

Principal's Message

Dear Parents,

This year marks the 48th anniversary of operation for St. Paul's Lutheran School. Since 1977, St. Paul's Lutheran School has been making disciples of the children who have received their education here.

In keeping with the school's purpose (to assist parents in bringing their children to Christ and keeping them in Christ), we remind ourselves what a privilege and responsibility it is to daily share God's Word with the students and their families.

"Called by Name" is our theme this year. It focuses on how much our loving God and Savior intimately knows each of us, how He has a unique purpose for every person, and He loves us so much - so much that He sent His one and only Son to save us from our sin and gifts us with eternal life with Him forever in heaven.

Every day we have the opportunity to live our lives for Jesus. By the things we do and say (including the things we don't do and don't say) we can reflect God's love for us and show Him how much we appreciate what He did and continues to do for us each day.

We also have the opportunity to talk with God each day as He comes to us through His Word, and when we pray (individually, as a family, as a class, and as a school group).

Each day of the school year we have devotions, prayers, and Bible studies to remind us that "every good and gracious gift is from above." We educate the body and the soul for life on earth, but more importantly, for everlasting life in heaven where we will spend all eternity.

Again, we are so appreciative to be able to serve your family. We thank you for partnering with us as we carry out our mission to you — we are here to provide an exceptional education, preserve a Christ-focused academic culture, promote spiritual growth and Christian service, and prepare life-long disciples of Jesus Christ. May God bless our partnership!

In His service,
Ken White, Principal



God gave parents the responsibility to raise their children in the “training and instruction of the Lord” (Ephesians 6:4). **Therefore, our school and preschool exist to assist parents in bringing their children to Christ and keeping them in Christ.** This purpose rests on the fundamental truth that “the fear of (reverence for) the Lord is the beginning of knowledge” (Proverbs 1:7).

Students at St. Paul’s will learn to know the way to eternal life through faith in Jesus Christ, to acquire a thorough knowledge of all the academic subjects in harmony with God’s revealed Word and will, and be a credit to their parents and an asset to their church and community.

St. Paul’s Lutheran School and Little Gospel Lights preschool teach the child to behold the guiding hand of God the Creator, Redeemer, and Sanctifier as shown in the creation of the world, in the course of events in history, in the plan of salvation for mankind, and in the total life of every individual. Religion, therefore, is not a separate subject, but rather the Word of God permeates and motivates all teaching, learning, and activities at St. Paul’s.

St. Paul’s Lutheran School, a Christian elementary school (grades Kindergarten-8), and St. Paul’s Little Gospel Lights preschool (PreK and Junior Kindergarten) are owned, maintained, and operated by St. Paul’s Evangelical Lutheran Church, a member of the Wisconsin Evangelical Lutheran Synod. St. Paul’s Lutheran Church and School is a not-for-profit organization.

By enrolling your son/daughter in St. Paul’s Lutheran School, you understand what will be taught, and you are giving us permission to spiritually serve your child(ren) in this way. It is also understood that your child(ren) is expected to worship with our school family as we come together for devotions and/or chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him. It is also understood that your child(ren) will abide by the Christian and moral standards as prescribed to us in God’s Word and outlined in this handbook.

Agreement in Purpose

Parents/guardians

Purpose of St. Paul’s Lutheran School

St. Paul’s Lutheran School and Little Gospel Lights Preschool exist to assist parents in bringing their children to Christ and keeping them in Christ.

- should read and discuss the school policies found in this handbook with their child(ren).
- consent to and submit to all governing policies of St. Paul's Lutheran School, including all applicable policies in this handbook.
- are willing to have their child(ren) instructed in the doctrines of the Wisconsin Evangelical Lutheran Synod and not object to having teachers or the pastor inform the child of erroneous doctrines of other churches.
- understand that the standards of St. Paul's Lutheran School do not tolerate profanity, obscenity in words or actions, dishonor to God and His Word, disrespect to the personnel of the school, or continued disobedience to the established policies of St. Paul's Lutheran School.
- permit their child(ren) to take part in the curricular and co-curricular school activities throughout the school year, or present an acceptable excuse. Their child(ren) will actively participate in the catechism instruction class (5th-6th grade) and the confirmation class (7th-8th grade). Both the catechism and confirmation classes are a minimum of two-year courses. *Choice students are allowed to opt out.
- understand that the services of St. Paul's Lutheran School are engaged by mutual consent, and that either St. Paul's Lutheran School or the parents/guardians reserve the right to terminate any or all services at any time.
- understand that this handbook does not contractually bind St. Paul's Lutheran School and is subject to change without notice by decision of St. Paul's Lutheran School's Board of Christian Education.
- understand that admission to St. Paul's Lutheran School is a privilege, not a right, and admission for one academic year does not guarantee automatic admission for future academic years.

Enrollment Policy

St. Paul's Lutheran School and Little Gospel Lights Preschool exist to assist parents in bringing their children to Christ and keeping them in Christ.

The following policies of our Board of Christian Education (BCE) shall establish enrollment eligibility in this priority:

1. Children whose parent or parents/guardians are members of St. Paul's Lutheran Church;
2. Children whose parent or parents/guardians are members of sister WELS or ELS congregations;
3. Unchurched children whose parents/guardians are not active in another church body.
4. Children whose parents/guardians belong to churches not in fellowship with the Wisconsin Evangelical Lutheran Synod.

Students enrolled in our school shall be subject to the following stipulations:

1. Parents/guardians are invited to find out what we teach by attending a Bible Information Class.
2. The BCE will regularly review the status of tuition students based on each family's observable involvement in school activities, prompt payment of tuition and fees, disciplinary issues, and on space available.
3. Prior to admitting a student who wants to transfer to St. Paul's Lutheran School, a parent/guardian must give our faculty permission to examine the student's permanent school records at the school from which they intend to transfer. Upon the examination of said records, the principal will make a recommendation to the BCE concerning the enrollment of this student. The parent(s)/legal guardian(s) will then be notified of the BCE's decision. (#3 revised 7/07/2020)

Choice (WPCP) students are enrolled in our school after completing all the necessary steps of the enrollment process according to DPI requirements which include residency and income limitations.

Under St. Paul's Lutheran School's appeals process, a WPCP rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school's choice administrator that the applicant was improperly rejected. If the applicant thinks their entry was denied wrongfully by the school's choice administrator, they may appeal in writing to the school's board president within five working days. The school may accept appeals and corrections up until May 1. The Board of Christian Education's president shall respond to the applicant's appeal within five working days of receipt of the appeal notifying the applicant of the acceptance or rejection of the appeal, and their decision will be final. St. Paul's Lutheran School may only reject Choice applicants if the application does not meet Private School Choice Program's residency, income, and/or age requirements for applicants entering grades Junior Kindergarten, Kindergarten, and 1, and prior year attendance requirement if the student is participating in the Wisconsin Parental Choice Program (WPCP).

All school age children of St. Paul's Lutheran School must be five years old on or before September 1st. In some cases, it may be necessary to postpone the child's entrance into Junior Kindergarten, Kindergarten, or first grade. Such decisions will be made by the teacher and principal in consultation with the parents, with the school reserving the right to place the child where it feels is best so the child can thrive and succeed.

A child may be admitted to the other grades (grades 1-8) upon receiving the permanent records from the previous school showing successful completion of earlier grade levels. The school will determine the grade placement of a child through special testing if necessary.

St. Paul's Lutheran School admits students of any race, color, national/ethnic origin, sex/gender*, disability, and health status to all the rights, privileges, programs and activities generally made available to the students. It does not discriminate on the

basis of race, sex/gender*, color, national, ethnic origin, disability, or health status in administration of its educational policies, admission policies, scholarship programs, athletic and other school-administered programs. (revised 7/13/2022)

** God created human sexuality and gender at creation when he tells us that "male and female he created them" (Gen. 1:27). These two distinct, complementary genders are God's design for people as they relate to one another in matters dealing with human sexuality, marriage, and gender (Gen. 1:26-27). Rejection of one's biological sex is a rejection of God's creative action and design for the individual (Psalm 139:13-14; Jeremiah 1:5). (taken from our Statements of Beliefs, page 2-3)*

Every attempt will be made to work with students who have special education needs by utilizing the available resources of the local school district and our own staff. Final decisions will be made by the parents, faculty, and BCE based on the best interests of the individual student and the entire student body.

Assimilation Policy for New Families

The staff along with the PTO will plan events each year that encourage the interaction of established and new families (e.g. a back-to-school potluck, an art night, family game night, school dance, special events at a basketball night, etc.).

1st-8th Grades

1. An established, outgoing family may be assigned to help the new family assimilate into the school (answer questions about procedures, activities). This family will also be encouraged to be friendly to the new family and introduce them to others.

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2. The school secretary will notify the child's teacher of any new family. The classroom teacher will be a contact person for the new family.
3. The pastor or our congregational assistant will contact the family to see if they have religious questions or have interest in attending church or other church activities such as Bible Information Class or a Bible study, etc.

Preschool, Jr. Kindergarten, and Kindergarten

1. The Early Childhood Director will be responsible for assimilating all new families from their classrooms.
2. The teachers will nurture families and help identify those who have expressed interest in joining the church and/or continuing on to the next grade.

Safety Concerns

In order to provide a Christ-centered, quality education, St. Paul's Lutheran School reviews and regularly practices its emergency response plans in order to minimize the risk of physical danger to students, parents, staff, and property.

In producing a safe, learning environment, St. Paul's Lutheran School cooperates with local safety agencies (fire, police, medical) and the East Troy School District to coordinate emergency response plans. Necessary family and student information will be shared with these agencies to ensure as safe an environment at St. Paul's as possible.

Note – Due to the volunteer nature of our fire department, first responders may not necessarily be wearing their uniforms when they respond to an emergency, but they should carry identification. Also note, police may arrive on the scene before EMS personnel.

After we have done our best to prepare for and respond to an emergency, as Christians we have the comfort of knowing that

all things, even disasters, will work “for the good of those who love Him” (Romans 8:28).

We have a very detailed Emergency Procedure policy. We practice fire drills monthly (except in inclement weather), tornado drills twice a year, and lockdown drills twice a year.

In the event of an evacuation from our premises, you will pick up your child from the East Troy Village Police Station (at 2015 Energy Dr. behind Road Ranger and LD's) according to our reunification process. Do NOT pick up at St. Paul's!

Non-Harassment Policy

St. Paul's Lutheran School is committed to making our school a safe and caring place for all students. We will treat others with respect and will refuse to tolerate bullying in any form. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated.

St. Paul's Lutheran School defines bullying as the following: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

There are 4 main types of bullying/harassment:

1. **Physical**–Harmful actions against a person's body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person's property and stealing. Any type of intentional touching of intimate body parts of a person.
2. **Verbal**–Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
3. **Non-Verbal**–Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring

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down a person, writing unkind things about someone, rolling eyes, or using technology to spread rumors.

- 4. Intimidation** – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting.

The following steps will be taken as appropriate when dealing with incidents that involve harassment or bullying to any degree:

Harassment or bullying claims should be reported to the administrator, pastor, teachers, office staff, aides, or other adults.

A clear account of the incident will be recorded and given to the principal. The teacher or principal will interview all concerned and record the incident. Parents/ guardians will be informed through a phone call and letter.

Punitive measures will be used as appropriate and in consultation with teachers and parents/guardians but not limited to:

- Official warning
- Detention out of classroom
- Exclusion from certain activities, e.g. recess
- In-school suspension
- Expulsion

All adults in the school, including the administrator, pastor, teachers, office staff, aides, and other adults need to help in the prevention of harassment and bullying.

Security Camera Footage Policy

The main purpose for the St. Paul's Lutheran Church and School security camera system is for building and grounds security. It is not specifically meant to monitor students, classrooms, teachers, parents, and/or those on our premises.

If any school-related behavior is captured on the cameras, the principal and/or BCE may view that footage and will determine

if further action is needed. School parents may submit a written request to the principal and/or BCE to view the specific captured footage. The principal and/or BCE have the right to approve or deny this request.

If any church-related behavior is captured on the cameras, the president of the congregation, pastor, and/or Board of Elders may view that footage and will determine if further action is needed. Adults may submit a written request to the president of the congregation, pastor, and/or Board of Elders to view the specific captured footage. The president of the congregation, pastor, and/or Board of Elders have the right to approve or deny this request.

Academic Standards

St. Paul's Lutheran School has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998.

St. Paul's Lutheran School does not offer high school grades and does not grant a high school diploma.

Parent - Teacher Conferences

Parents may come in to consult about the progress and well-being of their children at any convenient time. Common courtesy suggests that an appointment be made with the teacher. However, dates are set aside during the school year for parents to consult with the teacher at school (see school calendar). These consultations help give a greater understanding of the report card, the child's desires, attitudes, and special needs or abilities.

Discipline Policy

The staff of St. Paul's Lutheran School recognizes the responsibility of the parents for bringing their children "up in the training and instruction of the Lord" (Ephesians 6:4). Speaking through Moses, the Lord tells us how to do this,

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“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). Parents are not to give up this responsibility just because they have chosen to send their children to a Christian school.

The work of making children *“wise for salvation” (2 Timothy 3:15)* needs to be continued, unhampered, and uninterrupted as they enter our school. Parents and teachers will work together in order to help the children gain the treasure stored up for them in heaven. The teachers are called to **assist** parents in carrying out their responsibility of raising God-fearing children.

The school discipline policy is in effect during the school days as well as at all school-sponsored events (e.g. basketball games, special events, when children sing for church, etc.). Parents should be supervising their children at these events.

Parental support for the teacher is important. Parents will want to do what they can to support the disciplinary actions of the teacher. If the parent has a question or concern with a disciplinary action, it is to be discussed with the teacher. If further discussion is needed, refer to the above paragraph.

Solving Problems.

The teacher is the chief disciplinarian in the classroom. Each teacher has a set of behavioral expectations for the children in his/her classroom. The students are to follow the rules of the teacher whose room they are in at any given time. All the teachers are to be aware of the behavior of all children in hallways, bathrooms, and on the playground. These are the rules for general order in the school:

Expectations/Rules for General Order

1. Students are expected to walk quietly throughout the school building. No running, jumping, shoving, or horseplay in the classrooms, bathrooms, hallways, or outside.

2. When arriving at school, students are expected to walk directly to their classroom and enter as soon as possible. When leaving, they are to walk directly out of the school to their ride or go directly home.
3. The students are expected to use the bathrooms before school, at lunch, or at recess (before they go outside). Any other use of the bathroom is at the discretion of the teacher.
4. Students are expected at all times to show Christian love and respect to all people (including librarians, recess supervisors, hot lunch servers, fellow students, etc.) with all their words and actions.
5. Students are expected to keep hands, feet, and other objects to themselves.
6. Video games, etc., are not conducive to the school setting and are not to be brought to or used at school.
7. Items for play at recess may be brought by the student from home (not rollerblades, skateboards or anything else the teacher feels may be inappropriate), but the student is responsible for the safekeeping of their personal property.
8. Gum chewing is permitted on the school grounds but only with teacher permission.
9. Fireworks of any type are not allowed in the school or on the school grounds.
10. Throwing of snowballs/ice balls, putting snow on others, throwing stones, etc. will not be allowed.
11. No weapons or weapon-like toys (not even for Show and Tell) are permitted in the school or on the school grounds.
12. Students' cellphones are to be placed on their teacher's desk before school begins. They may only use them with permission during the school day.
13. All garbage should be placed in garbage or recycling bins.
14. All school property and equipment should be used and treated properly.
15. No public displays of affection (hand-holding, kissing, etc.)

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16. Students are to stay in appropriate areas of the school and grounds.

It is understood that the teacher who sees a child breaking these rules will correct that child as they deem necessary.

The teachers carry out all discipline with Christian love. The proper use of Law and Gospel is of utmost importance. Consequences are part of the discipline and will be used to help the children correct their behavior. Spanking or striking a child is not a teacher's area of responsibility and will not be used. Therefore, other means of discipline need to be employed: recess time, removal of privileges, removal of personal property (to be returned after meeting with the child and/or parents), detentions, suspension, and expulsion.

Solving Problems

During the course of a family's time at St. Paul's, academic, disciplinary, or general conflicts may arise. God's Word in Matthew 18:15ff commands that such conflicts are to be settled through proper communication between the people involved. The steps below outline the approved method for handling such conflicts.

The student or parents should make every effort to resolve the conflict with the person involved (teacher, staff, coach, before and after school care director, etc.) If the matter remains unresolved after personal conversations, the matter should be brought to the attention of the next level of authority.

A reminder: discussing a problem with those people who are not directly involved is not the God-pleasing way of dealing with it and it can lead to damaging rumors. The Lord has commanded us, "Everything should be done in a fitting and orderly way" (1 Corinthians 14:40).

Teacher/Student

1. Teacher and student

Parent/Teacher

1. Parent and teacher

2. Teacher, parent, student
3. Teacher, parent, principal,
Student

4. Teacher, parent, principal,
student, pastor, BCE

2. Parent, teacher, principal
3. Parent, teacher, principal,
student, pastor, BCE

Athlete/Coach

1. Athlete and coach
2. Parent, athlete, and coach
3. Parent, athlete, coach, and athletic director
4. Parent, athlete, coach, athletic director, and principal
5. Parent, athlete, coach, athletic director, principal, and BCE

Expectations of Parents, Students, and Teachers

Parents are expected to help their child(ren) by:

- attending worship regularly (weekly) as a family.
- supporting their congregation through regular, generous offerings.
- volunteering their time and talents within the congregation and school settings.
- assisting their congregation's and school's outreach efforts.
- providing a safe and nurturing home environment with adequate nourishment and rest. 10-11 hours is strongly recommended for children 9 and under; 8 to 9 hours is strongly recommended for students 10 and up.
- providing students with the needed school supplies.
- seeing that the child is on time and attends school regularly (schedule appointments after school and vacations when possible during scheduled days off).
- arranging for a ride home by 2:50 pm or schedule After School Care.
- encouraging the child to solve conflicts in positive ways.

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- establishing a time for homework and reviewing the child's homework regularly.
- ensuring homework is completed on time.
- maintaining an interest in what the child is learning as well as his/her progress in school.
- communicating and working with school staff to support, encourage, and challenge the child.
- overseeing proper clothing (meets the dress code, is appropriate for the weather).
- calling in absences before school starts.
- following school recommendations for when students should return to school after an illness.
- supporting the teachers' decisions. If there are disagreements, talk with the teacher(s) involved privately. Issues should not be talked about publicly (including social media) or in front of the children.
- closely monitor/regulate their child's electronic/digital use (phones, video games).
- notifying their child's teacher if their child has special health/medical/learning needs or issues.

Students are expected to do their best by:

- attending school regularly.
- coming to school prepared with all necessary materials.
- regularly completing and returning homework assignments on time.
- doing their best in class and on schoolwork.
- respecting and cooperating with other students and adults (teacher, aide, volunteer etc) by following classroom and school rules.
- keeping their comments, conversations, writing, and actions appropriate, kind, and respectful.
- helping to keep the school safe.
- respecting the individual and cultural differences of others.
- putting garbage in the garbage can or recycling bin.

- taking good care of school property and equipment.
- no public displays of affection
- staying only in appropriate areas of the school and grounds

Teachers are expected to help students by:

- teaching the true Word of God, applying God's Word in the students' daily lives, and incorporating God's Word in all subjects and in their discipline.
- providing high quality curriculum and instruction each day.
- nurturing each child's cognitive, emotional, spiritual, and physical development.
- providing assistance to parents so they may help with their child's learning.
- maintaining ongoing communication with parents about school activities and events.
- showing that the teachers care about all students' and their families' well-being.
- having high expectations for themselves and students.
- providing a safe and positive learning environment.
- being prepared to take emergency safety action to keep everyone safe (we practice safety drills during the school year)
- respecting the individual and cultural differences of students and their families.
- providing timely information to parents and students about the students' progress.
- problem solving in a positive, professional, and timely manner any issues that may be affecting the students' education.
- acting as a professional educator using proven strategies.
- seeking to improve their personal knowledge and abilities as a teacher (e.g. latest research, use of technology, etc.)

Detention

St. Paul's Lutheran School and Little Gospel Lights Preschool exist to assist parents in bringing their children to Christ and keeping them in Christ.

These are some examples of conduct which will not be tolerated and will result in an automatic detention.

1. willful destruction of property
2. refusing to cooperate with a teacher, volunteer, or fellow students
3. cursing, swearing, or using threatening or other inappropriate language or writing
4. bullying

Junior Kindergarten-3rd grade may use Think Sheets to monitor behavior and think through their actions. Three Think Sheets in the same quarter equal a detention.

Depending on the severity of the incidence, circumstances may call for a more serious consequence. The principal will have the right to immediately suspend a child if he deems the offense to be dangerous to the other children or serious enough to warrant quick, decisive action. If the principal suspends a child, he will explain his actions to the BCE at the suspension hearing.

Before the detention is served, the teacher will fill out the Detention Form, which will be sent home with the child and needs to be returned the next day with a parent's signature. The teacher will also discuss the problem with the parents in person or by telephone. Detentions will be 30 minutes for grades 5K-4, and an hour for grades 5-8 and served after school or on a Saturday morning at school beginning at 8 am. The teacher who issues the detention and/or the student's teacher will set the time of the detention and supervise the detention. Prior to or during the detention period, the teacher will talk with the child making appropriate use of God's Law and Gospel. The student is required to work on homework or some other constructive activity until the detention time has expired and his/her ride has come.

A third detention in the same quarter will result in the student's school suspension from school for three days.

In-School Suspension

If the disciplinary actions of the teacher do not have the desired effects or the child becomes too unruly, the teacher may place the student in an in-school suspension. The child may be placed in the school office or principal's office for the remainder of the school day. He/she will be expected to work on homework and/or read a book. The parent(s)/guardian(s) will be contacted that day to inform them of the in-school suspension, and the teacher with the parent(s)/guardian(s) will develop a plan for improvement. After repeated in-school suspensions at the principal's discretion, a meeting will be held of the student, his/her parent(s)/guardian(s), the teacher, and the principal to discuss further action (which may include counseling, special educational testing, out-of-school suspension, etc.).

If any of these above disciplinary actions still do not have the desired effect, the student's parent(s)/guardian(s) may be called to pick up their child from school during the school day.

Out-of-School Suspension

As a general rule, suspensions will be handled by the Board of Christian Education (BCE). After all routes of discipline have been exhausted, the BCE, principal, classroom teacher, the parent(s)/guardian(s), and student will have a suspension hearing as soon as possible after the student's actions deem a suspension. It will be at this hearing that the parent(s)/guardian(s) may appeal the suspension in person with the BCE. The suspension hearing will have the goal of getting the child to see his/her sin, repent, and promise to change his/her behavior. If a suspension is necessary, the BCE will decide the length of the suspension and if the student's reinstatement into school could be conditional or probationary. The BCE will make the final decision at this hearing. The parents/guardians will be notified immediately (in person or by phone) by the BCE chairman or the principal after the decision is made.

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The student may not participate in any extracurricular activities during the suspension period.

A student will receive a suspension if he/she:

1. has possession of, is using, or is selling any tobacco product in or on school property,
2. has possession of, is using, selling, or is under the influence of any alcohol or other controlled substance in or on school property,
3. threatens anyone with a weapon or dangerous item,
4. is found guilty of stealing on school property.
5. bringing guns, knives, matches, lighters, firecrackers, or other potentially dangerous materials to school
6. fighting or threatening another student or teacher

Homework assigned during the suspension period is expected to be completed by the child.

Expulsion

Expulsions will be handled by the Board of Christian Education (BCE), and the BCE will have sole authority in all expulsions. The BCE, principal, classroom teacher, and the parent(s)/guardian(s) will have an expulsion hearing as soon as possible after the student's actions deem a possible expulsion. It will be at this hearing that the parent(s)/guardian(s) may appeal the expulsion in person with the BCE.

Expulsions will only be necessary if a child persistently disrespects the rules and teachers placed over him/her. The expulsions will be handled in Christian love pointing out that the child still needs a close relationship with his/her Savior, but because of his/her behavior and/or attitude can no longer attend St. Paul's Lutheran School. The length of the expulsion will be handled on a case-by-case basis by the BCE.

The BCE will make the final decision at this hearing. The parents/guardians will be notified immediately (in person or by phone) by the BCE chairman or the principal after the decision

is made. Students who are expelled from St. Paul's will not be eligible for any refund of tuition or other fees paid.

Bus Transportation

Bus transportation is available for the convenience of our students (Junior Kindergarten-8th grade) living outside the village of East Troy, but inside the East Troy School District. On days when the East Troy elementary schools aren't in session, it will be necessary for our parents to provide transportation or to utilize special bus routes. These dates are noted on the school calendar. Obviously, children who ride the buses should conduct themselves in a manner that identifies them as children of God. Guidelines for dealing with problems on the bus are spelled out below.

Problems on the School Bus

The following guidelines are the policy of the East Troy School District and have been adapted for use by St. Paul's School:

1. **First offense:** the principal, with the bus driver, will discuss the problem with the student, warning the student that future violations may result in suspension from riding the bus. Parents will be notified that a second offense will result in a 1-3 day(s) suspension of bus riding privileges.
2. **Second offense:** Following the second offense, the student may be suspended from the bus for a period of 1 to 3 days, at the principal's discretion. Parents will be contacted promptly to be informed of the suspension.
3. **Third offense:** Following the third offense, the student may be suspended temporarily from the bus for a period of five (5) school days, at the Principal's discretion. Parents will be contacted promptly to be informed of the suspension.
4. **Fourth offense:** Suspension of bus transportation for thirty days at which time the parent(s) or guardian may request a meeting with the bus driver, principal, Administrator of

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Business Services or District Administrator, Bus Driver Supervisor and District Transportation Liaison to request reinstatement of riding privileges.

5. **Fifth offense:** Suspension of bus transportation until student and parent(s) appear before the public school's Board of Education for determination of future status as a bus rider under 120.13(1) Wis. Statutes.

If the offense is of a more serious nature so as to threaten the safety of others, the principal may suspend the student from the bus, even though he/she has not previously been in violation of the rules. The length of the suspension will be at the discretion of the principal.

Classroom Guests

All parents and congregation members are invited to visit the classrooms at any time. Common courtesy suggests that the teacher be informed ahead of time. Preschool children should not be expected to visit unless accompanied by an adult.

Tuition

Tuition is charged to all school families. The tuition fee covers the cost of renting textbooks, consumable books, art, science, and athletic supplies, and various programs offered at the school. This fee does not cover field trips or religious books. Members of St. Paul's are encouraged to contribute the difference between the actual cost of educating a child at St. Paul's (~\$8,500) and the tuition fee in their weekly church offerings.

Tuition for the preschool is determined per half day that the child attends for the year. There is a non-refundable registration fee for kindergarten and preschool.

If a tuition child transfers to or from St. Paul's, tuition will be charged for each month or part thereof (one-ninth of the annual charge per month).

Payment of Tuition and Fees

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On registration day **all** of the tuition or fees are to be paid unless a FACTS payment plan is established. Parents have the responsibility of notifying the BCE if a hardship is experienced. The BCE will then meet with the parents to establish a plan for the payment of tuition. If the criteria mentioned in this paragraph are not met, students may be removed and records withheld.

Choice (WPCP) Students

Those who are enrolled in St. Paul's Lutheran School or Little Gospel Lights Preschool through the Choice Program (WPCP) are not charged any tuition.

Visitor and School Doors Policy

1. All exterior school doors will remain locked at all times.
2. Family members and legal guardians of students have and will need to use their individual door codes to access the school building throughout the day.
3. The doors will be monitored via video surveillance by the school office, principal, and other select staff.
4. These staff members (from #5 above) will greet all visitors (those people without door codes) and conduct a brief security assessment before allowing them access into the building. Visitors must sign a log (kept on the table in the hallway). These visitors will be escorted to their destination by these staff members and escorted back to the exit by the person the visitor came to see when they are leaving.
5. All exterior school doors will remain locked at dismissal. Adults picking up students will be expected to use their security codes.

School Library

We have a multimedia library exceeding 10,000 volumes to give students the opportunity to broaden their horizons through additional reading. Books may be checked out on the regular

library day when staffed by volunteers. These days will be published at the beginning of the school year. There is a late charge of 10 cents a day per overdue book..

Field Trips

Special trips may be planned during the course of the year to enrich the educational experiences of the children. Parents will be notified in advance of such trips, and individual permission slips will be requested whenever the group leaves the school premises. All students are expected to attend. If a parent chooses not to allow his/her child (grades K-8) to attend a field trip, the student is required by law to be at school. The student will be supervised in another classroom where they will be required to do their daily assignments. If a parent chooses to not allow his/her preschool child (preschoolers are not required by law) to attend a field trip, the student should stay home. Chaperones are expected to comply with the school's Field Trip Policy. Copies of it will be handed to the chaperones by the teacher on the day of the field trip. Since space and/or seating may be limited on the field trip, only those chaperones who have made arrangements with the teacher may attend.

Report Cards

The Lord has bestowed different abilities on each child. In order to inform parents how their children are using their talents, report cards (5K-8) are issued quarterly. Report cards for members will be distributed through the church mailboxes. Report cards of non-member students will be sent home with the child or mailed. Midterm reports will be sent in the same way. Please discuss the report card with your child in a positive way, encouraging faithful and conscientious use of the gifts which God has given. The signed envelope needs to be returned to

school. Please do this in a day or two so that the reports are not forgotten or their importance diminished.

School Attendance

According to the state statutes of Wisconsin, all school age children are required to attend school every day that school is in session. In instances of a child's illness or family bereavement, telephone notification (642-3202) is required. Upon returning to school, a note signed and dated by a parent or guardian must accompany the child. See the forms included with this handbook/calendar.

If a student's attendance falls below 80%, the school will send a letter to the parents encouraging better attendance. A copy of this letter will be kept in the student's permanent file. If the student's attendance falls below 60% (for tardies and/or absences), then the parents will meet with the student's teacher(s) and principal to discuss a plan of action. This plan of action will be kept in the student's permanent file. If the situation still doesn't improve, the BCE will get involved. (6//2022)

Church Attendance

Mindful of what God's Word says ("*Let us not give up meeting together*" *Hebrews 10:25*), all children are encouraged to attend worship services regularly. Parents will want to realize the tremendous responsibility given them to set a God- pleasing example in this area. If the Holy Spirit is to work through the Word in their hearts and in the hearts of their children, regular worship will be a priority.

Dress Code

As Christians, we want to bring glory to God in everything we do. This applies to what we wear, our personal hygiene, and our appearance. A school dress code is designed to help us follow what God clearly says and encourages students to be imitators

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of Christ. Though it is true that God clearly speaks for or against certain things, it is equally true that he leaves certain things up to our Christian liberty, a choice then that will be made in light of what he does say. With this in mind, there are certain “givens” that we will want to recognize and follow:

1. Children will want to have clean bodies and clothing.
2. Children will want their clothing to reflect their desire to follow Jesus and therefore will not want it to be offensive to others. The student will also want his/her clothing to reflect an attitude which is conducive to the classroom learning environment. Under-clothing should be covered at all times and not be visible.
3. As Christians, we will want to do all things in moderation. Therefore, clothing, hairdos, haircuts, jewelry, cosmetics, etc. will be conservative.
4. Boots are necessary if the students have recess outside when the ground is muddy, wet, or snow-covered. Not having boots under such conditions will mean that the child will spend recess time on the pavement or in a classroom.
5. Jackets or sweatshirts are to be worn outside when the temperature is cooler than 50°F. Under 40°F requires a winter coat be worn. Teacher discretion is allowed to change or revise recess guidelines (e.g. whether coats need to be worn, zipped or buttoned). Inside recess will be held if the temperature or windchill is less than 10°F.
6. A separate pair of non-marking tennis shoes is needed for use in the gym.

If, in the faculty’s judgment, students do not follow the above guidelines, students will be required to wear approved clothes, and parents may be notified and are expected to make the appropriate changes. To help you plan how your child will dress and look, the following spells out what is acceptable and what is not acceptable:

What is acceptable

1. pants and jeans, full length sweatsuits or jogging outfits; low waistband style pants/jeans must have a top that covers the waistband or can be tucked in
2. tank tops, pin hole, or net shirts worn over another shirt unless the straps are 2” wide or wider with closely cropped armholes
3. shoes laced and tied; separate non-marking gym shoes for indoor recess and phy. ed.
4. shirts with school logos, pictures of a positive nature, clothing manufacturer trademarks, and recognized sport teams
5. mid-thigh shorts (4-8), dresses, skirts, and skorts may be worn anytime from the beginning of the school year through October 31st and from April 1st to the end of the school year
6. an extra pair of pants, (snow pants), socks, and boots are required to play in the snow

What is not acceptable

1. pants, jeans, sweatsuits or jogging suits *with* excessive holes, frayed edges or are cut off
2. Undergarments should not be visible at any time. If needed, a teacher may request a student wear a belt or a shirt to cover any exposed undergarments.
3. low cut tops or tops that expose a bare midriff (when arms are raised above the head), the back, or with inappropriate pictures or sayings (i.e., music groups, alcohol, drugs, slang, cigarettes, double meaning, profanity or suggesting sin)
4. tops which fall below the shoulder - shoulders should be covered at school and school-sponsored events, including church
5. shoes that mark the floor
6. tight shorts, shorty shorts, or shorts/skirts/dresses/skorts .that are not the required length

7. body piercings except earrings for girls
8. facial hair
9. hats (including bandannas and hoods) worn inside the school building, except when first coming in or when leaving or on special dress up days

School Closing

In the event of inclement weather, the announcement of school closing will be heard on social media, local TV, and radio stations. The decision is made by those responsible for bus transportation in the East Troy School District.

If a 2-hour delay is scheduled, those 3K/junior kindergarten students who attend **morning class only** will NOT have morning school on that day. **If the East Troy School District is delayed or closed, so is St. Paul's Lutheran School.**

Singing in Church

Children of our school (PreK-8) are asked to sing in the worship services at various times throughout the year. All children are expected to take an active part in the singing. If this is impossible, a note is expected in advance from the child's parent(s) excusing him/her and explaining why he/she will not be participating.

The singing schedule is included on the calendar pages. See the Tuesday Trumpet for any changes to this schedule.

Telephone

Except in the event of an emergency, parents should not call the school while classes are in session or during our faculty meetings (see calendar for dates). Children may use the school's phone or their cell phones, but only with a teacher's permission.

Students may bring cellphones to school, but they must be placed on the teacher's desk during the school day and checked and/or used only with a teacher's permission.

Lost and Found

The school is not responsible for any lost or discarded articles of clothing. Any clothing brought to school in the morning should be taken home in the evening. It is beneficial to have name tags or some kind of identification in all clothing. A Lost and Found box is kept in the school office, but unclaimed articles cannot be stored indefinitely, any items not claimed will be donated to a charity.

Before-School and After-School Hours

All students are expected to report immediately to their classrooms when arriving in the morning. Those students who are dropped off by the school bus before 7:30 a.m. will spend that time in their classrooms. When the faculty has their devotion, the students will spend that time supervised by our Before School Care staff and will be expected to work quietly at a seat until the devotion is over. At that time they will be dismissed to their regular classroom.

If parents need to drop off their children at school **before 7:30 a.m.**, the students will be placed in our Before School Care, and the parents will be charged accordingly.

All children are expected to leave the school grounds immediately after school (by walking home or riding home via bus or parent). If they are working with a teacher or are directly involved in an athletic practice or game, then they should stay in the appropriate room. All other children who are still at school **after 3:00 p.m. will be placed in our After School Care Program**, and the parents will be charged accordingly. Any exceptions to this rule need the approval of the principal or the student's teacher. If an exception is allowed, parents are encouraged to make the necessary arrangements with other parents so that their children are supervised by another adult other than a teacher. No child will be kept after school unless previous arrangements have been made with the parents.

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Parent/Teacher Organization (PTO)

The purpose of the Parent/Teacher Organization is to provide assistance, encouragement and communication between parents, teachers, and students at St. Paul's Lutheran School. This is accomplished through meetings with parents, legal guardians, teachers, and friends to provide an opportunity for an exchange of ideas relevant to the work of the school. In addition, the PTO also sponsors special events for the children of St. Paul's each year and helps identify and utilize appropriate education assistance programs to provide support for the school under the guidance and approval of the BCE.

All parents are urged to attend and to take an active role in their children's school. A member of the BCE will be present at each meeting to answer any questions or concerns as well as provide any informational up-dates. Class representatives (parents) from every grade and any other volunteers will meet on a regular basis as determined by the organization (meeting times are announced in the weekly Tuesday Trumpet.)

Health Issues

Following the guidelines from the Department of Public Health, any student with a contagious disease needs to be excluded from school. The chart below lists some common contagious diseases and when a child may return to school.

<u>Disease</u>	<u>Return to School</u>
fever (100.4 ^o +))	24 hours after last symptoms without medication
flu	24 hours after last symptoms without medication
diarrhea	24 hours after last symptoms
throwing up	24 hours after last symptoms
measles	5 days after the onset of the rash
mumps	9 days after the onset of gland swelling
strep throat	24 hours after antibiotic treatment has begun

chicken pox	7 days after the onset of the rash or until lesions have crusted
pink eye	when drainage is no longer present or 24 hours after antibiotic treatment has begun
impetigo	24 hours after antibiotic treatment has begun
lice	after the first treatment with an effective pediculicide and visual inspection that no viable eggs or lice are present
COVID-19	fever free for 24 hours <i>without</i> medication and 10 days have passed since symptoms first appeared (revised 7/13/2022; see Covid Policy as this is subject to change)

Parents should notify the teacher and the school through phone calls, text messages, emails, or written notes of their child's absence from school.

Lunch

Students bringing their lunches or snacks from home are responsible for storing the food using items that will keep the food at the correct temperature (e.g. ice packs). All containers must be leak-proof and taken home each day. Parents should advise their children on proper methods and temperatures for reheating food in a microwave. Teachers in the lower grades will heat the food for their students. Plates and eating utensils are to be provided by parents. Leftover food should always be kept in the lunch box and taken home daily. Food left at school will be thrown away.

Peanut/Tree Nut Allergy Alert

Students in our school may have **extremely** serious peanut allergies. These children can suffer **life-threatening reactions** merely by touching peanut-containing foods or by touching

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someone who has. Some may also have serious reactions to any tree nuts.

For their safety the classrooms where they will be will need to be peanut free and tree nut free areas. The other classrooms may have peanuts and tree nuts; however, the teachers and students will need to wash their hands and faces carefully to avoid contaminating door knobs, handles, playground equipment, etc. Please do not send any peanuts, peanut butter, or foods containing peanuts, peanut butter, or tree nuts to be eaten in those rooms with severe allergies. Do not send any projects which involve peanut butter (like bird feeders) or peanut shells into those classrooms with your child.

If you would like to send in baked goods, be careful about the ingredients. List the ingredients on the outside of the package and when preparing “treats” please pay close attention to cross contamination in your kitchen; it is necessary that cooking utensils and preparation surfaces be carefully washed after each food is touched. It would be especially helpful if you could let your child’s teacher know a few days ahead of when you’d like to celebrate your child’s birthday, so that the food-allergic child can provide his/her own safe treat.

If your child ate peanut butter or foods containing peanuts and/or tree nuts for breakfast, make sure that his/her hands are washed with soap and water before leaving for school. Water alone does not do the trick! Also check their clothing for any peanut residue as the oils and dust can easily transfer from hands and clothing to other surfaces.

Be sure to check out these websites: <http://snacksafely.com> and <http://www.eatingwithfoodallergies.com>. They are updated often and contain a list of safe foods for those with or those who are around people with peanut/nut allergies.

The faculty has measures in place for handling situations when peanuts or tree nuts are brought to these rooms.

Please use this opportunity to show your Christian love, concern, and respect for this family by following these

guidelines. We will all need to work together to keep the school safe for all the children.

Medications Policy

Medications should be administered at home whenever possible. If it is necessary for a student to take medication at school, this must be done in accordance with our school’s and the state’s guidelines. **It is the responsibility of the parents (guardians) to file in our school office a consent form and written instructions for giving any medication.** Under normal circumstances the teachers or school secretary will administer medications at school. All forms are available in the school office.

Before any prescription medications may be administered, the school must have written instructions from the student’s prescribing health care practitioner as well as written parental (guardian) consent for administration of this medication. Prescribing health care practitioners shall agree to accept direct communication from the person who is administering the medication. Before any non-prescription medication may be administered, written instructions and consent must be provided by the parent (guardian.)

All controlled substances must be kept locked (each teacher has a lock box for medications) and dispensed only by the student’s teacher. Controlled substances include all drugs regulated under the Controlled Substances Act of 1970. **Students may carry and self-administer certain emergency medications** (such as asthma inhalers, glucagon, Epi-Pens, insulin) under the supervision of school personnel and with the written instructions and approval of the prescribing health care practitioner and parent.

An Epi-Pen, an Epi-Pen Jr. or an AuviQ may be used in cases of emergency reactions to food allergies, bee stings, and the like. If a student shows signs of severe allergic reactions, the faculty

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and staff have been trained to use the Epi-Pens/AuviQ and will use them if necessary.

The faculty and school secretary, who are authorized by the principal and who in good faith administer medications under the written directions of the parent (guardian) and prescribing health care practitioner, are immune from civil liability for his/her acts or omissions in rendering this service, unless the act constitutes a high degree of negligence according to Wisconsin state law. The principal who authorizes a faculty member or the school secretary to administer medications under this policy is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence according to Wisconsin state law.

Terms such as faculty, school personnel, and the student's teacher include substitute teachers and student teachers. They would not include piano teachers, librarians, janitors, tutors, or other aides. The term physician also includes health care practitioners. A copy of the complete policy is available upon request.

Athletic and Scholastic Competition

The entire program of co-curricular and extracurricular scholastic competition is to give God the glory.

St. Paul's currently has the following scholastic competitions: spelling bees, forensics, math track, and on rotating years, an art fair, social studies fair, and science fair/competition.

The following sports MAY run if there is enough interest. Boys' athletics: cross country (gr. 3-8), soccer (3-8), basketball (2-8), wrestling (3-8), softball (5-8), and track (5-8). Girls' athletics: cross country (gr. 3-8), volleyball (3-8), basketball (2-8), softball (5-8), and track (6-8).

There is an Athletic Handbook for all athletes and their parents. This is meant to clarify our school's philosophy of athletics to the parents and athletes and what we expect of them.

A similar Coach's Handbook is issued to all coaches as well so that everyone knows and is thinking along the same lines.

According to Wisconsin state law, an annual concussion form completed by both the parent/legal guardian and the athlete must be on file before the athlete may participate in practices, games, meets, etc. St. Paul's also requires all athletes to have a current, completed and signed physical form on file before athletes may participate in practices, games, meets, etc.

Eligibility Policy

Extracurricular activities include all sports (soccer, volleyball, cross country, basketball, wrestling, softball, and track) and any activities at or away from St. Paul's which take place during all or part of our school day. This would not include forensics, spelling bees, social studies fairs, science fairs, or art fairs as these are co-curricular events and are required parts of the curriculum.

Extracurricular activities at St. Paul's are considered privileges, not rights. As such, students may be told to discontinue in them should discipline, attitude, or grades warrant such action.

Implementation - If after consultation with the student, parent, and teacher/coach/athletic director/pastor (whichever are involved) and the situation does not improve, an additional consultation should be held with the principal to determine the degree of participation or non-participation in any of the above mentioned activities. If the principal suspends a student from an activity, he will explain his actions to the BCE. If the parents wish to appeal the decision, they should bring their appeal before the BCE.

Note - If the teacher, athletic director, or coach of any of the above activities has problems with a student during the activity (practice or game/meet), he/she has the right to use his/her own good judgment in suspending a student from his/her activity for a limited* time. Any prolonged** suspension or expulsion from

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the activity, however, should follow the implementation guideline as stated above.

*Limited time means for a certain amount of time during the practice or game.

**Prolonged suspension involves missing whole practices or games.

Lockers

Students who are assigned lockers will be held responsible for their lockers and the locks which are supplied. Lockers should be kept clean, orderly and locked. No items may be attached to the inside or outside of the lockers. The faculty and coaching staff reserves the right to inspect any locker at any time without advance notice. The assigned locker must be cleaned out by the student at the end of the school year and the assigned lock returned to the classroom teacher. A \$10.00 charge will be assessed if the supplied lock is lost or damaged. A \$50.00 charge will be assessed if the locker is damaged.

Homework Policy

Should late assignments occur during the year, students will be excused up to four days in a quarter with no penalty. Upon a student's fifth day of late work in a quarter, the student will be required to serve three after school 'study sessions.' Each subsequent day of late work in the quarter will result in another after school 'study session'. These 'study sessions' will last until 3:50 pm. All slates are wiped clean at the start of the new quarter. The 'study sessions' are not considered detentions, but are meant to aid the student in completing his/her work on time.

FERPA

"The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all

schools that receive funds under an applicable program of the U.S. Department of Education.

"FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are 'eligible students.'

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;

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- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

To God be the glory!

“Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.”

The staff and administration of St. Paul’s Lutheran School respects and honors the legal rights of all parents/legal guardians and students in the educational process via the Federal Educational Rights and Privacy Act (FERPA).

In Closing

Looking back on one year or ten, it is apparent that we have your children for a very small percentage of their lives. We pray that the responsibilities you have delegated to us have been carried out to the best of our abilities. We also pray that God continues to bless your efforts during the summer as you seek to train your children in the way they should go.

May this and the rest of our time on earth be spent in loving service to Him. May our faith increase through a regular use of the Word and Sacrament, that when our last hours finally come, we all may enter the eternal home prepared for us.

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Administration and Staff

St. Paul's Lutheran School: (262) 642-3202 ext. 210
e-mail: schooloffice@stpaulset.net
webpage: www.stpaulset.org

Pastor Geoffrey Rue

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Nancy Schumacher,

School Secretary/Congregational Assistant
Home: (262) 363-4675 Office: (262) 642-3202 ext. 210
email: schooloffice@stpaulset.net

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Mrs. Miriam Holm, Grades 3-5, VBS, Family Bible Hour

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Mrs. Wendy Graf, Grades 1-2, Music Coordinator

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Mrs. Mary Anderson, Preschool, Jr. Kindergarten,

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Mrs. April Dent, Before/After School Care Director

Cell: (262) 470-0751
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Mrs. Debbie White, piano teacher, principal release teacher

Cell: (262) 441-1581
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Mrs. Debbie Arendt, Teacher Aide

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Board of Christian Education

Justin Schiemann, chairman
Todd Clauer, secretary
John Isleb, member

The BCE meetings are open to the public and your comments, questions, and suggestions are welcome. Common courtesy suggests that the chairman be notified ahead of time by anyone wishing to attend a meeting.

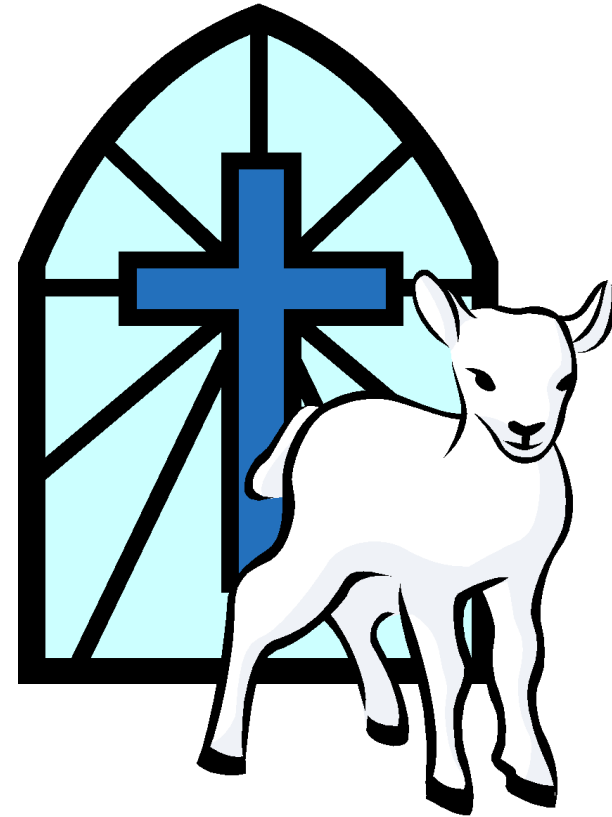
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"I Am Jesus' Little Lamb"

I am Jesus' little lamb;
Ever glad at heart I am,
For my shepherd gently guides me,
Knows my needs and well provides me,
Loves me every day the same,
Even calls me by my name.

Day by day, at home, away,
Jesus is my staff and stay.
When I hunger, Jesus feeds me,
Into pleasant pastures leads me;
When I thirst, he bids me go
Where the quiet waters flow.

Who so happy as I am,
Even now the shepherd's lamb?
And when my short life is ended,
By his angel hosts attended,
He shall fold me to his breast,
There within his arms to rest.
(CW 432)



The Board of Christian Education officially approved and adopted this handbook on 6/13/2023

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