

**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**

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**The Handbook for  
Families**

**2024-2025 School Year**

*“Train up a child in the way he should go: and  
when he is old, he will not depart from it.”*

*~ Proverbs 22:6 KJV ~*



**ST. PAUL'S  
Lutheran School**

**1100 9th Street East • Menomonie Wi 54751**

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## **Purpose of this Handbook**

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 Families 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.

### **Ministry Statement of St. Paul's Church and School (rev. 2023)**

St. Paul's Lutheran Church is a community of believers who knows Jesus Christ and lives out the gospel in our church, our school and our community to lead the world to Jesus. St. Paul's Evangelical Lutheran School is operated by St. Paul's Lutheran Church, and 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. It is the largest aspect of outreach from St. Paul's Church to our community. St. Paul's church began our school shortly after its founding in 1871 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. 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, students have gone on to St. Croix Lutheran High School in West St. Paul, but now a new area Lutheran High School from our church body has begun in Chippewa Falls, named Cornerstone Lutheran 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!

## **School Purpose & Philosophy (2019)**

*“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 every 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 over 150 years through its church and school. St. Paul's Evangelical Lutheran School is among the oldest schools in WELS and in the oldest 20% of schools in the state of Wisconsin.

## **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.

## **WELSSA Recommendations**

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 determined by our visiting team when they come to assess our schools and confirm our self-assessment process, this past six months. We look forward to a new set of recommendations to work on in the next five year cycle. :

## Our Faculty

<b>Mr. Robert Buss</b>	Principal	<b>Mrs. Kelley Gowling</b>	4th Grade, Athletic Director
<b>Mrs. Kristin Hadenfeldt</b>	Early Childhood Ministry Director, 4K Teacher	<b>Mrs. Connie Mann</b>	5th Grade Teacher
<b>Mrs. Kelly Bjork</b>	3K Teacher	<b>Mr. Timothy Hemling</b>	6th-8th Grade Teacher
<b>Mrs. Sandra Hemling</b>	Kindergarten Teacher	<b>Mrs. Anne Rust</b>	SNSP Teacher
<b>Mrs. Kristi Bredendick</b>	1st Grade Teacher	<b>Mrs. Susan Buss</b>	K-8th Grade Art Teacher
<b>Mrs. Chelsie Brunner</b>	2nd Grade Teacher	<b>Rev. Geoffrey Kieta</b>	Spiritual Care Pastor
<b>Miss Shirleen Maertz</b>	3rd Grade Teacher	<b>Rev. Stephen Oelhafen</b>	Spiritual Development Pastor

Our pastors and all of our called teaching staff are graduates of synodical worker training schools or obtain post-baccalaureate training through them to become synod certified. Through continuing education, they continue to develop their expertise in teaching God’s Word and in 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 in-services 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. 2024)**

*“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:

Jake Andre, chair    Levi Lentz    David Griffin    Troy Bryant

The Principal, 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. The Early Childhood Director may be either gender and must meet the qualifications of teachers and principal.

## **Family Cooperation & Participation (rev. 2023)**

### **Parental/Guardian 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.

### **Directory Information (2024)**

St. Paul’s School provides a School Directory to foster connections among our school families. Families have the option to completely opt-out of being included in the directory or may select the information they would like included via the Directory Opt-In Form. The directory is available as a live online link. Listed information may be added or removed at any time at a parent/guardian’s request, though it is important to understand that others may save listed information once the directory link is shared.

## Volunteer Opportunities (2023)

Volunteers make the school shine, share our joy, and support St Paul's Educational Mission. PTF has many opportunities for parents to volunteer. It is suggested that families find a way to volunteer at least 6 hours per year in the school community.

### **St Paul's 2024 Volunteer Opportunities**

Lunch Program (cooking, serving)	Track Meet
Classroom Helpers and/or Recess Supervisors	Fall Festival
Drivers/Chaperones for Field Trips and/or Events	Staff Appreciation Week
Coaches	Spirit Week
Extracurriculars (Forensics, Math Club, Music, or form new clubs)	Movie Night
Concessions	Spring Fling
ECM Nights	Dinner Theater
Art Show	Spring Cleaning
Public Library Displays (Art)	Veteran's Day
Bake Sales	Thanksgiving Meal
Fundraisers - Culver's Share, Fall & Spring PTF Fundraisers, Can Drive	Scholastic Book Fair
School Picnic	Grandparents' Day (if teachers request help)
	Angel Fund Banquet

## Parent Teacher Fellowship (rev. 2023)

*"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. Throughout the year, fundraisers, volunteer opportunities, 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. Fundraiser funds are used for field trips, student technology, and school events. Parents are encouraged to attend PTF meetings every month and are asked to volunteer 6 hours each school year. The more parents who participate in PTF and other school activities, the more opportunities we have for events and other PTF-supported purchases.

School parents who are church members are eligible to join the PTF's governing board. All PTF meetings are attended and advised by the 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. Our current PTF officers are:

Susan Buss, president

Hannah Kressin, vice president

Ashley Howe, treasurer

Dawn Ullom, secretary



## **Connecting New Families to the St. Paul's Family (rev. 2024)**

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 5: Back to School Bash 5pm
- August 12: Early Childhood Orientation 5:30pm
- August 12: 1st-8th Orientation 6:15pm
- August 14: Board of Education 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.
- August 29: St. Paul's Annual Wellness Walk
  - Students and family members who join us will walk along an outdoor trail, enjoy a picnic lunch and see God's glorious creations in nature.
- September 9: St Paul's Parent Teacher Fellowship Monthly Meeting 3:30pm
  - The PTF is the place for parents to become involved in supporting our school. Meetings last no longer than an hour, your time is valuable and we appreciate you.
- November 14 & 15: Parent/Teacher Conferences
  - The evenings of November 14 and November 15 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.
- November 26: Thanksgiving Family Meal 11:30am

### **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 check in and answer any questions or concerns
- Praying for the new family

## **Visitors**

### **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."

### **Animals in School Building (2020)**

1. Teachers are allowed to have classroom pets or to use animals for science classes. (See policy at the end of this document for details.)
2. Teachers should be certain that no students in the classroom are allergic to the animal.
3. Animals may only be brought into the school for teaching purposes.

The purpose of these procedures is to provide information that will promote safety for instructors and students when animals are brought into the classroom. Many times, inadequate understanding of animal disease and behavior can lead to unnecessary risks for children, teachers, and animals alike. These Guidelines are designed to promote a better understanding of:

1. Types of animals appropriate to bring into a school setting.
2. Safety precautions necessary to prevent the transmission of disease.
3. Precaution necessary to ensure the safety of animals and people.
4. Sanitary practices necessary to ensure the health of animals and people.

Animals that are UNACCEPTABLE for school visits:

- Wild Animals: For purposes of these guidelines, a wild animal is any mammal that is NOT one of the following: domestic dog, domestic cat, domestic ferret, domestic ungulate (e.g. cow, sheep, goat, pig, horse), pet rabbit, pet rodent (e.g. mice, rats, hamsters, gerbils, guinea pigs, chinchillas). Exceptions to this are animals in professional presentations.
- Poisonous Animals: Spiders, venomous insects, poisonous reptiles (including snakes), and poisonous amphibians. Exceptions to this are animals in professional presentations.

- Wolves or Wolf-Hybrids: These animals are crosses between a wolf and a dog and have shown to be aggressive.
- Stray Animals: Until the health and vaccination status can be verified.
- Aggressive Animals: Animals which are bred or trained to demonstrate aggression towards humans or other animals, or animals which have demonstrated such aggressive behaviors in the past, should not be permitted on school campuses. Aggressive, unprovoked, or threatening behaviors should necessitate the animal's immediate removal.

General guidelines for animals that are brought into the school:

It is important that animals brought into schools be clean and healthy so that the risk of their transmitting diseases to students is minimal. Animals brought to school should be clean and free of external parasites such as fleas, ticks, and mites. Animals considered as appropriate for school visits include: domestic dog, domestic cat, domestic ferret, domestic ungulate (e.g. cow, sheep, goat, pig, horse), pet rabbit, pet rodent (e.g. mice, rats, hamsters, gerbils, guinea pigs, chinchillas).

Verified Rabies Vaccination: A current rabies vaccination is required for all dogs, cats and ferrets being brought to the school.

- Proper Restraints of Animals: Because animals may react strangely to classroom situations, it is important to have an effective way to control them.
- Collars and Leashes: All dogs, cats, and ferrets should be wearing a proper collar, harness, and/or leash when on school grounds. The owner or person responsible for the animal should be able to restrain the animal at all times during the visit. No animal should be allowed to roam unrestrained in the school.
- Psittacine Birds: (parrots, parakeets, cockatiels). These birds can carry zoonotic diseases such as psittacosis. Birds showing any signs of illness should not be brought into school. Psittacine birds may be brought to school as long as their cages are clean and the birds' wastes can be contained, such as within a cage. Psittacine birds permanently housed on school property in cages should be treated prophylactically with appropriate tetracyclines for psittacosis for 45 days prior to entering the premises. Pet birds should not be allowed to fly free in a classroom unless it is a part of their socialization and exercise routine.
- Baby Chicks and Ducks: Because of the high risk of salmonellosis and campylobacteriosis these animals should be contained in an area specified by the classroom teacher. As with all animals they are the direct responsibility of the classroom teacher.
- Estrus: Dogs and cats should be determined not to be in estrus (heat) at the time of the visit.

The following form (filed in the office) must be filled out in advance of an animal visit:

**St. Paul's Animal Visiting Form**

Your child has indicated that you are able to bring your family pet/animal to share with our class. We look forward to it. We will be expecting you at the following date and time:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

TEACHER: \_\_\_\_\_

*Please complete the following form and return it to school at least one day prior to the visit for approval:*

Student's Name: \_\_\_\_\_

Type of Animal: \_\_\_\_\_

Please check all that apply:

- Pet will be on a leash or in a cage or kennel
- Pet is up-to-date on all vaccinations.

\_\_\_\_\_ Date of most recent rabies vaccine

\_\_\_\_\_ Name of veterinarian that administered vaccinations

- An adult will bring the pet to school and take responsibility for the actions of the pet.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Principal or ECM director

## 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 for 2025-2026

**December 1, 2024** : Pre-Registration for School Families (those who are enrolled for the current school year) & Church Members.

**January 1, 2025** : Pre-Registration Open for All.

**February 1, 2025** : Wisconsin Parental Choice Program Enrollment Opens.

**April 2025** : 2024-2025 School Calendar Published

**April 2025** : Online Enrollment Opens in Jupiter (links will be emailed to all families who pre-register).  
\*required\*

**April 18, 2025** : Wisconsin Parental Choice Program Enrollment Closes.

**Summer 2024** : Paperwork for all students who have enrolled online is mailed to parents/guardians  
\*required\*

- **Paperwork may be completed and returned anytime after the time it is provided & before the first day of school in the 2025-2026 school year.**
- 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 2025** : Back to School Bash

**August 2025** : School Orientations & Open House

**August 20, 2025** : FIRST DAY OF SCHOOL

### Enrollment Requirements

Paperwork must be filled out and returned before attendance is allowed. This information is important for us to have in cases of emergency and for general school purposes. 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.

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.

## **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 vote 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.

## **Transfer of Student Records/Grade Placement**

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. Previous school recommendations will determine our intended placement for new students who are older than 3K. Students advancing from one grade level to another within St. Paul's will be placed at the teacher's recommendation.

## **Federal Educational Rights Privacy Act (FERPA)**

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).

### **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.

## **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:

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.



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.

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.

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.

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.

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.

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.

## **School Attendance (rev. 2023)**

### **School Hours**

The school day for 3K-6 begins at 7:55 a.m. and the school day for 7-8 begins at 7:45am. School ends at 11:30 for 3K and 4K and 3:05 p.m. for our EDP and grades 5K-8. At the start of the day all students need to be at their desks and prepared to begin learning at the appointed beginning of the learning day. Being in the building by the appointed start time may result in tardiness as the student cannot be ready to learn if they are not prepared or in their seat on time. Classrooms close with prayer around (11:25) 3:00 and then make their way to the bus line and parking lot for dismissal. Expect classrooms to be outside and ready to go by or shortly after (11:30) 3:05. Some classrooms may be out sooner than others but that does not necessarily mean that other classrooms are late.

There will be some days on which we still have school but the SDMA does not. Menomonie Transportation does not typically provide bus service on those days. These are called "drive days" in our communications. Students should not arrive more than 20 minutes before their school day begins on any day, and are expected to be off the school grounds by 3:15 p.m., unless other arrangements have been made with a teacher or they are with a parent or guardian. Under no circumstances will teachers be expected to watch children instead of carrying out their normal duties before and after school.

## **School Start & End Times (2023)**

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 under state law. 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 criminal offense.

### **Tardies (2023)**

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. This includes those who leave early. 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 or school activities at other locations. Excessive tardiness may result in a disciplinary action from the school or action involving a truancy officer.

### **Truancy (2023)**

K-6 students who arrive after 7:55 a.m. and 7-8 students who arrive after 7:45 a.m. 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.

### **Excusing a Tardy or Absence (2023)**

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. We recommend arrival time be no less than 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.

### **Extended, Scheduled Absences (2023)**

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. These will still be marked as absences and vacations will likely result in unexcused absences. Teachers will not be sending homework packets home with students prior to extended absences. 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.

### **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.

### **Transportation (rev. 2023)**

#### **Drop-Off & Dismissal (2023)**

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 3K-8. Students are expected to work quietly in their classroom or another teacher-approved place in the building with teacher permission. Students may not play or congregate outside as it is not supervised before school. The bus drops students off in the 12th Ave. parking lot at about 7:30 a.m. Parents should not park in this lot before 7:30 to ensure the bus and its passengers may safely arrive without hazard.

At dismissal, the bus picks up students on 10th Street at the end of the school day. Parents should never park there 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 and staff do supervise dismissal both at the curbside bus line and in the parking lot. Safe dismissal procedures are only as safe as they are carried out, and that is the responsibility of everyone involved, including parents. Students should be only picked up at dismissal time by parents or others whom the parent or guardian has communicated to the school. Jupiter does have a place for parents to list approved adults who may pick up their child from school.

Parents of 5K-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 at drop off time, so we appreciate those who are able to drop their students off quickly and safely. Parents of students in grades 3K-4K are asked to drop their children off outside their classroom to foster independence as well as avoid congestion in the classrooms. Drop off time should be kept to a minimum to reduce anxiety or any difficulty a child may have with a parent/guardian leaving. Prolonging your departure makes this time more difficult for your child.

We ask that parents do NOT allow their children to play on the playground before or after school for safety reasons. There are public school students who use our 10th St bus pickup location until 9:00 a.m., so even younger family members with parents are asked not to play on our playground in the morning before or after drop off and the start of the school day. We do not want bus line students to miss their bus at the end of the day, so we ask that all parents who wish to stay and play on the playground after school, wait until the last bus has left. This is usually at 3:25, depending on the bus schedule for the school year. We also ask that parents and children not play on the grassy area or basketball courts in the parking lot after school for safety reasons until after dismissal is completed at 3:25. You should keep your child with you under your supervision once they are dismissed from their teacher until that time. Families that are planning to stay after school should park in the 11th St parking lot and **not** park in the 12th street par lot to avoid congestion and allow other vehicles access to this area so they can pick up their child(ren) in a timely manner.

### **Bus Transportation**

Parents who wish to utilize the Menomonie Transportation bus service are responsible for notifying the office before August 1st. Geographic boundaries set by Menomonie Transportation exist to be eligible for bus service.

Bus transportation for those in the Menomonie District is provided on the days in which the district is in session. Days on which we have school but the district does not are typically referred to as “drive days” in our calendars and communications. At all other times and for parents outside the Menomonie District, parents/guardians are responsible for arranging 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, as well as Menomonie Transportation, have jurisdiction over students on the bus. Menomonie public and parochial school principals do investigate and have dealt with matters at the bus stop and on the bus as well. Discipline from the school may follow behaviors which occur on the bus. Although our staff are not supervising students on the bus, we do have the power to remove students from bus service and restrict students’ seating on the bus to work for better choices and safety for those who have had issues on the bus. Suspensions from bus service have also happened after poor choices and behavior on the bus. All such suspensions and disciplinary action are counted as school discipline cases and total into suspension and expulsion calculations.

## **Worship Services (rev. 2022)**

### **Chapel Services**

All children, 3K-8, and teachers assemble for a regular weekly chapel service on Wednesday mornings beginning at 8:30 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 9:00 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 outside of 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 appropriate 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. We do attempt to schedule the school's participation in Sunday worship services toward the beginning of the service to make participation simple. We encourage any and all families to stay for the whole service and ask one of our pastors for counseling regarding membership or other worship questions.

### **Tuition (rev. 2023)**

#### **Tuition Policy (rev. 2022)**

Christian education is a wonderful gift and privilege given to us by our loving Lord. 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 office, dropped off by the parent to the office, with a credit card online at [school.stpaulmenomonie.com](http://school.stpaulmenomonie.com), 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.

### **Wisconsin Parental Choice Program**

The Wisconsin Parental Choice Program (WPCP) is a program in which the state of Wisconsin provides a voucher that pays the tuition in full for the students who qualify. The application period begins February 1st and ends April 20th (dates may be subject to change at the discretion of the state of Wisconsin and the WPCP). It is important to note that our staff at St. Paul's will need proper documentation from applying families several days prior to the deadline in order to submit the application.

Age is the first factor to consider in determining whether your student may be eligible for a voucher from the WPCP. Current St. Paul's students who are entering 4K, Kindergarten, or 1st grade and/or students who are transferring from another public, private, or home school at any grade level are eligible.

Requirements when applying include filling out the online application via the Wisconsin Parental Choice Program's website, providing proof of residency to St. Paul's (see our website or the WPCP website for information on what documents are approved), and providing income documentation if you are applying for a student who is not currently enrolled in the WPCP. It is important to note that voucher students are not counted toward a multiple student discount in your family's tuition plan.

### **Special Needs Scholarship Program**

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 the principal or SNSP teacher for more information on this program. It is important to note that voucher students are not counted toward a multiple student discount in your family's tuition plan.

### **Application Appeal Process (2019)**

Students/families who apply to the Wisconsin Parental Choice Program (WPCP) 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.

### **Angel Fund Tuition Assistance (2022)**

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 or families 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.

You may request tuition assistance by contacting the school office, the Principal, or ECM Director. Please understand that the funds within the Angel Fund are donated to the school meaning a significant amount of assistance is not a guarantee. It is dependent upon the generosity of others and on how many other families request assistance within the same fund distribution period.

### **Reduced Tuition through the Scrip Program (2022)**

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) to be used for the benefit of the students (see PTF section), 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.

## **Payment Account Credits & Balances (2023)**

### **Tuition Credits & Balances**

In the case of an overpayment in tuition (credit) at the end of a school year, St. Paul's will follow the steps below:

1. The tuition credit will be applied to balances due in the family's other accounts (lunch, milk, etc). If there are no other balances due, then
2. The tuition credit will be applied to the family's tuition balance for the following school year. If this is not applicable (i.e. if the family begins participating in the Wisconsin Parental Choice Program, if the family is not returning, etc), then
3. The tuition credit will be refunded to the family, unless they opt to donate it to St. Paul's.

In the case of tuition payment still due (balance) at the end of a school year, St. Paul's will follow the steps below:

1. The tuition balance will be paid with a credit from another account. If there are no credits or if they do not cover the remaining balance, then
2. The tuition balance will be added to the family's tuition balance for the following school year. Families who do not pay may not be allowed to re-enroll at St. Paul's at the decision of the School Board.
- A series of letters and communication to attempt to make a plan with the household to come up with a plan to settle unpaid balances will begin after the last week of school. Families who communicate and pay according to any workable plan as agreed upon by the administrator and parent/guardian will have little restriction in re-registering for the following year. Families who ignore school communication on payments of remaining school balances after the end of the school year may be denied enrollment for the following and subsequent years unless an agreed upon plan and payment process is in place and payments are being made. St. Paul's does legally retain the right to withhold records for unpaid balances. Although parents may inspect records in an in-office visit, the records will not be transferred to another school until the balance is paid.

### **Hot Lunch & Milk Program Credits & Balances**

All lunch and milk program participation requires payment in advance. Many parents pay for an amount and pay more when the credit is used. We will allow parents to go into a negative balance of up to \$20 to ensure their child is able to have hot lunch or milk without interruption as a convenience to families and their budgets.

In the case of an overpayment in lunch or milk (credit) at the end of the school year, St. Paul's will follow the steps below:

1. The lunch/milk credit will be applied to balances due in the family's other accounts (tuition, etc). If there are no other balances due, then
2. The lunch/milk credit will be applied to the family's lunch account for the following school year. If this is not applicable (i.e. if the family is not returning, if the family will no longer participate in the hot lunch program, etc), then
3. The lunch/milk credit will be donated to St. Paul's, unless the family requests a refund by June 15th of the same year in which the credit was last applicable.



In the case of lunch/milk payment still due (balance) at the end of a school year, St. Paul's will follow the steps below:

1. The lunch/milk balance will be paid with a credit from another account. If there are no credits or if they do not cover the remaining balance, then
2. The lunch/milk balance will be added to the family's lunch/milk balance for the following school year. Families who do not pay may no longer be allowed to participate in St. Paul's hot lunch program at the decision of the School Board.
3. Students who do not pay outstanding lunch balances of over \$20 at any time during the school year will be denied participation in the lunch program until the balance is paid. In the event that a child who is in this category comes to school with no lunch, they may be offered a cheese sandwich and a milk to ensure that they have eaten. Parents who send their child with no lunch after having been told that their lunch balance has excluded them from the program will be contacted to remind them of their responsibility to provide lunch for their child. St. Paul's may offer the child a cheese sandwich or similar item, but hot lunch will not be an option for those who have not paid an unpaid balance after all of the steps above have been followed.

### **Scrip Program Credits**

In the case of a Scrip credit for those that participate in the Scrip program, St. Paul's will follow the steps below:

1. The Scrip credit will be applied to the family's tuition balance. If the family does not have a tuition balance due at the time the Scrip credit is received, then
2. The Scrip credit will be applied to the family's lunch balance (or account if there is time left in the school year). If the family does not have a lunch balance or if there is a credit at the end of school year, then
3. The Scrip credit will be applied to the family's account for the following school year. If this is not applicable (i.e. if the family is not returning, etc), then
4. The Scrip credit will be donated to St. Paul's PTF, unless the family requests a refund by June 15th of the same year in which the credit was last applicable.

### **Academics (rev. 2022)**

#### **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 Model Academic Standards. Our academic curriculum starts with the state standards, which become the framework for lesson design, instruction, and assessment.

## Curriculum (rev. 2022)

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 Catechism classes 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. All work must be completed within the same number of days as the absence after returning to school. For example a student missing Monday and Tuesday, who returns Wednesday to school, would have until the end of two additional days (Thursday and Friday) before being deducted in their score for late work. Special arrangements may be made to modify this system with the teacher in special circumstances.

## **Report Cards & Parent/Teacher Conferences**

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 two testing programs: one (MAP testing) for all students in K-8 and one for WPCP students in grades 3-8 (WI Forward Exam). Students may opt out of the WPCP Forward Exam in writing before the test is taken in spring. It is a requirement for our school's participation in the program, but parents may choose to have their child not take this test. See the principal for more information if you have a concern with the state's standardized test.

The MAP test is a standardized test which most Lutheran Schools and thousands of other parochial, private, and public school systems use to measure academic progress. 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 at the request of the parent or guardian. All WPCP students are also required to take the WI Forward Exam in the spring. Our school uses data from the MAP test to plan curriculum and instruction. The Forward Exam is used to calculate the school's state "report card" and measure it against other schools in the state.

## **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). Certificates have been handed out in awards ceremonies after chapel throughout the school year. We may not always hand them out depending on time and scheduling of other events surrounding all school assemblies. Rounding of GPA's will not go past the third decimal place. (i.e. 2.999 is not rounded to a 3.0, therefore, that students would not be on the honor roll.)

## **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.

## **Special Needs Testing**

If a learning disability is suspected, the classroom teacher should discuss the student with the principal or ECM director. If deemed necessary, a meeting will then be scheduled with the child's parents to discuss the concerns. Parents may choose to have their child evaluated by an outside professional or the School District of the Menomonie Area. Testing through SDMA may result in a service plan that can be used to help meet the needs of the child.

## **Educational Experiences (2016)**

### **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 or secretary. 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.

## **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.

## **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 with logistical or business questions as they are typically able to check email more often. 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 (first.lastname@stpaulmenomonie.com), the email capabilities are disabled. Students are not given a school email account for communication purposes as they can communicate with classmates and teachers through Google classroom for online learning experiences.

## **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, and other pictures from the school year, 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 before the order deadline.

## **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.

Footwear for school must be close-toed shoes or boots. Heels for K-8 should be minimal and used sparingly. Flip-flops, sandals without straps or buckles, and high heels must not be worn to school. Students need to play and run at recesses outside and for some large group activities across the curriculum. Inappropriate shoes can impede student learning. Slippers, outside (winter/work/muck) boots, and the like should be left at home. Socks should be worn daily with closed-toe shoes for hygienic purposes. Shoes should be comfortable and fit well. Students cannot take off their shoes during the school day for comfort. Teachers will discuss any concerns with parents on a case by case basis in a timely manner.

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 media stars, etc. will not be allowed. Obscene or suggestive language and/or pictures should not be any part of a student's clothing or property. Students may be asked to turn their shirt inside out or be removed from class and sent to the office or an administrator if the clothing must be replaced. Parents or guardians will be notified as soon as the problem is identified and be required to bring appropriate clothing to the school office for the child to change into before participation may be allowed.

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 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. Acceptable shoes will have non-marking soles, be close-toed, have laces or velcro, and fit properly. Crocs and Hey-Dude slip-on shoes may not be acceptable for physical education classes.

## Health & Safety (rev. 2024)

### Immunizations (rev. 2024)

Wisconsin State law requires students to receive certain immunizations depending on the age of the student. The current immunization requirements by grade are listed below. 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.

Every school is required by Wisconsin law (Wis. Admin. Code ch. DHS 144) to report student's vaccination status in aggregate to the local health department by the deadlines outlined below. If this is not done, the school must exclude all noncompliant children in kindergarten-5th grade the next school year. Noncompliant students are those who are behind schedule or have no immunization record. Compliant students are those who meet minimum requirements, are in process, or who have a personal conviction, religious or medical waiver.

#### Immunization Requirements

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade	Number of Doses						
3K-4K	4 DTaP/DTP/DT	3 Polio	3 Hepatitis B	1 MMR	1 Varicella		
5K-6	4 DTaP/DTP/DT	4 Polio	3 Hepatitis B	2 MMR	2 Varicella		
7-8	4 DTaP/DTP/DT	1 Tdap	4 Polio	3 Hepatitis B	2 MMR	2 Varicella	1 Meningococcal

More information on immunization requirements can be found here:  
<https://www.dhs.wisconsin.gov/publications/p44021.pdf>



### **School Deadlines:**

Deadline 1: **30 days after the start of school, each student must turn in a vaccine record showing they completed at least the first dose of each vaccine required for that student's age or grade, or a waiver form.**

Deadline 2: 40 days after the start of school, school administrator's submit the public health report to your local health department.

Deadline 3: **90 days after the start of school, each student must turn in a vaccine record showing they received the second dose of each vaccine required for that student's age or grade, or a waiver form. This is only applicable to certain students who require a second dose of a vaccine.**

Deadline 4 (in the next school year): Within 30 days after the start of school for the following school year, each student must turn in a vaccine record showing they received all doses of each vaccine required for that student's age or grade, or a waiver form.

### **Vaccination Waivers:**

There are two types of waivers. The first is a medical waiver used when a student cannot get a vaccine due to a medical issue. The second type is due to an objection to one or more vaccinations by a parent or adult student based on a personal or religious objection (under Wis. Stat. § 252.04). A signed, written waiver must be provided to the school and updated when new vaccines are due. Note: Proof of previously administered vaccinations must be provided to the school.

### **Medication Distribution/Administration (rev. 2023)**

Under no circumstances will a staff member give to a student any other medication not specifically approved by a parent.

Medications (prescribed or over-the-counter) provided by a school family will be kept in its original container and labeled with the family's name, stored in a locked box in the school office (or ECM director's office for Early Childhood students), and used only for students within that family's household. If the medication needs to be refrigerated, it will be stored in the refrigerator in the office. The office will maintain a stock of common over-the-counter medications (such as acetaminophen, ibuprofen, etc) to be used in cases where a student requires medication but does not have a personal stock kept at the school.

### **Prescription Medications:**

If a student requires a prescribed antibiotic or other short-term medication during the school day, both the child's physician and the parent or legal guardian must complete the Physician Order for Medication Administration form (provided by the office) and submit it to the school office prior to administration and the medication must be in its original container. Prescription medications will be administered to the children according to the instructions on the Physician Order for Medication Administration.

### Non-Prescription Medications:

If a student requires medication that is not prescribed, the child's parent or guardian will be contacted prior to the administration of any medication for advice on the situation and for permission to administer a medication. If the phone call is unanswered, an email or other message may be sent to the parent or guardian. If parents wish to allow staff to administer medication without contact prior to the administration, they may fill out the Non-Prescription Medication Administration Form with details for those administering medications and include documentation from the child's physician that the child has a condition requiring said medication.

### Records of Administered Medications:

After any medication is administered to a student, the details will be recorded on the confidential log kept in the school office and also entered under the child's profile in our student information system. The details logged in JupiterEd will be shared with the child's parents/guardians as well.

### 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.

### Illness Guidelines

St. Paul's follows the Wisconsin Department of Public Instruction's "Too Sick for School" recommendations which are based on guidelines provided by the Centers for Disease Control and Prevention and state public health professionals.

Common Questions. Student should stay home:

- **FEVER:** with a fever greater than 100.4 °F. Student may return when fever-free for **24 hours** (without use of fever-reducing medicine)
- **VOMITING:** any unexplained vomiting episode. Student may return **24 hours** after last episode.
- **DIARRHEA:** three or more unexplained episodes of watery or loose stool in 24 hours OR sudden onset of loose stools. Student may return **24 hours** after last episode.
- **COUGH:** serious, sustained coughing, shortness of breath, or difficulty breathing.

See DPI's Too Sick for School Flyer:

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/DPI\\_Too\\_Sick\\_for\\_School\\_flyer.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/DPI_Too_Sick_for_School_flyer.pdf)

### **School Safety Plans (2023)**

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.

### **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.

### **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 textbooks 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 (2022)**

Use of Chrombooks 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. 2023)**

### **Locker and Desk Search Policy (2023)**

A child's classroom teacher or an administrator may conduct a search of a student desk or locker if there is reason to suspect dangerous, illicit, or illegal materials may be found therein. The school board is designated as having possession of control of such spaces allotted for student belongings. Consent is not required as long as this policy is communicated to families enrolled in the school. Such a search does not necessitate a warrant under state law 118.325.

## **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 and in the office. 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 saves families money.

## **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. Incomplete homework and being unprepared for class is a discipline issue as coming to a workplace unprepared ends in termination and disciplinary action. Disciplinary consequences and incomplete work may result in detention to resolve the issue at hand. If the detention is unable to be served after school, it will be marked as a half-day in-school suspension and be served during the school day at school.

## Detention

Detentions may occur for disciplinary action, including being unprepared for class and having habitually incomplete or late work. Detentions which a student may not be able to serve on the day of offense may be rescheduled for a different day up to three school days after the offense. Detentions are served outside of the school day and may be supervised by the classroom teacher or another teacher on duty for the detention. Detentions last 45 minutes—from 3:15 until 4:00p.m.. Depending on the offense, work may be required to complete the detention. Expectations not met in a detention, or further non-compliance, may result in another detention or further disciplinary action.

## 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. It may be instant upon severe offenses or be the result of many infractions which lead to a summative expulsion. 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)

## **Extracurriculars (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, choir, math clubs, 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). Extracurricular activities are overseen by trained personnel who have been authorized to do so by the Principal or School Board.

### **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.

## **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. Our ultimate goal is to be able to allow all of our students to participate in Fun Friday activities. 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.

## **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.

## **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**

**St. Paul's Ev. Lutheran School**  
**1100 9th St. E, Menomonie WI 54751**

**Call Our Office: 715.235.9621**

**Email: [school@stpaulmenomonie.com](mailto:school@stpaulmenomonie.com)**

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