

Family Handbook

2023 - 2024



First German LUTHERAN SCHOOL

First German Ev. Lutheran School

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This **HANDBOOK, FOR PARENTS and CAREGIVERS**, is a guide book of information on the policies and practice of First German Evangelical Lutheran School. Parents of children in the school are urged to keep this booklet handy because it will answer many questions that may arise during the school year. We pray that it will serve this purpose well. Updated: April 2022

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ACRONYMS DEFINED:

BLS: BOARD FOR LUTHERAN SCHOOLS
 PPC: PARISH PLANNING COUNCIL
 ECE: EARLY CHILDHOOD EDUCATION
 WPCP: WISCONSIN PARENTAL SCHOOL CHOICE PROGRAM
 FGLS: FIRST GERMAN LUTHERAN SCHOOL
 WELS: WISCONSIN EVANGELICAL LUTHERAN SYNOD

MISSION STATEMENT

First German Lutheran School exists to **reach** all children with the Gospel, **nurture** the whole child, and **equip** them for Christian living.

PURPOSE

- God's purpose for the Christian home is that it uses God's Word to bring children up in the training and instruction of the Lord.
 - Ephesians 6:4 *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."*
 - Deuteronomy 6:6, 7 *"These commandments that I give you are to be upon your hearts. Impress them on your children."*
- God's purpose for the church is that it brings God's Word to people to grow in their Christian faith, in their knowledge of Christian doctrine, and in their Christian life.
- God's purpose for the Christian school, as an extension of the home and the church, is that it uses God's Word to assist parents in the Christian training of their children.
 - Matthew 28:19, 20 *"Go and make disciples of all nations... teaching them to obey everything I have commanded you."*

GOD'S PROMISES

- Proverbs 22:6 *"Train a child in the way he should go, and when he is old he will not turn from it."*
- Matthew 6:33 *"Seek first his kingdom and his righteousness, and all these things will be given to you."*
- 2 Timothy. 3:15 *"From infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus."*

The Lord commands that parents should bring up their children in the training and instruction of the Lord. The Lord says, "These commandments that I give you today are to be upon your hearts. Impress them on your children." The school is an agency of the church which assists parents in meeting their obligation to teach and train children according to the Savior's command, *"Go and make disciples of all nations... teaching them to obey everything I have commanded you,"* (Matthew 28:19-20) and *"Feed my lambs."* (John 21:15)

Our school is a place where children can work and live in the presence of God and His Word every day and every hour of school life. The children will learn to know and live a life that is grounded in the Word of God. They will learn to know their Creator, Redeemer, and Sanctifier. Every subject of the curriculum is taught in the light of God's Word. His Word rules supreme under all circumstances. The systematic and thorough Christian education the children receive prepares them not only for this life but also and especially for the life of the world to come, eternal life in heaven.

To this living God, the teachers of the school seek to lead children and encourage them to dedicate their lives in joyful praise, service, and obedience. Through faithful work on the part of the teachers, the truths of God's Word are planted in the hearts of the children who attend our school. It is this "one thing needful" that prompts our church to make the commitment it does to maintain and support our Christian school.

OBJECTIVES OF THE SCHOOL

The objectives of FGLS are as follows:

- To teach that God the Father is the Creator and Preserver of the universe; that Jesus Christ is the Son of God; our only Savior; and that the Holy Spirit is the Sanctifier who works faith in us.
- To teach Christian living, the application of biblical principles to the lives of the children, and the dependence of the Christian life upon God.
- To teach all subjects in the light of the Bible, the only Word of God.
- To teach the children to work independently, to think for themselves, and to apply themselves to the responsibilities of their work.
- To develop communication skills, creative skills, and an appreciation of the fine arts.
- To develop a desire for wholesome physical and mental recreation.
- To show the children their civic responsibilities as Christian citizens of our country.

ADMINISTRATION

The school is owned and operated by First German Evangelical Lutheran Church. It is a mission and ministry agency of the church. The members of the church support a portion of school expenses with their free-will offerings.

BOARD FOR LUTHERAN SCHOOLS (BLS) RESPONSIBILITIES

1. Develop and implement policies that will direct the Principal with administrative rules and regulations of the school in all its operations.
2. The board consists of 7 appointed lay people, one of whom is elected by the congregation as chairman. The chairman represents the board on PPC. The pastors and principal are non-voting advisory members of the board.
3. Reviews reports on all phases of the school's educational programs.
4. Members of the board will *not* give day-to-day directions to faculty.
5. Rules and regulations adopted by the principal of FGLS must be consistent with the policies adopted by the BLS.
6. The principal may recommend that the BLS formulate and/or adopt policies. These include:
 - a. When specific state laws require board adoption.
 - b. When the regulation stems from board initiative.
 - c. When the congregation or staff feels strongly about a specific policy.

ADMISSIONS

ENROLLMENT POLICY

First German Lutheran School is open to all member families of First German Lutheran Church and families from the community who desire a Christian education for their children.

- FGLS does not discriminate on the basis of race, color, national, and ethnic origin in its administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- Children, whose families have no church connection, are members of other WELS congregations, or other denominations, may enroll in our school when seats are available.
- Families who transfer from another school must present a transfer request form or a report card upon enrollment. The scholastic rating of the previous school will be honored in most instances, unless circumstances warrant a change.
- All new families are encouraged to take the Bible 101 class in their first year to help them understand what their child will be learning in school.
- The children are strongly encouraged to attend the worship service at which their classmates are singing.
- Parents will not publicly contradict the biblical teachings which their children are learning in our classrooms.
- The children will participate in the classroom and group devotions and religion classes.
- The children will participate in the all-school functions (Christmas Program, Graduation Service, etc.).
- Parent questions and concerns will be handled by the individual teacher involved and the principal. The principal will decide which cases merit the attention of the BLS.
- Tuition and fees must be paid on schedule in order for a child to remain in good standing.
- A newly enrolled family will be charged the church member family tuition rate during the first year of enrollment.
- If the parent(s) have not become confirmed members of First German after one year, the nonmember tuition rate per year will be charged.
- In exceptional circumstances, special requests for tuition assistance may be made to the BLS through the Principal.

ENTRANCE REQUIREMENTS

- For Preschool enrollment, children should be three (3) or four (4) years old and potty trained.
- For Kindergarten enrollment, children must be five (5) years old by September 1.
- A child must be 6 by September 1 of the year he/she wishes to enter grade one.
- The faculty reserves the right to establish the grade level of any child, determined by placement tests and an analysis of past and present performance.

ENROLLMENT PROCEDURES

1. Principal meets with family, introduces them to potential classroom teacher, gives a tour of the facility, and discusses possible enrollment. In our attempt to accommodate the needs of all our students, parents are expected to openly discuss any special needs and concerns regarding their child.
2. A second meeting will be set up between the teacher, student, and parents to make sure the relationship is a good match and discuss classroom policies. A readiness test may be given to assess the child's abilities.
3. Once the family has reviewed all informational materials and is in agreement with school guidelines as stated in the parent handbook, a pre-registration form shall be completed and returned to the school office accompanied by the applicant's current immunization records, previous standardized test results, most recent report card, and official custody agreement (if applicable).
4. Final admission to First German Lutheran School is determined by the principal and school board. A notice of admission or denial shall be made in writing to the applicant in a timely manner.
5. Upon acceptance, parents or guardians must consent and submit to all governing policies and procedures established by First German Lutheran School. The family must also complete all registration documents and begin the school fee payment plan.

BIBLE 101 CLASS

- New families (at least one parent) are encouraged to attend a Bible 101 class during the first year to learn what their child(ren) will be taught from God's Word.
- There is no obligation to join our church.
- If parents, after completing the Bible 101 class, are in agreement with the teachings of our church and are committed to active participation in our congregation, they may join our congregation by making a profession of faith under the guidance of our pastors.

WISCONSIN PARENTAL SCHOOL CHOICE

FGLS participates in this state voucher program. In accordance with the Wisconsin Parental School Choice program the open enrollment period runs from February 1st through April 15th only. A student qualifies for the Choice program based on their residency in the state of Wisconsin and their household income. Please note that students who apply to First German as part of the Wisconsin Parental Choice Program do not need to meet the above enrollment policy; they must only meet program eligibility criteria.

TUITION AND FEES POLICY

The Board for Lutheran Schools annually determines the tuition rate for the FGLS. The tuition amount will be communicated to parents after the budget has been formally approved each year. Families making use of First German Lutheran School for Christian education are expected to pay their share of their children's educational costs. Since First German has a family tuition rate, the first child in each family will be charged the full tuition. Additional children in the family will only be charged the registration fee and any other required fees.

There are four options for tuition payment.

Option 1 – Pay the full amount of tuition at the beginning of the school year.

Option 2 – Make 5 payments every other month (Aug., Oct., Dec., Feb., and Apr.)

Option 3 – Make 10 monthly payments (Aug. – May)

Option 4 – Apply and receive a School Choice voucher. Applications are made the prior year.

MONTHLY PAYMENT PLAN OPTIONS

- Payments are to be made no later than the 15th of each month unless prior arrangements have been made with principal and school board.
- Any and each time a payment is late, a \$20 late fee will be applied.
- All families will develop an ACH account prior to the school year starting. Any families who believe this will be an issue need to meet with the principal.
- Families will need to enroll a credit card on their ACH plan if the following occur:
 - At any point in time any tuition payment that is 30 days past due with a balance of more than \$150.
 - The family has historically not been able to make timely payments.
 - If either before or after care payments are 30 days past due.
 - If there is a written signed alternative payment agreement in place that is defaulted on.
- Families will be notified by mail when financial accounts are 30, 60, and 90 days delinquent.
- Families who are 60 days delinquent will be asked to meet with the principal.
- Transcripts, diplomas, and report cards will not be released for any students who have a balance due.
- The enrollment will be suspended for students whose family financial accounts go 90 days delinquent unless a written and signed plan has been developed with the principal and approved by the school board.

INSUFFICIENT FUNDS

A returned check fee of \$35 will be assessed for all returned checks. If a check is returned, future personal checks may not be accepted.

TUITION ASSISTANCE

A Tuition Assistance Fund has been established for families that demonstrate need and do not qualify for the School Choice program. The forms to sign up for the program will be made available upon request from the school office. Families are asked to return the form to the Principal and a Tuition Assistance Committee will meet to decide how much assistance to give. Tuition assistance does not automatically renew each year. Families must reapply each school year. If you would like to know more about the program, please contact the Principal.

EDUCATIONAL RIGHTS AND PRIVACY POLICY

The Federal Educational Rights and Privacy Act gives parents certain rights with respect to their children's educational records. Parents have the right to inspect and review the student's education records maintained by the school. FGLS must respond to the request within 45 days. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents to review the records.

Parents have the right to request that FGLS correct records that they believe to be inaccurate or misleading. If a change of record is requested, then a statement must be submitted by the parent, which clearly identifies which part of the record the parent believes is inaccurate or misleading and an explanation as to why it is believed that the record is inaccurate or misleading. If the school decides not to amend the record, the parent then has the right to a formal hearing within a reasonable amount of time.

After the hearing, if the school still decides not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Parents have a right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with FERPA requirements. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School Officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

ACADEMICS

CURRICULUM

Our curriculum covers the basic subject areas found in most public and private schools in addition to the added courses of religion. We have an important opportunity and responsibility to teach all subjects in the light of God's Word with the proper viewpoints that He has shown us to be true.

In our school, God's Word is in the foreground as the most important subject. The secular subjects and textbooks are similar to those used in the public-school system. However, the subjects are taught with a Christian approach, interpretation, and application.

The following subject areas, all taught on the basis of God's Holy Word, are included in our school's curriculum.

RELIGION

Word of God
Catechism
Memory Treasures
Hymnology

LANGUAGE ARTS

Reading and Literature
Phonics
Language/Grammar
Spelling
Handwriting (3K-4th)
Writing

SOCIAL STUDIES

History and Geography
Wisconsin History
Civics
Current Events

FINE ARTS

Music Theory
Music Appreciation
Music History
Band/Piano Lessons
Art
Choir
Drama

MATHEMATICS

Pre-Algebra (7th-8th)
Algebra (7th-8th)

SCIENCE

Life Science
Physical Science
Earth Science
General Science

PHYSICAL EDUCATION

Physical Fitness
Organized Sports Skills

COMPUTER EDUCATION

Keyboarding
Digital Citizenship
General Computer Skills
Chromebooks (3-8)
iPads (K-2)

REPORT CARDS

Report cards are issued at the end of each quarter. Parents are encouraged to review the report card with the child. Parents are encouraged to contact the teacher with any questions they may have about the card. Positive communication is a vital part of student academic success. Please contact your child(ren)'s teacher(s) with any questions or concerns. FGLS uses a percentage-based A through F grading scale with any grade below 70% considered

failing. Parents in grades 1-8 may review student grades in Power School. Please see your child's teacher to get your login and password.

Students are promoted to the next grade when they fulfill all the academic and attendance requirements for their grade level. Failure to meet the necessary curriculum standards and/or attendance requirements may result in a student being retained. If retention is a possibility, the teacher will work closely with the parents and principal to determine the course of action. Students will not be promoted to the following school year unless all tuition and fees are paid in full or a payment arrangement has been established with the BLS.

ACADEMIC PROBATION

Any student who receives an 'F' or has two (2) 'D's' at the end of a quarter in any subject will be ineligible for all extra-curricular activities (Refer to section on Extracurriculars) from the time the report cards are distributed until mid-quarter reports. If a student who received an 'F' as a report card grade is doing 'F' work in any subject at the following mid-quarter, the student will have two weeks to show improvement in the class to become eligible for extracurricular activities. (During the two weeks of improvement the students will still be ineligible.) If the student does not improve, the student will continue to be ineligible until improvement is shown.

Students may also be declared ineligible due to their conduct at school. Habitual refusal to listen, persistent disrespect, lack of cooperation, repeated referrals to the principal, or repeated offenses on the bus may all result in a student being declared ineligible. Students may also be declared ineligible for habitual truancy and/or tardiness.

Parents whose children are developing habits or patterns which may lead to ineligibility will be notified prior to ineligibility being declared for their child. This notification may be through written or informal communication and will be given in time to avoid ineligibility if at all possible. However, this may not be possible with grades affected by major tests/projects given or due near the end of a quarter.

A student who does not meet the grade point or grade requirements may remain eligible as a result of an individual variance granted by the faculty members involved. This policy includes all four grading periods with fourth quarter affecting eligibility for the first quarter of the following year.

TESTING

FGLS administers the Fastbridge assessment test three times per year-Fall, Winter, and Spring. This helps the staff with recognizing and adjusting teaching methods and/or interventions to help support student learning. Grades 3 – 8 also take the State Forward Exam during the spring of each school. Results are not available from this test till midsummer. Teachers regularly review testing results to better inform instruction and learning.

HOMEWORK

Our Lord through the Word has bound the home and the school together as a unit with one and the same purpose when He says, *“These 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)

- Parents are not to give up this God-given responsibility when they send their children to school.
- Parents and teachers must join together in this work so that nothing may rob the children of that crown of glory laid up for them. In order for this cooperation in the great and glorious task the Lord has given us to be carried out unblocked, we must be sure of our aims and objectives.
- It is self-evident that the source of our aims, objectives, and methods of teaching is God’s infallible Word. Jesus says, *“If any man serves me, let him follow me.”* Again He says, *“Seek his kingdom, and these things will be given to you as well.”*
- Proper study habits, including diligence, neatness, promptness, and order are stressed in school. The home can help by providing a definite time and place for homework and private study. Such a place is equipped with any necessary books and tools.
- If homework time exceeds 10 to 15 minutes multiplied by the grade number per night, the teacher should be contacted.
- Please assist your child in the learning of memory treasures. The students of the school are required to memorize hymns, passages, and Psalms in addition to the chief parts of the catechism. The reason for this is to give the children a foundation of biblical knowledge that they can use with ease in facing the problems of the day.
- Parents of K-2 students should be especially diligent in listening to their children read every evening.
- Parents should not complete homework for students. Parents should contact the teacher if the homework load is becoming burdensome or the student is experiencing difficulties learning.
- Students in grades 5-8 utilize the use of assignment notebooks to help students develop the organization skill to stay on top of their homework. Parents are encouraged to look at the notebooks to help their children in this skill development.
- Our goal at FGLS is to make our students responsible for completing their work correctly and on time by using their God-given talents and abilities.

TEACHER RESPONSIBILITIES

1. Teach necessary concepts
2. Sow the value of the work
3. Link learning to life
4. Provide motivation
5. Make clear, realistic assignments
6. Provide time to begin assignment in class
7. Keep outside responsibilities and commitments in mind
8. Avoid compounding major assignments due at the same time
9. Teach organizational skills and habits

10. Encourage use of assignment notebooks
11. Help students prioritize work
12. Communicate with parents

PARENT/GUARDIAN RESPONSIBILITIES

1. Pray for your child and the teachers
2. Strive to be a Christian example for your child to pattern their life after
3. Attend church regularly with your children
4. Have family devotion and prayer time
5. Know the teacher's expectations
6. Check your child's assignment notebooks (grades 5-8) and completed homework
7. Communicate with the teacher
8. Provide time and a place to do homework
9. Help your child develop a homework routine
10. Help your child say 'no' to activities that may interfere with homework
11. Provide help without smothering with attention
12. Intercede for child during unusual circumstances

STUDENT RESPONSIBILITIES

1. Pay attention during class
2. Write assignments in assignment notebook
3. Use time in class to begin work
4. Check assignment notebooks at the end of the day
5. Work with parents to develop a homework routine at home
6. Learn to say 'no' when necessary

COMMUNICATION

EFFECTIVE PARENT COMMUNICATION

First German Lutheran School works cooperatively with students' parents or guardians to educate the children enrolled. Teachers and administration will make every effort to make sure all parents and guardians feel well-informed as to what is going on in the classrooms and school as a whole. The following methods of communication will be used by the school on a regular basis.

- Notes and News (distributed electronically or on paper upon request) on Friday of each week
- Other notes sent home with students
- Letters mailed to students' homes
- Email
- Text messages
- Phone calls
- Personal meetings

- SeeSaw Digital platform
- Regularly scheduled parent-teacher conferences
- Home Visits
- Christian Parent Organization (CPO)
- Others according to teachers' preferences (i.e. social media, apps, etc.)

SCHOOL NEWSLETTER “NOTES AND NEWS”

Every Friday during the school year a Newsletter is emailed to each family. A printed hard copy is made available upon request to the school office. Please look for this newsletter and read it. It is the means by which the school provides important information to the parents during the school year.

DIRECTORY

Every family receives a directory with contact information for teachers, principal, and Board for Lutheran Schools members. Parents and guardians should always feel free to email, text, call, or meet with a teacher, principal, or BLS member with any questions or concerns.

HOME VISITS

Teachers will visit with each family that is new to their classroom prior to the school year or upon request. These meetings help foster open communication before, during, and throughout the child's education at First German. Additionally, these visits are important so that parents are aware of classroom expectations, practices, and routines.

CHRISTIAN PARENT ORGANIZATION (CPO)

The First German CPO is an organization whose membership consists of all parents of students at First German Lutheran School and any interested communicant members of First German Lutheran Church, other WELS or ELS churches. Meetings are held September, November, January, March, and May. Parents will be informed of the time and place of the meetings. This organization is a vital link between parents and teachers. Parents are encouraged to be active members.

EXPRESSING CONCERNS

Scripture clearly states that *“all have sinned and fall short of the glory of God”* (Romans 3:23). This includes the teachers, students, parents, and administrators of First German Lutheran School. There may come a time when someone does not agree with a policy, procedure, or discipline method used. In Matthew 18:15-17, God gives us guidelines to follow when handling the problem.

The following steps summarize the procedures that should be followed in situations when there are questions or complaints about something that happened at school. They should not be handled through email or text as voice inflection cannot be detected through these means.

1. Questions and concerns regarding instruction, student performance, classroom dynamics, interpersonal relationships, etc. should always be brought to the classroom teacher first. This should be a one-on-one meeting where the parties involved can discuss the issue in

a respectful, mature manner. Schedule this meeting rather than springing it on someone, especially before the school day begins.

2. If the problem cannot be resolved between the two parties, the Principal will become involved.
3. If the problem persists, the Pastor will become involved.
4. If the problem still persists, the Board for Lutheran Schools will become involved.

Many complaints and needless gossip will be avoided if everyone at First German Lutheran School takes the time to talk to the people involved in any given situation in an effort to resolve problems in the best interest of the children. Do not air your grievances on social media where the reputation of individuals, the school, or Christ's name can be negatively affected. Rather, *"encourage one another and build each other up"* (1 Thessalonians 5:11).

STUDENT BEHAVIOR

DISCIPLINE

Christian discipline and good order should be maintained at school at all times. The Lord clearly expects us to maintain good Christian discipline. He says, *"Children, obey your parents in the Lord"* (Ephesians 6:1) and *"Everyone must submit himself to the governing authorities"* (Romans 13:1), and *"Obey your leaders and submit to their authority"* (Hebrews 13:17).

- We must discipline children using both the Law and the Gospel. The teachers will use their discretion in the application of Law and Gospel.
- The Law is used when a student does not feel like they have done anything wrong. The student needs to be shown that their actions have consequences, and they have sinned against their fellow Christians, but more importantly God.
- The Gospel is used when the student is repentant of their sins to reassure that God has forgiven them in Christ.
- The staff will also assure the student that they have forgiven them.
- Colossians 3:13 tells us, *"Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you."*
- The discipline of children should not be viewed as a negative action, but rather as a positive procedure that is done out of Christian love.
- Respect should exist among the children, parents, and teachers. 1 John 4:19, *"We love because He first loved us."*
- It is expected that a level of conduct befitting such a blessing be maintained in our school. As we are instructed in James 1:22, *"Do not merely listen to the Word...do what it says."*
- Students are expected to display consideration for their fellow students in work and play, and to treat all those placed above them with respect, according to the guide of the Fourth Commandment.

- The teacher may contact the parents or guardian and explain the situation. The teacher will communicate with the parents in written form. A disciplinary report may be sent home for the parent/guardian to sign and return. Informal documentation may be provided by the teacher also. *An email sent home is an example of informal documentation.*

No discipline policy can anticipate every misconduct situation that may occur. This policy assumes that teachers will use their discretion, experience, and professional judgement when dealing with student misconduct. This policy also assumes that any properly diagnosed medical or psychological condition will be taken into consideration when dealing with student misconduct. Supervision is the responsibility of all teachers. It is important that the children realize that they are under the authority of every teacher, not just the principal or their own teacher.

The following table contains examples of misconduct:

Misconduct	Definition	Minimum Action	Maximum Action
Alcohol/Drugs	Possession and use, selling or transfer to other students	Suspension; possible dismissal from school	Suspension and dismissal; police notification
Bullying/Harassment	Deliberate or intentional behavior using words or actions intended to cause intimidation or harm	Detention, loss of school privileges; or parental contact	Suspension, dismissal, police notification
Fighting	Pushing and shoving; causing physical harm	Detention/loss of school privileges; parental contact	Suspension or dismissal from school
Vandalism	Destroying or harming personal property	Clean or pay for damage; parental contact	Dismissal, police notification
Weapons	Possession/use of any object with intent to cause physical harm	Suspension; parental contact	Dismissal; police notification
Truancy	Regular absence from school without permission	Parental contact; attendance plan established	Dismissal; police notification
Persistent Unrepentance	Refusal to show remorse for wrongdoing	Parental contact; set up a behavioral system	Suspension; dismissal from school

Stealing	Taking another's property without permission	Detention/loss of school privileges; parental contact	Suspension; dismissal from school
Lying	Blatantly not telling the truth	Detention/loss of school privileges; parental contact	Suspension; dismissal from school
Immoral/Sexual Abuse	Inappropriate commenting or touching of another's body	Detention/loss of school privileges; parental contact	Suspension; dismissal from school
Misuse of Social Media	Use of any technology to hurt or harm yourself or another	Detention/loss of school privileges; parental contact	Suspension; dismissal from school
Blatant Disrespect	Intentional, rude conduct verbally or by action	Parental contact; set up a behavioral system	Suspension; dismissal from school

SUSPENSION

A) Reasons for suspension

- 1) The child repeatedly demonstrates inability or refusal to accept correction or improve behavior despite earnest admonition and reasonable consequences.
- 2) The child gives evidence, by word and action, that the Word of God may not have penetrated the child's heart.
- 3) The child is habitually truant.
- 4) The child, either by word or deed, repeatedly rebels against the teacher.
- 5) A suspension may be given for an unusual or flagrant offense.

B) The following general steps will be taken if the child demonstrates one or more of the behaviors mentioned in the table. The steps and procedures will be documented.

- 1) Child sent to the principal. The child, teacher, and principal meet. (Parents notified)
- 2) Child meets with the pastor and principal. (Parents notified)
- 3) Meeting with parents, classroom teacher, pastor, and principal.

C) If the child displays one or more of the behaviors above, and they have gone through the general steps in point B, he will be suspended until a God-pleasing solution is achieved.

The following steps should be taken in regard to suspension:

- 1) A one day in-school-suspension is decided to be necessary by the classroom teacher after consultation with the Principal, and/or the Pastor.

- 2) The parents or guardian will be contacted verbally by the teacher as well as in a documented letter to inform them of the suspension.
- 3) The Pastor and Board for Lutheran School members are informed of the suspension by the classroom teacher or principal.
- 4) In order for the child to be readmitted, a conference must be held with the parents, Principal, Pastor, and teacher.
- 5) If problems continue, the child may be suspended for up to five days. This second suspension would be decided to be necessary by the classroom teacher, principal, BLS, and Pastor.

EXPULSION

Reason for expulsion - if no solution is reached with a suspended student after having gone through the steps indicated in the previous section or for any extreme action.

- A) The Board for Lutheran Schools, in consultation with the Principal, Pastor, and involved teacher(s), must review and approve the expulsion of a student.
- B) A letter from the Board for Lutheran Schools will be supplied to the parents/guardians.
- C) Expulsion would be for the remainder of the school year.
- D) Requests for readmission must be in writing and will be reviewed before the time of registration for the next school year by the Board for Lutheran Schools and staff.
- E) Any expulsion may be appealed to the Board for Lutheran Schools. Parents must express their appeal in writing within 5 days of the expulsion and provide rationale as to why their child should be reinstated. The board will consider the appeal and meet with the parents/guardians to issue the final determination.

QUESTIONS

If there are any questions regarding class discipline, the parents will be instructed to contact the school in the following order:

- A) The child's classroom teacher
- B) Principal
- C) Board for Lutheran Schools Director

DISCRIMINATION/UNLAWFUL HARASSMENT

- A) First German does not discriminate or tolerate harassment on the basis of race, color, national and ethnic origin, sex, or status with regard to public assistance or disability.
- B) This policy applies to the administration of educational policies, admission procedures, and athletic and other school administered programs.
- C) First German expects that students will treat others with respect and courtesy.
- D) First German will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

DISCRIMINATION/HARASSMENT COMPLAINTS

- A) Violation of First German's discrimination or harassment policies may result in disciplinary action, including suspension and/or expulsion. (see Discipline policy)
- B) If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the Teacher or the Principal or Director of the Board for Lutheran Schools.
- C) First German will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances.
- D) If you do not find your concerns have been handled to your satisfaction, you should report the matter to the Parish Planning Council (PPC).
- E) First German will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the Principal or Director of the Board for Lutheran Schools. All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

OFFENSIVE CONDUCT

First German promotes a Christian environment in which all students are comfortable and can work productively. We will not tolerate offensive, degrading, or harassing remarks or conduct, even if the conduct does not rise to the level of unlawful discrimination or harassment.

BULLYING

At First German, we define rudeness, meanness, and bullying as follows:

- Rudeness is doing something unintentionally hurtful and doing it once.
- Meanness is doing something intentionally hurtful and doing it once.
- Bullying is doing something intentionally hurtful and doing it repeatedly in order to control a situation. Bullying continues when the bully is told to stop and is shown that the victim is upset.

BULLYING CAN BE:

Emotional: Being unfriendly, excluding, tormenting through actions and gestures.

Physical: Pushing, kicking, hitting, punching, or any use of violence.

Racist: Racial taunts, graffiti, gestures.

Sexual: Sexually abusive comments or physical contacts.

Verbal: Name-calling, sarcasm, spreading rumors, vicious teasing.

Cyber: All areas of internet use, such as email and social internet sites (Like Facebook)

PROCEDURES

- Incidents of bullying should be reported to the student's teacher.
- The teacher will record the details and share with the Principal.
- In serious cases, parents will be informed and may be asked to meet and discuss the matter concerning their child.
- As necessary and appropriate, the Director of BLS and/or the local police will be consulted.
- If the bullying behavior does not stop immediately, the result may be suspension or expulsion.

CHILD ABUSE AND NEGLECT REPORTING

Any act committed by a person in a position of trust (parent, guardian, caregiver, Sunday school teacher, pastor, or other) which harms or threatens to harm a child's welfare, physical, spiritual, or mental health.

CHILD ABUSE REPORTING GUIDELINES

Any called teacher or pastor, hired teacher or aide, or other hired staff member who knows or has reasonable cause to suspect that a child has been abused or neglected as defined in Wis. Stat. sec. 48.02(1) shall contact the Manitowoc County Department of Social Services or a local law enforcement agency as required by Wis. Stat. sec. 48.981(2)(a).

1. We pray that our God will protect our children from abuse and protect our youth workers from unfounded accusations.
2. Mandated reports are to follow the legal reporting procedure.
3. Volunteers are not mandated reporters but have the right to report directly to the Manitowoc County Social Services Agency, whether in their capacity as a volunteer of FGLS or as a caring neighbor in their community.
4. In situations where a volunteer is concerned about possible abuse, the volunteer may very well want to discuss the issue with a fellow FGLS youth worker as well as the school principal, if the youth is a student in our school, or with the pastor who has responsibility over the area of youth work in which the youth participates.
5. The school principal and pastor(s) will assist volunteers to assure that the necessary authorities are notified in a timely fashion.
6. We pray that our God will give us wisdom and discernment in all our actions in this area as we share the message of Jesus with our youth.

CHILD ABUSE REPORTING REQUIREMENTS

Reporting procedures at FGLS when a teacher, staff member, or FGLS volunteer is alleged to have abused a student.

1. When abuse is reported, the following people will be contacted:
 - a. The principal
 - b. The pastor(s) of the congregation
 - c. All members of the Board for Lutheran Schools (BLS)

2. The principal will contact the local law enforcement agency and the appropriate human services personnel of the county.
3. The principal, the child's pastor, and the BLS Chairman will contact and meet with the student and his/her parents/guardians as soon as can be arranged.
4. The principal will contact the school's insurance agent of the insurance plan carried by FGSL.
5. The principal, in consultation with the chairman of the BLS will contact the school's legal counsel.
6. The principal, in consultation with the alleged abuser's pastor(s), will contact the appropriate synodical and district officials (the district president, the administrator of the WELS Commission on Lutheran Schools).
7. In the event that the principal is the alleged abuser, the chairman of the BLS will handle the above contacts.
8. All contacts will be made within 24 hours of the first report of the alleged abuse.

TOBACCO, ALCOHOL, DRUGS

The possession or use of tobacco, alcohol or other controlled substances by students is not permitted anywhere at First German. Likewise, these products may not be possessed or used at any school activity, either at First German or elsewhere. This does not include medications that a student is required to take for medical reasons.

STUDENT SERVICES

- Services are provided to students on an as needed basis.
- Students are tested for either remedial or accelerated classes or special education assistance. Some services are available and can be worked into the school day.
- Other services such as tutoring are available within the community to assist students further through The Manitowoc Public Library and Health and Human Services. These services are the responsibility of the child's parent. This will require the parent to contact the appropriate service and arrange payment and schedules when appropriate. Please see your child's teacher or the principal for an accurate list of these services.
- Students and/or families in need of counseling should speak with the principal first. If a referral is necessary, he can recommend and assist with arrangements to meet with the pastor. If professional counseling is required, there are services available through the WELS that the pastor will be able to assist the student/family in finding and arranging.

LEARNING CENTER

First German Lutheran School maintains a Learning Center for students to get individualized instruction and extra assistance if needed through the use of our Special Education teacher.

Parents who feel their child may need an outside evaluation for special needs may contact their child's teacher to discuss the next steps.

SPEECH AND LANGUAGE SERVICES

Manitowoc Public School District provides speech and language service. This program's goal is to enhance the child's ability to communicate in the educational setting. Parents should contact their child's teacher about speech and language concerns.

STUDENT ATTENDANCE

STUDENT ATTENDANCE AND TARDINESS

In accordance with state law, all children between six and eighteen years of age must attend school unless they have a legal excuse.

Each student's parent/guardian is to call the school, give written notice, or contact their child's teacher directly as soon as possible and no later than 8:30 am on any day when the student will be absent with the parent's knowledge and consent. The parent/guardian will be expected to give an explanation of the student's absence at the time of notification. Failure to contact the school or your child's teacher may result in a telephone call or personal visit.

A student may be excused from school attendance as follows:

1. Illness or injury of the student, including hospitalization for mental health or AODA issues (A note from a doctor, school nurse, or treatment director may be required after five (5) consecutive absences or ten (10) accumulated absences per semester verifying the absences as health related.)
2. Serious illness or death in the family
3. Family/home emergencies
4. Religious observances
5. Impassable roads or extreme weather conditions
6. Health appointments (e.g. medical, dental, chiropractic, optometric, etc.)
7. School sponsored activities
8. Court appearances or other legal proceedings or related matters
9. A quarantine as imposed by a public health office
10. Family Educational Trips-whenever possible parents are encouraged to avoid taking their children on family trips which would cause the student to be absent from school. However, when it is necessary for a child to be absent for a family trip, a student absence request should be submitted to the school office and your child(ren)'s teacher(s) at least one week in advance of the proposed absence.

Students who are absent will be allowed to complete all assignments and tests missed upon return to the classroom for full credit. The child's teacher will determine which tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that were missed. Homework will be available at the end of the school day upon parent request; homework for extended absences may not be given in advance.

Students will have one day per absence to complete the assigned work. Teachers may work with parents to develop a more appropriate timeline if needed. Parents should also expect that up to one hour per day after school for each day missed may be necessary if desired by the teacher to make-up missed academic experiences.

Note: Parents should realize that in many classes, due to their nature, very little work can be done outside of the classroom. Parents must realize that time out of the classroom will mean that valuable academic experiences will be missed.

ANTICIPATED ABSENCE

- Anticipated absences are defined under State Statute 118.15(3)(c).
- Parents can excuse their son or daughter out of school for anticipated absence(s).
- Parents must notify the school with a written note a minimum of three (3) school days prior to the absence.
- Failure to comply will result in the student's absence being considered part of the ten (10) allowed excused absences per semester.

UNEXCUSED TARDY POLICY

School hours are from 8:00 am until 3:15 pm each day. It is expected that students are in the classroom and prepared for school to begin when the 8:00 am bell rings. Students not ready to begin school will be marked tardy. If a tardy which had not been excused in advance for an appointment occurs three times, a mandatory meeting between the parents/guardian and teacher will take place to address the issue and arrive at a solution. If two additional tardies take place, a detention will be issued.

If, in the meeting, it is determined the student is the source of the tardy, the student will attend a detention after school for thirty-five minutes and/or lose privileges.

The policy of five tardy occurrences is per semester. After the 5th tardy per semester, each subsequent tardy in that semester will result in another detention.

TRUANCY

Defined as any absence of any portion of a school day or absence for one or more days from school during which the school or the child's teacher has not been notified in writing or by phone of the reason for the acceptable absence by the parent/guardian of the pupil who is absent. Truancy also means intermittent attendance requirement (s. 118.16(1)(c)). In the case of truancy, strict procedural steps will be followed where the parents, the student and school staff will be involved. Normally no make-up privileges for truanancies are allowed and the student will be subject to disciplinary procedures. Students with truanancies that are approved for make-up work are responsible for arranging with each teacher the make-up of any assignment or test which has been missed.

EMERGENCY CLOSINGS

The school will be closed for inclement weather on the same days that the local public schools are closed. Bus transportation is a large factor in this decision. There may be rare occasions when school will close even if the public schools do not. If school is to be closed during the day after school has begun, it will be governed by bus transportation. The primary means of notification will be by an automated phone call, text, and/or email. If there is any question about whether our school will be closed even if the public schools are not, tune into one of the stations listed.

In instances of school closure due to no heat, water, electricity, or a school-wide illness, the principal will make that decision.

PROCEDURE FOR CLOSING IS AS FOLLOWS

1. School Closings will be announced on TV Channels ABC, NBC, and CBS and on radio stations WOMT and WCUB before 7:00 am. If you have a smartphone, it is recommended to download the weather alert/school closing app from one of these stations. That station will automatically send you a text message if school is delayed or closed.
2. Families will receive a text message, and/or email, and/or voicemail sent from the school office based on the contact information provided at registration.
3. If there is a two hour delay, there will be no 3K or 4K Preschool classes.
4. If there is a two hour delay, the busses will still be running to pick up your child, but their pick up times will be two hours later.
5. If there is a two hour delay, child care will be provided at the regular times for your child, so they will have a safe place to be, and parents can go to work.
6. If school is cancelled during the school day, child care will be provided until parents are able to pick up their child.
7. If school is cancelled before the school day starts, there will be no child care provided at all during the day.
8. If school is cancelled any time before the school day or during the day, there will be no after school activities.

SCHOOL DAY

DAILY SCHEDULE

7:30 Teachers are in their rooms. Children arriving early are expected to be seated in their rooms and to use the time before school to study.

8:00 School begins with devotion

9:30 Recess

11:30 Half-Day 3K & 4K dismissal

11:30 Begins staggered lunch times and recess for all children

12:25 Classes resume for all children

1:45 Recess

3:15 Dismissal for all children (Gr. 3K-8)

Students are to leave the property right away after school except for the after-school activities. Students on the playground after school are to be under the supervision of a parent.

At 3:30 all students who have not been picked up will be sent to the aftercare room. (Aftercare charges begin at 3:30)

If a teacher keeps a child after school, the teacher will notify the parent(s) in advance.

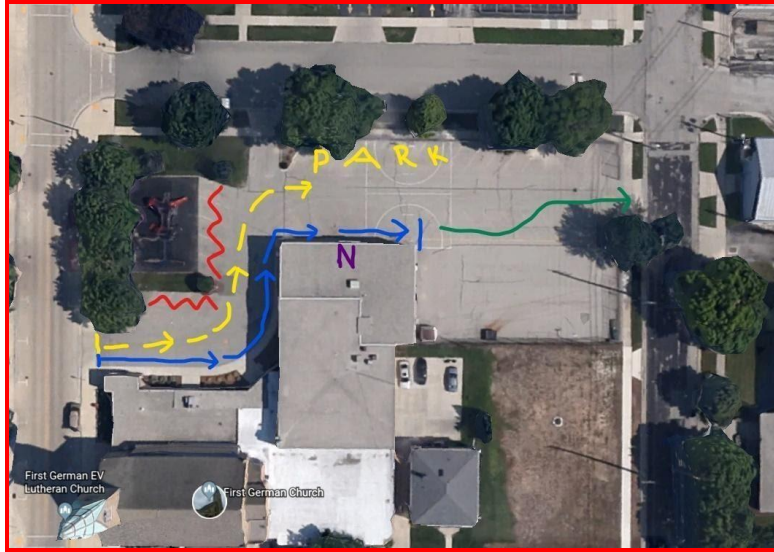
STUDENT DROP-OFF

When parents drop off children for school, we ask that this be done at the MAIN entrance Labeled B of the school on the west side of the building. To give children proper time to be ready for school to start, we ask they be dropped off between 7:30-7:45. If using the drop off lane, please have children ready to go so not to hold up the line behind. If the parent comes into the school, please park in a marked stall. When walking into school use the sidewalks and use caution in watching out for other drivers.

Children are expected to remain on school grounds from the time they arrive until dismissal. Parents must contact the office or the child's teacher if the child is to leave school during the day.

STUDENT PICK-UP

Students will be released promptly at 3:15pm. You can choose to use the pickup lane or park and pick them up. When using the pickup lane, enter the parking lot and stay to the right hand side. Your children will be released in order of your car in the queue by the entrance door labeled C. Please do not start lining up before 3:10pm. If the que line goes into 8th St you can either come in and park or go around the block. You cannot block traffic on 8th street. When picking up your children please park in a parking stall along the fence and come to the north entrance to pick up your children. No parking is permitted next to the building entrances along the front side of the school building or by the playground by request of the fire department. If you go to the playground, then parent supervision is required.



AFTER SCHOOL PICK UP KEY

Blue color: Enter from the 8th street entrance. Stay to the right of the cones. You stay in your car and pull into the queue which starts at the Northeast corner of the building and wraps all the way around to the 8th Street entrance. Move forward when necessary. Students will be dismissed from the North door labeled C as parents reach the front of the queue.

Yellow color: Parents will also enter from the 8th street entrance. Stay to the left of the cones and drive to the designated area at a slow speed. You will be able to park cars along the fence on the north side of campus. You may get out and pick up your children from indoors. If you would like to spend time on the playground, you may walk your children over and supervise them.

Red color: No Parking in this area.

Green color: This will be the exit point for all vehicles.

SAFETY PATROL

The student safety patrol is sponsored by the Manitowoc Police Department. All students in 5th and 6th grades serve on the safety patrols. Their responsibilities are as follows:

- Help the children, both older and younger, safely cross the street and driveway from 3:15-3:25 P.M.
- Watch that buses are boarded properly
- Ensure that bicycles are not ridden on the grounds except to leave for home

BIKERS AND WALKERS

- Students are not to arrive on the church/school grounds before 7:30 am. If they do, they will be admitted into the Before Care program.
- Students are to go directly into their classroom upon arrival at school.
- Students will be dismissed at 3:15 pm and are expected to leave the school grounds immediately.

- Bicycles, rollerblades, scooters, and/or skateboards used to transport to/from school may not be used during the school day.
- Please be sure your child brings a lock for their bicycle. FGLS is not responsible for lost, stolen, or damaged bikes.

TRANSPORTATION CHANGE

Please send a note/email/text/phone call if your child will not be going home their usual way, if someone else will be picking up your child after school, or if your child will be staying at school with their teacher.

SCHOOL BUS

Students in the Manitowoc district are eligible for school bus service provided through Brandt Buses Inc. All students are expected to be well behaved on the bus. Any notification of poor behavior by a student on the bus will be shared with the parent immediately. In extreme cases, a student may not be offered bus-riding privileges due to misbehavior.

Call Brandt Buses Inc. at (920)682-8823 for route information and to register for the coming school year.

VISITORS

FGLS takes the safety of our students and the security of our building seriously. All doors to the building are locked after the beginning of the school day. We understand that this is somewhat of an inconvenience. However, we feel that the safety and security are worth the extra hassle.

Visitors to FGLS shall:

- Enter through the main school entrance labeled B. All visitors will be 'buzzed' into the office through the locked entrance.
- Check-in at the front desk in the office indicating your intentions to the office staff.
- Wear a visitor name tag or badge.
- Comply with a need for escort if school staff deems necessary.
- Be respectful of all FGLS students and staff.
- Sign out upon departure.

PETS

Please refrain from bringing your family pets on school grounds when dropping off or picking up your child(ren). Family pets may be brought in for a visit to the classroom when appropriate and with prior permission from your child's teacher or the principal. We ask that you respect this policy, which takes into consideration health, allergy, safety, and liability concerns.

RECESS

- Recess and free play is important for a child's development. The playground, school yard, and gymnasium offer children opportunities for play, creativity, fun and enjoyment. These experiences contribute to their social, physical and emotional health.
- Increased levels of physical activity not only improve children's health and fitness, but also have a large impact on positive behavior and attitudes. With this in mind, students at First German have 3 opportunities each day for recess.

- Teachers will use their judgement to determine when children should stay in because of the weather.
- If a child needs to stay in, parents please send a note.
- Students should behave themselves in a God pleasing manner and sympathetic toward his or her playmates.
- The safety of the children will always be a high priority. Therefore, areas are designated for use of various activities.
- Playing ball (whether batting, pitching, or catching) with a regulation softball or baseball is not allowed unless it is part of a class.
- **We discourage toys or balls from home being brought to school.**

GOOD PLAYGROUND BEHAVIOR

- Use equipment appropriately and safely
- Share and take turns
- Be respectful of others
- Include others
- Stay where a recess supervisor can see you
- Put things away when you're done using them
- Line up when recess is over
- Students are not allowed to have food, beverages, or gum on the playground, in the school yard, or on the gym floor during recess.

LUNCH

- The lunch hour is from 11:30 until 12:25.
- Milk is available on a daily basis and may only be ordered at the time of registration each year. Milk preferences may be changed quarterly by informing the office. Any accounts not paid in full by the end of a quarter will be considered delinquent and your child will not be able to receive milk until the account is paid in full. Prepayment may be required to have milk provided going forward.
- If your family is part of the School Choice program, hot lunch and milk are not included in choice funds. Hot lunch is available for purchase every Thursday and Friday (Except when it lands on a scheduled day off or half day and/or field trips).
- Hot lunch order forms come home with your child every Monday. They need to be completed with payment and submitted no later than 9:00 am on Friday for the following week's lunch purchase. A paper receipt will be sent home weekly with your child to confirm lunch payment is made. If you haven't received one, please contact the office.
- Students may always bring a cold lunch from home. Parents and children are responsible for the proper care of their cold lunches. FGLS does not have facilities for maintaining lunches at the proper temperatures.

BEFORE AND AFTER CARE.

- Students must be enrolled at FGLS in order to be part of the Before and After Care programs. Any exceptions to this must be cleared by the principal.
- Before Care is available to all students from 7:00-7:30am daily. Any child arriving before 7:30am will be automatically sent to Before Care.

- Before Care is located in the main school lobby and students will do quiet organized activities.
- After Care is available to all students from 3:15-5:00pm daily. Any child on school grounds after 3:30pm will be automatically sent to After Care.
- **Students staying in After Care will be billed beginning at 3:45pm.**
- After Care is located on the 1st floor in the 1st – 2nd grade classroom. Parents when you arrive to pick up your child, please come to the main school doors labeled B and buzz the room using the call box to the right of the school office window. A general schedule is as follows:
 - Snack – 3:30pm–3:45pm
 - Quiet Study Time – 3:45pm-5:00pm
- This program is available five days a week throughout the school year, with the exception of holidays, closures due to inclement weather, and pre-planned closures. Please follow the school calendar so you are aware of days off when childcare is not provided.
- After School Care is also available during the seasons of Advent and Lent on the days there is a service after school. Children who will be attending these services with their family may stay in the classroom after school. The time will be used as a study hall.
- **Childcare rate is \$2.00 per half hour per child. Billing goes out monthly through the school office. Payments are due within two weeks of billing.**
- **Parents are required to sign their child(ren) in and out or you may be billed for the daily maximum.**
- If you are going to be late to pick up your child, please call the school so that information can be passed on to the Childcare staff. A direct phone number to the Childcare provider is supplied by that staff member.
- **A late fee of \$1.00 per child/minute may be assessed to anyone who arrives after 5:00 pm to pick up his or her child(ren).**
- If at any time you are not able to make childcare payments, contact the principal to discuss other payment arrangements.
- All discipline issues will be dealt with by the childcare staff and will be communicated to the parent and principal as needed.
- Personal electronic devices are not allowed in childcare, so they should remain in the backpack unless special permission has been given by a staff member.
- **Repeated late charges may result in your child(ren) not being able to use this program.**

CHILD CUSTODY POLICY

When children are dismissed, they will only be released into the custody of the child's legal guardian or with another adult for whom the school has received advance authorization from the child's legal guardian. Authorization may be given with a written note, email, phone call or text to the child(ren)'s teacher(s). The parent should update the authorization list with the school office as soon as a change is made. The registration form should list the names and phone numbers of people authorized to pick up the child from school.

In the event that there is a question or dispute over custody of the student(s), such as in the case of a divorce, the parents are required to provide court-ordered documents which specify who has legal custody of the child(ren). If the document indicates that there is joint custody, FGSL will abide by that document and may release the student(s) to either parent. If a custody dispute occurs on school property, the staff may call the police.

STUDENT APPEARANCE

DRESS CODE

All children are expected to come to school neat and clean in appearance. As children show the faith in their hearts by dressing properly, they make for better working conditions for all concerned. Inappropriate clothing tends to reflect or lead to indifferent attitudes in other matters. This works contrary to the purpose for which parents send their children to our school, where we look and pray for a growth in Christian character.

The following types of clothing are therefore not acceptable because of their inappropriateness for the environment of our Lutheran Elementary School:

- T-shirts and sweatshirts with un-Christian, vulgar, or inappropriate designs or words
- Sleeveless shirts with fabric less than two finger widths wide, halter tops, bare midriff combinations, low necklines or any other top that is not modest and proper.
- Exceptionally short dresses, skirts, and shorts or any style of clothing that is not modest and proper.
- Pants and shorts should not be too tight, too baggy, or have any writing across the seat.
- No obviously tight clothing (e.g. leggings, tights, knit pants, etc.) will be allowed as outer wear. Stretch type pants, if worn to school, must be worn under a skirt, dress, or appropriate length shorts or be accompanied by a top that completely covers the buttocks.
- Flip-flops, slides, or any loose-fitting shoes at recess.
- Clothing that does not completely cover undergarments.

The following types of clothing are acceptable:

- Jeans with tears and frays are allowed provided that they are minimally torn or frayed, and that the tears or frays are not near the private parts of the body.
- Shorts may be worn from the first day of school through October 15th and from April 15 until the last day of school. The principal may adjust these dates as is seen fit.

In addition to proper clothing, it is important to remember that since one's body is the temple of the Holy Spirit we need to follow high standards of cleanliness and personal hygiene. Since our Lord expects us to treat our bodies with all due honor and respect, so our Lutheran Elementary School expects the following:

- That each student practices good clean health habits which will benefit him physically, emotionally, socially and academically.
- That each student keeps his/her hair clean, neatly groomed, and out of his/her eyes. Extreme haircuts and hair coloring can be distracting to the educational environment of our school and are strongly discouraged.
- That girls in 5th -8th grades may wear a modest amount of facial make-up.
- That boys will not wear earrings at school or at school events.

A specific dress code will not be needed as long as these principles are followed. If these guidelines are not met, parents will be notified. The school asks that parents help to enforce the dress code by seeing that their children are properly dressed according to the guidelines. We enlist the parent's aid in seeing that not only the letter, but the spirit of the dress code is being followed. Since the dress code is subjective in nature, the teachers and principal reserve the right to use their discretion in judging the appropriateness of student dress and appearance.

When a teacher determines that a particular piece of clothing is inappropriate, the matter will be discussed with the child and/or the parent. The teacher has the right to call the parent for a change of clothing or find appropriate clothing for them. In the Christian spirit of cooperation, the teacher's decision is subject to discussion, but not to challenge.

If there is a question about clothing to be worn, please have your child BRING IT, NOT WEAR IT to school so the teacher or principal may check if follows our dress code policies. In the event there is a question about appropriate dress, the faculty and the principal will make the final decision on what will be permitted. If parents have a question about what is permitted, they should feel free to call the school or come to the school and discuss it with the principal.

If a student wears clothing that is not appropriate according to our dress code policies, the matter will be handled in the following way:

1. A teacher will warn the student about the inappropriate clothing and ask the student not to make that choice again. The parents will be notified about the concern by the teacher via an email or phone call.
2. The student will be provided with a borrowed sweatshirt or something similar to wear over the inappropriate clothing. Possibly a student may be asked to turn a shirt inside out, so an offensive picture or wording will not be visible. If alternate clothing is not available, a parent will be called to bring a change of clothing for their child.
3. The teacher will make the principal aware of the situation via an email or written note.

If a student continues to wear clothing that is not appropriate according to our dress code policies, the following steps will be taken:

1. Step #2 above will be followed.
2. The student will discuss the matter with the principal.
3. The principal will meet with the parents to discuss how the situation can be corrected. (Is appropriate clothing available at home? Is the child also challenging the parents' authority? Etc.) The plan of action will be made know to the child as well.

Any further disregard for our school dress policy will be brought to the attention of our Board of Lutheran Schools for other possible consequences.

HEALTH AND MEDICAL

IMMUNIZATIONS

The state of Wisconsin has specific requirements for immunizations, and this information is included in registration packets sent to the parents/guardians. All students of FGLS must complete the required forms regarding immunization. Records of immunizations should be turned in to the school office prior to the first day of school.

ILLNESS GUIDELINES

Communicable infections can spread quickly among children in school; therefore, the following guidelines serve to help parents in determining if their child should attend school. These guidelines serve the good of the entire school community. To be at school, children need to be

fever free without the aid of Tylenol or a similar product. Any child that shows signs of infection or illness should be kept home until the child has been without the following for at least twenty-four hours:

- Fever-100 degrees or higher
- Diarrhea
- Vomiting
- Bronchitis- the bronchial tubes, which carry air to the lungs, get infected and swollen. Symptoms of this condition include a nagging cough, and coughing could bring up mucus that's yellow or green.
- Cold with green or yellow runny nasal drainage
- Severe cough & Congestion
- Rashes of the skin

ILLNESS DURING SCHOOL

A parent/guardian will be called when a child becomes ill and can no longer stay at school. Emergency contacts will be called if parents are unavailable. It is important that the most current emergency contact information is on record in the school office.

MEDICATION GUIDELINES

Please note the following for the safety of our students:

ALL MEDICATIONS & VITAMINS:

- Prescription medications, over the counter (OTC) medications, and vitamins must be administered by school personnel. Students are not allowed to have any prescription medications, OTC medications, or vitamins in their possession, in backpacks, lunches etc.
- Inhalers and Epipens are not included in this list. They may be kept with the teacher or in the backpack. Make sure to notify the school and teacher if it is located in the backpack.

Prescribed Medications

- Any parent wishing the school to administer prescribed medications must complete a Prescription Release Form that is kept on file in the office.
- All prescription medications should be supplied in the original pharmacy-labeled container for school personnel. In a legible format, the label must include the name of the student, the name of the prescriber, the name of the prescription drug, the dosage, the effective date and the directions for taking the medication.
- Parents must notify the school with written instructions from the practitioner when the dosage or the administering time schedule is changed for a prescription drug.

Over the Counter Medications and Vitamins

- Any parent wishing the school to administer OTC medications or vitamins must complete the OTC Release Form.
- All nonprescription medications and vitamins should be supplied in the original manufacturer's package, and the package must list the ingredients and recommended therapeutic dose in legible format.
- FGLS will only administer OTC medications that parents have provided following parent contact for consent. For example: If a student is prone to random headaches, a parent will be notified each time before the OTC medication is given.
- Parents, please try if at all possible to administer your child's vitamins at home. If a vitamin must be taken at school, it must be administered by school personnel so there is no confusion among other teachers and students thinking that the vitamin is unregulated medication.

Unused Medications

- Any unused medications or vitamins remaining in the school office must be picked up or they will be disposed of following the end of the school year.

MEDICAL EMERGENCIES

In the event of a medical emergency, the FGLS staff is obligated to notify the proper medical and emergency authorities, set aside a space for treatment, and notify the student's parent/guardian or emergency contact. FGLS will abide by the recommendations of the medical and emergency authorities and will assist, if requested, in the transportation of the injured student to the designated medical facility.

HEAD LICE

Head lice can spread quickly among children, and students with head lice cannot remain at school. The child will be readmitted after a thorough treatment at home (special shampoo, combing and inspection, cleaning of all pillows, cushions etc.) and an inspection at school has been completed. Treatment information is available through the Manitowoc County Health Department website, in their link for School Health Resources.

FIRST AID KITS

The secretary's office, each classroom, and the common areas of our building have been supplied with a first aid kit. The first aid kits and supplies are periodically reviewed and refilled as needed. Contact information for all students is included in the first aid kits. These kits are taken on every field trip. The kits also become a "Go Bag" if the class ever has to exit the building in case of an emergency. The teacher will then have each child's contact information so that parents can be notified.

NJURY AT SCHOOL

When a student injury occurs, the first responsibility of the supervisor (teacher, coach, etc.) is the immediate care of the injured child. As necessary, the supervisor will use the services of others to supervise the remaining children while he/she gives immediate care to the injured.

When an injury occurs, no matter how minor, all activity around the injured person will stop until care has been provided and any bodily fluids have been cleaned up following established sanitation procedures.

Depending on the type and severity of the injury, the supervisor will determine whether or not a call should be made to the EMS (911). If the EMS is not needed, the supervisor, and/or other school personnel, will administer proper first aid.

If the supervisor feels, after examination of the injured person, that the injury is of a more serious nature and requires further immediate medical or dental attention, the principal is to be notified at once. The principal, the supervisor, or the school secretary will immediately contact the child's parent(s)/guardian(s), or the person listed on the emergency form.

If a child has bumped his/her head by colliding with someone or something, yet the child appears to be in good health, the classroom teacher will still notify the parents of the incident via a phone call.

If any kind of minor injury permits a child to remain at school and the student needs to be observed for discomfort and/or reaction to the injury, the classroom teacher will notify the parent of the injury and circumstances via a phone call.

TECHNOLOGY

INTERNET USE AT SCHOOL

Students regularly use computers and tablets for educational purposes. These devices are connected to the internet and are used in supervised settings.

Students in grades 5-8 are given Microsoft 365 accounts through Manitowoc Lutheran High School. This allows them cloud-based work and storage for schoolwork. It also provides an email address that should be used only for correspondence with their teachers.

By enrolling a child at FGLS, parents/guardians are also giving their child permission to use FGLS's computers and to access the internet according to the following guidelines:

1. Students should use the computers and internet primarily for work related to their classes and other responsibilities as a student.
2. All computers and software are the property of First German Lutheran School.
3. First German Lutheran School reserves the right to monitor all internet activities.
4. First German Lutheran School reserves the right to monitor and access all email content.
5. Students should not use computers or the internet for gaming.
6. Students using computers during study periods should not allow more than one person at a computer without the express consent of the adult in charge.
7. Students should not use computers or the internet to access, upload, download, transmit, or distribute anything that is not God-pleasing.

8. Students should not use computers or the internet to violate any local, state, or federal statute.
9. Students should not use computers or the internet to steal, vandalize, damage, or disable the property of another individual or organization.
10. Students should not use computers or the internet to violate copyright laws or use the intellectual property of another individual or organization without permission.
11. Students should not use the computers or the internet to impersonate, defame, or bully another person.
12. Sites dealing with alcohol, tobacco, rock groups and sexual images should not be accessed, displayed or printed using the school's computer equipment.
13. Students should not alter, install, or uninstall software or hardware on the school's computers without permission of a teacher.
14. Students should not circumvent or attempt to circumvent the computer or internet filtering or security systems employed by the school. This includes the use of proxy sites.
15. If students are issued Chromebooks, tablets, or other personal computers/devices by the school, parents and students will sign and abide by an agreement provided by the teacher and/or principal.

Students who do not abide by these guidelines will receive appropriate consequences as determined by a teacher or the principal. This consequence may include loss of computer privileges, detentions, suspension of computer or internet privileges or fines related to physical or operational damage to the computers, software, or network.

SOCIAL MEDIA

Social media is not allowed during school hours and from school computers. In general, social media should be used for social contacts, but not for bullying or harassment. They are communication tools that should never be used to malign, make fun of, or humiliate another person/student, whether on school grounds or off. If rules of the social media policy are broken, the steps in the discipline policy will be enforced.

CELL PHONES/ELECTRONIC DEVICES

All personal electronic devices are considered non-essential school items and are not allowed to be used on school grounds without permission from a teacher. They are to be turned off and kept in the student's backpack or given to a teacher for safekeeping. If a student needs to use their cell phone on school grounds, they must receive the teacher's permission before using it. This includes before and after school. Students violating this policy may have their devices confiscated by a teacher and returned at a later date. Digital (video and/or audio) recording by students is not allowed within the building unless authorized by a teacher.

SCHOOL LIFE

CHAPEL

The students attend chapel service held in church the first day of every school week at 8am. It lasts about thirty minutes. The service mimics the church services that happen each week at First German. We hope that the students learn how to participate in a worship service and increase their faith in their Lord and Savior. Parents are welcome to attend.

During chapel, the weekly offering is gathered and children are given an opportunity to contribute to our school mission projects. At the end of the semester the mission money is sent to one of the special missions of the Wisconsin Evangelical Lutheran Synod.

CHURCH ATTENDANCE

Regular attendance at church is an important part of everyone's spiritual training. It not only strengthens each individual personally, it also is a blessing to worship with the larger family of believers to strengthen each other.

- This is the Will of God. *"We should fear and love God that we do not despise preaching and his Word, but regard it as Holy, and gladly hear and learn it."* (3rd Commandment Explanation)
- God works through His Word to bring us the blessings of forgiveness and salvation. The Gospel is *"the power of God that brings salvation."* Romans 1:16
- The school desires to train children for active service in the Lord's Kingdom. Regular church attendance is a basic element in a life of service to the Lord.

WEBSITE

The First German Lutheran Church and School website is www.firstgerman.org. Our weekly newsletter, Notes and News, other news items, and information about the church and school is posted to reach out to the unchurched and to also inform our membership of our mission, ministry, and events. You may also access the email of the staff through our website.

SCHOOL PROPERTY

In order that pride may be developed in the school and its buildings, we expect the children to help keep the corridors, classrooms, lavatories, and playground clean and orderly. Should it happen that school property is broken or carelessly damaged (broken windows, etc.) the person responsible for the damage will be held accountable for the cost of restoring it to its original condition. Records may be withheld for any graduating or transferring student who has damaged school property until restitution can be made in full.

BOOKS

Parents purchase their children's religious books (bible, hymnal, catechism) in order that these may be used as tools for them beyond the classroom.

BOOK FINES

The children are responsible for the care of the books checked out to them. They should put their names in the inside front cover of the book. If the book is lost or damaged, they will have to

pay for the book at the rate of a new one. Any other fine amount will depend on the damage done and the opinion of the teacher and principal. If the teacher assesses a fine, the final report card will not be given until the fine is paid. Fines paid will be handled as a student fee and turned into the office.

TELEPHONE - 920-682-7021

The school phone is a business phone. Students are to use the phone only for emergencies and only with the permission of a teacher. Should you find it necessary to talk to your child during the day, try to call before 8:00 am, during their recess time (see schedule for time), noon hour, or at 3:15 pm. You may also leave a message in the private voice mail of any staff member at any time. They will be happy to relay appropriate messages to your child.

If the school should close early due to inclement weather (see weather), children will be allowed to call home for transportation.

Students are reminded to make all personal arrangements outside of school time.

FIELD TRIPS

Field trips are part of the educational experience. Teachers will schedule trips throughout the year to supplement classroom instruction. Parents are asked to sign a permission form at registration time to allow their child to be present at school-related trips and activities. When asked to serve as a chaperone, parents should recognize that the activity is planned for student learning. Please do all you can in this regard to support us in making field trips a special day for your child.

SCHOOL LIBRARY

The library is open at various times for the use of the students. A faculty representative will arrange open times with classroom teachers and volunteer librarians. Each classroom Gr. 1-8 will have the opportunity to use the library at least once a week. At this time the Kindergarten group is using many appropriate books that are found in their own classroom. Here are a few general library use guidelines.

- If a student wants to use the library, it is necessary to obtain permission from the classroom teacher.
- Each student signs out the book they want with his /her own signature and grade level.
- Books are returned to the library return bin in the second floor hallway.
- A book may be checked out for a period of about 2 weeks. The book may be renewed for an additional 2 weeks.
- A student may check out up to 2 books at a time unless special permission is given by the classroom teacher.
- To renew a book, the book is taken back to the librarian. The book must be presented to the librarian in order to renew it. He/she will put a new due date stamp in the book.
- If a book is overdue, the faculty representative will inform the child and the classroom teacher. If needed later, a written reminder will be given to the classroom teacher, the

child and their parent. Students will not be allowed to check out new books until the overdue situation is taken care of.

- Generally, books are returned or renewed shortly after reminders are given without a late fee being charged. The faculty representative reserves the right to charge a late fee of 5 cents per day.
- In the case of damaged or lost books a replacement fee will be charged. For lost books an extended “grace period” will be given in order to search for the lost book.
- Quiet voices and orderliness is the expected library behavior. Respect will be given to our volunteer librarians. The librarian has the right to ask any student to leave. The librarian will inform the classroom teacher of the decision and the cause for the decision. Classroom teachers will then handle the situation.

BIRTHDAYS AND INVITATIONS

Treats

Children who wish to bring a treat to school on their birthday may certainly do so. Please inform your child’s teacher who will be glad to make time in the schedule to distribute their treat. However, the prohibition on gum and gum chewing also applies to birthday treats. Please keep in mind the number of children with various food allergies when choosing a classroom treat. Check with the teacher about appropriate options beforehand.

Invitations

If your child is going to have a birthday party, please do not distribute invitations at school unless the entire class is invited to avoid any hurt feelings. Any notes, ads, invitations need the approval of the teacher or principal prior to being distributed to children or placed in backpacks.

LOST AND FOUND

A lost and found bin is in the hallway across from the principal’s office. Students are notified to check for items that might belong to them. Anything unclaimed after a time is donated to charity.

EXTRACURRICULARS

Co-curricular activities such as sports, competitive academics and special programs should be considered a privilege. Those who participate should maintain a 1.67 or above grade point average and cannot earn a failing grade in any single class. Additionally, if a student is accumulating several late assignments, the teacher may consult with the Athletic Director and/or principal and hold the student out of extra-curriculars until the work is complete.

Students are encouraged to model their Christian faith by their words and actions beyond their time at school. Displaying a Christian attitude, respecting the authority of those teaching/coaching/leading, respecting a school’s property, and to be good ambassadors for Christ and for FGLS while participating in extra-curriculars are expected.

A student who is ill or absent a half day or more will not be allowed to participate in any after school activities including games, practices, or meets on that day.

We offer a variety of activities outside of the classroom:

COMPETITIVE ACADEMICS

Science, Social Studies, and Art Fairs

Lakeshore Lutheran Schools (LLS) Music Festival

LLS Academic Fair (Forensics, Spelling Bee, Quiz Bowl, etc.)

SPECIAL PROGRAMS

Junior Choir

Spartan Squad

Pep Rallies

Pioneers

Tone Chimes and Handbells

Musicals and Plays

Band and Piano Lessons

COMPETITIVE ATHLETICS

First German Olympics

Basketball

Soccer

Cheerleading

Volleyball

Flag Football (Jr. Lancer)

Track

Cross Country (Jr. Lancer)

MUSIC PROGRAM AND CHURCH SINGING

As a part of the music curriculum we give all grades a chance to use their voices to glorify God. Children are regularly scheduled to sing in regular and festival church services. All students are expected to participate. A written excuse from a parent or guardian is expected for missed services. Please consult the yearly singing schedule for dates.

The following opportunities for lessons are available at an additional cost at First German during the regular school day:

- Grades 5-8: Junior Lancer Band taught by a teacher from Manitowoc Lutheran High School
- Grades 1-8: Stringed instrument lessons taught by a teacher from MLHS
- Grades 2-8: Piano lessons taught by WELS members in good standing in their congregation

Students in grades 3-4 learn to play recorders. Students in grades 5-8 also learn handchimes/handbells and occasionally play for church services on dates they are scheduled to sing.

Students in grades 5-8 may also join the Junior Choir which rehearses during the school day. All members are expected to be present when the choir is scheduled to sing for church services.

PICTURES

Each year our students have their pictures taken by a professional photographer. These are taken in the first few months of the school year. Purchase of your child's pictures is completely optional. However, each student must have a picture taken so that a yearly photo is available to

be included in the student's permanent record. Detailed information regarding school pictures will be sent home at least a week before picture day. The information is also included in the FGLS weekly Notes and News. An opportunity to have the pictures retaken will be given a month after the first pictures were taken.

USE OF PICTURES

In order to promote the successes and blessings of our school, images of students may be taken throughout the school year. These images may be pictures of the classroom, activities, or events at FGLS, or videos of special events or performances. These images may be taken by representatives of the school and committees to be used in one of two ways: FGLS use and public use. On your child's registration form, you will be asked to fill out a release allowing FGLS permission to use your child's picture.

VOLUNTEERS

FGLS depends upon many volunteers for help throughout the school year. We value our volunteers and are very grateful for the help they provide.

For the sake of the safety of our students and the protection of our volunteers, all volunteers must complete our volunteer form. They must also supply a copy of their driver's license and proof of insurance for any vehicles used to transport students for field trips. All forms are kept confidential.

GUIDELINES FOR VOLUNTEERS

- Do not hesitate to ask questions of the person in charge of an activity. To effectively volunteer, you need to know what to do and how to do it.
- When working with our children, remember you are working with saints and sinners. Our children at FGLS were born sinful and continue to sin daily; yet our children are blood-bought souls of the Savior whose sins are forgiven. At times, you will see our students struggle with sin and its temptations. At other times, you will see our students demonstrate their Savior's love in their sanctified conversation and actions.
- Help the children remember the Fourth Commandment. As a volunteer, you are an extension of the classroom and its teacher. Just as we would expect obedience to the teacher, likewise we would expect obedience from the children when you are working with them. Should there be a child who has trouble remembering this, do not hesitate to seek assistance of the teacher.
- Should you have a concern about a child, as a result of working with that child, do not hesitate to bring your concern to the attention of the teacher.
- Follow the directions of the teacher. Children very quickly can determine discrepancies between what one person says and the way another person responds. In activities and

field trips, the teachers of FGLS have planned movements and procedures that will enable the activity to proceed smoothly.

- Anticipate the unexpected. Because of the excitement of an event or the anticipation of a field trip, some children may get 'carried away.' Be mindful of what the children in your group are doing and assist them in keeping their conduct within reasonable levels.
- Should you drive on a field trip using your personal vehicle, it is necessary that the children use their seat belts. Double buckling is not allowed. There should be one seatbelt for each child and adult in the vehicle, and/or space for car seats. Booster Seat State Laws must be followed.
- Before you begin operating your vehicle, remind the children of the school rules concerning their behavior and conduct while the vehicle is in motion.
- Check with your insurance company to ensure your coverage includes driving for a field trip. It is important that you have adequate coverage in case of an accident.
- We ask that volunteers make sure their vehicle is in good operating condition. If you are in doubt about this, please inform the supervising teacher/principal.
- Because of the responsibility of planning and successfully executing an activity or trip, the supervising teacher can easily develop tunnel vision. You are another set of eyes that might have some valuable ideas for an outing. Do not hesitate to share them.

ATHLETICS

The athletic program of the school is under the supervision of the faculty. It is open to boys and girls of grades 4-8. This program consists of flag football (Jr. Lancer), basketball, cheerleading, cross country (Jr. Lancer), soccer, volleyball, and track. We offer soccer to children in K-4th grade. Our team competes with the Lutheran schools in the area.

Although winning is a desired goal of this program, major emphasis is on getting many students to participate. If there are not enough students to participate in a sport because of the small enrollment, we will not offer that sport for that year. If a student goes out for a sport, it is expected that he/she will be present for all practices that are scheduled and for all games that are played. It is not fair to others if one does not show up for practices or games.

There are expectations to volunteer throughout the year at various sporting events, games, and tournaments. These expectations to volunteer include: concession stand worker, hall monitor during games, cleaning up after the games.

Physicals are recommended for all students who will be participating in athletics. Forms for those physicals are available at the school office.

The school does have a detailed athletic handbook that will be handed out at the Athletic Meeting at the beginning of the school year. All students and parents must sign a form agreeing

to comply with the policies and procedures set up in the athletic manual before their child can participate in any sports.

CONTACT INFORMATION

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PASTORS

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Pastor Mark Johnston
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Pastor Daniel Lor (Trinity, Hmong)
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