

*Handbook for
Parents
2010-2011*



***ST. LUKE'S
LUTHERAN SCHOOL
Oakfield, Wisconsin***

***"Now fear the Lord and serve Him with all faithfulness."
Joshua 24:14***

School Theme 2011-2012

Dear Parents,

St. Luke's Lutheran School Committee welcomes all comments, complimentary or critical of all policies. Parental support of school policies and individual teacher policies is essential to a well-disciplined student body.

Respectfully,

St. Luke's Lutheran School Committee

Dennis Loduha , Chairman

Dan Flood, Treasurer

Ben Grunewald, Secretary

Why do We Maintain a Christian Day School?

God, in the book of Deuteronomy, tells us, “These commandments that I give you today are to be upon your hearts. Impress them on your children.”

Solomon, through inspiration of the Holy Spirit, admonishes parents with these words, “Train a child in the way he should go, and when he is old he will not turn from it.”

Christ, in the New Testament, tells His followers, “Feed my lambs;” and the Apostle Paul says, “Bring them up in the training and instruction of the Lord.”

From the above passages it becomes apparent that we have a definite responsibility, as parents, to God to do all within our power to see that God’s children, of whom we are merely caretakers, receive the fullest measure of training possible in the Word of God.

The training of God’s children rests upon the parents, and the Christian congregation. The congregation has established and maintains a Christian day school in carrying out its responsibility. The school is also set up to aid the parents in any way possible to carry out their personal obligation in the Christian training of these children. However, the school is not a substitute for the parents. Your example in Christian living, including devotions and church attendance, will greatly influence the lives of your children in relation to their Lord.

What is the Aim of Christian Education?

Every teacher must have a philosophy of life and education in which he believes and by which he will attempt to guide his own life and the lives of his pupils.

There are two basic philosophies which man can accept. He has either a world-centered philosophy or a Christ-centered philosophy.

The world-centered educator will strive toward developing the idea that man, through his ingenuity and resourcefulness, must attempt to improve the world in which he lives. The ultimate result is a form of salvation through morality and good works.

The Christ-centered educator will strive toward developing the idea in the child that man, from Adam, is a condemned sinner, and that the only hope in the face of this basic truth is to trust solely upon Christ, his eternal Savior, for salvation. His faithful acceptance of this salvation by grace through the power of the Holy Spirit will instill in his heart a deep love for his Redeemer, and as a result, a Christian love for his fellowman.

What Are the Purposes of Christian Education?

The purposes of Christian education are:

- To bring the children to the knowledge of Jesus as their personal savior;
- To give all children a thorough instruction in God’s Word;
- To develop competent citizens through a sound academic program based on Holy Scriptures;
- To develop God-pleasing habits and values in the child;
- To strengthen the church through a well-indoctrinated membership.

The Curriculum

The pupils receive instruction in all subjects required by the Wisconsin Evangelical Lutheran Synod and the State of Wisconsin. These include the following: Language, reading, spelling, science/health, mathematics, penmanship, social studies, music, art and physical education.

Religious instruction includes: Bible history, catechism instruction, Luther’s life, and our synod’s operations and history. Daily devotions and prayer are also major parts of the pupil’s training in religion.

Memorization of passages, the six chief parts of Dr. Martin Luther's *Small Catechism*, and hymn stanzas give the pupils the armor by which they can defend themselves against the forces of the devil.

Report Cards

Report cards are issued four times during the school year. If you would like to check your child's progress at any other time, consult with your child's teacher.

Parent/Teacher Consultations

Consultations between parents and teachers are scheduled after the first report card is sent home. Additional conferences may be arranged at other times during the year.

Academic Policy

St. Luke's expects its students to perform in the classroom at a level commensurate with the ability God has given them. Teachers will contact the parents if the student's performance is below their ability level.

Testing Program

In addition to the tests prepared by the classroom teachers and the testing services provided by the textbook companies, our school makes use of national tests recommended by our Commission on Parish Schools of the Wisconsin Synod. These tests are administered to students in 3rd through 8th grade.

Church Attendance & Bible Study

Parents and children of our Christian day school should maintain regular church attendance. No one should feel that five days a week is enough or too much religion. Attending Sunday morning services, Sunday School, or other special services trains children to be faithful church-goers and Bible students when they become communicant members so that they might always treasure God's Word and worship him publicly. Our Lord would have us "Remember the Sabbath Day by keeping it holy." He pours out His grace during the worship services for all who hear his word.

In addition, the entire family has the opportunity to attend either Sunday School or Bible Class between services on Sundays. Here we can study God's Word together. Parents, especially fathers are important examples in showing love for God's Word by hearing and studying it regularly.

Nonmember Tuition

The first year of school tuition for non-members will be waived provided that the parents attend our informational Bible class for clarification of St. Luke's teachings. All other fees will still apply.

Enrollment Policy

Children, who are five years old on or before September 1st, may enter kindergarten at the opening of the fall term. Children, who are four or three years old on or before September 1st, may enter the 4 year old or three year old preschool program. A meeting can be arranged among the parents, teacher, and the principal concerning questions of the child's readiness.

Nondiscriminatory Policy

St. Luke's Lutheran School admits students of any race, sex, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at school. It does not discriminate on the basis of race, sex, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Students Not of Our Fellowship

For non-members, not of our fellowship, parents must agree that their child(ren) will come under our spiritual care before the child(ren) are admitted to our school. This means:

1. that parents notify the Lutheran School Committee of any religious instruction their child is receiving from other religious organizations not of our fellowship;
2. that the child participates in all curricular and extracurricular religious work and practice to include, but not limited to, religious instruction or school confirmation class, class study in church, and the children's Christmas services in church;
3. that the child attends church services regularly;
4. that parents must attend an informational Bible/doctrine class in our church.

We reserve the right to refuse admittance or terminate the child's enrollment at any time for disciplinary or religious reasons.

Tuition: Non-Members

When space is available, tuition students will be admitted to our school. The cost of tuition for one year is as follows:

- Per student. \$1500.00
- Kindergarten child. \$1250.00

The above tuition does not include book rental fees or religion books. All tuition for the current year is to be paid in full at registration. Other arrangements may be made with the Lutheran School Committee.

Fees: Book Rentals and Supplies

All books are provided on a rental basis. The fee is as follows:

- First child. \$300.00
- Additional children. \$275.00

All fees for the current year are to be paid at the beginning of the semester. Students with unpaid fees will not be enrolled unless arrangements for payments are made with the Lutheran School Committee. Financial aid is available upon request.

All fees from the previous school year must be paid in full before registration for the new school year. Report cards and transcripts will be held back until full payment is made.

Care of Books

Each textbook should be used with care and not abused. Children should treat books as if they were their own. No writing in textbooks is allowed. If books are damaged by improper use, parents will be responsible for paying for a replacement.

Attendance and Absenteeism

A written or verbal excuse from the parents must accompany any absence from school. Excuses, which are valid, are: illness on the part of the child and death in the immediate family. We would appreciate it if doctors' and dentists' appointments would be made outside of school time. Absence from school does not excuse the student from his work. **ALL WORK MUST BE MADE UP.** Attendance at special school functions, such as Christmas services, when the children sing in church, field trips, school musical, closing service, etc. is also required.

When the students are scheduled to sing in a particular church service, the students have prepared to sing by practicing as a class throughout the school week. Therefore, it is important that the students attend the service to sing praises to their Lord and to give glory to our Savior, Jesus Christ. If a student is unable to attend a service in which their class is scheduled to sing, please notify the teacher as soon as possible.

Chewing Gum

Chewing gum is not allowed at school during the school day. If students have chewing gum at school during extra-curriculum activities, they should remember to dispose of the gum in a proper manner.

Mission Projects

Throughout the school year the children have an opportunity to learn about and contribute to one of our synod's world or home missions, a Lutheran high school or college, or one of the agencies of the synod. On occasion offerings may be taken to send to a specific missionary family. Children are asked to bring their mission offerings on the last day of each school week.

Bus Behavior Policy

When a written bus incident report is given to the principal the following steps will be taken:

- The offending student will meet with the principal for a discussion of God's Word and will in the matter.
- The parents will be informed of the incident. The parents and student will meet with the principal to discuss the matter.
- The principal will request that the student be assigned a seat behind the bus driver for one week.

Second Offense:

- The offending student will meet with the principal for a discussion of God's Word and will in the matter.
- The parents will be informed of the incident. The parents and student will meet with the principal to discuss the matter.
- The student will be suspended from riding the bus for 1 week.

Third Offense:

- The offending student will meet with the principal for a discussion of God's Word and will in the matter.
- The parents will be informed of the incident. The parents and student will meet with the principal and the pastor to discuss the matter.
- The student will be suspended from riding the bus for 2 weeks.

Additional Offenses:

- Any further offenses are grounds for expulsion from school. The parents and student will meet with the principal, pastor, and Lutheran School Committee.

An incident includes but is not limited to any of the following behaviors: horseplay, loud and unnecessary noise, foul or profane language, fighting, throwing objects, insubordination to the bus driver, harassing others, and damaging or defacing the bus.

Dress and Personal Appearance

Children should present themselves in a neat, clean manner that is appropriate for a child of God.

Outdoor clothing that is suitable for the season and activity should be worn at all times. Children must wear boots and snow pants if they wish to play in the snow during the winter. Shorts may be worn during warm months.

Summer tops worn by girls should also be appropriate as a child of God. Tops with narrow straps should only be worn with an additional shirt beneath it. Tops should also be long enough to cover the midriff during regular school activities, including physical education.

Makeup applied at home may be worn in moderation. Parents, your help in monitoring the amount of makeup worn will be greatly appreciated. No makeup, perfume, or hair spray is allowed at school or at school sponsored events. Teachers will take away any makeup, perfume, or hair spray that is brought to school.

Computer Policy

No student will be allowed to use school computers without a signed parent permission form. All computer use must be teacher approved, and the school computers are not to be used for personal use. Only authorized adults may use the office computer for church business.

Student not allowed to operate cell phones at school.

Daily Schedule

8:15 AM Grades K-8 begins

3:15 PM Grades K-8 are dismissed

The doors of the building will be opened at 7:30 AM, prior to the arrival of the first buses. We ask that no children come before that time. When the children arrive in the morning, they are to enter their classrooms immediately and use for study the time remaining until classes begin. We ask that parents who call for their children would do so promptly at 3:15 PM.

Normally, most children will be eating their lunch at school. However, by request of parents, children who are within walking distance of school, may go home for lunch, but they must return by the time classes resume. Children who eat their lunch at school will not be permitted to leave the grounds except by written request of the parents.

If parents wish to have their children go somewhere other than home after school, or if they want their children to be picked up by someone else, a note should be sent to the child's teacher. No bus transportation can be given without a note from the parent for those children who do not normally ride the bus, or if a child is riding a different bus. The note should state with whom the child is traveling, dated, and signed by the parent.

Guidelines for Bicycles

Students who choose to ride their bikes to school, should enter and exit the parking lot staying on the south side. Riding bicycles in the parking lot before, during, or after school is not allowed. Bikes are to be parked in the bike rack by the garage.

Emergency School Closing

In case weather conditions make it necessary to close school, such announcements will be made over KFIZ-AM & FM. Listen for "Oakfield Schools - public & parochial" in the announcement. That message will include St. Luke's.

School Discipline

St. Luke's Lutheran School is a Christian day school. It is therefore understood that the Word of God is to be the supreme rule at our school, and that all discipline is to be shaped in accordance with this norm.

It is the aim of the staff and the Lutheran School Committee to function as a team with the parents to nurture the spiritual, physical, and academic growth of each child. Therefore it is vital that communication between home and school be encouraged.

When problems with student behavior arise discipline becomes necessary. The severity of the incident will determine the starting point and order of the steps taken. Possible consequences range from verbal reminders, loss of recess, and time outs, to expulsion in extreme cases.

- Step 1: The teacher will correct the misbehavior as needed.
- Step 2: The teacher will confer with the principal and/or other teachers to explore other possible solutions to the problem.
- Step 3: The teacher will conference with the student's parents to explain the problem, alternatives already tried, and to get their help in resolving the problem.
- Step 4: A conference will be arranged for the parents to meet with the pastor, principal, and teacher.
- Step 5: Parents will meet with the Lutheran School Committee.