



Parent Handbook
St. John's Lutheran Preschool
Newburg, WI

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MISSION STATEMENT

*St. John's Lutheran School and Preschool
exists to glorify Jesus Christ, assisting
parents in educating, training, and
nurturing His children for this life and for
heaven.*

*At St. John's Lutheran Church,
we are saved to serve.*

THE NATURE OF OUR SCHOOL

St. John's Evangelical Lutheran School is a full-time Lutheran elementary school operated by St. John's Evangelical Lutheran Church of the Wisconsin Evangelical Lutheran Synod. As such, it has a definite identity and heritage in advancing the congregation's purpose of reaching ever-increasing numbers of people with the Gospel of Jesus Christ in our community and in the world.

Our school draws its identity and support from the congregation of which it is an inseparable part. Just as our congregation is dedicated to the spreading of God's Word, so our school also is wholly given to teaching the truths of salvation. By serving the children of our congregation and other children with Christian education, our school will make a vital contribution to the life of and purpose of our Lord's Church.

Our school also shares a blessed heritage with many other Lutheran elementary schools of the Wisconsin Evangelical Lutheran Synod. For over 100 years the Wisconsin Synod has been active in Christian education. Even through times when Christian education wasn't as popular as it is today, our schools were providing quality education based on the precious, pure Word of God. We at St. John's thank God that we are part of that heritage.

PURPOSE OF ST. JOHN'S LUTHERAN ELEMENTARY SCHOOL

St. John's Lutheran School has the primary purpose of nurturing the faith of those who come under its program of instruction, as an **assisting** agency to parents, to whom the Lord says: "Fathers, do not exasperate your children; instead bring them up in the nurture and instruction of the Lord." (Eph. 6:4) Under the Spirit's blessing, the intent is to nurture and instruct the children, preparing them for a life in which they serve the Lord by "*declaring the praises of Him who called us out of darkness into His wonderful light.*" (1 Peter 2:9)

Our school serves parents who are eager to follow the command of Jesus, who said, "Feed my lambs." St. John's Lutheran Congregation invites parents to use this opportunity to give their children a Christ-centered education. Our confidence of success rests in the promise of the Lord: "*Train up a child in the way he should go, and when he is old he will not turn from it.*" (Prov. 22:6) **This training needs to continue in the homes, as well as in the school.**

To this end, the faculty is committed to serve parents and children in Christ's name day by day at St. John's Lutheran Elementary School.

SCRIPTURAL FOUNDATION

St. John's Lutheran School is founded on these eternal truths revealed in God's inerrant Word, the Holy Scriptures.

1. The Holy Scriptures are God's Word and infallible and supreme, the only standard for faith and life. (1 Peter 1:21, 2 Timothy 3:26, John 10:35, Psalm 119:05)

2. There is only one true God, Father, Son and Holy Spirit, who reveals Himself in the Holy Scriptures. (Isaiah 43:11, John 15:26, John 5:39, John 14:7-18, Deuteronomy 6:4, 1 Corinthians 8:4)
3. God created all things and created man as the crown of creation. (Genesis 1-2)
4. Ever since The Fall (Genesis 3) the whole human race is corrupted by sin, making all people guilty before God and subject to damnation. (Psalm 51:5)
5. God through His grace, love, and mercy sent His only son, Jesus, to suffer and die to pay for all people's sins. (John 3:16, Isaiah 3:5-6, 1 John 1:7, 1 John 2:1-2)
6. All who, through the work of the Holy Spirit, believe that Jesus is their Savior receive forgiveness of sins and everlasting life. (Ephesians 2:8-9, 1 Corinthians 12:1-3)
7. As a believer in Jesus, the Christian will seek to grow in his Christian knowledge and faith through the study of the Holy Scriptures. The Holy Scriptures will be his source of comfort, security, guidance, encouragement and hope (confidence) for the future. (Psalm 119:105, 1 Peter 2:2-3, John 20:31, John 5:39, 2 Timothy 3:15)
8. As a believer in Jesus, the Christian will find joy and blessings in worship (both private and public). (Hebrews 10:25, Psalm 12:1, Romans 10:17, Colossians 3:16)
9. As a believer in Jesus, the Christian will use prayer regularly as a God-given privilege. (Philippians 4:6, 1 Thessalonians 5:17, Psalm 50:15, James 5:16)
10. As a believer in Jesus, the Christian will strive to show his love to God by using his gifts and talents to help spread the Word of God. He will help his fellow Christians and all people in every possible way. (John 14:15, 1 Thessalonians 2:8, Galatians 5:22-23, 1 Corinthians 10:31, Matthew 28:19-20)
11. The Lord gave parents the primary responsibility for the Christian training of their children. (Ephesians 6:4, Psalm 78:1-7, Deuteronomy 4:9-10, Deuteronomy 6:6-9)
12. The Lord also gave to His Church and hence to each Christian congregation the responsibility to train its children according to the Scriptures. (Acts 20:28, Matthew 28:20, John 21:12-17, 1 Peter 5:2)

PHILOSOPHY OF CHRISTIAN EDUCATION

Christian education is Christ-centered education; the Savior and His love are at the center of all we think, say, and do. St. John's Lutheran Preschool is part of a Christian school, not simply because it teaches religion, but because everything is done in light of God's Word and in the context of our sin as human beings and God's grace to us in sending the Savior. The Word of God provides the framework in which everything is taught and done and serves as a source of absolute guidance and truth. At St. John's, your child will grow academically, socially, emotionally, physically and spiritually.

OBJECTIVES OF OUR SCHOOL

Parents, who have first responsibility under God for the Christian training of their children, should understand that our school intends to assist them by attempting to fulfill the following aims:

1. To nurture the Christian faith of our pupils. We want them to grow in grace and knowledge of Jesus, their Savior, who came into this sinful world to suffer and die for their sins. Through the teaching of the Law, the children are led to realize their own utter unworthiness of salvation, and through the Gospel they are led to rejoice in the hope of eternal life, which they have in Christ. This is the basis of all religious instruction.
2. To equip these children, as members of the Church of Jesus Christ, to freely act on their privilege to share the saving truth of Jesus Christ with others.
3. To teach all other subjects in the light of God's Word. Subjects such as the language arts, science, and social studies are taught in a way, which always keeps in mind the all-directing influence of God in the ways of the world.
4. To train citizens who recognize God as the source of all governments, who will use their talents in His service, and who find it a joy and necessity to obey the laws of our land and participate in the affairs of their community.
5. To give aid to the Christian home by helping to train the children in the virtues of Christian obedience and to assist the parents in meeting the challenge of properly guiding their children.
6. To meet the state requirements in secular subjects as well as our own Wisconsin Synod course of study.

VISION OF OUR SCHOOL

In an ever-changing world, St. John's teaches the never changing message of God's Word so that students may become lifelong Christians as they go into the world proclaiming his Word equipped with academic, spiritual, and social skills in order to win souls for Christ.

CHRISTIAN FAITH

1. Students of St. John's Lutheran School have a strong conviction of the Christian faith with a zeal for Christian living.

CHRISTIAN SERVICE

2. Students of St. John's Lutheran School live the faith that the Holy Spirit has put in their hearts by glorifying God through their service to others.

CHRISTIAN WITNESS

3. Students of St. John's Lutheran School embody the commission of Jesus-to make disciples of all nations by sharing the Good News of salvation through Christ.

ACADEMIC READINESS

4. Students of St. John's Lutheran School are prepared for high school and beyond with a foundation of academic excellence.

ATTENDANCE / ABSENCES AND EXCUSES

Faithfulness and diligence in all matters are marks of the Christian. For that reason, and in compliance with state law, pupil attendance is expected to be prompt and regular.

1. **Absences:** Please call by 7:50 AM or send a note with a sibling. You may receive a phone call from the secretary to make sure the child is not missing. We need a written or verbal excuse from the parents. If a child is absent for three or more days, a doctor's excuse should be obtained. Repeated truancy or absences (**30 days during the year**) may result in the student being retained.
2. **Tardiness:** Tardiness is defined as a student absent from the classroom without excuse when the second bell (7:50am) rings. Please send an excuse if your child is tardy. Tardiness because of bus service is not recorded. Students are expected to be in the school building and in their respective classrooms at or before the time the second bell (7:50am) rings.
3. **Doctor or Dentist appointments:** Parents are urged to make appointments during non-school hours or days.
4. **Family Vacations:** We strongly encourage parents not to plan such trips during the school term. We realize that work schedules don't always allow this. While these vacations may be educational, it is difficult for the child to make up the assignments properly. Some homework may be given to them to take along, and some may need to be completed after the absence. Please give teachers as much advanced notice as possible.

Church Attendance

An important part of every child's faith-life is the participation in and attendance at worship services. Parents, who have the primary responsibility for the spiritual training of their children, need to model the God-pleasing behavior they wish their children to learn by attending services with their children.

BACKGROUND CHECK POLICY

The following policy will be followed for all called workers, hired staff, and volunteers that interact with students at St. John's Lutheran School:

- 1) Background checks (Wisconsin Department of Justice - Wisconsin Online Record Check System [WORCS]), <https://recordcheck.doj.wi.gov/Login/Index?ReturnUrl=%2fHome>, and the (Wisconsin Department of Corrections Sex Offender Registry) website <http://appsdoc.wi.gov/public> will be conducted by the Principal, Pastor, or BoE Chairman for all called workers, hired staff, and volunteers at the beginning of their employment and volunteering in any school capacity involving St. John's students and at 5 year intervals thereafter.
- 2) The tools used to conduct background checks will be the State of Wisconsin Department of Justice - WORCS (Wisconsin Online Record Check System); the Wisconsin Circuit Court

Access web site; and the Wisconsin Department of Corrections Sex Offender Registry Site.

- 3) Funding for the necessary background checks will come from the school budget.
- 4) A review committee consisting of the education pastor, principal, and BoE chairman will evaluate any “red flag” items or questionable background check results. The review committee may enlist the assistance of others in the evaluation process for needed expertise (insurance, legal, etc.).
- 5) All background check results will be stored in a secure location and viewed only by the review committee or others as deemed necessary by the review committee (insurance, legal, etc.).
- 6) Any person who has been convicted of child abuse (either sexual abuse, physical abuse, neglect, or emotional abuse) will not be allowed to interact with or work with children or youth in any school/church sponsored activity.
- 7) The Pastor, Principal, Teachers, Athletic Director, and others who enlist volunteers for the school that will interact with St. John’s students will consult the list of volunteers who have been cleared to work in their desired capacity. If a person willing to work or volunteer is not on the cleared list, he/she should speak with the Principal or Pastor about their standing or ask for an appropriate background check.

BITING POLICY

In the event of an injury due to a bite from a child the area will be washed with soap and warm water and documented. If a child’s skin is broken the area will be washed with soap and warm water and a parent will be notified.

BOARD OF EDUCATION

POLICY CREATION AND REVISION

The following explanation comes from the Constitution and By-Laws of St. John’s Lutheran Church:

The Board of Education Chairman will, in conjunction with the principal and faculty, lead the Lutheran Elementary School (LES) in its mission, vision, and objectives. He will oversee all the MATs under his area of ministry (i.e., KMLHS Delegates and any other MATs as shown in the organization chart). He will report to the church council and voters the activities of his board and MATs. He will answer questions presented to him by the church council or voters concerning his board and MATs.

The Board of Education will consist of the school principal and three lay members elected by the voter’s assembly. The voter’s assembly may add board members as the needs of the ministry change.

The Board of Education shall formulate all policies to be followed at St. John's Ev. Lutheran School. It shall meet regularly to discuss all matters related to the Lutheran Elementary School. Board members are accountable to the church council and voter's assembly.

Terms of office for all board members shall be two years and limited to two consecutive terms.

Ministry Action Teams Overseen by the Board of Education

- Kettle Moraine Lutheran High School General Board Delegates

Ministry Action Teams Overseen by the Principal

- Faculty
- PIE (Partners in Education)

BUS TRANSPORTATION (UPDATED 7/30/2021)

GoRiteway Bus Co. (West Bend School District) and Johnson Bus Company (Kewaskum School District) provide bus service for students in our school's attendance area boundaries. Students will get transportation if they are over two miles from school, or if there is a hazardous walk between home and school – such as having to cross a busy intersection or major highway.

Pre-school students do not receive bus service unless an older sibling rides the same bus.

Parents may receive some monetary reimbursement; however, if they contact the school district. When moving, check to be sure you are in our school's attendance area, or you may have to provide your own transportation, or switch to another WELS school. The Principal can help you if you are unsure of boundaries.

Remember to call the Bus Company if the bus does not stop for your child. If you have not called, and your child has not ridden for three days, the bus will not stop again until you have called the bus company. St. John's expects proper behavior by our students who ride the bus. Riders should choose a spot to sit and remain there until the end of their ride. Parents need to get involved if there is a problem, and contact the individuals involved first to deal with the problem. Our dispute policy will be followed.

CELL PHONES, TABLETS, AND ALL OTHER ELECTRONIC DEVICES

Students are not permitted to use cell phones, tablets, or other electronic devices during school hours including extended care. All such devices are to be given to the classroom teacher upon arrival at school. They may be picked up at dismissal, but not used until having left the building for the day. No devices are allowed in the locker room or restroom at any time. The school is not responsible for any stolen, lost, or damaged devices.

CHAPERONE GUIDELINES

When parents/guardians volunteer to serve as a chaperone on a student field trip, they will be helping to extend the regular curriculum beyond the classroom and the school. The chaperone's role is an important one, and while enjoyable, requires that he/she accept certain responsibilities. Chaperones should read and sign the Chaperone Guidelines Sheet that is handed out at Registration. This sheet provides an overview of a chaperone's responsibilities and expectations; furthermore, it offers appropriate recommendations for responses to various situations that may arise during the course of a field trip.

All volunteers should be aware that in order to drive for a field trip, a background check must be obtained first. This follows St. John's policy which was adopted July, 2010. In doing this, it allows St. John's to protect its students and maintain the rigorous status of School Accreditation through WELS and the state of Wisconsin.

CLASSROOM VISITS

Parents/guardians are welcome to visit the classrooms to observe school in action. For good order, it is asked that visits are prearranged with the teacher. This allows teachers to inform visitors if there is student testing, a field trip, or some other activity that would defeat the purpose of the visit.

DISCIPLINE AND GUIDANCE

Matthew 5:16 "Let your light shine before men, that they may see your good deeds and praise your Father in heaven."

A Lutheran Elementary School and Preschool has a decided advantage over other schools in matters pertaining to discipline, for we are in all things guided by God's Word. Our aim is to make the willingness to act in a Christ-like manner flow from a heart that loves their Savior. Pupils are expected to place themselves under this guide, as are the parents and teachers. Teachers are to be obeyed and respected as representatives of God as outlined in the Fourth Commandment. Upon enrolling in our school, a parent submits his authority to the teacher in matters of corrective discipline while the child is at school. We ask that the parents support the teachers as they carry out their task of guiding and correcting students in the light of God's Word.

Discipline is viewed as a process of teaching the child rather than punishing the child. First and foremost, we value each child's sense of self-worth and self-discipline. We feel strongly that in order for a child to value his/her own self-worth; he/she must experience and learn to understand the value and worth of others relative to one's self. Our goal then is to encourage children to become appropriately independent, to guide them in their ability to make decisions and in their ability to make their needs and wants known to others, adults and peers alike.

Our staff strives to model Christian attitudes while setting consistent limits and when necessary, enforcing these consistent limits in the following ways:

- If possible, offer the child another choice of activity or help the child decide what choice to make.
- Encourage children to talk about what is happening and explain their feelings. This helps each child practice using words rather than physical aggression to solve issues.
- Occasionally a child may find him/herself out of control. This is a time that calls for some quiet time or a time to regroup away from the situation to restore self-control. This is not viewed as punishment but a positive way for children to practice self-control.
- Prohibitive punishments include all punishment that is humiliating, harmful, or frightening to the child.
- Children will be guided through their day in a loving, calming, nurturing manner.

We value each child as a gift from God, given to us to bring up in the discipline and instruction of the Lord. We therefore, want the child to know and understand that his/her self-worth comes from what God has done for them in Jesus Christ and that their behavior is in response of love to Jesus for having first loved them.

Our Goal is to guide the child in his/her ability to choose and make decisions concerning his/her behavior which will be pleasing in the sight of God.

Our staff will set and enforce consistent behavioral limits for children in the following ways:

- Model Christian attitudes and behavior
- Guide children in making choices appropriate to the situation.
- Praise appropriate behavior
- Provide quiet time away from the group with a teacher or within a teachers' view to regain control before returning to the group

Students are expected to:

1. Respect God's Word.
2. Respect teachers and those in authority over them.
3. Respect classmates.
4. Respect property.
5. Respect their studies.

DISPUTE PROCEDURE

As Christians, we daily struggle with the temptation to sin. Our family of believers at St. John's is no exception to this. Because of our faith, Satan tries even harder to separate us from the love of Christ. This in turn may lead to some problems. It is at this time that we as parents and teachers need to sit down as Christians and discuss the problem at hand.

As we work together, using God's Word as a guideline (Matt. 18:15-18), we pray that we may reach a satisfactory God-pleasing solution. **The following steps need to be followed, in order:**

1. Talk with your child to see if he/she has discussed the problem with the teacher. Encourage that this be done if it has not.
2. If the problem persists, please make every effort to contact the teacher and set up an appointment to talk with the teacher involved.
3. If there is no resolution, make an appointment with the principal and explain the situation to him. The teacher involved will also be present.
4. If a solution still has not been reached, please contact the Board of Education. The Board, the principal, the teacher, and the parent will work together to deal with the problem until a God-pleasing solution has been reached.

* Please sign all correspondence. Unsigned correspondence will not be addressed.

This process will take time, and Christian patience needs to be practiced. Everyone involved in the dispute needs to be guided and motivated by the love of Christ. Everyone should also observe the Eighth Commandment, which forbids gossip and slander. Please keep a positive attitude about the school and the teachers in the presence of your child.

We all want what is best for our children. Communication between students and teachers, as well as parents and teachers is necessary for the educational growth of your child. Never consider your question to be insignificant. Most importantly, we all want to do what is right in the eyes of God.

Finally, may we remember to follow the example of our Savior, forgiving just as he forgave us. May everything we say and do be done to the glory of God and for the good of his kingdom.

DRESS CODE (UPDATED 7/30/2021)

Moderation in our dress and way of life should be uppermost in our minds. Students and parents should always remember that they are representing our school, and above all, are witnesses for Christ in their choice of clothing. **For this reason we ask the students of St. John's to be well-dressed and well-groomed at all times.**

Clothes should be comfortable and easy for your young child to manage. We require that your child wear shoes appropriate for their active play -- no backless footwear. Also, children must be dressed appropriately for weather conditions.

Parents should bring an extra full set of clothing to keep at school in the event that a change of clothing is needed. Please put these clothes in a gallon Ziploc bag and have all clothing labeled.

Students should wear jeans, cotton casual pants, or sweatpants. These pants should fit appropriately.

These pants should not:

- Drag on the ground.
- Have holes in them.
- Be frayed.

Students should wear regular T-shirts, Polo shirts, dress shirts, soccer, basketball, football, or baseball jerseys. **No tank tops or muscle shirts.**

These shirts should not:

- Have objectionable slogans or pictures on them
- Have music groups on them.
- Shorts and skirts are to be modest length
- For safety reasons, the wearing of any flip flops and backless sandals are not allowed.
- Make-up, perfume, and cologne are discouraged.
- Hair style and extreme hair color that either draw attention to the student or become disruptive to the class or school environment will not be allowed.

The school reserves the right to deem what is considered inappropriate attire in addition to what is noted above. This will be done in keeping with the philosophy and purpose of our school. Additions to the dress code policy may be made during the year as warranted.

ELEVATOR USE

Students will not be permitted to use the elevator without prior permission from the teachers or principal. Students will be given permission to use the elevator if there has been an injury or handicap that does not allow them to walk up the stairs.

ENROLLMENT POLICY (UPDATED 7/30/2021)

Children entering preschool must be three years old on or before September 1 of the same year and be toilet trained. Children entering kindergarten must be five years old on or before September 1 of the same year.

Children will be accepted into the preschool under the following limitations:

- Children must be between the ages of 3-6 and must be 3 years old by September 1 st .
- Children being enrolled must be out of diapers and demonstrate bathroom independence.
- All children will be placed on a 3-month probationary period. The school will have the option to terminate enrollment if the child demonstrates an inability to adjust to the school environment. Verbal communication between teacher, administrator, and parent will be required, and documentation will be kept prior to a decision for termination taking place.

Preschool hours will be 7:50 – 11:15 a.m. Doors will open at 7:30. Our extended preschool care program will run from 11:15-6:00 each day.

Children whose parents are members of St. John’s are welcomed and encouraged to attend our school. **Children of non-members** will be accepted based on the following guidelines:

1. Parents show an interest in the Christian aspect of our school.
2. Classroom and grade size will be a factor in determining acceptance of the child.
3. The parents will agree to the policies set forth in this handbook.
4. Parents will promise not to willfully contradict or obstruct the teaching of Christian doctrine and principles as taught by the Wisconsin Evangelical Lutheran Synod.
5. **Non-member parents enrolling children in K-8 are strongly encouraged to attend St. John's Faith Builders Bible Study with the Pastor to inform them about the teachings of our congregation and school. Going through this Bible Study does not obligate anyone to become a member of St. John's, but parents/guardians should know where St. John's stands on the Bible and the principles that guide every aspect of the congregation and school. If at the end of this Bible Study parents/guardians find themselves in unity with St. John's teaching and practice they are welcome to join the congregation.**

Tuition-paying students attending our school are expected to attend all classes and participate in all aspects of those classes, including all religion classes, except, as in physical education, if there is a medical reason not to do so.

As a Wisconsin Parental Choice Program participating school, the enrollment process is slightly different and is as follows, copied from St. John’s Disclosure of Information form for WPCP.

Student Enrollment

St. John’s Lutheran School participates in the Wisconsin Parental Choice Program (WPCP). The application window for WPCP is February 1 through April 20 of the prior school year. St. John’s accepts student applications for 4K through 8th grade.

WPCP applicants must meet the following requirements:

- 1) Reside in Wisconsin, but not in Milwaukee or Racine counties.*
- 2) Meet the established income guidelines posted by the WI Department of Instruction.*

Applicant families will provide documentation to the school office that verifies the above requirements. The WI DPI conducts the random drawing for voucher determination.

WPCP students are subject to all student disciplinary and behavior policies and guidelines. Parents are expected to be supportive of the school and its policies.

WPCP students will not be charged any tuition or book fees, but they may be charged other fees such as field trips, lunches, athletic fees, etc.

EMERGENCY SCHOOL CLOSINGS

In the event of severe weather and school will not be in session, or if it should become necessary to close school earlier than usual, announcements will be made on the following channels: WTMJ4, FOX6, WISN12, CBS58; furthermore, announcements will be made on St. John's website (www.stjohnsnewburg.com) and through the school's Student Information System. If St. John's has no bussing from the West Bend School District, we will also cancel school. If there is a 2-hour delay, Preschool will NOT be in session that morning. However, if your child is enrolled in Preschool Wrap Around Care, that program will be available and will follow the schedule of St. John's Lutheran School with a 2-hour delay.

EXPECTATIONS OF STUDENTS & TEACHERS

Expectations of student's behavior

1. Students set examples for younger students
2. Respect for school property
3. Respect for adults – using proper titles – Mr. Mrs. Miss when addressing adults
4. Using Manners – Please, thank you, may, etc.
5. Maintain quiet in the hallways to not disturb other classes
6. Walking in the building – hallways, stairs
7. Display Christian attitude toward neighbor and authority

Expectations of Teachers

1. Set the standards for the students – hold them to it
2. Encourage students to use their gifts and talents
3. Set examples and correct students in
 - a. Christian attitudes
 - b. Respect
 - c. Manners
4. Prepared for Class
 - a. Weekly plans done
 - b. Papers run off prior to starting the day
5. Be available for assisting students

FINANCIAL ASSISTANCE (UPDATED 7/30/2021)

St. John's Lutheran School is a private educational facility. The purpose of this school as stated in the mission statement is to glorify Jesus Christ, assisting parents in educating, training, and nurturing His children for this life and for heaven. The Board of Education of St. John's realizes that such assistance comes at a cost. St. John's congregation continues to support the faculty, staff, parents, and enrolled children of the school; moreover, the church supports those families who wish to attend St. John's but are financially incapable of registering. Families seeking financial assistance with the motive to enroll their child(ren) shall follow this order:

1. Spend time in personal prayer considering the importance of Christian Education.
2. Request a financial assistance form from the principal or school secretary.
3. The financial assistance application forms shall be turned in to the principal who will share it with the Chairman of the Board of Education to be reviewed at the next scheduled Board of Education meeting. The pastor(s) may also be informed.
4. The Board of Education will decide on an amount to be awarded at their next scheduled meeting. Under normal circumstances, the highest amount of aid shall not exceed 50% of the due amount.
5. The Chairman of the Board of Education and/or the principal will inform the family of the decision made.
6. The family is encouraged to repay the tuition assistance as a gift to the tuition assistance fund when the Lord blesses them with steadier financial times.

FIELD TRIPS (UPDATED 7/30/2021)

Teachers arrange educational trips during the year. These trips are considered an important part of the course of study. Parents are required to give written permission for these trips.

Teachers may also request parents to volunteer time and drive to the site, and to chaperone students on these trips. On some occasions, there may be a cost for parking or for parent admission as well. As with anyone having direct contact with students, chaperones will need to have a current background check on file and drivers will need to have adequate insurance covering their vehicles.

If a student receives a behavior slip on a field trip, they may not be eligible for the next field trip and may remain at school under the supervision of another teacher.

HEALTH

Please inform us of anything unusual concerning your child's health, such as poor eyesight or hearing, weak heart or kidneys, and the like. If your child does not feel well and cannot function effectively at school or has any kind of contagious disease, please do not send your child, for his/her welfare, and that of others.

Please do not bring your child to school under the following circumstances:

1. Your child has a fever (above 100.0 degrees).
2. Your child has been vomiting over the night.
3. Your child has a severe cold.
4. Your child has a communicable disease (see list below).

A child must be fever free, without the use of medication, for 24 hours before he/she can return to school.

If your child needs to take any prescribed medication at school, state law requires written permission by the doctor and parent. For over the counter medication, a parent should send a written note to school. **(See medication administration policy)** If you need your child to stay in at recess, also send a note. If your child becomes ill while at school, all possible effort will be made to contact the parents as soon as possible. If you can't be reached, the person listed on your emergency contact list will be called.

If a student has a communicable disease such as measles, mumps, or chicken pox, the school office must be informed as soon as possible. In some cases, the school must report these cases to the Washington-Ozaukee County Public Health Department.

IMMUNIZATIONS

All students attending any Wisconsin public, private or parochial schools must meet immunization requirements. Immunizations can change from year to year. Updated immunization requirements will be sent out at the times of Pre-registration and Registration for the school year. Please make sure your child has the required immunizations by the start of school, or sign the waiver on the back of your child's health card if you have personal convictions. If you have any questions regarding this matter, please contact the Principal.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age/grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his/her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 years) ¹	4 DTaP/DTP/DT ²		3 Polio	3 Hepatitis B ⁶	1 MMR ⁷	1 Varicella ⁸
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td ^{2,3}		4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸
Grades 6 through 12	4 DTaP/DTP/DT/Td ²	1 Tdap ⁴	4 Polio ⁵	3 Hepatitis B ⁶	2 MMR ⁷	2 Varicella ⁸

1. Children ≥ 5 years of age who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5 which would normally correspond to the individual's age.
2. D= diphtheria, T= tetanus, P= pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students **Pre-K through 12**: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. *Note: a dose four days or less before the 4th birthday is also acceptable.*
3. DTaP/DTP/DT vaccine for children **entering Kindergarten**: Each student must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. **Note: a dose four days or less before the 4th birthday is also acceptable.**
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades **Kindergarten through 12**: Four doses are required. However, if a student received the 3rd dose after the 4th birthday, further doses are not required. **Note: a dose four days or less before the 4th birthday is also acceptable.**
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the first birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. *Note: a dose four days or less before the 1st birthday is also acceptable.*
8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.



MANDATORY REPORTING

Wisconsin law defines abuse as:

- **Physical Abuse:** Physical injury inflicted on a child by other than accidental means. Physical injury includes but is not limited to lacerations, fractured bones, burns, internal injuries, severe or frequent bruising or great bodily harm.
- **Neglect:** Failure, refusal or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical, or dental care or shelter so as to seriously endanger the physical health of the child.
- **Sexual Abuse:** Sexual intercourse or sexual contact under sexual assault, sexual assault of a child, or engaging in repeated acts of sexual assault of the same child. Also including a violation of sexual exploitation, permitting, allowing or encouraging child prostitution, a violation of causing a child to view or listen to sexual activity, and a violation of exposing genitals or pubic area.
- **Emotional Damage:** Harm to a child's psychological or intellectual functioning which is exhibited by severe anxiety, depression, withdrawal, outward aggressive behavior, or a substantial and observable change in behavior, emotion or cognition that is not within the normal range for the child's age and development; for which the child's parent, guardian, or legal custodian has neglected, refused or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to ameliorate the symptoms.

Explanation

Wisconsin statutes require teachers who have reasonable cause to **suspect** that a child seen by the person in the course of professional duties has been abused or neglected or who has reason to believe that a child seen by the person in the course of their professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur, shall immediately inform by phone or in person the Department of Social Services or a law enforcement agency.

MEDICATION ADMINISTRATION

The following guidelines incorporate provisions for the safety and protection of students on medication as well as classmates and school personnel involved.

1. Parents must identify students who require medication at school to the student's teacher.
2. **Prescription Medications**

- a. Parents requesting and authorizing the teacher to give medication on a long term basis will need to submit a signed medication form which identifies:
 - i. Type of dosage
 - ii. Side effects
 - iii. Purpose of the medication
 - b. The medication must come to school and be stored in the original pharmacy-labeled package. The label on the bottle must contain the following:
 - i. Name and telephone number of pharmacy
 - ii. Student's identification
 - iii. Name of physician
 - iv. Name of Drug
 - v. Dosage
 - vi. Effective date
 - vii. Directions in legible format
 - c. Short-term prescription medication (14 days or less) may be administered by the teacher with written parental permission. Medication must still be in the original pharmacy-labeled container. The label on the bottle must contain the following:
 - i. Name and telephone number of pharmacy
 - ii. Student's identification
 - iii. Name of physician
 - iv. Name of Drug
 - v. Dosage
 - vi. Effective date
 - vii. Directions in legible format
- 3. Non-Prescription Medications**
- a. In the event a legal guardian has supplied the school with a non-prescription product for their child, it must be in the original manufacturer's package and clearly list the ingredients and the proper dosage instructions.
- 4. Record Keeping**
- a. Staff, at the time indicated on the medication administration form, will supervise the administration of the medication.
 - b. The medication will be kept in a centralized location in each classroom.
 - c. All administration must be documented each time by the teacher on the form.
 - d. Any medication errors (according to the instructions on the authorization form) in the administration to a student need to be documented immediately. The parent/guardian must be notified immediately to determine the course of action.
- 5. Emergency Medication**
- a. In the event St. John's is informed that one of its students has a life threatening condition and the student's physician has prescribed the use of an *EpiPen*, *Glucagon*, or *Diastat*, the parent must inform the teacher and principal.
 - i. WCRIS Legal Handbook states, "Wisconsin law allows for private school students who, while in school, while at a school-sponsored activity, or

while under the supervision of a school authority, to possess and use an epinephrine auto-injector (“epi-pen”) if all the following are true:

1. The pupil used the epi-pen to prevent the onset or alleviate the symptoms of an emergency situation.
 2. The pupil has his/her physician’s written approval.
 3. The pupil has provided the school principal with a copy of the approval.
- b. Students at all grade levels will be permitted to have in their possession and self-administer prescription medications if necessary to prevent serious or life threatening health conditions if the student is sufficiently responsible and able to self-administer the medication provided. The physician must have certified this in writing. *(For example: Inhalers, EpiPen, Diabetic Supplies)*
6. School personnel are not obligated to administer a drug or prescription to a student by any means other than ingestion.
 7. The law states that a child can bring prescribed medication to school by themselves. It is our recommendation, however, that prescribed medications be transported to and from school by a parent/guardian. No medication will be sent home with a student. Any unused medication must be picked up by the parent/guardian. If there is any leftover medication at the end of the school year, it will be documented and destroyed in an appropriate fashion.

MILK/HOT LUNCH

Milk is available in chocolate or white, one serving per day. (State requirements only allow white milk for preschool students.) Each student will have a choice of chocolate or white at the official registration date in August. This choice is a year-round decision unless special circumstances are presented. Preschool children will drink their milk at snack time. If your child is in Preschool Wraparound Care and is present for lunch, please send another drink or purchase two milks per day for your child.

St. John’s Hot Lunch Program is offered for grades PK-8, three days out of the week (T, W, Th). The program is led by one part-time cook with many faithful volunteers. The Hot Lunch order form will be distributed a set number of days before it is due. This order runs for an entire month and cannot be changed. Students are directly responsible for the storage and care of their cold lunches if they do not desire hot lunch on any given day or on regularly scheduled cold lunch days (M, F).

MISSION OFFERINGS

To train children in Christian stewardship and to give them an opportunity to bring the Word of God to others, mission offerings are taken once each week in PreK-8. Mission designations are chosen by the faculty before the school year starts.

NONDISCRIMINATORY POLICY

St. John's Lutheran Elementary School admits students of any race, color, national, and ethnic origin 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 administration of its educational policies, admission policies, scholarship and loan programs, athletic, and other school-administered programs.

OTHER PROGRAMS – SUPPORT ST. JOHN'S

St. John's participates in several programs offered through community stores and companies. You may be familiar with most of them.

1. Box Tops for Education
2. Target
3. Goodsearch.com (internet search engine)
4. SCRIP
5. Thrivent Choice Dollars

There is a drop off box in the school for Box Tops for Education. While we are thankful for these programs, remember, as Christians, giving our first fruits is a priority. While these programs do benefit the school, we mainly support the ministry of our school through regular offerings at church.

PLAY IN PRESCHOOL

We encourage learning through play! Play is a wonderful gift from God that benefits the body physically, mentally and emotionally.

- "As Jean Piaget noted, much of what we call play in early childhood is really the activity of intelligence." (Turner/Hammer, Child Development & Early Education, 1994).
- "A greater resiliency and a greater emotional regulation are parts of the benefit and by-product of play itself." (Stuart Brown, Free to Play Summit, 2021).

REPORT CARDS

Assessment of your child's progress will be given at a parent teacher conferences.

PROMOTION/RETENTION

All students who satisfactorily complete all the required assignments for their grade level will be promoted to the next grade. Teachers are to indicate on the 4th quarter report card if the child is promoted, conditionally promoted, or retained.

If a child is conditionally promoted, the recording teacher must give a very clear listing of conditions to be achieved by the student in order for that student to remain in the next grade.

These conditions must be measurable and have a time frame attached to them. The conditions must be objective, not subjective. Inform the principal of these conditions as soon as possible.

If a child is being retained, the parents must be informed of the possibility early in the 3rd quarter of the school year. A child should only be retained if it will benefit him and the parents approve. The teacher should explain the reasoning behind the recommendation for retention to the principal first, then to the parents. Seek the advice of both principal and parents when considering retention.

RESPONSIBILITIES OF THE PARENTS

St. John's Lutheran School wants to serve you and your child(ren). Therefore, when you enroll your child, we anticipate your agreement with our purpose, curriculum, program, and guidelines for discipline. To fulfill the aims and objectives of our school, we need parents to assume the following responsibilities:

1. Let the Word of God be the guide in all phases of daily living and by having regular family devotions and table prayers.
2. Pray for your school, staff, and children.
3. Attend church regularly with your children.
4. Strive to set a Christian example for your children so they may pattern their lives after yours.
5. Demonstrate and expect your child to respect teachers and others in authority.
6. Be accountable for the actions of your children when at school.
7. Refrain from being critical of school procedures or teachers in the presence of children.
8. Assist with homework and show an interest in finished papers children bring home from school.
9. Encourage your children to use their God-given talents to the best of their abilities.
10. See to it that your children are prompt and regular in attendance.

The home and school are partners in the education of the children God has entrusted to us. Communication is a two way street. If you are ever wondering about anything concerning school or your child's education, call, your teachers are here to serve you.

SCHOOL HOURS (UPDATED 7/30/2021)

School for grades K-8 begins at 7:50am and closes at 2:50pm. Pre-school sessions are Monday–Friday from 7:50am to 11:15am. Students who arrive before 7:30am will be placed in the Before-School Care Program and parents will be billed. After the doors are unlocked at 7:30, pupils are expected to go to their classrooms. Arriving late to school can disrupt the educational environment of the student's classroom. The school day starts promptly at 7:50am. Parents are asked to keep this in mind while preparing their daily schedules.

If a student is present before 7:30am or after 3:00pm with no parental supervision, he/she will go in the Wrap-Around Care program. Unattended children are not to play on school property immediately before or after school. Students are to leave school grounds upon dismissal.

SINGING IN CHURCH

Throughout the school year, the children will be singing in some of the church services. We ask your consideration in having your child attend the service in which he/she is scheduled to sing. Students have practiced hard, and will be missed because of small class sizes. Non-member students are also encouraged to join their class.

Singing schedules are sent home early in the school year and cover the entire year. Consult them regularly and plan accordingly. If your child is unable to sing when scheduled, inform the teacher beforehand when possible by calling or sending a note.

STAFF/CHILD RATIO

Child Age	Staff/Child Ratio	Max Group
3 years	(1:9)	18
4 years	(1:10)	20
5 years	(1:10)	20

- When mixed age groups are in the same room, the staff-child ratio is maintained according to the average age of the children.

STUDENT RECORDS

Wisconsin Department of Public Instruction (DPI) defines pupil records as, “All records directly related to a student and maintained by the school ... are pupil records.” The Family Educational Rights and Privacy Act (FERPA) defines pupil records to include directory information and education records.

All educational pupil records (progress and behavioral records) at St. John’s Lutheran School will be securely located in the principal’s office. It is the principal’s responsibility to organize and administer all educational pupil records. All directory records will be filed electronically on the school’s server.

Pupil records will not be public information. The following sub categories and their respective bullet points list who has access and release authority for pupil records along with administration expectations for the maintenance of these files.

Access and Release

- A parent has full rights to pupil records unless otherwise stated by court order.
 - While parents have full rights to their children’s files, original records will not be released. A copy of the pupil’s records will be given if a parent requests release.

- Teachers of St. John's have access to student files upon verbal request to the principal.
- No directory data will be released until written consent has been given by the parent.

Maintenance and Transfer of Records

- Wisconsin statute states pupil records must be maintained for five years after the student ceases to be enrolled.
- St. John's will forward all pupil records to the school in which a parent requests a transfer. This should be done in a timely manner in order to ensure a successful transition for the student.
 - In order to transfer pupil records, the principal must receive a request from:
 - The parent of the pupil;
 - Another school the pupil has enrolled in; or,
 - A court order.
 - All pupil records will be transferred. No records will be held.
 - Communicative efforts will be taken by the Board of Education to receive outstanding payments before pupil records are transferred.

SUSPENSION AND EXPULSION

A student's repeated refusal to maintain proper Christian behavior in keeping with the philosophy and purpose of our school will result in suspension from school and may ultimately lead to expulsion. (Ex. – use of tobacco or drugs, cursing or use of foul language, a rebellious spirit, advocating anti-biblical belief, willful destruction of property, possession of dangerous weapons, etc.)

The Principal, or in his absence his designee, has the right to suspend a student from school for a period of time not to exceed three consecutive school days and allow the student to return to school only after a consultation with the student's parents. Suspensions may be issued either in-school or out-of-school at the sole discretion of the Principal. Upon the suspension of a student, a written notification will be made to the parents informing them of the suspension and the reasons necessitating the suspension. If an immediate suspension is necessary, the principal will call the parents. The Pastor, Faculty, and Board of Education will be informed of the action taken.

After the 2nd suspension, the student, parents, Principal, Teacher, Pastor, and the Board of Education will meet to discuss the student's continued education at St. John's.

Expulsion may be carried out even with no previous suspensions in extreme cases.

When all means of correction have proved futile, expulsion must follow. The welfare of the school, with its mission and ministry, will always be the priority. Only the Board of Education, through meeting and discussion, may expel a student.

Appeals Process: Any expulsion may be appealed to the Board of Education. Parents must express their appeal in writing within 10 days of the expulsion, providing rationale as to why their child should be reinstated. The Board of Education will consider the appeal and meet with the parent(s)/guardian(s) to issue the final determination.

Example infractions and disciplines

Misconduct	Definition	Minimum Action	Maximum Action
Alcohol/Drugs	Possession and use, selling or transfer to other students	Suspension; possible dismissal from school	Suspension and dismissal; police notification
Bullying/ Harassment	Deliberate or intentional behavior using words or actions intended to cause intimidation or harm	Detention, loss of school privileges, or parental contact	Suspension, dismissal, police notification
Fighting	Pushing and shoving; causing physical harm	Detention/loss of school privileges; parental contact	Suspension or dismissal from school
Vandalism	Destroying or harming property	Clean or pay for damage; parental contact	Dismissal, police notification
Weapons	Possession/use of any object with intent to cause physical harm	Suspension	Dismissal; police notification

TUITION & PAYMENT POLICY (UPDATED 7/30/2021)

	Members	Non-Member
Grades K - 8	\$1100	\$2,200
3 Day Preschool	\$1200	\$1200
4 Day Preschool	\$1500	\$1500
5 Day Preschool	\$1800	\$1800

There is a \$25.00 discount on tuition if paid in full by the first day of school.

Families that are paying tuition for more than one student will receive a \$100 discount for each additional student enrolled at St. John's. (i.e. The first student is full price, the second student is \$100 less than full price, and the third student is \$200 less than full price, etc.)

Additionally, families that enroll two preschool children will receive a discount of 50% for the second child.

Payment Policy

- **Option #1 – Full Payment at Beginning of School Year**

Please do so at the time of registration. This will ensure that the Principal/Secretary know that full payment has been made. Receipt of payment will be given at registration

- **Option #2 – Regular Automatic (ACH) Payments Withdrawn From Bank Account**

The following guidelines will apply:

1. We ask that regular, equal payments be made with the first starting at registration. These payments should be made weekly, bi-weekly, or monthly. The remaining payments are due until balance is fully paid. We would expect total to be paid BEFORE the end of the school year.

If your payment(s) are rejected by your bank, we will contact you ASAP, so that you may make the payment. You are responsible for any rejected payment fees that St. John's incurs.

As stated, all accounts are to be paid in full by the end of the school year. **If they are not, the student may not attend or register for the next school year.** Records will not be transferred to the student's next school until the fees are paid, and an eighth grader will not receive a diploma. (These policies do not impact the student records of Choice students.) In cases of extreme financial need, these consequences will be waived if a payment schedule is set up with the Board of Education and followed.

If you are experiencing financial difficulties, please contact someone of the Board of Education, the Principal or Pastor, and we will assist in making arrangements to assist in your child's Christian education.

It is the goal of the Board of Education to be as helpful as possible in encouraging your diligence in this, but we also have to make sure that the congregations' interest in these matters is being met.

WELLNESS POLICY

"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own you were bought at a price. Therefore honor God with your bodies."

1 Corinthians 6: 19-20

Introduction

St. John's Lutheran School exists to assist the families of our congregation, and also our community, by providing a high quality Christ-centered education for training and lifelong Disciples of Christ. This mission embodies many educational aspects for students at St. John's. One of those aspects is the physical wellbeing of students. God's Word tells us to honor him with our bodies. The following headings within the policy outlines steps St. John's takes to educate and nurture the physical wellbeing of its students. To God be the glory in all things.

Nutrition

- All hot lunch meals are cooked on site by a Wisconsin certified cook.
- All hot lunch meals served to students consist of a healthy balance.
- No carbonated beverages will be provided to the students during a school day unless approved by the principal on special occasions.
- Milk for snack (K3/K4) and lunch (K-8) will be provided to families as an option.
- Students will have ample opportunities to receive drinks of water throughout a school day.
- A snack time will be provided to all students; the snack is encouraged to be healthy.
- Students are encouraged not to share food or drinks so as not to spread possible illness.
- All students are welcome to bring birthday treats to celebrate their special day.

Fitness

- All students are provided with recess time and encouraged to be active during their time away from the classroom.
- St. John's Lutheran School utilizes the SPARK curriculum for Physical Education. SPARK motivates students to be active through movement, not necessarily sport.
- Teachers educate students on the benefits of living a healthy lifestyle through the science and religion curriculums.
- All students are provided adequate time to eat during their lunch periods.
- The principal encourages teachers to schedule physical education minutes according to the recommendations by the state of Wisconsin.

WRAP-AROUND CARE PROGRAM (UPDATED 7/30/2021)

A Wrap-Around Care Program is offered to families of St. John's Lutheran School.

HOURS OF OPERATION

- Before School Care – 7:00am – 7:30am
- Extended Preschool Care – 11:15am – 3:00pm
- After School Care – 3:00pm – 6:00pm
- Families are asked to provide other day care services when school is not in session. There will be no wrap-around care when St. John's is not in session. This includes closures. In the event of a late start, after-school care will be offered.
- For courtesy, a 48 hour notice for change of schedule should be offered to the appropriate before or extended care worker.

RATE/PAYMENT POLICY

- The Child Care Rate for one child will be \$4.00 per child, per hour
- An extra charge of \$5 will be added for every 15 minutes a parent is late in picking up their child following 6:00pm. Fines will be given at the discretion of the extended care coordinator.
- Parents are to pay their bill for the week on the following Monday (or as other arrangements are agreed upon) to the school office. Receipts will be given to the parents upon payment.

DISCIPLINE

- All children will be expected to act with proper Christian conduct.
- Any children not adhering to the rules will be referred to the principal of St. John's.
- The principal will contact the parent of repeat discipline referrals
- The After-School Care Program, with the approval of the School Board of St. John's, has the right to deny use for any unruly children.

Approved by St. John's Board of Education: December 2019

Revised: July 2021