

# David's Star Evangelical Lutheran School



## Family Handbook

**David's Star Lutheran School uses God's Word to reach out and to nurture, educate, and equip children for a life of Christian service and ultimately life in heaven.**

**2740 David's Star Drive**

**Jackson, WI 53037**

262-677-2412

[www.davidsstar.org](http://www.davidsstar.org) (website)

[school@davidsstar.org](mailto:school@davidsstar.org) (email)

### HOURS

3K Preschool 8:30 to 11:30 (Tuesday & Thursday)

4K Preschool 8:30 to 11:30 (Monday, Wednesday, Friday)

Kindergarten 8:30 to 3:30

Grades 1 to 8 8:30 to 3:30

# DAVID'S STAR EVANGELICAL LUTHERAN SCHOOL FAMILY HANDBOOK

Revised: March 2019

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## **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).

## **MISSION STATEMENT OF DAVID'S STAR EVANGELICAL LUTHERAN SCHOOL**

David's Star Evangelical Lutheran School uses God's Word to reach out and to nurture, educate, and equip children for a life of Christian service and ultimately life in heaven.

### **PHILOSOPHY AND PURPOSE**

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 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.

### **Vision**

David's Star Lutheran School strives to assist parents to bring up their children *"in the training and instruction of the Lord"* (Ephesians 6:4).

David's Star Lutheran School desires to excel at using its resources in God-pleasing ways: 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).

All our teachers are called by the Lord through the church to *"Feed my lambs"* (John 21:15). God's Word will be carefully interwoven into all subject areas, so students can see how God's Word permeates every aspect of their lives.

The gospel of Jesus Christ is at the heart of all we do as we help our students grow and develop into mature Christian people.

Because the gospel of Jesus Christ is intended for all people, David's Star Lutheran School will actively seek to expand its ministry to the families of our congregation and families without church homes in our broader community.

### **Objectives**

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

1. David's Star Lutheran School carries out its mission and vision by...

- a. Encouraging families to recognize the school as a partner in helping them carry out their God-given responsibility in bringing up their children in the training and instruction of the Lord.
- b. Preparing our children to go and serve the Lord throughout their lives.
- c. Reaching out to God's children not yet in our fellowship, particularly those without a church home.
- d. Encouraging faculty participation in spiritual and professional growth.
- e. Promoting on-going evaluation of educational ministry, with the goal of continual improvement.
- f. Nurturing, educating and equipping our students with the best scholastic skills possible through reading, writing, mathematics, social sciences, and fine arts. To equip them for a life of Christian service and ultimately a life in heaven.

2. That each child in relation to God will grow...
  1. In the knowledge and grace of the Triune God.
    - Trusting the Lord Jesus Christ as the personal Savior from sin.
    - Desire to more faithfully worship and serve Him.
  2. In the knowledge of the sacred Scriptures.
    - Equipping oneself to apply God's Word to life situations.
    - Encourage Christian living by faithful use of the Word and Sacrament.
  3. Understanding the nature, function, and responsibility of the Church as the body of Christ.
    - Develop a zeal for the promotion of God's Kingdom throughout life.
3. That each student in relation to oneself will develop...
  - a. *Spiritually* through the necessary knowledge, attitudes, and skills to function as God's child.
  - b. *Physically* and understand that his body is a gift from God and accept responsibility for its health, safety, and recreation.
  - c. *Socially* in order to live normally and peacefully in society.
  - d. *Emotionally* by finding security in the Savior, an understanding of sin and forgiveness through the Scriptures.
  - e. Practicing Christian love toward all men through the example of Jesus Christ.
4. That each student in relation to others with God's help will...
  - a. Recognize all people to be God's creatures and show respect, courtesy, and consideration for the rights and welfare of others.
  - b. Live and function in the family, showing respect and love to parents and to God from whom the parents receive all authority.
  - c. Grow in a spirit of love and obedience towards God's representatives in the church and school.
  - d. Respect the government as ordained by God and appreciate his privileges and responsibilities as a member of the community, the nation, and the world.

## **GOVERNANCE OF DAVID'S STAR LUTHERAN SCHOOL**

### **Board of Education Responsibilities**

1. Develop and implement policies that will direct the principal with administrative rules and regulations of the school in all its operations.
2. The board consists of five elected laymen, one of whom is elected by the congregation as chairman. The chairman represents the board on Church Council. The pastors and principal are non-voting advisory members of the board.
3. Reviews reports on all phases of the school's educational programs.
4. Members of the board will *not* give day-to-day directions to faculty.
5. Rules and regulations adopted by the principal of David's Star Lutheran School must be consistent with the policies adopted by the Board of Education.
6. The principal may recommend that the Board of 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.

### **Board of Education Meetings**

1. The Board of Education meets each month of the academic year, and during the months of June and August 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 Education.

3. The chairman of the Board of Education, in conjunction with the principal, will prepare the agenda for the meeting. The pastor(s) and other Board of 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

**Definition:** Sessions of the Board of Education may be held other than regular scheduled meetings at times set by the Chairman.

**People included:** This session is open to Board of Elementary Education members only or by invitation by a Board of Education member or the principal depending on the nature of the purpose of the special session.
5. Approved minutes of the Board of Education meeting will be made available to the Church Secretary and published in the newsletter.

#### **Board of Education will work with the Principal to**

1. Project short-term and long-range vision plans for David's Star Lutheran School and work to achieve that vision.
2. Plan monthly meetings and activities that allow the board to fulfill its responsibilities.
3. Develop policies and / or maintain an updated policy manual or handbook.
4. Provide comprehensive Christian leadership on behalf of David's Star Lutheran School and carry out its roles and responsibilities.
5. Create a positive school environment, pride of ownership in the school, and foster faculty morale.

#### **Principal Responsibilities**

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 Education. In order to carry out his responsibilities, it is necessary that he:

1. Develop an effective plan and schedule for the operation of the school year.
2. Serve as chairman of faculty meetings.
3. Develop and supervise the school's curriculum, which includes textbook adoption.
4. Delegate assignments.
5. Visit each teacher's classroom regularly.
6. Make regular reports to the Board of Education, Church Council and congregation.
7. Prepare the school budget in conjunction with Board of Education.
8. Supervise the keeping of accurate academic records.
9. Establish the school calendar together with the faculty.
10. Provide input to determine school fees or tuition to be adopted by the Board of Education and the congregation.
11. Develop efficient procedures for collecting all fees, tuition, and handling cash.
12. Approve special fund-raising activities, following congregational policies.
13. Follow appropriate procedures to process purchase orders and maintain accurate inventories.
14. Understand his leadership role and responsibilities.
15. Serve as a spokesman for the Board of Elementary Education, its policies, procedures, and programs.
16. Communicate well with the constituent groups within the congregation and the community as a whole.
17. Work closely with the pastor(s) as a partner to achieve the mission of the congregation and the school's purpose in that mission.

## **NOTICE OF NON-DISCRIMINATION 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.

## **ADMINISTRATION**

### **2019-2020 Tuition Rates**

**Tuition includes all fees: WELS CPS Fee, Technology Fee, Field Trips & Athletic Fees**

**3K** (All Students) \$950.00

**4K** (All Students) \$1400.00

**Member Tuition** 5K \$1400.00

Grades 1-8 \$1400.00 (\$1350.00 after 1<sup>st</sup> Student)

**Non-Member Tuition** 5K \$4200.00

Grades 1-8 \$4200.00

### **Tuition Assistance Fund**

The purpose of the Tuition Assistance Fund is to assist David's Star members fund their children's Christian education at David's Star Evangelical Lutheran School.

1. The program will be publicized throughout the year (Goal: to build awareness with the intent of securing donations to establish the fund).
  - Insert/paragraph in bulletin
  - Personal appeal made after a service
  - Special quarterly offering envelopes
2. Tuition assistance will be made available to both David's Star members and non-members pursuing membership status through active instruction with the pastors. Assistance is generally available for students in Kindergarten through 8<sup>th</sup> grade, though exceptions may be made for preschool on a case by case basis.
3. An application will be sent home, emailed, and made available on Fast Direct by April 1 each year, and it must be completed and turned into the School office by May 1.
4. This fund should be used as a trust fund, and annually no more than 75% of the principal plus interest will be disbursed. The remaining monies will be maintained and used in future years.
5. The fund will be funded by private donations, designated church envelope offerings, or various church organizations.
6. Disbursement of funds will be based on determination of need based on completion of an application. (Members will need to specifically apply for tuition assistance if they feel they need it).
7. The principal and the Board of Elementary Education chairman will recommend the eligibility and amount available for distribution.
8. The maximum amount awarded will generally be about 50% of the total tuition plus fees amount. Exceptions can be made based on the financial need of the family.

## **FINANCIAL RESPONSIBILITIES**

### **Family Financial Responsibilities**

1. Members of the congregation are charged tuition which covers a portion of the cost to educate a child. 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.
2. Non-members are charged tuition at rates established by the Board of Education in January each year.
3. Tuition is payable in full on registration day or paid through our Automatic Payment Plan which is pro-rata over 10 months of the current school year. The first monthly payment is due at registration.
4. Automatic Payment Plan
  - a. Payment plan utilizing automatic monthly withdrawals from your checking or savings account.
  - b. Withdrawal will be on the 15th of the month from September until May of the following year.
  - c. Due to insufficient funds, a fee will be charged.
5. 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.
6. Childcare and Hot Lunch balances are located on your Fast-Direct account. ***Payments are due by the 30<sup>th</sup> of the month*** Due to the bank charging us a fee, we need to charge \$25.00 for any returned checks due to insufficient funds.

### **Fiscal Responsibilities - Fees at David's Star 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 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 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 Education reviews and establishes the fees.

## **AFTER SCHOOL**

### **Games & Events**

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. If arrangements have not been made for proper supervision, the student will be sent to After School Care.

### **Studying**

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.

## **ATTENDANCE**

### **Absences and Excuses**

1. From time to time children miss school due to illness or family matters. When this happens, we ask parents to call the school office between **7:30 and 8:30 A.M. (262-677-2412)** or email the teacher to inform us of the absence. At the same time, please make arrangements for getting the assignments for the absentee.



2. 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.
3. Written excuses should 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.
4. Tardiness, except for late buses, should be excused with a written note.

### **Appointments – Doctor or Dentist**

Notes should be sent the day before or a phone call made to the office the morning of the appointment.

1. Please send a written excuse or an e-mail 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.
2. If you should forget to send a note, please call and speak to the school secretary or to the child's teacher giving them the time of the appointment.
3. These procedures should be followed even if the appointment is early in the morning.

### **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.

### **Pre-Planned Trips**

Please notify your 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. We appreciate all of your efforts to plan vacations and trips around the school calendar.

### **Church Attendance**

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. 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.

## **ATHLETIC POLICY**

### **Code of Conduct of Athletes**

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.

1. 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.
2. Attend all games or practices unless excused, by a parent, prior to the event (either verbally or by a note). A student who is ill or absent will not be allowed to participate in games or practices on that day.

3. 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.
4. 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.
5. 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.
6. 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.
7. 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:
    - Fighting
    - Stealing
    - Vandalism
    - Use of alcohol
    - Drugs
    - Tobacco

## **Tournaments**

Purpose of David's Star Lutheran School-Sponsored Tournaments is an opportunity for fellowship and enjoyable competition as a Christ-centered activity for children and adults.

1. 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. (7th -8th Grade)
  - b. "B" boys and "B" girl's level teams in basketball may participate in a maximum 17 games per season. (5th-6th Grade)
  - c. "C" basketball teams may participate in six games per season. (3rd-4th Grade)
2. 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.
3. 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.

## **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.

## **CHILD ABUSE POLICY**

**Child Abuse** - Any act committed by a person in a position of trust (parent, guardian, caregiver, Sunday school teacher, pastor, or other) which harms or threatens to harm a child's welfare, physical, spiritual or mental health. (Further definitions of abuse and neglect vary according to state law.)

We recognize Child Abuse may fall into four categories:

**Physical Abuse** - Inflicting bodily harm to children constitutes physical abuse. Instances of physical abuse include any physical act of undue force such as assault with knife, strap, or other implement; burns, fractures, and bruises resulting from being beaten, pushed down, shaken, pinched, slapped or thrown. **Physical abuse does not always leave visible marks.**

**Sexual Abuse** - Any time a child is used for the sexual stimulation of an adult or older child, abuse has occurred. The child is powerless either to consent to or resist such sexual acts. This includes fondling, sexual intercourse, forced participation in sexual acts, incest, exploitation for the purpose of pornography or prostitution, and/or exposure to adult sexual activity.

**Emotional Abuse** - Emotional abuse deeply affects a child's self-esteem by submitting him/her to verbal assault or emotional cruelty. It does not always involve injuries we can see. The child receives the message that he/she is not good. Emotional abuse can include closed confinement (being shut in a small area), making racial or gender remarks, excessive punishment, use of profanity, knowingly permitting drug or alcohol abuse, ignoring or encouraging peer abuse.

**Neglect** - Not hearing or addressing a child's basic needs for health, welfare or safety may result in harm to the child. It can include any of the following acts of negligence or maltreatment:

- Failure to provide adequate food, shelter, clothing;
- Abandonment;
- Refusal to seek treatment for illness;
- Inadequate supervision;
- Health hazards in the home, school, or church;
- Ignoring a child's need for contact, affirmation, stimulation and nurture;
- Unsafe transportation.

### **Child Abuse Reporting Guidelines**

1. We pray that our God will protect our children from abuse and protect our youth workers from unfounded accusations.
2. Mandated reporters (those who are Called Workers or employees of David's Star) are to follow the legal reporting procedure.
3. Volunteers are not mandated reporters but have the right to report directly to Washington County Social Services Agency, whether in their capacity as a volunteer of David's Star or as a caring neighbor in their community.
4. In situations where a volunteer is concerned about possible abuse, the volunteer may very well want to discuss the issue with a fellow David's Star youth worker as well as with the school principal, if the youth is a student in our elementary school, or with the pastor who has responsibility over the area of youth work in which the youth participates.
5. The school principal and pastor(s) will assist volunteers to assure that the necessary authorities are notified in a timely fashion.
6. We pray that our God will give us wisdom and discernment in all our actions in this area as we share the message of Jesus without youth.

### **Child Abuse Reporting Requirements**

Reporting procedures at David's Star Lutheran School when a teacher, staff member, or David's Star volunteer is alleged to have abused a student.

1. When abuse is reported the following people will be contacted:
  - a. The principal.
  - b. The pastor(s) of the congregation(s).

- c. All members of the Board of Elementary Education of David's Star Lutheran School the congregational chairman.
2. The principal will contact the local law enforcement agency and the appropriate human services personnel of the county.
3. 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.
4. The principal will contact the school's insurance agent of the insurance plan carried by David's Star Lutheran School.
5. The principal, in consultation with the chairman of the Board of Education of David's Star Lutheran School, will contact the school's legal counsel.
6. 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).
7. In the event that the principal is the alleged abuser, the chairman of the Board of Education will make the above contacts.
8. All contacts will be made within 24 hours of the first report of the alleged abuse.

## **CHILDCARE**

### **Participation & Enrollment**

1. Students must be enrolled at David's Star Lutheran School in order to be part of the Childcare program. Any exceptions to this must be cleared by the Director and Principal.
2. Our childcare is open five days a week throughout the school year, with the exception for holidays, closures due to inclement weather, and pre-planned closures. Please follow the School calendar, so you are aware of days off when childcare is not provided.
3. Any child arriving at school before 8:00 AM or remaining after 3:30 PM will automatically be sent to Childcare and parents will be charged accordingly unless other arrangements have been made and approved by the Director and Principal.
4. David's Star offers three different programs that students may attend.
  - a. Before School (7:00-8:00 AM)- Students in 3K - 8<sup>th</sup> grade may attend.
  - b. School Day Childcare (8:00 AM-3:30 PM) This program is available for 3K and 4K students
  - c. After School (3:30-6:00 PM)- Students in 3K-8<sup>th</sup> grade may attend
5. After School Care will be provided during Advent and Lent. The providers may take the students to the Advent/Lent service.
6. The childcare is rate is \$3.75/hour per child. Rates are charged in ½ hour increments.
7. In morning care if children arrive between 7:00 to 7:30 they will be charged for one hour. If they arrive anytime between 7:30 and 8:00 they will be charged for a half an hour.
8. Students staying in After School Care will be billed beginning at 3:30 PM.
9. If you are going to be late to pick up your child, please call the school so that information can be passed on to the Childcare staff. **If you need to contact the After-School program, please call 262-677-2412 ext. 305**

10. A late fee of \$1.00 per child/minute may be assessed to anyone who arrives after 6:00 PM to pick up his or her child/children.
11. All billing information will be available on Fast Direct, and you are encouraged to monitor your childcare bill on a regular basis. You are encouraged to prepay to keep a positive balance in your childcare account.
12. Billing will be entered at a minimum of each week, so balances will be kept as current as possible.
13. Balances are located on your Fast-Direct account. *Payments are due by the 30<sup>th</sup> of the month* Due to the bank charging us a fee, we need to charge \$25.00 for any returned checks due to insufficient funds.
14. If at any time you are not able to make these payments, contact the principal to discuss other payment arrangements.
15. All discipline issues will be dealt with by the Childcare staff and will be communicated to the parent and director as needed.
16. Personal electronic devices are not allowed in Childcare, so they should remain in the backpack unless special permission has been given by a staff member.
17. Repeated late charges may result in your child not being able to use the program.

### **CHILD CUSTODY POLICY**

When children are dismissed, they will be only released into the custody of the child's legal guardian or with another adult for whom the school has received advanced written authorization. The registration form should list the names and phone numbers of people authorized to pick up the child from school.

In the event that there is a question or dispute over custody of the student(s), such as in the case of a divorce, the parents are required to provide court-ordered documents which specify who has legal custody of the children. If the document indicates that there is joint custody, David's Star Lutheran School will abide by that document and may release the student(s) to either parent. If a custody dispute occurs on school property, the staff will call the police.

### **CLOSINGS / DELAYS**

When will David's Star close school and who makes that decision? In instances of no heat, water, electricity, or a school-wide illness, the principal will make that decision. Weather closings are determined by the bus companies and surrounding school districts, so the principal tries to follow their advice in those situations.

#### **Procedures Followed**

1. School Closings will be announced on Channels 4, 6, and 12. If you have a Smart phone it might be a good idea to download the weather alert/school closing app from one of these stations. That station will automatically send you a text message if school is delayed or closed.
2. Families will receive a Fast-Direct text message followed by an email sent from the school office.
3. If there is a two-hour delay, there will be NO 3K or 4K Preschool classes.
4. If there is a two-hour delay, the busses will still be running to pick up your child, but their pickup times will be two hours later.
5. If there is a two-hour delay, Childcare will be provided at the regular times for your child, so they will have a safe place to be, and parents can go to work.
6. If school is cancelled during the school day, Child Care will be provided until parents are able to pick up their child.
7. If school is cancelled before the school day starts, there will be NO Childcare provided at all during the day.
8. If school is cancelled any time before the school day or during the day, there will be no after school activities.

## **COMMUNICATION**

One of the most important responsibilities for the faculty of David's Star 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. Our school information system, Fast Direct, allows for easy e-mail exchanges between home and school. 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.

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.

## **COMPLAINTS**

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 18:15-18 Jesus set forth the principles which will be our guide.

*"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".*

**The following procedures should be used in situations when there are questions or complaints about something that happened in the school.**

1. Any and all complaints must be channeled first to the individual(s) involved
2. The principal will become involved ONLY when the problem cannot be resolved between the teacher and the individual(s) involved.
3. The Pastor(s) will become involved only when the problem cannot be resolved between the teacher, the individual(s), and the principal.
4. The Board of Elementary Education will only become involved when the problem cannot be resolved between the teacher, individual(s), the principal, and the Pastor(s).
5. 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.
6. 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.

Many complaints and much needless gossip will be avoided if everyone involved with David's Star 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."*

## **COMPUTER AND INTERNET POLICY**

David's Star Lutheran School makes many tools available to its faculty, staff, and students for them to fulfill the demands made of them at school. This policy has been created in order to avoid confusion and misunderstandings regarding the use of the school's computer hardware and software as well as the network and Internet.

## **Guidelines for Acceptable Use of Computer Equipment**

1. All computers and software are educational tools and should be used for that purpose.
2. All computers and software are the property of David's Star Lutheran School.
3. Flash Drives brought to and/or from home are subject to viewing, including virus scan, by the teacher.
4. No software is to be loaded on school computers without the Technology Director's approval.
5. David's Star Lutheran School reserves the right to monitor all Internet activities.
6. David's Star Lutheran School reserves the right to monitor and access all e-mail content.
7. Jokes or comments that are in bad taste, go against the Christian character of the school, defame, or disclose personal information without authorization should not be transmitted over any electronic medium.
8. Copyright laws should be followed concerning software copies as well as information or images retrieved from electronic sources.
9. Passwords are not to be shared.
10. Users are not to access other's files.
11. Sites dealing with alcohol, tobacco, rock groups and sexual images should not be accessed, displayed or printed using computer equipment.

## **Penalties for Unacceptable Use of Computer Equipment**

Students who do not abide by these guidelines will receive appropriate discipline as determined by a teacher or the principal. This punishment may include loss of computer privileges, detentions, suspension of computer or internet privileges or fines related to physical or operational damage to the computers, software, or network.

Criminal sanctions are provided for under Wisconsin Statute ss947.0125 for threatening, intimidating, abusive or harassing messages sent to another person through electronic mail or other computerized communication systems.

## **CURRICULUM**

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.

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

### **LANGUAGE ARTS**

Reading & Literature  
Phonics  
Language/Grammar  
Spelling  
Penmanship (3K-4<sup>th</sup>)  
Writing

### **SOCIAL STUDIES**

History & Geography  
Wisconsin History  
Civics  
Current Events

**FINE ARTS**

Music  
Art  
Band

**MATHEMATICS**

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

**SCIENCE**

Life Science  
Physical Science  
Earth Science  
Foss Science Kits

**PHYSICAL EDUCATION****COMPUTER EDUCATION**

Keyboarding (5<sup>th</sup>-8<sup>th</sup>)  
Chromebooks

**DISCIPLINE**

Discipline at David's Star 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.

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.

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. Respect should exist among the children, parents, and teachers since Christ first loved us and so we should love each other.

Corporal punishment is not considered to be a tool of discipline inside David's Star Lutheran School. Christian teachers should attempt to deal with students out of love as children of God by showing disapproval for the sinful things that the student has done.

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 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 Lutheran School will be given in consultation with parents involved, approval by the Ministry Coordination Pastor, 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.
- 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.

### **SUSPENSION AND EXPULSION**

1. 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.
2. 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.
3. 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.
4. 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.
5. Grounds for suspension or expulsion are the following:
  - a. Repeated refusal to do school work

- b. Repeated disruptions in the classroom, school, bus, or on the playground
- c. Fighting
- d. Repeated and/or deliberate truancy
- e. Persistent unrepentance
- f. Stealing
- g. Persistent lying
- h. Physical or sexual abuse
- i. Bringing a weapon to school, the bus, or anywhere on church grounds
- j. An overt act of misconduct
- k. Bringing illegal drugs to school, the bus, or anywhere on church grounds
- l. Immoral sexual activity
- m. Repeated disrespect and/or defiance
- n. Repeated misuse of social media or cyberbullying.
- o. Incidents of bullying or misuse of social media should be reported to a faculty or staff member.
- p. The person receiving the report will record details and share with the Principal.
- q. In serious cases parents will be informed and may be asked to meet to discuss this matter concerning their child.
- r. If necessary and appropriate, local police will be consulted.
- s. If the bullying behavior does not stop immediately, the result may escalate to suspension or expulsion from school.

**6.** It is important to be alert for signs of change in the attitude of a student. 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.

**7.** 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.

**8.** 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 arrived at that point with their student(s).

## **EXPULSION POLICY**

**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, attempts at discipline, and possible solutions.

- a. After the parents are excused, the Board will decide whether the child will be allowed to remain in school.
- b. The Chairman of the Board will notify the parents of the Board's decision.

**Step 2** - If the student was readmitted after suspension and the problem continues then expulsion will take place.

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

## **APPEALS**

The suspension or expulsion of any student from David's Star Lutheran School may be appealed to the Board of Education at David's Star. The parent may appeal in writing to the teacher, principal, and the Board of Education. All parties involved shall meet at the earliest convenient time with all parties involved to consider the appeal.

## **DISPENSING MEDICATION**

When medicine of any kind is sent to school because of an illness or for allergies, please notify the classroom teacher of the student. In order to protect your child and the other children in school, please follow the procedure listed below. Medication forms are available in the school office and on Fast Direct.

1. Notify the classroom teacher that your child has medicine at school.
2. Send written instructions along with the medication. Medication should not be given without written instructions and parental permission.
3. All prescription medications must be in their original pharmacy containers, which are properly labeled with the following information: Student's name, Name of medication, Dose/time, Prescribing doctor. Ask the pharmacist to dispense medication in two containers – one for school and one for home.
4. All non-prescription medication (over the counter) must be in its original unopened manufacturer's container with the student's name affixed to the container. Please send written instructions as to how the medicine should be dispensed.
5. The medicine will be locked up during the day. Medicine should not be kept in the hallway in a backpack!
6. The teacher will give the medicine to the student when it is time.
7. If there is any change as to how or when the medicine should be given, please send new written directions to the classroom teacher.
8. Remember, teachers cannot dispense any medicine unless we have parental permission.
9. Medications not taken back by the parents at the end of the school year will be destroyed.

## **DRESS CODE**

1. 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.
2. 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.
3. 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.
4. Boys may not wear earrings.
5. Shorts may be worn from April 1 to October 31. Dress appropriately for the weather. 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.
6. At all times, a student's clothes should be neat, clean, and in good repair. Students will not be allowed to change their clothes during the school day. If there is a problem, the student will be asked to put on their gym shirt, or a gym shirt will be provided.
  - Tops should extend past the top of pants at all times so there are no bare midriffs. Tops should not be low-cut, revealing, or suggestive. Sleeveless shirts may be worn if the shoulder is covered.

- Spaghetti straps, tank tops, and low-cut tops are not allowed unless a t-shirt is worn underneath.
  - Cut-offs or tight-fitting shorts, such as spandex shorts, are not to be worn.
  - Jeans/Pants may not have holes or tears and may not be worn lower than the hips.
  - Dresses, skirts, and shorts should be modest in length and appearance and no higher than the middle of the thigh are allowed. (This would also include when the student is sitting, standing, or their hand is raised above their head.) No short shorts! Sun dresses may only be worn with a t-shirt underneath.
  - Undergarments should be covered and not able to be seen through the clothing. Stomachs and lower backs should remain covered even when an arm is raised.
7. As you train your children to honor the Lord in their appearance and dress, please use the questions suggested here and refer to the above guidelines:
- a. Is it uplifting and positive?
  - b. Is it something likely to offend a weak Christian?
  - c. Does it advertise alcohol or drugs or support their use?
  - d. Is the child dressed appropriately to play outside even in inclement weather?
  - e. Is the style of dress modest?
  - f. Is the clothing (especially shoes) safe and appropriate for physical activity?
  - g. Is the style of dress age-appropriate?
  - h. Is the article of clothing appropriate for school?
8. Consequences for Violating the Dress Code
- a. The first infraction: the student will be warned, and parents will be contacted.
  - b. The second infraction: students will be provided with different clothes to wear for the day, and parents will be contacted.
  - c. The third infraction: parents will be called so a new set of clothes can be brought to school.

## **ELECTRONIC DEVICES**

During the school day and in Childcare, students should not have lasers, radios, MP3 players, iPods, tablets, hand-held video games, or cell phones. If a student needs to use their cell phone during the day, they must receive the teacher's permission before using it. 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.

## **ELIGIBILITY POLICY (Grades 3-8)**

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.

1. Any student whose grade point average for any academic quarter is below 2.0 will be ineligible for all extra-curricular activities listed below from the time the report cards are distributed until the mid-term Progress Reports are distributed. If the grade point average is still below 2.0, the student will remain ineligible until the grade point average exceeds 2.0 on a quarterly Report Card.
2. 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 below 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.
3. 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.
4. 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 2.0 and what that student can do to improve their grades.

5. **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.**

## **EXTRA-CURRICULAR ACTIVITIES**

A student who is ill or absent will not be allowed to participate in any afterschool activities including games, practices, or meets on that day.

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

### **Competitive Academics**

Spelling Contest    Art Fair  
Forensics            Math Meet  
Science Fair

### **Special Programs**

Musical in Spring  
Handbell Choir (Upper Grades)  
Cherub Choir (Grades 2-4)  
Chancel Choir (Grades 5-8)

### **Competitive Athletics**

<b>Boys (5-8)</b>	<b>Girls (5-8)</b>
Volleyball	Volleyball
Soccer	Cheerleading
Basketball	Basketball
Softball	Softball
Track and CC	Track and CC
	Soccer

Band Lessons by KML Instructors (Grades 5-8)

Piano Lessons (Grades 2-8)

## **ENROLLMENT POLICY**

1. The primary goal of David's Star Lutheran School is to enroll all the children of school age within the congregation. David's Star 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 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.

## **ENTRANCE REQUIREMENTS**

In keeping with the Christian purpose of our school, children whose parents are members of David's Star Lutheran Church are strongly encouraged to enroll and need to meet only the mental and age requirements.

1. For Preschool enrollment, children should be three (3) or four (4) years old by September 1.
2. For Kindergarten enrollment, children must be five (5) years old by September 1.
3. 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 Education.

## **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 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 Education of David's Star Lutheran School.
  - b. Non-member parents will meet with the pastor(s) of David's Star Lutheran School overseeing 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, fees and tuition, and other matters.
  - d. Consideration will be given based on classroom size, present number of non-WELS students, and background information available.
4. Parents enrolling their children in David's Star 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.

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

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 expectations apply:

- a. The children will attend the worship service at which their classmates are singing.
- b. Parents will not publicly contradict the biblical teachings which their children are learning in our classrooms.
- c. The children will participate in the classroom and group devotions and religion classes.
- d. The children will participate in the all-school functions (the Christmas Eve Service, the Operetta, and graduation services, and the like).
- e. The girls have an opportunity to join Shining Stars Program (Girl Pioneers) 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. Parents questions and concerns 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. 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.
- j. 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.
- k. 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 Education upon review of the matter.

## **FACILITY USE POLICY**

### **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.

### **Use of School Building**

1. Any group or organization of David's Star Lutheran Church has the privilege of using the gym if it is willing to follow the rules listed in this policy.
  - a. Children's groups (a group comprised of children and/or teenagers under age 18) must be accompanied by a responsible adult chaperone that must always remain with and be in control of the group.
  - b. **The chaperone must be age 18 or older and a high school graduate.** The chaperone assumes responsibility for the group.
  - c. There must be one chaperone for every 15 individuals in the group.
  - d. Groups made up of members from David's Star Lutheran Church will be permitted use of the gym at no financial cost.
2. Other WELS or ELS organizations/congregations
  - a. They must abide by the same rules and policies that members of David's Star would follow.
  - b. They must schedule the use of the gym or other facilities through the Athletic Director and Office.
  - c. Other WELS/ELS groups will be able to use the gym or other facilities at no cost, but a donation for the cost of utilities would be appreciated.
3. Non-WELS/ELS groups
  - a. In order to use the gym or other facilities on the David's Star campus, the non- WELS/ELS group must have at least one member of David's Star as part of their organization. That person will oversee contacting David's Star for scheduling, oversee the event, and responsible for the clean up after the event is over.
  - b. Non- WELS/ELS 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.

- c. When it becomes necessary for the church to use the space that a non-WELS/ELS group previously scheduled, the church may preempt the use of the facility.

**Procedures to obtain use of Facilities**

1. The request will be presented to the Athletic Director to check on the gymnasium’s availability.
2. 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.
3. 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:
  - a. Remain in the building at all times.
  - b. Check the building after use.
  - c. Turn off gymnasium lights.
  - d. Check and turn off all locker room lights, including the lights in the inner bathrooms in locker room.
  - e. Turn off all hallway lights.
  - f. Make sure all emergency exits and outside doors are locked.
  - g. Report any damages or injuries to the David’s Star Lutheran School office through the Athletic Director.
  - h. Groups and/or individuals will be held financially responsible for damages.
  - i. Leave the key in a designated area at the school.
  - j. Complete any clean up that is necessary.

**General Rules for gym usage**

1. The gym will be available on a first-come, first-serve basis to members or groups of David’s Star Lutheran Church.
2. The groups may use the gym and locker room facilities. The rest of the school is off limits.
3. The use of the scoreboard requires special permission.
4. All participants must have gym shoes.
5. There is absolutely no hanging on the basketball rims because they are not break-away rims.
6. Groups and/or individuals will be held financially responsible for damages.
7. Christian conduct and language is always expected, for all participants.
8. Infractions of rules will result in loss of gym use privileges.

Reviewed and Approved by Church Council October 9, 2018

**GRADING SYSTEM**

David's Star 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				

**GUIDELINES FOR HELPING YOUR CHILD**

1. Let the Word of God be your guide in all phases of daily living.
2. Have regular family devotions and prayers. Your child's teacher can suggest suitable devotional materials.
3. Strive to set a Christian example for your child so that he may pattern his life after yours.
4. Attend church regularly with your child and discuss the sermon with him.
5. Assist him in his memory work. Refrain from being critical of school procedures or teachers in his presence.



6. 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.
7. Discourage him from bringing distracting items to school.
8. Encourage him to take responsible care of personal and school equipment.
9. Discuss with him daily assignments and achievements, strengths, and weaknesses.
10. Encourage him in his schoolwork and other school endeavors.
11. Be diligent in your prayers for our school and staff

## **GUM CHEWING**

To keep our carpeting and furnishings clean and free from damage, students will not be allowed to chew gum on school property during the school day.

## **HEALTH**

### **Illness at School**

When children become ill or an injury occurs during the school day, the parents/guardian will be notified and asked to take the child out of school until the illness has passed. The child will be removed from the classroom and wait outside the main office until transportation arrives to take the child home or to a care provider.

If a child has a fever of 100 degrees or higher, the child should NOT be at school. If a child develops a fever during the school day, the parents will be contacted to make arrangements for removing the child from school until the fever disappears without use of medication.

When picking up a child from school, please go to the office rather than the child's classroom. The secretary will call the child to the office. This will reduce the chances of disturbing the entire class and enables the secretary to keep track of who is in the building and who is not.

Prolonged Illness - Parents should stay in contact with the school to obtain assignments. 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.

## **IMMUNIZATIONS**

The State of Wisconsin has specific requirements for immunizations, and this information is included in registration packets sent to the parents/guardians. All students at David's Star Lutheran School must comply with these requirements. Records of immunizations should be turned in to the David's Star school office prior to the first day of school.

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.

All vaccinations should be kept up to date in the student files. The parents are required by law to have their child immunized.

If a parent decides to not immunize their child, a waiver form must be filled out and be on file in the office.

## **INJURY OCCURRENCE**

This policy is to provide guidelines for the care of an injured student and to provide protection for the supervisor and school.

1. 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.

2. To assist the supervisor, in case of an injury to a child or an adult, the following checklist should be followed:
  - a. 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.
  - b. Depending on the type and severity of the injury, the supervisor will need to make the following determination:
    - Should EMS (911) be used?
    - Can the supervisor, and/or other school personnel, administer proper first aid?
    - When feasible, the injured person will be brought into the school building for treatment.
    -
3. 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.
4. He, the supervisor, or school secretary will immediately contact the child's parent(s), or the person listed on the emergency form.
5. 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.
6. If exposure to blood or other body fluids has occurred on school premises or at a school- sponsored event, the following must be done:
  - a. Cleaned up per the Bloodborne Pathogens Exposure Plan
  - b. Reported to the principal for documentation and follow-up
  - c. Reported to the janitorial staff if on school premises.
7. If the injuries permit the child to remain at school, the student must be observed for discomfort and/or reaction to the injury.
8. 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.
  - a. No oral medication of any kind should be given to a child by a coach unless written directions have been received from the parents or legal guardians.
  - b. Do not send the child home alone.
  - c. The coach should stay with the injured child and send a child for help.
  - d. After the Principal signs the form, it should be sent to the Parish Nurse for follow up.

### **Recommendations**

1. The first aid kits and supplies will be periodically reviewed, and materials changed as needed. A kit will be developed for each team (i.e., A boy's BB, A girl's BB, B boys BB, etc.). It is the head coaches' responsibility to insure that these kits accompany the team to all away practices and games.
2. Contact information for all students is included in all athletic first aid kits. The school office staff is responsible for reproducing the forms and giving them to the appropriate coaches.
3. A small first aid kit is 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.

## **HOME SCHOOLING**

1. Faculty Assistance to Home-Schooled Students
  - a. 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.
  - b. All textbooks used by home-school students may be rented by the parents. Arrangements can be made for rental through David's Star Lutheran School.
2. Participation in School Activities by Home-Schooled Students
  - a. 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.

## **HOMEWORK POLICY**

1. 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 of assignments not completed during the school day at home. 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.
2. 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.
3. 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.

### **Homework Policy Outline**

*GOAL: Make our students responsible for completing their work correctly and on time by using their God-given talents and abilities.*

### **Teacher Responsibilities**

1. Teach necessary concepts
2. Show the value of the work
3. Link learning to life
4. Provide motivation
5. Make clear, realistic assignments
6. Provide time to begin assignment in class
7. Keep outside responsibilities and commitments in mind
8. Avoid compounding major assignments due at the same time
9. Teach organizational skills and habits
10. Encourage use of assignment notebooks
11. Help students prioritize work
12. Communicate with parents

## **Parent/Guardian Responsibilities**

1. Pray for your child and the teachers
2. Know the teacher's expectations
3. Check your child's assignment notebook completed homework
4. Communicate with the teacher
5. Provide a place to do homework
6. Provide time to do homework
7. Help your child develop a homework routine
8. Help your child say "no" to activities that may interfere with homework
9. Provide help without smothering with attention
10. Intercede for child during unusual Circumstances

## **Student Responsibilities**

1. Pay attention during class
2. Write assignments in assignment notebook
3. Use time in class to begin work
4. Check assignment notebooks at the end of the day
5. Work with parents to develop a homework routine at home
6. Learn to say "no" when necessary

## **HOT LUNCH PROGRAM**

Three days each week lunch is available for purchase. The other two days students will need to bring a lunch from home.

Please make sure bag lunches are properly chilled. As we do not have refrigerator space to store student lunches.

**Billing** - Fast Direct will show your lunch balance. *Payments are due on the 30<sup>th</sup> of every month.* Due to the bank charging us a fee, we need to charge \$25.00 for any returned checks due to insufficient funds.

## **LOCKERS**

1. Teachers have the right to inspect a locker at any time.
2. Lockers will be assigned to students in grades 5-8 or grades 6-8 depending on enrollment.
3. No personal locks are allowed.
4. Lockers will be kept clean and may be checked periodically.
5. No stickers, tape, and/or pictures may be attached to the lockers. Magnets on the inside of the locker are ok.
6. Only items that may be easily removed without leaving marks may be put on the inside of the lockers.
7. Students are not allowed in anyone else's locker.
8. Locker accessories may be purchased (shelves, mirrors, magnets, etc.).
9. All winter items (coats, boots, etc.) must be placed inside the locker.
10. Immediately report any locker damage to your teacher.
11. The outside of lockers must not be decorated. The exception to this would be during Spirit Week.

## **LOST AND FOUND**

Lost and found bin is in the hallway across from the gym. Several times during the school year accumulated items are displayed on tables for approximately one week near the front hall by the school office, and students are notified to check for items that might belong to them. Anything unclaimed after that is donated to charity.

## **MISSION PROGRAM & C.E.F SAVING STAMPS**

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.

## **WEDNESDAY MORNING IS MISSION COLLECTION & C.E.F STAMP PURCHASE DAY!**

### **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 \$1.00 each. They are sold in the School Office every Wednesday morning before school begins. These stamps are pasted into a C.E.F. Savings Stamp Book. When filled with 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.

## **PHYSICAL EDUCATION/SPORTS APPAREL**

For outside activities in cold weather, long pants, sweatshirts or sweat suits, and jackets are permitted. **Tennis shoes *MUST* be worn on the gym floor.**

## **PICTURES POLICY**

In order to promote the successes and blessings of our school, images of students may be taken. These images may be pictures of the classroom, activities, or events at David's Star, or videos of special events or performances. These images may be taken by representatives of the school and committees to be used in one of two ways: David's Star use and Public use. At Registration, you will be asked to fill out a release form giving David's Star Lutheran School permission to use your child's picture.

## **REGISTRATION**

Registration is held in August. An email or letter is sent to the parents/guardian in July informing them of the date and of registration fees. **All registration forms are posted on Fast-Direct.**

**TO ACCESS FORMS ON FAST DIRECT:** Click on the **LINKS ICON** and go to **DOCUMENTS**.

*Please allow 45 minutes to 1 hour if you have not completed your registration forms prior to coming to registration.*

### **Required forms due at Registration**

1. IMMUNIZATION FORM (For students in 3K, 4K, 5K, 6<sup>th</sup>, and New Enrollments)
2. PAYMENT FORM (For Tuition & Miscellaneous Purchases)
3. SIMPLY GIVING TUITION ENROLLMENT FORM (Required if not paying the full amount at registration.)
4. SCHOOL POLICY & PERMISSION FORM (Must be signed by parent or guardian.)
5. PARENT & ATHLETIC AGREEMENT (Optional for students in grades 5<sup>th</sup>-8<sup>th</sup>.)
6. ATHLETIC CONSENT FORM (Optional for students in grades 5<sup>th</sup>-8<sup>th</sup>.)
7. MEDICATION FORMS: Wisconsin State Statute Chapter 118.29 schools are required to have permission from a medical provider and parent/guardian to administer medication at school. If your child is in need of an asthma inhaler or Epinephrine injection you must fill out the proper emergency care plan forms and return to the school office.
8. STUDENT PICTURE ORDER FORM – CHECKS MADE PAYABLE TO: Visual Image Photography

9. HOT LUNCH SEPTEMBER PAPER ORDER FORM – For families ordering lunch directly on Fast Direct.  
DEADLINE IS THURSDAY, AUGUST 30 AT 12:00PM.
10. CHILDCARE FORM (If needed.)

### **SCHOOL BAGS**

Each student should have a school bag to protect schoolbooks when carrying them to and from school. Please remember to label your child's backpack.

### **SECURITY PROCEDURES – Visitor/Guest Policy**

David's Star Lutheran School is a closed campus during the school day in order to provide a safe learning environment for the students.

#### **Security Procedures for All Visitors**

1. The main (west) entrance of the school building will be used for all exits and entries to the school, except in cases of fire or emergency.
2. The main entrance (west) door is unlocked at 7:00am for students who arrive for Before-School Care. The door will remain open so faculty members, parents and their children, and bus students may enter the building before school begins.
3. From 8:00-8:30am, a staff will greet and monitor students and parents at the main entrance.
4. At 8:30am, the secretaries lock the main entrance.
5. All school doors are locked from 8:30am-3:30pm.
6. Anyone (parent, congregation member, delivery person, etc.) needing to enter the school building school hours must press the buzzer by the front door. Once the secretary learns their identity and purpose, she will buzz them into the building.
7. Anyone entering the school building must stop in the office and sign the school visitor's log. A visitor's pass will be issued to independent contractors, delivery drivers, or other personnel entering the building beyond the office.
8. Students needing to leave during the school day must be picked up at the front (west) entrance. Parents needing to drop off anything during the day should drop it off in the office, and the classroom teacher will be notified.
9. At 3:30pm the front (west) door will be unlocked until 6:00pm (or before) for parents picking up their children in After-School Care.

\* Staff members are encouraged to inform the office if they are expecting any visitors.

### **SINGING IN CHURCH**

Please let your child's teacher know if he or she will not be able to sing in a scheduled worship service. A singing schedule is available at Registration.

### **SPECIAL EDUCATION /GIFTED PROGRAM**

Recognizing that children are blessed by our Lord with varying gifts and abilities, David's Star Lutheran School offers programs to meet these needs.

Our Extended Learning Program offers individualized help to those students who need additional help in meeting the standard classroom requirements. This program is available to students in all grades.

## **SCHOOL NEWSLETTER “THUNDERBOLT WEEKLY”**

Every Friday during the school year a Newsletter is emailed to each family and posted onto Fast Direct. Please look for this newsletter and read it. You can also obtain it on the website at [www.DavidsStar.org](http://www.DavidsStar.org). /It is the means by which the school provides important information to the parents during the school year.

## **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). Every day 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.

## **STUDENT RECORDS**

### **Access to Records**

The following policy is adopted per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

**Definitions:** For the purpose of this document, the School Board of David’s Star 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 /Guardian - 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 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 Lutheran School and which do not relate to the person as a student.

### **Annual Notification**

Parents will be notified of their Family Educational Rights and Privacy Act (FERPA) annually via the David’s Star’s Weekly School Letter “Thunderbolt Weekly” which emailed each week.

### **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.

### **Disclosure of Educational Records**

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, and current members of the School Board of David's Star 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 performing a task that is specified in his or her position description or by contract agreement.
- c. Performing a task related to a student's education.
- d. Performing a task that is related to the discipline of the student.
- e. Performing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement, or financial aid.
- f. To the official of another school, or upon request, in which a student seeks or intends to enroll.
- g. 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.
- h. 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.
- i. If required by a state law mandating disclosure that was adopted before November 19, 1974.
- j. To organizations conducting certain studies for or on behalf of David's Star Lutheran School.
- k. To accrediting organizations to carry out their functions.
- l. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- m. To comply with a judicial order or a lawfully issued subpoena.
- n. To appropriate parties in a health or safety emergency.
- o. Directory information so designated by David's Star Lutheran School.

### **Record of Request for Disclosure**

1. David's Star 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 released, 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.



## **Correction of Educational Records**

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 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 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 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 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 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 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 Lutheran School discloses the contested portion of the record, it must also disclose this statement.
- g. If David's Star 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.

## **STUDENT RECORDS –CUMULATIVE FILE**

### **Contents of Student Files**

1. The student cumulative file for each student at David's Star Lutheran School will be kept in the Principal 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 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.

## **STUDENT RETENTION**

1. 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.
2. Children with learning disabilities are not good candidates for retention.
3. 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.
4. After the parents, principal, and classroom teacher have met and discussed the retention of the student, the parents must decide what is in the best interests of their child. The school will abide by the parent's decision and continue to work with the family.

## **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.

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.

Violation of this policy will:

1. Result in an automatic suspension for the first infraction.
2. A second violation will result in expulsion.
3. In both situations' notification of proper authorities in the community will take place.
  - a. 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.
  - b. Anytime a child is sent home, the Board of Elementary Education will become involved.

## **TELEPHONE• 262-677-2412**

If your child needs to use the office phone, they should get permission from the teacher before going to the office.

## **TRANSPORTATION CHANGE**

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

## **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.

## **VOLUNTEERS**

A David's Star volunteer is any adult, age 18 or older, who 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 conduct a routine background check on all our volunteers who are involved with students at the school.

### **Types of Volunteers**

Volunteers, in the following areas, may be required to attend a volunteer orientation, or the teacher or person in charge will provide the necessary training/information.

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

### **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 drive 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.
- 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)**

## **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 guardian(s) 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:
    - Have direct supervision of the faculty, giving his counsel and aid when necessary.
    - Observe all the teachers in the classroom periodically, and discuss with them his observations.
      1. Inaugurate, with the Board of Elementary Education, in-service programs for the faculty members.
      2. Be responsible, with the Board of Elementary Education, for the maintenance of the school building.
      3. Be responsible for carrying out school and congregational policies.
      4. Review these policies annually with the Board of Elementary Education and suggest revisions or new policies, when necessary.
      5. Be responsible for the total discipline in the school.
      6. Conduct regular faculty meetings in which areas of educational concern can be discussed.
      7. Be responsible, with the faculty, for establishing, reviewing, and revising curriculum needs.
      8. 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):
  - Y School officials with legitimate educational interest;
  - Y Other schools to which a student is transferring;
  - Y Specified officials for audit or evaluation purposes;
  - Y Appropriate parties in connection with financial aid to a student;
  - Y Organizations conducting certain studies for or on behalf of the school;
  - Y Accrediting organizations;
  - Y To comply with a judicial order or lawfully issued subpoena;
  - Y Appropriate officials in cases of health and safety emergencies; and
  - Y 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



## **ADMINISTRATION OF MEDICATION TO STUDENTS**

**David's Star Lutheran School**

**Jackson, Wisconsin**

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

The David's Star Lutheran School shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01 (2) (g). The School may administer any prescription medication to a student in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian as defined by Wisc. Stat. Ch.

118.29. Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner and written consent from the student's parent or guardian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Medication administration may be delegated by the classroom teacher to any school employee with proper training, supervision, and evaluation as defined in Wisconsin Administrative Code N. 6.01 and DPI training guidance. Determining such individuals will be the joint responsibility of the building administrator. The school employee who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act; therefore, they are not necessarily immune from civil liability for the aforementioned acts or omissions. The principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence.

No school employee, except a health care professional, may be required to administer medication to a student by any means other than oral ingestion.

Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration, and documentation are delineated in this policy's Administrative Rule.

Legal References: Wisconsin State Statutes 118.29, 118.291 and 121.02(1)(g) Wisconsin Administrative Code N. 6.03(3) Adoption Date: March 1996 Amended: May 2010.

## **MEDICATION ADMINISTRATION TO STUDENTS**

### **Procedures**

#### **Training of Designee**

The school administrator, has the authority to delegate medication administration to a school employee in compliance with Wisconsin State Statute 441.06(4) and Wisconsin Administrative Code N 6.03(3) if the following are met:

- a) The task must be commensurate with the education, preparation, and demonstrated abilities of the delegate.
- b) The school nurse provides direction (training) and assistance to the delegate.
- c) The delegate's administration of medications is periodically observed, monitored, and documented by the school nurse.
- d) The delegate completes the online DPI training course for the medication(s) to be administered and submits certificate of completion to the RN.
- e) School Personnel will be informed on a need to know basis when a student is taking medication for serious or chronic health conditions, so that they can observe for side effects to the medications.

#### **Consent to Administer**

##### **A. Prescription Medications**

A written, signed statement from the parent/guardian and a written, signed instruction from a practitioner must be on file at the school authorizing school personnel to administer any medication (see attached medication administration form 5141a). The statement must include:

- Student name, date of birth
- Medication name, dose, route frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Requests must be renewed each year or more often if changes in dosage occur. All changes will be noted on the medication administration record, dated and initialed by the designee.

Prescription medications must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

The school nurse shall be informed by school personnel of all students receiving medication and any changes in dosage. The nurse will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

## **B. Non-prescription Medications**

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A written, signed statement from the parent/guardian must be on file at school authorizing school personnel to administer (form 5141.6a).

Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose.

Non-prescription medications must be supplied by parent in the original container with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a practitioner's signature.

All medication must be supplied by the parent.

## **C. Food Supplements, Natural Products**

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. The following criteria must be met:

- An original container is provided.
- Use for student is indicated.
- Appropriate dosing for student is clearly stated on the label/packaging insert.
- Possible untoward effects are listed.
- Signed parent/guardian statement.
- Signed practitioner consent if non-FDA approved.

Parents/guardians may come to school to administer natural products.

## **Self-Administered Medication**

**A.** Students with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the written approval of the student's physician and the written approval of the student's parent or guardian (see attached Inhaler Med form 5141.6b). A copy of this approval will be present in the student's school and maintained in the medical record. The medical record is to be updated annually.

**B.** Responsible students, as determined by the parent, school nurse, and administrator, may possess and self-administer medications other than the above without practitioner approval.

It is recommended that a written statement identifying the medication and granting permission for self-administration be signed by the parent/guardian. This statement should be carried by the student or maintained in the school's medication file.

Factors to be considered will be:

- Type of medication
- Reason for medication
- Age of student
- Responsibility of student

## **Medication Storage**

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e., emergency medications). Medication will be stored to maintain quality (i.e., refrigeration).

The parent/guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. After written/verbal notification, medications will be destroyed.

## **Documentation**

An accurate individual student record of administered medication will include:

- Demographic data such as name, birthdate, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering.
- Dose changes, dated, with the signature of designee and cosigned by the school nurse.
- Documentation of medication must be completed immediately after the administration to the student to assure accuracy and safety.
- Documentation of medication errors must be completed immediately. An incident report should be completed along with phone notification of parents and health care provider of student involved.

The Student Medication Record(s) (form 5141.6a and 5141.6b) will be maintained in the student medical record after discontinuation of the medication.

## **Rights and Responsibilities**

Designated school personnel have the responsibility to:

- See that the medication is given within 30 minutes before or after the time specified by parent and practitioner.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the school nurse any dose changes, inconsistencies, or medication side effects.
- Keep a copy of the Medication Policy in an accessible spot for immediate reference.
- Document all medication administered or reason medication may not be administered (absent, refusal).
- Report errors and or missed medications to the school nurse immediately.

Designated school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II above have not been completed.

The professional school nurse has the responsibility to:

- Review medications and any changes in medications administered at school.
- Use professional judgment in carrying out the policy.
- Provide information on medication side effects.
- Provide training, supervision, and evaluation of the administration of medication in the school.
- Maintain records of staff completion of medication administration.

## **Distribution of Policy and Liability Waiver**

All school employees or volunteers who are authorized to administer drugs to a student shall receive a copy of this policy and shall be advised that, pursuant to the provision in Wisconsin State Statute 118.29, they are immune from civil liability for any acts or omissions in administering a drug or prescription drug to a student in accordance with this policy unless the act or omission is found by a court to constitute a high degree of negligence.

The School District administrator or any school principal who authorizes an employee or volunteer to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

Refer to procedures for administering medication and accompanying forms.

**Legal References:**

Wisconsin State Statutes 118.29, 118.291 and 121.02(1) (g)

Wisconsin Administrative Code N. 6.03(3) Adoption Date: March 1996. Amended: May 2010.