

St. Paul Lutheran School

Parent & Student Handbook

2017-2018



**ST. PAUL LUTHERAN
CHURCH & SCHOOL**

Wisconsin Evangelical Lutheran Synod

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Foreword

St. Paul Lutheran School exists to assist families in the Christian and secular education of children by the guidance and daily instruction of God's Word to prepare them for earthly lives of service and eternal life in heaven with Christ Jesus.

This handbook was designed as a helpful guide for both parents and students of St. Paul Lutheran School. It describes the philosophy, programs, and policies of St. Paul Lutheran School. The Lord, through His Word, has bound home and school together as one unit with a shared purpose when he said: "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." (Deuteronomy 6:6,7)

The School Board of St. Paul Lutheran School is elected at the congregation's annual meeting. The School Board oversees the operation of the school and sees to it that the policies, procedures, and programs of the school are being carried out. Please bring any question about the school policy to the principal, the faculty, or the School Board.

By enrolling at St. Paul, you have chosen an education that will assist you in your God-given responsibilities as parents to: "Train up a child in the way he should go." (Proverbs 22:6) The faculty and staff of this school realize the great gift and responsibility God has given them to assist parents in their child's education and spiritual upbringing. Let us work together to recognize our children as gifts from God and do all we can to care for their temporal and eternal welfare. You can do this by:

1. Letting the Word of God be your guide in daily living.
2. Attending church regularly with your children.
3. Having family devotions and table prayers.
4. Praying for your school and its teachers.
5. Encouraging your child to respect the teacher and all other representatives of the school.

Purpose and Philosophy

St. Paul Lutheran School is an institution of St. Paul Lutheran Church, a member of the Wisconsin Evangelical Lutheran Synod (WELS). Our school is an agency by which our congregation seeks to meet its obligation to assist parents in the Christian education and training of their children.

Students at St. Paul Lutheran School will be privileged to daily hear and learn the joyous message of God's grace for a world of sinners and of their Savior Jesus Christ. The teachers, staff, and volunteers of St. Paul Lutheran School aspire to instruct and encourage students by both word and example to dedicate their lives in thankful praise, service, and obedience to the will of our loving heavenly Father. It is our goal to educate and equip children for lifelong Christian faithfulness and service, and, most importantly, secure them on the path to eternal life in heaven.

Enrollment Policy

St. Paul Lutheran School provides students of any race, color, national, or ethnic origin access to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school administered programs.

Registration will be open after February 1 for the following school year. Children must be 3 on or before September 1 to enroll in the 3 K Program, 4 on or before September 1 to enroll in the 4K program, 5 on or before September 1 to enroll in the traditional Kindergarten program, and 6 on or before September 1 to enroll in first grade.

It has given me great joy to find some of your children walking in the truth, just as the Father commanded us. And now, dear lady, I am not writing you a new command but one we have had from the beginning. I ask that we love one another. And this is love: that we walk in obedience to his commands. As you have heard from the beginning, his command is that you walk in love.

Because we want to honor the Bible's doctrine of evangelism and walk in the circle of love:

We allow students who are not in our fellowship to attend our school if they say that they are willing to learn more about our teachings in order to see if they are in line with the Bible. Once they have had time to study our teachings, we look for evidence that they agree with them and would like to be part of a congregation in our fellowship.

Because we want to honor the Bible's doctrine of fellowship and walk in the circle of truth:

We do not allow students who are not in our fellowship to attend our school if they say they are not willing to learn more about our teachings of Scripture. We also do not allow students to continue at our school, if, after they have had time to study our teachings, they say that they do not agree with them or that they want to be part of a heterodox congregation.

Mandatory Enrollment Meeting for Non-Member Families

At St. Paul, the teaching of God's Word as found in the Bible is an important part of everything we do. The students take part in religious courses each school day and every school subject is taught from the Biblical perspective by our Lutheran teachers. It is our mission to work together with and assist parents in the teaching and training of their children in God's Word.

For this reason, we ask that all families who are not members of St. Paul Lutheran Church or another church within our fellowship meet with our Pastor and Principal at the beginning of each school year to discuss the Lutheran teachings of our church and school. It is important that there is an agreement in the religious teachings shared with the children at St. Paul Lutheran School and the religious teachings shared with the children at home, so that our teachers and parents can work together to encourage the students in living out their faith, and so that God is glorified in all that we do.

Because working together and assisting one another in the training of our children in God's Word is such an important part of our mission, this meeting will need to be completed before a

student’s application is accepted for the upcoming school year. Families who turn in an application to enroll will be contacted for possible meeting dates and times prior to the beginning of the school year.

Tuition

Honor your father and your mother that it may go well with you and that you may enjoy long life on the earth. What does this mean? We should fear and love God that we do not dishonor or anger our parents or others in authority, but honor, serve, and obey them, and give them love and respect."

In this Fourth Commandment, the Lord tells us to obey those in authority over us. As Christians, we want to obey those in authority because our conscience tells us to honor God's commandment (Romans 13:7). Since our School Board has authority over us and the school policies are set by the School Board, as Christians we want to honor everything that is written in the handbook. When we disobey the policies therein, we sin against God's Fourth Commandment, whether we disobey by wearing shorts when we are not supposed to, or by failing to pay tuition as defined, etc. When we disobey in this way, we also teach our children that it is acceptable to sin and to defy authority.

Let us instead ask God to forgive our sins against this and every commandment. Let us rejoice that Jesus is our Savior from all sins, and with a renewed heart, ask God to help us and our children to honor his commandments. Let us be examples to our children by honoring the school's policies and by teaching our children to do the same.

Approved April 2017	Grades 1-8	5K	4K	3K
St. Paul Member	950	570	80/month	70/month
Affiliated members of WELS/ELS	1150	700		
Non Member	1500	900		

A minimum down payment of 20% is due at registration. An initial payment plan will be made with the principal at registration. If it is found that payments will not be able to be made on time, then it is the responsibility of the paying party to contact the principal or School Board Chairman and arrange a new payment schedule. No late fees will be assessed if notification is made before the payment is due. Payments more than one month delinquent without reason may result in disciplinary action by the School Board. All delinquent payments and late fees will be readmitted.

All tuition payments are to be delivered by mail or in person. Upon payment, an updated invoice of any remaining balance will be available from the principal. Tuition payments are NOT to be placed in the church offering plate.

Religious books are considered a separate item from other classroom materials. Families are asked to purchase these items separately at the time of registration. They then become your personal property with the hope they will be used at home as well as school.

Tuition payments must be made in full before a student's application for enrollment for the next school year will be accepted.

Tuition assistance is available for any family. Request forms are available at registration or throughout the school year if an event occurs which might affect the family's ability to pay. Please communicate with us if hardships occur, or if family situations change.

Care of Property

Children are expected to treat the school building and all school equipment and supplies with respect. Textbooks are expensive and should be treated with care. Students will be expected to pay for loss or damages beyond normal wear to books, desks, and other property. Children are expected to assist the faculty and school cleaners in every possible way to keep the school and property clean and orderly.

Curriculum

The entire education process at St. Paul Lutheran School is founded on the inerrant truths of the Bible and its instructional direction for Christian faith and living. This is the "one thing needful" that prompts our congregation to support our Lutheran Elementary School. Our education strives to educate children mentally, physically, emotionally, and spiritually.

Religious instruction includes Bible history, church history, memory work, daily prayers, and devotions. Students in the middle grades are also instructed in a Catechism class that will give them a strong foundation for our church's Confirmation class, as taught by the pastor.

Memorization of Bible passages, hymns from *Christian Worship*, and doctrine from *Luther's Small Catechism* gives children a needed foundation to understand their faith and resist temptation. **All students** are to participate in the total curriculum of the school, including religious instruction and memory work.

In addition to guiding our children to grow in faith, St. Paul Lutheran School provides a safe and caring environment with thorough, quality instruction in all required academic areas. They include reading, math, language, spelling, science, social studies, art, handwriting, music, and physical education. The curriculum is also designed to cultivate cultural interest, promote physical health, and develop the spiritual gifts and talents of each individual child. The staff is continually reviewing the curriculum and exploring ways to provide the best quality education for the students.

Report Cards and Assessment

Report cards will be issued three times during the school year, and are one tool for measuring what each child has accomplished. Student grades are available online at any time.

Parent/Teacher conferences will be available in the middle of each trimester, allowing us to look at how a child is doing and what assistance we can provide.

Parents, don't put an overemphasis on grades. The Lord has blessed each individual student in different ways and with different talents. The Lord and our staff simply ask that the students work with the full effort and extent of their God-given abilities.

Conversely, report cards are a necessary tool to assess learning and effort. Please examine and discuss each report card with your child, focusing on progress in Word of God and his/her development of work habits in academic subjects. Take care to praise your child's accomplishments, and offer encouragement and direction in areas he or she may improve.

The teachers in grades 1-8 use a point system in determining grades. Assignments are given a point total and a child's grade (both percentage and letter) is determined from the number of points the child has earned. The grade scale is based on a 70% passing level. A child's final grade for a quarter may include the attitude and effort displayed by a student in a subject.

Assessment of Non-Core Classes

It can be tempting to place a lesser emphasis and importance on non-core classes such as handwriting, art, music, physical education, computer, and foreign languages. Students are expected to approach these classes with proper attitude as well, keeping in mind the words of 1 Corinthians 10:31, "Whether you eat or drink or whatever you do, do it all for the glory of God." Please take the grades and comments for these classes as seriously as you do those of reading, science, and math.

Certain classes receive much of their grading emphasis from the student's preparedness, attentiveness, attendance, and putting into practice – to the best of their ability – the skills they are taught. For example: students are not expected to paint like Van Gogh, O'Keefe, or Michelangelo, play ball like LeBron James, Aaron Rodgers, or Ryan Braun, or sing like a country, rock, or opera star. Students are expected to take the concepts and skills presented in class and complete an assignment or activity with the intention of improving and expanding the God-given talents they already possess.

Physical education

Students are to come with proper attire on physical education days (proper clothes and shoes) to allow them to participate in each activity to the fullest.

Music

Performance attendance is a large portion of the grade for this class. Attendance at assigned singing performances is required. These includes the fall secular concert, annual play or musical, special concerts, and singing or playing for church services. The dates for these events are planned in advance to the best of our ability and posted as soon as they are scheduled. Any changes in schedule are posted in the newsletter and through special notes.

If a child attending St. Paul Lutheran School is member at an affiliated WELS or ELS congregation and, due to conflict of service duties, they cannot attend, they may request in writing to be excused from singing at our church services. They will then bring in proof of participation (note from their Pastor, church music director) from one of their own services. We ask that every attempt should be made to have them in attendance here at St. Paul for these events.

Attire is also important at any performance event. A love for our Savior is reflected in our preparation to perform and in having an outer appearance that is respectful and does not distract from the performance. Boys are to wear dress shirts, a tie, dress slacks, and dress shoes. Girls are to wear dresses, a skirt or dress slacks with a dressy top, and dress shoes/sandals.

Art

Each class teaches various art concepts. Students are expected to complete a project for each class. If a student is absent for the art lesson, it is their responsibility to complete the assignment in an appropriate amount of time just as they would for any other class.

School Hours

Grades 1-8: School begins at 8 a.m. and ends at 3 p.m.

5K: Meets Tuesday, Wednesday, Thursday from 8 a.m. until 3 p.m.

3K/4K: Meets on Tuesday, Wednesday, Thursdays from 8 a.m. until 11 a.m.

Students are not to arrive before 7:45 a.m. Students need to be picked up from school by 3:30p. Students staying after 3:30p will need to have previous arrangements made with the staff. A mere notification of lateness is not sufficient; an arrangement or agreement between parent and staff is necessary. Without previous arrangements, after 3:30p, an after-school program rate of \$10 / 15 minutes will be assessed.

Staff is not responsible for supervision of children after the child has been released into the care of your designated caregiver.

Parents should always be aware of the school's schedule by referring to the published calendar and watching for special notes that are sent home.

Leaving School Grounds

Children may not leave school grounds at recess or during lunch unless permission has been granted by a teacher AND parental permission has been granted.

Attendance Policy

At St. Paul, we believe that it is important for students to be faithful in carrying out the role that God has given them as students. One way that students serve and praise their Savior is in faithful attendance of school on the days they are physically well enough to be in school.

Unless a student is ill, it is vitally important that students are in school every day. Students miss so much more than just their assignments when they miss a day of school. Absent students miss out on valuable lesson time, class discussion, and in-class activities. Absences can also put a strain on the classroom teacher by requiring make up work and by repeating missed lessons for students.

Families are encouraged to plan trips and vacations during breaks from school in order to avoid having their children miss an unnecessary amount of school. Advance notice of at least 3 school days should be given to the child's teacher for any absence other than illness to give adequate time to prepare assignments for the student. Makeup work should be completed within the agreed-upon time frame.

A child absent from school must ALWAYS return with a WRITTEN excuse signed by a parent. Upon return from any absence, the child is responsible for completing all assignments missed during the absence. The teacher may apply penalties for any work not completed in the time frame allowed. In general, the child is given an extra day for each day of absence.

A student arriving at school after 8a will be marked tardy. If the student is tardy more than 6 times in a trimester, or 2 times in a week, the parents will be required to discuss ways to reduce further tardiness with the classroom teacher. Receiving 8+ tardies in a trimester will result in a meeting with the student, parents, and Board of Education to discuss ways to stop further tardiness.

If a student is absent from school more than 3 days in a trimester, the parents will be required to discuss absences and adjustments with the principal. Continued absences in the trimester or 7+ days in a school year will result in a required meeting with the Board of Education and the pastor. Absent from school is defined as missing more than 2 hours of instruction time.

Contacting School and Use of School Phone

Calls, texts, and emails of necessary news (child absences, illness, etc.) should be received before the school day begins to allow teachers to make the necessary adjustments to class plans. Extended discussions should be scheduled to take place after school. Children's calls home are limited to emergencies or at the discretion of the teacher. Students may use any phone at school only with the permission of a teacher.

Our school secretary will handle any calls made during the school day. Calls should not be made to staff cell phones during regular school hours. Email and text messages may not be noticed during the school day.

Immunizations

By state law, all students must be immunized against the following diseases: Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B, Measles, Mumps, Rubella, and Varicella. Kindergarten students must have the first dose of each in order to be enrolled in school. Medical records will be checked to make sure that each child's immunization record is compliant.

Parents will be contacted if their child is behind schedule in any of these diseases. State law allows parents 30 days to get their child the necessary shots. Parents may also sign a waiver that allows their child not to be vaccinated against certain diseases if they hold a personal conviction against specific vaccinations.

Athletic Participation

St. Paul Lutheran School does not offer any team sports other than participating in a Track meet in the spring. However, our sister school, St. Mark Lutheran School of Eau Claire, does offer several organized sports programs throughout the year and invites our students in grades 4-8 to participate with them as space allows. Students in grades 4-8 may participate in flag-football (boys), volleyball (girls), basketball, soccer (co-ed), and softball (co-ed).

Individual families must provide transportation to all practices and games. Before each season, those families with students participating in sports at St. Mark are asked to meet and discuss ride sharing possibilities. Parents are asked not to pick up students for practices before 3 p.m. The coaches of St. Mark are aware of our dismissal time and adjust practice start times to accommodate the necessary travel time. On game days, however, athletes may be dismissed early to allow for travel time.

Bus Service and Emergency Closing

Bus service is provided to students (3K-8) who live within the Bloomer School District's regular daily routes. The school will use this information to notify the bus company. Prior to the starting of the school year, **PARENTS** will need to contact the busing company to find out the bus number and the pick-up/drop off times.

If your child will not be in school on a certain day, or if there are any changes in the location of a student's arrival or departure, you are asked if at all possible to notify the bus company that no bus service is needed. Students who wish to ride home on a different bus are required to have a signed and dated note from a parent or legal guardian to give to the bus driver.

If your child will not be riding the bus home after school and this is different than your child expects for the day, please only call the school to let us know they will not be riding the bus. Please do not call the bus company without first finding out if anyone else may be needing transportation that day.

In the event of inclement weather, a school day may be delayed or cancelled. As a general rule, we will follow the delays and cancellations for the Bloomer School District. Every possible attempt will be made to notify families individually of any changes in the schedule. If school is not delayed or cancelled and you feel that transporting your child to school would be unsafe, please do not come to school that day. Simply call the school and let us know you will not be coming that day. The safety of our families is very important to us!

Technology at School

Students will have access to iPads and Chromebooks as part of their classroom activities at St. Paul. These devices allow students to collaborate with each other in new and innovative ways, and helps prepare students to be savvy digital citizens. Student access to technology is contingent on St. Paul's technology policy.

We ask that students leave personal electronics at home; if they do come to school, they will need to remain in backpacks. Students may bring cell phones to school, but the use of the phone is restricted to before and after school, or in case a student needs to contact a parent.

Personal Appearance

There is no formal dress code at St. Paul Lutheran School. It is a parental responsibility to see that a child is properly dressed for attendance at school. Parents are reminded that classrooms, indoor, and outdoor temperatures vary widely throughout the school day and school year. Students will be outside, weather-permitting. Please dress wisely to accommodate the various temperatures throughout the school day.

As a rule, “neat and clean” should be followed. A neat and well-groomed appearance shows respect for our Lord and this school. It also has an effect on how we feel and act. School t-shirts should be worn for casual events in public (field trips) and sporting events (track and field day).

If something a child wears is not appropriate, parents will be contacted and action will be taken.

The following rules should be noted:

- Boys may not wear earrings.
- Girls may not wear “spaghetti” strap tops unless another shirt is worn beneath.
- Boys may not wear tank tops.
- T-shirts with inappropriate sayings or pictures, or that promote things that would be deemed inappropriate should not be worn.

Dressing Appropriately for Outdoor Recess

Unless it is raining or the outside temperature is dangerously cold, the students will be heading outdoors for recess on most school days. It is important for students to dress appropriately for the weather and bring appropriate gear for being outside at recess time.

Please make it a habit of checking the weather forecast each day to help your children know what they need to bring to school for outdoor recess. Please keep in mind that our morning recesses are quite early in the day, and we may be heading outside well before the daily high temperatures are reached.

In order to participate in outdoor recess, students in grades 3K - 4 must wear:

- **When Snow is on the Ground:** Boots to participate on the blacktop; snow pants to participate in any activities off of the blacktop or on snow piles
- **When temperatures are in the 30’s or below:** Hats, gloves, and winter coats
- **When temperatures are in the 40’s:** Coat / jacket and hat are necessary
- **When temperatures are in the 50’s:** Long sleeves are necessary
- **When temperatures are in the 60’s or above:** Short sleeves are permissible.

Students in grades 5 – 8 are allowed to play without the above snow gear, but are reminded that they will need to handle cold or wet clothing without complaint for the remainder of the school day.

Students who fail to bring the appropriate dress to school will be asked to remain inside or in a warmer area of our school equipment garage (to remain supervised) for the duration of the recess.

Discipline

The children in our school will be expected to conduct themselves as Christian young people at all times, whether in school, on the playground, riding the bus, attending or participating in athletic events, or field trips. It is expected that as Christians, parents and teachers will support each other in the discipline of children.

In the spirit of Mathew 18, any discipline will be dealt with in the following order:

- The child's teacher
- Principal
- School Board
- Board of Elders

Persistent discipline problems, especially those involving perpetual disruption of the learning environment and/or repeated acts of defiance and disrespect, will be dealt with on an individual basis. Parental notification and involvement is essential under these circumstances. The principal has the authority to suspend a child whose behavior is not modified to the satisfaction of the school. Suspension also may result as a consequence to an independent inappropriate misbehavior. The school does not desire to discontinue the enrollment of individuals, but when deemed necessary, the School Board reserves the right to expel a student at any time.

Consequences of this more serious nature typically follow this order:

- 1 Day, out of school suspension.
- 3 Day, out of school suspension.
- Expulsion considered by the School Board.

Individual classroom teachers may carry out their own disciplinary actions in keeping within the parameters of this policy. Please contact your child's teacher for their own discipline policies. St. Paul Lutheran School does not engage in corporal punishment.

Physical Confrontation Policy

The safety of our students is very important to us. Therefore, we take any form of physical confrontation between students very seriously. We define physical confrontation as the deliberate use of physical force that has the potential of causing harm to another student. Physical confrontation includes but is not limited to scratching, tackling, biting, pushing, throwing, grabbing, choking, shaking, hair-pulling, slapping, punching, or the use or threat of

the use of a weapon of any kind. Physical confrontation also includes encouraging someone else to physically attack a student. We wish to follow God's 5th commandment in which he reminds us to care for and respect the physical well-being of our neighbors.

In situations where a student has physically confronted another student, a three step response system will be followed. For situations of severe physical violence, the principal and Board of Education retain the right to immediately suspend or expel a student if they feel this is in the best interest of the safety of our students.

First Incident - A warning is given to all students involved. Parents are notified.

Second Incident - A one day suspension is given to all students involved. Students will be asked to meet with the Pastor and Principal to discuss incidents and put a plan in place to avoid further physical confrontation.

Third Incident - A three day suspension is given to all students involved. The students' continued enrollment is discussed by the Board of Education.

Child Abuse and Neglect Reporting

Under Wisconsin law, teachers are required to report suspected physical and/or sexual abuse and forms of neglect, such as failure to provide necessary food, clothing, shelter, health care, or supervision. Reports MUST be made to Chippewa County Department of Human Services. Educational personnel, such as teachers and staff members, are required to report any suspected abuse and/or neglect cases.

Home and School Communication

A regular system of communication between home and school is essential. The teacher will send written notes or emails home throughout the year. The school also distributes a newsletter on a regular basis. Formal parent teacher conferences are a valuable opportunity for parents and teachers to discuss your child's progress and builds understanding. Parents are also welcome to contact a teacher for an individual meeting.

It is very important to the faculty that parents are kept aware of what is happening at school. Questions are always welcome. If a parent is dissatisfied with or has a question about a specific occurrence or situation, they are advised to approach the situation in a spirit of Christian love and with a desire for a peaceful resolution and understanding. Again, the principles outlined in Matthew 18 should be followed. Please first call or schedule a meeting with the teacher and discuss the matter in private before voicing your concern to the principal. Small misunderstandings can sometimes unassumingly factor into larger problems, and all parents are encouraged to discuss any and all problems as soon as possible with those involved.

The preceding guidelines should also be used if there are any concerns between families in the school. In that same spirit of Christian love, parents are urged to "Serve one another in Love." One of the great blessings of our school is the relationship that develops as we grow together as brothers and sisters in God's family!

Lunch

Children are expected to bring a bag lunch from home. A refrigerator and four microwaves are available for student use. (Please make sure your child or a designated family member understands how to prepare their meal if they bring a meal to heat up.) Milk is available and may be purchased at registration.

On Fridays, hot lunch will be provided by the families of the school. Friends of the school may also offer to bring a hot lunch for the children. Both students and faculty alike appreciate this. Those providing the lunch are asked to let the teachers know at least three days in advance when and what they will be providing. Families will be notified by either a note or a posted sign of any upcoming meals that will be provided outside of the typical Fridays.

School Association

St. Paul Lutheran School Association exists to assist our staff in promoting Christian education within the congregation and the community. All families should attend the meetings to be better informed and to have input on decisions regarding various school activities (field trips, service opportunities, methods of generating funds for special activities or projects, etc.) Meetings are held on the third Tuesday from 6:30 – 7:30 p.m. in September, January, and May. Child care is provided if needed. Other meetings may be called as needed to better facilitate events throughout the school year.

Volunteers

God has blessed each person with gifts of time, talents, and treasures. One great way to use these gifts is to volunteer at our school in various capacities. Volunteers are always welcome and are asked to speak to a teacher or the principal before beginning their service. Children are reminded to treat these volunteers with the same respect they would have for their parents, pastor, teachers, or anyone else in authority.

Fundraisers and Donations

St. Paul Lutheran Church is committed to supporting our school through its regular offerings. On occasion, some people would like to give an additional gift, donation, or memorial to the school for a specific project or item. Those people wishing to do this are asked to clearly designate how they would like their gift to be used. Any gift not clearly designated will be put into the general operating fund and used at the discretion of the School Board. In all cases of donations, the School Board will make final approval regarding the use of the gift.

St. Paul Lutheran School participates in a number of programs that help raise funds for school events (Kwik Trip Scrip, Box Tops for Education, Campbell's Soup Labels, Milk Moola, etc.) Anyone interested in adding a new fundraising activity should speak to the principal, who will share the plan with the School Board. The School Board will act out each individual request at a regularly scheduled meeting.

Family School Cleaning Responsibilities

All school families with children in grades 4K-8 will be scheduled to clean the education wing of our facility at least once during the school year. Families are assigned dates by last name. The cleaning should be done sometime between 3 p.m. on Friday and Saturday evening, so that the area is ready for use on Sunday. This can be done earlier if there happen to be vacation days. A check list form will be available in the janitor's room as a reminder of each week's duties. Each Friday the school children will be emptying all class room garbage containers, cleaning desks, and vacuuming each class room. A quick look at those areas is appreciated to make sure nothing was missed.

If a family is unable to clean the school on the day(s) they are assigned, it is the responsibility of that family to switch dates with another family or contact a teacher for aid in finding a family to switch cleaning days with.

When families do not clean for their scheduled cleaning day, this puts an extra burden on the teachers to do the cleaning as we do not have a janitor on staff. In order to give our teaching staff the time they need to focus on preparing for and providing the best education possible for students, and to help keep tuition costs down, it is vital that our families are willing to help the school in this way. A cleaning schedule will be handed out at the beginning of the year, and a reminder will be in the newsletter.

Families that fail to clean or make arrangements for a cleaning replacement for the week that they clean will have a \$25 cleaning fee added to their tuition due account for the school year for each scheduled cleaning time missed.