....	920-723-2494

## **Custodian**

Tim Kalata

## **School Board**

Paul Wichmann( Chairman)....608-799-0283  
Glen Proeber.....414-217-8322  
Alex Jenson.....608-516-4241  
Andrew Schmidt.....608-577-8179

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