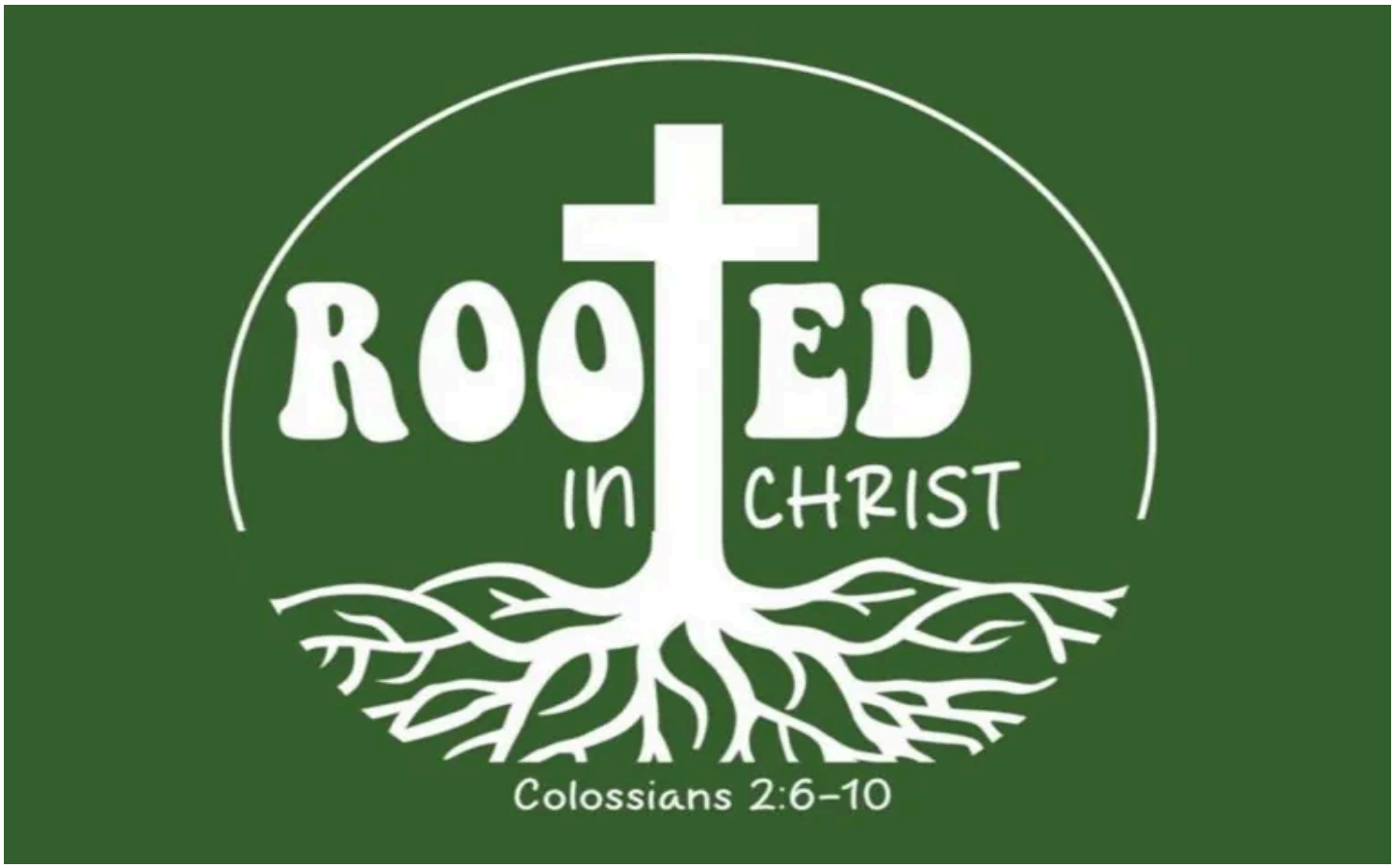
St. Stephen Lutheran School

2026-2027 Student/Parent Handbook



St. Stephen Lutheran School
505 Palmatory Street
Horicon, WI 53032
(920) 485-6687

ststeph@ststephen-lcms.org

Approved by BOE by Revised: August 2026

St. Stephen Lutheran School Student and Parent Handbook

PREFACE

This student/parent handbook serves as a reference document containing vital information from the official and administrative policies of the Board of Education along with information pertaining to the overall program of the St. Stephen Lutheran School. To ensure that both students and parents are aware of the policies and procedures of the St. Stephen School, a signature of acknowledgement of receiving this handbook and will abide by these policies is required annually.

Parents and students should familiarize themselves with the contents contained in this handbook and use it as a reference document throughout the school year. A paper copy of this handbook can be obtained by request through the St. Stephen School Office.

This handbook supersedes all prior handbooks and other written or oral communications regarding any item contained in this handbook. At times policies and guidelines are periodically updated in response to changes in the law and other circumstances, therefore there may be changes to the documents reviewed in this handbook since it was published. If you have any questions or would like additional information on a specific topic then please contact the school principal.

Christian Education -
The best gift a parent can give a child!

ST. STEPHEN LUTHERAN SCHOOL
505 N. Palmatory Street
Horicon, Wisconsin
(920) 485-6687 FAX (920) 485-2545
www.ststephen-lcms.org

PASTOR

Rev. Dan Seehafer	485-6687 Ext. 102

PRINCIPAL

Mrs. Stacey Seehafer	485-6687 Ext. 104

TEACHING STAFF

Mr. Brian Brauer	5th-8th Math/Science	485-6687 Ext. 107
Mrs. Dawn Wippermann	5th-8th ELA/Music	485-6687 Ext. 108
Mr. Jeff Rohr	5-8th History/PE	485-6687 Ext. 110
Mrs. Nichol Kreger	3rd/4th	485-6687 Ext. 109
Mrs. Amy Rupnow	1st/2nd	485-6687 Ext. 111
Mrs. Stacey Seehafer	Kindergarten	485-6687 Ext. 113
Miss Christy Hedstrom	PreK-K Aide	485-6687 Ext. 112
Mrs. Elena Swanson	5th - 8th LA Aide	485-6687
Mrs. Renee Hessler	5th - 8th LA Aide	485-6687

ST. STEPHEN OFFICE

Mrs. Lori Marschke	485-6687 Ext. 101

SCHOOL COOK

Mrs. Jayme Schwoch	485-6687 Ext. 122

BOARD OF EDUCATION

Mrs. Ashley Bobholz	920-948-0609
Mrs. Nancy Erdman (chairman)	920-210-5582
Mrs. Jennifer Franz	920-210-5583
Mrs. Marilu Marquardt	608-837-4755
Mr. Josh Miller	920-382-1944
Mrs. Sara Counard	920-948-4986

INDEX

Credo, Mission Statement, Preface, Faculty/Staff listing, Objectives……6

Home-School Relationship……7

Conflict Resolution Procedure……8

Board of Education……9

Enrollment & Fees……9

- Enrollment Policies
- Discounts
- Fees & Discounts
- Financial Assistance
- Board of Education Treasury
- Angel Fund

School Attendance & Transportation……11

- School Attendance
- Absences
- Arrival and Dismissal Times
- Noon Recess
- Leaving School Grounds
- School Closing
- Daily Schedule
- Bicycles & Skateboards
- Bus Transportation
- Calendar

Curriculum……17

- Academic Honesty
- Homework
- Report Card
- Testing Program
- Library
- Field Trips
- Passing
- Band & Choir
- L.E.A.D (Leadership, Education and Developement)
- Internet Usage

Services……20

- Hot Lunch Program
- Extended Care
- Childcare
- Knights' Page
- Chapel Services

Dress Standard……22

Personal Electronic Devices……23

Wellness Policy……24

Health Guidelines for Student Attendance……25

Discipline……26

- Discipline Guidelines
- Expulsion/Readmission
- Weapons Policy

Sports & P.E……29

- Sports
- Eligibility
- Coaches

Gender & Facility Use Policy……31

Miscellaneous……32

- Damages
- Telephone
- Lost & Found
- Communicable Disease
- Immunization
- Medication Policy

Student Records……..…….33

Compliance Statement……..…….…..……35
Sexual Harassment Policy & Rules

Physical Abuse Policy……38

CREDO

We believe St. Stephen Lutheran School exists as an extension of the home and church in response to God's command to educate His children.

We believe the uniqueness of our school lies in the fact that Christian education embraces all aspects of a child's development and that effective and optimum Christian growth occurs through cooperation and mutual values between home, church, and school.

We believe the entire school experience provides opportunities for Christ-centered growth and living through servants dedicated to the total growth of Christ's children into responsible Christian stewards.

MISSION STATEMENT

The mission of St. Stephen Lutheran School is to prepare our students to be disciples of Christ through academic excellence with a firm foundation in God's Word.

VISION STATEMENT

It is our vision at St. Stephen Lutheran School to be the model in Christian education for delivering faith-based education, academic excellence, and enhancing student achievement.

OBJECTIVES

Through the guidance of the Holy Spirit and in keeping with our Christian philosophy of education, the following objectives form the foundation for all activities at St. Stephen Lutheran School:

1. Teach the doctrine of the Lutheran Church Missouri Synod.

2. Actively pursue spiritual growth through participation in worship, prayer, the study of God's Word and involvement in appropriate church activities.

3. Demonstrate the fruits of the Spirit through God-pleasing interaction and service to others in a joy-filled Christian life. (Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control)

4. Use the Bible as a guidebook for making choices and valued judgments.

5. Evangelize others.

6. Recognize God as the Creator of the universe through proper stewardship of our lives and resources.

7. Model honesty, integrity, enthusiasm, responsibility, competence, compassion, and respect for authority.

8. Demonstrate the God-given abilities of teachers and students by striving for excellence while attaining skills appropriate to academic capabilities.

9. Create and maintain an atmosphere of love and joy conducive for people to be unique and achieve their full potential as valued, accepted, and respected members of the school community.

10. Affirm others and be sensitive to their personal needs.

11. Recognize the body as a marvelous gift of God and actively pursue good physical and spiritual health for service to God and benefit to man.

12. Use current methods and learning materials, and continue to study and integrate new curricular concepts.

HOME-SCHOOL RELATIONSHIP

To accomplish the objectives of St. Stephen Lutheran School, a triangle of cooperation must be present among the home, the school and the church. All three are vitally important since we are working together to achieve our objectives.

We request that the home uphold and support the teachers and the instruction of the school. We enjoy working with families who are willing to walk with us in the unity of the Holy Spirit. Whenever the school and the home pull in opposite directions, the children suffer.

The school serves as an important extension of the home in the vital work of Christian training. Our Christian school does not relieve parents of their obligations. The home is and should be the chief agency for Christian training. Even during the school year, children are at school only 40 of 168 hours of each week. The home and school must both be Christ-centered for children to receive the best education attainable.

The following are a few ways the home can help St. Stephen attain its objectives:

A. At School:

1. Actively and verbally support and strengthen the school and its workers.
2. Keep in close contact with your child's teacher.
3. Show an interest in your child's education through attendance at special days, parent-teacher conferences, school activities, and school sponsored events and meetings.
4. Follow the example given to us by Christ our Lord as recorded in Matthew 18, as it is outlined in the *conflict resolution procedure* as it appears on page 3. FIRST, talk over school problems with your teachers. Many problems are quickly resolved talking directly to the parties involved. If more help is needed to resolve the situation, speak with the principal. If the principal is unable to resolve the concern, request an appearance with the Board of Education.
5. Establish procedures to encourage and support scholastic achievement.

B. At Home:

1. Pray often for the Holy Spirit's guidance for yourself, family, and teachers.
2. Make family devotions a regular part of home life.
3. Set a Christian example. Children model their parents.
4. Include Christ-centered conversation, literature, and actions in your daily routine.
5. Study the Scriptures to become more centered in God's mission. Lean heavily on God for

help, and He will guide you in using your God-given talents to His glory.
6. Instill proper stewardship habits through planned use of time, talents, and resources, including the use of SCRIP.

C. At Church:
1. Regularly worship together as a family.
2. Attend Bible class, Sunday school, and other church activities.
3. Be involved in the mission and ministry of St. Stephen through an active spirit of volunteerism and participation.

Conflict Resolution Procedure

As sinners living in a fallen world, the devil, the world, and our sinful nature lead us into "false belief, despair, and other great shame and vice" (Luther's Small Catechism – meaning of the Sixth Petition). This often manifests itself in misunderstandings, questions, and conflicts regarding instruction, the classroom, and school policy.

St. Stephen practices as its guide the progression of communication given to us by Christ, our Lord in Matthew 18:15-16: [15] If your brother sins against you, go and show him his fault, just between the two of you. If he listens, you have won your brother over. [16]But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses (NIV).

These steps are outlined below:

1. Promptly and respectfully discuss your questions or concerns with the individual(s) *directly* involved.
2. Contact the classroom teacher directly to discuss the question or concern. In situations involving the classroom, the principal **will not** intervene until the teacher has been contacted and given the opportunity to resolve the concern.
3. Questions or concerns that occur outside the classroom, or questions or concerns that have yet to be satisfactorily settled, are to be addressed to the school principal. The school principal will then discuss the situation with the classroom teacher involved, and arrange for a meeting between the principal, the classroom teacher, and the parties involved. The Board of Education **will not** intervene until the teacher and principal have been contacted and given an opportunity to resolve the concern
4. Questions and concerns that have yet to be satisfactorily settled by the school principal are to be brought to the attention of the Board of Education. The Board of Education (or a representative thereof) will then discuss the question or concern with the school principal.

The Board of Education should be involved **only** after the previous steps have been followed.

Please also see attachment for reference of BOE A-13: Complaints and Grievance Policy and Procedure.

BOARD OF EDUCATION :
The purpose of the Board of Education is to ensure the foundation, focus, and future of St. Stephen's Lutheran School. The foundation of this ministry is Christ alone. The focus is ministry to families through high quality, Christ-centered education in a loving, nurturing environment. The academic programs must be high quality and challenging to attract and develop excellent students. The school will also work hard to be an inclusive school. It will attract students with diverse backgrounds. We will not discriminate on the basis of race, color, and national or ethnic origin. We will work to keep our

tuition affordable in order to serve a wide range of students. The future is continual improvement. The Board of Education, through faith, prayer and careful supervision of the school principal, will ensure a ministry that meets the congregation's goals, is financially sound, and remains affordable. All Board of Education meetings, with the exception of closed meetings, are open to the public, however, anyone desiring to attend a meeting will need to reach out to the Board of Education Chairperson at least 48 hours prior to the meeting to discuss the matter that you would like to bring to the Board of Education.

ENROLLMENT AND FEES

Enrollment Policies
Enrollment in our school is open to anyone wanting their child(ren) to receive a high quality Christian education, regardless of their present church membership. Children of our congregation will be given priority in enrolling. Other Missouri Synod congregation children will be given the next priority.

St. Stephen Lutheran School, of the Lutheran Church Missouri Synod, admits students of any race, color, nationality and ethnic origin. We do not discriminate on the basis of race, color, nationality and ethnic origin, sex, age, or handicap in administration of our educational policies, admissions policies, athletics and other school administered programs.

Children entering our 3 year old and 4 year old Kindergarten must be fully toilet trained.

Children entering kindergarten must be 5 years of age on or by September 1st of the school year. (State law, Wis. Stat. Sec. (118.14(1)(a): specifies that children are eligible for kindergarten based on their age)

Transfer students from other schools will be considered for enrollment in the grade for which the transferring school recommended them. All student transfers must be approved by the School Principal.

Attendance at worship services is a fundamental belief of the Lutheran church as commanded by God. Parents nurture their family's faith by regularly worshiping together. We encourage families to attend St. Stephen Church's worship services. If a school family does not have a home church, they are welcome to join St. Stephen Church. Confirmands must attend 75% of the services to be confirmed per Board of Elders resolution.

New Student Discount
Any new student enrolling in grades: K through 8th grade will receive a $500 discount, which will be deducted from their family's total tuition amount.

Referral Discount
Any current St. Stephen's school family who refers a new student to our school and this student enrolls and attends our school, they will receive a $250 discount, which will be deducted from their family's total tuition amount.

Fees
In addition to the cost of tuition, the St. Stephen congregation contributes approximately $9,000 for every child educated in our school. Tuition will continue to cover the costs for academic texts, workbooks and instructional materials.

2026-2027 Tuition

4K-8th	$3,100
4K half days	$2,100
3K	$1,500

All families are encouraged to perform volunteer hours. Volunteer opportunities information will be shared within school communications.

St. Stephen tuition is managed by FACTS Management. All families are required to use this method of payment for their tuition. If you have already signed up for FACTS during the previous school year, signing up for next year will be as simple as the click of a button! If you are a new member to FACTS, you will be able to sign up quickly and easily, and will be offered multiple options for payment. All information is completely secure and private. You can renew your FACTS Management account for next year by clicking on the link on our new website, or by going to https://online.factsmgt.com/signin/3ZL19.

Financial Assistance

Financial assistance is available for students in Kindergarten through 8th grade. (**Preschool students do not qualify for financial aid**.) The financial aid application is available online, through the FACTS Management link on our website, or at https://online.factsmgt.com/signin/3ZL19. The financial aid application is confidential, safe and secure. A $40 non-refundable fee is required to apply for financial aid. The deadline to apply for financial aid is May 15th. The awarding of grants is confidential.

Board of Education Treasury

The student comprehensive fee/tuition payment is deposited into the treasury of the St. Stephen congregation. The Board of Education uses a portion of these fees to pay for educational supplies and equipment. The remainder is used by St. Stephen Lutheran Church to pay for operational costs.

Sharing blessings, including monies, within the Body of Christ is stewardship in action. One of the ten principles of contemporary stewardship is stated in II Corinthians 8:14, "At the present time your plenty will supply what they need, so that in turn their plenty will supply what you need." To address this principle, the Board of Education manages several funds to which donors can contribute. We encourage the members of St. Stephen to practice first fruits, proportionate giving to the Lord. The school can be further supported through memorials and donations given to St. Stephen Lutheran School. Members of St. Stephen may also use the offering envelope, "Christian Day School" to support the school.

The *Angel Fund* is a great way to enhance student learning. The funds will be used based on enrichment needs at the time. You can also make a difference in our student's education through your generous donations. For more information or to contribute to the Angel Fund, please contact the school office.

SCHOOL ATTENDANCE & TRANSPORTATION

School Attendance
Regular school attendance is essential to the progress of the child's education and required by the state attendance laws.

- A call from home communicating a child's absence is required for each day a child is absent from school. If a child will be absent from school, **a parent must contact the school office communicating the child's absence by no later than 8:15 am on the day of the absence.**
    - If the school office has not been contacted by 8:15 am, then the parent will be contacted by the school office staff to ensure the child is accounted for.
- Parents may call the school office prior to the school office hours and leave a detailed message regarding their child's absence. The absence message should include: the name of child, reason for child's absence, date(s) of absence and parent/guardian's name.
- **The parent should also make arrangements to have homework sent home with another child or picked up.** *Due to teachers instructing their classrooms during the day, a child's homework will be available to be picked up at the end of the school day from the school office.*
- Students who arrive at school after 11:00 a.m. are not eligible for after school activities (i.e. sporting events–games or practices, band, student council, etc.), unless approved by the school principal, as extenuating circumstances may occur.
- Students must be present at school on Friday to be eligible for school activities that occur on the weekend, unless approved by the school principal, as extenuating circumstances may occur.
- Whenever possible, medical related appointments should be made before or after school hours. When this is not possible, parents should return the student to school as soon as possible. The teacher should be informed in advance when the student has appointments requiring school absence.
- If a child leaves school two hours after the start of the day (10:00 a.m.), they will be counted absent for the day.
- A child leaving between 10 am and 1 pm will be counted absent for half the day. If a child is absent for three or more hours, they will be counted absent for half of the day.
- For an absence to be excused, it is the parent or legal guardian's responsibility to formally contact the school before the student's return to verify their knowledge of the student's absence.
- An unexcused absence is when a student is absent from school, individual classes, or school activities without the knowledge of parents, guardians, or school officials, or timely verification to school authorities was not done. All school work missed due to any absence is required to be completed in the time and manner arranged with the teacher(s) or the student will be penalized for late work. If the absence is unexcused the teacher will consider the completed work late and grade accordingly.

Preplanned Absences Family Vacations:
We understand that at times it is unavoidable for a student to miss school for family vacation. A 1-week written notice **must be provided to the school administrative assistant to the school administrative assistant, principal, and all teachers involved**. The time students have to complete assignments they missed will be equal to the number of days they were absent. Students must complete current assignments on time while makeup work is also being completed. Teachers will work with families to help make sure the child/ren are caught up.

Accumulated Absences:

Students accumulating 10 or more absences, of any kind, are likely to have deficiencies in learning. Such cases are reviewed to determine the best course of action to remedy the problem. After 10 absences, a letter will be mailed home. Options include, but are not limited to:

- Meeting with parent, principal, and teacher;
- Makeup work done outside school in a structured program (tutor);
- Extra assignments to cover classroom material missed;
- A summer program, or summer tutor;
- Repeating a grade or course;
- Habitual truancy will be referred to an appropriate agency for assistance.

Arrival and Dismissal

The school and faculty are responsible/liable for the students while they are at school, up until the time they leave the school building at dismissal time. Therefore clear guidelines for students and teachers are necessary to provide a safe environment for the students.

- **Arrivals**
  Parents/Guardians may drop children off in the morning in front of the school so long as the driver does not exit the vehicle and leave it parked in the yellow-curbed **No Parking Zone** designated by the city. This is reserved for buses from 7:30 am – 3:30 pm.

- **Arrival Time**
  Classes begin at 7:55 a.m. School doors are unlocked at 7:30 a.m.
  - **Students, preschool through 8th grade, arriving before the school doors open at 7:30 a.m. remain the parent's responsibility.**
  - Childcare is available, St. Stephen's Childcare, Inc., starts at 5:30 a.m.
    (See Childcare page 11.)
  - If parents/guardians drop off or park across Palmatory Street or on any of the adjoining streets, a parent/guardian **must accompany** the child(ren) across Palmatory Street, using the crosswalks.

Tardiness Policy

As daily attendance is an issue vital to academic success, so is punctuality. If a student is tardy, he/she may miss out not only on morning classes, but also on the best way to begin a day is hearing God's Word at morning devotion. As such, student(s) should make every effort to be punctual and ready for the beginning of the school day. A student will be considered tardy if they are not in their respective classrooms by 7:55 am. If a student arrives after 8:00 am., they must check in through the school office.

Dismissals

Parents/Guardians may pick children up in front of the school, **but may not stand or park in the yellow-curbed No Parking Zone designated by the city.** This is reserved for buses from 7:30 am – 3:30 pm. If parents/guardians are standing or parked across Palmatory Street or on any of the adjoining streets, students are to be accompanied by an adult (teacher, parent/guardian), or trained personnel and **must use the crosswalks.** Trained student crosswalk guards may assist in the dismissal process.

Attention Drivers! Please do not perform U-turns in front of the school at any time. Thank you!

Dismissal Time

Students must leave school within 10 minutes of dismissal (3:05 p.m.). Students staying longer must make arrangements to use Childcare. An exception is made for students who are requested to stay after by a teacher or are under the supervision of an after-school program or extra-curricular activity.

At dismissal time the students have these choices:
1) Leave the building immediately for home or another destination.
2) Participate in sports, L.E.A.D (Leadership, Education and Development), or other activities that start immediately after school dismissal.
3) Report to Childcare.
4) Report to study hall or arrange supervision by faculty or staff.

Thus, after dismissal, no student should be in the building unless supervised. Students will not be permitted to "hang around" for siblings to complete music practice, sports practice, etc.

During sports practice, only students who are part of the team that is practicing may be at school. **No children will be allowed in any classroom, library, office area, gymnasium, etc. after school hours unless under the direct supervision of a teacher.**

Noon Recess

Weather permitting; all students will go outside during the noon recess.

- Students with notes from their parents are allowed indoors in designated supervised areas.
- Students who have to stay in for a week or more should have a doctor's note communicating why the student must stay indoors.

Leaving School Grounds

If a student needs to leave the school grounds at any time during the day, he/she must have permission from a parent/legal guardian and their teacher. When such permission has been granted, full responsibility rests with the student and their parent/legal guardian. The school office needs to be notified of the student's departure, therefore, all student departures/returns during the school day should be completed through the office entrance and documented appropriately.

School Closing

- In the event of severe weather, St. Stephen Lutheran School will be closed when the Horicon Public School is closed.
- In the event of possible school closings or delay, this information will be over the following station or channels

WBEV (1430 AM) WXRO (95.3 FM) WTMJ (620 AM) WMDC (98.7 FM)

T.V. Channel 4 T.V. Channel 6 T.V. Channel 12

- St. Stephen will use Sycamore to notify parents of school closings through phone calls, text messaging, and emails.
- If school is delayed, it will begin 2 hours later at 9:55 am.
- If there is a two hour delay, 3K Preschool will not be held that school day.

Daily Schedule
Each classroom teacher will provide a classroom schedule to families at the beginning of the school year.

Bicycles and Skateboards
Bicycles, skateboards and scooters may be used for transportation to and from school, but are not to be ridden on school or church property. Bikes and scooters should be parked in the bike racks south of the school building. Skateboards may be carried into the building and stored where designated by the child's teacher. They may not be used during the school day on school or church property without administrative authorization.

Bus Transportation
Bus transportation is provided to all eligible students who reside within the Horicon School District and this service is provided by Horicon School District. The bus schedule and routes are available by contacting Johnson Bus at (920) 485-2223.

Safe Transportation of school children is a joint responsibility. Students, parents, bus drivers, school authorities and bus owners must all cooperate in order to ensure safe transportation for all school children. To ensure the safety of all students, each bus student is required to ride the bus they are assigned to. Students are not allowed to ride another bus or to get off at a different stop without a signed note from their parent/guardian.

It is required that all students who are riding the bus complete the School Bus Registration form for Horicon School District Students. To obtain a copy of the School Bus Registration form, contact the school office. If a child will not be riding the bus either to or from school the parent/guardian must send either a note or Fast Direct Message to the student's teacher and contact Johnson Bus at (920) 485-2223.

BUS EXPECTATIONS
The following rules and procedures apply to ALL students, including those on field trips and co-curricular activities:

Waiting for the bus:
• Be at the bus stop at least 5 minutes before bus time.
• Wait for the bus off the roadway.
• Be safe while waiting: NO horseplay, be careful of younger students.
• Wait until the bus is STOPPED before approaching and boarding.
• If crossing the road to the bus, wait for the driver's signal to cross safely.
• Enter the bus in single file using the handrail when boarding, with no pushing.
• Take your seat immediately. If assigned a seat, sit there.
• Keep hands, feet, and belongings to yourself and use appropriate language.

Riding the bus:
• REMAIN in your seat. Keep all body parts and belongings in the bus at all times.
• Keep the main aisle clear; backpacks, belongings and bodies are to remain in your seat.
• Remain silent at all railroad crossings.
• Keep the bus safe and clean.
• Avoid damaging bus equipment. Damage to bus equipment (seats, walls, windows, etc.) will be charged to the offending student and their parent(s).
• NO eating and/or drinking on the bus, due to the possibility of choking.
• School rules apply to the bus. NO tobacco products, alcohol, drugs, or weapons are permitted on a bus.

• NO external playing of music or videos from phones, iPods or other electronic devices. Headphones must be used, and volume must be kept low enough not to be heard by another person. NO taking of flash pictures as it interferes with the bus driver's vision.
• Keep hands, feet, and belongings to yourself and use appropriate language.

Leaving the bus:
• REMAIN in your seat until the bus has stopped.
• Stay on the bus until directed by the bus driver to leave.
• Keep hands and feet to yourself; exit the bus in single file using the handrail.
• If crossing the road away from the bus, move 10-15 feet to the front right side of the bus, wait for the bus driver's signal to cross safely.
• Walk quickly across the street in front of the bus. Listen/watch for traffic and the bus driver's signal. DO NOT stop to retrieve items that have dropped.
• Make sure the bus driver can see you at all times.
• Keep hands, feet, and belongings to yourself and use appropriate language.

Bus Discipline

Bus riders are under the authority of the bus driver while being transported. Any action that jeopardizes the health, safety, and/or comfort of the other riders or the bus driver will not be tolerated. Bus drivers have the right to assign seating for riders. Video cameras may be used in school buses to help monitor student activity and behavior. Failure to obey rules or follow the directions of the bus driver may result in disciplinary action from the bus driver and/or school administration, including the possible loss of riding privileges.

Bus transportation is a privilege, not a right.
Students who do not cooperate, or who conduct themselves in a manner that jeopardizes the safety and/or health of the other students or the bus driver shall be disciplined by school administration and/or the bus driver according to the following guidelines:

1. Verbal warning by the bus driver.
2. The bus driver completes a Student Incident Report. After review by management, it is submitted to the school administration. The School Principal shall meet with the student and send a report home to the parent(s). The bus driver is notified of any disciplinary actions taken. 3. A subsequent Student Incident Report will result in a meeting between the student and the principal or assigned designee. The parent(s) will be notified, and a conference may be requested. The bus driver is notified of any disciplinary actions taken.
4. Additional Student Incident Reports may result in the loss of bus riding privileges from 1 to 10 days.
5. Continued misconduct may result in total suspension of bus riding privileges.
    a. During a bus suspension, the parent(s) are required to provide transportation to and from school for the suspended student.
6. SEVERE CLAUSE:
    a. In cases involving special incidents, the Horicon School District in cooperation with St. Stephen Lutheran School and the bus company reserves the right to start discipline proceedings at the suspension level. The parent(s) will be notified prior to the start of the suspension. The Board of Education and Horicon School District School Board may suspend riding privileges permanently for serious actions that endanger the health and safety of the students and/or the bus driver.
    b. No student will be discharged from a bus while enroute. In the event that a student's conduct is deemed dangerous to themselves or other riders, the local law enforcement will be called to remove the student from the bus. Bus management will alert the school principal and parents of the situation.

Parent Responsibility to ensure student has safe bus transportation
Parents are requested to explain the importance of proper behavior on the bus. They are also expected to support disciplinary actions, if necessary, to help their child adopt appropriate behavior for safe riding on a school bus.

If a child wants to have some other student(s) over to their house and question if these students can ride the bus home with them: The student(s) involved need to have their parents/guardians contact the Bus Manager at 920-485-2223 to make arrangements. The Bus Manager will contact the school office to inform them, and the school office will communicate with the teacher(s). Please note that only bus riders may ride home with other bus riders. Non-bus riding students will not be allowed to ride.

Calendar
A copy of the school calendar will be sent to families via email. It is also included on the Church/School website. It shows the dates for report cards, parent/ teacher conference dates, holiday vacations, early releases, etc. Vacations and appointments should be scheduled, whenever possible, so as not to interfere with the child's school attendance, especially major events.

CURRICULUM

St. Stephen Evangelical Lutheran School is rooted in the teaching of reading, writing, and arithmetic. However, at the core of all the academic subjects, as it is the core of our life, is Christ. The teaching of the Christian faith is not merely a single academic area, but also Christian faith and doctrine permeates all of St. Stephen's curriculum and instruction.

Religion is taught as a curricular area in each grade at St. Stephen. Students are taught the doctrine of the Lutheran Church – Missouri Synod as contained in the Holy Scriptures and the Lutheran Confessions. The chief vehicles for this instruction are Holy Scripture and the Small Catechism of the Rev. Dr. Martin Luther. As part of their religion instruction, all students will be given memory work, including passages from Holy Scripture, the Six Chief parts of Christian Doctrine as contained in *Luther's Small Catechism*, prayers, hymnody, and the liturgy of the Church.

In addition to religion, subjects taught at St. Stephen are: reading, language arts, social studies, science, health, mathematics, spelling, physical education, art, and music. Chromebooks and educational television are available to all grades.

St. Stephen writes its curriculum on a five-year cycle incorporating the latest Wisconsin State Standards. All subjects are taught with a Christian approach and given a Christian interpretation. Anticipated changes are to be presented to the Board. Teachers are required to teach the established curriculum.

Academic Honesty
Students will be educated on what plagiarism is. They will be educated on how to quote items, and how to properly reference materials. If plagiarism occurs, students will be warned and parents will be notified. Students may be required to redo the assignment. The use of artificial intelligence (AI) tools, including ChatGPT and similar platforms, is not permitted to complete assignments, projects, assessments, or other schoolwork unless specifically authorized by the teacher for a particular activity.

Homework
Homework, as well as study and review, can be expected and will increase with each grade level. A General "Rule of Homework" equals 10 minutes per grade level should be expected. If problems arise involving homework, parents should contact the child's teacher..

Report Cards
Report cards are issued four times per year. At the end of the first quarter, parent-teacher conferences will be held. Additional conferences will be scheduled as needed.

Students in grades 3rd through 8th receiving A's in all classes will be on the Straight A Honor Roll. Students with an average of A- or higher with no grade lower than a B-, will be on the High Honor Roll. Students with an average of a B- or higher, with no grade lower than a C- will be on the Honor Roll.

The following scale will be used in 3rd-8th grade

A+ 99-100	B 81-88	C- 70	F Below 59
A 91-98	B- 80	D+ 69	
A- 90	C+ 79	D 61-68	
B+ 89	C 71-78	D- 60	

T**he following scale will be used in Pre-K- 2nd grade. It will also be used in the upper grades to assess and communicate growth in areas such as Christian attitudes and work habits.**

E = Excellent S = Satisfactory P = Progressing N = Needs improvement

Valedictorian/Salutatorian
At the end of each year, a valedictorian and salutatorian will be chosen based on a cumulative GPA from grades 5-8. A transfer student's grades from another school will be accepted for Valedictorian and Salutatorian purposes only if that student attended the first three quarters of 8th grade at St. Stephen.

Testing Program
Students in grades K-8 will be administered the NWEA MAP test 3 times throughout the academic year. The results will be shared with parents. These are used to assess individual student progress and growth.

Library
All classrooms have their own classroom libraries, and have access to the Kruel Library.

- Students receive a printed receipt that includes book titles and due dates when books are checked from the Kruel Library
- Students are able to renew books as needed for additional two-week periods.
- Students will be held responsible for lost and damaged books. All lost or damaged books will be charged a replacement or repair fee.
- At the end year, report cards will not be given until all library books are returned and any lost or damaged books are paid for.

Field Trips
All field trips are preplanned and preapproved by the school principal. They are considered part of the curriculum of the school, as they contribute directly to the teaching of the child.

- A written explanation of the event will be sent home before the date of the trip. A signed permission field trip form is required to be turned in before the child may participate.
- Children not participating are marked absent for the day.
- Any parent who is responsible for students shall not consume any alcoholic beverages under any circumstances.
- Parents who drive for field trips need to provide the school office a copy of their driver's license and proof of insurance .
- All volunteers and drivers will require a current (every 5 years) background check.

Passing
It is necessary for students to maintain passing grades in all of the following subject areas: Religion, Memory, Reading, Math, Science, Social Studies, Language Arts, Art, Physical Education, and Music.

Any student who does not meet these standards by the last report card date may be required to repeat their respective grade. Notification of potential retention is the responsibility of the classroom teacher and is to be conveyed to the parents in a conference with the child's teacher(s) and the Principal as soon as the potential is identified.

Band
St. Stephen students in grades 5-8 have the opportunity to attend band instruction classes through the Horicon School District . Participating band students are dismissed for such activity but are responsible for work missed during this time. Band students are required to sign out and in at the school office. Parents are required to provide transportation to and from Horicon Public School for Band.

Choir
The school choir sings on a monthly basis for various church services. All students are required to participate in the choir. If your child is unable to participate, please let your child/ren)'s teacher know.

L.E.A.D. (Leadership, Education and Developement)
Students in grades 7th - 8th are able to participate in the L.E.A.D. program. This program is designed to develop leadership skills through hands-on activities, team-building experiences, and service opportunities. The program emphasizes communication, responsibility, problem-solving, integrity and serving others while preparing students to be positive role models within our school, church, and community.

Internet/Technology Usage
Students at St. Stephen have the opportunity to use computer technology and the internet in their instruction. With this opportunity also comes the responsibility to use the computer equipment and the internet in a responsible, Christian manner. All students, with their parents, will be required to read and sign an **Internet Acceptable Use Policy**.

Physical Education
Physical Education is part of the curriculum for all children at St. Stephen School. Anyone who is not able to participate in physical education will need to provide a written excuse from a parent/guardian. If a student is not able to participate in physical education for more than 1 week, then a written doctor's excuse will need to be provided. It is recommended that all children have separate, non-marking athletic shoes for Physical Education. For the safety of the students, *students without appropriate footwear will not be permitted to participate in the physical education activity,* and will be graded accordingly. If you choose to send special gym clothes for your child/ren they may be kept in the locker room or other designated area by the teacher.

Special Education
St. Stephen Evangelical Lutheran School will provide for students with special needs as long as the school is able to meet those needs. Students whose needs cannot be met will be recommended for placement in the proper school setting following evaluation by the local education agency.

SERVICES

Hot Lunch Program
St. Stephen operates a School Lunch Program. Hot Lunch will be billed directly to the family's hot lunch account via Fast Direct. A family's hot lunch account should be monitored by parent/guardian and should maintain a positive balance and should be paid before the bill reaches $30.00. If a student's bill reaches $50.00 without payment, they will have a sandwich made for them until the bill is paid. Parents will be notified through Fast Direct when their bill reaches these amounts. Hot Lunch bills can be paid in the St. Stephen Office, using either check or cash. Any money remaining in your hot lunch account at the end of the year will roll-over to the next year and if a student will not be attending St. Stephen School the following year, then a check from St. Stephen's Treasurer will be issued within 1 month after the last day of school year.

Hot Lunch Student Meal Costs:
- Students in 4K - 2nd grade hot lunch meals without milk are $4.00.
- Students in 3rd - 8th grade hot lunch meals without milk are $5.00.
- Extra entrees are available to be ordered at morning lunch count at $1.00

Milk is available for purchase for snack and lunch at the cost of $0.20/ carton. The individual cost for milk will be directly added to the student's hot lunch bill on Sycamore.

Pupils bringing their own lunch must eat it together with the class. They may purchase milk or bring another beverage, but soda is not permitted.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider

Child Care
Childcare is available through St. Stephen's Childcare, Inc. Monday thru Friday throughout the year, except for designated holidays.

Knights' Page
St. Stephen School issues a monthly newsletter. The school distributes a copy to the oldest student in each family during the last week of the month and will be posted on Knights Page in Fast Direct. Additional copies are available in the St. Stephen office and on the Fast Direct website.

Chapel Services
Chapel services are held each Tuesday at 1:00pm. Exceptions to the schedule will be noted in the Knights' Page, on the school calendar, and on the church calendar. Parents and other guests are always welcome to worship with us.

To teach and promote the sharing of first fruits and good Christian stewardship, students are given offering envelopes to be used for chapel services. An offering will be taken at each chapel service. This offering will be used to support various designated mission projects. The recipient of the offerings will be noted in the Knight's Page.

**Please see the Dress Code for proper dress on Tuesdays for chapel services.*

DRESS STANDARD

The purpose of the St. Stephen Student Dress Standard is to provide the students with a standard of dress, which reflects the school, community, and academic and Scriptural standards we uphold. The Student Dress Standard addresses the issues of Scripture and dress, academic distractions, and student safety.

Parental Responsibility
It is the responsibility of the parents to help the faculty and staff in implementation of the Student Dress Standard. Please go over the guidelines with your student(s) and assist them in appropriate dress.

Scripture and Dress
Holy Scripture does not contain a dress standard to be used in Christian schools. The Apostle Paul in 1 Timothy 2:9, says that we are "…to dress modestly, with decency and propriety". Further, Paul writes in 1 Corinthians 6:19-20, that the "body is a temple of the Holy Spirit, who is in you, whom you have received from God. You are not your own; you were bought at a price. Therefore, honor God with your body." By establishing the Student Dress Standard, the administration is setting parameters for our students to adhere to. We desire to instill in our students this awareness of the teachings of the Holy Scripture and to promote self-respect and respect for others.

Academic Distractions
Students dressed or groomed inappropriately may cause distractions in the classroom. The Student Dress Standard is designed to eliminate these distractions and provide the proper learning environment for our students. Appropriate dress also reflects to the community that we expect our students to be their best in all aspects of their lives.

Student Safety
It is imperative that a safe school is maintained for students and teachers. Some articles of dress, such as loose footwear, can pose a direct safety hazard for both the wearer of these articles and the

students around them. The Student Dress Standard is designed to eliminate safety hazards (in dress wear) for our students.

Guidelines for Student Dress

The faculty and staff of St. Stephen Evangelical Lutheran Church and School have established the following Student Dress Standard:

1. All student attire is expected to be clean, neat, in good repair (without holes, tears, frayed edges, stains, etc.) and worn in a manner demonstrating respect for Christian principles.
2. All student attire is expected to be of an appropriate size for the student. Belts are to be worn when required to keep pants around the waist.
3. Clothing is not to reveal undergarments or skin in the mid-drift (between the bottom of the shirt and the top of the pants/skirt, etc.) even when the arms of the students are raised. Spaghetti strap and halter tops will not be allowed.
4. Shorts are permitted during the 1st and 4th quarters of the academic year. All shorts are to be longer than the tips of the student's fingers when arms are held to their side.

   **The School Principal will communicate to students and families if shorts can be worn when warm weather occurs in the 2nd and 3rd quarter.*

5. Skirts and dresses are to be longer than the tips of the student's fingers when arms are held to their side. Students are encouraged to wear shorts under this apparel.
6. Student footwear must either have a heel or back strap. Appropriate clothing and footwear for Physical Education classes and/or outdoor recess is required.
7. Clothing should not contain pictures, advertisements, logos, or other symbols of drug or tobacco companies, rock groups, or other inappropriate entities.
8. Hair is to be kept clean and minimal hair coloring.
9. Modest make-up is permitted, i.e. cover-up, lip balm, and light mascara. Extreme or inappropriate make-up will not be allowed, and students will be asked to remove it.
10. Accessories are to be in good taste, not impede the safety of the student, and not serve as a distraction to the classroom. This includes the following:
    - Piercings (with the exception of ear piercings in girls)
    - Hats, hoods, scarves, and other hair coverings (indoors)
    - Tattoos
11. All students will be expected to participate in outside recess/ activities daily. They should come dressed prepared for outdoor weather.

Consequences

It is the duty of the classroom teacher to interpret and implement these guidelines.

Students found in violation of the Student Dress Standard will be asked to cover, remove, change, and/or not wear the clothing item in school again. This action may include the teacher requiring the parent to bring to school a change of dress for the student (or providing them with other attire). The method of enforcement is at the discretion of the classroom teacher. The teacher will determine if a disciplinary note will be sent home.

Chapel Services/Tuesday Dress

On days when Chapel services are held, it is encouraged that students portray the importance and significance of coming to the Lord's house in respectful attire.

Field Trips and Extra-Curricular Activities
As field trips and extra-curricular activities are considered to be an extension of the classroom, it is expected that students will maintain the Student Dress Standard for the activities. Exceptions will be specifically announced by the classroom teacher.

Nuisance Items
Unless otherwise instructed by the classroom teacher, personal items such as toys, gum, food, drink, personal electronic devices (i.e. cell phones, iPods, any music technology, etc.), and any other items deemed by the teacher to interfere with the learning environment of the classroom are not to be brought into the classroom.

Students bringing these items into the classroom will have them confiscated until the end of the school day, when they will be returned to the student in order to be taken home. Repeated use of nuisance items may result in further action as outlined in the discipline policy above.

PERSONAL ELECTRONIC DEVICES

Because the school provides 1:1 electronic devices for students in PreK-8, no outside PED (cell phones, smartwatches, music, gaming, etc.) are allowed without staff permission. **Students who do not comply with this policy will have the devices confiscated and returned only to a parent or guardian.**

- If your child doesn't need to have a cell phone at school, please leave it at home.
- If a cell phone is brought to school, it needs to be turned off during school hours.
- Student smart watches that can receive text messages, social media notifications, internet access, and/or take pictures/videos will not be allowed during the school day.
- The electronic devices must be stored either in lockers or in a designated area in the classroom.
- Except for emergencies, students will not use the school phone or receive calls. Arrangements for transportation, school activities, lunch, etc., should be made prior to coming to school.
- Any contact (phone calls/texts) to students during school hours are to be made through the School Office-including emergencies. Students will not be allowed to check messages/texts until after the end of the school day.

WELLNESS POLICY

St. Stephen Lutheran School strives to contribute to the general wellbeing, mental health, physical and learning ability of all students. St. Stephen supports wellness, good nutrition and regular physical activity as part of the total school environment. By supporting and promoting good nutrition and physical activity, our school contributes to the health of children. Improved health increases student performance.

School Nutrition/Healthy Lifestyles/Physical Activity

St. Stephen has adopted the following nutrition and lifestyle guidelines:

- Provide a comprehensive learning environment for developing and practicing lifelong wellness. The environment will include educational opportunities for students in nutrition education, health education and physical education.
- Provide students access to adequate and healthy food choices on scheduled school days at reasonable prices.
- Ensure that food sales/parties are not held during hours that will conflict with the lunch program.
- Support and promote proper dietary habits. All foods available prior to the start of the school day and during the instructional day should meet or exceed the district's nutritional standards.
- School programs will not depend on revenue from high-fat, low nutrient foods.
- School food service will comply with the healthy lifestyles policy to reinforce messages about healthy eating and to ensure that all foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.

St. Stephen has adopted the following physical activity guidelines:

- All students will receive weekly physical education and/or activity.
- All students will have at least 20 minutes/day of supervised recess, preferably outdoors, during which the school will encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.
- School teachers will discourage extended periods (two or more hours) of inactivity. In the event that this may occur, teachers will provide the students with periodic breaks during which they are encouraged to stand and be moderately active.
- Students will be made aware of local sporting opportunities through our school and in our area to sign up for as they are able.
- St. Stephen will assess and to the extent that it is possible, make needed improvements, to make it safe for students to walk and bike to school. When appropriate, St. Stephen will work together with local public schools, public safety, and/or police departments in those efforts.
- Physical education and Health curriculum teaches children the importance of physical exercise and exposes the students to a wide variety of physical activities, so that students develop the knowledge and skills to be physically active for life.

St. Stephen has adopted the following additional school-based guidelines designed to promote wellness:

- St. Stephen will provide a clean, safe, enjoyable meal environment for students and staff.
- St. Stephen will provide drinking fountains so students can drink water at meals and throughout the day.
- St. Stephen will encourage participation in the school lunch program and identify children in need of reduced priced meals.
- St. Stephen will provide lunch as near the middle of the day as possible.
- St. Stephen will prohibit the use of food as a punishment in school.

- St. Stephen will provide on-going professional training for food service staff and teachers in areas of nutrition and physical education.
- Use of outdoor playground equipment is available after school hours and on the weekends for public enjoyment and exercise.
- St. Stephen encourages teachers, parents, pastors, students, members of our congregation,and community members to serve as role models in practicing healthy lifestyles, good nutrition, and physical exercise.

Nutrition Guidelines

St. Stephen encourages good nutrition in teachers, students, and parents.

Food items will observe the following guidelines:

- Provide food options that are low in fat, calories, and added sugars.
- It is recognized that there may be special occasions when the principal may allow a school group to deviate from these guidelines.
- The vending sale of soda or artificially sweetened drinks will be prohibited during the school day.
- All fundraising projects are encouraged to meet the school's nutritional standards and must be approved by the Board of Education.

Health Guidelines for Student Attendance

A student should remain home if they are experiencing any of the following symptoms:

- Have experienced episodes of vomiting in the last 24 hours and student is not tolerating a regular diet
- Have experienced 3 or more diarrhea episodes in the last 24 hours and student is not tolerating a regular diet
- If student's temperature is 100.4 or greater
- Has an uncontrollable cough that the student cannot care for in a sanitary manner
- Has an uncontrollable runny nose that the student cannot care for in a sanitary manner
- Has been diagnosed with strep throat or other contagious disease process and student has not completed 24 hours of treatment.
- Has an untreated contagious disease such as Impetigo, Scabies, Rash, Hives, etc
- Has a recent injury that causes enough discomfort to significantly distract student from being able to participate in classroom instruction/activities

A practical question to ask is "Is the student well enough to participate in classroom learning and activities or would it benefit the student to stay home and rest today?

While we encourage parents to send student(s) to each day if the injury or illness does not significantly compromise the student's health, student's ability to participate in classroom learning and activities and there is not a threat of communicable disease to the other students.

If a student will not be in attendance at school then it is required that there is a phone call made to the school to communicate the student's absence and day(s) the student will be absent from school.

According to state regulations, no child may be admitted or permitted to remain at school if he/she shows signs of any communicable disease and has not been properly treated. All parents will be notified of a reported case of communicable disease in school.

Any student who is absent more than 3 consecutive school days, must have a note from their doctor before returning to school.

These guidelines are provided to ensure that each student is able to participate in classroom learning and activities and prevent the spread of illness/communicable disease to the rest of their classmates or student body.

DISCIPLINE

Discipline Guidelines
In teaching and guiding our students in living lives as God's baptized and redeemed children, we realize that sin, death, and the power of the devil leads us to do, as St. Paul writes in the Epistle to the Romans, "not the good I want to do; no, the evil I do not want to do—this I keep on doing." (Romans 7:19). The following consequences to these actions against God and our neighbor are intended to lead and guide our students to realize the error and consequences of their behavior, and make better choices in the future in the light of the Gospel and the forgiveness of Christ our Lord:

Infractions resulting in disciplinary consequences:

1. Using abusive or vulgar language (the Second Commandment)
2. Being disrespectful to a teacher, peer, or visitor (the Fourth and Fifth Commandments)
3. Possession and/or use of illegal substances (the Fourth and Fifth Commandments)
4. Verbal or physical fighting (the Fifth Commandment)
5. Inappropriate sexual behavior (the Sixth Commandment)
6. Vandalism or stealing (the Seventh Commandment)
7. Lying (the Eighth Commandment)
8. Cheating (the Seventh and Eighth Commandments)
9. Non-adherence to Dress Standard or Athletic Code
10. Attendance violations: Unexcused absences and tardiness
11. Any other disruptive, harmful, or inappropriate behavior

Anti-Bullying Guidelines
St. Stephen believes in the words of Matthew 25:40 in which our Lord Jesus said, "I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me." As such, St. Stephen has adopted an anti-bullying program, a policy in which teachers, parents, and students work together to curb bullying in our school.

Communication Plan for Discipline
Communication is essential in maintaining a cooperative relationship between staff and parents. Since we do not want to have parents be surprised with any behavioral issues at report card time, a

specific communication plan will be followed.

1. The student will receive a verbal warning/reminder of the behavior that is to be corrected. If the behavior is resolved with a simple redirection by the teacher, the teacher will report the incident to the principal. The principal will use discretion on whether or not parents should be notified.
2. If the undesired behavior continues on a daily/weekly basis, students will be required to fill out a 'Problem Solving Form. The form is designed to help the student understand how his/her actions are negatively affecting others. A copy of the completed form will be sent to the parents. The student should bring the signed form back to school the next day. The principal will receive a copy of the completed form.
3. If needed, the student, parents, teacher, and principal will meet and discuss a plan to help the child continue to grow and become more successful in that life skill or Christian citizenship area.

Minor Offenses
Minor offenses will be handled by the classroom teacher. A verbal warning will be given or removal from the classroom/peers. If the undesired behavior continues on a daily/weekly basis, students will be required to fill out a Problem Solving Form.

Minor offenses include, but not limited to:
1) Name calling, put-downs
2) Disobedience/disrespecting/talking back
3) Disruption in class
4) Rough housing
5) Dress code violation
6) Inappropriate
7) Plagiarism

Major Offenses
Major offenses will be brought directly to the school principal's attention. In such cases, parents will be notified. Normal warnings will not be given and punishment will result in the form of a detention.

Major offenses include, but not limited to:
1) Stealing
2) Defacing or destroying school property or the property of others
3) Skipping Classes
4) Leaving the school property without permission
5) Fighting
6) Cheating
7) Bullying
8) Use of obscene, vulgar, or profane language
9) Use, sale, or distribution of drugs, alcohol, or tobacco
10) Possession of a weapon of any kind

Detentions
- Detentions are served at the discretion of the teacher.
- If a detention is given, this will be communicated to the parents in advance of when it will occur.
- Detentions take precedence over other activities.
- The day and time for the detention will be agreed upon by both the teacher and parent.
- Three detentions in any one quarter will result in an in-school suspension for one day.

Grievance Procedures
If a parent is concerned about a situation at school, the following procedure must be followed.
1. Speak to the teacher involved.
2. Speak to the principal.
3. If still dissatisfied, speak to the Pastor and the BOE chair.

Please also see attachment for reference of BOE A-13: Complaints and Grievance Policy and Procedure.

Expulsion
God has given all our students certain talents and abilities. He rightfully then expects the student to use their talents and He blesses their efforts.

In evaluating a student's progress it is certainly fair to ask:
(1) Is the student using his or her talents as he/she should?
(2) Is the student interfering with the education of the other students?

It may be necessary, in light of the above, that a child be given detentions, suspensions, or even an expulsion from our school.

Possible conditions for these situations include:
1. Severe or repeated instances of discipline problems.
2. Repeated instances of refusal to complete assigned activities.
3. Repeated instances of refusal to follow school policies as set down by the Board of Education
4. Repeated receipt of detentions.
5. Intentional destruction of school property.
6. Lack of parent cooperation in school and church related policies and guidelines.
7. Usage or participation in illegal activity.

No student can be expelled from our school except by action of the Board of Education. The following are steps followed for school expulsion:
1. Teacher / parent consultation.
2. Teacher principal consultation.
3. The Board of Education chairman is notified of possible expulsion.
4. Notification from school that possible expulsion may occur.
5. Notification from school when the Board of Education will act on possible expulsion.
6. Recommendation by teacher and principal for expulsion.
7. Action taken by the Board of Education on expulsion. (Parents are present to discuss expulsion.)
8. Appeal on action by parents at a later meeting of the Board of Education or at a meeting when expulsion occurs.

Note: Steps 6, 7, and 8 could occur at the same meeting.

Re-Admission
The Board of Education of St. Stephen will determine whether an expelled student is to be readmitted to our school. The parent(s) at a regularly scheduled board meeting must make possible application for re-admission, and re-admittance may be either on a permanent or a trial basis at the discretion of the Board of Education.

Weapons
A. DEFINITIONS

1. Dangerous weapon includes any weapon defined in state statute 948.60, including any firearm whether loaded or unloaded, any electric weapon or stun gun, brass knuckles, and various weapons associated with martial arts. A dangerous weapon also includes: any BB, pellet, or air gun, any knife with the blade open, any crossbow, any bow with hunting arrows, and any item which gives the appearance of being a dangerous weapon.

B. REGULATIONS

1. No student, staff member, or visitor shall bring any dangerous weapon onto the school premises without the authorization of the principal.
2. The only exception to number 1 above is any law enforcement officer acting in an official capacity and/or carrying a weapon required by his/her department rules.
3. The principal may authorize dangerous weapons to be brought onto the school premises only for valid educational purposes.
4. Any student who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Board of Education for expulsion and shall also be referred to the Horicon Police Department for violation of state law.
5. Any staff member who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Horicon Police Department for violation of state law and shall also be disciplined under Wisconsin Statute 234.13.
6. Any visitor who brings any unauthorized dangerous weapon onto the school premises shall be referred to the Horicon Police Department for violation of state law.

SPORTS

Athletics
Various extramural sports are available for both boys and girls. All students participating in any extramural sport **must** have a current physical examination on file in the school office before they may participate. Sports physicals are good for two years. Participating students also must sign the appropriate paperwork for participation. The Board of Education will determine athletic fees which are applied to team supplies and game expenses.

Our extramural sports program relies heavily on volunteer coaches, referees, timers, scorekeepers, drivers, etc. As your talents permit, please volunteer your services to the athletic director.

Eligibility
Students are expected to place a priority on spiritual growth and academic achievement. Academic progress must be demonstrated in order to have the privilege of participating in St. Stephen School athletic activities.

In order to participate in school athletic activities, students need to be achieving a C- in each of their classes. Students may become ineligible for participation according to the following system:

Sports eligibility will be formally checked at mid-quarter and at the end of each quarter. At these times, all student-athletes must have a grade of a C- or higher in every class in order to remain eligible to participate in school sports. That being said, grades will still be monitored on a weekly basis as well. If a teacher feels that a student's academic performance is beginning to decline or that

the student is at risk of falling below the C- requirement at any time, the teacher will notify the principal and the coach will be informed. A plan for improvement will then be developed with the teacher. The purpose of this plan is to provide support and accountability and to help the student improve the grade before the next formal eligibility check.

If there is an issue, the student will be placed on academic probation and will be expected to follow an academic improvement plan.The teachers may provide the students on probation an opportunity to raise their grade during that week. Some possible ways of doing this could be through daily assignments, tests, redoing previous daily work, retaking previous tests, class participation, or extra credit. However, teachers are not required to accommodate, change, or add to their coursework for students who are on probation or ineligible.

If a student has been put on probation and has failed to raise his or her grades to a C- or higher **in all subject areas**, they will then be ineligible until they have raised their grade level for a period of at least one week. Students who are ineligible will not be allowed to participate in any games, but **must continue to practice with the team and dress for games.** The exception to this would be if teachers, parents, and coaches agree that practice time would be better used for academic studies, such as receiving help from a tutor.

The School Principal/Athletic Director will notify the student, parents, and coaches when students are placed on probation or are ineligible. **Notification will come by email or a phone call.**

St. Stephen Athletic Coaches

Since the purpose of extra-curricular athletics is to involve students in activities whose goals are the glorification of God, teamwork, and sportsmanship, it is the duty of the coaches or sports leaders to keep these objectives in mind. The name(s) of all interested individuals will be presented by the Athletic Director to the Board of Education for approval.

The coaches or sports leaders serve as Christian role models for the student-athletes under their direction as well as representatives of St. Stephen Lutheran School. Therefore their spiritual and/or moral character must be above reproach. Examples of suitable conduct of volunteer coaches would include, but not be limited to: regular church attendance, appropriate language, positive representation of St. Stephen Lutheran School in all settings, and Christian treatment of others, especially student athletes, parents, and opponents. Any irregularities concerning their character will be dealt with by the Board of Education and/or St. Stephen Church Council.

A background check is required for any person applying for a coaching or leadership position. All data and information gathered will be kept in confidence by the St. Stephen Board of Education .

In the event that a coach is unable to attend a St. Stephen sports event due to unforeseen circumstances, the Athletic Director has the consent of the Board of Education to approve a suitable substitute.

GENDER AND FACILITY USE POLICY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's gender (male or female) is an individual's immutable biological sex as objectively determined by genetics existing at conception. The Lord teaches us in His Word that sexuality is a gift granted by God. Deviations from His perfect design, including homosexuality, gender dysphoria, etc., demonstrate the brokenness of our world and the importance of a biblically faithful Christian ministry.

At St. Stephen Lutheran School, we hold to the biblical teaching and acknowledge these behaviors, as well as all others contrary to God's Word, as sins. Students who struggle with the sin of homosexuality, for example, should feel safe and welcome at our school while simultaneously understanding that their lifestyle is contrary to God's Word. The student is encouraged to seek guidance and counseling from our staff and ministry partners regarding these issues. Publicly demonstrating or advocating a lifestyle contrary to God's design is not allowed at St. Stephen Lutheran School.

- A person's sex is either male or female and is determined at conception.
- Participation in any program or activity sponsored or hosted by St. Stephen that is limited to individuals of one sex is exclusively limited to individuals who are persons of that sex.
- ·Access to facilities (e.g., bathrooms or locker rooms) that are designated for use by only one sex is exclusively limited to individuals who are persons of that sex.
- Programs, publications, and communication (oral or written) in any program or activity sponsored or hosted by St. Stephen must use the pronouns which correspond to a person's sex (he/him; she/her).
- Individuals should not intentionally present their physical features or dress to be that of the opposite sex.
- No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment.

St. Stephen Lutheran School in accordance with this document will take the necessary precautions to avoid bullying those who may express tension or concerns about their biological sex.

MISCELLANEOUS

Damage
Students and families shall be held responsible for the proper care of any school owned book or equipment. The student and family will be required to reimburse the school for the loss of or damage to any book or equipment. Students and families are also held responsible for school property or equipment that is deliberately or carelessly defaced, damaged, or marred.

Telephone
The St. Stephen's office phone number is (920) 485-6687. Children are permitted to use the phone in cases of emergency with permission of a teacher at no charge. If you must get a message to your child, call (920) 485-6687 and the school administrative assistant will relay the message.

Lost and Found
Each year a large collection of unclaimed items are gathered. A lost and found container will be kept in the school lobby. Smaller items and items of value, such as jewelry and keys, can be claimed in the school office. Unclaimed usable articles will be donated to a local charity at the end of each academic year.

Medication Policy
If possible, parents are asked to schedule medication administration for non-school hours.

If medication must be administered at school, the following guidelines apply and MUST be followed in order to comply with state laws regarding medical and nursing practice acts.

These guidelines apply to both prescription and non-prescription medications.

- Medication must be sent in the original container labeled with the students' name, name of medication, dosage and time to be given. If it is a prescription medication, the doctor's name must also be included. Pharmacies will provide duplicate bottles for this purpose. The student should report to the office at medicine time and the office staff will administer medications.
- A "Medication Consent Form" must be signed by the parent/guardian. School personnel may not administer any medication to students without a correctly completed form on file. This includes over the counter medication such as cough syrups and Tylenol. A copy of the Medication Consent Form is available at the St. Stephen office.
- If a child needs an inhaler for Asthma, a parent must complete the Medication Authorization form. The Asthma inhaler may legally stay with the student and the student may legally self -medicate. Communication with the classroom teacher is essential in these cases.

Immunization
The state department of health and human services is responsible for overseeing a statewide immunization program for children in the elementary and secondary grades. The state department of health and human services utilizes schools to try to eliminate the major childhood diseases of mumps, measles, rubella, diphtheria, pertussis and poliomyelitis and to give protection against tetanus.

The law requires that any student admitted to any elementary or secondary school or any child care center or nursery school must present, after 30 days of being admitted to the school, a written record of having received the proper immunizations for the child's particular grade. The student must stay on the prescribed schedule for booster shots and the school must be informed of their completion. (Wis. Stat. 252.04).

When the school notifies the parent or guardian about the immunization requirements, it must also inform them in writing of the person's right to a waiver. A Waiver is allowed for children whose parents or guardians submit a written request for exemption based on objections related to health, religion or personal conviction. If proof of immunization or request for waiver has not been provided, the school must give 2 written notifications to the adult student, or the parent or guardian of a minor child, stating the requirements and warning that failure to comply could result in court action. The first notice must be given on the 15th day after admission. The second notice is to be on the 25th day. If written evidence of immunization or written waiver is not received within 60 school days after entering the school, the school must then notify the district attorney for the county in which the child resides. Court action may result in a fine of up to $25 for each day of the violation. (Wis. Stat. 252.04).

Communicable Diseases
If a teacher, school administrative assistance or school principal of a St. Stephen Evangelical Lutheran School knows or suspects that a communicable disease is present in the school, he or she must immediately notify the local health officer at Dodge County Public Health Department. The student suspected of having the disease may be sent home, and the parents must be immediately notified of the reason for the action. (Wis. Stat. 252.21).

Each school year, DPI is required to provide private schools with information regarding meningococcal disease. Private schools must share the information it receives from DPI with parents and guardians of pupils enrolled in Grade 6. (Wis. Stat. 118.03(3)).

If a substantial outbreak of one of the diseases for which a student has not been immunized arises in the school or the community, the department may require the school to exclude the student from attendance until the outbreak subsides. (Wis. Stat. 252.04(07)).

RECORDS

Student Records (sec. 118.125, Wisconsin Statutes)
(1) General - Student records are maintained in the interest of the student to assist the school in providing appropriate educational experience.

(2) Content - student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in psychological treatment of a student.

Progress records maintained by the school include a statement of courses taken by the student, the student's grades, the student's extra curricular activities and the student's attendance record. Behavioral records maintained by the school include all student records other than progress records. Behavioral records include standardized achievement tests, physical health records, teacher evaluations, other than grades, statements relating to individual student behavior, mental ability tests, aptitude tests, interest inventories and personality inventories.

(3) Confidentiality - all student records are confidential, with the following exceptions:
a) a pupil, or the parent or guardian of a minor pupil, shall, upon request, be shown and provided with a copy of the pupil's progress records.
b) an adult pupil, or the parent or guardian of a minor pupil, shall upon request, be shown, in the presence of a person qualified to explain and interpret the records, the pupil's behavioral records. Such adult pupil or parent or guardian shall upon request, be provided with a copy of the behavioral records.
c) the judge of any court of this state or of the United States shall upon request, be provided by the

school district clerk a copy of all progress records of a pupil who is the subject of a proceeding in such court.
d) pupil records may be made available to persons employed in the school which the pupil attends who are required by the Department of Public Instruction under s. 115.28(7) to hold a certificate, license or permit.
e) Upon the written permission of an adult pupil, or the parent or guardian of a minor pupil, the school shall make available to the person named in the permission forms the pupil's progress records or such portions of his behavioral records as determined by the person authorizing the release.
f) pupil records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who the action or their attorneys if said records would be relevant and material to the witnesses' credibility of competency.
g) the Board of Education may provide the Department of Public Instruction or any public officer of any information required under Chs. 115 to 121.

Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings, and by the multidisciplinary team under Ch. 115 of the statutes. The building principal shall have primary responsibility for maintaining the confidentiality of all student records at that school. All requests for inspection or for transfer to another school or school district should be directed to the building principal or his qualified designee, who will then determine whether inspection or transfer is permitted under this policy.

(4) Maintenance and Destruction of Record - While students are attending school their records will be maintained in the school attendance. Under the direction of the principal a designated member of the office staff may make recordings of the pupil's records or take requested information from pupil records. Upon transfer of the student to another school operated by the district, the records shall be transferred to that school. When the student ceases to be enrolled in a school operated by the district, his or her records will be maintained in that school or until requested by the student's new school.

5) Transfer of Records - Student records relating to a specific student shall be transferred to another school or school district upon receipt of a signed written notice from the parent or guardian of a minor student, that the student intends to enroll in the other school or school district, or upon written notice from the other school or school district that the student has enrolled and all fees (book fines, text fines, athletics, extended care, and tuition/comprehensive fees) are paid. Eighth grade students, upon graduation, will have their records transferred to the corresponding high school of their choice after all fees (see above) have been paid.

COMPLIANCE STATEMENT

A. St. Stephen ensures compliance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 706: “No otherwise qualified handicapped individual...shall, solely by the reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

B. St. Stephen ensures compliance with Title VI of the Civil Rights Act of 1964: “No person in the U.S. shall, on the basis of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

C. St. Stephen ensures compliance with Title IX of the Education Amendment of 1972, P.L. 92-113: “No person in the U.S. shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” Compliance questions should be initially addressed to the Principal.

Sexual Harassment Policy and Rules

A. The Board of Education expects that the educational environment will be free of discrimination and harassment of any form. The Board’s authority is derived from Wisconsin statutes that allow Board of Education’s to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is, therefore, the policy of the St. Stephen that neither students nor employees will be allowed to engage in any form of sexual harassment toward other students or school employees.

B. “Sexual harassment” means unwelcome sexual advances, unwelcome physical contact of sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of the sexual nature” includes, but is not limited to, the deliberate, repeated display of offensive sexually graphic material. Sexual harassment is prohibited for the following reasons:

1. Sexual harassment often involves an abuse of power or authority.
2. Sexual harassment creates a hostile educational environment.
3. Sexual harassment is demeaning, offensive, and abusive.
4. Sexual harassment violates individual rights, creates stress and tension, and can cause emotional or physical pain, discomfort, and injury.
5. Sexual harassment can lead to further conflict or more serious legal nature.

C. Students who believe they have been subjected to sexual harassment or any parents or guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the principal. It is the intent of St. Stephen to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the principal, the complaint may be made to a teacher, with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal.

D. Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the principal. Every effort will be made when requested to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

E. The administration and staff will inform students that St. Stephen does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Instructional time will be utilized to inform students about sexual harassment and to encourage more positive, caring and constructive inter-personal relationships.

Students will be informed of this policy annually and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

F. ***Complaint Procedure***

1) It is important for these procedures to respect the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters as confidential as possible.

2) Students who believe they are victims or sexual harassment of parents/guardians who believe their child is a victim of sexual harassment should immediately report their concerns to the principal or teacher. A parent/guardian may also report the concern to these employees. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal for review and action as necessary.

3) All complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office. While time periods are established below for the completion of various actions, the reviewing office shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period.

The following procedures will be used:

a) If informal (verbal only) discussion does not result in the initiation of formal disciplinary procedures at the request of the complainant, the offending parties may be asked to explain their conduct or behavior to the reviewing officer at the request of the complainant.

b) Complaints shall be presented to the principal. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstances of each alleged incident.

c) The principal shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, permitting a response to the allegation, arranging a meeting, and responding to the complaint. Since the school takes these complaints seriously, they will be subject to immediate review and investigation. Every effort will be made to complete this initial review within fifteen (15) calendar days after a complaint has been received. The principal shall give a written report to the complainant after the completion of the initial review.

d) If any party is not satisfied with the report of the principal, a written appeal may be submitted to the Board of Education.

Sexual Harassment - Students

A. St. Stephen Lutheran School does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. It is the policy of St. Stephen to maintain and ensure a learning environment free of any form of sexual harassment or intimidation toward and between students.

B. “Sexual harassment” means unwelcome sexual advances, unwelcome physical contact of sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes, but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials.

C. It is essential that staff and students have a clear understanding of behaviors that fall within the definition of “Sexual harassment.” Sexual harassment is engaging in any type of unwelcome or unwanted sexually-oriented conduct that would interfere with another’s ability to learn or function in the school environment. Examples of conduct that creates such interference are as follows:

1. Unwelcome or unwanted contact, such as, but not limited to: touching, patting, pinching, hugging, brushing against another's body, pulling at another's clothing, forcing another to a wall or corner through body position or movement, etc.
2. Requests or demands for sexual favors: This includes, but is not limited to, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence.
3. Verbal abuse: Examples of verbal abuse are commenting about an individual's body of appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendoes, "slurs" or actions that offend others.
4. Repeated display of sexually graphic or explicit materials regardless of form.

D. Retaliation

Individuals reporting incidents of sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complaint will be subject to discipline under this policy.

E. Policy Determination

1. Every student or student's parent/guardian will receive a copy of the policy and administrative rules each year as part of each student's handbook.
2. Discussion of sexual harassment will be included at an age appropriate level through St. Stephen Lutheran School.
3. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
4. The policy and rules will be reviewed annually with employees.

PHYSICAL ABUSE POLICY

All staff members and school volunteers are required by law to report any suspicious or unexplained injury to Social Services. If a staff member or school volunteer has reasonable cause to suspect that a child has been abused or neglected or has reason to believe that such a child has been threatened with abuse or neglect and that the abuse or neglect will occur, he must report it to:

- the county department of health and family services,
- the county sheriff,
- the city, village, or town police department, or
- a licensed child welfare agency under a contract with the department of health and family services.

The report may be made by telephone or in person. It would be prudent for any person making such a report to keep a written record of the date and time he/she made the report, the person to whom he spoke, and the substance of their conversation, although such a record is not legally mandated.

All reports shall be confidential and any person making a report in good faith is immune from criminal and civil liability resulting from the report. Failure to report, if required, may result in a criminal fine of $1,000 or imprisonment up to six months.

Parent - Student Statement of Handbook Acknowledgement 2026-2027

This student/parent handbook serves as a reference document containing vital information from the official and administrative policies of the Board of Education along with information pertaining to the overall program of the St. Stephen Lutheran School. To ensure that both students and parents are aware of the policies and procedures of St. Stephen Lutheran School, a signature of acknowledgement of receiving this handbook and will abide by these policies is required annually.

Parents and students should familiarize themselves with the contents contained in this handbook and use it as a reference document throughout the school year. At times policies and guidelines are periodically updated in response to changes in the law and other circumstances, therefore there may be changes to the documents reviewed in this handbook since it was published. If you have any questions or would like additional information on a specific topic, please contact the school principal.

_____

Printed Student Name(s)

_____ _____

Student Signature Date

_____ _____

Student Signature Date

_____ _____

Parent/Legal Guardian Signature Date

_____ _____

Parent/Legal Guardian Signature Date