



# ST. JOHN

## LUTHERAN CHURCH & SCHOOL

206 Plum Road  
Wrightstown, WI 54180

Student & Family Handbook  
2025-2026

*Board of Education approved - August 2025*

# Table of Contents

## **SCHOOL INFORMATION**

Table of Contents	1-3
Contact Information	5-6
Handbook Introduction	7
This We Believe...and Teach	7-9
St. John's Lutheran Elementary School	9
School Affiliations	9
Teachers	10
Curriculum	11
Board of Education	11
Mission, Vision, Objectives	12-13
Confidentiality	13
Expectations	14
Parent Concerns	15
Student Concerns	15-16

## **POLICIES**

Enrollment Policy	16
Entrance Requirements	16-17
Enrollment Procedure	17
Payment of Fees	18
Registration Fee	
Tuition Fee (K -8th) (Pre S & Pre K)	
Payment Method	
Financial Aid	
Code of Conduct Policy	19
Expected Attitudes and Behaviors	
Toward God	
Toward Environment	
Toward Self	
Toward Peers	
General School Rules	20-21
Respect School Personnel	
Respect Peers	
Respect Property	
Safe School	
Disruptions	
Hall Rules	
Recess Rules	
Classroom Rules	
Dress Code Policy	
Christian Discipline Policy	21-26

Abuse and Bullying Policy	26
Attendance Policy	27-28
School Hours	
Tardy	
Absent	
1) Notification	
2) Excused Absence	
3) Unexcused Absence	
4) Homework	
5) Vacations	
Truant	
Crisis Management Policy	29
Homework Policy	30
Parental Suggestions	30
Guidelines	31
Grading Scale	31
Health Policy	32-33
School Requirements	
Physicals	
Insurance	
Health Dept.	
Immunizations	
Health Issues	
Illness	
Allergies	
Medication Administration Policy	33-34
Prescription & Non-prescription Medication	
Food Supplements or Natural Products	
Self-Administered Medication & Epi-Pen	
<b>GENERAL INFORMATION</b>	<b>34</b>
Band	34
Bicycles	34
PTO	34
Transportation by Bus	34
Cancellations	35
School Closing or Bus Delays	
Emergency On-Site Dismissal	
Emergency Off-Site Dismissal	
Cell Phone Policy	35
Chapel & Missions	35
Church Singing	35
Classroom Visits	35
Communication	35-36

Confirmation Class	36
Custody	36
Emergency Drills	36
FASTDirect	36
Field Trips	36
Honor Roll	36
Open House / Orientation	37
Parent / Teacher Conferences	37
Parking/ Pick Up	37
Photo Release	38
Physical Education	38
Recess	38
REMIND APP	38
Report Cards	38
School Hours	38-39
School Lunch Program	39
School Pictures	39
SCRIP Program	39
Secure Building	39-40
Student Information	40
Student Records	40
Student Wellness	40
Technology Use	40-41
Testing	42
Volunteers	42

## **EARLY CHILDHOOD PROGRAM INFORMATION                      43-48**

Behavioral Guidance for Early Childhood
Clothing
The EC Program
EC Program Goals
Entry Requirements
Early Childhood Program School Hours
Governance and Affiliation
Nondiscrimination Policy
Philosophy
Planning for Success in School
Progress Reports
Rest Times
School Year
State Health Requirements
Snack & Meal Times
Tuition for Pre-School & Pre-K



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Pastor

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## **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 Lutheran Church 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 symbolic 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)

## **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 Schools Federation

## **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.

## **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 3-8 departmentalized) 2014-present, 20 years experience; Bachelor of Science degree in Education- Martin Luther College, 2004; WI state license since 2014. Has also started his Principalship Masters Program.

**Natalie Schultz** (grades 3-8 departmentalized) 2025-present, Bachelor of Science degree in Education - Martin Luther College, 2025

**Rebecca Wicks** (grades 1-2) 2013-present, Bachelor of Science degree in Education-Martin Luther College, 2005; WI state license since 2012.

**McKenzy Crowley** (K) July 2024 - present, Bachelor of Science in Education - Martin Luther College, 2024; Minnesota state teaching license since 2024

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

**Madelyn Otto** (PreS) July 2023 - present, Bachelor of Arts - Martin Luther College, 2022; WI state license since 2023

**Leah Gamboa** (PreS & PreK) August 2023 - present, Bachelor of Science in Education - UW Green Bay, 2022; WI state license since 2023

**Claudia Puente** (Student Services Coordinator) July 2024 - present, Bachelor of Science in Psychology - UW Green Bay

## **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

Math

Grammar

Spelling

Reading/Literacy

Language Arts

Social Studies

Science

Health

Music

Physical Education

Art

# **MISSION - VISION - OBJECTIVES**

## **Mission Statement**

St. John Lutheran School strives to IGNITE the love of learning, by offering Christ-centered academics, INFUSE Christ and His word, that He may strengthen heart, soul and mind, and INSPIRE tomorrow's leaders to go out with the Gospel and meet the challenges of this world, while readying themselves for eternity.

## **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. S.J.L.S 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 update the MVO as its school improvement plan (SIP), and communicate with school parents and school personnel to maintain a vision for the future. (Partnership)
2. S.J.L.S strives to communicate 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. S.J.L.S 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 assimilation to increase enrollment and retain families. (Partnership & Community)
5. S.J.L.S will ensure the best education possible by regularly assessing the staff and administration and setting goals. (Education)
6. S.J.L.S will provide appropriate support so the administrator can effectively carry out his administrative duties. (Support)
7. 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)

8. 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)
9. 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)
10. 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)
11. 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)
12. 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)
13. S.J.L.S maintains an appropriate record keeping system for student data and finances in support of effective school operation. (Support)
14. S.J.L.S maintains an organized electronic filing system with an automated backup system. (Support)

### **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.
- 7.

## **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

## **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 through the Family Liaison officer, Ben Evenson - [ben\\_evenson84@yahoo.com](mailto:ben_evenson84@yahoo.com), or the school 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.

If you have any concerns, 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.

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 a mediator. He will make sure both parties express their concern and that they reach a mutually agreed solution.

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 the process will 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.



## **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 OR 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 remaining applicants 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 must 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 entire school curriculum
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(BIC) 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 the 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.
9. A copy of the child's birth certificate must be on file by September of the year the child starts school.

## **PAYMENT OF FEES**

### **Registration Fee**

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

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

Tuition is set at \$2,500 per member child and \$3,950 per non-member child in Kindergarten through eighth grade.

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 non-member families.

Tuition may be paid in full with cash or a check, or tuition may be paid monthly in installments. The installments can either be cash/check, your bank's bill pay, or EFT via Vanco. Please remember if using a credit card for installment payments, an additional \$10 per payment will be added to assist in covering the processing fees.

### **Service Commitment(PreS-8th Grade Families)**

Each individual family will begin with a \$100(10hrs) service commitment balance. This balance will be reduced by \$10 per every hour of service fulfilled. Any remaining hours will then become part of the final balance owed on the last payment.

### **(Early Childhood (EC) and K-8th Grade)**

EC tuition rates are based upon two factors, the number of days attending each week and the number of hours attending per day.

At S.J.L.S, we ask for a minimum of three (3) half days (8 to 11:30 am) for any student in the EC program. Full days are from 8 am to 3 pm. We also offer After School Program hours, one hour before school (7 to 7:45 am) and two hours after school (3:00 - 5:00 pm). These extended hours can be added as one hour blocks for \$20/week(5hrs/wk) or billed individually for \$5/hr.

Billing occurs during a 38 week school year. Families are not billed for any **complete** weeks off, ex. Spring Break. Families who decide to take a vacation during the school year will still be billed their monthly rate. Absences from school will not be deducted from school tuition.

### **Payment Method**

Payment may be made by cash, check, bill pay through your bank, or EFT (electronic fund transfer) via Vanco. Checks should be made to St. John Lutheran. A \$30 charge per check will be added for handling all returned checks to the school. EFTs via Vanco 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.) Please contact the Principal for the enrollment process.

## **CODE OF CONDUCT**

A key component of our school's mission is outlined in Matthew 28:19-20 "Go and make disciples of all nations...and teach 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 - Honor 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 - Respect Authorities**

- 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 - Engage Myself**

- 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 - Love My Neighbor**

- 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**

### **Respect School Personnel**

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

### **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.

### **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. The costs for repairing or replacing the damaged item/property through intentional or unintentional misuse are the responsibility of the individual. These costs include the cost of materials and labor to restore the affected items to their original working order. Repeated instances of damage to or disregard for school property will be treated as a Level 3 discipline issue (please see the section on Christian Discipline).

### **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.

### **Disruptions**

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

### **Hall Rules**

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

- Students will line up and enter or exit the building quietly.
- Students will walk quietly through the halls.
- Students will demonstrate common courtesy and right of way strategies when meeting others.

### **Recess Rules**

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

- Stay within play boundaries.
- Respect other's play.
- Use equipment safely and properly to avoid injury.
- 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.
- All school equipment used should be returned to its proper location.
- Recess is over the moment the teacher signals the end.
- Students will line up and return to class in an orderly fashion.

## **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.

## **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. Clothing should avoid causing offense or intentionally drawing attention to oneself. Extremes should be avoided. Parents are responsible to see that their children use good judgment in complying with these guidelines.

- Shirts/tops should cover the chest and midriff. Spaghetti strap tops are not permitted. 1” inch is the minimum recommended width for shirt straps.
- Tight skirts and shorts are not permitted.
- The bottom of skirts, shorts, or dresses should not go above mid thigh when in the seated position.
- Low hanging pants displaying any portion of the rear end are not permitted.
- We ask that good taste is considered when wearing torn clothing. If questions arise about appropriateness, please consult the administrator.
- Questionable wording or logos on clothing are not permitted.
- 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.
- Piercings may only be worn in the ears.
- 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. Winter snow gear should regularly be taken home to be washed and dried. Proper head and hand gear, as well as a coat, needs to be worn outside. Children should be sent to school with appropriate clothing suitable for weather conditions.

A change of clothing (shorts and T-shirt) may be required for Physical Education classes and is definitely required for any athletic practice.

## **CHRISTIAN DISCIPLINE POLICY**

The students of our school are taught that the Bible is their foundation for faith and their guide for conduct. In all discipline problems, the student will be admonished with pertinent examples from the Scriptures.

At St. John this is how teachers manage their classrooms:

1. I will treat you with respect, so you will know how to treat me.
2. If you cause a problem, I will ask you to solve it.
3. If you cannot solve the problem, or choose not to, I will intervene.
4. What I do will depend on the specific person, and the specific situation.

We hope that students, by taking responsibility for their actions in the classroom, will feel more empowered as a learner and will work with the teacher and their parents to make St. John a positive and safe learning environment.

#### Teacher intervention for problems

Since the education of your students is one of our first priorities, we will try our best to make sure every minute counts in our classrooms. There are times, however, where students will choose not to fix problems that are counterintuitive of the learning outcomes.

In these situations, the following actions will be taken:

- Eye contact will be made with the student.
- Proximity of the teacher to the student will change if behavior continues.
- The student will be asked to go “Take a Break” in the classroom or adjacent classroom at the discretion of the teacher.

#### Take a Break

“Take a Break” is a classroom intervention used to preserve the learning environment while the student considers what they need to do to return to their peers and the lesson being taught. While Taking a Break students should be considering the following, known as the big three:

- I’m sorry for.... (Here the student takes ownership for the problem and states what they did.)
- Seek forgiveness (Teacher or any adult will of course say “Yes” to a sincere apology.)
- My solution is...(Here the student takes ownership again by choosing something that will help to remediate the problem at the teacher’s discretion.)

Level:	Behavior:	Looks Like:	Staff Response:
0	<b>Expected Behaviors</b>	Listening/ Focusing, Following Directions, Completing Work	<ul style="list-style-type: none"> <li>● Provide encouragement to student(s) for following expectations.</li> <li>● Provide <b>reinforcement</b> via student acknowledgement, classroom award, incentives, etc when earned.</li> <li>● Email communication to parent every two-three weeks</li> </ul>
1	<b>Low-Level Behaviors</b>	Unintentional volume control in/out of classroom	<ul style="list-style-type: none"> <li>● Verbal warnings are given,</li> <li>● 2+ warnings may require additional consequences such as: relocation in the classroom, a break in another classroom, predetermined amount of recess time taken, etc</li> <li>● Email communication to parent if lasting longer than two weeks</li> </ul>
2	<b>Low-Level Behaviors</b>	Intentional volume control in/out of classroom, failure to follow instructions	<ul style="list-style-type: none"> <li>● Predetermined amount of recess time taken</li> <li>● Quote writing specific to student action/behavior</li> <li>● Use of the C.A.P.</li> <li>● Email communication to parents if lasting longer than one week</li> </ul>
3	<b>Mid-Level Behaviors</b>	Intentional disruption of class via blurting out, or obnoxious actions	<ul style="list-style-type: none"> <li>● 20 minute lunch detention</li> <li>● Use of the C.A.P</li> <li>● Repeated occurrences 1 hour lunch/PM detention</li> <li>● Parent contact at lunch/recess whichever is first</li> </ul>
4	<b>Mid-Level Behaviors</b>	Arguments with teacher, defiant behavior(intentionally not following instruction	<ul style="list-style-type: none"> <li>● Removal from class until lunch/end of the day</li> <li>● Lunch detention</li> <li>● Use of C.A.P</li> <li>● Parent contact at lunch/recess whichever is first</li> </ul>
5	<b>High-Level Behaviors</b>	Blatant, intentional, and disrespectful comments/language directed towards teachers, and/or outright refusal to abide by teacher directions	<ul style="list-style-type: none"> <li>● Removal from class for duration of the day</li> <li>● Use of C.A.P</li> <li>● Immediate parent contact, with possibility of afternoon in person student/parent/school rep meeting</li> <li>● Based upon review possibility of in/out of school suspension</li> </ul>
6	<b>High-Level Behaviors</b>	Unnecessary physical contact, verbal threats of violence, actions reflecting blatant disregard for oneself or others	<ul style="list-style-type: none"> <li>● Immediate contact of parent, along with in person meeting of student/parent/administrator</li> <li>● Mandatory (1) school day suspension allowing for incident review.</li> <li>● Longer suspension based upon Board consideration</li> <li>● Possible expulsion from school.]</li> </ul>



## **Action Plans**

The **Cardinal Action Plan** is a behavioral reflection tool used to encourage the student to take responsibility for their actions in the classroom. The Cardinal Action Plan also helps students to develop a plan for future behavior by encouraging them to write down goals and invite the teacher to help them attain those goals. The Cardinal Action Plan is utilized for students in grades 3rd - 8th.

All of this is done without anger, raising of voice, or shaming of the students. It is done with respect, love and using logic. If Take a Break issues happen frequently teachers will contact parents and the following tiers of action may be used as they apply to the situation:

### **Disciplinary Tiers of Student Misbehavior**

**Level 1** - offenses are minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by the teacher, but sometimes may require the intervention of the principal.

**Example of Misconduct:** Classroom disturbances, inappropriate language, failure to carry out directions, violations involving misuse of technology and/or electronic devices, disrespect to student/staff that is verbal/visual, or minor rule violations.

### **Teacher Response to Misconduct:**

1. There is immediate intervention by the teacher who is supervising the student or who observes the misbehavior.
2. The teacher will communicate with parents in written form using an “Action Plan” form and/or personal contact regarding misconduct.
3. **Response options:** Options include but are not limited to verbal correction, special assignments, school community service, withdrawal of privileges, parent conferences, and discipline notes.

**Level 2** - Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions which usually result from the continuation of Level 1 disturbances require the intervention of the principal because the execution of Level 1 disciplinary options has failed to correct the situation. Also included in the level are misbehaviors that do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

**Examples of Misconduct:** Continuation of unmodified Level 1 misbehavior, truancy, using forged notes or excuses, cheating, disruptive classroom behavior, disrespect, lying and abusive language, minor acts of physical/verbal conflict, inability to control behavior.

### **Teacher/Administrator Responses to Misconduct:**

1. The student is referred to the administrator for appropriate disciplinary action.
2. The student completes an “Action Plan” form.
3. The administrator meets with the student and/or teacher and determines the most appropriate response.
4. The teacher is informed of the principal’s actions.

5. The teacher will communicate with parents in written form and/or personal contact regarding the misconduct.
6. The administrator will notify the Board of Education of any suspensions.

**Response Options:** School community service, loss of privileges, discipline note, parent conference, verbal or written contract, detention, and/or in-school/out-of-school suspension.

**Level 3** - Acts directed against persons or property, but whose consequences may not seriously endanger the health or safety of others in the school.

**Examples of Misconduct:** Fighting (minor), vandalism (minor), stealing, threats to others, physical/verbal/electronic violence or intimidation, serious defacing or permanent defacing or destruction of property, blatant disrespect, and/or continuation of Level 1 and/or Level 2 behaviors.

**Teacher/Administrator Responses to Misconduct:**

1. The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequences.
2. The student completes an “Cardinal Action Plan” form.
3. The Administrator meets with the student and confers with the teacher and parents about the student’s misconduct and the resulting disciplinary action.
4. The Administrator will notify the Board of Education of any suspensions.

**Response Options:** Options include temporary removal from class, community service, behavior plan/contract with parent involvement, loss of privileges, detention, and/or in-school/out of school suspension.

**Level 4** - Acts which show a continued lack of respect for the school, themselves, other students, teachers, or other authority, or acts which result in violence to another person or property or which pose a direct threat to the safety of others in the school.

**Examples of Misconduct:** Continued Level 1, 2 or 3 misconduct, continued damage of school property, continued bullying, continued lack of responsibility in completing work, continued blatant disrespect, continued acts of aggression toward other students, possession/use/transfer of dangerous weapons, assault/battery, vandalism, theft/possession/sale of stolen property, arson, furnishing/selling/possession and/or use of illegal substances, and fighting (serious), excessive physical/conflict/harassment, and/ or excessive physical/verbal/electronic violence or intimidation

**Teacher/Administrator Responses to Misconduct:**

1. The administrator verifies the continued offense by checking past “Cardinal Action Plan” forms and meets with the student.
2. The student completes an “Cardinal Action Plan” form.
3. The student is suspended until a meeting with involved parties occurs and a modification plan is put into place.
4. A meeting occurs between the parents, student, administrator, and teacher.

5. A behavior modification plan, including parental involvement, is put into place.
6. A complete and accurate report is submitted to the Board of Education by the administrator.
7. The Board of Education and administrator informs parents of disciplinary action.
8. Legal/Police notification (if necessary).

**Response Options:** suspension, behavior plan/contract with parent involvement, or referral to a counselor or support group, in-school/out of school suspension, and/or expulsion.

### **Suspension and Expulsion Appeals Process**

If a family would like to appeal a student suspension or expulsion, they should do the following:

1. Notify the school administrator they are appealing the suspension or expulsion.
2. Within two days of notifying the school, provide the administrator and Board of Education president a written request with rationale why they are appealing the suspension or expulsion.
3. The Board of Education president will notify the entire board of the request and share the rationale with the board.
4. If necessary, a special meeting will be scheduled with designated members of the Board of Education, administrator, family, and student to discuss the appeal. For all expulsion appeals a meeting will be scheduled.
5. The Board of Education president will notify the administrator and family of the board's decision regarding their appeal following the meeting.

### **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. Refrain from making appointments with doctors, dentists, etc. 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**

7:00-7:45 am Students will report to the designated extended program classroom.

7:45-8:00 am Students should go immediately to their classrooms.

8:00 am School begins.

11:30 am Half-day Early Childhood students are dismissed.

2:55 pm Students are dismissed for the day.

3:00 pm Students are to report to the After School program room.

### **Tardy**

Students are tardy if they are not in their seats by 8:05 am.

1. 3 unexcused or 5 excused tardies in a quarter will constitute an email to the Principal and the Board of Education. The Principal and Board of Education will then contact the family. Tardies will be considered unexcused unless a parent checks in with Mrs. Stary when dropping off after 8am.
2. Tardies exceeding 3 unexcused or 5 excused per quarter, may require further action from the Principal and Board of Education will incur. This further action includes, but is not limited to, detention, suspension, and removal from school.

All tardies require the submission of the [A.T.E form online](#). The A.T.E. form can be found on our website: [www.stjohnwrightstown.com](http://www.stjohnwrightstown.com).

### **Absent**

#### **1) Notification**

Parents/guardians are strongly encouraged to submit the A.T.E form online prior to the start of the school day (8:00 am). 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:

**A. Personal Illness:** Parent/guardian should submit the A.T.E form each morning the child is kept 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 100 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

**B. Death of a Relative:** Parent/guardian should submit the online A.T.E. form to school at the earliest convenient time.

**C. 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 online A.T.E. form to school a day in advance. Parents/guardians need to sign out their children at the office when they depart school and sign them back in upon return.

### **3) Unexcused Absence**

These will be recorded if students:

1. Fail to bring a doctor's excuse after three or more consecutive days of absence.
2. Leave school and do not submit the A.T.E. form within 24 hours of departure
3. 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:**

**1st unexcused absence:** Notification via phone call by school office to the parent/guardian

**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

**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.

**4th unexcused absence:** An attendance plan will be created by the school and signed by the parent or guardian.

**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 communicated to the school office..** Failure to contact the school 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 or partial days per semester. Habitual truants may be reported to authorities. (See the 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 absences as outlined above.

## **CRISIS MANAGEMENT POLICY**

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.” This plan focuses on the following areas:

- Lockout Procedures
- Lockdown Procedures
- Intruder/Active Shooter Procedures
- Bomb Threats
- General Evacuation Procedures

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 On-Site/Off-Site Dismissals*)

## **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 for Homework**

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 the 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.

## **HOMEWORK GUIDELINES**

1. Arrangements should be made to pick up homework if your child is absent.
2. All school/homework must be done accurately, completely, neatly, and timely.
3. Poorly done school work such as D's, F's, not following directions, incomplete, sloppy, or late work must be corrected, completed, or redone. The frequency of improper work will affect additional consequences.
4. Parents of students in the middle and upper grades classrooms should check FASTDirect frequently to receive updates on your child's performance level.
5. "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.
6. Cheating will result in an automatic F and parents will be notified.
7. Daily work should be corrected, recorded, and handed back within three school days (major tests, reports, or projects may take longer to evaluate).
8. 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**

#### **Grades 3-8**

A+	100%	4.00+	D+	75-76%	1.33
A	97-99%	4.00	D	72-74%	1.00 Below Average
A-	94-96%	3.66	D-	70-71%	0.66
B+	92-93%	3.33	F	0-69%	0.33 Failure
B	88-91%	3.00			
B-	86-87%	2.66			
C+	84-85%	2.33		E – Exceptional	
C	79-83%	2.00		S – Satisfactory	
C-	77-78%	1.66		N – Needs Improvement	
U	Unsatisfactory				
I	Incomplete				

### **Kindergarten - 8th 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 an annual check up 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 Department:**

The Brown County Public Health Department annually provides vision and hearing screening for selected grades. Parents will be notified if there are any problems. The Health Department 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 Department 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**

### **Issues Arising at School:**

Normal first aid procedures will be applied if a child gets injured or becomes ill during the school day. Parents will be contacted and required to pick 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, emergency services will be called.

### **Illness at Home:**

Sometimes it is difficult 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. Children need to remain home, if presenting any of the following scenarios, unless school is provided documentation by medical professionals:

1. Sore throat **with** fever or swollen glands.
2. 24 hours of being antibiotic treatment.
3. Swollen red eyes that itch and are draining pus.
4. Temperature of 100 degrees or more. Children need to be fever free for 24 hours before returning to school.
5. Until treated for head lice and all live lice are no longer present
6. Vomiting – 2 or more times in 24 hours.

7. Diarrhea – 2 or more times in 24 hours.
8. Moist, productive cough, chest congestion, or discolored nasal discharge
9. Unusual rash or rash associated with fever.

**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**

The School must have a completed Medical Authorization Form on file with a practitioner's signature and a parent/guardian signature. This form should be renewed yearly for ongoing medication and a new form completed for any new medicines. Any change in dosage must be verified by a newly updated Medical Provider Authorization Form.

All medications must be kept in staff possession rather than left in student backpacks or their lunch boxes. They will also be administered by the teacher, principal, or the student themselves if old enough.

Medication must be supplied in a pharmacy-labeled container indicating the correct dosage, student name, and administration instructions.

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

1. The School must have a completed Parent/Guardian Medication Authorization Form on file with a parent/guardian signature.
2. Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended dose for the student's age or weight on the label.
3. All medication must be supplied by the parent and must have the child's name affixed to the container.
4. 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.
5. Parents may elect to sign a blanket permission form to allow trained personnel to distribute an appropriate-sized dose of Acetaminophen or Ibuprofen at their student's request during the day for headaches, muscle aches, menstrual cramps, etc.

**Food Supplements or Natural Products**

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

## **Self-Administered Medication**

1. 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 an Asthma Inhaler Administration Authorization Form on file. This form must be updated annually.
2. Responsible students (as determined by parents/guardian and administrator) with diabetes may possess and self-administer a blood test and/or insulin. School must have a completed Medical Provider Authorization Form on file 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 can be 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.

### **Transportation by Bus**

Busing is provided by Wrightstown school district for age 4 and up 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 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, and/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 the Wrightstown Dental parking lot. In these situations, all students must be signed out with a teacher before being allowed to leave.

## **CELL PHONE USAGE**

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 phones will be turned off once the student arrives at school and placed in their locker. Cell phones are **not** to be used during the school day. If students are found to be in possession of a cell phone, during the school day, it will be given to the teacher, and must be picked up by a parent at the end of the school day.
2. Cell phones should not be used during any school sponsored after-school activity or practice.

## **CHAPEL & MISSION OFFERINGS**

Students attend weekly 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 will 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.

## **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.

### **CONFIRMATION CLASS**

Students in 6th-8th grades participate in a confirmation class led by Pastor as part of their required religion curriculum. Non-member students will also participate. Being confirmed is not a requirement but a choice for non-members 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 decision 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.

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

### **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.

### **FIELD TRIPS**

S.J.L.S 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.

### **HONOR ROLL**

We have an Honors Program to recognize our 5th-8th 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.

## **SCHOOL OPEN HOUSE**

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 and 3rd quarter. Additional parent/teacher conferences are able to be arranged at any time by parent or teacher request. Talk to your child's teacher anytime you have a concern regarding your child's academic progress or behavior.

## **PARKING & PICK UP**



### **Drop Off:**

All cars entering the driveway, should take an immediate left to enter the parking lot. If walking your child in, please park your car in any of the designated parking spots. If dropping off and leaving, please circle the parking lot counterclockwise. Cars should stop alongside the lightpost at the end of the island. Children should exit and cars should continue on to the driveway entrance to depart.

### **Pick Up:**

All cars entering the driveway, should take an immediate left to enter the parking lot. If you plan on waiting on foot, outside the main entry, cars should park in designated parking spots. If you plan on remaining in your car, cars should line up along the outside of the parking lot, in a counterclockwise direction. The first car should pull up until it is directly along the lightpost at the end of the island. After your child has safely entered the car, you should proceed forward and exit towards the driveway entrance. Please note that cars should be attentive to the line, always prioritizing moving forward to allow cars to continue to move.

## **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 a 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.

## **RECESS**

The same guidelines as physical education apply for recess. A teacher may withhold recess participation from a student for disciplinary reasons or to give them time to complete late work.

## **REMIND APP**

Each family needs to have access to the Remind App. This app can be found on GooglePlay or the App Store.

- Search School Name - St. John Evangelical Lutheran School
- Enter the following class code for your child's classroom:
  - EC1 Class Code: ottopres
  - EC2 Class Code: mrslgamboa
  - EC3 Class Code: missjbuss
  - Kindergarten Code: crowleyk
  - 1st & 2nd Grade Class Code: wicks1-2
  - 3rd - 5th Grade Class Code: nschultz1
  - 6th - 8th Grade Class Code: traddatz1
- Then click Add.
- Teacher and/or Admin will grant access

*This app is used for all school communications.*

## **REPORT CARDS**

Report cards are issued four times per year (nine-ten week grading periods) for grades K-8. Parents keep the report and return the signed envelope. Please use those opportunities to express concerns or ask questions about 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 am-2:55 pm Monday through Friday. We also have before and after school program hours. One hour is available in the morning from 7 to 7:45 am and two hours after school from 3:05 to 4 pm & 4 to 5 pm, for the convenience of our parents. The extended child care hours are billed hourly at \$5 an hour.

The school doors are opened at 7 am by the before school program teacher of the day. Teachers rotate on a weekly schedule. All students are to report to the gym for check-in. In this room, the student is to play or read

until released to his/her classroom at 7:50 am. Students are expected to be dropped off by 7:55 am to be ready for the beginning of class at 8 am. Students will be marked tardy if arriving after 8:05 am.

**All doors will be locked at 8:00 am. Any parent or guardian or visitor wishing to enter the school during school hours must be buzzed in and checked in by the Administrative Assistant.**

### **SCHOOL LUNCH PROGRAM**

St. John offers 16 hot lunch opportunities, sponsored by the PTO, throughout the school year. Meals can be purchased individually for a prepaid amount of \$4. Menus will be distributed the month prior to Meals being served.

Daily hot lunch will be available through the Wrightstown Public School District. Menus will be sent home the first school day of each month. Families are to place an “x” on the days they would like to order hot lunch. The menu, along with payment **must** be returned to school by the 2nd Friday of each month. Daily hot lunches will be \$4 per ordered lunch.

Families need to send lunches with their child each day, **unless** taking hot lunch on a designated day. Refrigeration and microwaves are available if needed. If children bring food from home, the children (and parents) are responsible for the proper storage and care of the food they bring (example: if a child brings items needing refrigeration from home, the child is responsible for putting said items inside of the classroom refrigerator, or the parent is responsible for using ice packs.)

### **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 reduce family tuitions and 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 goes directly towards your child’s tuition. These amounts are recorded quarterly during the fiscal year/school year. SCRIP may be purchased from the school office during the week or in the back room of church following late service. Contact the administrative assistant for more information.

### **BUILDING SECURITY**

To ensure student safety, all doors allowing access to the school buildings will be locked during school hours. School doors will be unlocked in the morning from 7:00-8:00 am for student arrivals. Doors will be locked at 8:00 am. Parents picking up preschool children at the half-day dismissal time will be buzzed in by the



Administrative Assistant. Doorbells are available at the front entrance of school for those who need entry during regular school hours. You will have to check in at the Administration Assistant's desk.

## **STUDENT INFORMATION**

It is important to keep your child's student profile information current on FastDirect 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 another person who is able to pick up your child during the day if parents cannot in the case of sicknesses or extreme behavioral issues that could affect the health or safety of other students.

## **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, and 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 USAGE**

Students at St. John Lutheran School may use computers as part of their regular coursework. Both hardware and software are provided by the school. Students are also allowed to access the Internet through their student accounts provided by the school. St. John Lutheran considers this use both a privilege and a responsibility.

### **Explanation of Computer Use Policy**

The school's information technology resources, including computer use and internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to St. John's technology resources:

### **Respect and protect the privacy of others.**

#### **Students should:**

1. Use only assigned accounts.
2. Only use school computers in compliance with school and teacher direction.

#### **Students should not:**

1. View, use, or copy passwords, data, or networks to which they are not authorized.
2. Distribute private information about others or themselves.
3. Publish or print personal photos or pictures of students, teachers or staff for any purpose not approved by the teacher.

**Respect and protect the integrity, availability, and security of all electronic resources.**

**Students should:**

1. Observe all network security practices, as posted.
2. Report security risks or violations to a teacher or network administrator.
3. Conserve, protect, and share these resources with other students and Internet users.

**Students should not:**

Destroy or damage data, networks, or other resources that do not belong to them.

**Respect and protect the intellectual property of others.**

**Students should:**

1. Follow the laws of copyrights and avoid plagiarism.

**Students should not:**

1. Infringe copyrights (no making illegal copies of music, games, or movies).
2. Plagiarize (copy an original work and claim it as personal work.)

**Consequences:** Violations of these rules will result in disciplinary action. Depending on the severity of the offense the following disciplinary action may include: 1) a limitation on what they may do on the computers at school, 2) not being allowed to use school computers at all, 3) suspension from school, or in extreme cases 4) expulsion from school, not necessarily in succession.

**Repairs:** The costs for repairing computer systems that are damaged through intentional or unintentional misuse are the responsibility of the individual. These repair costs include the cost of material and labor to restore the affected systems to their original working order.

**Internet Disclaimer:** Families should be aware that some material accessible via the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. Even though Internet access through monitoring programs, required by the Children's Internet Protection Act (CIPA) and teacher supervision, those methods may not prove secure 100% of the time. St. John Lutheran School believes that the benefits to students of access to the Internet exceed the disadvantages. Ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Teachers at St. John will guide students to Christian standards in Internet usage. Parents and guardians may use the option of requesting for their children alternate activities not requiring Internet use.

**Supervision and Monitoring:** St. John Lutheran School makes every reasonable attempt to protect users of these computers from offensive Internet materials, including, but not limited to: adult content, gambling, violence and "spam". St. John Lutheran School and network administrators monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Computer systems access and Internet access are logged, retained and monitored for administrative purposes. These logs are strictly confidential. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement

## **TESTING**

St. John Lutheran School conducts testing to evaluate student achievement and levels of performance. Classroom testing is done in a variety of ways: daily quizzes, comprehensive written tests, oral tests, etc.

Standardized testing through FORWARD EXAM and/or iReady is administered annually to students in grades 3-8. Standardized tests are generally administered in the spring of every school year.

Kindergarten screening: is held prior to kindergarten enrollment to help determine school readiness for five-year old children. This helps to assure academic success in school. Preschool Screening: is conducted by local public school districts in March.

## **PARENT VOLUNTEERING**

There are many opportunities to get involved with school life at St. John Lutheran School. St. John Lutheran requires each family to commit to serve **10 hours** of service per school calendar year. Any unfulfilled hours may be billed to student/family account, not to exceed \$100(\$10/hr)

Volunteering options: cleaning, painting, gardening, assisting in school events, coaching, leading a club activity, recess supervision, participating in community events on behalf of St. John, assisting classroom teachers by means of being a reading buddy or offering assistance in other academic areas, as well as many other opportunities that present themselves during the school year.

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 being 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 or for non-member school parents in an advisory position.

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.

# **Early Childhood Program Information**

## **EARLY CHILDHOOD PROGRAM PHILOSOPHY**

St John Lutheran ECM will strive to provide opportunities to help children:

1. Develop spiritually by daily hearing and applying God's Word as it is taught in its truth and purity.
2. Develop intellectually by creating a Christian environment to provide age-appropriate activities in basic language arts, communication skills, science, reading, and math readiness that is in line with Wisconsin Model Early Learning Standards.
3. Develop physically through opportunities to use their large and small motor skills and abilities.
4. Develop socially through opportunities which are based upon Christ-Centered, God-pleasing principles of love and concern for each other's safety and well-being
5. Develop emotionally by creating a Christian atmosphere in which each child knows that he or she is valuable and loved as a redeemed child of God.

## **GOVERNANCE AND AFFILIATION**

St. John Lutheran Early Childhood, a part of St. John Lutheran School, is operated by St. John Evangelical Lutheran Church. The congregation's Board of Christian Education supervises and sets policy for the school. These policies are administered by the principal and the ECM Director, who also serves as a classroom teacher.

St. John Ev. Lutheran Church is affiliated with an international church body, the Wisconsin Evangelical Lutheran Synod (WELS). With the WELS are 345 elementary schools with 1,900 teachers and 26,000 students. In addition, there are 396 early childhood ministries serving over 9,300 young children.

## **NONDISCRIMINATION POLICY**

St. John Lutheran Early Childhood admits students of any race, color, national, and ethnic background to all the 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 the administration of any school-administered programs

## **ENTRY REQUIREMENTS**

The preschool program is designed for children two years away from kindergarten. Children entering it do not need to meet an age requirement or pass an assessment, but should be fully potty trained and ready to learn. "Children are considered potty trained when they can use the bathroom on their own, wipe on their own, and are able to communicate that they need to use the restroom. Children who may have two or more accidents a week may be asked to take a two week break from school to practice potty training before returning to their Early Childhood classroom. A child who has the ability to independently use the restroom shows the developmental milestone to dive deeper into school activities." The pre-kindergarten program is designed for children who are one year away from Kindergarten. This program has a high academic concentration; therefore, children entering this program may be asked to take an assessment prior to entry. Children who have gone through the St. John preschool program will have completed the assessment during their school year. It may be possible for students to advance from preschool to pre-Kindergarten during the course of the school year.

Parents are asked to meet with staff prior to enrolling their child. An application, health forms, and emergency information need to be filled out and a registration fee submitted to hold a spot. Speak with the principal or visit our website to learn current fee rates.

## **PROGRAM HOURS**

Half-day, full-day, and After School Program options are now available for both preschool and pre-Kindergarten students. Half-days begin at 8:00 am and run until 11:30 am. Full school days run from 8:00 am until 2:55 pm. Parents may drop students off up to fifteen minutes early or pick students up by 3:00 with no extra charge. After School Program is available until 5:00 pm. Children may attend three, four, or five days a week. Parents may pick the option best suited to their family or discuss with the teacher to determine the best fit. For the child's safety, the teacher is to be made aware of who is picking up the child.

## **SCHOOL YEAR**

The early childhood calendar follows the calendar of our elementary school, beginning in late August and ending before Memorial Day in May, as well as operating a summer program, which runs throughout June, July, and August. A calendar showing vacations and other days off will be sent to each family in the annual summer letter.

## **STATE HEALTH REQUIREMENTS**

State law requires all school students to present evidence of immunizations against certain diseases within thirty days of admission. A health form is available from the school. Immunization requirements for early childhood are as follows:

4 DPT/DT	1 MMR	1 Varicella
3 Polio	3 Hepatitis B	

## **BEHAVIORAL GUIDANCE**

Teachers will seek to model and encourage Christian behavior. Children who have difficulty working with those around them will be supported in a variety of ways. Teachers will work to help children see what effect their actions are having on themselves and those around them and make good choices. Positive reinforcement and anticipation of difficulties will be used to avoid inappropriate behaviors. Redirection, natural and logical consequences, and breaks are among the techniques that may be used for negative conduct. Forgiveness will be modeled and verbalized. At no time will children be subject to physical, emotional, or verbal abuse, or withholding of essential needs. Children will not be restrained physically unless they present a threat to themselves or others. "Parents will be lovingly informed of any significant or ongoing behavioral concerns so that we can partner together in guiding the child with Christ's love."

## **SNACK & MEAL TIMES**

Half-day students will have one snack during the morning. Full day students will have morning and afternoon snacks (if desired) as well as lunch. Parents are asked to send the appropriate number of snacks to school with their child. A child may also make arrangements with the teacher to bring a special treat for his/her birthday. Please inform the teacher if your child has any food allergies. Children will wash their hands after using the bathroom before partaking in snack or lunch. Students will have available to them single use items such as, but

not limited to, paper plates and plastic silverware, for lunch. Tables are wiped down and sanitized after eating, at the end of the day, or before the beginning of the next day.

## **REST TIMES**

Due to the young ages, rest times are scheduled every afternoon. Rest time will be between 45-60 min in length. "Students who do not fall asleep will be allowed to do quiet activities such as but limited to looking at books, or puzzles. Please send mats, sleeping bag, pillow and a special blanket if your child needs that to rest. "Rest items will be sent home to be washed at the end of every week, if a child is sick, or if a child has an accident during rest time. Please send all rest items back on your child's next day of school.

## **CLOTHING**

Your child will be most comfortable in play clothes. Our playground outside consists of wood chips so it is recommended that children come to school in closed toed shoes or have a pair available to them in their backpack. Since the children often sit and play on the floor, it is strongly recommended for girls to wear leggings or tights under dresses.

Please dress your child adequately for outdoor play during all seasons of the year. Since we encourage independence, be sure all outer clothing is easy to put on and take off. An extra set of clothes should be kept at school in case of an accident or spills. Update spare clothes throughout the year so it is seasonally appropriate and the correct size for your growing child

## **EARLY CHILDHOOD PROGRAM GOALS**

By the end of the preschool and pre-Kindergarten programs, all children should have some ability to meet the following achievements:

simple faith in their Savior

Show love and kindness to others, reflecting God's love

### **Literacy:**

Recognize and write upper and lowercase letters

Understand basic phonics to begin to sound out words

Rhyme

Sequence items and stories

Read basic emergent readers

### **Mathematics:**

Count by ones and tens

Recognize numbers

Complete patterns

Sort objects by different characteristics

### **Motor Skills:**

Draw basic shapes

Write letters and numbers with increasing control

Cut out simple shapes with scissors

### **Social and Emotional:**

Express feelings and needs verbally

Practice solving small problems with guidance

Takes care of personal belongings

Shares and works well with classmates

Progressively increases focus on task at hand

## **PROGRESS REPORTS**

A written assessment of your child's progress in these and other goals, will be available if you would like both with opportunities for parent-teacher conferences. Additional conferences may be scheduled with your child's teacher at any time.

## **EARLY CHILDHOOD PROGRAM**

Our daily program will provide young children with experiences that will help develop their spiritual, cognitive, social, emotional, and physical development. Preschool students will participate in a reading curriculum (Happily Ever After), and a math curriculum (PreK Math). Pre-Kindergarten students will participate in a Kindergarten- level math (Empowering Little Mathematicians) and beginning reading curriculum (Superkids/CKLA). Both Preschool and Pre-Kindergarten will participate in a Physical Education curriculum (OPEN), religion (ChristLight/Enduring Faith) and Music (First Steps in Music for Preschool and Beyond). All students participate in a social emotional learning curriculum. The following is a brief description of our program:

**Religion:** Our desire is for children to express a simple, deep faith in Jesus as their Savior. Bible stories, prayers, and songs will be taught and reinforced throughout the day so that children will learn spiritual truths and values. Law and Gospel will be the main focus of any discipline issue that arises.

Because it is our desire that parents know what we are teaching the children, parents are sincerely invited to attend a brief (approximately four hour) Bible Information Course conducted by our pastor.

**Play:** Play is an important tool in learning at this young age. When playing together, children extend each other's experiences, practice social give-and-take, learn cause and effect, and experience emotional growth. Several learning centers are set up in each classroom so that children can experiment with a variety of learning activities and social situations.. We ask that additional toys are not brought from home, as many toys will be available and are geared towards a variety of learning aspects.

**Art:** Art activities are used to develop creativity, self-expression, knowledge of color and texture, fine muscle coordination and an appreciation for God-given abilities. Activities include cutting, pasting, coloring, stamping, painting, printing, tracing, and working with play-dough.

**Mathematics:** Early math skills addressed include number recognition, one-to-one counting, sorting, colors, patterning, and understanding of size and shape, through a hands-on approach.

**Language:** Language develops quickly during the preschool years. Students will be encouraged in letter recognition, phonics, beginning reading, and writing as they show developmental ability. A love of books, self-expression, and speaking and listening skills will also be addressed.

**Music:** Music is an international language that appeals to children of all ages. Participation in songs, rhythm activities, experiencing instruments, and moving to music is not only a joy, but contributes to the development of coordination and listening skills.

**Physical Development:** Activities throughout the day will provide opportunities for both large motor (running, balancing, jumping, skipping, ect) and small motor (writing, cutting, manipulating small toys or playdough, ect.) play.

**Social Emotional Learning:** Children learn to appreciate God's diverse world, celebrating cultures, practicing kindness, empathy, and respect.. Children will also learn how to calm stress, make friends, practice manners, and grow in their social interactions with their peers.



**Technology:** Age-appropriate, development-focused computer games and technology may be available on a limited basis. While early exposure to technology functions is helpful for students, social interactions and physical play is more important for this age group. Digital learning tools are used for special events or to reinforce a teaching topic, rather than regular, daily routines."

**Field Trips:** Multiple field trips will be taken during the school year. We ask that parents give thought to volunteering as a chaperone. If drivers are needed, they will need to certify that they carry liability insurance on their vehicle. In most instances a bus will be taken as transportation for field trips.

## **Planning for Success in School**

Parents continue to be the most important single factor in determining a child's success in school. There is no substitute for a strong family life. Some of the ways you can help your child are listed below.

1. Assure that your child gets enough rest, exercise, and proper nutrition.
2. Read stories to your child every day. After the reading, discuss the pictures and the story. Point out familiar letters and words. Include a good dose of old fashioned nursery rhymes, such as a Mother Goose collection.
3. Regularly visit the library, take a field trip, and talk about discoveries as you walk down the street. All such activities broaden your child's understanding and arouse curiosity.
4. Make pencil and paper available for writing and art.
5. Build social and emotional competence. Encourage play with other children. Arrange for your child to stay for a reasonable period of time with adults outside the family. Do not then slip away from your child. Instead, say a clear good-bye, and tell him/her when you will return. Practice give and take, taking turns, empathy, and sharing.
6. Encourage independence in routines. Allow your child to dress him/herself, perform toiletries, brush teeth, set the table, open containers and food items they need, and complete other daily tasks. When help is needed, do one step and then let the child continue.
7. To encourage language development, converse frequently with your child in standard English (refrain from baby talk). Following each preschool session, encourage your child to share what was done at school. Be an attentive listener.
8. Above all, pray for your child, attend church and Sunday school together, enjoy family devotions, and sing spiritual songs and hymns. Let Jesus be part of your daily conversation.

A child's development cannot be taught and it cannot be rushed, but parents are influential in supporting readiness.