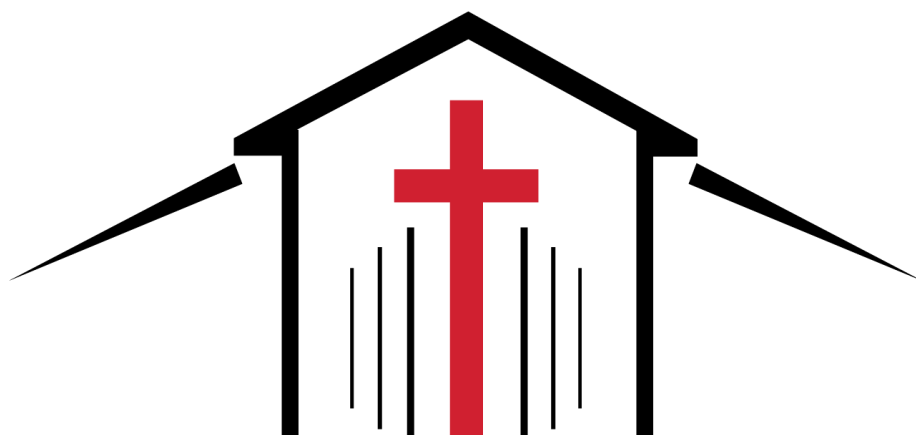




ST. JOHN

LUTHERAN CHURCH & SCHOOL

206 Plum Road
Wrightstown, WI 54180

Student & Family Handbook
K - 8th Grade

2026-2027

Board of Education approved - August 2027

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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. 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.

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

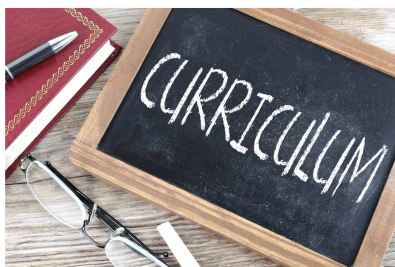
Science

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.

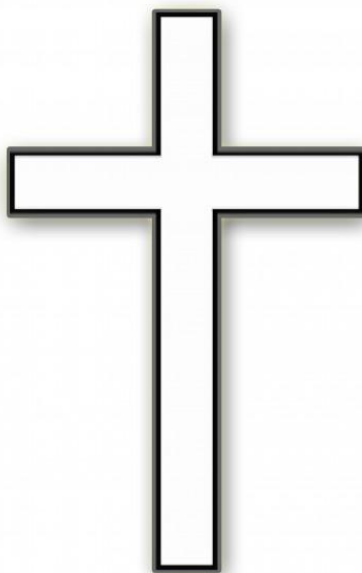
Vision

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.

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 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 - boe1@stjohnwrightstown.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.

See the addendum to this handbook "Parent Conduct and Interaction Policy" for further clarification. **

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 siblings already enrolled at St. John Lutheran School
3. Children with parents who are members of fellow WELS churches
4. 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 last day of the school year.

ENROLLMENT PROCEDURE

1. Contact the school 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 review School Handbook.
3. Fill out and submit paper or electronic forms, along with providing the \$75 nonrefundable registration fee.
4. School personnel will inform you of the starting date.
5. Upon acceptance, transfer for student's cumulative records will be requested from the previous School.
6. All records must be current and up to date in order to finalize enrollment.



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 \$2,575 per member child and \$4,100 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.

Service Commitment

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 - only)

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

Half days are 8:00am to 11:30. Full days are 8:00am to 3pm. We also offer extended program hours, 7:00am to 7:45 am and 3:00pm - 5:00 pm. These extended hours are billed at \$5/hr, with a max of \$15 per day.

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 regular tuition rate. Absences from school will not be deducted from school tuition.

Extended Program

Extended hours are pay as you use. An itemized invoice of hours used will be provided each month. Failure to pay may result in the child being unable to attend during the extended hours. Hours are billed at \$5/hour.

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.

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 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 a problem arises, 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.)

The **SStudent Behavior Monitoring System (**S.B.M.S**) is a system used by all teachers at St. John, to track student’s daily and weekly behavior. This system allows teachers to provide parents specific evidence in regards to their child’s behavior. Teachers will record daily evaluations, calculate weekly totals, and provide classroom documentation to the administrator. The following guidelines will be followed in regards to consistent behaviors being displayed by students.**

St. John's expectation is that students strive to stay at level 0.

Students will enter the following protocol if reaching an average weekly evaluation of level 3 on consecutive weeks:

- (1) Week of level 3, an informal notation by administrator/director
- (2) Weeks of level 3, a formal communication in writing or in person to the student's parents
- (3) Weeks of level 3, communication will be delivered to the Board of Education, and a formal letter will be delivered to the student's parents.
- (4) Weeks of level 3, a formal meeting will be scheduled to discuss options for enrollment, with the potential option of withdrawal of enrollment being available.

Student Behavior Monitoring System

Any behaviors resulting in student or staff incident or injury require same-day reporting.
Please report questions, concerns, or incidents to any member of the Leadership Team

Level:	Behavior:	Looks Like:	Examples of:
0	Expected Behaviors	Respectful, Considerate, Focused, Follows Directions, Responsible	• Treats teachers and classmates well • Attentive during class instruction • Following instructions the first time • Avoiding late work, high quality completed work
1	Low-Level Behaviors	Unintentional volume control in/out of classroom	• Several reminders are needed when student is excited or anxious, both in the halls or classroom • The student requires several reminders when working in the classroom but outside of the current class
2	Low-Level Behaviors	Intentional volume control in/out of classroom, failure to follow instructions	• The student is aware of the class setting, but willfully speaks or makes noises at unacceptable volumes. • The student willfully neglects teacher reprimand for volume • The student willfully chooses not to follow instructions
3	Mid-Level Behaviors	Intentional disruption of class via blurting out, or unnecessary actions	• Engaging classmates during class time, even after formal reprimand. Purposefully causing disruption to gain classmates attention. • Making intentional, unnecessary sounds or noises to gain attention of classmates.
4	Mid-Level Behaviors	Arguments with teacher, defiant behavior (intentionally not following instruction	• The student chooses to engage the teacher in argument after having been given instructions. • The student immediately responds in an opposing fashion after interaction with teacher • The student willfully chooses to disregard instruction or communication from the teacher.
5	High-Level Behaviors	Blatant, intentional, and disrespectful comments/language directed towards teachers, and/or outright refusal to abide by teacher directions	• The student directs profanities, or other unacceptable language towards a classmate or teacher. • The student willfully attempts to take public stand, in defiance, against the teacher • Unacceptable gestures, images, or notes are shown towards the teacher, or given to classmates or others
6	High-Level Behaviors	Unnecessary physical contact, verbal threats of violence, actions reflecting blatant disregard for oneself or others	• Intentional, aggressive, physical actions are directed towards students or the teacher. • Verbal threats are directed towards students or the teacher. • Intentional disregard for technology policies and pursuit of inappropriate content or materials via the internet

Disciplinary Tiers of Student Misbehavior

Level 1-2: 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 school administrator.

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 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 3-4 - 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 administrator meets with the student and/or teacher and determines the most appropriate response.
3. The teacher is informed of the administrator's actions.
4. The administrator will communicate with parents in written form and/or personal contact regarding the misconduct.
5. 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 5 - 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 - 4 behaviors.

Teacher/Administrator Responses to Misconduct:

1. The student is referred to the administrator for appropriate disciplinary action.
2. The administrator meets with the student and determines the most appropriate response.
3. The student receives an in school suspension for the duration of the day.
4. The administrator will communicate with parents in written form and/or personal contact regarding the misconduct.
5. An in person parent meeting must take place prior to the reentry of the student back into the classroom.
6. 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 6 - 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 1-5 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 offense with the classroom teacher or reporting staff person.
2. Legal/Police notification (if necessary).
3. Parents are notified of their child's suspension, and the child must be picked up immediately.
4. A meeting is held between the parents, student, administrator, and teacher.
5. A complete and accurate report is submitted to the Board of Education by the administrator.
6. The out of school suspension is in effect until the board makes a final determination.
7. The Board of Education informs parents of any further disciplinary action.

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. All expulsion appeals **require an official in person** meeting.
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

7:00-7:45am	Students will report to the designated extended program classroom.
7:45-8:00am	Students should go immediately to their classrooms.
8:00am	School begins.
11:30am	Half-day Early Childhood students are dismissed.
2:55pm	Students are dismissed for the day.
3:00pm	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. Formal notice of tardies will be delivered to parents by the school administrator when a student has incurred 3 unexcused or 5 excused tardies in an academic quarter.
2. Attendance matters will be submitted to the board of education when a student reaches 6 unexcused tardies, or 10 excused tardies in an academic quarter.
3. 10 unexcused tardies may warrant the consideration of the student's continued enrollment at St. John

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.

Absent

1) Notification

Parents/guardians should 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

Absences 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: Parents/guardians 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 an 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 will follow the predetermined "Crisis Management Plans." These 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

Middle School Grades 6-8

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						U – Unsatisfactory
I						I – Incomplete

Kindergarten - 5th Grade

Grading at these levels 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 on 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 a "Permission to Administer" 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 "Permission to Administer" form on file, with a practitioner's signature and a parent/guardian signature.

Epi-Pen

Students who may need access to an epinephrine auto-injector should have a valid form on file in the office along with an Epi-Pen. The school does not provide Epi-pen's

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 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 provided it doesn't create a disturbance. Arrangements **must 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.

PARENT / TEACHER CONFERENCES

Mandatory parent/teacher conferences are scheduled after the 1st 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 clockwise. 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 clockwise 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.

1. Search School Name - St. John Evangelical Lutheran School
2. Enter the following class code for your child's classroom:
 - Preschool Class Code: ottosjls
 - PreK Class Code: matasjls
 - Kindergarten Code: mscrowleyk
 - 1st & 2nd Grade Class Code: wicks1-2
 - 3rd - 5th Grade Class Code: brandtsjls
 - 6th - 8th Grade Class Code: traddatz68
3. Then click Add.
4. 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. Programming 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 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 30 hot lunch opportunities, sponsored by the PTO, throughout the school year. These meals will be available on **most** Fridays. Meals will be \$4 for children in Preschool and Pre, and \$5 for children in grades Kindergarten through 8th grade.

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.

Families need to send lunches with their child each day, **unless** taking hot lunch on a Friday. 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 parent/child is responsible to communicate this with the classroom teacher, 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 is done through IReady which is administered in the Fall, Winter, and Spring, to students in grades K-8.

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. Early Childhood 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 will 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

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, a Background Check Authorization form must be completed and submitted. A volunteer will **NOT** begin until this process is completed.

****ADDENDUM**

SPECIAL EVENT PROCEDURES

FUNERAL SERVICES

Because our church and school share the same campus, funeral and memorial services may occasionally be held in the church during the school day. These services are an important ministry of our congregation and an opportunity to support families during times of loss.

When a funeral is scheduled during school hours, the school will make every effort to minimize disruption to the educational environment while showing respect and compassion to grieving families.

Parents and guardians will be notified as soon as reasonably possible when a funeral service is expected to affect normal school operations. Depending on the circumstances, notifications may include information regarding:

- Changes to student drop-off or pick-up procedures
- Parking restrictions or limited parking availability
- Temporary building or entrance access changes
- Increased traffic on campus
- Adjustments to recess, other school activities
- Any additional instructions necessary to ensure student safety

School schedules will continue as normally as possible unless families are informed otherwise.

We ask all students, parents, and visitors to demonstrate respect and courtesy during funeral services by following campus directions, using designated entrances, keeping noise to a minimum near the church, and allowing funeral guests priority access where appropriate.

We appreciate your understanding and partnership as we honor those who are grieving while continuing to provide a safe and productive learning environment for our students.



BLOOD DRIVE

As part of St. John's commitment to serving our community, the school campus is periodically used to host the Red Cross blood drive during regular school hours. While the event is open to eligible community members, the health, safety, and educational environment of our students remain the school's highest priority.

Policy:

1. Student Safety
 - The blood drive will be held in a designated area that can be separated from regular student activities.
 - School operations and instructional time will continue as normally scheduled.
2. Visitors
 - Community donors and blood drive personnel must enter through designated entrances and follow all school visitor procedures, including check-in requirements.
 - Access to classrooms and other student areas will be restricted.
3. School Authority
 - The administration reserves the right to cancel, postpone, or modify the event due to safety concerns, operational needs, emergencies, or other circumstances affecting the school community.

The designated location on our campus is the gymnasium. Every effort will be made to provide obstruction of view to activities in the gymnasium pertaining to the blood drive, while school is in session.

Communication

Parents and families will be notified in advance whenever a community blood drive is scheduled during school hours. The notification will include the event date and hours of operation.



**American
Red Cross**

****ADDENDUM**

PARENT CONDUCT AND INTERACTIONS POLICY

Purpose

The partnership between home and school is essential to the success and well-being of every student. St. John Lutheran School is committed to fostering a Christ-centered environment characterized by respect, kindness, honesty, and cooperation. Parents and guardians are expected to model these values in all interactions with students, staff, volunteers, and other families.

Scope

This policy applies to all parents, guardians, family members, and individuals acting on behalf of a student while:

- On school property.
- Attending school-sponsored events or activities.
- Participating in school-related meetings or communications.
- Representing the school or interacting with members of the school community off campus, including athletic events, field trips, social gatherings, and online interactions when those actions affect the school community.

Expected Conduct

Parents are expected to:

- Treat all students, staff, volunteers, and families with courtesy, dignity, and respect.
- Communicate concerns in a calm, constructive, and solution-focused manner.
- Follow the school's established chain of communication when addressing concerns.
 - Make attempt to speak with other party involved
 - After speaking with other party, and unresolved, reach out to the school administrator
 - If additional resolution is needed the matter will be referred to the board of education.
- Support the school's mission, values, and behavioral expectations.
- Respect the privacy and confidentiality of students, families, and staff.
- Model Christian character by demonstrating patience, forgiveness, humility, and self-control.

Positive Engagement

The school encourages parents to:

- Volunteer and participate in school activities.
- Recognize and encourage students, faculty, and staff.
- Work collaboratively with school personnel to support student success.
- Resolve misunderstandings through respectful conversation and prayerful cooperation.

Unacceptable Conduct

The following behaviors are inconsistent with the school's mission and may result in corrective action:

- Harassment, intimidation, bullying, or discrimination.
- Threatening, abusive, or profane language.
- Physical aggression or threatening gestures.
- Disruptive behavior during school events or meetings.
- Public arguments or confrontations involving students, parents, or staff.
- Spreading rumors or knowingly sharing false or misleading information about members of the school community.
- Inappropriate use of social media or electronic communication that targets or harms students, staff, or families or substantially disrupts the school environment.
- Unauthorized recording of meetings or conversations where prohibited by law or school policy.
- Interfering with school operations or disciplinary matters.
- Encouraging students or other parents to disregard school policies or authority.

Off-Campus Conduct

The school recognizes that parents have lives outside of school; however, conduct occurring away from campus may become a school matter when it:

- Significantly affects the safety or well-being of students or staff.
- Harasses, intimidates, or targets members of the school community.
- Creates a substantial disruption to the educational environment.
- Damages the school's mission, reputation, or ability to fulfill its educational purpose.

When off-campus conduct has a direct impact on the school community, the school reserves the right to investigate and take appropriate action.

Resolution Process

When concerns arise, parents are encouraged to:

1. Address concerns respectfully with the appropriate “party”.
2. If unresolved, contact the appropriate administrator.
3. Follow the school's grievance or appeal procedures when applicable.
4. Refrain from discussing unresolved concerns publicly or through social media while the school is addressing the matter.

School Response

When this policy is violated, the school may take one or more of the following actions:

- Meet with the parent or guardian.
- Issue a verbal or written warning.
- Require future meetings to include an administrator.
- Restrict volunteer opportunities or attendance at certain school activities.
- Limit access to campus when necessary for safety.
- Require communication to occur through designated school personnel.
- In serious or repeated situations, review the family's continued enrollment in accordance with school policies and enrollment agreements.
- Contact law enforcement when required for safety or legal reasons.

Commitment to Christian Reconciliation

St. John Lutheran School believes that conflict should be handled in a manner that honors Christ. Parents and school personnel are encouraged to seek reconciliation through respectful communication, mutual understanding, forgiveness, and a shared commitment to what is in the best interest of students.

By enrolling a student, parents acknowledge their responsibility to uphold this policy and partner with St. John Lutheran School in maintaining a safe, respectful, and Christ-centered community.