

## **CREDO**

We believe St. Stephen Lutheran School exists as an extension of the home and church in response to God's command to educate His children.

We believe the uniqueness of our school lies in the fact that Christian education embraces all aspects of a child's development and that effective and optimum Christian growth occurs through cooperation and mutual values between home, church, and school.

We believe the entire school experience provides opportunities for Christ-centered growth and living through servants dedicated to the total growth of Christ's children into responsible Christian stewards.

## **MISSION STATEMENT**

*The mission and ministry of St. Stephen Evangelical Lutheran Church and School is to bring Christ to all people and to help them grow in their Christian faith, life and service.*

## **PREFACE**

This handbook is compiled with the purpose of providing the parents with a useful source of information on matters pertaining to the over-all program of St. Stephen Lutheran School. It also contains other information which we are sure will be appreciated and which will contribute to the smooth functioning of the school.

Parents are urged to familiarize themselves with the contents of this book and to keep it available throughout the school year. Use this information also to acquaint others with our school. Additional copies may be obtained at the St. Stephen office.



**ST. STEPHEN LUTHERAN SCHOOL**  
**Horicon, Wisconsin**  
**(920)485-6687**      **FAX (920)495-2545**  
[www.ststephen-lcms.org](http://www.ststephen-lcms.org)

**PASTORS**

Rev. Daniel Seehafer      W7550 Shady Lane, Beaver Dam      (920)382-9655  
Rev. Jonathan Szczesny      610 Park Drive, Horicon      (920)344-8213

**ADMINISTRATOR**

Mr. Joel Bahr      921 Raasch Hill Road, Horicon      (616)350-3578

**TEACHERS**

Mr. Rick Holz-7<sup>th</sup>/8<sup>th</sup>      1026 Main Street, Horicon      (920)384-7265  
Miss Breanna Erdman-5<sup>th</sup>/6<sup>th</sup>      130 ½ W. Lake Street, Horicon      (651)707-5794  
Mrs. Erin Price-4<sup>th</sup>      N7631 Old Hwy 28, Horicon      (262)388-8416  
Mrs. Beth Miskimen-3<sup>rd</sup>      N4353 Oaklawn Estates, Iron Ridge      (262)305-1508  
Mrs. Amy Rupnow-2<sup>nd</sup>      N5208 Cty Road A, Juneau      (920)210-4277  
Mrs. Janelle Wenzel-1<sup>st</sup>      302 Honeycrisp Drive, Beaver Dam      (920)296-5602  
Ms. Stacey Meinders-K      223 Woodland Dr. #14, Beaver Dam      (920)344-1084  
Mrs. Lisa Janus-3K/4K      4435 Birdie Circle, Slinger      (920)296-4799  
Mrs. Katy Herrmann-Art      915 Sunset Lane, Horicon      (217)201-8001  
Ms. Christy Hedstrom-Aide      907 Beaver Street, Beaver Dam      (920)296-1625

**CHILDCARE**

Ms. Cindy Lucht      526 N. Cedar Street, Horicon      (920)485-0465

**BOARD OF EDUCATION**

Mr. Mark Gregor      W1413 Mountain Road, Theresa      (920)266-9575  
Mr. Keith Kanzenbach      705 Willow Lane, Horicon      (920)763-7975  
Mrs. Tasha Manthey      W3895 Strange Road, Iron Ridge      (920)296-1380  
Mrs. Marilu Marquardt      1610 Esker Trail, Columbus      (608)837-4755  
Mrs. Lori Marschke      709 Neitzel Street, Horicon      (920)296-5506  
Mr. Kyle Schick      787 Circle Drive, Hustisford      (262)365-9857  
Mrs. Katie Schwartz      W5246 Hwy. 33, Horicon      (920)296-0880  
Mr. Ryan Slade\*      712 Park Drive, Horicon      (920)296-8297  
\*denotes chairman

**ST. STEPHEN OFFICE**

Mrs. Lori Marschke      709 Neitzel Street, Horicon      (920)296-5506

**HOT LUNCH**

Mrs. Michelle Gough      602 N. Cedar Street, Horicon      (920)382-1481

**CUSTODIANS**

Mrs. Michelle Gough\*      602 N. Cedar Street, Horicon      (920)382-1481  
Mr. Scott Manthey      W2798 Dunn Road, Mayville      (920)212-0919  
\*denotes supervisor

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## **OBJECTIVES**

Through the guidance of the Holy Spirit and in keeping with our Christian philosophy of education, the following objectives form the foundation for all activities at St. Stephen Lutheran School:

1. Teach the doctrine of the Lutheran Church Missouri Synod.
2. Actively pursue spiritual growth through participation in worship, prayer, the study of God's Word and involvement in appropriate church activities.
3. Demonstrate the fruits of the Spirit through God-pleasing interaction and service to others in a joy-filled Christian life.
4. Use the Bible as a guidebook for making choices and valued judgments.
5. Evangelize others.
6. Recognize God as the Creator of the universe through proper stewardship of our lives and resources.
7. Model honesty, integrity, enthusiasm, responsibility, competence, compassion, and respect for authority.
8. Demonstrate the God-given abilities of teachers and students by striving for excellence while attaining skills appropriate to academic capabilities.
9. Create and maintain an atmosphere of love and joy conducive for people to be unique and achieve their full potential as valued, accepted, and respected members of the school community.
10. Affirm others and be sensitive to their personal needs.
11. Recognize the body as a marvelous gift of God and actively pursue good physical and spiritual health for service to God and benefit to man.
12. Use current methods and learning materials, and continue to study and integrate new curricular concepts.

## **HOME-SCHOOL RELATIONSHIP**

We believe you want a Christian education for your children because you have enrolled them here. To accomplish the objectives of St. Stephen Lutheran School, a triangle of cooperation must be present among the home, the school and the church. All three are vitally important since we are working together to achieve our objectives.

We request that the home uphold and support the teachers and the instruction of the school. We enjoy working with families who are willing to walk with us in the unity of the Holy Spirit. Whenever the school and the home pull in opposite directions, the children suffer.

The school serves as an important extension of the home in the vital work of Christian training. Our Christian school does not relieve parents of their obligations. The home is and should be the chief agency for Christian training. Even during the school year, children are at school only 40 of 168 hours of each week. The home and school must both be Christ-centered for children to receive the best education attainable.

The following are a few ways the home can help St. Stephen attain its objectives:

A. At School:

1. Actively and verbally support and strengthen the school and its workers.
2. Keep in close contact with your child's teacher.
3. Show an interest in your child's education through attendance at special days, parent-teacher conferences, school activities, and school sponsored events and meetings.
4. Follow the example given to us by Christ our Lord as recorded in Matthew 18, as it is outlined in the *conflict resolution procedure* as it appears on page 3. FIRST, talk over school problems with your teachers. Many problems are quickly resolved talking directly to the parties involved. If more help is needed to resolve the situation, speak with the principal. If the principal is unable to resolve the concern, request an appearance with the School Board.
5. Establish procedures to encourage and support scholastic achievement.

B. At Home:

1. Pray often for the Holy Spirit's guidance for yourself, family, and teachers.
2. Make family devotions a regular part of home life.
3. Set a Christian example because children usually model their parents.
4. Include Christ-centered conversation, literature, and actions in your daily routine.
5. Study the Scriptures to become more centered in God's mission. Lean heavily on God for help, and He will guide you in using your God-given talents to His glory.
6. Instill proper stewardship habits through planned use of time, talents, and resources, including the use of SCRIP.

C. At Church:

1. Worship as a family regularly.
2. Attend Bible class and Sunday school.
3. Be involved in the Mission and Ministry of St. Stephen through an active spirit of volunteerism and participation.

## **Conflict Resolution Procedure**

As sinners living in a fallen world, the devil, the world, and our sinful nature lead us into “false belief, despair, and other great shame and vice” (Luther’s Small Catechism – meaning of the Sixth Petition). This often manifests itself in misunderstandings, questions, and conflicts regarding instruction, the classroom, and school policy.

St. Stephen practices as its guide the progression of communication given to us by Christ, our Lord in Matthew 18:15-16: <sup>15</sup>If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. <sup>16</sup>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 (NIV). These steps are outlined below:

1. Promptly and respectfully discuss your questions or concerns with the individual(s) *directly* involved.
2. Contact the individual classroom teacher directly and verbally (if possible) to discuss the question or concern. In situations involving the classroom, the principal **will not** intervene until the teacher has been contacted and given the opportunity to resolve the concern .
3. Questions or concerns that occur outside the classroom, or questions or concerns that have yet to be satisfactorily settled are to be addressed to the school principal. The school principal will then discuss the situation with the classroom teacher involved, and arrange for a meeting between the principal, the classroom teacher, and the parties involved. The school board **will not** intervene until the teacher and principal have been contacted and given an opportunity to resolve the concern.
4. Questions and concerns that have yet to be satisfactorily settled by the school principal are to be brought to the attention of the Board of Education. The Board of Education (or a representative thereof) will then discuss the question or concern with the school principal. The Board of Education should be involved **only** after the previous steps have been followed.

## **ENROLLMENT AND FEES**

### **Enrollment Policies**

Enrollment in our school is open to anyone wishing a Christian education regardless of their present church membership. Children of our congregation will be given priority in enrolling. Other Missouri Synod congregation children will be given the next priority.

St. Stephen Lutheran School, of the Lutheran Church - Missouri Synod, admits students of any race, color, nationality and ethnic origin. We do not discriminate on the basis of race, color, nationality and ethnic origin, sex, age, or handicap in administration of our educational policies, admissions policies, athletics and other school-administered programs.

Three and four year old children wishing to enter Pre-Kindergarten program must be fully toilet trained.

Children wishing to enter kindergarten must have reached the age of five on or before September 1st to begin school in the fall. Transfer pupils from other schools will be considered for enrollment in the grade for which the transferring school recommended them. Final grade designation will be determined after the child’s teacher has had an opportunity to observe and evaluate their placement and conferred with parents.

All student transfers must be approved by the Board of Education.

Attendance at worship services is a fundamental belief of the Lutheran church as commanded by God. Parents nurture their family’s faith by regularly worshiping together. As a requirement of attendance at St. Stephen, the Board of Education has established the standard of 60% attendance for member’s children at regular church services. Weddings, funerals, etc. do not count for church attendance. (Confirmands must attend 75% of the services to be confirmed per Board of Elders resolution.) If a student fails to attend 60% of the offered worship services in a school quarter (as reported to the classroom teacher) the Pastor will be informed. A contact will be made by letter with the parents/guardians and compliance is expected for the remainder of the school year. If attendance does not improve to the required standard by the end of the ensuing quarter, the Pastor/or designated Elder will request a meeting with the family.

**Registration**

There is a \$25 registration fee for all Preschoolers. This fee reserves the student a spot in the Preschool class. The \$25 is applied towards the comprehensive fee.

**Fees**

In addition to what you pay in tuition, the St. Stephen congregation contributes approximately \$5000 to the cost of every child educated in our school. That is a truly dedicated commitment to a sound Christian education! As the value of education at St. Stephen grows, so does our commitment! As we budget for the 2017-2018 school year, please know that we have made conscientious plans for the use of the financial support that we are given. Tuition costs will continue to cover the costs for academic texts and workbooks, instructional materials, and tickets to our annual St. Stephen Auction.

2016-17 Tuition rates for families registered PRIOR TO May 1		2016-17 Tuition rates for families registered AFTER May 1	
1 <sup>st</sup> /Only Child	\$2250	1 <sup>st</sup> /Only Child	\$2350
2 <sup>nd</sup> Child	\$2070	2 <sup>nd</sup> Child	\$2170
3 <sup>rd</sup> Child (or more)	\$1900	3 <sup>rd</sup> Child (or more)	\$2000
4K	\$1675	4K	\$1725
3K	\$1040	3K	\$1090

1. Returning families are asked to provide student registration forms, along with a nonrefundable **\$50 deposit, per student, prior to May 1 in order to lock in the lower tuition rate.** This deposit will be credited toward your tuition statement in the fall.
2. All families are encouraged to perform volunteer hours. More information regarding possible volunteer opportunities will be shared at our parent meeting in August.

Our tuition management will again run through FACTS Management, an online company. This is a requirement for all families. If you have already signed up for FACTS during the previous school year, signing up for next year will be as simple as the click of a button! If you are a new member to FACTS, you will be able to sign up quickly and easily, and will be offered multiple options for payment. All information is completely secure and private. You can renew your FACTS Management account for next year by clicking on the link on our new website, or by going to <https://online.factsmgt.com/signin/3ZL19>.

## **Financial Assistance for Comprehensive Fee / TUITION**

Financial assistance is available for our children in Kindergarten through 8th grade. The financial aid application is online, through the FACTS Management link on our website, or at <https://online.factsmgt.com/signin/3ZL19>. This is a completely safe and secure process. There is a non-refundable \$30 fee to apply for financial aid. (**Preschool students do not qualify for financial aid.**) The deadline for application is May 31. All information on the application is kept confidential. The awarding of grants is also confidential.

Sharing blessings, including monies, within the Body of Christ is stewardship in action. One of the ten principles of contemporary stewardship is stated in II Corinthians 8:14, "At the present time your plenty will supply what they need, so that in turn their plenty will supply what you need." To address this principle, the Board of Education established the Knight's Fund in 2005. Donations to the Knight's Fund should be sent to the St. Stephen Offices.

### **Board of Education Treasury**

The student comprehensive fee payment goes into the treasury of the St. Stephen congregation. The Board of Education uses a portion of each school fee to pay for educational supplies and equipment. The remainder is given to St. Stephen Lutheran Church to help pay for building maintenance and staff costs.

We encourage the members of St. Stephen to practice first fruits, proportionate giving to the Lord. The school can be further supported through memorials and donations given to St. Stephen Lutheran School. Members of St. Stephen may also use the offering envelope, "Christian Day School" to support the school.

### **Payment Policy**

School tuition payments will be managed through FACTS Management. All payments will be made online. Please refer to the FACTS Management informational letter sent home for more information.

School fees, including Preschool, are to be made payable to **St. Stephen Lutheran School**, hot lunch payments are to be made payable to **St. Stephen Hot Lunch**.

## **SCHEDULING**

### **School Attendance**

Regular school attendance is essential to the progress of the child's work and required by the state attendance laws. On the day a child is absent from school **the parent** should contact the school office by 9:00 a.m. to state why the child is absent and anticipated length of illness if known. If the school has not been contacted by 9:00 a.m., the parent will be called. **The parent should also make arrangements to have homework sent home with another child or picked up.** Students who arrive at school after 11:00 a.m. until the end of school are not eligible for after school activities (i.e. sporting events-games or practices, band, student council, etc.). Whenever possible, medical related appointments should be made before or after school hours. When this is not possible, parents should return the student to school as soon as possible. The teacher should be informed in advance when the student has appointments requiring school absence.

If a child leaves before 10 a.m. they will be counted absent for the day. A child leaving between 10 a.m. and 1 p.m. will be counted absent for half the day. If your child is ill, please keep them home.

For an absence to be excused, it is the parent or legal guardian's responsibility to formally contact the school before the student's return to verify their knowledge of the student's absence. An unexcused absence is when a student is absent from school, individual classes, or school activities without the knowledge of parents, guardians, or school officials, or timely verification to school authorities was not done. Any student having an unexcused absence is required to meet with the Principal who will determine the disciplinary action required. All school work missed due to any absence is required to be completed in the time and manner arranged with the teacher(s) or the student will be penalized for late work. If the absence is unexcused the teacher will consider the completed work late and grade accordingly.

### **Arrival and Dismissal Time**

The school and faculty are responsible/liable for the students while they are at school up until the time they leave the school building at dismissal time. Therefore clear guidelines for students and teachers are necessary to provide a safe environment for the students.

### **Arrival Time**

Classes begin at 8:00 a.m.; doors are unlocked at 7:45 a.m.

Students, pre-school through eighth grade, arriving before the school doors are open remain the parent's responsibility. Childcare is available, St. Stephen Childcare, Inc., starting at 5:30 a.m. (See Childcare page 11.)

### **Tardiness Policy**

As daily attendance is an issue vital to academic success, so is punctuality. If a student is tardy, he or she may miss out not only on morning classes but also on the best way to begin a day - hearing God's Word at morning devotion! As such, students should make every effort to be punctual and ready for the beginning of the school day. If a student is tardy more than once in a calendar week of school or at least three times in a calendar month of school, he or she will be given a detention to be served the following week. The detention will be coordinated by a member of the St. Stephen faculty. If the student fails to serve the detention, he or she will receive an additional detention.

### **Dismissal Time**

**Students must leave school within 15 minutes of dismissal (3:00 p.m.).** Students staying longer must make arrangements to use Childcare. An exception is made for students who are requested to stay after by a teacher.

At dismissal time the students have these choices:

- 1) Leave the building immediately for home or another destination.
- 2) Participate in sports, Student Council, or other activities that start immediately after school dismissal.
- 3) Report to Childcare.
- 4) Report to study hall.

Thus, after dismissal, no student should be in the building unless supervised. Students will not be permitted to "hang around" for siblings to complete music practice, sports practice, etc. During sports practice, only students who are part of the team that is practicing may be at school. **No children will be allowed in any classroom, computer lab, library, office area, gymnasium, etc. after school hours unless under the direct supervision of a teacher.**

### **Noon Recess**

Weather permitting; all students will go outside during the noon recess. Students with notes from their parents are allowed indoors in designated supervised areas. Students who have to stay in for a week or more should have a doctor's note telling why this is advisable.

## **Leaving School Grounds**

If a pupil needs to leave the school grounds at any time during the day, he/she must have permission **from their parents**, and also get the permission of their teacher. When such permission has been granted, full responsibility rests with the pupil and the parents. The office needs to be notified of the student's departure, therefore, **all student departures /returns during the school day should be through the office entrance and documented appropriately.**

## **School Closing**

The following is the school closing policy of the Horicon School District. This includes St. Stephen Lutheran School. In the event of possible school closings (or school starting delays) because of inclement weather, radio notification over the following Stations - WBEV / WXRO (885-4442), WTMJ (414/963-4444), WMDC (387-0000) and TV Channels 4, 6 and 12 will alert students and parents prior to 6:35 a.m. The first alert will either cancel school or give information regarding a late starting time and bussing. No later than 8:00 a.m. a second radio alert will cancel school if necessary. Delayed openings will usually result in a two hour delay. Buses will run approximately two hours later than normal. Should weather conditions force early dismissal of students, radio alerts will advise parents at what time school will be dismissed. In addition we will be using a program through Fast Direct to notify parents of school closings through phone calls, text messaging, and e-mails.

**If school opening is delayed, Preschool will not be held on delay days.**

## **Daily Schedule**

This is the schedule for a regular school day:

7:30 a.m.	Faculty devotion
7:45 a.m.	Doors are unlocked
8:00 a.m.	Classes begin
11:00 a.m.	3K dismissed
11:10 - 11:40 a.m.	Lunch dismissal times
11:50 a.m.	Classes resume for grades 5-8
12:25 p.m.	Classes resume for grades 4K-4
3:00 p.m.	Grades 4K-8 dismissed

## **Bicycles and Skateboards**

Bicycles, skateboards and scooters may be used for transportation to and from school but are not to be ridden on school or church property. Bikes and scooters should be parked in the bike racks south of the school building. Skateboards may be carried into the building and stored where designated by the child's teacher. They may not be used during the school day.

## **Bus Transportation**

Bus transportation is available free for all pupils living in the Horicon School District but outside the city limits of Horicon. Those riding the bus should act as Christians at all times. Continued misbehavior and failure to obey the bus driver can result in loss of the privilege to ride the bus. After a student is dismissed at the end of the school day, bus riders should remain on St. Stephen's School grounds to wait for the bus.

## **Calendar**

A copy of the school calendar is included in the family packets handed out at the Parents' meeting in August. It is also included in the School Directory and the church *Sentinel*. It shows the dates for report cards, parent-teacher conference dates, holiday vacations, teacher conference dates, and the like. Vacations and appointments should be scheduled, whenever possible, so as not to interfere with the child's school attendance, especially major events.

## **CURRICULUM**

St. Stephen Evangelical Lutheran School is rooted in the teaching of reading, writing, and arithmetic – as are other elementary schools. However, at the core of all the academic subjects, as it is the core of our life, is Christ. The teaching of the Christian faith is not merely a single academic area. Christian faith and doctrine permeates the whole of St. Stephen's curriculum and instruction.

Religion is taught as a curricular area in each grade at St. Stephen. Students are taught the doctrine of the Lutheran Church – Missouri Synod as contained in the Holy Scriptures and the Lutheran Confessions. The chief vehicles for this instruction are Holy Scripture, the religion text book series *One In Christ*, and the Small Catechism of the Rev. Dr. Martin Luther. As part of their religion instruction, all students will be given memory work, including passages from Holy Scripture, the Six Chief parts of Christian Doctrine as contained in *Luther's Small Catechism*, prayers, hymnody, and the liturgy of the Church.

In some of the secular subjects, workbooks are used along with the texts. In addition to religion, the subjects are: reading, language arts, social studies, science, health, mathematics, spelling, physical education, art, and music. Computers and educational television are available to all grades. All subjects are taught with a Christian approach and given a Christian interpretation.

## **Homework**

If a child uses his time wisely in school, the homework load should not be excessive. Homework as well as study and review can be expected and will increase through grade eight. Parents should encourage independent study by providing a quiet place for the child to study and not help with the work too much. Assisting with review and memory when needed is a good idea. If problems arise involving homework, get in touch with the teacher of the child. This can be done with a brief note, e-mail, or a phone call to the teacher.

All work missed by a student absent from school, for any reason, must be made-up within the time frame arranged with the classroom teacher. Generally speaking, students with excused absences are given one day for each day absent in which to complete their missing homework.

## **Report Cards**

Report cards are issued four times per year. Mid-quarter reports are also given each quarter. At the end of the first quarter, special parent-teacher conferences will be held to discuss the child's work and attitudes and to identify problems that need to be addressed. Additional conferences will be scheduled as needed.

Students in grades fifth through eighth who have an average of a B- or higher in all subjects, are on the Honor Roll and with A- or higher in all subjects are on the High Honor Roll. Students with straight A's are on the Straight A Honor Roll.

The following schedule or scale will be used in grades 3-8\*

A+ 99-100	C+ 83-85
A 96-98	C 80-82
A- 94-95	C- 77-79
B+ 91-93	D+ 75-76
B 88-90	D 72-74
B- 86-87	D- 70-71
	F Below 70

\*In certain areas the following could be used:

E - Excellent      S - Satisfactory      U - Unsatisfactory

\*Kindergarten and grades 1-2 have different report cards than grades 3-8.

### **Valedictorian/Salutatorian**

A transfer student's grades from another school would be accepted for Valedictorian and Salutatorian purposes only if that student attended the first three quarters of eighth grade at St. Stephen.

### **Testing Program**

Students in grades 3-8 are administered the *Iowa Test of Basic Skills* in the spring of the academic year. In addition, students in grades 4, 6, and 8 are administered the *Iowa Test of Basic Skills Cognitive Ability Test (COGAT)*. The results of these tests will be shared with parents by the fall of the next academic year.

### **Library**

Grades K-3 have their own classroom libraries, and have access to the Krueel Library for Accelerated Reader books. Grades 4-8 use the Krueel Library. The Krueel Library is fully computerized and books are easily checked out, checked in, and tracked by the librarian and teachers. Students are able to check out 2 books at a time for two-week periods. Students receive a printed receipt that includes book titles and due dates. Students are able to renew books as needed for additional two-week periods. Students will be held responsible for overdue, lost and damaged books. All lost or damaged books will be charged a replacement or repair fee. All overdue books are charged a fine of 5 cents per school day. Fines need to be paid even if the book is returned. Any students having an overdue book of more than 3 weeks will not be able to use the library until one of the following occurs: the book is returned & the fine is paid, the book replacement fee & fine are paid, the book is replaced (purchased by student) and fine is paid.

### **Field Trips**

Field trips are considered part of the curriculum of the school because they contribute directly to the teaching of the child. The teacher, with the approval of the principal and the school board, plans field trips. In all cases, children are prepared for field trips in advance and parents are informed. Parents are requested to cooperate by providing necessary materials and/or donations for the trip. A written explanation of the event will be sent home before the date of the trip. The return of a signed permission form is required before the child may participate. Children not participating are marked absent for the day and must have a written excuse from parents.

Any parent who is responsible for students, other than their own children, while transporting these students to or from a school sponsored event, shall not consume any alcoholic beverages.

### **Passing**

The standard for passing into the next grade is to have passing grades in 75% of the subject areas. The areas are Religion, Memory, Reading, Math, Science, Social Studies, Language Arts, Art, Physical Education, and Music.

All students who do not meet these standards by the last report card date will be required to repeat their respective grade. Notification of potential retention is the responsibility of the classroom teacher and is to be conveyed to the

parents in a conference with the child's teacher(s) and the Principal as soon as the potential is identified.

### **Band**

The local public school offers interested St. Stephen's pupils in grades 5-8 the opportunity to attend band instruction classes at the public school. Participating band students are dismissed for such activity but are held responsible for work missed during that time. Band students are required to sign out and in at the school office.

### **Choirs**

The school choirs (Preschool through Grade 1, Grades 2 - 4, Junior Choir-Grades 5 through 8) sing regularly for church and Chapel services. All students participate in the grade choirs in order to meet accreditation standards. Attendance is expected when the choir(s) performs or serves as leaders in the Divine Services of the congregation, unless written parental permission has been submitted to the director for excusal beforehand. Volunteer handbell and chime choirs will be organized according to personnel availability.

### **Student Council**

Students in grades 5-8 are eligible to run for Student Council. Officers and class representatives are chosen at the end of the previous academic year. Specific duties and requirements are available in the Student Council Handbook. Please see the Student Council Advisor or the Principal for a copy of the handbook or any questions concerning the Student Council.

### **Internet Usage**

Students at St. Stephen Evangelical Lutheran School have the opportunity to make use of computer technology and the internet in their instruction. This has been made possible through the generosity of St. Stephen members who have donated time, talents, funds, and equipment.

With this opportunity also comes the responsibility to use the computer equipment and the internet in a responsible, Christian manner. Part of the computer education curriculum at St. Stephen is to teach the students what is appropriate and inappropriate use of technology. To this end, all students, with their parents, will be required to read and sign an **Internet Acceptable Use Policy**, outlining the expectations and consequences regarding the appropriate and inappropriate use of computer technology in the school.

## **SERVICES**

### **Hot Lunch Program**

St. Stephen's School operates a School Lunch Program. Hot Lunch will be billed directly to the family hot lunch account under Fast Direct. This can be monitored by parents and should be paid before bill reaches \$30.00. If student's bill reaches \$50.00 without payment, they will have a sandwich made for them until bill is paid. Parents will be notified through Fast Direct when their bill reaches these amounts. Hot Lunch bills can be paid in the St. Stephen Office each school day. When paying for Hot Lunch with a check, make it payable to the **St. Stephen Hot Lunch Program**. Any money remaining in your hot lunch account at the end of the year will roll-over to the next year.

Extra milk is available for recess, breaks, or lunch. The individual cost for milk will be directly added to the hot lunch bill on Fast Direct.

Pupils bringing their own lunch must eat it together with the class. They may purchase milk or bring a juice, but soda is not permitted.

When a child is to eat at a place other than school, a signed note from the parent must ask for this privilege. "Fast food" should not be brought in for cold lunch, but may be pre-approved for special occasions.

## **Child Care**

Childcare is available through St. Stephen Childcare, Inc. to children ages 6 weeks old –12 yrs. old. The Child Care operates Mon. thru Fri. 5:30 a.m.-530 p.m., throughout the year, except for designated holidays.

## **Knights' Page**

St. Stephen School issues a monthly newsletter the last week of each month. The newsletter will include the next month's calendars, upcoming sports, field trips, and choir dates, along with any other information parents and students will need for the next month. The school distributes a copy to the oldest student in each family; additional copies are available in the St. Stephen office and on the School website.

## **Chapel Services**

Chapel services are typically held each Wednesday at 9:00 a.m. Exceptions to the schedule will be noted in the Knights' Page and the church calendar. Parents and other guests are always welcome to worship with us.

To teach and promote the sharing of first fruits and good Christian stewardship, students are given offering envelopes for use in the chapel services. An offering will be taken at each chapel service. This offering will be used to support various mission projects. The recipient of the offerings will be noted in the Knight's Page.

Please see Dress Code for proper dress on Wednesdays.

## **Dress Code**

The purpose of the St. Stephen Student Dress Code is to provide the students with a standard of dress which reflects to the school and the community the academic and Scriptural standards we uphold. The Student Dress Code addresses the issues of Scripture and dress, academic distractions, and student safety.

### **Parental Responsibility**

It is your responsibility, as parents, to help the faculty and staff in implementation of the Student Dress Code. Please take the time to go over the guidelines with your student(s), and assist them in appropriate dress.

### **Scripture and Dress**

Holy Scripture does not contain a dress code to be used in Christian schools. The Apostle Paul in 1 Timothy 2:9, says that we are "...to dress modestly, with decency and propriety". Further, Paul writes in 1 Corinthians 6:19-20, that the "body is a temple of the Holy Spirit, who is in you, whom you have received from God. You are not your own; you were bought at a price. Therefore, honor God with your body." By establishing the Student Dress Code the administration is setting parameters for our students to adhere to. We desire to instill in our students this awareness of the teachings of the Holy Scripture and to promote self-respect and respect for others.

### **Academic Distractions**

Students dressed or groomed inappropriately cause distractions in the classroom. The Student Dress Code is designed to eliminate these distractions, as much as possible, and provide the proper learning environment for our students. Appropriate dress also reflects to the community that we expect our students to be their best in all aspects of their lives.

### **Student Safety**

It is imperative that a safe school is maintained for students and teachers. Some articles of dress, such as loose footwear, can pose a direct safety hazard for both the wearer of these articles and the students around them. The

Student Dress Code is designed to eliminate safety hazards (in dress wear) for our students.

### **Chapel Services**

On days when Chapel services are held, it is expected that students portray the importance and significance of coming to the Lord's house in their dress clothes. Students will have the opportunity to change their clothing prior to P.E. class.

### **Wednesday Dress**

Students are required to dress in appropriate clothing for Chapel services. They will be expected to wear their dress clothes all day, changing only into appropriate gym clothes for P.E. class. On Chapel days, students will not be allowed to wear sweat pants or sweat shirts, athletic shorts (dress shorts are allowed during the 1<sup>st</sup> and 4<sup>th</sup> quarters), t-shirts, or jeans. If clothing is questionable, please check with your child's teacher to see if it is acceptable before allowing them to wear it to school. If students do not wear proper attire to school on Chapel days, a phone call will be made home and parents will be expected to bring a change of clothes for their child. The second time this occurs a phone call will be made for a change of clothes and the student will serve a detention. Additional violations will result in detention and a meeting between parents and principal to correct the situation.

### **Guidelines for Student Dress**

To address these issues, the faculty and staff of St. Stephen Ev. Lutheran Church and School have established the following Student Dress Code:

1. All student attire is expected to be clean, neat, in good repair (without holes, tears, frayed edges, stains, etc.) and worn in a manner demonstrating respect for Christian principles.
2. All student attire is expected to be of an appropriate size for the student. Belts are to be worn when required to keep pants around the waist.
3. Clothing is not to reveal undergarments or skin in the mid-drift (between the bottom of the shirt and the top of the pants/skirt, etc.) even when the arms of the students are raised. Spaghetti strap and halter tops will not be allowed.
4. Shorts are permitted during the 1<sup>st</sup> and 4<sup>th</sup> quarters of the academic year. All shorts are to be longer than the tips of the student's fingers when arms are held to their side.
5. Skirts and dresses are to be longer than the tips of the student's fingers when arms are held to their side. Students are to wear shorts under this apparel.
6. Student footwear must either have a heel or back strap. Appropriate clothing and footwear for P.E. classes and/or outdoor recess is required.
7. Clothing should not contain pictures, advertisements, logos, or other symbols of drug or tobacco companies, rock groups, or other inappropriate entities.
8. Hair is to be kept clean and of a natural color (ie. no green, blue, etc). Length of hair needs to be kept so that it is out of the eyes of the students and does not portray sloppiness.
9. Modest make-up is permitted, i.e. cover-up, lip balm, and light mascara. Make-up should not be distracting. Extreme or inappropriate make-up will not be allowed, and students will be asked to remove it.
10. Accessories are to be in good taste, not impede the safety of the student, and not serve as a distraction to the classroom. This eliminates the following:
  - Piercings (with the exception of ear piercings in girls)
  - Hats, scarves, and other hair coverings (indoors)
  - Tattoos

### **Consequences**

**It is the duty of the classroom teacher to interpret and implement these guidelines.** Students found in violation of the Student Dress Code will be asked to cover, remove, change, and/or not wear the clothing item in school again. This action may include the teacher requiring the parent to bring to school a change of dress for the student (or providing them with other attire). The method of enforcement is at the discretion of the classroom teacher. The teacher will determine if a disciplinary note will be sent home.

### **Field Trips and Extra-Curricular Activities**

As field trips and extra-curricular activities are considered to be an extension of the classroom, it is expected that students will maintain the Student Dress Code for the activities. Exceptions will be specifically announced by the classroom teacher.

## **DISCIPLINE**

### **Discipline Guidelines**

In teaching and guiding our students in living lives as God's baptized and redeemed children, we realize that sin, death, and the power of the devil leads us to do, as St. Paul writes in the Epistle to the Romans, "not the good I want to do; no, the evil I do not want to do—this I keep on doing." (Romans 7:19). The following consequences to these actions against God and our neighbor are intended to lead and guide our students to realize the error and consequences of their behavior, and make better choices in the future in the light of the Gospel and the forgiveness of Christ our Lord:

Infractions resulting in disciplinary consequences:

1. Using abusive or vulgar language (the Second Commandment)
2. Being disrespectful to a teacher, peer, or visitor (the Fourth and Fifth Commandments)
3. Possession and/or use of illegal substances (the Fourth and Fifth Commandments)
4. Verbal or physical fighting (the Fifth Commandment)
5. Inappropriate sexual behavior (the Sixth Commandment)
6. Vandalism or stealing (the Seventh Commandment)
7. Lying (the Eighth Commandment)
8. Cheating (the Seventh and Eighth Commandments)
9. Non-adherence to dress code or Athletic Code
10. Attendance violations: Unexcused absences and tardies
11. Any other disruptive, harmful, or inappropriate behavior

### **Anti-Bullying Guidelines**

St. Stephen believes in the words of Matthew 25:40 in which our Lord Jesus said, "I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me." As such, St. Stephen has adopted an anti-bullying program, a policy in which teachers, parents, and students work together to curb bullying in our school.

## Level 1

**Nuisance behavior:** Behaviors where the student acts without planning or intention to cause a minor distraction, disturbance, nuisance, or the like.

**Consequences:** The teacher gives a verbal reprimand to the student. This action may also include the loss of specific privileges and a verbal or written communication to the parent.

## Level 2

**Intentional infraction:** Behaviors which are specifically planned or intended to disrupt, distract, cause minor damage or harm, or the like; or repeated nuisance behaviors.

**Consequences:** The teacher will make direct contact with the parents and the student will receive further disciplinary action at the discretion of the teacher.

## Level 3

**Malicious action:** Behaviors where the student plans and intends to hurt or harm their neighbor or environment; or repeated intentional infractions or nuisance behaviors.

**Consequences:** A conference will be held with the student, parent, teacher, and principal to discuss the student's behavior and appropriate consequences. These consequences will likely include a detention or suspension, and a notation in the student's permanent records.

## Level 4

**Extreme or Chronic violation:** Behaviors where the student plans or intends significant hurt or harm to their neighbor or environment, commits or attempts to commit illegal acts, or chronically repeats malicious action, intentional infractions, or nuisance behaviors.

**Consequences:** The principal will notify the parents and School Board of the infraction. Probable consequences may include a suspension or expulsion.

## Nuisance Items

Unless otherwise instructed by the classroom teacher, personal items such as toys, gum, food, drink, personal electronic devices (i.e. cellular phones, ipods, any music technology, etc.), and any other items deemed by the teacher to interfere with the learning environment of the classroom are not to be brought into the classroom. Students bringing these items into the classroom will have them confiscated until the end of the school day, when they will be returned to the student in order to be taken home. Repeated use of nuisance items will result in further action as outlined in the discipline policy above.

## POLICY

### Expulsion

God has given all our students certain talents and abilities. He rightfully then expects the student to use their talents and He blesses their efforts. In evaluating a student's progress it is certainly fair to ask: (1) Is the student using his or her talents as he/she should? (2) Is the student interfering with the education of the other students?

It may be necessary, in light of the above, that a child be expelled from our school. Possible conditions for expulsion include:

1. Severe or repeated instances of discipline problems.
2. Repeated instances of refusal to complete assigned activities.
3. Repeated instances of refusal to follow school policies as set down by the School Board.
4. Repeated receipt of detentions.
5. Intentional destruction of school property.

6. Lack of parent cooperation in school and church related activities.

No student can be expelled from our school except by action of the School Board. The following are steps followed for school expulsion:

1. Teacher-parent consultation.
2. Teacher-principal consultation.
3. School Board chairman is notified of possible expulsion.
4. Notification from school that possible expulsion may occur.
5. Notification from school when the Board of Education will act on possible expulsion.
6. Request by teacher and principal for expulsion.
7. Action taken by Board on expulsion. (Parents are present to discuss expulsion.)
8. Appeal on action by parents at a later meeting of Board or at meeting when expulsion occurs.

Note: Steps 6 and 7 could occur at the same meeting. Step 8 could occur at the same meeting also.

**Re-Admission** - The School Board of St. Stephen will determine whether an expelled student is to be readmitted to our school. The parent(s) at a regular scheduled board meeting must make possible application for re-admission, and re-admittance may be either on a permanent or a trial basis at the discretion of the Board of Education.

## **SUBJECT: Weapons**

### A. DEFINITIONS

1. Dangerous weapon includes any weapon defined in state statute 948.60, including any firearm whether loaded or unloaded, any electric weapon or stun gun, brass knuckles, and various weapons associated with martial arts. Dangerous weapon also includes any BB, pellet, or air gun, any knife with the blade open, any crossbow, any bow with hunting arrows, and any item which gives the appearance of being a dangerous weapon.

### B. POLICY

1. No student, staff member, or visitor shall bring any dangerous weapon onto the school premises without the authorization of the principal.
2. The only exception to number 1 above is any law enforcement officer acting in an official capacity and/or carrying a weapon required by his/her department rules.
3. The principal may authorize dangerous weapons to be brought onto the school premises only for valid educational purposes.
4. Any student who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Board of Education for expulsion and shall also be referred to the Horicon Police Department for violation of state law.
5. Any staff member who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Horicon Police Department for violation of state law and shall also be disciplined under Wisconsin Statute 234.13.
6. Any visitor who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Horicon Police Department for violation of state law.

### C. CONTROL

The Principal and/or the Board of Education are responsible for the implementation and control of this policy.

# **SPORTS AND PHYSICAL EDUCATION**

## **Physical Education**

Physical Education is part of the curriculum for all children in pre-school through 8<sup>th</sup> grade. Anyone not participating should have a written excuse from their parents. Prolonged periods of non-participation require a doctor's written excuse.

Baskets are available in the locker room for all students taking Physical Education or participating in sports and in need of extra storage space. Locks are furnished as needed for all students in grades 4-8. Students losing their lock will be charged \$5.00 and issued a replacement. No personal locks are permitted for use in school.

It is recommended that children in grades K-8<sup>th</sup> have separate, white-soled tennis shoes for Physical Education. For the safety of the students, students without appropriate footwear will not be permitted to participate in the physical education activity, and will be graded accordingly. Shorts or slacks are required for grades Preschool-8th. Physical Education clothes may be kept at school in the teacher designated area.

## **Sports**

Various extramural sports are available for both boys and girls. All students participating in any extramural sport **must** have a current physical examination on file in the school office before they may participate. A physical is good for a two-year period. Participating students also **must** sign the St. Stephen Athletic Code and Commitment Letter. The school board has approved an annual user's fee of \$20.00 per student per sport **or** \$50.00 per student per year or \$100 per family per year. Proceeds from this user's fee are applied to team supplies and game expenses.

Our extramural sports program relies heavily on volunteer coaches, referees, timers, scorekeepers, drivers, etc. As your talents permit, please volunteer your services to the athletic director.

## **Eligibility**

Students are expected to place a priority on spiritual growth and academic achievement. Academic progress must be demonstrated in order to have the privilege of participating in St. Stephen athletic activities.

In order to participate in school athletic activities students need to be achieving at a passing level in each of their classes. Students may become ineligible for participation according to the following system:

At the end of each week teachers will report to the principal the names of any students who are performing at a **69% or below** in any graded subject. At this point students will be put on the **“Down”** list, meaning that they will have one week to improve their grades to a 70% or higher. There are no restrictions on student activity while on the “Down” list.

The teachers may provide the students on the “Down” list an opportunity to raise their grade during that week. Some possible ways of doing this could be through daily assignments, tests, redoing previous daily work, retaking previous tests, class participation, or extra credit. However, teachers are not required to accommodate, change, or add to their coursework for students on the “down” or “off” list.

If a student has been put on the “Down” list for one week and has failed to raise his or her grades to a 70% or higher **in all subject areas**, they will then be put on the **“Off”** list until they have raised their grades to a passing level for a period of at least one week. Students who are on the “Off” list will not be allowed to participate in any games, but **must continue to practice with the team and dress for games**. The exception to this would be if teachers, parents, and coach agree that practice time would be better used for academic studies such as receiving help from a tutor.

The Principal/Athletic Director will notify the student, parents, and coaches when students are placed on the “Down” or “Off” lists. **Notification will come by letter, email, or phone call.** Students who have failing grades at the end of each quarter will be placed on the “Off” list for a period of two weeks at the beginning of the next quarter.

### **St. Stephen Athletic Coaches**

Since the purpose of extra-curricular athletics is to involve students in activities whose goals are the glorification of God, teamwork, and sportsmanship, it is the duty of the coaches or sports leaders to keep these objectives in mind. The name(s) of all interested individuals will be presented by the athletic director to the Board of Education for approval. In the event that no individual volunteers have come forth, the athletic director may approach other people from the congregation to fill any openings with their names to be presented to the Board of Education for approval.

The coaches or sports leaders serve as Christian role models for the student-athletes under their direction as well as representatives of St. Stephen Lutheran School. Therefore their spiritual and/or moral character must be above reproach. Examples of suitable conduct of volunteer coaches would include, but not be limited to: regular church attendance, appropriate language, positive representation of St. Stephen Lutheran School in all settings, and Christian treatment of others, especially student athletes, parents, and opponents. Any irregularities concerning their character will be dealt with by the Board of Education and/or St. Stephen Church Council. This may mean lack of consideration for, or demotion or removal from the position of coach or sports leader.

If necessary, a background check of any person applying for a coaching or leadership position may be performed. All data and information gathered will be kept in confidence by the St. Stephen Board of Education and/or Church Council.

In the event that a coach is unable to attend a St. Stephen sports event due to unforeseen circumstances, the athletic director has the consent of the Board of Education to approve a suitable substitute.

## **MISCELLANEOUS**

### **Damage**

The students shall be held responsible for the proper care of any school owned book. The pupil will be required to reimburse the school for the loss of or damage to any book. Students are also held responsible for school property or equipment that is deliberately or carelessly defaced, damaged, or marred.

### **Telephone**

The St. Stephen office phone number is 485-6687. The St. Stephen Childcare office phone number is 485-0465. Children are permitted to use the phone in cases of emergency with permission of a teacher at no charge. If you must get a message to your child, call 485-6687 and the secretary will relay the message.

### **Lost and Found**

Each year a large collection of unclaimed items are gathered. Much of this could be prevented with labels in the P.E. garments, boots, gloves etc. A lost and found container will be kept in the gym coatroom. Smaller items and items of value, such as jewelry and keys, can be claimed in the school office. Unclaimed usable articles will be donated to a local charity at the end of the each academic year.

## **Medication Policy**

If at all possible, parents are asked to schedule medication administration for non-school hours. If medication must be administered at school then the following guidelines apply and **MUST** be followed in order to comply with state laws regarding medical and nursing practice acts. These guidelines apply to both prescription and non-prescription medications.

1. Medication must be sent in the original container labeled with the students' name, name of medication, dosage and time to be given. If it is a prescription medication, the doctor's name must also be included. Pharmacies will provide duplicate bottles for this purpose.
2. A "Medication Consent Form" must be signed by the parent/guardian. (see last page)
3. If the medication is a prescription medication, the prescribing physician must also sign the consent form indicating his/her willingness to provide direction to and communication from staff members who are administering the medication.

School personnel may not administer any medication to students without a correctly completed form on file. This includes over the counter medication such as cough syrups and Tylenol.

A copy of the Medication Consent Form is available at the St. Stephen office. Please remind your physician of this requirement when you are obtaining any medication for your child.

## **Immunization**

The state department of health and social services is responsible for overseeing a statewide immunization program for children in the elementary and secondary grades. The department utilizes schools to try to eliminate the major childhood diseases of mumps, measles, rubella, diphtheria, pertussis and poliomyelitis and to give protection against tetanus.

The law requires that any student admitted to any elementary or secondary school or any child care center or nursery school must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade. The student must stay on the prescribed schedule for booster shots and the school must be informed of their completion. (Wis. Stat. 252.04).

When the school notifies the parent or guardian about the immunization requirements, it must also inform them in writing of the person's right to a waiver. A Waiver is allowed for children whose parents or guardians submit a written request for exemption based on objections related to health, religion or personal conviction. If proof of immunization or request for waiver has not been provided, the school must give 2 written notifications to the adult student, or the parent or guardian of a minor child, stating the requirements and warning that failure to comply could result in court action. The first notice must be given on the 15<sup>th</sup> day after admission. The second notice is to be on the 25<sup>th</sup> day. If written evidence of immunization or written waiver is not received within 60 school days after entering the school, the school must then notify the district attorney for the county in which the child resides. Court action may result in a fine of up to \$25 for each day of the violation. (Wis. Stat. 252.04).

## **Communicable Diseases**

If a teacher, school secretary or principal of a St. Stephen Evangelical Lutheran School knows or suspects that a communicable disease is present in the school, he or she must immediately notify the local health officer. The pupil suspected of having the disease may be sent home, and the parents must be immediately notified of the reason for the action. (Wis. Stat. 252.21).

If a substantial outbreak of one of the diseases for which a student has not been immunized arises in the school or the community, the department may require the school to exclude the student from attendance. (Wis. Stat.

## **RECORDS**

### **Student Records (sec. 118.125, Wisconsin Statutes)**

(1) General - Student records are maintained in the interest of the student to assist the school in providing appropriate educational experience.

(2) Content - student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in psychological treatment of a student.

Progress records maintained by the school include a statement of courses taken by the student, the student's grades, the student's extra curricular activities and the student's attendance record.

Behavioral records maintained by the school include all student records other than progress records. Behavioral records include standardized achievement tests, physical health records, teacher evaluations other than grades, statements relating to individual student behavior, mental ability tests, aptitude tests, interest inventories and personality inventories.

(3) Confidentiality - all student records are confidential, with the following exceptions:

- a) a pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown and provided with a copy of the pupil's progress records.
- b) an adult pupil, or the parent or guardian of a minor pupil, shall upon request, be shown, in the presence of a person qualified to explain and interpret the records, the pupil's behavioral records. Such adult pupil or parent or guardian shall upon request, be provided with a copy of the behavioral records.
- c) the judge of any court of this state or of the United States shall upon request, be provided by the school district clerk a copy of all progress records of a pupil who is the subject of a proceeding in such court.
- d) pupil records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under s. 115.28(7) to hold a certificate, license or permit.
- e) Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission forms the pupil's progress records or such portions of his behavioral records as determined by the person authorizing the release.
- f) pupil records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who the action or their attorneys if said records would be relevant and material to the witnesses' credibility of competency.
- g) the school board may provide the Department of Public Instruction or any public officer of any information required under Chs. 115 to 121.

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings, and by the multi-disciplinary team under Ch. 115 of the statutes. The building principal shall have primary responsibility for maintaining the confidentiality of all student records at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted under this policy.

(4) Maintenance and Destruction of Record - While students are attending school their records will be maintained in the school attendance. Under the direction of the principal a designated member of the office staff may make recordings of the pupil's records or take requested information from pupil records.

Upon transfer of the student to another school operated by the district, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the district, his or her records will be maintained in that school or until requested by the student's new school.

5) Transfer of Records - Student records relating to a specific student shall be transferred to another school or school district upon receipt of a signed written notice from the parent or guardian of a minor student, that the student intends to enroll in the other school or school district, or upon written notice from the other school or school district that the student has enrolled and all fees (book fines, text fines, athletics, extended care, and tuition/comprehensive fees) are paid. Eighth grade students, upon graduation, will have their records transferred to the corresponding high school of their choice after all fees (see above) have been paid.

## **COMPLIANCE STATEMENT**

A. St. Stephen ensures compliance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706: "No otherwise qualified handicapped individual...shall, solely by the reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

B. St. Stephen ensures compliance with Title VI of the Civil Rights Act of 1964: "No person in the U.S. shall, on the basis of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

C. St. Stephen ensures compliance with Title IX of the Education Amendment of 1972, P.L. 92-113: "No person in the U.S. shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Compliance questions should be initially addressed to the Principal.

### **Sexual Harassment Policy and Rules**

A. The Board of Education expects that the educational environment will be free of discrimination and harassment of any form. The Board's authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is, therefore, the policy of the St. Stephen that neither students nor employees will be allowed to engage in any form of sexual harassment toward other students or school employees.

B. "Sexual harassment" means unwelcome sexual advances, unwelcome physical contact of sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of the sexual nature" includes, but is not limited to, the deliberate, repeated display of offensive sexually graphic material.

Sexual harassment is prohibited for the following reasons:

1. Sexual harassment often involves an abuse of power or authority.
2. Sexual harassment creates a hostile educational environment.
3. Sexual harassment is demeaning, offensive, and abusive.
4. Sexual harassment violates individual rights, creates stress and tension, and can cause emotional or physical pain, discomfort, and injury.
5. Sexual harassment can lead to further conflict or more serious legal nature.

C. Students who believe they have been subjected to sexual harassment or any parents or guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the principal. It is the intent of St. Stephen to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the principal, the complaint may be made to a teacher, with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal.

D. Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the principal. Every effort will be made when requested to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

E. The administration and staff will inform students that St. Stephen does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Instructional time will be utilized to inform students about sexual harassment and to encourage more positive, caring and constructive inter-personal relationships. Students will be informed of this policy annually and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

#### F. Complaint Procedure

1) It is important for these procedures to respect the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters as confidential as possible.

2) Students who believe they are victims of sexual harassment or parents/guardians who believe their child is a victim of sexual harassment should immediately report their concerns to the principal or teacher. A parent/guardian may also report the concern to these employees. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal for review and action as necessary.

3) All complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office. While time periods are established below for the completion of various actions, the reviewing office shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period.

The following procedures will be used:

a) If informal (verbal only) discussion does not result in the initiation of formal disciplinary procedures at the request of the complainant, the offending parties may be asked to explain their conduct or behavior to the reviewing officer at the request of the complainant.

b) Complaints shall be presented to the principal. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstances of each alleged incident.

c) The principal shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, permitting a response to the allegation, arranging a meeting, and responding to the complaint. Since the school takes these complaints seriously, they will be subject to the immediate review and investigation. Every effort will be made to complete this initial review within fifteen (15) calendar days after a complaint has been received. The principal shall give a written report to the complainant after the completion of the initial review.

d) If any party is not satisfied with the report of the principal, a written appeal may be submitted to the Board of Education.

### **Sexual Harassment - Students**

A. St. Stephen Lutheran School does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of St. Stephen to maintain and ensure a learning environment free of any form of sexual harassment or intimidation toward and between students.

B. "Sexual harassment" means unwelcome sexual advances, unwelcome physical contact of sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials.

C. It is essential that staff and students have a clear understanding of behaviors that fall within the definition of "Sexual harassment." Sexual harassment is engaging in any type of unwelcome or unwanted sexually-oriented conduct that would interfere with another's ability to learn or function in the school environment. Examples of conduct that creates such interference are as follows:

1. Unwelcome or unwanted contact, such as, but not limited to: touching, patting, pinching, hugging, brushing against another's body, pulling at another's clothing, forcing another to a wall or corner through body position or movement, etc.
2. Requests or demands for sexual favors: This includes, but is not limited to, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence.
3. Verbal abuse: Examples of verbal abuse are commenting about an individual's body of appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendoes, "slurs" or actions that offend others.
4. Repeated display of sexually graphic or explicit materials regardless of form.

#### D. Retaliation

Individuals reporting incidents of sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a compliant will be subject to discipline under this policy.

#### E. Policy Determination

1. Every student or student's parent/guardian will receive a copy of the policy and administrative rules each year as part of each student's handbook.
2. Discussion of sexual harassment will be included at an age appropriate level through St. Stephen Lutheran School.
3. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
4. The policy and rules will be reviewed annually with employees.

## PHYSICAL ABUSE POLICY

All staff members are required by law to report any suspicious or unexplained injury to Social Services. If a staff member has reasonable cause to suspect that a child has been abused or neglected or has reason to believe that such a child has been threatened with abuse or neglect and that the abuse or neglect will occur, he must report it to:

- the county department of health and family services,
- the county sheriff,
- the city, village, or town police department, or
- a licensed child welfare agency under a contract with the department of health and family services.

The report may be made by telephone or in person. It would be prudent for any person making such a report to keep a written record of the date and time he/she made the report, the person to whom he spoke, and the substance of their conversation, although such a record is not legally mandated.

All reports shall be confidential and any person making a report in good faith is immune from criminal and civil liability resulting from the report. Failure to report, if required, may result in a criminal fine of \$1,000 or imprisonment for six months or less.