



**Parent Handbook**  
**St. John's Lutheran School**  
**Newburg, WI**

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## SCHOOL MISSION STATEMENT

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

## CONGREGATIONAL MISSION STATEMENT

*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 150 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 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.** The Word of God shows that the primary responsibility for educating and training children rests with the parents.

To this end, the faculty is committed to serve parents and children in Christ's name day by day at St. John's Lutheran 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 humanity 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 School is a Christian school, not simply because it teaches religion in addition to all other subjects, 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.

## 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 your 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. **Truancy:** Repeated truancy or absences (30 days during the year) may result in the student being retained.
4. **Homework:** Teachers will send homework home with a sibling, or the parents should make arrangements to pick up the homework. Assignments will be ready by the end of the day unless otherwise agreed upon by teacher and parent.
5. **Doctor or Dentist appointments:** Parents are urged to make appointments during non-school hours or days.
6. **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. It is common practice for students to complete assignments after their absence, but some teachers may give assignments in advance at their discretion. Please give teachers as much advance notice as possible.

## 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/> 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.

## BICYCLES

Bikes brought to school are to be left during the day near the gym entrance. Bikes must remain locked throughout the school day. The school is not responsible for stolen or damaged property. Students with bikes (as well as students who walk) are not to stop at the gas station before or after school. Bikers should go directly to school and directly home when riding bikes.

## 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 Ministry Action Teams (MAT) 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 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 are eligible for 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 wrap-around 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** -ADOPTED JULY 2010

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.

## **CHURCH ATTENDANCE**

Under the divine guidance of the Holy Spirit, children in a Lutheran Elementary School learn to love Jesus and His Holy Word. Parents who attend services faithfully with their children show them that they, too, love God's Word and want to grow in their faith.

If St. John's congregational member families and students do not establish regular weekend church attendance (50% or better), they can expect to be contacted by the pastor and/or the Elders of the congregation. Parents have a responsibility to reinforce what is taught in school by attending church regularly with their children.

The number of church services a child attends will be noted on the report card each quarter. This is one of several ways parents and teachers have to monitor a child's spiritual health.

## **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**

The following are general principles concerning discipline at St. John's. As described more fully below, these general principles are complemented by written classroom management plans for each classroom.

### **Scriptural Rationale and Guiding Philosophy**

God tells us "Do not withhold discipline from a child" (Proverbs 23:13). Discipline is to be carried out in love for the child. Consequences are in place to curb everyone from doing wrong. Any consequences given are appropriate to the situation. And when a child is truly sorry for doing wrong, the teacher reminds him that he is forgiven for Jesus' sake.

### **Use of Physical Force Prohibited**

The use of physical force to punish a student is strictly prohibited at St. John's Lutheran School. Any infraction of this policy is grounds for termination.

The school's administrators and teachers retain the authority to restrain students to maintain order in the school when certain situations escalate, such as a fight or a violent emotional outburst. "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of the student's body. Physical restraint is to be used with extreme caution and only in emergencies when other less intrusive actions have failed. Physical restraint is never to be used as a means of punishment. It is to be used only in clear situations where the safety of a child is at stake.

Physical restraint may only be used in the following circumstances:

1. As reasonably needed to obtain possession of a weapon or other dangerous object on a person or within the control of a person;
2. As reasonably needed to maintain order or prevent or break up a fight;
3. As reasonably needed for self-defense;
4. As reasonably needed to ensure the safety of any student (including from self-injurious behavior), school employee, volunteer, or other person present;
5. As reasonably needed to escort a student safely from one area to another;
6. If used as provided for in a student's IEP, Section 504 plan, or behavior intervention plan;  
or
7. As reasonably needed to prevent imminent destruction to school property or another person's property.

### **Conduct Referrals, Suspension, and Expulsion**

Inappropriate behavior will result in a written notice to the parent called a conduct referral. A conduct referral will be sent home for the parent's signature and is to be returned to the classroom teacher the next day.

Examples of inappropriate behavior include, but are not limited to:

- Stealing
- Fighting
- Cursing and/or obscene language
- Talking back to an adult
- Repeated disobedience
- Unnecessary disruptive sounds or noises
- Willful damage to property
- Harm or threats to others
- Willful or repeated dress code violations
- Leaving the classroom or school building without permission
- Bullying
- Any speech not coming from a loving heart

At three (3) conduct referrals, the student will receive a one day at-home suspension. The student will also be ineligible for any extra-curricular, school-sponsored activities for three weeks from the date the student received the suspension.

At six (6) conduct referrals, the student will receive a three-day at-home suspension. The student will also be ineligible for any extra-curricular, school-sponsored activities for six weeks from the date of the suspension.

At nine (9) conduct referrals, the student will receive an immediate and indefinite at-home suspension pending review by the Board of Education, with expulsion being the likely result.

Whenever a student is suspended, the parent must speak with the classroom teacher.

Particularly serious offenses, including but not limited to bringing weapons on campus, may call for suspension and/or expulsion regardless of the number of conduct referrals issued to date. If an immediate suspension is necessary, the principal will call the parents. Similarly, any student who proves to have a negative spiritual or moral influence on fellow students, or whose actions are pervasively un-Christian, may be suspended and/or expelled. 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

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action</b>	<b>Maximum Action</b>
<b>Alcohol/Drugs</b>	Possession and use, selling or transfer to other students	Suspension; possible dismissal from school	Suspension and dismissal; police notification

<b>Bullying/ Harassment</b>	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
<b>Fighting</b>	Pushing and shoving; causing physical harm	Detention/loss of school privileges; parental contact	Suspension or dismissal from school
<b>Vandalism</b>	Destroying or harming property	Clean or pay for damage; parental contact	Dismissal, police notification
<b>Weapons</b>	Possession/use of any object with intent to cause physical harm	Suspension	Dismissal; police notification

St. John’s code of conduct applies to students any time they are (1) on the St. John’s campus for any reason, (2) representing St. John’s elsewhere, including athletic events, field trips, and other school-sponsored activities, or (3) affecting the welfare of another member of the St. John’s community (e.g. cyber-bullying).

**Detention**

Regardless of whether a conduct referral is issued, a single incident of misbehavior may result in an after-school detention. Detentions begin at 2:50 PM and end at 3:20 PM. Unexcused late arrivals will serve an extra day of detention. Detention notices are always given at least a day in advance so that parents can make arrangements for the later pick-up. Students are required to bring work to do during detention. Students with no homework should bring a book to read.

**Early Childhood Discipline**

Our students are children of God through faith in Jesus. Our early childhood teachers are dedicated to caring for those souls by pointing out and forgiving sin and guiding children in lives that praise their Heavenly Father.

Examples of sin include (1) showing disrespect for God, his Word, and the adults to whom the child’s care is entrusted, or (2) choosing words and actions to hurt someone's body or heart.

The only way for sin to be resolved is by receiving forgiveness from Jesus. As such, sin is handled in this way:

- Children are led to recognize sin as a problem between them and God. (This may be achieved through talking, a consequence, or time to think.)
- Children are encouraged to ask for forgiveness from Jesus and from anyone else they may have offended.
- Children are immediately assured that their sin is fully forgiven by Jesus (and by anyone else involved).
- When appropriate, children are encouraged to respond to this forgiveness by amending any damage or acknowledging an intention to make a God-pleasing choice the next time they are in the same situation.

Whenever possible, teachers will help children avoid sin and make choices that glorify their Heavenly Father. Children can count on their teachers to:

- Set a few consistent, reasonable boundaries and react to infractions with predictable, logical consequences.
- Anticipate problem situations and prepare children for the challenge or intervene and redirect when possible before the situation becomes a problem.
- Teach conflict resolution and communication skills that equip children to defuse situations and solve problems.
- Allow children the freedom to remove themselves from a situation until they feel ready to deal with it, but expect children to participate in the resolution of their own problems.

If a child's behavior becomes a danger to other children or the child does not respond to discipline and guidance, the Principal may be consulted and/or conduct referrals may be employed to communicate with parents. At no time will physical discipline or demeaning techniques be used.

## 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. Anonymous 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

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.**

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

### **These pants should not:**

- a. Drag on the ground.
  - b. Have holes in them.
  - c. Be frayed.
  - d. Be form fitted to the body (i.e. leggings without a secondary cover).
  - e. Be low cut.
2. 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:**

- a. Be tight fitting.
- b. Show any bare skin around the waist or neck line (i.e. no belly-button or cleavage).

- c. Have objectionable slogans or pictures on them
  - d. Have music groups on them.
3. Shorts and skirts are to be of modest length, close to the knees.
  4. For safety reasons, the wearing of any **flip flops and backless sandals is not allowed.**
  5. Make-up, perfume, and cologne are discouraged.
  6. 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 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

Children entering preschool must be three years old on or before September 1 of the same year; children entering kindergarten must be five years old on or before September 1 of the same year. Placement of children who have been attending school will be based on the satisfactory completion of earlier grades. For this reason, parents should bring the latest report card when registering their child in St. John's for the first time.

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 the beginning of February through mid-April 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 may also be made on St. John's website ([www.stjohnsnewburg.com](http://www.stjohnsnewburg.com)), through e-mail/texting, ClassTag and/or on the Facebook page. If St. John's has no bussing from the West Bend School District, we will also cancel school.

## **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., or 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. Communicate student growth and progress
3. Encourage students to use their gifts and talents
4. Set examples and correct students in
  - a. Christian attitudes
  - b. Respect
  - c. Manners
5. Prepared for Class
6. Be available for assisting students
  - a. When students come for assistance, they have an attempt ready
  - b. Direct them to the answer without giving the answer to them

## **FINANCIAL ASSISTANCE**

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

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 conduct referral 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.**

## GRADING SCALE

To promote our PreK-12 system of Christian Education, the grade scale of St. John's Lutheran School matches that of our Kettle Moraine Lutheran High School.

A	100-96	C	82-79
A-	95-93	C-	78-77
B+	92-91	D+	76-75
B	90-87	D	74-72
B-	86-85	D-	71-70
C+	84-83	F	69-0

## 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. 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					
	4 DTaP/DTP/DT <sup>2</sup>		3 Polio	3 Hepatitis B <sup>6</sup>	1 MMR <sup>7</sup>	1 Varicella <sup>8</sup>
Pre-K (ages 2 through 4 years) <sup>1</sup>	4 DTaP/DTP/DT <sup>2</sup>		3 Polio	3 Hepatitis B <sup>6</sup>	1 MMR <sup>7</sup>	1 Varicella <sup>8</sup>
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td <sup>2,3</sup>		4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>
Grades 6 through 12	4 DTaP/DTP/DT/Td <sup>2</sup>	1 Tdap <sup>4</sup>	4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>

- Children  $\geq 5$  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.
- 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 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. *Note: a dose four days or less before the 4th birthday is also acceptable.*
- DTaP/DTP/DT vaccine for children **entering Kindergarten**: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. **Note: a dose four days or less before the 4th birthday is also acceptable.**
- 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.
- Polio vaccine for students entering grades **Kindergarten through 12**: Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note: a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.**
- Laboratory evidence of immunity to hepatitis B is also acceptable.
- 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 1<sup>st</sup> birthday is also acceptable.*
- Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.



## INSTRUMENTAL MUSIC INSTRUCTION

Our school offers complete band instrument instruction in Grades 5-8 through Kettle Moraine Lutheran High School. Individual instrument lessons are offered at our school, and group band experience is available at KML.

St. John's offers piano lessons to interested individual students. This program is separate from the KML Band Program. These lessons will take place during the school day and will be separate from the curriculum at St. John's. Each student is expected to maintain grade levels in classes while taking part in any of the instrumental instructions.

Those who take the lessons are responsible for the cost of lessons and instrument purchase or rental.

## INTERNET USAGE

By its very nature and size, the content of the Internet is not and cannot be completely indexed or screened. There is material that will be tempting as well as offensive to the Christian. There is no means by which access to these things can be completely blocked. That being said, there are precautions taken to safeguard the students, including firewalls and web-filtering.

Before using the internet, students and parents must sign the Acceptable Usage Policy that is handed out at registration. The AUP includes the following and more:

- Students must sign the AUP to be kept on record in the school office
- Teachers should always be present
- Students should never use another person's identity
- Home addresses and phone numbers should never be used on the Internet
- All research should be in pursuit of educational goals and reflect Christian principles
- All copyright laws should be followed
- Good Christian common sense should be used at all times

Penalties for Unacceptable Use of the Internet

- ✓ Internet privileges will be suspended or permanently revoked
- ✓ School discipline will be administered as deemed necessary by the Principal
- ✓ Criminal acts will be prosecuted if state or federal laws are violated

## INTERSCHOLASTIC OPPORTUNITIES (UPDATED 8/5/2022)

There are many opportunities for students to excel in the gifts that God has given him or her. Some of these activities are mandatory because it is part of our curriculum here at St. John's. The students are able to give the activity a try and to use their God given talents to glorify him.

### 1) **Forensics Competition** (*every year*)

There is a chance for the 5<sup>th</sup> -8<sup>th</sup> graders to participate in forensics every year. The KML Federation Forensics Competition is held every year. On odd numbered years (e.g.,

2022-2023) all the students in grades 5-8 will participate as a part of our Language Arts curriculum. The students will be judged at the St. John's Forensics Night and it will determine which students move on to the KML Federation Forensics Competition. On even numbered years the students will be told about the competition but it is not mandatory for them to participate.

**2) Science and Social Studies Fairs** (*every other year*)

Every other year there will be a Science and Social Studies Fair held at St. John's. The students in grades 5-8 will participate in this event. This Science Fair will determine which students in grades 5-8 will go on to the KML Schools Science Fair. KML Schools currently doesn't offer a Social Studies Fair.

**3) Art Extravaganza** (*every other year*)

Every other year there will be an Art Extravaganza held here at the school. The students in grades K-8 will participate in this event. Several of the art projects will be chosen to represent St. Johns at the KML Schools Art Fair.

**4) KML Schools Academic Bowl** (*every year*)

The students in grades 5-8 will have an opportunity to participate in the KML Schools Academic Bowl. This is a competition that will include questions from many areas of learning: math, language arts, social studies, and science.

## INTERSCHOLASTIC SPORTS

Our school competes with other area WELS schools in a variety of sports for children in grades 5-8. Depending on the number of students participating, this may include fourth grade in some years.

**Boy's athletics include soccer, cross country, basketball, softball, and track.**

**Girl's athletics include volleyball or soccer, cross country, basketball, cheerleading, softball, and track.**

There are some fees for participation in these sports to assist in paying for uniforms, officials, and equipment. Please consult the Athletic Handbook for current fees or ask the Athletic Director.

### EXTRA-CURRICULAR ELIGIBILITY

The requirements for participating in any extra-curricular activity are: the parent's permission, working up to full ability in class, and demonstrating Christian conduct inside and outside of the classroom. Any child receiving an "F" in any subject is ineligible for at least one-half of the next quarter until grades are acceptable.

If a child is absent for the school day, they are also ineligible to participate in any after school activity or evening events that day.

## LATE WORK

### LOWER GRADES (K-4)

Parents and teachers will work together so that the child will learn and demonstrate responsibility.

1. By completing homework on time.
2. By bringing books and completed assignments to school.
3. By managing time wisely.

Students will use recess time to complete the unfinished work, and if the problem persists, the student may be required to stay after school.

### UPPER GRADES (5-8)

Parents and teachers will work together so that the child will learn and demonstrate responsibility.

1. By completing homework on time.
2. By bringing books and completed assignments to school.
3. By managing time wisely.

Should a student have unfinished work, they will be dealt with in these steps:

Step 1. The student will use recess time to complete the unfinished work.

Step 2. The student will lose recess and stay after school until 3:30 PM the same day.\*

Step 3. The student will lose recess and stay after school until 4:00 PM the same day.\*

Step 4. If the problem persists, the parents need to meet with the teacher to discuss the next step.

\*Note: Unless arrangements with parents can't be made during the day.

## 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 and kindergarten 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.

As a part of the government's Special Milk Program, St. John's is responsible for making reasonable accommodations for students with a signed medical statement or with an IEP. (Note that the medical statement must be signed by a licensed medical practitioner and must specify how the child's condition restricts their diet. Additionally, the medical statement must specify which products must be excluded and list appropriate substitutions.)

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

St. John's Hot Lunch Program is offered for grades PK-8, three day 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 the 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

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.

## **PHYSICAL EDUCATION**

Students in grades K-8 participate in an organized physical education program. Parents are to see to it that each child has clothing required by the teacher and gym shoes with non-marking soles. All children are expected to participate unless written notification is received which explains the reason why the student is not participating.

## **REPORT CARDS**

Report cards are given out quarterly. A parent consultation is scheduled after the first quarter. Additional conferences may be arranged by the request of a parent or teacher.

Mid-quarter grades will be handed out half way through each quarter. Parents are encouraged to discuss any concerns or make comments on these sheets with the teacher. It will also give students the encouragement to continue to work hard as well as improve on their grades in the following weeks.

## 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 4<sup>th</sup> 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 3<sup>rd</sup> 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

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.

## 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.

### TELEPHONE

Students will be permitted to use the phone for non-emergency situations only with teacher consent. Teachers will determine what an appropriate non-emergency phone call is. Parents need to arrange for transportation after school before their children leave for the day. Students will be given permission to use the phone to call if school events have been canceled or changed. Students who are ill will also be allowed to use the phone.

### TESTING

Students in grades 1-8 participate in NWEA MAP Testing throughout the school year. Student progress is recorded both individually and as a class. The average St. John's student's scores are better than the national average across the board. The testing gives formative data to teachers to help students succeed. The testing also gives summative data to compare scores over time.

### TUITION & PAYMENT POLICY (UPDATED 7/30/2022)

	Members	Non-Member
<b>Grades K - 8</b>	\$1200	\$2,400
<b>3 Day Preschool</b>	\$1200	\$1200
<b>4 Day Preschool</b>	\$1500	\$1500
<b>5 Day Preschool</b>	\$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.”  
I 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 7/30/2022)

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
- 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 week’s 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 \$5.00 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, July 1994**

Revised, May 1995, March 1997, April, 1998, July 2000, August 2002, August 2004,  
April 2007, September 2009, August 2010, October, 2012, May 2014, September 2014,  
August 2019, July 2021, August 2022