

# FAMILY HANDBOOK

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**FAMILY HANDBOOK**  
**David's Star Evangelical Lutheran School**  
**2010 - 2011**

**I. Foundation Statements of David's Star Evangelical Lutheran School**

**A. MISSION STATEMENT OF DAVID'S STAR EVANGELICAL LUTHERAN CHURCH**

This congregation shall strive to proclaim the Law and the Gospel; to lead sinners to repentance and faith in Christ Jesus for life and salvation; to strengthen believers in faith and sanctification through the Means of Grace; to equip believers as disciples, stewards, and witnesses for sharing the Gospel of Jesus with our fellowmen.

The continuing purpose of this congregation, as a group of Christians, and its ultimate objective, is to serve all people in God's world with his Gospel. All members of this congregation shall strive to proclaim the joys of a Christian life and to witness for Christ to the best of their individual abilities (1 John 5:1-10).

**B. MISSION STATEMENT OF DAVID'S STAR EVANGELICAL LUTHERAN SCHOOL**

**1. MISSION STATEMENT**

David's Star Lutheran School fosters God's plan for his people by nurturing, educating, and equipping God's children for a life of Christian service. "Do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4).

**2. VISION**

Out of love for the Lord and out of concern for our children, David's Star Lutheran School desires to excel at using its resources in the most God-pleasing way: partnering with the home, holding ourselves accountable, and constantly striving to improve in all that we do. "Whatever you do, do it all for the glory of God" (1 Corinthians 10:31).

**3. OBJECTIVES**

- 1) David's Star Lutheran School carries out its mission and vision
  - a. by encouraging every household to recognize the school as a supplement, helping them carry out their God-given responsibility to bring up their children in the nurture and admonition of the Lord
  - b. by preparing our children to go and serve the Lord wherever he places them
  - c. by gathering God's children as we reach out to all whom the Lord makes available to us
  - d. by enabling and soliciting faculty participation in professional growth
  - e. by promoting on-going evaluation that leads to continual improvement
  - f. by viewing challenges as an opportunity to grow.

"Train a child in the way he should go, and when he is old he will not turn from it" (Proverbs 22:6).

## C. **PHILOSOPHY AND PURPOSE OF DAVID'S STAR EVANGELICAL LUTHERAN SCHOOL**

God commands parents in Ephesians 6:4 to bring up their children "in the training and instruction of the Lord." The primary purpose of David's Star Evangelical Lutheran School is to assist parents in this command. The teachers have accepted God's call to "Feed my lambs" (John 21:15) by teaching God's inerrant Word in its truth and purity. God's Word is carefully interwoven into all subject areas as the school strives for academic excellence. Students should realize that God's Word permeates every aspect of their lives. Our hope is to equip our students as disciples of Christ by creating a Christ-centered environment in which young people may grow and develop into adulthood.

## II. **It is the Concern of David's Star Evangelical Lutheran School:**

- A. That each child in relation to God may –
  1. grow in knowledge and grace in the Triune God, trusting that the Lord Jesus Christ is his personal Savior from sin, and desire more faithfully to worship and serve Him.
  2. grow in the knowledge of the sacred Scriptures, equipping himself to apply God's Word to his own life situations, and to encourage Christian living by faithful use of the Word and sacrament.
  3. grow in understanding the nature, function, and responsibility of the Church as the body of Christ; and to develop a zeal for the promotion of God's Kingdom now and in later life.
- B. That each student in relation to himself may-
  1. develop spiritually through the necessary knowledge, attitudes, and skills to function as God's child.
  2. develop physically and understand that his body is a gift from God and accept responsibility for its health, safety, and recreation.
  3. develop socially in order to live normally and peacefully in society.
  4. develop emotionally by finding security in the Savior, an understanding of his sin and forgiveness through the Scriptures, and direction in practicing Christian love toward all men through the example of Jesus Christ.
- C. That each student in relation to his fellow men may
  1. recognize all people to be God's creatures and show respect, courtesy, and consideration for the rights and welfare of others.
  2. live and function in the family, showing respect and love to parents and to God from whom the parents receive all authority.
  3. grow in a spirit of love and obedience towards God's representatives in the church and school.
  4. respect the government as ordained by God and appreciate his privileges and responsibilities as a member of the community, the nation, and the world.
- D. In addition, David's Star Evangelical Lutheran School has a second fundamental purpose. We want our students to be disciples well-equipped to live and work in this world. Although the eyes of a disciple of Christ are constantly fixed on the goal of heaven, we realize that we will live in this world until we reach that goal.
- E. For this reason we also teach our children the important functions and essential skills which they need to live in our society: reading, writing, mathematics, social sciences, and the fine arts.

- F. Another fundamental purpose of David's Star Evangelical Lutheran School, therefore, is to educate and equip our students with the best scholastic skills possible that they might be valuable citizens and productive workers.

### **III. Governance of David's Star Evangelical Lutheran School**

#### **A. Responsibilities of the Board For Elementary Education**

1. The Board of Elementary Education has the constitutional responsibility of making or approving the policies which govern the educational endeavors of David's Star Evangelical Lutheran School. The board consists of five elected laymen, one of whom is elected by the congregation as chairman. The chairman represents the board on the church council. The pastors and principal are non-voting advisory members of the board.
2. The Board of Elementary Education, in cooperation with the faculty and principal, works for the advancement of God's Kingdom and welfare of David's Star Evangelical Lutheran School. The Board of Elementary Education is responsible for the entire operations of David's Star Evangelical Lutheran School. The Board will request reports on all phases of the school's educational programs.
3. Members of the board will not give day-to-day directions to faculty. Their responsibility is to develop policies that will direct the management of the school in all of its operations.
4. The Board of Elementary Education will direct the principal to design the administrative rules and regulations that will govern David's Star Evangelical Lutheran School and its programs.
5. Rules and regulations adopted by the principal of David's Star Evangelical Lutheran School must be consistent with the policies and directives adopted by the Board of Elementary Education.
6. The principal may recommend that the Board of Elementary Education formulate and/or adopt administrative rules and regulations under some circumstances. These include:
  - When specific state laws require board adoption
  - When the regulation stems from board initiative
  - When the congregation or staff feels strongly about a specific rule or regulation.
7. Therefore, consistent with the above, the principal in conjunction with the Board of Elementary Education, will develop and frequently update a school-wide administrative handbook.
8. The Board of Elementary Education will work with the principal to:
  - a. Project short-term and long range vision plans for David's Star Evangelical Lutheran School and work to achieve that vision.
  - b. Plan monthly meetings and activities that allow the board to fulfill its responsibilities
  - c. Develop policies and/or maintain an updated policy manual or handbook
  - d. Provide comprehensive Christian leadership on behalf of David's Star Evangelical Lutheran School and carry out its roles and responsibilities.
  - e. Create a positive school environment, pride of ownership in the school, and foster faculty morale

#### **B. Principal**

1. The principal is a called servant of the congregation. His general responsibility is to carry out the policies, plans, and decisions of the Board of Elementary Education. In order to carry out his responsibilities, it is necessary that he:
  - a. Develop an effective plan and schedule for the operation of the school year.
  - b. Serve as chairman of faculty meetings
  - c. Develop and supervise the school's curriculum, which includes textbook adoption
  - d. Delegate assignments

- e. Visit each teacher's classroom regularly
- f. Make regular reports to the Board of Elementary Education, Church Council and congregation
- g. Prepare the school budget in conjunction with Board of Elementary Education
- h. Supervise the keeping of accurate academic records.
- i. Establish the school calendar together with the faculty.
- j. Provide input to determine school fees or tuition to be adopted by the Board of Elementary Education and the Congregation.
- k. Develop efficient procedures for collecting all fees, tuition, and handling cash.
- l. Approve special fund-raising activities, following congregational policies.
- m. Follow appropriate procedures to process purchase orders and maintain accurate inventories
- n. Understand his leadership role and responsibility
- o. Serve as a spokesman for the Board of Elementary Education, its policies, procedures, and programs
- p. Communicate well with the constituent groups within the congregation and the community as a whole
- q. Work closely with the pastor(s) as a partner to achieve the mission of the congregation and the school's purpose in that mission.

### **C. Board of Elementary Education Meetings**

1. The Board of Elementary Education meets each month of the academic year, and during the month of July, as needed.
2. One or more teachers may be invited guests for each meeting. The guest teachers have the opportunity to share what is taking place in their classrooms with the Board of Elementary Education.
3. The chairman of the Board of Elementary Education, in conjunction with the principal, will prepare the agenda for the meeting. The pastor(s) and other Board of Elementary Education members can suggest items for discussion. The agenda may follow this format:
  - Opening prayer
  - Bible study
  - Reading of the minutes of the previous meeting
  - Pastor's report
  - Principal's report
  - Treasurer's report
  - New business
  - Old business
  - Adjournment and closing prayer
4. Special Session
  - a. Definition: Sessions of the Board of Elementary Education may be held other than regular scheduled meetings at times set by the Chairman.
  - b. People included: This session is open to Board of Elementary Education members only or by invitation by a Board of Elementary Education member or the principal depending on the nature of the purpose of the special session.
5. Approved minutes of the Board of Elementary Education meeting will be made available to the Church Secretary and published in the newsletter.

#### **IV. SCHOOL ADMINISTRATION**

##### **A. Notice of Nondiscrimination Policy**

David's Star Evangelical Lutheran School admits students of any race, color, national and ethnic origin to all 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

##### **B. Entrance Requirements**

1. In keeping with the Christian purpose of our school, children whose parents are members of David's Star Evangelical . Lutheran Church are strongly encouraged to enroll, and need to meet only the mental and age requirements.
2. For Preschool enrollment, children should be four (4) years old by September 1.
3. For Kindergarten enrollment, children must be five (5) years old by September 1.
4. The faculty reserves the right to establish the grade level of any child, determined by special tests and an analysis of past and present performance. Enrollment of nonmember children is requested through the principal and processed through the Board of Elementary Education.

##### **C. Enrollment Policy**

1. The primary goal of David's Star Evangelical Lutheran School is to enroll all the children of school age within the congregation. David's Star Evangelical Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of our school.
2. David's Star Evangelical Lutheran School does not discriminate on the basis of race, color, national, and ethnic origin in its administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
3. Children whose families have no church connection, are members of other WELS congregations, or who are of other denominations may enroll in our school providing we have room to accommodate them.
4. Children who transfer from another school must present a transfer or a report card upon enrollment. The scholastic rating of the previous school will be honored in most instances, unless circumstances warrant a change. (See Section IV. A-4)

##### **D. General Enrollment Procedures**

1. Children of David's Star Evangelical Lutheran Church may be enrolled by contacting the school principal or pastor(s). Children will be considered enrolled when the necessary forms and requirements are completed.
2. Children of other WELS congregations are welcome to attend David's Star Evangelical Lutheran School. Their parents may enroll them by working with the school principal to complete the necessary forms and requirements.
3. Children whose parents are not members of a WELS congregation should be directed to the principal for information concerning enrollment:
  - a. Requests for enrollment will be individually acted upon by the principal, in consultation with the pastor(s), and approval by the Board of Elementary Education of David's Star Evangelical Lutheran School.
  - b. Non-member parents will meet with the pastor(s) of David's Star Evangelical Lutheran School over viewing the teaching of the Lutheran church.

- c. The principal will meet with the parents of the prospective student(s) and discuss the mission and purpose of the school, participation in religious instruction, cost of fees and tuition, and other matters.
  - d. Consideration will be given to classroom size, present number of non-WELS students, and background information available.
4. Parents enrolling their children in David's Star Evangelical Lutheran School make a commitment to the spiritual growth of their entire family. It is beneficial that all parents attend Bible-based classes each year.

#### **E. Enrollment Policy for Children of Prospective Members**

1. In order to carry out the unique purpose of our school without compromising that purpose, and at the same time to make Christian education available to others outside of our fellowship, the following principles will apply:
  - a. The children will be expected to attend the worship service at which their classmates are singing.
  - b. It will be expected that the parents will not publicly contradict the biblical teachings which their children are learning in our classrooms.
  - c. It will be expected that the children participate in the classroom and group devotions and religion classes.
  - d. It will be expected that the children participate in the all-school functions (the Christmas Eve Service, the Operetta, and graduation services, and the like).
  - e. We encourage the children to participate in our Lutheran Boy or Girl Pioneer program but may not belong to any organization which teaches a philosophy that contradicts the Word of God (i.e., The International Scouting Organization, Demolay, Job's Daughters, and the like).
  - f. Questions and concerns of the parents will be handled by the individual teacher involved and the principal. The principal will decide which cases merit the attention of the school board.
  - g. Tuition and fees must be paid on schedule in order for a child to remain in good standing.
  - h. The children must comply with all other policies and requirements which pertain to the rest of the student body (physical records, academic standing, discipline, and the like), as well as any other policies and requirements which are not mentioned specifically in this document.
  - i. This policy statement will be explained to non-WELS and ELS parents and signed by them. If at any time it is discovered that the parents or children are at variance with this policy statement, the matter will be discussed with them.
  - j. If the parents of the non-member child find that they are unable to comply with this statement, the parents will be encouraged to withdraw their child or children from our school or will be asked to do so by the Board for Elementary Education upon review of the matter.

## **F. Child Abuse – Reporting Requirements**

1. Reporting Procedures at David’s Star Evangelical Lutheran School when a Teacher, Staff Member, or David’s Star Volunteer is Alleged to Have Abused a Student
  - a. When abuse is reported the following people will be contacted:
    - the principal
    - the pastor(s) of the congregation(s)
    - all members of the Board of Elementary Education of David’s Star Evangelical Lutheran School
    - the congregational chairman
  - b. The principal will contact the local law enforcement agency and the appropriate human services personnel of the county.
  - c. The principal, the child’s pastor, and the Board of Elementary Education chairman will contact and meet with the student and his/her parents as soon as this can be arranged.
  - d. The principal will contact the school’s insurance agent of the insurance plan carried by David’s Star Evangelical Lutheran School.
  - e. The principal, in consultation with the chairman of the Board of Elementary Education of David’s Star Evangelical Lutheran School, will contact the school’s legal counsel.
  - f. The principal, in consultation with the alleged abuser’s pastor(s), will contact the appropriate synodical and district officials (the district president, the administrator of the WELS Commission on Parish Schools).
  - g. In the event that the principal is the alleged abuser, the chairman of the Board of Elementary Education will make the above contacts.
  - h. All contacts will be made within 24 hours of the first report of the alleged abuse.

## **G. Attendance**

### **1. ABSENCES AND EXCUSES**

- a. From time to time children will miss school due to illness or family matters. When this happens, we would ask parents, please, either call the school office between 7:30 and 8:30 A.M. or send a note with another child or neighbor to inform us of the absence. At the same time, please try to make arrangements for getting the assignments for the absentee.
- b. After posting the absent students at the beginning of the school day, the secretary will call the parents of any absent child who have not notified the school of the absence. Please, help the secretary by notifying the school on your own when one of your children is sick.
- c. Upon returning to school, a child must still bring a written excuse explaining the reason for the absence. (This must be done even if the parents notified the school or if the secretary contacted the parents on the day of the absence.) This helps us keep our attendance records correct and provides a double check for accuracy.
- d. For written excuses please include the student's name, date of absence, reason for the absence, and the parent's signature. Please, give a specific reason for the absence. If the child was sick, please state what the illness was (i.e. strep throat, the flu, chicken pox, etc.). This can help us notify others when certain illnesses are going around.

### **2. PRE-PLANNED ABSENCES**

We appreciate your efforts to have your children in school every day. We also appreciate your efforts to schedule trips, doctor's appointments, and trips to the dentist around the school calendar. However, at times conflicts do arise which cause absences from school. While we hope you will continue your efforts to have your children in school all day, every day, we do have guidelines to follow when pre-planned absences must occur.

### **3. FOR DOCTOR OR DENTIST APPOINTMENTS**

- a. Please send a written excuse to your child's teacher stating the time of the appointment and the expected time of return to school. This will help the teacher prepare the assignments or adjust the class schedule to accommodate the absence.
- b. If you should forget to send a note, please call and speak either to the school secretary or to the child's teacher giving them the time of the appointment.
- c. These procedures should be followed even if the appointment is early in the morning. Notes should be sent the day before if at all possible or a phone call made to the office the morning of the appointment.

### **4. FOR PRE-PLANNED TRIPS**

- a. Please notify the principal and the child's teacher in writing as far in advance as is practical and possible. Arrange for making-up homework at least a week before the planned absence. For trips of three days or less, homework should be completed and handed in before leaving on the trip. If the trip will be more than three days, obtain as many assignments as possible, complete them, and hand them in beforehand. Students having difficulty in understanding the assignments should make arrangements for help with the teacher.
- b. We appreciate all of your efforts to plan vacations and trips around the school calendar.

### **5. FOR PROLONGED SICKNESS**

- a. Parents should stay in contact with the school to obtain assignments. If necessary, arrangements may be made for taping lessons. When the student is healthy enough to prepare homework, please bring it to school regularly. The classroom teacher will determine the deadline for finishing all missed homework. Again, if special help is needed, please make the necessary arrangements with the child's teacher.
- b. Parents, we appreciate your efforts to make certain that your children are at school on time. Please keep up the good work. As always tardiness, except for late buses, should be excused with a written note.

## **V. FACILITIES AND EQUIPMENT**

### **A. Smoke Free Environment**

David's Star Evangelical Lutheran School shall be a smoke-free environment. Smoking and use of tobacco products will not be allowed within the building or on the campus of David's Star Evangelical Lutheran School at any time because of the possible effects of second-hand smoke and the damage that the smoke can cause to the circuit boards of various electronic equipment and computers throughout the school.

### **B. Use of School Building**

1. Those Who May Use the Gym of David's Star Evangelical Lutheran School
  - a. Any group or organization of David's Star Lutheran Church has the privilege of using the gym as long as it is willing to follow the rules listed in this policy.
  - b. Children's groups (a group comprised of children and/or teenagers under age 18) must be accompanied by a responsible adult chaperone who must remain with and be in control of the group at all times.
  - c. The chaperone must be age 18 or older and a high school graduate. The chaperone assumes responsibility for the group.
  - d. There must be one chaperone for every 15 individuals in the group.

- e. Groups made up of members from David's Star Lutheran Church will be permitted use of the gym at no financial cost.
  - f. Groups that are not made up of members of David's Star Lutheran Church must obtain prior approval from the Athletic Director. The following conditions must also be met before the gym can be used:
    1. A refundable security deposit of \$50.00 must be made to the David's Star Evangelical Lutheran School Office prior to use of the gym.
    2. A certificate of insurance from the groups that carry insurance must be delivered to the David's Star Evangelical Lutheran School Office.
    3. The group will be charged \$50.00/session (a session being in length up to 3 hours) plus an additional \$25.00/hour after the initial session for use of the gym. Payment is due upon completion of gym use. The group is responsible for clean up of the gym. The security deposit or a portion of it will be returned upon inspection of the gym facilities by the Athletic Director.
    4. Multiple use rates can be negotiated through the Athletic Director and approved by the Principal and processed through the Board of Elementary Education.
2. Procedures to Obtain Use of the Gym of David's Star Evangelical Lutheran School for groups
- a. Permission must be requested at the school office at least 24 hours in advance.
  - b. The request will be presented to the Athletic Director to check on the gymnasium's availability.
  - c. The request will be confirmed or denied and persons requiring permission will be notified. If confirmed, the reservation will be posted on the office calendar.
  - d. The school office will issue a key, if necessary, to the person in charge. This person is then responsible for his or her group and is expected to follow the following guidelines:
    1. Remain in the building at all times.
    2. Check the building after use.
    3. Turn off gymnasium lights.
    4. Check and turn off all locker room lights, including the lights in the inner bathrooms in locker room.
    5. Turn off all hallway lights.
    6. Make sure all emergency exits and outside doors are locked.
    7. Report any damages or injuries to the David's Star Evangelical Lutheran School Office through the Athletic Director.
    8. Groups and/or individuals will be held financially responsible for damages.
    9. Leave the key in a designated area at the school.
    10. Complete any clean up that is necessary.
3. General Rules
- a. The gym will be available on a first-come, first-serve basis to members or groups of David's Star Lutheran Church.
  - b. The groups may use the gym and locker room facilities. The rest of the school is off limits.
  - c. The use of the scoreboard requires special permission.
  - d. All participants must have gym shoes.
  - e. There is absolutely no hanging on the basketball rims because they are not break-away rims.
  - f. Groups and/or individuals will be held financially responsible for damages.
  - g. Christian conduct and language is expected at all times, for all participants.
  - h. Infractions of rules will result in loss of gym use privileges.

### C. Use of Computers at David's Star Evangelical Lutheran School

1. The computers of David's Star Evangelical Lutheran School are to be used for official school business by the faculty and students. This includes learning-related applications:
  - a. Remedial
  - b. Reinforcement
  - c. Enrichment
  - d. Supplemental programming
  - e. or other applications as necessary
2. The school computers can be used for church-related business.
  - a. Computers are subject to the availability of the hardware
  - b. Faculty, student, and classroom needs have priority during school hours.
3. The computers should be well-maintained at all times.
4. David's Star will maintain an organized reference library of all computer-related manuals.
  - a. Pertinent documentation on software applications
  - b. Disk content and disk backup will be cataloged and provided to users
  - c. All material will be stored in a central location.
  - d. All software licensing will be kept up to date.

## VI. FISCAL RESPONSIBILITIES

### A. Fees at David's Star Evangelical Lutheran School

1. David's Star Lutheran Church supports its members and prospective members in the Christian education of their children by providing a substantial subsidy to the cost of educating each child. The amount of that subsidy shall be reviewed and established by the Board of Elementary Education each year.
2. David's Star Evangelical Lutheran Church does not fully subsidize the Christian education of the children of members of other Christian (WELS and non-WELS) congregations. The per pupil cost of education shall be reviewed and established by the Board of Elementary Education each year.
3. The cost of textbooks and workbooks are covered by tuition which is collected for each child at Registration. Each year the Board of Elementary Education reviews and establishes the fees.

### B. TUITION ASSISTANCE FUND

1. The purpose of the Tuition Assistance Fund is to assist David's Star members fund their children's Christian education. It will be funded by: private donations, designated church envelope offerings, or various church organizations.
2. Eligibility will be based on the Free and Reduced Federal Hot Lunch guidelines. The Tuition Assistance Form and the Free and Reduced Hot Lunch Form needs to be returned as soon as possible to the school office. Forms are available in the school office.
3. The principal and the Board of Elementary Education chairman will determine the amount available for distribution and distribute it evenly among eligible families. The distribution will take into account the number of students in a household.

4. The maximum amount awarded will not exceed \$350.00 per student for the amount designated as “tuition”. Families will still be responsible for the additional fees associated with sending a child to David’s Star, such as book rental, field trip and technology fees.

## **VII. STUDENTS AND STUDENT SERVICES**

- A. Access to Student Records. The following policy is adopted per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).
- B. Definitions: For the purpose of this document, the School Board of David’s Star Evangelical Lutheran School has used the following definition of terms:
  1. Student - Any person who attends or has attended David’s Star Evangelical Lutheran School
  2. Eligible Student - A student or former student who has reached age 18 or is attending a post-secondary school
  3. Parent - Either natural parent of a student, a guardian, or an individual acting as a parent or guardian in the absence of the student’s parent/guardian
  4. Educational Records - Any record (in handwriting, print, tapes, film, or other medium) maintained by David’s Star Evangelical Lutheran School which is directly related to a student, except:
    - a. A personal record kept by a staff member if it is kept in the sole possession of the executor of the record and is not accessible or revealed to other persons except a temporary substitute for the executor of the record
    - b. Records created and maintained in relation to local law enforcement agencies for law enforcement purposes
    - c. An employment record that is used only in relation to a student’s employment by David’s Star Evangelical Lutheran School
    - d. Alumni records which contain information about a student after he or she is no longer in attendance at David’s Star Evangelical Lutheran School and which do not relate to the person as a student.
- C. Annual Notification  
Parents will be notified of their FERPA rights annually via the David’s Star Ev. Lutheran School Handbook distributed prior to the beginning of each school year.
- D. Procedure to Inspect Educational Records
  1. Parents of students or eligible students may inspect and review the student’s education records upon request. Parents or eligible students must contact the principal of David’s Star Evangelical Lutheran School with a written request, which identifies as precisely as possible the records he or she wishes to inspect.
  2. The principal of David’s Star Evangelical Lutheran School will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected. This will be done within one week of the request.
  3. When a record contains information about students other than the parent’s child or the eligible student, the parent or the eligible student may not inspect and review the portion of the record which pertains to other students.

#### E. Disclosure of Education Records

1. David's Star Evangelical Lutheran School will disclose information from a student's education record only with written consent of the parent or eligible student, except:
  - a. To school officials who have a legitimate educational interest in the records. School officials include principal, teachers, support staff members, pastors, current members of the School Board of David's Star Evangelical Lutheran School, local School District special services personnel, school attorney, and health department officials.
  - b. A school official has a legitimate educational interest if the official is
  - c. Performing a task that is specified in his or her position description or by contract agreement.
  - d. Performing a task related to a student's education.
  - e. Performing a task that is related to the discipline of the student.
  - f. Performing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
  - g. To the official of another school, or upon request, in which a student seeks or intends to enroll.
  - h. To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
  - i. In connection with the student's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
  - j. If required by a state law mandating disclosure that was adopted before November 19, 1974.
  - k. To organizations conducting certain studies for or on behalf of David's Star Evangelical Lutheran School.
  - l. To accrediting organizations to carry out their functions.
  - m. To parents of an eligible student who claim the student as a dependent for income tax purposes.
  - n. To comply with a judicial order or a lawfully issued subpoena.
  - o. To appropriate parties in a health or safety emergency.
  - p. Directory information so designated by David's Star Evangelical Lutheran School.

#### F. Record of Requests for Disclosure

1. David's Star Evangelical Lutheran School will maintain a record of all requests for and/or disclosure of information from a student's educational record.
2. This record will indicate the name of the party making the requests, any additional party to whom the student's educational record may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information.
3. This record may be reviewed by the parents or eligible student.

#### G. Directory Information

1. David's Star Evangelical Lutheran School designates the following items as David's Star Evangelical Lutheran School Directory information:
  - a. student name
  - b. parents' names
  - c. addresses

- d. telephone number(s)
- e. David's Star Evangelical Lutheran School may disclose any of these items without prior written consent, unless notified in writing to the contrary by the first Tuesday of September of each school year.

#### H. Correction of Educational Records

1. Parents of eligible students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:
  - a. Parents or eligible students must ask David's Star Evangelical Lutheran School to amend a record. In doing so, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of the student's privacy or other rights.
  - b. David's Star Evangelical Lutheran School may comply with the request or it may decide not to comply. If it decides not to comply, the principal will notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge information believed to be inaccurate, misleading, or in violation of the student's rights.
  - c. Upon request, the principal of David's Star Evangelical Lutheran School will arrange for a hearing and notify the parents or eligible student, reasonably in advance of the date, time, and place of the hearing.
  - d. The hearing will be conducted by the chairman of the School Board of David's Star Evangelical Lutheran School or his designated substitute. The parents or eligible student shall be afforded a full opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The parent or student may be assisted by one or more individuals, including an attorney.
  - e. David's Star Evangelical Lutheran School will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
  - f. If David's Star Evangelical Lutheran School decides that their information is not accurate, misleading, or in violation of a student's right of privacy, it will notify the parents or eligible student that they have the right to place in the record a statement commenting on the challenged information and/or statement setting forth reasons for disagreeing with the decision. This statement will be maintained as part of the student's education records as long as the contested portion is maintained. If David's Star Evangelical Lutheran School discloses the contested portion of the record, it must also disclose this statement.
  - g. If David's Star Evangelical Lutheran School decides that some information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the parents or eligible student, in writing, that the record has been amended.

### **VIII. STUDENTS AND STUDENT SERVICES**

God tells us that our bodies are temples of the Holy Spirit. We are fearfully and wonderfully made. Caring for our bodies includes avoidance of those substances that can cause harm.

1. Students will not possess or use alcohol, tobacco, inhalants or controlled substances, or abuse the use of non-prescription drugs anywhere on school property or at any school-related event, on or off our campus.
2. Violation of this policy will:
  - a. Result in an automatic suspension for the first infraction.

- b. A second violation will result in expulsion.
- c. In both situations notification of proper authorities in the community will take place.
  - 1. The parents will be required to set up a conference with the teacher, principal, pastor, child, and chairman of the Board of Elementary Education before the child will be allowed back to school.
  - 2. Anytime a child is sent home, the Board of Elementary Education will become involved.

## **IX. DISCIPLINE**

- A. Discipline at David's Star Evangelical Lutheran School is based on the Lord's command to teach each child to grow in the love of the Lord and in personal application of God's Word to the child's life and actions. Self-discipline is the most important intent for each student in order that they might become Godly people who carry out their roles in the school, congregation, and in their homes in a God-fearing manner.
- B. Cooperation between the home and school is essential in the development of children in our school. Together, parents and teachers guide children through the various phases of development in the example that Christ left for us.
- C. The discipline of children should not be viewed as a negative action, but rather as a positive procedure that is done out of Christian love. A respect should exist amongst the children, parents, and teachers since Christ first loved us and so we should love each other.
- D. Corporal punishment is not considered to be a tool of discipline inside David's Star Evangelical Lutheran School. Christian teachers should attempt to deal with students out of love as children of God but showing disapproval for the sinful things that the student has done.
- E. In working with a disruptive student in the classroom, these are the steps which should be followed.
  - 1. Try a positive approach. Give recognition to the student's good points.
  - 2. Above all, keep the principal informed of any major problems within the classroom. This will help the principal be prepared to help solve the problem if required.
  - 3. Throughout all procedures that follow, it is understood that the teacher will be communicating with the parents of the student(s) involved. A written record of persistent problems will be kept. It should include dates, times, problems, and solutions that have been worked out within the classroom. This will serve as a non-biased historical record of the problem.
    - a. One possible form of communication might be to have the problem student call their parents from school, to explain the problem. This should be done under supervision from the teacher involved or the principal.
    - b. Examine procedures being used currently with the student. If it is not working, stop and try something else.
    - c. When the student is disruptive, point out the specific problem and emphasize that this is against the rules of the classroom, the school, or God's Word. Therefore, any punishment should be expressed as a consequence of breaking the rules.
    - d. Develop a plan with the student to solve the problem and emphasize that it is the student's responsibility to resolve the problem in a Christian manner. Our teacher's responsibility is to lead children back to repentance.
    - e. If disruption continues, the student will be isolated within or outside the classroom. This is not to be considered a punishment and the student is separated only until they are ready

to be quiet and be included with the rest of the class. This course of action will not last indefinitely nor serve as a means of resolving the problem. Rather, it is to keep the rest of the class isolated from the disruption. Remember, NO student has the right to deprive another student of the chance to learn.

- f. An in-school suspension or detention will be the next corrective step if necessary. The student will be sent to the principal's office or some other supervised area outside of the classroom. When the student is ready to work things out, then they may return to the classroom.
  - g. Continued or repeated disruption will result in the student being suspended from normal school activities and/or co-curricular activities and/or extra-curricular activities. This suspension may be "in house" at the school, or an "at home" suspension. This can be done only by the principal in consultation with the parents involved, the Pastor(s) and notification to the Board of Elementary Education.
  - h. After all attempts to resolve the problem with the student have failed, an expulsion from David's Star Evangelical Lutheran School will be given in consultation with parents involved, approval by the Ministry Coordination Pastor (For 2007-2008 See Pastor Woldt) and approval by the Board of Elementary Education.
4. Guidelines for Positive and Consistent Implementation of the Discipline Procedure
- a. A student may be kept after school, beyond the time of bus departure, provided the objective is clear and reasonable for the child involved. This is called a detention.
  - b. If a detention is deemed necessary by the teacher and the principal, the parents or guardians of the student involved will be notified about the misbehavior and to determine how the student will get home.
  - c. Detentions do not necessarily have to be served on the day of the infraction. Extending the time that the detention will be served will allow the parents to arrange transportation for the student to get home AND allow the student to think about what they have done.
  - d. Students may be withheld from any class or activity by mutual agreement of the teacher involved and the principal. Students removed from class because of disruptive behavior are normally sent directly to the school office or to the principal. NO student is to be left unsupervised.
  - e. Students may be sent home if their disruptive behavior makes supervision difficult or if their attitude has greatly deteriorated and they need time away from the school. We are not to baby sit disruptive children at school.
  - f. Students may be removed from bus transportation privileges by the principal for repeated or serious misconduct and reported to the Board of Elementary Education.

## **X. SUSPENSION AND EXPULSION**

- A. In cases of extreme misconduct of a student, it may be necessary to consider either suspension or expulsion. A suspension is an imposed temporary absence from school given only with the consent of the principal.
- B. A suspended student will be readmitted only after a consultation with the parent, principal, the pastor(s), the teacher involved in the suspension, and notification of the Board of Elementary Education.
- C. Expulsion is permanently removing a student from the school and is to be considered an instrument of last resort. Expulsion is only permitted upon the approval of, the Ministry

Coordination Pastor, the Principal, and the Board of Elementary Education after consulting with the parents in writing. An expulsion takes place only after all other attempts have failed

- D. Expulsion from David's Star Evangelical Lutheran School does not remove the student from the congregation nor from religious training. However, expulsion is a serious matter and it should be used only after thoughtful and prayerful consideration
- E. Grounds for suspension or expulsion are the following:
  - 1. Repeated refusal to do school work
  - 2. Repeated disruptions in the classroom, school, bus, or on the playground
  - 3. Fighting
  - 4. Repeated and/or deliberate truancy
  - 5. Persistent unrepentance
  - 6. Stealing
  - 7. Persistent lying
  - 8. Physical or sexual abuse
  - 9. Bringing a weapon to school, the bus, or anywhere on church grounds
  - 10. An overt act of misconduct
  - 11. Bringing illegal drugs to school, the bus, or anywhere on church grounds
  - 12. Immoral sexual activity
  - 13. Repeated disrespect and/or defiance
- F. It is important to be alert for signs of change in the attitude of a student being dealt with. These signs will determine what steps need to be taken next. The deterioration of the quality of education should not be permitted because of a discipline problem.
- G. A written record or log will be kept of a student's disruptions. In addition, it will note the discipline and consultations that document the course of action already taken. This will also serve as a record of due process for the student involved. Expulsions may take place at any time, including at the end of one academic year to be enforced the following academic year.
- H. Again, communication between the classroom teacher, the principal, and the parents is essential to fostering a Christian atmosphere at our school. We should never find ourselves dealing with an expulsion when the parent did not know or understand that we have gotten to that point with their student(s).

## **XI. EXPULSION POLICY**

- A. Step 1 - A meeting of parents, child (part of the time), Board of Elementary Education, pastor(s), teacher, and principal will take place to discuss the problem, what has been tried, and possible solutions.
  - 1. After the parents are excused, the Board will decide whether the child will be allowed to remain in school.
  - 2. The Chairman of the Board will notify the parents of the Board's decision.
- B. Step 2 - If the student was readmitted after suspension and the problem continues then expulsion will take place.

1. The Board of Elementary Education will make this decision and the chairman will inform the parents of the Board's decision.

## **XII. ATHLETIC POLICIES**

### **A. Code of Conduct for Athletes**

1. The following guidelines have been established for our athletic programs at David's Star Evangelical Lutheran School so that all things can be done decently and in order, and that all words and actions may glorify our Savior Jesus Christ.
2. Parents and prospective athletes will be made aware of these guidelines through handouts or an orientation meeting held prior to the beginning of the sport. If there are any questions regarding the guidelines, contact the head coach or the principal.
3. All practices and games should be attended unless excused, by a parent, prior to the event (either verbally or by a note). A student who is ill or absent, without a doctor's note, will not be allowed to participate in games or practices on that day.
4. If an individual misses a game or practice without an appropriate or pre-approved excuse, the player will be unable to play in the following game.
5. Two unexcused absences from games and/or practices will result in removal from the team. This may include an unexcused absence due to a detention.
6. The student must show a desire to learn the skills of the activity. They must also be willing to cooperate with the coach(es) of the sport. Any unwillingness to cooperate may result in expulsion from the team.
7. Any disrespect shown to coach(es), officials, fans, or players will result in a one game suspension. Repetitive inappropriate behavior will result in expulsion from the team.
8. Examples of disrespectful behavior include but are not limited to:
  - a. A poor and uncooperative attitude in practice and/or games.
  - b. Lack of respect shown to those in authority: coaches, players, officials, teammates or opponents.
  - c. Receiving a technical foul for exhibiting unchristian behavior.
  - d. Other inappropriate behaviors which may result in expulsion from the team include:
    1. Fighting
    2. Stealing
    3. Vandalism
    4. use of alcohol
    5. drugs
    6. tobacco

## **XIII. ATHLETIC POLICIES**

### **A. Tournaments**

1. Purpose of David's Star Lutheran School-Sponsored Tournaments
  - a. Tournaments sponsored by David's Star Lutheran School are an opportunity for fellowship and enjoyable competition as a Christ-centered activity for children and adults.
2. Participatory Number of Tournaments
  - a. In basketball the "A" boys and "A" girls will be allowed to participate in a maximum 17 games plus the KMLHS tournament per season. (7<sup>th</sup> -8<sup>th</sup> Grade)

- b. “B” boys and “B” girls level teams in basketball may participate in a maximum 17 games per season. (5<sup>th</sup>-6<sup>th</sup> Grade)
  - c. “C” basketball teams may participate in six games per season. (3<sup>rd</sup>-4<sup>th</sup> Grade)
3. Scheduling of Tournaments
- a. Participation in tournaments by students of David’s Star will not be done on consecutive weekends unless approved by Athletic Director in consultation with the Principal.
  - b. The Athletic Director of David’s Star, or his designate from the staff of David’s Star Lutheran School, is *solely* responsible for arranging all tournament schedules and set-ups.
4. Tournament Procedures
- a. The Athletic Director of David’s Star, or his designate from the David’s Star staff, must be present during an entire tournament hosted by David’s Star Lutheran School.
  - b. All participants, players, and helpers will pay full and regular prices at the concession stand. The Athletic director will prepare a voucher of designated value for a refreshment gratuity for officials.
  - c. Free admission to David’s Star-hosted tournaments will apply to referees, players, their coaches, spouses of coaches and cheerleaders and their coaches for the day on which their school team plays. Volunteer workers, who volunteer two or more hours any day of a tournament, will receive free admission for that day.
  - d. Clean up after tournaments (sweeping, wet-mopping, garbage removal) will be the responsibility of the group using the facility.

#### **XIV. STUDENT RECORDS**

##### **A. Contents of Student Cumulative Files**

1. The student cumulative file for each student at David’s Star Evangelical Lutheran School will be kept in the school office.
2. Classroom teachers will follow the directives of the “Student Records Policies and Procedures” as adopted by the School Board of David’s Star .
3. The following items should be placed in the cumulative file folders:
  - a. copies of past report cards
  - b. printouts and sticky labels from the standardized testing programs
  - c. Kindergarten screening test
  - d. immunization record ( These are kept in a separate file in the office)
  - e. results of any psychological, intellectual, and/or physical testing that may have taken place
  - f. any important miscellaneous materials relating to the student deemed important and necessary to keep in the permanent record
  - g. school portraits of the student
  - h. copy of the student’s original enrollment form
4. At the end of the student’s enrollment at David’s Star Evangelical Lutheran School, the school will forward the student’s file to the student’s next school. The principal of David’s Star is responsible for the record transfer according to guidelines of state and federal law.
5. At the time the records are transferred, the original registration form and Record of Parent/Teacher Conference, copies of the immunization records, report cards issued at

David's Star, and results of the standardized tests are kept at David's Star. All other materials are forwarded to the next school.

6. Records that are kept by David's Star Evangelical Lutheran School become the property of David's Star and will be filed with the cumulative student files of former students. Release of these materials will follow the policies and procedures as laid out by the School Board of David's Star Evangelical Lutheran School. These records are available to be released to the former students after they are legal adults and after they have been out of David's Star for 10 years.

## **XV. DRESS POLICY**

- A. The Board of Elementary Education and the faculty ask that the dress of our children reflect Christian moderation and decency. Examples of wearing apparel or other items (pin on buttons, baseball caps, etc.) that have been approved in the past are those which feature sports teams, vacation spots, David's Star shirts, and others of a similar nature.
- B. Clothing which advertises or makes reference to alcohol, tobacco, and rock groups may not be worn. Also, parents should consider whether characters depicted on items of clothing represent a Christian example and restrict clothing that does not. Boys may **not** wear **earrings**.
- C. Shorts may be worn from April 1 to October 31. Dresses, skirts, and shorts should be modest in length and appearance. **No higher than the middle of the thigh are allowed.** Cut-offs or tight fitting shorts, such as spandex shorts, are not to be worn. Dress appropriately for the weather. Students will not be allowed to change their clothes during the school day.
- D. If there is a question about clothing to be worn, please have the student **BRING IT, NOT WEAR IT** to school so the teacher or the faculty can check whether it follows our dress code policies.
  1. As you train your children to honor the Lord in their appearance and dress, please use the questions suggested here:
    - a. Is it uplifting and positive? (Should be able to answer "Yes".)
    - b. Is it something likely to offend a weak Christian? (Should be able to answer "No".)
    - c. Does it advertise alcohol or drugs or support their use? (Should be able to answer "No".) Clothing advertising groups or organizations that promote the use of drugs or alcohol should not be worn. This would include many musical groups, t-shirts from professional wrestling, or apparel advertising tobacco products.
    - d. Is the child dressed appropriately to play outside even in inclement weather? (Should be able to answer "Yes".) The style or type of clothing worn may not be used as an excuse for remaining inside if the class goes outside for any activity.
    - e. Is the style of dress modest? (Should be able to answer "Yes".) [Undergarments should be covered and not able to be seen through the clothing. Tank tops may be worn with a t-shirt underneath. Stomachs and lower backs should remain covered even when an arm is raised. Blouses or shirts should not be low-cut, revealing, or suggestive. Sleeveless shirts may be worn if the shoulder is covered. Clothing should not be so tight that it is sexually suggestive.]
    - f. Is the clothing (especially shoes) safe and appropriate for physical activity? (Should be able to answer "Yes".) Please note that students are strongly encouraged to keep a pair of shoes, with non-marking soles, appropriate for running at school at all times.

- g. Is the style of dress age-appropriate? (Should be able to answer "Yes".) Sun dresses may be worn by girls in preschool through grade 4, but not by girls in grades 5-8.
  - h. Is the article of clothing appropriate for school? (Should be able to answer "Yes") Pajama pants and hospital "scrubs" may be very comfortable articles of clothing, but they are not appropriate for wear at school just as they would not be appropriate for wear at a place of employment.
2. At all times, a student's dress should be neat, clean, and in good repair.
    - a. If a student's dress violates the guidelines set forth here, the student will receive an explanation from a teacher or the principal as to how the guidelines were violated. The parents will also receive the same explanation. If necessary, the student may be asked to change clothes as soon as suitable clothing is available, wear something to cover certain clothing, or turn the inappropriate clothing inside-out.
    - b. Please note that the school dress code is to be observed at all school-sponsored events (roller-skating party, athletic contests, etc.) as well as during the school day. We have sincerely appreciated your cooperation in the past and we look forward to it in the future.

## **XVI. HOME SCHOOLING**

### **A. Faculty Assistance to Home-Schooled Students**

1. David's Star Evangelical Lutheran School recognizes that the spiritual training of a child is the responsibility of the child's parents. As a school, we are here to assist the parents with that training. Should parents of David's Star Lutheran Church decide to home-school their child(ren), the faculty is available to assist home-schooling parents in setting up a Christ-centered curriculum.
2. All textbooks used by home-school students may be rented by the parents. Arrangements can be made for rental through David's Star Evangelical Lutheran School.

### **B. Participation in School Activities by Home-Schooled Students**

David's Star Lutheran School realizes that participation in co-curricular activities is a privilege earned by successfully meeting the current established requirements of the school. Any student wishing to take part in the programs of David's Star Lutheran School must be enrolled as a full-time student. This includes, but is not limited to: peer tutoring, sports, cheerleading, and musical activities.

## **XVII. CHURCH ATTENDANCE**

- A. Church attendance is an important part of the child's complete spiritual life. Therefore, we encourage regular weekly attendance of church, because this enables the child to gain that precious Word of Life, which we so desperately need throughout the week.
- B. It also provides an opportunity for the entire family to participate in the weekly Worship service. What better way can we find to thank our God for His marvelous blessings than to worship with our children here at David's Star on a regular basis.

## **XVIII. ELIGIBILITY POLICY (Grades 5-8)**

- A. Academic performance will determine all students' eligibility in extra-curricular non-scholastic activities offered at David's Star Evangelical Lutheran School. This includes, but is not limited to, athletics, cheerleading, forensics, and the Operetta. These non-scholastic activities are to be considered a privilege for the students who are eligible, not a right.
- B. Any student whose grade point average for any academic quarter is below 77% will be ineligible for all extra-curricular activities listed above from the time the report cards are distributed until the mid-term Progress Reports are distributed. If the grade point average is still below 77%, the student will remain ineligible until the grade point average exceeds 77% on a quarterly Report Card.
- C. Any student who receives a grade of "F" at the end of a quarter in any subject will be ineligible for all extra-curricular activities listed above from the time the report cards are distributed until the mid-term Progress Reports are distributed. If a student who received an "F" as a report card grade is doing "F" work in any subject on the Progress Report, that student will remain ineligible until no "F" is recorded on a quarterly Report Card.
- D. Students may also be declared ineligible because of conduct at school, on the bus, or any school related activity. Persistent disrespect, lack of cooperation, continual meetings with the principal, habitual truancy or tardiness will lead to a student being declared ineligible.
- E. Parents of children who have been declared ineligible will be notified prior to ineligibility being enforced. This notification may be through written correspondence, e-mail, or personal contact and will be given in time to avoid ineligibility if at all possible. Communication from the faculty to the parent, and the parent to the faculty is critical in these circumstances. Therefore, we will make the time to notify parents if their students are struggling to maintain a 77% and what that student can do to improve their grades.
- F. **Exceptions to these policies may be made on an individual basis for certain students. All exceptions should be brought to the principal and cleared by the faculty.**

## **XIX. EXTRA-CURRICULAR ACTIVITIES**

We offer a wide variety of activities outside of the classroom:

### **Competitive Academics**

Spelling Contest     Art Fair  
Forensics             Math Meet  
Science Fair

### **Competitive Athletics**

#### **Boys (5-8)**

Volleyball  
Soccer  
Basketball  
Softball  
Track and CC

#### **Girls (5-8)**

Volleyball  
Cheerleading  
Basketball  
Softball  
Track and CC

### **Special Programs**

School Newspaper  
Handbell Choir (Upper Grades)  
Musical in Spring  
Chancel Choir (Grades 5-8)  
Cherub Choir (Grades 1-4)

#### **Band (Grades 5-8)**

Lessons during school by KML's  
Band Instructors  
Piano (Grades 2-8)  
Lessons during school by experienced  
Piano Teachers  
Extended Learning Program

## **XX. STUDENT INJURY/STUDENT SICKNESS-SCHOOL OR ATHLETIC OCCURRENCE**

- A. This policy is to provide guidelines for the care of an injured student and to provide protection for the supervisor and school.
- B. When a student injury occurs, the first responsibility of the supervisor (teacher, coach) is the immediate care of the injured child. As necessary, the supervisor will use the services of others to supervise the remaining children while he/she gives immediate care to the injured.
- C. To assist the supervisor, in case of an injury to a child or an adult, the following checklist should be followed:
  - 1. When an injury occurs, no matter how minor, all activity around the injured person will stop until care has been provided for the injured child and any bodily fluids have been cleaned up following established sanitation procedures.
  - 2. Depending on the type and severity of the injury, the supervisor will need to make the following determination:
    - a. Should EMS (911) be used?
    - b. Can the supervisor, and/or other school personnel, administer proper first aid?
    - c. When feasible, the injured person will be brought into the school building for treatment.
- D. If the supervisor feels, after examination of the injured person, that the injury is of a more serious nature and requires further immediate medical attention, the principal is to be notified at once.
- E. He, the supervisor, or school secretary will immediately contact the child's parent(s) or the person listed on the emergency form.
  - 1. After care for any injury is completed, the supervisor will:
    - a. Make record of the care given, time, date and actions taken and filed in the school office within 24 hours.
    - b. Inform the principal of the accident and care given as soon as possible.
    - c. Inform the parents by telephone on the day of the accident, any injuries, and care given.
    - d. Accident Reports will be kept on file in the office in case needed by the Insurance Co.
      - a. If exposure to blood or other body fluids has occurred on school premises or at a school-sponsored event, the following must be done:
        - Cleaned up per the Bloodborne Pathogens Exposure Plan,
        - Reported to the principal for documentation and follow-up, and
        - Reported to the janitorial staff if on school premises.
          - 1. If the injuries permit the child to remain at school, the student must be observed for discomfort and/or reaction to the injury.
          - 2. Coaches who have lay coaches working under them will inform them of this policy and its execution. However, the head coach is ultimately responsible for its execution.
      - b. No oral medication of any kind should be given to a child by a teacher unless written directions have been received from the parents or legal guardians.
      - c. Do not send the children home alone.
      - d. The teacher should stay with the injured child and send a child for help.
      - e. After the Principal signs the form, it should be sent to the Parish Nurse for follow up.

## F. Recommendations

1. The first aid kits and supplies will be periodically reviewed to recommend what materials and/or changes are needed. A kit will be developed for each team (i.e., A boys BB, A girls BB, B boys BB, etc.). It will be the head coaches' responsibility to insure that these kits accompany the team to all away practices and games.
2. Contact information for all students will be included in all athletic first aid kits. The school office staff will be responsible for reproducing the forms and giving them to the appropriate coaches.
3. A small first aid kit will be taken on all field trips. Teachers will take their emergency information forms for the children in their care. The principal will inform and remind the teachers of the importance of doing this.

## G. PUBLIC HEALTH

1. The principal should be notified about communicable diseases that students have so that he can contact health officials if necessary. Watch for unusual health situations and bring them to the principal's attention. State law requires teachers to report suspected child abuse cases to the proper authorities or they could face criminal charges. Any cases of suspected child abuse should be brought to the attention of the principal.
2. All vaccinations should be kept up to date in the student files. The parents are required by law to have their child immunized.

## **XXI. COMMUNICATION**

- A. One of the most important responsibilities for the faculty of David's Star Evangelical Lutheran School is to keep the lines of communication open with all involved in our Christian education. This is fundamental to creating strong home-school relationships.
- B. Most problems between parents and teachers are a result of a breakdown in communications from the classroom to the home. This may also be the consequence of poor or confusing messages. Therefore, we need to be professional in our communications.
- C. Formal communications will be kept in writing so that a record exists of the contact. The principal should be informed of the communications in a timely manner. Again, communication is absolutely essential to maintaining a Christian atmosphere in our school and congregation.

## **XXII. CURRICULUM**

- A. Our curriculum covers the basic subject areas found in most public and private schools in addition to the added courses of religion. We have an important opportunity and responsibility to teach all subjects in the light of God's Word with the proper viewpoints that He has shown us to be true.
- B. In our school, God's Word is in the foreground as the most important subject. The secular subjects and textbooks are similar to those used in the public school system. However, the subjects are taught with a Christian approach, interpretation, and application.

The following subject areas, all taught on the basis of God's holy Word, are included in our school's curriculum.

**Religion**

Bible History  
Catechism  
Memory Work  
Hymnology  
Church History

**Fine Arts**

Music  
Art  
Band

**Language Arts**

Reading and Literature  
Phonics  
Language  
Spelling  
Penmanship  
Creative Writing

**Mathematics**

Pre-Algebra (7-8<sup>th</sup>)  
Algebra (7-8<sup>th</sup>)

**Social Studies & Science**

History & Geography  
Wisconsin History  
Civics  
Current Events

**Physical Education**

**Computer Education**

**XXIII. SPECIAL EDUCATION /GIFTED PROGRAM**

- A. Recognizing that children are blessed by our Lord with varying gifts and abilities, David's Star Evangelical . Lutheran School offers programs to meet these needs.
- B. Our Extended Learning Program offers individual help to those students who need additional help in meeting the standard classroom requirements. This program is available to students in all grades.

**XXIV. STUDENT RETENTION**

- A. The parents of a student who is being considered for retention in the same grade will be counseled as early as possible as to the reasoning behind the retention. Students who are immature for their grade and are struggling academically are candidates for retention.
- B. Children with learning disabilities are not good candidates for retention.
- C. Retention is most beneficial to the student in the early grades. This will only be done after discussion with the parents, the principal, and the teacher(s) involved.

**XXV. GRADING SYSTEM**

David's Star Evangelical Lutheran School operates on the following system of grading children's work:

A+ 100	B- 86-87	D+ 75-76
A 96-99	C+ 84-85	D 72-74
A- 94-95	C 79-83	D- 70-71
B+ 92-93	C- 77-78	F Below 70
B 88-91		

**XXVI. HOURS**

Preschool 8:30 to 11:30  
Kindergarten 8:30 to 11:30  
Grades 1 to 8 8:30 to 3:30

**XXVII. GUM CHEWING**

To keep our carpeting and furnishings clean and free from damage, no gum chewing will be allowed on school property.

**XXVIII. SCHOOL NEWSLETTER**

Every Friday during the school year a Newsletter is sent home with the youngest child in each family. Please look for this Newsletter and read it. It is the means by which the school provides important information to the parents during the school year.

**XXIX. STUDYING AFTER SCHOOL**

Should it be in the best interest of the child to remain after school for individual help, arrangements will be made with the parents by the student or teacher.

**XXX. HOMEWORK**

- A. The Christian student will want to do his schoolwork to the best of his abilities and to the glory of his God. This will necessitate the completion at home of assignments not completed during the school day. There will naturally be a greater amount of homework as the child progresses into the higher grades. However, an excessive amount of homework should not be necessary unless the child has been absent, neglects his work while at school, or is not working up to his level for other reasons. A certain amount of homework, however, is necessary, and will be assigned as determined by the teacher. Oral reading at home is especially helpful in the lower grades and for those who have reading difficulties.
- B. When unfinished work is not completed at home, an explanation from the parent must be given to the teacher BEFORE class time. This courtesy is appreciated by your teachers! Children should be regular in submitting their work on time, reliable in carrying out their assignments, and careful in preparing them properly and neatly.
- C. Parents should check their child's work regularly, for the child's benefit, to see that it has been completed. Should it appear that the child is overburdened with homework, be sure to contact the teacher.

**XXXI. HOMEWORK POLICY**

Following is an outline of our school's homework policy. A full copy of the policy can be obtained from the school office.

**GOAL: MAKE OUR STUDENTS RESPONSIBLE FOR COMPLETING THEIR WORK CORRECTLY AND ON TIME BY USING THEIR GOD-GIVEN TALENTS AND ABILITIES.**

## **TEACHER/PARENT/STUDENT RESPONSIBILITIES**

### **Teacher Responsibilities**

- A. Teach necessary concepts
- B. Show the value of the work
- C. Link learning to life
- D. Proper motivation
- E. Make clear, realistic assignments
- F. Provide time to begin assignment in class
- G. Keep outside responsibilities and commitments in mind
- H. Avoid compounding major assignments due at the same time
- I. Teach organizational skills and habits
- J. Use assignment notebooks
- K. Help students prioritize work
- L. Communicate with parents

### **Parent Responsibilities**

- A. Pray for your child and the teachers
- B. Know the teacher's expectations
- C. Check your child's assignment notebook
- D. Communicate with the teacher

- E. Provide a place to do homework
- F. Provide time to do homework
- G. Help your child develop a homework routine
- H. Help your child say "no" to activities that may interfere with homework
- I. Provide help without smothering with attention
- J. Provide routine place to keep completed homework
- K. Intercede for child during unusual circumstances

### **Student Responsibilities**

- A. Pay attention during class
- B. Write assignments in assignment notebook
- C. Use time in class to begin work
- D. Check assignment notebooks at the end of the day
- E. Work with parents to develop a homework routine at home
- F. Learn to say "no" when necessary

## **GUIDELINES FOR HELPING YOUR CHILD**

- Let the Word of God be your guide in all phases of daily living.
- Have regular family devotions and prayers. Your child's teacher can suggest suitable devotional materials.
- Strive to set a Christian example for your child so that he may pattern his life after yours.
- Attend church regularly with your child and discuss the sermon with him.
- Assist him in his memory work. Refrain from being critical of school procedures or teachers in his presence.
- See to it that he is regular and prompt in attendance. Encourage him to be courteous and considerate when riding the bus to and from school.
- Discourage him from bringing distracting items to school.
- Encourage him to take responsible care of personal and school equipment.
- Discuss with him daily assignments and achievements, strengths, and weaknesses.
- Encourage him in his schoolwork and other school endeavors.
- Be diligent in your prayers for our school and staff

**XXXII. REGISTRATION**

This is usually held in August. A letter will be sent to the parents in late July informing them of the date and also of the registration fees.

**XXXIII. FINANCIAL RESPONSIBILITIES**

- A. Members of the congregation are charged tuition. In addition, all parents of school children, who are members, are expected to make regular, first-fruit contributions to the church and school in proportion to the blessings they receive from the Lord.
- B. Non-members are charged tuition at rates established by the Board of Elementary Education in January each year.
- C. Tuition is payable in full on registration day or paid through our Automatic Payment Plan which is pro-rata over 10 months over the current school year. The first monthly payment is due at registration.
- D. Automatic Payment Plan
  - Payment plan utilizing automatic monthly withdrawals from your checking or savings account.
  - Withdrawal will be on the 15<sup>th</sup> of the month from September until May of the following year.
  - Due to insufficient funds, a fee will be charged.
- E. Items purchased at registration, such as, hymnals, bibles, etc., must be paid in full at registration. Such purchases may not be paid pro-rata throughout the year.

**XXXIV. CHILDCARE**

A childcare service is available for David's Star students 7:00 - 8:00am and 11:30 - 6:00 p.m.. Any student who is not picked up by 3:45pm will be sent to Day Care and charged time from 3:30pm.

**XXXV. STUDENT PROGRESS**

A mid-term grade report is given during each quarter. Regular report cards of children's progress are given four times during the school year on the dates indicated on the school calendar. One special consultation day (early November) is also scheduled, when parents are asked to come to school to discuss their child's progress personally with the teacher(s). Everyday of the year, parents are welcome to visit the school and discuss matters with the teacher at a mutually agreed upon time. We hope to further the bond of Christian fellowship and purpose between home, church, and school.

**XXXVI. PHYSICAL EDUCATION/SPORTS APPAREL**

- A. Only David's Star shorts and "T" shirts are to be worn to Phy Ed. For outside activities in cold weather, long pants, sweatshirts or sweat suits, and jackets are permitted.
- B. The shorts and "T" shirts may be purchased on Registration Day or during the school year. Please use appropriate shoes on the gym floor.

### **XXXVII. COMPLAINTS**

- A. Every person involved with David's Star Evangelical Lutheran School is a sinful human being. This reality may create a situation when somebody does not agree with policies, procedures, or discipline methods. Therefore, it is important to remember that Jesus has provided us with guidelines to follow for handling such problems. In Matthew 18:15-17 Jesus set forth the principles which will be our guide.
- B. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. "I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."
- C. In summary, the following procedures should be used in situations when there are questions or complaints about something that happened in the school.
- Any and all complaints must be channeled first to the individual(s) involved
  - The principal will become involved ONLY when the problem can not be resolved between the teacher and the individual(s) involved.
  - The Pastor(s) will become involved only when the problem can not be resolved between the teacher, the individual(s), and the principal.
  - The Board of Elementary Education will only become involved when the problem can not be resolved between the teacher, individual(s), the principal, and the Pastor(s).
  - If a teacher has a complaint about something connected with the school, they should go to the principal and not to the pastor or the Board of Elementary Education.
  - Should satisfaction not be achieved, they should feel free then to continue along the "chain", but NOT until they have discussed it with the proper person. To avoid confusion and insure proper communication, it is essential that this procedure be followed.
- D. **Many complaints and much needless gossip will be avoided if everyone involved with David's Star Evangelical Lutheran School will take the time to talk to the people involved in any given situation in an effort to resolve any problem which may exist. May we all remember the words of 1 Thessalonians 5:11 where we read, "Therefore encourage one another and build each other up."**

### **XXXVIII. BIKERS**

The Board of Elementary Education, together with the faculty, has adopted the following policy:

- Students are not to arrive on the church/school grounds before 8:00 a.m. (Don't leave home too early.)
- Students are to go directly into their classrooms upon arriving at school.
- Students are to leave immediately after school.

### **XXXIX. LOCKS/LOCKERS**

Students in grades 5-8 are issued a lock at the beginning of the year to use with a locker in the dressing room. Locks will be collected at the end of each year and the same lock will be issued the following year. A fee of \$5.00 will be assessed for locks, which are lost, stolen, or damaged. The school is not responsible for items, which are lost or stolen.

**XL. TRANSPORTATION CHANGE**

Please send a note with your child (exceptions have to be cleared with the teacher) if he will not be going home his usual way, or if he is to stay at school.

**XLI. GAMES**

Students who wish to remain after school for athletic games or other activities should make supervision and travel arrangements before coming to school so they will not have to call home. Students need to be properly supervised during the activity.

**XLII. HOT LUNCH PROGRAM**

Each day we offer Hot Lunch prepared by the West Bend School district in Jackson. Each month the family will be billed for the lunches that were eaten during the month. If families qualify, free and reduced lunches are available.

**XLIII. ELECTRONIC DEVICES**

During the school day, students should not have lasers, radios, MP3 players, IPODs, CD players, hand-held video games, or cell phones. If the student has any of these items out during the school day, they may be confiscated by the teacher and returned at a later date.

**XLIV. SINGING**

Please let your child's teacher know if he or she will not be able to sing in a scheduled worship service.

**XLV. VISITING SCHOOL CLASSES**

Parents are welcome to visit our school and classes. For good order and as a matter of courtesy, we ask that you make arrangements beforehand with the teacher and/or principal. We look forward to your visit.

**XLVI. MISSION PROGRAM**

Each week your child will receive a mission envelope. This is his opportunity to show his love to his Savior and follow his Lord's command: "go and teach. . ."

Each quarter your child's offering will go to a special project designated for that quarter. A note will be sent home at the beginning of each quarter with information concerning the quarter's special project. A special mission service for the entire school will be held near the beginning of each month. Parents are invited to these services.

**XLVII. C.E.F. ( CHURCH EXTENSION FUND) SAVINGS STAMPS**

Our school participates in our Wisconsin Synod's "Lending to the Lord" savings program. Savings stamps are offered for sale to the children for 25 cents each. They are sold in the IMC Every Wednesday morning before school begins. These stamps are pasted into a C.E.F. Savings Stamp Book. When filled with \$18.75 worth of stamps, the book may be redeemed for a \$25.00 C.E.F. Loan Certificate, which matures in 5 years and 10 months. Thus the children can save their money and our synod can use the money to purchase property and build new mission chapels.

**XLVIII. TELEPHONE• 262-677-2412**

Please call the school before 8:15 a.m. or after 3:30 p.m. Except for cases of emergency, you are urged NOT to call the school during class time. Children are expected to plan ahead to avoid the necessity of calling during the school day. If your child needs to use the office phone, they will be charged 50 cents except when they are ill.

**XLIX. CLOSINGS**

Announcements regarding the closing of school due to bad weather or other circumstances will be broadcast on Channels 4, 6, and 12. They are also posted online at the websites of the stations.

**L. SCHOOL BAGS**

Each student should have a school bag to protect the schoolbooks when carrying them to and from school.

**XLX. VOLUNTEERS**

A David's Star volunteer is any adult, age 18 or older, which has access to and is involved in the care of our children at David's Star Lutheran School. Some volunteers may be former students and/or under the age of 18, however, they are not allowed to serve as field trip drivers, chaperones, room parents, or hot lunch volunteers.

The principal will be doing a routine background check on all of our volunteers who are involved with students at the school.

**Types of Volunteers**

Volunteers who are required to attend a volunteer orientation include, but are not limited to:

- Hot lunch volunteers
- Room parents
- Field trip drivers and/or chaperones
- Lay coaches
- Concessions volunteers
- Volunteers assisting with remedial work of students
- Volunteers for the annual school picnic

**Guidelines for Volunteers**

A school such as David's Star Lutheran School could not offer the opportunities that it does without the help of volunteers. We thank you for your help and pray that the Lord would bless your efforts as you serve Him in His kingdom. As you volunteer at David's Star, please keep the following points in mind:

- Do not hesitate to ask questions of the person in charge of an activity. To effectively volunteer, you need to know what to do and how to do it.
- When working with our children, remember you are working with saints and sinners. Our children at David's Star were born sinful and continue to sin daily; yet our children at David's Star are blood-bought souls of the Savior whose sins are forgiven. At times, you will see our students struggle with sin and its temptations. At other times, you will see our students demonstrate their Savior's love in their sanctified conversation and actions.
- Help the children remember the Fourth Commandment. As a volunteer, you are an extension of the classroom and its teacher. Just as we would expect obedience to the teacher, likewise we

would expect obedience from the children when you are working with them. Should there be a child who has trouble remembering this, do not hesitate to seek the assistance of the teacher.

- Should you have a concern about a child, as a result of working with that child individually or in a group, do not hesitate to bring your concern to the attention of the teacher.
- Follow the directions of the teacher. Children very quickly can determine discrepancies between what one person says and the way another person responds. In activities and field trips, the teachers of David's Star have planned movements and procedures that will enable the activity to proceed smoothly.
- Anticipate the unexpected. Because of the excitement of an event or the anticipation of a field trip, some children may get "carried away." Be mindful of what the children in your group are doing and assist them in keeping their conduct within reasonable levels.
- Should you be driving on a field trip using your personal vehicle, it is necessary that the children use their seatbelts. Double buckling is not allowed. There should be one seatbelt for each child and adult in the vehicle, and/or space for car seats. Booster Seat Policy **must** be followed.
- Parents with children under the age of eight must provide a car seat for any field trip their student attends, whether they are drivers or not.
- Before you begin operating your vehicle, remind the children of your rules concerning their behavior and conduct while the vehicle is in motion.
- Check with your insurance company to see that your coverage includes driving for a field trip. It is important that you have adequate coverage in case of an accident.
- We ask that volunteers make sure their vehicle is in good operating condition. If you are in doubt about this, please check with the supervising teacher or principal.

### **Offer suggestions**

Because of the responsibility of planning and successfully executing an activity or trip, the supervising teacher can easily develop tunnel vision. You are another set of eyes that might have some valuable ideas for a smooth outing. Do not hesitate to share your idea.

**Train a child in the way he should go and when he is old he will not turn from it!**  
**Proverbs 22:6**

### **PRAYER**

Dear Lord, I do not ask  
That Thou shouldst give me some high work of Thine,  
Some noble calling, or some wondrous task;  
Give me a little hand to hold in mine;  
Give me a little child to point the way  
Over the strange, sweet path that leads to Thee;  
Give me a little voice to teach to pray;  
Give me two shining eyes Thy face to see.

## **Appendix A The Constitution & Bylaws of David's Star Evangelical Lutheran Church**

### **REGULATIONS FOR DAVID'S STAR EVANGELICAL LUTHERAN SCHOOL**

Article I The name of the school shall be David's Star Evangelical Lutheran School of Kirchhayn/Jackson, Wisconsin.

#### Article II Purpose of Christian Education

- Section 1 This school shall provide the children of this congregation with the knowledge of the saving truths of Christian doctrine as expressed in Article II of this Constitution.
- Section 2. This school shall provide the necessary catechetical instructions leading to the Rite of Confirmation and subsequent communicant membership in the congregation.
- Section 3. This school shall continue to apply Christian doctrine as a basis for developing religious, moral and ethical values in a Christian way of life.
- Section 4. This school shall provide children with a Christ-centered knowledge in secular subjects.

#### Article III Responsibilities of Members to the School

- Section 1. All members, by supporting the school with their prayers, time, talents, gifts and counsel, can expect not only high academic standards, but the necessary Christian training for their children.
- Section 2. This congregation shall actively seek the enrollment of all its children in the school.
- Section 3. Parents shall expect their children to respect the responsibility the teachers have for their education, welfare, and safety.
- Section 4. Parents should familiarize themselves with the policies and operation of the school.

#### Article IV Admission of Non-Member Students

- Section 1. Children of non-members may be accepted in the school on a tuition basis, as determined by the congregation.
- A. Students shall be admitted on the recommendation of the pastors) and principal, with the approval of the Board of Elementary Education. Conditions that shall be considered are:
1. The present enrollment.
  2. The teacher/pupil ratio.
  3. The student's past record.
- B. All students shall be subject to the rules and regulations of the school.
- C. Persistent and extreme discipline cases may be subject to expulsion.
- D. Participation is expected in all religious instruction and activities of the school.

- Section 2. The parent(s) or guardians) of a prospective non-member student shall meet with the pastors), principal, and a representative of the Board of Elementary Education to discuss this Article.
- Section 3. Mission Prospects  
Non-member students and their families interested in our faith and considered mission prospects, as determined by the pastor(s), principal, and Board of Elementary Education, shall have their tuition determined by the Board.
- Section 4. Tuition  
Tuition for non-members shall be established by the congregation, annually. Conditions for hardship cases shall be determined by the Board of Elementary Education and the Church Council.
- Section 5. Non-members whose children attend our school are invited to attend our worship services and school functions.

#### Article V The Principal and Teachers

- Section 1. All called workers are subject to Articles II, VII, and IX of the Constitution and Article IX of the Bylaws.
- Section 2. Duties of the Principal
- A. The principal shall be bound to the conditions of his Call. Other duties may be mutually agreed upon with the Board of Elementary Education.
  - B. The principal is an advisory member of the Board of Elementary Education, without voting privileges.
  - C. The principal is responsible to the Board of Elementary Education and the congregation for the operation and administration of the school. He shall:
    - i. Have direct supervision of the faculty, giving his counsel and aid when necessary.
    - ii. Observe all the teachers in the classroom periodically, and discuss with them his observations.
    - iii. Inaugurate, with the Board of Elementary Education, in-service programs for the faculty members.
    - iv. Be responsible, with the Board of Elementary Education, for the maintenance of the school building.
    - v. Be responsible for carrying out school and congregational policies.
    - vi. Review these policies annually with the Board of Elementary Education and suggest revisions or new policies, when necessary.
    - vii. Be responsible for the total discipline in the school.
    - viii. Conduct regular faculty meetings in which areas of educational concern can be discussed.
    - ix. Be responsible, with the faculty, for establishing, reviewing, and revising curriculum needs.
    - x. Advise the Board of Elementary Education annually as to the scholastic achievements of the students.
- Section 3. Duties of the Teachers
- A. Teachers shall be bound to the conditions of their Call. Other duties may be mutually agreed upon with the Board of Elementary Education.

- B. Teachers shall be responsible, in the administration of their office, only to the principal, the Board of Elementary Education, and the congregation.
- C. Teachers, along with members of the congregation, shall endeavor to set an example of a Christian way of life.
- D. Teachers shall instruct the children in the secular and non-secular subjects in the curriculum.
- E. Teachers shall be involved in reviewing the general operation of the school and, with the principal, submit to the Board of Elementary Education recommendations for upgrading the instructional standards.
- F. Teachers shall, through the principal, annually submit requisitions for books, equipment, and supplies in their teaching areas to the Board of Elementary Education.
- G. Teachers shall be required to meet the necessary qualifications for teaching, as established by the Synod in "Guidelines for Synodical Certification of Teachers." Wisconsin Evangelical Lutheran Synod, adopted by the Conference of Presidents, January 26, 1971. Teachers not meeting these qualifications may be accepted by permission of the congregation, but shall be required to meet these qualifications within a period of time mutually determined with the Board of Elementary Education.
- H. Teachers shall familiarize themselves with, and follow the policies of the Board of Elementary Education and the congregation with regard to the operation and administration of the school.
- I. Teachers shall be encouraged to participate in workshops and/or summer school to help maintain their standards.

#### Article VI Responsibilities of the Congregation to its Called Workers

- Section 1. All members shall be mindful of the physical and spiritual welfare of the called workers. Problems arising at the school shall first be discussed with the teacher.
- Section 2. The congregation shall provide reasonable tuition and expenses for teachers furthering their academic training.

#### Article VII Textbooks

- Section 1. All materials used for religious instruction must conform to Article I of the Constitution.
- Section 2. Materials for secular instruction shall be left to the discretion of the faculty, principal, and Board of Elementary Education.

#### Article VIII School Policy Manual

The Board of Elementary Education is responsible to the congregation for a School Policy Manual. This manual shall include pertinent information relating to the total operation of the school. Such policies shall be made available to all members and be subject to review by the Church Council and congregation, annually.

### **Appendix B. The Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920