

School Handbook



*2217 S. 99th Street, West Allis, WI 53227
414-321-8780*

***"Train a child in the way he should go,
and when he is old
he will not turn from it."
Proverbs 22:6***

MISSION STATEMENT

Lamb of God Lutheran School exists to educate and prepare students as lifelong ambassadors of Christ.

VISION

Since the prime responsibility for raising children in the nurture and admonition of the Lord rests within the Christian family (Deuteronomy 6), Lamb of God Lutheran School exists to assist parents in their God-given responsibilities to “...bring them up in the training and instruction of the Lord.” (Ephesians 6:4b) Our school will incorporate this directive into all facets of its Christian education.

OBJECTIVES

With this in mind, the objectives of our school are:

- To assist our families to represent Christ in their homes, congregations, and communities.
- To develop students who are certain of their salvation won for them by their Savior's life, death, and resurrection.
- To develop in our students the wisdom and courage that consistently integrates God's Word with human learning in decision making.
- To produce students who recognize, appreciate, and desire to use their unique God-given talents and spiritual gifts for service to God and their neighbors.
- To provide the knowledge, skills, and attitudes necessary to become self-initiating and self-directing learners.
- To utilize technology and various teaching methods in order to provide the knowledge and skills necessary to be competent in math, science, reading, communication, creative problem solving, and critical thinking.
- To promote our school to the members of Jordan and Woodlawn and the surrounding community.
- To do all things to the glory of our God which can only be accomplished with the help of the Holy Spirit.

INTRODUCTION

This handbook has been prepared to guide you and your children in matters relating to your school. We urge you to read it carefully and to keep it as a handy reference. Should any problems arise during the course of the school year, please come to us at once to discuss it so that we as Christians can arrive at a God pleasing solution. We ask that you give us your full cooperation, and that you remember us in your daily prayers.

May the Lord bless our mutual efforts as we attempt to instruct His lambs for their life here on earth and for their eternal life in heaven.

SCHOOL ENROLLMENT POLICIES

ENROLLMENT

Acceptance

Lamb of God Evangelical Lutheran School admits students of any sex, race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance policies, athletic, and other school administered programs.

The school does, however, limit the enrollment on the basis of our Christian doctrine and practice. In so doing, children shall be accepted into the school according to the following priority basis:

- (1) baptized children of members of Woodlawn Evangelical Lutheran Church and Jordan Evangelical Lutheran Church,
- (2) baptized children of members of congregations which are in doctrinal fellowship with the Wisconsin Evangelical Lutheran Synod,
- (3) children of unchurched families,
- (4) children of members of other Christian denominations.

All enrollment applications are to be discussed by the pastors and principals. The principal may contact the school from which the child is transferring to obtain information. The Board of Education then considers their recommendations. All children will be admitted on a yearly basis with readmittance subject to review by the Board of Education.

Availability

Before May 1, enrollment will be opened to members of Jordan Ev. Lutheran Church, Woodlawn Ev. Lutheran Church, mission prospects, and returning students. After May 1, enrollments shall be accepted on a first come basis until the maximum enrollment is achieved. As our school strives to provide a quality program of education for all the children enrolled in it, we recognize the need to limit the number of children enrolled per grade in our school.

Requirements for enrolling

- A child enrolling in the following programs must reach the required age before September 1 of the year he/she enrolls:

three-year-old preschool	three years old
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four-year-old Kindergarten	four years old
five-year-old Kindergarten	five years old
first grade	six years old

- All children enrolled in preschool and/or childcare must be fully toilet-trained and able to speak and understand English.
- Every child in school must meet the **State of Wisconsin immunization** standards. If your child has had a recent immunization, please be sure to report this date to the school so that it may be added to your child's official record.
- Since parents are the guiding influence in the lives of their children, they should understand exactly what their children will be taught in our school. To accomplish this, at least one parent is required to enroll and complete our Bible Information Class. Members of Woodlawn, Jordan, or our sister WELS and ELS churches are excluded from this requirement.
- Enrollment is finalized when each child has paid the required registration fees and has the following completed documents on file in the school office: *(1) an Immunization Requirements Form, (2) an Emergency Contact Card, (3) a copy of the child's birth certificate, and (4) a Fees and Tuition Agreement Form.* The principal will determine tuition payment schedules. Tuition rates and fees are reviewed on a yearly basis and are subject to change.
- Parents and children are expected to adhere to all standards of the Word of God as they apply in our school situation. They are further expected to observe all rules and regulations of the school. We expect full cooperation and support of the parents and children.

SCHOOL ATTENDANCE

Faithful attendance is required of all students enrolled at Lamb of God Lutheran School. State law also requires that children attend school regularly, unless illness prevents them from doing so. As parents, you are responsible for their attendance. *If a child is absent, you should call the school before classes begin* to notify the teacher and to make arrangements for picking up schoolwork. It is the parents' responsibility that their child makes up all homework missed.

- Students are excused from school when a child's personal illness or severe illness or death in the family occurs.
- We would encourage parents to schedule doctor and dentist appointments on days when there is no school.

- We discourage school-time vacations. These vacations create more work for you, your child, and the teacher.

Any student who misses all or part of 30 days or more of school will be considered for repeating that grade. This would include students who are habitually late for school. The school staff will evaluate the student and make a recommendation to the Board of Education for grade placement the following year.

WORSHIP ACTIVITY

God has clearly stated in His Word that He expects regular attendance at divine worship services. We pray that parents will encourage regular attendance at church services by example.

Mission offerings are also received from our students to teach the importance of proper stewardship. The proceeds from this offering are donated to various mission projects within the Wisconsin Evangelical Lutheran Synod.

Our students are expected to participate in worship services throughout the year. A schedule of the services at which the students sing is provided to each family at the beginning of the school year. This schedule provides opportunities for members of other congregations to rearrange their schedules so that the children are present to sing with their class. ***Attendance on these dates is expected. Children are also expected to participate at the Children's Christmas Service.***

ACADEMIC POLICIES

SCHOOL DAY

3-year-old preschool	8:10 – 11:30
4K class	8:10 – 3:00 (11:30 for half-day option)
K5- grade 8	8:10 – 3:00

All classes begin at 8:10. All children should go to their classroom upon arrival. All children should try to be at school by 8:00 so that they can be ready for the start of the school day.

Classes are dismissed at 3:00. The school grounds and building are to be cleared by 3:15, unless your child has special permission from his teacher. All remaining children will be sent to the after-school care program and will be billed accordingly.

Childcare Hours

Childcare for enrolled school children is available Monday through Friday from 7:00–7:45 AM and 3:00–5:30 PM. Childcare is available beginning at 11:30 AM. No childcare will be available when school is not in session.

More information is available for those who enroll.

SCHOOL BUILDING & GROUNDS

All children should enter through the doors at the west wing. The school doors will be locked for security reasons at 8:10 a.m. Parents that arrive after that should use the intercom to contact their teacher for entrance into the building. The doors by the school library may be used if the school secretary is needed.

Children in grades 4K-8 should be picked up at the doors by the gym. Childcare, preschool, and half-day 4K should be picked up at the doors of the west wing. A parent must step into the room to pick up children from childcare. Prior permission must be give in order to release your child to an unauthorized person.

All children are expected to remain on the school premises during the day. If a child must leave the school grounds, written permission from the parents is needed. Children who stay after school for sports or other activities are not to leave school grounds before their scheduled events without permission.

Driving/Parking

Please park near the playground when arriving for the safety of the children. Always avoid parking in front of the garbage receptacles. Drive slowly before, during, and after school for the safety of our children.

Animals on School Premises

No animals may be brought into Lamb of God Lutheran School building or permitted onto the school property, except on sidewalks used for normal pedestrian traffic. When picking up children, pets must remain inside the vehicle.

CURRICULAR AND ACADEMIC INFORMATION

Our curriculum meets the standards and requirements of our Wisconsin Evangelical Lutheran Synod and the Wisconsin Department of Public instruction. A copy is available in the school office for any parent wishing to view it. It includes instruction in the following areas:

Religion

devotions & chapel
Catechism
Bible History
hymnology
memory work
worship & liturgy

Mathematics

Computer Skills

Language Arts

reading
phonics
literature
English
spelling
handwriting
speech

Science

Social Studies

citizenship
world history
geography
U.S. history

Fine Arts

music
arts
crafts

PHYSICAL EDUCATION

Your child's teacher will inform you as to when Physical Education classes will be held.

The children should have a pair of tennis shoes for the phy. ed. classes and should dress appropriately for class. Children who are unable to participate in these classes for medical reasons must have a *written excuse from a doctor* stating the reason and the length of time that the student should be excused.

HOMEWORK

All children will have some homework to do. As they get older, the amount of homework will increase. Homework requirements suggest a regular period of study at home. Parents should check their children's work regularly for the child's benefit to see that it has been completed. *Should it appear that the child is burdened with homework, be sure to contact the teacher at once.*

Report cards will be issued four times a year. Parent-teacher consultations will be scheduled with all parents at the midpoint or end of the first marking period.

Report card grades will be letter grades and will indicate the pupil's work as follows:

A	Excellent work	E	Excellent work
B	Good work	S	Satisfactory work
C	Average work	N	Work needs improvement
D	Poor work	U	Unsatisfactory work
F	Failing work		
I	Incomplete work		

Please keep in mind that the report card is an individual report. It would be an injustice to your child to compare his report and work with others. The Lord does not expect all to be "A" students because He has blessed them all in a different way. From those students to whom He has given much, He expects much. To those whom He has given average or below average abilities He expects work according to their God-given abilities.

- ◆ If you have any question concerning your child's progress in school, feel free to discuss them with your child's teacher. It is an injustice to the child as well as the teacher if complaints are made of either to a third party. Your faculty welcomes questions concerning pupil progress in school. Please contact your child's teacher about any concerns so that an appointment can be made. This is better than just dropping in.

CUMULATIVE RECORDS

Cumulative records are kept for each child. The records are to be kept up to date for each child. These records should include all report cards, intelligence or achievement tests, and any special reports or information necessary for helping this child. This record is available to parents/guardians for their perusal. The Family Educational Rights and Privacy Act (FERPA) [Access <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> for FERPA] is followed as those records are given out.

STANDARDIZED TESTING

Students in selected grades will participate in standardized testing. The results of these tests will be available to the parents. A conference with the teacher may be requested. The results of all standardized tests become part of the student's permanent record.

HONOR ROLL

Any student in grades 5-8 who achieves a grade point average of 3.4 or better in a given quarter will be placed on the Honor Roll.

ELIGIBILITY

Any student who does not meet the following academic requirements shall be ineligible from all extracurricular activities.

- 1.7 grade point average for the current marking period
- An incomplete in any class
- Any collection of three (3) *D*'s or one (1) *F*

Any student that is ineligible because of an incomplete may be reinstated after two (2) weeks from the date the report card is issued if the incomplete has been removed. Any student that is ineligible because of grades will be ineligible for the entire quarter. Ineligible students may practice, but they will not be allowed to wear a uniform or sit with the team for games while ineligible.

Any student who has special educational needs and is not able to meet the above requirements may be granted probationary eligibility by the athletic director or principal or may appeal his/her eligibility to the Board of Education.

ACADEMIC & FINE ARTS ACTIVITIES

Lamb of God offers students the opportunity to utilize their God-given abilities in many areas. The children may participate in academic activities such as spelling bees, geography bees, and math contests. Fine arts opportunities include hand bells and the school musical. Children participating in such activities will model proper Christian behavior and respect.

Instrumental Music

Students in grades 5-8 may enroll in the Wisconsin Lutheran High School Grade School Band Program. Individual lessons are given weekly at school. Group instruction is provided at the high school on Monday evening. There is an additional fee, payable directly to WLHS, for this instruction.

ATHLETICS

Our athletic programs are designed for children in seventh and eighth grades. Other grades may participate in certain sports or programs depending on the sport. The following

sports may be offered if there is enough student interest and adequate coaching: cross-country, soccer, basketball, softball, track, volleyball (girls), cheerleading (girls).

Athletic physicals are recommended for students. All students, parents, and coaches are required to sign and adhere to the State of Wisconsin guidelines concerning concussions.

Participation in this program is a privilege and should be held and considered an honor. Only those willing to sacrifice their time will get the privilege to represent their school. Participation in nonschool activities should not take priority over the student's commitment to Lamb of God's team.

On the day of a scheduled activity, participants are to be in attendance at school at least the second half of the school day and have a valid excuse for the absence. Students who leave school early because of illness will not be allowed to practice or compete on that day.

It is the responsibility of each parent to arrange for transportation to and from games and practices for his or her own child.

More information is available upon request.

GENERAL INFORMATION

SCHOOL CLOSING INFORMATION

Lamb of God Lutheran School will **NOT** automatically close whenever the Milwaukee Public Schools, West Allis Public Schools, or Wisconsin Lutheran High School are closed. Our school closing will be reported on WISN (Channel 12 on TV) or www.wisn.com by 6:30 a.m.

VOLUNTEERS

Lamb of God Lutheran School may require the use of parent volunteers for certain events. All volunteers are subject to a background check as administered by a third party.

FIELD TRIPS

Students do participate in school-related field trips and/or activities during the school year. In most cases, a local bus contractor will provide transportation to and from field trip activities.

TRANSPORTATION - INSURANCE

During the school year, occasions may arise when parents are asked to transport children for various 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. Because those who volunteer to transport children could be considered liable, it is important that they have automobile coverage with limits of no less than \$100,000/\$300,000.

Lamb of God Ev. Lutheran School carries appropriate insurance to protect itself should a injured party bring suit against Lamb of God because of the school's involvement.

SICK CHILDREN - ALLERGIES

Do not send your child to school if they have a fever over 100 degrees, vomits, or has diarrhea. If your child has something contagious (strep, chicken pox, head lice, pink eye, etc.), please let us know as a courtesy to other parents and to minimize the spread of illness throughout the school. If your child becomes ill during the school day, you will be called to pick up your child from the classroom. Please use the phone extension to contact your teacher when you arrive. Please make sure your Emergency Contacts are current and available. This is our only way to reach you when your child needs you.

Please be sure to update your child's medical file each year so that teachers may be aware of any potentially hazardous situations due to allergies.

MEDICATION

We can administer prescription and nonprescription medication to your child if the medication is sent in the original container, and we have a written permission slip with the dosage amount and time from you. Staff will store the prescription medicine appropriately. Children who are given antibiotics for a contagious illness must be on the antibiotics for 24 hours before returning to school.

RESPECT FOR PROPERTY

The building and premises of Lamb of God School are provided for the advancement of Christian education and training at great cost. Therefore it is expected that the children respect and care for all property such as books, technology devices, desks, classroom furniture, play equipment, etc. Parents will be held responsible for any damage of school property. ***There is to be no gum chewing on school grounds for any school event. This rule is in effect at all times for school activities.***

CELLPHONES

We discourage children from bringing cell phones to school. However, if a parent feels it is necessary for their child to have one at school, **the phone must be turned off during the day, and the student must receive permission from a teacher before they can use it.** Inappropriate use of a cell phone will be subject to disciplinary action.

DISTRACTING ITEMS

Distracting items such as electronic devices or video games should not be brought to school. Items easily broken should be left at home. Lamb of God accepts no responsibility for damaged or lost items.

BICYCLES

Bicycles must be walked onto the grounds and parked in the designated area. Skateboards, roller-skates, roller blades, and bicycles may not be used on the playground before, during, or immediately after school hours.

SCHOOL NEWSLETTER

Calendars and newsletters will be emailed. They are also located on the school website <http://logls.org>. Parents may request a paper copy from the school secretary.

LUNCH/MILK

If children bring food from home, parents and their children are responsible for proper care of that food. Children should not bring soda for lunch or after school. Children will be able to order milk under the Government Milk Program.

USDA nondiscrimination statement: In accordance with Federal Law and W.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

STANDARDS OF CONDUCT

RULES OF CONDUCT

The children are to act with Christian love, respect, and kindness toward all other pupils in the school and also toward everyone with whom they are in contact. This requires them to act in such a way that they will not interfere with the work or play of others.

It is understood that the Word of God is to rule supreme at Lamb of God Ev. Lutheran School and that the discipline of the school is to be shaped in accordance with this norm. Students are required to conduct themselves in a manner consistent with the Word and will of God. This means that students will conform to the established rules and regulations.

CHRISTIAN DISCIPLINE

The purpose of our disciplinary program is to lead those who sin to repentance and a life which glorifies their Lord. The Law and Gospel are the means through which we carry out discipline. When a student is aware of his/her sin and repentant, that child is assured of God's love and forgiveness. The student will bear appropriate consequences as a result of his/her behavior.

Causes for disciplinary action include but are not limited to the following:

- * disruption of school
- * adherence to or profession of false doctrine

- * damage or destruction of school or private property
- * fighting, possession of weapons or dangerous instruments
- * harassment; sexual, physical, or verbal threats
- * disobedience; defiance or obstruction of a teacher's authority: profane or obscene language or gestures
- * smoking, or possession of tobacco products
- * possession or use of alcohol or other illegal substances

Varying degrees of disciplinary actions may be taken depending upon the nature and severity of the misconduct. Disciplinary action will include but not be limited to the following:

Parent Contact - Students failing to conduct themselves in the manner prescribed will receive a discipline slip. A record of this slip will be kept at school. The slip will be taken home for a parent's signature and returned to school the following day. A student failing to return the slip will be given another discipline slip and a detention may be issued.

Detention – A teacher may issue an after school detention to a student who is disruptive, disobedient, disrespectful, or fails to complete assigned schoolwork. These detentions shall not exceed one hour per day. Parents will be notified at least one day in advance of when their child will be serving an after school detention. Students who miss a detention will be assigned an additional detention. It is the responsibility of the student's parent or guardian to arrange for the student's transportation home following a detention. After school care will not be available for the student serving a detention.

Suspension – The principal or assistant principal may suspend a student for a period of time not to exceed two school days for a single more serious offense or for the accumulation of four detentions. The Board of Education may suspend a student for a longer period of time.

Expulsion - Students may be expelled for a single serious offense or for the accumulation of detentions. The authority to expel a student rests solely with the Board of Education and is to be used as a means to (1) bring the student to repentance, (2) warn other students, and (3) prevent the student's behavior from having a detrimental effect on other students enrolled in the school. The student and his/her parent(s) or guardian(s) shall be notified of the reason for the expulsion and shall be given the opportunity to appeal before the Board of Education.

STUDENT DRESS AND APPEARANCE

We expect our students to appear and dress as Christian examples to the world in which they live. We permit the children to dress comfortably for school; we also ask that it be appropriate for school. Parents should assume the responsibility of maintaining a God-pleasing dress code among the children.

Appearance: All students are expected to maintain well-groomed, natural colored hair. Lipstick or makeup is not to be worn during school hours or at school related activities. Should

a child have a tattoo, it may not be visible.

The following clothing may **NOT** be worn in school:

Tops: Tank tops, sleeveless shirts, mesh shirts, halter-tops, bare midriff shirts; clothing advertising rock groups, alcohol, or other non-Christian ideals.

Bottoms: Sweatpants (grades 4-8); pants that are torn, cut-off, badly faded or suggestively patched (functional patches will be judged by the teachers); Shorts may be worn to school up to October 31 and after March 31. Note: Short shorts or Spandex-type biker shorts are never acceptable. Bermuda or gym shorts are acceptable for physical education classes.

Jewelry: Jewelry may be worn provided it is not distracting or promotes non-Christian ideals. However, no jewelry is to be worn during physical education classes or athletic events. *Girls may not wear more than one earring per ear.* Boys may not wear earrings. Jewelry worn in the nostrils or other pierced body parts is forbidden. Students may be asked to remove jewelry at the discretion of a teacher or the principal.

Misc. Proper undergarments are to be worn at all times. Socks must be worn to school. All tennis/gym shoes shall be laced and properly tied. Flip flops and sandals will not be allowed.

- ◆ Any clothing that is considered inappropriate or worn in such a way that it is a distraction or detrimental to the learning environment is not permitted. Students not complying with any of these guidelines will be sent home.

Articles of clothing such as caps, jackets, etc. should be labeled. To avoid excessive tracking of dirt into the building all children should wear boots in wet or snowy weather.

FINANCIAL AFFAIRS

FEES

Fees are charged for each student. Members of Jordan and Woodlawn Ev. Lutheran Churches should note that the amount charged does not cover the cost of educating your child. You as parents support the school with your weekly offerings to the church. Please keep this in mind as you give your offerings to church and give as the Lord has given to you. Children whose parents are not members of Jordan or Woodlawn will be informed of the amount of fees with registration materials. Arrangements will be made at the time of registration as to the payment of these fees. The fees do not include religious books or milk.

- ◆ Students whose accounts are not paid in full prior to the end of the school year or do not

have special arrangements approved by the Board of Education will not be issued a report card.

- ◆ In the case of an eighth grade student, the diploma will be withheld until all financial obligations have been fulfilled.
- ◆ No student will be allowed to begin a new school year unless all past tuition and fees have been paid. Any exceptions require the approval of the Board of Education.

Families with delinquent accounts will be contacted by the Board of Education. The Board of Education of Lamb of God Ev. Lutheran School has the right to hear and act on any request from families who are in need of financial assistance.

PAYMENT

Please make all payments online (www.logls.org) or by check payable to **Lamb of God Ev. Lutheran School**. A fee may be added to an account in the event that a check is returned to us for insufficient funds.

PARENT COOPERATION

The success and personal growth of our pupils can often be linked with the attitude of the parents. It is inevitable that problems will arise at times. Christian love should prompt us to first speak with the person or persons involved. The matter may then be brought to the attention of the principal, assistant principal, or early childhood director if further action is required. The Board of Education is always willing to listen to parents after the first steps have been followed. Through such cooperation many difficulties can be settled in a proper Christian manner.