

LUTHER MEMORIAL SCHOOL

Parent Handbook
2016 - 2017



Our goal:
BUILDING A FOUNDATION FOR LIFE!

“Built on the foundation of the apostles and prophets, with Christ Jesus Himself as the chief cornerstone.”

Ephesians 2:20

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FOREWORD:

Luther Memorial Church and School welcomes you! We encourage you to review this handbook as you consider a Christian education for your child. The handbook presents the objectives and goals of our school, its teachers and staff. It also defines the school's general philosophy of education, which focuses on our Lord and Savior Jesus Christ. For us, education takes its direction from the Holy Scriptures, which reveal God's eternal presence in all creation, man's sinful nature and need for redemption from sin, the grace God has shown to us in our Savior Jesus Christ, and the Holy Spirit's work of renewing and creating in each believer a new person in God's image.

The school stresses academics, good discipline, and character development, all within the framework of this philosophy. We endeavor to give your child a well-rounded education to prepare him or her for this life and eternity. We hope you share these goals with us and will consider our school to help you provide for your child's education and the "one thing needful..." salvation in Christ Jesus our Lord.

-The School Committee
Luther Memorial Church and School

OUR MISSION:

The Mission of Luther Memorial School is to:

- 1. Proclaim Jesus Christ as Lord and Savior,**
- 2. Equip ambassadors for His Service, and to**
- 3. Uphold high academic standards.**

OBJECTIVES:

1. Proclaiming Jesus Christ as Savior:

For God so loved the world that He gave His one and only Son, that whoever believes in Him shall not perish but have eternal life. John 3:16

Luther Memorial seeks to glorify God the Father, God the Son, and God the Holy Spirit. We teach the Bible as the very Word of God. We teach the gospel of Jesus Christ as the power of God for salvation from sin and the only way to eternal life. All students are taught the Bible as the history of God's work of redemption through His Son, Jesus Christ. Our curriculum includes biblical doctrine in order that students might be firmly established in the truth. We rely on the Holy Spirit to create faith in the Savior, and to enable students to put this faith into practice.

2. Equipping ambassadors for His service:

Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come! ...We are therefore Christ's ambassadors, as though God were making His appeal through us. 2 Corinthians 5:17, 20

Luther Memorial is committed to building Christian character and to fostering service, evangelism, and discipleship skills. Our aim is to identify and develop God-given talents, gifts, and abilities. Our curriculum and daily school life are structured to provide a nurturing environment for personal Christian growth.

3. Upholding high academic standards:

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. Colossians 3:17

Luther Memorial maintains high scholastic standards in all subjects offered. Our curriculum review process ensures that we meet or exceed the academic requirements for general education set down by the State of Wisconsin. Our goal is to provide a comprehensive education, with a continuing commitment to academic excellence and careful regard for the individual's learning potential. We are pleased to offer flexibility to individual students based not only on grade level, but also on capability.

CURRICULUM:

The curriculum used at Luther Memorial covers all of the subjects traditionally taught in school. The main difference is that all subjects taught are presented from a Christ-centered point of view. This curriculum prepares students very well for the continuing education at Immanuel Lutheran High School in Eau Claire, WI as well as at area schools.

Homework is assigned at the teacher's discretion. The entire curriculum serves to glorify Jesus as Lord and Savior. The class day is warmed by the constant love of God in Christ. We seek to educate not only mind and body, but also heart and soul. Our program instills the unchanging truths of God's Word with Bible study, Catechism doctrine, prayer, hymns, and Bible verses.

Religion

- Bible history
- Bible doctrine
- Biblical study/ proper interpretation
- Bible memorization
- Hymnology
- Choral music
- Community service
- Congregational service
- Encouraging personal study and devotions
- Reformation history

English

- Grammar

- Composition
- Phonics
- Spelling
- Reading
- Literature units
- Penmanship
- World literature

Science

- Earth science
- Life science
- Physical science
- Science laboratory

Mathematics

- Elementary mathematics
- Pre-algebra
- Geometry
- Problem solving

Social Studies

- US history
- World history
- Geography
- Civics
- Nation study
- Home Economics

Computer

- Keyboarding and Word processing
- Internet research skills

Fine Arts

- Drama
- Music appreciation
- Music theory
- Art and art appreciation
- Public speaking

HOME AND SCHOOL:

Luther Memorial is a school that considers Christian education to be the most complete and valuable education available, since it deals with all aspects of a child's development: soul, mind, and body. The school, however, cannot take the place of the home. It can only aid parents in their God' given duty of "training" their child "in the way he should go" Proverbs 22:6.

In our view, the school provides professional training in spiritual and secular subjects while the home upholds and reinforces the work of the school. The primary responsibility for the child's education remains with the parents. Parents will take an active part in the education of their children just as the Lord instructs:

And these words which I command you today will be in your heart; you shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. Deuteronomy 6:5-7

CHILD PROTECTION POLICY:

Children are our sacred trust from a loving God. (See Psalm 127:3, Genesis 33:5). Luther Memorial Church and School seeks to provide a nurturing and dynamic Christian environment that will help our children grow spiritually and physically. We seek to ensure the safety of all children participating in the programs and activities of the church by establishing the following policies and procedures with regard to the conduct of adults and children. This policy directs that supervision of activities involving children and adults so as to minimize the risk of abuse or of false allegations of abuse. We seek to protect the children who participate in the activities sponsored by Luther Memorial from abuse and to protect Luther Memorial called workers, staff and volunteers from false allegations of abuse. Luther Memorial can, through adherence to this policy, make every effort to ensure that persons placed in positions of responsibility and trust with respect to the children of the church, are persons deserving of that trust and responsibility. This policy shall be available in the church entry and on our website to all visitors, members, and staff of the church. All members shall be made aware of this policy.

ENROLLMENT:

1. Submit Application for Enrollment
2. Meet with the principal and pastor
3. School Committee review and decision
4. Complete registration packet and return

Our school hopes to foster a kind of faith life which goes beyond what can be accomplished in the classroom. We therefore warmly invite parents and their children to come to the worship services, Sunday school, Bible classes, and other activities of the school's sponsor, Luther Memorial Church.

We feel that it is vitally important that parents know and understand what is being taught to their children in our school; therefore, we also **require** that parents of new enrollees attend an introduction to conservative Lutheran teachings class with the pastor. Attendance at this meeting by **both** parents is strongly encouraged. We have found that the study provides information parents both need and want.

Non-members sending their children to our school place them under our instruction during that time. We do not allow the promotion of non-member church teachings or activities at our school. See Non-Member Guidelines and Tuition Policy form for more details.

The School Committee reserves the right to deny continued enrollment to any student if there is a conflict with the stated principles and rules of the school. It also reserves the right to deny enrollment to any student whose needs cannot be met by the available staff (this would include students with behavior problems and/or other special needs).

PARENT-TEACHER CONNECTION:

Parent-teacher connection meetings are at the start of the year and usually once a quarter. These are required informational meetings for planning and volunteering for many of the school's activities throughout the course of the year. The first meeting determines when the dates will be set. Each family should be represented by at least one parent as these meetings benefit your children.

GRADE PLACEMENT:

According to state laws, kindergarten students must be 5 years old and first grade students must be 6 years old by September 1st before they can be admitted. If a family wishes to enroll a student younger than the state minimum age, parents may submit a local school district's assessment of the student as a guide for the LM School Committee to help in their decision to admit the student. Other grade placements are determined on the basis of achievement tests, past records of performance, and other indicators of ability, aptitude and maturity. The staff will determine exceptions on a case to case basis.

FIELD TRIPS:

Luther Memorial will provide enhancements to the curriculum in the form of field trips to area cultural events, museums, businesses, and other learning opportunities. Parental permission is required before students can participate in field trips. Parents are also asked to help with student transportation. Drivers transporting children to and from school activities must be insured and have a valid Wisconsin driver's license. Seat belts and car seats as required by law are required for each child transported in private vehicles.

IMMUNIZATIONS & HEALTH REQUIREMENTS:

We require that all students entering kindergarten have had a complete physical examination and must submit a report of health examination properly filled out and signed by a physician. Another physical examination is suggested prior to entrance into seventh grade. Forms for the doctor's report to the school can be obtained from your doctor's office or through the school. All health records are maintained in the school. The Immunization Checkpoint Law in Wisconsin requires minimum immunization for the first time admission in any elementary school. A child cannot be admitted into our school if he/she does not meet the minimum immunization requirements. All medications must be left with the child's teacher. No medication (including pain relievers) may be dispensed without written parental permission.

Children who are ill must be kept home for the welfare both of the child and of others. Arrangements must be made for students who become ill during school hours. Parents must designate someone who is available to pick the child up within one-half hour of being notified of an illness or injury.

ATTENDANCE POLICY:

Regular attendance is essential for a child's development and continued enrollment in the school. All children are expected to attend school whenever it is in session, including field trips. Our day begins with the Pledge of Allegiance, and most importantly, the morning devotion based on God's Word at 8:00am. If a student is unable to be in school on a given day or come to school late, a telephone call or note should be received by the school on the morning of the tardy or absence. Situations where the parent does not contact the school will be treated as unexcused. An absence or a tardy will be excused only for the following reasons:

1. Student illness or illness of a family member
2. Funerals
3. Emergencies which prevent attendance
4. Delays caused by weather or vehicle failure

Appointments- Unless a medical or dental appointment is an emergency, it should be scheduled at a time when school is not in session. However, we understand that some appointment scheduling problems do happen. Parents need to inform teachers, in advance, when appointments will conflict with the school day. Children are not permitted to leave the school premises during the school hours without permission from a parent.

Tardiness- Punctuality is expected. Students are expected to be seated in the choir room by 8:00am. Students who come into the room after the 8:00am bell will be recorded tardy. If a student is tardy 5 times in a grading period (each quarter), every 5th tardy a phone call from the principal will be made to the parents of the situation and the child will serve a one hour detention at school supervised by a parent.

Unexcused absences- Parents who have a child with 3 unexcused absences in a grading period will have a meeting with the teacher, principal, and pastor. Also the student will serve a one hour detention after school. The day of the detention will be determined by the teacher. Should the problem persist, we will be required to follow Wisconsin state law on absenteeism and truancy.

SCHOOL HOURS:

K - 8th Grade (Full Day): 8:00am – 3:00pm (Mon – Fri)

K - 8th Grade (Half Day): 8:00am – 11:30pm (Mon – Fri)

Interior school doors are open from: 7:30am – 3:15pm. Students are to remain in their own classrooms if they arrive early. Prompt pickup is very critical. Teachers are not responsible for students after school hours. Therefore, students are not permitted to stay in school following 3:15pm unless accompanied by their parents or other arrangements have been approved by the principal.

DISCIPLINE:

We pray that Luther Memorial is a place where Christ is honored and where our good behavior flows naturally from His love to us. We teach children to be ambassadors for Christ in all aspects of their daily life. To this end, teachers and volunteers are trained to maintain Christian discipline at all times. They strive to discipline all children fairly according to Scriptural principles and with unconditional Christian love. They are guided by our written discipline policy. Specific rules of conduct for our school, as well as discipline procedures, will be given to students and parents during the first week of classes. At LMS children are taught three basic rules. All school routines flow from God's Word:

BE KIND:

Be kind to one another, tenderhearted, forgiving one another, just as in Christ God forgave you. Ephesians 4:32

BE SAFE:

But everything should be done in a fitting and orderly way. 1 Corinthians 14:40

Therefore honor God with your body. 1 Corinthians 6:20

BE RESPECTFUL:

Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you. Hebrews 13:17

Therefore encourage one another and guide each other up, just as in fact you are doing. 1 Thessalonians 5:11

Each teacher has his/her own rules and corrective measures for each classroom. The general guidelines under which the school operates are summed up in these three points:

1. Conduct yourself as a Christian at all times.
2. Treat everyone with love and respect
3. Treat other's property with respect.

If the disciplinary measures of the classroom should fail to bring about the desired results, the following actions may be required.

- I. The parents of the child which has caused gross or repeat offenses will be notified by note or phone by the child's teacher requesting a meeting. The meeting may involve the parents of the student, the classroom teacher, principal and pastor, as deemed necessary. It is hoped the parents and teacher will be able to reach an agreement and discipline measures needed to correct the situation.
- II. If the same student again engages in inappropriate behavior, the child's situation will be brought before the School Committee. The School Committee will decide what disciplinary steps need to be taken. The parents and student will then be asked to meet with the School Committee to discuss the final disciplinary action.
- III. If the same child is again brought up for discipline, the Faculty and School Committee will come to a disciplinary decision. The parents and student will be notified in a meeting as to what has been decided. The actions taken by the school may be one or more of the following:

- **Probation** – A time period decided by the School Committee during which the student will be expected to meet with the pastor weekly during the time of probation. If another serious offense is committed while under probation the student will be suspended.
- **Suspension** – a time period decided by the School Committee during which the student will be unable to participate in any academic or extracurricular activities of the school.
- **Expulsion** – If a student’s conduct is such that the continued attendance would do harm to the general welfare of the school, the parents of that student will be asked to remove their child from our enrollment, or be expelled by action of the principal and School Committee.

LMS expects that parents and students alike will recognize that students owe a willing obedience to their teachers, showing them respect as God’s representatives.

DRESS CODE:

Luther Memorial has a school dress code policy. Neatness and Christian modesty should be shown regarding the clothes children wear to school. Hats are not permitted to be worn inside the building. We expect parents and students to use good taste and judgment in the matter of school attire. The faculty and School Committee reserve the right to counsel any student and his/her parents regarding what they feel is inappropriate student dress.

Children who have articles of clothing that do not reflect Christian conduct will receive a note to be sent home to the parents asking that the child would refrain from coming to school with that piece of clothing. In all we say and do, we want to glorify Christ.

BETWEEN PARENTS & TEACHERS:

Report Cards

Report cards are sent home quarterly. If a child is working below his or her abilities, a phone call or a written email or notice will be sent home prior to the report card date.

Conferences

Conferences are held each semester in an ongoing effort to bring school and home together in the child's education.

Visits

Parents will naturally wish to inquire into their child's education. Please make arrangements to visit the classroom or meet with the staff as desired.

Support

Parents are expected to support the instructors in all academic and disciplinary matters. If problems arise, parents are asked to address the teacher involved. Subsequently, if necessary, they may confer with the Principal and the School Committee Chairman.

BOOKS AND SUPPLIES:

Textbooks purchased by the school are used for several years. Book fees cover the cost of workbooks and approximately $\frac{1}{4}$ the cost of the textbooks used by each student. The book fund enables the school to have textbooks that are current, and it is expected that these books be maintained in good order. Replacement fees are assessed on lost or damaged books. The book fee does not include the cost of Bibles and Catechisms. These will be purchased individually by the parents and are available through the school. Each child is expected to bring his or her personal school supplies on the first day of school. The school furnishes a list of required supplies. Please replenish supplies as needed throughout the year.

TRANSPORTATION:

Students whose parents live within the city limits of Fond du Lac must transport their own children to school. Students who live more than two miles from Luther Memorial and outside of the Fond du Lac city limits are transported to our school at the expense of the

local public school district. Other adjacent districts transport children to our school or pay parents a fixed transportation allowance if our school is within five miles of their nearest district boundary. This includes the districts of North Fond du Lac, Cambellsport, and Oakfield. Application for transportation is made by the school by May 15th for the following school year.

HOT LUNCH & MILK PURCHASE:

The students are required to bring their lunch five days of the week throughout the year. A hot lunch is offered (for a small fee) typically on Wednesdays from October through April. The supervision of this program and the kitchen work depends upon volunteer help. Others who cannot help in this way can contribute through home baking. Parents, grandparents, and others are welcome to help and participate. Your child may purchase 2% white or chocolate milk for the year at fall registration. Parents are encouraged to provide healthy lunches and snacks to give their children the best possible energy for their education.

REGISTRATION & FEES:

BOOK FEE:	\$50 (1 st child)
<i>(Spring registration)</i>	\$45 (2 nd child)
	\$40 (3 rd child)
	\$35 (4+ child)

FALL REGISTRATION:	\$60 (per child, Grades K-8)
<i>(Assists with field trips, class materials, & school activities)</i>	

MILK FEE:	\$20
<i>(Per child, entire school year)</i>	

NON-MEMBER TUITION:	
Grades K-8 <i>(annual)</i> :	\$800

ACCOUNT PAYMENTS:

Luther Memorial's fees may be paid in full or divided into 9 monthly payments due on the 15th of each month starting the opening day of

school. All accounts must be kept current in order for the student to remain enrolled in the school. If payment is not received by the 15th of the month, the treasurer and/or chairman of the School Committee will contact the family to pay by the 1st of the following month. If payment is not received by the 1st, the child will not be able to attend school until their account is made current.

If a student is dismissed or withdrawn for any reason throughout the school year, the tuition is charged for the entire month, even if the student is in attendance only a portion of that month. Written notification of withdrawal must be submitted to the school office. School report cards will not be released until accounts are current.

Tuition payments may be sent directly in the mail to the school address or checks may also be dropped off at school. There is a black lock box near the church mailboxes where the two main hallways meet.

SCHOOL PICTURES:

Pictures of the students will be taken annually. Purchase of these pictures is not required, but your child will be included in the class composite whether you purchase your child's picture or not in order to have a composite picture of all children each school year.

OTHER PARENTAL RESPONSIBILITIES:

Our parents bring many gifts to Luther Memorial. We appreciate their participation, which enhances our school immeasurably. Volunteer opportunities may be discussed with the principal or volunteer coordinator. Required annual parent involvement includes the Parent-Teacher Connection meetings where further involvement, help, and volunteering will be discussed.

CONTACT INFORMATION:

Luther Memorial is pleased to make this educational opportunity available to you and your children. The governing body of Luther Memorial is the voting membership of Luther Memorial Church,

operating through its School Committee. If you have any questions about this handbook, the administration of the school, or the teaching ministry of Luther Memorial, please contact us:

Luther Memorial School

134 21st Street Fond du Lac, WI 54935

www.FDLlutheran.com

(920) 922-7421

LM School Committee

Rodney Kern	Committee Chairman
Steve Seibel	Committee Secretary
Alan Kottke	Committee Treasurer
Dave Bernthal	Principal / Upper grade teacher
Jenn Ohlmann	Lower grade teacher (<i>advisory</i>)
Neal Radichel	Pastor

* LMS admits students of any race, color, and national or ethnic origin.

** All Scripture passages taken from the New International Version Bible.

Revised and Updated: September 2016

