

St. Paul's Evangelical
Lutheran School &
Early Childhood
Ministry

Excellence in Education:
Spiritually, Academically,
Physically, Socially

1100 9th St. E, Menomonie, WI 54751

Office: 715.235.9621

The Handbook for
Families

2022-2023 School Year

*"I will make you wise. I will instruct you
in the way that you should go. I will
guide you, keeping my eyes on you."
~Psalm 32:8~*



ST. PAUL'S
Lutheran School

1100 9th Street East • Menomonie WI 54751

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To All Families

The purpose of this handbook is to give necessary information about St. Paul's Ev. Lutheran School to parents who have enrolled their children or are considering enrollment in our school. In reading this handbook carefully, you will find answers to many of the questions that may come to mind regarding our Lutheran Elementary School Program. We hope you find this handbook useful, and that you will refer to it many times during the school year. Comments and suggestions concerning our Handbook for Parents are always welcome. Parents may speak to the principal or set up a time to appear to the board at a monthly meeting. Our prayer is that this handbook helps us all effectively teach the students the love of Jesus who died for all and share that gospel in whatever manner our Savior would have them best use their gifts in this life.

Upon enrolling your child in St. Paul's Evangelical Lutheran School and Early Childhood Ministry, you indicate that you subscribe to the policies stated in this handbook and all other policies of the school as adopted by the School Board. When there is no board policy in existence to provide guidance in a matter before the administration, the principal is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind good Christian common sense, and the Constitution and Bylaws of St. Paul's Lutheran Church. Questions regarding any of the school's policies as stated or not stated here may be directed to the principal.

Purpose & Philosophy

"Come, My children, listen to Me; I will teach you the fear of the Lord." - Psalm 34: 11

The purpose of St. Paul's Evangelical Lutheran School and Early Childhood Ministry is to offer excellence in Christian education by providing for our students' spiritual, academic, physical, and social needs. St. Paul's teaches all subjects in light of the true Word of God. St. Paul's exists to provide a Christ-centered education for everyone - both members of St. Paul's Church and members of the community. St. Paul's Evangelical Lutheran Church and St. Paul's School is part of WELS, the Wisconsin Evangelical Lutheran Synod. WELS holds that the Bible is the inerrant word of God with a confessional and evangelical Lutheran faith as defined by the unaltered Augsburg Confessions. Upper grades study Luther's small Catechism two class periods per week in school. Students are actively involved in growing, showing, and sharing their faith in school activities. Hence St. Paul's Lutheran School identifies itself as an Evangelical Lutheran school along with traditional WELS elementary schools around the world. St. Paul's is blessed to have served Menomonie for nearly 150 years through church and school and is among the oldest schools in WELS.

Summary Statement (rev. 2022)

St. Paul's Evangelical Lutheran School exists to "preach Christ crucified" (1 Cor. 1:23) "for the salvation of all who believe" (Romans 1:16) to school-aged children of all backgrounds from Menomonie and the surrounding area. St. Paul's church began our school shortly after its founding in 1877 and we have upheld the daily teaching of academic subjects immersed in the Word of God because "all scripture is God-breathed and is useful for teaching, correcting, rebuking and training in righteousness" (2 Timothy 3:16). Our academic focus is on an excellent and classical tradition of Lutheran Schools that began with Martin Luther himself over 500 years ago. Academic studies focus on the classical trivium (logic, rhetoric and grammar), reading a broad base of literature across its history and genres, mathematics based upon ability through algebra or geometry, the arts (including visual, musical, and performing arts), and physical education. Co-curricular activities include a full range of sports for grades 4-8, which at a small school guarantee playing time for all who wish to develop these skills. Sometimes athletes from the third grade fill a roster, expanding the opportunity. Kindergarten and Early Childhood students begin a journey in growing Biblical faith and excellence in academics which culminates in Confirmation and graduation from 8th grade from St. Paul's Ev. Lutheran School and gaining membership in St. Paul's Lutheran Church. As part of WELS, many of our students go on to St. Croix Lutheran High School in West St. Paul, but most go on to advanced placement at Menomonie High School. Non-member Christian families from our community also find value in our approach to education, not as an alternative in education but an eternity in education. Join us at St. Paul's in promoting the good news of Jesus' blessings to all!

St. Paul's Mission, Visions, & Objectives

St. Paul's Evangelical Lutheran school teaches and applies God's amazing grace which empowers us to love and serve God and our neighbor.

WELSSA Recommendations--A five year course of action

Part of the self-study process for accreditation helps us identify items which we feel could use improvement in our school. In the next five years, there are many changes which we will be undergoing for school improvement. We hope you will find a fine school at the present but agree that the changes coming will be very beneficial and will give you confidence and assurance that we are always striving to serve you and our Savior Jesus by becoming better everyday in every way. This year, the list of self-study recommendations we are implementing will be:

- (4.7) & (13.1) The visiting team recommends forming various after-school programs to include intramurals, fine arts, and other activities.
- (5.6) The visiting team recommends that the faculty actively engage in community activities or organizations.
- (11.5 ELA) The visiting team recommends that St. Paul's includes documentation of assessments and student growth.
- (11.8) The visiting team recommends including a curriculum for music.
- (11.9 Phy Ed) The visiting team recommends that St. Paul's refines the given curriculum to include all elements of the substandard.
- (11.11) The visiting team recommends that St. Paul's includes technology curriculum.
- (12.12) The visiting team recommends including technology as part of regular curriculum.
- (12.19) The visiting team recommends operational technology for all staff members in all classrooms.
- (13.12) The visiting team recommends continuing to work with the district and county health offices to conduct hearing tests.
- (14.8) The visiting team recommends extending the fence along the grassy area on the corner of 9th and 12th street to extend to the parking lot.

Our Faculty

Mr. Robert Buss	Principal
Mrs. Kristin Hadenfeldt	Early Childhood Ministry Director, Kindergarten (2) Teacher
Mrs. Leah Olson	3K Teacher
Mrs. Kelly Bjork	4K Teacher
Mrs. Sandra Hemling	Kindergarten (1) Teacher
Mrs. Anne Rust	1st Grade Teacher
Mrs. Chelsie Brunner	2nd Grade Teacher
Miss Shirleen Maertz	3rd Grade Teacher
Mrs. Kelley Gowling	4th Grade Teacher, Athletic Director
Mrs. Connie Mann	5th Grade Teacher
Mr. Timothy Hemling	6th-8th Grade Teacher
Miss Cathy Tinkey	SNSP Teacher
Mrs. Susan Buss	1st-8th Grade Art Director
Rev. Geoffrey Kieta	Pastor

Our pastors and all of our teaching staff are graduates of synodical worker training schools which are accredited nationally. Our faculty consists of WELS certified teachers with a minimum of a Bachelor's degree in Elementary Education, trained for teaching in our Lutheran schools. Through continuing education, they continue to develop their expertise in teaching God's Word alone and in all academic areas of our curriculum. Our school is accredited nationally through WELSSA and is a member of the Wisconsin Council of Religious and Independent Schools. St. Paul's teachers belong to professional organizations as a means to scholarly practice as educators. Regular faculty inservices and conferences are a vital part of continuing education for our faculty. The principal is a member of a WELSSA visiting team which grants school accreditation to other WELS schools around the country. Our school and its principal are part of the Chippewa Valley conference of WELS elementary schools. These schools' principals meet semi-annually and receive guidance and input from each other and a synodically elected visiting school counselor who is a principal assigned from our conference.

School Administration (rev. 2022)

*“God is not the author of confusion, but of peace, as in all the churches of the saints . . .
Let all things be done decently and in order.” - 1 Corinthians 14: 33, 40*

St. Paul’s Evangelical Lutheran Church is responsible for the operation and maintenance of its school through its School Board. This board acts by the authority of the congregation in accordance with its constitution and bylaws. The supervision of the school and the setting of school policy are accomplished for the congregation under the auspices of the congregation by this board. Board members are voting members of the congregation and serve two year terms with no limit of terms. Our current board members are:

1. Brent Howe, chair
2. Levi Lentz
- 3.
- 4.
5. Dr. Nathan Rich, elder for the school

Principal Robert Buss, being responsible for the management of the school, ensures that the policies and directives established by the School Board are carried out. The School Board works with the principal, faculty, and congregation to establish changes and policies for the improvement and welfare of all students.

The Early Childhood Director has leadership duties which are supervised by the Principal, who shall advise the Early Childhood Director. The Early Childhood Director may be either gender and must meet the qualifications of teachers and principal above.

Parental/Family Participation (rev. 2022)

Parental Cooperation

The Lord has bound the home and school together as one unit with the same aim: the training of children. Parents do not give up this God-given responsibility when they send their children to school. They must maintain a close relationship with the teacher at all times, so that they may mutually assist each other in understanding and helping the child. In order to make sure that expectations are understood by teachers, parents, and students, a covenant has been created and needs to be signed by all three stating that each agrees to the outlined expectations.

Problems should be dealt with in a loving and Christian manner. First, the parent should discuss the problem with the teacher to arrive at a mutual solution as Matthew 18 instructs us. If an agreement cannot be reached, the problem is to be brought to the principal to mediate the discussion leading to a solution. Next, if no solution is reached, the pastor and School Board can be brought into the discussion in order to reach a solution. Parents and teachers should at all times remember and obey God’s Eighth Commandment in strife by always speaking well of the parties involved and taking each other’s words and actions in the kindest possible way. Persistent problems in this area may result in loss of a seat at St. Paul’s for any family, with a loving hope of contrition and restoration.

Teachers meet with the parents of children each year in many different ways. Objectives and expectations of the parents, school, and the teacher are discussed, so that a common understanding may exist between the home and the school. Special concerns and needs should be brought to the immediate attention of the teacher so that attempts may be initiated to deal with them. Regular communication home is expected of teachers and parents in many cases are asked to sign as having been read and understood. Upper grades routinely send home grade reports, lower grades send home papers and anecdotal records which are critical to training young souls in sanctified lives. Seek these communications and respond to teachers to increase effectiveness and contribute to our faith-based culture.

Parent Teacher Fellowship

“And let us consider how we may spur one another on toward love and good deeds.” Hebrews 10:24

St. Paul's School has a long-standing parent involvement group called the Parent Teacher Fellowship. It is an essential part of our school's ministry and strongly advocates for families to actively participate in the school's culture and community. They do this by organizing and leading fundraisers and also coordinating parent volunteer opportunities. Throughout the year, fundraisers, volunteer opportunities, educational events for parents and children outside of the school day/curriculum, and meetings of the PTF are chances for school parents and families to become involved. Parents are encouraged to attend PTF meetings every month. School parents who are church members are eligible to join the PTF's governing board. All PTF meetings are attended and advised by the school board president and/or principal. The PTF is committed to support and uphold the mission and vision of St. Paul's Lutheran School by fostering close harmony and Christian fellowship between home and school and also working closely together in accomplishing the objective of our school.

Connecting New Families to the St. Paul's Family

St Paul's school functions as one family in Christ. To that end, the school hosts a series of events to bring our families together before and during the opening months of the school year. These events are to meet, get to know one another, and work at being one in our common goal of Christian education for the children of our school. Each event is focused on being together with fellowship, encouraging Christian living time in the Word of God, and sharing fellowship time.

- August 8: Back to School Bash 5pm
- August 10: Early Childhood Orientation 6pm
- August 15: K-8 Orientation 6pm
- August 16: School Board Meeting 6pm
 - Come meet the school board which governs the school. Bring your questions about the school, its policies, and ideas for making St Paul's a great school. All monthly meetings contain an open forum segment, but the first meeting is always advertised and all parents are encouraged to consider attending.
- September 2: St. Paul's Annual Wellness Walk (10am - 2pm)
 - Students and family members who join us will walk from Downsville to Meonomie along the Red Cedar Trail, enjoy a picnic lunch and see the beautiful waterfall along the way. Join us and help drive or just walk along with us as we get to know one another at the start of the year! This annual tradition is in its 7th year at St. Paul's and always brings the students and accompanying family members together as a great team-building experience!
- September 12: St Paul's Parent Teacher Fellowship Monthly Meeting 3:15pm
 - Please join us for our Parent Teacher Fellowship meeting. Monthly meetings will be held in the 5th grade classroom. The PTF is the place for parents to become involved in supporting and working together for our school. We would love to welcome all new and newer families. Meetings last no longer than an hour, your time is valuable and we appreciate you.
- November 16 & 18: Parent Teacher Conferences
 - The evenings of November 16 and November 18 are set aside for parents to come and talk with teachers individually about student progress, MAP testing results and share time to direct the rest of the year's educational and spiritual goals. Conferences are mandatory in November and encouraged after the other two trimesters.
- November 22: Thanksgiving Family Meal 11:30am
 - Join us November 22nd at 11:30am for our family Thanksgiving meal in the school gym.

New Family Mentor Program

Existing school families may be asked to serve as mentors for new school families. The purpose of this is to help the assimilation process of new families into St. Paul's school family. Mentor families will assist by:

- Making contact and welcoming the new family to school
- Introducing the new family to other families within the church and school
- Specifically and personally inviting the new family to school and church events
- Periodically contacting the new family to answer any questions or concerns
- Praying for the new family

Enrollment (rev. 2022)

“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.” Matthew 28: 19

Enrollment Timeline

December 21, 2022 : Pre-Registration Open for School Families (those who are already enrolled for the current school year) & Church Members.

January 3, 2022 : Pre-Registration Open for All.

February 1, 2022 : Wisconsin Parental Choice Program Enrollment Opens.

April 1, 2022 : 2023-2024 School Calendar Published

April 20, 2022 : Online Enrollment Opens in Jupiter (links will be emailed to all families who pre-register). *required*

April 21, 2022 : Wisconsin Parental Choice Program Enrollment Closes.

Summer 2022 : Paperwork for all students who have enrolled online is mailed to parents/guardians *required*

- **Paperwork may be completed and returned anytime between June 6th, 2022 & August 23rd, 2022**
- Completed paperwork may be dropped off at the school office (summer office hours are 8am-12pm) or mailed back to the office once everything is completed
- If you would like to fill out paperwork in the office rather than at home, please contact the school office to schedule a time to meet and bring in the paperwork that was mailed to you (if applicable).

August 8, 2022 : Back to School Bash

August 10, 2022 : Early Childhood Orientation

August 15, 2022 : K-8 Orientation

August 24, 2022 : FIRST DAY OF SCHOOL

Enrollment Requirements

Physical/medical and immunization records for all students are required before the child starts classes. All kindergarteners must be five years old before September 1 of the year in which they enroll. 4K enrollees are to be four years old before September 1 of the year in which they enroll. 3K enrollees are to be three years old before September 1 of the year in which they enroll. For children in grades 1-8, records from previous schools must be on file in the school. Exceptions to the policy may be granted by the principal after consultation with the teacher and parents.

Enrollment Policy & Provisions

1. The school reserves the right to test all applicants for enrollment and to view all previous school records before enrollment is granted and to aid in the proper grade placement of the enrollee.
2. The Private School Choice Programs (Choice) include the Milwaukee Parental Choice Program (MPCP), the Racine Parental Choice Program (RPCP) and the Wisconsin Parental Choice Program or statewide program (WPCP). These programs allow eligible students to attend a participating private school in grades four-year-old kindergarten (K4) to 12. St. Paul's is a Choice school for grades 4k-8.
3. Enrollment of non-member children may need to be accepted by the School Board as allowed by Wisconsin Parental Choice Program (WPCP) restrictions on open enrollment.
4. All member/non-member families agree to follow the policies of St. Paul's Ev. Lutheran School as described in handbooks, newsletters, etc. Non-member families do not have a voice in the decisions made by St. Paul's Ev. Lutheran Church and School, its boards and committees, but are encouraged to speak freely with principal, pastors, teachers, and PTF board members..
5. Student capacity for the 3K classroom is 12 students. Capacity for the 4K classroom is 14 students. Capacity for the Kindergarten classroom is 16 students. Capacity for grades 1-8 is 20 students/classroom. Exceptions to these guidelines on enrollment can be made upon approval by the School Board based upon school culture, teacher workload and efficiency.
6. Non-member parents are encouraged to attend a Bible information class over a series of small group sessions with a pastor. Upon completion of the course, parents are given the opportunity to join our congregation, but it is not required. Many parents have become confirmed members of St. Paul's Ev. Lutheran Church and found their families' greater spiritual home. The primary aim of the course, whether or not a family seeks membership, is to acquaint them with the religious instruction their children would receive while attending St. Paul's Ev. Lutheran School. The dates and times of this class are arranged by the pastor(s) with these parents.
7. Parents are encouraged to have their children attend St. Paul's Ev. Lutheran Church when their classroom is scheduled to sing during the worship service as well as all worship and Bible study activities at St. Paul's. All students are enrolled on a year-to-year basis. Continuation of a child's enrollment is not guaranteed, but is subject to yearly review, tuition payments, academic effort and conduct. This Policy is also subject to statutes governing WPCP.

Nondiscrimination Policy

St. Paul's Ev. Lutheran School and Early Childhood Ministry admits students of any race, color, national, and ethnic origin. It does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational policies, admission policies, athletic, and other school administered programs.

Special Needs

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49. See Mr. Robert Buss or Miss Cathy Tinkey for more information on this program.

Transfer of Student Records/Credits and Legal Rights of Parents

Upon enrollment and legal consent of the parents, the school will request pupil records from the previously attended school. These records are made available to the School Board upon their request. All school records are kept on file in the school office.

All students enrolling in St. Paul's when beginning in grades 1-8 will likely be placed in their concurrent grade level. All kindergarten students are screened before the year begins. A parent may appeal grade level retention from a previous school given that retention is for the upcoming school year. Our multi-grade classrooms make it possible for all students to learn at an appropriate level and many classrooms teach multiple math and Language Arts courses to smaller groups within a classroom or grade level. Screening tests at St. Paul's will help us determine the best fit. St. Paul's tests all students in mathematics, reading, and literacy skills upon enrolling to determine appropriate class placement. Such tests will help us determine the best classes for a student but cannot be used to deny enrollment. All records, credits, and grades from previous schooling will stand in the student's records upon enrollment at St. Paul's and will remain upon transfer to another school.

St. Paul's School Board has adopted a policy in accordance with section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA). St. Paul adheres to and upholds the rights of parents according to FERPA. Parents may inspect records by contacting the principal with a written request. St. Paul's will keep student records confidential, only disclosing them with written consent of parents or when otherwise permitted by law, as outlined in FERPA. This policy may be viewed in its entirety in the School Board Policy Handbook, or by contacting the principal.

Tuition (rev. 2022)

Tuition Policy

Christian education is a wonderful gift and privilege given to us by our loving Lord. For the next few years, different tuition rates are charged for member children and non-member children. The member rate and non-member rate will be identical by Fall of 2027. Our tuition rates are significantly less than the cost of education, and the balance is funded by our congregation. It is understood that member families also contribute to St. Paul's congregational offerings which fund the school. Families who have difficulty meeting the tuition requirement can apply for tuition assistance through the School Board.

Before the beginning of each school year, school families will set up a payment plan with the School Secretary and/or the Financial Secretary upon registration. Families may pay tuition in full or in 10 monthly payments (August-May). Other arrangements may be approved by the principal and School Board. Payments can be mailed to the church and school office, dropped off by the parent to the church and school office, or direct deduction by St. Paul's via Vanco (ask the financial secretary for more information). Payment arrangements will need to be made with either secretary when registration paperwork is completed. First payment will be due by the first day of school. All arrangements outside of suggested payment plans are subject to school board approval.

All tuition rates are published annually before the beginning of the school year. All fees are subject to change annually by action of the School Board. St. Paul's School Board retains the right to discount or waive tuition and fees as deemed necessary.

3K students pay tuition at the current rate, but have the option of requesting student aid before the beginning of the school year to be approved by the administration and school board. These funds are donated to the school from members of the congregation and families who choose to specifically contribute toward that fund. It is not guaranteed from year to year as it relies upon generosity from people. 4K-8 students whose parents enroll them successfully in the WPCP cannot be charged tuition as per state law.

Tuition Assistance

St. Paul's is able to offer tuition assistance through the Angel Fund. The Angel Fund was created as a way for church members, individuals, or families to sponsor students at St. Paul's. At times, anonymous donors from St. Paul's Church or the community support individual students by paying for part or all of their tuition. If you would like to support the Angel Fund or would like more information, please contact the principal. Angel Fund dollars are used solely for tuition costs.

Reduced Tuition through the Scrip Program

All school families can utilize St. Paul's Scrip program to reduce tuition. Through this program, individuals are able to purchase gift cards for a wide range of stores and establishments at face value through St. Paul's. St. Paul's then receives a certain percentage of the value of each card. Half of this percentage donated back to St. Paul's will be given to our PTF (Parent Teacher Fellowship) for activities and improvements, and half will go toward a student's tuition that you designate or into a general tuition assistance fund. This is a great opportunity for families to reduce their tuition without spending anything beyond their normal purchases. For more information, contact the principal or the school office.

Hot Lunch, Cold Lunch, & Milk Program (rev. 2021)

St. Paul's Ev. Lutheran School offers a hot lunch program. This program is not subsidized by the federal government. The cost for each student to participate varies by year in order to cover costs. A semester milk program is also offered. This is an additional milk that the child will receive daily at a morning or afternoon break, or taken as an extra milk at lunch. This is to be paid in advance at registration night for the first trimester and for the second and third trimester when the previous trimester ends. Complete lunch costs and milk costs are available upon registration. Foods brought from home may be warmed in microwaves in the lunchroom, but staff and teachers should not be expected to help students unpackage, cut, warm, or finish preparing lunch items sent from home. The lunch program provides napkins and silverware primarily for hot lunch participants, but will not provide condiments, dishes, or other components, forgotten or desired. Days including field trips and other such outings are not hot lunch days. All students are to bring lunch from home for field trips. These will be communicated home via the school newsletter or note/electronic communication from the teacher.

Food Allergies - Nut Free

All students with food allergies requiring emergency medications must have a Food Allergy & Anaphylaxis Emergency Care Plan provided by the physician and on file at school. All emergency medications must be provided on the first day of school. There is no way to safeguard students with allergies from all risk. St. Paul's has adopted an allergen-safe environment. This does not mean an allergen-free environment, however it means the environment is made as safe as possible from food allergens. Properly planning and organizing procedures for students with any life-threatening food allergy is essential.

If there are students with nut allergies attending St. Paul's, that school year is a peanut and tree nut free zone. This means that students bringing cold lunch, snacks, or birthday treats are not allowed to bring food products containing peanuts or tree nuts. Faculty and staff are educated accordingly with the goal of preventing and responding to a food allergy emergency.

Academics (rev. 2022)

Curriculum

A school curriculum consists of all the learning experiences that come to the child through the school. Therefore, our curriculum strives to provide for the total needs of every child, spiritually, physically, academically, and socially. As it is expressed in Luke 2: 52: *"Jesus grew in wisdom and stature and in favor with God and men."* Our curriculum is first and foremost Christ-centered. Daily devotions, weekly chapel services, Bible history, church history, memory work, Luther's Small Catechism (available to view or download under the "Classes" tab on the school website), and hymnology are all at the center of our learning. Scriptural truths are infused into all subjects across the curriculum. The entire course of religious instruction is designed to lead to confirmation in St. Paul's Church, providing a foundation for one's life of faith. Confirmation instruction includes four years of Catechism instruction (5-8). In grades 7 and 8, two days per week are part of the school day.

A full academic program is offered which complies with all State of Wisconsin requirements for Private/Parochial schools. The teachers annually review the curriculum, which is approved by the School Board and meets or exceeds all state standards for content, knowledge and skills. This curriculum includes the language arts, phonics, grammar, writing, social studies and history, science, mathematics through Algebra I, fine arts, physical education, technology and computer sciences. Advanced courses on an individual or smaller group basis have been offered (such as Geometry) for students who have completed or exceeded our curriculum upon arrival to the eighth grade. All students are expected to participate in physical education classes as part of St. Paul's curriculum unless there is a persisting medical condition documented with a doctor's written explanation. Parents with special considerations must have details of any restrictions including specific information about the nature and length of limitations. Discreet communication and allowance for personal matters are expected of teachers and students as well as parents so that privacy is protected. All curriculum maps are available for viewing on St. Paul's school website.

Homework

Students will be required to complete all homework, including memory work, to the best of their ability as assigned by the classroom teacher. Homework completed after the designated time period may receive a lower grade. The School Board has given all teachers the right to implement their own homework policies and guidelines. Students may be required to miss recess time, field trips, athletic contests, or extracurricular activities, or may have to stay after school to complete late or missing homework. Issues with incomplete or unacceptable homework will be communicated to families by the classroom teacher. Excessive issues may be brought to the principal's or the School Board's attention for further consideration and may include retention.

When a student has been absent from school for any reason, it is the responsibility of the student to complete the missed work in as many days as the occurred absence or in a timely manner and under parent supervision. A lower grade may be given if makeup work is not completed in a timely fashion, as communicated by the classroom teacher.

Report Cards

The teachers of grades K-8 will inform the parents of the academic progress of their child with a report card issued at the end of each trimester. Our student information system gives parents live access to their child's grades, attendance, and other school related information. Additional reports may be sent home on an individualized basis. Parents with students in grades K-8 using Jupiter Ed for our online grading platform are encouraged to check their child's grades often and have conversations with their child and then with the teacher about progress and efforts to succeed in school.

Parent/Teacher conferences are scheduled during the first and third trimester of the school year. Parents are expected to attend the scheduled meetings. Additional conferences may be arranged with teachers at any time throughout the school year depending on the needs of the student.

Standardized Tests

St. Paul's Ev. Lutheran School participates in the testing program for grades K-8. The purpose of these nationally normed, standardized tests is to assist us in student and school curriculum improvement. These tests allow teachers to look for learning trends and adjust their teaching as necessary. We will continue using the Northwest Education Association's Measure of Academic Progress (NWEA MAP) Test. The testing takes place three times per school year in the upper grades and twice in the primary grades. Results are shared with parents at conferences and the data is available. All WPCP students are also required to take the WI Forward Exam in the spring.

Honor Roll

Upper grade students (grades 3-8) at St. Paul's Ev. Lutheran School who achieve an academic average of 95.0 or greater for the quarter will be assigned the title of "High Honor." Students receiving an academic average of 90.0 to 94.9 will be classified as "Honor Students." Averages will not be rounded up (i.e. 89.9 does not equal 90.0).

Guidelines for Educational Experiences

Educational experiences outside of classroom instruction can fall into a number of different categories: educational field trips, guest speakers, or educational assemblies. It should be noted that there may be times when the three noted categories above are strictly for entertainment purposes, and not for educational experiences. The guidelines that follow are for educational experiences only.

All field trips should be approved by the principal. Field trip transportation, costs, chaperones and the like are the responsibility of the classroom teacher, using the assistance (if needed) of the principal. All guest speakers and educational assemblies should be approved by the faculty as a whole. All guest speakers and educational assemblies should fit the mission of our school, and not promote false teachings, improper morals and the like. When guest speakers and educational assemblies are approved by the faculty, the faculty will then determine the proper age levels for attendance. Payment (if required) for guest speakers and educational assemblies should be approved by the School Board if the amount exceeds \$250.00. Any guest speakers and educational assemblies held on campus will be open to any and all St Paul's Lutheran School parents who choose to attend. The location used by guest speakers and for educational assemblies will be determined by the faculty. All guest speaker presentations and educational assemblies scheduled for the students of St Paul's Lutheran will be held during regular school hours. The responsibility of a written "thank you" for guest speakers and educational assemblies belongs to the principal, as does the responsibility of payment - if a fee is required. Promotion of guest speakers and educational assemblies is the responsibility of the principal. These guidelines for educational experiences are reviewed annually by faculty and the School Board.

Worship Services (rev. 2022)

Chapel Services

All children, 3K-8, and teachers assemble for a regular weekly chapel service on Wednesday mornings beginning at 9:00 a.m. The chapel service is conducted at the level of the children and is not intended to take the place of St. Paul's church services. All parents, guardians, and friends are invited to all chapel services.

The 2nd and 4th Wednesdays of each month, The Early Childhood Program will have an **Early Childhood Chapel** service at 9:30 in the church. Following the Early Childhood Service, there will be an opportunity for parents to join together in fellowship in the back of church with coffee available. We strongly encourage parents to come and to join together after services as a time to build connection and to get to know each other better!

To impress upon the children their God-given responsibility according to the great commission in Matthew 28, and to help children learn God-pleasing stewardship, a thank offering is collected at this service. Chapel offering envelopes are available to each child for this purpose. The offerings are designated for various home and foreign mission fields, various organizations that provide help and relief to those in need, and for uses of worship and evangelism in our own church and school. These free will offerings are not mandatory.

Participation in Church Services

The school, 3K-8, the various classrooms and choirs, the tone-chime choirs, and at times band students, participate in worship services as scheduled throughout the school year. All children of St. Paul's Ev. Lutheran School are expected to be present when their group sings or plays for worship. Failure to show up to participate or the failure to notify the teacher or director well ahead of time can greatly disrupt our plans for the worship service.

School Attendance (rev. 2022)

School Hours

School for K-8 begins at 7:55 a.m.. School ends at 3:05 p.m. for all classes. Early Childhood Ministry (ECM) begins at 9:00 a.m. and ends at 11:30 a.m. There will be some days on which we still have school but Menomonie Transportation does not provide bus service. We traditionally refer to these as drive days in our calendar and communications. Students should not arrive more than 20 minutes before their school day begins, and are expected to be off the school grounds by 3:15 p.m., unless other arrangements have been made with a teacher. Under no circumstances will teachers be expected to watch children instead of carrying out their normal duties before and after school.

Attendance

Students must attend school regularly and must be on time. Tardies, absences and early dismissals without reason or for matters other than illness or professional appointments disrupt and deny a child's education. Even though missed work may be made up, the student has lost the benefit of regular classroom lessons and activities. Truancy laws apply to St. Paul's students as they do to all students. Our school district takes these matters very seriously and we do as well. Ten or more absences in a semester, or twenty or more days for the school year will risk retention during the next school year. This determination will be made by the principal and School Board after consulting the classroom teacher and parent, who is ultimately responsible. In extreme cases a truancy officer may be contacted to help parents realize the serious nature of this offense.

A tardy will be marked for a student arriving up to 15 minutes after the beginning of a school day. This does not include late bus arrivals, extremely poor weather, or unexpected traffic circumstances. After the first 15 minutes, a half day absence will be marked for up to three hours of absence in a day, and a full day absence will be marked for any day in which three hours are missed. Dismissal for appointments will normally result in at least a half day absence. Absences will not be marked for those who participate in extracurricular activities at other area schools. Excessive tardiness may result in a detention and/or suspension from school or action involving a truancy officer.

K-8 students who arrive after 8:00am will be marked tardy. The Menomonie Area School District School Board policy, and Wisconsin State Statute 118.15, mandates that every student enrolled in the school district attends with regularity. Students having five or more unexcused absences in a trimester are classified as habitual truants and could be referred to Dunn County Truancy Court. However, principals and/or school counselors will make a reasonable effort to meet and implement a truancy prevention plan with the parent(s)/guardian(s) and the student when appropriate prior to a referral to truancy court. After five, ten, and fifteen or more absences and/or tardies, these written notices are sent. In most cases, this written notice is to inform families of their child's attendance. However, even excused absences can become excessive and counterproductive to the child's educational progress. In this case, a meeting is likely to be scheduled by the principal with the parent(s)/guardian(s), and with other school staff as appropriate to the situation, to discuss remedies and implement an attendance improvement plan.

An excused absence includes: illness, professional appointments, religious observance, death in the family, extreme weather conditions and emergency, court appearance, or school pre-arranged absences approved by the school. A professional note will need to be turned into the school office to qualify as a professional appointment.

Consider modifying that arrival time to be up to five minutes before the beginning of class to allow students to visit their locker, use the restroom, etc, before making it to their seat at the start time.

If a student will not be in school (for illness or other reasons), the school office should be notified before the school day begins. Signed written notice is not required if a phone call has been made. Planned absences, including family vacations, should be communicated to the school office in advance. St. Paul's School Board strongly encourages family vacations to be taken during the summer months or other school breaks. If at all possible it is also best to schedule professional appointments for times and days outside of school days. Classroom teachers are not obligated to prepare assignments for students in advance of planned absences.

Transportation (rev. 2022)

Drop-Off & Dismissal

In the morning students are to be dropped off and enter the building immediately upon arrival, but may not arrive more than one half hour before their classes begin: 7:30 is the earliest arrival for grades K-8 and 8:30 is the earliest arrival for 3K and 4K students who are not in the Early Bird program. Information on the Early Bird Program is in the ECM Parent Handbook and is not for students in K-8 as they may be in their classrooms at 7:30. Students are expected to work quietly in their classroom or another place in the building with teacher permission and after checking in with their classroom teacher. Students may not play or congregate outside as it is not supervised before school. It is nearly without exception that ECM parents will walk their children to the ECM room and have a short conversation with the teacher.

Safe dismissal procedures are only as safe as they are carried out, and that is the responsibility of everyone involved. Students should be picked up at dismissal time by parents or others whom the parent or guardian has communicated to the school. The bus drops off and picks up students on 10th St. Parents should never park there between 7:15 and 9:00 a.m. and between 2:45 and 3:25 p.m. Drivers may drop students off in either parking lot, but dismissal for those who drive home is supervised in the parking lot along 12th Ave. Teachers supervise dismissal both at the curbside bus line and in the parking lot. Parents of K-8 students are strongly encouraged to foster independence in their students by dropping off their student(s) in the parking lot and not walking the child(ren) to class. Our parking lots are small and crowded and pick up and drop off time so we appreciate those who are able to drop their students off quickly and safely.

Bus Transportation

Bus transportation for those in the Menomonie District is provided on the days in which the district is in session. At all other times and for parents outside the Menomonie District, the parents must arrange transportation to and from school. For questions about busing, or to get your name on the busing list, contact Menomonie Transportation at 715-235-4995.

Riding the bus is a privilege. Improper behavior as reported to us by the bus service can result in the privilege being taken away temporarily or permanently. St. Paul's and its principal have jurisdiction over students on the bus. Menomonie public and parochial school principals do investigate and have dealt with matters at the bus stop as well. Discipline from the school may follow behaviors which occur on the bus.

Dress Code (rev. 2022)

Our bodies are temples of the Holy Spirit (1 Corinthians 6:20). The way we look and dress should reflect our love for our Savior. In the exercise of their Christian liberty, parents are urged to ensure that their children will observe a modest, God-pleasing attitude in manners of dress, cleanliness, and hair styles. Because it is impossible and impractical to create a rule for every possible clothing, cleanliness, or hair style issue, the judgment as to whether any "bending" or "stretching" of the following rules has occurred is left to the discretion of the classroom teacher. In cases of dispute, the principal will make final judgments in school dress and appearance.

Children's clothing should be comfortable, modest, clean, and neat. Proper undergarments, including socks, should be worn. Clothing or property which advertises such things as alcoholic beverages, tobacco products, unwholesome musical groups, etc. will not be allowed. Obscene or suggestive language and/or pictures should not be any part of a student's clothing or property.

We encourage children to wear shirts/tops with sleeves for hygienic and modesty reasons. Undergarments for boys and girls are not to be showing. Ripped pants or other fashion trends deemed immodest will result in a phone call to the parent and the child being asked to wait in the office until proper attire is brought to school and worn before being readmitted to class. Ripped jeans may not exceed a total surface area greater than that which the same child may cover with their hands. Rips may not be higher than half-way above the knee. Children must wear athletic shoes/sneakers/tennis shoes, etc. on the playground for safety reasons. Jewelry which is distracting to learning or unsafe may not be worn. Neat, well-kept shorts and capris may only be worn when weather permits during the first and final months of the school year or as directed by the teacher or principal. Leggings or shorts, including compression shorts, may be worn under other garments— but not alone. Bodies should be clean and properly bathed. Excessive or unusual makeup should not be used. Hair must be kept clean and well-groomed. Students should avoid extremes in haircuts, hairstyles, or hair colors.

Gymnasium Shoes

Students playing in the gymnasium must have a pair of suitable gym shoes. These shoes may be kept in the classroom during the school year, or worn during the school day. Cooperation in seeing to it that children have proper gym shoes for gym activities is greatly appreciated! Failure to have proper gym shoes may result in a child having to miss a gym activity. Unacceptable gym shoes may include sandals, flip-flops, dress shoes and dress boots, winter boots and the like.

Home & School Communication (rev. 2022)

Regular communication between the home and school is important. We try to do our best to keep parents informed of important things happening in the school. The school may use the following ways in order to keep families informed: Jupiter Ed Messages, Email, Wits & Bits, School Website and Social Media (Facebook), Special Letters and Notes, Phone Calls, Home Visits, Parent/Teacher Conferences, and PTF Meetings. Teachers are responsible for instruction and the supervision of students during school hours. Generally, teachers are not available to meet with parents/guardians outside of school hours. If you have any questions or concerns, please feel free to contact your student's classroom teacher, the school secretary, or the principal at any time. Important note: please use Jupiter Ed, Email, or a Phone Call to the office to contact teachers. Teachers have been specifically instructed to not reply to texts or social media messages for legal and ethical reasons.

Email

All of the faculty and staff members of St. Paul's Ev. Lutheran School have email accounts that will be checked on a daily basis on school days. Please know that emails sent to the principal or to the teachers may not be seen until after school hours. If you feel comfortable doing so, you may email the school secretary as they are typically able to check email more often. Opportunity to check email during the day is limited. St. Paul's encourages all our school families to have an email account. A great deal of news and information is passed along to school families using this format. As part of our technology curriculum, students (especially in grades 5-8) will be assigned a Google account. While this account looks like an email account (curious.george@stpaulmenomonie.com), the email capabilities are disabled. Students are not given a school email account.

School Telephone

Children are not to use a church or school telephone without permission from a teacher, pastor, or other staff member. They should only ask to do so in an emergency. Children are not to receive calls during the school day except in emergency situations. Messages normally will be taken by the secretary or a teacher and given to the child. Arrangements for after school rides as well as athletic contest plans should be made at home ahead of time, and not worked out with the student on the school phone.

Social Media

St. Paul's utilizes Facebook (StPaulMenomonie), and Youtube (StPaulMenomonie) along with our website (stpaulmenomonie.com) to promote events and activities, and to advertise and communicate information to parents and the community. At times and with your permission (a form is available at registration), pictures and videos of students are used on these websites, though full names and other personal information are not published.

School Pictures & Yearbook

Individual student pictures will be taken by a professional photographer near the beginning of each school year. Information will be sent out prior to the time of picture-taking. Various picture packages will be offered to the parents for purchase from the company. School pictures will be printed in the yearbook unless a parent or guardian specifically requests that their child(ren)'s picture not be used. All families will be notified when yearbooks are available for purchase and must submit payment to the school office.

School Closings & Emergencies

For inclement weather, St. Paul's Ev. Lutheran School and ECM closes with the Menomonie School District. School closings will be communicated via Jupiter Ed in both text and email messages and Menomonie school closings are also listed on WEAU, KSTP, and KMSP. Instructions to sign up for text message alerts from Jupiter Ed is below:

1. Log in to Jupiter as a parent using your child's name and current password.
2. Open the menu on the left side of the screen and select the "Settings" option. (Your screen should look like the image below).
3. Mark the checkboxes for which types of notifications you would like to receive text message alerts for.

Notifications	Web Msg	Email	Text Msg
Emergency alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Messages	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group discussions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior alerts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Absences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Health & Safety (rev. 2022)

Immunizations

Wisconsin State law requires students in grades K-8 to have four DTP/Td, four Polio, and two MMR (measles, mumps, rubella) immunizations. State law also requires that children entering kindergarten or seventh grade must be immunized against hepatitis B, and that students entering kindergarten be immunized against Chickenpox. All kindergarten children who have not had a health exam must have one upon entrance into our school. The child's up-to-date immunization records must also be made available to St. Paul's when enrolling. Parents must notify the local health department if their child develops a communicable disease.

Medication Distribution/Administration

All staff who are allowed to administer medications to any student has participated in medication distribution training and is First Aid/CPR/BBP/AED certified.

Giving medication to children in school presents problems of safety and reliability for the student. The parents should make arrangements so that it is not necessary for school personnel to administer medication. If a child needs to take an antibiotic or other short term medication, parents should ask their healthcare provider to plan doses around the school day. If it is absolutely necessary for a certified staff member to administer medication at the school, the parents must provide written and dated permission to the school office prior to administration and the medication must be in its original container. Under no circumstances will a teacher give to a student any other medication not specifically approved by a parent. If a child becomes ill at school and is unable to complete the day, parents will be contacted to make arrangements for transportation home.

Parents or guardians who expect their child to need over-the-counter medication (pain reliever, stomach relief, etc) while at school should provide their own supply in its original container to be kept in the school office and only used for their child(ren). Containers should be labeled with the family name or child(ren)'s name. In the case of an unexpected incident or situation, a student may be given medication from the office stock only after permission is given by a parent or guardian and not on a regular basis. If it becomes a regular occurrence, the parent or guardian will be asked to provide medication to be kept in the office for their child(ren). Before any medication is administered to a student (for those who have their own supply or for those who don't), a parent or guardian of the student will be called for advice on the situation and asked for permission to administer a medication. If the phone call is unanswered, an email or other message will be sent to the parent or guardian. In the case of an emergency or urgent situation where the child clearly needs medication and the parent cannot be reached, the best judgment of the principal or other staff trained in medication distribution will be used.

After any medication or first aid is administered to a student, the parent or guardian of the student will receive an email or Jupiter Ed message, the information will be kept on the student's Jupiter Ed profile, and the information will be kept on a confidential log in the school office.

Injuries to Students That Occur at School

If a child happens to become injured while at school, proper steps in regards to the child's health and well-being will be taken by the faculty members in charge. Parents will be informed if their child is injured at school. If an injury results in the calling of 911 professionals, parents will be called immediately. If the injury is minor, proper steps will be taken and parents will be informed. If parents or guardians have specific instructions for how staff should handle an injury to their child, they must record those instructions on their student's profile in Jupiter Ed.

Injuries to Students That Occur at Home

If a child happens to be injured at home and the results of this injury will be evident to the teacher at school, please inform the teacher of the injury and let the teacher know how the injury happened. This is for the protection of the student, the parent and the teacher, since Wisconsin law requires teachers to report all cases of suspected child abuse.

School Safety Plans

In the event of a natural disaster, fire, or threatening presence within the school, preparedness is often the difference between life and death. For that reason, the school has a policy in place for fire, tornado and crisis/active shooter situations.

Each month, a scheduled drill practicing at least one of these three situations in a drill will be scheduled and will be expected to be a surprise as to time and place but not to procedure for staff and students. Throughout the course of the year, all school drills will include monthly fire drills, two tornado drills in spring, and two all school active shooter drills. A student may be excused from drills if a medical condition requires it due to the noise or flashing lights. Proper documentation must be provided to the school office proving that the student has a medical condition that excuses them from participating in drills. If a student does not participate, they will still be briefed on the procedures in case of a real emergency. Teachers will also brief their classrooms on active shooter drill procedures and conduct in room drills to have that procedure in place by the end of the first week of instruction. Teachers will have a printed roster of all students with them at all times in these drills, be fully cognizant of student whereabouts throughout the drill, and will confidently carry out their duties to protect the students in their care. Review of each month's drill will take a few minutes of the next faculty meeting to improve our plans and ensure student safety and parent confidence. The school's governing board also reviews these policies and if possible our board chairman observes and evaluates drills in person. Fire drills are discussed and reported to the Menomonie Fire Department annually on their inspection of the school building. Law enforcement agencies also are in continual contact with our school's administration and have keys to our facility in case of emergency.

Fire Alarms

When the fire alarm sounds, all pupils, teachers and others are to leave the building in an orderly manner. The classes go to predetermined locations. The 3K & 4K class will go out the West doors and to the sidewalk before heading south to the corner of 12th Avenue and 9th Street inside the fence. Kindergarten and first grade will walk alongside the Early Childhood classrooms in the same manner to the same destination. Grades 2-8 will proceed out the 9th Street doors, along the sidewalk south to the corner of 12th Avenue and 9th Street on the sidewalk. The lights are to be turned off, the windows closed, and the door shut when all have left the room. Remember to bring a printed roster of all students in each classroom. (School directories work well for this, as do attendance sheets or gradebooks.) Pupils who are in other rooms, such as the lavatory, must leave the building when the alarm sounds, go out the nearest exit, and join their class outside. Teachers should count their class when outside to see that all are accounted for. Those students absent for the day should be noted to the principal as he comes to check each classroom's status. The building may be re-entered when the alarm is shut off. Every teacher should become familiar with the operation of the fire alarm and fire extinguishers. The plan for an orderly dismissal will be discussed before the school year begins.

Tornado Watch/Warning

In the case of a tornado the following safety options will be followed:

1. If there is time, all students will proceed to the lower basement of the church building. Locations for each classroom within the basement are as follows:
 - a. 3K students will go to the North end of the lower basement next to the 4th & 5th graders
 - b. 4K students will go to the North end of the lower basement next to the 3K students
 - c. Kindergarten students will go to the North end of the lower basement next to the 4K students
 - d. 1st grade students will go to the North end of the lower basement next to the Kindergarten students
 - e. 2nd grade students will go to the lower basement bistro/cafe area.
 - f. 3rd grade students will go to the lower basement and remain near the elevator.
 - g. 4th & 5th grade students will go to the farthest part of the North end of the lower basement.
 - h. 6th-8th grade students will remain in their classroom in the lower basement.
2. Safe locations for students and staff to remain in the event of a tornado are as follows:
 - a. 3K students will go to the girls' bathroom.
 - b. 4K students will go into the ECM office and attached bathroom.
 - c. Kindergarten students will go to the girls' bathroom.
 - d. 1st grade students will go to the copy room.
 - e. 2nd grade students will go to the lower basement bistro/cafe area.
 - f. 3rd grade students will go to the lower basement and remain near the elevator.
 - g. 4th & 5th grade students will go to the North end of the lower basement.
 - h. 6th-8th grade students will remain in their classroom in the lower basement.

3. In all locations, children are to sit on floor in protective posture (knees up, head down, hands covering head)
4. The above options and the return to normalcy will be determined by the principal or designated teacher.
5. Teachers are to practice drills with children at the beginning of the school year and again in early spring.

Active Shooter/Crisis Situation

If there is time for administration to respond to an active shooter situation or any matter which would cause the need for a lockdown, the announcement will be made over the walkie-talkie radio system. The faculty knows a code word or phrase which triggers a lockdown procedure in their classroom. If there is not time, a teacher will discern and take appropriate action in an active shooter or crisis situation. Training happens with teachers and professionals annually. Our church has had a training and walk through assessment by state-supported law enforcement personnel as well as local law and fire/first responder teams. There are three basic responses to an active shooter situation:

1. **RUN** and escape, if possible. This will most likely be if outside at recess and a shooter is in the building. Getting students and yourself away from the shooter or shooters is the top priority.
Call 911 when you are safe, and describe the shooter, location, and weapons.
2. **HIDE**, if escape is not possible.
Get out of the shooter's view and stay very quiet. Move students to walls out of sight of the classroom door, into a safe position and remain silent.
Silence all electronic devices and make sure they won't vibrate.
Block doors, close blinds, and turn off lights.
Don't hide in clumps- spread out along walls or hide separately to make it more difficult for the shooter.
Try to communicate with the police silently. Use text messages or social media to tag your location, or put a sign in a window.
Stay in place until law enforcement gives you the all clear.
Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
3. **FIGHT** as an absolute last resort.
Commit to your actions and act as aggressively as possible against the shooter.
Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc. Be prepared to cause severe or lethal injury to the shooter.
Throw items and improvised weapons to distract and disarm the shooter.

Athletics & Extracurricular Activities (rev. 2022)

For athletic and other extracurricular opportunities, children must faithfully work to their potential in their school work and regularly demonstrate proper conduct. The teachers, students, parents, and principal will make participation determinations based on the abilities of each student and as defined by school policy. The principal has the final determination on eligibility. Appeals can be made to the School Board. If your student will be participating in athletics, please review the Athletic Handbook which outlines our expectations for all of our athletes.

Athletics

Extracurricular athletics provide an opportunity for students to develop athletic skills, to promote a concept of teamwork, and to learn loyalty, dedication, and Christian sportsmanship. These sports are arranged and supervised by the school's athletic director and teachers as time, funds, coaching, and conditions allow. Historically, boys' sports have included soccer, flag football, basketball, and track. Girls' sports have included soccer, volleyball, basketball, cheerleading, and track. Teams are fielded each season based upon interest. It is common for younger or older students to fill out a team's roster whenever necessary. Coaches make such determinations based upon athletic director approval and input.

Other Extracurricular Activities

God encourages us to use our gifts to His glory. To encourage the development and use of our gifts, St. Paul's Ev. Lutheran School offers other extra-curricular opportunities, such as piano/musical instrument instruction, band instruction (through the public school), annual art show, and the annual Spring Fling program which gives even the 3K & 4K students an opportunity on a stage. Academic opportunities include CVLC Lutheran Schools' interscholastic forensics (4-8), spelling bees (5-8), and math bowl (5-8). We also include a rotating, Bible History, social studies, and science fair for the school each year (3-8).

After School Supervision

Students are only allowed to stay after school for activities when supervised by a designated adult. Students may be required to stay after normal school hours for athletics, midweek worship services or church activities, or other extracurricular activities. Siblings of students staying for athletics or other activities need to make arrangements with coaches or other adult volunteers for supervision. Teachers are not responsible for supervising students or their siblings after school hours.

Field Trips (rev. 2022)

To enhance the learning process, our teachers plan field trips. The purpose of these trips is to enable the children to grow culturally and academically, expand their awareness of their church and state, and to grow in Christian fellowship opportunities. Families need to provide written permission for these trips and pay associated costs. If a family cannot afford the costs associated with a field trip, please speak with the classroom teacher privately to make other arrangements. Individuals may also be asked to drive and/or chaperone for a field trip. Individuals will be required to provide a valid driver's license and proof of insurance on the car that will be driven as well as pass a background check in order to drive to and/or chaperone a field trip. Students are reminded that they are representing St. Paul's Lutheran Church and School while on such trips and are expected to behave accordingly. Failure to do so may result in the forfeiture of the privilege to take part on such trips.

Field Trip Driver Policy

In order to best ensure student safety on field trips, St. Paul's requires all prospective field trip drivers to provide a valid driver's license, proof of insurance on the car that will be driven, and pass a background check before the day/time of the field trip. Items that may disqualify an individual from driving for a field trip include charges, violations, convictions, etc. involving:

- Children
- Driving
- Drugs
- Illegal sexual actions
- Inflicting harm on others (neglect, abuse, homicide, etc)

If any items appear on the background check that disqualifies an individual as a driver, that individual will be notified by a school administrator or member of the School Board.

Fun Fridays (rev. 2022)

St. Paul's school also celebrates student achievement and builds a positive culture with traditions like Fun Friday. Fun Friday is an opportunity for school families to build on essential non-academic life skills. Several times per year, chapel families (heterogeneous groups of all grade levels) produce projects or service projects together to enhance worship or the grounds. Each year they have made large posters for each hymn sung in our Christmas service. They have raised mission offerings in conjunction with spirit week. Fun Fridays are generally focused in eight areas of growth through games, puzzles, activities and challenges all with a lot of fun built in. The eight skills include:

1. Build Strong Relationships
2. Teach Essential Social Skills
3. Encourage each other in Christian life choices and promote Bible study
4. Be Role Models in the school and in the community
5. Clarify Classroom and School Rules
6. Teach All Students Problem Solving
7. Challenge troublesome aspects of school culture and tackle them as a team and family
8. Praise Students for Good Choices

Fun Friday is usually a fun and games atmosphere or movie afternoon for the whole school and admission to the activities is based upon attendance, completion of homework, and lack of disciplinary intervention. This positive promotion of good choices is ultimately powerful. Those who have chosen to not be eligible to attend are given time to make up lost work, or do works of service for the church or school. This is not a detention or consequence but rather a natural loss of privilege due to personal choices and should not be viewed or used as disciplinary action. Often we will begin the activities with a school ceremony celebrating achievements of the last month by students in areas of academic, personal, spiritual or civic growth. Instances of overcoming, showing grit and determination in personal struggle, or other individual challenges may also be celebrated as appropriate to build up the young community of believers at St. Paul's.

School Property (rev. 2022)

St. Paul's expects students to show respect for all school property, furnishings, books, and equipment. In cases of neglect, damage or destruction, the cost of replacement will be the responsibility of the offending child's parent or guardian.

Books & School Supplies

Students are responsible for the books they use and are to take good care of them. No writing should be done in textbooks unless instructed by the teacher. Cost or fees for the replacement of lost or damaged texts is the responsibility of the student and their parents. Students are to have all the necessary supplies for the school year as designated on the school supply list distributed before the beginning of school, or as requested by the teacher. New students are provided with a Bible and Catechism books are provided to 5th-8th grade students as needed. Luther's Small Catechism is also available on the school website for viewing or as a downloadable .pdf version. Each classroom has hymnals for students to use when necessary. Additional copies or replacement copies of the books are to be paid by the family according to their costs.

Items above and beyond the items included on the supply list (toys, magazines, electronic devices, cell phones and the like) will be confiscated by the teacher if they become a problem. If special items need to be brought to school for projects or art work, the parents will be contacted by the teacher.

Technology & Internet Use

St. Paul's is pleased to offer a wide range of technology tools for student use. An internet use form in regards to using technology at St. Paul's is filled out and signed by all parents and turned in when registration paperwork is completed. It should be noted that no student will be allowed online without the supervision of a teacher. St. Paul's network is secure and we use software to monitor all internet activity at school. Inappropriate or malicious use of the internet while at school may lead to discipline or expulsion. No students may engage in instant messaging, visiting social networks, checking email, using video sharing sites or downloading anything unless directed and supervised by a teacher. Students and their families may be responsible for the cost of replacement or repairs caused by misuse or neglect of classroom technology.

Chromebook Care & Use Expectations

Use of Chromobooks in school is intended to further student learning at St. Paul's School. Students and staff have the responsibility to use the Internet, other software, and hardware in a responsible and informed way, conforming to network etiquette, customs and courtesies. Failure to adhere to these guidelines will result in disciplinary action, including referrals and suspension of privileges. St. Paul's is not responsible for damages to personal digital technology or electronic communication devices. Students are expected to follow classroom rules regarding Chromebooks as well as the expectations outlined below:

1. Be Responsible
 - a. Use the Internet and school network for classroom-related activities only.
 - b. Use email, chat rooms, and social networks as part of class curriculum only.
 - c. Handle all technology equipment with care - follow our Chromeback care expectations:
 - i. Do not share your password with anyone.
 - ii. Do not eat or drink next to your Chromebook while it is in use.
 - iii. Do not lean or put pressure on the top of the Chromebook when it is closed.
 - iv. Do not leave the Chromebook unattended with the screen in the open position.
 - v. Do not touch the screen with anything that will mark or scratch the screen surface.
 - vi. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc).
 - vii. Cords, cables, and removable storage devices should be carefully inserted into the Chromebook.
 - viii. The Chromebook's vents should NEVER be covered.

2. Be Respectful
 - a. Respect and protect your privacy and the privacy of others.
 - i. Use only your school-assigned accounts.
 - ii. Keep personal information (i.e. full name, address, phone number, etc) off of public websites.
 - iii. Keep passwords secret.
 - iv. Represent yourself truthfully.
 - v. Communicate only in ways that are kind, responsible, respectful, safe, and lawful.
 - vi. Obtain permission before taking/using photos, videos, or images of other people.

- b. Respect and protect the integrity, availability, and security of all electronic resources.
 - i. Observe all network security practices.
 - ii. Use only school appropriate web content, language, images, and videos.
 - iii. Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
 - c. Respect and protect the copyrighted/intellectual property of others.
 - i. Cite all sources appropriately.
 - ii. Follow all copyright laws.
3. Be Safe
- a. Report threatening or offensive materials to a teacher or administrator.
 - b. Protect your personal identity and the identity of others online.
 - c. Use all equipment and systems carefully, following instructions.
 - d. Keep passwords secret.

Student Property (rev. 2022)

Cell Phones, Tablets, & Other Devices

With prior permission from the classroom teacher or principal, students may have the privilege of bringing a cell phone to school. Cell phones may not be kept with the child, but must be turned in to the teacher before the school day begins and it will be kept locked in a drawer until dismissal at which time they will be redistributed to the students. We have a staffed office for communication home and school phones are available for emergency situations. Furthermore, teachers do contact parents via text, email, or other agreed upon means when necessary throughout the school day. Chromebooks, tablets, and other electronic devices for educational purposes are provided by the school so no further technology from home is necessary. Any use of personal devices or cell phones during the school day without teacher permission will result in the device being taken away to be given back only to a parent or guardian. If the child is riding the bus, a parent may call and speak to the teacher about the matter before dismissal to have the phone or device returned to the student. Repeated offenders may need to have parents come in to collect the device personally from the principal. Additional discipline may be necessary at the teacher's or principal's discretion.

Lost & Found

The school is not responsible for any lost or discarded articles of clothing. Please see that your child takes home in the afternoon what is worn to school in the morning. In the case of items left at school, a lost and found is located at school in the hallway. Please label all articles of your child's clothing. This will prevent large collections of unclaimed hats, mittens, and other items by the year's end, and is cheaper on the family.

Discipline (rev. 2022)

God has instructed parents to discipline their children and has attached his promise of blessing to loving discipline. "Train a child in the way he should go and when he is old he will not turn from it." (Proverbs 22:6) When parents enroll their children in St. Paul's Ev. Lutheran School, they give to the teachers the right and duty to assist them in bringing up their children "in the training and instruction of the Lord" (Ephesians 6:4), and discipline is an important part of that training.

The ultimate goal of all disciplinary actions is the eternal welfare of the child, so that they repent of and turn from their sins and are motivated by Christ's forgiving love to gladly serve him through obedience to God's representatives and love toward his/her neighbor.

It is expected that students comply with school rules regarding order, safety, and the completion of work, and show proper respect for and comply with the requests of the faculty. Therefore, in order to show the student the seriousness of his/her sins and discourage the sinful nature, the following steps will be taken when school rules are broken.

General Discipline

St. Paul's has determined a general school code of conduct. The classroom teacher may also include rules that govern the students in their care. When rules are broken, the teachers may employ disciplinary means which include the revocation of privileges or recess, assignment of various tasks, or after school detentions according to the guidelines established and explained by the teacher at the beginning of the school year. In the case of after school detentions, the teacher will contact the parents first to make sure that such an arrangement is possible.

Suspension

In cases where repeated offenses occur, the following steps will normally be used. Special circumstances may require adapting the following steps:

Step 1: The teacher will notify the parent(s) within 24 hours and meet to plan a course of action.

Step 2: The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.

Step 3: Disciplinary action will be taken by the school and will be determined by the school's administration.

Action 1: Loss of all privileges for a period of 5 school days. This includes classroom privileges, field trips, and extracurricular activities.

Action 2: Two (2) day suspension and loss of privileges as in Action 1.

Action 3: Three (3) day suspension and loss of privileges as in Action 1.

Appeals may be made as noted below.

Expulsion

An expulsion may take place after all other attempts at discipline have failed or when willing gross misconduct or unlawful activity has occurred. Examples of such behaviors may include violence or threats of violence, illegal activity, endangering or threatening to endanger the property, health or safety of others. Under state law, any student who brings a firearm to school is to be expelled for not less than one year. A student who has been suspended more than three times may be required to have a parent or guardian come before the school board to discuss final steps for disciplinary action before expulsion is the next step.

Appeals to any step in disciplinary processes must be made in writing to the principal who will bring such requests before the school board to make a ruling at their next monthly meeting. The school board meets every month, so the meeting will not be longer than 30 days after an appeal is made in writing. The parent or guardian will be notified as to when that meeting will take place and if they may attend. All cases for expulsion will be determined by the School Board and communicated to the parent or guardian within five days of the hearing. Parents and/or students may be present when such a determination is made, but it is not required by law. In any case, the parent or guardian will be notified within 24 hours after the determination. If an expulsion occurs, all paid tuition is forfeited.

If a situation of extreme nature warrants swift and immediate action, the School Board will work with the principal, classroom teacher and the parents to determine appropriate discipline. While the School Board will fairly consider the advice of the Principal, Classroom Teacher, and the Parents, the final determination will be made by the School Board.

Illegal Substances

Any violation of local, state, or federal ordinances concerning controlled substances will be referred to the city of Menomonie Police Department. Any student involved with illegal substances on school grounds may be subject to arrest. Students involved with illegal substances on school grounds may also be expelled from St. Paul's Ev. Lutheran School. Illegal substances can include (but are not limited to) narcotics, alcohol, firearms, weapons, pornography, stolen goods and the like.

Harassment Policy

St. Paul's is committed to each student's success in learning within a caring, responsive, and safe environment that is free of harassment. Harassment, like bullying, is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying is a form of harassment as are comments and actions to demean any aspect of a child's identity, gifts or person. The behavior is repeated, or has the potential to be repeated, over time. Harassment includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Teachers will do their best to identify harassment, but they will not always be able to identify harassment immediately.

The following steps will be taken if harassment is seen or suspected by a staff member or volunteer.

1. All harassment accusations will be treated in a serious manner. If a student is seen harassing or is accused of harassment, the teacher will talk with the students involved. The teacher will inform the principal, and together will determine if the principal will consult with the students involved as well. Note: the student consultation between the victim and the one observed harassing may need to be kept separate in order for both parties involved to be comfortable sharing the details. The teacher will also make contact with the children's parents and explain the matter. The teacher will keep a written record of the incident and an incident report will be added to the student's profile in Jupiter Ed.

2. If further harassment occurs, the teacher, the principal, and the students involved will meet to discuss the situation. Note, the student consultation between the victim and the one observed harassing may need to be kept separate in order for both parties involved to be comfortable sharing the details. The principal will contact the parents and arrange for a meeting among the teacher, the principal, the students involved and their parents. The teacher and the principal will keep a written record of the incident. The principal will inform the Board of Education and the faculty of the incident and an incident report will be added to the student's profile in Jupiter Ed.
3. Should harassment continue, the principal will arrange a meeting among the parents, pastor(s), teacher, principal, and Board of Education. At this time the child may be suspended from school for a minimum of three days. The teacher and the principal will keep a written record of the incident and an incident report will be added to the student's profile in Jupiter Ed.

The following steps will be taken if a parent brings a harassment accusation to a teacher or the principal.

1. The teacher or principal will provide the parent with a form to complete detailing the concern. The teacher, the principal, and the students involved will meet to discuss the situation. Note: the student consultation between the victim and the one accused of harassment may need to be kept separate in order for both parties involved to be comfortable sharing the details.
2. The principal will contact the other parents and arrange for a meeting among the teacher, the principal, the students involved and their parents. Note, the student consultation between the victim and the one accused of harassment may need to be kept separate in order for both parties involved to be comfortable sharing the details. The teacher and the principal will keep a written record of the incident. The principal will inform the Board of Education and the faculty of the incident and an incident report will be added to the student's profile in Jupiter Ed.
3. Should harassment continue, the principal will arrange a meeting among the parents, pastor(s), teacher, principal, and Board of Education. At this time the child may be suspended from school for a minimum of three days. The teacher and the principal will keep a written record of the incident and an incident report will be added to the student's profile in Jupiter Ed.

In addition to the harassment policy, St. Paul's will provide parents with resources to talk to their kids about bullying and harassment. When working through a school harassment issue, it is our goal for the sinner to be led to repentance, and that the others involved might feel safe and recover spiritually, physically, mentally, and emotionally. We also desire that the broken relationships might be restored. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. (Ephesians 4:32)

Disclosure Policies:

The following policies are added to our handbook in compliance with the Wisconsin parental Choice program. All of them are applicable to all students, but are listed here as a group to be easily accessible to returning families to be able to read and understand these new policies:

School Organization Structure (2019)

St. Paul's Lutheran Church and School is a 501c(3) non-profit church and school affiliated with WELS, which received its status and determination letter in January of 1966. Please see the attached IRS determination letter and the current statement from WELS listing our church and school as members of WELS. St. Paul's voters elect members of the school board for two-year terms each spring.

Application Appeal Process (2019)

Students/families who apply and have their application rejected may appeal to the principal in writing before May 1. The letter should include the reasons listed for rejection of the application and reasons to counter that determination. The principal will then take it to the school board within 30 days. The School Board's meeting dates are listed on the school calendar, and the principal will also communicate the date to those who appeal an application rejection. An appeal by appearance or writing to the school board is recommended. All decisions from the school board are the final level of appeal. This process applies to families not being declared in eligibility for participation in the WPCP. Schools may only reject a Choice applicant if the application does not meet the Private School Choice Program (PSCP) residency, income (if applicable), age requirements for applicants entering grades K4, K5, and 1, and prior year attendance requirement if the student is participating in the Wisconsin Parental Choice Program.

Suspension and Expulsion Policy (rev. 2019)

General Discipline

St. Paul's has determined a general school code of conduct. The classroom teacher may also include rules that govern the students in their care. When rules are broken, the teachers may employ disciplinary means which include the revocation of privileges or recess, assignment of various tasks, or after school detentions according to the guidelines established and explained by the teacher at the beginning of the school year. In the case of after school detentions, the teacher will contact the parents first to make sure that such an arrangement is possible.

Suspension

Suspensions can occur immediately upon incidents of verbal or physical aggression against anyone, threats of violence or other harm, severe incidents of bullying or harassment, vandalism or destruction of school property, or severe disrespect. In cases where repeated minor offenses occur, suspension can be used to send a stronger message. In any case, the following steps will normally be used. Special circumstances may require adapting the following steps:

Step 1: The teacher will notify the parent(s) within 24 hours and meet to plan a course of action.

Step 2: The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.

Step 3: Disciplinary action will be taken by the school and will be determined by the school's administration.

Action 1: Loss of all privileges for a period of 5 school days. This includes classroom privileges, field trips, and extracurricular activities.

Action 2: Two (2) day suspension and loss of privileges as in Action 1.

Action 3: Three (3) day suspension and loss of privileges as in Action 1.

Appeals may be made as noted below.

Expulsion

Parents or guardians will be notified within 24 hours after the school board meets for a determination hearing. An expulsion may take place after all other attempts at discipline have failed or when willing gross misconduct or unlawful activity has occurred. Examples of such behaviors may include violence or threats of violence, illegal activity, endangering or threatening to endanger the property, health or safety of others. Under state law, any student who brings a firearm to school is to be expelled for not less than one year. A student who has been suspended more than three times may be required to have a parent or guardian come before the school board to discuss final steps for disciplinary action before expulsion is the next step. Appeals to any step in disciplinary processes must be made in writing to the principal who will bring such requests before the school board to make a ruling at their next monthly meeting. The school board meets every month, so the meeting will not be longer than 30 days after an appeal is made in writing. The parent or guardian will be notified as to when that meeting will take place and if they may attend. All cases for expulsion will be determined by the School Board and communicated to the parent or guardian within five days of the hearing. Parents and/or students may be present when such a determination is made, but it is not required by law. Parents or guardians will be notified within 24 hours after the determination. If an expulsion occurs, all paid tuition is forfeited. If an expulsion occurs, all paid tuition is forfeited.

If a situation of extreme nature warrants swift and immediate action, the School Board will work with the principal, classroom teacher and the parents to determine appropriate discipline. While the School Board will fairly consider the advice of the Principal, Classroom Teacher, and the Parents, the final determination will be made by the School Board.

Transfer of Credits Policy (rev. 2019 as disclosure of FERPA Policy in full):

Upon enrollment and legal consent of the parents, the school will request pupil records from the previously attended school. These records are made available to the School Board upon their request. All school records are kept on file in the school office. All kindergarten students are screened before the year begins. A parent may appeal grade level retention from a previous school given that retention is for the upcoming school year. Our multi-grade classrooms make it possible for all students to learn at an appropriate level and many classrooms teach multiple math and Language Arts courses to smaller groups within a classroom or grade level. Screening tests at St. Paul's will help us determine the best fit. St. Paul's tests all students in mathematics, reading, and literacy skills upon enrolling to determine appropriate grade and course placement. Such tests cannot be used to deny enrollment. All records, credits, and grades from previous schooling will stand in the student's records upon enrollment at St. Paul's and will remain upon transfer to another school. St. Paul's does use grade point averages to report academic achievement, but we do not use a system of credits.

St. Paul's School Board has adopted a policy in accordance with section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA). St. Paul adheres to and upholds the rights of parents according to FERPA. Parents may inspect records by contacting the principal with a written request. St. Paul's will keep student records confidential, only disclosing them with written consent of parents or when otherwise permitted by law, as outlined in FERPA. This policy may be viewed in its entirety in the School Board Policy Handbook, or by contacting the principal. The following policy is adopted per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

Definitions

For the purpose of this document, the School Board of St. Paul's Lutheran School has used the following definition of terms:

Student - Any person who attends or has attended St. Paul's Lutheran School

Eligible Student - A student or former student who has reached age 18 or is attending a post-secondary school Parent - Either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student's parent/guardian.

Educational Records - Any record (in handwriting, print, tapes, film, or other medium) maintained by St. Paul's Lutheran School which is directly related to a student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the executor of the record and is not accessible or revealed to other persons except a temporary substitute for the executor of the record;
2. Records created and maintained in relation to local law enforcement agencies for law enforcement purposes;
3. An employment record that is used only in relation to a student's employment by St. Paul's Lutheran School;
4. Alumni records which contain information about a student after he or she is no longer in attendance at St. Paul's Lutheran School and which do not relate to the person as a student.

Annual Notification

Parents will be notified of their FERPA rights annually via the St. Paul's Ev. Lutheran School Handbook distributed prior to the beginning of each school year.

Procedure to Inspect Educational Records

Parents of students or eligible students may inspect and review the student's education records upon request. Parents or eligible students must contact the principal of St. Paul's Lutheran School with a written request, which identifies as precisely as possible the records he or she wishes to inspect.

The principal of St. Paul's Lutheran School will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within one week of the request.

When a record contains information about students other than the parent's child or the eligible student, the parent or the eligible students may not inspect and review the portion of the record which pertains to other students.

Disclosure of Education Records

St. Paul's Lutheran School will disclose information from a student's education record only with written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, current members of the School Board of St. Paul's Lutheran School, local School District special services personnel, school attorney, and health department officials.
A school official has a legitimate educational interest if the official is:
 - a. Performing a task that is specified in his or her position description or by contract agreement.
 - b. Performing a task related to a student's education.
 - c. Performing a task that is related to the discipline of the student.
 - d. Performing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To the official of another school, or upon request, in which a student seeks or intends to enroll.

3. To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with the student's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
5. If required by a state law mandating disclosure that was adopted before November 19, 1974.
6. To organizations conducting certain studies for or on behalf of St. Paul's Lutheran School.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To comply with a judicial order or a lawfully issued subpoena
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by St. Paul's Lutheran School.

Record of Requests for Disclosure

St. Paul's Lutheran School will maintain a record of all requests for and/or disclosure of information from a student's educational record. This record will indicate the name of the party making the requests, any additional party to whom the student's educational record may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible students.

Directory Information

St. Paul's Lutheran School designates the following items as St. Paul's Lutheran School Directory information: student name, parents' names, addresses, telephone number(s), and email address(es). St. Paul's Lutheran School may disclose any of these items without prior written consent, unless notified in writing to the contrary by the first Tuesday of September of each school year.

Correction of Educational Records

Parents of eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or eligible students must ask St. Paul's Lutheran School to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
2. St. Paul's Lutheran School may comply with the request or it may decide not to comply. If it decides not to comply, the principal will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the principal of St. Paul's Lutheran School will arrange for a hearing and notify the parents or eligible student, reasonably in advance of the date, time, and place of the hearing.
4. The hearing will be conducted by the chairman of the School Board of St. Paul's Lutheran School or his designated substitute. The parents or eligible student shall be afforded a full opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or student may be assisted by one or more individuals, including an attorney.
5. St. Paul's Lutheran School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If St. Paul's Lutheran School decides that their information is not accurate, misleading, or in violation of a student's right of privacy, it will notify the parents or eligible student that they have the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If St. Paul's Lutheran School discloses the contested portion of the record, it must also disclose this statement.
7. If St. Paul's Lutheran School decides that some information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

High School Diploma Policy (2019)

We do not grant high school diplomas, but do have religious instruction as a part of our curriculum. No part of the curriculum leaves academic standards unmet. State reporting and Choice (WPCP) regulations require us to disclose this statement:

It is the policy of St. Paul's Lutheran School to allow parents to choose to opt out of religious activities at the school under the guidelines approved by the Wisconsin Department of Instruction.

- The student's parent or guardian must submit a written request within two weeks of their enrollment approval in the school or the activity.
- The student's parent or guardian must meet with the principal and pastor to discuss the reasons why the school encourages attendance at religious activities.
- The written request must be signed by the parent or guardian.

Visitor Policy (2019)

Parents/Guardians are always welcome to visit the school. Parents/Guardians may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from the teacher or principal to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done not only as a security measure and courtesy to teachers but also to ensure that the educational process is not disrupted.

All visitors to the school must conduct themselves so as not to interfere with the daily operation of the school. Visitors should not interact with the staff during instruction, should not attempt to interact with students during the observation, and should not cause a distraction or disruption to the educational process. If the visit is deemed a distraction by either the teacher or principal, the visitor will be asked to leave.

Parents/Guardians must contact the front office before proceeding to the school door to be buzzed in. Ongoing appointments or volunteers who come routinely may go directly to the door to be "buzzed in."

Academic Standards (2019)

St. Paul's Lutheran School has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998. The curriculum at St. Paul's Lutheran School seeks to enrich the mind and enlighten the heart through the timeless truths of God's Word and knowledge of the world around us. Our curricular framework is balanced and comprehensive as Christian principles are applied to all subject areas as defined within the Wisconsin Academic Standards. Our academic curriculum starts with the state standards, which become the framework for lesson design, instruction, and assessment.

In Closing

The primary objective of St. Paul's Ev. Lutheran School is that each child grows in the knowledge of Jesus Christ as his personal Savior. The faculty, with the help of our gracious Lord, will do their best to see that this objective is carried out.

It is our prayer that God will continue to give our school His bountiful blessings. May the Christian training that our children receive in their home, church, and school prove to be a lasting blessing to them on earth. May the Lord continue to increase the faith of our children so that, at life's end, they may enter their eternal home in heaven.

Connect With Us

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