

WISCONSIN LUTHERAN SCHOOL

Parent Handbook 2010-2011

“He said to them, ‘Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.’”

Mark 10:14

SCHOOL THEME

FOR

2010-2011

**“Excellence in
Christ”**

Ephesians 2:10

**“For we are God’s
workmanship, created in
Christ Jesus to do good works,
which God prepared in
advance for us to do.”**

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WISCONSIN LUTHERAN SCHOOL

Middle School (Grades 4-8) & Main Office:

734 Villa Street, Racine, WI 53403

Phone: (262) 633-7143

FAX: (262) 633-1121

Email: wlsoffice@wi.rr.com

Lower School (Preschool-Grade 3):

2920 Bate Street, Racine, WI 53403

Phone: (262) 633-7142

FAX: (262) 633-3323

Email: wlslower@wi.rr.com

School Website: wisconsinlutherschool.org

Wisconsin Lutheran School has been established and is maintained by the following Wisconsin Evangelical Lutheran Synod Churches:

First Evangelical Lutheran Church

**728 Villa Street
Racine, WI 53403
(262) 633-8267**

Epiphany Lutheran Church

**2917 Olive Street
Racine, WI 53403
(262) 637-5182**

WISCONSIN LUTHERAN SCHOOL

FACULTY & STAFF

2010-2011

Principal:	Mr. James Boehm	598-9406
Grade 8:	Mr. Gerald Marowsky	(414) 764-3052
Grade 7:	Mrs. Paula Nass	632-0790
Grade 6:	Mr. Douglas Nass	632-0790
Grade 5:	Miss Julie Maass	554-8956
Grade 4:	Mrs. Kathryn Hintz	554-6672
Grade 3:	Mrs. Kristina Paustian	884-8898
Grade 1 & 2:	Mrs. Leah Krohn	902-8770
Grade 1 & 2:	Mrs. Katherine Roekle (Teaching Assistant)	637-7142
Kindergarten:	Mrs. Kim Lash	639-4846
Preschool:	Mrs. Kerri Bush	637-7039
Care Program Coordinator:	Mrs. Kerri Bush	637-7039
Extended Learning (LS):	Mrs. Kerri Bush	637-7039
Extended Learning (MS):	Mrs. Paula Nass	632-0790
Secretary:	Mrs. Barbara Pope	681-8773
School Cook (MS):	Mrs. Cristy Koker	635-8490
Pastors:	Rev. John Roekle (First Evan.)	637-7142
	Rev. Aaron Dolan (First Evan.)	898-1910
	Rev. Michael Zarling (Epiphany)	898-0833
	Rev. Philip Janke (New Hope)	822-2544

INTERPARISH SCHOOL COUNCIL (IPSC)

Chairman: Mr. Andy Baumgart (First Evan.) 898-9635
Vice Chairman: Mr. Peter Dreckmann (Epiphany)
Treasurer: Mr. Rodney Strutz (Epiphany)
Secretary: Mr. David Johnson (First Evan.)
Members: Mr. Kevin Craig (Epiphany)
Mr. John Heathcock (First Evan.)
Mr. David Sieker (Epiphany)
Mr. Tom Sieker (First Evan.)
Principal Boehm
Pastors Roekle, Dolan, and Zarling

ATHLETIC COMMITTEE

Director: Mr. Gerald Marowsky (414) 764-3052
Members: Mr. Robin Jacobsen
Mr. David Johnson
Mrs. Sarah Petrick

SCHOOL ELDERS

Epiphany: Mr. Robert Martin and Mr. Les Smith
First Evangelical: Mr. Ron Koker and Mr. Dan Schulz

HOME & SCHOOL SOCIETY

President:	Frank Petrick	637-4537
Vice President:	Karina Dey	676-9055
Secretary:	Ruth Heusterberg	638-4951
Treasurer:	Mike Lueck	598-1009
Program Director:	Lis Miller	456-2645
Faculty Representative:	Kathy Hintz	554-6672

An IPSC Representative will also serve on the H & S Board.

CHRISTIAN EDUCATION

There is no true education without Christ. "The fear of the Lord is the beginning of wisdom." (Psalm 111:10). The knowledge of God is education; education is the knowledge of God. Knowledge and understanding of the world in which we live are based upon knowledge and understanding of God and His plan for His creation. "Knowledge of the Holy One is understanding." (Proverbs 9:10). Since all things come from God, all branches of education must be Christ-centered.

It is for this reason that the First Evangelical and Epiphany Lutheran congregations have established and support Wisconsin Lutheran School. All that we teach is based upon Scripture, which we hold to be entirely the Word of God. "All Scripture is God-breathed." (II Timothy 3:16), and therefore is inerrant. "Your Word is truth." (John 17:17).

Our objectives are two-fold. First, we seek to develop good citizens for God's kingdom, "thoroughly equipped for every good work" (II Timothy 3:17), and "wise for salvation through faith in Christ Jesus" (II Timothy 3:15). The second proceeds from the first; namely, we seek to develop good citizens for our country. These children of God will "obey (their) leaders and submit to their authority" (Hebrews 13:17).

Finally, our Lord concurred that these are the greatest of all the commandments: "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind and love your neighbor as yourself" (Luke 10:27). Let us seek to instill this in our children by example and instruction. The Lord will see that all other things are added to us according to our needs.

MISSION STATEMENT

Wisconsin Lutheran School equips Jesus' little lambs with life-skills that glorify God.

WISCONSIN STATUTES FOR PRIVATE SCHOOLS

Wisconsin Lutheran School is recognized as a private school by the State of Wisconsin and meets the following criteria as listed in Wisconsin State Statutes, Section 118.165(1), which reads as follows:

"Private Schools. (1) An institution is a private school if its educational program meets all of the following criteria:

- (a) The primary purpose of the program is to provide private or religious-based education.
- (b) The program is privately controlled.
- (c) The program provides at least 875 hours of instruction each school year.
- (d) The program provides a sequentially progressive curriculum of fundamental instruction in reading, language arts, mathematics, social studies, science, and health. This subsection does not require the program to include in its curriculum any concept, topic, or practice consistent with the program's religious doctrines.

- (e) The program is not operated or instituted for the purpose of avoiding or circumventing the compulsory school attendance requirements under Section 118.15(1)(a).

- (f) The pupils in the institution's educational program, in the ordinary course of events, return annually to the homes of their parents or guardians for not less than 2 months of summer vacation, or the institution is licensed as a child welfare agency under Section 48.60(1)."

ENROLLMENT AND NON-DISCRIMINATION POLICY

Wisconsin Lutheran School has been established and is supported primarily by the members of First Evangelical and Epiphany Lutheran Churches for the Christian education and training of the children enrolled. In keeping with the Lord's directive to let the little children come unto Him, our school has opened its doors to children whose parents are not members of the two churches.

Students of any race, color, nationality, and/or ethnic origin are admitted to all of the rights, privileges, programs, and activities generally available at the school. It does not discriminate on the basis of race, color, nationality, and/or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

PARENTAL RESPONSIBILITIES

Class time is only a small portion of your child's day and an even smaller portion of his/her life. Far more influential upon them than what a teacher says or does is what parents say or do. Parents can greatly reinforce what their children learn by the "informal lessons" taught at home. What an awesome privilege! What a humbling responsibility! The time spent listening to memory work in the evening or making sure that all of their homework is done goes a long way toward helping them do well in school.

Beyond this, parents can greatly help their children by regularly and frequently bringing them to church. Wisconsin Lutheran School requires that our students attend church a minimum of 50% of the time. This bolsters their knowledge of the Bible, and more importantly their faith in Jesus Christ as their Lord and Savior. In public worship, they have the opportunity to say the Lord's Prayer and the Creeds, as well as singing many beautiful hymns, and all without being quizzed on them. Attendance at church demonstrates to your child that God and His Word are important to you, as an adult, and not just something that is required during childhood and not needed after 18 or 21.

If there are parts of the service that your child does not understand, explain them as best you can, or ask your pastor. He will be happy to explain why we do what we do and the true beauty of liturgical worship in our churches.

In this fast-paced world, everyone could use a little quality time at home. Why not spend some quality time with your family in the Lord's house? People gather there to hear from God every Sunday. Please be one of those hearers of the Word!

DAILY SCHEDULE

The school doors will open at 7:20 a.m. at both buildings. The hours of school are as follows:

Lower School

Kindergarten:	7:35 a.m. – 11:35 a.m.
Grades 1 - 3	7:35 a.m. – 1:50 p.m.
Preschool	7:35 a.m. – 11:30 a.m.

Middle School

Grades 4 – 8	7:30 a.m. – 2:00 p.m.
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Children are to report to their rooms upon arrival. If children arrive before their teacher, they must wait quietly in a designated room until the teacher does arrive. Parents whose children arrive earlier than 7:20 a.m. will be charged for Before School Care at the current rate. (This does not include students whose buses arrive early.)

The Middle School day will begin with a warning bell at 7:25 a.m. followed by an official “all-call” bell at 7:30 a.m. Those failing to reach their homeroom by this time will be marked tardy. (Those students who are tardy due to late buses will not be marked tardy.)

Students are to leave the school grounds immediately upon dismissal and the arrival of their bus. If students are participating in supervised extracurricular activities that immediately follow the school day, they are to report to the advisor or coach in charge of that activity or to their homeroom until their advisor or coach arrives. Students are to be picked up promptly following extracurricular activities or practices, or may be subject to a charge for After School Care. This charge for a “late pick-up” will be up to the discretion of the coach or advisor of each activity.

Students who are walking to another location after school (other than a sports practice beginning immediately after school) must have written permission.

Students who remain on school property and who are not participating in an extracurricular activity and/or under the direct supervision of a staff member will be charged for After School Care. Kindergarten students who remain longer than 15 minutes after their dismissal time will be charged for After Kindergarten Care. (See “Care Programs” section for rate information.)

TARDY CONSEQUENCES

Middle School: If a student is tardy five times in one quarter, unless the tardy is an excused tardy (bus or weather-related), he/she will serve a one-hour detention for the fifth tardy and for each additional tardy during that quarter. Parents will be sent a notice when the fourth tardy has occurred, and for subsequent tardies.

Lower School: If a student is tardy five times in one quarter, unless the tardy is an excused tardy (bus or weather-related), one service hour for the family will be added. For every three additional tardies during the same quarter, another service hour will be added. Parents will be sent a notice when the fourth tardy has occurred, and for subsequent tardies.

CARE PROGRAMS

A Care Program, which provides Before School Care, After Kindergarten Care, and After School Care for students in all grades, has been established as a joint venture between Wisconsin Lutheran School and the Care Committee. All Care is provided at the Lower School building, with the exception of the Middle School "Sports Care Program" (see below). Hours of the Care Program are from 6:30 a.m. to 5:30 p.m. Middle school students that use the regular Care Program will be shuttled to the Middle School in the morning and back to the Lower School after school.

Students must be pre-registered for the Care Programs, so as to avoid overcrowding and to have an assistant for the Care Provider on-site when necessary.

A monthly Care Account Statement will be sent after each month concludes. The cost for the Care Program is \$4.00/hr. for the child in the family with the most hours of Care, \$3.00/hr. for the second child in the family, and \$2.00/hr. for each additional child. (This will fluctuate on a monthly basis, depending on each family's use of the Care Program.)

An After School Care hourly fee will be charged for those students remaining on school property following the dismissal of school unless they are under the direct supervision of a staff member, coach or advisor.

Middle School "Sports Care" is offered at the Middle School as needed for sports participants whose practices do not begin immediately after school. (Cost is the same as the regular Care Program. Students will be required to sign in if they stay.) This program is provided so that students can remain at school under adult supervision until the start of their designated practice time. Students must also be pre-registered for the Middle School "Sports Care" Program. Failure to make prior arrangements for "Sports Care" may result in a student being removed from a particular sport or extracurricular activity.

Middle School students that need Care other than for a sports practice must go to the Lower School on the shuttle for Care.

CLOSED CAMPUS

Wisconsin Lutheran School maintains a closed campus during the school day. All students are required to remain on school property. Students are required to have written permission from their parents whenever they leave the school grounds. No group lunches or outings will be allowed.

ATTENDANCE/ABSENCES

Parents are required to call, FAX, or e-mail the proper building before the school day begins to report that their child is sick or will be absent.

If a child is absent three or more days in succession, a doctor's excuse will be required in order for the child to return to school. If a child is absent because of a communicable disease, the parent must report this to their local health agency and a release from that agency must be

obtained in order for the child to return to school. The Wisconsin Statutes (s.118.15, Compulsory School Attendance and s. 118.16 School Attendance Enforcement) requires W.L.S. to release "information regarding the attendance of any child between the ages of 6 and 18 who is a resident of the school district or who claims or is claimed to be in attendance at a private school located in the school district to the district school attendance officer". A child absent for more than 25% of the school calendar year will be retained and required to repeat his or her current school grade. In some cases, a lower percentage of absences could require a child to repeat the grade. If habitual absence and/or tardiness occurs, documentation may be required.

When a child is absent from school, work is missed which may be difficult to make up. It has been our experience that parents do not always fully realize the effect that taking their children out of class has on the child, teachers, and the rest of the class. This is especially true of frequent withdrawals. A calendar of vacations is included in this Handbook. Please plan your trips accordingly. It should be noted that teachers are not obligated to issue assignments prior to the date on which they are assigned in class.

Doctor or dental appointments should be made, when possible, before or after school hours. Please notify the school through written or verbal communication if you plan to take your child out of class during the school day. Children will be excused for appointments when direct communication between the parent and teacher and/or school office has taken place.

HEALTH/MEDICATIONS

According to Wisconsin State law, no child may be allowed to enroll in school unless all of the immunization requirements of the State have been met. The School Nurse will notify any families whose children have not met the State requirements.

Children should not be sent to school when they have upset stomachs, fevers, or flu-like symptoms, as these symptoms are often linked to contagious illnesses.

The Lower School cannot provide over-the-counter medications. If a child needs to take medication during the school day, the parent is to send a note with the medication explaining the dosage and time of day it should be taken. The child is to give the medication to his/her teacher for safekeeping. No medication will be given to the student unless parental permission is given.

The Middle School will dispense one or two acetaminophen or ibuprofen to students as requested and as authorized on the Middle School Student Emergency Card. For other medications, a note should be sent with the student, indicating the type of medication and dosage. Such medication should be stored in the school office.

Vision and hearing screenings are provided during the course of the school year. A scoliosis screening will periodically be given to Middle School students.

WELLNESS POLICY

Wisconsin Lutheran School realizes that there is a connection between student wellness and the ability to develop and learn. It is the school's intent to:

- promote nutritional education
- set goals for physical activity
- establish standards for healthy meals and other foods served on our school campuses
- promote school-based activities that encourage and educate our students and staff about school wellness

SCHOOL CLOSINGS **LATE STARTS/EARLY DISMISSALS**

When weather-related problems occur and the Superintendent of Racine Unified School announces:

- (1) schools are closed – W.L.S. will also close.
- (2) a late start – W.L.S. will also have a late start except for Kindergarten and Preschool, which W.L.S. will cancel.
- (3) An early dismissal due to weather – W.L.S. and After School Care * will also dismiss early. At such time that W.L.S. incurs an early dismissal due to weather conditions, children who normally are bused home will be sent home on the bus when dismissed. Parents who pick up their children should do so as soon as possible.

To receive this information, tune in to radio station WRJN (1400 AM) or TV Channels 4, 6, or 12.

Unscheduled closings due to equipment failure may also occur. Each child should know where to go if an emergency arises and school is dismissed early.

*After School Care: Children who normally are bused home will be sent home on the bus when dismissed early, unless the After School Care Provider has been given other instructions. Be sure that you have arranged for someone to meet your child at their bus stop when an early dismissal occurs.

The After School Care Provider will remain at school until all children are safely picked up or placed on the bus. However, it is also important that our Care Provider be able to leave school as soon as possible, to insure a safe trip home as well.

If you have any questions about early dismissals, contact the After School Care Provider as soon as possible so that it is clear what will happen to your child during this situation. Do not wait until inclement weather occurs. It is difficult (if not impossible) to get through on the phone lines during an emergency situation, and the phone must be available for contact from the Middle School or for true emergency information.

BUS SERVICE

Wisconsin Lutheran School is provided busing through the Racine Unified School District, and is subject to that School Board's rules governing bus service. To receive busing, all students must live at least two miles from the school building that they attend. A "Letter of Exception" can be sent by parents to: Racine Unified School District, Attention: Patrick Starken, 2220 Northwestern Avenue, Racine, WI 53404.

Kindergarten students returning home after their school day ends do not receive bus service. Financial assistance is given by Racine Unified to help offset the parent's cost in transporting their Kindergarten student home from school.

Prior to the opening day of school, families should receive information directly from Racine Unified regarding pick-up locations and times, and other route information.

Durham School Services (the bus company) requires a dated, parental-signed note on any day that a child will be riding on a different bus. This is for emergency situations only and must be authorized by the Principal.

Bus behavior at all times is to be of a Christian nature. Poor behavior may result in school discipline as well as a suspension of busing by Racine Unified.

COLD WEATHER

When the temperature reaches 0 degrees F. or the wind-chill factor is below -10 degrees F., children will not be allowed outside for recess. If the temperature falls close to these extremes, the teacher will shorten the outside exposure time.

All children are to be outside for recess periods at other times. Parental written excuses are required if students are to remain indoors. During the seasons of inclement weather, children should be dressed appropriately.

DRESS CODE

The Interparish School Council has established a dress code for Wisconsin Lutheran School. Christian modesty should be the operative term when considering your child's school wardrobe. All persons concerned need to understand that the spirit, and not merely the letter of this code, should be applied when determining what a student may or may not wear to school. Students are expected to dress modestly. Any offensive dress will be reported to parents, and corrective action should be taken.

The staff will use its good judgment to determine when clothing and accessories do not fit the code and or safety becomes an issue. The same holds true if a situation occurs that is not specifically addressed in the Dress Code.

1. All clothing is to be neat, clean, and of a decent fit.
2. Clothing is not to be faded (unless made that way in the factory).
3. Clothing should not be torn.
4. Clothing such as crop-tops that cause the midriff to be exposed during normal activities are not to be worn. Low-cut tops and jeans must be accompanied by a shirt or sweater that covers any exposed hips, **cleavage**, and/or midriff. Pants, slacks, blue jeans, trousers and shorts shall be worn at the waist and no lower. No tank tops are to be worn. Modest sleeveless tops are allowed as long as no undergarments are showing or no unnecessary exposure is present.
5. All printed shirts must be of an inoffensive nature and not of rock groups, etc.
6. Students are allowed to wear shorts that are acceptable in length during the entire school year. Acceptable short length can be determined by placing the arms alongside one's body. The bottom of the shorts should come to the tips of the fingers; no shorter.
7. Hair is to be neat, clean, and of an inoffensive cut, color and length.
8. Make-up should be used in moderation. No artificial tatoos will be permitted.
9. Feet are to be covered with shoes or sandals. Sandals must include a strap across the back. Flip-flops are not permitted in the classroom, at breaks, at

- recess, or during Phy. Ed. Heelys (shoes that roll) are not allowed at school. Appropriate footwear is to be worn on the gym floor.
10. No winter coats or jackets are to be worn in the classroom. Sweatshirts or hoodies are permitted.
 11. No backpacks or school bags are to be kept in the classroom during school hours.
 12. Earring Policy: For reasons of safety, earrings that extend one-half inch or less below the earlobes may be worn. No earrings are to be worn during Phy. Ed. Classes. Body piercings of any other kind are not allowed.

Those students who are required to wear starter earrings because of recently pierced ears will be assigned a non-contact six-week curriculum alternative. After the six-week period, the student will be required to attend regular P.E. classes without earrings unless a medical excuse is submitted. If a parent plans to have his or her child's ears pierced during the school year, notification to the P.E. teacher is required before the ears are pierced.

No earrings of any kind are allowed when participating in sporting events according to the guidelines of the Lake Lutheran Athletic Conference.

Phy. Ed Dress Code: Gym shorts, t-shirts or sweats, and athletic shoes must be worn for Phy. Ed. Class. Classroom clothes are not allowed. No earrings are allowed.

Field Trip Dress Code: School Dress Code guidelines should be adhered to by children and chaperones. Field trips are considered to be a school day, and we are representing our school.

Dress Code Violations and Consequences

The student who has violated the Dress Code will be supplied with a t-shirt and/or sweatpants. If the student refuses to wear the given t-shirt and/or sweatpants, he or she will receive a Demerit and/or be sent home.

PERSONAL PROPERTY

All personal property that is brought to school should be labeled. This will help the students and staff identify personal property, and prevent unintentional losses. Labeling of jackets, gym clothes, calculators, and other property helps immensely when trying to return lost or misplaced property to students.

Electronic Equipment: The use of electronic equipment such as video games, electronic gadgets, and personal music devices is not allowed on school premises. **Students may not enter or exit the school grounds while using electronic equipment**

Cell Phones: Cell phones and pagers are allowed at Wisconsin Lutheran School, with parental permission. Cell phones and pagers should be kept in the students' lockers or school bags, and the devices should be turned off during school hours. Permission to use a personal cell phone during the school day may be given with staff approval **and the call must be made from the school office.** Improper use of cell phones and pagers during class/school hours will result in revocation of this privilege, and confiscation of the device.

GUM CHEWING

There will be no chewing of gum while on school grounds.

PROMOTION/RETENTION POLICY

There are times when a child may be retained in a grade even though the actual letter grades are not F's. In such cases, the teacher and administrator shall recommend retention as a course of action, but the parents must make the final decision. If the parents choose to go against the recommendations of the staff, they must sign a statement to that effect. This statement will become a part of the school's records and a copy will go into the child's permanent Student File.

If the parents choose not to have the child retained and the child continues to experience difficulties, the staff will insist upon retention the following year. If the parents do not agree with the staff's recommendations the second time, they may appeal to the IPSC Board.

A child absent for more than 25% of the school calendar year will be retained and required to repeat their current school grade. In some cases, a lower percentage of absences could require a child to repeat the grade.

Kindergarten: The State requires that a child be 5.0 years old by September 1st of the year of enrollment in Kindergarten. This is the child's chronological age. It is, however, the developmental age of the child that is of primary importance to educational success. By the age of five, the developmental age of children ranges between 4.0 and 6.0. The developmental age needs to be 5.0 or the child is going to experience difficulties. These difficulties have nothing to do with intelligence and nothing but time can help. Forging ahead won't help because nature does not close the gap.

Generally, boys of the calendar age of 5.0 will be one-half year behind girls of the same age in developmental readiness. It is often wise to start boys at the chronological age of 5.5 and girls at 5.0. Rather than narrowing, the developmental differences continue to widen during the elementary school years.

Just as each individual enters adolescence according to his/her own biological timetable, so each individual becomes ready for formal learning. Requiring a child to do too much too soon can be psychologically damaging with long-lasting results.

Some very intelligent children are not ready to begin their education at the age of 5.0. If they are forced to do so, they are apt to become underachievers with behavioral problems due to frustrations easily avoided by waiting a year.

First and Second Grades: Mastery of the skills of reading and math in the First and Second Grades requires A or B work. Parents need to be aware from the outset that C work at this level should be of as much of a concern as D and F work at a higher grade level, and may be a reason for the staff to recommend retention. A child at this level may still be recommended for retention on the basis of maturity. Reasons are the same as for Kindergarten.

Third and Fourth Grades: In these grades, a child working 0.5 grade equivalent points below the national median on the majority of test items should be recommended for retention, regardless of report card grades.

Fifth through Eighth Grades: Beginning in these grades, a child may be held back for difficulty in the survival skill areas: math, reading, and language. Difficulty does not necessarily mean F work. At this level, a child will be held back for the entire grade only if his overall average is an F in academic courses.

EXTENDED LEARNING PROGRAM

The Extended Learning Program has been established as an extension of the classroom. It provides extended learning opportunities for children who need remedial work and/or study skills in certain subject areas, as recommended by the faculty and parents. Teachers or parents may also recommend Extended Learning for children who excel in the classroom and can benefit from advanced work in certain subject areas. Diagnostic testing for students can also be provided.

The parents of students enrolled in the program are billed monthly for the sessions used, at a cost of \$3.00 per session. (If payments are late, the charge per session becomes \$3.50.) **Financial assistance for the Extended Learning Program may be available, upon request.**

REPORT CARDS/MIDTERM REPORTS

Report Cards are sent home at the end of each quarter (every nine weeks). Midterm Reports are sent home approximately 4½ weeks into each quarter. The purpose of the Midterm Report is to point out areas of concern before problems progress too far. Parents are encouraged to talk with their child's teacher(s) about any concerns they might have. **For some grade levels, Edline (on-line system) will be used to allow parents access to their children's grades, reports, and other miscellaneous information. Instructions regarding use of the Edline system will be provided by your child's teacher, if applicable.**

Final Report Cards for the school year are mailed to families whose miscellaneous accounts have been paid in full (Extended Learning, Care Program, Library materials, Athletic Fees and uniforms, etc.) and whose tuition account payments are up to date.

PARENT-STUDENT-TEACHER CONSULTATIONS

Two Parent-Student-Teacher Consultations are held annually to discuss the child's performance during the school year. These consultations are beneficial to the teachers, the parents, and the students. Both parents should attend these consultations whenever possible. Additional consultations can be arranged throughout the year as needed.

PARENT VISITS

We encourage parents to visit our school. All guests are asked to check in at the office when they arrive. If possible, please let us know in advance that you will be visiting. Advance notice helps us to prepare for your visit.

TESTING

Students in Grades 3 - 8 will be tested yearly, using a national achievement test for evaluation purposes. These tests will make percentile and grade equivalent comparisons with students throughout the nation. Our eighth grade students annually take the ACT for high school placement. The school also periodically tests the IQ level of achievement measured by these tests.

DISCIPLINE

A successful school requires good discipline in order to operate smoothly. Since a child without proper discipline can very easily grow up to be a poor citizen of his country, or worse, an unprofitable servant in God's Kingdom, we as Christian teachers, parents, and students must never grow weary of prayerfully striving at all times to maintain God-pleasing order.

Mindful of the great responsibility placed upon us by God Himself, Christian parents and teachers must prayerfully and faithfully labor:

- (1) to look upon all children placed in our care as heirs of eternal life, precious to Christ and redeemed by His blood;
- (2) to point out and label sin wherever it appears, so that no sinner may live securely in his sin to the detriment of his soul;
- (3) to show the child the great love God has for him in sending His only begotten Son to die for sinful mankind; and
- (4) to never fail to use the wonderful news of the Gospel to soothe a conscience-stricken child.

On the other hand, Christian students can also do much to create an atmosphere of good Christian order. Some of the things which parents and teachers can expect from Christian students are:

- (1) that they cheerfully uphold all of the school rules for the sake of decency and order;
- (2) that they cheerfully obey and respect the pastors, all members of the faculty, and every person connected with school management as persons placed over them by God Himself;
- (3) that they accept admonition and discipline as necessary to curb outbreaks of sin, and to help them "live not unto themselves, but unto Christ who died for them and rose again" (II Cor. 5:15);
- (4) that they do not let a feeling of injustice fester into a sinful grudge;
- (5) that they be punctual and honest in doing work which is assigned to them;
- (6) that they be aware that their bodies are temples of the Holy Spirit; therefore, they will not abuse them by smoking, drinking, using drugs, or other acts unacceptable by God; and
- (7) that each student has the right to be free from assault (attack) and from physical or verbal abuse. No one shall have any kind of weapon or any item appearing to be a weapon.

Cooperation and support from the home is necessary to the success of all discipline.

Late Work Consequences for Grades 6, 7 & 8

Detentions will be given when five (5) "Late Marks" are accumulated in one quarter. A one-hour Detention will be served when the fifth Late Mark is received, and each additional Late Mark over five will require an additional hour of detention. Only one Late Mark is given per day. Parents will receive a Notice of Concern for each Late Mark.

Extracurricular Consequences for Late Work

If a student has received seven (7) Late Marks during a quarter, he or she will be exempt from participating in extracurricular activities for that quarter.

Demerits

Wisconsin Lutheran School has a policy of issuing demerits to students for the follow reasons: poor attitude; bad language; fighting*; lack of respect; harassment of students; injury to classmates due to careless behavior; destruction of school property; misuse of classmates' property; non-Christian character (being harmful to the spiritual welfare of other students, setting a bad example); illegal use or possession of tobacco, alcohol, and/or the use or possession of other drugs; possession of a weapon or any item appearing to be a weapon (real or toy guns, knives, etc.); and other offensive behavior. Lockers, school bags and coats may be searched at random by the staff. (*Automatic suspension for fighting. Duration of suspension to be determined by administration.)

The procedure a teacher will follow when issuing a demerit is as follows:

- (1) The teacher will notify the parents of the demerit asking for a meeting with the parents and child to talk about the seriousness of the demerit.
- (2) If the parents agree that a meeting is necessary, the Demerit Form is to be signed at that time and returned to the office.
- (3) If the parents feel that a meeting is not necessary, the teacher will explain the seriousness of the demerit and will mail the Demerit Form to the parents. A parent will sign the lower section of the Demerit Form and return that portion to the teacher. The teacher will return the signed section of the Demerit Form to the office where it will be filed.
- (4) Copies of the Demerit Form will be distributed as follows: parents, pastor of the student's church, office file, student's file, and coaches and advisors of extracurricular activities.

Demerit Consequences

Two demerits per quarter: Two-week suspension from extracurricular activities and sports

Three demerits per quarter: Exemption from participation in extracurricular activities and sports for the remainder of that quarter

Structure: 1 Demerit - One hour of detention
2 Demerits - Two hours of detention
3 Demerits - One-day suspension
4 Demerits - Four hours of detention
5 Demerits - Five hours of detention
6 Demerits - Three-day suspension
7 Demerits - Seven hours of detention
8 Demerits - Eight hours of detention
9 Demerits - Expulsion

Definitions:

Detention: A Detention is defined as a one-hour period served after school in a supervised classroom or in the school office.

Middle School Detention Policy: All students who have received a detention will be required to serve their detention on the Monday of the following week from 2:00 p.m. to 3:00 p.m., monitored by a member of the Middle School staff. If a student fails to serve his or her detention, they will not be allowed to participate in extra-curricular activities until that detention is served.

Suspension: A Suspension is defined as a one-day or three-day period to be served away from the school premises.

Termination of Enrollment: The IPSC reserves the right to terminate the enrollment of a student, at any time it deems necessary, for the welfare of the school. The primary purpose of Wisconsin Lutheran School is clearly reflected in the school philosophy that is found in this Handbook. Sometimes it may become apparent that a student refuses to live in harmony with those around him/her and refuses to follow the principles of good Christian citizenship. It may then be in the best interest of the student and the school that he /she discontinue his/her studies at Wisconsin Lutheran School.

PUBLIC DISPLAY OF AFFECTION

Wholesome and God-pleasing relationships among our students are encouraged. The school and school-sponsored activities are neither the time nor the place for public displays of affection. Students will be counseled if problems arise and parents will be informed if inappropriate behavior persists.

PARENTAL & STUDENT CONCERNS

Parents (and students, through their parents) are encouraged, when concerns or problems arise, whether academic or disciplinary, to keep the lines of communication open between themselves, teachers, staff, coaches, and advisors in the hope that minor problems can be solved before they escalate.

If problems arise, the following steps are recommended:

- (1) Communicate your concerns with the teacher, coach, advisor, or personnel who are directly involved.
- (2) If your concerns are not satisfied, share them with the Vice Principal at the Lower School, and/or the Principal at the Middle School.
- (3) If your problems are not resolved, arrangements should be made with a pastor and the Chairman of the Interparish School Council, Mr. Andy Baumgart (898-9635).

Every effort will be made to reach a God-pleasing solution.

FINANCIAL RESPONSIBILITIES

Payment Policy

The Interparish School Council (IPSC) has established the following remittance policy:

Tuition payments must be made IN FULL at Registration, unless the FACTS Program is being used for automatic deductions from a checking or savings account.

The FACTS Program allows families to set up an automatic deduction from a checking or savings account on the 5th or the 20th of each month for their child's tuition.

All miscellaneous fees which include student-owned books, Technology Fees, Lower School Milk, Middle School Hot Lunch Program tickets (optional) and school yearbook (optional) are due IN FULL at Registration. These expenses are not a part of the FACTS Program deductions for tuition.

Fees for the 2010-2011 school year are as follows:

		<u>Grades 1-8</u>	<u>Kindergarten</u>	<u>Special Rate</u>
<u>Member Tuition*</u> :	First Child	\$1,114.00	\$879.00	-
	Second Child	\$ 860.00	\$740.00	\$500.00
	Third Child	\$ 733.00	\$668.00	\$500.00
Maximum per Family:		\$2,707.00**		

**Special Cap of \$2,114.00 for families with two or more students at WLS who also have a student enrolled at Shoreland Lutheran High School.

<u>Non-Member Tuition:</u>		<u>Grades 1-8</u>	<u>Kindergarten</u>
	First Child	\$3,672.00	\$2,281.00
	Additional	\$2,872.00	\$1,844.00

<u>Other WELS Members:</u>		<u>Grades 1-8</u>	<u>Kindergarten</u>
	First Child	\$3,352.00	\$2,104.00
	Additional	\$2,629.00	\$1,710.00

<u>Preschool:</u>	3-Year Old Class	\$ 610.00
	4-Year Old Class	\$ 910.00

All fees listed include the costs for tuition, textbooks, workbooks, tests, supplies, and other miscellaneous materials used for each student's education.

The condition of school-owned textbooks is noted at the beginning of each school year, and a fine will be assessed for damages beyond normal use. Notice will be given to the students at the end of the school year.

*To qualify for "Member Tuition", the family must be in "good standing" with their congregation, either Epiphany, First Evangelical, or New Hope Lutheran churches. A member family in good standing is not charged the full amount of their children's tuition. A member family in good standing **must attend a minimum of 50%** of their congregation's church services, and the family's church contributions must meet the guidelines as determined by the School Elders of their congregation.

Tuition Assistance for Members in Good Standing: Tuition Assistance, through the FACTS Grant & Aid Program, may be available for members of Epiphany and First Evangelical Lutheran Churches who are in good standing with their congregation. **Applications are submitted on-line to www.factstuitionaid.com.** **Additional information can be obtained by contacting the school office.**

Failure to make timely payments may terminate a student's enrollment at Wisconsin Lutheran School. Questions concerning these financial policies should be directed Andy Baumgart (898-9635), Chairman, Interparish School Council.

Service Hours

To encourage all parents (members and tuition families, Grades PS- 8) to be involved at their children's school, six service hours per school year will be required of each family. (In lieu of a family's service hours, a \$50.00 per hour contribution can be made.) **(Additional Sports Service Hours will be required for families whose children participate in the WLS sports programs (see Page 20).**

Required Books: There are certain religious books required at various grade levels that must be purchased for the student's use. These books and the grade levels for which they are required are as follows:

Grades 2 – 8:	"Christian Worship – A Lutheran Hymnal"
Grades 3 – 8:	"NIV Bible"

Used Books: Wisconsin Lutheran School maintains a bookstore of used religious books. Parents may turn in their used books at Registration for credit on their account, based upon their condition. If available, used books may also be purchased at Registration.

Additional Book Purchases: Replacement or additional copies of the above religious books can be made during the school year in the school office.

Hot Lunch and Milk Programs

Lower School Milk Program: Children in Grades K – 3 may purchase their milk for the entire school year at a cost of \$15.00. Milk choices are a ½ pint of either 2% white milk or low-fat chocolate milk.

This is a Federally-Sponsored School Program. Free milk is available to those families who qualify. Application forms are included in the registration packet and may also be obtained by contacting the Middle School Office. Completed forms should be returned to the Middle School Office. Families will be notified within 10 days of the receipt of the application whether or not they qualify for free milk.

Middle School Hot Lunch Program: Children in Grades 4 – 8 are offered a Hot Lunch Program that is available for each full day of the school year. This program is run by purchasing tickets, which effectively allows for credit to absentees, and also provides the program with punctual revenues that are necessary to keep it running. Four types of tickets are sold:

(1)	One-day Milk Ticket	\$.50
(2)	Ten-day Milk Ticket	\$ 4.00
(3)	One-day Lunch Ticket (includes milk)	\$ 3.50
(4)	Ten-day Lunch Ticket (includes milk)	\$32.50

(Tickets do not have to be used on consecutive days. **Ten-day tickets may not be shared by siblings.**)

Tickets are sold each day before classes begin, and should be purchased as needed. Checks should be made payable to WLS, and should indicate on the memo line specifically what the check is for (i.e. milk or lunch, and which student). Students will not be allowed to “charge” tickets.

Your Weekly Note will highlight what the menu is for any given week. Lunch consists of one serving of the meat group, two of the fruit and vegetable group, at least one serving of the bread and cereal group (eight per week) and ½ pint of milk. Students are encouraged to at least sample each component. They may decline any two items. Second helpings will be offered when available.

Free or Reduced-Priced Lunches are available through this Federally-Sponsored program. Application forms are included in the registration packet or may also be obtained by contacting the Middle School Office. Completed forms should also be returned to the Middle School Office. Families will be notified within 10 days of the receipt of the application whether or not they qualify for free or reduced-price lunches.

There is no government program for milk for Middle School students. If a child who is eligible for a free or reduced-price lunch chooses to bring his or her lunch, they may purchase a milk ticket at the regular price.

The Middle School Hot Lunch Program receives funding from the government based upon the number of lunches that are served each month. (The higher the number of lunches served, the higher our reimbursement is from the government, which helps to keep this program financially sound.)

It is because of this fact that we maintain a closed campus during the lunch periods, and also do not allow fast-food to be brought in for large groups of students. However, an exception will be made that will allow a parent to bring in a fast-food meal for their own child once per month, on the last school day of the month. (Fast-food lunches are to be delivered directly to the student during their lunch period; food may not be left in the school office.)

Incidental Fees: Teachers may charge students for incidental fees during the school year for such things as field trips, etc.

Middle School Phone Calls: Students are allowed to make free calls from the office phone when a scheduling change occurs during the school day, or if they are sick. Non-priority calls may be made with the teacher's permission, at a charge of \$.65 per call. (Students may be granted permission to use a cell phone in the office, to alleviate having to use the office phone. Cell phones are to be kept in the student's locker, and not on their person.)

Lost and Found: Students will be given the choice of paying a \$.25 fee to retrieve a lost item, or spending a recess in the office.

Copies: Students are charged a \$.20 fee per copy, as needed for lost or forgotten work, or personal use. There is no charge for copies for school and church organizations.

Misuse of Property: Students are expected to respect school property and equipment. Parents will be held financially responsible for children who cause damage to church or school properties and/or equipment when it is determined that such damage was caused by irresponsible behavior.

Sports Fees: Interscholastic sports fees are charged to those families whose children participate in our sports programs.

Payment Option #1: \$90.00 Family Sports Fee covers all children in the family for all the sports that they participate in. This fee is paid at Registration and/or must be paid in full prior to a student participating in a practice or a game.

Payment Option #2: This option allows families to pay "per sport", and is beneficial to families who have only one child or whose children participate in only a few sports. The individual fee for each sport is:

Cross Country	\$10.00	Basketball	\$35.00
Soccer (Boys')	\$25.00	Youth Basketball	\$10.00
Volleyball	\$25.00	Softball	\$10.00
Cheerleading	\$25.00	Soccer (Girls')	\$10.00
Yell Leading	\$10.00	Track	\$10.00

These fees are to be paid when the individual sport begins and **must be paid in full prior to a student participating in a practice or a game.** This option covers one child/one activity.

Refunds will be made if a student withdraws from a sport prior to the first match or game of the season.

The Interparish School Council has established the WLS Athletic Committee to assist the Athletic Director in governing the sports programs at Wisconsin Lutheran School. Any concerns are to be directed to the Athletic Director, Jerry Marowsky at 633-7143, or wlsad@mac.com.

EXTRACURRICULAR ACTIVITIES

All school life, curricular and extracurricular, is planned to be a workshop for the Holy Spirit. All children are special creations of God, with varying talents and abilities. They should be encouraged to develop all of their God-given talents to the best of their abilities and to become active participants. Through participation, they should learn dedication, cooperation, and commitment to goals. Our children should learn to function as part of a group, realizing that God has given each person certain talents and abilities, and that each is able to contribute to the group goal. A group goal should always be to succeed. But in all that we do, let us keep achievement or lack of achievement in perspective. There is only one race in which winning is essential. God sponsors it!

Coaches and advisors should teach the basic rules, skills, and strategies of the activity, good sportsmanship, Christian life in actions toward others, teamwork and cooperation, and foster individual participation as much as possible, as far as the group goals allow.

Students who are absent on a school day will not be allowed to participate in a practice, meet, or game on the same day that the absence occurs. Students will be allowed to participate in weekend events.

Academic activities include Math Meet, Spelling Bee, Geography Bee, Battle of the Books, V.O.I.C.E., Drama Club, Newspaper, Student Council and other academic meets. Piano, Band, and Orchestra lessons are also available during the school day. (Not all activities are for all grades.)

Athletic activities include the following sports for the grades indicated:

Fall Soccer:	Boys (5 – 8)
Volleyball:	Girls (5 – 8)
Cross Country:	Boys & Girls (4 – 8)
Basketball:	Boys & Girls (5 – 8)
Youth Basketball	Boys & Girls (K - 4)
Cheerleading:	Girls (5 – 8)
Yell Leading:	Boys (7 & 8)
Softball:	Boys & Girls (6 – 8)
Track & Field:	Boys & Girls (5 – 8)
Spring Soccer:	Girls (5-8)

Exceptions may be made to the grade levels listed when there is a lack of participation for a particular sport.

Sports Service Hours

Parents of a student in sports will be required to serve four (4) additional Service Hours per family at sporting events, and one (1) shift at the Lancer Invitational Tournament. (Sports Service Hours are in addition to the required six (6) regular Service Hours.)

For additional information regarding athletic activities, please contact the Athletic Director, Jerry Marowsky at 633-7143, or at wlsad@mac.com.

EXTRACURRICULAR DETENTION, PROBATION, AND SUSPENSION PROCEDURES

By Advisor or Coach: A student participating in an activity may be placed on probation, suspended, or dropped by the advisor or coach for not living up to expectations. Some examples would be tardiness or absenteeism from practices and games, unwillingness to listen or work properly, disrespect, unsportsmanlike conduct, actions endangering others, etc.

The Administration reserves the right to immediately place on probation or suspend from all activities any student found guilty of serious offenses (i.e. theft, violence, vandalism, etc.).

FIELD TRIPS

Wisconsin Lutheran School is limited in its liability insurance coverage for drivers of extracurricular school functions. Drivers of vehicles that they personally own have no liability coverage under the WLS insurance policies. These drivers must depend on their own insurance policies for coverage. Individuals who drive a car that they do not own would be included under the WLS liability coverage. **Field trip drivers and chaperones must be 18 years old or older.**

A "Field Trip Driver Information" form will be required of every driver on an annual basis. A parent, teacher, grandparent, aunt, uncle, etc. will not be allowed to drive our students unless this form has been completed in advance of the field trip or outing.

School Dress Code guidelines should be adhered to by children and chaperones, since a field trip is considered a school day and we are representing our school.

MISCELLANEOUS

Art/Science/Social Studies Fair: Students in Grades 4 – 8 will participate in the annual Fair. There will be no judging, but the projects will be required for class credit. The type of Fair held each year is done on a rotating basis as follows:

2010-2011:	Social Studies Fair
2011-2012:	Art Fair
2012-2013:	Science Fair

Athletic Committee: This committee is the governing body for all of Wisconsin Lutheran School's athletic teams, coaches, fees, uniforms, events, and policies. The Athletic Committee is also responsible for adhering to the regulations set forth by the Lake Lutheran Athletic Conference. The Athletic Committee is made up of a Director, a representative from the IPSC, and parents.

Awards Night: This event is held at the end of the school year to recognize those students in Grades 4 - 8 who have met the criteria in the following areas:

Honor Roll: For students that attained Honor Roll status for Quarters 1, 2 and 3

Honors: For students that attained Honor Roll Status for one or two of Quarters 1, 2 or 3.

Band & Orchestra: Students who participate in the school performance band and orchestra are recognized whether or not they took their lessons as a part of the Shoreland Grade School Band or Orchestra Programs.

Piano: Students who take piano lessons through WLS are recognized

Spelling Bee, Math Meet, Geography Bee, V.O.I.C.E., Battle of the Books, Drama Club, Student Council, School Newspaper, and All Sporting Activities

Students in Grade 4 and new students will receive their Lancer Banner. A pin is given for each activity, with the following stipulations:

In order to be recognized at Awards Night, students must have made the team, participated through the tournament, or activity, may not have been dropped from the team by the coach or advisor, or removed by the parent, and may not have been removed from the team because of poor scholastic performance.

Special Awards:

- (1) Lancer Award: Awarded to an eighth grade student who best exemplifies the Christian spirit of Wisconsin Lutheran School in his or her relationships with peers, adults, and the community at large (voted by faculty)
- (2) Most Improved Athlete (voted by coaches) - **Grade 6-8**
- (3) Athlete of the Year (voted by coaches) – **Grade 6-8**
- (4) Leadership Awards: Awarded to eighth graders who have proven to be leaders and role models for their fellow students

Church Singing: Children are expected to sing with their class in the appropriate congregations or that of choice for tuition students. (This includes the Closing/Graduation Service.) Parents and children are to consider this an obligation and a privilege. The singing schedule for the school year will be distributed to the students at the beginning of each school year, so that parents can plan their church service attendance accordingly.

Graduation Reception: The parents of the 7th Grade class are responsible for hosting the 8th Grade Graduation Reception. This shall include all duties, as well as managing a pre-set budget based upon the number of students in the 8th Grade class. The cost of the Graduation Reception is paid by Home and School Society and the Interparish School Council.

The reception immediately follows the Graduation Service. All children, parents, friends, and relatives are invited.

Home & School Society: The parents of Wisconsin Lutheran School have formed an organization known as the Home and School Society. The purpose of this organization is to establish a closer understanding and cooperation between the home and the school, and to familiarize the parents with the aims, curriculum, and methods of teaching used in our school. This group also raises money through fund-raisers to help support and equip our school. Parents are encouraged to attend and actively participate in these activities. The fulfillment of these purposes is dependent upon the interest and involvement of our parents.

Home and School sponsors events such as the fall Potluck, spring Carnival, book fairs, Family Fun Night, bingo, Awards Night, the School Picnic, and more. In addition, regular meetings are held to discuss the needs of the school, and may also include topics of interest or speakers.

Honor Roll: Students in Grades 4 – 8 have an opportunity to earn a place on the Honor Roll each quarter. **For Grades 7 & 8, the grades given in all subjects will be used to determine Honor Roll status. For Grades 4-6, grades in the following subjects are not included in the determination of the Honor Roll: Music, Art, Penmanship, Physical Education, and any electives.**

There can be no more than one C grade, and no D or F grades for a student to qualify for the Honor Roll.

For purposes of publication of the Honor Roll in The Journal Times, Report Cards that include an “incomplete” at the time of issuance will not be considered. In-house revisions can be made as necessary for an additional ten days.

Interparish School Council: The Interparish School Council (IPSC) is the controlling board for Wisconsin Lutheran School. It is represented by the Pastors, the Principal and Assistant Principal, and three members each from Epiphany and First Evangelical Lutheran Churches. This Council is responsible for determining school policies, and annual budgets from which all school fees are derived.

Pictures Individual and class pictures are taken in the fall and in the spring of each school year. Parents are not obligated to purchase these photo packages. However, all children will be photographed for use in compiling the official class pictures, and for use in the annual Yearbook.

Snack and Beverage Machines: The WLS Student Council is responsible for filling and maintaining the snack and beverage machines, which are located in the mezzanine of the FEC. The machines include choices of healthy snacks, water, juice, and sports drinks. No soda may be purchased until the end of the school day.

Weekly Note: The “Weekly Note” contains all of the school news items that are important to the students and their parents such as Middle School lunch menus, Lower School Friday menu, field trips, meetings, sporting and academic events and practices, lessons, library, etc.

The “Weekly Note” is emailed to each family every Tuesday. Families who require a hard-copy of the “Weekly Note” will receive their copy every Wednesday, which will be sent home with the oldest child in the family. If you would like additional copies of the “Weekly Note” for someone else in your family (i.e. non-custodial parent, involved grandparents, etc.), you may request this through the school office.

This is our way of communicating with the home. Please read it carefully.

