



ST. STEPHEN'S

EVANGELICAL LUTHERAN CHURCH & SCHOOL

St. Stephen's Lutheran School Handbook

1. Purpose

St. Stephen's Lutheran School exists as an extension of St. Stephen's Lutheran Church. We exist to assist parents in bringing children up in the *"training and instruction of the Lord"* (Ephesians 6:4).

2. Mission

St. Stephen's Lutheran School will offer a Christ-centered education to all students. We will instruct them in the Word of God, educate them in secular subjects, train them to become responsible citizens in our community, 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.

3. Objectives

- To lead our students to a stronger faith in Jesus through the Word of God.
- To equip students as witnesses of their faith.
- To provide the students with the skills needed to live as Christian citizens in God's world.

4. Parents Can Help Their Children...

- by regularly attending worship services with the child.
- by seeing that the child is regular and prompt in school attendance.
- by encouraging eating well balanced meals.
- by encouraging sufficient hours of rest and sleep.
- by encouraging and playing games suitable to the age of the child.
- by encouraging good physical fitness.
- by discouraging the bringing of distracting items, candy, and electronic devices to school.
- by exposing the child to God pleasing 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 a time and place for study without distractions.
- by listening to memory work and reviewing the Bible lessons.
- by praying with your children.

5. Athletic Programs/Extra-Curricular Policy

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

- Children representing St. Stephen's in extra-curricular activities are also representing Jesus their Savior.
- Regular church attendance (50% of opportunities throughout the quarter)
- Good classroom standing is required—grades are reviewed regularly.
- Extra-curricular events are those scheduled after school hours. They include but are not limited to: Forensics and Athletics.
- We offer the following athletics here at St. Stephen's: Cross Country, Volleyball, Poms, Basketball, Softball, and Track
- See the Athletic Handbook for more information.

6. Attendance

Every minute of every school day is essential to student learning and achievement. Regular school attendance is essential for successful school work. Research shows that when students are chronically absent, they are more likely to fall behind in school academically. Families play a critical role in ensuring students attend school regularly. Making school attendance a priority assists students in developing positive work and social habits for beyond school.

The school day begins at 8:00am. The child needs to be in his or her room and prepared to begin. Being on time is crucial. Excessive tardiness will be dealt with as needed.

We realize some absences are unavoidable. Obviously, we do not expect, nor do we want a student who is ill to attend school. **When your child becomes ill and will be absent, please call the school office to excuse, with explanation of reason for absence.** For example:

____(Student's name)_____will be absent today due to ____ (reason)_____.

If an excuse is not received by the time the school day begins (8:00 A.M.), the school secretary will make one (1) attempt to contact the family to obtain an excuse and explanation for absence.

If the above excuse procedures are not followed, the absences will be recorded as unexcused, and are subject to reporting for truancy.

An absent excused student's work can be sent home with a sibling or picked up in the office at the end of the school day.

(Children contracting a communicable disease should see their doctor as soon as possible. The doctor will then determine the amount of time the child should be absent from school.)

Since frequent or prolonged absences can have a negative effect on student learning, the following procedure regarding absences will be followed.

- When a student has been absent five times, contact will be made with the family by teacher and / or Principal.

- When a student has been absent seven times, student and parents will begin consultations with the school administration. (This process may be accelerated if a student is compiling a large number of absences very early in the semester.) In certain circumstances, the administration may place a student on “Attendance Watch” and/or require all future absences to be accompanied by doctors’ or dentists’ notes. The school reserves the right under Wisconsin State Statute 118.15(3) to require further verification of the reason for repeated or extended absences. In the event that a student has a significant number of absences related to illness, the principal and regular education teacher will work with parents/guardians to develop a health plan for the student. If absences are due to illness or medical appointments, it is suggested that the student provide medical documentation whenever possible to be eligible for medical exemption to the state statute.

We understand that in rare circumstances student absences may exceed ten (10) days throughout the school year. Any and all planned absences in excess of ten days require administrative approval. Arrangements for anticipated absences must be made at least two days prior to the anticipated absence. ***Arrangements should also be made with classroom teachers regarding school work that will be missed during the absence. Teachers are not required to give assignments in advance due to planning purposes.***

Regarding frequent or excessive absences: The Municipal Court of the City of Beaver Dam/Dodge County has authority to impose penalties for failure to attend classes. A child is prohibited from being a habitual truant. A habitually truant child is a pupil who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a semester, or ten (10) or more days in a school year.

A student is habitually truant if they are absent from school without an acceptable excuse under sub (4) and s. 118.15 for part of all of 5 or more days on which school is held during a school semester. A total of 10 days per year.

Students who are truant may be referred to the proper authorities.

7. Bikes, Rollerblades, Skateboards, and Scooters—During the school day.

None of the above is to be ridden on school property or playgrounds. All bikes should be parked in the racks and locked. We ask that students refrain from riding on the sidewalk surrounding church and school as well before, during, and after the school day.

8. Book Fees/Tuition

St. Stephen’s Lutheran School does not charge tuition for member students. All members are able to attend because the congregation supports Christian education. This mandatory fee covers the consumable materials (textbooks, workbooks, printing, technology, etc.) and classroom costs. ***All students enrolled at St. Stephen’s will be charged this fee.***

- The mandatory book fee is set each year by the Board of Education. (Private School Tax Deduction - Schedule PS)
 - A 5% discount will be given if paid in full at registration.
 - A 2% discount will be given if paid by semester (two payments, August and January)
 - If you wish, your discount can be assigned to our financial assistance fund.
 - If your family uses a credit card to pay, they must do so in person and no discount will be given. (This is due to the cost of the processing fee.)

- Parents can also make 8 monthly payments (August, October-April)
- \$100 discount is given for third child and beyond.
- If there is a special need and the book fee cannot be paid in full, special arrangements can be made by contacting the principal.
- **All non-St. Stephen's students who are members of area WELS churches will be charged a total of \$3600.00. This amount includes the book fee. An arrangement may be made with the home congregation to subsidize this fee.**
- **All non-WELS members will be charged a total of \$4250.00. This amount includes the book fee.**

9. Charitable Programs from Vendors

- Our school benefits from these charitable programs.
- The Box Top program has an app available from your app provider. If you do not have a smart phone to collect these box tops, please contact the school.
- Our Family Bar codes can be brought to the church or school office.
- Our school runs a SCRIP program. This program allows families to buy gift certificates for everyday items and then direct the proceeds to one of four specific areas. Information is available through the office and website.

10. 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 or the First Student at 920-880-1170.
- Bus students get off the bus on Maple Ave and load the bus on West Street.
- If the bus driver determines that a child is misbehaving, the drivers 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 or permanently.

11. Calendars

Copies of the School Calendar are on-line and will be given to each family with registration materials. Church Singing Schedule and the Athletic Calendar will be on-line.

12. Cheating

- Honesty is a quality which we wish to instill in your child.
- Any child caught cheating will receive a *reduced grade* 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.

13. Children's Christmas Service

Children of St. Stephen's Lutheran School will present the Christmas Message to the congregation in their Christmas service. St. Stephen's children are expected to be present for this service. Arrangements should be made well in advance so we can plan the service properly.

14. Church Attendance

- St. Stephen’s Lutheran School assists parents in training the child to be an active member of the church.
- Parents and students are expected to attend worship services at a WELS/ELS congregation.
- Church attendance is taken in the classrooms to help encourage faithful attendance and not to shame students.
- All church attendance records are shared with the pastors.

15. Counseling Services

Information is available in the church office.

16. 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	Language Arts	Math/Science	Fine Arts	Social Studies	Physical Education
ChristLight	Reading	General Math	Music	History	Intramural Sports
Catechism	Literature	Pre-Algebra	Piano	Geography	Health
Hymnology	Phonics	Algebra	Forensics	Civics	Gym
Memorization	English	General	Drama	Wisconsin	
	Spelling	Science	Band	History	Computer/Tech
	Penmanship	Life Science	Choir		Chromebooks in grades 3-8
	Writing	Earth Science	Art		Typing / Writing Skills
		Physical Science			Digital Media
					Digital Citizenship
					Google Workspace

- **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 keep 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 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.
 - better understand what God has created.

- **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 responsible citizens of the nation in which we live.
 - pray for the people in authority whom God has placed over us.
 - appreciate the differences of others.
 - respect the rights of others.
- **Physical education:** We teach physical education that the child may...
 - Gain an appreciation of God’s marvelous creation of the human body.
 - Increase their physical fitness.
 - Gain an understanding of physical development, well-being, and safety.
 - Develop basic locomotion and coordination skills.
 - Develop an interest in lifetime sports.
- **Music education:** We teach music education that the child may...
 - Gain an understanding of God’s gift of music.
 - Understand the development of music throughout the ages.
 - Understand the benefits of music in our daily lives.
 - Develop a love of music and its purpose in our lives.

17. 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, any type of gun (play or real), tools (unless requested permission given), bow and arrows, or weapons of any kind. Items of this nature found at school would be taken from the child, parents would be called, and the child would enter the school discipline policy steps.

18. Disagreements

If a concern relating to a school incident or application of school policy should arise, God's Word in Matthew 18 tells us what procedure should be followed. Courtesy and Christian love dictate that the matter first be privately discussed between parent and teacher, not with other parents, the principal or pastors, or members of the congregations. If, after a period of time, the problem still exists, the principal should be contacted. If the matter involves the principal, the School Board chairman should be contacted. If further counsel is deemed necessary at a later time, the pastors and School Board may be contacted. We should remember that errors will be made because we are all sinful human beings. All problems should be approached with prayer and Christian love, allowing God's Word to lead to peaceful and proper solutions.

19. Discipline Policy

In Ephesians 6:4 the Lord tells us, *“Fathers, do not provoke your children to anger, but bring them up in the training and instruction of the Lord.”* Here the Lord urges parents and teachers in partnership to avoid unreasonable expectations of the children/students God has graciously given us to nurture. At the same time, we are not to neglect God’s will and Word.

St. Stephen’s is responsible to create, foster, and maintain a good school environment for teaching and learning. Therefore, we will not tolerate any behavior that prevents a teacher from teaching, or behavior that prevents other students from learning.

Students have the responsibility to...

- learn scriptural truths.
- demonstrate Christian behavior by showing kindness, helping and encouraging others, and being respectful to all other students and teachers.
- apply their best effort in their class work.
- obey their teachers.
- talk to their teachers when they have problems.
- be accountable for their actions.
- demonstrate a positive attitude toward learning.
- attend church regularly.
- be a good representative of their faith and school in the community.

Pastors and Teachers have the responsibility to...

- show enthusiasm in teaching God's Word and studying it.
- demonstrate a genuine care for the eternal souls of the students.
- communicate regularly and in a timely fashion with parents regarding school/behavioral issues.
- be considerate of individual abilities and demonstrate a willingness to help every child find success and reach their fullest potential.
- treat children fairly and equally according to the gifts God has given them.
- provide appropriate discipline when needed.
- listen to student concerns and help when possible.
- demonstrate command of their grade level by using diverse teaching methods and using good organizational skills to cover all subject areas with equal importance. Teachers are to be sure to teach good study habits, and be cautious of giving out excessive assignments.
- encourage students to strive to meet their full potential, altering curriculum if needed.
- maintain regular communication with the principal regarding how to address undesirable student behaviors.
- advocate for additional student services when needed to assure student success.
- attend functions outside the classroom as they are able.
- promote continued secondary Christian education.

The Principal has the responsibility to...

- show enthusiasm in teaching God's Word and studying it.
- maintain close contact with teachers and students in reinforcing a Christian atmosphere.
- develop a rapport with families by being actively involved with parents, listening to, and addressing concerns with a compassionate and caring attitude.
- listen to parents and faculty and students with an open mind.
- teach conflict resolution skills to staff and students.
- provide discipline when needed.
- monitor teacher performance.
- be a strong Christian role model.
- demonstrate high standards and perform duties dependably, reliably and competently.
- address school issues and provide training and in-service opportunities for staff and families.

The Board of Education has the responsibility to...

- communicate information to the congregation and parent body regarding school policies, curriculum, events, and school climate issues.
- monitor and evaluate school climate and curriculum.
- consider and present a variety of ideas offered by parents, staff and other interested parties.
- be knowledgeable about concerns from parents, students and staff members.
- advocate student needs including additional services when needed.
- encourage and support harmony between teachers and administration.
- work with the church council and faculty to make policy changes, and balance the school budget.

Students are taught the Word of God daily here at school and at home. Our children are not exempt from the temptations of the devil, the world, and their own sinful flesh. Sometimes they give in to these temptations.

When this happens, it is our duty as a school to point out, admonish, correct, and chastise such errors by applying the truths of God's Word, the healing of Christian love, and the firmness of discipline. We are bound by Scripture to "Preach the word; be prepared in season and out of season; correct, rebuke and encourage—with great patience and careful instruction." (2 Timothy 4:2 EHV). God's Word tells us the importance of discipline when it says, "Whoever spares the rod hates their children, but the one who loves their children is careful to discipline them." (Proverbs 13:24 EHV).

Disregard for God's Word or rules of the school, disrespect for the pastors, teachers, staff members, or fellow students, or lack of self-control and Christian conduct will make it necessary to apply discipline.

Law and gospel will be used in disciplining a child. The law shows the child the severity of the sin that has been committed and the consequences of unrepentant sin. The gospel shows the repentant child God's love in sending his Son to be our Savior from sin. The Savior's forgiving love for us is the motivation to live lives that give praise and glory to God.

Parents are an important part of the disciplinary process and will be notified by their child's teacher or principal when a serious or repeated discipline problem arises. Communication and a cooperative spirit based on God's Word will be used as disciplinary action is discussed and completed.

Minor Infractions – include, but are not limited to these behaviors:

- Running in the school building
- Loudness in halls and bathrooms
- Disrespect to others
- Pushing and/or disorderly walking while in line
- Unsafe play—on any school property at any time
- Taunting, name-calling
- Repeatedly invading personal space of other students
- Disrespecting school property
- Uncooperative attitude (lying, refusal to do homework or participate)
- Repeated dress code violations
- Unauthorized movement in building
- Disruption of learning/teaching
- Social isolation
- Misuse of cell phones or other electronic devices

Minor infractions that become repeated actions or lead to other undesirable behaviors may be treated as a major infraction.

Possible Consequences - Teacher discretion will be used when applying consequences. Consequences will be age appropriate and will be based on frequency of occurrence.

- Time out from others during recess
- Practicing the proper behavior
- Replace or fix damaged property
- Removal from situation
- Sincere apology
- Teacher/student consultation

Major Infractions - Major infractions will be recorded on an Incident Report form by the teacher and/or principal to ensure the safety and well-being of our students at St. Stephen's. Major infractions include but are not limited to the following:

- Verbal / Physical / Social Abuse / Bullying
- Fighting
- Inappropriate/abusive language or gestures
- Defiance
- Possession of weapons or controlled substances
- Vandalism
- Theft
- Disregard for correction
- Sexual harassment
- Lying (repetitious/constant)
- Repeated disruptive behavior or continued disregard for school policy

Possible Consequences

- Detention
- Loss of privileges
- Restitution
- Work Detail
- Suspension
- Expulsion
- Involvement of Law Enforcement

If Major Infractions continue, the Following Steps Will Be Taken:

Phase 1: The child will be removed from the classroom to a supervised area of the building for a time out period. Depending on the severity of the offense, the child's parents will be notified and/or 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/her sinful behavior, receive forgiveness, be given guidance, and return to his/her classroom. A *disciplinary report* will be filled out with copies going to the parent, the school board, and the child's folder. The other teachers of the staff will be advised of the situation.

Phase 2: Repeated offenses within a short period of time 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. Staff members will again be informed of the circumstances.

Phase 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 a 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 will be placed in the student folder. One of the consequences is that the child will automatically be placed on a 45-school-day probationary period. During this time the child cannot participate in any after 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 student's actions and review the possibility of expulsion. The principal will fill out a *disciplinary report* and label it *Phase 3*.

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 Phase 2.

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

20. Dress Code

"Let your light shine before others" (Matthew 5:16). The way we dress reflects what is in our hearts to others.

- School clothing should be clean, neat, and reflect proper Christian standards.
- Pajamas are not allowed (except during Spirit Week).
- Clothing with holes or tears, where skin is visible, is not allowed.
- ***Clothing that is excessively tight, or that exposes undergarments or cleavage may not be worn***
- ***Skin-tight leggings, tights and jeggings must be worn with a skirt, a long sweater or t-shirt that completely covers the bottom.***
- No clothing with inappropriate pictures, words, tank tops, or bare mid-riffs.
- Clothing that promotes bands or singers is not allowed.
- Hair should be kept combed and clean. No unnatural colors or cuts.
- Boys are not allowed to wear earrings.
- No sleeveless shirts during school hours; they will be permitted for athletic practices.
- No flip-flops, **CROCS**, backless shoes are allowed because of safety on steps and at recess.

Please keep in mind students are expected to go outside at recess.

- Shorts of proper length (finger-tip or longer), this includes skirts with slits.
- Necklines on shirts should be about collar-bone height, no plunging necklines.
- Parents be mindful of what your child wears to school. If in doubt, don't allow it to be worn.
- ***If clothing/dress/appearance is determined to be a distraction or inappropriate the student will be asked to change or turn inside out the inappropriate clothing.*** Children may have to call home if the situation cannot 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.

21. Drug and Alcohol Policy

Students will not possess, use, or come to school under the influence of alcohol, tobacco, inhalants, controlled substances, or abuse of non-prescription drugs. The possession of these will result in immediate suspension.

22. FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day St. Stephen's receives a request for access.
 - Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - Parents or eligible students who wish to ask the School to amend a record should write to the principal, clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as and administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel.); a person serving on the Board of Education; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist), a parent or student serving on an official committee, such as a disciplinary or grievance committee, or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
 - Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington DC 20202-8520

5. St. Stephen’s Lutheran school annually notifies parents of the above FERPA rights via a registration day handout, inclusion in the Parent Handbook, or as an attachment to a school newsletter.

23. Field Trips

Throughout the school year the teachers of the individual classrooms will schedule field trips that are educational and enjoyable for the children.

- We encourage parent/grandparent(s) participation on these trips, (as capacity allows) but other family members such as siblings are not allowed to attend.
- Other adult relatives may go on field trips with a note from parents and the teacher’s approval.
- Some cost of the field trips is the responsibility of the parent and child.

24. Fine Arts Fair

Lakeside Lutheran High School each spring sponsors a Fine Arts Fair. Students from our school can participate in Junior Choir, band, vocal solos and ensembles, or piano.

- All Junior Choir and band members are expected to attend.
- All piano students enrolled in St. Stephen’s piano classes in Grades 4-8 are encouraged to attend.

25. 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.

26. Grading

St. Stephen’s utilizes an online based grading system called FastDirect. All grades are recorded through this program. Parents have access to all grades given by a teacher at any moment throughout the year. Report cards and midterm reports are distributed through this program. An email/text will go out once the grades are prepared. If paper copies of report cards are desired, please let the school know and arrangements will be made.

27. Graduation

The 8th Grade class will graduate from St. Stephen's the final week of the school year. The graduation service will take place in the church sanctuary and is open to all. We do ask that the seats in front be reserved for family of graduates. A small cake and punch gathering will follow in the church basement.

28. Head Lice

St. Stephen's has adopted a *no nit* policy when it comes to head lice. If your child has head lice keep him/her at home until no lice or eggs are present. When a case of head lice has presented, the principal or teacher may inspect the child's hair before he/she is allowed to return to class. Our concern is to avoid lice spreading, and as such, we will do our best to be discreet and will remind students of the proper Christian behavior when it comes to speaking well of and defending our neighbor's good name. If a lice case is reported in our school or on our bus line we will ask for permission to perform a head lice check on all students, and can only perform a check with permission.

29. 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. This can be done with an email from the doctor or calling the school office to let us know the date and type of immunization.

Students with a fever or not feeling well should be kept home. ***Students should be fever free for 24 hours without the aid of medicine.***

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.

30. Homework

Study time is almost always provided during the day, but students can be expected to have some homework. A general rule of thumb could be up to 15 minutes/grade/evening. This amount is affected by participation/studying done during the day. This could also be affected by the requirements of a teacher for a specific class.

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

31. Insurance

Parents of students at St. Stephen's are responsible for the payment of expenses incurred from injuries or accidents that may occur during the school day or while participating in extracurricular sporting events sponsored through the school. Please take the time to review your medical and/or accident coverage.

32. Junior Choir/Children's Choir

- The Junior Choir is a ***mandatory*** activity for students from grades 5-8
- Special services Junior Choir sings for would include the Advent Song Service, Ascension Service, and Lakeside Fine Arts Fair.
- ***Children's Choir is a mandatory activity for students from grades 2-4***
- Students in these choirs sing for special services as well as their regularly scheduled dates.

33. 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. If in doubt, consult with the principal and kindergarten teacher.

Parents must provide proof of immunization for the child to enroll. Prior to enrollment a screening with the kindergarten teacher is required.

34. Lakeside Lutheran High School/Luther Preparatory School

During the year, students from St. Stephen's may participate in various events provided by Lakeside Lutheran High School and Luther Preparatory School. Events may include, but are not limited to:

- Warrior for a Day
- Phoenix for a Day
- Math Meet
- Visual Arts Fair
- Spelling Bee
- Geography Bee
- Drama Presentations
- Various grade level experiences

35. Late Work Policy

Any work not turned in at the time designated by a teacher will be recorded as a 0. When the paper is turned in, the grade will change accordingly, with a deduction of no less than 1/3 of a grade because it was handed in late. All incomplete work will be finished according to the teachers' discretion.

36. Leaving During School Day

If a student needs to leave during the school day (8:00am - 3:20pm) he/she will need to be signed out by the adult they are leaving with.

- The adult picking them up will have to come to the S1 Church Office entrance to sign the child out and the child will be paged out of the classroom.
- Upon returning the student will sign back in.
- Visitors staying will need a visitor pass.

37. Lunch and Milk Programs

School Lunch, sponsored by the federal government, is offered to all students. There are three price categories: full price, reduced price and free. All are available to children in grades kindergarten to eighth if qualifying factors are met.

Payments for lunch are to be made on Monday (or the first day of the week). Please send the check made to St. Stephens. With the child(ren)'s name on the memo line. The family can pay with one check for all the children in the family. For those children eating cold lunch, milk may be purchased on a daily basis in the cafeteria.



- We ask if cash is sent to please put in an envelope with the student's name and the amount enclosed.
- Emails will be sent on the last day of the week if the balance is negative.
- Remaining balances at the end of the school year will be reimbursed to the families unless you would like it carried over to the next school year.

- If a student accumulates -\$25.00 balance in their lunch account, they will be offered a cheese sandwich and fruit and milk. If the balance remains negative for 10 days then they will not be served a lunch until the account is brought to a positive balance.

Parents are welcome to eat lunch with their children. For lunch you are to call the school before 9:00am. Adults pay different rate than children. This is paid at the time you eat.

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.

Please contact Kelly Wittnebel, Food Service Director, (920) 885-6484 or cooks@saintstephen.org.

38. 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 the original container to be kept in a secure place by the teacher, and prescribed medications are to be presented with a consent form from the doctor. Teachers do not have authority to administer medications unless a form is filled out.

39. Missions

- Every week there is a collection of mission money at the Monday chapel service.
- Each *quarter* of the year will have its own set mission that every student will be giving towards.
- ***Mission offerings will be designated by the CWLS program.***

40. Non-Discrimination Policy

St. Stephen's Lutheran School does not discriminate on the basis of sex, race, or national or ethnic origin in administration of educational policies, admission policies, scholarship programs, or athletic and other school programs. "[God] wants all people to be saved and to come to the knowledge of the truth" (1 Timothy 2:4).

41. 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.

42. Parent - Teacher Society

- By having children in our school, you are automatically a member of the PTS.
- The PTS has planned meetings and events during the school year.
- 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 each year.



43. Parking Lot Gates

The gates for the playground parking lot will be closed between 8:00am and 3:00pm. This will be done to keep our campus closed during the day, to keep our students out of the streets, and to ensure gym classes can be conducted outside until school ends. Funerals and Lenten Services will be the exceptions.

44. Phones

- The school phone is available for emergency 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 media devices turned on in school. If mobile (cell) phones are brought to school, they will be kept in a locked receptacle in the teacher's possession. After school, students may turn their phones on after they leave the building (bad weather being the exception).
- Smartwatches will be considered in the category of a Smartphone and be required to be turned in to the teacher at the beginning of the day.

45. Piano Program

- Children in grades *K-8* may register for piano instruction.
- Lessons are scheduled during the school day or shortly after school.
- Payment for piano lessons is on a semester basis and must be paid in advance.

46. Picnic

- School age children (Grades K-8), pastors, parents, and teachers wrap up the school year with the annual picnic.
- The day includes the Closing devotion, a picnic lunch, and games.

47. Pictures

- School pictures are taken each year in the fall.
- Purchasing the pictures is optional.
- A school yearbook is made for each student that attends St. Stephen's.

48. Playground

Due to heavy traffic after school in the West Parking Lot, no student is allowed on the playground or the play equipment until 3:45pm. This rule includes adults and children, and we will encourage non-St. Stephen's students to adhere to the rules of our playground as well.

49. 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 Unified 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.

50. Return Check Policy

In the event of a Non-sufficient fund (NSF) check, a fee of \$20.00 will be applied to cover costs.

51. School Hours

- School doors open for the students at 7:45am. (A bell will ring)
- Classes begin at 8:00am (when busses are here)
- The regular school day ends at 3:20pm.
- Evening pick-up should be in the West parking lot.

52. School Exhibition

Different mandatory events will be held to display the gifts God has given to the students of St. Stephen's. These events will be:

- 1) **Educational Fair**—displays will be set up in the gym showing different curricular and cross-curricular projects designed throughout the year.
- 2) **Art Walk**—displays of art projects designed throughout the year will be displayed.
- 3) **Drama**—plays and musicals will be performed by different groups of the school.

All dates and times of these events will be determined by the faculty and given out at the proper times to the church/school community.

53. 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 search 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.

54. 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, which will be given out at registration and posted on-line. If your child will be absent, please let the teacher know in advance. This will assist the teacher in preparation for the service.

55. Supply Lists

A copy of the classroom supply requirements is included in the registration material packet sent each summer. Please be sure that your child has the necessary supplies for the classroom. Check with your child to make sure that he/she has adequate supplies as the year progresses.

56. Technology

Students in the 3rd-8th grade will be given the privilege of using a Chromebook. They will be required to sign a contract before they receive it. The contract lays out a code of conduct to be followed when the Chromebooks are in use. The contract also lays out the consequences if the rules are not followed. While the Chromebooks are school property, the student it is assigned to is responsible for damages caused by not following the code of conduct, negligence, or carelessness. Only 5th to 8th grade students will be given the opportunity to take home their Chromebooks; GoGuardian software will be fully functional. (See Chromebook contract)

As Chromebooks are an integral part of the day at St. Stephen's a fee structure has been developed for times when students do not have them. A rental will be provided based on the following structure:

1st offense -warning

2nd offense \$10.00

3rd + offense \$25.00

A student who has no issues plugging in their phone should have not issues with charging a piece of equipment that is NECESSARY for their education.

57. Testing

Third through Eighth Grade will be taking the NWEA MAP test 3 times a year. These tests allow us to routinely assess how our students are doing.

58. 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, principal, and classroom teacher before enrollment***
- 2. Make all school and health records available to the school prior to enrollment***
- 3. New students will be on a one-month probationary period***

59. Violent Acts and Threats, Security

We are very concerned with the safety of your child.

- Our school has in place guidelines for handling various situations which could arise.
- This is why we ask you to use the S1 Church Office doors when school is in session. You may be escorted to your child's classroom after identifying yourself, stating the purpose of entrance, and signing in.
- Visitors staying will need a visitor pass.

60. Volunteer Programs

Our school's success is greatly enhanced by the faithful volunteers who 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.
- All volunteers will undergo a mandatory background check per the Board of Education.

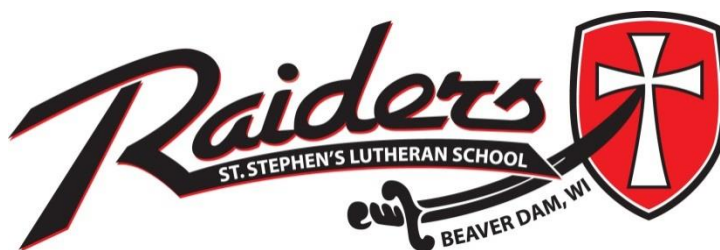
61. Water Bottles

If your child brings a water bottle to school, it should be transparent. Colored or flavored water is not allowed. We have filling devices on some of our water fountains.

62. 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 at (920) 885-6484.

Thank you, and God's blessings.



Aug 5, 2024