

# St. Paul's Lutheran School Handbook 2023-2024

St. Paul's Lutheran School  
1010 Adams Avenue  
North Fond du Lac, WI 54937  
Phone and Fax: 920-922-1080  
[www.stpaulslutherannfdl.com/school](http://www.stpaulslutherannfdl.com/school)



## School Hours

Preschool	M-F	8:30-11:30*
Grades K-8	M-F	8:30-3:30

\*Extended Care available from 11:30-5:30

***"May all the peoples praise you, O God."***

Psalm 67:3

**Forward** - The School Handbook is a guide book of information on the policies of St. Paul's Lutheran School.

Parents are urged to keep this book in a usable place because it answers many of the common questions that may arise throughout the school year.

**School Administration** - St. Paul's Lutheran School is administered as follows:

Voter's Assembly

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Church Council-----> Rev. Kampman, Rev. Ehlert

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Board of Christian Education:

Mr. Randy Schoonover (Chairman)  
Mr. Scott Marshall (Vice-Chairman/Preschool)  
Mr. Paul Rivera (Secretary)  
Mr. Jon Paul (Treasurer)  
Mr. Tyler Schwefel (Controller)  
Mr. Dustin Robinet (Promotion)

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Teaching Faculty:

Mr. Hartwig, Principal (7,8)  
Mr. Mathwig (5,6 - Athletic Director)  
Mrs. Kampman (3,4)  
Mrs. Utsch (1,2)  
Mrs. Hinn (Kindergarten)  
Mrs. Schoenbach (Preschool)  
Mrs. Linda Mathwig (Resource)

**Faculty Members**

Rev. Michael Kampman	Pastor	pastorkampman@stpaulslutherannfdl.com
Rev. Elijah Ehlert	Pastor	pastorehlert@stpaulslutherannfdl.com
Mr. Aaron Hartwig	Principal/Grades 7,8	hartwiam@stpaulslutherannfdl.com
Mr. Joel Mathwig	Grades 5,6 - A.D.	mathwijd@stpaulslutherannfdl.com
Mrs. Kristin Kampman	Grades 3,4	kampmakm@stpaulslutherannfdl.com
Mrs. Kristi Utsch	Grades 1,2	utschkk@stpaulslutherannfdl.com
Mrs. Dawn Hinn	Kindergarten	hinndm@stpaulslutherannfdl.com
Mrs. Megan Schoenbach	Preschool	schoenml@stpaulslutherannfdl.com

**Philosophy and Purpose of our School** - The educational philosophy of **St. Paul's Lutheran School is based solely**

**on the Bible.** Holy Scripture reveals to us that all children are born sinful and can by their own deeds only achieve eternal damnation. Because of the sinful nature, it is necessary to make every child aware of their sin in the light of God's Law and their need for a Savior.

The Good News is however, that every student is a redeemed child of the Savior Jesus Christ, who shed his blood for them. We will show every child the wonderful blessings of love and forgiveness, which are theirs freely through faith in Christ Jesus.

The teaching of sin and grace is clearly expressed in the Bible. This Holy Bible contains no errors and is in all its parts the infallible truth. It is the focal point from which we will teach all secular subjects and is the norm by which we judge all earthly knowledge.

Our purpose then at St. Paul's Lutheran School is to assist the parents in carrying out the commands of the Lord. The children will learn to know God the Father, who created them, God the Son, who redeemed them, and God the Holy Spirit, who preserves their faith. Therefore all subjects are taught in the light of that Word and all teaching, learning and living are directed by that Holy Word.

**Mission Statement** - St. Paul's School exists to assist parents in bringing the gospel to children so that the Holy Spirit may create and nurture faith in Jesus Christ as their Savior; to provide a quality education with all subjects taught in the light of God's Word; and to help students use their God-given talents to serve others to God's glory.

**Non-Discriminatory Policy** - St. Paul's Lutheran School admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies and athletics.

**Parent Orientation** - Near the beginning of the academic year, a Parent Orientation Night will be scheduled. At that time the Principal, a Pastor and the Faculty will give a short explanation of the handbook, answer questions, and give the parents a "hands on" of what is happening in the classrooms on a daily basis. School cleaning matters will also be addressed. Attendance is extremely important and therefore, mandatory.

### **Enrollment Policy**

**Member Policy:** Priority for enrollment at St. Paul's Lutheran School is given to any and all children of the membership of St. Paul's Lutheran Church. Therefore, enrollment is given to the children of the membership of congregations in formal fellowship with the Wisconsin Evangelical Lutheran Synod.

**Non-Member Policy:** Remembering that our purpose here at St. Paul's is to assist the parents in teaching their children the Word of God, we will consider non-member families as mission prospects for our congregation. Children whose parents are not members must receive permission from the Pastor and approval from the Board of Christian Education before enrolling. While we are interested in new students, parents are not to look upon our school as merely a private school for their children.

Non-member parents are strongly encouraged to attend Pastor's Adult Bible Information Class. Following instruction in the basic Christian Doctrines of our church, these parents will be asked whether or not they wish to make a commitment toward becoming members of our congregation. Should they choose not to become members, their child's continued enrollment at St. Paul's will be subject to review on a semester basis by the Board of Christian Education, principal and pastors.

It is God's great wish for "all men to be saved and to come to the knowledge of the truth" (1 Tim. 2:4). St. Paul's Lutheran School realizes the importance of sharing God's Word with people outside the congregation. Unchurched children will be considered before the children of other denominations. Therefore, providing that classroom space and teacher workload permit, non-member children will be considered on the basis of the following:

1. Non-member parents will support the general goals of Christian Education in this school and the means to attain these goals. Parents (and children) must neither disseminate nor promote teachings contrary to the doctrines we believe and confess. Parents must adhere to the disciplinary doctrines we believe and confess. Parents must adhere to the disciplinary measures taken by our teachers and policies set by our congregation.
2. Non-member parents will pay tuition and educational fees according to the established schedule and tuition-policy.
3. Non-member children are to be involved in all aspects of religious instruction of the school. This includes all devotions, religion and catechism instruction, memory work and singing for worship services.

## **Tuition Fees**

Tuition (Registration) Fees are as follows:

Grades K-8: \$825.00\*

\*Fees do not include required religion texts. They are to be purchased separately.

Milk and Athletic fees are additional.

>>>The official Registration Policy is available from the principal upon request. The following payment options are included in section III-C.

### **Payment Options:**

1. Full payment at time of registration.
2. Payment Plan
  - a. Families must pay 50% of all school fees at the time of registration
  - b. The remaining unpaid balance of school fees will be divided into monthly payments, set up through VANCO with the final payment being due at the end of the third quarter of the current school year.
3. Registrations fees should be paid by
  - a. Check, bank draft or money order
4. Full payment of fees at the time of registration is encouraged by the BOCE.

Also included in the Registration Policy is section V, which is intended to provide assistance, through written request to the BOCE, to those families who may be unable to make full payments according to the payment schedule.

>>>Note: St. Paul's called workers and/or Principal are not responsible for the collection of Registration and Book Fees. Although the called workers can assist you with any questions and/or problems you may have, registration and book fees are the responsibility and duties of the Board of Education and its members.

>>>Fees can be placed in the lock box on the school's office door.

Parents are strongly encouraged to make sure that all checks are financially stable. Any insufficient funded check fees will be covered by the issuing check holder and will not be the responsibility of St. Paul's Lutheran School or Church.

### **Registration/Tuition & Fees Assistance:**

\*\*There are some monies available to help out families that are in financial need. There is a simple form available in the church office. Additional information and/or assistance are available from any Board of Education member.

\*\*Timely payments of all fees throughout the past several years have made it possible for us not to have to charge any type of non-materials related tuition for member families of St. Paul's Lutheran Church. We pray that with God's continued help and blessings we will be able to continue this trend and avoid the institution of tuition charges any time in the future as well.

**Non-Member Tuition** - The annual fees for children of non-members of St. Paul's Lutheran Church will be as follows:

First Child	\$1600.00+Registration Fees
Second Child	\$1300.00+Registration Fees
Remaining Children	\$1000.00+Registration Fees

**Mission Offering** - To impress upon the children their God given responsibility to go and teach all nations, our school encourages the children to support this work through weekly mission offerings that are collected during our chapel service on the final day of each school week. A mission envelope for each student is attached to the school newsletter. Additional envelopes will be available in the classrooms. The faculty chooses a mission project for each of the two semesters of the school year. At the beginning of each semester, an informational display will be on the bulletin board in the hallway describing the new mission project.

## **School Rules**

1. All children will show proper respect to those who are in authority and to each other. Jesus commands that we should love one another.
2. All children will remain on school grounds during school hours unless in an emergency or by outside appointment. Parents must notify the teacher if the child needs to leave for any reason. (Parents, please try to schedule appointments outside of school hours.)
3. Students should not arrive at school before 8:15 am. Students should be off school grounds by 3:30 pm unless they are participating in an organized school activity. Students who arrive before 8:15 or remain after 3:30 will be supervised in the Extended Learning Care and will need to pay the required hourly fees.
4. Snowball throwing is forbidden at all times.
5. Conduct in the hallways is comparable to conduct in the classroom. Please remember to keep your voice low as to not interrupt other classrooms.
6. Restrooms are to be used for their purpose. Restrooms are not social gathering places. No cell phones, pencils, pens, etc. are allowed in the restrooms.
7. No toys, slime, mobile devices or gaming cards are to be brought to school unless the student's teacher has given prior approval.
8. During the school day, cellular phones should be turned off and stored in the classroom teacher's designated storage place.
9. Students are not to use the school telephone without permission from their teacher.

## **Dress Code -**

Christian children are witnesses and can express their faith by their outward appearance. The LORD encourages us in 1 Corinthians 6:19,20: "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies." Therefore, guidelines for dress and appearance have been established regarding clothes that are appropriate for our students during the school day as well as for school-related activities after school hours.

It is important that all children report to school neat and clean in appearance.

ALL lettering or imprinting on clothing and accessories must conform to Christian principles. No printing or graphics will be permitted which could be interpreted as promoting the work of our three greatest enemies, namely: the devil, the world, and our sinful flesh.

1. No visible undergarments, sleepwear, tank tops (for grades 3-8) or bare midriff clothing are allowed.
2. Shorts of modest length and capris may be worn when the weather is appropriate.
3. Students wearing dresses will need to wear shorts or leggings underneath.
4. No piercings of any kind for boys or more than just the ears for girls.

Parents, please help our teachers enforce these guidelines by checking before children leave for school.

Since the dress code is subjective in nature, the teachers and principal reserve the right to use their discretion in judging the appropriateness of student dress and appearance. Cooperative judgment will be used by the faculty.

Students may go outside to play unless the temperature/windchill is below zero degree. Therefore, during the winter months, boots and snow pants, caps, gloves or mittens are strongly encouraged. A sweatshirt or sweater is recommended for school during the cold winter months.

We recommend keeping a change of clothes at school for your child, in the event that they may need to change during the day.

**Emergency School Closing** - Emergency school closing because of serious weather conditions or for other reasons will be announced via North Fond du Lac's automated alert system and on local radio and TV (through the North Fond du Lac School system). We will be following the decisions of the North Fond du Lac School District. The decision to cancel school or close early is based on your child's safety and the bussing situation. All extra-curricular activities are canceled if school is canceled. Remember parents, you make the final decision in whether it is safe for your child to travel to school in inclement weather.

**Attendance and Illness** - Children are expected to attend classes on a regular basis in accordance with state laws. If a student is absent from school for a questionable amount of days per semester, his or her absentee record will be brought before the Board of Christian Education and discussed with their parent or guardian. Any action on this problem will be decided then.

If your child is ill, *please* don't send them to school that day; the illness can be spread to other children and teachers. Please call the school after 8:00am to alert the student's teacher of the planned absence.

Arrangements for make-up assignments should be made so that the child does not fall behind in his or her studies.

### **Medication**

1. Teachers are not allowed to dispense aspirin or any medication to students.
2. At no time are students to bring unidentified or unauthorized medication onto school grounds.
3. If parents find it necessary to send a nonprescription or prescription drug to school to be administered by a teacher, ***permission must be given in writing***. Forms are available in the office. All medication (including aspirin) should be given to the church secretary in advance for storage until it is to be administered.

**Communicable Disease Chart** Refer to hand out.

### **Parental Cooperation**

**Cooperation in your child's education:** The Christian student will want to try to do any school work to the best of his or her ability. "So whether you eat or drink or whatever you do, do it all to the glory of God" 1 Corinthians 10:31. Work not finished at school should be completed at home. It is very important for parents to show interest in the child's work and give assistance when needed, but not do the homework for the child. As a student progresses through the grades the amount of homework will generally increase. Lunchtime and after school study halls may be assigned to students who are having difficulty completing their work. We, the faculty, believe that only with God's guidance and a strong family commitment can the student achieve optimum academic success.

**Cooperation with your child's teacher:** Parent-Teacher conferences are held after the first quarter (and after the second and third quarters upon request) of the school year. Faculty home visits may occur in August to the new students in a classroom. All other conferences parents may wish to have should be scheduled in advance with the teacher. The teacher has the best interests of the child in mind and needs your support in working for these best interests.

All parent concerns and problems will be dealt with outside of school hours in a private setting. School concerns will be dealt with through the classroom teacher first, then the principal, and finally with the Board of Christian Education, if necessary. Matthew, Chapter 18 deals with the issues of Christian concerns in detail. In all cases where problems are being handled, we as Christians will remember and follow the words of Scripture in 1 Peter 4:8; "Above all love each other deeply, because love covers a multitude of sins."

**Singing in Church** - During the school year the various grades will be expected to sing for church services. A schedule is distributed for each family. All children are encouraged to take an active part in singing. Please contact your child's teacher if they are not able to attend a scheduled singing service.

**Damages** - School property, including textbooks, equipment, etc., is a gift of God. Willful or careless damage to this property is contrary to the Word of God. Students responsible for damages will be charged.

All school owned textbooks must be covered with sturdy paper, plastic or cloth to prevent unneeded wear.

**Field Trips** - Field Trips are valuable learning experiences and an alternative to classroom study. Written permission forms for each field trip will be required for each child to accompany the group. If a child is not permitted to participate in a field trip experience, they will be assigned to another classroom for that day.

**Hot Lunch Program** - St. Paul's Lutheran School does offer a hot lunch program on every day of each week that the public schools of N. Fond du Lac are in session. The cost is \$4.00 per day and is served by volunteers. Checks should be made out to St. Paul's Hot Lunch. A monthly menu will be sent home, on which meals can be pre ordered.

Microwaves are available for warming up lunches on a daily basis. Due to the high volume of microwave use please limit warm-up times to 3 minutes or less. The student will have a much better chance of finishing lunch in the allotted time if either a school hot lunch is purchased or a cold (non-microwave dependant) lunch is brought from home.

**Bicycles** - Students may ride bikes to school. All bicycles are to be placed in the bike rack in the front of school. Students are not to ride their bikes during the school day. Roller blades and skates are not to be brought to School.

**Bus Transportation** - The North Fond du Lac school district provides bus transportation to those children living in the school district. Any discipline will be carried out in accordance with the principal and the bus company.

**Church Attendance** - "We should fear and love God, that we do not despise teaching and his Word, but regard it as holy and gladly hear and learn it." Regular attendance at church is an important part of your child's spiritual training. A record of church attendance will be kept and reported on the student report cards. Every effort will be made at school to encourage children to attend services regularly.

**Entrance Requirements: Kindergarten** - All children who apply will be screened during the summer months previous to the new school year. A child must be age 5 before September 1 to attend classes. At the time of registration, parents must supply a record of immunization. State Law requires these immunization records. Immunization records must be on file by 90 days after the start of school.

**School Newsletter** - The "Pioneer Press" is St. Paul's school newsletter. It is published on the second to last day of most school weeks. The Pioneer Press contains useful information on the upcoming events and activities planned at school.

**Yearbooks** - Available every year is a yearbook that parents/students may purchase for a pictorial memory of the concluding year. The price of the yearbook varies each year and covers the cost of printing. Any pictures for the yearbook can be turned in to the school and are greatly appreciated.

**Health and Immunization** - The County Health Department serves our school in an advisory capacity. A County Health nurse makes visits to our school to check on any health related problems. Vision and hearing screening occur as part of this program.

**Curriculum** - Our curriculum is based on the teachings of God's Holy Word, the Bible. Bible History, catechism and hymn studies are part of our daily curriculum. All secular subjects are taught on the basis of the Bible as well. The following subjects are taught in the course of study at our school:

Bible History	K-8	Catechism	5-8
Hymnology	K-8	Spelling	1-8
Memory Work	K-8	Language Arts	K-8
Reading/Lit.	K-8	Social Studies	1-6

Math	K – 8	Amer. History	7 – 8
Phy. Education	K – 8	Science	K – 8
Art	K – 8	Handwriting	K – 4
Music	K – 8	Phonics	K – 2
World Geography	7 – 8		
Chimes	5 – 8		

**Homework** - The Lord has blessed each individual with different gifts. This means that some students will be able to move quickly through their work, while others will require more time to complete their responsibilities. Regardless, the assigned work does need to be completed. Unless otherwise noted by the classroom teacher, assignments will be due the following morning when the student arrives at school. If a legitimate reason exists why work could not be completed on time, the parent must notify the teacher so that considerations can be made. If no legitimate reason for late work is offered by the parent, the student will still need to complete the work, but the final letter grade will be lowered. If a total of three late assignments happen in a week, the student will be required to finish their work during recess. If work cannot be completed during recess time, a time after school may need to be determined so that he or she can be fully caught up. If persistent problems with the completion of homework occur, the Board of Christian Education will be notified to discuss further disciplinary measures.

**Promotion and Retention** - All children who meet the required grade specifications will be promoted to the next grade level. Teachers, through quarterly reports and mid-quarter reports, will keep parents informed of a student’s progress. If the teachers or parents do not feel that the student is ready to move to the next grade, a meeting will be set up prior to the end of the school year. A decision concerning what is best for the child will be made by the teacher, principal, parents and the Christian Board of Education.

**Grades and Report Cards** - Report cards are distributed quarterly. The purpose of these is to inform parents of the progress of their children. Our school uses the A, B, C, D and F system for grades 1 – 8.

A	Excellent	I	Incomplete
B	Good	S	Satisfactory
C	Average	N	Needs Improvement
D	Below Average	U	Unsatisfactory
F	Failure		

An incomplete on a report card equals an F. Students cannot pass to the next grade with an incomplete on their final report card. All make-up work must be finished to participate in any extracurricular activities.

<b>St. Paul’s Grading Scale (1-8)</b>	
A+	100%
A	96-99%
A-	94-95%
B+	92-93%
B	88-91%
B-	86-87%
C+	84-85%
C	80-83%
C-	78-79%
D+	76-77%
D	72-75%
D-	70-71%
F	0-69%



**Tardies** - Students are expected to be prepared and seated quietly in their desks at the beginning of the school day. Tardies will be given to students who are not prepared and seated at 8:30 am. Five unexcused tardies in a semester will result in a detention period for the student. Subsequent disciplinary action will follow the discipline policy of the school.

**Extra-Curricular Activities** - We at St. Paul's Lutheran School believe that all extra-curricular activities should be used to develop the special gifts, talents and interests given to a student by God. Athletic, artistic and scholastic competitions with other schools in the area are open to students who by their attitude, conduct and effort in academics will properly represent their Savior and their school. Any incomplete work or work not up to a student's capability will result in the loss of practice/participation in these activities by the discretion of the teachers and coaches as stated in the student extra-curricular handout and parental agreement. Students who miss school for the day are not allowed to participate in practices/play for that day. The activities currently offered by our school include:

Athletics: Members of the WALL (Winnebago Area Lutheran League)

Fall: Coed Soccer, Cross Country (Junior Vikes), Volleyball, Football (Junior Vikes)

Winter: Boys & Girls Basketball, Cheerleading, Wrestling (Junior Vikes)

Spring: Coed Softball, Track (WLA)

Fine Arts: Reading Programs, Forensics, Reader's Theater, Chess Club,

Plays, Fine Arts Fair (WLA); Band (WLA); Boys' and Girls' Pioneers; Etc.

We encourage families to attend these activities. When viewing or participating in these events the following guidelines should be followed:

1. God's Word commands us to obey our supervisors, which include any officials or judges. These people are impartial arbitrators who are doing their job to the best of their ability. We are representatives of St. Paul's Lutheran School and our Savior at these events; improper behavior will not be allowed.
2. Maintain self-control at all times
3. Show respect for the opponent at all times.

**Disciplinary Policy** - All discipline situations will be handled with loving concern for the student. The purpose of all disciplinary actions is to use the Law to show the sin and the Gospel to assure the student of God's love and forgiveness.

**Disciplinary Procedures:** In the event of student misbehavior, a discipline process is initiated as follows:

1. Minor disciplinary matters will be handled by the classroom teacher.
2. In the event of a serious infraction or persistent behavior problem, parents will be contacted and a course of disciplinary action will be determined.
3. If the classroom teacher is unsuccessful in dealing with a serious infraction or persistent behavior problem, the issue will be handled according to the following steps:
  - a. The principal, teacher, and parent(s) will meet to discuss the issue. The principal will take fitting measures, including possible suspension, to eliminate the problem.
  - b. If it becomes necessary, due to the seriousness of the problem, the student may be expelled. However, this action must have Board of Christian Education approval.

**After-School Detention:** It is important for a student to accept responsibility for his/her actions. The purpose of the after-school detention is to correct behavior problems. Detention slips are given to the students to take home to their parents for notification, signature, and return. We realize that students may unwillingly misplace or forget to take the notice home, so we will follow up with an email or phone call.

**Reasons for Detention may Include:**

- Cheating
- 5 unexcused tardies in a semester
- Persistent behavior problem

- Inappropriate language
- Bullying
- Destruction of property
- Repeated violations of dress code
- Infraction in which the classroom teacher and principal deem a detention is appropriate

**After-School Detention Procedure:**

- Student is to report to his/her classroom teacher at 3:30 pm on a specified day.
- Detention ends at 4:00 or at a time agreed upon with the parent.
- Parents will be given at least two days notice before the detention is to be served.  
Example: A detention given on a Monday would be served no earlier than Wednesday.
- Detention period activities will be determined at the discretion of the parent and teacher.
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**Suspension and Expulsion Policy:**

In-School Suspension (ISS) -- The principal may institute an ISS for discipline purposes. The student will be placed in a physical setting where there will be appropriate supervision by a designated person. Any disruption by the student in this setting will result in the student being sent home.

Out-of School Suspension (OSS) -- The principal may suspend any student from attendance at school or any school related activity on or off campus or from attendance at a specified class or classes.

**Reasons for Suspension may Include:**

- Fighting or assault
- Stealing
- Three detentions during one semester of the school year
- Pulling of the fire alarm
- Serious infraction in which the classroom teacher and principal deem a suspension appropriate.

**Reasons for Expulsion may Include:**

- Possession of a firearm, explosive, or other weapon deemed dangerous by the principal
- The deliberate intent to seriously harm a student or teacher
- Chronic misbehavior
- Possession of tobacco, tobacco products, illegal drugs or alcohol
- Persistent lack of cooperation as indicated by an unwilling spirit or unacceptable attitude

