

St. Stephen's Lutheran School

Handbook

Purpose:

St. Stephen's Lutheran School exists as an extension of St. Stephen's Lutheran Church. The reason for our existence is to assist the parents of the congregation in the training of their children. We are here to assist bringing children up in the 'nurture and admonition of the Lord.' (Ephesians 6:4)

Mission:

St. Stephen's Lutheran School will offer a Christ-centered education to all students. We will instruct them in the true Word, educate them in secular subjects, train them to become effective citizens, and prepare them for their eternal victory in heaven when they die. We will do this by holding Jesus and His love before them each day by appropriately using Law and Gospel as we instruct and discipline.

Objectives:

- ... To lead our students to a stronger faith in Jesus through the Word
- ... To instill in the students the desire to witness their faith to others
- ... To provide the students with the skills needed to live in God's world

The Parents Can Help the Child:

- ... by regularly attending worship services with the child
- ... by seeing that the child is regular and prompt in school attendance
- ... by encouraging eating well balance meals
- ... by encouraging sufficient hours of rest and sleep
- ... by encouraging and playing along with games suitable to the age of the child
- ... by encouraging good physical fitness (walking to and from school, etc.)
- ... by discouraging the bringing of distracting items, candy, and gum to school
- ... by exposing the child to wholesome experiences
- ... by encouraging respect, courteousness, and good manners
- ... by encouraging the wearing of proper clothing for the season and event
- ... by refraining from being critical of school procedures and staff in front of the child
- ... by having regular family devotions and table prayers
- ... by setting aside time and place for study without distraction of TV or radio
- ... by listening to memory work and reviewing the Bible Stories
- ... by praying with your children for the Lord's guidance and support

Attendance:

“A child between the ages of 6 and 18 who has not graduated from high school is required to attend a public or private school, full-time. Any child who frequently misses school without a valid excuse will be considered truant.” WI statute 118.15

... A parent or guardian should call the school to report absence before the school day begins (885-6484)

... If the child is not excused, the teacher will attempt to reach the home to see where the child is

... The child is expected to make up all missed work within a reasonable amount of time

... A child absent more than five times per quarter will be reported to the Board of Education

... More than three consecutive days absent requires a doctors form to return to classes

... Truancy will be reported to the proper authorities

... See Tardiness

Bikes, Rollerblades, Skateboards, and Scooters:

None of the above are to be ridden on school property or playgrounds. All bikes should be parked in the racks and locked.

Book Fees:

St. Stephen's Lutheran School does not charge tuition. All members are able to attend because the congregation supports Christian Education. There is however a book fee to cover the consumable materials (textbooks, workbooks, printing, technology, etc.) and classroom costs.

The Book Fee is set each year by the Board of Education.

***Books Fees are due in full on registration day.

If there is a special need and the book fee can not be paid in full at registration, special arrangements can be made by contacting the principal.

Bussing:

Bus transportation is provided by the Beaver Dam Unified School District for people living outside the city of Beaver Dam.

If you have questions regarding bussing please contact the Educational Service Center of the Beaver Dam School District at 885-7300.

Bus students board and unboard from the bus on West Street.

If the bus driver determines that a child is misbehaving, the driver will 'write-up' that student and send the report to the school office.

Parents will be informed about bussing problems.

If a student consistently fails to obey the bus rules, he/she will lose bus privileges for several days.

Calendars:

Copies of the School Calendar will be given to each family with registration materials.

Church Singing Schedule Calendar will be with registration materials.

Athletic Calendars will be printed for families involved.

Campbell Soup Labels, Boxtops for Education, & Ink Cartridges, Kemps and Kwik Trip Milk Tops, and Our Family bar codes:

The above mentioned items are gathered by our school. If you have any of these items during the course of the school year, send them to school with your children and give them to the teachers.

Cheating:

Honesty is a quality which we wish to instill in your child.

Any child caught cheating will receive a 'zero' on that particular assignment.

The child may also be asked to spend time in detention.

The teacher will begin discipline procedure according to our discipline policy

Christmas Eve Service Policy:

The purpose of this policy is to establish a student division of (A-K) and (L-Z). In the odd numbered years (ie. 2009) the students of (A-K) would be presenting the 5:00 PM worship Service. The Students of (L-Z) would be presenting the 7:00 PM worship service.

The letters are determined by the last names of the head of household for each family.

The goal of the policy is to ensure a more balanced attendance at the worship services and provide an equitable way of determining which families presents each service.

Requests for changes of service are not recognized.

Church Attendance:

... St. Stephen's Lutheran School wishes to assist parents in training the child to be a good church member.

... Parents and students are expected to attend Thursday or Sunday worship services

... Church attendance will be recorded, any student whose attendance falls below 70%

will be reported to the Board of Education and these names will be passed on to the Church Elders..

... Children falling below 70% will not be allowed to perform in extra curricular activities

Counseling Services:

- ... Christian Counseling is available through our church and school.
- ... You may ask a teacher or pastor for assistance in making initial contact
- ... Information is available in the church and school office

Curriculum:

The entire curriculum of St. Stephen's Lutheran School is taught with Christ as the central focus. Throughout the day we keep in mind the Purpose, Mission, and Objectives of our school.

... Religion: The Word of God is taught in truth and purity to bring the child closer to his/her Savior. The Christ Light materials are designed to have the child and parent work together in review of the lesson. "Blessed are those who hear the Word of God, and obey it." (Luke 11:28)

... Language Arts: We teach language arts so the child may...

- ... realize that his/her ability to read and write is a gift from God
- ... develop God-given abilities to speak, read, write, and listen effectively
- ... use skills of communication for spiritual growth and witness
- ... evaluate what is heard and read in light of God's true Word
- ... use the gift of communication in worship and praise

... Math and Science: We teach math and science that the child may...

- ... accept in faith the account of creation as found in Genesis
- ... realize that God is the preserver of the universe
- ... see the effects of sin upon the earth
- ... view the orderliness of the universe
- ... wisely use the resources God has provided
- ... appreciate the beauty of creation
- ... be moved by a thankful heart to praise, honor, serve, and obey the Almighty

... Social Studies: We teach social studies that the child may...

- ... see the Triune God as the Creator and Ruler of the universe
- ... see that God controls the destinies of all people and nations
- ... realize that the earth and all it contains is a gift from God
- ... become useful citizens of the nation in which we live
- ... pray for the pope in authority whom God has placed over us
- ... appreciate other races and cultures
- ... respect the rights of others

Curriculum Classes:

Religion	Language Arts	Math/Science	Fine Arts	Social Studies
Bible History	Reading	General Math	Music	Social Studies
Catechism	Literature	Pre-Algebra	Piano	History
Confirmation	Phonics	Algebra	Forensics	Geography
Hymn Study	English	General Science	Drama	Civics
Memory Work	Spelling	Health	Arts/Crafts	Wisconsin History
Church History	Penmanship	Life Science		Church History
Bible Study	Writing	Earth Science		
		Physical Science		

Phy Ed.	Computer/Tech/Ed
Physical Education	Computer Lab Instruction
Intramural Sports	Desktop Publishing
Interscholastic Sports	Typing/ Writing Skills

Dangerous Objects Policy:

Students on school property will not possess knives or weapons of any kind that might cause bodily harm to oneself or others. This includes but is not limited to pocketknives and any type of gun (play or real).

Items of this nature found at school would be taken from the child, parents would be called, and the child would enter into the school discipline policy steps.

Detention:

Failure to conform to the classroom or school rules and regulations may result in the child receiving a detention.

Teachers may have the child remain for detention for behavioral or academic reasons.

The parent would be informed, and if possible an agreeable night for the detention would be arranged.

Discipline Policy:

Christian behavior is expected of all students while at school and school related activities.

Such behavior would include love and respect for adults and fellow students, obedience to teachers and others in authority, an honest and faithful effort in all school endeavors, and kind and helpful words and actions toward others.

Unchristian behavior is not acceptable and will be dealt with in the Light of God's Word and according to the following statements on discipline.

Statement on Discipline:

Since the purpose of St. Stephen's Lutheran School is to assist the parents in training their children in all subject matter in light of the Word of God, and

Since the Scriptures tell us to train up our children in the way that they should go that when they are old they do not depart from it (Proverbs 22:6), and

Since parents have the responsibility from God to do all things possible to achieve this, and

Since we as teachers, the called servants of God in your midst, have the need and right to teach in a God-pleasing atmosphere, and

Since your children have the need and right to learn in a pleasant and safe atmosphere,

WE AS TEACHERS AND PARENTS WILL ADHERE TO THE FOLLOWING:

1. No child will in any way hinder the teacher from teaching.
2. No child will in any way hinder another student from learning.
3. No child will engage in behavior that is not in the best interest of the school and other students.

The classroom teacher will correct the child, using God's Word as examples for appropriate behavior. Using the Law first that the child will see his/her error, and follow with the assurance for forgiveness through the Gospel.

IF UNCHRISTIAN BEHAVIOR CONTINUES:**THE FOLLOWING STEPS WILL BE TAKEN....**

1. The child will be removed from the classroom to a designated area of the building for a time out period. The parents will be notified by phone. Depending on the severity of the offense, the child may be sent home. The student, principal, and teacher will meet within a reasonable amount of time so that the student may confess his sinful behavior, receive forgiveness, be given guidance, and return to his classroom. A 'disciplinary report' will be filled out with copies going to the parent, the school office, and the child's folder. The other teachers of the staff will be advised of the situation.
2. Repeated offenses within a short period of time (two weeks) will result in a phone call to the parents asking the parents to come and pick the child up from school. This is classified as a suspension. The student will be allowed to return to school after a meeting with the teacher, principal, and parents. Whenever a student is sent home the Board of Education will be notified. During the time of suspension the child may not participate in school activities. A 'disciplinary report' will again be filed with the appropriate people and "STEP TWO" will be added to the report. Staff members will again be informed of the circumstances.

3. Continued defiant and unacceptable behavior will result in automatic three day suspension. A letter explaining the reasons for the suspension and the requirement for a meeting of the parents, teacher, principal, student, pastor, and school board member will be sent or delivered to the home. Copies of the letter will be given to all Board of Education members, all pastors, principal, and a copy placed in the student folder. One of the consequences of the “STEP THREE” is that the child will automatically be placed on a 45 school day probationary period. During this time the child can not participate in any extra-curricular school activities. Any infraction of school rules during this probationary period would result in a suspension from school until a special meeting of the entire Board of Education could be held. The Board would then determine the consequences of the students actions and review the possibility of expulsion. The Principal will fill out a ‘disciplinary report’ and label it “STEP THREE”.

+++ Severe Clause +++

In the case of severe misbehavior by the child, the teacher and the principal may suspend a child and send them home without following the above steps. In such cases disciplinary actions would begin with STEP TWO.

Dress Code:

“Let your light shine before men.” (Matthew 5:16) The way we appear to others tells others what we feel in our hearts.

... School clothing should be clean, neat, and reflect proper Christian standards.

... No T-shirts with inappropriate pictures or words, tank tops, or bare mid-riffs allowed

... Blouses need to have a collar bone height neckline

... Hair should be kept combed and clean... no distracting colors or cuts

... Boys are not allowed to wear earrings

... No flip-flops or backless shoes are allowed because of safety on steps and at recess

... Shorts of proper length may be worn in August, September, May, and June

... Necklines should be about collar-bone height

... Teachers will ask the child inappropriately dressed to change or turn inside out the

inappropriate clothing. Children may have to call home if the situation can not be handled at school so the parents can bring in a change of clothes.

... At times over-sized T-shirts will be given to cover inappropriate clothing

... Parents ... Be mindful of what your child wears to school ... If in doubt... Don't allow it to be worn....

Drug and Alcohol Policy:

Students will not possess, use, or come to school under the influence of alcohol, tobacco, inhalants, or controlled substances, or abuse the use of non-prescription drugs anywhere on school property or at any school related event. The possession of these will cause immediate suspension.

Educational Fair:

An educational Fair is held every two years. In the spring of an odd school year (ie. 2007) the classes of the school will display educational projects for the congregation and parents to view.

Extended Learning Program: (ELP)

St. Stephen's strives to meet the needs of all students. By vote of the congregation we have a teacher dedicated to setting up special classes for remedial and supplemental help. This teacher works with the classroom teachers to further assist in meeting the needs of the child. Volunteers are also used to help the children one on one.

Along with the ELP, the teacher assists in setting up an "After hOurs" mentoring program with children that need special help after school. Parents, the ELP teacher, and the mentors work closely together to help the children in this area.

Extra Curricular Policy:

Children representing St. Stephen's in extra-curricular are also representing Jesus their Savior.

Regular church attendance and good classrrom standing are encouraged.

Extra-curricular events are those scheduled events which take place either during the school day or after school hours, but are considered optional. They include but are not limited to: Junior Choir, Piano, Forensics, Plays, and Athletics.

Field Trips:

Throughout the school year the teachers of the individual classrooms will schedule educational or fun field trips.

We encourage parent participation on these trips, but other family members such as younger siblings are not allowed to attend.

The cost of the field trips is the responsibility of the parent and child.

Fine Arts Fair:

Lakeside Lutheran High School each year sponsors a Fine Arts Fair. Students from our school can participate in Junior Choir, Vocal solos and ensembles, or Piano.

The fair is held in the spring of the year.

All Junior Choir members are expected to attend.

All piano students enrolled in St. Stephen's Piano Classes in Grade 5-8 are expected to attend.

Individual entry fees are paid by the student participants.

Fire, Tornado, and Safety Drills:

Keeping your child safe while at school is a major concern of ours. With this in mind we regularly have drills to secure safe places for your child in case of emergency.

Health Issues:

All students are required by law to have a health record on file at the school. These records should be updated whenever the child receives immunizations. Just inform the principal.

Students with severe cough, cold, rash, suspected lice, ringworm, impetigo, measles, mumps, chicken pox, pink eye, or other contagious illnesses should be excluded from school and be seen by a doctor for treatment.

A release slip from the doctor should accompany the child on his/her return to school.

Home Work:

Study time is almost always provided during the day, but students can be expected to have some homework.

If you feel concerned about the difficulty and the amount of homework... talk to the teacher involved. The place to start any classroom concerns is by talking to the teacher first.

Honor Roll:

Students in Grade 5-8 with an academic average of 95.0 or greater will be listed as High Honor Students. Students with an academic average of 90.0 - 94.99 will be classified as Honor Students.

Averages are not rounded up.

Students in these two categories will be named in the local newspaper.

The two students of the Eighth Grade with the highest cumulative average for grades 7 and 8 will be listed as Valedictorian and Salutatorian.

These two students will have their names on the plaque in the school conference room.

Junior Choir/Children's Choir:

The Junior Choir is for students from grades 5-8, Children's Choir grades 2-4.

Students in these choirs sing for special services as well as their regularly scheduled dates.

Special services would include the Advent Song Service, Ascension Service, and Lakeside Fine Arts Fair.

Kindergarten Enrollment:

A child entering Kindergarten at St. Stephen's must be 5 years of age on or before September 1 of the current school year.

Parents must provide proof of immunization for the child to enroll.

Lenten Services:

Only parents may request that their child accompany them to the afternoon Lenten service. Students will not be recorded as absent for doing this.

The student must return to classes immediately following the service.

Students may not request to attend without the parent.

Lunch and Milk Program:

St. Stephen's provides a nutritious hot lunch for students in Kindergarten-8th grade.

If families qualify, they may be eligible for free or reduced prices. Forms for application are available at registration time or anytime during the school year from the school office.

Our milk program offers milk for break times.

Prices for lunches and milk will be published at registration time.

It is preferred that milk for break time be paid for on a yearly or half year basis.

Parents are welcome to eat lunch and breakfast with their children. For lunch however, we encourage you to call ahead and reserve a ticket. Adults pay a different rate than children. This is paid at the time you eat.

Medications:

Parents needing their children to take medications during the school day should fill out the proper medication form for the teacher.

Medication should be:

Brought in original container to be kept in a secure place by the teacher

Presented with a consent form from the Doctor

Missions:

Every Tuesday is set aside for the collection of Mission Money.

Each classroom has a designated Mission which they choose to support.

Proceeds of the collections are sent to these Mission Fields in spring.

A Mission Fair is held each year in October. Classes of the various mission fields help to create displays for this Mission Fair.

Non-Discrimination Policy:

St. Stephen's Lutheran School does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of educational policies, admission policies, scholarship programs, or athletic and other school programs.

... God wants all men to be saved and to come to a knowledge of the truth.(I Timothy 2:4)

Parent - Teacher Society:

... By having children in our school you are automatically a member of the PTS.

... The PTS has two planned meetings during the school year

... Meetings are held in October and May

... The PTS has a special offering request on the registration form

... The PTS helps the school classes with financial support for items not included in the regular budget

... The PTS hosts a Lenten Supper and a Coffee Fellowship each year.

Parent Conferences:

.. Parent conferences can be arranged with the individual teacher at any time you feel one is needed

... The conference can be teacher or parent initiated

... A conference to discuss report cards is scheduled at the end of the first and second quarter

Phone:

The school phone is available for emergency use. Students are expected to pay 25 cents per call, and they must receive permission from their teacher before use.

Phone messages for your child will be taken at the office and delivered to your child.

Children are not allowed to have cell phones or pagers turned on school. They may have them in their bookbags and turned on silent.

Piano Program:

... Children in grades 2-8 are able to register for piano instruction.

... Lessons are scheduled during the school day or shortly after school.

... Payment for piano lessons are on a semester basis and must be paid in advance.

Picnic:

School age children, pastors, parents, and teachers wrap up the school year with the annual picnic.

The day includes the Closing Service, entertainment, picnic dinner, and games.

The picnic committee asks for volunteers and donations of food.

Help is needed for serving and clean-up.

The eighth grade class has a special picnic day and trip arranged by the Principal and are not allowed at the park the day of the school picnic.

Pictures:

School pictures are taken each year in the fall.

Purchasing the pictures is optional.

A school yearbook is made for each student that makes payment for one at registration.

Playground:

Because of the large volume of traffic after school on the West Playground to pick up children.... No play is allowed on the playground or the play equipment until 3:45 PM.

This rule include adults and children.

Referrals:

If your child is having academic difficulties, you might consider making a request for special testing. Inquire at the school office for a referral form. The Beaver Dam School District will conduct the testing and schedule a conference with you. You will receive a complete report of the results. There is no cost for this service.

Save for America:

Children are to be taught good stewardship of the gifts God has provided.

A local bank has offered our children a special way to save for their future and their giving back to Jesus their Savior.

The program is called "Save for America".

Each week the students of grade K-8 can go to a computer, assisted by a bank person, and deposit money into their own savings book.

The children are instructed on banking terminology, interest, and banking fees. Classroom teachers speak to them of stewardship.

School Hours:

School doors open for the students at 7:45. (a bell will ring)

Classes begin between 8:00 and 8:10 (7-8 at 8:00, K-6 at 8:10) (when busses are here)

The regular school day ends at 3:20.

For safety purposes children brought to Maple Ave. entrance should only be dropped off on school side of the street

Evening pick-up should be in the West parking lot.

Search and Seizure:

To ensure safety and security, the classroom teacher or principal is given the authority to examine a student's personal belongings such as jackets, backpacks, school bags, etc.

This procedure will be done if the teacher or principal feel that the student has some device which could cause harm to the student or someone else.

The examination will be conducted with the student and one other adult present.

The parents will be informed if a search of the student's personal belongings was conducted along with an explanation of the reason.

The principal will receive a written memo from the teachers conducting the search.

Singing for Worship Services:

Your child will have an opportunity to praise God in Song several times during the school year.

Refer to the singing schedule for your child's scheduled dates.

If your child will be absent, please let the teacher know in advance. This will assist the teacher in preparation for the service.

Sports Program:

The sports programs are voluntary and extra-curricular activities of our school. Various programs are available for boys and girls.

Schedules are made and distributed by the Athletic Director.

Students are to be at school only during times of their practices. They are not to wait or loiter around the school for their practices to begin. Parents should make arrangements ahead of time for transportation to and from practices and games.

Transportation to sporting events is the expense of the individual.

Supply Lists:

A copy of the classroom supply requirements is sent home on picnic day each year. Another list is included in the registration material folder. Please be sure that your child has the necessary supplies for the classroom. Check with your child to make sure that he has adequate supplies as the year progresses.

Tardiness:

The school day begins at 8:10. The child needs to be in his or her desk and prepared to begin. Being on time is crucial. Three tardies will be considered an absence.

Testing:

The Tear Nova Tests are administered each year for some grade levels.

Results of these tests are used to help your child succeed in school.

Parents receive a printout of the results.

Toys, Trinkets, and Non-Educational Items:

Items such as CD players, electronic games, magazines, and other items that have no educational value should be left at home.

Teachers will take such items from the child if the child has them here. These items will be returned at the end of the day and sent home. Parents will be informed and if the object is brought back to school, it will be kept until the end of the school year.

Transfer Student Policy:

We welcome families of WELS members and are eager to accept people who have no church.

We do expect all families to follow these guidelines.

1. Meet with the pastor and principal before enrollment
2. Make all school and health records available to the school
3. Parents and child should meet with the principal and classroom teacher.
4. New students will be on a one month probationary period
5. Non-member parents will enroll in an adult information class, with the agreement that they will join our church within one year or withdraw the child from our school.

Violent Acts and Threats:

Our school has in place guidelines for handling various situations which could arise.

We are very concerned with the safety of your child.

Visitors:

We welcome you to visit our school. We do ask that you inform the teacher and principal upon your arrival.

Students may also bring friends for part of a day. Here too we ask that permission is asked in advance so proper preparations can be made.

Volunteer Programs:

Our schools success is greatly enhanced by the faithful volunteers which we have in our school.

We need volunteers in many different areas of school activities.

If you have a love for children and want to help, contact one of the teachers or the principal.

We are always looking for help in the ELP classroom, computer lab, and the After hOurs Program.

In Closing:

A handbook is a guide and a tool to assist the parent and the school to work together. Not all items can be covered.

We hope that most of your questions can be answered by examining this booklet. If not... Please contact the school office... 885-6484. Thank you.