



St. John's Lutheran Church And School

School Family Handbook

Updated: October 2025

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Our Mission, Vision, & Objectives

Our Mission

As a family united in faith by the Holy Spirit, we exist to worship and praise the Triune God, to be nurtured through His Word and Sacraments, and to share His love in Christ with others.

Our Vision

St. John's Lutheran School exists to provide Christ-centered education to equip children of Jesus for this life and the life to come. As we teach young minds and prepare young hearts, we strive for an educational program devoted to furthering His Kingdom and maintaining academic excellence. In addition, we assist parents in the Christian upbringing of their children, we encourage students and families to live according to Christ's example.

In our efforts to provide a complete Christian education, we provide all essential parts of the curriculum of an elementary education. A complete course of study is offered in the secular subjects commonly taught in 3K – 8th Grade, as well as religious studies according to God's Word in connection with the Wisconsin Evangelical Lutheran Synod (WELS) teachings.

Spiritual Objectives

It is our desire that through a Christ-centered education...

1. The students will understand that because of their sinful nature, they are in need of a Savior. Romans 3:23 states: "All have sinned and fall short of the glory of God."
2. The students will be comforted knowing that they have forgiveness through Christ. That comfort is revealed in I John 2:2 "He is the atoning sacrifice for our sins, and not only for ours, but also for the sins of the whole world."
3. The students will have a desire to share their faith with others. "We cannot stop telling about the wonderful things we have seen and heard." (Acts 4:20)
4. The students will live a life of love for God and His Word. "Be imitators of God therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as fragrant offering and sacrifice to God." (Ephesians 5:1,2)
5. The students will see the blessings of participating in the mission of their church. "And let us consider how we may spur one another on toward love and good deeds." (Hebrews 10:24)
6. The students will grow in knowledge of God's Word from youth, through confirmation, and for the rest of their lives. "Train a child in the way he should go, and when he is old he will not turn from it." (Proverbs 22:6)
7. The students and families will be encouraged to continue their Christian education at a Lutheran high school, Youth League, Bible classes, and regular church worship.

Academic Objectives

It is our desire that through a Christ-centered education...

1. The students will recognize that God has uniquely blessed them, which will lead them to use their gifts to the best of their ability. The Lord reminds us in Romans 12:6: "We have different gifts according to the grace given us." He also tells us in I Corinthians 10:31, "Whatever you do, do it all for the glory of God."
2. The students will see the wonder of God not only in religion, but also in all areas of curriculum. II Timothy 3:16 tells us why: "All Scripture is God breathed and is useful for teaching, rebuking, correcting, and training in righteousness."
3. The students will be able to differentiate between the absolutes of God's Word and the uncertain nature of human knowledge. "Your Word is truth." (John 17:10)
4. The students will obtain the necessary skills to prepare them for high school and make them a valuable member of society.
5. The students will have learning experiences that fosters good study habits, critical thinking skills, and problem-solving techniques.

Social Objectives

It is our desire that through a Christ-centered education ...

1. The students will have respect for their fellow students, teachers, school staff, and parents in all settings.
2. The students will learn to accept and appreciate the God-given differences, talents, personalities and backgrounds of others and themselves. (Psalm 139:14)
3. The students will understand their role and responsibility as a Christian citizen.
4. The students will recognize God as a source of all governments and consider it a joy and privilege to obey the laws of our land and serve in the community. "Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. (Romans 13:1)

Physical Objectives

It is our desire that through a Christ-centered education...

1. The students will have a proper respect for their body according to Biblical truths. "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?" (I Corinthians 6:19)
2. The students will gain an understanding of physical development, well-being, and safety.
3. The students will make every effort to reach their God-given physical potential.
4. The students will develop a work ethic and lifelong habit of maintaining physical well-being.

Emotional Objectives

It is our desire that through a Christ-centered education...

1. The students will grow in their level of responsibility and maturity.
2. The students will gain an understanding that love for God and love for others should guide all emotions, and that some emotions need to be controlled and/or curbed.
3. The students will learn to manage negative emotions.

Family, Student, and Teacher Expectations

Family Enrollment Expectations

- ◆ Christian parents have the primary responsibility for the Christ-centered training and education of their children.
- ◆ St. John's Lutheran Church stands ready to assist parents in their God-given task.
- ◆ St. John's Lutheran Elementary School has been established to partner with parents in this God-given responsibility.
- ◆ The pastors and teachers of St. John's Lutheran will serve and assist the parents in a Christ-centered partnership.
- ◆ Parents and teachers will work together in the common goal of training God's children in the ways of the Lord.
- ◆ All children are a precious gift from God.
- ◆ All children need the love of God expressed through parents and teachers.

Expectations of Students

- ◆ To show Christian love and honor to my peers, teachers, and all whom I meet.
- ◆ To develop and demonstrate respectful, Christian attitudes toward all people.
- ◆ To strive to lead God-pleasing lives in all that I do.
- ◆ Follow the dress code and have a neat and clean appearance.
- ◆ Complete all homework assignments to the best of my ability.
- ◆ Seek out and find solutions to problems without resorting to excuses.
- ◆ To admit when I have done wrong and confess my error to God and to others for their forgiveness.
- ◆ Attend class regularly and be prepared for each school day.
- ◆ To treat school property with care and respect.
- ◆ To conduct oneself appropriately in the classroom, hallways, bathrooms, and all other areas of the school at all times.

Expectations of Christian Parents

- ◆ Parents are to be actively involved in their child(ren's) Christ-centered training and education.
- ◆ Parents are to train and guide their child(ren) to grow in the ways of the Lord by:
 1. Making God's Word of foremost importance in their lives and in their home.
 2. Having regular family devotions and table prayers with their children.
 3. Attending worship regularly with their children.
 4. Encouraging their children to respect their parents, teachers, and all in authority over them.
 5. Speaking positively in a Christian spirit at home and in public of the school purpose, mission and operation. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs that it may benefit those who listen." Eph. 4:29
 6. Refraining from criticism of teachers or school procedure that would bring false testimony against them or damage God's gift of a good name and reputation.
 7. Making sure that their children are prompt and regular in attendance to school and assist their children in their homework.
 8. Encouraging their children to be considerate, courteous, and Christ-like when dealing with all people.
- ◆ Parents are to support and work closely and confidentially with teachers for the well-being of their children.

- ◆ Parents are to contact their child's teacher immediately if they have a problem or concern.
- ◆ Parents are to practice proper Christian conduct when problem solving with teachers.

Expectations of Christian Teachers

- ◆ Christian teachers are to place God's Word foremost in their lives search it daily for personal, spiritual and professional growth and attend worship regularly.
- ◆ Christian teachers are to be solid Christian role models for children and parents.
- ◆ Christian teachers are to be loving and respectful of children and parents.
- ◆ Christian teachers are to profess the truths of God's Word in love to children and parents.
- ◆ Christian teachers are to refrain from criticism of parents and families in non-scriptural areas.
- ◆ Christian Teachers are to be professional educators by:
 1. Being a reflection of their Savior in all they do.
 2. Performing their duties faithfully and communicating with parents regularly.
 3. Holding their students accountable for using their God-given talents.
 4. Working for the benefit and well-being of their students.
 5. Being prompt in their educational tasks.
 6. Practicing confidentiality when dealing with parents and students.
- ◆ Christian Teachers are to speak well of their students and parents.
- ◆ Christian Teachers are to practice proper Christian conduct when problem solving with parents.

May the Lord Bless our efforts as we Partner Together!

ABSENCES

1. Student attendance is expected to be prompt and regular. Teaching responsibility is a key component to education, and holding students to high standard in their attendance helps them to achieve this responsibility.
2. Any time a child is not in attendance, it is considered an absence or tardiness. An **unexcused absence** is when the school **has no** information as to why a child is not present at school. An **excused absence** is when the school **has** received an excuse from the guardian as to why the child is not at school.
3. Please notify the **school office** by 8:00 AM to excuse your child and make homework arrangements whenever your child is absent. Feel free to send a **phone call, e-mail, text (to our secretary), or a written note.**
4. When the general health of the student body would be endangered due to a student's chronic illness, a doctor's written permit to return to school may be required after an absence of **four** consecutive days.
5. Following an absence, it is a child's obligation to determine from his teacher(s) what make-up work is necessary. In cases of expected absence, school work may be required to be made up **before** the absence. It is the student's responsibility to notify the teacher well in advance and seek assignments ahead of time. **A student will receive the absence day plus one more day to make up homework.**
6. Parents should send a note to the teacher if a student needs to leave for an appointment during the school day. The student must then turn in the appointment pass (from the teacher) to the school office. Following the appointment the student should pick up a pass from the office to return to class.
7. Assembly programs, field trips, tours, and outings further serve to encourage Christian growth and development. All children are expected to be active participants in the activities available for their age group. If for some special reason a child cannot participate in such an event, the child is still required to be at school for that day. Activities will be provided under the supervision of the principal and other teachers. Regardless of whether or not children participate, the parents will be responsible for their share of transportation costs unless there are special circumstances.
8. In order for a **tardy student** to enter the classroom, he/she must get a tardy slip from the office to give to the teacher. Tardy is considered not being in the classroom by 7:50 AM. At 8:00 AM, the tardy is recorded as an absence. After **5 tardies in a quarter**, a detention will be issued to the student and will continue for every tardy thereafter. After **10 tardy slips** in a quarter a truancy officer may be contacted. **Tardy accumulations reset at the beginning of each quarter.**

Chronic Absences: According to Wisconsin State Statute 118.15, students can only be excused for 10 days (70 hours for a full time student) without a medical excuse for a given school year. Any absences beyond 10 days can only be excused by a medical slip from a doctor. When a child has been absent for more than the allotted 10 days, St. John's Lutheran

School Board of Family Ministry will place the child on academic probation in the next grade for the next school term for a period of six weeks. At the end of the six weeks, the parents, teacher, and principal will meet to determine if the student is able to continue in that grade or if the absences of the previous school year make it necessary to repeat the previous grade in order to establish a proper foundation on which to continue his/her education. PLEASE NOTE:

- If the probation and attitude proves to be satisfactory, there would not be any notation on the report card and/or permanent records.
- In the case of a student that is in 8th grade, a special arrangement may have to be made during the same school term in which the chronic absences occur (ex. Attendance at summer school courses before a diploma is granted).
- St. John's Lutheran School Board of Family Ministry also reserves the right to expel a student or prohibit re-enrollment of a student for truancy (excessive tardiness or numerous absences with invalid or no excuses) when reasonable efforts have been made to correct the problem with little or no improvement response by the student or parent(s)/guardian(s).

ADMINISTRATION

The voters' assembly of St. John's Lutheran Church holds the final authority for the operation of the school. The voters' assembly, through the Board of Family Ministry, supervises and directs the program of the school. The principal carries out the program adopted by the Board.

ALCOHOL / DRUG POLICY

Possession or use of tobacco, alcohol, or drugs is not permitted anywhere on St. John's property.

APPLICATION APPEAL PROCESS FOR WI PARENTAL CHOICE

If a parent wishes to appeal a rejection of a Choice application (due to residency, income, or age requirements for applicants entering grades K4, K5, or 1, and prior year attendance requirement) he or she may appeal to the St. John's Board for School and Family Ministry in writing no later than 5 business days after receiving the rejection letter.

ARRIVAL / DEPARTURE

Children who do not eat breakfast should not arrive at school before 7:40 a.m. but should arrive before 8:00a.m. Students can be buzzed in at the 6th St. door starting at **7:15 a.m.** for breakfast eaters only.

Children should be picked up promptly after school. Please do not park on the school side of Cady, Sixth, and Jones Streets between the hours of **7:30 a.m. & 4:30 p.m.** This is a state law and they have decided on the hours set. If you need to leave your car - even for a moment - please use one of our parking lots. Walkers and bikers should leave promptly. Only students with permission will be allowed to be in the school after **3:15 p.m.** If parents know they are running behind, **they should phone ahead to let the office know they are on their way.**

ASBESTOS ABATEMENT

As of December, 1989, all dangerous asbestos has been removed or encapsulated at St.

John's School. A written management plan was in place and is available in the principal's office for your review. The building is inspected regularly as part of the management plan. Our last inspection took place in 2003. If you have any questions concerning our asbestos management plan, contact the school office.

BICYCLE USE

Children who ride bicycles to school are urged to observe all the rules of the road. For the protection of all children, bicycles are to be walked on the sidewalks and play areas near the school. Children are urged to **lock their bicycles** when parked in our bike racks located by the 6th St. entrance.

BULLYING POLICY

Ephesians 4:32 tells us to "Be kind and compassionate to one another, forgiving each other..." It is with this passage in mind that guides the following policy concerning the bullying of students at St. John's Lutheran School.

Bullying includes hostile or aggressive behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time. Bullying takes many forms, including physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.

Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict. Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

Should any of the above types of bullying take place in the form of a student-to-student interaction, a student-to-faculty member interaction, a faculty member-to-student interaction, or a faculty member-to-faculty member interaction during the hours of school, during a school-sponsored activity, or through the use of school equipment in the case of cyberbullying the following procedures should take place:

Student-to-Student

1. One of the students should tell an adult.
2. The adult being told must write down the information being given.
3. The adult tells the principal and gives him the information.
4. The principal calls the students individually into his office to speak with them.
5. The principal will write down any information given from the students.
6. The principal will notify the parents on the day of the incident or as soon as information concerning the incident is found out.
7. The principal will hand out a fitting consequence that suits the unique children involved in the unique situation.

Student-to-Faculty Member

1. The faculty member will write down the incident involving him/herself and the student.
2. The faculty member will give the information to the principal and have a discussion with him about the situation.
3. The principal will speak to the student about the situation.
4. The principal will write down any information given from the student.

5. The principal will sit down with the faculty member and the student involved and all three will have a discussion about the incident.
6. The principal will hand out a fitting consequence that suits the unique child involved in the unique situation.

Faculty Member-to-Student

1. The student will tell an adult about the situation.
2. The adult being told must write down the information being given.
3. The adult will give the information to the principal.
4. The principal will speak with faculty member about the incident, writing down all information given.
5. The principal will speak with the student involved about the incident, writing down all information given.
6. The principal will bring in the faculty member and the student, and all three will have a discussion about the incident.
7. The faculty member will call the child's parents, explaining the situation.
8. If necessary, the principal will share the incident with the Board for School and Family Ministries where a consequence that fits the unique situation may be given.

Faculty Member-to-Faculty Member

1. One of the faculty members will tell the principal about the situation.
2. The principal will write down all information given.
3. The principal will speak to each faculty member individually, writing down all information given.
4. The principal will bring in both faculty members, and all three will have a discussion about the situation.
5. If necessary, the principal will share the incident with the Board for School and Family Ministries where a consequence that fits the unique situation may be given.

Bullying can and does take place outside of school. When bullying does take place outside of school, the effects can make their way into the school environment. Only when outside bullying efforts make their way into the school environment will the administration step in to rectify the situation. The administration's actions will depend on the unique situation and the unique people involved.

Every child is different ("fearfully and wonderfully made" Psalm 139:14), and every situation is unique. Some situations and some children may call for different consequences than others. In any certain situation, the minimum consequence will be an intervention, and the maximum consequence will be expulsion. The purpose of these consequences is always two-fold: to help the child refrain from any form of bullying activity in the future, and to remind the child what God's word says and that he/she is forgiven for what has happened.

God's word is clear about bullying; there shouldn't be any. Instead, we should "live in harmony with one another." (Romans 12:18) We should "encourage one another and build each other up." (1 Thessalonians 5:11) We should "let our light shine" (Matthew 5:14) to everyone. Through these procedures and biblical reminders, it is our hope that St. John's will remain a safe learning environment and will retain an atmosphere of Christian love and respect.

BUSSING

School bus service is available to those children who live outside the city limits of Watertown or the following sub-divisions (Pepsi, East Haven, and West Haven). All arrangements for this service are made through the Watertown Unified School District and Transportation Services, Inc.

Respectful, Christian conduct is expected from all children given the privilege of using this special service. As per Transportation Services rules, failure to obey bus rules may result in loss of bus riding privileges according to the following steps: 1st reported offence - assigned seat; 2nd - five days suspension from riding; 3rd - twenty days suspension from riding; 4th - suspension from riding the rest of year. A child's record is wiped clean at the end of each school year.

For safety reasons, bus students are expected to use both the a.m. and p.m. shuttle bus from and to Riverside Middle School.

CHAPEL & OFFERINGS

As Christians we love all opportunities to gather together and worship our Savior. To help instill this attitude in our student, we have weekly chapel services on Friday mornings right after the 8:00am bell rings. We also give offerings during these weekly services that go towards various charities and organizations.

CHURCH ATTENDANCE FOR CONFIRMANDS

Out of love for Jesus our Savior, it is expected that those in grades 5-8 who will be eventually confirmed are attending church services regularly with a goal of 50% of the time or more. If a child is not attending regularly, it is to be determined if it is due to despising God's Word and worship. A child who despises God's Word and worship is not to be confirmed. The Board of School and Family and the child along with the parents are to be notified as soon as possible. If there is repentance, forgiveness is to be given and the child will be expected to show love to Jesus by attending. If any eighth graders are not confirmed with their class, they will be invited to attend Confirmation classes (and church) regularly until the next Confirmation Day. If there are any questions, feel free to contact the pastors about this matter.

CLASS GIFT

The eighth grade graduating class may give a gift to the school. The parents, eighth grade teacher, or the principal will prepare a short list of ideas for the class gift, and the eighth grade students will choose what their class gift will be. Funding for the class gift may come from the Washington, DC class trip account and/or individual donations. The class gift is given to the glory of God, not to the glory of students. The class gift must be approved by the Board of Family Ministry.

COMPUTER / INTERNET POLICY

St. John's has been blessed with many computers for student use. Many of these machines have been networked together to allow for the sharing of information and printers. A great deal of time and money has been invested to make this technology available to the students. A computer that is not usable because of some form of abuse hurts all the students. For this reason a policy has been established to govern the proper use of this equipment and programs to operate them.

The Internet gives students an opportunity to do research in support of their courses through databases throughout the world. The Internet provides enormous resources but also challenges to our Faith and ethical duties. In order to teach and guide our students in the proper use of this research tool, the following policy has been established by the Administration and will be enforced by the faculty and staff.

Violations of this policy will have consequences for the student.

Policy Statement

All computer/Internet use at St. John's will be within the boundaries established by the Federal Electronics Communications Privacy Act (1986) and subsequent amendments or boundaries set by Wisconsin Statutes. In addition, our Christian stewardship of these valuable resources, out of love for Jesus our Savior, will lead to the proper use of these resources.

Students will receive a secured account of the St. John's network for the purpose of learning computer applications and performing research through various tools available on the St. John's network or through an Internet connection.

CONCERN PROCESS

The Lord tied home and school together with identical aims when He said, "These commandments I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, and when you lie down and when you get up" (Deut. 6:6-7). Parents and teachers must join hands to do this work effectively. Please do all you can to cooperate with the school to give your children a strong Christian education. As Christians we know our sinfulness. We admit that Christian schools have their faults due to sin. Situations may arise where parents and teachers need to discuss problems in a Christian, loving way.

WHAT TO DO IF QUESTIONS / PROBLEMS ARISE

1. Keep the matter between yourself and the person(s) involved to avoid the temptation of gossip.
2. Pray for Christian understanding.
3. Set up an appointment with the teacher.
4. Together, on the basis of God's Word and objective common sense, search for Christian solutions. (Teacher and parent should follow up with each other to see if agreed upon solution(s) are effective.)
5. If steps 1-4 above don't solve the problem, contact the principal. The principal will organize a meeting with the teacher, parent(s), and himself. The principal will follow-up with teacher and parent.
6. If the party does not find a solution that works out to your satisfaction, contact the Board for School and Family Ministry Chairman. A meeting will be held with the parent(s), teacher, principal, and board chairman.
7. If spiritual counseling is required, the pastor may be contacted at any time.

COPIER USE

If your student loses a note, worksheet, etc., there will be a 10¢ charge for an additional copy.

CURRICULUM & ACADEMIC STANDARDS

A school curriculum consists of the sum total of any experiences that a child has under the auspices of the school. National and state standards serve as exceptional guides to assist in instructing children in the educational topics that will prepare them for the next level.

Every effort is made to keep our curriculum Christ-centered as well as current. To this end the faculty holds regular staff meetings for the purpose of curriculum evaluation and study. Faculty members attend seminars and conferences, enroll in summer sessions and workshops, and attend in-service training sessions. Textbooks are reviewed in a specific rotational schedule, and every effort is made to keep them current as the budget allows. The faculty welcomes parent input as the various curricular areas are studied. The school has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998 for the subject areas of mathematics, science, reading and writing, geography, and history. Parents may request the school principal provide a copy of these standards.

Our curriculum consists of religion - Bible history, catechism, church history, Lutheran worship, and hymnology; language arts - reading, writing, spelling, language, and penmanship; social studies - history, geography, civics, and current events; science - general science and health; math; physical education; art; computer; and music. The entire course of religious instruction, from K3 through 8th grade, leads to confirmation near the close of 8th grade. Special confirmation classes are conducted by the pastors for grades 7-8.

The big difference between the Christian school and the public school lies in the basis on which all teaching and discipline are carried out - THE WORD OF GOD. No matter what is being taught, the truths of Scripture, especially the Gospel of Christ, guide all learning. All activities are carried out, as much as humanly possible, in Christian love and in the knowledge that we are all God's redeemed children.

With the best interest of the children always in mind, the curriculum is constantly subject to evaluation, study, and discussion by the faculty, in light of providing the most efficient, effective instruction possible.

DAILY SCHEDULE

6 AM - St. John's Extended Care opens.

7:15 - Students may enter through the 6th St. door for breakfast.

7:35 - 7:50 Students are to go directly to their classrooms unless paying for lunches or taking care of business at the school office. After arrival until 7:50, students are expected to be in their classrooms, quietly studying and/or preparing for their instruction in the Word of God and the other subjects. This is also usually the time for special teacher help and memory work recitations.

7:50 - School day begins. The Jones Street (south) doors are locked. A student is considered tardy if not in the classroom by this time. Please don't make a habit of arriving a minute before the bell!

11:00 -12:00 - Lunch time (At the teachers' and cooks' discretion)

3:10 - School day closes. Except for children waiting for buses, rides, or after-school activities, all students are expected to leave the school grounds immediately after dismissal. No provision is made for outdoor supervision after school hours. Parents will be informed if a child is asked to remain after school

DISCIPLINE

Philosophy of Christian Discipline: The goal is for students to reflect the love that the Lord has showered on us. Christian discipline is a result of God's love for us and follows in response to the forgiveness that is found in Jesus Christ. God loved us enough to send His Son to die for us. We strive to do God's will as a reflection of God's love and as a "thank you" to God in appreciation for what He has done. Combining sound educational and behavioral principles with the saving truth of the gospel creates a setting in which the child's day to day life becomes a life lived for Christ.

Discipline when carried out properly is meant to teach a child how to make God-pleasing decisions.

1. Parental authority is extended to teachers and staff when students are in school as we partner with parents in the Christian upbringing of their children.
2. Out of love for the Lord and for the students, discipline is implemented in a loving and consistent manner.
3. The behavioral standard at St. John's is based on God's Word. Our goal is for students to be pro-active in showing self-discipline based on God's love for us through Jesus Christ.

Discipline Objectives:

- To provide an environment where students in God-pleasing behavior are taught to live their faith.
- To provide an environment where teaching can take place.
- To provide an environment where the student has the opportunity to learn.
- To provide an environment where no student feels threatened physically or emotionally.
- To provide an environment where students feel they are loved and important.
- To provide an environment where positive Christian behavior is encouraged and commended. At other times it becomes our duty to point out, admonish, correct, and even punish errors with Christian love and concern for the individual. "He who spares the rod hates his son, but he who loves him is careful to discipline him!" (Proverbs 13:24)

Students will always be treated with Christian love and dignity, even in the absence of proper behavior. During times of unacceptable student behavior, St. John's works hard to avoid negatively charged teacher-to-student interactions. We believe in consistently emphasizing choices and consequences within the classroom setting. This assists the student in focusing on the problem behavior. Teachers will incorporate interactive procedures that include redirection, reflective listening, adult role modeling, behavioral plans, adjustment to the academic environment for a short period of time, and positive reinforcement. Corporal punishment or demeaning practices are not used.

Every effort is made to maintain Christian discipline at all times. Teachers make every effort to treat all children fairly in accordance with God's Word. On the other hand, it must be understood by pupils and parents alike, that the pupils owe obedience to their teachers and others in authority under the Fourth Commandment. In the absence of respect or obedience, reasonable measures will be taken to correct the situation. Parents who feel that there has been a misunderstanding are requested to come to the teacher first (rf. Matthew 18:15ff.). In case a settlement is not brought about, the principal, pastors, and Board of Christian Education may in their turn be appealed to. Constructive suggestions will always be welcomed.

Discipline Notices: When a student is not maintaining proper Christian conduct the teacher will document the misbehavior using a behavior infraction notice. This notice will be sent home to the parent to review, sign, and send back to the teacher with the child. Teachers will use this system to guide the child to repent (acknowledge their sin and say they are sorry), and then in love to forgive the child of the misbehavior.

1. Notices will be issued under the following circumstances;
 - The student is behaving in a manner that is unloving, disrespectful, or inappropriate.
 - The student is talking excessively out of turn, fails to quiet down after being asked by the teacher, or is disruptive to the classroom environment.
 - Inappropriate language.
 - Inappropriate use of technology.
 - Cheating/plagiarism.
 - The student is wearing clothing that is not according to dress code.
2. If a Discipline Notice is not turned in at the beginning of the class on the next school day the teacher will contact the home to ensure the parent is informed of the Discipline notice.
3. Records will be cleared at the end of each semester. Students will start with a clean slate each semester.
4. Escalating consequences of misbehavior:

1	2	3	4
Teacher reprimand, further disciplinary action decided upon by teacher	Teacher reprimand, student sent to principal, further disciplinary action decided upon by teacher	Teacher reprimand, student sent to principal, loss of next extracurricular activity, after school detention the following day or suspension	Teacher reprimand, student sent to principal, loss of next extracurricular activity, suspension
5	6 or more		

Teacher reprimand, student sent to principal, loss of extracurricular activities for one week, suspension, board for school and family notified	Board for School and Family Ministry will convene to determine further disciplinary action which may include expulsion.
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Cheating/Plagiarism: Cheating is a serious offense and is grounds for disciplinary action. If a student copies another student's work, or if a student gives another student his/her work, it is considered cheating. Plagiarism involves the stealing of someone else's ideas or words as one's own, or the imitation of the language, ideas, and/or thoughts of another author (or person) and the representation of them as one's original work. Continued cheating and plagiarism are grounds for suspension, retention, or expulsion.

Suspensions: Out-of-school suspensions are reserved for disruptive and dangerous misconduct. A student may be suspended from school for a period of time if he/she is engaging in consistently disruptive or dangerous behavior, or is involved in a major isolated incident. If the Principal assigns a suspension, the parent/guardian will be contacted and notified of the terms of the suspension, if and when a consultation is necessary, and when the child may return.

Expulsions: When disciplinary procedures have been carried out with no substantial improvement in behavior, specifically if a student continually endangers the health and wellbeing of others, and/or it is determined St. John's can no longer meet the student's needs, the Principal in consultation with the student's teacher(s) may move to expel the student. Expulsions must be carried out by a majority vote of the Board for School and Family ministry.

Parents wishing to appeal a suspension or expulsion may appeal in writing to the St. John's Board for School and Family Ministry no later than 3 days after the suspension or expulsion has been carried out. Upon receiving an appeal letter, the Board for School and Family Ministry will convene no later than 3 days after receiving the appeal letter and the final decision will be made by a majority vote of the Board for School and Family Ministry. Final Decisions will be communicated to the parent and student by the school principal and Board Chairman through phone conversation or face to face meeting as soon as possible after a final determination has been made by the Board for School and Family Ministry.

DRESS CODE

Consider these wise words of St. Paul: "Your body is the temple of the Holy Spirit...therefore honor God with your body: (I Cor. 6). At the beginning of the school year, and periodically thereafter, teachers will provide general instructions/reminders to students as a whole on appropriateness of clothing worn to school. These instructions will not isolate one gender or another.

Before a child leaves for school, careful attention should be given to the type and condition of the clothing. If a child comes to school dressed in a manner which is not acceptable, the student and parent will be notified with a written communication. Repeated dress code violations will result in a Behavior incident report. Some violations may need to be immediately addressed, and St. John's reserves the right for the child to wait in the school office for a suitable item to be brought. If you are in doubt about the appropriateness of an item of clothing, then it is quite possible that such an item may not be suitable for school wear.

In all matters of dress, the faculty and the Board for School and Family Ministry shall be the final say of what is or is not proper. The Dress Code also applies to all school-sponsored activities apart from the school day.

What we expect of our young Christian students:

- Proper cleanliness of both body and clothing.
- Proper haircuts and hairdos. Only natural colors are allowed.
- Proper clothing for both boys and girls which is suitable for a Christian and does not give offense to others.
- Avoidance of immodest clothing and extremes of dress and hair.

Specific Dress Guidelines:

- All clothing is to be clean, without holes, and may not be excessively baggy or low-hanging.
- Skirts must be longer than the outstretched fingertips at your side.
- Shorts must have a minimum inseam of 4".
- Undergarments should be worn, but should not be seen.
- Leggings, jeggings, yoga pants, and low-ride shorts or pants must be worn with a dress, skirt, or tunic-length shirt that comes down front and back at least to the mid-thigh.
- Spandex shorts are not to be worn as an outer garment. They may be worn under a dress, skirt, or shorts that comes down front and back at least to the mid-thigh.
- Bare-midriff, halter, and "see-through" clothing are not allowed. The stomach must be covered when arms are raised.
- Tank tops with low cut neck line and/or large arm openings for boys and girls should not be worn. Cleavage should not be seen.
- Spaghetti straps, off the shoulder straps, and strapless tops are not appropriate for school. Also, they are not to be worn for the Christmas Service, Examination or Graduation services unless wearing something over the top.
- Girls may wear make-up but not excessively. Nail polish is allowed, but it is NOT to be applied at school. Press-on nails are not allowed.
- Girls may wear earrings. If earrings are hoop, they must be smaller than a quarter.
- Earrings are the only type of body piercing allowed.
- Skin is to be without writing and tattoos, or must be covered.
- Clothing which has advertising or slogans related to immorality, astrology, false religions, the use of alcohol, drugs, tobacco, bars, gambling, pro-wrestling, pro-fighting, weapons, with offensive writing or pictures, or questionable innuendoes (double-meaning words or phrases) are not allowed.
- Clothing identified with a band, musician or a music tour, including clothing and other objects that simultaneously name a band and a brand name that have inappropriate or questionable lyrics or messaging are not allowed.

- Shoes and socks must be worn in school at all times. Footwear allowed must cover toes, cannot be flip flops, and should be practical.
- Clothing should be weather appropriate and extra footwear is needed in the winter.
- Hats (baseball caps, fedoras, berets, etc.) or hoods are not to be worn inside the building.

EAGLE BOOSTERS

All parents of St. John's students are members of our Parent-Teacher League (PTL). All congregation members are invited to be members also. PTL meets at various times a year to discuss topics of concern to Christian parents and educators. The PTL sponsors service and fund-raising activities. PTL gives you a way to show your children that you care about their school and what they do there.

ENROLLMENT POLICIES

St. John's Lutheran School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to our students. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administering its educational or admissions policies, scholarship or loan programs, and athletic and other administered programs.

Age Requirements

- K3 - a child must be three years old by September 1.
- K4 - a child must be four years old by September 1.
 - Special circumstances may allow a child to enter K4 prior to turning four years old by September 1. This must be approved by the teacher and principal. If this occurs, the child will be in K4 for two years prior to entering kindergarten.
- Kindergarten -- a child must be five years old by September 1.

St. John's reserves the right to establish the grade level of any child, determined by special tests, interviews, and an analysis of past and present performance. See Student Promotion Policy.

The Board for School and Family Ministry accepts children for enrollment in our school that are not members of St. John's Lutheran Church, but only after all children of members have had the opportunity to enroll. They are screened by the principal, pastors, and/or Board before admission.

Parents (guardians) of non-member children are required to pay the non-member fees. Parents (non-WELS church members) of children wanting to enroll at St. John's are encouraged to begin attending the pastor's adult class before enrolling their children. This enables the parents to know what is taught by our church and school.

Non-member children also are expected to be faithful in church attendance, whether it be at their church or at ours. All pupils are required to take part in the religious instruction which is an integral part of our school's program.

TRANSFER OF CREDITS: It is the policy of St. John's Lutheran School to accept coursework and grade completion records from other schools and accept the grade placement indicated in those records.

EXTENDED CARE PROGRAM

At St. John's we offer an extended care program before school hours and after school hours. The care center opens at 6a.m. and closes at 6p.m. It can be used during the school day as well. We accept children ages 6 weeks old through grade 8. If you would like more information, please contact the school office.

EXTRA-CURRICULAR ACTIVITIES

Our students have the opportunity to participate in a variety of extra-curricular activities. Our school colors are maroon and gold; our teams are known as the Eagles. The following is a list of activities we have as enrollment and interest warrant:

Activity	Grade Level		Activity	Grade Level
Band	5 - 8		Cross Country	4 - 8
Piano	K - 8		Basketball	4 - 8
Forensics	5 - 8		Volleyball Girls	4 - 8
Spelling Bee	2 - 8		Softball	6 - 8
Geography Bee	4 - 8		Track	5 - 8
Lakeside Music Festival	5 - 8		School Plays	K - 8
Lakeside Art Festival	5 - 8			

These extra activities are under the supervision of volunteers and the faculty. Emphasis is put on having many participate. Additional physical activity is provided in physical education periods and daily recess times. All these activities are designed to supplement the regular classroom instruction and to provide ways of expanding our students' horizons, enriching their learning experiences, and enlarging their Christian outlook of service.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES: All children participating in extra activities are expected to work up to their God-given abilities. They also should be faithful in their work and in displaying a God-pleasing attitude as a Christian at home, church, and school. The love of Christ in their hearts motivates them to do so.

Eligibility for participation is based on schoolwork and Christian conduct. Ineligibility results when any of the following occur at mid-quarter or quarter report card:

- A student's grade falls below a C-average (1.75 GPA)
- A failing grade (F) appears.
- When an (I)-Incomplete is given.

Any student who does not meet all of the above criteria will be ineligible for 10 school days. Ineligible means that a student will not be able to attend practice and play or participate in any games and/or functions of all extracurricular activities that they are involved in.

Grade averages are reviewed at midterm & end of the quarter. If at these times a student is found to be ineligible, the criteria will be reviewed every 10 school days after to identify if the student has now become eligible by again meeting all of the criteria. When this occurs they will again be able to participate in all extracurricular activities.

Late work may also serve as a reason for ineligibility. Refer to the Homework policy for this procedure.

The principal and/or coach has the authority to take away practice and/or game time of any student according to his or her discretion.

Teachers consider each student as a redeemed child of God. Each one is an individual. There may be times when these eligibility guidelines must be tailored to the needs and abilities of an individual. This could mean that different standards could be used for the very low ability student or the student who has high ability but is not working up to potential. Attitude and conduct may also be considered.

Except in special situations, if a child is ABSENT FROM ANY CLASSES DURING THE DAY, he/she CANNOT ATTEND ANY EXTRA CURRICULAR ACTIVITIES on that day.

If a student should find difficulty in being faithful to his school work and his extra activities together, the teacher will consult with the parents. In the event that both school work and extra activities cannot be handled satisfactorily by a student, activities may be suspended. This action will be the responsibility of the faculty members involved in consultation with the principal and parents.

FIELD TRIPS

Field trips are able to accomplish a variety of objectives. Field trips may be taken to accomplish one or more of the following:

1. To build on and enhance the educational material taught in the classroom.
2. To access tools and environments that are not available at school.
3. Provide students with real-world experiences.
4. To build student socio-emotional growth.
5. Allow students to represent their Christian faith and St. John's to those they come in contact with on the field trip.

For the above reasons teachers are encouraged to take several field trips during the year. Teachers may "pair" their grades for such trips. Parent permission is obtained during registration for field trips, but teachers must still communicate field trips to parents.

GRADING & GPA

A B C D F letter grading is used for all core subjects in grades 1-8 (Math, Science, History, Spelling, Language, and Literature). A performance grade scale is used for art, music, handwriting, and behavior. See detailed explanation below: GPA is calculated for students in grades 5-8. GPA determines honor roll (3.0-3.74) and high honor (3.75 and above) roll at the end of each semester. Cumulative GPA for grades 5-8 also determines the 8th grade salutatorian and valedictorian at the end of each school year.

Letter Grade / % / GPA

A+ 99.50 - 100.00 (4.33)
A 95.50 - 99.49 (4.00)
A- 92.50 - 95.49 (3.75)
B+ 90.50 - 92.49 (3.25)
B 86.50 - 90.49 (3.00)
B- 84.50 - 86.49 (2.75)
C+ 82.50 - 84.49 (2.25)
C 78.50 - 82.49 (2.00)
C- 76.50 - 78.49 (1.75)
D+ 74.50 - 76.49 (1.25)
D 71.50 - 74.49 (1.00)
D- 69.50 - 71.49 (0.75)
F 0.00 - 69.49 (0.00)

A -- Superior Scholastics - strong; exceeding requirements of instructor.

B -- Above Average Scholastics - accurate; complete; meeting requirements of instructor.

C -- Average Scholastics - meeting assignments but showing evidence of needing encouragement

D -- Below Average, Yet Passing Scholastics - not meeting all assignments and requirements

F -- Failure to meet requirements and expectations.

Performance Grade Scale (Art, Music, Behavior)

E Exceptional N Needs to Improve

G Good U Unsatisfactory

S Satisfactory I Incomplete

Kindergarten uses the following grade markings:

EX Exemplary

NA Not Assessed

P Proficient

D Developing

E Emerging

HEALTH & CLEANING

Lunch Table Cleaning: Lunch tables are cleaned before and after any type of eating by school staff

Student Desk Cleaning.

- Cleaning is always done after eating has occurred at a classroom desk or table. This is done with a wipe, or disinfecting method identified below.
- Disinfecting of desks and tables are done at a minimum of once per week using Clorox wipes, Clorox Hard Surface cleaner and paper towels, or disinfecting Norwex product. (This cleaning kills 99.99% of common bacteria and 99.9% of specified viruses.)
- Teachers will be accountable for the appropriate cleaning of classroom tables and/or desks. They may allow students to do this if they can be confident that the cleaning is done according to good procedure.

- All students will wash their hands after using any type of cleaner.
- Desks and tables must be dry before students use them.

Washing Hands: All students will wash their hands with soap and water or a hand wipe after eating. Utilizing hand sanitizer does not take the place of handwashing at these times. Sanitizer may be used in addition, but not in the place of handwashing. Teachers will be accountable for their students appropriately washing their hands. Each teacher must determine what measures need to be in place in order to be confident that all students have appropriately washed their hands. This will include, but not limited to,

- Teaching “why” we want to wash our hands (ie. “love your neighbor”, protecting our schoolmates from sickness and those who have allergies, etc)
- Teaching the students appropriate handwashing technique.
- Modeling proper handwashing and reviewing it with the students throughout the year.

Washing hands will be expected prior to eating and after using the bathroom.

Location of Eating: All eating will take place at appropriately washed desks and tables, and will be separated from other active activities such as moving to a new location (ie. no eating during recess). Students will be encouraged to always have something to put their food on, instead of it being directly on the table or desk.

Teachers will communicate with parents of students with allergies, and when requested/needed, will provide a separate table or desk where the allergen is not directly present. This will continue when eating away from the normal classroom environment (ie. field trips). Teachers will be mindful of making the student(s) still feel included in the group. See Life Threatening Allergy Plan for more information.

Preparation of Entire School: All faculty and staff members will hold certification in CPR/First Aid/AED training. This training will include Epi Pen administration training. Each year, prior to the start of school, the faculty will share all life threatening health concerns with each other. These concerns will be recorded in the minutes and shared with the entire staff. These health concerns include allergies that are anaphylactic, students with diabetes, and those that suffer from seizures.

All first aid kits will be replenished before the start of each school year, and stored in the following locations throughout the school: each classroom, main office, athletic office, cafeteria, gym door entrance, and south door entrance.

All garbage cans will have a plastic liner that is discarded and replaced on a daily basis.

All sport parent meetings and introductory letters will notify parents that it is their responsibility to communicate with their child’s coach any health needs that their child has. All coaches meetings will notify them of where to find the emergency contact forms for their athletes.

Substitute teachers will receive a substitute teacher packet that holds much information including all pertinent health related information that they need to know in order to keep all children safe.

HEALTH & MEDICAL

The Lord has promised “to guard you in all of your ways” (Psalm 91:11). He has also commanded us, “whatever you do, do it all for the glory of God” (1 Corinthians 10:31). In light of these two passages, we will trust in the Lord to protect us, as we use our abilities to their fullest to design best practices here at St. John’s Lutheran School. To that end, the following will be followed as policy and procedures at St. John’s Lutheran School.

Health Accommodations: School personnel will do all that they can to meet the individual needs of all of our students and families. The accommodations will not negatively impact others as determined by school leadership, and will also come with assistance from the school on how to best help the child as they grow to become a young adult.

Considering the above, the faculty and staff will abide by what the parent directs on the Health Accommodation Form. Please reference the St. John’s Life Threatening Allergy plan in regard to how St. John’s will address life threatening allergies.

If your Child Is Ill: If a child is sick, please keep him/her home for 24 hours after he/ she is symptom or fever free. This not only helps your child overcome illness, but also prevents spreading illness.

Illness During School Hours: If your child becomes ill at school with a fever, vomiting, or any other sickness, the child will be separated from other children and the parent/guardian called to pick up the child. We do have a sick room which is designed for short term health problems such as headaches.

School Medical Emergencies: In the event of a medical emergency or injury during the school day, St. John’s Lutheran School staff are obligated to notify the proper medical and emergency authorities, set aside an area where the injured student can be taken, and notify the student’s parent/guardian or the emergency contact identified on school records. St. John’s Lutheran School will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured student to a designated medical facility.

If a child is injured during the school day or in connection with any other function of the school (ex. athletics), an injury report will be completed within 24 hours of the incident occurring by the person(s) supervising the child at the time. If the injury necessitates the child seek medical care, the injury report will be submitted to St. John’s insurance company. St. John’s holds student medical insurance which serves as a secondary insurance and will pay up to \$5000 of any out-of-pocket expenses not covered by the family’s insurance. Parents will be required to provide any requested documentation by the insurance company to receive this benefit.

Emergency Phone Numbers: It is extremely important that St. John’s Lutheran School always has the parent/guardian’s accurate and up-to-date phone numbers. Before the school year begins, emergency contacts need to be complete, accurate and up-to-date. If your child becomes sick, is injured or is not at school, we need to be able to contact you or a designated emergency contact person immediately to ensure your child’s well-being and the health of the other children.

Immunizations: State law (140.5 Wisconsin Statutes) requires that all children entering an

elementary school in Wisconsin for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, and mumps. Certification of these requirements must be on file in the school office and can be waived only if a properly signed health or religious exemption form is filed with the school. The law also gives the right to exclude from school attendance students who fail to meet the immunization requirements. Up-to-date records must be on file at St. John's Lutheran School by the first day of school. Please contact your doctor or the city health department to make arrangements for having your child immunized.

Medications: The following guidelines incorporate provisions for the safety and protection of students on medication as well as classmates and school personnel involved. Parents must identify students who require medication at school. This generally occurs during registration, but may occur at any time as the child begins using the medication.

1. **Prescription Medications**

- a. Parents requesting and authorizing the school to give medication on a long term basis will need to submit a signed medication form which identifies: 1. Type of dosage, 2. Side effects, 3. 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:
 1. Name and telephone number of pharmacy
 2. Student's identification
 3. Name of physician
 4. Name of drug
 5. Dosage
 6. Effective date
 7. Directions in legible format
- c. Short-term prescription medication (14 days or less) may be administered by the school with written parental permission. Medication must still be in the original pharmacy-labeled container and must include all items identified above.

2. **Non-Prescription Medications**

- a. Non-prescription medication must be supplied to the school by a legal guardian and must be in the original manufacturer's package and clearly list the ingredients and the proper dosage instructions. Parents authorizing the school to give medication on an as needed basis will need to submit a signed "Permission to Administer Medications" form which identifies: 1. Type of dosage, 2. Purpose of the medication

3. **Record Keeping**

- a. Staff, at a time indicated on the medication administration form, will supervise all administration of the medication.
- b. The medication will be kept in a centralized location in the school office.
- c. All administration must be documented each time by a staff member in the medication binder.
- d. Any medication errors (according to instructions on the authorization card) in the administration to a student need to be documented immediately.

The parent/guardian must be notified immediately to determine the course of action.

4. **Emergency Medication & Life Threatening Allergies**

- a. For the safety of our students, any life threatening food allergies must be documented during the application process, as well as identified yearly during the enrollment process. A yearly meeting will take place with the school principal, secretary, parents, and all teachers in contact with the student to review the child's Life Threatening Allergy Plan. More information can be found in the St. John's Life threatening Allergy Plan.
- b. 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"
- c. 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. (*For example: Inhalers, Epi Pen, Diabetic Supplies*)

5. School personnel are not obligated to administer a drug or prescription to a student by any means other than ingestion.

6. 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 if not collected by a parent. .

Life Threatening Allergies: For the safety of our students, any life threatening food allergies must be documented during the application process, as well as identified yearly during the enrollment process. A yearly meeting will take place with the school principal, secretary, parents, and all teachers in contact with the student to review the child's Life Threatening Allergy Plan. More information can be found in the St. John's Life threatening Allergy Plan.

Head Lice: Parents should check their children for head lice at home. The school follows a "no lice/nit" policy. That means that if we find head lice or nits (lice eggs) on a child he/she will have to go home. After treating your child and removing all the lice and nits, you should bring your child to the office to be rechecked by us, and if we find no lice/eggs, he/she may return to the classroom. We will periodically check those children to make sure they remain lice free. If we find lice/eggs a second time, they must be checked by the health nurse at the Watertown Health Dept. or by your family physician. We have additional head lice treatment information in our office.

Health & Wellness Policy

It is the belief of St. John's Lutheran School to strive to make a significant contribution to the general well being, mental and physical capacity and learning ability of each student and afford them the opportunity to fully participate in the education process. St. John's promotes a healthy school by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. We support a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. To ensure the health and well being of all students, it is the policy of St. John's Board of Family Ministry to:

1. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
2. Ensure that food sales/parties for students are held during hours that will not conflict with the lunch and breakfast programs. St. John's operates under the National School Lunch and National School Breakfast program regulation.
3. Support and promote proper dietary habits contributing to student's health status and academic performance. All foods available on school grounds and sponsored activities during the instructional day should meet or exceed the district nutrition guidelines. Emphasis should be placed on foods that are nutrient dense per calories. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to endure high quality meals. Encourage all staff to focus on the Dietary Guidelines for Americans.
4. Provide a comprehensive learning environment for developing participating lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school food programs.
5. Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to insure that foods offered promote good nutrition and contribute to the development of lifelong eating habits.
6. Provide school staff involved in nutrition education and in supporting a healthy school environment, with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.
7. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating lifestyles.
8. Regularly evaluate the effectiveness of the healthy lifestyles policy in promoting healthy eating and change the program as appropriate to increase its effectiveness.

FOOD SERVICE NUTRITIONAL GUIDELINES

Our students may choose the hot lunch entree or the cold sandwich option each day. They

also may bring their own sack lunch. Our menu is published monthly.

St. John's also offers breakfast each day. The secretary buzzes students in at the 6th St. door for **students eating breakfast** promptly at 7:15 a.m. Breakfast is served until 7:45 a.m.

Current lunch and breakfast prices with payment procedure are listed on the School Fee Sheet. Please allow enough time before school to purchase meals before 8:00am.

Free and reduced-cost meals are available to children from families with financial need. Applications are available at home visits or from the school office.

SNACKS, JUICE, MILK: Snacks, juice, & milk are available for purchase each day for students in grades K-8.

Cold Lunch: It is the responsibility of each individual family to properly keep and store all food brought from home while here at school. St. John's provides a refrigerator in the school cafeteria that may be used for students' cold lunches. Students may go to the cafeteria to place their lunch in the refrigerator as they enter the building in the morning.

Lunch Program: The St. John's lunch program uses the OVS or "Offer vs Serve" program. What this means is all students will be allowed to refuse 1 or 2 food items or ask for a "thank you" bite of any item. With the price of food rising we are trying to reduce the amount of waste. Our breakfast and lunch prices can be seen on a fee sheet from the school office. All students will be encouraged to take all of the five components. The required components are 1 serving of 8 oz. milk, 1 serving totaling 1½ to 2 oz. of meat/meat alternatives (cheese, peanut butter, etc.), 2 servings totaling ½ cup to ¾ cup of fruits and vegetables, and 1 serving of bread grain. Students will be offered 5-8 different components on a daily basis. We will be offering 1% and skim white milk and skim chocolate milk. Seconds will be limited. The kitchen microwaves will **not** be used by students.

Lunch Accounts: Breakfast, Lunch and Snack money will be paid to the school office and the account must maintain a positive balance.

Water Consumption: Encourage increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. The principal may want to authorize students to carry water bottles during the school day using the suggested water bottle policy shown below. Teachers may need to call for extra water breaks too. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.

Water sales should be a significant option through school vending and snack services. Water should be available during meal times, at least through water fountains.

Water Bottle Policy: The principal and staff shall determine when students may bring water bottles for use during school and establish a policy for whether or not bottles may be refilled during school time.

Fat Content: Foods from reimbursable meals shall, over the course of five days, derive no more than 30% of their total calories from fat and less than 10% of total calories from saturated

fat. These recommendations are consistent with federal mandates.

Content from Added Sugars: No individual item served by food service as part of a traditional meal, as an ala carte item, or a snack item may contain more than 1/3 of its weight from added sugar. An exception may be made periodically for a traditional meal treat.

Milk Products: Lunch milk may be purchased for the whole school year at registration day. The price for this will be communicated at this time. We understand the importance of milk in a growing child's diet. If you have financial concerns, please notify the Principal so that arrangements can be made.

Milk will be promoted during all meals and snack times. Milk will be available to students bringing sack lunches. Low-fat (1%) and non-fat (skim) forms of milk will be featured in single-serving sized whenever possible. Whole milk or lactose-free milk may be provided by a parent for their child on an as-needed basis.

Juice-based Drinks: Pure juice may be available as an additional beverage during the school breakfast time. Other juice-based drinks without added sugars (e.g. juice diluted with water) may be served. No sweetener-based "juice drinks" or sport drinks which derive more than 1/3 of their weight from added sugars will be served during mealtimes. In all cases, single-serving sizes will be featured. Children who bring sack lunches from home are encouraged to bring 100% juice or water with them instead of consuming heavily sweetened juice drinks and sport drinks.

Soda Pop: No soda pop will be allowed during the school day including students bringing sack lunches or snacks.

Caffeine and Additives: Products containing caffeine will not be available during mealtime. An exception will be made for chocolate milk and other chocolate products. Food service will be sensitive to the presence of dyes, sulfites, MSG, and other additives to food by limiting their use whenever possible or finding alternative products that have fewer additives. Food service will follow federal guideline regarding sodium content in all foods served.

HIGH SCHOOLS

Think of your child's Christian education as a K3-12 program. Our students have an excellent opportunity and privilege that many do not have. Our area has two fine Lutheran high schools in which your children can continue to be built up in their faith every day. They are **Lakeside Lutheran High School** in Lake Mills and **Luther Preparatory School** in Watertown. In today's sin-sick society, our teens need all the spiritual strengthening they can get to withstand the peer pressures that surround them. These high schools can help. For more information concerning them, contact St. John's principal or the schools directly.

St. John's Lutheran School, a K-8 elementary school, does not grant high school diplomas.

HOMework

“Whatever you do, work at it with all your heart, as working for the Lord, not for men.”

Colossians 3:23

The teachers at St. John’s Lutheran School strive to give an age appropriate assignment in accordance with the lesson being taught. These activities serve the very important purpose of reinforcing and assisting in your child’s learning. Any child using his or her abilities and time wisely during the school day should not need to spend hours doing homework after school. We, as educators, depend on parental support in the education of your children. There should be some time set aside each night for personal study to complete the activities assigned. Memory Treasures connected with our Christ-Light, Catechism, and Confirmation classes is also homework and should be studied regularly. What if your child does not have “homework?” Spelling words and math facts need to be studied and reviewed 2-3 times per week. Certainly, a time for reading, either oral or silent is important and needs to be done as well.

Please keep in mind that ultimately it is the students’ responsibility to complete their assignments on time and with acceptable effort. Our goal is to help the students see the importance of using the gifts and time with which the Lord has blessed them. It is also vital that communication between home and school remain consistent. As parents and teachers we certainly want to see all of the students succeed. Giving them definite guidelines will assist them in becoming more organized and responsible. Good habits develop good students and responsible adults.

For your child to be successful completing homework/out of class activities, he or she needs:

- A place to do homework – If possible, your child should do his/her homework in the same place (an uncluttered, quiet space – free from distractions - ex. technology).
- A schedule for completing homework. – Set a homework schedule that fits in with each week’s particular activities.
- Encouragement, motivation, and prompting.
- Understanding of the knowledge – Your child should be knowledgeable about the homework they are to complete. If your child consistently does not know the material you should contact your child’s teacher.
- Reasonable time expectations – Depending on the grade level, your child should complete between a half and an hour and a half of homework each night (longer for older students). If your child is spending too much time each night on homework, please contact the teacher to find the source of the problem.
- A bedtime – It is important your child gets a good night’s sleep. When it comes time to go to bed, please stop your child, even if he/she has not finished the homework. Consider having your child start his/her homework earlier the next session.

1) Late Work

- Students will receive a Late assignment under the following circumstances, all of which would be considered incomplete work:
 - Any assignment not completed upon arrival to school on the day in which the assignment is due.
 - Any assignment that is not completely finished by teacher standards or to the student’s ability.

- Any assignment that was previously late that is not handed in the next day.
- 2) Grades on incomplete work.
 - An incomplete assignment will be entered as incomplete in the grade book.
 - When the assignment is turned in, it will be corrected and deducted one complete grade.
 - 3) Escalating results of multiple incompletes:

#1	#2	#3	#4	#5	#6
Freebie with communication form	Freebie with communication form	Lowered grade with communication form	Lowered grade with communication form and teacher contacts home	Lowered grade with communication form, after-school detention the next day, loss of next extracurricular activity and until all work is handed in.	Lowered grade with communication form, after-school detention the next day, loss of next extracurricular activity and until all work is handed in.

#7	#8	#9	#10	#11 or more
Lowered grade with communication form, after-school detention the next day, loss of next extracurricular activity and until all work is handed in.	Lowered grade with communication form, after-school detention the next day, loss of next extracurricular activity and until all work is handed in.	Lowered grade with communication form, conference with student, parents, teacher, and principal, after-school detention the next day, loss of next extracurricular activity and until all work is handed in.	Lowered grade with communication form, after-school detention the next day, loss of next extracurricular activity and until all work is handed in.	Lowered grade with communication form, constant contact with home, after-school detention the next day, loss of next extracurricular activity and until all work is handed in.

- 4) After 10 school days any individual assignment not handed in will result in a 0 (no points given) without the option of completing the assignment. The student will lose extracurricular activity privileges for 10 school days. Eligibility will be reevaluated after that time.
- 5) Records (total # of late assignments) will be cleared at the end of each quarter and students will start with a clean slate.
- 6) If a child completes a quarter without any late work they will be positively reinforced for their hard and diligent work.
- 7) Recess is discouraged from being a time for students to get incomplete work done. Teachers may use this option, however, if they feel it to be necessary.
- 8) Logically, late work will negatively affect a student's overall report card performance. An excessive amount of incomplete work throughout the year could be a factor to cause a student to be retained in their current grade.
- 9) Absences
 - For every day a child is absent from school they have the same number of days plus 1 to hand the work in. The day they return to school is the first day. For example, if a child is sick on Tuesday and returns to school on Wednesday, they must hand the work in by Friday morning.
- 10) Exceptions
 - Teachers may take into consideration extenuating circumstances when determining late work.

LEAVING SCHOOL GROUNDS

No student is allowed to leave school-church property from arrival until dismissal unless by written permission from a parent. St. John's cannot be responsible for students who leave its grounds unauthorized.

PAYMENT OF FEES

The cost of maintaining and operating our school is part of the operating budget of St. John's Congregation. An Education Fee is charged per child who attends our day school. **It is expected these fees will, in good faith, be prompt. It is not our wish to turn away any members' children due to financial difficulties. Please consult with the principal or pastors in such situations.** *Financial aid is available to families who are in need.*

Past due accounts from previous years may be considered reasonable cause for not accepting a child's enrollment for the coming year. Final scholastic reports/diplomas and permanent records may be withheld for unpaid accounts.

As parents directly receiving the benefits of Christian education, your dedicated and diligent use of your regular offering envelopes will make possible the continued maintenance of our school.

Payment Plans:

Each parent or guardian is responsible for the payment of tuition, fees, and books. Checks are to be made payable to St. John's Lutheran School and footnoted "Education Fees."

1) Full Payment Plan: Tuition, which is paid in full on or before the first day of school, will be reduced by 5% (Please do not postdate checks to receive discounts). Discount does not apply to books, supplies, or other fees.

2) Automatic Monthly Payment Plan: All extra fees (milk, sports participating fee, band, books, etc. are to be paid in full with the first monthly payment. St. John's offers 8 or 10 equal payment options (Sept.-April or Sept.-June) for paying tuition. School tuition automatic bank payments are processed the banking day prior to the due date. Automatic payments through TADS are given a due date option of the 1st, 15th, or 25th of each month. If the due date falls on a weekend or bank holiday, the payment will be processed the last banking day prior to the due date. Late fees and non-sufficient funds (NSF) fees are the responsibility of the family and are each set at \$50. The ACH rate is 0.3% with a minimum of \$3.00 and a cap of \$7.00 per transaction. All other financial transactions including hot lunch, field trips, etc. are paid directly to the school.

PICTURES & SCHOOL YEARBOOK

Pictures: Individual pictures of each child are taken in the fall. While under no obligation to do so, parents are encouraged to purchase these pictures as a visual record of their child's growth.

Yearbook: A school yearbook is published and offered for sale in the spring of the year as a record of our enrollment, faculty, and activities.

REPORT CARDS

Our report card system runs on a quarterly basis, with four reports being sent home during the school year. The grading system used is explained on the card. The report cards are sent home the Monday after the first full week after quarter end.

Parent/Teacher Consultations will be held for students in kindergarten through grade 8 after the first quarter of school. All parents are expected to come to the school for a personal discussion with the teacher about their child's school progress. Optional conferences are held after the 3rd quarter of school, and any other time the parent and/or teacher feel it necessary. Parents are urged to consult with the teachers anytime necessary. They are also encouraged to visit classrooms anytime during the year after the first few weeks. Please make an appointment with the teacher involved in advance.

SAFETY - CROSSING GUARDS

The City of Watertown stations a crossing guard at the intersections of Cady and Fourth, and Eighth and Main before and after school hours. An adult or student patrol assists in safety at the corner of Sixth and Jones Streets. Respectful cooperation of all children with the guards and patrol is vital to their physical safety. When a crossing guard is on duty students should not cross the street alone.

SCHOOL CLOSINGS OR DELAYS

If it becomes necessary to cancel a school day or activity due to bad weather or other emergency, parents are asked to listen to WTTN(1580 AM) or WTMJ (620 AM) radio for this information. Also watch WTMJ TV (Channel 4 in Milwaukee). **Look specifically** for St. John's Lutheran School in Watertown. It may be necessary to make telephone calls to pass this information, but don't call us; we'll call you.

SCHOOL PROPERTY

Recognizing the fact that all we have is a gift from God, the children are expected to take care of the school building and all equipment which has been provided for their education. In every way possible, children are expected to assist the teachers and custodian in keeping property and buildings in such order and condition as gives glory to God.

The gymnasium and athletic equipment may be used only with permission from the athletic director. This includes use of the gymnasium by any organization.

If a student deliberately damages school equipment like desks (writing, etching, gauging) and lockers (writing, gluing, scratching), a fine will be assessed depending on the severity of the damage.

Our textbooks must be used from year to year. Our book fee pays for consumable workbooks and a small percentage of the cost of our hardcover texts. It is extremely important that students take good care of those books. Students are required to keep protective covers (non-adhesive ones) on all textbooks. Please encourage your children to use their books properly. If in the course of the year a student damages a book (writing in, tearing, cutting pages maliciously, or ruining a binding), the student or parent is responsible for paying for the damage or for a new book.

SCHOOL STORE

St. John's School maintains a store carrying supplies needed by the children and specified by the teachers. Books used for our Word of God classes can also be purchased at this store. Items are purchased through the school office.

SEARCH POLICY

It may be necessary to search student lockers or desks. Our policy is that we will treat all items in the locker with care and respect. The principal will be the one that administers the search. Should he find anything prohibited or dangerous, the parents will be contacted immediately, and the student will remain in the office for the remainder of the day. All lockers and desks are owned by the congregation.

SINGING IN CHURCH

Participation in scheduled singing by a class is considered part of our school program. All class members are expected to be present for such occasions. These dates are listed on the singing schedule handed out at the beginning of the school year. Reasons that are valid for being absent from school would also be valid for being absent from a scheduled singing date. This absence should be excused in advance when possible by the parent or by a note from the parent to the teacher the next day. Parents may also call, text, or e-mail the teacher the day of the singing event. Together we must teach our children to regard singing praises of our Savior, Jesus Christ as a privilege and a duty. Except in unusual situations of which we are made aware **in advance**, a student who does not sing with his class in church may not participate in school activities that day.

SPECIAL EDUCATION SERVICES

St. John's Lutheran school will make reasonable modifications and accommodations to educational programming within the regular educational classroom for students that meet the criteria to qualify for special education services. We offer an academic appropriate education for each individual child based on his or her need and approved by both parents and school. St. John's also provides learning services outside the regular education classroom that includes:

- Individual or small group reading and phonics interventions
- Individual or small-group math interventions
- Individual or small-group study support sessions

Note: Individualized or small group services provided outside the regular classroom are typically limited to 20-30 minutes per day.

Speech and language services are provided for qualifying 4K – Grade 8 students through the Watertown Unified School District.

Title I reading intervention services are provided for qualifying kindergarten – Grade 3 students by the Watertown Unified School District.

STUDENT PROMOTION

Promotion Standards: St. John's Lutheran School has standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on several factors:

1. Student readiness as noted on the report cards
2. Student standardized and other academic test scores
3. Student attendance
4. Student developmental readiness

5. Other measures as determined by the school administration and classroom teacher(s).

Academic Standards: St. John's Lutheran School measures student growth against the standard set by the state of Wisconsin for each particular grade level. If a student is 2 years or more below grade level in reading, writing, or math, promotion to the next grade will be at the discretion of the school administration.

Standardized Testing: Decisions to promote or retain students will also be based on their performance on the standardized test used at each grade level. Minimal performance in any core areas is a reason for retention and student will only be moved on to the next grade at the school administration's discretion.

Attendance: Students missing 15 or more days of a school year may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level.

Developmental Readiness: Some students are not ready for the curriculum or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills, and emotional readiness in current grade level. The teacher and school administration will promote students based on observations in these areas throughout the year.

TELEPHONE USE/ELECTRONIC DEVICES

Teacher permission is needed for all student phone calls and messages. Parents who need to speak or communicate directly with their child during the school day may call the school office at 261-3756. Cell phone and smartwatch use by students during the school day is prohibited. A smartwatch is defined as a watch that supports apps. Acceptable forms of watches may only have the capability of telling time and monitoring heart rate and other vital signs. Students **MUST** turn in their cell phones and/or smartwatch at the school office as soon as they arrive and pick them up again as they leave school. Students **may** use their cell phones in the office area with teacher permission slip. During non-school hours cell phone usage is strictly forbidden in all private areas such as locker rooms, restrooms, or dressing rooms. Such use may also be a violation of law and may necessitate the involvement of law enforcement. After school has dismissed for the day and students are still on the school property, students are only allowed to use cell phones or other electronic devices to check a voice or text message from a parent or answer or make a call inquiring about a ride home or after school plans (includes between school and extracurricular activities). Students are not permitted to use cell phones or other electronic devices for any other purpose, including but not limited to: social media, music, gaming apps, or picture taking. Use of cell phones or other electronics for unauthorized purposes will result in loss of privilege of bringing devices to school. Students are not permitted to have cell phones, ipods, or any other electronic devices on field trips. This includes traveling to and from the event.

Adult chaperones are to limit cell phone usage during field trips as his/her main objective is to supervise the children. Field trips are school-sponsored events and as such certain rules apply to the use of any pictures taken which contain images of various students. ***Any pictures taken by an adult should not be placed on social media.*** These pictures represent children participating in a school function and therefore the use of these pictures falls under the school's policy concerning the use of those pictures. The school does ask permission of parents to make use of school-sponsored event pictures for various school purposes. This permission is provided by parents on the "*School Registration Form*" signed by parents at registration each year.

VISITOR POLICY - DOOR ENTRY PROTOCOL

Safety of the children and the staff are a high priority at St. John's Lutheran School. A secure entry system has been installed to ensure that only authorized persons enter the building. All those in a position of authority and/or having oversight responsibility are expected to be familiar with the procedures and guidelines of this school security policy and to make sure that all aspects of the security protocol are strictly enforced.

This policy includes:

- Guidelines for entrance into the school building that will serve to keep students and staff safe during times when school is in session.
- Guidelines for securing the school building during times when school is not in session.
- Procedures for allowing guests and visitors access to the school.
- Guidelines for locking and securing the building.

When are the doors locked/unlocked when school is in session?

- A. The school doors will be unlocked each morning from 7:15am – 8:00am to allow students to arrive.
- B. The school doors will be locked at 8:00 for the rest of the school day.

When are the doors locked/unlocked when school is not in session?

- A. The school doors are locked when school is not in session.
- B. Other groups that use the school and choose to unlock the doors to allow entrance for arrivals must lock the doors at the conclusion of the event.

What are the guidelines for allowing access to the school during the school day?

- A. Persons who want to gain entrance to the school while school is in session will need to ring the doorbell and wait to be "buzzed in."
- B. The school's secretary uses the video screen/window to the outside to determine who is requesting entrance before pressing the unlock button on the security pad.
- C. Guests and visitors who arrive for special events or pick up during the school day must register at the school office when arriving and when departing.

Who is responsible for locking and unlocking the school doors?

- A. The school's secretary is responsible for unlocking the doors each school day at 7:15am.
- B. The school's secretary is responsible for locking the doors at 8:00 after the morning arrivals.
- C. For other events and programs such as Lutheran Pioneers, open house events, parent-teacher conferences, and the like; the person in charge of the event or program is responsible for locking the doors afterwards.

Volunteering

Volunteer involvement is essential for a productive and efficient school that maximizes its potential to educate Jesus' little lambs. As a staff, we feel volunteer help in our school can enrich our curriculum, help our children grow academically, free teachers of routine tasks so

they can concentrate on the children, and allow people to gain better insight into our program through direct involvement.

If you feel that you, a relative, or friend would like to be of service to us as a volunteer this year at St. John's Lutheran School, please complete the volunteer questionnaire and return it on registration day or to the school office. We will welcome you and provide you with any training needed.

Volunteer/Chaperone Guidelines: When parents/guardians volunteer to serve as a volunteer or chaperone on a student field trip, they will be helping to extend the regular curriculum beyond the classroom and the school. The volunteer/chaperone's role is an important one, and while enjoyable, requires that he/she accept certain responsibilities. Volunteers/Chaperones must attend a volunteer training session with the principal, and sign the "Volunteering to Serve" Guidelines Sheet that is provided. This sheet provides an overview of a volunteer/chaperone's responsibilities and expectations; furthermore, it offers appropriate recommendations for responses to various situations that may arise during the course of your work as a volunteer. All volunteers should be aware that in order to volunteer, a criminal background check must be obtained first. 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.

Adult Drivers: St. John's Congregation requires adults transporting children of our school to sponsored activities to present to the school office proof of auto insurance. They must have a valid driver's license and be 18 years of age or older.