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## **MISSION STATEMENT OF ST. MATTHEW'S LUTHERAN SCHOOL**

St. Matthew's has established, built, and still maintains the Christian Day School for the following reasons:

1. To obey the command of Jesus: ***“Feed My lambs.”*** This is done by giving our children a thorough instruction in the saving truths of God's Word for their lives.
2. To prepare our children for their lives here on earth, but primarily to direct their eyes to the life with their Savior in heaven. They are taught the Bible, Catechism and Hymnology, and all secular subjects in the light of the Word of God.
3. To entrust the training of our children to qualified Christian teachers. All education directs a way of life. Here we may be certain that it is a way of life pleasing to our Lord. Our Christian Day School assists parents in the Christian upbringing of their children, but does not take away the responsibility.
4. To combat the constant attacks made on our faith every day. We desire our children to be well-prepared and fortified, that they may, with the Word of God, overcome the devil, the world, and their own sinful flesh.
5. To encourage mission activity by providing the children with an opportunity to offer their prayers and gifts for all the children of the world, especially those who do not yet know Jesus as their Savior.

## **CHURCH ATTENDANCE**

We are interested in your child's spiritual welfare. Attending Christian Day School, however, is no substitute for our weekly church services. God's command to us is “Remember the Sabbath Day to keep it holy.” Church attendance is kept throughout the school year and this record is included with each student's report card. We hope this church attendance record helps remind both students and parents of the importance of regular church attendance.

## **IN ABSENCE OF POLICY**

When there is no board policy in existence to provide guidance in a matter before the administration, the principal is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind good Christian common sense, and the by-laws of St. Matthew's Lutheran Church constitution.

The principal shall draft a policy to recommend for board approval if it is deemed necessary and appropriate.

## **NONDISCRIMINATORY POLICY**

St. Matthew's Lutheran School admits students of any 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 race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school-administered programs.

## **ENROLLMENT AND ELIGIBILITY**

Here is the enrollment policy for non-WELS children in our LES. We thank our Lord Jesus for entrusting to the WELS (Wisconsin Evangelical Lutheran Synod) the priceless treasure of His saving Word in all its truth and purity. We thank our Lord Jesus for every opportunity he might give us to teach his little lambs His saving Word in all its truth and purity. We also thank him for the opportunity to share His saving Word in all its truth and purity with all the parents who send their children to our Christian Day School.

In order to enroll your child in our school (K-8<sup>th</sup> Grade), we would ask you to give us the opportunity to share with you all the precious truths of God's Word which we in the WELS will be teaching your children here at St. Matthew's. During the coming school year we would ask you to attend one of three possible Bible Information Classes (lasting approximately 15 weeks) conducted by our pastor.

There is no requirement that you join our congregation after completing these classes. However, if after attending these Bible Information Classes you are in agreement with all our Biblical teachings and are led to the conviction that you and your family would like to become a part of our WELS family here at St. Matthew's, you are most welcome to do so.

Students eligible for enrollment in kindergarten must be five (5) years of age before September 1. Any child entering grade one must be six (6) years of age on or before September 1. Any exceptions to this rule will be reviewed by the teacher and the Board of Education. We follow the policy of the Wisconsin Department of Instruction concerning immunizations. A physical and dental examination is encouraged before entrance into kindergarten.

## TUITION

St. Matthew's charges \$4,200 per student in grades K-8 for those who are not (non-WELS) members of our congregation and who desire to send their children to our school. Children from other WELS congregations will be charged \$3,200 for their children. Tuition for all students of St. Matthews is \$1,200.00. **Members of St. Matthew's are expected to support the school with their regular church offerings.** St. Matthew's reserves the right to terminate the enrollment of tuition students in the following school year should the involved classroom be filled to capacity with St. Matthew's children. We will make every effort within our means to accommodate your student should such a condition arise, and will give advance warning when possible that such a condition exists.

*Tuition must be paid on Registration Day unless other arrangements are made with the principal.*

## SCHOOL OPENING

Registration Day will be devoted to the orientation of students, the payment of tuition, and the purchasing of religious books. The first day of school will begin with a service in church at 8:00 a.m. for students and parents. This will be followed by regular classes until 11:30 a.m. The students are excused at 11:30 a.m. on the first day.

## SCHOOL HOURS

Classes begin at 8:00 a.m. The school doors are opened at 7:45 a.m. In the event of bad weather, the doors may be opened earlier so that those who must come earlier than 7:45 may enter the building. The best time for arrival is from 7:45 – 7:50 a.m. Children who come by bus cannot control the time of their arrival. Noon lunches are staggered to avoid congestion in the lunchroom and washrooms. Lunch periods are from 11:30-12:20 (grades K-4) and 12:00-12:50 (grades 5-8). Closing for grades K-8 is at 3:00 p.m. Children not picked up by 3:15 will be sent to After School Care and will be billed appropriately.

**No unsupervised play on the playground is permitted before or after the regular school hours.**

## **INTERNET USE POLICY/ SOCIAL MEDIA POLICY**

Our Lutheran Day School maintains a presence on the Internet, as both a regular website and on social media pages. To date, these websites can be found here:

The address for the web site is: <http://www.stmatthewsjanesville.org>.

The address for the Facebook page is:

<https://www.facebook.com/stmatthewsjanesville>

The School's guidelines for appropriate use of Social Media are outlined in the **Social Media Best Practices** and have been reviewed with all Staff Members. This document also serves as a guideline for Parents and Students about how we are to present ourselves in our use of Social Media.

The Internet is also used for research and information gathering as a part of your child's life at school. The detailed guidelines for its use are outlined in the **Internet Use Policy/Photo Posting/Video Posting Consent Form**. This form is available from our school office, and is also reviewed during Registration and Home Visits, and is to be signed by both the Parents and Students to ensure that the guidelines are understood.

## **OFF PREMISES CONDUCT**

Any student whose behavior leads to contact with law enforcement must be reported by parent or guardian to the principal or student's teacher before the student returns to the school grounds.

## **DISCIPLINE**

In Proverbs 23:13 we read, "Withhold not correction from the child." The Christian teachers in our school are aiding the parent in training the child as a Christian citizen. Teachers and parents are God's representatives in performing this precious duty. We seek to correct the child as needed, as Christians caring for fellow Christians in the family of God. (Service punishments may be used as part of the disciplinary procedures.)

## **CHEATING (Upper Grades)**

While the sin of cheating has often been dismissed as minor or even accepted as a way of completing work, it is a violation of God's will. We seek

to serve the student who has cheated by confronting the violation so that he/she might receive the appropriate training and forgiveness.

Cheating is the act of using another's work to complete an assigned task without using one's own ability and effort that the task was intended to strengthen. Examples of cheating include copying answers from another student's test or quiz and using the answers from another student's work to complete an assignment or plagiarism.

A student who cheats is subject to the following disciplinary steps:

1. First instance: Classroom teacher confronts the student and gives a 0% or failing grade for the assignment or test. The classroom teacher will call the student's parents and inform the Principal.
2. Second instance: Classroom teacher confronts the student and gives a 0% or failing grade for the assignment or test. The classroom teacher will call the student's parents and inform the principal. The student will serve a detention.
3. Third instance: Classroom teacher confronts the student and gives a 0% or failing grade for the assignment or test. The classroom teacher will call the student's parents and inform the principal. The student will meet with the principal.
4. Any further instance of cheating will bring the student before the Education Committee who will evaluate his/her status as a St. Matthew's student.

## **SUGGESTIONS FOR PARENTS**

1. Let the Word of God be the guide in all phases of daily living.
2. Speak highly of the school's purpose and its called workers, who are representatives of God.
3. Have regular family devotions and prayers.
4. Strive to set a Christian example for your child so that he or she may pattern his or her life after yours.
5. Refrain from criticism of school procedures in your child's presence.
6. Encourage your child to be courteous and considerate when riding the bus and on his or her way to and from school.
7. See to it that your child is regular and prompt in attendance.
8. Discourage your child from bringing distracting things to school.
9. Encourage your child in his schoolwork and other school endeavors.
10. Encourage your child in responsible care of gym clothing and all school equipment.
11. Teach your child that dressing neatly is important in attending school.
12. Show interest in your child's extracurricular activities by attendance at athletic events, musical activities, class plays, etc.

## **DRUGS, ALCOHOL, FIREARMS, WEAPONS**

The use of illegal drugs, tobacco, alcohol, firearms, or other weapons is prohibited at St. Matthew's. Any child bringing these items to school will be given a three-day suspension and will be referred to the Education Committee for possible expulsion. The Education Committee has the final decision on any further disciplinary action.

## **GRIEVANCES**

If a parent or a pupil has some problem with regard to the school, such a parent is first to contact the pupil's teacher. Parents are not to voice any possible grievances to the Education Committee or its members, chairman, pastor, or other parents or members of the congregation, or the principal. Such are to take part in discussion, if necessary, after the matter has been discussed with the proper teacher and then in accord with the proper line of authority in light of Matthew 18:15-17. All grievances are to be discussed in the following order:

- \* first with the individual teacher, who will then take the matter to the principal, if necessary.
- \* the principal will take any further action that may be needed, including taking the matter next to the Education Committee, if necessary.

## **OTHER MATTERS**

Parents should feel free to discuss non-personal matters with the Education Committee members. Do not hesitate to come to our Education Committee members with positive ideas.

## **MUSICAL DEVICES**

The use of personal music devices are prohibited during school hours.

## **PUPIL-OWNED BOOKS**

Certain religious books are required in some grades, and must be purchased by the families. They are:

Bible (Grades 1-8) (You can purchase an NIV 1984 Bible at Amazon.com.)  
Memory Books (Grades 1-4)  
Christian Worship: A Lutheran Hymnal (Grades K-8)  
Luther's Small Catechism (Grades 7 & 8)  
Miscellaneous religious books (Grades 7 & 8)



## BOOK CARE, CHROME BOOKS, AND FINES

The children will be held responsible for the care of all textbooks and chrome books assigned to them. Students will be required to pay for the loss or damage to any school-owned book or equipment. **No final report card will be issued until the fine is paid.** All textbooks are to be covered with a suitable book cover. This should be done within the first week and replaced as needed throughout the school year.

## MILK

Orders for milk are taken on a yearly basis. All milk purchased under the school milk program must be consumed on school premises. The price for milk is \$5 per year. Extra milk can be purchased for 50¢.

## LUNCHES

Children may go home for lunch with written permission on file. Those who eat lunch at school in the lunchroom will be supervised by a teacher. **Please do not send soda for lunches.** Our hot lunch program next year will vary and it will begin in September. More details will be found in the first edition of the Home & School Connection in August.

## TELEPHONE

Students are to use the phone only for emergencies. Permission for the use of the phone must always be obtained from the teachers. Cost is fifty cents (50¢). **Parents are asked to avoid calling when classes are in session, except in an emergency. Cell phone use during school hours is prohibited unless teacher permission has been granted.**

Parents, please note that the teachers do not check the answering machine during the day because they are teaching their classes.

***Please call before 7:45 a.m. and from 3:00 to 4:00 p.m.***

## DRILLS

Fire, tornado, and lock-down drills are held at regular intervals. It is hoped that through these drills, in the event of an actual emergency, students would be able to perform without panic and undue fear.

## STUDENT APPEARANCE AND DRESS

As Christians, a proper atmosphere will be maintained toward the blessings of our school by respectful appearance. Christians seek to maintain Christian virtue also in the way they dress. Decent, neat, and modest clothing for boys and girls is always in style for the Christian child. Excessive make-up is discouraged. T-shirts that advertise alcoholic beverages, tobacco products, music groups, etc. is considered inappropriate dress and is not acceptable. Tank tops, halter-tops, strapless tops, belly blouses, and bare midriffs are not permitted. All shirts must be long enough to be tucked in. **Pantyhose, spandex, tights, skintight leggings, skintight yoga pants, or anything similar may only be worn with an appropriate length skirt over the top, but may not be worn alone as pants.** It should also be noted that appropriate dress does not include body piercing, tattoos, and pierced ears for males. Inappropriate hairstyle (e.g. Mohawks, etc.) and color are also prohibited. In case of disagreement, the principal's decision is final. ***The teachers will send any children home to change if they are not dressed properly.*** When appropriate, shorts and sandals with backs may be worn during the school year. "Parents, please remember that your children go outside for recess."

## BICYCLES

Bicycles brought to school by the students are to be locked in the rack. There is no riding during recesses. The students not observing bike safety rules will lose the privilege of bringing their bicycles to school.

## STREET CROSSING

Milton Avenue is to be crossed at the light on Memorial Drive. There is a crossing guard at this intersection before and after school. Those coming by bus are to use this crossing when needed. **Safety First!**

## PLAYGROUND ACTIVITIES

Children are to participate in playground activities unless excused for health reasons. In that case, the teacher should be informed of the reason in writing.

## TARDINESS

If a child is tardy more than six times per quarter, Social Services will be contacted. Promptness is important. Constant tardiness can be a source of embarrassment for the child and is very disruptive for the rest of the class. Parents are asked to be responsible for their children in this matter.

## EXCUSES FOR ABSENCE

*Parents are to inform the teacher of the reason for a child's absence. Please call the school that morning if your child is sick, or let the teacher know ahead of time if there is a planned absence such as a funeral.* If it is not possible to call, please send a note along with the child when returning to classes. Try to arrange appointments to avoid absence. Children should not be taken out of school for haphazard reasons such as shopping or baby-sitting. Vacations are discouraged while school is in session. Please try to plan vacations during scheduled breaks. *Teachers are not expected to provide assignments ahead of time.*

## HEALTH CARE

Health is a gift of God, and as such our school promotes health by cooperating with the health department in immunizations and screenings during the year. The health nurse is always available for consultation. The County Health Department may be contacted for advice and assistance as well. All communicable diseases should be reported to the school and a medical doctor. After the proper period of isolation has passed, the child may return to the classroom.

*One last note that we would like to mention is – if your children are ill, please keep them at home.*

## ADMINISTRATION OF MEDICINE

In accordance with the policy of the Wisconsin Division of Health, no drug of any type, including aspirin, should be given by school personnel without parental permission.

Occasionally, it is necessary for medicine to be given to a child by a school employee. The school should have a written note (the specific forms are located on the table in the school lobby) about administration of medications which should include the following:

1. Student name and date of birth
2. Name of medication
3. Dosage and route of medicine
4. Time of day medication is to be given
5. Duration of time medication is to be given
6. Signature of physician or parents
7. Medication must be in the original bottles

## **SCHOOL CLOSING**

Emergency closings will be announced on Janesville radio station WCLO (1230 AM), WJVL (99.9 FM) and if possible NBC (WHTV) Channel 15 and (WISC-TV) Channel 3. It will also be posted on the school's Facebook page. We try to have the decision made between 6:30-6:45 a.m.

## **FIELD TRIPS**

Vocational tours may be arranged during the school year. When these are arranged, they are considered an important part of the curriculum. Parents are asked to give written permission for these trips and pay the costs involved, if

any. Parents will be informed of the details of these tours as they are planned. **Because parent drivers are also responsible for student supervision, we request that younger siblings do not attend the field trip. All parents who drive for field trips are reminded that their insurance is the primary source of coverage. Their vehicle also needs to be in good repair and have proper seat belts available for use.**

## **LIBRARY**

Each classroom has a library of good reference books. A variety of other books are available in the school library. The Hedberg Public Library is also available and its use is encouraged.

## **PHYSICAL EDUCATION**

Students are involved in a regular program of physical education during the year. Parents and children will be informed of particular items needed regarding clothing and shoes. Please send written notice if such activity is to be limited because of health. Tennis shoes are required in the gym.

## **CHAPEL**

Each Thursday, all students of the school assemble in the school chapel at 8:05 a.m. for a chapel service. The service is conducted by our pastor or other area WELS pastors. Parents are urged to attend. Chapel is not held when there is a mid-week Advent or Lenten church service.

## **MISSION OFFERING**

Each Thursday at our chapel service, a free-will offering is taken for a particular mission area. These areas for missions change from year to year and are chosen by the faculty. We also observe one special mission week during the year, traditionally in February, called “Hearts for Jesus” week. We encourage the students to share the blessing of God’s Word with others.

## **CHURCH SINGING**

All children are trained in singing through their regular music classes. Our students also have an opportunity to serve their Lord by using their voices to sing for Sunday worship services. Each room sings during various times of the year. As the classes get ready to sing, it is very important that each member attend.

*If your child cannot be there when his/her class is to sing, please notify the child’s teacher in advance by phone or a written note.*

Also, please note that we sometimes sing at sister congregations in the area. A master music schedule is published once a year and is distributed at the home visits before school starts.

## **CONFIRMATION INSTRUCTION CLASSES**

All students in grades 7 and 8 will have a class in the Word of God with the pastor on Tuesday and Thursday mornings.

## **LOST AND FOUND**

Any articles left on coat racks or in the hallways will be placed in lost and found. Please check lost and found, traditionally a box in a corner of the school lobby, for missing items. The school is not responsible for lost or misplaced items. It is a good idea to label various items of clothing or possessions.

## **BUS SERVICE**

Milton School District students: please call the superintendent for any information you may need on the bus schedule and pick up points. All Milton District students are eligible for bus service.

Janesville School District students: please contact our school office for bus information. Janesville District students in kindergarten through fifth grade who live more than two miles from St. Matthew’s are eligible for bus service or the cost of driving.

## PARENTAL INVOLVEMENT

The success of your child's education including extra curricular activities is dependent on parental involvement. Without parental involvement we couldn't offer many of the things that make our school special.

*Therefore we would expect all parents to volunteer some time to help with school activities.*

Opportunities are available so you can work around your child's schedule. A list of activities will be available on registration day.

## SPORTS PROGRAMS

We engage with other schools in inter-school sports activities. Students in grades 5-8 are eligible. (4<sup>th</sup> graders can also participate in Cross Country.) This program includes volleyball, track, basketball, soccer, cross-country, and softball for girls and boys, and cheerleading. Parents will be asked to assist with driving and coaching at times.

## PIANO

Our school also offers piano instruction to those who desire it in grades 2-8. Those who take lessons are responsible for the cost of the lessons and music. The students are required to make up all class work missed because of participation in the piano program. All students will be graded on their piano progress. This grade will be with the student's report card. Two piano recitals will be held during the year where the students will have the opportunity to play publicly.

## ATHLETIC PROGRAM GUIDELINES

Our athletic programs can and do teach children skills and knowledge which can be used throughout life. They can, therefore, be seen in the realm of one of our school's purposes: to prepare children to live an earthly life that glorifies God and serves their fellow people. Our Lord tells us that all things should be done decently and in order. With these thoughts in mind, we find it necessary to accompany our athletic program with the following guidelines:

### I. GUIDELINES

- A. All participants and spectators at St. Matthew's sports and cheerleading programs shall be expected to:

## **ATHLETIC PROGRAM GUIDELINES (CONTINUED)**

1. Conduct themselves as Christians
  2. Show good sportsmanship at all games and activities
  3. Demonstrate their Christianity in their actions and attitudes toward one another, their coaches, the officials, and the other teams' members.
- B. All participants shall be expected to use grooming habits that reflect a neat and healthy appearance.
  - C. All students participating in winter sports will dress up the day of the game. This means no jeans or sweats will be allowed.
  - D. All participants shall demonstrate enthusiasm, team spirit, and support.
  - E. All participants shall make every effort to attend all practices and games and give notice if unable to do so. A participant will be dismissed from the team after two unexcused absences from practice or games.
  - F. All matters of concern (musical selection, cheers, practices, etc.) should be referred to the coaches and brought to the attention of the athletic director and the principal.

### **II. MISUSE OF GUIDELINES**

- A. If persistent negligence to abide by these guidelines is shown, the individual will no longer be able to participate in that program for the remainder of the school season.
- B. If it is determined that participation in any program hinders academic progress, the individual will no longer be able to participate in the program for the remainder of the school season.
- C. A student may also be removed from the team for the balance of the quarter as determined by the Homework Policy.

### **III. AFTER SCHOOL ARRANGEMENTS**

Any players not staying after school for an early athletic event are expected to be picked up by the parents unless other arrangements have been made with the coach ahead of time.

### **IV. BEHAVIOR & SCHOLASTIC CODE MEETING**

A fall meeting will be held for all parents and students who plan to participate in any athletic activity during the school year. The athletic director will be in charge of this meeting where he will present the Student Athletic Code. This meeting is usually held in late August.

## **TESTING PROGRAM**

Achievement, cognitive, and readiness tests are given to most of the children twice a year. These tests assist the teachers in pupil placement as well as assuring us that the school is maintaining high standards of instruction and curriculum planning. All test results are filed with the student's permanent records.

**PLEASE DO NOT SCHEDULE DOCTOR, DENTIST, OR ORTHODONTIST APPOINTMENTS DURING THE TWO WEEKS OF TESTING. THE DATES FOR TESTING ARE FOUND IN THE FIRST SCHOOL NEWSLETTER IN SEPTEMBER AND ON THE CALENDAR IN THE BACK OF THIS BOOKLET.**

If your child misses these testing dates (See school calendar at the end of this booklet.) because of a vacation, the child will not be tested. This policy was approved by the Education Committee several years ago.

## **REPORTS TO PARENTS**

Report cards will be issued on a quarterly basis. The grading system of subjects is as follows:

- A = excellent/above average
- B = good work
- C = shows average progress
- D = foreshadows serious difficulty
- F = represents failure in the subject area

Please keep in mind that the report card is an individual report. It would be an injustice to your child to compare his/her report card and work with that of his/her classmates, or even with that of another member of your family. The Lord does not expect all children to be "A" students, because He has blessed them all in different ways. From those 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

## **PARENT/TEACHER CONSULTATION**

At the end of the first quarter, and sometime during the middle of the third quarter, all parents will be scheduled for an appointment with the teacher to discuss the child and his/her schoolwork. However, if at any time during the school year, you, as a parent, have a question concerning your child, please contact the child's teacher to discuss the matter. Parent and teacher can thus work together in the child's interest.



## **VISITATION**

We would like all parents to feel our doors are open to you. Just contact the individual teacher for an appointment to visit and we will be glad to accommodate you. We are always happy to talk with parents about their child's progress.

## **PROMOTION**

Promotion to the next grade or level is based upon the student's average class work in relation to his/her God-given abilities, and other factors in the interest of the child and the school. **An Education Committee policy states that a "conditional" promotion may be given when there have been twenty (20) or more days of absence.** Summer school might be required before the student is enrolled for the next year. A child may be given a six-week trial in the next grade level to determine whether the absenteeism has made it necessary to repeat the previous grade. This policy is to be administered by the individual teacher and principal, based on absenteeism and grades obtained.

## **CHANGES IN REGULATIONS**

Circumstances may require modifications of the regulations in this handbook. If so, students will be informed of the changes by the administration, and they will be expected to abide by them.

