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SCHOOL FACULTY AND STAFF

English Lutheran School

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Section 1: Mission Statement and Purpose

Mission

United by God's Word, we open our hearts to share the good news of life through Jesus as we serve families in nurturing and equipping their children as disciples of Christ for this life and the life to come.

Vision

Our school carries out its mission by offering high quality Christ-centered education to its students. In so doing, it carries out God's great commission to *Go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you. Matthew 28:19-20*

Our school is our congregation's witness to God's love, a special place where children witness, learn of, and grow in that love.

Our school is an extension of our congregation, leading and equipping our children to grow in faith as life-long servants and disciples of their Savior.

Our school assists parents in the training and instruction of their children, a responsibility God gives parents when he says *Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. (Ephesians 6:4)* Our school also carries out God's command to *Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

Objectives

In fulfilling its purpose, our school:

- Instructs students in the Word of God as found in the Bible to believe in Jesus as their Savior.
- Teaches all subjects in the light of God's Word.
- Trains students to live foremost as Christians and also as good citizens of this world.
- Provides students the opportunity for daily fellowship with other Christians in a warm and caring environment.
- Works closely with parents to prepare students spiritually, intellectually, socially, and physically for this life and the life to come.

Section 2: Spiritual Principles

English Lutheran acknowledges God's Word in the Bible as His inerrant revelation and instruction to us. We believe God speaks to us through His Bible and that each word of the Scriptures we have was given by the Holy Spirit to the biblical authors. We believe the Bible has the complete message of our salvation in Jesus Christ (II Timothy 3:16-17). We intend to teach the Old and New Testaments in our course of study and we will apply scriptural principles in all subjects when appropriate.

Our school is our congregation's witness to God's love. Our Lutheran elementary school is a special place where children not only learn of God's love for them, but also experience this love of God in their daily activities; a special climate in which they may grow in their love of God and love of their fellow man.

Our school is an extension of our congregation. The purposes of English Lutheran Church are being carried out through the Lutheran elementary school as it ministers to our children. Through the joint efforts of church and school in presenting God's Word, we hope to lead all children to obtain and grow in the saving faith in Jesus Christ. It is also the intention of the church and school to equip our children to be disciples and witnesses of their Savior.

Our school is an extension of our homes. The command given to the church to share the truths of God with all nations is especially given to the parents. English Lutheran Church has established its Lutheran elementary school to assist our parents and those in our community in their special God-given responsibilities to "train up a child in the way he should go." (Proverbs 22:6)

Section 3: Spiritual Matters

Church and Sunday School Attendance

I rejoiced with those who said to me, "Let us go to the house of the Lord. Psalm 122:1

Regular church attendance is encouraged of all students and their parents. Weekly church attendance will be taken to serve as a reminder to students and parents of the importance of growing in faith through the hearing of God's Word. Attendance of Sunday school and Bible class is also encouraged as a further opportunity to hear and learn God's Word.

Children's Chapel

Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching. Hebrews 10:25

On the last day of every school week the children of our school have the opportunity to worship together in a special chapel service held in our church sanctuary. Parents are invited to these brief services to worship with their children. The services begin at 8:20 AM, five minutes after the start of the school day.

Mission Offerings

Our school collects mission offerings during the chapel worship service on the last day of every week. Special mission offering envelopes are distributed for this purpose. These offerings are used to help support WELS mission efforts both home and abroad. Specific destinations for these mission offerings are suggested by our teachers and voted on by our students. These mission offerings also encourage our students to develop the habit of supporting the work of the church out of thanks for what God has done for us.

Singing in Church

Worshipping in church is an essential aspect of Christian living. Sharing the Word of God in song is an effective and rewarding privilege. Singing in church is an integral part of our school's religion and music curriculums. For these reasons it is necessary that our students attend the regular Sunday or special seasonal worship services in which their classes are scheduled to sing.

If a student is not able to attend a worship service in which his or her class is scheduled to sing for these acceptable reasons – illness, unavoidable family circumstances, or other special obligations at his or her home church – the student's parents must make every effort to speak directly to a teacher to excuse the child from singing in church prior to the worship service. If this not possible before the worship service, parents must excuse the student by talking to a teacher as soon as possible thereafter.

Special Worship Services

Certain dates are set aside each year for special worship services commemorating important events such as Reformation, Christmas, Good Friday, Ascension, etc. Our families are encouraged to participate in these worship services. Our elementary school and Sunday school students participate in a special Christmas Eve worship service in which they play a vital role in conveying the Christmas message.

Section 4: Governance

Church Council

The voting members of our church have final authority concerning all ministries of the church, including the school; however, the governing of the school is delegated to the congregationally elected Council. The Council is advised on matters pertaining to the school by the school principal and elder of education.

The school principal is responsible for the administration of the school. The Council, principal, faculty, and parents suggest changes and policies for the improvement of the school, and the principal ensures that the policies and directives established by the Council are carried out.

Parents-Teachers-Friends Organization

Our Parents-Teachers-Friends Organization (PTFO) is a group of people interested in understanding, aiding, improving, and promoting the Christian education offered by our school. All parents of children in our school are members of the PTFO. All communicant members of our church or of other WELS/ELS congregations are also welcome to attend. The PTFO meets regularly throughout the school year. It is our hope that all parents will make a sincere effort to attend the meetings of the PTFO and will support the projects it undertakes on behalf of our school.

The PTFO is governed by four officers – the president, vice president, treasurer, and secretary. Officers are elected biannually on a rotating basis. One year the positions of president and treasurer are voted upon, and the next year the positions of vice president and secretary are voted upon. The president of the PTFO must be a member of English Lutheran Church. The number of two-year terms to which officers can be elected is indefinite.

Teachers

The Word of God is the foundation for what our school teaches. Our congregation therefore calls teachers who have thorough training in and knowledge of its content. This training generally takes place at Martin Luther College, the institution of ministerial education of the WELS. Graduates of this education program receive Bachelor of Science in Education degrees and are certified by the WELS to teach in our school. Many of our teachers further their education by attending workshops and teachers' conferences, taking education courses, pursuing higher degrees, and completing the requirements for state licensure.

Section 5: Affiliations

Lutheran Elementary Schools in WELS

The WELS has a long tradition of high academic quality in its elementary schools. It has operated elementary schools for more than 150 years. The WELS is the fourth largest private/parochial school system in the United States with hundreds of early childhood centers, elementary schools, and high schools across the United States. On average, students attending WELS Lutheran elementary schools outperform their peers in other schools on national achievement tests. Our school is proud to continue the rich WELS tradition of Christ-centered academic excellence.

Luther High School

English Lutheran Church and School is a member of the Luther High School Association. Luther High School, located in Onalaska, is operated collectively by 28 WELS congregations in the La Crosse area for the purpose of "providing a Christ-centered education that encourages and equips students for life and for eternity." The partnership between English Lutheran School and Luther High School gives families the opportunity to enjoy the blessings of Christian education from kindergarten through high school. For more information about Luther High School, visit its website at www.luther.k12.wi.us or call (608)783-5435.

**PRESCHOOL
AND
ELEMENTARY SCHOOL**

Section 6: Admissions

Enrollment

Our school is open to all children. Our Church Council has adopted the following enrollment policy. Enrollment will be granted on the basis of available space. If space is limited, the following priorities will be considered.

1. Children of members of our church
2. Children of members of other WELS/ELS congregations
3. Children of families with no church home
4. Children of members of congregations not in the WELS/ELS

Application for enrollment by families who are members of ours and other WELS/ELS congregations will be accepted by the Church Council if no circumstances exist that prevent our school from accommodating the child.

Application for enrollment in our school for families with no church home and families of congregations not in the WELS/ELS follows this procedure:

1. After receiving the application for enrollment, our principal will contact the applicant's parents or guardians to set up a visit at their home to acquaint them with our school and to answer any questions they may have. The visit is intended to help parents determine if our school will meet their family's needs.
2. After the home visit with the principal, the pastor will contact the applicant's parents or guardians to set up a visit at their home to meet them and discuss any questions they may have about our church and the Gospel Partners class they would need to take.
3. After this home visit, if the parents desire to enroll their child in our school and agree to the following criteria, the principal will present the application to our Council which will decide whether or not to accept the application. The principal will inform the family of the Council's decision.

School applicants with no church home or who do not belong to WELS/ELS congregations will be accepted according to the following criteria:

- Parents must agree to receiving information from our pastor concerning what we believe and what their children will be taught from God's Word in the Bible. This is done through our Gospel Partners class which relates information concerning our core doctrines in approximately five total hours of flexible sessions.
- Parents must ensure their child attends church on Sundays when our school students sing in church.
- Parents must agree that their child will attend all classes and abide by school policies the same as all other students.
- Parents must be prompt in making tuition and other school-related payments.

Students enrolled in 3 or 4 year-old preschool or 5 year-old kindergarten must be the appropriate age by September 1. It is also expected that preschool students be potty-trained and are able to demonstrate self-help skills such as feeding themselves, drinking from a cup, and verbalizing the need to use the bathroom.

Non-Discriminatory Statement

God wants all men to be saved and to come to a knowledge of the truth. 1 Timothy 2:3,4

Our school admits students of any race, color, national and ethnic origin to all the rights, privileges, and activities generally accorded to or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its policies, scholarship and loan programs, and athletic and other school-administered programs.

Section 7: Academic Program

Academic Eligibility

Participation in any co-curricular activity is a privilege. A student must demonstrate the fullest use of his or her God-given talents in the classroom, school attendance, homework, and all other school requirements in order to participate.

Students must maintain good academic standing in order to participate in co-curricular activities offered by our school. Students will not be allowed to participate in after school athletic activities if their current academic status (determined both quarterly and at the midterm of each quarter) consists of one or more F's or two or more D's. If a student is habitually not staying current with his schoolwork for reasons other than illness, the principal may suspend the student's co-curricular privileges until better schoolwork habits develop.

Academic Screening

Our school may screen incoming kindergarten students to assess their readiness for school. We also may assess students who transfer to our school from elsewhere. This enables our teachers to determine some of the strengths and needs of our new students. The assessment results also aid in determining grade placement.

Achievement Testing

Our school administers standardized achievement tests to all students in grades three through eight. These tests gauge student progress, aid in curriculum planning, and provide information needed to ensure our school is promoting and achieving academic excellence.

Computer/Internet Use

Computers and the Internet are a wonderful blessing from God that enable the communication of vast amounts of information around the world instantaneously. English Lutheran School makes use of the Internet in the education of its students. Unfortunately, the Internet contains sites and information that are not pleasing to God and are offensive to Christians. Due to the nature and size of the Internet, the blocking of such sites is not possible without blocking information that may be very valuable. Internet access at English Lutheran School is a privilege for students.

They are therefore held responsible for exercising sound Christian judgment and common sense in their use of the Internet. A set of guidelines that must be read, understood, and signed by each student and a parent is in place to help students use the computers and Internet in a God-pleasing way.

Curriculum

Curriculum includes all the experiences of the child for which our school accepts responsibility. Our curriculum will provide for the spiritual, intellectual, social, and physical needs of every student.

Our school curriculum considers the standards set by the Wisconsin Department of Public Instruction and follows any directives given by the WELS Commission on Parish Schools and our Church Council. With the interests of the students in mind, the curriculum is continuously evaluated and discussed by the faculty with the purpose of providing the best instruction possible.

Word of God is the most important subject in our school curriculum. It is not only taught as a separate subject, but is also incorporated when and where appropriate throughout all subjects of the curriculum. It is our intent that students learn to connect and apply God's Word to every aspect of their lives.

Our preschool curriculum is designed to educate the whole child through a variety of multi-sensory activities that promote growth in all major developmental areas. Opportunities include:

- Creative arts
- Sensory experiences
- Science and Math
- Table toys
- Dramatic play
- Library
- Home living
- Music and movement
- Blocks and vehicles
- Gross motor skill-builders

Themes are used to give children a varied menu of subjects to discover and explore. Teachers act as facilitators as they guide and supervise play to foster learning. Our day consists of active and quiet times, individual and group experiences, and indoor and outdoor play.

Our elementary school curriculum consists of the following subject areas:

- **Word of God** – Bible history, Catechism, hymnology, church history, memory work, and singing in church
- **Language Arts** – reading, writing, phonics, spelling, speech, grammar, penmanship, and literature
- **Social Studies** – history, geography, cultural studies, current events, government, and Wisconsin history
- **Mathematics** - general mathematics, pre-algebra, and algebra
- **Science** – general, physical, life, and earth science
- **The Arts** – music appreciation, theory, and performance; Discipline Based Art Education
- **Physical Education** – sports skills, lifetime fitness, and health
- **Computer** – keyboarding, software applications, and Internet use

Field Trips

Field trips will be planned and taken occasionally during the school year to extend students' learning experiences. Field trips enable students to grow culturally and expand their awareness of their home state, motivate them to engage in further study, and offer a pleasant break from the normal classroom routine. Attendance on field trips is a privilege based on good academic standing and proper classroom conduct. Parents must sign a permission slip and pay any associated fees for their child to participate in a field trip. Parents may be called upon to volunteer to serve as drivers and chaperones for these trips.

Wisconsin Assembly Bill 618, the Child Passenger Safety Bill, affects how we transport our students with volunteer drivers on field trips. Children up to age eight who weigh less than 80 pounds and/or are shorter than 4'9" tall are required to ride in booster or safety seats. Students who fall into this category are required to bring their safety seats to school with them on days they will be traveling in the vehicles of volunteer drivers for field trips.

Grading Scale

The following scale will be used for determining grades:

Percent Correct	Grade
100	A+
96-99	A (Excellent)
93-95	A-
91-92	B+
88-90	B (Good)
85-87	B-
82-84	C+
79-81	C (Average)
77-78	C-
74-76	D+
72-73	D (Below Average)
70-71	D-
<69	F (Failure)

In addition, the following scale may be used for some subject areas:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
I	Incomplete

Homework and Study Habits

Our school realizes that all children have different ability levels and concentration skills. It is our intent that the amount of homework assigned to students is manageable and not overwhelming. Students who use their time wisely during the school day have time to work on homework and complete much of it. It can be expected that the amount of homework students have will increase with grade level as our teachers attempt to prepare them for high school. All

homework is to be done on time. If it is not, it will be considered inexcusably late unless a verbal or written excuse is received from a student's parents.

Parents should be aware of the study habits of their children at home, for they can offer assistance to their children by encouraging and reinforcing good study habits. A document entitled "Helps for the 'I Hate Homework' Kid" by Dr. John Juern, PhD, of Christian Family Counseling, is available from our school as a guide for dealing with students who lack good study habits at home.

Incomplete Work

Our school enforces the following unexcused late schoolwork policy for students in grades four through eight to encourage the timely completion of all assignments by our students. If an assignment is handed in late, an "unexcused late schoolwork" notice is sent home to the student's parents. This notice must be read, signed, and returned to school. The final grade on the assignment will be reduced 10% each day it is past due. In extreme cases of schoolwork not being completed in a timely fashion, other arrangements may be made.

Parent/Teacher Conferences

Formal parent-teacher conferences will be held after the midterm of the first and third quarters of each school year. These conferences are designed to give parents and teachers the opportunity to discuss a student's current progress. Scheduling forms will be sent home in the students' report cards to give parents an opportunity to request times that work best for them. The teachers will set up a schedule based on this input. Parents are also encouraged to contact their child's teacher at any time during the school year to discuss his or her progress.

Progress Reports

Report cards will be issued quarterly. The report cards show a thorough and accurate evaluation of the work a student is doing. Midterm reports will be issued at the halfway point of each quarter. These serve as progress reports, not formal evaluations. The Lord has given different abilities to each student. Our foremost concern is that each child is making the most of his or her God-given abilities. Such reports and all student school records are considered confidential and are given only to the family concerned. Copies of report cards and achievement test results will be kept in the school office.

Section 8: Financial Support of English Lutheran School

Tuition is charged to children attending English Lutheran School to help the congregation finance the work of the school's ministry. The majority of the financial support for the school comes from the offerings of our congregation. Tuition is assessed as described in section 9.

Some families may choose to make a monetary gift to English Lutheran School to help support a specific program or to purchase "extras" for the school. These gifts may be made directly to the school, to English Lutheran Church, or to the English Lutheran School Parent-Teacher-Friends Organization. Numerous companies and corporations will match monetary gifts to schools.

Thrivent Financial also will match monetary gift contributions to English Lutheran School. Please contact the school office for details.

English Lutheran participates in several programs that help to raise money for our school. If you have questions in regards to the following programs, contact the school office:

- Thrivent Matching Funds
- Kwik Trip Milk Moola and Donuts for Dough (Kemps/Land 'O Lakes milk caps)
- General Mills Box Tops for Education
- Campbell's Labels for Education
- Tyson A+ Labels
- Collection of ink and toner cartridges and cell phones
- Collection of aluminum cans

Section 9: Registration Day and Tuition

Registration Day

For the sake of the orderly beginning of the school year, there will be a registration day in mid August to distribute materials, give parents the opportunity to sign up for volunteer projects, and collect tuition and fees. At least one parent from each family must be present to register their children on Registration Day. If you are unable to be present on Registration Day, you must contact the school office prior to that day to make other arrangements for registration and tuition payment.

Tuition Payment

A family who enrolls a child in our school agrees to pay the tuition and fees set by our Church Council. Re-enrollment of any student will not be allowed if past due tuition is not paid by registration day the following year. Registration will be held in early August each year. All parents will pay any activity fees that arise during the school year. Payment of tuition can be made in one of three methods selected on the tuition contact parents sign each new school year:

- Full payment of tuition made on registration day. If full payment is made on registration day, a 3% discount will be given.
- Four quarterly payments may be made. The first quarter payment is due on registration day in August. Remaining quarterly payments are due on the first day of each respective quarter.
- Nine monthly payments may be made. The first monthly payment is due on registration day in August. Remaining monthly payments for September through April are due on the fifteenth day of each respective month. Arrangement for direct deposit of these monthly payments may be made free of charge for members of the Viroqua State Bank (the bank of our church and school) or through Thrivent Financial for Lutherans. Other financial institutions may charge a fee for this service.

Tuition Reimbursement

If a request for tuition reimbursement is made at any time during the first semester and tuition has been paid in full for the year, the requester is entitled to reimbursement of one-half the payments.

If a request for tuition reimbursement is made at any time during the first semester and tuition has not been paid in full for the year, the requester is entitled to reimbursement of the amount paid greater than one-half the total yearly tuition. If a request for tuition reimbursement is made during the second semester, no reimbursement of tuition already paid for the second semester will be given. *Request* refers to asking for tuition reimbursement upon the transfer, withdrawal, or expulsion of students from our school.

Tuition Schedule

English Lutheran School is supported financially by the members of English Lutheran Church. Tuition money is also necessary to aid in covering the cost of operating our school. It is our hope at English Lutheran that finances will never be a reason why a family might not enroll children in our school. We are able to offer a dramatically reduced tuition rate to our school families because of the generous outpouring of love in the church offerings we receive from the members of English Lutheran Church.

This tuition schedule reflects the fact that members of English Lutheran Church and other WELS/ELS congregations support Christian education in the form of Lutheran elementary schools. For this reason, the tuition charged to members of English Lutheran Church and other WELS/ELS congregations is reduced.

Our Council has adopted the following tuition policy for the **2010-2011** school year. The yearly tuition schedule for each family is established on registration day at the beginning of each school year. If a family's church membership status changes during the school year, the appropriate tuition schedule will take effect at the beginning of the next school year.

Member tuition schedule:

Pre-K (3 and 4 year-olds): \$500
Kindergarten: \$750
1st Grade: \$1,000
2nd Grade: \$1,159
3rd Grade: \$1,159
4th Grade: \$1,159
5th Grade: \$1,159
6th Grade: \$1,159
7th Grade: \$1,159
8th Grade: \$1,159

In addition to the preceding structure, a member family discount off the cost of full tuition of 20% is applied for a second child, and 40% for a third child.

Non-member tuition schedule:

Pre-K (3 and 4 year-olds): \$500
Kindergarten: \$750
1st Grade: \$1,000
2nd Grade: \$1,250
3rd Grade: \$1,500
4th Grade: \$2,000
5th Grade: \$2,150
6th Grade: \$2,300
7th Grade: \$2,450
8th Grade: \$2,600

We do not place a value on the Christian education that is provided in each individual grade level. Rather, it is our belief that as families progress through our school, they will understand that the value of Christian education is far greater than any dollar amount.

Tuition Assistance

Families seeking financial assistance are to formally request it by August 1. Tuition assistance forms are available from the principal upon request. Priority for scholarships will be based on financial need, our enrollment policy, and funds available. We realize that unforeseen financial hardships may occur. In such cases, parents are to contact the principal. A meeting will be arranged to discuss the financial problems and the possibility of changing the agreed upon payment schedule.

Section 10: Facilities

Security

The safety of our students and staff is of the highest priority. An emergency plan for building threats is found in the *English Lutheran School Emergency Management Handbook*. The handbook is available upon request in the school office.

If someone other than a parent, grandparent, or immediate family member will be picking up your child from school, you must inform your child's teacher in advance.

Fire and Tornado Drills

Fire and tornado drills are conducted at intervals throughout the school year in accordance with state law. Students are instructed of the proper procedures to follow during these drills.

Section 11: Arrival and Departure

Our school doors open to students at 7:45 AM. Students **should not** arrive before that time unless special arrangements have been made with a teacher. When students arrive at school they are to immediately go to their classrooms after unpacking their belongings. Parents of preschool students are asked to escort their children into school and to classroom teacher. The school day begins at 8:15 AM and ends at 2:50 PM. This means that students should be in their desks and ready for the start of the school day at 8:15 AM. Parents who cannot pick up their children by 3:15 PM should make other arrangements to have them picked up. Parental cooperation is appreciated! Students not picked up after school by 3:15 PM will be admitted to the after school care program and appropriate fees will be charged.

All children are reminded to use the lower level school doors at the north end of the building as they enter and leave school, not the church doors or the fellowship hall doors under the carport.

For the safety of all students and parents, parents entering the school building before or after school are asked to turn off their vehicles and not leave them idling outside the building.

Tardiness

Regular attendance is a necessary for satisfactory academic performance. School is also a proper setting for students to learn the value of punctuality and reliable attendance. This model should be set for children by the adults in their life. In addition, students arriving late to school:

1. miss morning devotions, the cornerstone of our Lutheran elementary school.

2. are disruptive to classroom teaching and the educational process for those students who arrive on time.
3. develop behavior patterns that are undesirable in school and later in life as employees.

For these reasons, when tardiness becomes a repeating pattern for a student, the student and parents or legal guardians will be asked to meet with the principal to discuss a resolution to the problem.

Section 12: Co-curricular Activities

Co-curricular activities are activities that complement our school's curriculum, while they may not be a part of formal classroom instruction. The following is a list of the activities typically offered in the course of the school year:

Activities

Piano lessons: Piano lessons are offered to students in kindergarten through eighth grade with priority given to children in grades three through eight. They are conducted one day a week during the school day.

Band instrument lessons: Band instrument lessons are offered to grades five through eight through the Luther High School grade school band program. The instructor teaches lessons here one day a week. Large group band practices are held at Luther High School in Onalaska one day a week during the fall and spring seasons. Parents of band members can make arrangements with each other for the transportation of their children to and from Luther High School.

Drama: Each spring the entire student body collaborates on a drama production.

Fall and spring Science and Fine Arts Fairs: The Science and Fine Arts Fairs held at Luther High School each fall and spring give students in grades five through eight the opportunity to display art, craft, and science projects and to compete in spelling, math, social studies, forensics, and musical competitions.

Howler: The *Howler* is the student produced newspaper for grades five through eight. Students volunteer to write articles on a monthly basis.

Book-It!: This program sponsored by Pizza Hut invites students to set and meet an individual reading goal during the months of October through March. Students who achieve their monthly goals receive a free personal pan pizza. The program is open to students in grades one through six.

Athletics

The following co-ed athletic teams are offered. English Lutheran School is also a member school of the La Crosse Area Lutheran Schools Athletics Conference.

Cross Country: Cross country is offered in the fall for students in grades five through eight.

Basketball: Basketball is offered in the winter for students in grades four through eight.

Track and Field: Track and Field is offered in the spring for students in grades five through eight. Students in grade five are eligible to participate only in the La Crosse Area Lutheran Schools Athletics Conference meet held at Luther High School.

Section 13: Student Discipleship and Conduct

Discipline produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11

Jesus, the master teacher, expects all of his people to be living examples for him. Students are expected to display consideration for their fellow students in work and play and to treat all those in authority over them with respect according to the guide of the Fourth Commandment. This conduct will be expected at all times, including at school, at church, on the playground, and at school functions, etc.

The Word of God is the guide used for discipline in our school. The Law of God will be used to show students their sin with the goal of leading them to repentance. The Gospel will be used to comfort penitent children with the assurance of God's loving forgiveness won by the death and resurrection of Jesus Christ.

In cooperation with parents in raising their children in the way of the Lord, our school assumes the responsibility of disciplining students while they are in its care. Parents are encouraged to speak with their child's teacher regarding situations that may affect the child's behavior at school. If any misunderstanding or problem should arise in regard to discipline, we expect parents to discuss it with their child's teacher in a Christian manner.

The goal of discipline is not punishment, but correction. Our school carries out discipline in Christian love to help children live their lives in glory to God. Disciplinary action will be carried out in this order: teacher, principal, and Church Council. Each teacher in our school has his or her own set of classroom guidelines within the framework of our school-wide plan. These guidelines will be given to parents at the start of the school year. This will give parents the opportunity to discuss the classroom guidelines with their child and the classroom teacher.

Christ's and our love for each individual student and our student body as a whole lead us to address all cases of repetitive, violent, and aggressive student misbehavior on a case by case basis. When these behaviors occur, our school will respond proactively in a timely manner. Teachers will communicate occurrences of such behaviors to the principal. Each situation will have unique circumstances that will help us determine a course of action.

A discipline/consequence plan may be developed and documented. The plan will contain items that attempt to help the student displaying the behaviors in question, and it will also contain the school's disciplinary responses. Elements of such a plan may include, but are not limited to meetings with involved parents and faculty, suspension of the child from school, requirement of the seeking of professional help, or expulsion of the child from school. The steps in such a plan may be bypassed or revised depending on the behavior of the student in question. If the misbehavior and/or other misbehavior persist, the plan may be modified to address the continued

misbehavior. The principal will keep the Church Council informed of such situations as necessary. The Church Council will become directly involved if necessary. The school principal has the authority to suspend a student; the approval of the Church Council is necessary for expulsion.

Our school does not use corporal punishment to discipline its students.

It is our sincere prayer that through the proper use of both Law and Gospel the above mentioned situations will be avoided. Because of the presence of sin in the world, we must continually fight the devil's temptation. We find comfort in God's Word as it is found in *Hebrews 2:18: Because [Jesus] himself was tempted, he is able to help those who are being tempted.* In the Lord's Prayer we ask God to "deliver us from evil." May we cooperatively work to teach our children to lean on their Savior each day for that strength and deliverance.

Cause for Cancellation of Enrollment

Our hope is that all problems can be resolved in any situation that may occur in our school. However, if several verbal and written attempts have been made and efforts do not seem to be working, English Lutheran Church Council reserves the right to cancel the enrollment of a student for reasons including but not limited to the following:

- Non-payment or repeated excessively late payment of fees
- Not observing policies and procedures as outlined in this *Parent Handbook*
- The child has a special need that our school cannot meet (after trial period)
- Physical or verbal abuse of a student or teacher by a parent or child
- Medical or Immunization records not current

Church/School Building and Grounds

All students are expected to take good care of all church and school property. This includes buildings, grounds, furnishings, books, and equipment, etc. In cases of neglect, damage, or destruction, the cost of restitution will be the responsibility of the student's parent or legal guardian.

Personal Appearance

It is our goal that our students learn to live in the world without being of the world. They can do this by making their Christian faith evident to others in how they live their lives. One way this faith is made evident is in how they maintain their personal appearance. **Clothing worn to school is to be neat, clean, and appropriate and must exemplify good Christian character.** In keeping with this statement, please follow these guidelines:

- Print on clothing should not contain inappropriate or offensive wording or images.
- Excessively short, tight, or loose clothing is not allowed.
- Frayed or holey clothing is not allowed.
- Clothing must cover students' midriffs, backs, and shoulders.
- Cotton blend sweatpants may not be worn during the normal school day. Exceptions include physical education and after school athletic practices.
- Male students may have no visible piercings, female students may only make use of one piercing in the lobe of each ear and earrings shall not hang below the lobe of the ear, and no students may have visible tattoos.

- Hats may not be worn at anytime indoors.
- Flip-flops may not be worn; sturdy sandals with straps behind the heels and shoes are to remain on students' feet at all times. Socks must be worn with shoes.
- Shorts may not be worn after October 31 and before April 1. During these times when shorts may be worn, good judgment should be used in deciding when the weather is appropriate for wearing shorts.
- When snow is on the ground and recess is held outdoors, students must wear waterproof boots to be allowed to walk in the snow. They must also wear water resistant coveralls to be allowed to play actively in the snow. Students who do not have waterproof boots will be confined to the concrete play lot at recess.

It is impractical and impossible to create a rule for every possible personal appearance issue. It is our hope that parents and students use good Christian judgment in matters of personal appearance. Decisions concerning this dress code and matters of personal appearance that arise not specifically mentioned in this dress code are left to the discretion of the classroom teacher and school principal. If a student violates this dress code, the parent will be contacted to bring appropriate clothing for the student to wear. If a parent is unable to bring in appropriate clothing, there will be clothing on hand for the student to wear for the remainder of the school day.

Unnecessary Items

Students may not bring knives or any other dangerous weapons to school. Drugs and alcohol are also prohibited. Electronic devices such as CD players, handheld video games, and cellular phones may not be used on school grounds unless permission has been given by a teacher. These and any other items brought from home that prove to be a distraction to students will be confiscated by the classroom teacher. Our school reserves the right when there is reasonable suspicion to search students' desks and personal property.

Section 14: Student Services

Books and Supplies

Families are responsible for purchasing copies of the religious books and materials used in our Word of God curriculum - Bible, hymnal, Catechism, and student materials. These books may be purchased on registration day. We hope that these materials become treasured resources in years to come. If students damage or lose their copies of these religious books, they are responsible for purchasing replacements through our school. Our school owns all other textbooks and lends them to the students for their use. Student hard cover textbooks are to be covered within the first few days of the school year. Students should take good care of the books. The student's family will make restitution for lost or damaged books.

Bus Transportation

Bus transportation is provided by the Viroqua Area School District. We encourage parents to remind their children that they are representing their Lord and their school with their behavior on the bus. This not only serves as a shining example for other children to follow, but it promotes a good relationship between our school and the transportation service. Our administration tries to minimize the number of days our school is in session and the public school is not for the reason of busing. When such occasions do occur, it is the parents' responsibility to transport their children to and from school.

Health

In order to ensure the health and safety of all our students and staff, parents are advised to keep their children home from school when a child has a fever, severe cold, or other contagious illness.

A child's teacher may make arrangements to send a child home should illness occur during school hours. First aid will be administered by the teacher in the case of minor injuries sustained by the child.

Hearing/Vision Screening

The Vernon County Health Services will conduct vision and hearing screening for our students during the school year.

Immunization Records

Wisconsin Statute 252.04 mandates that all students be immunized. Parents can sign a waiver if they do not want their child immunized for reasons of religion, health, and/or personal conviction. It is highly recommended that all students receive the required immunizations for their wellbeing. In the event that an outbreak occurs, our school reserves the right to prevent a child who has not been immunized from attending school until the outbreak has subsided.

When a child is enrolled in our school, it is necessary that we receive a copy of the child's immunization records. If a child is transferring to our school from another school, his or her health records will be transferred to us at that time. If a child is enrolling in our school and has not attended school elsewhere, it is necessary that an immunization record that is current with all scheduled immunizations be filled out for the child upon his or her enrollment in our school.

Lunch and Milk

Our school participates in the National School Hot Lunch program. We contract with the Viroqua Area School District and purchase lunches from it. The food is prepared at Viroqua Area Schools and then brought to our school where it is served by our volunteers. Each morning we must notify the school district of the number of lunches needed for that day. **If your child arrives at school late and misses the morning lunch count (which is taken at the beginning of the day), he or she will need to bring a sack lunch that day.** We encourage all our families to apply for free or reduced price lunches on registration day.

Milk is included with hot lunch. It is also available to be purchased for students who do not take hot lunch.

Students who bring their own lunches from home may NOT bring soda pop to school unless special permission has been given.

Medication Administration

At no time may any student dispense his or her own medication. The teacher is to administer medication at school. Wisconsin Statue 118.29 prohibits our teachers from dispensing prescription medication without a doctor's and parent's written permission and dispensing nonprescription medication without a parent's written permission. **Any medication sent to school must remain in the original container.** Medication permission forms, emergency contact forms, and other health forms will be available at registration time.

School Insurance

School insurance is provided for our students while they are at school during school hours and while they are at school-sponsored events such field trips and athletic contests.

School Pictures

Individual student and class photographs will be taken by a professional photographer near the beginning of each school year. Parents may purchase any of a variety of picture packages if they choose to do so. The date of this picture day will be posted on the school calendar.

Special Academic Services

Our school is able to provide speech and language therapy through the Viroqua Area School District for students who need special attention in this area.

Our school receives Title I funds allocated by the federal government based on the number of students of families that qualify for free or reduced price lunches. A Title I teacher from the Viroqua Area School district is available to come to our school to work individually with students with special needs in the areas of language arts and mathematics.

Telephone Use

The school telephone is available for use by students only when absolutely necessary. Teacher permission is required. If parents need to contact the school or their child, they should attempt to do so before 8:15 AM, during the noon hour, or after 2:50 PM whenever possible. In the case of an emergency, feel free to call at any time.

Section 15: Home and School Cooperation

Communication Tools/Resources

Our school desires to maintain open communication with the homes of our students. It is our goal to keep parents informed about what is happening at school, and it is our desire that parents keep our staff informed about any special circumstances at home that may affect their child's conduct and/or performance at school.

Our teachers attempt to make regular contact with parents to inform them of their child's progress in school. Parent-teacher conferences are scheduled after the first and third quarters of each school year. Occasional notes are sent home with students to inform parents about circumstances in the classroom or at school about which they need to know. Parents may contact their child's teacher at any time to make arrangements to visit the classroom.

“English Weekly”: A weekly newsletter, “The English Weekly,” is published on Wednesdays and emailed and sent home to each family. The newsletter is intended to keep parents updated on what has been happening at school and to preview upcoming events. The newsletter is delivered weekly to the church mailboxes as a way of keeping congregation members without children in our school informed about what is happening in the school. A teacher may also send home various notes and newsletters as needed.

Website: Our school operates an internet website that not only provides general information about our school, but also contains current information about what is happening at our school. “The English Weekly,” *Howler*, school calendar (both yearly and monthly), biographies of our teachers, recent photographs, and other useful information can be found at our website.

Parent Handbook: This handbook is a comprehensive listing of important information for English Lutheran School families. Please be sure to read it!

Family Directory: This directory lists all school families and includes contact information such as addresses, phone numbers, and email addresses when available.

Calendars: The monthly calendar will be produced sent home during the prior month. The monthly calendar will also be posted on the school website. A “working” calendar of events will be sent home at the beginning of each school year. Keep in mind that these dates are subject to change.

Email: Please feel free to contact the school via email with any comments or concerns. Information for the “English Weekly” can also be submitted through email. The school email address is school@englishlutheran.com.

Court Directions

If there are legal restrictions concerning a child, his or her parents or legal guardians must have a letter of legal documentation on file in our school office. This letter will be kept on file for proper release of information such as grades and records, etc. Such documentation must be on file by the first day of school each year.

The First Day of Preschool or Kindergarten

The first day of preschool or kindergarten holds an exciting and new experience for your child, but it can also be filled with the anxieties of separation and newness. Please allow extra time when dropping off your child the first few days. Some additional things to consider are:

- Prepare your child several days in advance so they will know what is going to happen.
- Assure your child that you will come back to get them later.
- Don't sneak away when they are not looking.
- Once you start to leave don't stop, even if the child cries.
- Feel free to call later in the morning to see how your child is doing
- Many children adapt quickly to a routine, but it is perfectly normal for the process to take days or weeks.

On the first day of preschool or kindergarten, the following things must be brought to school:

- Any forms not turned in
- An extra set of clothing including shoes and socks
- For those making use of afternoon care, a small blanket and pillow for quiet time (also taken home for laundering once a week)
- All supplies or articles brought must be labeled with the child's name

Home Visits

Each summer near the beginning of the school year the teachers of our school contact the parents of enrolled students to schedule home visits. They visit each family to personally discuss with parents our school's mission and specific classroom policies pertaining to the upcoming school year. This visit also provides parents with an excellent opportunity to ask questions about the upcoming school year.

Preparing Your Children for Success

1. Let the Word of God guide you in all phases of daily living.
2. Have regular family devotions and prayers.
3. Strive to set a Christian example so that your children may pattern their living after yours.
4. Attend church regularly with your children.
5. Urge Christian conduct on the part of children in work and play activities with their schoolmates.
6. Maintain a positive attitude about the school and teachers in the presence of your child.
7. Assist your children in their memory work, schoolwork, and other school activities.
8. Ensure that your children have regular and prompt attendance at school.
9. Show interest in what your children have accomplished.
10. Expose your children to wholesome experiences.

School Attendance

Students are required to attend school regularly and be on time for the start of the school day. Our teachers try to develop each child's abilities to their fullest potential, and absence from school reduces valuable learning opportunities. Even though all missed work is made up, absence from school results in a student losing the benefit of regular firsthand classroom instruction and activity. Also, tardy students cause disruption to the beginning of the school day.

When a child is going to be absent from school, parents should attempt to notify the teacher before the start of the school day. This gives the teacher time to prepare the child's homework in advance if a parent is able to pick it up or a sibling can take it home.

It is required that all absences from school be excused with a signed and dated written note from a parent or guardian. This note will be kept on file as record of the child's absence. It should be given to the child's teacher upon his or her return to school.

Absences create extra work for both the student and teacher, so it is beneficial to avoid them whenever possible. Parents are encouraged to schedule any medical or dental appointments after school or on days off from school. If this is not possible, a student will be excused with a written note of permission from the parents. Parents are also encouraged to plan vacations around the school calendar. When it is known in advance that a student will be absent, please notify the child's teacher so that a homework plan can be developed with the student and parents ahead of time. If a child is genuinely ill, please keep the child home from school and inform the school if the child has a communicable disease as soon as possible.

School Closings

Our school will follow the Viroqua Area School District for school closings or delayed starts for inclement weather and emergencies unless our principal and president of the Council decide otherwise. Announcements for school closings and delays can be heard on the WVRQ (102.3 FM) radio station and seen on the WKBT (channel 8) television station.

Unresolved Issues

We expect that there will be occasions when parents have questions and concerns about the operation of our school. Questions or concerns related to school policy are to be discussed with the principal. If the principal fails to address the situation sufficiently, the issue should be brought to the attention of the Elder of Education.

Parents should contact the classroom teacher if the question or concern is related to the classroom or the teacher. The classroom teacher is familiar with the child and can address the question or concern based on direct observation. The principal or others do not have the advantage of direct involvement with the student in the classroom on a daily basis unless the principal is the child's teacher.

If parents have a concern related to another student, they should discuss it with that child's teacher. The teacher will work with both sets of parents to resolve the situation in a God-pleasing manner. Parents should not approach the other child to discuss the situation with him or her without the consent and presence of the child's parents.

In all matters related to our school and otherwise, let us deal with each other in Christian love as God's Word guides us to do in *Ephesians 4:32: Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.*

Volunteer Opportunities

The ministry of Christian education at English Lutheran School would not be possible without the help of volunteers. We thank our volunteers for the time and effort that they give to our school. While volunteering is not a requirement, it is our hope that individuals would consider the gifts and abilities with which God has blessed them, and how they might use those gifts to serve our school. The following are some of the volunteer opportunities available:

- Serving school lunch
- Teacher's aid
- After school care
- School cleaning
- Assist with collection fundraisers
- Athletics coaching
- Library
- PTFO

AFTERNOON CHILDCARE (Includes After School Care)

Section 16: Eligibility

Afternoon Childcare is offered at English Lutheran School to children who are enrolled in our preschool (3 and 4 year-olds) or kindergarten. Parents wishing to make use of the afternoon care program are required to complete a registration form and are asked to inform the teacher in advance of when the child will be present. This is accomplished through the use of a weekly/monthly reservation form, available from your child's teacher and on the school website. If you will not be making use of a scheduled day, please call the school office by 9:00am.

Section 17: Hours of Operation

Childcare is offered from 12:00pm to 5:30pm on Mondays through Fridays for students enrolled in our preschool or kindergarten programs. Childcare is not offered on days when the preschool and elementary school are not in session.

Section 18: Cost and Payment

Families making use of childcare at English Lutheran will be charged an hourly fee of \$2.00 per child (the exact bill will be calculated based on the number of hours and minutes the child was present). Payment is collected on a monthly basis. Bills will be sent home by the fifteenth of the following month. (i.e. September's bill must be sent home by October 15). Payment is due by the first date of the following month after a bill is received. (i.e. September's payment due by November 1). Families not in good financial standing are considered immediately ineligible for the program unless a satisfactory written arrangement to make payments has been created.

Students in preschool or kindergarten who are not picked up from school by 12:15pm are considered a part of the afternoon care program and appropriate fees are charged. Parents or guardians picking up a child from afternoon care are required to sign the check-out sheet and record the exact time the child was picked up. If a child is not picked up by 5:30pm, the same \$2.00 hourly rate is charged. If late pick-up should become a trend, the eligibility of the child will be reevaluated.

Section 19: Objectives

The afternoon care program is not intended to be an instructional period like the morning preschool. However the following educational opportunities will still be available. Motivated by the love of Jesus, our ELS after school childcare program has the following goals:

1. To provide the children the opportunity to hear of God's love for them through stories, finger-plays, songs, and projects. (*spiritual development*)
2. To provide an atmosphere of love and caring for each other based on God's unconditional love for us. (*social development*)

3. To provide a stimulating educational environment where children can use all five senses to expand their thinking skills. (*cognitive development*)
4. To help each child feel accepted and confident in their status as a redeemed child of God. (*emotional development*)
5. To provide opportunities for developing self-expression through music, movement, drama, and art. (*creative development*)
6. To provide a safe and happy environment in which children can develop their large and small motor skills. (*physical development*)

Section 20: Curriculum

See the preschool portion of *Curriculum* under Section 7: Academic Program.

Section 21: Child Guidance

See Section 13: Student Discipleship and Conduct

Section 22: Holidays and Emergency Closings

Afternoon childcare will not be available on days when there is an early dismissal. For more information on emergency closings, see *School Closings* under Section 15: Home and School Cooperation.

Section 23: Parent Involvement

..from infancy you have known the Holy Scriptures which are able to make you wise for salvation through faith in Christ Jesus. (1 Timothy 3:15)

As parents, it is important to stay current on matters of the afternoon care program. Please work together closely with the teacher so that our relationship may benefit both you and your child. On a regular basis please do the following:

- Check your child's mail folder.
- Read all newsletters or notes sent home.
- Check your child out using the sign-out sheet.
- Let the teacher know when something has happened at home that may affect your child's behavior at school.
- Make payments on time.
- Keep all information on file current.
- Make contact with your child's teacher before taking him or her home for the day.
- Notify your child's teacher in advance if anyone other than a parent will be picking up your child from afternoon care.

Section 24: Discharge Policy

See *Cause for Cancellation of Enrollment* under Section 13: Student Discipleship and Conduct

Section 25: After School Care

After school care is offered from 3:15pm to 5:30pm on Mondays through Fridays for students enrolled in grades one through eight. This program will provide quiet time under adult supervision to complete homework, read, color, or play games.

Parents wishing to make use of the after school care program are asked to complete a registration form along with a weekly/monthly reservation form. Forms are available from your child's teacher and on the school website. The forms must be turned in at least one day prior to the child participating in after school care. If you will not be using a scheduled day, please call the school office by 9:00am.

Students in grades one through eight not picked up from school by 3:15pm are considered a part of the after school care program and appropriate fees are charged. If a child is not picked up by 5:30pm, the same \$2.00 hourly rate is charged. If late pick-up should become a trend, the eligibility of the child will be reevaluated.

Cost and Payment

See Section 18: Cost and Payment.

Emergency Closings

After school care will not be available on days when there is an early dismissal. For more information about emergency closings, see *School Closings* under Section 15: Home and School Cooperation.