

# **SMLS Policy Handbook**

## **2009-2010**



### **St. Matthew's Lutheran School**

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## **Administration**

St. Matthew's Lutheran School is operated by St. Matthew's Lutheran Church, Oconomowoc, Wisconsin. Our congregation is a member of the Wisconsin Evangelical Lutheran Synod. Final authority for all decisions of policy and property is vested in the voter's assembly of the congregation. The congregation has delegated the authority of overseeing the operation of the school to the Board of Education. Affairs of the school are administered by a called principal who is responsible to the Board of Education.

## **Non-Discriminatory Policy**

St. Matthew's Lutheran School maintains a racially non-discriminatory policy concerning all students. This means our school admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to all students who meet the entrance requirements. The school does not discriminate on the basis of race in administration of its educational policies, admission policies, or other school-administered programs.

## **Entrance Requirements**

We encourage all members of St. Matthew's Lutheran Church as well as members of the Oconomowoc community to take advantage of the Christ-centered education offered at our school. A child must be five years of age by September 1 for enrollment in Kindergarten unless tests show that the child has the aptitude for early entrance. Tests will be administered by the Oconomowoc Area School District, and recommendation for early entrance will be given to the staff.

A child that is four years of age by September 1 is eligible for our Pre-Kindergarten.

Based upon observation and testing, the faculty reserves the right to recommend alternate forms of education if it feels the school cannot meet the child's educational needs.

## **Family/School Partnership**

St. Matthew's Lutheran School exists to assist parents in the Christian training of their children. As parents and teachers work together in this labor of love, it is important that both recognize their God-given roles and responsibilities. Our Lord stressed his will for parents after giving the Law on Mt. Sinai, *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). Christian parents will want to follow God's blueprint for spiritual success. Christian parents will pray with and for their children, have family devotions, worship regularly with their children, and impress God's Word on their children.

Teachers will also want to follow the Lord's directive to *feed my lambs* (John 21:15). By faithfully carrying out their calling as the Lord's "undershepherds," the teacher will support the work of the parents. As teachers and parents work together in this partnership, may God bless their efforts. May he give parents both the will and the desire to be the primary Christian training leaders, and may he bless the teachers as they provide Christian instruction at school.

Because the family/school partnership is such a vital part of the educational process, St. Matthew's Lutheran School devotes time and effort to strengthen that partnership. At the beginning of each school year, families discuss and sign a ***Family/School Partnership Covenant***, which defines roles, responsibilities, and expectations for all involved.



## **Collection of Fees Policy**

The Board of Education is responsible for the collection of all fees as they may relate to the full-time Christian education program of the congregation.

### **Payment Plan**

Each parent or guardian is responsible for the timely payment of fees (Enrollment Fees, Athletic Fees, Band Fees). The following four plans are available to meet the needs of our families.

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|-----------------------|--|
| <u>Full Year Plan</u> | All fees and costs paid in full on or prior to September 1.  |
| <u>Semester Plan</u>  | Payment may be made in two installments due no later than September 1 for the first payment and January 1 for the second payment.  |
| <u>Quarterly Plan</u> | Payments are divided into 4 equal installments. The first installment is due on September 1. The next 3 installments are due on November 1, January 1, and March 1.  |
| <u>Monthly Plan</u>   | Payments are divided into 9 equal installments. The first installment is due on September 1. The next 8 installments are due on October 1, November 1, December 1, January 1, February 1, March 1, and April 1, and May 1. |
| <u>Special Terms</u>  | Special terms other than the options above will be considered only upon written request to the St. Matthew's Board of Education. Such requests must be received in advance or as soon as the situation arises.             |

### **Fees Agreement**

As part of the registration process, parents or guardians will be asked to select a fees option and commit to that option prior to the start of school.

### **Overdue Accounts**

- a. At 30 days past due, a statement will be mailed giving the status of the account and urging payment and/or communication with the St. Matthew's Board of Education.
- b. At 45 days past due, a \$25 late fee will be assessed and a phone call will be made by a the Business Administrator or member of the St. Matthew's Board of Education to discuss the problem with the parent or guardian.
- c. If a resolution to the matter is not reached by 60 days past due, a meeting will be scheduled with the St. Matthew's Board of Education, during which time the matter must be resolved.
- d. If the family makes no effort to either make the payments or work with the Board of Education to establish a workable plan for payments, the Board may remove the child from enrollment.

## School Philosophy

The educational philosophy of St. Matthew's Lutheran School is one of contrast. It is a philosophy of sin and grace. On the one hand, we view every child as one who is by nature sinful and worthy only of God's wrath and punishment. Because of this sinful nature, it is necessary to make every child aware of his sin in the light of God's Law and his need for the Savior.

On the other hand, we view every child as one who has been redeemed by the sacrificial blood of Jesus Christ his Savior. Most important then, is the need to show children the wonderful blessings of love and forgiveness which are theirs through faith in Jesus.

St. Matthew's Lutheran School offers a full academic curriculum, and all subjects are taught in accordance with the full conviction that the Bible, as God's inspired and inerrant Word, is the infallible norm and guide and final authority for all matters that pertain to Christian doctrine, faith, and life. The Christ-centered education offered by St. Matthew's Lutheran School is designed to establish a lasting foundation in the Christian faith and to guide the student in all present and future activities and relationships of life.

## The Importance of Church Attendance

We want our families in church for their spiritual benefit. At church they unite before the Lord with many fellow Christians. There they glorify Him most expressively with hearts and hands and voices. There they are served exceptionally edifying courses from His Word.

Our parochial school prepares children for intelligent and enthusiastic participation in the congregation's public worship. In this weekly assembly their faith receives a high level of strength and blessing through the hearing of the Word of God. Their faith finds increasingly rich and joyful expression as they bow down and worship Him.

What motivates us in our attendance at church? Love for our Savior prompts us to be faithful in that regard. How can we not express our love through worship for the one who lived and died that we might never die? In Psalm 122:1, the psalmist writes, "I rejoice with those who said to me, 'Let us go to the house of the Lord.'" A record of church attendance will be kept by each classroom teacher and recorded on the report card. May this serve as a reminder to heed our Savior's command to "bring them [children] up in the training and instruction of the Lord" (Ephesians 6:4).

There will be several times during the course of the year that your child's class will be asked to participate in the worship service, usually by singing a hymn or anthem. A schedule will be supplied to parents each year so that plans can be made to attend the appropriate services. If your child must be absent when his group sings, please provide a written excuse to the teacher or director. May the Lord bless you and your family as you worship him!

## Attendance

Every student is to be prompt and regular in attendance. To provide proper documentation and to insure proper notification of student absences, each absence or tardiness should be *excused in writing*. If possible, we would like the written excuse brought to school (i.e. with a sibling) on the day of the absence. If this is not possible, the school should be notified by phone of the absence (*Please call between 7:30 and 7:50!*), and the note should be sent to school the following day, or when the student returns to school. *Important: Parents need only call the school if a note cannot be sent on the day of the illness.* When a child is absent and the school has not been notified, the school secretary will call the home to verify the absence.

Absences for reasons other than illness should be cleared with the school before the time of absence. Parents should make every effort to plan vacation times during the regularly scheduled school vacations, and to schedule appointments outside of the normal school hours. Following

the child's absence, it is the responsibility of the child to see that make-up work is completed.

In the case of an absence on the day of a class field trip, St. Matthew's will make every effort to refund the cost of the trip for the family.

**Excessive absences** are detrimental to the academic success of any student, no matter how bright or hardworking the student may be. In cases where a student shows a continuing pattern of non-attendance the teacher, principal, and parents will meet to discuss the matter and attempt to resolve the problem. The board of education reserves the right to dismiss habitually absent students from school entirely.

**Consistent tardiness** is not good for students; however, it is understandable that a student may arrive late on rare occasions. Since devotions and Bible lessons typically begin the day, the tardy student misses out on one of the most important aspects of the school day. In cases where a student shows a continuing pattern of tardiness the teacher, principal, and parents will meet to discuss the matter and attempt to resolve the problem. Most tardiness problems can be easily eliminated by waking 15 minutes earlier.

### **Homework Guidelines**

Your called teachers will do their best according to their God-given abilities to educate your children. However, education does not take place only in the classroom. To successfully educate the children, work must continue in the home. Homework extends learning opportunities by allowing students to practice what they've learned, prepare for new information, or elaborate on information that has been introduced.

Since reading is such an essential part of elementary education, all students at St. Matthew's will have this as part of their homework each week. For younger students (K-4), this will entail 100 minutes per week of at-home reading (child reads alone or parent reads to child), and for older students (5-8) outside reading requirements are tied to the Accelerated Reader program.

Generally students will be allowed 2 days plus one day for every day absent to make up their homework. For example, if the student is absent 3 days, he/she will be given 5 days to make up the work (2 + 3).

### **Specific Homework Guidelines Followed by our Teachers**

St. Matthew's teachers follow four guidelines in the use of homework. These guidelines are:

1. The amount of homework assigned to students gradually increases from grade to grade. Although there might be exceptions, the minutes your child should spend on homework should equal approximately 10 times his or her grade level (a 2<sup>nd</sup> grader would spend 20 minutes, a 3<sup>rd</sup> grader 30 minutes, and so on).
2. Except in cases where parents and students are asked to work together (i.e. reading together or discussing a Bible study topic together), parent involvement in homework should be kept to a minimum. This does not mean that parents should not "facilitate" homework, but they should be careful not to solve content problems for students.
3. The purpose of homework should be identified and articulated. When homework is assigned for practice, it should be structured around content with which students have high degree of familiarity. In some cases, homework is assigned for the purpose of preparing the students for new content or for having students elaborate on what they've learned. In both of these situations, it is not necessary that students have an in-depth understanding of the content.

4. If homework is assigned, it should be commented on. Studies show that learning increases greatly when teachers provide feedback on student homework (a grade is given or a written comment is shared).

### **Specific Homework Guidelines for Parents**

St. Matthew's encourages parents to follow these guidelines when it comes to homework:

1. Help set up a consistent, organized place for homework to be done.
2. Help your child establish either a consistent schedule for completing homework or help him create a schedule each Sunday night that reflects that particular week's activities.
3. Encourage, motivate, and prompt your child, but do not sit with him and do the homework with him. The purpose of the homework is for your child to practice and use what he has learned. If your child is consistently not able to do the homework by himself, please contact your child's teacher.
4. If your child is practicing a skill, ask him to tell you which steps are easy for him, which are difficult, or how he is going to improve. If your child is doing a project, ask him what knowledge he is applying in the project. If your child is consistently unable to talk about the knowledge he is practicing or using, please contact your child's teacher.
5. When bedtime comes, please stop your child, even if he is not done, and contact your child's teacher to discuss the next steps.

### **Grading System and Honor Roll**

A 4.0 point grading scale is used in our school. Students in grades 5-8 that maintain an average of A- or above will be recognized on the school's Honor Roll.

<b>Percent</b>	<b>Grade</b>	<b>Scale</b>
100	A+	4.000
96-99	A	4.000
94-95	A-	3.666
92-93	B+	3.333
88-91	B	3.000
86-87	B-	2.666
84-85	C+	2.333
80-83	C	2.000
78-79	C-	1.666
76-77	D+	1.333
72-75	D	1.000
70-71	D-	0.666
>69	F	0.000

## Christian “Disciple-ing”

Teachers in the Lutheran Elementary School are called by the congregation to assist parents in the task of *training a child in the way he should go* (Prov. 22:6). Scripture points out that this training responsibility, which God gives us as parents, inevitably involves the use of both Law and Gospel. The Law is used to bring the child to a knowledge of his sins, and the Gospel is used to bring the child to the knowledge of his Savior and an awareness of the Savior’s forgiveness.

The teacher in the classroom acts as a representative and substitute for the parents during the hours of the school day. Teachers and parents then, have a common purpose, which is to use Law and Gospel to train the children under their care. The teacher will employ the Law as a means of bringing the child to see his errors and will then apply the message of the Gospel to assure the child of God’s forgiveness of every sin through Christ. All disciplining at St. Matthew’s Lutheran School is an outgrowth of love for the child. In cases where misconduct continues the following guidelines will be used.

### Disciplinary Guidelines

In situations where a child continues to demonstrate an unwillingness to comply with classroom rules or expectations, the six disciplinary steps below will be followed in an effort to change that pattern of behavior. In situations where a child’s sinful nature has exerted itself in open rebellion against God’s Word (gross misconduct such as fighting, stealing, swearing, open defiance or disrespect, vandalism, cheating, etc.), the school’s administration may choose to bypass steps one through three if necessary.

- Step 1 The child will lose classroom and extracurricular privileges for a period of five school days. The teacher will contact the parent(s) and plan a course of action. The teacher will document the meeting and the plan of action. This step is carried out when:
- A pattern of misbehavior is evident.
  - A pattern of late work continues (Gr. 5-8: 3 late assignments in a week).
  - There is an instance of gross misconduct.
- Step 2 The child will lose classroom and extracurricular privileges for a period of five school days. The teacher and parent(s) will meet to discuss the situation and develop a united plan for disciplining the child. The teacher will document the meeting, the plan of action, and the potential future consequences. This step is carried out when:
- A pattern of misbehavior is evident.
  - A pattern of late work continues (Gr. 5-8: 3 late assignments in a week).
  - There is an instance of gross misconduct.
- Step 3 The child will lose classroom privileges for a period of five school days and will be removed from extracurricular activities for the remainder of the season. The teacher, parent(s), and principal, will meet to further discuss the situation and to join in a united effort in disciplining the child. The principal will document the meeting, the plan of action, and the potential future consequences. This step is carried out when:
- A pattern of misbehavior is evident.
  - A pattern of late work continues (Gr. 5-8: 3 late assignments in a week).
  - There is an instance of gross misconduct.

- Step 4 The child will be suspended for one school day (in-school suspension). In addition, the child will lose classroom privileges for a period of five school days and will be removed from extracurricular activities for the remainder of the season. The teacher, parent(s), principal, and pastor will meet to discuss steps that can be taken at home and at school, including recommendations for possible counseling, in an effort to change the behavior of the child. The principal will document the meeting, the plan of action, and the potential future consequences. This step is carried out when:
- A pattern of misbehavior is evident.
  - A pattern of late work continues (Gr. 5-8: 3 late assignments in a week).
  - There is an instance of gross misconduct.
- Step 5 The child will be suspended for two school days (out-of-school suspension). In addition, the child will lose classroom privileges for a period of five school days and will be removed from extracurricular activities for the remainder of the season. The teacher, parent(s), principal, and pastor will meet to discuss steps that can be taken at home and at school, including recommendations for possible counseling, in an effort to change the behavior of the child. The principal will document the meeting, the plan of action, and the potential future consequences. This step is carried out when:
- A pattern of misbehavior is evident.
  - A pattern of late work continues (Gr. 5-8: 3 late assignments in a week).
  - There is an instance of gross misconduct.
- Step 6 The principal will request that a special meeting of the Board of Education be called for the purpose of recommending that the child be expelled from school. The pastor, teacher, and parents of the child will be asked to attend this meeting. The principal will document the meeting. This step is carried out when:
- A pattern of misbehavior is evident.
  - A pattern of late work continues (Gr. 5-8: 3 late assignments in a week).
  - There is an instance of gross misconduct.

NOTE: All suspensions and expulsions (steps 4, 5, and 6) become part of a child's permanent record, and documentation of those disciplinary measures are placed in a child's cumulative file at the end of the school year. These records **will be considered** if disciplinary measures are again necessary in subsequent years.

### **General School Behavior**

In addition to regular classroom rules, the following guidelines have been established to ensure the safety of all students and the physical well-being of the school:

1. At all times, children will walk in the building.
2. No fighting.
3. Keep hands, feet, and objects to yourself.
4. Stay within the prescribed boundaries during recess times.
5. Do not throw snow, stones, sticks, or anything that might be harmful to others.
6. Do not chew gum in school.
7. Food will be eaten in designated areas only.

## **Dress Guidelines**

Proper dress reflects our school's image in the community. Christians live in the world, but are not of the world. Our dress should be clean and modest, and should indicate that we are Christ's ambassadors. Although there is no detailed list of unacceptable attire, the faculty reserves the right to tell a student to refrain from wearing certain items of clothing.

## **Chapel Services**

The students and teachers of St. Matthew's Lutheran School have the opportunity to gather together twice a month for chapel services. A morning service is held on the first Friday of each month at 8:00 a.m. An afternoon chapel service is held on the third Friday of each month at 12:15 p.m. The dates will be on the monthly calendars and in the school newsletters. Parents and visitors are very welcome to attend these services with the children.

## **Hot Lunch Program**

A nutritious hot lunch is offered each school day. A daily lunch includes two entrée choices, a choice of 1% chocolate or white milk, a fruit choice, a vegetable choice, milk and bread. The price for a daily student lunch is \$2.50. Adult lunches are \$3.00. Milk is also available to students who bring their own lunch to school. The cost is \$0.35 for a 1/2 pint of milk.

Our lunch program uses an "offer vs. serve" program following governmental guidelines. Students are offered foods from all five food groups and are required to choose foods from a minimum of three food groups.

Parents are welcome and encouraged to eat lunch with their child(ren). However, pre-registration by 9:00 a.m. that morning is required.

Lunches at a reduced price are provided for those students whose family income falls within the established federal guidelines. Applications are available in the the school office. Families will be notified within ten days of the date of application concerning their acceptance for the free and reduced lunches.

Taher, Inc. manages the food service program for St. Matthew's School. To learn more about Taher, you can visit <http://www2.oasd.k12.wi.us/lunch/home.htm> or call *Brenda Klamert R.D.*, Food Service Director, at 560-2146.

## **School Hours**

The school day for children in Kindergarten through Grade 8 begins at 7:50 a.m. and ends at 2:30 p.m. The 3K children meet every Tuesday and Thursday, either in the morning (8:00-10:30) or in the afternoon (12:00-2:45). The 4K children meet meet on Mondays, Wednesdays, and Fridays, either in the morning (8:00-10:30) or in the afternoon (12:00-2:45).

All students are expected to leave immediately after school, unless they are under the direct supervision of a teacher, in an extra-curricular program, or in the school's After School Care program.

## **School Closings**

In case of inclement weather, our school will follow the closing announcements of the Oconomowoc Area School District. All local television stations carry such information. Announcements will not name St. Matthew's Lutheran School specifically, but our school is part of the Oconomowoc Schools. Our school will also contact families using the One Call Now phone communication system

## **Principal's Newsletter**

Every Sunday, the principal puts out a newsletter, "The Cardinal Connection," describing current and upcoming happenings at St. Matthew's. The newsletter is sent out electronically to school families. A hard copy version is available upon request for families without e-mail.

### **Communication About Safety Issues**

It is the school's policy to notify parents in writing about safety concerns that develop either in the school or in the community.

### **Power School**

St. Matthew's Lutheran School uses a web-based software program called Power School, which allows parents and students to access assignments and grades by visiting the Power School website and typing in their parent or student password. The website is: <http://ps.wels.net/public/>

### **Cell Phone Policy**

Students are allowed to have cell phones at school, but they must be kept in backpacks in lockers (or hooks) during the school day.

### **Transportation - Field Trip Policy**

It is the policy of St. Matthew's School to enhance the educational experience of the students by sponsoring quality field trips and extracurricular events and by providing safe, cost-effective transportation for all school-sponsored field trips and events.

Field trips and other events will be organized and set up by the teacher, coach, or director of the group of students who will be going on the trip. A permission slip is necessary for all school-sponsored events that take place off the SMLS campus. Parents will be encouraged to sign a "blanket" permission slip at the beginning of the year to cover all excursions within walking distance of the school.

Permission slips and any money associated with the cost of the trip will be returned to the child's classroom teacher, who will be responsible for tracking the returns.

All field trips or other events held off campus must be approved by the school Principal. Leaders of SMLS who organize school-sponsored trips will first seek to secure bus transportation for those trips. Buses are secured through Oconomowoc Transport, our local bus company. Bus transportation will be arranged over the phone by our school secretary, who will also then be able to provide a bus cost for the person planning the trip. If, because of a small number of participants or a short travel distance, it is a financial hardship to take a bus for a trip, the trip leader will attempt to secure volunteer drivers for the trip. The decision to use volunteer drivers instead of a bus must be approved by school Principal. Volunteer drivers must have a minimum of \$150,000/\$300,000 automobile insurance coverage to be able to drive on the trip.

Seat belts and booster seats must be used by all occupants according to Wisconsin law.

A booster seat is required when the child is at least 4-years-old but less than 8-years-old; weighs at least 40 pounds but less than 80 pounds; and is not 57 inches (4 feet, 9 inches) or taller.

A safety belt is required when the child is 8-years-old or older; weighs 80 or more pounds; or is 57 inches or taller.

Parents will provide booster seats for their own children when volunteer drivers are used instead of buses.

## **Physical Education / Interscholastic Athletics**

All students are expected to participate in a regular program of physical education unless they have a written excuse. In the upper grades, students must bring clothing to school specifically to wear in the gym classes. Clothing worn in the classroom should not be worn for gym and vice versa. In the lower grades, students are expected to have a pair of gym shoes. These may be kept at school.

### Athletic Guidelines

The following guidelines have been established for our athletic program so that all things can be done decently and in order, and that all our words and actions may glorify our Savior Jesus. If there are any questions, contact the coach that is in charge of that specific activity.

1. After the conference season has started, students will no longer be able to join the team.
2. All practices and games should be attended unless excused by a parent prior to the event, either verbally or by note. If an athlete becomes sick during the school day, he/she should not attend practices or games. The coach need not be contacted if the a child leaves school because of sickness.
3. One unexcused absence will result in suspension from the next game or practice.
4. On the third unexcused absence the individual will no longer be on the team for the sport in session. Three such absences would seem to show a lack of interest and/or commitment.
5. Student must be willing to cooperate with coaches and/or assistants and to show the desire to learn the skills of the extracurricular activity.
6. Student must show respect to those in authority, based on the 4th Commandment, for example...
  1. No talking back
  2. No grumbling or complaining
  3. Willingness to follow directions
7. Students are expected to reflect the love of Jesus by portraying Christian sportsmanship toward:
  - a. each other
  - b. opposing team players
  - c. coaches and assistants
  - d. fans
  - e. referees
8. Students are expected to reflect the love of Jesus by respecting the property and facilities of others, for example...
  - a. gyms, locker rooms
  - b. personal property
9. All major disciplinary actions will be reported to the principal.
10. Ineligible students should not attend games.

*If an individual fails to show cooperation or Christian conduct, he will receive one warning of reprimand. After the second occurrence, he will be placed out of the practice session or game. This will result in an unexcused absence.*

Bus Conduct - Students riding the bus must speak in a conversational tone to those in the immediate area. All valuables are brought on the bus at the owner's risk. Boom boxes are not permitted on the bus. Students not following these guidelines will forfeit their privilege to ride the bus to the next game.

At the Games - Students must be in the gym during the play of the game. Remember to respect the equipment and facilities of other schools, and to cheer our teams in a sportsmanlike manner.

Uniform Washing - Wash in cold water. Uniforms should then be hung to dry. Following these directions will help insure long life to our uniforms. Damage to the uniforms will be the parents' responsibility.

## **YOUth Praise Choir / Beginner and Advanced Bands / Hand Chimes**

All students in grades 5-8 are eligible to be a part of either our choir, band, or hand chime choir. Students may opt to be involved in two of the three music groups. For example, students may choose to be in choir and band, or in band and hand chimes. However, students may not be in both choir and hand chimes since these two groups practice at the same time during the day. As a point of information, the hand chime choir can include only a small number of ringers.

All three groups are scheduled to sing or play at regular Sunday church services throughout the year, and they also participate in school concerts and special worship services. In addition, the choir and band are involved in a Fine Arts Fair competition at Lakeside Lutheran High School in the spring. As a part of this competition, students are given the opportunity to be judged in solo, duet, and small ensemble performances.

### Choir/Band/Hand Chime Guidelines

The following guidelines have been established for our music programs so that all things can be done decently and in order, and that all our words and actions may glorify our Savior Jesus. If there are any questions, contact the director that is in charge of that specific activity.

1. All practices and performances (i.e. church services, Fine Arts Fair) should be attended unless excused by a parent prior to the event, either verbally or by note. If sick during the school day, the individual should not attend after school practices activities. The director need not be contacted if a child leaves school because of sickness.
2. Students must be willing to cooperate with directors, leaders, and/or assistants and to show the desire to learn the skills of the co-curricular activity.
3. Students must show respect to those in authority, based on the Fourth Commandment, for example...
  1. No talking back
  2. No grumbling or complaining
  3. Willingness to follow directions
4. All students in grades 5-8 will be asked to indicated their music choice(s) prior to or during the first week of school.
5. A performance schedule is included in the SMLS Directory. Parents will be notified in the newsletter or through a note from the director if a change in the schedule is needed.

*If an individual fails to show cooperation or Christian conduct, he will receive one warning of reprimand. After the second occurrence, he will be placed out of the practice session or performance. All major disciplinary actions will be reported to the classroom teacher. Continued non-compliance will be handled under the school's discipline policy.*

## **Eligibility Requirements for Extracurricular Activities**

St. Matthew's Lutheran School encourages students to make use of their God given talents outside of the regular classroom setting. Students who maintain an acceptable level of academic achievement and exhibit satisfactory behavior are eligible to participate in extra-curriculars.

1. "Extracurricular" includes all school functions outside the regular curriculum of the school. These are: all sports, cheerleading, forensics, and musicals. Extracurricular does not include church functions not associated with the school, such as Pioneers.
2. When determining "acceptable academic achievement," the teachers take into consideration that their students are redeemed children of God. Each is an individual. There may be times when these eligibility guidelines must be tailored to the needs and abilities of an individual.
3. In general, however, students must maintain a Christian attitude toward their school, schoolwork, classmates, parents, teachers, and coaches. This attitude will manifest itself through God-pleasing and constructive work habits. Students must also maintain a "C" (2.0) grade average or better and not receive an "F" on a midterm or quarter report. Finally, students may not have 3 or more late assignments in any given week.
4. "Exhibiting satisfactory behavior" means that students will comply with school and classroom rules and display sportsmanlike conduct on the playing field or court.
5. Students that are declared ineligible will be prohibited from participating in all extracurricular activities for a duration of five school days from the time the term ends or the third late assignment occurs.
6. The classroom teacher will contact the child's parent(s) promptly to discuss a possible course of action.
7. After five school days, the student's progress will again be reviewed. If the student has demonstrated a satisfactory improvement, the student will be declared eligible.
8. If the period of ineligibility occurs directly prior to a school musical, the director may remove the student from the performance if his/her absence from the rehearsals would be detrimental to his/her performance.

## **School Pictures**

Each year school pictures are taken. The yearbook is available for purchase at a nominal cost and the prices of individual sets are laid out in a form that is sent out prior to the Picture Day. Although all parents are given the opportunity to buy the yearbook as well as a variety of photo packages, there is no obligation to buy. All students will have their picture in the school yearbook.

## **Bus Service**

Bus service is available to those students in grades 4K-8 who reside in the Oconomowoc School District but outside the city limits, or in areas where safety is a factor. Distance determines eligibility. Routes and policies are established by Oconomowoc Transport in cooperation with the Oconomowoc School District. For further information contact Oconomowoc Transport at 920-355-4040. All students must abide by the bus rules. Failure to do so may result in the child being denied the privilege of riding the bus.

Each year the Oconomowoc School District schedules "early release days" for their schools. Our school does not release early on those days, so there will be no afternoon busing on those days.

## Communicable Diseases

The following communicable diseases should be reported to the Waukesha County Health Department: 1) chicken pox, 2) measles, 3) mumps, 4) German measles, 5) whooping cough, 6) scarlet fever, 7) polio myelitis, 8) infectious hepatitis, and 9) head lice.

If you suspect a communicable disease, please keep your child out of school to avoid spreading the disease. Contact the Waukesha County Health Department at 1-800-540-3620.

Limited health service is available. A public health nurse has regular contact with our school. The public health nurses may be contacted at the above number.

The following immunizations are required for 2008-09 by the State of Wisconsin:

Age / Grade	Number of Doses					
Pre K (2 yrs to 4 yrs)	4 DTP/DTaP/DT	3 Polio	3 Hep B	1 MMR5	1 Var6	
Grade K and 1	4 DTP/DTaP/DT/Td1	4 Polio4	3 Hep B	2 MMR5	2 Var6	
Grade 2 through 5	4 DTP/DTaP/DT/Td2	4 Polio4	3 Hep B	2 MMR5	1 Var6	
Grade 6 and 7	4 DTP/DTaP/DT/Td2	1 Tdap3	4 Polio4	3 Hep B	2 MMR5	2 Var6
Grade 8	4 DTP/DTaP/DT/Td2		4 Polio4	3 Hep B	2 MMR5	1 Var6

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also okay).
2. DTP/DTaP/DT/Td vaccine for students entering grades 1 through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also okay).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also okay).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also okay).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

Parents have a right to refuse immunizations for their children for medical, religious, or personal reasons. A special waiver must be signed by parents requesting this exemption. Please contact the school if you have any questions regarding the immunization schedule.

## First Aid

It should be understood by parents that first aid will be administered by staff members for minor injuries incurred on the playground or in the classroom. There are qualified personnel on the staff who have had training in administering first aid. If any injury is of a more serious nature, appropriate steps will be taken to insure that immediate medical care is obtained. Parents will always be notified as quickly as possible.

If parents desire their children to receive medication during the school day, arrangements should be made with the school secretary/nurse. All medication is kept in the school office.

## **Christian Counseling**

Our Lutheran Elementary School is happy to recommend to our families the services of trained professional counselors who can provide Christ-centered help for times of individual or family crisis.

Wisconsin Lutheran Child and Family Services (WLCFS), located in Milwaukee (414-353-5005 or 888-685-9522) provides helpful services and counseling for a wide variety of family issues. For more information, visit their web site: <http://www.wlcfs.org>.

## **Curriculum**

Every effort is made to keep our curriculum Christ-centered as well as current. To this end the faculty holds regular staff meetings for the purpose of curriculum evaluation and study. Faculty members attend seminars and conferences, enroll in summer sessions and workshops, and attend in-service training sessions. Textbooks are reviewed in a specific rotational schedule, and every effort is made to keep them current as the budget allows.

## **Curricular Objectives of Christian Education**

### Purpose of Objectives

To provide a proper framework for the guidance of the staff that they may work together in unity and with consistency for the good of all; and to let the parents know how our work is in the best interest of their children.

### General Objectives

1. To lead the child to an understanding and love of his Lord and what the Lord has done for him, and to help him show his love for the Lord in his daily life.
2. To show in all aspects of educational life the influence of God's Word.
3. To help the children realize that the teacher is one of God's representatives on earth and serves Him in his instruction.
4. To instill in the child the realization that as he functions in the community he has the God-given privilege to do so as an ambassador for Christ.
5. To instill in the child the realization that his worship life, both private and public, is an outgrowth of his love for his Savior and should reflect proper respect and Christian joy.
6. To teach the child to use his time, talents, and treasures to the best of his ability and to the glory of God.
7. To develop respect, honor, and love for God's representatives, recognizing them as a blessing to him.

8. To help the child show his appreciation for God's Word by actively and willingly supporting the church's work at home and abroad.
9. To develop in the child an awareness that his life of sanctification as a disciple of Christ is an ongoing process which must be daily renewed and strengthened by repentance, forgiveness, and prayer.
10. To teach the child to be responsible to his government, recognizing that the government and all authority are a gift from God.

### Specific Knowledge Objectives in Religion

That by the power of the Holy Spirit the child may:

1. Believe that the Bible is inspired by God.
2. Gain from God's Word a good understanding of God's plan of salvation for lost sinners and his will for their lives.
3. Grow in grace and knowledge of God and of our Lord Jesus Christ.
4. Know ever more fully his personal sinfulness and utter helplessness to save himself.
5. Know that by learning the Gospel, Christians grow in their knowledge of the triune God: God the Father as their loving Creator, God the Son as their gracious Redeemer, and God the Holy Spirit as their enlightening Sanctifier.
6. Develop a stronger faith through studying the Bible.
7. Recognize that saving faith comes from the Holy Spirit, and that people cannot strengthen that faith by their own efforts.
8. Memorize proper passages that correspond to the doctrines being studied in Catechism.
9. Learn that the doctrines that we teach are found throughout the Bible and memorize appropriate passages, hymns, and parts of the Catechism that correspond to those doctrines.
10. Learn about our Lutheran heritage.
11. Know that "God so loved the world that He gave His one and only Son that whoever believes in Him will not perish but have eternal life." (John 3:16)

### Attitude Objectives in Religion

That by the power of the Holy Spirit the child may:

1. Appreciate the unity of the Bible in that Scripture interprets and agrees with itself.

2. Develop an appreciation for church membership and learn how to be a supportive member of the church.
3. Learn about our Lutheran heritage.

### Skills Objectives in Religion

That by the power of the Holy Spirit the child may:

1. Prepare to be an active, involved member of St. Matthew's Lutheran Church or another WELS congregation.
2. Use the gospel as motivation and the law as a guide and continue to grow in living a life of thanksgiving to God for His undeserved grace, personally applying biblical truths to everyday life.
3. Through training in the proper use of Law and Gospel, use the gifts God has given him to share the saving faith with others and to nurture fellow Christians in this faith.
4. Be motivated out of the Savior's love for him to treasure the precious truths of the Gospel and to share that joyous message with others.

### Knowledge Objectives in Social Studies

That the child may:

1. Realize that God is the Creator and Preserver of the universe.
2. Recognize that the government and all authority is established by God, and that we should render willing and obedient service and loyalty.
3. Understand the similarities and differences in the beliefs, customs, and cultures in the world around us; and to acquaint us with nations of the world with emphasis on geography, history, and environment.
4. Student will understand how the historical past helps mold current and future events.

### Attitude Objectives in Social Studies

That the child may:

1. Appreciate God's guiding hand as He directs the affairs of all men and nations, but especially His children, to carry out His divine will.
2. Give thanks to God for His gift of government and to pray for those in authority.

### Skills Objectives in Social Studies (PK-2)

That the child may:

1. Locate on a map or globe continents, oceans, and mountain ranges.
2. Have an awareness of what is happening in the world around us.
3. Recognize differences in families, neighborhoods, communities, and cultures.

### Skills Objectives in Social Studies (3-5)

That the child may:

1. Students will be able to identify locations in the US and world.
2. Students will understand the relationships that have developed between our country and the rest of the world over time.
3. Students will be able to identify major historical figures from the US and Europe.

### Skills Objectives in Social Studies (6-8)

That the child may:

1. Students will be able to use social studies tools such as maps, globes, graphs, reference books, and Internet effectively.
2. Students will understand what it means to function as a Christian citizen in home, school, church, community, state, country, and world.
3. Students will realize that the historical past continually plays a role in shaping current and future events.

### Knowledge Objectives in Language Arts

That the child may:

1. Develop his God-given abilities to listen, speak, read, and write effectively.
2. Use his skills of communication for his spiritual growth and edification.
3. Learn to evaluate what he reads and hears on the basis of God's Word and the influence it may have on him as a child of God.
4. Utilize his gifts of communication in worship and praise of God.

## Attitude Objectives in Language Arts

That the child may:

1. Realize that his ability to communicate is a gift of God.
2. Be guided and helped to use his gifts of communication to God's glory.
3. Exhibit his Christian faith through oral and written communication.

## Skills Objectives in Language Arts (PK-2)

That the child may:

1. Develop reading skills and strategies.
2. Develop the ability to write and identify complete sentences
3. Develop spelling abilities by exploring word patterns and begin to master high frequency words
4. Develop oral communication skills and listening skills.
5. Begin to explore the writing process
6. Demonstrate growth in the stages of writing
7. Communicate with legible handwriting.

## Skills Objectives in Language Arts (3-5)

That the child may:

1. Develop reading skills and strategies.
2. Develop ability to write a well-organized paragraph.
3. Use patterns and rules in spelling.
4. Practice grammar and usage skills.
5. Improve oral communication skills.
6. Follow the five steps of the writing process.
7. Communicate with legible handwriting.

## Skills Objectives in Language Arts (6-8)

That the child may:

1. Develop and apply reading skills and strategies to a variety of reading genres.
2. Demonstrate growth in editing and proofreading skills.
3. Demonstrate growth in grammar/usage skills.
4. Demonstrate growth in writing fluency, clarity, and accuracy.
5. Take advantage of opportunities to grow in oral communication skills
6. Students will proofread all published work for spelling mistakes.

## Knowledge Objectives in Science

That the child may:

1. Know that the Triune God created the world in six days and is the Ruler and Ultimate Power of the universe.
2. Learn that God is the Preserver of the universe.
3. Learn of the adverse effects of sin upon God's perfect creation.
4. Know and apply the concepts, principles, and processes of scientific inquiry.
5. Know and apply how living things function and interact with each other and the environment that God created.
6. Know and apply concepts that describe properties of matter, energy, force, and motion; as well as the interactions among them.
7. Know and apply the concepts that explain the creation, composition, and structure of the universe and the earth's place in it.
8. Know the scientific language and vocabulary in the areas of science being studied.
9. Know how to use the tools and technology of science.

## Attitude Objectives in Science

That the child may:

1. Have a firm belief in God's Word as it applies to scientific learning.

2. Have a desire to wisely use the natural resources God has provided for mankind.
3. Appreciate the beauty and wonder of God's creation, and realize God's majesty and wisdom.
4. Be moved from a thankful heart to praise, honor, serve, and obey the God of all creation.
5. Appreciate an all powerful God who created the universe in six days.
6. Appreciate the blessings of God's creation in his everyday life.
7. Appreciate the interrelationship of all living things and the value of the variety God created.
8. Appreciate the responsibility God gave to humans to tend the earth.
9. Find security that God will continue to govern and sustain all things.

#### Skills Objectives in Science (PK-2)

That the child may:

1. Be able to distinguish between God's truth and scientific evolution.
2. Be able to use basic science investigative skills such as gathering, organizing, evaluating, and presenting information.
3. Testify to his faith when science disagrees with it.
4. Demonstrate the ability to use and apply scientific knowledge learned in life science, earth science, and physical science.
5. Be able to appropriately use the tools, language, and terminology of science.

#### Skills Objectives in Science (3-5)

That the child may:

1. Be able to distinguish between God's truth and scientific evolution.
2. Be able to use basic science investigative skills such as gathering, organizing, evaluating, and presenting information.
3. Testify to his faith when science disagrees with it.
4. Demonstrate the ability to use and apply scientific knowledge learned in life science, earth science, and physical science.

5. Be able to appropriately use the tools, language, and terminology of science.

### Skills Objectives in Science (6-8)

That the child may:

1. Be able to distinguish between God's truth and scientific evolution.
2. Be able to use basic science investigative skills such as gathering, organizing, evaluating, and presenting information.
3. Be able to conduct experiments using the steps of the scientific method.
4. Testify to his faith when science disagrees with it.
5. Demonstrate the ability to use and apply scientific knowledge learned in life science, earth science, and physical science.
6. Be able to appropriately use the tools, language, and terminology of science.

### Knowledge Objectives in Mathematics

That the child may:

1. Learn about the constancy and orderliness in God's creation.
2. Develop an understanding of basic mathematical concepts including: numbers and operations, algebra, measurements, geometry, problem-solving, charts and graphs.
3. Understand and use mathematical terms and symbolism.
4. Develop the ability to apply understandings and skills in practical situations.

### Attitude Objectives in Mathematics

That the child may:

1. Appreciate the constancy and orderliness in God's creation.
2. Realize the usefulness and value of math in everyday life.
3. Desire to grow in their mathematical skills and knowledge.

### Skills Objectives in Mathematics (PK-2)

That the child may:

1. Demonstrate the ability to count, read, write and name numerals to 1000.
2. Demonstrate the ability to add and subtract numbers.
3. Identify, classify, and describe plane and solid shapes.
4. Use customary measurement systems
5. Organize and interpret data with tables, graphs, and surveys.
6. Demonstrate the skills of sorting, classifying, and patterning.
7. Use problem-solving skills

### Skills Objectives in Mathematics (3-5)

That the child may:

1. Demonstrate the ability to add, subtract, multiply, and divide numbers, fractions, and decimals
2. Identify two and three dimensional geometric figures.
3. Use the customary and metric measurements systems.
4. Organize and interpret data with tables, graphs and surveys.
5. Use problem solving skills and strategies.

### Skills Objectives in Mathematics (6-8)

That the child may

1. Demonstrates the ability to reason using the mathematical processes
2. Demonstrates the ability to perform various number operations and describe their relationships.
3. Demonstrates the ability to identify, describe, and compare various geometric figures.
4. Demonstrates an understanding and ability to use customary and metric measurement systems.
5. Demonstrates the ability to interpret statistics and display them in various forms.

## Knowledge Objectives in Health and Physical Education

That the child may:

1. Learn to care for his body as the temple of the Holy Spirit.
2. Values physical activity and its contribution to a healthy lifestyle.
3. Receive physical benefits by active participation in the physical education program.
4. Understand the basic rules of recreational activities.

## Attitude Objectives in Health and Physical Education

That the child may:

1. Display good Christian sportsmanship.
2. Enjoy various forms of activities.
3. Desire to achieve and active and healthy lifestyle.

## Skills Objectives in Health and Physical Education

That the child may:

1. Demonstrates fundamental movements - locomotive - skipping, jumping, walking, galloping, leaping, running, and non-locomotive; push, pull, bend, stretching, lifting, swinging, twisting, turning. and balance skills
2. Demonstrates Ball skills in areas of kickball, basketball, soccer, football, hockey, volleyball, handball, golf.
3. Demonstrates physical fitness by running the mile, sit-ups, arm hang/pull-ups, V-sit, shuttle run,

## Knowledge Objectives in the Fine Arts

That the child may:

1. Know that music and the arts are gifts of God for us to use and enjoy.
2. Know that music and the arts can be used to praise God and proclaim the Gospel.
3. Understand Lutheran, liturgical worship.
4. Know a broad base of hymns for worship and personal edification.

5. Know the various components, terms, and symbols of music, such as pitch, rhythm, harmony, form, etc.
6. Know the various components, terms, and symbols of art, such as color, line, texture, medium, etc.
7. Understand that there are a variety of music forms, styles, and composers; as well as a variety of art forms, styles, and artists.

### Attitude Objectives in the Fine Arts

That the child may:

1. Appreciate the beauty of music, harmony, rhythm, color, and forms.
2. Appreciate the musical heritage of the church as well as art used in church settings.
3. Appreciate God-pleasing music and art, both sacred and secular.
4. Find enjoyment in using God's gifts of music and art.
5. Appreciate music and the arts as a means of creative expression.

### Skills Objectives in the Fine Arts

That the child may:

1. Develop his natural talents to express his thoughts, feelings, and faith through the fine arts.
2. Use his talents and skills in the fine arts as opportunities for expressing his faith and joy as a child of God.
3. Learn to evaluate art productions on the basis of the influence they may have on his life as a child of God.
4. Be able to connect a piece of art with a specific artist, genre, or time in history.
5. Be able to connect a piece of music with a specific composer, genre, or time in history.
6. Use Christian discernment in choice of music and art.
7. Demonstrate knowledge of basic music concepts through performance and art concepts using various media to create artwork.
8. Effectively communicate his interpretation of pieces of art and music.

## Knowledge Objectives in Technology

That the child may:

1. Students will be able to identify the five major parts of a computer.
2. Students will understand copyright laws.
3. Students will understand the value of information, and the God-pleasing use of it.
4. Students will be able to define and use appropriate technological terms.

## Attitude Objectives in Technology

That the child may:

1. Students will recognize the importance of being able to use technology in their everyday lives.
2. Technology is simply a tool that still requires knowledge to use.
3. Technology is a gift from God that needs to be used in a God-pleasing manner.

## Skills Objectives in Technology

That the child may:

1. Students will be able to use productivity software to complete other assignments for school.
2. Students will be able to utilize the Internet for research.
3. Students can use a basic style guide to correctly format papers.
4. Students will have created their own web site.
5. Students will have created their own movie.