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Wisconsin Lutheran School

General School Information

Middle School

Grades 6-8
718 Grand Ave
Racine, WI 53403

Phone: 262-456-2770

Fax: 262-633-1121

barb.pope@wlsracine.org

Elementary School

Grades 3-5
Primary School
Mailing Address
734 Villa Street
Racine, WI 53403

Phone: 262-633-7143

Fax: 262-633-1121

jen.salfer@wlsracine.org

Early Childhood Campus

Grades K4- Grade 2
2920 Bate Street
Racine WI, 53403

Phone: 262-633-7142

Fax: 262-633-3323

School Website: www.wisconsinlutherschool.org

School News and Information: <https://goo.gl/BZK0Uc>

Wisconsin Lutheran School has been established and maintained by the following
Wisconsin Evangelical Lutheran Synod (WELS) churches:

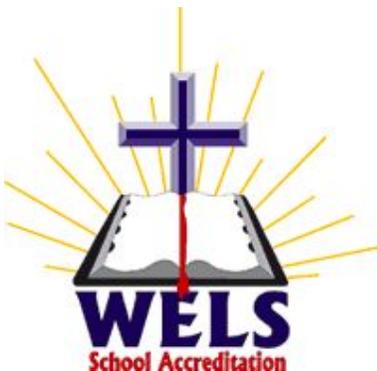
First Evangelical Lutheran Church

728 Villa Street
Racine, WI 53403
262-633-8267

Epiphany Lutheran Church

2917 Olive Street
Racine, WI 53403
262-637-5182

School Accreditation



Wisconsin Lutheran School is accredited through [WELSSA](#), which has been formally recognized and approved by the National Council for Private School Accreditation. [NCPSA](#) has established accreditation procedures to facilitate the appropriate application, review, and recognition of qualified and credible accrediting associations serving private schools.

The accreditation process begins with a self study of the school and all its practices. The school compares its current practices with a list of standards. Once this process is complete, a team of people is brought in to verify that the self study reflects our current practices. If it does, and the school meets or exceeds 90% of the standards, the school will be accredited. Each year the school must strive to address the standards that are not being met. Adequate progress is demonstrated in yearly reports in order for the accreditation to be renewed for the next school year.

Faculty and Staff 2016-2017

Principal	Paul Patterson	262-822-0085	Teaching Asst.(K4)	Judy Peters	262-633-7142
Office Manager	Barb Pope	262-930-5249	Teaching Asst.(K5)	Katy Roekle	262-637-7142
Office Assistant	Jennifer Salfer	262-456-2947	Teaching Asst.(1,2)	Kristen Smith	262-633-7142
Grade 8	Gerald Marowsky	414-429-2721	Teaching Asst.(3-5)	Doreen Lueck	262-633-7143
Grade 7	Jay Selle	920-851-5823	Teaching Asst.(6-8)	Shelley Zarling	262-994-6474
Grade 6	Deanna Rahn	760-712-9574	Before/After Care	Kerri Bush Debbie Peterson	262-633-7142
Grade 5	Julie Maass	262-554-8956	Extended Learning	Deanna Rahn	262-456-2770
Grade 4	Maggie Rasmussen	414-248-6015	School Cook	Cristy Koker	262-498-1416
Grade 3	Paula Nass	262-880-3012	Pastor (First Evan)	Rev. John Roekle	262-637-7142
Grade 2	Rachel Nemitz	715-550-0478	Pastor (First Evan)	Rev. Aaron Dolan	262-898-1910
Grade 1	Kerri Bush	262-637-7039	Pastor (Epiphany)	Rev. Michael Zarling	262-994-2711
Kindergarten 5	Kim Lash	262-639-4846	Pastor (New Hope)	Rev. Philip Janke	262-822-2544
Kindergarten 4	Debbie Peterson	262-880-0034			

Boards and Committees

InterParish School Council

Epiphany	Michael Langdon
Epiphany	Jay Mudrak
Epiphany	Scott Tangerstrom
Epiphany	Greg McNutt
First Evan	Robin Jacobsen
(Chair) First Evan	Andy Baumgart
First Evan	John Heathcock
First Evan	Kevin Heusterberg

School Elders

Epiphany	Les Smith
Epiphany	Robert Martin

Athletic Committee

Director	Jay Selle
Members	Robin Jacobsen
	Michelle Curcio
	Nicky Haubrich
	Paul Patterson

Home and School Society

Co Chair	
Co Chair	Christy Schneiberg
Treasurer	
Faculty Rep	Kim Lash
Program Director	Sam Kumorkewicz

Mission Statement

Wisconsin Lutheran School equips Jesus' little lambs with life-skills that glorify God.

Purpose Statement

Christ's love compels Wisconsin Lutheran School to partner with parents by providing an exceptional Christ-centered education to equip students for lives of service to Christ and their community.

Home and School Partnership

The Lord, through his Word, tells parents: "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deuteronomy 6:6-7), and, "Feed my lambs." (John 21:15).

God has placed upon YOU the responsibility of child-training, which is to foster faith in Jesus Christ, and a life dedicated to his service. The pastors, teachers, and all others on the staff at Wisconsin Lutheran School are eager to help you in this important task. Let us work together, constantly seeking God's blessing through prayer and his Holy Word. Then our success is assured.

Parents and others are welcome to visit our classes in session. Please extend the courtesy by contacting the principal or teacher ahead of time so that they might schedule some time to welcome you. Individual teachers may schedule visiting days throughout the year.

All parents/guardians should be aware that if a student of Wisconsin Lutheran School is being investigated by law enforcement and/or the county child welfare agency as a possible victim of child abuse or neglect, the investigator(s) may contact, observe, or interview the child at any location without permission from the child's parent, guardian, or legal custodian. The official would use this visit to determine if the child is in need of protection or services. This is in accordance to the Wisconsin State Statute, 48.981(3).

It is the policy of Wisconsin Lutheran School to assist in any investigation that involves law enforcement and/or the child welfare agency.

Parental Responsibilities

Class time is only a small portion of your child's day and an even smaller portion of his/her life. Far more influential upon them than what a teacher says or does is what parents say or do. Parents can greatly reinforce what their children learn by the "informal lessons" taught at home. What an awesome privilege! What a humbling responsibility! The time spent listening to memory work in the evening or making sure that all of their homework is done goes a long way toward helping them do well in school.

Beyond this, parents can greatly help their children by regularly and frequently bringing them to church. This bolsters their knowledge of the Bible, and more importantly their faith in Jesus Christ as their Lord and Savior. In public worship, they have the opportunity to say the Lord's Prayer and the Creeds, as well as singing many beautiful hymns, and all without being quizzed on them. Attendance at church demonstrates to

your child that God and His Word are important to you, as an adult, and not just something that is required during childhood and not needed after 18 or 21.

If there are parts of the service that your child does not understand, explain them as best you can, or ask your pastor. He will be happily explain what we do and the true beauty of liturgical worship in our churches.

In this fast-paced world, everyone could use a little quality time at home. Why not spend some quality time with your family in the Lord's house? People gather there to hear from God every Sunday. Please be one of those hearers of the Word!

Students enrolled through the Parental Private School Choice Program do not have to comply with church attendance.

Parental Rights

Wisconsin Lutheran School and its staff and administration respects and honors the legal rights of all parents and students in the educational process. *The Federal Educational Rights and Privacy Act (FERPA)* gives parents certain rights with respect to their children's education records.

Parents have the right to inspect and review the student's educational records maintained by WLS. WLS must respond to the request within 45 days. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review records. Schools may charge a fee for copies.

Parents have the right to request that a school correct records that they believe to be inaccurate or misleading. If a change of record is requested, then a statement must be submitted by the parent which clearly identifies which part of the record is inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a formal hearing within a reasonable amount of time. After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Parents have a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with FERPA requirements.

Generally, schools must have a written permission from the parent in order to release any information from a student's record. However, FERPA allows schools to disclose those records, without consent, to the following parties:

- School officials with legitimate educational interest
- Other schools to which the student is transferring
- Specified officials for audit of evaluation
- Appropriate parties in connection with financial aid to the student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within the juvenile justice system, pursuant to specific State law

The school 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 about directory information and allow parents a reasonable time to request that the school not disclose directory information about them.

Enrollment and Non-Discrimination Policy

Wisconsin Lutheran School has been established and is supported primarily by the members of First Evangelical and Epiphany Lutheran Churches for the Christian education and training of the children enrolled. In keeping with the Lord's directive to let the little children come unto Him, our school has opened its doors to children whose parents are not members of the two churches.

Students of any race, color, nationality, and/or ethnic origin are admitted to all of the rights, privileges, programs, and activities generally available at the school. It does not discriminate on the basis of race, color, nationality, and/or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

Racine Parental Choice Program

Effective with the 2011-2012 school year, Wisconsin Lutheran School has become a participating school in the Racine Parental Choice Program ([RPCP](#)). If an appeal regarding an application is necessary, families can contact a member of the IPSC within five (5) business days. A response will be sent within five (5) business days after the appeal is received.

Wisconsin Statutes for Private Schools

Wisconsin Lutheran School is recognized as a private school by the State of Wisconsin and meets the following criteria as listed in Wisconsin State Statutes, Section 118.165(1), which reads as follows:

"Private Schools - An institution is a private school if its educational program meets all of the following criteria:

- (a) The primary purpose of the program is to provide private or religious-based education.
- (b) The program is privately controlled.
- (c) The program provides at least 875 hours of instruction each school year.
- (d) The program provides a sequentially progressive curriculum of fundamental instruction in reading, language arts, mathematics, social studies, science, and health. This subsection does not require the program to include in its curriculum any concept, topic, or practice consistent with the program's religious doctrines.
- (e) The program is not operated or instituted for the purpose of avoiding or circumventing the compulsory school attendance requirements under Section 118.15(1)(a).
- (f) The pupils in the institution's educational program, in the ordinary course of events, return annually to the homes of their parents or guardians for not less than 2 months of summer vacation, or the institution is licensed as a child welfare agency under Section 48.60(1)."

Academics at Wisconsin Lutheran School

After sharing the wonderful news of sins forgiven and restoration with God through Jesus, academic work at WLS is the next highest priority. In order to keep our school focused on our two primary goals, the following policies have been adopted:

Tardiness

Students at Wisconsin Lutheran School will learn the skill of punctuality.

Respecting the time of the teacher and the classmates is an important lesson to learn. Often at WLS tardy students are missing the most important class of the day: God's Word.

Tardiness is defined as failure to be in the place of instruction and prepared for instruction at the appropriate time.

- Students will be in their desk with proper educational supplies ready at 7:25 am (ES&MS) or 7:35 am (ECC)
- Tardiness in connection with a late arriving bus will not be counted
- Tardiness on account of winter weather conditions will not be counted
- Tardiness on account of appointments will not be counted
 - Communication from the parent, dentist, doctor, etc. is appreciated
- Only one tardiness will be excused for vehicle malfunction
- Only one tardiness will be excused for long drop off lines
- ***After 10 tardies in a single quarter, the student will be referred to the IPSC for expulsion.***

Extra Curricular Eligibility (Grades 3 - 8)

Extracurriculars are a privilege for students who meet the academic criteria. Holding our students to academic standards, *we require students to hold a GPA of 2.3 or higher with no failing grades in any classes* in order to be able to participate in extracurricular activities at WLS.

Extracurricular activities are school related sports, music, drama, and other activities that occur outside of the school day. In order to be eligible ***for any extracurricular action from Wed through Tues night***

- GPA should be 2.3 or higher
- No Failing grades in any classes (below a 69.5%)
- Late work will be recorded as a zero until made up and corrected and will affect the current GPA.
- Students will be reevaluated each week for eligibility.

Late Homework (Grades 3 - 8)

Homework should be done on time to develop self discipline and a sense of responsibility. These are vital skills for the workplace. Homework is also vital as a part of the practice element in mastering concepts. Developing these God-given talents is an important part of being good stewards of his blessings (1 Corinthians 10:31).

Homework is to be completed in a quality manner prior to arriving at school.

- Late homework is defined as, "Assignments that cannot be handed in when the teacher requests them."
- Unfinished, lost, or left at home assignments will be regarded as Late Homework.

- Completing, finding, or delivering work after a teacher requests it does not change the designation of Late Homework.
- Late Homework Day is defined as a day with one or more late assignments.
- Unfinished means more than 5% of the assignment is left undone
- Quality manner - answers make sense and represent the ability of the student
- ***Students who acquire more than 10 Late Homework Days in one quarter will be referred to the IPSC for expulsion.***

Academic Expulsion

Wisconsin Lutheran School exists to educate children. Students/families who choose not to carry out their academic responsibilities will be excluded.

Students who fall below a GPA of 1.5 will be placed on Academic Probation so that they can focus on their work and their grades will improve.

Academic Probation:

- Four Weeks Long
- Academic Recovery 4 days/week until GPA is over 1.5 (transportation must be arranged by parents)
- GPA measures taken on Wednesday morning
- No Extra Curriculars during the four week probation
- No Field Trips (Responsibility = Privilege, Privilege = Responsibility)

If a student's GPA remains below a 1.5 for four weeks

- GPA will be assessed on Wednesday morning each week.
- Student and parent required to meet with academic team: principal, home room teacher, pastor, and 2 IPSC representatives
- Student and parent may appeal for second chance
- Academic Team make recommendation to IPSC
- IPSC is authorized to
 - Grant two more weeks of probation on one time occurrence
 - Expel

Discipline at Wisconsin Lutheran School

Christ's love compels us, because we are convinced that one died for all, and therefore all died. And he died for all, that those who live should no longer live for themselves but for him who died for them and was raised again. - 2 Corinthians 5:14,15

Christ's love for us as revealed in the Bible is the guide for discipline at Wisconsin Lutheran School. Out of love for our Savior and respect for others, students are expected to conduct themselves as Christian young people at all times. This can be achieved only through continued study of the Word of God, which is the means through which the Holy Spirit creates faith and causes it to grow in the hearts of the students.

Out of such faith grows the desire to obey God's commands and to show love for others. Thus the goal of the disciplinary process is to develop self-discipline motivated by love for the Lord and other human beings. In practice, this self-discipline reveals itself when students honor and respect all members of the school staff; these are spiritual champions.

Moreover, it further reveals itself when students encourage one another, forgive one another, sacrifice for one another, and demonstrate God-pleasing humility and self-control. As the Scripture verse above instructs and reinforces, God's love for us compels us to love others the way God loved us. Ultimately, all aspects of our student discipline system are designed to achieve this goal.

We believe that the learning environment is to be rigorously protected. We work to ensure that every child is safe (physically, emotionally, mentally, and intellectually) and can learn without needless disruptions. We have very high expectations for student behavior, and we endeavor to create and preserve a focused learning environment.

Students are taught that they have many choices throughout the day. Many of the choices they make result in something positive like a good grade, thank you from a classmate or teacher, or an extra opportunity. However when students fail to make positive choices, we reserve the right to determine necessary consequences to promote appropriate changes in student behavior.

The following are examples of specific consequences typically utilized at WLS:

1. Students sit or stand in an isolated location to think about behavior.
2. Students write documents or copy papers focused on behavioral improvement.
3. Students lose privileges including field trips, incentive trips, recess, athletic participation, or other enrichment opportunities.
4. Students serve detentions after school where they reflect on their poor choice that day, complete their work, or complete a school service project.

At times, when a student's behavior is particularly disruptive or disrespectful, it becomes necessary to remove students from the academic environment. Such removal is based upon our belief that behavioral and moral development are of primary importance and ultimately crucial for student growth and behavioral improvement. Therefore, we regularly use in-school suspensions. Behaviors which may lead to an in-school suspension include, but are not limited to, the following:

1. Saying "No" to any staff member when asked to do something which is not illegal or immoral.
2. Non-verbal defiance.
3. Actions displaying disrespect (rolling of eyes, tisking, etc.).
4. Verbally abusing other students or putting other students down.
5. Repeated minor infractions accompanied by a refusal to repent.
6. Intentional academic dishonesty or lying
7. Losing, writing on, damaging, or defacing any part of the school building, school grounds, furniture, consumable or non-consumable textbooks or other property. Students will be responsible for the cost of cleaning or repairing all defaced or damaged property.
8. Disrupting the classroom environment to a point where others are distracted.

In School Suspensions (ISS)

ISS time frames (Thirty minutes up to a full day) vary based on the offense of the student. The student will be removed from the class and supervised by school personnel. The student is responsible for all homework missed during the ISS. The student will be allowed in class after the time frame has expired and the student has offered an apology that identifies the negative behavior that caused them to be removed from the classroom.

A teacher or the principal will inform parents whenever their student has been in ISS.

Out of School Suspension (OSS)

An OSS is defined as a one-day to three-day period to be served away from the school premises. When a student receives an OSS, that student is not eligible to return to class until he/she has offered an apology in writing that identifies the negative behavior that caused them to be removed from the classroom. In addition a meeting with the student's pastor, an IPSC representative, the teacher, the principal, the parents, and the student must be arranged in order to set up a behavior contract. The contract will delineate what positive changes the student can make to be taken off of the contract and what behaviors would lead to expulsion.

Termination of Enrollment

The IPSC reserves the right to terminate the enrollment of a student, at any time it deems necessary, for the welfare of the school. The primary purpose of Wisconsin Lutheran School is clearly reflected in the school philosophy that is found in this Handbook. Sometimes it may become apparent that a student **or parent** refuses to live in harmony with those around him/her and refuses to follow the principles of good Christian citizenship. It may then be in the best interest of the student and the school that he /she discontinue his/her studies at Wisconsin Lutheran School.

Discipline Appeals

A detailed letter can be sent to the IPSC if an appeal is requested.

Bullying Policy

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgives you. . . And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:12,13,17

Wisconsin Lutheran School is committed to providing a safe environment for its students. In addition to affecting student education, bullying in its various forms may constitute unlawful discrimination, unlawful hazing, unlawful harassment, and violations of criminal statutes.

The bottom line: bullying is prohibited. Any conduct that interferes with a student's school progress or creates an intimidating or hostile school environment is prohibited.

Bullying Defined

Bullying is repeated behavior intended to intimidate or humiliate another. Bullying may be physical such as assaults, shoving, punching, tripping, kicking, and/or taking or damaging personal property. Bullying may be non-physical such as verbal assaults, verbal threats or intimidation, social exclusion and isolation, extortion, teasing, spreading rumors, making insults, name calling, glaring, and the use of social media to send embarrassing, slanderous, threatening and/or intimidating messages or images.

Further, non-physical bullying can take the form of slurs, jokes, innuendos, demeaning or racist comments, drawing pictures, pranks, gestures (including eye-rolling), false accusations and hazing.

Each of the following forms of bullying which takes place in school, during a school-sponsored activity, on school buses, or through the use of school equipment, e.g. cyber-bullying, is prohibited:

- Student-to-student bullying
- Student-to-staff bullying
- Adult-to-student bullying
- Reprisal and/or retaliation due to reporting bullying

Eighth Commandment

Our Savior seeks to protect reputations by encouraging Christians to address concerns only to the person or people involved. Therefore the principal will only be able to identify a behavior as bullying if the victim has requested that the aggressor stop the negative behavior.

Procedures for Bullying Complaints

It is the responsibility of students, staff, parents, volunteers, and visitors to report acts of bullying that occur at school, on the bus, or at a school-sponsored activity.

The principal and/or the principal's designee will receive school bullying complaints. Upon receiving a complaint, the principal or designee will address the situation immediately.

All reports of bullying will be taken seriously.

Complaint Resolution

In the event that it is determined that a student has violated the above regulations, consequences will be imposed.

Care for the Victim

A meeting will be held with the victim to show care and concern. The victim will be assured that the matter will be dealt with. Parents will be called and informed of the incident.

Consequences for Bullying Behavior

Note: Depending on the nature and severity of the offense, consequences will be given accordingly.

First Offense

- Complete Bully Reporting Form
- Verbal warning by staff, documented on Bully Reporting Form
- Contact parents (phone and letter)
- Meeting with parents of aggressor
- After-school Detention
- Police involvement if necessary

Second Offense

- Complete Bully Reporting Form
- Contact parents (phone and letter)
- Bully Intervention Meeting (documented on Bully Reporting Form)
- In School Suspension (1-2 days)

- Receive Building Christian Community Form from school
 1. Signature of student and staff on form letter
 2. Bully Prevention Coordinator distributes copies
 3. A meeting with teachers, parents, pastor, and/or committee members is required
 4. Police involvement if necessary

Third Offense and Beyond

- Complete Bully Reporting Form
- Contact parents (phone and letter)
- Bully Intervention Meeting – documented on Bully Reporting Form, and filed in Bully Intervention Packet
- Meeting with administrator
 1. Out of school suspension (1-5 days)
 2. Administrative review for expulsion
 3. Police involvement

Physical Bullying

Hitting, kicking, spitting, throwing things at someone, use of a weapon, etc.

1. Possible out of school suspension (1-5 days)
2. Warning Letter (future physical bullying means expulsion)
3. Administrative conference with parents and child
4. Police involvement

Note: Depending on the nature and severity of the offense, consequences will be given accordingly.

Elementary and Middle School Academic Recovery (AR)

AR is a weekly attempt to resolve on-going homework completion problems. Missed homework assignments are extremely damaging to a student's grades. Students on AR receive additional support from teachers, parents, and administrators. Students on AR are required to attend after-school study hall or after-school classes until 3:30 p.m. on most school days. During those times, students may receive tutoring and get homework checked by teachers and volunteer tutors.

Students may be placed on AR at a teacher's discretion. Teachers will place a student on AR if a student has missing or incomplete homework or work that is done unsatisfactorily (In teacher's opinion). Students remain on AR until their work is finished in a satisfactory manner and their grades improve. Students who fail to complete AR obligations place their status as a student at Wisconsin Lutheran School in jeopardy and are subject to receive further consequences.

Students remain on AR until their parents have been notified that they are no longer on AR. Parents should not assume their child is off AR unless they have been told that is the case by the principal or teacher. Students who are assigned to AR will not be allowed to practice and will be unable to represent WLS at athletic contests. Students on AR will not be permitted to participate in after-school activities until they are no longer on AR.

Parents are responsible for transportation after 3:30 pm.

Late Work at the Elementary and Middle School

After hearing and learning God's word, schoolwork is the next highest priority for a student at Wisconsin Lutheran School. To ensure a fair and objective manner for dealing with late assignments, the teachers of grade third through eighth have adopted this practice:

- Signed notes or phone calls from a parent can offer a reasonable excuse for unfinished schoolwork. Please notify the teacher at the beginning of the school day. This will not be considered a late.
- Late work will be marked as a zero until it is turned in and corrected.

Our desire is to communicate to students that schoolwork is their job and it takes priority over other activities. Being a good steward of time and talent is often an overwhelming task for elementary and middle school students. Parents and teachers working together to help students be faithful is the best arrangement for success.

Tardy

Students are expected to be in their classroom by 7:35 am at the ECC and by 7:25 am at the ES & MS.

A student is tardy if they are not in their classrooms by the above times. Phone calls are appreciated if you are running late, however, the student is still considered tardy.

Attendance

Parents are required to call, fax, text, or e-mail the proper building before the school day begins to report that their child is sick or will be absent.

If a child is absent three or more days in succession, a doctor's excuse is requested when the child returns to school. If a child is absent because of a communicable disease, the parent must report this to the school. Appropriate recovery time recommended for each illness should be followed. A child should be symptom free for a period of 24 hours before returning to class (unless otherwise directed by a physician).

Wisconsin Statutes (s.118.15, Compulsory School Attendance and s. 118.16 School Attendance Enforcement) require W.L.S. to release "*information regarding the attendance of any child between the ages of 6 and 18 who is a resident of the school district or who claims or is claimed to be in attendance at a private school located in the school district to the district school attendance officer*".

A child absent for more than 25% of the school calendar year can be retained and required to repeat his or her current school grade. In some cases, a lower percentage of absences could require a child to repeat the grade. If habitual absence and/or tardiness occurs, documentation may be required.

Planned Absences

When a child is absent from school, it may be difficult to make up the school work. Taking children out of class has an impact on the child, teachers, and the rest of the class. This is especially true of frequent withdrawals. A calendar of vacations is included in this Handbook. If at all possible, please plan your trips to coincide with the school breaks. When given advanced notice, teachers will do their best to issue assignments prior to the date of the trip .

Doctor or dental appointments should be made, when possible, before or after school hours. Please notify the school through written or verbal communication if you plan to take your child out of class during the school day. Children will be excused for appointments when direct communication between the parent and teacher and/or school office has taken place.

Dress Code

The Interparish School Council has established a dress code for Wisconsin Lutheran School. Christian modesty should be the operative term when considering your child's school wardrobe. All persons concerned need to understand that the spirit, and not merely the letter of this code, should be applied when determining what a student may or may not wear to school. Students are expected to dress modestly. Any offensive dress will be reported to parents, and corrective action should be taken.

The staff will use its good judgment to determine when clothing and accessories do not fit the code and or safety becomes an issue. The same holds true if a situation occurs that is not specifically addressed in the Dress Code.

1. All clothing is to be neat, clean, and of an appropriate fit.
2. Clothing should be free from tears and holes.
3. Clothing such as crop-tops that cause the midriff to be exposed during normal activities are not to be worn. Low-cut tops and jeans must be accompanied by a shirt or sweater that covers any exposed hips, cleavage, and/or midriff. Pants, slacks, blue jeans, trousers and shorts shall be worn at the waist and no lower. No tank tops are to be worn. Modest sleeveless tops are allowed as long as no undergarments are showing or no unnecessary exposure is present.
4. All printed shirts must be of an inoffensive nature and not of rock groups, controlled substances, or include offensive sayings or language, negative messages about school, work, or families, etc.
5. Students are allowed to wear shorts that are acceptable in length during the entire school year. Acceptable short length can be determined by placing the arms alongside one's body. The bottom of the shorts should come to the tips of the fingers; no shorter.
6. Leggings and stretch pants may be worn under dresses, tunic, skirts, and long shirts that extend down to the end of the student's fingertips when the hands are placed at the side.
7. Hair is to be neat, clean, and of an inoffensive cut, color and length.
8. Make-up should be used in moderation.
9. Feet are to be covered with shoes. Sandals and Flip-Flops are not acceptable footwear. Heelys (shoes that roll) are not allowed at school. Appropriate footwear (ie dedicated gym shoes) are to be worn on the gym floor.
10. No winter coats or jackets are to be worn in the classroom. If the temperature is too cold, sweatshirts or hoodies (hood down) may be worn.
11. Earring Policy: For reasons of safety, earrings that extend one inch or less below the earlobes may be worn. Body piercings of any other kind are not allowed.
 - No earrings of any kind are allowed when participating in sporting events according to the guidelines of the Lake Lutheran Athletic Conference.

Phy. Ed Dress Code: Separate athletic shoes must be worn for Phy. Ed. Class. Gym shoes help to protect the wooden gym floor. A change of gym clothes is encouraged. No earrings are allowed.

Field Trip Dress Code: School Dress Code guidelines should be adhered to by children and chaperones. Field trips are considered to be a school day, and are a representation of our school.

Dress Code Violations and Consequences

The student who has violated the Dress Code will be supplied with a t-shirt and/or sweatpants. If the student refuses to wear the given t-shirt and/or sweatpants, he or she will have the option to receive an ISS or be dismissed for the day.

Public Display of Affection

Wholesome and God-pleasing relationships among our students are encouraged. The school and school-sponsored activities are neither the time nor the place for public displays of affection. Students will be counseled if problems arise and parents will be informed if inappropriate behavior persists.

Parent and Student Concerns

Parents (and students, through their parents) are encouraged, when concerns or problems arise, whether academic or disciplinary, to keep the lines of communication open between themselves, teachers, staff, coaches, and advisors in the hope that minor problems can be resolved before they escalate.

If problems arise, the following steps are recommended:

- (1) Communicate your concerns with the teacher, coach, advisor, or personnel who are directly involved at a mutually agreed upon time.
- (2) If your concerns are not satisfied, share them with the Principal.
- (3) If your problems are not resolved, arrangements should be made with a pastor and a member of the IPSC.

Every effort will be made to reach a God-pleasing solution.

Cell Phones and Other Electronic Devices

No electronic communication / music devices are allowed in a student's possession at school from 7:20 a.m. - 2:15 p.m. At the Elementary and Middle schools, *a student must power down the device before they walk in the door and turn into the office as they enter the building. The device may be picked up from the office at the end of the school day. The device must remain off while in the school building.* In special circumstances, a cell phone may be used during the school day in the office in the presence of school personnel.

1. First Offense – The device will be confiscated and may be picked up in the office at the end of the school day and the student's parents will be contacted by the office.
2. Second Offense and Subsequent Offenses – The device will be confiscated and held. The device must be picked up in the office by the parent / guardian.

At the Early Childhood Campus (ECC) bringing an electronic device to school is discouraged. If parents feel a student must have one, the electronic device must remain in the backpack and be powered off. If it is on or in use, a teacher will confiscate the device until the parents pick it up.

During any and all extra curricular events, electronic devices should be powered down in the locker rooms or bathrooms. If the following rule is broken, the device will be taken and kept until contact is made with the parent.

Any device that is activated, used, or displayed in a way that endangers (physically, emotionally, verbally) will be held, awaiting disciplinary action.

Daily Schedule

The school doors will open at 7:05 at the Elementary and Middle School and 7:20 at the Early Childhood Campus. The hours of school are as follows:

Early Childhood Campus (ECC)

Kindergarten 4:	7:35 a.m. – 11:30 a.m.
Kindergarten 5 - Grade 2:	7:35 a.m. – 2:00 p.m.

Elementary School & Middle School

Grades 3 – 8:	7:25 a.m. – 2:15 p.m.
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Children are to report to their rooms upon arrival. If children arrive before their teacher, they must wait quietly in a designated room until the teacher does arrive. Parents whose children arrive earlier than 7:05 a.m. **(ES/MS)** or 7:20 a.m. **(ECC)** without making prior arrangements will be charged for Before School Care at the current rate. (This does not include students whose buses arrive early.)

Drop off Procedure for the Early Childhood Campus:

If parents are NOT coming into the building

1. Drive into the ECC lot from Olive Street.
2. Drop Students by the south school door.
3. Drive out the WEST exit onto Bate Street

If parents are entering the building

1. Park on either Olive or Bate Street
2. Walk up to the south school door. Please be aware of cars driving through the lot.
3. Deliver child to classroom

Dismissal Information for the Early Childhood Campus:

1. Bus students are dismissed first.
2. After Care students are dismissed to the Care Provider.
3. Car/Walking Students are to be lined up outside of the building. Those parents who are driving/walking their students must come into the parking lot to check out those students. Students will not be allowed to go to their vehicle or to the sidewalk without their designated adult.

Dismissal Information for the Elementary & Middle School Campuses:

1. Parents who are picking up their students must come into the building and check in with the Office. Those students will be called first after the dismissal bell.
2. Students are to remain in their classrooms until the number of their bus is called.
3. Students who are remaining for after school activities or practices will be called as their coaches/advisors arrive.

Both Campuses:

A signed note must be provided if your child will be riding home with someone other than their parents. (A phone call with this information will also be acceptable if plans change during the school day.) This information will be kept on file for the entire school year.

Students are to leave the school grounds immediately upon dismissal and the arrival of their bus. If students are participating in supervised extracurricular activities that immediately follow the school day, they are to report to the advisor or coach in charge of that activity or to their homeroom until their advisor or coach arrives. Students are to be picked up promptly following extracurricular activities or practices, or may be subject to a charge for After School Care. This charge for a “late pick-up” will be up to the discretion of the coach or advisor of each activity.

Students who are walking to another location after school (other than a sports practice beginning immediately after school) must have written permission.

Students who remain on school property and who are not participating in an extracurricular activity and/or under the direct supervision of a staff member will be charged for After School Care. Kindergarten 4 students who remain longer than 15 minutes after their dismissal time will be charged for After Kindergarten Care. (See “Care Programs” section for rate information.)

Care Program

A Care Program, which provides Before School Care, After Kindergarten 4 Care, and After School Care for students in all grades, has been established as a joint venture between Wisconsin Lutheran School and the Care Committee. All Care is provided at the Early Childhood Campus, with the exception of the Elementary & Middle School “Sports Care Program” (see below). Hours of the Care Program are from 6:30 a.m. to 5:30 p.m. Elementary and Middle school students that use the regular Care Program will be transported to the ES or MS in the morning and back to the ECC after school. (Elementary and Middle School students using this service must complete an Alternate Transportation Form through Racine Unified and use the ECC address for busing.)

Students must be pre-registered for the Care Programs, so as to avoid overcrowding and to have an assistant for the Care Provider on-site when necessary.

A monthly Care Account Statement will be sent after each month concludes. The cost for the Care Program is \$4.00/hr. for the child in the family with the most hours of Care and \$2.00/hr. for each additional child. (This will fluctuate on a monthly basis, depending on each family’s use of the Care Program.) *School Choice families will be billed for the Care Program services.* Bills not paid on time are subject to a \$10 late fee.

An After School Care hourly fee will be charged for those students remaining on school property following the dismissal of school unless they are under the direct supervision of a staff member, coach or advisor.

Closed Campus

Wisconsin Lutheran School maintains a closed campus during the school day. All students are required to remain on school property. Students are required to have written permission from their parents whenever they leave the school grounds. All visitors must stop in the School Office when they arrive.

Cold Weather

When the temperature reaches 0 degrees F or the wind-chill factor is below –10 degrees F, children will not be outside for recess. If the temperature falls close to these extremes, the teacher will shorten the outside exposure time.

All children are to be outside for recess periods at other times. Parental written excuses are required if students are to remain indoors. During the seasons of inclement weather, children should be dressed appropriately

School Closings, Late Starts, and Early Dismissals

When weather-related problems occur and the Superintendent of Racine Unified School announces:

- (1) schools are closed – W.L.S. will also close.
- (2) a late start – W.L.S. will also have a late start except for Kindergarten 4, which WLS will cancel
- (3) An early dismissal due to weather – W.L.S. and After School Care * will also dismiss early. At such time that W.L.S. incurs an early dismissal due to weather conditions, children who normally are bused home will be sent home on the bus when dismissed. Parents who pick up their children should do so as soon as possible.

To receive this information:

1. Check radio stations WRJN (1400 AM), or 92.1 FM, or TV Channels 4, 6, 12, or 58.
2. Check the WLS Facebook Page
3. Check for an Emergency WLS Text
4. Check School Speak for more information

Unscheduled closings due to equipment failure may also occur. Each child should know where to go if an emergency arises and school is dismissed early.

*After School Care: Children who normally are bused home will be sent home on the bus when dismissed early, unless the After School Care Provider has been given other instructions. Be sure that you have arranged for someone to meet your child at their bus stop when an early dismissal occurs.

The After School Care Provider will remain at school until all children are safely picked up or placed on the bus. However, it is also important that our Care Provider be able to leave school as soon as possible, to insure a safe trip home as well.

If you have any questions about early dismissals, contact the After School Care Provider as soon as possible so that it is clear what will happen to your child during this situation. Do not wait until inclement weather occurs. It is difficult (if not impossible) to get through on the phone lines during an emergency situation, and the phone must be available for contact from the other school campuses for true emergency information.

Extended Learning Program

The Extended Learning Program has been established as an extension of the classroom. It provides extended learning opportunities for children who need remedial work and/or study skills in certain subject areas, as recommended by the faculty and parents. Teachers or parents may also recommend Extended Learning for children who excel in the classroom and can benefit from advanced work in certain subject areas. Diagnostic testing for students can also be provided.

Report Cards and Midterm Reports

Report Cards are sent home at the end of each quarter (every nine weeks). Midterm Reports are sent home approximately 4½ weeks into each quarter. The purpose of the Midterm Report is to point out areas of concern before problems progress too far. Parents are encouraged to talk with their child's teacher(s) about any concerns they might have. For some grade levels (Grades 5-8), **School Speak** (on-line system) will be used to allow parents access to their children's grades, reports, and other miscellaneous information. Instructions regarding use of the **School Speak** system were provided at registration in August. If you need help, contact the office. Final Report Cards for the school year are mailed to families.

Testing

Students in Grades 3 - 8 will be tested yearly, using a national achievement test for evaluation purposes. These tests will make percentile and grade equivalent comparisons with students throughout the nation. Since the RPCP requires the Wisconsin Forward exam and for Grades 3-8 school choice students, all students use this standardized test.

Grades 3-8 for Reading and Math

Grades 4 and 8 also for Language Arts, Writing, Science and Social Studies

Grades 3, 5, 6 and 7 Time of Test Range: from 3.25 to 3.75 hours of actual testing plus preparing students, etc.

Grades 4 and 8 Time of Test Range: from 5.5 to 6.25 hours of actual testing plus preparing students, etc.

Parent-Teacher-Student Consultations

Two Parent-Teacher-Student Consultations are held annually to discuss the child's performance during the school year. These consultations are beneficial to the teachers, the parents, and the students. Both parents and the student attend these consultations. Additional consultations can be arranged throughout the year as needed.

Bus Service

Wisconsin Lutheran School is provided busing through the Racine Unified School District, and is subject to that School Board's rules governing bus service. To receive busing, all students must live at least two miles from the school building that they attend. A "Letter of Exception" can be sent by parents to: Racine Unified School District, Attention: Patrick Starken, 3109 Mt. Pleasant Street, Racine, WI 53404.

Kindergarten 4 students returning home after their school day ends do not receive bus service. Financial assistance may be given by Racine Unified to help offset the parent's cost in transporting their student home from school. Contact Patrick Starken with that request.

Prior to the opening day of school, families should receive information directly from Racine Unified regarding pick-up locations and times, and other route information.

If you move to a different address during the school year, your new address may not lie within the WLS bussing District. If you move out of the WLS bussing district, you will lose your eligibility for riding bus. It is vital that you contact the office prior to signing a lease or buying a house IF bus service is important to your family.

WLS and Trinity in Caledonia meet yearly to set bussing boundaries in a mutually beneficial way. If you are currently not receiving bus service because you are in Trinity Caledonia's bussing district, make sure to contact the principal prior to March 1. The bussing boundaries are set in spring of the preceding school year.

Bus behavior at all times is to be of a Christian nature. Poor behavior may result in school discipline as well as a suspension of busing by Racine Unified.

Medication Policy

Wisconsin Lutheran School does not supply non-prescription drugs or pain relievers for student use. Any student requiring any type of non-prescription medication must have written parental approval and bring the item from home. Please note that this includes cough drops and throat lozenges. All drugs or medications must be turned in to the office.

Wisconsin statutes require that if prescription or nonprescription drugs or medications are to be taken or administered at school, WLS must have written authorization from the parent or guardian. The written authorization must include:

- The name of the medication
- Dosage
- The time of day the medication is to be administered
- The duration of time the medication is to be administered
- Signature of the physician or parent.

Pre-printed forms are available from the school office and are available to be downloaded from the website.

Wisconsin statutes also require prescription and nonprescription drugs to come to school in their original pharmacy-labeled container or original manufacturer's packaging. Please make sure these containers are also labeled with your family name and contact information.

Inhalers and epipens are not required to be turned in the office. However, a form is required to be on file if those products are needed. Pre-printed forms are available from the school office and are available to be downloaded from the website.

Health and Wellness

Wisconsin Lutheran School realizes that there is a connection between student wellness and the ability to develop and learn. It is the school's intent to:

- promote nutritional education
- set goals for physical activity
- establish standards for healthy meals and other foods served on our school campuses
- promote school-based activities that encourage and educate our students and staff about school wellness

Nutritional Education Guide

Nutritional education is promoted and integrated into the daily lives of our students. This is done in the classroom, through the lunch programs, and in the events which are school-sponsored, to assist our students in developing healthy eating habits and making good choices.

Physical Activity Goals

Students are given opportunities during the school day for physical activity through physical education classes, recess, and breaks, and after school athletic programs. Parents are encouraged to support their children in the physical and athletic activities that are offered.

Nutritional Guidelines for Food and Beverages Available at School

The Elementary and Middle School Hot Lunch Program menu is based on the standards set by the State of Wisconsin that include the daily requirements for healthy meals for our students. Students are encouraged to take advantage of this program. (See Page 25)

All students are encouraged to bring healthy lunches, snacks and treats, and make good choices when other meals may occasionally be provided to them at school.

Elementary and Middle School students have healthy choices available when using the school snack machine. The beverage machines also include many juice, water, and sports drink options are available after the school day has finished. Drinking fountains are available so that students have access to water at meals and throughout the school day.

Lunch areas are maintained to be clean, safe, and enjoyable.

Other School-Based Wellness Activities

- Annual hearing, vision and scoliosis tests
- TB tests for staff (every three years)
- Proper hand washing and use of disinfectant wipes in classrooms
- Health Curriculum covered in Science curriculum once per week throughout the school year
- American Heart Association “Hoops and Jump Rope for Heart”
- American Diabetes Association “Walk for Diabetes”
- Wisconsin Dairy Association promotions)
- University of Wisconsin-Parkside Nursing Program participant
- Gateway Technical College Nursing Program participant
- Communicate immediately with families regarding health issues that occur (chicken pox, impetigo, strep, meningitis, keeping sick children at home, etc.)

Implementing, Monitoring and Updating

Wisconsin Lutheran School will encourage all students and their families, and all staff and administration, to implement and monitor this policy. Each staff member is encouraged to be a role model for healthy eating, physical activity, and encouraging good choices for themselves and their students. The Principal will be responsible for overseeing this Wellness Policy.

Lockers

Lockers are assigned to students in Grades 6-8 for use in Physical Education. School-owned combination locks will be assigned to students upon application. (No personal locks will be allowed.) Students who do not return their school-owned lock at the end of the school year or who lose their lock will be charged a \$10.00 fee. This lost lock fee does apply to School Choice students. Students who choose not to use a lock put their property at risk. Lock use helps keep others from being tempted to go through a student's belongings.

Students may decorate the inside of their lockers using magnets or poster putty. No tape is allowed and no decorations are allowed on the outside of the lockers. Only items that can be easily removed should be put on the inside of the lockers. Locker accessories such as shelves, mirrors, etc. are acceptable.

Lockers must be kept clean and will be checked periodically. Teachers have the right to inspect the lockers or backpacks at any time.

Students are not allowed in anyone else's locker. Any damage or violations of the locker rules should be reported to the homeroom teacher as soon as possible.

Field Trips

Wisconsin Lutheran School is limited in its liability insurance coverage for drivers of extracurricular school functions. Drivers of vehicles that they personally own have no liability coverage under the WLS insurance policies. These drivers must depend on their own insurance policies for coverage. Individuals who drive a car that they do not own would be included under the WLS liability coverage. Field trip drivers and chaperones must be 18 years old or older.

A "Field Trip Driver Information" form will be required of every driver on an annual basis. A parent, teacher, grandparent, aunt, uncle, etc. will not be allowed to drive our students unless this form has been completed in advance of the field trip or outing.

School Dress Code guidelines should be adhered to by children and chaperones, since a field trip is considered a school day and we are representing our school.

Financial Information

NOTE: Most fees do not apply to students participating in the Racine Parental Choice Program (RPCP). See various sections for fee information.

Tuition Payment Policy

The Interparish School Council (IPSC) has established the following remittance policy:

Tuition payments must be made IN FULL at Registration, unless the FACTS Program is being used for automatic deductions from a checking or savings account.

The FACTS Program allows families to set up an automatic deduction from a checking or savings account on the 5th or the 20th of each month for their child's tuition.

All miscellaneous fees which include ECC Milk, Elementary and Middle School Hot Lunch Program tickets (optional) and school yearbook (optional) are due IN FULL at Registration. These expenses are not a part of the FACTS Program deductions for tuition.

Fees for the 2016-2017 school year are as follows:

<u>Member Tuition*</u> :	<u>Grades K4-8</u>	<u>Special Cap**</u>
First Child	\$1,325.00	-
Second Child	\$1,035.00	\$620.00
Third Child	\$ 890.00	\$620.00
Maximum per Family	\$3,460.00**	

**Special Cap of \$2,715.00 for families with two or more students at WLS who also have a student enrolled at Shoreland Lutheran High School.

Non-Member Tuition:

	<u>Grades K4-8</u>
First Child	\$4,600.00
Additional	\$3,950.00

Other WELS Members:

	<u>Grades K4-8</u>
First Child	\$4,125.00
Additional	\$3,395.00

All fees listed include the costs for tuition, textbooks, workbooks, student-owned books, technology fees, tests, supplies, and other miscellaneous materials used for each student's education.

Tuition does not apply to students participating in the Racine Parental Choice Program (RPCP).

*To qualify for "Member Tuition", the family must be in "good standing" with their congregation, either Epiphany, First Evangelical, or New Hope Lutheran churches. A member family in good standing is not charged the full amount of their children's tuition. A member family in good standing must attend a minimum of 50% of their congregation's church services, and the family's church contributions must meet the guidelines as determined by the School Elders of their congregation.

Tuition Assistance for Members in Good Standing: Tuition Assistance, through the FACTS Grant & Aid Program, may be available for members of Epiphany and First Evangelical Lutheran Churches who are in good standing with their congregation. Applications are submitted online to www.factstuitionaid.com. Additional information can be obtained by contacting the school office.

Failure to make timely payments may terminate a student's enrollment at Wisconsin Lutheran School. Questions concerning these financial policies should be directed to the IPSC.

Service Hours

To encourage all parents (Grades K4 - 8) to be involved at their children's school, six service hours per school year are requested of each family. Additional Sports Service Hours are required for families whose children participate in the WLS sports programs.

Required Books

There are certain religious books required at various grade levels that will be provided for the student's use. (The students can keep these books as their own.) These books and the grade levels for which they are required are as follows:

Grades 1 – 8:	“Christian Worship – A Lutheran Hymnal”
Grades 3 – 8:	“NIV Bible”
Grades 6 – 8:	“NIV Catechism”

Additional Book Purchases

Replacement or additional copies of the above religious books can be made during the school year in the school office.

Hot Lunch and Milk Programs

ECC Milk Program

Children in Grades K4 – 2 may purchase their milk for the entire school year at a cost of \$15.00. Milk choices are a ½ pint of either 1% white or fat-free chocolate milk.

This is a Federally-Sponsored School Program. Free milk is available to those families who qualify. Application forms are included in the registration packet and may also be obtained by contacting the Middle School Office. Completed forms should be returned to the Middle School Office. Families will be notified within 10 days of the receipt of the application whether or not they qualify for free milk.

Elementary & Middle School Hot Lunch Program

Children in Grades 3 – 8 are offered a Hot Lunch Program that is available for each full day of the school year.

School Speak will highlight what the menu is for any given week. Lunch consists of one serving of the meat group, two of the fruit and vegetable group, at least one serving of the bread and cereal group (eight per week) and ½ pint of either 1% white milk or fat-free chocolate milk. Students are encouraged to at least sample each component. They may decline any two items. Second helpings will be offered when available.

Lunches may be ordered online or daily with the classroom teacher. Payments are also available online through the WLS PayPal account, or each morning in the Elementary and Middle School offices by using cash or checks (payable to WLS). No actual tickets are issued or used.

To use School Speak for lunch payments or lunch ordering, follow the steps below:

1. Go to “Lunch Ordering”, then to “Lunch Count”
2. Select “Order” to see the menu and place orders (milk is included, so do not click on the milk choice unless your student wants an extra milk that day). If ordering milk, click on either white or chocolate.
3. Select “Pay” to make your payment online through the WLS PayPal account. There is a \$2.00 convenience fee for using PayPal.

Prices are as follows:

Student or Adult Milk	\$.40
Student Lunch (includes milk)	\$3.50

Adult Lunch (includes milk) \$4.15

Milk and lunches may be purchased in any quantity, and do not have to be used consecutively.

Free or Reduced-Priced Lunches are available through this Federally-Sponsored program. Application forms are included in the registration packet or may also be obtained by contacting the Middle School Office. Completed forms should also be returned to the Middle School Office. Families will be notified within 10 days of the receipt of the application whether or not they qualify for free or reduced-price lunches.

There is no government program for milk for Middle School students. If a child who is eligible for a free or reduced-price lunch chooses to bring his or her lunch, they may purchase milk at the regular price.

The Elementary & Middle School Hot Lunch Program receives funding from the government based upon the number of lunches that are served each month. (The higher the number of lunches served, the higher our reimbursement is from the government, which helps to keep this program financially sound.)

It is because of this fact that we maintain a closed campus during the lunch periods, and ask that fast-food NOT be brought in for large groups of students. However, an exception will be made that will allow a parent to bring in a fast-food meal for their own child periodically. (Fast-food lunches are to be delivered directly to the student during their lunch period; food should not be left in the school office.)

USDA Nondiscrimination Statement

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, religion, and, where applicable, political beliefs, marital status, familial or parental status, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 or request the form. You may also write a letter containing all of the information requested on the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

USDA is an equal opportunity provider and employer.

Misuse of Property

Students are expected to respect school property and equipment. Parents will be held financially responsible for children who cause damage to church or school properties and/or equipment when it is determined that such damage was caused by irresponsible behavior.

The condition of school-owned textbooks is noted at the beginning of each school year, and a fine will be assessed for damages beyond normal use. Notice will be given to the students at the end of the school year.

Extracurricular Activities

All school life, curricular and extracurricular, is planned to be a workshop for the Holy Spirit. All children are special creations of God, with varying talents and abilities. They should be encouraged to develop all of their God-given talents to the best of their abilities and to become active participants. Through participation, they should learn dedication, cooperation, and commitment to goals as well as balancing these activities with academic requirements. Our children should learn to function as part of a group, realizing that God has given each person certain talents and abilities, and that each is able to contribute to the group goal. A group goal should always be to succeed, but in all that we do, let us keep achievement or lack of achievement in perspective. There is only one race in which winning is essential. God sponsors it!

Coaches and advisors should teach the basic rules, skills, and strategies of the activity, good sportsmanship, Christian life in actions toward others, teamwork and cooperation, and foster individual participation as much as possible, as far as the group goals allow.

Students who are absent on a school day will not be allowed to participate in a practice, meet, or game on the same day that the absence occurs. Students will be allowed to participate in weekend events.

Academic activities include Math Meet, Spelling Bee, Geography Bee, Battle of the Books, Forensics, Drama Club, Student Council and other academic meets. Band and Strings lessons are also available during the school day. (Not all activities are for all grades.)

Athletic activities include the following sports for the grades indicated:

Fall	Soccer:	Boys (5 – 8)
	Volleyball:	Girls (5 – 8)
	Cross Country:	Boys & Girls (3 – 8)
Winter	Basketball:	Boys & Girls (5 – 8)
	Cheerleading:	Girls (5 – 8)
Spring	Softball:	Boys & Girls (6 – 8)
	Track & Field:	Boys & Girls (4 – 8)
	Soccer:	Girls (5 - 8)

Exceptions may be made to the grade levels listed when there is a lack of participation for a particular sport.

Sports Service Hours

Parents of a student in sports will be required to serve four (4) additional Service Hours per family at sporting events, and **one (1) four hour shift at the Lancer Invitational Tournament.** (Sports Service Hours are in addition to the required six (6) regular Service Hours.)

For additional information regarding athletic activities, please contact the Athletic Director, Jay Selle at 920.851.5823, or at jay.selle@wlsracine.org.

Sports Fees

Interscholastic sports fees are charged to those families whose children participate in our sports programs.

Payment Option #1: \$90.00 Family Sports Fee covers all children in the family for all the sports that they participate in. This fee is paid at Registration and/or must be paid in full prior to a student participating in a practice or a game.

Payment Option #2: This option allows families to pay “per sport”, and is beneficial to families who have only one child or whose children participate in only a few sports. The individual fee for each sport is:

Cross Country	\$10.00	Basketball	\$25.00
Soccer (Boys’)	\$20.00	Volleyball	\$20.00
Softball	\$10.00	Cheerleading	\$20.00
Soccer (Girls’)	\$10.00	Track	\$10.00

These fees are to be paid when the individual sport begins and must be paid in full prior to a student participating in a practice or a game. This option covers one child/one activity.

Refunds will be made if a student withdraws from a sport prior to the first match or game of the season.

The Interparish School Council has established the WLS Athletic Committee to assist the Athletic Director in governing the sports programs at Wisconsin Lutheran School. Any concerns are to be directed to the Athletic Director, Jay Selle at 920.851.5823, or at jay.selle@wlsracine.org.

Extracurricular Detention, Probation, and Suspension

By Coach

A student participating in an activity may be placed on probation or suspended by the advisor or coach for not living up to expectations. Some examples would be tardiness or absenteeism from practices and games, unwillingness to listen or work properly, disrespect, unsportsmanlike conduct, actions endangering others, etc.

By Teacher

A student who does not turn in homework or is underperforming in classes may be placed on probation or suspension.

By Administration

WLS reserves the right to immediately place on probation or suspend from all activities any student found guilty of serious offenses (i.e. theft, violence, vandalism, etc.).

Glossary of Terms and Events at WLS

Art/Science/Social Studies Fair

Students in Grades 4 – 8 will participate in the annual Fair. There will be no judging, but the projects will be required for class credit. The type of Fair held each year is done on a rotating basis.

2016-2017: Social Studies Fair

Athletic Committee

This committee is the governing body for all of Wisconsin Lutheran School’s athletic teams, coaches, fees, uniforms, events, and policies. The Athletic Committee is also responsible for adhering to the regulations set forth by the Lake Lutheran Athletic Conference. The Athletic Committee is made up of a Director, a representative from the IPSC, a coach and one parent

from Epiphany and First Evan.

Awards Night

This event is held at the end of the school year to recognize those students in Grades 3 - 8 who have met the criteria in the following areas:

Honor Roll: For students that attained Honor Roll status for Quarters 1, 2 and 3

Honors: For students that attained Honor Roll Status for one or two of Quarters 1, 2 or 3.

Band & Strings: Students who participate in the school performance band and strings are recognized whether or not they took their lessons as a part of the Shoreland Grade School Band or Strings Programs.

Piano: Students who participate in the Shoreland Music Festival

Spelling Bee, Math Meet, Geography Bee, Forensics, Battle of the Books, Drama Club, Student Council, and All Sporting Activities

Students in Grade 3 and new students in Grades 4-8 will receive their Lancer Banner. A pin is given for each activity, with the following stipulations:

In order to be recognized at Awards Night, students must have made the team, participated through the tournament, or activity, may not have been dropped from the team by the coach or advisor, or removed by the parent, and may not have been removed from the team because of poor scholastic performance.

Special Awards:

- (1) Lancer Award: Awarded to an eighth grade student who best exemplifies the Christian spirit of Wisconsin Lutheran School in his or her relationships with peers, adults, and the community at large (voted by faculty)
- (2) Most Improved Athlete (voted by coaches) - Grade 6-8
- (3) Athlete of the Year (voted by coaches) – Grade 6-8
- (4) Leadership Awards: Awarded to eighth graders who have proven to be leaders and role models for their fellow students

Church Singing

Children are expected to sing with their class in the appropriate congregations or that of choice for tuition students. (This includes the Closing/Graduation Service.) Parents and children are to consider this an obligation and a privilege. The [singing schedule](#) for the school year will be distributed to the students at the beginning of each school year, so that parents can plan their church service attendance accordingly. (Members of other churches and participants in the RPCP are encouraged but not required to sing.)

Geography Bee “Adam Reck Scholarship”

Any student qualifying and attending the State Geography Bee in Madison will have their expenses paid through a scholarship funded through the family of Adam Reck.

Graduation Reception

The parents of the 7th Grade class are responsible for hosting the 8th Grade Graduation Reception. This shall include all duties, as well as managing a pre-set budget based upon the number of students in the 8th Grade class. The cost of the Graduation Reception is paid by Home and School Society and the Interparish School Council.

The reception immediately follows the Graduation Service. All children, parents, friends, and relatives are

invited.

Home & School Society

The parents of Wisconsin Lutheran School have formed an organization known as the Home and School Society. The purpose of this organization is to establish a closer understanding and cooperation between the home and the school, and to familiarize the parents with the aims, curriculum, and methods of teaching used in our school. This group also raises money through fundraisers to help support and equip our school. Parents are encouraged to attend and actively participate in these activities. The fulfillment of these purposes is dependent upon the interest and involvement of our parents.

Purpose of Home and School

Promote Christian community and support teachers and school activities within the school.

Activities of Home and School

Food

Back to School Potluck
School Picnic (Spring)
Awards Night

Fun

(Fall) Fun Run
Spring Family Activity (dance)
School Picnic

Fundraiser

Fall Fundraiser
Carnival (Late Winter)

Appreciation

Teacher Appreciation (May)
Christmas Snack (Christmas Service)
Admin Professional (April)
Set-up Pizza Thanks (Last wk of school)

Service

Pancake Day
Flyer Distribution
JumpHoop/WalkRun

Structure

- **Co Chairs**
 - Oversee Five Committees
 - Invitations to Back to School Potluck
 - Holds a minimum of Four Planning Meetings with Committee Chairs
 - Hosts two General Meetings each year
 - Fall
 - Spring
 - Hosts Sign up at registration night
 - Make Sure that Committee Secures Park for School Picnic
 - Apply for Thrivent Matching Gifts
 - Take notes during meetings
- **Treasurer**
 - Pay Reimbursements and produce Quarterly Statements
 - Interact with School Treasurer & provide monthly statements
- Faculty Rep (ECC & ES/MS)**
 - Attend Planning Meetings
 - Be a contact person for the Committee Chairs
 - Communicate information from the H&S to the Faculty as a whole

- Coordinate information to Weekly Note
- IPSC Rep
 - Attend Two General Meetings
 - Serve as Liaison to IPSC for Co Chairs
- Five Committee Chairs
 - Plan, promote, and put on assigned events
 - Use sign up sheets to enlist help

Eligibility to serve as a Co Chair or Committee Chair

- WELS Member in good standing

Honor Roll

Students in Grades 3 – 8 have an opportunity to earn a place on the Honor Roll each quarter. Since we have adopted School Speak, the grading program automatically calculates the GPA of our students.

Highest Honors -	3.8-4.0
High Honors -	3.5-3.799
Honors-	3.2-3.499
Honorable Mention-	3.0-3.199

For purposes of publication of the Honor Roll in The Journal Times, Report Cards that include an “incomplete” at the time of issuance will not be considered. In-house revisions can be made as necessary for an additional ten days.

InterParish School Council

The InterParish School Council (IPSC) is the controlling board for Wisconsin Lutheran School. It is represented by the Pastors, the Principal, and four members each from Epiphany and First Evangelical Lutheran Churches. This Council is responsible for determining school policies, and annual budgets from which all school fees are derived.

School Pictures

Individual and class pictures are taken in the fall and in the spring of each school year. Parents are not obligated to purchase these photo packages. However, all children will be photographed for use in compiling the official class pictures, and for use in the annual Yearbook.

Snack and Beverage Machines

The WLS Student Council is responsible for filling and maintaining the snack and beverage machines, which are located in the mezzanine of the FEC. The machines include choices of healthy snacks, water, juice, and sports drinks. The machines are available after school hours.

Weekly Note

There is an update included on School Speak every week. Please log in to check it. On Friday, a summary of the week is emailed to all families. If you would like someone else in your family (i.e. non-custodial parent, involved grandparents, etc.) to be able to access School Speak, you may send a request to the school office.

School Speak is our way of communicating with the home. Please log in frequently!