

PARENT TEACHER HANDBOOK

NORTHWEST LUTHERAN SCHOOL

Celebrating 50 years of Christian Education
From Generation to Generation

THEME

“From Generation to Generation: Under God’s Construction” is this year’s theme. It ties together the theme of our fiftieth anniversary celebration and the idea that Northwest Lutheran is moving forward and embracing new opportunities of ministry.

MISSION STATEMENT

"Our mission is nurturing and equipping all children in a strong Christian and academic environment to become life long learners, growing in faith, capable of making responsible decisions, and serving God and the community."

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Milwaukee, Wisconsin 53222-1979
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Contact Information

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Email: nwls@hotmail.com

Executive Director: Dick Laabs
School Principal: Dennis Wallinger
Administrative Assistant: Dannel Meinzer

Staff members are listed in the PTL School Directory

Association Churches

Beautiful Savior Lutheran Church

3205 N. 85th Street 53222
Church Office: 871-6864
Pastor: Rev. Kurt Wenzelburger

Berea Lutheran Church

4873 N. 107th Street 53225
Church Office: 466-9220
Pastor: Rev. Larry Hauser

Covenant Lutheran Church

8121 W. Hope Avenue 53222
Church Office: 464-2410
Pastors: Rev. Steven Voigt and Rev. Richard Bartholomew

Ownership and Operation

Northwest Lutheran School is owned and operated by the Northwest Lutheran School Association, consisting of Beautiful Savior, Berea, and Covenant Lutheran Congregations. Four delegates from each congregation elect the Northwest Board of Directors. The Board of Directors operates under a policy-based structure. In June of 2006, the Board of Directors entered into a three year partnership with *Lutheran Urban Mission Initiative* (LUMIN). LUMIN is responsible for the administration of Northwest. The principal is responsible for the day-to-day operation of the educational ministry.

The Northwest Board of Directors meets on the third Monday of each month to conduct its business. Delegates meet twice a year, with elections held in May. All member congregations of the Association must approve constitutional changes and any matters concerning the purchase or sale of real property.

Brief History

On December 5, 1956, Beautiful Savior Lutheran Church, Emmaus Lutheran Church, and Covenant Lutheran Church formed the Northwest Lutheran School Association. Northwest Lutheran School opened its doors to its first group of students on September 16, 1957. In 1964 Berea Lutheran Church joined the Association. Additional classrooms and a gymnasium were added to the school in the fall of 1978. In 1984 Emmaus Lutheran Church withdrew from the Association.

The Association for Northwest Lutheran School was established to provide the children of our Association congregations and the community a Christ-centered education. That desire is still the focus of our ministry today as is evident in our Mission Statement: "We commit ourselves to nurturing and equipping all children in a strong Christian and academic environment to become life long learners, growing in faith, capable of making responsible decisions, and serving God and the community.

PHILOSOPHY OF EDUCATION

Education at Northwest Lutheran School provides Christ-centered instruction to equip students for Christ-centered living. Our purpose is to inspire and direct the faith and life of God's children. Through instruction with a Christian emphasis, a high standard of academic achievement is promoted and maintained. We believe Christian education, through the power of the Gospel, offers the proper outlook and attitudes for children of each new generation. This motivates our students to become responsible God-fearing citizens and Christian witnesses to others. We serve as an extension of the church, the home, and the community, each complementing as well as depending on the other. We seek to provide our students with the influences and opportunities that will adequately equip them to meet their spiritual and secular needs.

PHILOSOPHY OF THE CHILD

We view children in the completeness of their humanity, body, soul, and mind and in the light of their two-fold existence, temporal and eternal, as God's foremost creations. We recognize that God has created children as moral beings, endowed with reason, emotions, and will; that these faculties were created for their good and enjoyment; that they have the capability to continually develop these faculties in accordance with the will of their Creator. We believe children, as well as all humankind, are sinful beings, guilty of original and actual sin. In Jesus Christ they experience God's love, forgiveness, and salvation. We realize children constantly experience pressures from within and without and that through the Holy Spirit they can be guided to a deeper understanding of themselves, their problems, and God's will for them. We believe children have the capacity to be understanding, sympathetic, helpful, and loving. As children of the Heavenly Father, they will realize they were created for mutual companionship, compassion, and help. We expect children to assume their God-given responsibilities inherent in their physical, social, economic, and cultural duties and privileges. We acknowledge with praise and thanksgiving that the Lord created heaven and earth and all that therein for our proper use and enjoyment. As redeemed children we strive to be appreciative and responsible stewards of God's gifts.

PHILOSOPHY OF INSTRUCTION

The important elements of effective classroom instruction include, but are not limited to, the following list. At Northwest Lutheran School it is expected that the teacher:

- models the Christian life as a forgiven child of God
- demonstrates Christian love and concern for each student
- is knowledgeable about the subject matter
- organizes the subject matter within the prescribed curriculum
- develops short- and long-range plans
- uses a variety of teaching methods
- communicates effectively
- demonstrates good interpersonal skills
- exhibits effective classroom management skills
- treats students with fairness and consistency
- assists students to understand the value of learning

- has high expectations for students' progress and achievement
- appropriately encourages, praises, and evaluates students' effort
- helps students minimize their risk in exploration and problem solving
- presents materials at the appropriate level of difficulty
- gives students an opportunity for appropriate practice
- guides students to apply knowledge
- checks for student comprehension and provides feedback
- develops and administers evaluation measures which cover the objectives and the content taught

GENERAL EDUCATION GOALS

1. That students learn God's word.
2. That students learn to know the true God, Father, Son, and Holy Spirit, through the power of the Word and Spirit.
3. That students develop a trust in what God has done and still does for them through Christ.
4. That students grow in grace and give expression of their faith and love in Christ.
5. That students be prepared for life on earth as well as life in eternity through a study of all subjects from a Christ-centered approach.
6. That students are prepared for Christian citizenship grounded in obedience to God and His Word
7. That students will go into the world with a commitment to share the Gospel of Jesus Christ.
8. That students develop an active concern for the material welfare of all people and demonstrate this concern through charitable and service activities.
9. That students develop a knowledge of and respect for the distinctive Lutheran teachings as found in the Bible.
10. That students develop respect for parents and all those in authority as God's representatives.
11. That student develops and demonstrates respect for all people.
12. That students become appreciative and responsible stewards of God's gifts.
13. That students, acknowledging their sinfulness and trusting in God's forgiveness, strive to praise, glorify, and please God.
14. That students strive to reach their academic potential
15. That students will grow in their ability to understand themselves and life's challenges in light of God's will.
16. That students enrich their lives through the fine arts.
17. That students develop their physical talents and use them to God's glory.

NATIONAL ACCREDITATION

Northwest Lutheran School received its National Lutheran School Accreditation through the Lutheran Church-Missouri Synod, effective September 1, 2006. Northwest has applied for its Wisconsin Religious and Independent Accreditation as well.

CHRISTIAN EDUCATION COVENANT

Northwest Lutheran School and its Association congregations, Beautiful Savior Lutheran, Berea Lutheran, and Covenant Lutheran, exist to serve our Lord Jesus Christ by building the Kingdom of God both far and near. This commitment is according to His command, "All authority in heaven and earth has been given to me. Therefore, go and make disciples of all nations baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything I have commanded you. And, surely, I will be with you always, to the very end of the age." Matthew 28:18-20. As a result of this commitment, Northwest Lutheran School and its Association churches have a great concern for the spiritual welfare of the families within the church and school community. This is demonstrated by their commitment to provide a wide range of Christian educational opportunities. Therefore, parents and guardians who enroll their children at Northwest Lutheran School do so voluntarily knowing this commitment. They also promise to support Northwest Lutheran School as it provides a Christ-centered education to all students and where the truth of Holy Scriptures and the doctrines of the Lutheran Church Missouri Synod are taught daily and integrated into all subjects. To accomplish this partnership, parents and guardians willfully agree to sign the Christian Education Covenant as provided to them at registration.

HOME-SCHOOL RELATIONSHIPS

Our purposes are best met when the home and school work together with a oneness of spirit. The home is the chief agency of Christian training for children. Northwest Lutheran School is committed to reinforcing our parents' Christian training. We do not relieve our parents of this basic, God-given obligation. It is our belief that a Christ-centered home and school, working together for the good of the child, is the best educational opportunity possible. Parents and teachers are expected to work with and support each other.

HOME DEVOTIONS

Northwest Lutheran School encourages our families to conduct family devotions. Our pastors and/or teachers will be happy to provide families with devotions materials to be used in the home.

CHURCH ATTENDANCE

Participation in worship services is an important part of Christian training. Parents are encouraged to serve as role models for their child(ren) in worship attendance. A record of attendance at weekly church services and Sunday School is kept by each classroom teacher and recorded on report cards.

ENROLLMENT POLICIES AND PROCEDURES

Admission to Northwest Lutheran School shall be with the understanding that parents have familiarized themselves with the religious beliefs, philosophies, policies, and procedures of the school and agree to respect and support them.

Northwest Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan programs, and athletic and other school administered programs.

ENROLLMENT POLICIES

- **Children of members** of the congregations belonging to the Northwest Lutheran School Association shall be accepted for enrollment after the family has contacted their pastors to receive approval of the congregation for enrollment.
- Applications for **non-member tuition students** will be accepted annually based on available seats.
- As a participant in the **Milwaukee Parental Choice Program**, Northwest Lutheran School follows all of the rules and regulations established by the state of Wisconsin and the Department of Instruction for the Milwaukee Parental Choice Program.
- Northwest Lutheran School reserves the right to determine the number of student seats available per grade.
- A student may not be able to enroll if his/her tuition and/or fees have not been paid from the previous year.
- The "Student Immunization Record" form must be on file in the office to meet state law requirements. Be sure to report updated immunizations to the office.

Kindergarten and First Grade

A child must be four years old by September 1 to enter Four Year Kindergarten, five years old by September 1 to enter Five Year Kindergarten, and six years old by September 1 to enter First Grade. Please see the principal for a copy of our policy on early admission should you be considering early admission for your child.

All five-year-old kindergarten students will be screened. If our kindergarten readiness screening indicates a question of readiness for entry into five-year-old kindergarten and the school recommends that the child not be enrolled, the parent has the option of accepting the school's decision or of having further testing to determine readiness by a certified school psychologist. The evaluation shall consider the emotional stability, social and mental maturity and physical health. The cost of this testing will be paid by the parents. The school will accept the recommendations of the psychologist upon written notice by the psychologist. If the child is to be tested by a school psychologist, an opening in both four and five year old kindergarten may be reserved for one month at the parent's request, provided the request is made before May 1.

Transfer Students

In addition to the above policies, the following guidelines apply to students who are transferring into grades one through eight at Northwest Lutheran School.

1. Students transferring into grades one through eight will be given a diagnostic test by Northwest Lutheran School prior to enrollment.
2. The most recent standardized achievement test scores for the student shall be submitted to the school office.
3. Permission must be granted by the parents for us to contact the child's present or past schools, teachers, and staff as deemed necessary.
4. If a student scores one or more grade levels below his/her current grade level, a staff meeting will be held to determine our ability to properly serve the student's educational needs.
5. The evaluation shall consider the emotional stability, social and mental maturity, and physical health as well as academic readiness.
6. A decision for acceptance will be made by the principal and promptly communicated to the parents. If a child is not accepted, this does not preclude his/her acceptance at a later date.

TUITION PAYMENT POLICY

Families may pay their tuition bill in one of three ways:

1. Annually (Full payment by September 1.)
2. Semiannually (Half payment by Sept. 1 and half payment by Feb. 1)
3. Automatic monthly payments (All families that select the monthly payment plan shall be required to participate in a tuition management program.)

Specific information about tuition payments are given to each family when they register.

TRANSPORTATION

Parents are responsible for working out arrangements for the transportation of their children. Through our school newsletter, the school will help parents in finding other parents in their area who might be able to help with transportation. Forms concerning transportation will be available at the time of registration.

Transportation Reimbursement – Parent Contracts

Milwaukee Public Schools provide transportation reimbursement for those families who meet the following guidelines:

1. The student is a resident of Milwaukee who lives two miles or more from Northwest.

2. The student resides within the designated attendance area for Northwest:
- West:
From the intersection of W. Burleigh St. & the Western City of Milwaukee boundary,
North along the City of Milwaukee boundary to the intersection of N. 107th & W. Hampton Ave.
Then north along N 107th St. to the intersection of N. 107th & W. Silver Spring Dr.
 - North:
From the intersection of N. 107th & W. Silver Spring Dr.
East to the intersection of N. 60th Street & W. Silver Spring Dr.
 - East:
From the intersection of N. 60th & W. Silver Spring Dr.
South to the intersection of N. 60th St. & W. Burleigh St.
 - South:
From the intersection of N. 60th St. & W. Burleigh St.
West to the City of Milwaukee boundary limits.

COMMUNICATION

WEEKLY NEWSLETTER

A copy of the school newsletter is sent home with each child on Tuesdays. Be sure to read it each week to stay informed. You may also read it on the school website: www.northhwestlutheran.org. Articles for inclusion in the Newsletter are to be submitted by Monday at 3:00 p.m. It is greatly appreciated when articles are submitted on a disk or e-mailed to the office at nwls@hotmail.com.

CLASSROOM COMMUNICATION

Teachers want to stay in close contact with parents. Students in grades 3-8 fill out daily assignment books. Several classroom teachers send home weekly letters. Some teachers have, or are developing, classroom websites on the Internet. Most teachers have email addresses. Many encourage students and parents to call them either at school or at home. You may leave a voice mail for the teacher at school. Be sure to let the teacher know what type of communication works best for your family.

REPORT CARDS AND PARENT CONSULTATIONS

Report cards are given out at the end of each quarter. In addition, mid-quarter progress reports are given to students in grades 5-8. Mandatory parent and teacher conferences are scheduled at the end of the first quarter. During these conferences, parents meet with the teachers to discuss the work and progress of the students.

Special conferences may be requested at any time by teachers or parents/guardians. The school attempts to keep close contact with parents throughout the school year to discuss health, scholastic, or discipline concerns which arise. If problems arise, please discuss them immediately with the teacher of your child.

SPECIAL PROBLEMS

Problems pertaining to school life should be approached with a feeling of Christian charity and understanding by all parties involved. Discuss your problem first with the teacher involved. Normally a solution is easily reached by doing this. Do not discuss the problem with the principal unless you have talked with the teacher first. If no satisfaction is gained after talking with the teacher then consult with the principal/administrator. Next, discuss the matter with your pastor and, if necessary, the Northwest Lutheran School Board of Directors. This procedure most nearly conforms to that outlined in the Bible in Matthew 18:15-20. We have found that in many cases incorrect information and misunderstandings are the cause of the problems and that discussion with the teacher will resolve these matters.

TESTING

The Iowa Test of Basic Skills (achievement test) is given to each student in grades one through eight to determine scholastic progress, as well as areas of strength and/or weakness. CoGAT (cognitive ability test) is given in grades 3, 5, and 7. These tests are given in March or April of each school year. Results are shared with parents.

Occasionally the home-school partnership needs to be expanded to include other professionals. Further individualized or diagnostic testing may be required during the school year if an academic or psychological difficulty is experienced. The teacher and principal may make recommendations for further testing to the parent/s or guardian. Such testing provides a road map for students, teachers, and parents in charting a course of positive action to further the objective of educating the whole child.

SCHOOL DAY

SCHOOL HOURS

School doors open at 8:15 a.m. and morning classes begin at 8:30 a.m. Students are allowed early arrival by special parental permission. If it is necessary for your child to regularly arrive at school before 8:15 a.m., a note stating the reason is to be sent to the office and the child will be assigned to an early arrival classroom until 8:15 a.m. Supervision of early arrivals begins at 7:45 a.m.

All classes are dismissed at 3:00 p.m. (On early release days, school is dismissed at 11:30 a.m.) Children are to leave for home by 3:15 p.m. unless they are participating in a supervised school activity. Students who are not picked up by 3:15 p.m. will be placed in a late room. Parents are required to come into the school building to pick up their children. A fee will be assessed to those families who pick up children after 3:15 p.m.

The playground equipment is not to be used by students after school as they wait for their rides.

ARRIVAL AND DEPARTURE PROCEDURES

Students arriving between 7:45 a.m. and 8:15 a.m. should be dropped off at the front entrance on 81st Street. Students arriving after 8:15 a.m. may enter the building from the parking lot entrance or via the front entrance.

At the end of the school day, students whose family name begins with A-L are dismissed on the east side of the building (81st Street). Students whose family name begins with M-Z are dismissed on the west side of the building (82nd Street). Students who go to Covenant's Early Childhood Center meet "at the cross" in the hallway and wait to be escorted there by an adult from the Childhood Center. As special pickup needs arise, please call the school office.

EXTENDED CARE

Covenant Lutheran Church (located across the parking lot from the school) offers extended care services for those families that need to drop their children off before 7:45 a.m. or who cannot pick up their children by 3:15 p.m. Parents who are in need of this service are encouraged to contact Covenant's Early Childhood Center (414-438-9712) to inquire about their extended care program.

LEAVING SCHOOL GROUNDS

No student is allowed to leave the school during the day without permission from the teacher and the office. If a student needs to leave school for any reason during the school day, except for illness or an accident occurring while at school, the student must bring written permission from his/her parent or guardian. Adults must check in at the office before leaving with students.

SCHOOL ATTENDANCE AND ABSENTEES

Parents are to call school before 9:00 a.m. to report any absent children on the day of absence. Students who arrive after 8:30 a.m. but before 9:00 a.m. are considered tardy. Any student who misses more than thirty minutes of the school day will be considered absent for at least a quarter of the day.

When a child returns to school after an absence, an excuse should be sent to the child's teacher noting the reason the child was absent. If the absence lasts for more than three (3) consecutive school days, a written excuse must accompany the child upon returning to school. Communicable diseases are to be reported to the Health Department in the city in which you reside. The child is to bring a release from that Health Department upon returning to school. The number to call in Milwaukee is 286-3631.

EMERGENCY CLOSING

If it becomes necessary to close school because of the weather, heating problems, etc., it will be announced over WTMJ radio 620. If the Milwaukee Public Schools are closed because of weather, Northwest will automatically be closed. Our school may be closed when the public schools are open because of the distance our students have to travel. Should you miss the announcements on the radio or are in doubt, please call school at 463-4040, after 7:00 a.m. We will try to stay open once school has begun, but if the weather ever forces us to close, it is important that you have a plan for picking up your child/ren.

CRISIS MANAGEMENT PLAN

Northwest Lutheran School has a written Crisis Management Plan. It is available for review in the school office.

FIRE AND TORNADO DRILLS

Regular fire and tornado plans are in place and drills are held during the school hours so that students and staff are aware of what to do and where to go in case of an emergency.

WELLNESS POLICY

Northwest Lutheran School has adopted a Wellness Policy. It is displayed in the school building.

MEDICATIONS

All medications must be dispensed from the school office if students must take prescription or non-prescription medications at school. Therefore bring all medications to the office along with a note telling to whom it belongs, what it is, when it should be administered, and how much is to be taken. Students may keep inhalers in their possession.

STUDENT VACATION POLICY

Children who are absent from school miss considerable instruction. Therefore, taking children out of school for family vacations or for any unnecessary reason is not recommended and should be avoided. If this is done, it should be reported in writing to the principal and to the child's teacher(s), including teachers of departmentalized classes, at least two weeks in advance. For the welfare of the student, teachers will supply homework as possible. However, parents should realize the following:

- a. Since this is an **unexcused** absence, parents cannot expect the teachers to supply detailed assignments in advance for the children, nor are the teachers held responsible for work which the children miss during such absences from school.
- b. Assignments given to students before they leave are due the day they return to school.
- c. Assignments given to students after they return are due in a reasonable amount of time as decided by the teacher.
- d. Teachers are not responsible for teaching skills taught during the student's absence.
- e. Work not made up will be considered as failed.

VISITING SCHOOL

Parents are welcome to visit school. All visitors are to report to the office when they arrive. A student who wishes to visit the school must get approval from the school office and make an appointment with the classroom teacher prior to the visit. Group visits by students shall be limited to special occasions that have been pre-approved by the classroom teacher and the principal. Social visits should take place after school hours.

CHAPEL SERVICES

Wednesday chapel services are conducted at Covenant Lutheran Church. The pastors of our congregations and guest speakers lead these worship services for our students, parents and friends. Chapel offerings are allocated as follows: seventy-five percent for quarterly mission projects and twenty-five percent for home projects. Parents are welcome to attend.

Baptism birthdays are recognized once a month. Students receive a memento to remind them of their baptism birthdays.

LUNCH, MILK, AND SNACKS

Some classes permit students to eat a mid-morning nutritious snack.

We offer a hot lunch program (including milk) and participate in the federal free and reduced lunch program. Specific information about these programs is shared with parents at the beginning of each school year.

Students eat their lunches in their classrooms under the supervision of their teacher. Refrigeration for snacks and other beverages is not provided unless medically necessary. Children are not allowed to go to nearby restaurants for lunch. Sodas are only allowed on specially designated days.

SCHOOL PICTURES AND YEARBOOK

Individual school pictures are taken in the fall. Group pictures are taken later in the school year. A yearbook is assembled including individual student pictures, class pictures, and group pictures. Families have an opportunity to purchase individual pictures and/or yearbooks.

ACADEMICS & EXTRA-CURRICULAR ACTIVITIES

CURRICULUM

Northwest Lutheran School has a published preschool through eighth grade curriculum which connects the mission of the school with the daily learning objectives. Our curriculum focuses on six core subjects: religion, reading, math, language, science, and social studies. In addition, we offer instruction in spelling, handwriting, art, music, computers, physical education, and health.

GRADING SCALE

A = 96-100 %	C+ = 81-83%
A- = 94-95%	C = 77-80%
B+ = 91-93%	C- = 74-76%
B = 87-90%	D+ = 71-73%
B- = 84-86%	D = 67-70%
	D- = 64-66%
F = below 64% (failure)	

HOMEWORK

The challenging program at Northwest has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but also a helpful habit for future education. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents are encouraged to help their children with their homework, but should not do the work for them. Children can be helped if parents supply them with a table, chair, proper lighting, and a quiet spot conducive to concentration and study. Prayer preceding study should become a regular practice for the child. If assignments are consistently burdensome, parents should contact the teachers so the problem may be alleviated. Parents are encouraged to pick up assignments after school on days when their children are absent.

REMEDIAL AND ENRICHMENT SERVICES

Northwest recognizes that all students do not learn at the same rate. Therefore a remedial and enrichment program has been established to help students who learn at different rates. A yearly program is developed as need dictates. Classroom teachers work with the remedial and enrichment teacher to coordinate a workable program for their students, both in time and content.

EDUCATIONAL RECOVERY PROGRAM

An after-school Educational Recovery Program is available to provide additional academic help for students as recommended by the teaching staff.

UNPREPARED FOR CLASS

In grades 5-8, students who are unprepared for class will receive a green "Unprepared for Class Report." This report requires a student and parent/guardian signature. For each set of three of these reports, the student will attend a mandatory session in the Educational Recovery Program.

GRADUATION REQUIREMENTS

Students are encouraged to do their very best in all academic areas. Our teachers are committed to helping our students be successful. The Northwest Lutheran School has determined that a student may not fail the final semester of two or more core subjects during his/her eighth grade year and still be eligible for an 8th grade diploma. Semester failure is further defined as receiving a failing grade during both quarters of the semester.

FIELD TRIPS

Field trips scheduled by classroom teachers are considered part of the school curriculum. Students who do not attend field trips are considered absent from school and their parents are responsible for their supervision during the duration of the field trip. Bus transportation is used for field trips.

OUTDOOR EDUCATION

In October, students in grades 6-8 participate in an Outdoor Education experience. They spend three days and two nights at a nearby camp facility.

COMPUTERS

The teachers in each classroom have access to the Internet. In addition, Northwest has a computer lab. Computer instruction is offered in grades 2-8 on a weekly basis. In addition, classroom teachers may bring their students to the lab for instruction, Internet research, and/or other projects. Northwest has a Computer Use Policy which is shared with parents and students.

A Computer Club is open to students from fifth to eighth grade. It meets after school one day a week.

LIBRARY

Our library is open during the school day. Students may check out books from our library. Students are not allowed to check out books while they have overdue materials. A fine is levied for all overdue materials. Students are held responsible for lost materials, and families are assessed for losses. Report cards are withheld until restitution is made.

MUSIC PROGRAM

Music is an integral part of our curriculum. The Children's Choir is composed of students in grades 3-5. The Junior High Choir is composed of students in grades 6-8. The choirs practice during the school day. Both choirs sing at our association churches once or twice a year. In addition they participate in our Chapel services and perform at our school concerts. At Christmas time the choir sings at the Pfister Hotel in downtown Milwaukee. An annual school musical is held.

Boom whackers and recorders are used in third and fourth grades. At least two hand chimes groups are offered to students in grades 5-8. They practice after school and participate in our Chapel services and perform at our school concerts.

BAND PROGRAM

Students in grades 5-8 are eligible to participate in the Milwaukee Lutheran High School Elementary Band Program. Financial arrangements are made directly with MLHS. Every Tuesday an instructor provides individual and group band lessons at Northwest. A Saturday morning band program is also available. Students perform several times a year.

STUDENT COUNCIL

The Student Council is organized to promote student government among students under the guidance and direction of a faculty advisor. Representatives are elected from each class in grades 5-8. These representatives also report to the lower grades. The purpose of the Student Council is to promote spirit days, assemblies, and activities that reflect the Christian philosophy of the school.

ATHLETIC PROGRAM

Both boys and girls in Grades 5-8 compete with other Lutheran Schools in athletics. The girls compete in volleyball, basketball, softball, soccer, and track, while the boys compete in flag football, basketball, soccer and track. Girls in grades 7-8 may participate in cheerleading. Parents are required to attend a meeting to explain our athletic program. During this meeting the Athletic Director discusses such items as the philosophy, policies, and practice and game schedules. Schedules and game results are published in the Northwest weekly newsletter.

TRANSPORTATION TO ATHLETIC EVENTS

Parents are expected to provide transportation or prearrange rides for their children to athletic events.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

In order to participate in extracurricular activities in grades five through eight, a student must maintain good academic standing. Good academic standing is defined as maintaining a 2.0 G.P.A. on a 4-point scale at the end of any marking period (quarter or mid-quarter) and having no failing grades. A student falling below this standard will be placed on probation until the end of that marking period. (A student may continue to participate while on probation.) If good academic standing has been achieved at the end of the next marking period, the student may continue to participate in extracurricular activities. However, if good academic standing has not been achieved, the student will be suspended from extracurricular activities. Such suspension will be in effect until the student achieves good academic standing as demonstrated on a report at the end of a marking period.

Absent students may not participate in an after-school activity that day. Students who have four or more late assignments during a given week will not be allowed to participate from Monday - Sunday of the following week.

ACADEMIC AWARDS

Perfect attendance awards are given to all students who have perfect attendance at the end of a quarter. Honor Roll awards are given to students with a grade point average of 3.5 or higher at the end of any quarter in grades five through eight. Honorable Mention awards are given to those students with a grade point average of between 3.0 - 3.49. Students in grades three and four are eligible for the B.U.G. award for bringing up their grades and/or the Spinning Spider award for maintaining excellence.

ACADEMIC COMPETITIONS

Students in grades five through eight are eligible to participate in the Knowledge Bowl, the Spelling Bee, and the Geography Bee. These competitions are meant to encourage our students towards academic excellence and acknowledge those who excel.

- A team of five students in grades five and six and a team of five students in grades seven and eight are selected annually to represent Northwest at the Outer Milwaukee Lutheran Schools Knowledge Bowl.
- The winner of the Northwest Spelling Bee participates in the regional spelling bee in Milwaukee. The winner of the regional bee qualifies for the state competition.
- The Northwest Geography Bee champion takes a National Geography Bee Exam. If our school champion scores well on the exam, he/she is invited to the state competition.

RECOGNITION BANQUET

An annual recognition banquet is held in May for students in grades five through eight and their parents or guardians. Students are recognized for their achievements in academics, music, sports, and other extra-curricular activities.

SCHOOL RULES AND BEHAVIOR POLICIES

SCHOOL WIDE BEHAVIOR GUIDELINES

The following school guidelines have been adopted.

1. Respect God and His Word
2. Honor God through your words and actions
3. Treat people with kindness and respect
4. Always do your best

CLASSROOM RULES AND PROCEDURES

Classroom rules and procedures are established by the teaching staff and/or by the individual teacher. Separate procedures and rules and consequences have been established by the lower grade teachers and the upper grade teachers. These rules and procedures are shared with the students and parents at the beginning of the school year.

DISCIPLINE POLICY

Northwest Lutheran School is a Christian community that functions in partnership. In this partnership, our teachers and pastors help parents with their God-given responsibility for training their children in the ways of the Lord. Training includes instruction and discipline. In the school setting, the teachers and principal/administrator carry the God-given authority for disciplining students.

Discipline will be administered out of Christian love, applying Christian principles for the welfare of the students and the school community. The teachers and principal will act with firmness, but with respect for the child and his/her sense of self-worth. Corporal punishment will not be administered. As Christians we look to God's law as the norm for behavior and find that the power of the Gospel motivates us to Christ-like actions. Scriptural principles govern the conduct of students and teachers as they seek solutions to problems.

“DISCIPLINE REPORT” FOR 5K THROUGH GRADE 4

A Discipline Report will be sent home by the lower grade teachers to notify parents or guardians that a student is charged with a minor infraction in her/his behavior. Minor infractions include such things as disruptions or disturbances in classrooms, physical aggression, lack of self-control, incomplete work, etc. Parents are asked to discuss the problem with the child, sign, and return the report to the classroom teacher the next school day. Failing to return the signed report will lead to another report being issued. Three discipline reports will result in a detention.

“INAPPROPRIATE BEHAVIOR REPORTS” (Gr. 5-8)

Our goal at Northwest is to promote an atmosphere where learning is a priority. We expect all students to cooperate and positively engage in the learning process. If this is not done, students will receive an orange “Inappropriate Behavior Report.” Inappropriate behavior includes, but is not limited to, showing disrespect to students or teachers, disruptive behavior in or outside of class, inappropriate dress or language, chewing gum, etc. The Inappropriate Behavior Report includes a behavioral action plan filled out by the student. The report is to be taken home, signed by a parent/guardian, and returned to the homeroom teacher the next school day.

The following consequences apply:

Weekly consequences of inappropriate behavior:

- **1st/2nd** Inappropriate behavior report in one week: *Student remains after school 3:05- 3:35 the next school day after the report is given.*
- **3rd** Inappropriate behavior report in the week: *Student receives an Administrative Detention to be served from 3:05-3:35 p.m. on a specified date.*
- **4th** Inappropriate behavior report in the week: *Administrative detention as well as a conference with student, teacher(s), parent(s), and Principal.*
- **5th** Inappropriate behavior report in the week: *1-3 day suspension from school.*

Quarterly Consequences:

- Accumulating 6 “Inappropriate Behavior Reports” in a quarter will result in an Administrative Detention.
- A one day suspension from school will result upon accumulating 5 detentions; 1-3 day suspension for the 6th detention; 4-7 days suspension with 7th detention in the year.

DETENTION POLICY

When normal disciplinary measures prove ineffective in altering a student's unacceptable behavior, the student shows any disrespect toward faculty members or any other adult, or a student continues to misbehave after being corrected, a detention will be given to help the student realize the behavior must change. The detention system may be used during any supervised school activity and any time a student is on school property.

Types of Detentions:

- A **regular detention** may be given by a faculty or staff member or by the principal as a result of a single incident.
- An **administrative detention** may be given by the principal or administrator due to an accumulation of inappropriate behavior reports.

Disciplinary Steps:

1. When a student receives a detention, the student will be given a detention form which is to be signed by a parent or guardian and returned the following day to the faculty member assigning the detention. The signed detention form will be kept on file in the school office
2. Upon receipt of the third detention, a conference with the student, the student's parent(s) or guardian(s), the home room teacher and the principal will be held.
3. Upon receipt of a fifth detention, the student may be suspended from school for one school day, and the provisions of our suspension policy apply.
4. Upon receipt of the sixth detention, the student may be suspended for up to three days, and the provisions of our suspension policy apply.
5. Upon receipt of seven or more detentions, the student may be suspended for up to seven days until it is determined whether or not he/she should be expelled. The provisions of our suspension policy would then apply.

Students receiving detentions may have one detention removed from their accumulated total for every 30 consecutive school days they attend without a detention.

Procedure for serving detentions:

- Detentions will be served on Tuesday and Thursday afternoons from 3:05-3:35 p.m.
- The detention must be served on the detention day following the day the detention was given unless the child is absent on the detention day. Failure to do so may result in an additional detention.
- The student must be in the detention room at the beginning of the period and must remain silent in the detention room through the end of the period.

SUSPENSION AND EXPULSION

The principal may suspend a student for 1-3 consecutive school days if the student persists in unacceptable behavior after normal disciplinary procedures have been taken, if the student destroys property, or if the student's conduct while at school or under the supervision of a school authority endangers the property, health or safety of others. When a student has been suspended, the parent or guardian will be contacted by phone or in person. Within three school days, the parent or guardian will be notified in writing of the suspension and the reason for it. A parental conference will be required before a suspended student is allowed to return to class. Any student who is suspended from school will also be suspended from all extracurricular activities for one week beginning with the day of the suspension. A student may be suspended up to 7 consecutive school days if a notice of an expulsion hearing with the Northwest Lutheran School Board of Directors is being sent to the parent or guardian.

The Northwest Lutheran School Board of Directors may expel a student from school when it finds the student guilty of repeated refusals or neglect to obey rules, of destroying property, or of engaging in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others and is satisfied that the interest of the school demands the expulsion. Prior to such expulsion, the Northwest Lutheran School Board of Directors shall hold a hearing. Not less than five day's written notice shall be sent to the student's parent or guardian specifying the reason for the hearing and possible expulsion, the time and place of the hearing, a statement that the hearing may result in expulsion and an invitation to be heard at the hearing. If the Northwest Lutheran School Board of Directors determines that the student is to be expelled, the secretary of the Board will inform the student's parent or guardian in writing.

HARASSMENT POLICY

Northwest Lutheran School intends to provide its teachers and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. We expect all persons to treat each other with mutual respect as members of God's family. All students, school staff, parents, and volunteers are to conduct themselves with respect for the dignity of others. The school does not condone or allow harassment of others by teachers, administrators, support staff, students, parents, or any persons present in our facilities.

Harassment includes making unwelcome sexual advances, engaging in improper physical conduct, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning environment. Any other form of ridicule of others based on race, physical characteristics, ability, family background, is harassment.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate authority. Students may report to a parent, teacher, pastor, or the principal. Parents, teachers, and pastors are to report an offense to the principal. In any case involving the principal, it should be reported to the pastoral advisor. All reports will be documented on a harassment complaint form. Each report will be given serious consideration and investigated thoroughly by the principal and/or the pastoral advisor.

Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person(s) making the report or a person(s) who may be unjustly accused. Upon completion of the investigation, the results will be shared with all parties involved.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination of staff or expulsion of students.

PLAYGROUND RULES

General Rules

1. Students are to follow the directions of the teachers on duty.
2. No baseballs are allowed.
3. No softball throwing on the asphalt play area.
4. No snow throwing is allowed.
5. No playing is allowed near the building with the classroom windows.
6. Children must stay out for recess unless they are given permission to re-enter the building by the teacher.
7. No ball throwing is allowed against the south wall.
8. No hanging on basketball rims, nets, or soccer goals is allowed.
9. The playground equipment is off limits before and after school and during muddy or snowy conditions.
10. Safe shoes, closed heel and toe, must be worn.

Playground Equipment Rules (fenced in area)

1. No ball throwing or jump ropes are allowed in the playground area.
2. Only one person is allowed on a slide at one time.
3. No climbing up slides.
4. Only sliding in a frontward, sitting position is allowed.
5. Swinging is to be done in a straight position, no intertwining swinging is allowed.
6. No climbing on equipment not specifically designed for climbing.
7. No king of the mountain or similar games are allowed.
8. No tag is allowed in fenced in area.

RECESS & COLD WEATHER

Recess is held outside except in extreme weather conditions. Parents, please see that your children are dressed appropriately.

Recess Dress

1. In late fall and early spring students should wear their coats outside. They may be taken off with the permission of the teacher on outside duty.
2. Hats and mittens or gloves are to be worn when the temperature is below 30 degrees.
3. Boots must be worn to play in the snow or on snow banks. Snow pants must be worn to roll or slide in the snow.

DRESS STANDARD

"Whatever you do, do it all to the glory of God." (I Corinthians 10:31) This passage from Scripture is an excellent guide for Christian conduct and appearance. Students at Northwest Lutheran School are expected to live and conduct themselves in a manner that pleases God and glorifies the name of Jesus Christ, our Savior. Our Lord has blessed us with an exemplary school, and this honor carries with it the opportunity to be witnesses to the world. The impression we give to the rest of the world is important. We are God's people, set apart for his special purposes. Our words, actions, and appearance all send a message about who we are.

Our dress code is designed to help us make a statement to others. Students should be neat, clean and orderly in their appearance. Just as some types of dress are proper for church, and others are reserved for play, so certain clothes are appropriate for school. Dress and personal grooming are to be in good taste and reflect **Christian modesty**.

The following guidelines have been established:

1. Students should be neat, clean, and orderly in appearance.
2. Dress and personal grooming are to be in good taste and reflect Christian modesty.
3. Neat, clean relatively new denim is acceptable. These pants are NOT to be worn below the waist.
4. Sweatshirts may be worn.
5. White underwear T-shirts are unacceptable as outerwear. All undergarments should be covered at all times.
6. Clothing with offensive pictures or words will not be allowed. "Offensive" may include, but not necessarily be limited to things relative to violence, race, sex, drugs and alcohol.
7. Shorts may only be worn from April through October.
8. Dresses, skirts, skorts, culottes, and shorts that are no shorter than fingertip length when the student is standing and arms are extended straight down are appropriate. Mid-calf Capri pants are allowed.
9. Tank tops, muscle shirts, athletic jerseys, military, hunting, and camouflage garments, and midriffs are not permitted. No skin will be allowed to show between the shirt and pants/skirts/shorts.
10. Footwear should be quiet, safe and sensible. No snow or rain boots are allowed in the classroom. (See playground rules)
11. Make-up and jewelry may be worn in moderation. Hoop earrings should not be more than an inch in diameter. Dangle earrings should not be more than an inch long.
12. Hair should be carefully groomed, combed, and kept neat and clean. Extreme hair styles should be avoided.
13. Sleeveless and cap sleeve blouses and sundresses are allowed. Sundress straps will not be less than 1-1/2 inches wide in grades 4-8.
14. No head apparel should be worn in the building at anytime.

The classroom teacher will determine if a student is inappropriately dressed and groomed, and after private counseling, shall have the option of whether or not the parent is contacted. Exceptions to this dress code may be made for field trips, gym classes and other special events at the discretion of the teacher involved or by the principal in cases of extreme weather.

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience." Colossians 3:12

SCHOOL COLORS AND APPAREL

Northwest Lutheran School colors are blue and white. The team mascot is a tiger. Northwest apparel, including T-Shirts and sweatshirts, is sold through the office.

LOST AND FOUND

The lost and found box is kept in the Resource Center. Please label all clothing and shoes with your child's name. After several months unclaimed items are given to a local charity.

DAMAGE TO PROPERTY

Parents will be required to reimburse the school for loss and/or damage of textbooks by their children. Parents of students who cause damage to school property through negligence or carelessness will be held responsible to pay for the amount of damage. If a student damages another student's property, the parents of the two children involved are to settle the matter between them in a Christian way.

NUISANCES

Toys, comic books, cards, radios, gum, and other nuisance items should not be brought to school. Such items will be confiscated and may be picked up by the parent from the teacher. Children should not bring items or money of great value to school. The school will not be responsible for lost items or money. Lighters, matches, guns or knives (toy or real) are not allowed on school grounds. Students who bring such items or similar items will have them confiscated. Their parents will be contacted and a conference will be scheduled.

CELL PHONES

Cell phones will be permitted if the following guidelines are followed:

- Parents have informed the school office that their child will be bringing a cell phone to school.
- Cell phones are to be turned off during the school day.
- Cell phones are not to be used by students during the school day without a teacher's permission.
- Cell phones are to be stored in the student's locker or book bag or in the school office.
- Students are fully responsible for lost or broken cell phones.
- Students who do not follow these guidelines will have their cell phones taken away and/or may lose the opportunity to bring it to school.

ELECTRONIC DEVICES

CD players, I pods, MP3 players, and handheld video games should not be brought to school unless there are special circumstances in which the teacher deems them necessary. Our students do not have time to use these devices during the normal school day. We do not want students to lose or damage these expensive items. It is also too difficult for our teachers to monitor the type of music being played and video games can become a great distraction to learning. Therefore, we ask parents not to send their children to school with these devices.

BICYCLES, SKATEBOARDS, ETC.

All bicycles are to be parked in the bike racks on the playground during the school day. They are not to be used during the day. Parents are to instruct their children regarding their safe use before riding them to school. It is advisable to lock bikes to discourage theft and tampering.

Students are not allowed to ride skateboards, scooters, rollerblades, or heeleys in school or on the school grounds at any time.

SPECIAL OPPORTUNITIES

ROOM PARENTS

Parent volunteers serve as room parents who help with class parties, field trips, and games at the school picnic.

BASKETBALL TOURNAMENT

Each year we host the Northwest Basketball Classic at Milwaukee Lutheran High School. This tournament gives our parents a great opportunity to work together and get to know each other better. Proceeds from the tournament enable us to complete many projects and fund our athletic program.

PTL ACTIVITIES

The Parent Teacher League of Northwest Lutheran School sponsors various events during the school year. For example, they host an open house for parents in September.

NORTHWEST BOOSTERS & FUNDRAISERS

The Northwest Boosters plan, organize, and hold various fundraisers throughout the year. Parents and students have the opportunity to participate.

- A **Magazine** sale is planned for the fall.
- A **Frozen Food** sale is planned for the winter.
- A **Dinner Auction** is planned for the spring.

SCRIP PROGRAM

Northwest Lutheran School participates in the “Scrip” program. When you purchase Scrip you are actually purchasing a debit/gift card for a particular store. There are over 500 restaurants, gas stations, grocery stores, and retail businesses available. The Scrip program allows the school and each family an opportunity to receive a percentage from the purchases. More information is available through the school office.

MARKET DAY

Northwest Lutheran School participates in the Market Day program. Once a month families have the opportunity to order and pick up food products. Ten percent of the profits are used by Northwest for special programs.

ENDOWMENT FUND

An endowment fund has been established in an effort to provide additional financial resources for Northwest Lutheran School. Contributions to this fund help to keep the cost of education at a manageable level for our congregations and parents.

GIVINGPLUS PROGRAM

Northwest Lutheran School is enrolled in Thrivent Financial for Lutheran’s GivingPlus Program. Any Thrivent Financial Member or Associate Member may donate up to \$600 to Northwest and Thrivent will contribute \$1 for every \$2 donated. Contact the school office for more information on this program.