

**St. John Lutheran School
E10723 Hwy Z
Wausau, WI 54403**

www.stjohnofwausau.org



**Parent-Student Handbook
2017 – 2018 School Year**

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Forward:

This handbook is to be used as a guide to give direction to the faculty, staff, students, and parents of St. John Lutheran School. It was prepared by the St. John Lutheran School Board with the support of the faculty to do the work of ministering to the children and parents God has sent to us.

This handbook is a working document and will be reviewed and revised to promote orderly policies and procedures among the faculty, staff, students, and parents of St. John Lutheran School.

Mission Statement

In joyful response to God's grace, we the people of St. John Lutheran Church dedicate ourselves to:

- Loving God and each other as God loved us
- Growing together spiritually through Word and Sacrament
- Reaching out with the Gospel
- Caring for others in the pattern of Christ

School Purpose

To provide a Christian education for children of the congregation and the community. Our goal is that each child will know and appreciate their creator God, the forgiveness through his son, Jesus Christ, and be inspired by the Holy Spirit to live a life of faith, service and stewardship. Through the motivation of the Gospel, each child will be equipped through academic, physical & spiritual training for the mission and ministry of the Christian church at large.

- We believe that the purpose for Christian Education is to teach the Christian Faith through instruction in God's Word and learning to live a life of discipleship.
- We believe that God's people need to learn their proper relationship to God and to their fellowman.
- We believe that effective education is carried on through quality learning programs that relate the Christian faith to every aspect of life.
- We believe that the Christian educator is committed to the task of providing a complete education for God's people by meeting their Spiritual, Social, Emotional, Intellectual, and Physical needs.
- We believe that the uniqueness of Christian education rests in this:
 - Christian education views the student through the cross of Christ
 - Christian education is empowered by the Holy Spirit for accomplishing its purposes
- We believe that the Lutheran School's uniqueness lies in:
 - The impact of professional teachers who are Christians
 - Adequate time for Christian instruction and training in many facets of the student's life
 - The fact that the Lutheran School devotes its full energy to meeting students' educational needs in a single setting
- We believe that a Christian education must flow from a philosophy based on the recognition that God has given all of us a life to be lived fully in response to the Gospel.

School Vision

- St. John Lutheran School is an **essential mission** of St John Lutheran Church.
- The **Church & School shall be united** to ensure a Christ-centered education is available to our congregation and community.
- We will provide quality **curriculum** to develop & challenge our students spiritually, academically, and socially.
- We will provide spiritual, educational, and social **activities** beyond the traditional school day.
- We will provide education in a **facility** that is an effective, efficient, and safe environment.
- We will ensure long-term **financial** stability is in place to support our mission.
- We will ensure a **stable staff** is in place to support our mission and the staff evolves to meet program needs and future growth.
- We will ensure a stable and consistent **Leader/Administrator** is in place. Their primary duty is to lead the school towards its mission.
- We will ensure **strong HR** procedures are put into practice to support the school & church faculty.
- We will foster continuous **growth** of our student body.
- We will maintain an effective outreach and promotion that leads to being well known with a **positive reputation** in our church, neighboring churches and community.

A Credo for Lutheran Education

“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.” Ephesians 6:4

“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

A credo for Lutheran education based on a Lutheran theologically oriented philosophy must be further defined through objectives for Christian education. Objectives help bring order out of chaos and help focus our sights. This can occur only after the philosophy has been established and understood.

Our philosophy reveals that the child of God lives in terms of Christian relationships in this world. Each person’s life is a series of simultaneous relationships and interrelationships. It cannot be predetermined precisely what the nature and quality of these relationships might be. But it is the task of Christian education to aid in their growth and development. The objective needs to be studied and understood in terms of relationships.

I. The Child in Relationship to God

- Develops a knowledge of the Triune God; His Creator, Redeemer, and Sanctifier
- Knows, and accepts God as He reveals Himself in His Word and the Sacraments
- Develops a proper understanding and use of Law and Gospel, praises, glorifies, and pleases God to the best of his ability
- Increase in the ability to apply God’s Word to his everyday situations through proper guidance
- Identifies himself as a child of God, a member of the body of Christ, supporting, comforting, forgiving, and reconciling other members in this body.

II. The Child in Relation to His Fellowmen

- Recognizes and respects all people of all ages, races, nationalities, and classes as God’s Creation by showing love, acceptance, and forgiveness
- Respects parents as God’s representatives and appreciates his privileges and responsibilities as a member of an earthly family of which Christ is the head
- Respects government as God-ordained and understands and appreciates his privileges and assumes responsibilities as a member of the local, state and world community
- Leads others individually to know God’s grace and forgiveness and accept it in faith

III. The Child in Relation to His World.

- Accepts in faith that God is the Creator, Ruler, and Preserver of nature.
- Thanks and praises God for God's gifts in nature
- Develops knowledge, attitudes, and conducts needed to understand and use for God's gifts in nature, to glorify God's gifts in nature, to glorify God, and serve people

III. The Child in Relation to Himself

- Recognizes his relationship with God as both sinner and saint. As a redeemed child he is totally free to develop his/her talents and abilities in today's society to the fullest extent with the limitations of his sinful being (Spiritual)
- Develops social skills and confidence needed to live competently and creatively (Social)
- Understands and controls his/her emotions, finds security and true picture of himself/herself through firm reliance on God, and trust in Christ (Emotional)
- Develops logical, scientific, and creative thinking habits (Mental)
- Recognizes and understands that his/her body is the temple of God and accepts the responsibility for its health and welfare (Physical)
- Appreciates the beauties of nature and the fine arts and expresses himself/herself in different fine arts media (Aesthetic)

Student Section

Enrollment

Enrollment

St. John Lutheran School believes that educational opportunities and programs should be open to boys and girls on an equal basis. All families are invited to enroll their children in St. John Lutheran School, whether they are members of St. John Lutheran Church or not. St. John Lutheran School does not discriminate on the basis of gender, race, color, or national origin in the administration of educational policies, admission policies, athletic, and other school administered policies.

General Enrollment

St. John Lutheran School was originally established to serve the members of St. John Lutheran Church. Today, St. John is providing families of all denominations the opportunity to enroll their child(ren) in a Christian School Program that serves preschool through grade 8 students. Children of families which are not members of St. John Lutheran Church – Wausau are welcomed and encouraged to enroll at any time. Non-member tuition rates have been established for these families interested in the St. John Lutheran School Christian education program. The maximum class size shall be 25 students.

Parents will be asked to sign a "release of information" form to be sent to the child's previous school requesting educational records. At the time of registration, parents will be asked to provide the Administrator with a copy of the student's last report card, a copy of the student's last standardized test scores and any other pertinent educational information.

New Child Registration

Parents of children enrolling in Pre-Kindergarten through 8th grade for the first time are requested to fill in a registration form, supply immunization record, fill in emergency contact form and provide proof of birth date. These forms are available on the web site or in the office.

The Kindergarten and Pre-School teachers will organize an open house during lutheran schools week. Registration for the next school year begins in February. Pre-School registration is held on a first come, first serve basis. Early registration is suggested.

Yearly Registration

In April, families will receive a "registration intent form" for the next school year. We ask parents to complete and return this form. The enrollment information is critical as we begin planning and organizing for school in the fall.

Summer Mailing

Families that have completed their intent form, registered for preschool, or new registered families will receive a summer mailing around the beginning of August. The mailing will

include the yearly calendar of events, a copy of the supply list, and general information that will assist families with the start of school.

Open House

Prior to the start of school, parents will be notified of day and time of the "Open House". The "Open House" is designed for all preschool through grade 8 students and parents. The intent of the evening meeting is to overview the important mission of the school and the information that will be valuable for both students and parents to know. Students are reminded to bring their school supplies.

Home Visit

In the 3rd week of August parents may request a home visit. It is the responsibility of the teacher to conduct home visits as requested prior to the first day of school. The teacher will make personal contact with the parents of new enrollees within a month after the child's first day. A home visit or personal conference needs to be conducted to address the student's adjustment to St. John and to answer the questions of the parent.

Registration Information

To registration for enrollment in K-8 an enrollment form must be submitted in order for the student to be considered enrolled for the current school year. For St. John Pre-school a program registration form along with a registration fee must be submitted to be assured of registration. No refunds of the registration fee will be made unless the School Board declines to accept a student for enrollment.

K-8 Enrollment Selection

The School Board does reserve the right to be "selective" in the following manners:

Age Requirements: A child entering Kindergarten shall have reached five (5) years of age on or before September 1st of the current school year. Six (6) years of age for first grade. Proof of date of birth must be presented at the first registration. Underage children will not be admitted to St. John Lutheran School unless they have previously attended a state approved school. Children entering from another school must present their last report card and a transfer of records will then be requested from the child's previous school.

Enrollment Priorities: If space is available during the period from the start of the school year through the re-enrollment date for the next school year, new enrollments will be accepted according to the following priority:

- a. Children in membership of St. John Lutheran Church
- b. Students (and siblings thereof) currently enrolled in St. John Lutheran School
- c. Sister Lutheran Church Missouri Synod congregations
- d. Other Lutheran congregations
- e. Unchurched
- f. Children of parents who hold membership in other church denominations.

Enrollment Probation: All new students and those students with a history of chronic discipline problems in the past will be on probation for a nine week period from the first date of attendance. At the end of the nine weeks, the administrator and teacher will review the student's academic achievement (must be passing all subjects) and school conduct and will recommend to the School Board whether the student be allowed to continue at St. John Lutheran School or be referred to another school.

Preschool Enrollment

St. John Lutheran offers a preschool program for students that are three to five years of age and are toilet trained. Parents may select a two, a three, or a five day program in both the morning and afternoon. As enrollments will not exceed the thirteen students per session maximum, the following priority and timeline will direct registration:

1. Registration for next year's sessions will be conducted in the spring months.
2. An open house will be conducted to explain the mission of the preschool and to answer questions that parents may have.
3. During the registration period, members and non member registration will be accepted. Am or Pm and day selections will be on first-come, first serve basis. If a session is closed due to enrollment, parents will be made aware of available options.
4. Parents will receive a summer letter stating the session that their child is assigned, a listing of supplies needed for the first day of school, and a calendar of yearly events.

Permanent Student Records

Files shall be maintained on each student enrolled at St. John Lutheran School. A student's record shall remain confidential with access limited to the student's parents or legal guardian. A student's academic record will be forwarded to the school or institution to which a student transfers. The student's permanent record shall possess the following information:

- A. Legal Student Name
- B. Parents Name or Guardian
- C. Home Address
- D. Transcripts
 - a. Letter Grades for Subjects completed per grade
 - b. Copies or statistics in reference to Standardized Test Scores
- E. Emergency Numbers and Contacts
- F. Attendance Records
- G. Health and Immunization Record
- H. Accident Reports
- I. Discipline Report

Financial Information

Registration Fee

The cost of a Christian Education for a child at St. John Lutheran School exceeds the cost of tuition; members of St. John Lutheran Church supplement the difference. It is therefore the responsibility of ALL parents to ensure that they give their fair share to support the school, either in the form of tuition for non-members or in the form of increased offerings for members of St. John Lutheran Church. All students will be assessed an annual tuition. Member tuition rates are less than non members.

The cost of book usage is covered in the annual tuition fee. Pupils will be responsible for purchasing their Catechism book. Confirmation instructional materials are selected by the Pastor.

All school owned texts are to have book covers on them throughout the year. If a donor supplies book covers, we will distribute them free, if not, pupils supply their own.

The pupils should constantly be reminded of their obligations to take care of school property. An "excessive wear" charge will be made on all books that received more than normal use. Lost books are to be reported to the Administrator so a replacement may be ordered. Parents are charged the actual cost of replacement. Teachers should periodically check on the condition of texts and workbooks.

Tuition records will be kept in the office. To find out rates as well as balance, please contact the school secretary or visit the web site.

Delinquent Tuition Payments

The administrator shall inform the School Board regularly of all delinquent payments. All accounts are to be paid in full by the end of the year when the Report Cards are issued. All delinquent tuition situations will be reviewed by the School Board at the end of each year. All families which are delinquent will be notified by the administrator in writing when the report card is distributed. Families which are delinquent in their tuition payment will have thirty (30) days in which to pay in full all that they are financially delinquent or arrange a conference with the administrator. If neither of these actions occurs the student may not be allowed to return to St. John Lutheran School. Written requests by the parent for an exception should be made to the School Board. Returned Check Fee Policy – there will be a \$15.00 fee for all returned checks that are written to St. John Lutheran School and returned due to insufficient funds.

Financial Aid Request – (JESUS' LAMBS)

Request for financial aid or reduced tuition must be brought to the attention of the administrator. The administrator and pastor will meet privately to discuss the disbursements of the financial aid. The parents need to fill out a financial application and everything necessary on file with the administrator in order for financial aid to be disbursed. The parents will be notified by the administrator if they are eligible.

Living Foundation Policy

Operating as a part of St. John Evangelical Lutheran Church Inc. Town of Easton, Marathon Co., and WI. A religious society organized under chapter 187 of the Wisconsin statutes.

Purpose: To provide a vessel in which the faithful can entrust a part of themselves to live on in carrying out the great commission, proclaiming the gospel to all people.

Objective: Use the interest earnings from the foundation principle to help pay teachers' salaries of the St. John Lutheran Parochial School, and if resources extend beyond that need, then to apply toward the tuition of students, whose parents may or may not be members of the congregation, who in the judgment of the directorate would otherwise not be able to attend the school.

Leadership: The interest earning distribution and principle fund investment shall be governed by a directorate composed of five members: Pastor of the Congregation, Chairman of the Congregation, Administrator of the school, Chairman of the school board, and one member at large from the congregation not a member of the school board.

Irrevocable Principles of the Foundation

1. Only the interest earnings from the principle investment may be used, never the principle amount.
2. In the event of the demise of the St. John Lutheran School, the distribution of the foundation assets shall be a joint decision by the congregation and the synod with which the congregation is affiliated at the time, with congregation having one vote and the synod having one vote. The asset distribution shall be directed toward an elementary Lutheran parochial school or schools to be used in accordance with the original guidelines under which the foundation was created.

Documentation: A chronological listing shall be maintained of all contributions to the foundation including names of the contributors, date of contribution, amount of the contribution, any person or causes the contribution memorializes.

Thrivent Matching Funds GivingPlus®—A one-of-a-kind gifting program

Thrivent Financial helps their members contribute even more to their favorite Lutheran organizations, unlike any other financial services provider. Through Giving Plus, Thrivent Financial for Lutherans and two of its subsidiaries will add \$1 to every \$2 contributed to enrolled Lutheran organizations by benefits members and those who own Thrivent Mutual Funds and Thrivent Life Insurance Company products.

St John Trustee Accounts

The Church established "Trustee Accounts" for specific giving and expense accounts. For the school, two Trustee Accounts have been established:

- 1101 Jesus Lambs – tuition supplemental program
- 1162 School Gifts/Enrichment- school use, i.e., technology, field trips

Medical Information

Medication includes prescription, pain relievers, throat lozenges, aspirin, Tylenol, cough drops, aspergum, etc. St. John Lutheran School will dispense medication only under the following conditions.

1. All medications must be brought to the school in a container appropriately labeled by physician, pharmacy, or parent detailing the name of the student, name of the drug, dosage, and the time interval in which the medication is to be taken.
2. All medication must be accompanied by a written statement from the parent and, if possible, the physician stating the necessity of the medication during the day. The written statement also needs to state the type of disease or illness involved the benefits of the medication, the side effects, and an emergency number where a parent can be reached.
3. All medication will be dispensed by the teacher and recorded in a medication journal. All medication will be kept in a locked container.

Illness

When a child becomes ill during the school day, the parents will be contacted and requested to pick up their child from school so that the child can be taken home. An emergency file is kept for each student. Parents are asked to keep the information current. **Please keep your child home 24 hours after a fever has subsided or if your child has thrown up.**

Vision and Hearing Screening

The Marathon County Health Department will provide hearing and vision screening at no charge to the students. Parents must give written consent in order for their child to be screened. This screening occurs in the fall with a follow-up visit in the spring.

Immunizations,

State Law requires all students attending preschool through high school to meet Immunization standards. Each year, the immunization requirements are reviewed for each child attending St. John. After the review, the information is recorded and sent to the State of Wisconsin. Therefore, all immunizations need to be completed prior to the tenth day of September. Parents will be informed if their child(ren) does not meet the state requirements. This needs to be current in order for your child to be enrolled. New students need to provide a history of immunization at registration.

Parents are encouraged to make dentist and doctors appointments during vacation or after school hours.

Dress Code

Dress Code

Student appearance contributes much to his/her classroom attitude and behavior. In general, all dress and appearance should be in keeping with cleanliness, modesty, and decency, keeping in mind that everything fashionable is not necessarily appropriate or conducive to an atmosphere of work, study, and wholesome Christian growth and development. Each student is required to maintain a high standard of personal appearance; therefore the following dress policy will be followed by all students.

- Hair must be well groomed.
- Slacks and a nice shirt are highly recommended on Chapel days.
- All other days pants will be worn which are clean and in good repair. All pants are to be properly worn at the waist.
- Children should have separate tennis shoes for indoor gym class.
- The following items should **NOT** be worn:
 - Shorts with less than a 6 inch inseam
 - Cut-off's - (non-hemmed shorts)
 - Revealing tank tops or spaghetti straps
 - Half Shirts that expose the body at the waist when arms are raised above the head.
 - Tank shirts, printed T-shirts with offensive, suggestive, distracting, or un-Christian logos or sayings.
 - Sandals with no backings or flip flops.
 - Hats or baseball caps in the school/Church.

- Items of clothing displaying alcohol, drugs, cigarettes, or controversial information.
- Girls – if makeup is worn, it should be in moderation and in good taste.
- Only natural hair coloring will be allowed/acceptable.

Enforcement of this policy will consist of the student and parents being notified and, if necessary, an appropriate change of clothing being brought to school. Parents are to encourage and discuss proper hygiene with their children.

School Wide Rules

School-Wide Rules

Each teacher is free to make and enforce their own classroom rules. However, the following are rules expected to be followed by ALL students at St. John Lutheran School:

- A. Students are to respect the rights of others by their speech and actions.
- B. Students are to follow the directives of teachers and supervisors.
- C. Students are to show respect for property and are to utilize facilities and equipment in the manner for which it was intended.
- D. Students are to abide by their classroom rules and those stated in the school handbook.
- E. Student's classroom behavior cannot interfere with other students' learning.
- F. While a student is suspended (in-school or out-of school), the student is not eligible to participate in any extra-curricular activity or practice, or be on the property, except for worship services.
- G. Students are not allowed to use radios, mp3 players, ipods, cell phones, video games, remote control cars, roller skates/blades, skateboards, squirt guns, or other items whose presence are deemed to be inappropriate on school grounds. When these items are brought to school and they are lost or stolen the school is not responsible.

Bullying Policy

St. John Lutheran School believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

St. John Lutheran School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

St. John Lutheran School expects students and/or staff to immediately report incidents of bullying to the administrator or designee. Staff who does witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be

promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school grounds, St. John Lutheran School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

The Student Code of Conduct includes, but is not limited to:

1. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
2. Students are expected to immediately report incidents of bullying to the teacher or administrator.
3. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
4. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the administrator or school board member.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

1. All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook.
2. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
3. Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Classroom Discipline

Violations of classroom rules will be handled on an individual basis. Consequences of a violation will normally follow a multi-step plan ranging from a verbal warning to detention, suspension and possible expulsion in severe cases. All corrective measures are used with the long-term goal of helping students to adjust to their environment and assume responsibility for their actions.

Suspension

Out of School Suspension - The Administrator can issue a (1) one, (3) three, or (10) ten, day suspension from school for student behavior. The Administrator is the only person that can institute an out of school suspension.

Expulsion

The Administrator can recommend an expulsion from school. The School Board will decide if an expulsion from school is proper, following a hearing.

Discipline Records

Disciplinary records will be kept on each student. Minor infractions need not be reported in the record if handled by the classroom teacher. The teacher may report a chain of discipline problems by a student for inclusion in their school record. The record shall include a report of the infraction or incident and the action taken such as a call to the parents, office visit, discipline received, etc.

Acceptable Language Policy

St. John Lutheran School is concerned with the total development of those children that are enrolled. An important part of "making disciples" is to provide a guide for acceptable language and behavior. Bad language, off color innuendos or actions, threatening language (bullying), and other language or behavior is inappropriate for a Christian and will not be tolerated. Any student, who in the opinion of a teacher or staff member of St. John Lutheran School, uses inappropriate language or actions, will be dealt with in the following manner:

First Offense: The student will call home and inform the parents of what was said or done. The parent will be asked to speak to the child by phone. The teacher makes documentation of this and provides a copy to the administrator.

Second Offense: The teacher refers the student to the administrator who will call home and inform the parent of what was said or done. The student will then be suspended for the balance of the day.

Third Offense: The student will be suspended for (3) three full school days and the Board of Education will be advised of all suspensions. Chronic offenses, that disrupt the educational process of the school, may be considered by the Board for possible expulsion.

Drugs and Alcohol Policy

The use, possession, or distribution of alcoholic beverages, drugs, or look-alike drugs or drug paraphernalia is not permitted on school grounds at any time. This policy extends to all school sponsored and related activities whether held before or after school, evenings, weekends. Students shall not be permitted to attend school while under the influence of illicit drugs or alcohol.

Students found in possession, use, or under the influence of any alcoholic beverages or illegal drug will be subject to immediate suspension. The Police will be referred to cases involving any illegal situations. St. John Lutheran School has a "0-Tolerance" policy towards this activity.

Tobacco Policy

Possession and/or the use of any form of tobacco by students and teachers is prohibited on school property. This policy extends to all school sponsored and related activities, whether held before or after school, evenings, or weekends. Students found in possession, use, or under the influence of any tobacco or illegal drug will be subject to immediate suspension. The Police will always be referred to cases involving any illegal situations. St. John Lutheran School has a "0-Tolerance" policy towards this activity.

Weapons Policy

Possession of any weapons is prohibited on school property. The term weapon includes any item deemed to be a threat to the safety of the students, staff of St. John Lutheran School, or any person at St. John Lutheran School. These items include, but are not limited to; guns, knives (of any type), matches/lighters, and any explosive devices. As a result of the seriousness of this, any student verbally referring to the fact that they have a weapon or can get a weapon to threaten the safety of another person at school will be taken very seriously and that student will immediately be suspended and possibly expelled. Students found in possession, use, or under the influence of any weapon will be subject to immediate suspension. The Police will be referred to cases involving any illegal situations. St. John Lutheran School has a "0-Tolerance" policy towards this activity.

Dangerous Toys

Objects that might be considered dangerous are NOT allowed in school. Toys such as squirt guns, fireworks, rubber bands, cap guns, knives, etc. are not allowed in school. These items will be confiscated. Skateboards and roller blades are not allowed on the school grounds because of their dangerous nature to participants and spectators.

Discrimination – Grievance Procedures

Discrimination – Grievance Procedures

These guidelines are an attempt to apply **Matthew 18** from the Word of God. Each time a new concern or issue is raised these guidelines should be utilized. Briefly speaking, the guidelines are as follows:

- A. A parent should first speak with their child's teacher.
- B. If necessary, the parent should then speak to the administrator.
- C. If the parent's concern is still not resolved it is considered serious and should be brought to the attention of the School Board in writing.
- D. The Board members, the appropriate teacher, and the administrator will receive a copy of the written concerns.
- E. The School Board Chairman will call a special Board meeting to address the concern. The meeting will consist of the Board members, the administrator, and the party involved. A resolution to the concern will be agreed upon.
- F. The Board Chairman will contact the individuals involved in about two weeks as a follow-up.

If a Board member receives a call or has a conversation with a parent regarding a concern with a teacher or the administrator he or she should ask the parent one or two questions:

1. Have you discussed this particular concern with the appropriate teacher?
2. If you have discussed this particular concern with the appropriate teacher, then have you discussed this particular concern with the administrator?

If the answer to question number 1 is "Yes", then Step B is appropriate.

If the answer to question number 1 is "No", then Step A is appropriate.

If the answer to question number 2 is "Yes", then Step C is appropriate.

If the answer to question number 2 is "No", then Step B is appropriate.

Whole School Policy

Student Attendance and Tardiness

The school K- 8 school day begins at 7:45 a.m. AM pre-school begins at 8:00 and PM begins at 12:00. The D. C. Everest 4K begins at 9:15. See School Day for more info.

When there is a scheduled early dismissal from school a full day attendance can be associated with the student being at school for the entire scheduled time period.

It is the parents' responsibility to see that children attend school regularly and arrive on time. Parents should phone the school office (845-7031) between **7:30 a.m. and 8:00 a.m.** if their child is going to be absent from school and give a reason for the absence. Please make sure that a message is left or leave a message with the secretary. When a child returns to school after an absence it is his/her responsibility to get a list of all make-up work to be completed.

A student is considered half day absent if away from school longer than two hours. A student is considered tardy if he or she arrives in the classroom late or is unexcused absent from school less than two hours. A tardy will not be assessed against a student during inclement weather when travel becomes difficult or if the school bus is late.

Absences are categorized as excused or unexcused. Excused absences are reserved for medical/health, bereavement, or court appearance. Unexcused absences are recorded for other absences. All students will make up work for all absences if possible.

Attendance

All education research concludes that students need to attend school and to engage in rigorous learning outcomes if the student is to meet their education potential. The state law requires all students' eligible from age 5 (September 1 of the current year) to age 18 attend school each and every day. All St. John students are required to be in attendance as noted on the school's calendar. A record of attendance will be kept for each child. If your child will be absent, please call school prior to 8:00 and inform the teacher, 715-845-7031.

Excused Absences

The School Board desires that students participate fully in all-important learning experiences at school. The Board realizes that participation in various educational vacations and other activities that might be a part of family life also have educational value. It is hoped that families will match their vacations and other activities with school vacations. In any event, the School Board desires that students do not miss the opportunity to gain from their experience by achieving necessary skills that are a part of their curriculum.

Unexcused Absence

Unexcused absence refers to a student absence when schools have not been notified of a reason for the absence. Unexcused absences lead to truancy which is governed by law.

Truancy Policy

The School Board of the St. John School believes it is the shared responsibility of the school and the home to assist students to develop desirable habits of punctuality and attendance. The Board expects that appropriate school personnel will implement this philosophy.

Students are expected to be in school. Illness of a pupil up to five days per semester is a normal circumstance where excused absence occurs. Students who have absence due to illness beyond five days per semester may be required to submit a doctor's excuse. Absences for which a written statement by a physician or other authority as listed in State Statute 118.15 (3)(a) is required but not presented will become unexcused. Habitual unexcused absences will be referred to the administrator.

Every pupil must attend school punctually. Classes do start @ 7:45 for K-8. Continued tardiness without sufficient excuse is considered truancy.

The administrator will require satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day. The administrator may use their discretion to determine if the absence is excused or unexcused.

It shall also be the responsibility of the administrator to work with the School Board to implement and enforce the appropriate truancy regulations.

Action

Non compliance with this policy may force the School Board to take legal action as per **State Statute 118.15 (3)**. Whoever violates the Wisconsin School Attendance Law may be fined.

School Calendar/School Days

School Day

Students in the k-8 program are asked to be at school by 7:45. In the morning, students will have a brief snack-recess break and lunch is scheduled at 11:15. School is dismissed at 2:45.

Students in the am preschool program are asked to be at school by 8:00 with dismissal at 11:00. The pm sessions begins at 12:00 and concludes at 2:45.

The extended day program is offered to families after either the k-8 or preschool program is dismissed and concludes at 6:00. The cost for the extended day is based on any hourly rate.

Arrival and Dismissal

School begins at 7:45 and students may arrive by 7:35. Please note that students report directly to their classroom. Before school supervision begins at 7:15. Dismissal is at 2:45 and parents picking up their child are asked to be prompt as the staff is involved in afterschool meetings, devotions, and instructional planning. Information regarding the vehicle procedure for pick up will be sent home. The pickup procedure is designed to maintain a safe dismissal for students. ***For your child's safety and concern, the teachers will not dismiss a child to ride home with a person that the parent has not designated as a transporter; unless the parent has called the teacher or sent an informational note approving this special circumstance.***

School Calendar

The school calendar and the hours of the school day shall be established annually by the School Board. Teachers are asked to begin the year at least 2 weeks prior to the start of classes. During the first few days they will meet with the Administrator and other staff members for an orientation program. Until school starts, they will work out schedules, prepare rooms, gather materials, and become acquainted with the texts, workbooks, and various other educational aids.

First Day

The school year will begin with chapel at the church. Following this, each teacher will take his or her pupils to their own classrooms. Teachers will make sure students are aware of all classroom rules, discipline policy, and rewards. Concentration on this during the first few weeks will most certainly spell success for the rest of the year.

Class Day

The school day begins at 7:45 a.m. Teachers are to be in the school by 7:15 a.m. for faculty devotions and in their classrooms by at least 7:30 a.m. It may be necessary for a volunteer or an upper grade student to supervise the classroom for a short time if the teacher is involved in a staff, parent, or other meeting. The school day ends at 2:45 p.m. Children not picked up by 2:55 p.m. will be sent to extended care. Teachers will not normally leave before 3:15 p.m.

Inclement Weather/Emergency School Closing

When weather forecasts or unexpected severe weather threaten the safe transportation of students, please turn to the local television or radio station and listen for an announcement from D. C. Everest regarding school closing, late start, or early release. If D. C. Everest ***cancels school*** prior to school starting, St. John k-8 and preschool program will also close. If the announcement is for a ***late start***, St. John starts at the regular time. All k-8 and preschool parents are asked to get their child(ren) to school as soon as possible. When it becomes necessary to cancel school, St. John follows the course taken by the D.C. Everest School District. Please listen to one of the local radio or TV stations for such announcements. If D. C. Everest cancels school, St. John School and extended care will also cancel for the day. A phone chain will be in place to attempt to contact families for school closings.

Extended Care – Pre-School through 8th grade

If at all possible parents should advise the school if extended care is needed before school that day. In case of an emergency where extended care is needed unexpectedly, parents are to call the office and see if openings are available. Extended care hours are until 6:00 p.m. The cost for extended care services is \$4.00 per hour for the first child and \$3.00 per hour for each additional child, and will be billed in half hour increments. Children will be assisted with homework if necessary, and will participate in group activities, games etc. during that time. All school rules apply to extended care time. Payment for the extended care should be should be paid weekly and made to St. John Lutheran School with "extended care" written in the memo field. Parents will receive a weekly statement and payment needs to be paid by the end of the week they are received.

Milk and Lunch Money Account

St. John offers a nutritious hot lunch program for all students. Each month, the menu will be sent home for parents and students to review. To defray the hot lunch cost we will have "Parent Hot Lunch" days which parents will serve a home cooked meal and students will pay hot lunch cost for their lunch. Students may bring a nutritious sack lunch.

Microwavable meals are not allowed. However milk may be purchased at the school.

The cost of hot lunch and milk may vary depending of the pricing. This information will be sent home in the summer mailing, usually around the first of August. Each family will be assigned a "family milk and lunch account".

Curriculum

Curriculum

The curriculum and courses of study at St. John Lutheran School comply with the standards of the Wisconsin Department of Public Instruction and the core of the curriculum is our Bible based religious training program. Religion permeates all life as we think of God the Father who created us and still preserves us; God the Son our Redeemer from sin and death; and God the Holy Spirit, the Sanctifier who helps us show our love to God by using our gifts and talents to help spread the Word of God.

The school board makes the final determination on all curricular matters. It previews all textbooks prior to adoption and forms a curriculum committee when necessary to assist the administrator in selecting materials. Concerns regarding aspects of curriculum should be addressed first to the classroom teacher and then the administrator.

All students will participate in the religious instruction program of the school.

Academic Achievement

St. John makes an effort to recognize God-given talents, citizenship, and academic achievement in each individual student. Awards or special recognition include:

- Regular Church Attendance and Sunday School
- Perfect School Attendance
- Academic Achievement Award
- 7th grade Christian Character Award
- 8th grade Wilmer Gresens Award (highest GPA from grades 5-8)
- Presidential Academic Fitness Award (minimum 3.5 GPA)

Homework Policy

Homework is designed as an opportunity for students to practice new and reinforce past learning's. In general, students in the primary grades may have up to 30 minutes of homework nightly. At the middle grades, students may average one hour of homework nightly. If your child seems to exceed the time consistently, please call the teacher to problem solve.

Assessment & Testing

Assessment is key for the teacher to understand the needs of a student and target the instruction that will result in achievement. Teachers will assess learning in each subject during the regular classroom schedule. Standardized testing may be administered each year and a copy of those test results will be made available to the parent.

Progress Reports & Parent-Teacher Conferences

Summarizing student achievement is a critical component of education. These results not only inform parents and students what they have achieved, but what is necessary to continue taking advantage of the daily opportunity for learning. Throughout the year, the teacher is expected to inform parents of any difficulties a student is experiencing. Each quarter, the teacher will summarize a child's achievement and these "progress reports" will be shared with the student and sent home. Parents are asked to review and compare the achievement information and if there are questions, to contact the teacher.

Formal Parent/Teacher Conferences are usually scheduled in fall and in the spring. Conferences are key to the child's continued educational and spiritual growth. Conferences are an opportunity for the teacher and family to "team up" to develop a plan to address learning needs and to celebrate successes. Parents will be asked to submit a "preference form" indicating the time and day they are available to conference. Parents will be notified of the conference schedule.

Chapel Service



Chapel services are held every Wednesday morning from 8:00 – 8:45. Children are given envelopes to be used for their yearly chosen mission projects. Chapel Services are open to all parents and congregation members.

Science Fair/Special Friends Day

Every other year St. John Lutheran School will hold either a science fair or a school special friends day (Grandparents Day).

Choir

We offer choir as a part of our music curriculum. Students attend choir classes once per week. They are asked and encouraged to sing at various worship services or public gatherings. This is a great opportunity to witness their faith. Attendance will be recorded on the student's report card. The goal is to have the children sing once a month at St. John Lutheran Church for the congregation. The choir teacher is in charge of the students when they are singing, the classroom teacher of the participating students are expected to attend.

Field Trips

Throughout the year a number of field trips are planned to supplement and enhance student learning. Parents will be asked to approve their child attending field trips. This permission slip will be kept on file for the year. Teachers will send home an overview of the field trip including the purpose, the day, the time, and any special arrangements that are necessary.

Teachers should fill out a field trip request form at least 4 weeks before each trip and submit it to the administrator. All trips must be O.K.'d by the administrator. The administrator will seek board of education approval for major field trips. If a bus is needed, the cost of that bus will be added to the cost of the field trip and paid by the student.

Playground Information

Recess

St. John Lutheran School recognizes the importance of fresh air and proper exercise for its students during the school day. All students are expected to participate in the daily recess schedule outlined for each class and grade level. **Boots and proper winter clothing must be worn on days when snow is on the ground.** Children will not be permitted to become excessively covered with snow thus becoming wet upon completion of recess. The only excuses in which a child is not expected to participate in recess are defined as following:

- A. Rain or inclement weather
- B. Wind chill factor or temperature is at or below 0 degrees
- C. A note that is signed and dated from a parent stating a reason for missing
- D. Doctor's excuse

Playground Rules

1. Play in designated areas only. Toys are to be shared.
2. Follow the directions of the playground supervisor.
3. Students not wearing proper attire will sit at tables in the shelter during recess.
4. Play games that are not dangerous.
5. Use playground equipment properly. Swing safely and in a proper fashion. Swing so that you can't run into another student on there swing. Always have the small children keep a good distance from those children swinging.
6. No fighting, teasing, using obscene gestures, bad language, or cursing.
7. Absolutely no snowballs.
8. Students are not allowed to be out of view of the playground.
9. Students are not allowed to bounce or kick balls off of the school building.
10. Students not attending St. John School are not allowed on the playground unless they have permission from the administrator.

Infractions of recess may result in losing recess privileges for a period of time determined by the administrator.

Transportation

Transportation

Students residing in the St. John attendance area as designated by Everest and Wausau School Districts are eligible for bus transportation to St. John.

Transportation forms for bussing are required for each student attending St. John School from D. C. Everest or Wausau District Schools. These forms are sent to parents in the spring of each year and are forwarded to the district office of the transportation coordinator in each school district. Alternate pick-up / drop-off locations, bus #, and pick-up time is sent to each student's home approximately two weeks prior to the beginning of fall classes. If your transportation needs change during the school year, forms of change are available in the school office.



If a child is not taking their usual transportation home, a note or phone call is required from their parents. This request is made in order to ensure that parents and teachers are aware of the child's alternate transportation plans. If a note or phone call is not received, the teacher will send the child home the way of usual transportation.

Bicycles and Snowmobiles

Bicycle riders must follow all the bicycle safety rules. Bicycles are not permitted to be ridden during school hours. If students choose to break bicycle safety laws, then the privilege of riding a bike to school may be restricted.

Snowmobiles may be operated only by students that possess the appropriate license and training to do so by the state. Parents must inform the administrator if a student will be arriving at school by this means. Parking will be arranged at the time to protect all involved. Breaking of bicycle and snowmobile safety rules will result in restricted use.

Parking, Pick Up & Drop Off

Parents picking up their children should:

1. Drive by drop off and pick up
 - a. Enter West entrance (nearer to Hwy J & Z intersection)
 - b. Drive in line fashion to door A – have student exit car in front of door A

2. Walk in drop off and pick up
 - a. Park car in West or East parking lot.
 - b. Walk with child into or out of school using door A, B, or C.

Driveway maps are available in the school office.

- No car shall be left unattended in the fire lane during school hours.
- No car shall be left running unattended in the school parking lot.
- No passing of lined up cars or busses in the driveway.

Extra-Curricular Activities

Extra-Curricular Activities

In keeping with the growth of and self development students at St. John Lutheran School have a variety of extra-curricular activities to enhance the cultural, physical, and spiritual advancement and education of our students. Some extra-curricular activities are sports, music, and computer club.

Extra Curricular Eligibility Policy:

Extra-Curricular eligibility will be reviewed twice every grading period. A student will be considered ineligible for extra-curricular involvement if the student has a failing grade (or a U) or two D's on report card or midterm report on any subjects listed below. The student will remain ineligible until the mid-quarter report or report card time. If the student has improved his/her grades on this report and meets eligibility standards, he/she will be re-instated on the team. If not, the student will remain ineligible until the next report is issued or the current season ends.

Core Instructional Subjects: Religion, Science, Math, Spelling, Memory, Social Studies, Reading, and English.

After school sports for St. John Lutheran School students are soccer (with Trinity Wausau) volleyball, track and field.

Home school students will be allowed to participate on St. John's sports teams by paying the athletic fee.

A \$20.00 athletic fee will be collected from each player on the teams to pay for supplies and an end of the season party.

After School Clubs and Activities (Extras)

Each month a number of **extra** activities are planned after school interested students. The extras incorporate the arts, sports, crafts, and other activities. Each month a menu listing of the dates, an overview of the activity, and the cost associated with the activity are sent home. Parents and students need to identify the extra activities they will be involved in for the month and return to school with the correct remittance.

Each year, students are offered the opportunity to participate in various clubs. As student interest changes, so do the offerings for students. A form granting permission as well as an overview of the club will be sent home for parent approval.

Sports can be an integral part of St. John if student availability and interest is appropriate for the sport. All sports are co-educational. A form granting permission as well as an overview will be sent home for parent approval.

Yearbook

School yearbook orders and payments will be taken in spring. They will be delivered before school is dismissed for the summer. We wish to include the entire year's events including graduation. Parents are encouraged to submit copies of photos taken throughout the year of school events for all grades.

Lockers

Lockers will be assigned to students in the upper grades as availability permits. The lockers remain the property of the school. Students are required to maintain the lockers in reasonable condition and are responsible for damages that occur from negligent use. Students are to use a removable adhesive substance on the lockers.

P.T.L.

PTL

All parents of St. John Lutheran School students are automatically members of the P.T.L. (Parent Teacher League) and are encouraged to be actively involved in it by attending meetings and participating in its activities. Meeting dates are listed on the school calendar.

\$CRIP

\$crip is gift certificates from area merchants that are available in the school office during regular office hours. They are sold as a fund raiser for the school PTL, and part of the profit can be applied toward your child/children's tuition! These certificates are purchased from the Great Lakes \$crip Co. and local participants. St. John's PTL earns a percentage from each sale. Contact the school office for more information.

Sales at School

The students at St. John Lutheran School are invited to participate in various fundraiser activities. Profits from these sales will be used to further the education of the students. P.T.L determines which fund raisers it will organize. Other fund raisers outside of those run by P.T.L., must be discussed with the administrator who will subsequently submit that request to the finance board and the council of the church for approval.

Room Parent Coordinators

The Room Parent Coordinator is a form of parental support provided by the P.T.L to help assist the teachers in the classroom. The role of this parent is to communicate between the teachers and the other parents. The parent helps to organize special parties such as Christmas and the teacher's birthday. The room parent may also be asked to help communicate needs with other parents for special receptions or activities.

Parties



Christmas parties in the classroom will be held close to the last day of school before vacation. There will be a gift exchange for each classroom. Teachers will send home notices on how the gift exchange will take place. Room parents will be contacted to assist in the planning of these parties. Parents are encouraged to donate, as asked, to make these special receptions a success.

The Gift Exchange guideline is \$5.00 for students.

VOLUNTEERS

Volunteers are always welcome at the school. Volunteers are the strength of our program and contribute to the success of our students and school.

Ideas for Volunteering:

Library Helper	Tutoring	Photocopying
Book Fair Coordinator	Yearbook	Photographer
Classroom Assistance	Collating Newsletters	Cutting Labels
Putting up Bulletin Boards	Chaperoning Events	Running Errands
Organizing and Submitting Book Orders		

THIS PAGE NEEDS TO BE RETURNED TO SCHOOL

**I have received the St. John Lutheran handbook and
acknowledge their policies and procedures.**

_____ **Family**

_____ **Parent Signature**

_____ **Date**