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# Mission Statement of St. Matthew's Lutheran School

*St. Matthew's Lutheran School exists to make disciples for the Lord's kingdom through Christian education, assisting parents in the training of their children as we grow in God's inerrant Word, serving and glorifying Him.*

## 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 a sinful person who is worthy by his deeds of eternal damnation. In fact, children are condemned to such punishment already at birth because their parents and all people are sinful. 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.



## 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

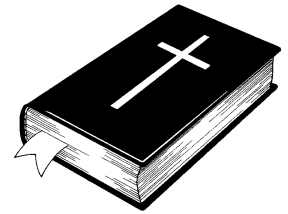
1. To lead the child to an understanding and love of his Lord and what the Lord has done for him, and to help him show his love for the Lord in his daily life.
2. To show in all aspects of educational life the influence of God's Word.
3. To help the children realize that the teacher is one of God's representatives 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 Objectives in Religion

That the child may:

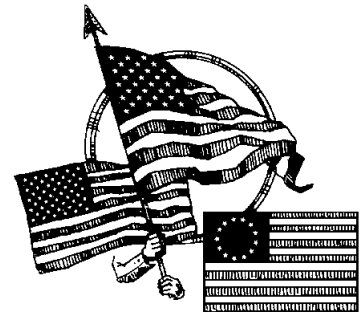
1. Receive from God's Word a good understanding of God's plan of salvation for lost sinners.
2. Grow in grace and wisdom through daily study and application of God's Word.
3. Be motivated out of the Savior's love for him to share the joyous message of the Gospel with his fellow men.



### Specific Objectives in Social Studies

That the child may:

1. Realize that God is the Creator and Preserver of the universe.
2. 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.
3. Recognize that the government and all authority is established by God, and that he should render willing and obedient service and loyalty.
4. Understand the similarities and differences in the beliefs, customs, and cultures in the world around him; and to acquaint him with nations of the world with emphasis on geography, history, and resources.
5. Give thanks to God for His gift of government and to pray for those in authority.



### Specific Objectives in Language Arts

That the child may:

1. Realize that his ability to communicate is a gift of God.
2. Develop his God-given abilities to listen, speak, read, and write effectively.
3. Use his skills of communication for his spiritual growth and edification.
4. Be guided and helped to use his gifts of communication to God's glory and the service of mankind.
5. 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.
6. Utilize his gifts of communication in worship and praise of God.

### Specific Objectives in Science and Mathematics

That the child may:

1. Accept in faith the Genesis account of the creation of heaven and earth.
2. Learn that God is the Preserver of the universe.
3. Learn of the adverse effects of sin upon God's perfect creation.
4. Learn about the constancy and orderliness in God's creation.
5. Grow in the ability to use wisely the natural resources God has provided for mankind.
6. Appreciate the beauty and wonder of God's creation, and realize God's majesty and wisdom.
7. Be moved from a thankful heart to praise, honor, serve, and obey the God of all creation.
8. Develop an understanding of basic mathematical concepts.
9. Develop computational skills.
10. Develop the ability to apply understandings and skills in practical situations.
11. Develop an understanding of the logical structure of mathematics.
12. Develop the ability to think mathematically and to proceed from known concepts to the discovery of new ideas.

### Specific Objectives in Health and Physical Education

That the child may:

1. Learn to see the wisdom and majesty of God in the creation and preservation of man.
2. Learn and in faith confess that God is also the Creator, Provider, and Protector of his body and soul.
3. Learn about his body and the various functions of the organs of his body.
4. Learn to care for his body as the temple of the Holy Spirit.
5. Receive physical benefits by active participation in the physical education program.
6. Learn to appreciate his life on earth as a time of grace to be lived for the glory of God and his fellow man's welfare.

### Specific Objectives in the Fine Arts

That the child may:

1. Become acquainted with the various means by which he can express his thoughts, feelings, and faith through music, the arts, and the crafts.
2. Develop his natural talents to express his thoughts, feelings, and faith through the fine arts.
3. Use his talents and skills in the fine arts as opportunities for expressing his faith and joy as a child of God.
4. Learn to evaluate art productions on the basis of the influence they may have on his life as a child of God.
5. Learn to appreciate the beauty of music, harmony, rhythm, color, and forms.

### Specific Objective in Computer Curriculum

That the child may:

1. Understand and appreciate more fully the truth that God created order in the universe.
2. Learn basic keyboarding for use in future education.
3. Receive drills and practice assignments on the computer.
4. Receive individual tutoring / enrichment where necessary.
5. Understand the value of information, and the God-pleasing use of it.
6. Learn basic word-processing, spread sheets, data bases, drawing, and painting.



## **Entrance Requirements**

We encourage all members of St. Matthew Lutheran Church 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.

Parents who are not members of St. Matthew's Lutheran Church must discuss enrollment with one of the pastors or the principal.

## **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.

## **Administration**

St. Matthew's Lutheran School is operated by St. Matthew's Lutheran Church, Oconomowoc, Wisconsin. This 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.

## **Curriculum**

Our school meets the requirements of the State of Wisconsin and the Wisconsin Evangelical Lutheran Synod.

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.



## **Enrollment Fees**

An enrollment fee is charged for each student. Because St. Matthew's Lutheran School is supported chiefly by the offerings of all members of St. Matthew's Lutheran Church, a higher enrollment fee is assigned to non-members (see the chart on next page). A computer fee is added to the enrollment fee of all students. If the entire fee is paid at registration, which is the recommended method, there will be a \$25.00 discount for Grades One through Eight and a \$15.00 discount for Pre-Kindergarten and Kindergarten.

Because St. Matthew's believes that a Christian education should be available to every child, be sure to talk with a pastor or the principal before letting financial concerns bring a halt to your child's

Christian education.

All fees must be paid in advance according to one of the following plans: annually, semi-annually, or quarterly. There will be a \$25 fee assessed for all late payments.

**Enrollment Fees for 2002-03**

**Children of members of St. Matthew's:**

**Grades 1-8**

First Child	- 15.0% of \$3050 (psc)	.....	\$458	+	\$125	tech. fee	<b>\$583</b>
Second Child	- 12.5% of \$3050 (psc)	.....	\$381	+	\$125	tech. fee	<b>\$506</b>
Third Child	- 10.0% of \$3050 (psc)	.....	\$305	+	\$125	tech. fee	<b>\$430</b>
Fourth Child	- 5.0% of \$3050 (psc)	.....	\$153	+	\$125	tech. fee	<b>\$278</b>

**Kindergarten**

First Child	- 11.3% of \$3050 (psc)	.....	\$345	+	\$62	tech. fee	<b>\$407</b>
Second Child	- 9.3% of \$3050 (psc)	.....	\$284	+	\$62	tech. fee	<b>\$346</b>
Third Child	- 7.5% of \$3050 (psc)	.....	\$229	+	\$62	tech. fee	<b>\$291</b>
Fourth Child	- 3.4% of \$3050 (psc)	.....	\$104	+	\$62	tech. fee	<b>\$166</b>

**Pre-Kindergarten**

First Child	- 9.0% of \$3050 (psc)	.....	\$275	+	\$37	tech. fee	<b>\$312</b>
Second Child	- 7.5% of \$3050 (psc)	.....	\$229	+	\$37	tech. fee	<b>\$266</b>
Third Child	- 6.0% of \$3050 (psc)	.....	\$183	+	\$37	tech. fee	<b>\$220</b>
Fourth Child	- 3.0% of \$3050 (psc)	.....	\$92	+	\$37	tech. fee	<b>\$129</b>

**Children of members of other WELS congregations:**

**Grades 1-8**

First Child	- 75.0% of \$3050 (psc)	.....	\$2288	+	\$125	tech. fee	<b>\$2413</b>
Second Child	- 62.3% of \$3050 (psc)	.....	\$1900	+	\$125	tech. fee	<b>\$2025</b>
Third Child	- 50.3% of \$3050 (psc)	.....	\$1534	+	\$125	tech. fee	<b>\$1659</b>
Fourth Child	- 22.5% of \$3050 (psc)	.....	\$686	+	\$125	tech. fee	<b>\$811</b>

**Kindergarten**

First Child	- 37.5% of \$3050 (psc)	.....	\$1144	+	\$62	tech. fee	<b>\$1206</b>
Second Child	- 31.1% of \$3050 (psc)	.....	\$949	+	\$62	tech. fee	<b>\$1011</b>
Third Child	- 25.1% of \$3050 (psc)	.....	\$766	+	\$62	tech. fee	<b>\$828</b>
Fourth Child	- 11.3% of \$3050 (psc)	.....	\$345	+	\$62	tech. fee	<b>\$407</b>

**Pre-Kindergarten**

First Child	- 22.5% of \$3050 (psc)	.....	\$686	+	\$37	tech. fee	<b>\$723</b>
Second Child	- 18.7% of \$3050 (psc)	.....	\$570	+	\$37	tech. fee	<b>\$607</b>
Third Child	- 15.1% of \$3050 (psc)	.....	\$461	+	\$37	tech. fee	<b>\$498</b>
Fourth Child	- 6.8% of \$3050 (psc)	.....	\$207	+	\$37	tech. fee	<b>\$244</b>

**Children of non members:**

**Grades 1-8**

First Child	- 85.0% of \$3050 (psc)	.....	\$2593	+	\$125	tech. fee	<b>\$2718</b>
Second Child	- 70.1% of \$3050 (psc)	.....	\$2138	+	\$125	tech. fee	<b>\$2263</b>
Third Child	- 57.0% of \$3050 (psc)	.....	\$1738	+	\$125	tech. fee	<b>\$1863</b>
Fourth Child	- 25.5% of \$3050 (psc)	.....	\$778	+	\$125	tech. fee	<b>\$903</b>

**Kindergarten**

First Child	- 42.5% of \$3050 (psc)	.....	\$1296	+	\$62	tech. fee	<b>\$1358</b>
Second Child	- 35.3% of \$3050 (psc)	.....	\$1077	+	\$62	tech. fee	<b>\$1139</b>
Third Child	- 28.5% of \$3050 (psc)	.....	\$869	+	\$62	tech. fee	<b>\$931</b>
Fourth Child	- 12.8% of \$3050 (psc)	.....	\$390	+	\$62	tech. fee	<b>\$452</b>

**Pre-Kindergarten**

First Child	- 25.5% of \$3050 (psc)	.....	\$778	+	\$37	tech. fee	<b>\$815</b>
Second Child	- 21.2% of \$3050 (psc)	.....	\$647	+	\$37	tech. fee	<b>\$684</b>
Third Child	- 17.1% of \$3050 (psc)	.....	\$522	+	\$37	tech. fee	<b>\$559</b>
Fourth Child	- 7.7% of \$3050 (psc)	.....	\$235	+	\$37	tech. fee	<b>\$272</b>

## **Parents' Responsibility for Christian Education**

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 publicly with their children regularly, 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 our 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.

### **You Can Help by:**

1. Attending church regularly, and by having daily family devotions and table prayers.
2. Communicating directly with your child's teacher if there are problems.
3. Supporting the school's policies and procedures.
4. Supporting the school with time, offerings, and prayers.
5. Promptly returning all letters and reports sent home for signatures.
6. Communicating with and supporting the teachers.
7. Encouraging your child to respect the teachers.
8. Ensuring that your child is regular and prompt in attendance.



### **You Can Be Involved by:**

1. Helping in the school's Extended Learning Program.
2. Helping with transportation to and from school activities.
3. Attending Parent-Teacher League meetings and serving on one of the many PTL Committees.
5. Helping with one of our many athletic programs.
7. Volunteering time to help with such things as the school musical, band concerts, etc.

## **Parent Curriculum**

It has been said that a school is only as strong as its families. We certainly believe that this is true at our school since our mission is to assist parents in the Christian training of their children. At St. Matthew's, parents are provided many opportunities to not only become involved in the educational process, but to grow stronger as the spiritual leaders of their families as well. In addition to Bible studies offered through our church, the Parent-Teacher League (PTL) often organizes speakers or workshops that focus on parenting issues.

The newest phase of the St. Matthew's parent curriculum is a four-week workshop entitled, "Sharing the Promise." All parents with children in school must take this workshop in a three-year time window while their children are in grades Pre-2. Parents of older children are encouraged to attend as well. "Sharing the Promise" is a four-session workshop geared especially to Christian parents. Grounded in the truths of God's Word, this workshop not only encourages spiritual growth within the family, but it also provides many practical ideas for Christian parenting.



## **Christian Counseling**

Our Lutheran Elementary School is happy to make available to our families the services of trained professional counselors who are staff members of Wisconsin Lutheran Christian Counseling (WLCC), a not-for-profit corporation of WELS individuals and congregations offering Christian counseling and associated services.

The WLCC counselors are headquartered in Brookfield and can be contacted to consult with parents, pupils, and teachers. Early discussion and understanding, together with clarifying some of the issues, can help in our school family to resolve upsets in family and school life. Please don't hesitate to use these fine Christian services if necessary.

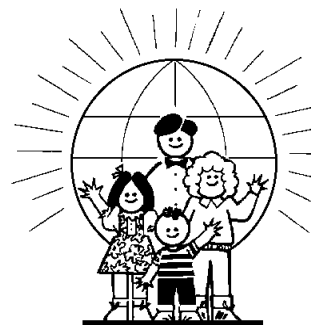
Families or individuals wishing to meet with a WLCC counselor may contact WLCC directly at 17100 W. Bluemound, Brookfield, WI 53005 (1-262-821-6270) or their WLCC branch agency in Fort Atkinson: 600 Highland Ave., Fort Atkinson, WI 53538 (1-920-563-8680 or 1-800-203-4214).

There is also a WELS Care Line available for those in need of immediate Christian counseling. That number is 1-800-422-7341.

## **Parent-Teacher League**

St. Matthew's Lutheran School has an active Parent-Teacher League (PTL) that encourages and assists parents and teachers as they strive to provide the best possible Christian training for the children of St. Matthew's Lutheran School. Parents with children attending the school are encouraged to become involved in the wide variety of opportunities offered through the PTL. For more information you are invited to contact one of the current officers:

Kathy Kellogg (Pres.)	(560-0083)
Robin Koltz (V.P.)	(569-1309)
Janet Sandvold (Treas.)	(569-7319)
Laura McGarvey (Sec.)	(569-5185)
Sandy Weiss	(593-2721)



## **Preschool Power Hour**

Preschool Power Hour is a parent/child class offered to our church members and members of our community from September through May. The 1st and 3rd weeks of the month consist of a Bible lesson, gym time, creative art experiences, and music and rhythm fun. The optional 2nd week of the month will consist of a relaxed pastor or principal led parenting discussion group, which will take place while the toddlers follow the Power Hour leaders into the world of theater: acting, singing a story, painting scenery, and creating props. This class is offered during January - April and culminates in a theatre production.

There are two classes that each enroll 40 children, for a total of 80 children taking advantage of this program. The cost is \$15.00 per semester (Sept. through Dec. and Jan. through April).

Eight women from St. Matthew's volunteer their time to teach the classes. For more information, contact Deb Landvatter (920-206-9026), Bev Fulmer (262-569-1969), or Beth Ziel (920-206-9453), or visit the official PPH web site: [www.smls.org/powerhour/](http://www.smls.org/powerhour/).



## **Pre-Kindergarten**

A Pre-Kindergarten is available for children who are four years old by September 1. There are two schedule options for Pre-Kindergarten. One session meets from 8:00-10:45 on Tuesday, Thursday, Friday. The other session meets from 12:00-2:45 on Tuesday and Thursday, and then from 8:00-10:45 on Friday. The Friday session is a joint session for both groups. The Pre-Kindergarten curriculum includes gross and fine motor skill development, academic readiness, and social development; all in a Christian environment where God's Word is studied each day. Educational trips are taken throughout the school year.

Each school day begins with a Bible lesson. Our religion course, called Christ-Light, teaches the children that God loves them so much that He sent His Son to be their Savior. The Bible lessons are presented through flannel board and vinyl graph presentations, puppets, role playing, and songs. All other units and daily activities are taught from a Christian viewpoint.

## **Kindergarten**

St. Matthew's Kindergarten Program is strong both academically and spiritually. Because St. Matthew's believes that the parent is the first and best teacher a child can have, we offer part time Kindergarten hours. Our special schedule consists of three full days of school with a day off in between (full day of school Monday, Wednesday, and Friday; no Kindergarten at all on Tuesday and Thursday). This schedule gives the children a better learning environment in that it allows for longer learning blocks, greater creativity, less rushing, and better subject retention!

Kindergartners study God's Word each and every morning and afternoon through Bible stories, real-life applications, devotions, and singing. Children learn all about the world God has given us through play, nature experiences, and the arts!

Language Arts consists of a strong phonetic series of letter and vowel activities coupled with a very strong program of "living" classic and high quality books (as opposed to textbooks), and a program of guided "whole language" activities also.

Piano lessons are given to each child as part of his whole child early education. Children are given a rest period during the day where the spatial relationship side of the brain is stimulated through composer studies of various musical genres.

Other parts of the Kindergarten curriculum include hands on manipulative-based Math, Art, Nature Journaling, a creative writing program, and theme-related activities! Kindergarten at St. Matthews fully prepares every child for the highest quality First Grade experience!

## **Homework**

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, the work must continue in the home.

Homework, as the name suggests, is work not completed in school and should be finished at home. Generally, the student should be able to complete homework assignments by him/herself, but you, as parents, must see to it that he/she does. Setting aside a certain time every evening for homework is a good habit to establish at an early age with your child.

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 lower grade students, this will entail about 100 minutes per week of outside reading (child reads alone or parent reads to child), and for upper grade students (5-8), the outside reading requirements are tied to the Accelerated Reader program.

How much homework should your child bring home? On the average, the primary grade (K-2) homework load will be between 15 and 25 minutes per day; the intermediate grades (3-4) can expect between 35 and 45 minutes per day; and the upper grades (5-8) may experience between 40 and 60 minutes of homework per day. Should the amount of homework seem excessive or deficient, a consultation with the teacher would be appropriate.

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).

## **Grading System and Honor Roll**

A 14 point grading system is used in our school. An A+ = 0, an A = 1, an A- = 2, etc., through and including an F = 12, 13, or 14. Students in grades 5-8 that maintain an average of A- or above (0 - 2.49) will be recognized on the school's Honor Roll.



## **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 no formal dress code has been adopted by the Board of Education, the faculty reserves the right to tell a student to refrain from wearing certain items of clothing.

## **General School Behavior**

In addition to regular classroom rules established by each teacher, the following guidelines have been established to ensure the safety of the 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.

## **Discipline**

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 needed to bring the child to a knowledge of his sins, and the Gospel is needed 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 parent 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 is then will apply the message of the Gospel to assure the child of God's forgiveness of every sin through Christ. In cases were misconduct continues the following guidelines will be used. All disciplining at St. Matthew's Lutheran School is an outgrowth of love for the child.

## Disciplinary Guidelines

### Continued Non-Compliance with School or Classroom Rules

- Step 1 The teacher will notify the parent(s) and meet to plan a course of action.
- Step 2 The teacher, principal, and parent(s) will meet further to discuss the situation and to join in a united effort in disciplining the child.
- Step 3 Disciplinary action will be taken by the school and will be determined by the school's administration.
- Action 1 Loss of all privileges for a period of 5 school days. This includes classroom privileges, field trips, and extra-curriculars.
  - Action 2 2 day suspension and loss of privileges as in Action 1.
  - Action 3 3 day suspension and loss of privileges as in Action 1.

For example, if a child shows continued non-compliance with classroom rules, the teacher will contact the child's parents in an effort to work together to change the behavior. If the child continues to disobey classroom rules, the parents, teacher, and principal will meet to discuss the situation. If the behavior still continues and another meeting is necessary, the school will take disciplinary Action 1. Further non-compliance would warrant Action 2, etc.

### Gross Misconduct

In situations where a child's sinful nature has exerted itself in open rebellion against God's Word, swift and immediate steps need to be taken. The following are considered grounds for disciplinary action: fighting, deliberate truancy, stealing, swearing, open defiance or disrespect, vandalism, cheating, use of alcohol, other drugs, or cigarettes. In such cases one of the following disciplinary actions will be taken:

- Action 1 Loss of all privileges for a period of 5 school days. This includes classroom privileges, field trips, and extra-curriculars.
- Action 2 2 day suspension and loss of privileges as in Action 1.
- Action 3 3 day suspension and loss of privileges as in Action 1.

An actual expulsion takes place only after all other attempts have failed and then only with the advice and consent of the Board for Christian Education. For the sake of clarification, it must be stated that expulsion from school is not the equivalent of excommunication from the church.

## 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 8:00!), 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. If make-up work is to be sent home, the parent is responsible to request the work at least a half-day in advance.

**Excessive absences** are detrimental to the academic success of any student, no matter how bright or hard-working 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.

## **Church Attendance - Why our School Children Should Attend Church**

We want our children 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? The psalmist writes: "I rejoice with those who said to me, 'Let us go to the house of the Lord.'" (Psalm 122:1) 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 director. May the Lord bless you and your family as you worship him!

## **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 8:15 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.

## **Mission Projects**

Each year the students are given the opportunity to bring offerings for four different mission projects. Offerings are collected by the classroom teacher on the last day of each week. St. Matthew's encourages its students to develop a regular pattern of first-fruits giving as a way to thank and praise God for his love to us in Jesus.

## **Extended Learning Program**

St. Matthew's Lutheran School has an extended learning program for students who could benefit from extra support or enrichment outside of the classroom. Trained volunteer tutors work with the students in this program. These volunteers are crucial to the success of the program. We are very blessed to have them!

A new program begun last year is the Early Reading Empowerment program. This particular program is designed to offer consistent literacy support for our students.

Mrs. Amy Mamerow is our Extended Learning Director. If you have any questions about the program, or would like to serve as a volunteer tutor, please contact her.

## **Church Extension Fund (CEF)**

WELS CEF, the Wisconsin Evangelical Lutheran Synod Church Extension Fund, is a charitable, non-stock, not-for-profit corporation organized under the laws of the State of Wisconsin under the direction of the Wisconsin Evangelical Lutheran Synod. The CEF loans money to our mission congregations so that they can build churches. Mission congregations need a place where they can worship, learn more about God's Word, and pray.

Our Synod is constantly striving to begin new missions to spread God's Word. To do this, our Synod needs 4 things: Land, Lumber, Labor and Prayer. The students of our school have the opportunity to help with all four! We can all help with our prayers. Through CEF, our students can help supply the Land, Lumber and Labor as well. Here's how it works:

1. Each Friday Mrs. Krahn will sell CEF stamps in the office at a cost of 25 cents.
2. Students buying stamps will be assigned a CEF album that, when full, will contain \$18.75 worth of stamps.
3. When the album is full, you can exchange it for a \$25.00 Church Extension Fund Loan Certificate. Five years and 10 months later, your certificate may be cashed in for \$25.75. You will need to obtain a Certificate Application from Mrs. Krahn to complete this step.

## **School Pictures**

Each year school pictures are taken (see the school calendar for the date). 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.

## **Transportation - Insurance Coverage**

During the course of the school year occasions may arise when parents are asked to transport children for field trips and school-related activities. Parents who volunteer to drive for such activities, as well as those whose children are transported in the private cars of others, should have an understanding of the insurance coverage applicable under the circumstances.

If a person transporting children for a school-related activity is involved in an accident while driving his own car, his own automobile insurance company will provide the coverage for any liability or medical claims which might arise from the accident.

Because those who volunteer to transport children could be considered liable and because they are often transporting children from four or five families, it is important that they have automobile coverage with limits of no less than \$350,000/\$500,000.

## Bus Service

Bus service is available to those students 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 567-0234.

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 (dismiss after lunch). Our school does not release early on those days, so the bus company schedules special routes for us on those days. To set up those routes, it’s necessary that the bus company know who will be riding on those days. For that reason, permission slips will be sent home with all bus students prior to each early release day. It’s very important that these permission slips be returned to school in a timely fashion. Below are listed the district early release dates (all dates are Wednesdays) for 2002-03.



October 2	December 4	February 5	March 19	May 7
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## Hot Lunch Program

A nutritious lunch is served each school day. The price of the lunch is \$2.00 per day if purchased by the week, or \$1.90 per day if purchased by the month. One half pint of milk is included with each lunch. Lunches not preregistered will cost \$2.25 each. Adult lunches are \$2.50.

Milk is available for those bringing their own lunch to school for a cost of \$0.30 / carton. In addition, students taking hot lunch may purchase an additional milk to drink with the one that comes with the lunch. This option is only available by the month.

Our lunch program has the “offer vs. serve” option. Although all students will be offered the five food groups, each student will be required to choose at least three of the five. Each student must choose a fruit or a vegetable. We encourage use of the hot lunch program because it is only through active participation that our lunch program can continue to operate.

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

## School Phone

St. Matthew’s School has a voice mail system that enables you to leave a message for anyone on the staff. The voice mail system is one that serves three different facilities, even though they are all physically connected. The school, church, and parsonage all use the same voice mail system. Because of this, you will not immediately hear a “live” voice on the other end. Your call must first be routed to either the church, school, or parsonage. Simply follow the directions as you hear them to make your desired connection.

If you know the extension number of the person you’d like to contact, you may press that extension as soon as you hear the voice mail recording. Please note that you may get a teacher’s voice mail message right away even if the teacher is in his or her classroom at the time. This will happen when the teacher is either using the phone or when the teacher has turned off the ringer while teaching a class. You can leave a message with the teacher or press extension 20 to talk with Mrs. Krahn in the office. At any time you can press the star (\*) key to back out a level.

Students should not use the phone during the school day. If a call home is necessary,



the child's teacher will make the call. Because students will not be excused from class to take phone calls, please ask that any messages be delivered by the secretary to the child's classroom teacher.

Parents wishing to contact the principal may do so from 9:00 A.M. to 11:30 A.M. every day, as well as before and after school.

School Extensions			
School office (Mrs. Krahn)	Ext. 20	Kindergarten (Mrs. Rothe)	Ext. 33
Principal's office (Mr. Ziel)	Ext. 22	First Grade (Mrs. Mamerow)	Ext. 35
Pastor Rothe's Office	Ext. 24	Second Grade (Miss Myers)	Ext. 34
Church office (Mrs. Grunewald)	Ext. 25	Third Grade (Miss Tiarks)	Ext. 36
Pastor Schroeder's Office	Ext. 26	Fourth Grade (Mrs. Elowski)	Ext. 41
Custodian (Mr. Drefahl)	Ext. 37	Fifth Grade (Mrs. Schramm)	Ext. 42
Kitchen (Mrs. Italiano)	Ext. 38	Sixth Grade (Mr. Asmus)	Ext. 39
Mrs. Landvatter	Ext. 23	Seventh Grade (Mr. Paulsen)	Ext. 40
Pre-Kind. / Kind. Classroom	Ext. 33	Eighth Grade (Mr. Ziel)	Ext. 43
Pre-Kind. (Mrs. Ziel's voice mail)	Ext. 11	Church Loft (Meeting Room)	Ext. 32

### **School Hours**

The school day begins at 8:00 A.M. and ends at 2:30 P.M. Kindergarten meets from 8:00 to 2:30 A.M. on Mondays, Wednesdays, and Fridays. There are options for Pre-Kindergarten. One session meets from 8:00-10:45 on Tuesday, Thursday, Friday. The other session meets from 12:00-2:45 on Tuesday and Thursday, and then from 8:00-10:45 on Friday. The Friday session is a joint session for both groups.

Students who walk to school or who are brought to school should not arrive before 7:30 A.M. A door will be open for students arriving on the early bus. All students are expected to leave immediately after school, unless they are under the direct supervision of a teacher. As a general rule children should not be unattended after school. If a child must stay later, the parent must discuss the matter with the child's teacher to determine whether or not the teacher can supervise the child after school.

Our campus is a closed campus. Students may not leave the grounds without permission. During the winter, a study hall will be made available after school for sports participants only.

### **School Closing**

In case of inclement weather, our school will follow the closing announcements of the Oconomowoc Area School District. All local radio stations carry such information. WTMJ (620 AM) announces school closings fifteen minutes before each hour and fifteen minutes after each hour, alphabetically by county.

Announcements will not name St. Matthew's Lutheran School specifically, but our school will be included in the Oconomowoc Public and Private schools.

### **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, including cough medication or drops, must be kept in the school office.

## 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 2002-03 by the State of Wisconsin:

<b>2 years through 4 years:</b>	4DTP/DTaP/DT, 3 polio, 1 MMR <sup>1</sup> , 3 Hep B, 1 Var <sup>5</sup>
<b>Grade K and 1:</b>	4DTP/DTaP/DT <sup>3</sup> , 4 polio <sup>4</sup> , 2 MMR <sup>1</sup> , 3 Hep B, 1 Var <sup>5</sup>
<b>Grades 2,3,4,7,8:</b>	4DTP/DTaP/Td <sup>3</sup> , 4 polio <sup>4</sup> , 2 MMR <sup>1</sup> , 3 Hep B
<b>Grade 6:</b>	4DTP/DTaP/Td <sup>3</sup> , 4 polio <sup>4</sup> , 2 MMR <sup>1</sup>

Notes:

- MMR vaccine for all students: The first dose of MMR vaccine must have been received on or after the first birthday.
- 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.
- 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.
- 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.
- Var means Varicella (chicken pox) vaccine. Chicken pox disease history 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.

## Physical Education

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 for 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.



## Interscholastic Athletic Program

### Philosophy

The purpose of interscholastic athletics is for the child to grow in his/her skills and abilities, and to have the opportunity to use those skills in competition against other teams.

The child will develop the fundamental skills at the B-Team level through active participation. It is our goal to give all team members at the B-Team level a chance for meaningful participation in all games and practices.

Those who desire to continue to use their skills at a more competitive level will have the opportunity to do so on the A-Team. Because the focus of the B-Team is participation and the focus of the A-Team is competition, playing time in A-Team games will vary according to the player's ability level and his/her effort in practices. Players wishing to compete at the A-Team level will be encouraged to develop their skills more fully through summer leagues, camps, etc.

As a Lutheran Elementary School, St. Matthew's also applies Christian attitudes in these activities. I Corinthians 10:31 tells us, "So whether you eat or drink or whatever you do, do it all for the glory of God." We must never forget that this includes athletic events, and that as children of God, parents, students, and coaches will use these opportunities to reflect the love of their Savior.

Since the teams our children compete against have the same general attitude toward interscholastic athletics, we look forward to enjoyable, competitive contests. We expect our players, coaches, and spectators to conduct themselves in a Christian manner at the contests.

### Interscholastic Athletic Offerings

Our school participates interscholastically with other parochial schools in volleyball, basketball, softball, flag football, track, and cross country. The name of our leagues is the Little Lutheran League. All participants in interscholastic sports must meet the school's eligibility requirements. Students who do participate must be in good physical condition and purchase the school insurance or supply proof of adequate coverage. An athletic fee is assigned each sport.

St. Matthew's offers the following sports to the students:

<u>Sport</u>	<u>Season</u>	<u>Who Can Participate</u>	<u>Fee</u>
1. Football	Fall	Boys Grades 5 - 8	\$8
2. Volleyball	Fall	Girls Grades 5 - 8	\$8
3. Cross Country	Fall	All students Grades 5 - 8	\$5
4. Basketball	Winter	All students Grades 5 - 8	\$20*
5. Track	Spring	All students Grades 5 - 8	\$5
6. Softball	Spring	All students Grades 5 - 8	\$8
7. Cheerleading	Winter	Girls Grades 5 - 8	\$8

\* includes bus fee

### **The Little Lutheran League Sportsmanship Motto**

The Little Lutheran League welcomes you to our school. We ask that all participants and spectators conduct themselves in a God-pleasing manner before, during, and after all athletic events. Cheer in a positive way, show respect for opponents and officials, practice Christian fellowship, and have fun.

## 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 sick during the school day, the athlete should not attend practices or games. The coach need not be contacted if the a child leaves school because of sickness.
3. An individual must participate throughout the year and be present at practices and games at least 75% of the time to receive recognition as being part of the team.
4. One unexcused absence will result in suspension from the next game or practice.
5. On the third unexcused absence the individual may 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.
- \*6. To show the desire to learn the skills of any extra-curricular activity the student(s) must be willing to cooperate with coaches and/or assistants.
  - a) To practice willingly
  - b) To 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. To reflect the love of our Savior, we should portray Christian sportsmanship toward:
  - a) each other
  - b) opposing team players
  - c) coaches and assistants
  - d) fans
  - e) referees
- \*8. As Christians, we should always respect the property and facilities of others, for example...
  - a) gyms, locker rooms
  - b) personal property

*\*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.*
9. All major disciplinary actions will be reported to the principal.
10. Ineligible students should not attend games, concerts, etc.

## 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.

## **Directions to Schools in the Little Lutheran League**

The following schools will be in our athletic conference: Zion, Columbus; St. Peter's, Helenville; St. Paul's, Ixonia; St. Peter's, Lebanon; Holy Cross, Madison; St. John's, Juneau, Our Redeemer, Madison, Bethany, Hustisford and St. John's, Waterloo. Directions to these schools are as follows are listed below with the approximate drive time in parentheses.

**Holy Cross, Madison** - Take I-94 west to Madison. When you get to Madison, I-94 turns to the right to the Dells. You should keep going straight (Hwy 30). Exit at Hwy 51 (Stoughton Rd), turn left (South), and go under the bridge. Go to the first light. Turn right at the light (Milwaukee St). Holy Cross is about three-fourths of a mile down Milwaukee St. on the right. (45 min.)

**Zion, Columbus** - Take Hwy 16 into Columbus. Take a left at the first (only) stoplight. Go about one-half mile and take a right on Cty Hwy K (also called Fuller Street). Stay on K and the school will be on your right on the edge of town. (50 min.)

**Lebanon Lutheran, Lebanon** - Take Hwy 16 to SC. Turn right on Hwy R, and the school is located on the corner to the right. (15 min.)

**St. Paul's, Ixonia** - Take Hwy 16 to SC. Go right on SC to Gopher Hill Road. Turn right on Gopher Hill Road to the school. (10 min.)

**St. John's, Waterloo** - Take Hwy 16 to Watertown. Go west on Hwy 19 for 13 miles into Waterloo. Follow Hwy 19 through town. The school is located on Hwy 19 on the north side of the street (413 E. Madison). (40 min.)

**St. Peter's, Helenville** - Take Hwy 18 into Helenville. The school is on the left. (20 min.)

**St. John's, Juneau** - Take Hwy 26 into Juneau. Turn right at the first stop sign. The school is on the left (402 S. Main St.). (25 min.)

**Bethany, Hustisford** - Take Hwy 67 north to Hwy EE (by St. John's cemetery outside of Old Ashippun). Take EE to Hwy 60. Turn Left on 60 until Hwy R. Turn right on Hwy R through downtown Hustisford. When Hwy R turns to the right, continue to go straight. This will be a no-thru street. The church is down approximately half a block on the left. (20 min.)

**Our Redeemer, Madison** - Our Redeemer does not have a gym so more than likely we will play the games in our gym. It does happen that once in a while they secure a gym at another school in Madison. We don't know these locations until a few weeks prior to the games, however. (50 min.)

## **Forensics**

St. Matthew's Lutheran School provides students in grades 5-8 the opportunity to compete in two annual Forensics Meets. Students have opportunities to compete in front of judges in the following categories: Four Minute Speech, Demonstration Speech, Storytelling, Prose Reading, and Poetry Reading. St. Matthew's encourages students to improve their communication skills since one of the chief ways we share the gospel is by talking to others. Students at St. Matthew's have many opportunities to develop these God-given gifts, such as annual musicals, YOUth Praise Choir and oral classroom presentations. Students interested in this extra-curricular activity must meet eligibility requirements.

Our top presenters will also have opportunities to present pieces at the two Fine Arts Concerts held during the year (December and May).



## Music Groups

### YOUth Praise Choir

The YOUth Praise Choir is open to all eligible students in grades 5 through 8. Vocal placements will occur during the first full week of school. Rehearsals are held twice a week. Although most of their singing is done during church services, the YOUth Praise Choir does compete in fine arts festivals during the school year. Students who are members of the YOUth Praise Choir may also participate in solos and small group numbers at the annual Fine Arts Fair at Lakeside Lutheran High School.



### YOUth Praise Band

Our students are offered a Band Program. Band is open to all eligible students in grades 5 through 8. At the beginning of the school year all students in these grades are given an opportunity to "tryout" a musical instrument. Band fees and guidelines are shared at an annual meeting with the director in the fall of the year.

### Choir/Band 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. After placements have been completed, students will no longer be able to join the choir / band.
  2. 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 practices activities. The director need not be contacted if a child leaves school because of sickness.
  3. An individual must participate throughout the year and be present at practices and performances at least 75% of the time to receive recognition as being part of the group.
  4. One unexcused absence will result in suspension from the next practice or performance.
  5. After three unexcused absences the individual may no longer be part of the choir or band. Three unexcused absences would seem to show a lack of interest and/or commitment.
  - \*6. To show the desire to learn the skills of any extra-curricular activity the student(s) must be willing to cooperate with directors, leaders, and/or assistants.
    - a) To practice willingly
    - b) To 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
- \*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. This will result in an unexcused absence.*
7. All major disciplinary actions will be reported to the principal.
  8. Ineligible students may not attend festivals, concerts, etc., but are still expected to attend lessons or rehearsals that occur during the school day.
  9. See the Choir Handbook for more information on our YOUth Praise Choir.

## Eligibility Requirements for Extra-Curricular 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 the school's extra-curricular programs.

1. "Extra-curricular" includes all school functions outside the regular curriculum of the school. These are: all sports, cheerleading, forensics, and musicals. Extra-curricular does not include church functions not associated with the school, such as Pioneers.
2. Band and Choir are deemed to be "Co-curricular" and are therefore treated differently under the eligibility policy. Students who are declared to be ineligible for academic or behavioral reasons, may not attend concerts, festivals, and other such performances; but they are expected to take part in all lessons and rehearsals that occur during the school day.
3. 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.
4. In general, however, students must maintain a Christian attitude toward their school, schoolwork, classmates, teachers, and coaches. This attitude will manifest itself through God-pleasing and constructive work habits. Students must also maintain a "C" (7.49) grade average or better and not receive an "F" on a midterm or quarter report. Finally, students must not have three or more late assignments in any given week.
5. "Exhibiting satisfactory behavior" means that students will comply with school and classroom rules and display sportsmanlike conduct on the playing field or court.
6. Students that are declared ineligible will be prohibited from participating in all extra-curricular activities for a duration of five school days from the time the term ends or the third late assignment occurs.
7. The classroom teacher will contact the child's parent(s) promptly to discuss possible solutions to the problem.
8. 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.
9. If the period of ineligibility occurs directly prior to a school musical, band concert, or fine arts festival, the director may remove the student from the performance if his/her absence from the rehearsals is detrimental to his/her performance.

## Principal's Newsletter

Every Wednesday, the principal puts out a newsletter, "The Cardinal Connection," describing current happenings at St. Matthew's School. Attached to the newsletter is a weekly lunch form that is used for signing up for the next week's lunches. The newsletter, as well as the lunch form, is now available by e-mail. To receive the newsletter via e-mail, visit the school's home page ([www.smls.org/school](http://www.smls.org/school)) and select the link entitled, "Join Our Newsletter Mailing List."

## School Web Page

St. Matthew's Lutheran School has a Web site on the Internet. The site contains useful information about the school and teachers. The address is [www.smls.org](http://www.smls.org). There is a link to our church site as well as links to other WELS sites. Internet technology is also used in the classrooms where students learn how to gather and use information found on the world wide web, as well as how to design and maintain their own web pages.

If you would like to receive the school newsletter and lunch form via e-mail, visit the school's home page ([www.smls.org/school](http://www.smls.org/school)) and select the link entitled, "Join Our Newsletter Mailing List."

## Asbestos Compliance

### Public Notice to the Parents of St. Matthew's School Students

In accordance with 40CFR Part 763.85, Federal Register dated October 30, 1987, entitled "The Asbestos Hazard Emergency Response Act", our congregation has had its school building inspected by an EPA/State of Wisconsin accredited inspector and that inspection Information has been developed into a viable management plan by an EPA/State of Wisconsin accredited management planner. This information is available for review, by staff and public, in the school office. This information provided the location and description of any asbestos-containing materials found in the facilities and describes the methods which will be used to control and maintain such materials in a nonhazardous condition.

### Staff / Board of Education Directory

<u>Name</u>	<u>Position</u>	<u>Home Phone</u>	<u>E-Mail</u>
Mrs. Beth Ziel .....	Pre-Kindergarten.....	(920) 206-9453.....	bziel@smls.org
Mrs. Deb Rothe.....	Kindergarten.....	(920)-262-2988.....	debbie@smls.org
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Miss Michelle Myers.....	Grade Two.....	(920) 474-7554.....	smyers@smls.org
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Mrs. Joy Elowski.....	Grade Four / Choir Director.....	(262) 560-9531.....	jelowski@smls.org
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Mr. Andy Asmus.....	Grade Six / Athletic Director.....	(262) 560-9737.....	oz@smls.org
Mr. Eric Paulsen.....	Grade Seven / Tech. Director.....	(920) 474-3823.....	epaulsen@smls.org
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Pastor David Rothe.....	Confirmation Instruction.....	(262) 567-6375.....	drothe@smls.org
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Mr. John Drefahl.....	Custodian.....	(262) 567-4505	
Mrs. Kim Italiano.....	Lunch Director.....	(262) 966-2305	
Mr. David Reul.....	Band Director.....	(920) 474-7147.....	dbreul@execpc.com
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Mr. Matt Butler.....	.....	(920) 262-4164.....	msbutler@execpc.com
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Mr. Bob Stocker.....	.....	(262) 569-8065.....	bjstocker@gdinet.com
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