



**St. John**  
**LUTHERAN SCHOOL**  
Ignite. Infuse. Inspire.

. . . . . a ministry of  
St. John Ev. Lutheran Church  
437 Turner Rd.  
Wrightstown, WI 54180

**Early Childhood & Elementary  
School & Family Handbook  
2021-2022**

*Approved by Board of Education 07/2021*

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## **Contact Information**

**Church:** (920) 532-4865

**School:** (920) 532-4361

**Web Site:** [stjohnwrightstown.com](http://stjohnwrightstown.com)

### **Staff**

Rev. Michael Gehl,  
Rev. Robert Wilke  
Dierdra Stary,  
Tim Raddatz  
Jamie Buss  
Alexa Foelske  
Rebecca Wicks  
Tim Raddatz  
Dillon Solomon

Pastor  
Pastor(Associate)  
Office Assistant  
School Admin  
Prek Teacher  
Preschool Teacher  
K - 1st Teacher  
2nd - 4th Teacher  
5th - 8th Teacher

[pastorgehl@gmail.com](mailto:pastorgehl@gmail.com)  
[revrwilke@gmail.com](mailto:revrwilke@gmail.com)  
[st.johnwrightstown@gmail.com](mailto:st.johnwrightstown@gmail.com)  
[tim.raddatz@stjohnwrightstown.com](mailto:tim.raddatz@stjohnwrightstown.com)  
[jamie.buss@stjohnwrightstown.com](mailto:jamie.buss@stjohnwrightstown.com)  
[alexa.foelske@stjohnwrightstown.com](mailto:alexa.foelske@stjohnwrightstown.com)  
[rebecca.wicks@stjohnwrightstown.com](mailto:rebecca.wicks@stjohnwrightstown.com)  
[tim.raddatz@stjohnwrightstown.com](mailto:tim.raddatz@stjohnwrightstown.com)  
[dillon.solomon@stjohnwrightstown.com](mailto:dillon.solomon@stjohnwrightstown.com)

### **Board of Christian Education**

Wayne Cisler  
Josh Bohrtz  
Perry Schisel  
Kevin Vende Hey  
Jeremy Asman  
Scott Ripp

President  
Board Member  
Board Member  
Board Member  
Board Member  
Advisory Member

[newman7786@gmail.com](mailto:newman7786@gmail.com)  
[joshjaimebohrtz@gmail.com](mailto:joshjaimebohrtz@gmail.com)  
[kvandehey5@sbcgolbal.net](mailto:kvandehey5@sbcgolbal.net)  
[scott.ripp@yahoo.com](mailto:scott.ripp@yahoo.com)

### **Church Council**

Terry Schueable  
Kevin Vande Hey  
John Behrens  
Micah Foelske  
Wayne Cisler  
Bernie Vickman

President  
Elder  
Financial Sec.  
Secretary  
Board of Ed Pres.  
Property Manager

[kvandehey5@sbcglobal.net](mailto:kvandehey5@sbcglobal.net)  
[jberens@new.rr.com](mailto:jberens@new.rr.com)  
[breschke.86@gmail.com](mailto:breschke.86@gmail.com)  
[newman7786@gmail.com](mailto:newman7786@gmail.com)  
920.660.3867

## **Handbook Introduction**

God's Word is the ultimate and only truth. As WELS Lutherans, we base all our instruction, policies/procedures, and lives upon that Word. Although God's Word does not change, our handbooks are subject to change without notice by the Board of Education and/or Church Council. This handbook does not contractually bind St. John Lutheran School(S.J.L.S) in any way.

## **This We Believe...and Teach**

St. John Lutheran Elementary School and Early Childhood Programs exist as an extension of St. John Evangelical Lutheran Church. As such, we hold to the same religious teachings as outlined in "Articles of Faith" of the St. John Constitution.

### **Articles of Faith**

1. This congregation accepts and confesses all the canonical books of the Old and New Testaments as the verbally inspired and inerrant Word of God and submits to this Word as the only infallible authority of all matters of faith and life (2 Tim. 3:15-17).
2. This congregation accepts and confesses all the symbolical books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as true statements of scriptural doctrine:

**Ecumenical Creeds:** The Apostles' Creed, The Nicene Creed, The Athanasian Creed **Lutheran Confessions:** Dr. Martin Luther's Small Catechism, Dr. Martin Luther's Large Catechism, The Unaltered Augsburg Confession, The Apology of the Augsburg Confession, The Smalcald Articles, The Formula of Concord

This congregation accepts and confesses these symbolical books without reservation, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith held by the Evangelical Lutheran Church.

3. No doctrine or practice which is in conflict or inconsistent with these canonical and symbolical books shall be taught or tolerated in this congregation.
4. All controversies which may arise in this congregation shall be decided and adjusted according to this norm of doctrine and practice.

*2 Timothy 3:15-17 "and how from infancy you have known the holy Scriptures. Which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."*

### **Eternal Truths**

In addition to what is stated in our Church Constitution, St. John's is also founded on these eternal truths as revealed by God in His Holy Scriptures;

**Regarding God** There is only one God. He is the Triune God: Father, Son, and Holy Spirit. (1 Timothy 2:5; Matthew 3:16-17; Matthew 28:19)

**Regarding the Beginnings of all Things** God created all things in six normal 24-hour days and created humans holy and righteous as the crown of that creation. Creation is not a myth. (Genesis 1; Ephesians 4:24; Psalm 8:4-8)

**Regarding Sin** The fall into sin has corrupted the very nature of every human being. People are not inherently good. All people are conceived in sin, are guilty of sin, subject to damnation, and are therefore in need of a Savior. (Isaiah 64:6; Romans 3:9-19, 23; Romans 5:12, 16; Romans 6:23)

**Regarding the Savior** God through His grace, love, and mercy sent His only Son Jesus to suffer and die to pay for everyone's sins. Jesus is true God and true man. He is the Only Savior. (John 3:16; Romans 5:6-8; I John 2:2)

**Regarding Law and Gospel** The two main teachings of the Scriptures are Law and Gospel. The Law curbs sin, is a mirror for showing sin, and is a guide for Christian living. It shows our need for a Savior. The Gospel shows us who that Savior is and what He has done for us. It is "the power of God for the salvation of everyone who believes." (Psalm 119:120; Romans 7:7; Romans 12:1-2; Romans 1:16; John 20:31)

**Regarding Faith** All who believe that Jesus is their Savior receive forgiveness of sins, life, and salvation. Our faith can only come through the work of the Holy Spirit by the Means of Grace. That Means of Grace is the Gospel in Word and Sacraments-Baptism and the Lord's Supper. (John 3:16; Romans 5:1; Romans 8:1; Romans 10:17; Titus 3:4-7)

**Regarding Christian Living-Sanctification** Christians vary in their levels of Christian living (sanctification). The Lord expects people to use His Word to grow in their sanctified life out of thanks to Jesus. (Matthew 22:37; Romans 14:1-4; 2 Timothy 3:15-17)

**Regarding Good Works** Christians will strive to show their love to God by using their gifts and talents to help spread the Word of God. They will help their fellow Christians and all people in every way that is consistent with God's Word. Good works cannot contribute toward gaining salvation. Good works are a fruit of faith and love we have in Jesus our Savior. (Matthew 25:31-46; Matthew 28:19; Psalm 51:10-13, 15; 2 Corinthians 5:14-15)

**Regarding Marriage & Sexuality** Marriage was established and given by God at the time of creation. As God designed and instituted it, marriage is the life-long union of one man and one woman. (Genesis 2:24; Matthew 19:4-6; Hebrews 13:4; Ephesians 5:22-33) Sexual intimacy is a special blessing from God reserved for marriage. Anything outside of what God established is a sin. (Romans 1:18-32; 1 Corinthians 6:9-11)

**Regarding Abilities** The Lord has given varying gifts and abilities to human beings and He expects them to use those talents faithfully out of love for their Savior. (Romans 12:6-8; Matthew 25:14-30; James 1:17)

**Regarding Christian Training** The Lord gave parents the primary responsibility for the Christian training of their children. (Deuteronomy 6:7-9; Ephesians 6:4)

The Lord also gave to His Church, and hence to every Christian congregation, the responsibility to help parents train their children according to the Scriptures. (Matthew 28:20; John 21:15-17; Ephesians 4:11-16)

**Regarding Judgment Day** Jesus will return on Judgment Day. The present world will come to an end. All people both living and dead will be judged by Jesus. The believers will live forever in the presence of God in heaven. The unbelievers will be condemned to an eternity in hell. (Acts 1:11; 2 Peter 3:13; John 5:28-29)

**This we believe, teach, and confess.**

## **St. John Lutheran Elementary School**

S.J.L.S is under the control and supervision of the voting assembly of St. John Evangelical Lutheran Church. The Board of Education has been delegated the authority for the operation of the school. The administrator and staff assist this board in an advisory capacity. The administrator is directly responsible for the implementation of policies, supervision of instruction, curriculum development, and operation of the school.

### **School Affiliations**

- congregation established in 1869
- elementary school established in 1871
- early childhood education established 1954
- affiliated with Wisconsin Evangelical Lutheran Synod (WELS)
- faculty is WELS certified with Lutheran theological training
- faculty members have all obtained a minimum of a Bachelor of Science degree in Education
- member of Fox Valley Lutheran School Federation

### **Teachers**

The children of S.J.L.S are taught by a professional staff of divinely called pastors and teachers. The staff has been specifically trained in religious and secular fields of study to provide a thorough, well-rounded, Christ-centered education.

**Tim Raddatz** (Administrator, grades 2-8 departmentalized) 2014-present, Bachelor of Science degree in Education- Martin Luther College, 2004; WI state license since 2014,

**Alexa Foelske** (Preschool) 2018-present, 4 years experience, Bachelor of Science degree in Elementary Education-Martin Luther College, 2007; MN state license since 2013.

**Jamie Buss** (Pre-Kindergarten) 2015-present, 4.5 years experience; Bachelor of Science degree in Education- University of Wisconsin-Green Bay, 2010, WELS synod certification; WI state license since 2010.

**Rebecca Wicks** (grades K-1) 2013-present, 12 years of experience; Bachelor of Science degree in Education-Martin Luther College, 2005; WI state license since 2012.

## **Board of Education**

The Board of Education serves as the governing school board and oversees the operation of the school. They are responsible for finances, staffing, policies/procedures, curriculum, recruitment, accreditation, calendar, etc. These are voluntarily elected positions from our church membership. The board also contains two advisory members, who may be chosen at large and do not need to be members of the church, but preference will be given to those having children enrolled at school. They carry no official voting privileges. Meetings are once a month. Volunteers are asked to commit to a three year term with the option to serve additional terms. Any school parent may address the Board of Education provided they make arrangements with the Board's chairman or the administrator three days prior to the meeting. The chairman of the Board may then choose to include the topic at the beginning of the agenda and allow the parent up to 15 minutes to present, following the opening devotion.

## **Curriculum**

S.J.L.S will teach each area in its curriculum from a Christian perspective, giving students a thorough education as it pertains to each grade level. A continuing effort is made to keep our curriculum in line with area schools and in compliance with state and Synod requirements. We neglect nothing that is considered essential to the curriculum of elementary education.

Religion (Christ Light, Luther's Small  
Catechism, EHV Memory Passages)  
Math  
Grammar  
Spelling  
Reading/Literacy

English/Lang/Arts  
Social Studies  
Science  
Health  
Music  
Physical Education  
Art

## Mission, Vision, Objectives

### **Mission**

St. John Lutheran School strives to: **Ignite** the love of learning, **Infuse** the Word of God, **Inspire** tomorrow's leaders.

### **Vision**

1. S.J.L.S is a **partnership** that includes our congregation, school families, and staff for the beneficial training and instructing of Christ's lambs.
2. S.J.L.S provides a high quality Christ-centered **education** in all academic areas for the maximum potential of each student.
3. S.J.L.S students, parents, and staff continue to grow in their sanctified life through the study of God's Word.
4. S.J.L.S reaches out to the Wrightstown **community** and beyond with the message of God's saving love.
5. St. John Lutheran Church and School provides the necessary **support** to equip the staff for effective ministry.

### **Objectives**

1. S.J.L.S will regularly review progress on its mission, vision, and objectives (MVO), annually updates the MVO as its school improvement plan (SIP), and communicates with school parents and school personnel to maintain a vision for the future. **(Partnership)**
2. S.J.L.S strives to communicate more effectively with parents by annually reviewing and updating its school handbook, reviewing its website on a quarterly basis, and implementing communication technology such as Fast Direct Student Information System and Remind App communication system. **(Partnership)**
3. St. John Church and School will strengthen the partnership between home and school by strengthening our relationship with the Lord and by equipping parents in their God-given role as spiritual leaders in the home. **(Discipleship & Partnership)**
4. S.J.L.S will utilize a structured program for promotion, recruitment, and family
5. assimilation to increase enrollment and retain families. **(Partnership & Community)**
6. S.J.L.S will ensure the best education possible by regularly assessing the staff and administration and setting goals. **(Education)**
7. S.J.L.S will provide appropriate support so the administrator can effectively carry out his administrative duties. **(Support)**
8. S.J.L.S will provide a faculty handbook that is an accurate and effective document for easy reference, review it on an annual basis, and revise it as needed. **(Support)**
9. S.J.L.S commits to teaching all subjects in the light of God's Word and to training Christ's children in the skills they need to be knowledgeable students, successful workers, and productive citizens. **(Education)**
10. S.J.L.S faculty will base instruction on the written curriculum with the MVO in mind and will review and update instructional materials and resources annually. **(Education)**
11. S.J.L.S will assist parents in their volunteer efforts by regularly and systematically outlining opportunities, expectations, and requirements involving their area of involvement. **(Partnership & Community)**
12. S.J.L.S will prepare and train for emergencies for the safety of students and staff, taking

comfort in the knowledge that our loving God is in control of all things at all times. **(Support)**

13. S.J.L.S will use good stewardship in maintaining the blessing of its facility and grounds for the safety and comfort of the students to the glory of God. **(Support)**
14. S.J.L.S maintains an appropriate record keeping system for student data and finances in support of effective school operation. **(Support)**
15. S.J.L.S maintains an organized electronic filing system with an automated backup system. **(Support)**

## Expectations

### St. John Will Provide Students With:

1. a quality, age-appropriate Christian education
2. a safe environment
3. a positive learning environment
4. an opportunity to voice his/her opinions in a Christian manner
5. an opportunity to have their opinions responded to in a Christian manner

### Parental Concerns

The Board of Education serves as the governing school board and oversees the operation of the school. Any school parent may address the Board of Education provided they arrange it with the Board of Education or the administrator three days prior to the meeting. The Chairman of the Board of Education will then put the parent's topic at the beginning of the agenda and will allow the parent 15 minutes after the opening devotion.

Because we are sinful people living in a sinful world, there will be times when the partnership of school and school families disagree or make mistakes. We pray those times are few. When they do happen, God gives us direction on how to deal with those problems. Our Lord and Savior dealt with others in a kind and loving manner. He is the example we should follow when dealing with others. Whether parent or teacher, use prayer, patience, and forgiveness in any conflict.

1. If you have any concern, bring it directly to the person(s) involved in a loving and caring manner. Repeat this step as many times as necessary, making every effort to resolve the issue.
2. If both parties cannot reach satisfaction, the next step is for both parties to meet together with the administrator. The administrator's role will be as mediator. He will make sure both parties express their concern and that they reach a mutually agreed solution.
3. Either party has the right to present their concern to the Board of Education if a satisfactory solution cannot be reached. A decision made by the Board of Education on that issue is final.

### Student Concerns

Student concerns should be dealt with in a similar manner. Students should bring their concern directly to the other person involved. If it does not get resolved, the student may bring it to the attention of the teacher, or in the case of the teacher being involved, get their parents' assistance. Then continue as outlined above.

The Eighth Commandment gives further directives. We should *“not tell lies about our neighbor, betray him, or give him a bad name, but defend him, speak well of him, and take his words and actions in the kindest possible way.”*

We pray that we all follow these directives. Anything else may ruin reputations and undermine the effectiveness of the approved guidelines.

### Confidentiality

All student information is kept confidential. Parents/guardians may view their child's records upon written request. Only information that is pertinent to the child's education will be shared with teachers. S.J.L.S complies with the Family Educational Rights and Privacy Act (FERPA). No teacher will discuss confidential information in the presence of other parents/guardians or students.

Under FERPA, schools may disclose directory information including: name, address, telephone number, e-mail address, enrollment status, awards received, and most recent previous school attended. S.J.L.S will request permission from parents annually, either accepting such information disclosure or opting out. **NOTE:**

Under FERPA, children under 18 years of age do not qualify as an “eligible student” and the rights described are transferred to the parents/guardians.

### **Parent Expectations of Teachers**

1. Nurture children to be faithful followers of Jesus
2. Love and respect students through their attitudes, words, and actions
3. Demonstrate a strong personal faith in Jesus Christ, a commitment to the teachings of the Bible, and a dedication to the Lutheran teaching ministry
4. Maintain classroom management plans that spell out reasonable expectations of student and teacher and hold them accountable
5. Identify students’ unique spiritual, academic, physical, and emotional needs and help them grow in each area
6. Ensure, to the best of their ability, the academic success of the students in their care

### **Teacher Expectations of Students**

1. Put God first in their lives and strive to do everything to His glory out of love
2. Respect their teachers, fellow students, and school property
3. Work diligently to ensure their academic success, completing assignments on time and to the best of their ability
4. Follow school and classroom policies and procedures
5. Submit to proper Christian discipline both at home and at school

### **School Expectations of Parents**

1. Daily demonstrate to their children that the one thing needful is to sit at their Savior’s feet through His Holy Word
2. Partner with their child’s teacher - supporting, encouraging, and communicating with them - to ensure the academic success of their child
3. Ensure that their children are at school promptly and are ready to begin the school day
4. Know what school policy is through the reading of the School Handbook, and agree to and support those policies
5. Support the school financially through prompt and full payment of tuition fees and/or regular church offerings

# **POLICIES**

## ***Enrollment Policy***

S.J.L.S was established by the congregation so its children and the children of surrounding areas could receive a daily Christian education. The staff welcome the opportunity to help your child grow in their academic knowledge and skill and application of both to help lead them further into the loving arms of our Savior. Because S.J.L.S may not be equipped to teach students with extreme academic or physical disabilities, enrollment may be denied to students whose needs exceed the abilities of the school. Enrollment at S.J.L.S will be determined by existing school conditions such as classroom size and staffing, academic needs of the child, and parents' reasons for seeking enrollment.

S.J.L.S does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, enrollment policies, scholarship programs, and athletic and other school administered programs and activities. S.J.L.S will grant student admission, in accordance with allowable classroom population, according to the following priorities:

1. Children with parents who are members of St. John Lutheran Church
2. Children with parents who are members of fellow WELS churches
3. All other children will be enrolled on a first come first serve basis

In keeping with our Christian nature, our school will be sensitive to the needs of all children enrolled in the school and will provide the maximum learning opportunities for these children within the constraints presented by our facilities, staffing, and financial support levels.

Before enrolling in our school, parents should read this School Handbook and review our teachings and policies. Parents will sign an agreement document regarding our teachings and policies before their children are officially enrolled in St. John's Lutheran School

## **Entrance Requirements**

1. Parents considering enrollment of their children at S.J.L.S must recognize the inseparable relationship of our church and school.
2. S.J.L.S regards the state guidelines of September 1 enrollment **as recommendations** in determining appropriate grade level.
3. S.J.L.S recommends that a student have turned age 5 by September 1st when enrolling in Kindergarten.
4. St. John's administrator or Board of Education reserves the right to establish the appropriate grade level of any student. Grade placement can be determined by test results, past performance, recommendation from previous school, school attendance, and interview with students and parents/guardians.
5. Students are to participate in the **total school curriculum** including memory work, religion class, Bible History/Catechism classes, prayer, daily devotions, and weekly chapel services.
6. Non-member students are strongly encouraged to participate in worship services by singing with their class in church.
7. Parents are encouraged to attend a Bible Study course designed to present information about our WELS teachings and for spiritual growth.
8. Parents will sign a document acknowledging they have read, are in agreement with, and are willing to abide by the established standards of St. John's Lutheran School as outlined in the School Handbook.
9. Tuition will be paid promptly and in full by the end of the school year.

## **Enrollment Procedure**

1. Contact the administrator via email or phone to gather all necessary information needed for enrollment.
2. Meet with the administrator to discuss school and parent expectations and special circumstances; tour facilities; meet appropriate teachers; and receive School Handbook.
3. Pick up necessary forms or make use of and submit forms online.
4. Fill out and return completed forms and registration fee.
5. School personnel will inform you of the/starting date (registration fee will be returned if enrollment is not approved).
6. Upon acceptance, transfer student's cumulative records will be requested from previous school.
7. Contact information must be added/updated on FastDirect Information Systems.
8. Immunization Records must be current and on file in the school office.

## **Payment of Fees**

### **Registration Fee**

A one time \$75 Registration Fee per child is due before your child(ren) is officially registered.

### **Tuition Fee(K-8th Grade)**

Tuition is set at \$2150 per member child and \$2700 per nonmember child in Kindergarten through eighth grade. Preschool and Prek tuition rates are based upon the predetermined schedule consisting of the number of days per week as well as number of hours per day.

The tuition amount charged to each family is a portion of what it actually costs to educate each student. St. John Lutheran Church generously subsidizes tuition for both member and nonmember families.

### **Tuition Fee(PreSchool & Prek - Early Childhood)**

EC tuition rates are based upon two factors, the number of days attending each week and the number of hours attending per day. An attachment containing the tuition rates can be found at the conclusion of this handbook

### **Payment Method**

Payment may be made by cash, check, EFT (electronic fund transfer), or credit card. Checks should be made to St. John Lutheran. A \$30 charge per check will be added for handling all returned checks to the school. EFT should be arranged with our Admin Assistant.

### **Financial Aid**

Financial Aid is available through the St. John Scholarship Fund (SJSF - St. John members only), or the Cardinal Scholarship Fund (CSF- open to any family enrolled at SJLS.)

### **Milk Fee**

Milk is available for \$0.30/milk. Milk can be ordered during orientation. Milk must be paid in advance of the school year starting.

## **Code of Conduct Policy**

A key component of our school's mission is outlined in *Matthew 28:19-20* "Go and make disciples of all nations...and teaching them to obey everything I have commanded you." God's Law is clear. It tells us what we should and shouldn't do. The Gospel is also clear. It tells us what God has done for us.

The Gospel is the motivation behind what we do. Because God loved us, we cannot help but love Him in return and love our fellow man. Because God sent His Son to pay for our sins, we are forgiven. Our failure to obey the Law can no longer condemn us. Yet the Law is the ruler, curb, and mirror we use to conduct our lives.

The Christian definition of discipline is to make disciples, or followers, for Christ. We, therefore, use discipline in our school and homes that would reflect God's love and will for us in our lives. We are sinful people living in a sinful world. Discipline is used to correct misbehavior and to train in appropriate behavior. With the Lord's help, we can minimize discipline problems. *Hebrews 12:11* "No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it."

## **Expected Attitudes and Behaviors**

Our goal is for each child of God to reflect the following attitudes and behaviors in his/her life:

### **Toward God**

- show love for God in dealing with others
- study God's Word willingly and eagerly
- give the Lord the respect and honor due Him
- submit to God's will in your life

### **Toward Environment**

- active participation by all (active learning)
- attentive in class
- complete work on time
- respect, use, and protect property and resources
- take pride in school
- know and follow rules

### **Toward Self**

- strive to do your best in all you do to God's glory
- recognize yourself as a forgiven child of God
- recognize and develop God-given abilities
- develop self-esteem as a redeemed child of God

### **Toward Peers**

- be forgiving toward others
- treat others with respect
- listen to others
- defend the name of others
- protect the property of others
- use proper manners, courtesy, and speech

## **General School Rules**

Teachers will use their judgment on the severity of the misbehavior and will decide on the consequence, when the administrator should be informed or involved, and when an incident report should be filed. Reminders of appropriate behavior and common courtesy will be used with all minor problems.

### **1 - Respect School Personnel**

Talking back, insults, hostility, belligerent behavior, or disregard for direction given is unacceptable.

### **2 - Respect Peers**

Harm to other people is unacceptable. Threatening, harassing, teasing, manipulating, coercing, fighting, intimidating, sexual harassment, swearing, and disregard for safety of people will not be tolerated. This includes but is not limited to physical, verbal, or technological means.

### **3 - Respect Property**

Everything we have is a gift from God. Recognizing that fact, students are expected to take care of the school building and all its equipment and materials. Damage to desks, chromebooks, books, uniforms, property, etc., beyond normal wear will require restitution. Vandalism, extortion, stealing, and disregard for property will not be tolerated and corrective action will be taken.

### **4 - Safe School**

Violation of State and Federal laws regarding possession or use of alcohol, drugs, or tobacco, as well as possession, actual or threatened use of firearms, weapons, explosives, or noxious or flammable materials is prohibited. No weapons of any kind are permitted on school grounds by students.

### **5 - Disruptions**

Candy, toys, improper clothing, cell phones and similar electronic devices, and other disruptive items are not permitted unless otherwise approved by a teacher.

### **6 - Hall Rules**

Designed to keep hallways safe and quiet to preserve a proper learning environment.

1. Students will line up and enter or exit the building quietly
2. Students will walk quietly through the halls
3. While on stairs, students will take steps one at a time on the right (no sliding on side or railing)
4. Students will demonstrate common courtesy and right of way strategies when meeting others

### **7 - Recess Rules**

Designed to keep recess time safe, healthy, and fun for all students.

1. Stay within play boundaries
2. Respect other's play
3. Use equipment safely and properly to avoid injury
4. No throwing or kicking objects (i.e. pine cones, wood chips, snowballs, sticks, stones); the only objects allowed to be thrown or kicked are balls, Frisbees, or bean bags used in a teacher sanctioned game or activity
5. All school equipment used should be returned to its proper location
6. Recess is over the moment the teacher signals the end; do not continue to play once signal is given
7. Students will line up and return to class in an orderly fashion

## 8 - Classroom Rules

Each teacher will discuss rules and procedures with his/her students, post a list of those rules and procedures in the classroom, and provide parents with a copy prior to the start of school or enrollment.

## 9 - Dress Code Policy

The impression given by St. John students, no matter where they are, should be a positive one. They should be a Christian example in both conduct and appearance. We expect the type of clothing and bodily appearance befitting a Christian. It should not be offensive to others or purposely seeking attention. Extremes should be avoided. Parents are responsible to see that their children use good judgment in complying with these guidelines.

1. Shirts/tops should cover the chest and midriff. Spaghetti strap tops are not permitted. 1” inch is the recommended width for shirt straps.
2. Tight skirts, shorts are not permitted.
3. The bottom of skirts, shorts or dresses should not go above mid thigh when in the seated position.
4. Low hanging pants displaying any portion of the rear end are not permitted.
5. We ask that good taste is considered when wearing torn clothing. If questions arise about appropriateness please consult the administrator.
6. Questionable wording or logos on clothing are not permitted
7. For safety reasons high heels are not permitted and flip-flops are strongly encouraged not to be worn. Sandals should have straps holding them in place.
8. Piercings may only be worn in the ears.
9. Hats and hoods should only be worn outside.

The faculty reserves the right to restrict the wearing of apparel it deems inappropriate for Christians. If necessary, the teacher will call the child’s parents and/or have the child talk to the administrator. Multiple violations of this policy may require an action plan to be put into place.

**Winter apparel** should include boots (or a change of shoes) and snow pants when playing in the snow. Proper head and hand gear, as well as a coat, needs to be worn outside. Please use common sense when sending your child to school in winter.

A change of clothing (shorts and T-shirt) may be required for **Physical Education classes** and is definitely required for any athletic practice. All students should wear non-marking athletic shoes reserved only for gym use. This is for the safety of your child as well as the durability of the floor.

## Consequences (in logical progression)

All consequences should reflect God’s love and forgiveness, and serve as correction and training. They may also serve as protection for others. Offenders will be:

1. led to see their sin.
  2. led to accept personal responsibility for their sin.
  3. led to proper contrition for sin.
  4. assured of forgiveness from God and the teacher.
  5. taught the proper fruits of repentance.
1. **Natural Consequences** would include things like cleaning up a mess he/she made, walking back to the room if he/she previously ran in the hallway, losing talking privileges if he/she abused that privilege, etc.

2. **Temporary Removal from Classroom** may be used for a disruptive student, to allow student and/or teacher time to collect themselves before discussion of behavior, or to allow teacher time to discuss with the other students a test or assignment that the removed student had not completed.
3. **Detention** will be served after school. The length will be a half hour to an hour (teacher's discretion) in the child's classroom with the child's teacher supervising. Notice will be given to the parents. Conferences may be necessary.
4. **Parent Conference** consists of a parent(s), student, teacher, and administrator if needed meeting together to discuss the behavior and corrective measures to be taken. This is a team effort by parents and school personnel for the benefit of the child to correct inappropriate behavior.
5. **Suspension** may be necessary in extreme situations. Before a suspension is issued, corrective measures must be attempted. If these provide no positive effect, a Parent Conference must be held to discuss the seriousness of the misbehavior and to outline possible consequences. Length of the suspension will be determined by the administrator. An in-school suspension is another option. Parents may present their case to the Board of Education if they feel a suspension is not justified. If the child's presence poses an immediate threat to other students, staff, or self, **immediate removal** of the student will be followed by the previously outlined steps. All suspensions will be reported to the Board of Education.
6. **Expulsion** (permanent removal from school) will follow the suspension guidelines with the following exception. An additional Board of Education meeting will be scheduled with the parents and student allowing them the opportunity to present their case against expulsion. The administrator will give his recommendation. The Board of Education will then make the appropriate decision.

**(NOTE:** The school may need to contact local officials for behavioral misconduct. All called, hired, and volunteer personnel are required to report any suspected abuse of a child to local authorities.)

## **Abuse and Bullying Policy**

St. John Lutheran School strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, and at school-sponsored activities. St. John Lutheran School will not tolerate abuse of any kind and will respond promptly to investigate any accusation of abuse. All accusations of abuse will be taken seriously regardless of whether the one alleging abuse is a child or adult or the accused abuser is a child or adult. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse. The definition of abuse includes but is not limited to physical abuse, sexual abuse, emotional damage, mental harm, neglect, or bullying.

St. John personnel (including all called, hired, or volunteer personnel) are mandated by law to report abuse to the Brown County Department of Human Services and/or to the Wrightstown Police Department or the Brown County Sheriff's Department. Volunteer personnel include coaches, chaperones, tutors, etc. Bullying should be reported to the administrator so an immediate investigation may be made into allegations. If it is determined that a student participated in bullying behavior or retaliated against anyone due to reporting bullying behavior, disciplinary action will take place which could include suspension, expulsion, and/or referral to law enforcement for possible legal action.

## Attendance Policy

Regular and prompt attendance is an expected part of orderly living. Students may not leave the premises during the school day without administrator's permission. Appointments with doctors, dentists, etc. should not be made during school hours if at all possible. If unavoidable, parents should submit the online **A.T.E** (Attendance, Tardy, Early Out) form stating the time, reason for leaving, and expected return prior to the event. If not submitted prior to the event, parents will be given 24 hours to submit the **A.T.E** form, or the time away from school will be marked as unexcused. For safety and supervision purposes, parents should come to the classroom when picking up or dropping off their child.

## School Hours

**before 7:45** Students should report to the designated extended care classroom.

**7:45** Students should go immediately to their classrooms.

**8:00** School begins. Students should be in their seats ready to begin their school day.

**2:55** Students are dismissed for the day.

**3:00** Students are to report to the designated extended care classroom.

## Tardy

Students are tardy if they are not in their seat by 8:00 or the completion of morning attendance.

- 1<sup>st</sup>-2<sup>nd</sup> offense of each quarter will result in a written warning from the teacher.
- 3<sup>rd</sup>-4<sup>th</sup> offense will result in a 15-minute detention to discourage tardiness.
- 5<sup>th</sup> plus offense per quarter will result in an hour detention.

Any tardy requires the submission of the **A.T.E** form online.

## Absent

### 1) Notification

Parents/guardians are strongly encourage to submit the **A.T.E** form online prior to the start of the school day (8:00). The form **MUST BE** submitted within 24 hours of absence otherwise it will be recorded as unexcused.

### 2) Excused Absence

Absence may be approved for one or more of the following conditions:

1. **Personal Illness:** Parent/guardian should submit the **A.T.E** form each morning the child is home ill. Failure to submit the online form will cause the absence to be listed as unexcused. Examples of personal illness maybe 1. A fever of 101 degrees within the last 24 hours, 2. Vomiting or diarrhea in the last 24 hours, 3. A combination of flu-like symptoms. A doctor's excuse is **required** if the child is absent three or more consecutive days. **Please note that documentation from a medical doctor should be provided to school if a student is experiencing a long term medical illness, disorder, or disease. Proper documentation allows school to provide the district with proof of reasoning for absences**
2. **Death of a Relative:** Parent/guardian should submit the **A.T.E** form to school at the earliest convenient time.
3. **Professional Appointment:** Parents/guardians should schedule medical, dental, legal, and other necessary appointments outside school hours whenever possible. When this is not possible, a parent/guardian should submit the **A.T.E** form to school a day in advance . Parents/guardians need to sign out their children when they depart school and sign them back in upon return.

### 3) Unexcused Absence

These will be recorded if students:

- Fail to bring a doctor's excuse after three or more consecutive days of absence.
- Leave school and do not submit the **A.T.E.** form within 24 hours of departure
- Arrive at school after 9:00 AM and do not submit the **A.T.E.** form within 24 hours of arrival.

The following policy will be followed in regards to unexcused absences:

1. **1st unexcused absence:** Notification via phone call by administrator to the parent/guardian
2. **2nd unexcused absence:** Notification via email by administrator to the parent/guardian stating that the next unexcused absence will initiate contact with the Board of Education
3. **3rd unexcused absence:** Child and parent/guardian will attend the next Board of Education meeting or a special meeting called by the Board of Education president if needed.
4. **4th unexcused absence:** An attendance plan will be created by the school and signed by the parent or guardian.
5. **5th unexcused absence:** Child and parent/guardian will meet with the Board of Education to discuss the previously signed plan. The Board of Education, at their discretion, will determine how best to continue forward acknowledging to the family that the case may be referred to the appropriate authorities for matters pertaining to truancy

### 4) Homework

Any homework should be picked up as soon as possible, preferably the day your child is absent. A general rule-of-thumb is one day to complete make-up work for each day absent.

### 5) Vacations

Any planned vacations where a child will be missing school, should be approved by the administrator and reported to the teacher at least a month in advance of that vacation. Failure to contact the school and/or administrator may cause the absent days to be listed as unexcused. WI statute states that a child MAY be allowed up to 10 days off during the academic school year. St. John Lutheran School and the Board of Education do reserve the right to not approve the days of absence due to family vacation if that child is not in good academic standing or has been placed on specific limitations.

## Truant

A truant is one who is absent without appropriate excuse for part or all of any day on which school is in session.

1. Truancy laws cite a habitual truant as one who has five unexcused absences per semester. Habitual truants may be reported to authorities. (*see unexcused absence section for clarification*)
2. Sanctions, imposed by local authorities and/or law enforcement, against a parent or legal guardian who fails to have their child in attendance at school regularly can be severe.
3. School shall notify a parent or guardian of a child who has been truant and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. This excuse must be given within 24 hours after receiving a notice of an unexcused absence.
4. Compulsory School Attendance Laws require parents or guardians to make sure their children are attending school. Schools are required to monitor attendance, make proper notification to parents, and make referrals to the Juvenile Court Intake Office for truancy. There will be no problems with truancy if you follow the rules for Absent as outlined above.

## **Crisis Management Policy**

St. John Lutheran School exists only by the grace of God. Accordingly, the staff and students of the school live in His grace at all times. At times, the Lord in His wisdom allows crises to occur even in the lives of Christians. In the event that any incident were to occur which threatens the safety of students and staff and which demands an immediate response to prevent future trauma or other serious problems, the school administration has a “Crisis Management Plan.”

The plan includes all emergency contact numbers, emergency alerts and the steps to follow, medical situations and locations of first aid supplies, and staff training. (see **Emergency Dismissal, p. 29**)

## **Homework Policy**

Learning is not confined to the classroom setting. Application outside the school walls is necessary for learning to become truly meaningful. Skill subjects require practice and repetition. Teachers attempt to assign work in such a manner that the purpose is evident, directions understood, and length appropriate to the age and ability of the child. Teachers aim to provide for enrichment and creative ability as well as practice, drill, and research. Judicious use of assignments can be of significant value to pupil growth in knowledge and skills. Assignments should not be given as “busy work” or punishment. Students should be warned of possible consequences of poor homework before action is taken. Parents should also be informed of any problem before it becomes an ingrained habit with the student.

## **Parental Suggestions**

1. Help children develop a good attitude and regular homework habits. Provide a regular workplace with proper lighting and minimal disturbances.
2. Be supportive but allow the child to do his/her own work. Guide student to an answer when they need help; don't give them the answer.
3. Discuss the teacher's homework policy with your child and check with the teacher on the promptness and quality of your child's homework.
4. Assume responsibility to ensure the child completes required assignments missed during any absences.
5. Inform teacher of any extenuating circumstances, which may account for incomplete work.
6. Look at work being completed at home, check assignment notebooks, and review corrected papers as they come home (insist that your child brings home all corrected work).
7. Be positive. Do not degrade or ridicule your child's intelligence when he/she cannot understand something. Don't make light of a difficult subject because you had trouble with it when you were in school. Do not compare your child with a sibling or classmate. Your child is a unique individual with different abilities and needs.
8. Make use of scheduled and unscheduled Parent/Teacher Conferences (keep informed).
9. Our Christian attitudes should be reflected in our approach to homework.

## **Guidelines**

- Arrangements should be made to pick up homework if your child is absent.
- All school/homework must be done accurately, completely, neatly, and timely.

- Poorly done school work such as D's, F's, not following directions, incomplete, sloppy, or late work will be corrected, completed, or redone. The frequency of improper work will affect additional consequences.
- Check FASTDirect frequently to receive updates on your child's performance level.
- "Homework Slips" may be used to inform parents of a student's late, missing, or poorly done work. Communication with parents and timely correction of homework can aid in homework quality and promptness.
- Cheating will result in an automatic F and parents will be notified.
- Daily work should be corrected, recorded, and handed back within three school days (major tests, reports, or projects may take longer to evaluate).
- Teachers must know which students have not completed their daily work and make efforts to ensure that those students complete it in a timely fashion.

### Grading Scale

<b>Grades 3-8</b>	A+	100%	4.00		D+	75-76%	1.33	
	A	97-99%	4.00	Excellent	D	72-74%	1.00	Below Average
	A-	94-96%	3.66		D-	70-71%	0.66	
	B+	92-93%	3.33		F	69%	0.33	Failure
	B	88-91%	3.00	Good				
	B-	86-87%	2.66					
	C+	84-85%	2.33					
	C	79-83%	2.00	Average				
C-	77-78%	1.66						

E – Exceptional  
 S – Satisfactory  
 N – Needs Improvement  
 U – Unsatisfactory  
 I – Incomplete

### Kindergarten - 2nd Grade

Grading at this level is done on a mastery scale with specific references to benchmark goals. Daily work may be graded in a variety of ways, which emphasizes and encourages growth in the area targeted by the homework.

## **Health Policy**

### **School Requirements**

#### **Physicals:**

All kindergarten students must have a physical before entering kindergarten. All athletic participants (gr. 3-8) need a copy of a current physical (good for 2 years) on record in the school office before participating in games or practices.

#### **Insurance:**

Parents are responsible for providing health insurance for their child. Report any injuries acquired during school or school sponsored activity to your teacher, administrator, coach, or athletic director.

#### **Health:**

The Brown County Public Health Dept. annually provides vision and hearing screening for selected grades. Parents will be notified if there are any problems. The Health Dept. occasionally provides other services, such as immunization clinics, which will be communicated to the parents at that time. You must notify S.J.L.S and the Health Dept. if your child develops a communicable disease.

#### **Immunization:**

State law requires certain immunizations upon entering an elementary school in Wisconsin. Certification of these requirements must be on file in the school. Requirements may be waived only if a properly signed exemption is filed with the school. Failure to comply with state law may result in exclusion from the classroom. The school is required to submit immunization records for use by the District Attorney, who in turn enforces the state statutes.

## **Health Issues**

### **Emergencies**

Normal first aid procedures will be applied if a child gets injured or becomes ill during the school day. Parents will be contacted and requested to pick up the child if the injury or illness warrants it. If parents are not available, the party listed on the Student Profile form as the Emergency Contact person will be notified. Include special health concerns such as asthma, allergies, diabetes, etc. on the Student Profile. In extreme emergencies, 911 Ambulance service will be called.

### **Illness**

Sometimes it is difficult in making decisions whether or not to send your child to school if he/she is not feeling well. It is also important to minimize the spread of illness in our school. We recommend that you keep your child home if any of the following apply:

- Sore throat with fever or swollen glands.
- Within 24 hours of beginning antibiotic treatment.
- Swollen red eyes that itch and are draining pus.
- Temperature of 100 degrees or more. Child should be fever free for 24 hours before returning to school.
- Until treated for head lice and all live lice are no longer present
- Vomiting – 2 or more times in 24 hours.
- Diarrhea – 2 or more times in 24 hours.

- Moist, productive cough, chest congestion, or discolored nasal discharge
- Unusual rash or rash associated with fever. Child should remain home until you have consulted your physician.

### **Allergies**

School personnel must be made aware of any student allergies through appropriate forms.

### **Medication Administration Policy**

Medications should be administered by parents/legal guardians before or after school hours. If it is necessary to have medication administered to your child at school, proper protocol must be followed as mandated by state law.

### **Prescription Medication**

- School must have on file a completed Medical Authorization Form with a practitioner's signature and a parent/guardian signature. This form will be required yearly. Any change in dosage must be verified by a newly updated Medical Provider Authorization Form.
- Medication must be supplied in a pharmacy-labeled container indicating the correct dosage and administration instructions.

### **Non-prescription Medication (including cough drops)**

- School must have on file a completed Parent/Guardian Medication Authorization Form with parent/guardian signature.
- Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended dose on the label.
- All medication must be supplied by the parent and must have the child's name affixed to the container.
- Any non-prescription medication intended for long term use on a daily basis must be accompanied by a Medical Provider Authorization Form with a practitioner's signature.
- Parents may elect to sign a blanket permission form to allow trained personnel to distribute up to two tablets of Regular-strength Acetaminophen (325 mg) or Ibuprofen (200 mg) at their student's request during the day for headaches, muscle aches, menstrual cramps, etc.

### **Food Supplements or Natural Products**

- For safety and protection of students, food supplements and natural products will not be given in the school setting.
- Exceptions are if FDA approved (follow Non-prescription Medication guidelines above) or prescribed by a practitioner (follow Prescription Medication guidelines above)

### **Self-Administered Medication**

- Responsible students (as determined by parents/guardian and administrator) with asthma may possess and self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. School must have on file an Asthma Inhaler Administration Authorization Form. This form must be updated annually.
- Responsible students (as determined by parents/guardian and administrator) with diabetes may possess and self-administer a blood test and insulin. School must have on file a completed
- Medical Provider Authorization Form with a practitioner's signature and a parent/guardian signature.

## **Epi-Pen**

Students who may need access to epinephrine auto-injector should have a valid form on file in the office along with an Epi-Pen.

## **GENERAL INFORMATION**

### **Band**

Students in grades 5-8 may participate in band through Fox Valley Lutheran High School in Appleton. Band lessons are undertaken on our campus on a predetermined day of the week. Parents are responsible to stay connected with the band director and/or FVL in regards to scheduling and any other communications. Our school is simply a host site for band lessons.

### **Bicycles**

Bicycles and scooters may be used as transportation to and from school, but may not be used during school hours. Bicycles should be properly secured in the bike rack.

### **PTO**

All St. John Lutheran School families are members of the PTO. We encourage your active participation in assisting with our school sponsored activities. This includes athletic events, entertainment, and fund raising activities.

### **Busing**

Busing is provided by Wrightstown school district for students living in the district. The district requires some type of registration before your child can use the bus. Initial information regarding pick up and drop off times and locations may be obtained through the public school offices. Days of special bus routes or no service will be announced schoolwide via the REMIND app or school email. Our students are to abide by the bus rules of the school district. St. John will assist the school district in maintaining proper discipline and safety on the bus. Using the public school busing can be a challenge to a student's Christian upbringing. We expect all our students to talk and act appropriately on the bus. It is an opportunity to let your light shine by your behavior to bring glory to God.

## **Cancellations**

### **School Closing or Bus Delays**

Closings due to severe weather conditions or emergency circumstances will be announced on WBAY, through our school app REMIND, listed on our facebook page, or through direct email.

### **Emergency On-Site Dismissal**

In case of certain emergencies we may be required to dismiss our students early or in a non- standard method. Carefully listen to and follow all directions given in the phone call or on site from school personnel.

### **Emergency Off-Site Dismissal**

In rare cases it may be necessary to dismiss from an off-site location. Our emergency off- site location is St. John Lutheran Church located at 437 Turner Street. In these situations, all students **must** be signed out with a teacher before being allowed to leave.

## **Cell Phone Policy**

Student cell phones at school are unnecessary and a possible distraction. Students who need to use a school phone during the day only need to ask for permission. If parents feel the need for their child to have a cell phone at school, it will be permitted with the following requirements:

- 1) "Cell Phone Permission" slip must be signed by student and parents and turned in to school office;
- 2) Cell phones should be turned off once the student arrives at school and must be turned in to the teacher (cell phones should not be kept on the student's person, desk, locker, or backpack);
- 3) Students may retrieve cell phones at the end of the school day.
- 4) Cell phones should not be used during any school sponsored after-school activity or practice.

Failure to comply will result in confiscation of the phone.

## **Chapel & Missions**

Students attend bimonthly Wednesday Chapel services (8:15 until 8:45). Parents and others are welcome to attend. Mission offerings are collected from students at this time. Students will be informed about the mission fields where their offerings will be sent. This is a good opportunity to teach your child good stewardship of God's gifts.

## **Church Singing**

Classrooms may sing periodically at worship services. Attendance by your children is strongly encouraged.

## **Classroom Visits**

Parents are welcome to visit their child's classroom at any time, provided it doesn't create a disturbance. Arrangements should be made in advance with the teacher. Occasionally students ask to bring a friend to school. This is permissible provided approval and arrangements are made with the teacher prior to the visit.

## **Communication**

Communication is very important in a church and school our size. We will make every effort to keep you informed of your child's academic progress, behavior, and upcoming events. We are not infallible though, so forgive us for our mistakes. Communication is also two-way. We ask you to keep us informed of absences, vacation plans during school, home situations that may affect your child's behavior or performance, and social/academic problems your child experiences at school. Come talk to us no matter how trivial it may seem.

- |  |   |
|--|---|
| <input type="checkbox"/> Summer mailing            | <input type="checkbox"/> FASTDirect                       |
| <input type="checkbox"/> Monthly school newsletter | <input type="checkbox"/> Report cards and midterm reports |
| <input type="checkbox"/> Calendars                 | <input type="checkbox"/> Parent/Teacher Conferences       |
| <input type="checkbox"/> Various parent meetings   | <input type="checkbox"/> Sunday bulletins                 |
|  | <input type="checkbox"/> "Remind" phone app               |

## **Confirmation Class**

Students in 5th - 8th grades participate in Pastor's Confirmation Class as part of their required religion curriculum. Nonmember students will also participate. Toward the end of their 8<sup>th</sup> grade year, students have the opportunity to become a confirmed member of St. John Lutheran Congregation. Being confirmed is not a requirement but a choice for nonmembers and members alike.

## **Custody**

S.J.L.S upholds and enforces any mandated court custody decisions. Custodial parents are required to update student information each year during registration. S.J.L.S gives full rights to both parents of a child unless a court order or other legally binding document is on file relating to divorce, separation, or custody that specifically revokes these rights. Custodial parents are responsible for updating custody information as it changes and inform the school who is permitted to pick up a child from school during the day or view records.

## **Emergency Drills**

S.J.L.S will practice a variety of emergency procedures to help keep our students safe.

In case of a real situation, see Cancellations: On-Site and Off-Site Dismissals.

- Fire Drills (monthly)
- Intruder Alerts should there be a dangerous person on or near the school premises
- Evacuation Drills, should there be a gas leak, bomb scare, chemical spill, etc.
- Tornado Drill (spring)

## **Field Trips**

St. John's Lutheran School wants to provide students with educational experiences beyond the classroom. All field trips that take students off campus will be done with prior parental approval with transportation provided by a licensed, bonded, and contracted transportation service. Any adjustment to this policy will be done through written notification from school and agreement by parents/guardians.

## **Financial Aid**

So that none of our children should be denied a Christian Education based on finances, St. John Congregation has established a Christian Education Endowment Fund (CEEF) for St. John's members. We also have a Cardinal Scholarship Fund (CSF) to help nonmembers as well as members. The amount awarded to each family requesting aid will be determined on an individual basis according to demonstrated need and the amount available in the fund. To apply for financial aid, pick up a form in the church or school office. Financial aid amounts are normally awarded at the beginning of the school year. Applicants who received no aid at that time may be awarded an amount in January.

## **Honor Roll**

We have an Honors Program to recognize our 5<sup>th</sup>-8<sup>th</sup> grade students for their academic achievements during the school year. The A Honor Roll is for students who have a 3.50 or higher grade point average and the B Honor Roll is for students with a 3.00-3.49 average. Grade point averages include Religion (Memory Treasures, Bible Lessons/Christ Light, and Catechism combined), Math, English, Reading, Spelling, Social Studies, and Science.

## **Open House/Orientation**

S.J.L.S hosts an Open House during the school year to provide opportunities to visit and get registration information for the new school year.

## **Parent/Teacher Conferences**

Mandatory Parent/Teacher Conferences are scheduled after the 1<sup>st</sup> quarter midterm. This allows for student improvement plans to be made before the grading period is over. Additional Parent/Teacher Conferences are available in January and March after the 2<sup>nd</sup> and 3<sup>rd</sup> quarter report cards are issued. Talk to your child's teacher anytime you have a concern regarding your child's academic progress or behavior.

## **Parking/Pick Up**

Orange cones designate our drop off and pick up location for buses in both the morning and afternoon. **NO ONE** is to park inside these cones any time they are present on the road. We strongly encourage parents to park on the school side of the road, beginning immediately behind the last orange cone and extending backwards down Clay Street. Due to the high volume of traffic at the beginning of the school day as well as the end, we ask if parked on the school side of the street, that you circle around the block to turn your vehicle around or proceed to the end of Clay Street and do likewise. We have an excellent relationship with all of the neighbors near school, and accordingly ask that you don't use their driveways to turn around unless absolutely necessary.

## **Photo Release**

St. John annually requires parents/guardians to sign a Photo Release form to grant us permission or to limit our use of their child in pictures on our website, FaceBook page, school brochure, or newspaper.

## **Physical Education**

All students are to participate in physical education classes. Students may be excused on a temporary basis at the request of parent/guardian. A written request from a medical professional is required when a student is to be excused for longer periods of time. Students should dress appropriately for the planned activity.

## **FASTDirect**

S.J.L.S uses FASTDirect for its Student Information System (SIS) and online grading. Parents/guardians and students receive a code to set up their accounts. FASTDirect can be checked at any time to view current grades and homework completion. Parents/guardians are expected to keep all contact information current.

## **Recess**

The same guidelines as Physical Education apply for recess. A teacher may withhold recess participation from a student for disciplinary reasons or to complete late work.

## **Report Cards**

Report cards are issued four times per year (nine week grading periods). Parents keep the report and return the signed envelope. Midterm reports will also be given half way through each grading period. This too will be signed and returned. Please use those opportunities to express concerns over your child's progress. Our teachers will be happy to explain our grading procedures or offer ways of improving student performance. Parents will be notified in advance if retention is being considered

## **School Hours**

School Hours are from 8:00-2:45 Monday through Friday.

## **School Lunches**

Once a month, St. John offers a hot lunch. Generally, this meal is offered on the last Friday of the month. Notice is always sent out a week or two ahead of time to inform parents of this meal. Please note that St. John does not participate in or offer daily hot lunch meals. Families are responsible to send food with their child each day. Refrigeration is available if needed.

## **School Pictures**

Individual and class pictures are taken each fall for the entire school. Parents will be given ordering information at that time.

## **SCRIP Program**

St. John uses a SCRIP Program which helps finance our Tuition Assistance Fund. Participants purchase gift cards for nationally recognized chain businesses as well as local businesses at face value from our program. These cards can be used for gas, groceries, restaurants, or a multitude of other uses. Our program coordinator purchases these cards at a reduced rate from a national distributor. Anyone can participate.

If you sign up for **SCRIP for Tuition**, 35% of the profit generated from your purchases go directly towards your child's tuition. These amounts are recorded in July and January. SCRIP may be purchased from the school office during the week or at the SCRIP table after each weekend church service. Contact the administrator for more information.

## **Secure Building**

To ensure student safety, all doors allowing access to the church and school building will be locked during school hours. School doors at the Clay Street entrance will be unlocked in the morning at 7:45 for student arrivals. Doors will be locked again at 8:00 and unlocked at 2:45 for student pick up. Provision may be made for parents picking up preschool children. Exceptions are made for special services and/or programs.

## **Student Information**

It is important to keep your child's Student Profile information current on Power School and to notify the school of any changes. Parents/guardians are required to update information annually during registration or when there are changes. The school must have an **Emergency Contact** number of a person who is able to pick up your child during the day if you cannot. For the well-being of your child and/or the classroom, your child may need to be taken home whether for health or behavior issues.

## **Student Records**

Student records will be requested from a student's previous school after a child has been enrolled and accepted at S.J.L.S. Parents/guardians will need to sign a Release of Records form. Student records will be transferred to another school upon matriculation from S.J.L.S or after receiving notice from a parent or school of the change in enrollment.

## **Student Wellness**

S.J.L.S realizes that proper diet, exercise, and rest will help a child succeed in school. Therefore, we ask parents to: provide healthy meals and snacks for their children (including birthday treats) encourage their children to actively participate in recess and physical education as well as remain active at home establish proper sleep patterns for their children (American Academy of Pediatrics suggest 11 hours or more for children under 5 years of age, 10 hours or more for children ages 5-10, and at least 9 hours for children older than 10.)

## **Technology Use**

The Lord has blessed St. John students with 1-to-1 Chromebook use, iPads, internet access, and other technologies. We pray that students will use these blessings in proper Gospel motivated living and strive to be good stewards of what God has entrusted to them. Each teacher has specific classroom procedures regarding technology in their classrooms. Abuse/misuse of this technology may result in losing this privilege. See attachment at the conclusion of this handbook for the Technology waiver.

## **Testing**

S.J.L.S conducts tests to evaluate student achievement and levels of performance.

**Kindergarten screening:** prior to kindergarten enrollment to help determine school readiness for five-year old children. This helps to assure academic success in school.

**Preschool Screening:** conducted by local public school districts in March.

**ACT Aspire:** conducted once a year for students in grades 3-8.

## **Volunteers**

There are many opportunities to get involved with school life at St. John Lutheran School.

Respect for property can be enhanced by volunteering family-time in maintaining school property. This may include cleaning, painting, arranging a storage room, gardening, etc.

Teachers often need volunteers for classroom tasks. Teachers may have a need for help with individual students for learning Memory Treasures, math facts, spelling words, or Reading Buddies. If you are comfortable with tutoring, we can schedule you to work with a child who is struggling in an academic area. You may contact the teachers directly to volunteer.

Being a member of the Board of Education is a volunteer, elected position for those who are members of St. John Lutheran Church.

The administration at St. John Lutheran takes seriously the responsibility of providing a safe learning environment for all our students. Church and School policy states that anyone having regular contact with the students must submit to a Background Check. Understand that we are not questioning your character, but fulfilling requirements to give peace of mind to all. If you are volunteering to work directly with students, we ask that you fill out a Background Check Authorization form.