

St. Lucas Evangelical Lutheran School 2011-2012 Parent-Student Handbook

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Mission, Vision and Objectives

St. Lucas Evangelical Lutheran School Mission

St. Lucas Evangelical Lutheran School assists families through Christ-centered, quality education that nurtures mind, body, and spirit producing life-long learners and leaders who live to glorify the Lord.

St. Lucas Evangelical Lutheran School Vision

We reflect the love of Jesus Christ to every single soul. We work together to pursue academic excellence and persevere in faith and life.

St. Lucas Evangelical Lutheran School Objectives

1. Through daily nurture in God's Word St. Lucas' students will:
 - realize they are sinners in need of a savior.
 - be assured that because of God's great love for them He paid for all of their sins through the suffering, death, and resurrection of Jesus.
 - be assured of God's great love for them every day and every hour through His protection and guidance.
 - respond to our Lord's love for them by learning how to use His Word in their lives to discern right from wrong and thus live sanctified, God-pleasing lives.
 - recognize and learn to fully use their God-given gifts and abilities.
 - grow spiritually through daily worship.
2. Through quality daily instruction in subjects and activities St. Lucas' students will:
 - understand those subjects from a Scriptural perspective.
 - acquire the necessary knowledge, skills, and attitudes which will help them succeed in high school.
 - grow physically, socially, and emotionally.
3. Through regular contact with parents St Lucas School will help them grow in their:
 - knowledge, skills, and attitudes regarding nurturing their children as faithful followers of Jesus.
 - commitment to and understanding of full-time Christian education.
 - spiritual lives through daily and weekly worship and study of Scripture.
4. Through careful monitoring of school and student activities St. Lucas will provide a safe and loving environment for its students.
5. St. Lucas will encourage students who have the necessary gifts and talents to consider studying for full-time service in the public ministry.
6. Through active planning and implementation of these plans St. Lucas will:
 - aggressively reach out to the unchurched parents and children in its community.
 - assimilate new students and parents into the St. Lucas family.
7. Through cooperation among the Board of Christian Education, school parents, and the faculty, St. Lucas will seek to enroll 100% of member children in its school.

Philosophy of Education

At St. Lucas Lutheran School, all programs and activities, curricular and extra-curricular are grounded in the Word of God. Since Christian education is a team responsibility involving parents, teachers, school family, and congregation, we work in partnership with one another to prepare children for time and eternity. With this base, St. Lucas assists parents in growing the spiritual, academic, physical, and social gifts of the children.

Philosophy Concerning the Bible

We believe the Bible to be the inspired Word of God – the sole authority on faith and conduct. We further believe that the Bible does not contain any errors or contradictions. It is true in all parts including those that refer to history, geography, education, science, or other secular matters.

What your family can expect from St. Lucas

1. St. Lucas will strive to serve as a model of Christian love in keeping with the vision.
2. St. Lucas will offer a complete educational program. The course of study will include Word of God, reading, language arts, mathematics, science, social studies, music, art as well as physical education and technology.
3. St. Lucas will seek to continually improve instruction through ongoing planning, evaluation, refinement, and continuing education.
4. St. Lucas will commit to maintaining a school environment that is safe and respectful.
5. St. Lucas will be dedicated to using professional expertise to grow students that are fully equipped with the knowledge, attitudes, and skills that are necessary for success.
6. St. Lucas will communicate deliberately and specifically with parents about their child's individual progress.
7. St. Lucas will be accessible to assist your family in meeting the specific spiritual, emotional, intellectual and social needs of your child through established means.
8. St. Lucas will support the policies and procedures developed by the Board of Christian Education as outlined in the current school year's Parent-Student Handbook and Servant Leader Manual.

What St. Lucas can expect from your family

1. Parents/Guardians will strive to serve as a model of Christian love in keeping with the vision.
2. Parents/Guardians will dedicate themselves to developing God-given gifts of their child
3. Parents/Guardians will make sure that children complete homework assignments
4. Parents/Guardians will make sure that children meet attendance requirements.
5. Parents/Guardians will promote and assist in maintaining a safe and respectful school environment.
6. Parents/Guardians will initiate communication with the teacher about the child's progress through established means.
7. Parents/Guardians will support the school through the giving of time, talent and treasure.
8. Parents/Guardians will support the policies developed by the Board of Christian Education as outlined in the current school year's Parent-Student Handbook.

Curriculum and Homework

Courses of Study

St. Lucas students will study the following courses: God's Word, language arts (reading, writing, speaking, listening, spelling), mathematics, science, social studies/history, music, art, physical education, technology.

Catechism instruction, which will prepare students for confirmation, is included for students in grades 5-8. Our curriculum is unique because all subjects are taught in the light of God's Word.

Physical Education

Students in grades K-8 participate in Physical Education. Beginning in the 2011-2012 school year, St. Lucas uses the SPARK curriculum. SPARK calls for high levels of physical activity. Students in grades 3-8 change into and out of PE attire on PE days. Students are to have a pair of tennis shoes, athletic shorts, and a St. Lucas tee shirt or solid color tee for PE class. Any St. Lucas tee works. St. Lucas Roundtable, Saturday Morning Basketball, Chime Club, Family Camp or St. Lucas SpiritWear tees are all examples of St. Lucas tees. Families may purchase a St. Lucas PE Department tee for \$3.50.

Homework Guidelines

Homework plays an important role in the learning process. The purpose of homework is to enrich, reinforce, and extend the concepts, which are taught in the classroom. Homework will be assigned to meet the needs appropriate to grade level, subject area, and ability. Generally, homework expectations are approximately 10 minutes per grade level each day, for example: 3rd Grade = 30 minutes/day, 7th Grade = 70 minutes/day.

Extended Learning

St. Lucas Lutheran School recognizes the value of an extended learning program for those students who need special assistance, especially in the areas of reading and math. If you believe your child may need special assistance, please speak with your child's teacher or the principal.

Memory Treasures

Throughout His life Jesus quoted the Scriptures to witness about God's amazing grace, to comfort others in moments of need, and to defend His faith from attack. As future "leaders who live to glorify the Lord", St. Lucas students will memorize Bible passages, parts of the Catechism, and hymns as an important part of the religion curriculum. As Christian partners you are encouraged to listen to your child's recitation as part of the evening and/or morning routine.

Field Trips

Field trips are unique opportunities that further develop your child's learning outside the normal confines of the classroom. Field trips are considered regular school days, and students are expected to come. Since most trips involve transportation of students, cost of admission, and much planning, parents will receive a letter containing general information (date, location, driver/chaperones) and cost details.

Communications

Parent–Teacher Conferences

During the school year parents will be asked to attend two scheduled conferences with the teacher of their child(ren) for the purpose of communicating with the teacher about the student's progress. These conferences will be held at the end of the first quarter and second quarter (see attached). If at any point during the year you would like to have a special conferences with the teacher, feel free to call the teacher so an appointment can be arranged.

Report Cards

Report cards are issued four times each year. The dates of issuance are a week after the last day of each quarter. Please evaluate and discuss your child's report card with him or her, sign the enclosed form, and have your child return only the form to school. You may keep the copy of his or her academic progress.

St. Lucas uses an online academic progress reporting system called Standard Score. Standard Score features a parent portal. The parent portal allows parents and guardians to access their child's academic progress reports at any time. While teachers are continually updating Standard Score, parents are encouraged to login each Wednesday for a complete update on academic progress.

Assignment Notebooks

While the primary purpose of giving each student (grades 3-8) an assignment notebook is to foster responsibility and organizational skills, these notebooks also provide a valuable tool for parents to keep current on what their child is learning and monitor their progress at home. If your child loses his/her notebook, another is available from the school office at a small cost.

Lancer Letter

In order to better serve our families, the school administration publishes a news publication, *Lancer Letter*, that highlights activities and informs parents of updates for that week. *The Lancer Letter* is a Monday publication. It is sent through email and a hard copy is sent with the oldest child. It is important to get a hard copy because many time additional items are stapled to the *Lancer Letter*. Articles found in the *Lancer Letter* may also be found online at the school website.

Teacher Availability

St. Lucas teachers are willing to speak with you concerning your child or other related issues. Your child's teacher is normally available each day from 3:15-3:45 to meet with you. Recognizing that many of the teachers have after school responsibilities (crossing guard, detention monitor, coaching, etc.), you are encouraged to call, email or send a letter requesting a meeting to avoid any time conflicts.

Extra-Curriculars

Academic and Fine Arts Extra-Curriculars

St. Lucas students have many opportunities to learn in addition to the academic curriculum. Academic and fine arts extra-curriculars available include the following: Forensics (5-8), National Geography Bee (4-8), Spelling Bee (3-8), Handbells (5-8), Tone Chimes (2-4), Piano (2-8), Drama Production (5-8), Band (5-8). The piano and band programs have costs associated with them to participate.

Athletic Extra-Curriculars

St. Lucas students may also participate in the following programs: Cross Country (Boys/Girls, 4-8), Volleyball (Girls, 5-8), Basketball (Boys 5-8, Girls 5-8), Cheerleading (Girls, 5-8), Softball (Boys/Girls, 6-8), Track (Boys/Girls 6-8). Fees are associated with some of these programs.

The right of participating in athletics is a privilege extended to all students, but continued participation in athletic events requires more than meeting the eligibility requirements. Student-athletes must also be in 1) regular attendance at practice and display a 2) Christian attitude through their actions while at practice and games. Failure to follow these guidelines will lead to being reprimanded or removed from the team. For a detailed description of *Responsibilities of Student Athletes at SLS*, please see your child's coach or the school office for a copy.

A fee will be charged for each of the following athletic extra-curriculars: boys/girls cross country, boys/girls basketball, volleyball, cheerleading, boys/girls softball, boys/girls track. The fee covers the expenses of replacing uniforms, referees, and tournament fees.

St. Lucas requires all athletes to have a current sports physical on file with the Athletic Department before the athlete is allowed to start practice. A sports physical taken after April 1 is valid for the following two school years; a sports physical taken before April 1 is valid only for the remainder of that school year and the following school year.

Student Eligibility

The privilege of participating in the extracurricular activities offered at St. Lucas Lutheran School is an opportunity to express our Christian faith in the words of the Apostle Paul , "whether you eat or drink or whatever you do, do it all for the glory of God." (I Corinthians 10:31). Our students are expected to use their God-given talents to their fullest in extracurricular activities, but their first responsibility is academics and behavior. Therefore, the following standards must be achieved in order to participate:

1. Having a combination of 3 "D's/ Minimal" or 1 'F' on a nine-week grading period would render a student ineligible.
2. A student who is not eligible for the quarter may apply to the athletic director or activity director for reinstatement of eligibility four weeks after the end of the previous quarter. Students ineligible in the 1st Quarter may apply for reinstatement after the 3rd week of school. In order for the student's eligibility to be reinstated the student must conform to all academic and behavioral requirements stated in this handbook and have the approval of the classroom teacher, athletic director or activity director, and principal.
3. These requirements must be met during the grading period prior to the student

participating during the marking period, i.e., first quarter grades determine second quarter eligibility. Eligibility for first quarter activities will be determined by the previous year's fourth quarter grades.

For the complete set of student eligibility guidelines, please see the *Athletic Handbook 11-12*. A copy may be found on the school website under "school documents".

Parent

Our Response to His Love

Grace, God's undeserved love, is the message of the Bible. "For God so loved the world that He sent his one and only Son that whoever believes in Him shall not perish but have eternal life" John 3:16. What have we done to deserve a gift like that? Nothing, none of us have. In response to His love for us, we strive to love others. Love is an action verb. I Corinthians defines love as patient, kind and persevering. As we interact with one another, we strive to follow this model.

Adult Spiritual Growth

St. Lucas Church provides weekly worship services throughout the year in addition to special Advent, Lenten, and holiday services. Additionally, St. Lucas provides Bible Study course to dive into the Word more deeply. Worship services and Bible Studies give us an opportunity to hear and learn about His many blessings and will for our lives. These experiences also give us an opportunity to praise and thank God for our salvation in Christ Jesus, to publicly confess His name, and to strengthen our faith by hearing God's Word preached to encourage one another.

Regular, frequent worship and Bible Study attendance is important for the spiritual growth of each member of the family. As parents, you need this for your spiritual development so that you can fulfill your responsibilities as Christian parents. Your children need your encouragement and example so that they can establish pattern of spiritual growth for life. Every effort will be made at school to encourage your child to attend worship services. We will encourage you regularly to join in Bible Study activities. St. Lucas does keep track of worship and Bible Study attendance.

In a discreet way, teachers will keep a record of their student's weekly worship attendance. A comprehensive spiritual growth plan will be presented at the start of the school year that will especially encourage God-pleasing attendance from students and families who are members of St. Lucas or pursuing membership at St. Lucas. Please view the Fall Spiritual Growth and Renewal Series publications for opportunities and participate.

Let us join with the Psalmist who said, "I rejoiced with those who said, 'Let us go to the house of the Lord'" (Psalm 122:1). Let us also follow the Christian model of the Bereans, ". . . for they received the message with great eagerness and examined the Scriptures every day to see if what Paul said was true" (Acts 17:11). 'Be a Berean'. Study the Word every day.

Singing Schedule and Christmas Eve Service

Praising the Lord through song is a wonderful means to share with others the joy that is in our hearts as redeemed children of God. Throughout the year your child and his/her class will bless

our worship with their voices. See the school website and go to the monthly calendar for a schedule. Please mark these dates on your calendar and bring your child so that our congregation may be strengthened and encouraged by the children. The children will present their Christmas Eve Service on the scheduled day and time.

Book Rent Fee

In response to God's grace, St. Lucas has assisted parents through Christian education for 140 years. The cost of Christian education is high. Education will cost over \$7,750 per child at St. Lucas this year. The book rent fees assessed to each family is small in comparison. We believe in sharing grace with God's children. It is our sincere hope that as you hear and grow in the message of God's immense love for you that you will respond with a zeal and fervor for the work here at St. Lucas. Support the ministry of St. Lucas with gifts and offerings regularly. The Lord loves a cheerful giver.

A book rental fee is charged to cover the cost of textbooks, classroom supplies, and items directly related to your child's education. A book fee is assessed each year. The 11-12 book fee is \$550 for the first child, \$440 for the second child, \$330 for the third child and remaining children with a family cap of \$1650 of a St. Lucas members and \$1100 for each non-member child. The fee must be paid in full on Registration Day. If you are not able to pay the amount in full, you must enroll in the FACTS program, an electronic withdrawal from your checking or savings account. If you have questions, please contact the school office for more information concerning the FACTS program or ask to speak with the school principal. This fee is included in the voucher payments for students participating in the Milwaukee Parental Choice Program. If your child's textbook is lost or shows more than normal wear, a fine will be assessed at the close of the school year.

School Cleaning

As we seek to be good stewards of the gifts God gives, each school family is expected to assist in cleaning the school building regularly during the school year with a group of families. Choice is given to families: Friday evenings, Saturday mornings, or Sunday afternoons A schedule is to be published for the school year, and regular reminders shall be made through school communications including the Lancer Letter. Families who are not able to make a date may switch. Contact your team captain to switch with someone else.

Volunteering

Whether it is serving lunch, helping kids learn math facts, answering phones, serving on the Board of Christian Education, as a leader for the School Friends, or help at an athletic event there are many opportunities to volunteer at St. Lucas. Many areas of volunteerism have multiple roles to fill. For example, athletic event volunteers could serve as: hall monitors, concessions stand personnel, scoreboard operators, general supervision, etc. Scheduling will try to accommodate parents. Volunteering opportunities are published in a booklet called *Ministry Possibilities*. The church bulletin, church newsletter, or the *Lancer Letter* may also publish opportunities periodically. If you would like to volunteer your time and talents, please contact the school secretary or volunteer coordinator at 483-9122.

Conflict Resolution

It is hoped that a healthy relationship exists between the home and the school, and that any difficulties encountered at the school can be worked out in a God-pleasing way in Christian love. Should problems arise, consider these encouragements from God's Word.

“Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called.” Ephesians 4:3-4

“Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble.” 1 Peter 3:8

By his Spirit, God empowers his people to approach each other humbly, peacefully, and harmoniously. In that spirit, God's people at St. Lucas have established a series of steps leading towards God-pleasing conflict resolution.

In matters dealing with an individual:

- 1) Discuss the matter with the teacher, director, supervisor, or whomever was directly involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
- 2) If the conflict has not been resolved, then discuss the matter with the principal along with whomever was previously involved with the matter. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
- 3) If conflict has not been resolved, then discuss the matter with the pastor/s along with whomever was previously involved with the matter. A St. Lucas pastor will become involved in the resolution process. Again, more than one meeting may be needed for the issue to be understood and action to be taken.
- 4) If the issue has not been resolved, then discuss the matter with the Board of Christian Education along with all parties previously involved with the matter. More than one meeting may be needed for the issue to be understood and action to be taken.

In matters dealing with school policies and procedures:

- 1) Discuss the matter with the principal. More than one meeting may be needed for the issue to be understood and action to be taken.
- 2) If the issue has not been resolved, then discuss the matter with the Board of Christian Education. More than one meeting may be needed for the issue to be understood and action to be taken.

The Board of Christian Education is the governing body of the school and their decision is the final word on the matter.

In all matters of conflict between fellow Christians, we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness he won for us. “Therefore if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation.” 2 Corinthians 5:17-18

Student

Student Conduct

Grace, God's undeserved love, is the message of the Bible. "For God so loved the world that He sent his one and only Son that whoever believes in Him shall not perish but have eternal life" John 3:16. What have we done to deserve a gift like that? Nothing, none of us have. In response to His love for us, we strive to love others. Love is an action verb. I Corinthians defines love as patient, kind and persevering. As we interact with one another we strive to follow the model of Christ.

We expect and encourage the following Christian attitudes in our students for a Christ-centered atmosphere in our school:

- giving their Savior and His Word top priority in their lives
- showing honor, love and respect for parents/guardians and St. Lucas authorities that the Lord has placed over them at home, church, and school, including extra-curricular activities
- showing Christian love and consideration for their classmates in school and their fellow human beings outside of school

A Christian attitude also extends beyond our relationship with God or other people. Situations also require us to apply our Christian faith. Here are a few general reminders:

- Books, classrooms and school property are to be treated with respect and good stewardship. Unnecessary damage will require compensation by parents and/or students. Good stewardship also applies to the property of fellow students, teachers, and others.
- Running, loud talking and unruly behavior in halls, classrooms and restrooms is not permitted. Profane, obscene and vulgar language is not permitted.
- Spitting and gum chewing are not permitted in the school building, or on the grounds.
- Public displays of romantic affection between students are not permitted.

Other expectations are communicated under various headings throughout this handbook. It is our prayer that through proper direction and guidance from God's Word the children of our school may live their faith more fully as they apply the Scriptural principles to their daily lives.

School Attendance

School attendance is compulsory in the state of Wisconsin for all students ages 6-18 (118.15). Regular school attendance is essential for acquiring a quality, Christian education. Realizing that situations may keep a student from being in school on a given day or for a period of time (sickness, death of relative, dentist, etc.), we ask that you **call the school by 9:00 a.m.** if your child will not be attending that day. St. Lucas does record absence length by the quarter day. There is a difference between tardy and a part-day absence. The school secretary will call your home if we do not hear from you by 9:00 a.m.

When your child returns, a written excuse from the parent is required. Parents must provide written excuse for all student absences. The written excuse may be hand written or sent via email. The phone call to the office is efficient communication. However, it is not a substitute for written excuse.

A child who has been absent all or part of a day due to illness or disciplinary action will not be permitted to participate in any afternoon or evening extra curricular activities on that day.

Absences/Truancy

St. Lucas has a makeup policy to ensure uniformity. The student is responsible for homework when absent from class. The student will be allowed to make up work within a period of time equal to the length of his/her absence.

The school office will notify the parents/guardians of a student who misses more than 10 days during a given school year. If a student exceeds 10 days, his/her promotion may be reviewed.

A student is considered truant if the child is absent without an acceptable excuse for all or part of one or more days during which school is held (118.16). An acceptable excuse is defined as the child is temporarily not in physical or mental condition to attend school. Illness and bereavement are examples of acceptable excuse. If a child misses part or all of five or more days without an acceptable excuse the child is considered habitually truant and referral may be made by the school under 118.16 (5).

When students arrive late or must leave school at any time before dismissal, they must be signed in or out in the school office. If an early departure is necessary, such as for a doctor appointment, the parent picking up the student must report to the office and sign out his or her child. This student will then be summoned to the office to meet the parent there.

Tardiness

Regular attendance is a prerequisite for satisfactory performance. School is a proper setting for children to learn the value of reliable attendance and punctuality. Doors open at 7:50am.

Students are expected to be in the classroom and ready for the day, which begins at 8:10am.

1. Tardy records are kept each quarter.
2. The first three tardy events are marked in the daily attendance records as such with a notice that will be sent home.
3. Upon the 4th tardy, the student will receive a detention and the parents must meet with the principal and representative of the BOCE.
4. Upon the 5th tardy, the student will receive a detention.
5. Upon the 6th tardy, a second meeting shall be held with the parent, principal, and BOCE representative and the BOCE Discipline of Student policies may be implemented

Tardiness is a disturbance to a classroom's learning atmosphere. Repeated tardy marks by an individual must be dealt with for the good of the class. The school administration will address the issue with families who are repeatedly tardy in their attendance.

Harassment

Any behavior, whether physical, verbal, written, or non-verbal, that hinders the learning/teaching environment or that can be interpreted as threatening to others is not acceptable. St. Lucas is

committed to maintaining a learning environment that is safe where students and staff can work and study productively. St. Lucas prohibits any form of harassment or violence. Examples of prohibited unwelcome and unsolicited behaviors include but are not limited to:

- Physical- intentional, unwelcomed touch against another's body, assault, or blocking free movement in the school.
- Verbal- sexual suggestive or obscene comments, threats, jokes, as well as comments about another student's body that are negative or embarrassing.
- Written- display or sharing sexually suggestive pictures and cartoons, messages through Facebook, twitter, text messaging, instant messaging, mobile-phone generated messages and images, internet postings, obscene letters, notes, and invitations.
- Non-verbal- suggestive sexual or obscene looks, leering, or gestures.

All complaints of harassment are to be brought to the attention of the Principal, Pastors, and Board of Christian Education for resolution. The reported complaint will be investigated and action taken as necessary in accordance with BOCE Discipline of Students policies.

Electronic Devices

Digital electronic devices may be used as directed by St. Lucas personnel for specific purpose only.

Student personal use of digital electronic devices, such as, but not limited to, cell phones, iphones, pagers, digital cameras, digital music and gaming devices are not allowed during school hours. School hours are defined as the time the student is under care of St. Lucas staff and faculty. St. Lucas Lutheran Church and School is not responsible for any lost or stolen personal digital electronic devices. Students who have cell phones and other electronic communication devices must turn them turned off during school hours and placed them with personal belongings. Electronic communication devices may be transported in a student's backpack, but at no time are to be personally used or visible during school hours.

Cell phones, camera phones, and other digital camera devices are not allowed in the locker rooms, bathrooms, or other areas of personal sensitivity at any time.

If digital electronic devices are being personally used during school hours, those devices will be confiscated by staff and faculty and taken to the school office. Confiscated items will only be returned to the parent or upon parent request. Discipline of Students policies may be implemented.

Parents are responsible for the supervision their child's use of personal electronic communication outside of school hours. If a student abuses the use of digital electronic devices outside of school hours (ie. harassment), and/or that abuse affects student life during the school day, then Discipline of Students policies may be implemented.

Internet Use

St. Lucas uses this powerful tool. The Internet enables our students and staff to learn in a variety of ways (pictures, videos, music, text), to expand and improve research, and to obtain current

information in a timely fashion.

Because of its nature, the Internet presents certain dangers. It provides opportunities for sinful and/or illegal activities (such as exposure to inappropriate language and pornography). Because of the limited restrictions of what can and cannot be placed on the Internet, the quality and validity of the material varies greatly. Our students learn how to distinguish between worthwhile and less worthwhile sites. It is also imperative that our students understand that as they use the Internet, they must “. . . *take captive every thought to make it obedient to Christ*” (2 Cor. 10:5b NIV). Students will need to exercise common sense and good Christian judgment.

Students will be required to have the written permission of their parents to use the Internet, and the following guidelines have been developed to define acceptable use of the Internet.

Appropriate Use of the Internet:

- All research should reflect Christian principles and be in pursuit of educational goals (example: research for a homework assignment).
- Respect copyright right laws.
- E-mail may be sent or received only under the direct supervision of an instructor. (Recognize that electronic communication is not private.)

Inappropriate Use of the Internet:

- Intentionally damaging or destroying data
- Using any name, username, or password other than your own
- Accessing inappropriate web sites
- Sending or receiving obscene or sinful material
- Plagiarism (cheating by copying or slightly changing other’s work and submitting it as your own)
- Engaging in illegal or unchristian activities

Consequences for unacceptable use of the Internet:

- The privilege of using the Internet and/or school computers will be suspended or permanently revoked.
- School discipline will be administered as deemed necessary by the Principal.
- Criminal acts will be referred to the proper government authority.

Prohibited Items

Any item that becomes a nuisance, or in the opinion of the teacher/principal, is unnecessary or a disruption to the educational process will be confiscated. Those items include, but are not limited to: chewing gum, cap guns, water pistols, laser lights, white-out solutions, comic books, trading and/or game cards. Confiscated items will only be returned to the parent or upon parent request. A zero tolerance policy applies to both weapons and controlled substances.

School Uniform Policy

The Lord has blessed us with a great school and a wonderful opportunity to learn about our

Savior and the world He created. We want to share these blessings of faith and education with those around us.

It is important to have a cohesive and positive school identity as we welcome visitors into our community. The uniform policy has been developed to enable the entire student body to be a visible representation of the St. Lucas School Spirit, identifying themselves as St Lucas Lancers. We pray this uniform will positively affect our school campus and the interaction between our students and our community.

Our teachers and school administration are counting on the support of the families of the students attending St. Lucas School in implementing this policy. The staff will use its good judgment to determine when clothing and accessories do not fit the uniform policy and/or safety, especially as it pertains to the playground, becomes an issue. The same holds true if a situation occurs that is not specifically addressed in the policy.

Students are required to dress in uniform as published on the school website during the school day. Teachers on a trip-by-trip basis will announce Field Trip dress code. Clothing items for this dress code can be easily purchased at any retailer's uniform section as long as it is dress code appropriate. Specific details may be found online at the school website. Go to "school documents". View the St. Lucas Dress Code documents carefully.

Discipline Guidelines

Late Mark Policy

Assignments are given to evaluate the progress of each student, develop strong study habits, and foster continued learning. St. Lucas maintains the policy that students must complete their schoolwork on time. A student's failure to have an assignment completed and present at the time it is requested by the teacher will result in a late mark.

Students in grades 2-8 who do not complete schoolwork on time receive a late mark. A Late Mark Form will be sent home to be signed by the parent/guardian and returned the next school day. Only one late mark per day is usually given. Neither the late mark nor the form is a punishment, but simply a means to communicate to the family that the student has not completed or turned in a particular assignment(s). In academic recovery, the student is required to bring homework to complete during the recovery. If classroom assignments are completed, a student must bring a book(s) to read. At the beginning of each quarter, a student's record begins free of the late marks from the previous quarter/markings period. Procedures are as follows:

- Late Marks #1-2: Late Mark Form to Communicate with Parent/Guardian
- Late Mark #3: One academic recovery and contact call from the teacher
- Late Mark #4: One academic recovery and contact call from the teacher
- Late Mark #5: Three academic recoveries, parent meeting with teacher and principal
- Late Mark #6: One Academic recovery, parent/student meeting with the teacher principal, and BOCE representative. The BOCE Discipline of Student Policy may be implemented at the meeting.

Dress Policy Infractions Procedures

The following procedures will be followed for students who come to school without wearing proper apparel.

1. The parent/guardian shall be called and asked to bring compliant clothing to school. If the parent/guardian cannot be reached by phone or is unable to respond, the student will be issued apparel to wear. This apparel must be returned at the end of the school day. A fee may be assessed for laundering the clothing. A Uniform Violation Slip will be sent home to be signed by the parent/guardian and must be returned to school the next day.
2. Students who come to school without wearing apparel for the 2nd time: Same as #1. The principal will contact the parent/guardian to inform them of the 2nd offense and to request their help in rectifying the problem.
3. Students who come to school without wearing proper uniforms for the 3rd time and/or repeatedly: Same as #2. The principal will call the parent/guardian and set up a conference with them, the student, and teacher to ascertain the reason for the repeated non-compliance. Discipline of Students Policies may be implemented.

Detention

Behavioral detentions are given by the teacher or principal for student infractions of school or classroom rules. Detentions are up to 45-minute periods that follow the school day (3:15-4:00 p.m.). During a behavioral detention students are NOT allowed to work on homework, but may be required to do additional work established by the teacher. (Examples are writing an apology letter(s), essay concerning future behavior, or late assignments.) Parents will be notified of the reason for the detention, along with the date and time the detention is to be served. This form is to be signed and returned the next day.

Suspension

If your child is repetitive in certain undesirable behavior, lack of schoolwork completed, or is involved in a serious infraction, he/she may be suspended from school for one or more days. A written notification of the suspension will be sent home with the reason, the date to be served, and requesting a signature to verify that the information has been received.

Expulsion

If there are three suspensions, one of the steps in the expulsion procedure will be taken. (The three steps are a letter from the Principal to the parents, a meeting with the Board, and the actual expulsion). In cases of a very serious infraction, immediate expulsion may occur.

Due Process

Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed toward the Chairman of the Board of Christian Education. They must be in writing within 5 days of the decision.

Health and Safety

Hot Lunch/Milk

St. Lucas School operates a hot lunch program. We participate in government subsidized hot lunch programs that provide free or reduced lunches to qualified families. Cost for hot during the 2011-2012 school year is \$2.50 per meal. Students who do not qualify for government subsidized lunches or wish to bring their own lunch from home may purchase milk for the year. Full payment for milk is due the first week of school. Cost of milk during the 2011-2012 school year is \$59.00.

St. Lucas contracts hot lunch service with an outside provider. Given that fact, payments for hot lunch must be kept current by families who use the service.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY).

Student Health At School

The physical health of students is a concern for every school and family. In order to reduce the health risks that spread illness or disease, St. Lucas Lutheran School reserves the right to send home students that have high temperature or fever, display poor personal hygiene, have communicable pathogens (head lice, pink eye, etc.) or put other students at risk due to continued sickness. This is not done as a punishment to the student or to burden the family, but to ensure the general health of all students, families, and staff.

Outside Recess - Weather Conditions

For the safety of our students outside recess will be canceled when the National Weather Service Temperature Index reaches zero degrees or below. It may also be necessary to cancel outside recess due to other weather related events. Students and staff will follow the inside recess/gym rotation schedule.

Immunization Law

Under the State of Wisconsin Student Immunization Law *parents are responsible* to ensure that their child(ren) has met the number of required immunizations prior to school. Failure to do so may result in a fine up to \$25 per day from the local district attorney. Upon the 40th day of school, St. Lucas is required by law to file a report with the district attorney's office and the local health department of all our students who are not in compliance with the Immunization Law.

Professional Christian Counseling

Our school is happy to make available to our families the services of professionally licensed, Christian counselors through two different agencies affiliated with our church. In both cases counselors consult with parents and students (and teachers if requested) about difficult or troubling situations. Christian counseling can help members of our school family to resolve problems, addictions, and loss in a Bible-based, God-pleasing manner. Anyone seeking such

counseling may contact the principal or one of our teachers or pastors, or may contact one of the agencies directly.

Christian Family Counseling
2401 N. Mayfair Rd., Suite 308
Wauwatosa, WI 53226
Phone: 414-368-6070 or (800) 438-1772
Wisconsin Lutheran Christian Counseling
9555 S. Howell Av.
Oak Creek, WI 53154

Safety Patrol

7th grade students serve as safety patrol personnel at the end of each day. They are to assist the children across the street, monitor the area in front of the school, and assist wherever necessary in providing for the safety of all our students as directed by our safety coordinator. Teachers monitor the crosswalks at dismissal time. The City of Milwaukee provides crossing guards at the corner of Dover and Howell and Dover and Kinnickinnic. Parents and students are reminded to cross Dover St. only at the marked crosswalks.

Student Medication

Should your child need to take any form of medication that is sent from home, please complete the appropriate permission form. Forms are located on the school website under “school documents” or available in the school office. Please make sure all medication is in a secure, original container with your child’s name on it. St. Lucas may dispense aspirin or ibuprofen with parent permission. Parents may grant permission by initial on the backside of the emergency contact card. Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic systems. The student must have the written approval of the student’s physician and the student’s parent or guardian.

School Information

Non-profit Status

St. Lucas is a member of the Wisconsin Evangelical Lutheran Synod (WELS). As a member of the WELS, the school qualifies as a 501(c)(3) tax-exempt organization under the WELS umbrella in Group 1173. Formal verification of St. Lucas non-profit status is kept on file in the school office and is available for viewing.

Admission and Participation Policy

St. Lucas Evangelical Lutheran School will make decisions regarding student admissions, participation in student programs, and administration of its educational policies in keeping with its mission of assisting families through Christ-centered, quality education. In keeping with Christ’s love for all people, St. Lucas School admits students of any race, color, national and ethnic origin to all the privileges, programs, and activities generally accorded or made available to students at the school. St. Lucas School is a participant in the Milwaukee Parental Choice

Program (MPCP).

Age Requirements and Grade Placement

All students must be 5 on or before September 1st of the year they enter kindergarten and 6 on or before September 1st of the year they enter first grade. Parents must present to the school office an official birth certificate for the child enrolling in kindergarten and first grade. Generally, children will be admitted to other grades upon presentation of records showing satisfactory completion of previous grades. All new students are tested prior for grade placement at St. Lucas. The school reserves the right to determine the grade placement of a child through testing.

Milwaukee Parental Choice Appeals Policy

All schools in the Milwaukee Parental Choice Program must provide to every MCPC applicant “A copy of the appeals process used if the private school rejects the applicant.” The following is St. Lucas Lutheran School’s policy to satisfy the requirements of 119.23 (6m)(a)(4):

Under 119.23 (2)(a) a pupil must reside in the city of Milwaukee and meet the income requirements defined below to qualify for the MPCP: The pupil is a member of a family that has a total family income that does not exceed an amount equal to 1.75 times the poverty level determined in accordance with the criteria established by the director of the federal office of management and budget. A pupil attending a private school under this section whose family income increases may continue to attend a private school under this section if the pupil is a member of a family that has a total family income that does not exceed an amount equal to 2.2 times the poverty level determined in accordance with criteria established by the director the federal office of management and budget. For purposes of admission to a private school under this section, siblings of pupils attending a private school under this section are subject to the higher income limit. If a pupil attending a private school under this section ceases to attend a private school under this section, the lower income limit applies unless the pupil is a sibling of a pupil attending a private school under this section.

119.23(3)(a) states that a school must, “within 60 days after receiving the application . . . notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include reason.” A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under St. Lucas Lutheran School’s appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation. The school principal shall respond to the applicant’s appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

Promotional Requirements

The school office will notify the parents/guardians of a student who misses more than 10 days during a given school year. If a student exceeds 10 days, his/her promotion may be reviewed.

St. Lucas Lutheran School, we measure student growth against the academic standards adopted

by the school. If a student is 2 or more years below grade level in the core academic areas of reading, writing, and math, promotion to the next grade level will be reviewed at the discretion of the classroom teacher/s and the principal.

Testing results are one picture among many of skill proficiency. Proficiency levels of basic or above as measured and defined by the Wisconsin Knowledge and Concepts Exam in reading, mathematics, writing, language arts, science and social studies are required. Minimal performance in these core areas is a reason for promotion to be reviewed by the teacher and principal.

Some students may not be ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in the current grade level. A team that includes the classroom teacher(s) and principal may review promotion of a student based on observations in these areas.

School and Office Hours

School hours are from 8:10 a.m.—3:15 p.m. on regularly scheduled school days. Students will be allowed into the school at 7:50 a.m. If your child needs to be dropped off earlier, you need to check your child into the childcare. After school students will be allowed to wait in the lobby until 3:30 p.m., at which time he/she will be sent to the childcare. (Any time spent in childcare will incur a cost.)

Office hours are from 8:00 a.m.—4:00 p.m. Monday through Friday.

Parent/Guardian Access to School

Parent/Guardian partners in education are always welcome at school! For the well being of our students and the entire school community, we need to know who is in the building and where they are. Please follow these procedures:

1. All visitors and volunteers must sign in at the office every time they have been admitted to the building.
2. All visitors and volunteers must receive from the office and display a visitor or volunteer pass.
3. School students and/or their families are to enter through the west doors of the school except when arriving specifically for care or contact with the Child Care department.
4. Parents/Guardians who want to accompany their children to their classroom must observe the above guidelines.

School Closings

If there is inclement weather, school may be canceled or closed early. Information will be listed on the following stations: WTMJ - 620 or WISN - 1130, or television channels 4, 6, 12, or 58, or may be found on the television station websites. For those who register for the service, TMJ4 and FOX6 will send text alerts as communication to parents about school closings. Parents must register for those service online at the news station website. It is recommended that parent register for this service. If our school is not specifically mentioned, the general policy prevails that if Milwaukee Public Schools or Wisconsin Lutheran High School cancels classes before the school day begins, our school is also closed. These closings will be listed on the 6:00 AM and/or

subsequent broadcasts. However, if MPS and/or WLHS closes for bad weather during the school day, we are not necessarily closed. Under such circumstances, please tune in to the broadcast stations or websites listed above. We will also call in our own cancellation at times, but we cannot guarantee just when it will be announced.

Vehicle Parking

Parking is not permitted on Dover Street in front of or across the street from our school during the school hours posted on the signage. While MPS plans to maintain the Dover Street School building this year, the building will be vacant during the 2011-2012 school year. Since the facility will not be used parking lot circumstances may change during the school year. At the publication of this handbook, St. Lucas has access to the parking lot. Please look for announcements on parking lot usage. Thank you for helping us maintaining a good working relationship with our MPS neighbors.

Soliciting

Prior approval by the school administration is required for any items to be sold, distributed, promoted, or announced by students or parents in or outside of the school building.

Transportation - Reimbursement Contracts

Under Wisconsin law parents that provide transportation for their child(ren) to school may be eligible to receive a reimbursement check from the state. Participation in the program requires that families are eligible and sign a contract. The eligibility requirements are a student must live more than two miles from St. Lucas but within our geographic attendance area (as established by MPS Transportation Department). MPS does verify each child's address to determine if eligible. The amount per family is established by the MPS Transportation Department at the beginning of each school year. (Last year, the reimbursement was approximately \$647/family.) Contracts are distributed in the fall by MPS through our school office.

School and Board of Christian Education Directory

FACULTY AND STAFF

Mr. Michael Koestler	Principal	262-456-0901
Mr. Bart Gurgel	Grade 8	403-5186
Miss Margaret Polzin	Grade 7	744-6283
Mr. David Tess	Grade 6	502-8377
Mrs. Judy Gurgel	Grade 5	281-4649
Mr. Ryan Randall	Grade 4, Boys' A.D	350-6736
Mrs. Laura Raddatz	Grade 3	303-859-2019
Miss Tiffany Straseske	Grade 2	483-9463
Miss Joanna Jacobsen	Grade 1	378-1088
Mrs. Nancy Schmidt	Kindergarten	483-0434
Miss Belinda Diercks	Kindergarten	546-1272
Mrs. Tracy Unnasch	Extended Learning	559-0739
Mrs. Debbie Kiedrowski	School Secretary	764-0097
Mrs. Susan Zeitler	Pre-school/Before-After School Care	262-542-4530

BOARD OF EDUCATION

Corey Tipton	Chairman	322-9146
John Wood	Pre-School/Child Care	744-2909
	Lutheran Elementary School	
Brian Gillingham	Children's Ministry	852-8028
	Youth Ministry	
Robert Schnieder	Adult Discipleship	405-4888

PASTORS

Pastor Peter Unnasch	Lead Pastor	208-6293
Pastor Robert Gurgel	Senior Pastor	281-4649
Pastor Stanley Stein	Associate Pastor	769-8114

This Parent-Student Handbook has been adopted by the St. Lucas Board of Christian Education to provide a guide for parents, students, staff and others for carrying out St. Lucas School's Christ-centered mission, vision, objectives, and philosophies. The Board of Christian Education may update, modify, interpret, delete or replace policy and procedure, school and family expectations, and other St. Lucas Lutheran School related items presented in this handbook at any time as it deems necessary, without prior notice.

St. Lucas Lutheran School Parent/Student Handbook Disclosure of Information

I certify that I have read, understand, and agree to support the expectations, policies and procedures contained in the Parent Student Handbook. I further certify that if I have not understood any information contained in this handbook, I have sought out and received an explanation of the information prior to signing this statement.

Parent/Guardian's Signature

Date

Administrator/Designee Signature

Date

This form must be completed by the parent/guardian, then submitted to the school office at the time of registration.