



**ST. JOHN'S
EVANGELICAL
LUTHERAN
SCHOOL**

PARENT & STUDENT HANDBOOK

2016-2017

ST. JOHN'S LUTHERAN SCHOOL

PURPOSE OF THIS HANDBOOK

How do you describe a school?

You can speak of such things as its playground and building, its location, its activities and organizations, and certainly the subjects that are taught. But perhaps the most important aspect of a school is the purpose for which it exists. Any good school has a purpose that is clearly stated, concise, and timely. St. John's Lutheran School has such a purpose and it is that which will tell you more about our school than anything else can. You can read more about that purpose—and how we fulfill it—in the pages that follow.

In addition to sharing that mission, the purpose of this handbook is to provide you with answers to many of your questions about St. John's. Please feel free to call or come and visit in person if you have any additional questions about our school. We truly look forward to being part of your future as we work together to *prepare children of our church and community for life and eternity through Jesus*.

*David Rust, Administrator
St. John's Lutheran School*

ST. JOHN'S: A TRADITION OF EXCELLENCE

St. John's Lutheran School is a member of the Wisconsin Evangelical Lutheran Synod (WELS), a church body that supports the fourth-largest private school system in the nation and has a rich tradition of academic excellence in its Pre-School through Grade 12 school system. The WELS has operated highly regarded schools across the United States, the Caribbean, and elsewhere in the world for over 150 years. Currently, WELS churches and associations operate 398 early childhood centers, 337 elementary schools, and 25 high schools across the nation.

The Wisconsin Synod has provided excellent instructors to these schools by training its own teachers since 1884. It is gratifying to report that, on average, students attending WELS schools annually tend to outperform their peers by a considerable margin on national achievement tests. We humbly thank God for His blessings upon our schools.

St. John's is proud to continue this rich tradition of academic excellence in the Milwaukee community.

STATEMENT OF NON-DISCRIMINATION

In accordance with applicable federal law, St. John's Lutheran School does not discriminate on the basis of race, color, national origin, sex, age, or disability in connection with admissions or any other services offered to students by the school.

MISSION STATEMENT

PREPARING CHILDREN OF OUR CHURCH AND COMMUNITY FOR LIFE AND FOR ETERNITY

MISSION

The mission of St. John's Lutheran School is to prepare children of our church and community for life and eternity through Jesus.

VISION STATEMENT

As an extension of our church, St. John's Lutheran School prepares children for a life of Christian service here on earth and for eternity with Jesus in heaven.

To carry this out, our school will:

- ✦ Equip children to be Christian witnesses and prepare them for eternal life with their Savior through the study of God's Word.
- ✦ Provide a Christian, caring environment in which God's love is mirrored in the relationships among students, faculty and staff.
- ✦ Give children the skills they need to be knowledgeable students, successful workers, and productive citizens.
- ✦ Serve as an arm of outreach to our community.
- ✦ Strengthen families to grow in Christ.

Each component of our vision is expressed in terms of multiple objectives, some of which are benchmarks (essential aspects of excellent Christian education which are already firmly rooted at St. John's) and some of which are aspirations (ways in which we aim to improve upon our benchmarks).

OBJECTIVES

Vision 1: *Equip children to be Christian witnesses and prepare them for eternal life with their Savior through the study of God's Word.*

Benchmarks:

- ✦ Students study God's Word daily.
- ✦ Faculty members teach all subjects in the light of God's Word.
- ✦ Students and faculty worship the Lord in daily devotions and weekly chapel services.
- ✦ Students learn and memorize Bible passages, hymns, and basic Christian doctrine.
- ✦ Faculty members help each student recognize himself or herself as an important member of God's family through faith in Jesus.

Aspirations:

- ✦ Increase student involvement in the life of the church by providing new opportunities for worship participation, volunteering, and student presentations.
- ✦ Strengthen connections between elementary school, Sunday School, and Vacation Bible School.

Vision 2: *Provide a Christian, caring environment in which God's love is mirrored in the relationships among students, faculty and staff.*

Benchmarks:

- ✦ Faculty members meet to begin each day with a devotion and prayer.
- ✦ Students in each classroom regularly pray for faculty members, staff and school families.
- ✦ Hallway and classroom decorations, as well as building and grounds, help cultivate a Christian atmosphere.
- ✦ Develop law-and-gospel-based written classroom management plans for each classroom.

Aspirations:

- ✦ Develop orientation and handbook modules addressing expectations for collaboration in a Christ-centered work environment.
- ✦ Establish regular opportunities for faculty-staff team building and socializing.

Vision 3: *Give children the skills they need to be knowledgeable students, successful workers, and productive citizens.*

Benchmarks:

- ✦ A St. John's education trains the whole student through a rigorous, well-balanced academic program that is Christ-centered and encourages students to achieve their highest potential.
- ✦ A St. John's education fosters creativity by providing opportunities for developing self-expression through music, movement, song, drama and art.
- ✦ A St. John's education aids children in developing their God-given bodies, health, and physical abilities, and encourages them to use these gifts to God's glory.
- ✦ Develop and follow a written schedule to review the curriculum on a rotating basis.
- ✦ Annually review student assessments to determine the need for speech, special education, or Title I services offered by public school.
- ✦ Administer the DPI-mandated standardized test program as required, complemented by synod-recommended testing as appropriate, and use results to shape future instruction.

Aspirations:

- ✦ Consult both the Wisconsin State Standards and the Common Core Standards when developing and reviewing curriculum.

Vision 4: *Serve as an arm of outreach to our community.*

Benchmarks:

- ✦ St John's opens its arms to students and families in both the church and the greater Milwaukee area, bringing them closer to Christ via the opportunity for a quality private education.
- ✦ St. John's offers school tours to any interested parties year-round.
- ✦ Promote the school through an attractive website and maintain a school Facebook page.
- ✦ Have a majority of faculty members present at Vacation Bible School every day of the week.

Aspirations:

- ✦ Train and challenge our school families to personally tell at least one prospect about St. John's every year.
- ✦ Improve advertising materials to share with prospective families.
- ✦ Participate in at least one major community event (such as the Greenfield Independence Day parade or planting flowers at the Summerfest grounds) every year.
- ✦ Offer a themed "camp" (such as soccer or art) for a week each summer.

Vision 5: *Strengthen families to grow in Christ.*

Benchmarks:

- ✦ Our faculty members conduct parent-teacher conferences twice annually.
- ✦ Our church offers Bible Information Classes to our school parents.
- ✦ Our office produces weekly newsletters that lead with a devotion or Biblical message.
- ✦ Our principal familiarizes families with Christian secondary and post-secondary education.
- ✦ Offer a parenting workshop annually.
- ✦ Develop a written assimilation plan for new school families.
- ✦ Maintain Cradle Roll contacts-a list of baptized children from birth to age 5.

Aspirations:

- ✦ Learn and mark each student's spiritual situation.
- ✦ Plan family activities at least once per quarter.
- ✦ Create a young mother's group for fellowship and support.

PHILOSOPHY OF EARLY CHILDHOOD MINISTRY

At St. John's, we believe our students are unique creations of God the Father and his treasured children through faith in Jesus. In order to prepare these students for life and for eternity through Jesus, our early childhood ministry is committed to:

- ✦ Showing God's love to children daily through Bible stories, Gospel-centered discipline, and ongoing Christian conversation and example.
- ✦ Providing a safe, caring environment with low teacher-to-child ratios.
- ✦ Conducting regular formal and informal assessment of children in all areas (spiritual, academic, social, physical, and emotional) and planning lessons, experiences, and differentiated instruction based on assessments.
- ✦ Ensuring that educational techniques are reflective of the attention span and hands-on, interactive learning style of young children.
- ✦ Offering a balanced curriculum of adult-directed and child-led activities.
- ✦ Shaping adult-directed instruction in motor skills and early learning standards to prepare children for the kindergarten experience and launch learning on an individualized trajectory.

- ✦ Encouraging children to explore individual interests and learning styles through varied center choices and open-ended group activities.
- ✦ Maintaining a developmentally appropriate, positive approach for cultivating independence in children, comprising intrinsic motivation, supporting instruction, patience, and assistance as needed
- ✦ Providing opportunities for children to express themselves through conversation, play, drama, art, and music
- ✦ Facilitating social interactions between children and adults and among children which are designed to encourage problem solving, critical thinking, and self-confidence
- ✦ Serving each child as part of his or her family unit by seeking to meet the family's spiritual needs, maintaining strong and open communication with parents, encouraging families to be active participants in the school experience, appreciating the family culture, and partnering with parents to construct the optimal educational experience for their child.

ADMINISTRATION, FACULTY & STAFF

St. John's Lutheran School is administered by the voters of the congregation through an elected Board for School. The pastors and principal are advisory members of this Board. The Board meets regularly and reports to the congregation.

The work of the school is carried out by its administrative team, faculty, and staff. Our administration and faculty are trained, certified and called teachers of the Wisconsin Evangelical Lutheran Synod (WELS). Other staff positions are similarly filled with WELS members either trained or experienced for their particular position. Our school ministry team at St. John's is as follows:

ADMINISTRATION

Pastor David Bitter	<i>Lead Pastor</i>
Pastor Ben Zak	<i>Family and Outreach Pastor</i>
Pastor Reinhart Kom	<i>Visitation Pastor</i>
Mr. David Rust	<i>Principal</i>
Mr. Levi Nagel	<i>Staff Minister ; Minister of Music and Worship</i>
Mrs. Linda Ebeling	<i>Athletic Director</i>

FACULTY AND STAFF

Principal David Rust	<i>Administrator</i>
Mrs. Linda Ebeling	<i>8th Grade</i>
Mr. Paul Kanzenbach	<i>7th Grade and School Music</i>
Mr. Bob Sawall	<i>6th Grade</i>
Mr. Derek Rabbers	<i>5th Grade</i>
Mr. Robert Buschkopf	<i>4th Grade</i>
Miss Patricia Bodi	<i>3rd Grade</i>
Mrs. Alaina Poppe	<i>2nd Grade</i>
Mrs. Anne Rust	<i>1st Grade</i>
Mrs. Stacy Bitter	<i>Kindergarten</i>
Mrs. Kelley Randall	<i>Preschool, 4-year-olds</i>
Mrs. Katie Coudron	<i>Preschool, 3-year-olds, Extended Learning</i>
Mrs. Kari Dietze	<i>Aide</i>
Mrs. Adrianna Perez	<i>Aide</i>
Mrs. Rose Sberna	<i>Aide</i>
Mrs. Sandy Bartsch	<i>Extended Learning</i>
Mrs. Sherri Foley	<i>Childcare Director</i>
Mrs. Sheila Alonte	<i>Office Manager</i>
Mrs. Becky Besler	<i>Business Manager</i>
Mrs. Beatriz Florez	<i>Administrative Assistant</i>

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THE SCHOOL AND THE CHURCH

STUDENT PARTICIPATION IN CHURCH LIFE

Student participation in the life of the church is an integral part of the St. John's culture. The primary components of such participation are (1) faithful church attendance, (2) regular participation in worship, and (3) opportunities for service.

FAITHFUL CHURCH ATTENDANCE

Every Christian desires to be in God's house at every opportunity. As the psalmist said, "I love the house where you live, O Lord" (Psalm 26:8). Parents who are members of our church are encouraged to set good examples for their children by bringing them to worship regularly. Families who do not currently have a church home are invited to worship at St. John's.

Just as our teachers track school attendance for the educational well-being of the student, they also record weekly church attendance for the spiritual welfare of each child. There is no penalty for non-attendance by non-member students, with the understanding that non-attendance by any student means missing out on the strength, solace, and solidarity that regular Christian worship provides.

REGULAR PARTICIPATION IN WORSHIP

Each class regularly sings in worship services according to a schedule prepared and announced in advance. Students' public participation in worship gives glory to God, benefits students' spiritual well-being, strengthens ties between the church and the school, and gives encouragement to all members of the church. As with church attendance, there is no penalty for non-participation by non-member students, but the work of the entire group is affected if there are absences. For this reason, a written excuse from a parent is required whenever a student will not be participating.

OPPORTUNITIES FOR SERVICE

In addition to the worship opportunities addressed above, students in all grades are given regular opportunities to serve the needs of the church and the wider community. Such service opportunities include making church decorations for holiday services, creating informational displays for special events, setting up tables and chairs for midweek Advent and Lenten dinners, planting flowers at Summerfest, and more. All students are expected to participate enthusiastically in such opportunities; parents with concerns regarding a particular service opportunity should speak privately with the relevant teacher.

CHAPEL SERVICES

A special chapel service is held monthly, usually on the third Wednesday of the month. The entire school assembles in the church. The students are led in worship by St. John's pastor, or a guest pastor. Parents are invited to attend these worship services, which begin at 8:10 AM.

In connection with these services, St. John's uses a chapel buddy system described elsewhere in this handbook (see "*Orientation of New Parents and Students*").

MISSION PROGRAM

To impress upon the students their God-given responsibility to “go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit” (Matt. 28:19-20), the students are given the opportunity to support mission work through weekly donations. Mission envelopes are provided for this purpose. Training in systematic freewill giving, out of love for Christ and His Church, is one of the purposes of our mission program.

Mission projects are selected by the School Missions Coordinating Committee, a subcommittee of the faculty. They choose four mission projects for each school year, one per school quarter. The committee introduces the mission project early in the quarter at the monthly chapel service. They also update the missions bulletin board with information regarding the current project. The bulletin board is located outside the second grade classroom.

The students are encouraged to bring their offerings to Jesus. Through their offerings, our students are given the opportunity of participating in specific projects of our synod’s worldwide mission program. Wednesday of every school week is the day set aside for bringing mission offerings.

FAMILY DEVOTIONS

God created families and the love of God keeps families healthy through His Word and an active prayer life. We encourage parents to conduct daily family devotions.

A good time for family devotions is after the evening meal, when the family is usually gathered together. A good book to use for this purpose would naturally be the Bible. Read a portion of Scripture, allow for discussion, then end with prayer. Perhaps use a sentence prayer, so each member can add their own thoughts.

Devotional books are also available for purchase at many area bookstores, including Northwestern Publishing House (NPH). Please look at them carefully to ensure accurate Christian teachings are included. Perhaps consider one of the following:

- ✦ *Meditations* (a quarterly devotional booklet published by NPH)
- ✦ *Jesus, Our Family Guest* by Joslyn Moldstad (one hundred family devotions demonstrating the importance of incorporating Jesus into every situation)
- ✦ *Adventure Bible Book of Devotions* by Robin Schmitt (for children 9-12, this yearlong devotional is filled with exciting fictional stories about kids finding adventure in the real world)
- ✦ *My Devotions 50th Anniversary* (this delightful family resource is a compilation of 365 devotions, offering a Scripture reading, a true-to-life story, and a short prayer—an engaging format that draws children closer to Jesus as they learn more about His love and grace)
- ✦ *Leading Little Ones to God* (stories are told with unusual clarity and simplicity for ages 3-12)
- ✦ Any of the *Little Visits* devotional collections.

The old maxim is still true: “The family that prays together, stays together!”

THE SCHOOL AND THE HOME

ORIENTATION OF NEW PARENTS AND STUDENTS

The Administrator, faculty, and staff of St. John's are encouraged to participate with warmth and welcome in the following plan for assimilating new parents and students at the school:

- ✦ The Administrator or office manager gives a full campus tour to each new school family. During the tour, parents are given the opportunity to ask questions about procedures and the everyday happenings at St. John's.
- ✦ Beginning in August, home visits and classroom orientations are scheduled. These are opportunities for parents and students to come to St. John's and sit down and talk with their child's new teacher, or have the teacher visit the family's home. This gives parents and the child additional one-on-one time with the teacher to ask questions and share information that will be helpful during the school year.
- ✦ When teachers have a new student in their classroom, they identify one or two mentor students that can welcome the new student by introducing them to the other students, playing with them at recess, sitting with them at lunch and helping them learn the procedures of the classroom.
- ✦ St. John's uses a chapel buddy system where younger students are paired with older students to walk them to chapel and sit with them.
 - The older students help teach the younger students how to sit and follow along in chapel.
 - The older students bond with younger students and make friends with them over the course of the year.
 - The chapel buddy changes each new school year so there are more opportunities to socialize between the upper and lower grades.
 - This program gives our younger students good role models to look up to and gives our older students opportunities to practice leadership and feel a sense of responsibility.
 - This relationship goes well beyond escorting children to chapel; the bond between the buddies often lasts even after the older students graduate. Parents have observed previous chapel buddies seeing each other in public or at church and witnessing how thrilled they are to see each other.
- ✦ The Home and School Association appoints a "room mom" for each classroom. Room moms contact new families to welcome them and share volunteer opportunities. They also serve as a contact for questions and invite new parents to church and to meetings of the Home and School Association.
- ✦ In addition to annual parent surveys, miscellaneous polls are occasionally distributed to seek the opinions of our new and existing families on a particular topic.

HOME AND SCHOOL COOPERATION

The Lord has bound the home and school together with one aim when He said: “These commandments that 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, when you lie down and when you get up” (Deuteronomy 6:6-7).

Parents do not give up this God-given responsibility when they send their children to school. The Christian home and the Christian school are the most effective agencies for the training of children. However, in point of importance and responsibility, the home comes first. Parents may not neglect a Christian training at home because their children are attending a Christian school. The teacher’s part is to give additional training so that the work of making our children wise unto salvation might continue.

Parents, students, and teachers must join hands so that nothing robs our children of their crown of glory in heaven. To that end, parents, students, and teachers are expected to contribute as follows:

Administrator, faculty, and staff are expected to:

- ✦ Do everything in their power to ensure students’ academic success.
- ✦ Be prepared for the school day at the opening bell (8:00 AM).
- ✦ Create a classroom atmosphere that respects the individual rights of all students.
- ✦ Remain committed to Biblical principles and strive to witness those principles in all that they do.

Students are expected to:

- ✦ Do everything in their power to ensure their academic success and that of their fellow students.
- ✦ Be seated at their desk and ready to begin learning before the opening bell every school day.
- ✦ Follow the school uniform code and maintain superior appearance.
- ✦ Complete all homework assignments thoroughly, including necessary signatures.
- ✦ Seek out and find solutions to problems without resorting to excuses.
- ✦ Strive to exhibit Christ-like behavior in all that they do.

Parents and guardians are expected to:

- ✦ Do everything in their power to ensure the academic success of their child.
- ✦ Ensure that their child is at school before the opening bell every school day.
- ✦ Ensure that their child is in a clean school uniform at the beginning of every school day.
- ✦ Provide a quiet place in the home where their child can read, learn, and complete homework.
- ✦ Ensure the completion of homework, including reviewing and signing homework documents.
- ✦ Initiate communication with their child’s teachers when necessary.

- ✦ Attend parent-teacher conferences and other mandatory parent meetings.
- ✦ Enforce reasonable bedtimes to ensure adequate sleep.
- ✦ Notify the school in advance of any necessary absences.

PARENT CONCERNS

Well-meaning adults do not always agree. Where disagreements exist, parents are expected to remain mindful that we are united in seeking the well-being of each child, and are asked to follow the course laid out in Scripture (specifically Matthew 18:15):

Any question, complaint, or concern should first be directed privately to the person or persons involved. If the problem is not solved, all parties should meet together with the Administrator. If there is still a complaint, a parent may contact the Board for School, whose determination of the matter shall be final. The goal is always to arrive at a God-pleasing solution to every problem.

GUIDELINES FOR HELPING YOUR CHILD

As discussed above, the home and the school contribute jointly to a child's Christian education. You can help the school do its part by observing the following guidelines:

- ✦ Let the Word of God be your guide in all phases of daily living and conduct.
- ✦ Have regular family devotions and prayer.
- ✦ Attend worship regularly with your child.
- ✦ Encourage your child to be diligent in his prayers.
- ✦ See to it that your child eats well-balanced meals—especially breakfast.
- ✦ See to it that your child gets sufficient hours of sleep.
- ✦ See to it that your child is dressed properly for existing weather conditions.
- ✦ Refrain from being critical of school policies or personnel in front of your child.
- ✦ Expose your child to a variety wholesome experiences (e.g. concerts, plays, museums, community events).

ENROLLMENT AND ADMISSIONS

ENROLLMENT POLICY

Wisconsin requires that a child be five years of age before September 1st in the year in which he is enrolled in Kindergarten. Similarly, all children entering the first grade must be six years old on or before September 1st of the year in which they enroll.

A child may be admitted to the other seven grades upon receiving the permanent records from the previous school attended which show successful completion of earlier grades. The school will determine the final grade placement of a child through its own academic testing.

Before parents enroll a child, they should be ready to subscribe to the following provisions:

- ✦ That the child will be instructed in the doctrines of the WELS.
- ✦ That the pastors and teachers will inform the child of erroneous doctrines presented in other churches or in popular culture (i.e.. movies, TV programs, popular novels, etc.).
- ✦ That the parents will honestly endeavor to have the child attend worship regularly at St. John's Evangelical Lutheran Church, or another church within the WELS, or present an acceptable excuse for the child's failure to participate.

For paid tuition seats, it is the policy of St. John's to enroll children according to the following priority until the school is filled.

- ✦ First preference is given to children whose parents are members of St. John's congregation.
- ✦ Children whose parents belong to other WELS congregations are accepted next.
- ✦ Any other children are given third preference. Parents are encouraged to attend St. John's Bible Information Class to become familiar with the doctrines your child will learn.

Children whose parents belong to churches not in fellowship with St. John's are welcome. Parents are encouraged to attend St. John's Bible Information Class to become familiar with the doctrines your child will learn at St. John's.

ADMISSION AGREEMENT

Parents who enroll a child at St. John's agree and commit to:

- ✦ Honor and uphold the school's stated mission and policies as outlined in this handbook.
- ✦ Cooperate with the teachers, administration, and Board for School.
- ✦ Model appropriate behavior when interacting with children, staff, and other parents at school and at related school activities.
- ✦ Worship regularly with your child.

Parents of students who are new to our school are encouraged to attend all sessions of the Bible Information Class to learn what is being taught at St. John's Lutheran School. Upon completion of the class, parents will be invited to become confirmed members of St. John's Evangelical Lutheran Church.

MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP)

St. John's participates in the Milwaukee Parental Choice Program. The number of MPCP seats in each classroom is limited at the discretion of the Board for School. The State of Wisconsin has set the following lottery system for enrollment:

- ✦ Open enrollment dates are as follows: February 1-20, March 1-20, April 1-20, May 1-20, June 1-20, July 1-20, August 1-20 and September 1-14.
- ✦ Open enrollment for second semester only is December 1 through January 7.
- ✦ Seats are filled by lottery of all the MPCP registrations received within a given month.
- ✦ Schools may maintain a waiting list with each month using an impartial lottery to determine priority.
- ✦ All supporting income and residency documentation, together with the MPCP Application, must be submitted within the same open enrollment period.
- ✦ Apply online at <https://apps4.dpi.wi.gov/ChoiceParent> during an enrollment period. To finalize your application, to provide the required income and residency documentation, you must schedule an appointment with the Office Manager at 414-541-5881.

WISCONSIN PARENTAL CHOICE PROGRAM (WPCP)

St. John's participates in the Wisconsin Parental Choice Program. The number of WPCP seats in each classroom is limited at the discretion of the Board for School. Students must live outside of the boundaries of Milwaukee Public Schools (City of Milwaukee). The State of Wisconsin will determine the WPCP eligibility by municipality. The only open enrollment period is February 1-April 20. Questions about the WPCP can be directed to the principal or office manager. Apply online at <https://apps4.dpi.wi.gov/ChoiceParent>.

TUITION AND TUITION ASSISTANCE

Christian education is priceless. It is an investment in the future of the child, the congregation, and our community. This is an investment which can pay dividends forever.

The Board for School sets the tuition fee each year. Parents should request a copy of the current tuition rates from the school office. Annual tuition is charged per child. Numerous forms of tuition assistance are available, including (1) discounted tuition for second and subsequent children, (2) discounted tuition for member families, and (3) discounted tuition for families who pay tuition in full before the beginning of the school year. In addition, families experiencing financial difficulties may be eligible for modest tuition assistance from a dedicated fund established for this purpose. Parents in need of assistance should speak privately with the Administrator.

Monthly tuition payments may be made through the FACTS Tuition Plan. This is an independent company with whom St. John's participates. There is a fee to use this program. Brochures are available in the school office.

CURRICULUM AND INSTRUCTION

MEANS AND METHODS

God's infallible Word is taught not only during the religion classes, but it is applied throughout the day as the basis and guide for both academics and relationships. Our goal in this regard is to prepare God's children for a successful and God-pleasing life through academic excellence.

This academic education includes perfecting useful skills, cultivating cultural interests and social graces, promoting physical health, and developing the special gifts and talents of the individual child.

Additional opportunities for music study as well as periodic competitions in public speaking, spelling and math proficiency are offered each year.

Religious instruction follows the Bible and the doctrines of the Wisconsin Evangelical Lutheran Synod (WELS).

EDUCATIONAL STANDARDS

St. John's seeks to provide a thorough, general education measured not only by regular testing, but by proficiency in high school and college. Children who adequately fulfill the requirements for graduation from St. John's Lutheran School enter any secondary school without reservation.

CURRICULUM

St. John's adheres to the established standards of Wisconsin's Department of Public Instruction. Our curriculum provides for the total needs of each child: spiritual, mental, physical and social. Copies of curriculum are published on the school website. All subjects are taught in the light of God's infallible word by teachers who are graduates of Martin Luther College, our accredited teacher training college or Wisconsin Lutheran College.

Children attending St. John's are specially benefited by participating in the religious training our school offers. In addition to the regular instruction taught by the teachers, the pastor(s) will hold classes of religious instruction for upper grades prior to confirmation. Upon completing the instruction course and demonstrating an understanding of the fundamental truths of Scripture, the child is eligible for confirmation in the Lutheran faith. This makes him or her a communicant member of St. John's congregation.

MEMORY WORK

Storing away God's Word in one's heart can be an invaluable resource and comfort in life. As such, students are expected to complete all memory work in a timely manner to add to their memory treasurers from the Bible, the Catechism texts, and hymns from Christian Worship. The practice of any memorization is a skill which is sharpened with practice. Please encourage and assist your child with his or her memory work.

EXTENDED LEARNING CENTER

Not all children learn at the same rate. St. John's has two trained teachers dedicated to both remedial and enrichment education. Students are referred by either the classroom teacher or parent for evaluation. This individual instruction takes place during the school day.

HOMEWORK

Homework is a necessary part of the education process. Homework may consist of assignments not completed during the class period, or additional practice for a concept or technique taught during the day. Reading aloud at home is especially helpful in the lower grades and for those who have reading difficulties.

Naturally, there is a greater amount of homework as the child progresses into the higher grades; however, if you feel that the homework assigned is burdening your child, please speak with the teacher. There are techniques to help a child work more efficiently.

Parents should check their child's work regularly to see that it has been completed. When work is not completed at home, an explanation by the student and parent must be given to the teacher before class time. This practice is not only courteous, it is also expected.

ACCELERATED READER PROGRAM

Reading is an amazing habit to develop. Students are expected to read outside of class materials. If your child brings books from home, please be sure to label them so they don't get mixed in with the school's books.

Students in grades K5-8 use Accelerated Reader (AR), a popular computer program, to monitor reading comprehension. Students are tested to determine their individual reading level. Based on the results, teachers set a monthly point requirement. Students need to complete their monthly points by the last day of each month to avoid a late slip.

LATE OR INCOMPLETE ASSIGNMENTS

It is essential for building character that children submit their work on time, thoroughly and neatly completed. Good study habits will help your child in high school, in college, and throughout life.

A student will receive a late slip when:

1. The student's homework is not complete, or is only partially complete, at the beginning of the class for which it was assigned.
2. The student has lost his/her work or has left it at home, regardless of whether or not it was completed.
3. The student has not brought his/her physical education uniform to class (grades 5-8.)
4. The student does not have the necessary number of book points at the end of the month.

Late slips will accumulate throughout the quarter. At the beginning of the next quarter, the slate is cleared. Discipline for accumulating late slips is as follows:

1. At three (3) incompletes, the student will receive a one-day detention to be served after school.
2. At four (4) incompletes, the student will receive a two-day detention to be served after school.
3. At five (5) incompletes, the student will have a one-week detention to be served after school and will be suspended from all extra-curricular, school-sponsored activities, such as athletics (practices and games).
4. At seven (7) incompletes, a one-day suspension will result which will be reported on the student's permanent record.
5. At nine (9) incompletes, a two-day suspension will result. The Board for School may take further action.

REPORT CARDS

Report cards are issued to the parents at the end of each quarter showing the student's academic and personal growth. A Parent-Teacher Consultation is scheduled after the first and the second quarters of the school year for the student's welfare.

Mid-quarter reports are sent home during the middle of each nine-week grading period. This will give both parent and student an opportunity to correct any problems before the report cards are issued.

Report cards are graded with the letters "A" to "F". "I" may be used to indicate incomplete work. In order to be uniform in our grading, the following grading percentages are used in our school:

A+	1	99-100	C	8	79-82
A	2	95-98	C-	9	77-78
A-	3	93-94	D+	10	75-76
B+	4	91-92	D	11	72-74
B	5	87-90	D-	12	70-71
B-	6	85-85	F	13	69 and below
C+	7	83-84			

You keep the report card. Please sign the envelope and return it to school the next day. If there are questions concerning your child's progress, please discuss them with your child's teacher. Your teachers welcome questions concerning student progress. Feel free to call or email the teacher to arrange an appointment.

The Lord does not expect all students to be "A" students because He has blessed them all differently. If a child receives a "D" or an "F" or any grade below his level of capability, the parent should make an appointment with the teacher to discuss the matter.

EXTRACURRICULAR ACTIVITIES

St. John's provides numerous outlets for students with special gifts, talents, or interests. There are spelling bees, art fairs, a social studies fair, a science fair, forensics contests, math competitions, band, Pioneers/Girl Pioneers, dance team, cheerleading and inter-scholastic sports. New activities may be added as interest and volunteers may provide.

ACADEMIC ELIGIBILITY PROGRAM

Students must maintain academic eligibility to participate in extracurricular activities at St. John's, including athletic teams, cheerleading, dramas, and musicals.

Eligibility is based on a student's achievement level, expressed as a letter grade which he must meet or exceed in order to remain eligible. The achievement level must be on or above par with the student's ability, and should be determined with the help of the teacher's knowledge of the student and by standardized tests, together with the teacher's knowledge of the degree of difficulty of the subject matter with which the student is working.

A student becomes ineligible if, for any given marking half-quarter, the student works below his determined achievement level, based on the average of the daily assignments, quizzes and tests during that period. Ineligibility is effective as of the date of the relevant report.

An ineligible student may not participate in the extracurricular activities themselves, nor in any associated practices, for the next half quarter. A new determination of eligibility will be made on the day of either the mid-quarter report, or the quarter report, whichever is next.

The eligibility program begins with the first day of school and is continuous from one school year to the next.

ACCESS TO STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and legal guardians certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents should submit to the Administrator a written request that identifies the record(s) they wish to inspect. The Administrator will make arrangements for access and notify the parent of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should submit a written request to the Administrator, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board for School; a person or company with whom the school has

outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

5. St. John's Lutheran School annually notifies parents of the above FERPA rights via inclusion in the Parent & Student Handbook.

ADDITIONAL SERVICES

PRESCHOOL (K3 PROGRAM)

St. John's Lutheran School offers K3 half-day programs: two days per week, three days per week and five days per week. To enroll, a child must be three years old on or before September 1st of the current school year. K3 is structured to develop the whole child: spiritually, socially, physically, and intellectually. See the K3 brochure (available upon request) for more information.

Half-day K3 hours are 8:00 AM to 11:25 AM.

PRESCHOOL (K4 PROGRAM)

St. John's Lutheran School offers a full-day K4 program. To enroll, a child must be four years old on or before September 1st of the current school year. Like the K3 program, K4 is structured to develop the whole child: spiritually, socially, physically, and intellectually. See the K4 brochure (available upon request) for more information.

Full-day K4 hours are 8:00 AM to 3:25 PM.

LOVING ARMS CHILD CARE

Loving Arms Child Care provides a well disciplined Christian atmosphere for children aged 30 months or older. The Child Care operates from 6:30 A.M. to 5:30 P.M.

Families with children enrolled in St. John's School are encouraged to consider our before and/or after school child care for their children. The on-site location of our Child Care eliminates the concerns of transportation to and from school and offers supervision in a familiar and friendly environment.

Contact Loving Arms at 414-541-3340 for cost and other details.

SCHOOL LUNCH

Well-fed students learn and behave better than hungry ones. To help in this regard, St. John's provides a balanced lunch for purchase every school day. Lunch is served by certified food-service personnel. Children eat lunch in their respective rooms, under the supervision of a teacher or a parent volunteer.

A minimum advance lunch payment of \$65 per child is expected on registration day. The cost of meals taken will be subtracted from the account until the amount falls near \$15. At that point parents will be notified to re-supply their child's account. Payment must be received the same week in which notification goes out or the account falls into a negative balance. Students with a negative balance in their lunch account cannot continue to receive school lunches.

At the end of the school year, any remaining money in the child's account will either be refunded or applied to the following school year at the expressed wish of each child's parents.

St. John's participates in the National School Lunch Program. Free and reduced lunches are available, dependent upon the parents' income level and household size. Applications may be obtained through the school office throughout the year. This institution is an equal opportunity provider.

LUNCH PROGRAM PAYMENT POLICY

To participate in the school's lunch program, all accounts must be paid in advance at all times. A written notice will be given to students when five (5) meals are still available within their individual account. A written notice will be given to the student when one (1) meal is still available in their account. Within this notice, a due date will be listed requiring the past negative account balance to be brought up to date. If a student has a negative balance in their account he/she may not receive a lunch.

If payment is a hardship, the family should contact the school administrator to arrange for payment of the negative balance. School personnel will assist parents to complete the appropriate application for free and reduced lunch eligibility. All information is held in the strictest confidence.

Any account having a negative balance at the end of the school year will be addressed by the administration and may lead to the student's report card being withheld. If all resources have been exhausted, the school administrator will make the account whole through secondary funds.

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

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

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

- (1) mail: U.S. Department of Agriculture

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

This institution is an equal opportunity provider.

ST JOHN'S WELLNESS POLICY

St. John's Lutheran School educates the whole child: mind, body, and soul. As part of the education of the body, we stress what Scripture teaches in I Corinthians 6:19-20 which states: "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own, you were bought at a price. Therefore, honor God with your body." Therefore, teaching our students how to take care of the bodies God has given them is an important part of St. John's Lutheran School's ministry.

Our wellness policy exists to guide us in teaching our students to care for their bodies and develop healthy eating habits. It is based on Federal, State, and local laws, especially Section 204 of Public Law 108-265, enacted June 30, 2004, as a part of the Child Nutrition and WIC Reauthorization Act of 2004.

St. John's Lutheran School's Wellness Policy is composed of the following four sections:

- Goals for nutrition education, physical activity and other school-based activities that are designed to promote student wellness;
- Nutrition guidelines selected for all foods available on our school campus during the school day with the objectives of promoting student health and reducing childhood obesity;
- An assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools;
- A plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency, charged with operational responsibility for ensuring that the school meets the local wellness policy.

While what follows serves as our current guide, ongoing development, improvement, and refinement is continuously sought and coordinated between representatives of the school food authority, school administrators, and the food vendor in order to make the plan as effective as possible. Additional resources can be found at: <http://dpi.wi.gov/fns/wellnessplcy.html>

Goals for Nutrition Education

- Nutrition education will be offered in the school kitchen via a bulletin board that is regularly changed and presents timely, relevant, and engaging nutrition information.
- In classrooms, healthy eating and nutrition education will be presented as part of the science, health, and religion curricula.
- Field trips to local food stores and museums' health and wellness displays, as well as presenters brought into school, will provide reinforcement of concepts taught.
- Periodic messaging on health and nutrition will be included in newsletters and notes sent home.
- Weekly chapel services will include themes about being good stewards of our bodies and health.

Goals for Physical Activity

- As part of grade promotion requirements, all students will participate in a physical education program consisting of free-play, recess periods and structured, physical education class periods totaling in excess of 100 minutes per week.

- Students will be given opportunities for physical activity through a range of after-school programs including, but not limited to interscholastic athletics.
- Physical activity will be integrated into the regular classroom setting when appropriate.

Goals for Other School-Based Activities

St. John’s Lutheran School will...

- Provide a clean, safe, enjoyable meal environment for students.
- Provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- Make drinking fountains available in school, so that students can get water at meals and throughout the day.
- Encourage all students to participate in school meals program and protect the identity of students who eat free and reduced price meals.
- Ensure an adequate time for students to enjoy eating healthy foods with friends in school
- Schedule lunch times as near the middle of the school day as possible.
- Encourage parents, teachers, school administrators, students, foodservice professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
- Encourage and provide opportunities for students, teachers and community volunteers to practice healthy eating and serve as role models in school dining areas.
- Strive to reduce student access to foods with limited nutritional value.

Nutritional Guidelines

- St. John’s Lutheran School contracts only with Food Service Providers which provide meals compliant with school nutritional standards and specifications for each food component or menu item by NSLP nutritional guidelines for grade, style, condition, weight, ingredients formulations and delivery times as required by 7CFR 210.16(c)(3). In addition, the use of food incentive/rewards will be discouraged unless the food is nutritious, being low in fat and refined sugar, and high in whole grains, fruits and vegetables.

Assurances for Reimbursable School Meals

- Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B Russell National School Lunch Act (42 U.S.C.1758(f)(1), 1766(a)0, as those regulations and guidance apply to schools.

Measuring Implementation

An annual review of the Local Wellness Policy shall be led by the school principal and include a “wellness committee” comprising the school administrators, the school food authority, and a representative from the food vendor. On the basis of the annual review, improvements and refinements will be instituted to make the Local Wellness Policy better for the next school year.

SAFETY CADETS

Seventh and eighth graders may be selected to serve as Safety Cadets. Cadets help to maintain safe traffic flow for everyone at dismissal time. Please have all students wait for the cadets to stop traffic and escort them to the parking area.

SPECIAL SERVICES

The Milwaukee Public School system (MPS) makes a variety of diagnostic and therapeutic services available free of charge to any student living within the City of Milwaukee. If you—or your child’s teacher—feel your child would benefit from additional consideration, please ask at the office. The Milwaukee Health Department also offers a number of services such as health screenings and immunizations. If you need specific information, please ask at the office. While free to Milwaukee residents, you may have to visit the nearest health center for services. Non-Milwaukee residents may have similar services in the school district in which they live

DISCIPLINARY MATTERS

SCHOOL DISCIPLINE

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

SCRIPTURAL RATIONALE AND GUIDING PHILOSOPHY

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

USE OF PHYSICAL FORCE PROHIBITED

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

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

Physical restraint may only be used in the following circumstances:

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

CONDUCT REFERRALS, SUSPENSION, AND EXPULSION

Inappropriate behavior will result in a written notice to the parent called a conduct referral. A conduct referral will be sent home for the parent's signature and is to be returned to the classroom teacher the next day. Examples of inappropriate behavior include, but are not limited to:

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

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

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

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

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

Particularly serious offenses, including but not limited to bringing weapons on campus, may call for suspension and/or expulsion regardless of the number of conduct referrals issued to date. Similarly, any student who proves to have a negative spiritual or moral influence on fellow students, or whose actions are pervasively un-Christian, may be suspended and/or expelled. Out of respect for the due process rights of the student, expulsion may take place only after consultation with the parents by the Administrator and the Board for School.

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

DETENTION

Regardless of whether a conduct referral is issued, a single incident of misbehavior may result in an after-school detention. Detentions begin at 3:40 PM and end at 4:10 PM. Unexcused late arrivals will serve an extra day of detention. Detention notices are always given at least a day in advance so that parents can make arrangements for the later pick-up. Students are required to bring work to do during detention. Students with no homework should bring a book to read.

EARLY CHILDHOOD DISCIPLINE

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

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

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

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

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

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

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

ABSENCES

If your student is not at school, s/he is not learning. The policy governing school absences is as follows:

EXCUSED ABSENCES

An absence is excused if a parent calls the school office before 8:00 AM on the day for which the excuse is offered. The Attendance Line is extension 4119. Parents may leave a voicemail prior to the start of the school day. When a student who has been absent returns, he must present to his teacher an excuse written and signed by his parent or guardian, stating the date(s) absent and the reason for the absence. (An email can serve the same purpose.) The excuse must be presented on the day of the student's return to school.

Examples of excused absences include the following:

- ✦ Illness
- ✦ Disabling injury (injuries requiring a doctor's care)
- ✦ Bereavement
- ✦ Medical, dental, or optometric services which could not be arranged outside school hours. If it should be determined by both the student's teacher and the Administrator that the student missed more school than necessary (e.g., taking the whole day for a dental exam), the absence will be unexcused.
- ✦ Unexpected circumstances which make it virtually impossible for the student to get to school. (If it should be determined that the student need not have missed more than a half-day of school, this absence will be considered a partial excused/unexcused absence.)
- ✦ All other circumstances which either directly or indirectly lead to a student's absence from school will be dealt with directly at the discretion of the Administrator.

UNEXCUSED ABSENCES

All absences which do not meet the description of an excused absence are unexcused. All work which was to have been done on the day of the unexcused absence must be completed; however, because the absence was unexcused, all of the student's report card grades will be devalued by one increment. Twenty-five unexcused absences will necessitate that the student be retained to repeat the grade.

TARDY POLICY

School starts promptly at 8:00 AM. When a student is late, he or she disturbs the class. Out of respect for the teacher, classmates and the daily routine, please do get to school promptly. Chronic tardiness will be disciplined as any negative behavior.

After receiving:

- ✦ Two tardies: a conduct referral is written.
- ✦ Four tardies: a second conduct referral is written.
- ✦ Six tardies: the student receives a one day suspension from school.
- ✦ Additional tardies: the Board for School will consider the family's commitment to this school.

Tardies accumulate for each quarter individually. A student begins each quarter with a clean slate.

CLOSED CAMPUS POLICY

St. John's maintains a closed campus: students are expected to remain on campus for the entire school day. Sometimes doctor's or dentist's visits are necessary during school hours. When a student needs to leave school during the school day, a parent or guardian must excuse the child in writing at least one day prior to the absence.

The parent must check the student out from the office. The student is still responsible for any class work or homework assigned that day.

Emergencies do arise. If you need to pick up your child right away, please call the office to excuse your child.

ANTI-BULLYING POLICY

Bullying is known to have harmful social, physical, psychological, and academic impacts on the bullies, their victims, and bystanders. Bullying is defined as deliberate or intentional behavior using words or actions intended to cause fear, humiliation, intimidation, harm, or social exclusion. Bullying may be repeated behavior involving an imbalance of power motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender identity, physical attributes, physical or mental ability or disability, and social, economic or family status.

This policy prohibits all bullying, whether it is physical (assault, hitting, kicking, theft); verbal (threatening or intimidating language, name-calling, cruel rumors, racist remarks); indirect (spreading rumors, social exclusion and isolation); cyber-bullying (including e-mails, instant messaging, text messages, digital pictures or images, cell phones, or web-site postings); bullying by proxy (engaging in bullying through another or on behalf of another); or between students and students, students and adults, or adults and adults.

All St. John's staff may receive reports of bullying. The reports must be placed on an incident referral form and sent to the Administrator. If the report is regarding an employee, the Administrator will investigate and take appropriate action. The Administrator will notify parents or guardians of the accused and the accuser that a report has been made. The Administrator will investigate the report, make a finding and, if necessary, impose appropriate consequences.

DAMAGES

Willful or careless damage of school property such as school books, furniture, and athletic equipment will be the responsibility of the one who caused the damage. Those who damage or lose school property will be responsible for the repair or replacement of the item.

PLAYGROUND RULES

These rules flesh out very basic principles: respect each other, respect school property and protect the health and safety of everyone outside.

- ⌘ At least one adult will supervise the playground at all times.
- ⌘ All children are to be outside during recesses (weather permitting) unless a valid written request is presented to the teacher. Recess privileges may be suspended if a student has make-up work.
- ⌘ Children are to have a teacher's permission to leave the school grounds.
- ⌘ Toys are not to be brought from home without prior permission from the teacher.
- ⌘ Food or drink is not allowed on the playground.

- ✦ Roller skates and skateboards are not permitted on the school premises.
- ✦ Books, notebooks, pens, pencils, etc. are to remain in the building.
- ✦ Ball games are to be away from swings and playground apparatus.
- ✦ Swings are for one student at a time; “under-ducks,” running near the swings as part of another game, twisting swing chains, swinging sideways, and jumping off swings are not permitted.
- ✦ Non-participants should stay clear of designated game areas.
- ✦ Rough-housing is not permitted. Do not throw dirt, rocks, or sticks.
- ✦ Students are to stay away from the garage, the garbage containers and all cars.
- ✦ Children must go down the slide sitting down and facing forward only. Do not walk up the slide.
- ✦ Snow pants and boots must be worn to play in the snow. Snowball throwing is not permitted. When playing on the snow mounds, students are not to hang on the basketball nets, rims, or supports. Playing “King of the Mountain” is not permitted.
- ✦ Children may not play on the playground before school.
- ✦ Students are to line up before they reenter the building.

STUDENT DRESS CODE

As a Christian school, we are concerned that our students’ dress reflects their Christian values and attitudes. Experience has shown that appearance and grooming lifts a person’s general behavior and improves study habits. The overall appearance of our students has an effect on learning and the Christian atmosphere of our school.

The scripture directive which states, “Whatever you do, do it all to the glory of God,” has helped set many guidelines for personal activity, in goal setting and group participation. This statement from Scripture can also serve as a guide in personal appearance and how we reflect the Lord whom we serve.

Another outgrowth of our dress code is the documented strong correlation between student dress and academic success. The educational research done on this particular topic is extensive and overwhelmingly supports the sentiment that higher standards of student dress result in higher levels of academic success. Schools that set high expectations for student dress and follow through with enforcement experience higher academic success rates.

SCHOOL UNIFORM

For the reasons discussed immediately above, the Board for School has adopted a school uniform as follows:

Pants: Navy twill/dress pants, pleated or plain front for girls or boys. No cargo pants, “skinny” fit pants, leggings or capris.

Shirts: Light blue dress shirt or polo, long or short sleeve with round or pointed collar. No logos, ruffles, lace, or ribbons.

Shoes: Any dress or tennis shoes. No sandals, flip flops, open toe or backless shoes.

Socks or tights: Navy or white. No ruffles or lace. No leggings.

Optional items

Shorts: Navy twill, knee length (bermudas), pleated or plain front for girls or boys. No cargos or nylon athletic shorts. Shorts may be worn from the first day of school to October 1 and from May 1 to the last day of school.

Sweaters: Navy blue button cardigan. No zippers, hoods or decorations.

Vest: Navy blue, plain, pull-over sweater vest.

Belts: Optional, but if worn it must be black.

Skirts: (Girls only) Navy, not plaid, knee length. Same for jumpers, skorts, or scooters.

Badly-faded, ripped, or frayed clothing is not to be worn.

Families are welcome to purchase uniforms anywhere they choose, but French Toast (www.frenchtoast.com, school code QS5UTPW) is one of the most reasonable prices available. Their basic pants (which have reinforced knees and adjustable waists) cost approximately \$15-16, and polos cost \$7-10. Anything additional such as sweaters or jumpers are optional, but cost more.

In addition to price, French Toast was chosen as a way to give parents examples of styles and colors that are acceptable parts of our uniform. It displays all the styles available for our school so that parents can do their shopping online.

Parents may also use that information to shop elsewhere if they find better deals. Clothing items do not need to be French Toast brand; you may purchase elsewhere. Use the French Toast styles as an example, with no added embellishments, pockets (cargos), or other decorations.

Goldfish Uniforms, 9901 W. Oklahoma Ave., stocks the same styles as French Toast in case families want to try on items before purchasing, or purchase in person. Goldfish sells many of our area WELS schools' uniforms. If you have any questions or concerns about sizes, you may stop in and try on to evaluate the fit.

Slightly used and outgrown school uniforms are donated back to the office. Items are sold as is. \$2 bottoms, skirts & jumpers and \$1 tops. Sales are held several times throughout the school year.

OTHER APPEARANCE ISSUES

In addition to the school uniform and general dress code discussed above, the following rules also apply:

Hats:

- ✦ Students must remove all hoods and headgear when entering the school building.

Outerwear:

- ✦ Students without weather-appropriate outerwear (including boots) may be kept indoors during recess.
- ✦ Students may not wear sunglasses or outerwear (gloves, mittens, scarves, coats) in class.

Jewelry:

- ✦ Female students may wear pierced earrings (post-style, not dangling earrings). Modest hoops the diameter of a dime may be worn. Students are to remove earrings before recess and physical education class.
- ✦ Male students may not wear pierced earrings or spacers (straws) of any kind.
- ✦ No other piercing may exhibit jewelry (i.e. eyebrows, nose, or tongue).
- ✦ Mouth jewelry (such as grills) may not be worn.
- ✦ Students may not wear chains that are attached to the waistline of pants.

Hairstyles:

- ✦ Male students' hair must be no longer than ear lobes, eyebrows, or the bottom of a dress shirt collar.
- ✦ Students must not have their eyes obscured by a hairstyle.
- ✦ Unnatural hair color, dye, tint or streaking is unacceptable.
- ✦ Hairspray and other styling products must be applied at home and not brought to school.
- ✦ Styling products must be clear-drying (not tinted) and without glitter.

Other points:

- ✦ Female students make-up and perfume must be applied at home and not brought to school. Also, limit the use of make-up and perfume to a level that is not distracting to fellow students.
- ✦ If a new style/trend emerges during the school year that the school administration determines to be inappropriate, the administration will prohibit such style/trend.
- ✦ In all the above specifics, the school administration reserves the right to determine the appropriateness of a student's appearance.

The dress code is in effect during school hours. If the administration and/or faculty see a dress code violation, a dress code referral will be issued. Three dress code referrals will result in a conduct referral.

CELL PHONES AND OTHER DEVICES

At St. John's we understand the importance of being able to reach your children in the case of an emergency or in the event of making after school pick-up arrangements. However, the use of cell phones during school hours has been found to be very disruptive to the class and the teachers. Therefore, cell phones are to be turned off upon entering the school building. All cell phones must be turned in to the office at the beginning of each school day and will be returned at the end of each school day. The use of cell phones will not be permitted during school

hours (8:00 AM to 3:30 PM). In the case of an emergency, we urge all parents to call the school office at 414-541-5881. When a student is observed using his cell phone (i.e. talking, checking emails, and/or taking pictures) during school hours, the phone will be confiscated and the following will occur:

1st Offense: The cell phone will be taken from the student and turned into the office. The cell phone will be returned to the parent by the Administrator.

2nd Offense: The cell phone will be taken from the student and turned into the office. The cell phone will be returned to the parent by the Administrator. The student must serve a two-day after-school detention. The parents must speak to the Administrator.

3rd Offense: The cell phone will be taken from the student and turned into the school office. The cell phone will be returned to the parent by the Administrator. The student must serve a three-day detention. A meeting with the parent, the student, the Administrator, and the Board for School will be scheduled.

Any other handheld electronic devices do not belong at school and are likewise prohibited during school hours. If your child uses an iPod or similar item while en route to school, it must be turned in to the office upon entering the school building.

GUIDELINES FOR PARENTS

STUDENT ILLNESS OR INJURY

Children who are ill should not attend school for their own protection as well as that of their classmates. Children with a persistent cough, fever or vomiting must be kept at home.

By state law any pupil who has contracted a contagious disease or skin condition will not be allowed to return to school until a release has been obtained from the family doctor or the local health department. Please bring the doctor's release to the school office when your child returns to class.

A parent or guardian must call to excuse a sick child before 8:00 AM. The Attendance Line is extension 4119. Parents may leave a voicemail prior to the start of the school day.

If a student becomes ill or injured during the school day, s/he will be removed from class and the school office will make every effort to contact the student's parents or guardian. The office staff does not have the resources to supervise students for more than a limited time, so parents should retrieve the ill student promptly.

STUDENT MEDICATION

Whenever possible, medications should be administered by the parents while the child is at home. If this is impossible, teachers are not permitted to administer medication of any kind to children. Any medication which must be taken during the school day must be administered by the office manager or the office assistant under established procedures and conditions and in compliance with Wisconsin Statute 118.29. **All medications must be kept in the school office and not with the student.**

Over-the-counter medications (OTCs) include non-prescription pain relievers, cold medicines, allergy medicines, digestive aids, and cough drops or lozenges. Before any student may receive OTC medication:

- ✓ An OTC Medication Request Form signed by a parent or guardian must be on file. Forms are available at the table outside the school office.
- ✓ The form must state dosage and when to administer medication. Dosage may not exceed the manufacturer's recommended dosage unless ordered in writing by a medical provider.
- ✓ Medication must arrive at school in the original labeled manufacturer's container with the student's name on it.

Prescription medications are any medications for which a physician's prescription is required. Before any student may receive prescription medication:

- ✓ A Prescription Medication Request Form signed by a parent or guardian and signed by the prescribing provider must be on file. Forms are available at the table outside the school office.
- ✓ The form must state the name of the medication, dosage and time to administer medication, reason for medication, termination date for administering medication, and possible reactions or side effects.

- ✓ Medication must arrive at school in the original pharmacy-labeled container with the student's name on it.

Office personnel will not dispense any medication for any reason unless all of these requirements are met. **Calling the school office and requesting that medication be dispensed, or sending the student to school with unmarked medication and a note, are not sufficient.**

SHARING FOOD

If a student wishes to bring food to class for the purpose of sharing with others (i.e., a birthday treat), the student's parent is responsible for proper care of that food. The food must be store-bought and arrive in the classroom in its original, unopened packaging. The food must also be sufficient to share with all members of the class.

Gum, candy, and soda are not permitted in any event. Many teachers allow students to have a water bottle in class. If so, water must be brought in a clear plastic container and contain no additives.

FUNDRAISING

Each fundraiser for the benefit of the school must be specifically approved by the Board for School in consultation with the pastor and the Administrator. This includes any fundraising activities by the Home and School Committee, which is a committee of the Board for School. In considering fundraising requests, the Board for School should be mindful of principles of godly giving, the number of fundraisers held by a single group in a single year, and the potential for donor fatigue.

As an additional criterion for approval, each proposed fundraiser must have a stated purpose that is approved in advance by the Board for School. All funds received from the fundraiser shall be dedicated to the fundraiser's pre-approved purpose. Auxiliary organizations are permitted to maintain general funds and accept donations to those funds, but permission to return fundraising proceeds to the organization's general fund must be granted by the Board for School in advance.

VOLUNTEERING

Our volunteers make the difference between an ordinary school and a wonderful educational community. However much or little time you have to spend with us is greatly appreciated.

Volunteer opportunities include:

- ✦ *Box Tops for Education:* Count and tabulate these items for fundraising purposes.
- ✦ *Office:* Assist answering phones, making copies and typing.
- ✦ *Playground aides:* Supervise the children on the playground during recess.
- ✦ *Remedial/enrichment:* Help children one-on-one, usually listening to a student read.
- ✦ *Musicals/plays:* help with costumes, sets or props, listen to lines.

- ✦ *Athletics*: Scoreboard, scorebook, concessions, record keeping, assist coaches, supervise open gym time, help with TJO Day.

In addition, Room Parents assist teachers with multiple classroom functions, including:

- ✦ Driving for school activities/field trips
- ✦ Arranging for parties, under teachers' directions
- ✦ Notifying parents of emergency situations

There are several Room Parents for each classroom, one of whom is chairperson.

The teachers very deeply appreciate the assistance given by volunteers. If we have missed listing something here which you believe you could offer, come on in. "The more, the merrier. . ."

BACKGROUND CHECKS

All personnel who have regular contact with children, including any parent volunteers, must consent to a background check. A standard consent form is provided at the time of registration for this purpose. This requirement is intended for the safety of our children and is uniformly applied, so should not be taken personally by any individual.

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

- ✓ Level I background checks via the Wisconsin Circuit Court Access web site (<http://wcca.wicourts.gov/index.xsl>) and the Wisconsin DOC Sex Offender Registry web site (<http://offender.doc.state.wi.us/public>) will be conducted for volunteers prior to the first occasion of volunteering in any school capacity involving students, and at five-year intervals thereafter. Level I background checks may also include City of Milwaukee ordinance violations (searchable at the municipal court's website, <https://query.municourt.milwaukee.gov>).
- ✓ At the discretion of the Administrator, Level II background checks via the State of Wisconsin Department of Justice Criminal History Background Check (<http://www.doj.state.wi.us/DLES/CIB/crimback.asp>), including fingerprinting, may be conducted for called workers and hired staff at the beginning of their employment.

The tools used to conduct background checks will be those identified above and/or a third party employee screening service. Funding for the necessary background checks will come from the school budget or school special funds.

A review committee consisting of the Administrator, Board of Education chairman, and congregation vice president will evaluate any questionable background check results. The review committee may enlist the assistance others in the evaluation process for needed expertise.

All background check results will be stored in a secure location and reviewed only by the review committee or others as deemed necessary by the review committee.

Any person who has been convicted of child abuse (either sexual abuse, physical abuse, neglect, or emotional abuse) shall not be allowed to interact or work with children or youth in any school or church-sponsored activity.

A list of volunteers who have been cleared to work in their desired capacity will be maintained in the school office. Teachers and staff should consult this list prior to enlisting volunteers. If an individual willing to volunteer does not appear on the cleared list, s/he should speak with the school office so that the necessary background check may be completed.

LEGAL RIGHTS OF PARENTS, STUDENTS, FACULTY, AND STAFF

St. John's respects and is committed to upholding the legal rights of parents and guardians, students, and our faculty and support staff.

Parents' and students' rights under the Family Educational Rights and Privacy Act (FERPA) are explained in this handbook and the Faculty & Staff Handbook. Parents with questions about these rights should speak with the Administrator.

The legal rights of faculty and staff (including applicable rights under the Employee Polygraph Protection Act, the Uniformed Services Employment and Reemployment Rights Act, the Family and Medical Leave Act (FMLA), the Fair Labor Standards Act (FLSA), the Occupational Safety and Health Act (OSHA), state and federal equal opportunity employment laws, and state unemployment laws), are posted and available in the school office. Employees with questions about these rights should speak with the Administrator.

MISCELLANEOUS MATTERS

Here are gathered several additional policies which do not squarely fit within one of the other headings above:

ASBESTOS

As required by law, an annual update/information notice is given to anyone using St. John's Lutheran School building informing all of the current situation in regard to asbestos in our school.

All the asbestos we have been asked to remove has been removed, and any remaining asbestos has been encapsulated to the complete satisfaction of the authorities.

FIELD TRIPS

Field trips may be planned during the course of the year to enrich the educational experiences of the children. A blanket consent for all field trips is given out with the registration packet.

Wisconsin state law requires that children under four years old travel in a forward facing car seat, and children under eight years old travel in an approved booster seat. If you do not send along your child's seat, he may be excluded from his class trip.

GYM CLOTHES AND LOCKERS

All children are required to wear tennis shoes for gym class. Students in grades 5-8 are required to wear a gym uniform for physical education. Gym uniform shorts and t-shirts are available for purchase at registration. Additional uniforms may be available throughout the year in limited sizes.

Occasionally, families turn in out-grown gym clothes for the school to re-sell at a discount. You may check in the office at any time for pre-owned gym clothes.

Students in grades 5-8 change clothes for physical education. Lockers are assigned each fall. St. John's will not be responsible for gym clothes if students do not use locks to secure their belongings.

LOST AND FOUND

Articles of clothing such as caps, jackets, gloves, boots, etc., should be labeled with the child's name. The Lost & Found is located in the hallway outside the office. Items not claimed in 30 days are donated to a charitable organization.

PARTY INVITATIONS

Everyone loves a birthday party with their friends. If all the children in a class are being invited, distributing invitations at school is fine. If your guest list is limited, please call or mail the invitations. Also remind your child that talking about a party to which only some of the classmates have been invited leads to hurt feelings.

PHOTOGRAPHS

Individual pictures of each child are taken in the fall of the year. Parents are under no obligation to purchase these pictures. These pictures will be included in the school yearbook. Additional photos are taken at school throughout the year. These are used in the yearbook, on bulletin board displays and in promotional materials. Parents who do not wish for their child's photo to be used in this way may opt out at the time of registration.

SCHOOL CLOSING

School closing due to inclement weather or other circumstances will be broadcast over local television and radio stations as soon as it is determined that school will close—usually by 6:30 AM.

When Milwaukee Public Schools are closed for inclement weather, St. John's (including Loving Arms Child Care) will also be closed.

SCHOOL HOURS

For grade K3, classes are in session from 8:00 AM to 11:25 AM. For grades K4-2, classes are in session from 8:00 AM to 3:25 PM. For grades 3-8, classes are in session from 8:00 AM to 3:30 PM. A yearly calendar with all scheduled days off is available in the office and on our website. Please make every effort to have your students here with enough time to get their belongings put away and get settled into their desks by 8:00 AM, and note the tardy policy in this regard.

The school building opens at 7:45 AM. For legal reasons all children who arrive before 7:45 AM must go to child care located in the school gym. The playground is not supervised, and therefore off-limits, before school.

At dismissal, all children are expected to leave the building and school grounds immediately unless they are involved in a scheduled and supervised after-school activity. Siblings are not to remain unsupervised waiting for one another. If a child is involved in a scheduled activity, any siblings must go to child care.

Students who walk, take a city bus, or ride a bike to school are required to leave campus when the Safety Cadets go inside at 3:45 PM. There is to be no loitering or playing on the playground after school unless supervised by the parent. At 3:45 PM all students remaining on campus will be sent to child care.

These policies are for the safety of all our children.

TELEPHONE USE

The school telephone number is 414-541-5881.

Emergency calls (i.e., for sickness or injury) will be made from the school office. Children are not given free use of the school telephone. If it becomes necessary for a child to use the phone, permission must be granted by a teacher. The teacher writes a charge slip of 50 cents per call, which is charged to the child's account.

Parents are asked to use discretion in making calls to children at school. Messages will be delivered to your child in case of emergency.

WEAPONS

Weapons of any kind are absolutely forbidden on the school grounds. This includes toy weapons (such as cap guns, water pistols, plastic/wooden/rubber knives, etc.), which have no place at school. These will be taken from the student and not returned. Bringing a dangerous weapon on campus is grounds for immediate expulsion.

CONCLUSION

We see your children for 8.2% of the hours of his or her entire elementary school career. In that time, we will do our very best to see that the authority and responsibility which you have delegated to us is used to the best of our ability. By making God's word our daily guide, we as parents and teachers can, together with our children, praise and glorify our God now and in eternity.

It is our prayer that God will continue to bestow His bountiful blessings upon our school and the work done here. May the Christian education which our children receive in their homes, church, and school prove to be a lasting blessing to them as they walk their various pathways here on earth. May the Lord continue to increase the faith our children now have so that finally, when their last hours come, they may enter the eternal home which God has prepared for all believers in Christ Jesus, their Savior.

August 2016