

# 2022-2023 School Handbook

## Christ Unites



Colossians 3:12-14

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## **Christ Unites**

Colossians 3:12-14

As we enter the 171<sup>st</sup> year of Christian education here at St. Paul Lutheran Church and School, please accept our warmest welcome as together we serve God's children.

The theme for the 2022-23 school year "**Christ Unites**" is based on Paul's letter to the Colossians 3:12-14:

*"Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony."*

We live in a world that is divided more and more each day. As Christians, we have the opportunity to be a light to a world that lives in the darkness of sin and despair. Our focus this year will include loving each other, forgiving each other and living with compassionate hearts. As we work to meet the goal of our theme, we are not only making a difference in our world today but for years to come. Each day we focus on how Christ unites us, we are training our students for a lifetime of living for Him. What an awesome opportunity lies before us.

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

May God bless each of us this school year as we live united through Christ.

In His Service,



Michael J. Yurk  
Principal

# St. Paul Lutheran Church & School Mission Statement

***Glorify God and Make Disciples by Equipping Every Generation to Live Rooted in Jesus.***

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

### **BIBLICAL FOUNDATION**

Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom, singing psalms and hymns and spiritual songs, with thankfulness in your hearts to God. (Colossians 3:16)

All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work. (2 Timothy 3:16-17)

### **TRANSFORMATIONAL FAITH**

I have been crucified with Christ. It is no longer I who live, but Christ who lives in me. And the life I now live in the flesh I live by faith in the Son of God, who loved me and gave himself for me. (Galatians 2:20)

Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect. (Romans 12:2)

Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience, bearing with one another and, if one has a complaint against another, forgiving each other; as the Lord has forgiven you, so you also must forgive. And above all these put on love, which binds everything together in perfect harmony. (Colossians 3:12-14)

### **AUTHENTIC RELATIONSHIPS**

Rather, speaking the truth in love, we are to grow up in every way into him who is the head, into Christ, from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love. (Ephesians 4:15-16)

Therefore, confess your sins to one another and pray for one another, that you may be healed. The prayer of a righteous person has great power as it is working. (James 5:16)

And let us consider how to stir up one another to love and good works, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near. (Hebrews 10:24-25)

### **GENEROUS LIVING**

Everyone to whom much was given, of him much will be required, and from him to whom they entrusted much, they will demand the more. (Luke 12:48b)

And let us not grow weary of doing good, for in due season we will reap, if we do not give up. (James 5:16)

Do not neglect to do good and to share what you have, for such sacrifices are pleasing to God. (Hebrews 13:16)

### **COMPASSIONATE WITNESS**

Beloved, let us love one another, for love is from God, and whoever loves has been born of God and knows God. (1 John 4:7)

Greater love has no one than this, that someone lay down his life for his friends. (John 15:13)

And I heard the voice of the Lord saying, "Whom shall I send, and who will go for us?" Then I said, "Here I am! Send me." (Isaiah 6:8)

***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.

## **ST. PAUL LUTHERAN CHURCH AND SCHOOL STATEMENT OF BELIEF**

This congregation, St. Paul Lutheran Church and School is part of The Lutheran Church—Missouri Synod. The LCMS is a mission-oriented and Bible based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on “the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone” (Eph. 2:20). With the universal Christian Church, The Lutheran Church—Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world’s redemption; and brings people to faith and new life through His Word and Sacraments. The three persons of the Trinity – Father, Son, and Holy Spirit – are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church. Believing in the authority of Holy Scripture and that the Lutheran Confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod “is not an ecclesiastical government, exercising legislative or coercive powers” (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the “principle legislative assembly” of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the Synod in matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of St. Paul Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to the St. Paul Lutheran Church and School members and the community it is imperative that all persons employed by St. Paul Lutheran Church and School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. Paul Lutheran Church and School.

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture and the Lutheran Confessions and while honoring Synod convention resolutions are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws – which are required by the Synod Bylaws to be reviewed by the District through which the congregation holds membership in the Synod – and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The constitution and by-laws of St. Paul Lutheran Church and School govern our decision-making and policies. A copy is available upon request.

# 2022-2023 STAFF

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**SENIOR PASTOR**  
Rev. Luke Anderson

**ASSOCIATE PASTOR**  
Rev. Jacob Schultz

**MINISTER OF MUSIC**  
Ms. Valerie Bremer

**PRINCIPAL**  
Mr. Michael Yurk

**ASSOCIATE PASTOR OF CARE**  
Rev. Dr. Timothy Maschke

**DIRECTOR OF CHRISTIAN ED.**  
Ms. Tracy Krueger

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**8TH GRADE**  
Mrs. Diane Schumann

**4TH GRADE**  
Mrs. Sarah Anderson

**KINDERGARTEN**  
Mrs. Sue-Lynn Scheer

**7TH GRADE**  
Mrs. Joy Yurk

**3RD GRADE**  
Mrs. Jennifer Clemens

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

**7TH GRADE**  
Mr. Jeremy Kell

**3RD GRADE**  
Mrs. Nichole Haas

**4 PRE-KINDERGARTEN MWF**  
Mrs. Jill Kellerman

**6TH GRADE**  
Mr. Alan Wellna

**2ND GRADE**  
Ms. Abigail Luerssen

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

**5TH GRADE/PE/HEALTH**  
Mr. James Fischer

**2ND GRADE**  
Mrs. Rachel Nelsen

**2 PRE-KINDERGARTEN**  
Mrs. Amy Schumacher

**5TH GRADE**  
Ms. Elizabeth Prichard

**1ST GRADE**  
Mrs. Deanne Boyce

**PRE-K & KINDERGARTEN AIDES**

Mrs. Cindy Brey  
Mrs. Allison Curkov  
Mrs. Amy Hallett  
Mrs. Karen Leonard  
Mrs. Heidi McNabb  
Mrs. Tammy Natale  
Mrs. Jennifer Schnettler  
Mrs. Julie Shaw

**5TH GRADE**  
Mrs. Kim Zvara

**1ST GRADE**  
Mrs. Michelle Pingel

**DIR. CARE LEARNING CENTER**

Mrs. Denise Gieschen

**4TH GRADE**  
Ms. Amy Acton

**KINDERGARTEN**  
Mrs. Shelby Nauta

**LIBRARIAN**

Mrs. Jennifer Willman

**HOT LUNCH PROGRAM**Mrs. Shelby Klug  
Mrs. Julie Shaw**FACILITIES MANAGER**

Mr. David Liss

**MAINTENANCE**

Mr. Steve Mierow

**GUARDIAN ANGEL  
EXTENDED CHILD CARE  
DIRECTOR**

Mrs. Kimberly Edgar

**GUARDIAN ANGEL  
LEAD TEACHER**

Ms. Jolene Zirtzclaff

**SPANISH TEACHER**

Ms. Lola Denow

**BAND**

Mrs. Heide Young

**GUARDIAN ANGEL  
ASSISTANT TEACHERS**Miss Katrina Erickson  
Miss Lauren Knitt  
Ms. Yvonne Schrank  
Miss Kylie Vavricka**GUARDIAN ANGEL  
DIRECT PHONE NUMBER**

262-377-7523

**PASTOR EMERITUS**Rev. John Suelflow  
Rev. Larry Prah  
Rev. Kenton Wendorf**OFFICE STAFF**Mrs. Lisa Frinzi  
Mrs. Kathleen Gridley  
Mrs. Jennifer Locke  
Mrs. Polly Morrison  
Ms. Kristen Nelson  
Mrs. Dawn Sinur  
Mrs. Aliese Slater  
Mrs. Meagan Steinke  
Mrs. Martha Witt**BUSINESS MANAGER**

Mrs. Jean 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. John Federl	<a href="mailto:john.federl@splgrafton.org">john.federl@splgrafton.org</a>	Mrs. Tina Krause	<a href="mailto:tina.krause@splgrafton.org">tina.krause@splgrafton.org</a>
Mr. Randy Gehrke	<a href="mailto:randy.gehrke@splgrafton.org">randy.gehrke@splgrafton.org</a>	Mr. Ed Kuerschner	<a href="mailto:ed.kuerschner@splgrafton.org">ed.kuerschner@splgrafton.org</a>
Mr. Joel Kellerman	<a href="mailto:joel.kellerman@splgrafton.org">joel.kellerman@splgrafton.org</a>	Mrs. Celia Shaughnessy	<a href="mailto:celia.shaughnessy@splgrafton.org">celia.shaughnessy@splgrafton.org</a>

**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.

**School Hours**

<b>2Pre-K – 8</b>	8:00 am – 8:15 am Student/Teacher Collaboration Time
<b>Grades 1 - 8</b>	8:15 am - 3:12 pm
<b>Kindergarten</b>	Half Day – 8:15 am – 11:45 am
	Full Day – 8:15 am - 3:12 pm
<b>2 Pre-K</b>	Morning Class – 8:15 am – 10:45 am
<b>3 &amp; 4 Pre-K</b>	Morning Class – 8:15 am – 10:45 am
	Afternoon Class – 12:30 pm – 3:00 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.

### 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.

**THE ECHO will be sent out via e-mail and will also be posted on the St. Paul webpage [www.splgraffton.org/school/resources](http://www.splgraffton.org/school/resources). 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. Tuition fees are as follows:

\$1,775.00/year for 2Pre-K Tuesday Thursday	\$2,475.00/year for 4 Pre-K Monday thru Friday
\$1,775.00/year for 3Pre-K Tuesday Thursday	\$2,725.00/year for Half Day Kindergarten
\$2,225.00/year for 3&4 Pre-K Monday Wednesday Friday	\$3,350.00/year for Full Day Kindergarten-8 <sup>th</sup> Grade

As each family decides on their monetary return to God, they should be mindful of the fact that the **2022-2023 cost for operating the Christian Day School is above \$8,500.00 per student.** 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.

School fees/tuition is payable in advance with the first payment due in August. School fees/tuition payments may be made according to what the family has arranged through their TADS tuition agreement and paid online through their family billing account.

All fees must be paid in full or arrangements made with the Principal and Business Manager before a report card/diploma is granted to the student and/or transcripts are forwarded to a new school.

### 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, Northern Ozaukee 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. The Grafton Police Department supplies crossing guards.

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 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.

**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.**

### **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.

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 Business Director and 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. Meeting these requirements does not guarantee acceptance.

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.
3. WPCP students need to apply on the Wisconsin Department of Public Instruction (DPI) online application system (OAS).
4. Attendance, academic and behavioral records from transferring schools may be required prior to acceptance into St. Paul Lutheran School.

New students entering St. Paul Lutheran School may be admitted on a conditional basis until the following occurs:

1. Records from any previously attended schools are received in the St. Paul 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 2-Pre-Kindergarten must be two years of age by September 1 of the year enrolled, 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.

An application needs to be completed for each child. A registration fee, financial agreement and both parent's 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.**

2, 3 & 4 Pre-Kindergarten Open House for the 2023-2024 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 2023-2024 school year will be held the end of January. An informational letter will be mailed out in January.

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

Punctuality is expected at all times and all situations. This is a habit that should be developed now. Students tardy at the beginning of the day must sign in at the reception/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 in the same grading period parents will be notified to rectify the situation. On the fourth un-excused tardy the student will serve an after school behavioral detention. Three behavioral detentions served in any one grading period will result in a one-day in-school suspension. Students are expected to be in the classroom when the school day begins. If a student is tardy, he/she is required to receive a tardy slip from the school office. 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 (see Make-Up Work section). **However, if a family desires homework to be emailed home at the end of each day absent, this provision will be made. Parents need to request this prior to leaving. If homework is requested, it will be expected to be turned in when the student returns from vacation. Homework not turned in will be considered late. Students will be expected to have necessary textbooks with them, books will not be photocopied and sent via email. If homework is not requested students will have one day to make up missed work for each day they are absent.**

### **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, 1130AM, 94.5FM, 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 7:45 am. If any parent finds it **ABSOLUTELY** necessary to bring a child to school before 7:45 am, our extended care program is available. Without approval, no child will be allowed to arrive on school premises and enter the building before 7:45 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.

PreK families are welcome to walk their kids to their classrooms. All PreK students and parents need to enter the school building through the carport entrance. Parents/guardians will pick their children up in the Welcome Center at 10:45 am or 3:00 pm. Parents/guardians need to enter through the carport doors.

Parents/guardians of students in 5K-8<sup>th</sup> grades are welcome to walk their kids to their classrooms through Labor Day. After Labor Day, parents are welcome to walk their children to the school entrance doors or drop them off at the curb in the lower or upper parking lot. Expecting students to walk into the building on their own is an added layer of security for the St. Paul community and helps build independence in our students. All 5K students and parents need to enter the building through the main school entrance doors (aka the south wing). Parents/guardians of students in 5K-8<sup>th</sup> grades are asked to pick up their children outside, either in the carline in the lower parking lot or by parking in the upper lot and meeting your children as they leave school. Parents in the car line need to use the family name sign, which is provided to each family, in their window to help expedite the pick-up line.

## **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 Grades 4K-5 children who live one mile or more from St. Paul, and 6-8 children who live two miles or more from St. Paul are eligible for transportation. 4K-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.)

Shortly before school begins Riteway Bus students will receive a postcard notifying them of bus routes and pick-up and return home times. Johnson Bus students will be contacted by phone with 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.

**BEFORE SCHOOL PROCEDURES:** Buses will unload in the lower parking lot outside the south school wing. in the morning hours. Families can use both the upper and lower lots. No one is allowed to stop and park along curbs or carport entrance.

**AFTER SCHOOL PROCEDURES:** Buses will use upper lot and will park after cross walk and after carport entrance. All cars using upper parking lot must use parking stalls. No parking along curbs. All students going to cars in upper lot must be walked from sidewalk to vehicles by an adult. Lower lot will be used for continuous pick-up. No parking in the lower lot. Students will wait curb side for parent's vehicle to pull up and will load from the sidewalk into cars. Waiting vehicles should use the track markings when moving around the lot to get curbside.

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 emergency contact information provided when the child/children was enrolled. **It is important for parents to keep emergency contact information up to date. Please 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, 262-377-4659, by 8:30 am on days 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.

Students are to be in attendance each day that classes are scheduled unless they are ill or excused. State of Wisconsin truancy laws will be enforced. A record of attendance will be maintained, and the official school calendar will indicate all days of expected attendance.

Annually accrued absences of more than 20 days will be reviewed by the principal, and may result in, but are not limited to: parent meeting with the principal to identify the reasons for the attendance problems, developments of an appropriate attendance improvement plan, and identification of supports within the school and community that can assist the student and family. Further absences may result in retention or removal from St. Paul.

## WHEN TO KEEP YOUR CHILD HOME

- A **fever** (100° or more) 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 and/or on doctor prescribed medication 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 for 24 hours after vomiting. 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.**

## COVID PROTOCOLS

- St. Paul will continue to support those that chose to wear a face covering. Face coverings are optional. Face coverings are no longer required on school buses.
- If an individual tests positive for COVID they are required to isolate 5 days from symptom onset. Individuals may return back to school after 5 days if they are symptom free for 24 hours and medicine free for 24 hours.
- St. Paul will not require quarantine for students or staff who are close contacts to a positive case, regardless of vaccination status, as long as they are symptom free.
- St. Paul will not be conducting contact tracing and will no longer notify individual classroom families of a positive case of COVID.
- Virtual learning will not be offered.
- Protocols regarding COVID may change based upon changes with the pandemic. Families are strongly encouraged to contact their primary physician for guidance.

## 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 use cellular telephones or other electronic devices during school hours. Parents are asked to monitor this with their children. **St. Paul Lutheran School assumes no responsibility for the security of these items.** Cell phones and other personal hand-held devices may not be used during school hours unless authorization is granted by a school official.

## CHAPEL SERVICES

A chapel service is conducted for the student body and faculty normally on Wednesdays at 8:25 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, a teacher or guest speaker 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 worshiping 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 card 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 CLASS

During the eighth grade year, the Pastor(s) are the teachers for the religion classes which are called confirmation classes. The curriculum is focused on the Scriptures, Luther's Small Catechism, and Christian apologetics (how do we defend our faith). At the end of the eighth grade year, those students who have fulfilled the requirements for confirmation, as established by the Board of Elders at St. Paul Lutheran Church, are eligible to be confirmed in a public rite held on the first Sunday of May each year. Those requirements are available on the church's website and are shared during confirmation orientation.

## CURRICULUM

Curriculum is the responsibility of the Principal and faculty in accordance with state standards and NLSA. Changes in the curriculum are to be reported to the BCDS.

## GRADING

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 trimester.**

## TESTING

Students will take standardized achievement tests as recommended by the Principal and approved by the BCDS. The results will be filed in the cumulative folders and shared with the parents.

Standardized tests are administered each year to students in grades K-8. The purpose of standardized testing is to measure a student's ability with their classroom application, create individual student education plans, as well as comparing their individual results to their peer group.

Parents are expected to view their child's grades weekly on Fast Direct at [www.fastdir.com/splgrifton](http://www.fastdir.com/splgrifton).

## 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/splgrafton>
- 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) 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 type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zipcode	<input type="text"/>
Phone	<input type="text"/> <input type="text"/>
e-mail address	<input type="text"/>
Activation Code	<input type="text"/>
	<input type="button" value="Submit"/>

## HONOR ROLL

In order to recognize student academic achievement, the school publishes the names of students meeting "Honors" (3.25-3.50 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 3.25 (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 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.

## HOME SCHOOLED CHILDREN PARTICIPATION

Children who are home-schooled and are active members of St. Paul Lutheran Church are allowed to participate in certain school sponsored programs subject to the discretion of the Principal. These programs may include academic courses and extra-curricular activities.

Families are subject to the same cost structure for these programs as defined for an enrolled student, including enrollment fees, tuition and fees, and activity costs. Prior to participation, the student and family will need to interview with the Principal and supervising staff member to ensure students meet our registration and enrollment and registration requirements.

## 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, softball, track and field, 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.

## EXTRA CURRICULAR ELIGIBILITY

Students in grades 5-8 will need to submit a physician release card every two years to take part in extra-curricular athletics.

All participants in an extra-curricular activity must have a signed Code of Conduct for the respective activity on file with the director of that organization prior to the first practice/rehearsal.

A minimum 2.0 GPA in academic subjects must be achieved for those who wish to participate in extra-curricular activities. Eligibility will be checked every two weeks. Students will receive a two week warning before losing eligibility status. A warning is constituted by a D+ or lower in a class. Final grading period grades will carry over to the beginning of the following school year.

An "F" in any subject or a GPA below 2.0 will render a student ineligible for two weeks after which the student's status is reviewed by the principal, teacher, and activity director(s). A student who is determined to have an incomplete in any subject at the end of the grading period will be ineligible until the work is complete and has been recorded by the teacher.

An in-school suspension will result in the said person being suspended from extracurricular activities for one week when status will be reviewed by the teacher(s), activity director(s), and principal.

An out-of-school suspension will result in the said person being suspended from extracurricular activities for three weeks after which the student's status will be reviewed by the teacher(s), the activity director(s), and the principal. Four requirements must be met by this time. The student should:

1. Maintain a 2.0 GPA or better.
2. Have no failing grades in any subject.
3. Have taken all tests and turned in all assignments.
4. Not have spent any time in behavioral detention during that three week period.

Upon the second suspension in a school year the student will forfeit his/her eligibility for the rest of the school year.

The conference track meet as well as the 7/8 dance group are considered events outside the scope of this policy. Therefore, all are eligible to participate. Exceptions may be made by the principal.

## 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 and footwear should be neat, clean, the appropriate size, and worn appropriately.
2. Students may not wear clothing that bears the pictures or names of secular 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. The following items of clothing are inappropriate in the classroom and may not be worn: immodest clothing (such as halter tops, tank tops, visible underwear) bare midriff clothing, too tight clothing, frayed or torn clothing, or military/hunting clothing.
4. The guiding principle in determining appropriate footwear is health and safety. Therefore, ill-fitting or loosely fitting shoes are inappropriate. 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.



5. On chapel days or special occasions, 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 or sweaters and dress pants. Girls are expected to wear dress tops and appropriate skirts or dress pants. During the months of August, September, October, May and June students may wear dress shorts. On chapel days, the following attire is **not** appropriate:
  - denim (any color)
  - T-shirts
  - Sweatshirts
  - uniform/athletic clothing
6. Students may wear shorts during the months of August, September, October, 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, and athletic shorts are not permitted. Students in Kindergarten-2<sup>nd</sup> Grade may wear athletic shorts on non-chapel days.
7. 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.

## **BULLYING AND HARASSMENT**

### **Introduction**

St. Paul Lutheran School is Christian Community determined to provide a safe, secure and respectful learning environment for all students and workers in and at all school related educational opportunities and sponsored events. We are committed to maintaining and ensuring that both students and employees succeed in their duties, free of harassment and bullying. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its' students in a safe environment. St. Paul will consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process for our students and employees.

### **Definition**

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic such as but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, social, economic, or family status. This pertains to behavior that occurs on or off school grounds.

Bullying behavior can be (but not limited too):

- Physical (for example: assault, hitting, punching, kicking, theft)

- Verbal (for example: threatening or intimidating language, teasing, name calling, derogatory comments, racist remarks)
- Sexual harassment (for example: unwanted sexual attention including leering, pinching, patting, touching, verbal comments; use of graphic or written sexual materials, subtle or expressed pressure for sexual activity)
- Cyber-bullying (for example: misusing technology by harassing, teasing, intimidating, threatening, or terrorizing another person via email, instant messaging, texting, web postings, social media, and using digital pictures or images)

## **Communicating and Educating**

St. Paul parents and students will be informed of this policy annually through the Student Handbook. Procedures to file a complaint will be made available to any student, parent, or guardian wishing to file a complaint. All complaints will be promptly and thoroughly investigated by the principal or designated person of authority. Appropriate action will be taken to remediate any harassing or intimidating conduct.

Discussion of bullying will be included at an age-appropriate level and in the proper context as part of the St. Paul curriculum. Scripture tells us:

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. Ephesians 4:29-32 (ESV).

“This is my commandment, that you love one another as I have loved you.” John 15:12 (ESV).

“So whatever you wish that others would do to you, do also to them, for this is the Law and the Prophets.” Matthew 7:12 (ESV).

## **Responsibilities of parties involved**

- A. Administration
  - a. Educate the school community that bullying is unacceptable.
  - b. Ensure that staff, parents and students are informed of St. Paul’s bullying policy and procedures.
  - c. Provide annual in-service training for staff regarding bullying behaviors.
  - d. Provide annual assemblies/learning opportunities for students aimed at addressing the harmful effects of bullying.
- B. Faculty
  - a. Create an environment where students understand bullying is unacceptable.
  - b. Educate students by identifying unacceptable behavior and explaining the harmful impact on the recipient and other students.
  - c. Discuss with students the bullying policy and procedures at an age-appropriate level.
  - d. Encourage students to report bullying behavior to teachers or administration.
  - e. Learn to recognize the indicators of bullying behavior.
  - f. Report incidents and actions to the principal and appropriate outside agencies as required by law.
  - g. Model respectful behavior with all students and staff members.
- C. Students
  - a. Take ownership of ensuring the St. Paul environment is safe.
  - b. Do not engage in or contribute to bullying behaviors.
  - c. Treat everyone in a Christ-like manner.
  - d. Report bullying behavior to the principal or a trusted staff member.
  - e. Never engage in retaliatory behavior towards a person who has bullied – turn the other cheek.

## **Discipline**

It may become necessary for the Board of Christian Day School to become involved in disciplinary matters after the discipline procedures of the school have not adequately modified behavior. Only the Principal or Board of Christian Day School may issue an expulsion to a student. Following the second in-school suspension, the Board of Christian Day School will be brought into the process. The Board will be notified following a child’s first suspension.

One of the purposes of St. Paul Lutheran School is to “train” pupils to conduct themselves as members of God’s family. When infractions occur, they are handled in a Christian manner, using the Law and the Gospel. In general, these steps are followed:

1. In situations where bullying/harassment may be taking place the Bullying and Harassment policy takes precedence to the discipline guidelines.
2. The teacher and/or principal 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).

3. Parents are informed by the teachers when infractions continue to occur.
4. When success is limited, the teacher will involve the Principal.
5. Sessions are held with the Principal and parents for the purpose of discussing the problem and related solutions, as well as follow-up to evaluate the student's behavior.
6. If the problem persists, suspension from school may be possible.
7. If success is not noted, the Board of Christian Day School is involved and again a meeting with the parents, Principal, teacher and child is in order.
8. If disciplinary infractions continue, the child will be released from the rolls of St. Paul Lutheran School.

### **Expulsion Appeals Process**

In order to appeal an expulsion/dismissal, the following procedures must be followed by the parents/guardians:

1. Within five days of the expulsion decision, parents must submit a written appeal request to the Board of Christian Day School stating the basis and reasons for the appeal of the expulsion decision.
2. The Board of Christian Day School will respond to the parent/guardian with a decision on the appeal within seven days of submission of the grievance. The Board of Christian Day School has final say concerning expulsion/dismissals.

### **Bullying and Harassment**

**Reporting:** Persons who feel they are being bullied or feel they have witnessed such behavior should immediately report the incident(s) to the principal or trusted staff member. Following the verbal report, a harassment complaint form should be completed and filed with the principal. Reporting persons are expected to cooperate in the school's investigation.

**Investigation:** The principal or assigned designee will fully and promptly investigate the complaint. This procedure will include but not be limited to: notifying the person being accused of behavior, notify the parents/guardians of the accusations, meet with all parties involved in the complaint, complete an investigation summary report and apply discipline when warranted.

**Dissatisfied complainant:** If the complainant is dissatisfied with the investigation of the principal, they may appeal the investigation findings to the Board of Christian Day School within 15 working days of the principal's report. The Board of Christian Day School will then meet with the complainant in closed session at either their next scheduled meeting or in "special session." The BCDS will have final say in the matter.

**Confidentiality:** A report of bullying, the investigation, and actions taken will be handled confidentially – to the extent possible. No information regarding the initial report, the investigation or actions taken will be released by St. Paul unless deemed necessary by the principal or Board of Christian Day School in order to take corrective actions or when required to by law.

**References:** Section 118.46 (Wisconsin State Statutes), Section 947.013, Section 947.0125, Section 939.645

**St. Paul Lutheran School  
Board of Christian Day School  
STUDENT BULLYING COMPLAINT FORM**

Name of reporting person: \_\_\_\_\_

Student       Employee       Parent       Other \_\_\_\_\_

Name of victim: \_\_\_\_\_

Student       Employee       Parent       Other \_\_\_\_\_

Date of incident \_\_\_\_\_

Time of incident \_\_\_\_\_

Name of harasser(s) \_\_\_\_\_

Names of witnesses' \_\_\_\_\_

**Statement of Complaint:** Please describe as best as you can, sharing relevant facts and specific details, what bullying incident you witnessed. Include items such as: additional names of those involved, location of events, physical or verbal behaviors, description of what you saw or heard. If there were multiple incidences, please list each one individually. Please use additional pages if necessary.

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\_\_\_\_\_  
Signature of Student, Parent, Employee or Other Person Filing Complaint      Date

\_\_\_\_\_  
Signature of Authorized School Personnel Receiving Complaint      Date

## EARLY CHILDHOOD DISCIPLINARY GUIDELINES

*Train up a child in the way he should go; even when he is old he will not depart from it.  
Proverbs 22:6*

The goal of Christian education is to make disciples of Christ. St. Paul partners with the family in order to accomplish this goal. Parents and Christian educators alike strive to teach our students to live a Christ-centered life. Part of teaching them is helping them learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices, we seek to help redirect, guide, heal and restore. Our goal is that hearts are changed in order to make better choices and that hopefully our adult discipline of students is slowly and surely being replaced by self-discipline on the student's part.

To encourage cooperative behavior at school, our staff will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules

In response to misbehavior, our staff will:

- Use positive language to explain desired behavior
- Give clear choices
- Redirect your child to a new activity
- Remove your child from a situation or activity, if necessary.

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.

Occasionally a student will experience a chronic problem that will call for more serious attention. In cases where the above methods are not successful, the teacher will contact the parents in order to develop a specific plan of action. We hope that a unified, team approach will resolve the problematic behavior. If the problematic behavior continues, the student may be released from the rolls of St. Paul Lutheran School.

## 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 the parent 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 actions
5. If a child is sent to the 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 verbal warning and name is recorded when they misbehave. If the misbehavior continues the child's name is recorded again and the child will be assessed a noon detention. If a third misbehavior is accumulated, the child will serve an after-school detention for a period of 60 minutes. Three recordings of a child's name due to misbehavior in a trimester (without any other misbehavior) will result in a noon detention.
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 behavioral detentions served in any one grading period will result in a one-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. Three 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 PROGRESS**

When a teacher feels a student is not meeting the requirements of each subject at their present grade level, or has a combination of three or more D's or F's, he/she will notify the principal and parents. A plan of improvement shall be developed and implemented.

## **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.

## **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 one day for each day missed to complete missed class work and homework assignments. 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 to complete a test 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.

## **GRADES K-4 HOMEWORK POLICY**

In an effort to teach diligence and responsibility, St. Paul Lutheran School requires 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. Late work will result in a 10% grade reduction. (First grade will start grade reduction third trimester.) When students fall behind in their work, they may need to spend time after school. Those students that have habitual outstanding work as of 3:15 pm on Tuesday from that week or previous weeks may be required to attend a 30 minute after school detention on Thursday with teacher discretion. This policy will start at the beginning of the year for grades 1-4. Kindergarten will begin this policy third trimester.

## **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. Daily work is due at 8:15 am each morning. Late work will result in a 10% grade reduction. 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 45 minute after school homework session on Friday to get caught up. Three academic detentions in a trimester will result in a behavioral detention.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be scheduled annually to keep lines of communication open between the home and school. The first two conferences are mandatory, and any additional conferences are by teacher or parent request.

## **TEACHER WEB PAGES**

Each teacher will post his/her own web page which will be updated by Saturday 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.

## **PRIVACY OF INFORMATION**

St. Paul Lutheran School takes the privacy of any information gathered from school forms or documents very seriously. Names, addresses, phone numbers, and email addresses gathered to be used in class lists or files are for the convenience of teachers, staff, and parents. Those lists and files will not be sold, solicited, or shared other than for approved school purposes.

1. Annually St. Paul Lutheran School will request student and parent names, addresses, phone numbers, and e-mail addresses for inclusion in a school directory.
2. St. Paul will use reasonable effort to honor and protect any specific request by parents to omit all or some of their contact information.
3. The information provided will be published in a school directory, class list, or file and is for the convenience of teachers, staff and parents to enhance communication between all parties for St. Paul related purposes.
4. All of the personal information published in school directories, lists or files remains the property of each individual and St. Paul Lutheran School. It may not be sold, used for solicitations, or shared outside of school purposes.

## **BACKGROUND CHECKS**

All coaches and school volunteers who are with children in settings not supervised by school personnel will be subject to background checks. These settings include but are not limited to field trips, overnight trips, and classroom activities.

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

WE BELIEVE THAT OUR BODIES ARE THE TEMPLE OF GOD (1 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.

## **FIELD TRIP POLICY**

Educational field trips are an important part of our learning experience at St. Paul Lutheran School. Most school field trips are meant to enrich teaching that has already occurred in the classroom. Signed parent permission slips are required for all field trips along with payment to cover cost which may include but are not limited to transportation, cost of event, and food. In the case of some trips, it may be necessary to restrict the number of adult volunteers who accompany the class. Siblings, who are not over the age of 19, are not allowed to attend trips. This policy also applies to field trips/special classroom activities that are held on the St. Paul campus.

Field trips enhance and complement student learning and allow the teacher to extend the classroom beyond the walls of the St. Paul school building. To ensure the safest learning experience, teachers may enlist use of volunteers to serve as chaperones for our students. Volunteers provide a valuable service, one for which we are very grateful. Field trips that take our students out of the building are school events therefore the following procedures have been established to provide structure, accountability, and to keep our students safe whenever they are away from our campus.

1. Effort will be made to involve as many different chaperones as possible during the year so that the opportunity exists for all students to have someone "special" accompany them on a class trip.
2. The number of chaperones assigned for an event will be determined/limited by the classroom teacher.
3. Chaperones may not bring younger/older children (siblings) along on a class trip. The purpose of chaperoning is to assist in the supervision of an assigned group of St. Paul students. Siblings can distract from this important responsibility.
4. Chaperones may be asked to pay their equivalent cost of the field trip.
5. All students will use the mode of transportation that has been planned by the teacher for the trip. In most cases this is a bus. Chaperones may be asked to drive to the field trip to meet the class at the site of the event if bus space is limited.
6. Chaperones may be required to complete a background check before participating on the field trip.
7. Chaperones are required to follow the guidelines as prescribed by the teacher and shall not deviate from their responsibilities or rules for the trip.

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

St. Paul Lutheran School offers a nutritious U.S. Federal Government Department of Agriculture Supervised School Lunch Program for its students daily at a reasonable rate provided through 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.

Special Lunches with Kids: At times during the school year, parents may wish to have a "special lunch" with their children. Most notably, this occurs on birthdays. Parents are welcome to excuse their children from school and go off campus for lunch. If parents prefer to have lunch here on campus during lunch periods, it is policy that traditional bag lunches are used or hot lunch is ordered. Hot lunch can be ordered for parents as well. Please do not bring food from local fast food restaurants or other eating establishments on campus during lunch periods.

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. Payment for hot lunch is preferably done with check or 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 e-mailed to you from Fast Direct. Please watch for them.
4. You may log onto <http://www.fastdir.com/splgrifton> to check your hot lunch balance.

### **Unpaid Meal Charges Standard Practice**

Parents are expected to keep a positive balance in their child's lunch account. When a balance becomes zero or falls negative, the following practices will be followed by St. Paul Lutheran School:

1. Communication will be made on a weekly basis via Fast Direct to families that have a negative balance.
2. When payment isn't made by a delinquent family after communication through the student information system, contact will be made by the principal via email, phone contact or letter.
3. All delinquent accounts at the end of the current school year will be subject to collections for payment.
4. If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child will be provided a meal. St. Paul will not use the money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

### **School Meal Program Complaint Policy**

To view the policy visit: <http://www.splgrifton.org/media/829219/Civil%20Right%20Complaint%20Policy.pdf>

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

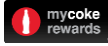
## SCHOOL FUNDING ACTIVITIES



### **GENERAL MILLS “BOX TOPS FOR EDUCATION”**

Continue to electronically 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.

### **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 box tops, and coke bottle caps to the reception/school office, your child’s classroom teacher, or put them in the properly labeled slots on the Welcome Center in the carport area. Thank you for your support.



SCRIP (School Cash Rebate Incentive Program) 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.

Orders are placed every Monday at 9:00am and are ready for pick up by Thursday afternoon. During the Christmas Season we may order more than once a week depending on supply & demand. SCRIP is always available during the summer months & during Winter/Fall Break.

The St. Paul SCRIP rebate rate is set at 50/50. This means that 50% of what you earn will go toward St. Paul & 50% will be given to you! Your rebate credit can be applied to your tuition, another family’s tuition, or donated to the Good Samaritan Fund or Sharing Shelf.

**Step-by-Step Instructions for Enrolling Your Family** Go to [www.shopwithscrip.com](http://www.shopwithscrip.com) & click on ‘Create Account’ in the green family sign up box. Fill in all required personal information & click ‘I Accept’.

Choose your two security challenge questions from the list & provide answers. Enter our enrollment code.  
*By entering this code, your account will be associated with our non-profit organization so you can begin earning credit!*

Enrollment Code: FFD273694824

# ST. PAUL LUTHERAN SCHOOL SUPPLIES LIST for 2022-2023 SCHOOL YEAR

## 2 Pre-Kindergarten

- 1 two-pocket folder (label with name on the outside)
- 2 packs of baby wipes (1 labeled with name)
- 3 Elmer's glue sticks
- 1 box of Kleenex
- 1 Container Clorox Wipes
- 1 backpack that fits a folder inside – (label with name visible on the outside)
- 1 change of clothes – (place in a gallon Ziplock bag with name on)

## 3 Pre-Kindergarten

- 1 two-pocket folder (label with name on the outside)
- 2 Containers Clorox Wipes
- 1 package uncoated 9" large paper plates \*uncoated
- 1 package uncoated 6" small paper plates \*uncoated
- 1 pack/container antibacterial hand wipes
- 1 8-count pack of Crayola crayons (normal size, NOT jumbo)
- 1 backpack that fits a folder inside – (label with name visible on the outside)
- 1 change of clothes – (place in a gallon Ziplock bag with name on)

## 4 Pre-Kindergarten

- 1 pack 6-inch paper plates (White, Uncoated, 100 Ct)
- 1 pack 9-inch paper plates (White, Uncoated, 100 Ct)
- 6 small Elmer's Glue Sticks
- 1 8 oz. bottle of Elmer's School Glue
- 1 8 pack of Crayola colored pencils
- 1 8-count pack of Crayola crayons (normal size, NOT jumbo)
- 1 16-count Crayola washable watercolor set
- 1 pack of Baby Wipes
- 1 container of Antibacterial Hand Wipes
- 2 Containers Clorox Wipes
- 1 2-pocket folder (any color)
- 1 backpack that fits a folder inside - (label with name visible on the outside)
- 1 change of clothes – (place in a gallon Ziploc bag with name on)

## Kindergarten

- 10 Sharpened Pencils (#2 pencils only)
- 2 two-Pocket folders
- 1 6 qt. Plastic Container with separate lid
- 1 box 24 count Crayola Twistable crayons
- 1 box 30 count Crayola Twistable colored pencils
- 1 small pencil pouch (For colored pencils)
- 1 box Crayola water color paints
- 1 container Clorox wipes
- 1 small bottle hand sanitizer
- 1 10-pack Basic colors washable markers (big, not fine point)
- 8 **large white** Elmer's All-Purpose glue sticks
- 1 8 oz. Bottle of Elmer's White Glue
- 1 Fiskars scissors (blunt tip)
- 2 large boxes of tissues
- 1 large backpack
- Gym Shoes (non-marking soles)
- Please Label All Items - Children should be independent in dressing skills. Please purchase clothing and shoes they can fasten themselves.**

## 1st Grade

- 12 sharpened #2 pencils
- 1 12-inch/30 cm ruler (wood)
- 1 large eraser
- 1 Highlighter
- 1 box of 64 Crayola crayons
- 1 box 24 Crayola colored pencils
- 1 pack Crayola washable liquid markers in basic colors
- 1 pack Crayola washable liquid fine point markers in basic colors
- 1 FISKARS scissors
- 1 FISKARS Pencil Sharpener
- 3"x3" Post-It Notes Cube (any color) 300-400 sheets
- 4 Elmer's All-Purpose glue sticks
- 2 8oz. bottles Elmer's Glue
- 1 **small** school supply box (needs to fit in child's desk)
- 1 **small** pencil box or pouch (needs to fit in child's desk)
- 1 vinyl pencil pouch (for 3-ring binder)
- 2 COMPOSITION NOTEBOOKS (wide ruled)
- 2 Primary Composition Creative Writing Tablets (Grades K-2 version)
- 2 dry erase markers
- 1 large box of tissues
- 1 Clorox Wipes
- 1 8 oz. bottle of Hand Sanitizer
- 1 Crayola Watercolor Paints with brush
- 1 small book cover
- 2 pocket folders
- 2 pocket folders with 3-hole fasteners
- Gym Shoes (non-marking soles)
- 1 paint shirt
- Please label all items.**
- NO LARGE DESK STORAGE BOXES.**

## 2nd Grade

- 15 sharpened #2 pencils only
- 1 12-inch/30 cm ruler (wood)
- 2 large pink erasers
- 1 box of 64 Crayola crayons
- 1 box 24 Crayola colored pencils
- 1 Crayola washable liquid markers in basic colors
- 1 Crayola washable liquid fine point markers in basic colors
- 1 Fiskars scissors
- 4 Elmer's All-Purpose glue sticks
- 1 8oz. bottle Elmer's All-Purpose Glue
- 3"x3" Post-It Notes Cube (any color) 300-400 sheets
- 1 Sterilite Plastic Shoe Box Container 13x8x5
- 1 **small** pencil pouch
- 3 Spiral Notebooks (wide ruled)
- 1 8-tab (Big Tab) insertable dividers with pockets, multicolor
- 2 dry erase markers
- 1 large box of tissues
- 2 - 1 Inch 3-Ring Vinyl Binders
- 1 Clorox Wipes
- 1 small book cover
- 2 pocket folders with brads
- Gym Shoes (non-marking soles)
- 1 paint shirt
- Please label all items.**
- NO LARGE DESK STORAGE BOXES.**

# ST. PAUL LUTHERAN SCHOOL SUPPLIES LIST for 2022-2023 SCHOOL YEAR

## 3<sup>rd</sup> & 4<sup>th</sup> Grade

### **NO THREE-RING BINDERS**

loose-leaf paper, wide-lined  
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 large eraser  
1 highlighter  
3 small glue sticks  
1 bottle Elmer's glue  
1 container Clorox Wipes  
1 small bottle of hand sanitizer  
3 spiral notebooks  
1 ruler with Metric and English measurements  
3"x3" Post-It Notes Cube (any color) 300-400 sheets  
1 Composition Notebooks (**Grade 3 only**)  
3 Composition Notebooks (**Grade 4 only**)  
1 recorder (**Grade 4 only**) (Purchase at Orientation)  
1 ESV Bible (Purchase at Orientation)  
Gym Shoes (non-marking soles)  
1 paint shirt

## 5<sup>th</sup> Grade

24+ Pencils  
Loose-leaf paper  
Quadrille/Graph/Grid Filler Paper  
1 3-Prong Plastic Pocket Folder (**White or Black**)  
8 Capped/Flair Colored Pens  
1 Scissors (sharp point)  
2 highlighters  
1 Black Sharpie  
2 Large Boxes of Tissues  
3 packs of Post-it notes (any color)  
8 Glue Sticks  
1 eraser  
1 pack 4x6 Index cards  
1 box of colored pencils  
1 box of markers  
4 EXPO dry erase markers  
1 Canvas Pencil/Supply pouch  
3 COMPOSITION Notebooks (**Black, Green & Yellow**) (NO spiral)  
6 Pocket Folders (**PURPLE, GREEN, RED, YELLOW, BLUE, 1 more any color**)

## 5<sup>th</sup> Grade (cont'd)

5 Spiral Notebooks (1 **RED**, 2 **YELLOW**, 1 **BLUE**, 1 **more any color**)  
1 one-inch durable VIEW binder (**YELLOW or WHITE**)  
1 pack of 5-tab binder dividers - writable  
12-inch RULER (cm and inches - NO bendable rulers)  
Clorox Wipes  
Protractor (recommended)  
ESV Bible (purchase at orientation)  
1 Gym Uniform (purchase at orientation)  
Gym shoes (non-marking soles)  
Combination Lock  
Manual pencil sharpener (recommended)  
Water bottle (Nonmetal & labeled with name)  
Headphones or earbuds (for computer work in class)  
Hand Sanitizer (recommended)

## 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> Grade

Organizer/3 Ring Binder (MUST be able to fit in locker)  
Loose-leaf paper, wide lined  
Pencils  
Ball point pens (Blue/Black Ink)  
Highlighter  
1 scissor (sharp point)  
1 Metric/English ruler  
4 folders without clips  
1 Folder with Clips (**Purple-6<sup>th</sup> Grade only**)  
1 1-inch binder (**6<sup>th</sup> grade**)  
1 pack tab dividers (**6<sup>th</sup> grade**)  
2 large boxes of tissues  
2 glue sticks  
1 bottle Elmer's All-Purpose Glue  
1 box markers  
1 dry erase marker  
1 eraser  
1 box colored pencils  
1 container Clorox wipes  
1 small bottle hand sanitizer  
1 pack 3x5 index cards (**grades 6-8**)  
8 spiral notebooks (for note taking)  
1 gym uniform (Purchase at Orientation)  
1 ESV Bible (Purchase at Orientation)  
1 Luther's Small Catechism 7&8 Gr. (Purchase at Orientation)  
1 scientific calculator (**8<sup>th</sup> Algebra Students Only**)  
Graph Paper (**8<sup>th</sup> Algebra Students Only**)  
Gym Shoes (non-marking soles)

**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.**

## PANTHER PARENTS INFORMATION 2022-2023 SCHOOL YEAR

<b>Chairperson</b>	Mrs. Rachael Hasenstein	262-388-4861	stedlrl07@yahoo.com
<b>Asst. Chairperson</b>	Mrs. Samantha McCarthy	262-227-4777	skaslick@hotmail.com
<b>Secretary</b>	Mrs. Michelle Hernandez	414-248-1599	michellehc41279@gmail.com
<b>Treasurer</b>	Mrs. Hilary Collins	920-627-0028	hpuksich@gmail.com
<b>Room Parent Coordinators</b>	Mrs. Angie Check Mrs. Stefanie Mielke	262-993-3864 507-358-0365	angie.zimm@gmail.com stefanie.mielke@gmail.com
<b>SCRIP</b>	Mrs. Meagan Steinke Ms. Polly Morrison	262-377-4659 262-377-4659	meagan.steinke@splgrafton.org polly.morrison@splgrafton.org
<b>School Staff</b>	Mr. Michael Yurk Mrs. Kathleen Gridley	262-377-4659 262-377-4659	michael.yurk@splgrafton.org kathleen.gridley@splgrafton.org
<b>School Board Rep</b>	Mr. John Federl	443-655-6333	johnfederl@yahoo.com

## Panther Parent Meetings for the 2022-2023 School Year

Sunday, July 24  
Thursday, September 8  
Thursday, October 13  
Thursday, November 3  
Sunday, December 11  
Thursday, January 5, 2023  
Thursday, February 2  
Thursday, March 2  
Thursday, April 13  
Thursday, May 4

All meetings are held in the Family Life Center beginning at 6:30 pm and last approximately one (1) hour.

# St. Paul Community

## Promises and Commitments

### *Five promises we make to our students.*

1. Provide a quality, Christ-centered education.
2. Ensure a safe environment.
3. Pray for our students needs and give thanks for their successes.
4. Be a positive Christian role model.
5. Assist and empower each student to achieve their full potential.

### *Five characteristics people will see in our teaching.*

1. Enthusiastic and joyful attitude.
2. Dedicated to Christian education.
3. Commitment to current and creative teaching methods.
4. Provide clear and consistent expectations.
5. Prepared and well planned.

### *Five things parents can expect from us.*

1. Confidentiality and professionalism.
2. Approachable and accessible.
3. Open communication.
4. Support of family and children through prayer and action.
5. Keep the best interest of the child always in mind.

### *Five promises we make to one another.*

1. Pray for each other and build each other up in faith.
2. Commit to teamwork.
3. Speak well and encourage one another in honesty.
4. Mutually appreciate each other's gifts.
5. Have a fun, positive attitude.

### *Five things we expect from our parents.*

1. Direct and open dialogue with teachers.
2. Involvement in church and school through worship and service.
3. Trust, respect, support and pray for our staff.
4. Partnership with teachers to hold children accountable and then follow through.
5. Follow school procedures and expectations.

### *Five things we expect from our students.*

1. Commit to a lifelong walk with Christ and pray for teachers and each other.
2. Be prepared to learn, participate, and be willing to try.
3. Use your God-given talents and abilities.
4. Respect authority and speak well of each other.
5. Honesty is the only policy.