

## **Student Handbook**

### **2017-2018**

An (\*) by a heading indicates a new change in 2017-2018 (underlined portions are new this year).

#### **STATEMENT OF PURPOSE**

The primary purpose of St. Paul's Lutheran School is to teach and encourage the children of our school to praise, honor, serve, and trust God through the teaching of His Word for this life and for life hereafter.

It is also the purpose of our school to assist parents in training those entrusted to our care through the faithful teaching of God's Word, thereby nurturing faith which will show itself in fruits of the spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control). Galatians 5:22-23

It is also our purpose to teach the children of our school to be Gospel witnesses in the world through Word and example, and to be Christian stewards of time, money, and ability.

And finally, it is our purpose to teach, from the Scriptural viewpoint, the school subjects which best help to achieve the school's purpose and objectives.

#### **PHILOSOPHY AND OBJECTIVES**

St. Paul's Lutheran School is a Christian school maintained and operated by St. Paul's Lutheran Church, Wisconsin Evangelical Lutheran Synod (WELS). It exists for the purpose of giving the children in its care a thorough Christ-centered education. This rests on the fundamental truth that "The fear of the Lord is the beginning of wisdom."

If our lives are to focus on Jesus, if all that we do is to glorify and serve our Lord, if we want to prepare our children to live such lives, then St. Paul's School must help to accomplish the purpose of helping our children fear the Lord. This is done as St. Paul's Lutheran School strives to achieve the following objectives:

1. To provide diligent instruction in God's Word.
2. To help the students evaluate all aspects of their lives on the basis of God's Word.
3. To encourage and train students to become interested and intelligent Bible readers.
4. To teach the students to communicate effectively.
5. To teach the school subjects which best help to achieve the school's purpose and objectives.
6. To teach all subjects from the Scriptural viewpoint.
7. To provide students with a Christian school community in which God's Word rules supreme.
8. To give students an opportunity to live their faith in daily Christian fellowship.
9. To support Christian parenthood and home life, which are the basis for human society.
10. To teach the students to use their time, talents, and treasures to glorify God in a life of faithful service.
11. To teach and encourage children to be faithful witnesses for Christ.
12. To encourage students to live as obedient citizens of their country.
13. To strengthen the congregation and the church-at-large through the training of their future members.

#### **\*TO ALL PARENTS**

Upon enrolling your child in St. Paul's Lutheran School, you indicate that you subscribe to the policies stated in this handbook. Beginning with the 2017-2018 school year, parents will sign and return the "Handbook Agreement" after reading the Student Handbook, indicating their agreement to abide by the policies set forth in the Handbook. If there are any questions regarding any of the school's policies as stated or not stated herein, you are encouraged to bring your questions to the principal, any member of the faculty, or the Board of Education (names listed on page 10).

Our earnest desire is that this handbook will set forth the policies of our school clearly, and will thus lead to an even greater mutual understanding and cooperation between parents and teachers as we work together to give the children a sound, well-rounded, Christian education.

## **ATHLETICS**

St. Paul's offers interscholastic basketball, soccer, track, and volleyball. Additional information can be found in the school's Athletic Handbook. A wide range of intramural sports is also available.

## **\*ATTENDANCE, ABSENCE, TARDINESS**

By law, all children are required to attend school every day that school is in session (MCL 380.1561). Regular attendance is important to the progress of the child and the maintenance of school standards. Teacher instruction is essential to the success of every student. While it is possible to make up work that is missed when a child is not in school, it is impossible to make up for the in-class instruction and class activities that take place.

At the parent's request and with prior approval, a student may be excused for a family activity. However, families are strongly encouraged to take these days during school breaks. Parents may request assignments in advance, but it is not always practical or possible for teachers to do this. The student is required to complete the work in a reasonable amount of time, as determined by the teacher.

Please report to the school why your child is absent from school. We must have this information for the weekly report to the health department. You may call the school and give the information to the secretary, or you may send a note when your child returns to school. We ask that this be done for all absences.

"Chronically absent" means a student is absent for 10% or more of the scheduled school days in a school year for which the student is enrolled in school, whether the absenteeism is due to unexcused, excused, or disciplinary absences. The classroom teacher and/or principal will contact the parents of any student who has five or more absences in a quarter. Chronically absent students may also be referred to the Board of Education and/or the appropriate municipal or county authorities.

Tardiness disrupts the learning atmosphere of the classroom and should be avoided if at all possible. Students not in their classroom at 8:15 A.M. are tardy. Persistent tardiness will first be mentioned by the teacher, then addressed by letters from the office and the principal and, if necessary, by a phone call from the Board of Education. The accumulation of 10 tardies equals 1 absence, which will count toward a student's total number of absences. Students arriving after 8:30 A.M., as well as students who leave for a portion of the day, are marked one-half day absent. Two "half-day" absences equal 1 absence, which will count toward a student's total number of absences.

The Board of Education will review the case of any student who is absent 20 days or more.

## **CHURCH ATTENDANCE**

Many of the objectives listed at the beginning of the handbook are ways that St. Paul's Lutheran School seeks to assist you Christian parents in your God-given duties of bringing up your children in Christ. This is an awesome task with eternal consequences. We look in the mirror of God's Law and see our human frailties and weaknesses, and realize that we cannot successfully help and guide our children by ourselves. Both we and our children need God's wisdom and strength as revealed to us in His Word. For this reason, regular and consistent contact with God's Word at Sunday church services is vital to all Christian families. The faculty will do all it can to encourage regular church attendance. In addition to this, the students will have daily classroom devotions and a monthly joint chapel service in the gymnasium on the first Tuesday (usually) of the month (check the newsletter for any changes to the chapel schedule).

## **CONCERNS AND COMPLAINTS**

Concerns and/or complaints from parents shall be dealt with outside regular school hours. Any questions or complaints should be directed first of all to the person or teacher involved. In extreme cases, or if, in the opinion of the complainant, no satisfaction has been obtained after proceeding as above, the matter should then be taken to the principal. Then, if necessary, it can be taken to the pastor, and finally to the Board of Education. Our Christian love for one another will compel us not to make our differences a matter of public gossip, but rather something all parties will approach humbly and prayerfully, asking for God's wisdom.

## **\*CONDUCT**

The Christian is well aware of the undeserved love which his Lord has shown to him. This alone can and will move him to show love, kindness, and consideration toward everyone with whom he is in contact. A long list of rules is not necessary, for our Lord says "Whether you eat or drink or whatever you do, do it all for the glory of God" (1 Corinthians 10:31). This is the guide for all Christians.

Students of St. Paul's will be expected to conduct themselves as Christian young people at all times, whether they are in school, on the playground, at a school activity, or the like. Inappropriate behaviors include classroom disturbance

and disrespect to other students and adults. Other inappropriate conduct would include bullying behavior in which a student repeatedly uses aggression with the intent of hurting another person. This results in pain and distress to the victim. This behavior can be emotional, verbal, racist, assaulting, threatening, or cyber in nature.<sup>1</sup>

Children must learn the difference between work and play. Obedience, attentiveness, and quietness are very important in all classrooms. Children must learn to be respectful of the rights and privileges of their fellow students. They should learn to respect and protect the property of others and of the school. Above all, they must learn to honor and respect those whom the Lord has placed in authority over them.

### **DAMAGES**

Students are expected to keep their books, desks, lockers, classrooms, and playground clean and in good order. Children (parents) will be asked to reimburse the school for loss as well as for any careless or willful damage to books. Pupils will also be held responsible for school furniture, equipment, or school property which is carelessly or deliberately defaced, damaged, or marred. A significant amount of time is wasted cleaning chewing gum off school furniture and carpeting. To avoid this, there will be NO gum chewing allowed on school grounds.

### **\*DISCIPLINE**

In the school, teachers take the place of parents to whom God says, “Bring them up in the training and instruction of the Lord” (Ephesians 6:4).<sup>2</sup> This includes disciplining for misbehaviors.

Discipline for misbehavior at school will be administered first by the individual teacher. If further discipline is needed, the matter will be taken to the principal. Pastoral input may be sought. It is the responsibility of the principal to review with the Board of Education any suspensions and potential expulsions. The Board of Education determines the expulsion of a student. The grounds for suspension or expulsion of a student are:

- Continued willful disobedience or open persistent defiance of proper authority.
- Willful destruction or defacing of school property.
- Behavior which is harmful to the physical or spiritual welfare of other pupils.

The reason and circumstances surrounding any suspension or expulsion will be documented in a letter to the parents in a timely manner. Prior to readmission following a suspension of a student, the parents, teacher, and the principal will have a meeting to discuss the situation. It is our prayer that all discipline problems will be settled at the earliest stages.

### **ELIGIBILITY GUIDELINES**

The following guidelines will be used to determine a student’s eligibility for sports:

1. A student may not have a “D” in religion.
2. A student may not have a “D” in behavior.
3. A letter grade for effort will be given. The average of the effort grade and the academic grade for each subject will determine eligibility.
4. If (3.) above results in more than one “D”, the student is ineligible.
5. Grades in non-academic subjects will also be used to determine eligibility. A student may not have a “U” in any of these.
6. If the teacher or coach feels a student’s attitude needs evaluation, the matter will be reviewed by the entire faculty. An “unfavorable” attitude will result in ineligibility.
7. For the purpose of determining eligibility, grade reports will be checked at the mid-point of each quarter.
8. A student who is ineligible will be permitted to practice at the discretion of the coach after consultation with the teacher.
9. Parents are urged to contact the teacher at any time if there is a concern about a student’s eligibility.
10. If a student misses all or a large part of the day due to illness or for non-emergency (“planned”) reasons, that student is not eligible to participate in school functions (athletics, chorus, etc.) any time that day, unless there are extraordinary circumstances (doctor’s appointment, funeral, etc.).

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<sup>1</sup> This paragraph was moved here from the “Discipline” section of the Handbook.

<sup>2</sup> This sentence was moved here from the “Conduct” section of the Handbook.

## **FINE ARTS FAIR**

The WELS Fine Arts Fair is held at Michigan Lutheran Seminary and allows students in Grades 3-8 to demonstrate the talents God has given them in several areas of competition. For a small fee, students in Grades 3-8 may enter the art and forensics competition. Students in Grades 5-8 may also compete in the areas of science, music, math, and spelling. Teachers will supply interested students with the needed entry material and suggestions; however, the main responsibility for the completed entry form and project lies with the student under the guidance of a parent.

## **HEALTH AND AUXILIARY SERVICES**

A systematic program of vision and hearing testing is conducted by the City Health Department.

If a child contracts certain communicable diseases, he may not attend school until a doctor has granted permission.

The Saginaw School District provides speech correction classes for all students who are in need of it, as determined by a test given by the speech teacher. The district also provides psychological testing for students who would benefit from such services.

## **HOT LUNCH PROGRAM**

St. Paul's Lutheran School will continue to offer its hot lunch program during the upcoming school year. In order to continue this program, a high percentage of our families need to regularly make use of this service. A healthy and varied menu will be offered and prepared by our head cook and kitchen manager, Mrs. Carol Good, who will be assisted by Mrs. Janine Wagner.

Children are encouraged but not required to be involved in the hot lunch program. Those who desire to bring their own lunches may do so. They will eat at the same time with those children participating in the hot lunch program.

Each child has his own account for the purpose of hot lunches and milk. Any given amount of money may be paid by the parent, and this amount will be credited to the child's account. Each hot lunch, extra milk, or milk only that he takes at lunch time will be deducted from the total amount of money the child has to his credit. The cost of each hot lunch will be \$2.75 (this price was approved by the Board of Education in February 2016, and went into effect in school year 2016-2017). This includes one carton of milk. Children who take only milk or extra milk will be charged \$.30 per carton. Accounts should be opened with a deposit on Registration Day. Payments in advance are appreciated. The school reserves the right to deny hot lunch and/or milk to any child whose account is more than three weeks in arrears. Final report cards will not be given until the account is paid in full.

To keep the hot lunch program's cash flow positive, the following will apply:

1. For any families with unpaid balances from the *previous* school year, their children will *not* be able to take hot lunch or milk until the unpaid balance is paid. Their children will need to bring a cold lunch from home.
2. If an account is "three weeks in arrears," parents will be contacted that unless the unpaid balance is paid by the next Monday, those children will need to bring a cold lunch from home and will not be allowed to take hot lunch or milk until the account is paid up.
3. Students may not just bring in \$2.75 for that day's lunch, or \$0.30 for that day's milk; the entire unpaid balance must be paid before children may purchase lunch/milk.

## **HONOR ROLL**

Honor Roll certificates are awarded to students in Grades 5-8 at the end of each semester. To be eligible for this award, students must receive all A's or B's in the academic subjects, behavior and effort, and cannot receive a U in art, penmanship, gym, or music for the semester.

At all times the students are encouraged to use their God-given talents to the best of their abilities.

## **INCLEMENT WEATHER**

**CLOSING SCHOOL:** In case of snowstorms, extremely icy conditions, or other hazardous conditions, we ask that parents listen to TV-5 (WNEM), or check online at [www.wnem.com](http://www.wnem.com) for "St. Paul Lutheran School-Saginaw" closings. The safety of the children is the school's highest priority. If a parent or guardian feels the conditions in their area are unsafe for the child to journey to school, they should keep them home until conditions improve, even if school has not been cancelled. If school has not been cancelled before normal school hours and weather conditions worsen during the day, it is St. Paul's policy **not** to cancel during the school day (8:15 A.M.-3:10 P.M.). If, because of worsening conditions during the day, a parent or guardian feels the need to pick up their child before 3:10 P.M., they are encouraged to do so.

Should tornado alerts or warnings be broadcast in our area, we shall keep the children in our school until the parents come for them.

**RECESS:** Students are expected to be dressed to go outside at recess. If it is raining, or if either the actual temperature or the wind chill is below zero, the students will not be taken out. If your child has any health issues with the cold, please let us know so that modifications can be made for your child.

### **ILLNESSES**

From the Health Department: the following is a list of illnesses stating when and if your child should come to school or stay home.

- **FEVER:** Your child must be fever free for 24 hours (without medicine) before returning to school.
- **MILD COUGH/RUNNY NOSE:** If there is no fever, and the child feels well, school is fine.
- **BAD COUGH/COLD SYMPTOMS:** Children with bad coughs need to stay home, and possibly see a doctor. It could be a severe cold or possibly bronchitis, flu, or pneumonia. When the cough improves, and the child is feeling better, then it is okay to return to school.
- **DIARRHEA or VOMITING:** Children must stay home until the illness is over and for 24 hours after the last episode (without medicine).
- **SORE THROAT:** A minor sore throat is usually not a problem, but a severe sore throat could be strep throat, even if there is no fever. Other symptoms of strep throat in children are headache and stomach ache. Keep children home from school, and contact your doctor. If it is strep throat your child may return to 24 hours after antibiotic treatment begins.
- **EARACHE:** The child needs to see a doctor.

### **LEAVING SCHOOL/END OF THE SCHOOL DAY**

Pupils who leave the school grounds for any other reason must have written permission of their parents as well as permission of the teacher. Whenever this permission is granted, full responsibility then lies with the pupil and the parents. Students are required to remain at school during lunch hour unless they go to their own home or with their parents.

Students are to leave the school grounds at 3:10 P.M. On days when there is a mid-week home athletic contest, all students are still expected to leave school at 3:10 P.M. Team members and their parents and siblings may return after 4:00 P.M. All other St. Paul's students are not to return to the school grounds until 4:25 P.M. unless accompanied by their parents.

### **MEDICATIONS**

No school staff member may dispense medication of any kind, including non-prescription drugs such as aspirin, without written authorization from one of the student's parents. The written authorization should include the name of the medication, the time, the amount to be taken, and a parent's signature.

Beginning in the 2015-2016 school year, and pursuant to Michigan's Public Acts 186 and 187, a written form is collected from parents, giving their permission for properly-trained teachers to administer an epinephrine auto-injector to their child if he/she is believed to be having an anaphylactic reaction. Parents are not required to give permission, but must still complete the form.

All medications, together with the written authorization, should be given to an office staff member. They'll label it, keep it in the office, and dispense it as directed by the parent.

### **MISSION OFFERINGS**

To impress upon the children their God-given responsibility to "Go and make disciples of all nations," the children are given the opportunity to support various missions through weekly offerings. A box containing envelopes for each week of the school year will be provided for this purpose. Training in systematic free-will giving out of love for Christ and His Church is one of the purposes of our mission program.

### **MUSIC FESTIVAL**

The Lutheran Schools Music Festival is a music competition which affords individuals and groups the opportunity to be critiqued by experienced and qualified music judges. The Festival falls on a Friday afternoon in late April or early May. The Festival host site rotates among area schools, including St. Paul's. School music groups (St. Paul's Chorus, Wildcat Band) perform annually at the Festival. Individuals and small groups may also perform vocal, instrumental, or piano selections with the approval and guidance of the music personnel at St. Paul's.

## **NON-DISCRIMINATORY POLICY AS TO STUDENTS**

The Board of Christian Education of St. Paul's has adopted the following policy statement: St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **OUTDOOR EDUCATION**

Every other year the students of Grades 5-6 participate in the Hartley Outdoor Education Program. This program, which is required of all Fifth and Sixth Graders, provides learning experiences that can never be taught in a regular classroom. Students stay three days at the Hartley Center near St. Charles where they participate in hands-on experiences in nature, pioneers, wildlife, and history of the area. The cost of this program is primarily the responsibility of the parent; however, St. Paul's does assist with the expenses involved.

## **PARENT-TEACHER GROUP**

The parents are united in the Parent-Teacher Group. This group holds regular meetings throughout the year. The PTG serves a most necessary purpose in bringing parents and teachers together for a better understanding and proper approach to the training and nurturing of those placed under their care. All parents are actively encouraged to participate.

## **PHYSICAL EDUCATION AND SPORTS ACTIVITIES**

The Athletic Director is responsible for organizing all extra-curricular athletics. St. Paul's offers both intramural and interscholastic sports to its older students.

The older boys and girls will have the opportunity to take part in interscholastic sports. All children participating in games with other schools must pass a doctor's physical examination. Practice sessions for soccer, basketball, track, and volleyball are conducted after 3:10 P.M. The NON-MARKING gym shoes used in the gymnasium must not be worn in the classrooms or for outdoor play.

Students in Grades 5-8 are assigned a gym locker and given a combination lock at the beginning of the school year. The students are to keep their gym locker **locked at all times**. Students with unlocked gym lockers can be penalized by the Athletic Director or teachers.

The Word of God is also the Word of Life and a Christian philosophy of life should govern and pervade every aspect and dimension of our congregational programs which certainly include the inter-athletic activities of our congregation. We should strive to meet the following goals:

### *All Goals*

1. To teach our athletes that their talents and skills are gifts of God.

### *Spiritual*

1. That all of life is worship, and conduct and athletic participation should be God-pleasing.
2. To nurture a mutual Christian respect for personal and public property.
3. To provide Christian discipline when there is a violation of Christian conduct and philosophy, whether it involves athletes, students, fans, or coaches.

### *Social-Emotional*

1. To develop character traits such as self-discipline, self-esteem, responsibility, leadership, teamwork, and self-control under pressure and defeat, as well as proper acceptance of success and victory.
2. To provide the principles of sportsmanship, fair play, and team support.
3. To encourage competitive participation.
4. To stimulate and encourage school spirit, pride, and enjoyment of the sport, but to also foster mutual respect for the pride and spirit of others.
5. To teach a beneficial use of leisure time in a Christian atmosphere.

### *Physical*

1. To develop fundamental skill and knowledge of the rules.

2. To help prepare our students for participation in advanced levels of school athletics in high school and college.
3. To provide to the best of our ability for the training, safety, and protection of our athletic participants.
4. To provide quality participation time in practice as well as in games.
5. Fourth and fifth grade participation in sports will be determined by the number of players in Grades 6-8. Coaches cannot adequately teach skills to large numbers. Also, limited space in the gym is a safety factor when dealing with a large group. Goals of the sports program for fifth graders are met in a Saturday basketball league, providing there are sufficient players and parent coaches. The goals are also met in the intramural program, which is open to all students in Grades 5-8.

### *Evangelism*

We can provide a Christian witness to all our members and to our community demonstrating by example the fruits of the Christian faith which are demonstrable even in athletic competition.

### **PROPER ATTIRE**

Christians are told to “let your light shine” (Matthew 5:16) and show that they are “a people belonging to God” (1 Peter 2:9) in all things, including how they dress. We therefore ask our students to dress neatly and modestly, and not in the same casual manner as they may when at play or bedtime. This applies to the school day, as well as all school-related activities. The teachers ask for parents to help their children comply with the dress code. Since questions will arise, the following will apply:

1. Tops: Tank tops are allowed when worn over or under a T-shirt. Tops with exposed midriffs and/or backs, or with plunging necklines, are not appropriate.
2. Bottoms: Shorts, skirts, and dresses must be longer than fingertip length when hands are at your side. Spandex leggings, jeggings, yoga pants, and/or tights may not be worn as pants. If worn, the backside must be completely covered with a long shirt, skirt, or dress. The tops of slacks/pants must be worn at the waist.
3. Pajamas and other bedtime clothes are not to be worn at school.
4. Students may wear shorts to school from May 1 to October 15.
5. Clothing in need of repair, showing signs of excessive wear, or in need of laundering is not considered proper dress for students.
6. Clothing with pictures or wordings that are contrary to the Christian principles of our school is not to be worn. Clothing which advertises drugs/alcohol, unwholesome music groups, obscene or suggestive language or pictures is not allowed.
7. No flip-flop footwear is allowed.
8. Current fashions that do not reflect good Christian grooming are considered inappropriate. If problems arise, they will be dealt with individually.
9. Where discretion is needed, each teacher will be responsible for judgment in his or her classroom. This may include having the student call home for more appropriate clothing, or teachers providing the student with clothing for the day.

### **\*REGISTRATION DAYS**

Registration takes place at the school the Sunday and/or Monday before Labor Day weekend. If you are unable to make it to either Registration Day, please call the office and make other arrangements.

All families are to be registered before school starts. At Registration, parents are to pay their children’s Standardized School Fee which will cover:

- textbook rental
- workbooks
- religious books, (Hymnal, Bible, and Catechism) when they reach the appropriate grade level
- music fees
- athletic fees
- PTG fees
- technology fees
- school yearbook
- other supplies as needed.

The Standardized School Fee schedule is below.

Students	1	2	3	4	5
Fee	\$400.00	\$600.00	\$700.00	\$750.00	\$775.00

Various health, insurance, permission, and government forms will also be collected at registration.

Since 80% of the school's bills come due in September, the school needs to have the great majority of its families pay the full amount on Registration Day. Any unpaid balance will be added to the family's school statement, with the balance to be paid off in a timely manner.

Beginning with school year 2017-2018, the Board of Education has enacted the following policy: Students will not be able to enroll for classes next year if any outstanding balance (fees for registration, tuition, hot lunch, music lessons, and P.M. Kindergarten) is remaining from the previous year.

### **\*RELEASE OF STUDENT RECORDS**

In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full.

### **RELIGIOUS BOOKS**

The student's initial religious books will be given them when they reach the appropriate grade level: Hymnal = 1<sup>st</sup> (mid-year), Bible = 2<sup>nd</sup> (mid-year), Catechism = 7<sup>th</sup>. The cost of these is covered by the Standardized School Fee. If a student should lose or destroy a religious book, the purchase of a replacement will be the responsibility of the student's parents.

### **ROOM MOTHERS**

Each classroom is assigned a room mother. She is responsible for seeing that refreshments are provided for her class's Christmas party, and is to choose the teacher's Christmas gift. The seventh grade room mother is also asked to be in charge of the Confirmation Examination reception and Graduation refreshments.

### **SAFETY PATROL**

For the safety of all our students, upper grade students will be assigned to the safety patrol for a few weeks each school year. These safety patrol members will be stationed at the main entrance before and after school, and will aid students getting into or out of their parents' vehicles.

### **SCHOOL BAND**

Our band program includes interested students in Grades 5-8. Students who are just beginning an instrument are in the Beginner Band, while those students who have played an instrument for at least a year are eligible for Wildcat Band. For scheduling purposes, if a new student in Grades 6-8 would like to learn a band instrument, he/she would not be in the Beginner Band, but would take lessons until the director feels he/she is ready to join the Wildcat Band.

Group rehearsal periods are held each week. Individual lessons are also required of all band members. Lessons are given at the school during the day at a minimal cost, which is due at the beginning of each semester. If lessons are not paid for in a timely manner, students will not be able to participate in band lessons or rehearsals until the balance is paid. Students already taking private lessons elsewhere will not be required to take them through the school.

Since the Beginner Band students have not had any experience on their instrument, and because they need that experience in order to participate in Beginner Band, the Board of Education has adopted the following: In order to join the Beginner Band in the fall, the student shall take private lessons that will be equivalent to completing Level 1 of a band program.

### **SCHOOL CHORUS**

The St. Paul's Chorus involves children from Grades 5-8. It is made up of students who are interested in improving their vocal abilities. This interest is shown through their regular attendance and proper behavior at rehearsal and performances. Those children not singing in the chorus are given separate music instruction.



## **SCHOOL LIBRARY**

Each classroom has an assigned time on Wednesday to visit the school library. Reference books may not be taken out of the library, but there is a good selection of fiction and non-fiction books which may be checked out. Quite naturally, books will show signs of ordinary usage. Carelessness, however, will wreck books in a very short time, and consequently, we must expect the parents, who permit their children to check out library books to share the responsibility by insisting on proper care of books. Any books which are lost or damaged due to negligence must be restored by payment of the price of the books. We shall permit children to take one book at a time for a period of 2 weeks. Any overdue books will be charged for at the rate of 25¢ per week. No books may be checked out if the fine is not paid.

## **SCHOOL SUPPLIES**

Pencils, pens, erasers, and supplies for band instruments will be sold to the children. They may be purchased throughout the year at the school office, and charged to the student's school account.

## **SCHOOL-TIME ACCIDENT INSURANCE**

Our Board of Education has adopted a policy regarding accident insurance: All students must present proof of satisfactory insurance coverage to the school. All parents will be requested to complete one of the forms available on Registration Day indicating type of insurance, policy number, etc. Parents will be asked to sign a statement for each child, stating that they, the parents, accept the sole financial responsibility for any injuries suffered by their child while at school or at a school function.

## **SINGING IN CHURCH**

All school children will be asked to sing as a class at certain church services throughout the year. Parents will be notified with the Singing Schedule sent home in September, and in the Wednesday Note as each singing opportunity approaches. We ask for cooperation in bringing the children to church regularly as well as on those Sundays when they are to sing as a group. It is unfair both to the teachers and the students when, after diligent rehearsals, children fail to be present in the service for which they are scheduled to sing. Students not present when their group sings in church are requested to bring a written excuse to the director.

## **SPRING MUSICALE**

Scheduled for an evening late in the school year is a night of secular and sacred music called the Spring Musicale. The top performers from the Music Festival, as well as the St. Paul's Chorus, Wildcat Band, Beginner Band, and periodically Grades K-2, participate in the Musicale.

## **\*TUITION**

Tuition for children whose parents are members of a WELS/ELS Church is as follows: \$1950 per child. For those children whose parents are unchurched or who belong to a church not affiliated with our St. Paul's Lutheran Church, the tuition is \$2150 per child. Members of St. Paul's Lutheran Church are not included in tuition payment; however, they are expected to support the school with liberal gifts of love in their regular church contributions. Non-members will be charged tuition until they become members of St. Paul's. All other cases brought to the attention of the principal will be decided by the Board of Christian Education.

Any individual tuition payments should be paid in advance. This can be done either on a monthly or quarterly basis. Since non-WELS/ELS tuition families are not supporting the school through their firstfruit church offerings, a good faith effort to pay the tuition at least monthly (if not all at once) is important to show the value you see in choosing St. Paul's over a public school. The principal will be working closely with the Board of Education on any accounts that are delinquent more than one month. Students whose accounts are delinquent more than one month are subject to dismissal from school by action of the Board of Education.

## **TYPES OF AWARDS**

1. A letter will be awarded only once to each qualified student.
2. A second award in an event earns a pin for the letter.
3. After a student has earned a pin, only a certificate will be given.
4. Valedictorian and Salutatorian titles are awarded to the eighth grade Honor Roll students having the two highest modified grade point averages in the class.

### **\*UNIFORM RENTAL**

The Board of Education has decided that there will be a uniform rental fee of \$5.00 per sport. This will include soccer, volleyball, basketball, and track. This fee is part of the Standardized Registration Fee.

### **USE OF THE SCHOOL TELEPHONE**

We certainly do not wish to deny the children the privilege of making use of the telephone for important and necessary calls. Permission for use of the phone must be granted by one of the teachers. We ask that there be **NO** use of student cell phones during the school day. If a phone is needed, students should ask to use the one in the office.

### **DAILY SCHEDULE**

- 7:30 A.M.** Front doors open for those children whose parents **MUST** bring them earlier than 8:00 A.M. due to their work schedule. Students may memorize, read, or study during this time, but **NO** written homework will be allowed.
- 8:00 A.M.** This is the time when those children who are within walking distance or who can be brought later are expected to arrive. Children may arrive any time between 8:00 and 8:15 A.M.
- 8:15 A.M.** School begins.
- 11:50 A.M.** Noon hour recess and lunch times.
- 12:40 P.M.** Afternoon sessions begin.
- 3:10 P.M.** School ends. Students are requested to leave as soon as possible unless remaining for sports practices or at the request of the teacher. The school cannot be responsible for students waiting around after school is dismissed. Please use our parking lot when picking up your children.

**FACULTY:** To contact one of the pastors, the principal, or the teachers, please call the Parish Center office at 799-3271.

**\*TEACHERS:** Mr. Kevin Needham (Principal/Grades 7-8 P.M.), Mr. Matthew Groth (Grades 7-8 A.M./Grade 6 P.M.), Mr. Jordan Siegler (Grade 5), Mr. Samuel Korth (Grade 6 A.M./Grade 4 P.M.), Mrs. Linda Wiles (Grades 3-4 A.M./Grade 3 P.M.), Mrs. Jennifer Bovee (Grades 1-2), Mrs. Kimberly Schroer (Kindergarten)

**OFFICE PERSONNEL:** Mrs. Lorie Rux (School Secretary) and Mrs. Barbara Manthey (Church Secretary)

**\*BOARD OF CHRISTIAN EDUCATION:** Members are: Tim Hoffmann (2017), Todd Mapes (2017), Daniel Hill (2018), and Andrew Iles (2018), Clark Rux (2019). (Term expires December 31 of year in parentheses)