

# 2011-2012 School Handbook



St. Paul Lutheran School  
1851-2011

701 Washington Street  
Grafton, WI 53024  
262-377-4659  
FAX – 262-377-7808  
[www.splgrifton.org](http://www.splgrifton.org)

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## **FILLED WITH CHRIST**

Ephesians 4:29-32

As we embark on the 160<sup>th</sup> year of Christian education at St. Paul, we give thanks to God for the many blessings bestowed on our school, church, and families. Since 1851, children have walked through our hallways and into our classrooms and have heard the Good News of a loving, caring, forgiving Lord. Praise God for these great years.

Our theme for this year, “*Filled with Christ*”, comes from Ephesians 4:29-32:

“Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.”

Throughout the year we will be focusing on our responsibility to lift each other up by using actions of: Praise, Love, Joy, Forgiveness, Encouragement, Kindness and Compassion. What great opportunities lie before each one of us!

The 2011-12 school year will bring significant change to our institution. Just as previous generations had forethought and constructed the buildings that we currently use, our time has come to do the same for future generations through the “Extending the Kingdom” campaign. This year we’ll see the church begin its renovation and the gym being expanded. May God bless both of these projects and may we use these new facilities as an opportunity to minister to each other and to those that come to use them.

Please use this handbook as a resource for your family throughout the school year. Inside you’ll find school rules and regulations, staff contact information, Board of Christian Day School members along with various other pieces of information. Please know that if you ever have a questions, or a need arises, don’t hesitate to give us a call and we’ll do our best to assist you.

May the 160<sup>th</sup> year be “Filled with Christ.”

In His Service,

Michael J. Yurk  
Principal

# St. Paul Lutheran Church & School Mission Statement

*Christ as God, Lord, and Savior of the world. Together we are members of the Body of Christ through faith given to us by the Holy Spirit.*

*We believe above all else it is the will of our Lord Jesus Christ that we should proclaim the Gospel of God's Grace to the whole world and make disciples of all people (Matthew 28:18-20, Mark 16:16).*

## ***Living the New Life in Christ (1 Peter 1:3)***

St. Paul Lutheran Church and School responds to God's **GRACE** by:

*Growing strong in His Word  
Reaching out to all people  
Assembling together  
Caring for others  
Encompassing faith*

### **Core Values of St. Paul Lutheran Church. . .**

*Because of our faith in Christ Jesus, we believe:*

**God's Word, Law and Gospel, is the Truth and guide for all of life.**

*2 Timothy 3:16-17*

**Salvation comes only through faith in God's son Jesus Christ and Him crucified and resurrected.**

*John 17:3*

**God calls us to worship together, and blesses us through Word and Sacrament.**

*Acts 2:42*

**Prayer is a powerful means of personal communication with the Lord.**

*Luke 11:9-10*

**God calls us to reach all people with His message of salvation.**

*Matthew 28:19-20*

**Our God given gifts are to be used to His glory.**

*Romans 12:6-8*

**We are to love one another as Christ has loved us.**

*1 John 4:11*

**Christian education is essential for our children.**

*Proverbs 22:6*

**God's people are a people of hope.**

*Hebrews 11:1*

In these ways, this Christian community desires to be a positive, praising and appealing ministry to the people of God in this place (Acts 2:46-47) and a Spirit-filled mission to our families, communities, and the world.

***St. Paul School exists to shape lives for Christian service by providing educational excellence in a Christ-centered environment.***

# ST. PAUL SCHOOL PHILOSOPHY

St. Paul Lutheran School exists to assist parents in their God-given responsibility to **“train up a child in the way he should go” (Proverbs 22:6).**

The school, in partnership with the congregation and the family, instructs children in the truth of God’s Word, namely that, “God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life” (John 3:16). Children are prepared for lives of Christian service and ultimately Heaven. Students are provided with a developmentally appropriate learning environment fostering spiritual, emotional, academic, physical, and social growth. The love and care shown for students is a result of God’s great love for us as demonstrated through Christ’s death and resurrection.

Families are equipped for lives of stewardship, service, and witness through the ministry of the school. Families are encouraged to grow in their faith. The ultimate goal is that the Body of Christ may be built up and strengthened.

In response to Christ’s command to “make disciples of all nations” (Matthew 28:20), St. Paul Lutheran Church daily reaches out into the community through the school with the saving message of Jesus Christ. Therefore:

1. We believe that Jesus Christ should be at the center of all knowledge, bringing all areas of life into a right relationship with God for present and future discipling.
2. We believe that as we cultivate within the child a right relationship with God, his/her relationship with self and others will also become whole and mature.
3. We believe the Christian Day School is the best single setting outside the home to bring the lambs to a proper awareness of their need for a Savior through weekly worship, daily devotions and daily religious instruction.
4. We believe the Christian Day School can assist parents/guardians in making the children we’ve been blessed with responsible contributors to God’s Kingdom by witnessing and use of special gifts.
5. We believe the Christian Day School can provide an environment where traditional Biblical concepts and innovative academic background can be presented via the best possible methods.
6. We believe the Christian Day School is the best possible educational setting to motivate students to learn, to have a healthy attitude toward learning, and to equip the students with the skills necessary for a lifetime of learning and living in this contemporary society.
7. We believe firmly that the Lord is guiding, supporting, and feeding our students and staff in our daily walk together in the Lord’s Way.

# 2011-2012 STAFF



**SENIOR PASTOR**  
Rev. Kenton Wendorf

**ASSOCIATE PASTOR**  
Rev. Christopher Navurskis

**PRINCIPAL**  
Mr. Michael Yurk

**PASTOR EMERITUS**  
Rev. Larry Prah

**PASTOR EMERITUS**  
Rev. John Suelflow

**OFFICE ADMINISTRATOR**  
Mrs. Jean Steinke



**8TH GRADE**  
Mrs. Diane Schumann

**1ST GRADE**  
Mrs. Deanne Boyce

**MINISTER OF MUSIC**  
Miss Valerie Bremer

**7TH GRADE**  
Mr. Kevin Kolander

**FULL DAY  
KINDERGARTEN**  
Mrs. Sue-Lynn Scheer

**LEARNING CENTER  
DIRECTOR**  
Mrs. Rosalie Meier

**6TH GRADE**  
Mr. Alan Wellna

**HALF DAY  
KINDERGARTEN**  
Mrs. Christine Klotz

**PE/HEALTH TEACHER**  
Mr. Jamie Fischer

**5TH GRADE**  
Mr. Jeremy Kell

**4 PRE-KINDERGARTEN M-F**  
Mrs. Karen Brueggemann

**LIBRARIAN**  
Mrs. Peggy Kegley

**4TH GRADE**  
Mrs. Donna Thiede

**4 PRE-KINDERGARTEN MWF**  
Mrs. Gretchen Huesmann

**BAND DIRECTOR**  
Mrs. Dawn Sisley

**3RD GRADE**  
Mrs. Linda Radue

**3 PRE-KINDERGARTEN**  
Mrs. Dauna Werner

**HOT LUNCH PROGRAM**  
Mrs. Mary Kohlwey  
Mrs. Kristin Behrel

**2ND GRADE**  
Mrs. Deborah Schlichting

**3 & 4 PRE-K AIDE**  
Mrs. Elfrieda Albers  
Miss Alison Brueggemann  
Mrs. Peggy Kegley  
Mrs. Lori Yakel

**SUPERINTENDENT  
OF PARISH PROPERTIES**  
Mr. Steve Mierow

**CUSTODIAN**  
Mrs. Terri Wang

**GUARDIAN ANGEL  
EXTENDED CHILD CARE  
DIRECTOR**

Mrs. Kimberly Edgar (Wyatt)

**GUARDIAN ANGEL  
DIRECT PHONE NUMBER  
377-7523**

**GUARDIAN ANGEL  
ASSISTANT TEACHERS**

Mrs. Elfrieda Albers  
Mrs. Chris Barringer  
Miss Lisa Grisar  
Miss Ellen Heien  
Miss Hanna Ladwig  
Miss Jessica Schuette  
Miss Ashley Wang

**OFFICE STAFF**

Mrs. Kathleen Bruskwitz  
Mrs. Christine Buschman  
Mrs. Colleen Guddeck  
Mrs. Sheryl Jarratt  
Mrs. Dorothy Monson  
Mrs. Karen Pape  
Mrs. Doris Schmidt  
Mrs. Karen Steinke

**E-mail addresses for all staff members is first name.last name@splgrafton.org**

**CONTROL OF THE SCHOOL**

St. Paul Lutheran School is owned and operated by the members of St. Paul Lutheran Church. Final authority for all decisions of property and policy is vested in the Voters Assembly. The affairs of the school are administered by the Board of Christian Day School.

The current Board members are:	Mr. Brian Buske	377-5895	Mrs. Karen Hanley	375-9878
	Mr. Richard Jasinski	375-0792	Mrs. Janette Marien	618-4587
	Mr. Andy Schwartz	376-7838	Mrs. Sue Buettner-Zager	285-3690

**HOME/SCHOOL COOPERATION**

In working together for the best interests of the children, it is important that the lines of communication between home and school be kept open and that information continues to flow both ways. For that reason, the school issues formal grade reports at the end of each quarter. A private conference that affords parents and teacher an opportunity to discuss matters of importance is scheduled at the conclusion of the first quarter. The parent/teacher conference following quarter one is required for all families in the day school.

If parents desire further consultation, they should call the school and schedule a meeting with the teacher. Since the need for a conference isn't restricted to the issuing of report cards, both parents and teachers are encouraged to contact one another any time it is felt necessary or desirable.

**CHRISTIAN DAY SCHOOL SUPPORT**

The primary motive for establishing a Christian school is love for Christ. This is what moves us to learn and know Him and His will as perfectly as we can and to endeavor to grow in the Christian graces. Religious teaching at St. Paul is directed toward the culmination of this purpose, and Christian association helps to achieve it. Contributions to the Lord are for life; to provide for all phases of the work and mission of the Church. Thus even those members who do not presently have children in elementary school have a privilege, obligation and responsibility toward the school's support. They must always realize that their offerings maintain it. God blesses our school through the offerings of the whole church family.

<b>School Hours</b>	
<b>Grades 1 - 8</b>	8:15 am - 3:00 pm
<b>Kindergarten</b>	Morning Class – 8:15 am – 11:30 am Full Day – 8:15 am – 3:00 pm
<b>3 &amp; 4 Pre-K</b>	Morning Class – 8:15 am – 10:45 am Afternoon Class – 12:30 pm – 2:55 pm

**HANDBOOK PROVISIONS**

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the current status of the rules, practices, and procedures as currently in force and are subject to change.

## FORWARD

St. Paul Lutheran Church operates a Christian Day School to achieve a two-fold purpose. The first of these is to assist the parents in the spiritual training of their children. The second is to help these children grow intellectually, emotionally, socially, and physically to the best of their ability, so that they may lead a fruitful Christian life here on earth. We must always bear in mind that the school exists only to assist the home in these tasks, not replace it nor act independently of it.

Christian parents have established our school, helped set its goals, and support it with their efforts and finances. It is proper, therefore, that parents have a voice in governing the operation of the school by way of the elected board representatives. These representatives in turn must be sensitive to goals of the Christian parents who choose to use the school as they establish policy.

God has indeed placed upon parents a great responsibility of child training which is to foster faith in Jesus Christ and a life dedicated to His service. In addition, children, parents, and staff must constantly demonstrate a commitment to the Lord. This includes regular church attendance and Bible study, regular attendance at the Lord's Supper, generous financial support of the Lord's work, and setting a good example daily in our Christian lives.

A commitment to the education of our children can be carried out by supporting the school's educational program. This can be demonstrated by attending school functions and showing a genuine interest in a variety of activities. The school is one arm of the congregation's education process, and as such is an integral part of the total parish program. Having a Christian Day School is a blessing and a privilege that is well worth our time and effort. In order for the school to carry out the work of the Kingdom, every parent must be willing to work and sacrifice to help in this cause. The pastors, teachers and staff at St. Paul are eager to help you in this all-important task. Let us work together, constantly seeking God's blessings through prayer, and our success is assured.

# The ECHO

# The ECHO

## SCHOOL NEWS

A direct line of communication from school to parents is maintained via the school paper, THE ECHO. It is distributed every Friday that school is in session. When a school holiday includes Friday, THE ECHO will be distributed on Thursday.

THE ECHO contains general information, important notices, specific announcements, etc. Messages too lengthy to be included in THE ECHO are sent with THE ECHO and their existence mentioned therein. It is, therefore, extremely important that parents receive this publication and read it thoroughly.

**Copies of THE ECHO will be sent out via e-mail and will also be posted on the St. Paul webpage [www.splgraffton.org](http://www.splgraffton.org). Hard copies will be available for those families with no e-mail account. Parents, question your child if you do not receive your copy of THE ECHO, and contact the office if necessary.**

## FINANCIAL SUPPORT

The expenses of operating St. Paul Lutheran School as an arm of the parish are paid out of the contributions of the entire congregation. Members of St. Paul Lutheran Congregation therefore pay a reduced school fee of:

- \$1,600.00 per year for 1/2 day Kindergarten
- \$2,100.00 per year for All Day Kindergarten
- \$2,100.00 per year for Grades 1-8

As each family decides on their monetary return to God, they should be mindful of the fact that the **2011-2012 cost for operating the Christian Day School is above \$6,500.00 per student. St. Paul does not receive any financial support from the government or any other agency for the operation of our school.** The exercise of good Christian stewardship on the part of its members will allow St. Paul to operate its various programs, including the school, to optimum efficiency.

Students may be enrolled at the member school fee only if at least one parent or guardian of the student is a member of St. Paul Lutheran Congregation. Families who transfer to St. Paul or otherwise become members of the congregation pay non-member fees until their membership is accepted by the Board of Elders.

Member school fee and full tuition per student for 3-year Pre-Kindergarten and 4-year Pre-Kindergarten is \$1,300.00 for the two day program, \$1,600.00 for the three day program and \$1,800.00 for the five day 4-Pre-Kindergarten program.

Families who are not members of St. Paul Lutheran Church pay \$3,400.00 per student for Full Day Kindergarten through Grade 8.

Members of Sister LCMS Congregations who do not have a Christian day school pay \$2,600.00 per student for Full Day Kindergarten through Grade 8.

School fees/tuition is payable in advance with the first payment due in August. School fees/tuition payments may be made on an annual or monthly basis. Payments should be enclosed in an envelope marked school fees/tuition payment and be given to your child's teacher, given to the receptionist or placed in the mailbox located by the office door.

## ACKNOWLEDGEMENT

With sincere gratitude, St. Paul Lutheran School acknowledges the many blessings of God and the support of parents and friends. It is with grateful appreciation that the continuing cooperation of the Grafton, Cedarburg and Port Washington School Districts in supplying school bus transportation or transportation reimbursement is also acknowledged. In addition, it must be stated that the other varied services rendered by the Grafton School District and various other agencies are invaluable and greatly appreciated.

Among other things, the Grafton School District provides the services of a Speech Therapist, Special Ed Services, Title I, Gifted and Talented Screening, School Psychologist, and graciously invites the St. Paul faculty to take advantage of their in-service meetings.

The Grafton Police Department supplies crossing guards. The Ozaukee County Public Health Nursing Service arranges and supervises an annual health clinic including vision and hearing tests, immunization programs and a scoliosis clinic.

The personal attitudes and individual efforts of those people involved have not only created excellent relationships but have extended the school's potential and have combined to contribute to the benefit of the students.

## ENROLLMENT POLICY

Our Christian Day School offers enrollment in Pre-Kindergarten through Eighth grade. St. Paul is a school for parents who desire a Christian education for their children.

**As an institution of Christian education, St. Paul Lutheran School opens its programs and activities to boys and girls on an equal basis, regardless of race, national origin, or ethnic background, for all people are created by God and are loved by Him.**

If there are more applications for enrollment than the school can accommodate, preference for enrollment shall be based on the following order of acceptance and on the basis of the date of application.

- Order of acceptance:
1. Children of families who are members of St. Paul Lutheran Church.
  2. Non-Churched children.
  3. Children of families who are members of other Lutheran churches.
  4. Non-Lutheran children.
  5. Testing and Interviewing

A family owing an amount from past due tuition and fees will not be allowed to enroll their child(ren) for the new school year unless the total amount owed is paid prior to registration for that school year. A written appeal for extenuating circumstances may be made to the Principal prior to July 15 of that calendar year for consideration.

## ENROLLING NEW STUDENTS

St. Paul Lutheran School welcomes families who wish to provide a quality Christ-centered education for their children. However, St. Paul Lutheran School is not staffed or equipped to educate students who have severe learning, behavioral, or emotional problems.

St. Paul Lutheran School will consider enrolling new students only after the following conditions are met:

1. All enrollment forms are completed to the satisfaction of the principal.
2. The parents meet with the principal to discuss the child and the school program.

New students entering St. Paul Lutheran School in a grade above Grade 1 shall enter the grade recommended by the school previously attended. These students are admitted on a conditional basis until the following occurs:

1. Records from any previously attended schools are received in the St. Paul church/school office.
2. New students will be tested to determine academic level.
3. The classroom teacher and principal have an opportunity to observe the child's academic achievement and behavior. This shall not normally last longer than thirty (30) days of actual attendance at St. Paul Lutheran School.

At the end of this probationary period, the principal, the teacher, and the parents will evaluate the student's progress and will discuss any changes, which may be necessary.

After observing the child and examining the records, the teacher and principal may agree that it is not in the best interest of the child or the school that the student be enrolled at St. Paul Lutheran School or that the grade level placement is not appropriate. In this case, the principal and the teacher will meet with the parent(s) to discuss the situation and to recommend alternative courses of action.

## ENTRANCE REQUIREMENTS

Children entering 3 Pre-Kindergarten must be three years of age by September 1 of the year enrolled, children entering 4 Pre-Kindergarten must be four years of age by September 1 of the year enrolled, and children entering Kindergarten must be five years of age by September 1 of the year enrolled. Exceptions in the 3 Pre-Kindergarten program may be allowed upon enrollment availability and will be determined by classroom teachers, the principal and parents. Any early entries into 3 Pre-Kindergarten must repeat 3 Pre-Kindergarten the following year to meet state requirements.

Pupils transferring from other schools will be admitted on the basis of their previous transcript of records, total school performance and in conjunction with the St. Paul enrollment policy.

A separate application needs to be completed for each child. A registration fee, financial agreement and both parents signatures must accompany each application in order to be enrolled at St. Paul Lutheran School.

Parents are to submit a physical examination report for those entering our pre-kindergarten and kindergarten programs for the first time. Students new to St. Paul are also asked to submit a physical examination report to the school office upon enrollment into our Christian Day School. **Students must comply with the State of Wisconsin Immunization Laws. Students not in compliance may be denied attendance until the requirements have been met.**

3 Pre-Kindergarten and 4 Pre-Kindergarten Open House for the 2012-2013 school year will be held in January. An informational letter will be mailed in January to members and to Pre-Kindergarten parents who have students currently enrolled in Pre-Kindergarten classes.

A parent orientation and registration for any students entering Kindergarten in the 2012-2013 school year will be held in January. An informational letter will be mailed out in January. A screening at St. Paul is required for entrance into Kindergarten. This screening is held in June.

### **TARDY TO SCHOOL & CLASS**

Punctuality is expected at all times and all situations. This is a habit that should be developed now. Students must sign in at the church/school office.

Excused Tardies: Doctor/Dental appointments (a note from the appointment is required)  
Death in family  
Extreme family emergency  
Acts of God (fire, flood, etc)

Note that all tardies are unexcused unless third party documentation is received when appropriate. A parent calling a student in or sending a note is not regarded as third party documentation.

After three un-excused tardies, parents will be notified to rectify the situation. On the fourth un-excused tardy, the student will serve an after school detention. Pupils will not be marked tardy if a bus is late.

### **SCHOOL TIME VACATIONS**

Although family vacations are not encouraged during the school year, it is understood that at times this is a necessity. Parents should notify the student's teacher well ahead of time. Homework will be given when students return from vacation.

### **EMERGENCY SCHOOL CLOSINGS**

When winter driving conditions are considered too hazardous to begin the morning school bus pick-up routes, school closing announcements will be posted on the St. Paul website [www.splgrifton.org](http://www.splgrifton.org) and made over the following radio and TV stations:  
620AM, 920AM, 1130AM, 94.5AM, 97.3FM, 99.1FM, FM 106, WTMJ-4, WISN-12, WITI-6

**If the Grafton School District is listed as being closed, St. Paul Lutheran School will also be closed.**

### **ARRIVAL AND DEPARTURE PROCEDURES**

We do not encourage early arrival or late departure from school. Children are to arrive on the school premises no earlier than 8:00 am. If any parent finds it **ABSOLUTELY** necessary to bring a child to school before 8:00 am, our extended care program is available. Without approval, no child will be allowed to arrive on school premises and enter the building before 8:00 am.

Students are expected to be off the premises 15 minutes after school is out, unless staying for supervised activities.

If your child needs to be picked up during the school day, the parent must report to the school office. The student will then be dismissed from the classroom. St. Paul Lutheran School will allow no student to leave without the parent or other parent approved adult. Students must report to the office prior to leaving the building.

### **BUS TRANSPORTATION**

The Grafton and Port Washington School Districts provide bus transportation for St. Paul students. Questions regarding bus transportation may be directed to the school office, 377-4659, ext. 320.

The Grafton District's K-8 children who live two miles or more from St. Paul, and K-5 children who live one mile or more from St. Paul are eligible for transportation. K-4<sup>th</sup> grade students will receive an identification card giving their name, address and take-home route number on the first day of school. This should be retained and used daily until both children and drivers are acquainted with their routes. (Should ANY student ever miss his/her take-home ride or have ANY problem after school, that pupil should seek assistance from his/her own teacher, any teacher available, or go to the reception/school office.)

The Johnson School Bus routes for Port Washington/Saukville residents are published in the Ozaukee Press. Shortly before school begins Riteway Bus students will receive a post card notifying them of bus routes and pick-up and return home times. Check the paper for the correct starting time for your area and have your children ready at that time. **QUESTIONS REGARDING ROUTES ARE TO BE REFERRED TO THE PROPER BUS COMPANIES.**

Supervision of bus loading for all children is always provided at the close of the school day.

**BUSSES WILL LOAD AND UNLOAD IN THE LOWER PARKING LOT OUTSIDE THE SOUTH SCHOOL WING. THIS AREA IS DESIGNATED FOR BUSES ONLY DURING THE SCHOOL DAY AND AFTER SCHOOL. PARENTS WILL PICK UP STUDENTS CURBSIDE OR MEET THEM AT THE SIDEWALK TO BE ESCORTED TO THEIR VEICHL.**

The Village of Grafton has requested that no loading and un-loading of students be done along Highway 60 (Washington St.) to assist with the traffic flow.

### **SAFETY AND BICYCLE RULES**

Children who walk to and from school are expected to cross Washington Street at 7th Avenue. A crossing guard is on duty before school in the morning and at 3:00 pm. Students who ride bicycles to school must enter and leave the school grounds at the service walk from Washington Street, which is east of the school, or at Bridge Street from 6th Avenue west of school. Bike racks are located by the daycare entrance in the south wing. Students are responsible for locking their bike during the school day. Children should enter and leave school through the south main school entrance.

### **STUDENT ILLNESS/INJURY**

In case of illness or injury while at school, students will be taken to the church/school office. The parent or guardian is consulted when decisions have to be made in cases of injury or illness. All decisions of illness or injury will be made by the principal or his designated representative. The school will use the information contained on the "Emergency Home Contact" card, which the parent filled out when the child/children was enrolled. **It is important for parents to keep the information on the card up to date. Call the church/school office if there is a change in information.**

If a child notifies his/her teacher that he/she is not feeling well the teacher will send the child to the church/office so that their temperature can be taken. If temperature is over 100° the school office representative will call the parent and request that they come for the child. Directions will be given as to where to pick the child up. If the child has no temperature, depending on the child's symptoms, the child may have the option of returning to class, or the parent will be called. If you or your designated representative cannot come for the child, the school has a number of options it can use, including the use of local rescue, ambulance or cab service. Parents must pay for this service.

If your child has a communicable disease such as chicken pox, whooping cough, head lice, or etc. we ask you to keep your child at home until their return to school is approved by your medical doctor. The school will contact the Ozaukee Health Department when notified of a communicable disease. Contact the principal if you have any questions concerning the illness or injury policies.

### **ABSENCES**

Parents must call the church/school office, 377-4659, between 7:30 am and 9:00 am on day's students are absent. If you wish to call the office prior to 7:30 am, please leave your message on the school's voice mail.

WRITTEN EXCUSES, signed by the parent and given to the teacher **ON THE DAY OF RETURN** are necessary for all absences and tardies, even though the phone call has been made. **Those students who have been absent for five consecutive days, due to illness, should present the teacher with a signed note from the doctor.**

### **WHEN TO KEEP YOUR CHILD HOME**

A **fever** is a warning sign that all is not right with the body. Do not allow a child to return to school until he/she has been free of fever for 24 hours.

The **common cold** presents the most frequent problem to parents. A child with a hacking cough or heavy nasal congestion belongs home, even if he/she has no fever. If your child complains of a sore throat and has no other symptoms, he/she may go to school. If white spots can be seen in the back of the throat or if a fever is present, keep him/her home and call your doctor.

Keep your child home if he/she has a **stomachache**, which is persistent or severe enough to limit his/her activity. If **vomiting** occurs, keep your child home until he/she can keep food and liquids down. A child with **diarrhea** should be kept at home. Good hand-washing is especially important in stopping the spread of any infections.

**A student who is ill not only endangers the health of other students, but he/she causes unnecessary disruptions in the classroom schedule and in the office.**

## **MEDICATIONS**

Students may take prescription medicine during school hours only with a Medical Dispensation Form signed by the issuing physician. Students may take over the counter medicine during school hours only with a Medical Dispensation Form signed by the parent. This form should accompany the prescription medicine to school and be kept on file in the school office. All prescription and over the counter medicine will be stored in a secure place, properly labeled and dispensation logged. State law requires all medications to be in their original bottle.

## **CELLULAR TELEPHONE AND PERSONAL HAND-HELD DEVICES**

As a general rule, students are not to bring cellular telephones or other electronic devices to school. Cell phones or other electronic devices become a distraction during the day and their security may become an issue. Parents are asked to monitor this with their children. **St. Paul Lutheran School assumes no responsibility for the security of these items during the course of the school day.** Cell phones and other personal hand-held devices may not be used during school hours.

## **SCHOOL ASSIGNMENTS AND CLASSROOM HOMEWORK POLICY**

Students learn best when assigned work is done on time. There will be times, however, when students are unable to complete assigned work on time because of absences. When this occurs, missed work should be completed as quickly as possible. Generally, students will be given two days for each day missed to complete missed class work and homework assignments. If a student misses several days of school, a maximum of five school days will be given for the completion of any missed work. Exceptions to this may be made by the classroom teacher upon consultation with parents. Please help your children by encouraging them to make up any work missed due to absences as quickly as possible.

Teachers will expect students to finish assigned work on time. Teachers will use a variety of methods to hold students accountable for completing assigned work. This may include keeping the student in at recess or holding the student after school to complete assigned work. Teachers may send unfinished work home with students to be completed and returned the following morning. Work that is not turned in will receive a failing grade.

## **CHAPEL SERVICES**

A chapel service is conducted for the student body and faculty every Wednesday at 8:30 am throughout the school year. Parents and friends are welcome to attend, but these services should not be considered a substitute for Sunday worship. One of the pastors or teachers will present pertinent topics at the children's level of understanding. Pupils will be given assorted contribution envelopes to use and their monetary gifts are donated to various worthy Synodical institutions, area or world-wide Christian mission efforts, and for the home treasury. Parents can help train their children in the stewardship of money by encouraging them to offer a portion of their weekly allowance. Appropriate dress is required on chapel days to set the proper tone for worship. (See dress code.)

## **CHURCH ATTENDANCE POLICY & PRACTICE FOR CHRISTIAN DAY SCHOOL FAMILIES**

One of the marks of Christian discipleship is regular attendance at worship services. Attendance at worship services by both parents and pupils also supports the Christian training that takes place daily in the Christian home and the Christian Day School.

When parents send their children to the Christian Day School a very positive message is sent. But when these same parents fail to worship regularly, or prevent their children from worshipping regularly, a very negative message is sent. These kinds of mixed messages need to be discouraged. Christian discipleship leads not only to a positive commitment to Christian training in a Christian school, but also to a positive witness by way of regular family worship in God's house.

The ideal of Christian discipleship is to worship in God's house. Families who have children enrolled at St. Paul Lutheran School and are members of St. Paul Lutheran Church are expected to attend church weekly.

## **WE CARE CARDS**

When worshipping at St. Paul congregation, parents and students are expected to complete the "We Care" card as evidence of their worship. The St. Paul "We Care" card will be the only tool used to measure worship attendance. Parents, please fill out the cards accurately without nicknames or abbreviations.

## **STUDENTS IN WORSHIP SERVICES**

Involvement in worship services is an important part of school and congregation life at St. Paul. A love for music that praises our Lord needs to be instilled in children when they are young. All grades will be involved in singing during weekend and special church services through the year. The schedule for the year is given to every family in the beginning of the school year as well as available on the website calendar. ***All students and families are urged and expected to be at scheduled Worship Services to use the musical gifts God has given them.***

## CONFIRMATION/AFFIRMATION CLASS

Confirmation is as much a process as it is a rite. As a process, it is the period during which a baptized child of God is strengthened (confirmed) in the faith through an organized program of Christian education. This is the primary function of confirmation: the process of religious instruction toward the goal of a stronger, more mature faith in the Lord Jesus.

As a rite, confirmation is the time when the baptized child of God who has been sufficiently strengthened in the **process** publicly confesses that such strengthening (confirming) has in fact taken place. The rite, of course, is accompanied by the prayers of the congregation on behalf of the confirmed for continued spiritual growth.

The average young Christian is theologically mature enough for the confirmation rite by the time he/she completes the 8<sup>th</sup> grade. However, there are times when it is in the best interest of the catechumen to continue the formal strengthening process. If the catechumen does not exhibit

- a. a knowledge of the fundamentals of the Christian faith
- b. a faithfulness to the congregation's **process** and program of strengthening (confirming)
- c. a spiritual maturity

the rite of confirmation should and will be delayed. The Board of Elders at the recommendation of the pastor(s) will make such a decision.

Also offered is a choice of affirming his/her faith publicly during the service in May and commit to a two year formal process of Discipleship leading to participation in the Rite of Confirmation at the end of his/her sophomore year of high school. Parents are also asked to commit themselves to partner with their child and congregation in serving Christ through focused Biblical study and active service to our neighbors.

### Confirmation/Affirmation is held the first Sunday in May at a 2:00 pm Worship Service.

God's Word is the tool God Himself has provided to produce Christian growth in knowledge, attitude, conduct, love and faith. Although the primary purpose of our school is children's spiritual growth through a thorough teaching and application of God's Word, the basic elementary school subjects are also taught adequately and progressively, with wise and workmanlike application of the Gospel to the learner and to the teaching-learning process. The "Course of Study for Lutheran Schools" and the "Course of Study for Wisconsin Schools" are the basis of our curriculum; God's Word is its integrating and unifying factor.

The Board of Christian Day School decided that the official Bible to be used by the children is the New International Version; all Scripture passages will be memorized from it. In order to be consistent with Luther's Small Catechism with explanation (used by the 6-8 Grades), it was decided that Luther's Small Catechism (Enchiridion) 1991 Edition would be used, and pupils in Grades 3-5 will memorize the Commandments and articles from this version.

## GRADING AND TESTING

In subject areas where letter grades are given, the following uniform grading scale is applicable to all classes:

- A - 95-100    B+ - 91-92    B - 85-86    C - 77-82    D+ - 73-74    D - 65-66    I - INCOMPLETE  
 A- - 93-94    B - 87-90    C+ - 83-84    C- - 75-76    D - 67-72    F - Below 65

### All incompletes must be taken care of within two weeks following the end of the tri-mester.

To further aid the evaluation of each student's progress, the Wisconsin Knowledge and Concept Examination (WKCE) standardized tests are administered each year to students in grades 3, 5 and 7 so that their learning can be measured against their own ability. St. Paul Lutheran School also administers the Wisconsin Third Grade Reading Test on an annual basis. Parents are expected to view their child's grades weekly on Fast Direct at [www.fastdir.com/splgraftern](http://www.fastdir.com/splgraftern).

#### Fast Direct Parent Activation Instructions

**Step 1:** Sign on to the internet.

**Step 2:** To access the log-in page of the school, type in the URL address of <http://www.fastdir.com/splgraftern>

**Step 3:** On the left side of the log-in page, please click on the button titled **Parent Activation**.

**Step 4:** Please complete the form using the activation code that can be obtained from the school office. Once the form is completed, press the "Submit" button to send the information to FastDirect.

**Step 5:** Within 24 hours, our HelpDesk ([fastdirectnotification@useractive.com](mailto:fastdirectnotification@useractive.com)) will send you a confirmation email with the subject title **FastDirect School Parent Activation**. This important e-mail contains your temporary screen name and password so that you may log on to your school's FastDirect site.

Your Name	<input style="width: 80%;" type="text"/>
Address	<input style="width: 80%;" type="text"/>
City	<input style="width: 80%;" type="text"/>
State	<input style="width: 80%;" type="text"/>
Zipcode	<input style="width: 80%;" type="text"/>
Phone	<input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>
e-mail address	<input style="width: 80%;" type="text"/>
Activation Code	<input style="width: 80%;" type="text"/>
<input style="width: 80%; margin: auto;" type="button" value="Submit"/>	

## HONOR ROLL

In order to recognize student academic achievement, the school publishes the names of students meeting “Honors” (3.0-3.5 Avg.), “High Honors” (3.51-3.75 Avg.), and “Special Honors” (3.76-4.0 Avg.), grade requirements each trimester.

To qualify, students in grades 5, 6, 7 and 8 must have a course average of 3.0 (B) or higher, with no incomplete grades, on the trimester report card. The subjects of religion, reading, math, science, English and social studies are averaged to count twice that of other subjects.

Parents, encourage your children to strive for excellence, but do not expect more than they are capable of producing.

## PHYSICAL EDUCATION

Since Christian stewardship encourages us to use all of the Lord’s gifts to us in a God-pleasing way, we should train our bodies to be healthy and capable of energetic service to the Lord. For this reason and others, physical education is an important part of the school curriculum. Physical Education classes are held for all of the St. Paul students. To be excused from gym class, the student must present a written request to the gym teacher. A note from a parent is sufficient for short-term release, **but for a long-term release (a week or more), a doctor’s excuse is needed.**

## GYM UNIFORMS

Students in grades 5-8 are required to purchase gym uniforms from the school. Only pupils with gym uniforms will be allowed to participate in gym class. Students must wear their own uniforms, and first and last names must be clearly marked on the shirt and shorts in the designated space. Uniforms that have unnecessary writing, marking, rips, or tears will be deemed unacceptable. During spring and fall students should dress appropriately for outside activities. When outside activities are scheduled, sweatshirts and sweatpants may be worn over the gym uniform if needed. Students are expected to have socks and tennis shoes.

## INTERSCHOLASTIC SPORTS

Interscholastic sports involve team competitions that are played against teams from neighboring schools, and generally include St. Paul students in grades 5-8. These sports include soccer, cross country, volleyball (girls), softball, track and field, cheerleading, and basketball.

Students are required to have a physical exam bi-annually. A completed physical form needs to be turned in to the athletic director prior to participation in any interscholastic sport. Physical forms are available from the athletic director or in the school office.

## K-8 DRESS CODE

At St. Paul Lutheran School our concerns for our children involve all aspects of Christian living. The Bible tells us, “Man looks at the outward appearance, but the Lord looks at the heart” (1 Samuel 16:7). God knows our spiritual condition by our hearts, but men can initially see only the physical body and how it is attired. As Christians our role as “ambassadors for Christ” should be to reflect the values and teachings of Christ to the community. We can be in the world, but should not be of the world. We trust that parents share our desire to foster high standards in every area of our school program including dress and personal appearance. It is our experience that there is a correlation between student dress and student behavior and learning. Consequently, our Board of Christian Day School and our faculty insist that each student be dressed in a way that will not hinder the educational process, that will promote a positive image among our students, and which will provide a positive Christian witness to the community.

Our faculty reserves the right to make judgments concerning what we consider to be proper or improper dress for school based on the guidelines below. If it becomes necessary to do so, we will inform individual students and their parents of “dress corrections” that must be made.

We will appreciate your understanding of and cooperation with our school dress policy. We urge parents to help their children adhere to our dress guidelines throughout the year, rather than placing their children in the position of having to be confronted by teachers or the principal with the need to make “dress corrections”.

The following rules are in effect:

1. All clothing should be neat, clean, the appropriate size, and worn appropriately.
2. Students may not wear clothing that bears the pictures or names of rock music groups, reference to drugs (including alcohol or tobacco), or any pictures or writing that may be construed to be in poor taste or in any way disruptive to the learning process at our school.
3. Shirts and tops with tails or shirts and tops that are longer than wrist length must be tucked in. Shirts and tops with straight bottoms may be worn un-tucked if they are not longer than wrist length.
4. The following items of clothing are inappropriate in the classroom and may not be worn: immodest clothing (such as halter tops, tank tops, and visible underwear), bare midriff clothing which is too tight, frayed or torn clothing, or military and camouflage clothing. Skirts or dresses must be at least mid-thigh in length. Students in grades 3-8 may not wear sweat pants or warm-ups or any type of athletic pants.

5. The guiding principle in determining appropriate footwear is health and safety. Therefore, ill-fitting or loosely fitting shoes are in-appropriate. For safety reasons, including stairs that need to be climbed each day, we must insist upon shoes that fit so as to prevent tripping, flopping, or unnecessary noise while walking or climbing stairs. Acceptable footwear include loafers, boots, deck shoes, heel strapped sandals, traditional dress shoes, or athletic footwear that are well maintained, clean and properly laced.
6. On chapel days, a higher standard of dress is required. This is a way of reflecting our respect for our God and the importance we place on worship. Boys are expected to wear collared shirts and dress pants. Girls are expected to wear dress tops and appropriate skirts or dress pants. During the months of August, September, May and June students may wear dress shorts. On chapel days, the following attire is **not** appropriate:
  - denim (any color)
  - T-shirts
  - Sweatshirts
7. Students may wear shorts during the months of August, September, May and June or at discretion of the Principal. Shorts must be mid-thigh length or longer. Spandex, cutoffs (jeans or sweat pants), torn shorts, tight or short shorts, gym or jogging shorts are not permitted.
8. Visible body piercings and visible tattoos are not allowed. Girls may wear modest earrings. Hair must be a natural color and may not be styled in an extreme fashion. Excessive make-up may not be worn.

### **CONSEQUENCES OF IGNORING THE DRESS CODE**

For the first incident, the parents of the student(s) not abiding by the guidelines of the dress code will receive notification from the school, written or verbal, reminding them of the provisions of the dress code. Further incidents whereby the dress code is challenged will result in a call being placed to the student's parents requiring that they bring a change of clothing to school immediately. If necessary, parents of the student will be asked to appear before the Board of Christian Day School to discuss the non-compliance with the established dress code and further Board actions may be necessary.

### **I CORINTHIANS 13: THE 'GREATER THING'**

As part of the Christian life, students are to respect and obey their pastors and teachers and any other adults in positions of authority such as secretaries, custodians, kitchen personnel, and other adults who may be in the school from time to time.

Students are to respect themselves and their fellow students. They are to demonstrate care for each other's personal study equipment, clothing, and property. Students are expected to help in keeping the corridors, stairs, and restrooms clean.

All children are deserving of a fair share of the teacher's time, and have the responsibility to eliminate behavior that prevents other students from learning such as excessive talking and disruptive behavior.

Students are deserving of a safe environment while on the school premises, and must accept the responsibility to follow rules necessary to achieve that goal.

The student has the privilege to use educational materials and equipment, and the responsibility to give them proper care.

Slang, street talk, cursing the name of the Lord, or openly abusive and derogatory language is unacceptable. Our speech should "always be gracious" as Paul encouraged in Colossians 4:6. Indeed, all persons are due the respect that God desires people to have. All are special in God's eyes.

### **DISCIPLINE**

We are in the business of discipleship: training children to be followers of Christ in Word and deed. The main purpose in discipline is to train children to understand and practice repentance and receive the blessed reassurance of forgiveness through Christ. When infractions against others occur, they will be handled in a Christian manner, using the Law and the Gospel. In general, these steps are followed:

1. The teacher attempts to resolve the problem with the student. Parents are informed when children may not be allowed to participate in select school days or extra-curricular activities, may be given extra "tasks" to complete related to the infraction, or may be kept after school (detention).
2. Parents are informed by the teachers when infractions continue to occur. Parents hopefully respond by investigating and also guiding the child towards correcting the infraction.
3. When success is limited, the teacher will involve the principal.
4. Sessions are held with parents for the purpose of discussing the problem and related solutions, as well as follow-up to evaluate the student's behavior.
5. If the problem persists, suspension from school may be possible.
6. If success is not noted, the Board of Christian Day School is involved and again a meeting with the parents, teacher and child is in order.
7. If disciplinary infractions continue, the child will be released from the rolls of St. Paul Lutheran School.

## **EARLY CHILDHOOD DISCIPLINARY GUIDELINES**

1. Staff will redirect the children when needed. Examples are:
    - a. Child hurts another child.
    - b. Child hurts teacher.
    - c. Child is out of control physically such as throwing, kicking, hitting, etc.
    - d. Child is out of control verbally such as shouting, abusive language, crying, etc.
    - e. Child refuses to do what is asked.
    - f. Child refuses to control talking.
  2. Explanation is given to the child as to why he/she has been redirected, and if needed a warning will be given.
  3. After a child is warned twice within a day, he/she will serve a quiet timeout within the classroom.
  4. If the student refuses to sit, he/she will be removed from the classroom and be taken to the principal. Parents will be notified. The child may return to the classroom.
  5. If disciplinary measures taken in the classroom are not effective, the child will be taken to the principal's office and be sent home. Parents will be notified.
  6. Before the child may return to school or Extended Care, a parent-teacher conference will be arranged where a plan can be set up for attempting to deal with inappropriate behavior.
  7. A follow-up conference will be scheduled for six weeks after the initial conference where parents and teacher will evaluate progress.
  8. If success is not noted, the Board of Christian Day School will become involved and again a meeting with the parents, teacher, principal, and a representative of the Board of Christian Day School will take place. Suspension from pre-school, kindergarten, or Extended Daycare may be necessary.
  9. If disciplinary infractions continue, the child will be released from the rolls of St. Paul Lutheran School.
  10. Field trips are a privilege; therefore disciplinary guidelines are also in effect. If a child has repeated disciplinary infractions, the teacher and the principal have the discretion to require a parent to accompany the child or deny the child the privilege of attending.
- In the event of extreme incidents, the school reserves the right to bypass some or all of the steps.

## **GRADES 1-4 DISCIPLINARY GUIDELINES**

1. The teacher will redirect the children when needed. Examples are:
    - a. Child is out of control physically such as throwing, pushing, kicking, hitting, etc.
    - b. Child is out of control verbally such as shouting, abusive language, etc.
    - c. Child refuses to do what is asked.
    - d. Child refuses to control talking.
  2. First, an explanation will be given to the child as to why he/she has been redirected and a warning given.
  3. If there is a reoccurrence of the behavioral problem, parents will be notified and recess time will be surrendered.
  4. If disciplinary measures taken in the classroom are not effective, the following consequences may occur:
    - a. a 30 minute after school detention.
    - b. conference with the principal
    - c. child may be sent home.
    - d. other appropriate disciplinary action.
- If any of these consequences occur, the parent will be notified.
5. If a child is sent to the principal's office repeatedly, the child may be sent home. Before the child may return to school or Extended Care, a parent-teacher conference will be arranged where a plan can be set up for attempting to deal with inappropriate behavior.
  6. A follow-up conference will be scheduled for two weeks after the initial conference where parents and teacher will evaluate progress.
  7. If success is not noted, the Board of Christian Day School will become involved and again a meeting with parents, teacher, Principal, and a representative of the Board of Christian Day School will take place. Suspension from school or Extended Daycare may be necessary.
  8. If disciplinary infractions continue, the child will be released from the rolls of St. Paul Lutheran School.
  9. Field trips are a privilege. Therefore, disciplinary guidelines are also in effect. If a child has repeated disciplinary infractions, the teacher and the principal have the discretion to deny the child the privilege of attending.

In the event of extreme incidents, the school reserves the right to bypass some or all of the steps.

## **DISCIPLINE POLICY IN THE MIDDLE SCHOOL DEPARTMENT FOR GRADES 5-8**

A standard discipline policy becomes necessary in the departmental situation as found at the middle school level. To accomplish an orderly environment and facilitate a climate where learning can more effectively take place, the following consequences have been set for the middle school:

1. Students are given a warning when they misbehave. If the misbehavior continues the child's name is recorded. If another misbehavior is recorded during the course of the day, the child will serve a noon detention. If a third misbehavior is accumulated, the child will serve an after-school detention for a period of 60 minutes.
2. Parents will be notified by a detention form that they need to sign. Failure to return the form the next school day and to serve the detention will cause the student to serve a double detention. Three detentions served in any one quarter will result in a two-day in-school suspension. Following a suspension, students are ineligible for any extra-curricular activities for a six school week period. Following that time period, the student's situation will be re-evaluated. Following a second in-school suspension, the student's situation is brought before the Board of Christian Day School with a recommendation by the principal for further actions. A third in-school suspension over the course of the year will result in expulsion.
3. Following the issuance of an after-school behavioral detention, the student is excluded from the next extra-curricular activity. Five noon detentions will result in an after school detention.
4. Students who exhibit behavior that is totally inappropriate or disruptive may receive a more severe punishment without the intermediate steps. Such behaviors would include but not be limited to disrespect, vandalism, an overt refusal to obey and conduct which places others in danger.

## **ACADEMIC HONESTY**

1. Students learn the most when they are completing their work by themselves. Cheating is clearly contrary to the type of life which our Lord requires His followers to live. As such, cheating will not be tolerated at St. Paul Lutheran School.
2. We define cheating to include, but not be limited to, taking credit for someone else's work or answers as your own, giving work or answers to another student, plagiarism, and working together on tasks which are not designed to be group projects.
3. A student who is found to be guilty will receive a zero or an F on the assignment, test, project, etc. involved, will be required to complete the work, and will serve a behavioral detention. If the behavior is repeated, parents will be asked to meet with the teacher(s) involved.

## **MIDDLE SCHOOL HOMEWORK POLICY**

In an effort to teach diligence and responsibility, St. Paul Lutheran School encourages children to complete homework on time and to the best of their God-given ability. Parents are to play an active role in encouraging their child to maximize their blessings and turn in their work on time. There are occasions, though, when students fall behind in their work and need to spend time after school to get caught up. In order to alleviate missed homework increasing, those students that have outstanding work as of 8:15 am on Thursday morning from that week or previous weeks will be required to attend a one-hour after school homework session on Friday to get caught up.

## **MIDDLE SCHOOL TEACHER WEB PAGES**

Each Middle School teacher will post his / her own web page which will be updated by Sunday evening. This page will include announcements and information pertaining to his / her homeroom students and subject matter taught by that teacher to his / her homeroom students. There will also be a common Middle School link where each Middle School teacher will post information regarding the other courses they teach to students not in their homeroom.

## **ST. PAUL LUTHERAN SCHOOL POLICY ON DRUG AND SUBSTANCE ABUSE**

WE BELIEVE THAT OUR BODIES ARE THE TEMPLE OF GOD (I COR. 3:16) AND THEREFORE SHOULD BE CARED FOR IN A MANNER BEFITTING THIS TRUST FROM THE LORD. WE SINCERELY DESIRE TO ENCOURAGE CHRISTLIKE BEHAVIOR FOR THE CHILDREN WHO ATTEND ST. PAUL LUTHERAN SCHOOL. WE SEEK TO SET GOD-PLEASING GUIDELINES FOR CHRISTIAN LIVING FOR THESE CHILDREN.

The existence of drugs and other substances (including chemicals, alcohol, and non-prescribed medicines) is a clear and present danger to our student body and will not be tolerated or condoned in any situation involving St. Paul Lutheran School (including extra-curricular activities and while traveling to and from school activities). Any instance involving controlled substances and/or illegal drugs will be reported to the appropriate law enforcement agencies. Any paraphernalia determined to be related to drugs and/or other substances will be confiscated immediately and any student(s) determined to be in possession of, and/or under the influence of any drug, alcohol, chemical, non-prescription medicine or any other substance deemed to be harmful to the student(s) or potentially harmful to others:

1. Will serve an out of school suspension for a minimum of three full school days.
2. Will appear at a mandatory meeting with his/her parent(s) or guardian, the Board of Christian Day School, and his/her teachers before the student will be allowed to return to school.

In the event that said student is allowed to return to school, the following requirements must be met:

1. The student and his/her parent(s) or guardian must enter an organized professional counseling program for evaluation, assessment and possible treatment.
2. Parent(s) or guardian must give the counselor permission to release progress information and advice to designated St. Paul personnel.
3. The students will not be allowed to represent St. Paul in any extra-curricular activity including but not limited to sports, choir, or any public presentation until determined by the Board of Christian Day School.

Any subsequent violation of these provisions subjects the student to automatic expulsion from school.

### **ST. PAUL SCHOOL LUNCH PROGRAM**

St. Paul Lutheran School offers a nutritious “type-A” U.S. Federal Government Department of Agriculture Supervised School Lunch Program for its students daily at a reasonable rate provided by the Grafton School District. Students may also bring a “sack lunch” from home if they so desire.

One of the requirements made by the government of schools that offer hot lunch programs is that lunch be served to all children requesting it, even if they are not able to pay for it. The parents of such children are to complete a Free or Reduced Lunch Form provided by the school office declaring that they are not able to pay for these meals. This information is then submitted with the regular report to the government.

A peanut butter sandwich will be available should students forget lunch or their account is overdue.

No credit will be extended for meals during the course of the year.

The hot lunch menu is published on a monthly basis in calendar form. Each month the menu will be posted on the St. Paul website and e-mailed to school families. The patronage of those families who faithfully utilize our hot lunch program is greatly appreciated by the administration and hot lunch staff.

Parents of children with special dietary requests or restrictions due to food allergies must present such requests by way of a statement from the child’s physician. This statement will be shared with the hot lunch staff, the child’s teacher, and filed in his/her cumulative folder in the office.

The lunch program uses Fast Direct to track lunch accounts. Students order their lunch in the morning and their account is debited with the choice(s) they have made for purchase(s) on that given day. Please note that by using this system, it is necessary to make the following additional changes:

1. Please only pay for school lunches with a check. The lunchroom staff will no longer handle cash. Make your check payable to St. Paul School Lunch program and place in a labeled envelope marked Lunch Program with your child/children’s name(s) on the outside. This system allows a parent to send one payment for more than one child. Checks will be processed every Wednesday.
2. Lunch payment envelopes can be sent with your child and given to their teacher, dropped inside the school office lock box (located outside the reception/office door) or mailed to St. Paul, attention Lunch Program.
3. You will be notified when your child’s account gets low and then be required to make a deposit into their account. These notices will be sent home with your child. Please watch for them.
4. You may log onto <http://www.fastdir.com/splgrafton> to check your hot lunch balance.

## SCHOOL SUPPLIES LIST

The faculty at St. Paul compiled the following lists of supplies needed by each child, according to grade, to give parents an opportunity to purchase these necessary items before the beginning of school.

### 3 & 4 PRE-KINDERGARTEN

- 1 two-pocket folder
- 1 large school bag or backpack (large enough for a folder to fit in) with extra change of clothes in a Ziploc bag
- 1 Canvas Library Bag (To be purchased on Orientation Day)

### HALF & FULL-DAY KINDERGARTEN

- Pencils (supply as needed for the year)
- 2 two-pocket folders
- 1 6 qt. plastic container with separate lid
- 1 large backpack
- 1 box 64 count Crayola crayons
- 1 box 24 count colored pencils
- 1 box water color paints
- 1 8-pack Basic colors washable markers (big, not fine point)
- 2 large **white** glue sticks
- 1 8 oz. Bottle of Elmer's White Glue
- 1 Fiskars scissors (blunt tip)
- 1 large box of tissues
- 1 Clorox Disinfectant Wipes
- 1 Computer Headset (May be purchased on Orientation Day)
- Paint Shirt (Half Day Kindergarten only)

#### Please Label All Items

Children should be independent in dressing skills. Please purchase clothing and shoes they can fasten themselves.

### GRADES 1 & 2

#### 10 sharpened #2 pencils only

- 1 12-inch/30 cm ruler (not bendable)
- 1 eraser
- 1 box of 64 Crayola crayons
- 1 box 24 Crayola colored pencils
- 1 8-pack Crayola washable liquid markers in basic colors
- 1 8-pack Crayola washable liquid fine point markers in basic colors
- 1 Fiskars scissors
- 4 glue sticks
- 1 8 oz. bottle of Elmer's All Purpose Glue  
**DO NOT bring School Glue**
- 1 small school supply box
- 1 small pencil box or pouch
- 2 wide-lined spiral bound notebook
- 1 dry erase marker
- 1 large box of tissues
- 1 computer headset (May be purchased on Orientation Day)
- 1 paint shirt
- 1 Clorox Disinfectant Wipes
- 1 small book cover & 3 Large book covers
- 2 pocket folders (**Grade 1**)
- 5 pocket folders (**Grade 2**)
- 1 NIV Bible (**Grade 2** Best if purchased on Orientation Day)

#### Please Label All Items

NO large desk storage boxes

### GRADES 3 & 4

#### NO TRAPPER KEEPERS & NO THREE-RING BINDERS

- loose-leaf paper, wide-lined
- 1 school assignment notebook (**MUST** be purchased on Orientation Day)
- 1 box crayons
- 1 box colored pencils
- 4 pocket folders
- 10 pencils
- 2 large boxes of tissues
- 1 scissor (sharp point)
- 1 box Crayola markers (no fine tip)
- 1 Clorox Wipes
- 1 paint shirt
- 1 large eraser
- 2 glue stick
- 1 bottle Elmer's glue
- 2 spiral notebooks
- 1 recorder (**Grade 4 only**) (Purchase on Orientation Day)
- 1 ruler with Metric and English measurements
- 1 NIV Bible (May be purchased on Orientation Day)

### GRADES 5, 6, 7 & 8

- organizer—Trapper Keeper (**MUST** be able to fit in locker)
- Loose-leaf paper
- pencils
- ball point pens (Blue/Black Ink)
- highlighter
- 1 NIV Bible (May be purchased on Orientation Day)
- 1 Luther's Small Catechism (Hardcover) (May be purchased on Orientation Day)
- 1 scissor (sharp point)
- 1 metric ruler
- 1 school assignment notebook (**MUST** be purchased on Orientation Day)
- 2 large boxes of tissues
- 1 glue stick
- 1 box markers
- 1 eraser
- 1 box colored pencils
- 3-4 spiral notebooks (for note taking)
- 1 gym uniform (May be purchased on Orientation Day)
- 1 scientific calculator (**Algebra Students Only**)
- 4 folders without clips

**Please check your child's supplies periodically during the year.**

**Students in Grades 3-8 are responsible for providing their own locks for their lockers.**

**Copies of the combination or an extra key must be given to the homeroom teacher on the first day of school.**

## SCHOOL & PFTL FUNDING ACTIVITIES

### CAMPBELL'S LABELS



Our School continues to benefit from an ongoing program of saving labels from the following products: Campbell Soups, Swanson, Vlasic Pickles, Mrs. Paul's Frozen Foods, Prego and Franco American Products. Just cut out the UPC code and send to your child's classroom. The UPC codes are redeemed for school curriculum items.

### FOREMOST FARMS



Through "Kids Caps & Cash," students are encouraged to collect caps from half-gallon and gallon jugs of GG Golden Guernsey Dairy® and Morning Glory™ milk products and St. Paul School will receive 5¢ for each specially marked cap.

### GENERAL MILLS "BOX TOPS FOR EDUCATION"



Continue to save General Mills cereal box tops. We will receive 10¢ for every qualifying box top collected. **A qualifying box top is any Big G product carrying the official "Box Tops for Education" Logo.** Together we can collect a bundle of Big G box tops and help make a big difference at our school.

### GOOD SEARCH.COM



Download the Yahoo powered GoodSearch and GoodShop on your computer. St. Paul will get a donation each time you do a search on your computer. When you purchase an item through GoodShop St. Paul will receive a percentage of your purchase.

### KEMPS GIVE 'EM FIVE



Save the caps from half-gallon and gallon jugs of milk that have the Give 'em Five sticker on and our school will earn 5¢ for each specially marked cap.

### KWIK TRIP'S NATURE'S TOUCH™ MILK MOOLA SM



Milk Moola program participants will receive 5¢ for each cap or bag top they redeem from Nature's Touch products. The program will only accept specially marked caps and bag tops that feature the Milk Moola symbol.

### MARKET DAY



Market Day is a food cooperative that allows you to purchase restaurant quality food items on a monthly basis. Order forms are available in the office, narthex of the church, and are sent home with the children. Return form to your child's teacher or order on-line at marketday.com.

### MCDONALD'S



Bring your McDonald's receipts to the reception/school office and earn free merchandise specially selected items for Math, Science, Geography, Reading and more for our school.

### PICK N SAVE – WE CARE PROGRAM



If you shop at Pick n Save designate St. Paul Lutheran School as the institutional recipient when you sign-up for your "Savers Club" membership card. St. Paul's charity code number is 801940. Pick n Save remits a percentage of the amount collected.

### SCRIP



SCRIP is gift certificates and gift cards accepted at hundreds of local and national retail stores, grocery stores, gas stations restaurants and more. Instead of paying for your purchases with cash, check or credit card, you pay with SCRIP. SCRIP is purchased at a discounted price and sold at face value, so the difference means instant profit for St. Paul and tuition credit for you. Purchase SCRIP cards to help reduce your tuition bill and raise money for St. Paul.

### TARGET



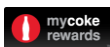
If you have a Target Guest Card or plan on getting one, designate St. Paul as your school. Then every time you use the Guest Card at Target, Target will contribute 1% of your purchases to St. Paul. Target vendors also contribute additional percentages on specific products purchased with the Target Guest Card.

### TYSON PROJECT A+



Our school is taking part in a national fund-raising program sponsored by Tyson Foods. All we have to do to participate is clip and save Project A+ redemption labels from various Tyson Foods. Turn all labels into the reception/school office. All monies will be used for the Accelerated Reader program.

### MY COKE REWARDS



Save your coke bottle caps and turn them into the reception/school office and our school will earn free merchandise.

Turn in your caps, labels, receipts, box tops, and orders to the reception/school office, your child's classroom teacher, or put them in the properly labeled wall boxes in the church narthex. Thank you for your support

## PTFL INFORMATION 2011-2012 SCHOOL YEAR

<b>Co-Presidents</b>	Mrs. Shari Buske Mrs. Kerri Wiertzema	377-5895 268-9374	sbbuske@hotmail.com kerri.wiertzema@timesprintingco.com wkma@wi.rr.com
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<b>Teacher Liaison</b>	Mrs. Deanne Boyce	377-2571	deanne.boyce@splgrifton.org
<b>School Board Rep</b>	Mrs. Janette Marien	618-4587	dmarien@wi.rr.com