

St. John Lutheran School

Parent & Student Handbook

2022 - 2023



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“REJOICE IN THE LORD”

“Rejoice in the Lord always; again I will say, rejoice.”

Philippians 4:4-7 (ESV)

“

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OUR MISSION

“Shaping lives for Christian service through academic excellence.”

PURPOSE OF THIS HANDBOOK

All students and their parents or guardians should read and review this handbook and should consult the administration if any questions arise. Parents or guardians by enrolling their child in St. John Lutheran School (SJL) are acknowledging and accepting the policies contained in this handbook. The school reserves the right to add or modify any of the handbook provisions with or without notice at any time. However, we will try to notify parents and students of any significant changes as they are approved.

PHILOSOPHY

St. John Lutheran School (SJL) is a coeducational institution that offers a Christ-centered alternative for residents of Plymouth and the surrounding communities. As a distinctively Christian school, we encourage each student to grow and mature in mind, body, and spirit. While the majority of our students are Lutheran, we welcome students of different faiths and those without a church home.

WHAT MAKES OUR SCHOOL DIFFERENT?

St. John Lutheran School uses the absolute truths found in the Bible as the foundation for everything that we do. Moral values are modeled, taught, and encouraged. We teach students to be good stewards of God’s created world, to value life as given by God, to serve others in joy, and that eternal life in heaven is what awaits as God’s free gift for all believers.

St. John Lutheran School is Christ’s ministry and mission to the...

- **Individual** - Studying scripture on a daily basis helps the student form a personal relationship with our Savior. The students experience God’s love, forgiveness, and grace, which allow them to share those experiences with their peers.
- **Family** - Christian education reinforces what is taught in a Christian home. Three key institutions that shape a child are the home, the church, and the school. Children are served best when all three institutions guide them in the same direction.
- **Church** - Christians are to edify other Christians. Christ instructed His disciples to "teach them to observe all things." This Scriptural command and tenet of the Lutheran Confessions can be more effectively met in a full-time Christian school.

CHRISTIAN WORLDVIEW

A secular worldview encourages man to look inward for answers to life’s challenges. Secular psychology often claims that each person is basically good.

A proper **Christian worldview**, as taught by St John Lutheran School, holds that all have sinned and fall short of the glory of God and that a Christian looks outward to God for the answers to life’s challenges.

- *“Just as you received Christ Jesus as Lord, continue to live in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness. **See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ.**”*
– Colossians 2: 6-8
- “I am much afraid that schools will prove to be the great gates of hell unless they diligently labor in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise no one to place his child where the Scriptures do not reign paramount. Every institution in which men are not increasingly occupied with the Word of God must become corrupt. – Martin Luther (1483-1546)

WHAT LUTHERANS BELIEVE AND TEACH

GOD

WE BELIEVE and teach that there is one True God who has revealed Himself through the Holy Bible as Triune. One God in three persons – Father, Son, and Holy Spirit. This God created all things, visible and invisible, and He continues to sustain them.

THE BIBLE

WE BELIEVE and teach that the Holy Scriptures, as contained in the Old and New Testaments of the Bible, are the only inerrant and inspired Word of God. They are without error, not only in things spiritual and moral, but also in matters historical, geographical, and scientific. These Scriptures are to be our guide in all matters of faith and life.

CREATION

WE BELIEVE and teach that in the beginning God created the heavens and the earth, by His Word, out of nothing, in six days. We believe this doctrine of creation to be foundational to other doctrines of Scripture including the atoning work of Christ.

SIN

WE BELIEVE and teach that God created the world perfect and that sin and death came into the world through the transgression of Adam and Eve. We also believe and teach that, because of Adam's sin, all people are born sinful (Psalm 51:5) and are by nature enemies of God (Romans 5:10).

OUR SAVIOR

WE BELIEVE and teach that all people are sinners and are in need of a Savior. The one and only Savior is the Son of God, the Second Person of the Holy Trinity, who was promised already in the Garden of Eden and in the fullness of time, was revealed as Jesus Christ. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the cross for the sins of the world, so that sinful man, by grace through faith in Jesus Christ alone, will be saved to eternal life. His bodily resurrection from the dead, His ascension into heaven to sit at the right hand of the Father, and His imminent return in power and glory to judge both the living and the dead.

DOCTRINE

WE BELIEVE and teach that justification by faith in Christ is the central doctrine of the Bible. All of Scripture must be understood in the light of this one doctrine and all other doctrines must be brought in line with it. In agreement with this central truth, we teach the three "*solas*" of the Reformation - Sola Fide (faith alone), Sola Gratia (grace alone), and Sola Scriptura (Scripture alone).

THE HOLY SPIRIT

WE BELIEVE and teach that the Holy Spirit is the third person of the Holy Trinity, dwells in the hearts of all true believers in Jesus Christ. It is the Holy Spirit who motivates and enables Christians to lead godly lives out of love for the Savior and in thankfulness for His blessings.

THE MEANS OF GRACE

WE BELIEVE and teach that God offers and conveys the merits purchased by Christ by His death on the cross only through the external means of grace ordained by Him. These means of grace are the Gospel in every form and the Sacraments of Holy Baptism and the Lord's Supper. The Word of the Gospel applies the grace of God, works faith, and regenerates man (Romans 10:17). Baptism is applied for the forgiveness of sins and is a washing of regeneration and renewing of the Holy Spirit (Acts 2:38 and Titus 3:5). Likewise, the true body and blood of Christ are distributed in the Lord's Supper for the forgiveness of sins (Luke 22:19-20 and Matthew 26:26-28).

THE CHURCH

WE BELIEVE and teach that there is one, Holy, Christian and Apostolic Church. This Church is the spiritual unity of all believers in Jesus, which includes people from all races, cultures, and times.

THE END OF THE WORLD

WE BELIEVE and teach that Jesus Christ will come again, not secretly, but openly (Revelation 1:7). At this time, He will judge the living and the dead (Acts 10:42). The dead will be resurrected (Revelation 20:12– 13), believers to everlasting life in heaven (John 3:16–18) and all who have not believed in Jesus Christ to everlasting damnation. (Matthew 25:46).

IN SUMMARY

WE BELIEVE and teach the doctrines of the Lutheran faith as found in the Holy Bible, as expressed by the reformers in the Book of Concord of 1580, and as commonly confessed throughout the history of the Christian Church in the three Ecumenical Creeds – Apostles, Nicene, and Athanasian.

HISTORY & STRUCTURE

St. John Lutheran Church established its Christian day school in the fall of 1864 to provide the children of the congregation and other children of the community with a Christ-centered education. The school has grown from one teacher in one classroom to one classroom per grade, including a preschool and childcare program. The members of St. John financially and prayerfully support the school as a ministry to Christian families and as a mission outreach to the community (Matthew 28: 19-20).

THE LUTHERAN SCHOOL SYSTEM

St. John Lutheran School is a member of the South Wisconsin District of the Lutheran Church - Missouri Synod (SWD-LCMS). Our synod oversees more than 2,000 schools that are each independently operated by their local congregations. Most of our teachers were trained in the Concordia University System operated by the LCMS.

ADMINISTRATION

St. John Lutheran School is an integrated ministry under the ultimate control of St. John Lutheran Church. The school board, comprised of SJL congregation members, is responsible for overseeing the school and its policies. The principal is responsible for the day-to-day operations of the school and carrying out the policies of the school board and the congregation. The pastors of St. John Lutheran Church are directly involved with the families and operation of the school and are ex-officio members of the school board and the faculty.

ADMISSION & RE-ENROLLMENT

NON-DISCRIMINATION POLICY PERTAINING TO ENROLLMENT, PROGRAMS, & POLICIES

St. John Lutheran School will not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission, or our federally subsidized hot lunch program. Students with disabilities may be admitted if the student can meet curriculum requirements with the reasonable accommodations that SJL can provide.

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 hot lunch program discrimination complaint, complete the [USDA Program Discrimination Complaint Form](#), (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.

AGE REQUIREMENTS

Students must meet the age requirement by **September 1** of the current school year.

3K → 3 years of age 4K → 4 years of age Kindergarten → 5 years of age 1st Grade → 6 years of age

EARLY CHILDHOOD RATIOS

Teacher aides generally will be hired if enrollment exceeds these ratios:

3K → 10:1 4K → 12:1 Kindergarten → 16:1 1st grade → 18:1

NEW STUDENT APPLICATIONS

A prospective student may apply anytime during the calendar year.

1. Student and parent(s) meet with the principal. This is required for new transfer students.
 - New students are accepted on a 90-school day probationary period.
2. Parents complete and submit the application form (paper or online) with these attachments/requirements:
 - A \$100 non-refundable enrollment fee (which is applied to the total amount owed).
 - A copy of the most recent report card when applicable.
 - A copy of recent standardized test scores when applicable.
 - Verification of age with a birth certificate is required for entrance into 3K, 4K, K, and 1st grade.
 - Proof of state requirements for immunization records. (Proof is necessary before starting classes, but it is not required at the time of application.)

RE-ENROLLMENT

Current students in good standing need to apply for re-enrollment annually during the second semester by submitting a paper or online form and enrollment fee by the advertised deadline. All re-enrollment applications are subject to the approval of the principal.

ENROLLMENT PRIORITIES

For classes with more applicants than space available, the priority order of admittance to SJL and its preschool is:

1. Member families of St. John Lutheran Church
2. Re-enrollees in good standing.
3. Siblings of currently enrolled students.
4. Members of other Lutheran Church-Missouri Synod congregations.
5. Others who desire a quality Christian education for their child.
6. The order in which applications are received can also be used if necessary.

ADMISSION APPEAL PROCESS

The parent or guardian of a student who is denied admission or re-enrollment may appeal the decision to the senior pastor. The senior pastor will review the student's academic needs and progress and the student's discipline record and determine whether to overturn the decision made by the principal. The parent may make a final appeal to the school board if necessary. The school board's decision is final.

TRANSFER CREDITS

A student transferring into SJL shall be placed at the appropriate sequential grade level if previous passing grades are provided as found on an official report card or transcript. If the student was home schooled, then credits or grade level shall be validated through performance during the first quarter and adjusted if the principal deems it appropriate to do so.

STUDENT ADVANCEMENT

Requests for a student to advance to a grade level above the usual age-based grade level should be made in writing to the principal. The school board will evaluate each request individually based on:

1. Standardized test results.
2. Consultation with prior and current teachers and administrative staff.
3. Social, emotional, physical growth, past academic performance, behavior, and motivation.

RETENTION

Students who meet the standards of their present grade level will be promoted at the end of the school year. Students not meeting the standards of their present grade level may be recommended by the child's primary teacher to the principal for possible retention. Any such recommendation must be made by the end of the first semester. Parents or guardians will be notified of the possibility of grade level retention in a timely fashion. The ultimate decision regarding retention resides with the principal.

WITHDRAWAL

When a student withdraws or is not re-enrolled, the parents should complete a request for transfer of records. Tuition must be paid in full and all textbooks and school owned materials must be returned before student records will be released. Parents may be eligible for a pro-rated tuition refund.

EXPULSION

Any student may be dropped from enrollment for excessive tardiness, excessive absences, persistence of a non-Christian attitude, persistence of disciplinary concerns, a major violation of the school's behavior policies, academic cause, non-payment of tuition/fees, and/or a general lack of support or respect for our program of Christian education. Further information is available in the remainder of this handbook.

TUITION & FEES

PAYMENTS

- **TUITION** → There are two options for tuition payment for students in grades 3K to 8th.
 1. Pay in full by August 1st (5% discount applied).
 2. Monthly by enrolling in our automatic electronic payment program.
- **CHILDCARE** → Before and after school care costs are billed weekly. Payments should be submitted directly to the Childcare Director.
- Additional fees may be charged for other activities and expenses such as outdoor education, field trips, yearbook, and Confirmation.
- A fee of \$20.00 will be charged for all checks returned for non-payment.
- If a parent or guardian chooses to withdraw their child from SJL, pre-paid tuition can be refunded on a prorated basis when a request is made in writing and submitted to the school office.

TUITION DISCOUNTS

Families may reduce their tuition costs through these programs:

- 5% discount if tuition is paid in full by August 1st.
- Multi-child discount → 2nd child receives a \$150 discount, 3rd and additional child - \$250 discount.
- SCRIP: Families and extended family members are encouraged to participate in the SCRIP program. Gift cards can be purchased with the proceeds applied to designated student accounts. Tuition credits accumulate through April 30th and are applied to THE FOLLOWING school year.

CONGREGATIONAL SUPPORT

Tuition only covers a portion of the approximately \$8500 it costs each year to educate a child at SJL. The members of St. John Lutheran Church contribute a significant portion of their budget to subsidize the cost of operating the school. Each member family should give to the Lord through regular church contributions as they have been blessed.

TUITION ASSISTANCE

St. John School offers a limited amount of tuition assistance grants for families unable to afford school tuition. Tuition aid is granted based on family financial need. An aid application form is available in the school office and should be returned by May 1st. Applicants will be asked to disclose financial information and may be asked to meet with the principal and/or a pastor to explain their family's financial situation.

PREPAID TUITION REFUND POLICY

If a parent or guardian chooses to withdraw their child from SJL, pre-paid tuition can be refunded on a prorated basis when a request is made in writing and submitted to the school office.

ACCOUNTS IN ARREARS

No student shall be allowed to re-enroll in St. John Lutheran School until all previous fees have been paid in full unless granted an exception. Families in need of an exception to this policy must contact the principal or senior pastor for further consideration. Unpaid balances on the day of graduation and/or the last day of the school year may result in:

1. No report card and/or achievement scores being released to the parent or guardian.
2. No cumulative records being transferred to another school, if applicable.
3. No participation in the graduation ceremony, if applicable.

UNPAID MEAL CHARGE POLICY

It is our goal to provide nourishing meals to our students to help fuel their learning in the classrooms. No student gets rejected for a meal regardless of if there is a negative lunch balance. No student left hungry! However, the food service department

operates as a self-funded entity, like any business, and unpaid meal charges places a financial burden on us. For this reason, we will take corrective action with those who have negative lunch account balances.

Seconds, when available, are not free nor reduced. Full entrée = \$1.90, Half Entrée = \$0.95. Fruits, vegetables, and string cheese = \$0.85. Breads and desserts = \$0.65. Milk = \$0.50, Therefore, NO SECONDS will be offered if a student holds a negative lunch account balance will use the following methods to notify families and collect debt.

- An auto-generated email goes out every Monday if your account reaches \$15.00 or below.
- Once in the negative you will receive a personal email from the Food Service Manager.
- A phone call will be made by the Food Service Manager once \$50.00 in charges are reached.
- For those who accumulate an excessive amount of meal charges, a meeting with the principal and the Food Service Manager will be required.
- Meal account debt is considered a school fee and remains with the student throughout their enrollment at SJL. Meal account debt will also roll over and accumulate each school year until it is paid in full.
- Families experiencing financial hardship may apply for free or reduced lunches through the federal government. Contact the school office for an application.

TRANSPORTATION

STUDENT ARRIVAL

1. Students (K-8th) should be dropped off at the main gym entrance located off Smith Street. Students will not be allowed to arrive at school before 7:15am unless our childcare program is used. Loitering in the main office lobby entry area, or the gym entry commons area will not be permitted.
2. Preschool students (3K-4K) shall be brought to the Stafford Street entrance no sooner than 15 minutes prior to the start of the scheduled class time.
3. For students arriving by privately owned vehicle, a parent/guardian or trusted adult *must* drop his or her child(ren) off at the designated door. Parents/guardians *will not* be permitted to walk their child(ren) to class. Some exceptions may be made the first week of school – to ease a young child’s anxiety.
4. When dropping off a student, the ‘drop off line’ should be used. If you wish to park, you may but, for safety reasons, a parent/guardian **MUST** walk the child across the ‘drop offline.’
5. Childcare students should always pick up and drop off at the Stafford Street entrance.
6. Students will immediately report to their homeroom. There is no loitering in the hallways.
7. For students arriving by bus, they will disembark at the Stafford Street entrance.

STUDENT DEPARTURE

1. Childcare students should always be picked up at the Stafford Street door.
2. 3K and 4K students should always be picked up at the Stafford Street entrance.
3. K-8th grade students shall use the main school lot off of Smith St. adjacent to our playground area.
 - The parent/guardian or trusted adult that will be picking up a K-8th student(s) must arrive to the parking lot by 2:35pm and park, nose out, in a space as close as possible to the gym entrance.
 - The driver and any other passengers must remain in the vehicle or stand immediately outside of it to await the release of the students.
 - At 2:35pm, both gates will be closed.
 - At that time, students will be sent to the lot by their teachers or other staff members and then asked to walk safely to their waiting vehicle.
 - When *all* vehicles are safely loaded, then and only then, will the exit gate(s) be opened for vehicle departure.
 - A second wave of the same process may be necessary to accommodate late-arriving vehicles.
 - Students waling home are dismissed at the same time. *Waling to a car waiting on the street, near or far, IS NOT walking home and is not permitted.*
 - Students leaving by bus will wait at the north hallway doors until loaded onto a waiting school bus.
 - *Parents/guardian and students are expected to use this procedure. Parking on the street is not as safe for loading purposes. If you need an exception made, please speak to the principal otherwise please follow the procedure as written. We reserve the right to refuse to dismiss your child until the procedure is followed.*

SCHOOL BUS TRANSPORTATION

Bus transportation (provided by Plymouth Public Schools) is available for our students in grades 4K to 8th for school district residents who live more than two (2) miles from SJL. Parents may contact Johnson School Bus Service for further details. All bussed students are governed by the public school district transportation policies whenever they use a district provided bus.

BUS CONDUCT: Bus transportation is a privilege. Inappropriate behavior may result in suspension or expulsion from bus services. The principal shall provide oral/written warning regarding each misconduct reported to SJL.

BUS RIDING PERMISSION: If a child does not normally travel by bus to/from school, a written permission slip from a parent or guardian is needed to arrange bus transportation for that day. The principal must approve all requests.

PARKING

Parents and visitors may enter/exit the school building via the Stafford Street entrance from 7:00am to 4:00pm to conduct business with the main office. Please do NOT park in the post office lot as you may be issued a parking ticket. There is no parking in the bus loading zone(s) during the times posted on the loading zone signs.

GENERAL SCHOOL POLICIES

ABSENCE OF POLICY

When there is no written policy to apply to a situation, the principal, or his or her designee, is authorized to use his or her judgment in determining the proper course of action based on the circumstances.

ATTENDANCE

Regular attendance is vitally important to student progress. Excessive absences and/or tardiness may jeopardize a student's enrollment.

Absences from In-Person Instruction

- When a child is unable to attend school for in-person instruction, a parent/guardian must contact the school office by 7:40am via the telephone, by email, or through the SJL school app.
- The homeroom teacher or the office staff will record a student as absent in our school's student information system (SIS).
- The school secretary daily verifies that each absence is properly recorded and categorized.
- The school secretary and the principal are the only two people authorized to change an attendance record in our SIS as it is the official attendance log.
- A student is tardy if he or she is not seated in the room and prepared to work at 7:30am. Students arriving after 7:35am must first report to the office before going to class.
- Medical, dental, and other appointments are excused absences. Parents must notify the office and the child's teacher at their earliest convenience before taking the child out of school for any reason.
- Teachers will assign make-up work when appropriate and will assign a reasonable time for completion which is typically the number of days absent plus one day.
- Family vacations during the school year are STRONGLY DISCOURGED. Teachers may, but are not required to, provide all homework prior to such an absence.
- A student may not participate in extracurricular events on days when absent for more than 3.5 clock hours. The principal may offer an exception in some cases.

Absences from Virtual/Distance Instruction

- In some situations, such as when the school is closed for inclement weather or the need for an extended absence due to illness or suspected illness, alternative instructional models such as virtual instruction may be used and possibly required.
- The use of such alternative instructional methods, depending on the cause, may be necessary for a single student, a small group of students, an entire grade level, or the entire school.
- If a child is expected to participate in virtual instruction, or similar activities, parents/guardians will be notified of that expectation via a telephone call or an email message. At that time, further instructions as to how the process will work and what the expectations will be - including how attendance is monitored and recorded - will be provided.
- If a student cannot attend virtually or complete work assigned for a given day due to illness or other complications, email or telephone notice must be given to the student's teacher and/or the school office by 8:00am of the day in question and will be noted in our student information system (SIS).
- As a general rule, attendance in these situations will be tracked through the use of daily electronic check-ins and/or evidence of work completed each day. This type of evidence will be noted by the applicable teachers and recorded daily in our SIS and subject to the same official review process as in person instruction.

BIRTHDAY & BAPTISMAL BIRTHDAY TREATS

Students may bring treats to share with their class on their birthday or baptismal birthday and served at a time specified by the teacher. Nutritious snacks are preferred. Parents must arrange a convenient time with the teacher to bring the treats and to be aware of any food allergies in the class. If freezer or refrigerator space is needed, please check with the food service staff in advance.

CALENDAR

The school calendar is posted on Sycamore, the SJL smart device app, and on the school website (sjlseagles.com). It is updated regularly. The principal develops and recommends a school calendar each spring which must be approved by the school board.

CHAPEL

All pupils in grade 3K-8 assemble in the church as guests in God's house each week for worship. Parents are welcome and encouraged to attend this service. Chapel is led by the pastors of our church, the teachers, and/or our students. A student offering (via envelopes) is collected for mission work or other charities. Students are encouraged to dress nicely on chapel days (see Dress Code Policy).

CHURCH & SUNDAY SCHOOL ATTENDANCE

St. John Lutheran Church supports and maintains a Christian day school to "make disciples of all nations" (Matthew 28:18-20). One of the marks of a Christian's faith is regular attendance at worship services where faith is nurtured and developed through the Word. Worship attendance together as parent and student reinforces the Christian training that takes place daily in school. The congregation's Constitution describes the "duties of membership" to include "attend divine services faithfully and partake of the Lord's Supper frequently." These directives find their roots in the clear mandates of Scripture (Hebrews 10:24-25 & Exodus 20:8-11). Families receiving a member tuition rate but do not attend our church on a regular basis may be approached by a one of the pastors for further discussion.

CHURCH MEMBERSHIP CLASSES

All parents and guardians are invited to one of our church's adult information classes, led by a pastor, to learn more about the Bible, our congregation, and to become a member of St. John Lutheran Church if desired.

CLASS PARTIES

Classroom parties may be held during the school year. These celebrations will be held after lunch and teachers will communicate with parents and guardians about organizing these parties. The teacher will remain with the children during the parties. It is especially important that a Christian emphasis be evident i.e. Christmas is to celebrate Christ's birth and Easter is a celebration Christ's resurrection. Class parties which occur off-campus must have approval of the principal, written permission slips, and chaperones.

CONDUCT DURING SCHOOL SPONSORED ACTIVITIES

Student and parent conduct at extracurricular activities, on or off campus, should reflect our school's Christian values. Unacceptable behavior by a student could be cause for dismissal from the team/activity and/or other school discipline. Unacceptable behavior by an adult could be cause for removal from the event immediately and for a period of time to be determined by the principal.

CONFLICT RESOLUTION POLICY

In Matthew 18, we are reminded that Christian conflict resolution is necessary to maintain mutual respect and encourage effective communication. Knowing that problems will arise, students and parents are expected to use the following flowchart as guidance when conflict arises regarding a school-related matter. These principles, of course, are applicable in other parts of life as well.

Step 1

- Respectfully approach and speak directly with the person with whom you have a conflict or concern.
- Explain your concern in a non-confrontational manner and listen carefully to his or her response.
- More often than not, a successful resolution will result, or a mutually beneficial understanding will be reached.
- Please note that email is generally not a productive place to air concerns. Face-to-face discussions or telephone conversations are much better suited to honest, open communication.

Step 2

- If the matter is not resolved to your satisfaction, you may approach that person's immediate supervisor.
 - ✓ The principal regarding conflict with a teacher, staff member, or volunteer.
 - ✓ The athletic director, then principal, regarding conflict with a coach or athletic policy.
 - ✓ The senior pastor regarding conflict with an administrator.
- Explain your concern to the appropriate supervisor, include what steps you have taken thus far, and listen carefully to his or her response and/or proposed solution.

Step 3

- If the matter is still not resolved to your satisfaction, you may approach the school board and request a hearing on the matter.
- Contact with the chair of the school board can be made through the office or the principal.
- At the designated time, explain your concerns, include what steps have been taken thus far, and answer any questions that may be asked.
- The decision of the school board is final.
- Please note that individual board members have no authority unless voting as a part of a legal school board meeting.
- Taking concerns directly to a school board member, especially bypassing some or all of these steps, is completely inappropriate.

CUSTODIAL & NON-CUSTODIAL PARENTS

In the case of a divorce, parents must provide a notarized copy of the custody arrangements of the divorce decree to the school office. The school will not release a child to a non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided to the school. Non-custodial parents may visit the student's classes and attend parent-teacher conferences unless restricted by a court order.

Parents and non-custodial parents have the right to view the educational records of their children. SJL requires 48 hour written notice in order to review a student's cumulative record. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but they will notify the custodial parent that they intend to comply with a request from the non-custodial parent. Parents will view the records in the presence of the principal or his or her designee.

DAILY SCHEDULE

Each school day begins promptly at 7:30am and dismisses at 2:35pm.

- Any early dismissal days will be noted on the school calendar. Early dismissal time is 11:35am.
- Students are not to arrive before 7:15am unless they arrive by school bus.
- ***Students must be picked up no later than 2:45pm (or 11:45am on early dismissal days). If a student arrives at school too early or is not picked up by the designated times, the student will be cared for in our childcare program, or a similar solution, at a cost to the parent.***
- ***Playground supervision is not provided before or after school. Use of the playground before or after school is at the risk of the student and his or her family.***
- Families who need to have their child arrive early or stay late should formally enroll in our childcare program. The program operates year-round 6:00am to 6:00pm. There is an extra fee for this ministry.

DISMISSAL FROM CLASS DURING THE SCHOOL DAY

All requests for dismissal of a student during the school day must be made in writing, or in person, through the school office. In the interest of student safety and building security, students will not be dismissed from class until an authorized adult has reported to the school office at which time the office will call the classroom to have the student dismissed. Parents are urged to schedule appointments at times that will not interfere with classes.

EAGLE EXPRESS

The *Eagle Express*, our school newsletter, is emailed every Wednesday and posted on Sycamore, the SJL smart device app, and the school website. If you wish to receive a paper copy, please contact the school office.

ELECTRONIC DEVICES

Students shall not be in possession of personally owned cell phones, smart phones, portable music players, hand-held video games, computer laptops, computer tablets, or other similar electronic devices during the school day without the permission of the teacher. Any such device confiscated by a faculty or staff member may be held by the teacher or in the school office until a parent arrives to claim it. The school will not be held liable for the loss or theft of such devices regardless of the circumstances. Theft investigations, when necessary, will be conducted but a satisfactory resolution is not guaranteed.

EMERGENCY DRILLS

Fire, tornado, and other school safety drills are conducted according to current state regulations.

FACULTY

All of our teachers meet or exceed state education or voucher program requirements. Many of our teachers hold advanced degrees and have countless years of combined teaching experience. Their love for their students is readily apparent and they work hard to enable each student to work to his or her fullest potential. Most SJL teachers are also ministers of religion, trained, and called through the Lutheran Church Missouri Synod (LCMS) system, who strive to feed students spiritually with the help and guidance of the Holy Spirit. Please respect each faculty and staff member as a professional and treat them accordingly.

FIELD TRIPS

Trips away from school are designed to enrich student learning. All students are expected to participate.

- **Funding:** Most trips are funded with a combination of budget money and parent fees. Parents should remit the non-refundable amount for their portion of the trip by any specified deadline.
- **Chaperones:** Parents are sometimes asked to serve as chaperones. A chaperone's primary responsibility is the supervision of the children assigned to him or her. Chaperones are not allowed to bring other children with them on a field trip. Chaperones shall not smoke, use alcohol, or unnecessarily use their mobile devices while on a field trip.

FIELD TRIP/EXTRACURRICULAR TRANSPORTATION

Most field trips will use a chartered school bus for transportation. If parent drivers are permitted, a copy of their driver's license and insurance must be on file in the school office. Each driver's personal liability and collision insurance covers the passengers in his or her automobile.

DURING SCHOOL HOURS → The school shall try to provide bus transportation for any school-related activity in which students are removed from classroom during the school day except for activities within walking distance. **For liability and management reasons, and in the interest of class bonding, when field trip transportation is provided by the school, ALL chaperones and students are expected to ride the bus both to and from the destination. Exceptions to this policy can only be granted by the principal.** A written doctor's note for a medically necessary exception is also appreciated if applicable. Transportation expenses shall be covered by the school. Transportation for some field trips may be funded by additional fees to parents.

OUTSIDE SCHOOL HOURS → Activities that take place other than during school hours, such as athletics, scholastic competitions, etc. may require the use designated parent or guardians drivers to provide transportation. Each adult driver shall provide a copy of a valid driver's license AND evidence of current auto insurance to be filed in the school office. All students are required to wear separate seat belts in private vehicles used for school-related activity transportation.

HOMEWORK

Students, beginning in 1st grade, can expect to have homework on a regular basis for independent practice of lessons taught during the day. The amount of time spent on homework can vary depending on grade level and individual student ability. Teachers are encouraged to coordinate assignments so that children are not given excessive assignments. Parents are strongly encouraged to assist students only where appropriate. If you have concerns about your child's homework, you are encouraged to contact the appropriate classroom teacher.

LANGUAGE

Slang, street talk, swearing, using sound-alike words, cursing the name of the Lord, or openly abusive and derogatory language is unacceptable. Speech should "always be gracious" as Paul encouraged in Colossians 4:6.

LEAVING SCHOOL GROUNDS

SJL is a closed campus. After arrival at school, students shall remain on school property until school dismissal.

LIBRARY

All students may check out books from the school library. Students through 2nd grade may check out books for a one (1) week period. Beginning in 3rd grade, students have a two (2) week period in which to use the book. The student must pay current replacement cost for materials lost or damaged. Teachers and the volunteer library assistants will help students select and check

out books.

LOCKERS

Hallway lockers are assigned to students beginning in 3rd grade. No decorations (other than approved school related posters) may be attached to the outside of the lockers. Anything attached to the inside of the locker must be done in such a manner that does not damage the locker. Lockers are not to be slammed or closed in such a way that could cause damage. Students should keep their lockers clean. Lockers are the property of SJL and may be inspected, including the items therein, by a teacher or the principal at any time and for any reason.

LOST AND FOUND

Parents and students may check for missing items in the box located in or near the coatroom by the gym entrance. Periodically the box is cleaned out and the unclaimed items are donated to a non-profit organization.

LUNCH

Hot lunch is available for purchase daily. Orders must be placed by 8:00am and paid for through a student lunch/milk payment account. SJL participates in the federal school lunch program. Qualifying families may receive free or reduced lunch. SJL is an equal opportunity provider.

MOVIES / VIDEOS

Feature films may be shown occasionally as a part of an academic course, classroom celebration, or as a reward. Films shown must be age appropriate. The teacher shall preview the video, inform parents of the scheduled viewing, and obtain approval from the principal. Obviously, appropriate video clips, documentaries, and other such items of academic usefulness do not require such notifications.

PARENT-TEACHER COMMUNICATION

Parents and guardians are urged to consult with their child's teacher on a regular basis. Formal parent-teacher conferences are generally held twice per year – one in the fall and one in the spring. All parents and guardians are encouraged to attend such conferences.

PARENTAL RESPONSIBILITIES

Parents of an SJL student pledge to work together with the staff to sustain an environment of love and trust which encourages positive development in all students.

All parents should commit to the following:

- **Show support for the policies of SJL and show respect for the authority of the teachers and staff.**
- **Encourage the child to do his or her schoolwork correctly or to the best of his or her ability.**
- **Provide training and reinforcement of helpfulness, courtesy, and a Christian sense of values.**
- **Take advantage of the many opportunities to communicate with the appropriate teacher(s).**
- **Ensure that their child(ren) arrives to school on time.**
- **Make on-time tuition and fee payments.**
- **Be involved with St. John's PTO (Parent Teacher Organization) activities and fundraisers.**
- **Encourage your child to take responsibility for his or her actions and efforts at all times.**

Member families commit to the following:

- **Be faithful in church (50% min.) and Bible class attendance and in participation at Holy Communion.**
- **Use God's Word personal study and in family devotions.**
- **Regularly pray for the school, church, and its children, faculty, and staff.**
- **Contribute financially to the congregation as the Lord has blessed you.**

PHYSICAL EXAMINATION

A medical exam is required for students participating in athletics for the first time and then every two years following the initial exam.

PUBLICATION OF PHOTOGRAPHS, VIDEOS, ETC.

St. John Lutheran School uses various forms of social media and other means of communication as a part of our public relations program. It should be understood that our school may choose to publish photographs of students, videos of students, examples of student work, and other similar items on social media, on our website, in our official publications, or other means of distribution for public relations purposes. It should also be understood that visitors to our school or our events, including our parents and guardians, may also appear in public relation items. This is a great way to acknowledge and celebrate the many wonderful programs and amazing people at our school. Parents with questions regarding this policy should contact the principal.

PURSES/BACKPACKS

Purses and backpacks must be stored in the student's locker or hallway cubby during the school day.

RECESS

One or more supervised recess periods are offered daily to give students an opportunity for free play in a supervised setting. Students may be excused from recess due to illness, via written parental permission, or for disciplinary reasons. Please review these guidelines with your children to ensure safe playground activity.

GENERAL RECESS GUIDELINES

- Slide down the slides on your bottom only / do not walk up the slide.
- Swing only on your bottom and in a back-and-forth motion. No twisting, side-to-side motions, etc.
- No throwing the swings up and around the top to make them shorter.
- One person per swing.
- No pushing, shoving, tripping, hitting, etc. No sitting on top of the monkey bars.
- No balls on the padded portion of the playground.
- Stay out of the landscaped areas around the building.
- Stay off of the fence and the wood border lining the playground area.
- Stay out of the space between the wood border and fence.

WINTER RECESS GUIDELINES

- Children should have winter coats, boots, and hats, snow pants, gloves, etc. when there is snow.
- Absolutely no throwing snowballs.
- No pileups on top of each other.
- Play only in front and on the sides of the snow hill so teachers can always see the student.
- No digging tunnels or large holes.
- Slide down a snow hill on your bottom after making sure no one is in your way.

TEMPERATURE GUIDELINES

Wisconsin weather can change very quickly. Parents should monitor their student's outer dress before arrival at school. For student safety, our faculty and staff use the following guidelines for needed outerwear attire.

- When the temperature is below 0° Fahrenheit, there will be no outside recess.
- When the temperature is below 50° Fahrenheit, an outer jacket, heavy sweatshirt, or winter attire needs to be worn at recess in addition to the student's school attire.

RESPECT FOR AUTHORITY

Every person is to be treated as a child of God, possessing, from conception, dignity, value, and worth. Students should at all times be treated with respect by teachers and by peers. The fourth commandment mandates that students are to respect and obey their pastors, their teachers, and any other adults in positions of authority including secretaries, coaches, custodians, and food service staff. Parents should never discuss teachers in a negative manner, especially with students present. Parents or students who continually behave or communicate in a manner that consistently disrespectful will be asked to meet with the principal and/or pastor.

RESPECT OF PROPERTY

Students should always be thoughtful in taking care of the school building and all of its contents. No student is allowed to sit on radiators, windowsills, desks, tables, or cabinet tops. Students will be held responsible for any damage to property belonging to another person or institution.

SCHOOL BOARD MEETING ATTENDANCE POLICY

As a participant in the Wisconsin Parental Choice Program, our school board is required to set aside two meetings per year that parents may attend to observe, have their questions or concerns addressed regarding the voucher program, or any other issue germane to the role of the school board. These two public (open) sessions are advertised in various ways throughout the year. At the conclusion of the open session, the school board may move to a closed session to handle things of a sensitive or confidential nature. Likewise, parents can attend other meetings throughout the school year if 24-hour notice is provided to the principal. Similarly, other meetings at which visitors are in attendance, the use of both open and closed sessions will likely occur. Any exceptions to this policy can be made by the school board chairperson or the principal.

SCHOOL CANCELLATION

SJL will generally follow the Plymouth Public School District for weather related school closings or delays, but the final decision is made by SJL's principal with notifications sent out by text, email, and/or phone call. If SJL closes for other reason, the School Reach messenger service shall be used. Pre-school will not be in session when there is a 2-hour delay.

SCHOOL PICTURES

Individual and class pictures of all students will be taken each fall and a notice will be sent home prior to picture day. Purchase of any pictures is optional.

SCHOOL SUPPLIES

A student supply list is given to each family in their registration packet and additional copies may be obtained from the school office. The items on this list should be brought to school during a scheduled "Meet the Teacher" appointment, or at other advertised opportunities. Other supplies will be furnished by the school and are included in the registration fee unless a special need arises.

SECURITY CAMERAS

Surveillance cameras are in use throughout the church and school to promote safety and to encourage reasonable orderliness on ministry property. Any person entering the SJL's facility is subject to being recorded via video recording.

SEXUAL HARASSMENT POLICY

St. John Lutheran School strictly prohibits any conduct or speech that constitutes sexual harassment of or by an employee (worker) or a non-employee (student, parent, volunteer, or visitor).

SOCIAL-EMOTIONAL HEALTH OF OUR STUDENTS

We take our students' social and emotional needs seriously. Within the classroom, we promote the core competencies of self-awareness, self-management, relationship skills, social awareness, and responsible decision making. These five components are often tied into and can be found in our religion curriculum. However, there are times that students need additional support within these five areas. St John Lutheran has a licensed school counselor on staff within our Special Needs Coordinator position. SJL also has two pastors who come and often do provide support for students in their social and emotional needs. The Special Needs Coordinator and pastors also work closely with outside agencies if additional support is needed for a student, their families, or both.

STANDARDIZED TESTING

Standardized tests are administered annually for students in grades K-8th. The results are shared with parents and guardians and used by teachers to evaluate student achievement, measure academic progress, and gauge the overall effectiveness of our

curriculum. Results from these tests are used for guidance, grouping, and curriculum improvement.

STUDENT RECORDS

Official student records will contain only academic transcripts, attendance records, standardized test scores, emergency contact information, and required health and immunization records. Behavior records are kept but are not a part of a student's permanent file unless a student is expelled for violence or drug related offenses.

TELEPHONE USE

Parents or guardians may call (920) 893-5114 in case of an urgent need and the message will be delivered to their child. Students will not be called to the telephone as this is disruptive both to the student and to the classroom. Students will be allowed to use the office or classroom telephone when the school changes a schedule or if they are ill. Generally, calls made to classroom teachers during the day will be forwarded to their voice mail.

USE OF CLASSROOM VIDEO CAMERAS

There may be times at which a web camera, or similar device, may be used in our classrooms to provide audio and video feeds to homebound students. These feeds may be live and/or recorded and could contain images or audio that may be directly attributed to your child. Measures will be taken to limit access to these feeds to those approved to receive them.

VISITORS

All visitors during the school, including parents and guardians, are required to enter through the Stafford Street entrance and report to the school office. All visitors must register at the office window, wear the appropriate visitor badge, or be escorted by school personnel while in the building. If a parent wants to visit his or her child's classroom, he or she is encouraged to contact the teacher one day in advance and the sign-in process is still required.

VOLUNTEERS

Our school is strengthened by the aid of volunteers - parents and caring adults who assist in classroom events, health screenings, library, and PTO events. Persons interested in volunteering should contact the school office. Volunteers shall read and accept the Volunteer Handbook, submit all required paperwork, and undergo a criminal background check.

YEARBOOK

Each year SJL creates an all school yearbook. Yearbook orders are sent home in the second semester and received in early June. There is an extra fee for the yearbook.

MIDDLE SCHOOL POLICIES

CONFIRMATION

The 8th Grade confirmation class meets four times each week throughout the school year. This ministry is under the direction of the pastors and elders.

DATING RELATIONSHIPS

Romantic relationships are not appropriate for grade school students. Serious relationships at a young age may distort the student's view of love, distract from the learning environment, and place unneeded pressure upon peers. Public displays of affection have no place at school or at school functions.

HALL PASSES

Students are allowed a maximum of ten hallway passes each quarter. Students can use a pass if they are late to class, need to leave the room to get needed supplies out of their locker, or to use the restroom. If all ten passes are used, a classroom detention will be issued for a tardy. These passes are non-transferable.

OUTDOOR EDUCATION

All 7th grade students are expected to attend the fall outdoor education program provided by the Sheboygan Area Lutheran Schools Association (SALSA). The fee is generally paid by the school.

HEALTH, NUTRITION, SAFETY, & WELLNESS POLICY

St. John Lutheran School promotes wellness in order to create a school environment that supports student achievement. Students will be encouraged to strive for a healthy balance between caloric intake and physical activity. All foods available on school grounds should be nutrient dense per calorie and should meet the nutritional standards of the National School Lunch Program. This local wellness policy will be reviewed annually by the principal, the assistant principal, the food service manager, one classroom teacher, and at least one parent or guardian and then be approved by the school board by August 1st each year. Any parent interested in participation in this program is encouraged to contact the principal for inclusion on the review committee. Otherwise, the principal will seek out willing parental participants.

St. John Lutheran School will:

- 1. Engage students daily in physical activity, physical education, or recess.**
 - All students will receive 150 minutes per week (or its equivalent) of physical education or recess in which students engage at least 50% of the time in moderate to vigorous physical activity.
 - After-school care will provide and encourage daily periods of physical activity for all participants.
- 2. Promote healthy nutrition habits.**
 - St. John will promote the consumption of fruits, vegetables, whole grains, and low-fat dairy products.
- 3. Lunch Program:** We participate in the National School Lunch Program and the Commodity Food Program, both administered through the State of Wisconsin Department of Public Instruction (DPI) and the USDA. The lunch program is to provide nutritious meals at a reasonable cost.
 - MEALS SERVED will include fruits and vegetables daily, offer only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives, and ensure that all of the served grains are whole grain.
 - FAST FOOD, SODA, ENERGY DRINKS are not allowed from midnight until 30 min. after school is released for the day.
 - FREE AND REDUCED-PRICE LUNCHESES are available to families based on income qualifications. Application forms are available throughout the year in the School Office. We will not publicly identify and will make every effort to eliminate any social stigma attached to students who are eligible for free/reduced-price lunches.
 - SHARING Students should NOT share foods or beverages during lunch or snack times because of concerns about allergies and other restrictions on some children's diets.
 - Drinking water is accessible at all times.
- 4. Snacks:** Students are encouraged to eat healthy snacks at school, on field trips, and at home including:
 - Raw vegetable sticks/slices with low-fat dressing or yogurt dip
 - Fresh fruit and 100% fruit juices
 - Dried fruits (raisins, banana chips)
 - Trail mix (dried fruit and nuts)
 - Dry roasted peanuts and soy nuts
 - Low fat meats and cheeses
 - Whole-grain, low sugar cereal
 - Low sodium baked crackers
 - Baked/fat-free chips.
 - Angel food and sponge cakes
 - Flavored yogurt and fruit parfaits
 - Gelatin made with 100% fruit juice.
 - Low fat pudding cups
 - Low fat ice creams, frozen yogurts, sherbets
 - Water
 - Bagels and low-fat cream cheese
 - Low fat, low sodium popcorn
 - Graham crackers
 - Pretzels
 - Peanut butter crackers
 - Fig bars or low-fat cookies
 - Low fat Granola bars
 - Whole grain Muffins
- 4. Celebrations:** Celebrations during the school day (excluding birthday treats) that involve food are limited to one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards.
- 5. Rewards:** Non-food items are the preferred reward or student incentive. Food rewards that are healthy and nutritious may be offered. We will not withhold food or beverages (including lunch) as a punishment.
- 6. School-sponsored Event Concessions (athletics, dances, drama, and music):** Concessions sold within our school should include healthy foods among their choices.
- 7. Fundraisers:** All fundraising projects involving food should follow the school nutrition standards. Food items sold that do not meet the nutrition standards may not be sold during school lunch hours; may be sold 30 minutes after school is released until midnight.

- 8. Food Marketing:** SJL will limit food and beverage marketing (logos and brand names) on vending machines, book covers, scoreboards, and limit free samples or coupons that provide non-nutritious food as a reward to items that are consistent with our nutrition standards.

ACCIDENTS

When a child is hurt on the school premises, he or she will be given first aid. If further treatment is needed, the parent or other emergency contact listed will be notified and consulted before the child is taken to a doctor or hospital. If the parent cannot be reached, an adult will accompany the child to a medical clinic or hospital for treatment.

MEDICATIONS

Medications should be administered to students by their parents or guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication.

- For nonprescription medications: Parent or guardian written authorization is required.
- For prescription medications: Parent or guardian written authorization and practitioner written authorization is required.

No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school. Medication authorization and administration forms will be kept and stored confidentially as required under Wis. Stat. 118.29(4).

All medication must be in the original container labeled with the student's name, dosage, time, and quantity to be given. All prescription medication must be in the original container labeled from the pharmacy. All medication will be kept in a securely locked cabinet or storage area only accessible to those who have been given the authority to administer medications to students.

Parents and guardians are responsible for bringing medication to school and picking up unused medication within 10 days after the medication is discontinued. Students are not allowed to transport their medication from school. School personnel who administer medications to students will have been provided orientation and training. By law, school personnel may not cut tablets. If your child needs to receive half a tablet, have this done at home or by the pharmacy filling the prescription. Current school policy does not allow non-FDA approved drugs (herbal medication) to be administered at school.

Students who self-administer medication for conditions such as asthma still need to have a medication authorization form on file at school. It is recommended that students carry no more than one-week medication supply.

Cough drops or throat lozenges shall be delivered by the parent to the teacher along with a signed permission note.

In accordance with the standards of nursing practice, a school official may refuse to administer or allow to be administered any medication, which, based on his or her assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the school official shall notify the parent/guardian and licensed prescriber for the reason for the refusal explained. Under Wis. State 118.29(2)(a)(3), anyone with the authority to administer a non-prescription or prescription drug to a student, excluding nurses, is immune from civil liability unless the act or omission constitutes a high degree of negligence.

IMMUNIZATION

According to state law, a complete immunization record for each child must be kept in the school office. Immunization record forms are available in the school office.

ILLNESS GUIDELINES

A child who is sick should not come to school. If a child develops these symptoms while at school, the parent or emergency contact will be asked to take the student home. Students with a contagious disease must be kept home and the school office must be informed. If the disease results in an absence of more than three (3) days, state law requires the parent to present a

written release from the doctor when the student returns to school.

The student may return:	When symptom free	Note from physician required
Chicken Pox The student may return when all lesions have formed crusts (approximately six (6) days after rash appears).	X	
Conjunctivitis (Pinkeye) (Symptoms: red eyes, yellow sticky mucus, itching.) It is viral and contagious. Prompt treatment is needed. The student should remain home for at least 24 hours.		X
Diarrhea	X	
Fever	X	
Hepatitis		X
Impetigo The student may return 24 hours after start of antibiotic.	X	
Influenza	X	
Lice A student with head/body lice will be sent home immediately and may return after proper treatment and nit free.	X	
Measles		X
Mumps/Rubella		X
Ringworm, Pinworm, or Scabies The student may return after treatment is initiated for at least 24 hours.	X	
Scarlet Fever		X
Respiratory Infections The student may return when fever free.	X	
Vomiting	X	

VISION AND HEARING TESTING

Routine hearing and vision tests may be administered by qualified volunteers. Parents will be notified if a problem is detected.

CONTAGIOUS DISEASE OUTBREAKS

When local health officials and/or school officials determine that our school is at-risk or is experiencing a contagious disease outbreak, the school administration will work with local and state health officials to take the appropriate step to safeguard our students and staff. These measures may include the temporary closure of the school building and/or the use of alternative education models. Notice of these steps will be provided in a timely manner to all school stakeholders.

ACADEMIC POLICIES

GRADING SCALE

Letter grades based on percentage scores are issued for students in grades 2-8. Students in 3K to grade 1 are issued attribute ratings based on the teacher's observations.

Grades 2 - 8			Grades 3K - 1	
Letter Grade	Percent	GPA Value (Grades 5-8)	Key	Proficiency Level
A+	100+	4.33	O	Outstanding/Mastery
A	94 – 99	4.00	S+	Very Satisfactory
A-	92 – 93	3.67	S	Satisfactory
B+	90-91	3.33	S-	Mostly Satisfactory
B	85 – 89	3.00	P	Progressing
B-	83 – 84	2.67	B	Beginning
C+	81 – 82	2.33	N	Needs more help/time
C	76 – 80	2.00	X	Has not been assessed
C-	74 – 75	1.67		
D+	72 – 73	1.33		
D	67 – 71	1.00		
D-	65 – 66	0.67		
F	0 – 64	0.00		
S	Satisfactory			
U	Unsatisfactory			

REPORT CARDS

Printed report cards are distributed at the end of each quarter and are also available online after they are printed.

HONOR ROLL (High Honors 3.75-4.00, Honors 3.50-3.749)

The honor roll will be determined based on the quarter grade point average (GPA) to recognize outstanding academic achievement by students in Grades 6 - 8. All courses (except band) are included in the calculation but are weighted based on how often those courses meet.

- Language Arts → 1.2
- Religion, Math, Science, Social Studies, Physical Education → 1.0
- Art, Technology, Spanish, Gospel Light Chorus, Music, Creative Writing, Current Events → 0.5
- If a child receives a D or F in any subject, he or she is ineligible for any honors recognition.

VALEDICTORIAN & SALUTATORIAN SELECTION

- Student must attend SJL for the 10 consecutive quarters that determine Valedictorian and Salutatorian status, quarters that determine status are as follows:
 - 6th Grade: Q1, Q2, Q3, Q4
 - 7th Grade: Q1, Q2, Q3, Q4
 - 8th Grade: Q1, Q2

- All classes offered at SJL during the defined quarters are factored into overall Grade Point Average (GPA). Classes are weighted, weighing is as follows:
 - 1.0 - Language Arts, Math, Science, Social Studies, Theology
 - 0.5 - Spanish, Art, Music, Phy. Ed.
- Student(s) with the highest GPA at the end of the 10 quarters will be named the class Valedictorian. Title may be shared.
- Student(s) with the second highest GPA at the end of the 10 quarters will be named the Salutatorian. Title may be shared.
- Transfer students: Any student who meets the below requirements will be reviewed on an individual basis for eligibility.
 - Student must attend SJL a minimum of 6 determining quarters.
 - Student must have proof of prior schooling and an official record of grades from previous academic establishment to be reviewed by SJL school administrators.

CUMULATIVE RECORD

A cumulative file is kept for each child including their personal health, attendance, achievement test results, grades, and demographic information. Parents may examine their child's file through via a request to the principal. These folders remain on site and are transferred only by written request of the parent.

EXCEPTIONAL EDUCATIONAL NEEDS

Pupils who struggle academically and need expert remedial aid in speech or reading may qualify for help under the Federal Title I program through the Plymouth Public School District. Parents should contact SJL for more information on this topic.

CURRICULUM

PRESCHOOL (3K)

Classes are offered three hours per day with a three-day (M, W, F) or two-day (Tu, Th) option. The Christ-centered program will foster skills in emotional, physical, cognitive, language, and spiritual development through play, story time, songs, free play, and worship opportunities.

JUNIOR KINDERGARTEN (4K)

Classes meet three hours per day to provide a Christ-centered education in a positive hands-on learning environment. The program uses a balance of structured time and play time to encourage the learning of numbers, the learning of letters, spiritual growth, and the honing of social skills. Our current 4K students receive priority consideration when applying for our Kindergarten program when space is running low.

KINDERGARTEN

Kindergarten is a full day program including that includes phonics, reading readiness, developmental thinking, mathematical relationships, religion, science, and social studies. Emphasis is placed on individual academic, social, and spiritual development as the foundation for future school success. Students also develop skills in social relationships and personal responsibility.

GRADES 1-4 (PRIMARY & ELEMENTARY SCHOOL)

Classrooms in our primary and elementary grade levels are self-contained (taught by one classroom teacher) except for PE, Spanish, and Music which are taught by other qualified teachers. All subjects are approached from a distinctly Christian point of view. Memory work is assigned to reinforce theology lessons and to equip individual students so that they may be strengthened by learned Bible passages, hymns, prayers, and parts of Luther's Small Catechism. Parents are encouraged to memorize the passages along with their child.

GRADES 5-8 (MIDDLE SCHOOL)

Our middle school uses a departmentalized approach in which teachers educate students based on the teacher's demonstrated affinity for specific subjects. All subjects are approached from a distinctly Christian point of view.

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| <ol style="list-style-type: none">1. Theology / Confirmation<ul style="list-style-type: none">○ Bible Content○ Christian Doctrine○ Memorization (Memory Work)2. Language Arts<ul style="list-style-type: none">○ Reading/Literature○ Grammar○ Spelling○ Composition○ Handwriting3. Science<ul style="list-style-type: none">○ Outdoor Ed (7th Grade)○ Life Science○ Physical Science○ Earth Science○ Health & Safety○ Sex Education4. Math<ul style="list-style-type: none">○ Problem Solving○ Computation○ Algebra (8th grade)5. Social Studies<ul style="list-style-type: none">○ Geography○ History | <ol style="list-style-type: none">6. Physical Education<ul style="list-style-type: none">○ Fitness Training○ Movement Skills○ Sports Skills7. Spanish<ul style="list-style-type: none">○ Vocabulary○ Listening Skills○ Pronunciation8. Technology<ul style="list-style-type: none">○ Keyboarding○ Productivity Applications○ Media Production○ Online Safety & Digital Citizenship9. Music (5th-6th Grade)<ul style="list-style-type: none">○ Music history○ Class choir10. Art<ul style="list-style-type: none">○ 2 Dimensional○ 3 Dimensional11. Electives<ul style="list-style-type: none">○ Handbells○ Gospel Light Chorus (6th-8th Grade)○ Creative Writing○ Current Events |
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NOTE: The SALSA Track & Field meet is a part of the PE curriculum and participation is expected.

MUSIC PROGRAM

CHOIR

The school choirs, grouped in pairs (grades 1-2, 3-4, and 5-6) rehearse during school day as part of the music curriculum. Students in grades 6 - 8 may audition for the Gospel Light Choir which rehearses during school and occasionally after school. All of our choirs are expected to perform in our church services several times per year.

- **Dress:** Students should dress appropriately for church – dress shirts, dress slacks, nice shoes, etc. T-shirts, sweats, ragged jeans, and athletic shoes are unacceptable.
- **Attendance:** Attendance at all performances is required and is part of the music grade.
 - **Excused Absences:** Absences will be excused for illness or family emergencies if a parental written note is provided to the director. Absences will also be excused for students who are non-members of St. John Lutheran Church or if the legal parent/guardian responsible for the child that weekend is a non-member. Excused absences will have no effect on students' grades.
 - **Unexcused Absences:** One unexcused absence per school year will be allowed without penalty. For each unexcused absence over one, a grade penalty will be employed.

GOSPEL LIGHT CHORUS

Students in grades 6-8 may audition for the Gospel Light Chorus which is an elective held during the school day.

BAND

Our instrumental music program is a yearlong extra-curricular activity offered to students in grades 5th-8th through the Sheboygan Area Lutheran School Association (SALSA). Students receive a 20-minute lesson and a 30-minute group rehearsal once per week. The students are also encouraged but not required to participate in the Sheboygan Area Lutheran Schools Band which meets on Thursday evenings at Sheboygan Lutheran High School. Additional fees, beyond tuition, are necessary to take part in the instrumental music program. Beginning with the 2018-19 school year, a grade will no longer be given on SJL report cards for Band. Band is not subject to SJL's academic eligibility policies.

DISCIPLINE POLICIES

Students are expected to conduct themselves in an obedient, caring, and respectful manner consistent with school rules, Christian values, and God's order of authority. Discipline at St. John Lutheran School is Law-Gospel based treating wrong behavior as sin and sharing forgiveness following repentance. Discipline is applied to change unacceptable behavior by using appropriate consequences for unacceptable behavior. Positive reinforcement will also be used to promote acceptable behavior. Typically, the classroom teacher will enforce discipline and communicate with parents, if necessary, to help change student behavior. If unacceptable behavior persists or the student is disruptive to the learning process, the principal will be involved.

DISCIPLINE CONSEQUENCES

Consequences for sinful behavior may include any of the following but not necessarily in any given order. The teacher and/or the principal will base consequences on the severity and/or consistency of the inappropriate behavior.

- **Verbal Warning:** The student will be asked to change the improper behavior.
- **Classroom Consequence:** A seating change, loss of privilege, time-out, etc.
- **Classroom Detention:** A thirty (30) minute period of service after school with the classroom teacher. It will not be a time for the student to read or do extra homework. Parents will be notified.
- **School Detention:** A sixty (60) minute period of service after school supervised by the principal or his or her designee.
- **Loss of Extra-curricular Activity:** Students involved in athletics or extra-curricular activities may be suspended from practice and/or competitions at the discretion of the principal.
- **Suspension from School:** One or more days of in-school or out-of-school separation from school. Suspensions will include temporary or permanent removal from a current sport and/or activity. A conference with a parent or guardian and the principal will take place.
- **Expulsion from School:** The principal may recommend to the school board that a student be permanently removed from the school.

Examples of behaviors warranting suspension or expulsion from school include but are not limited to:

- Sale or possession of narcotics, drugs or drug paraphernalia, or alcohol on school grounds or elsewhere.
- Sale or possession of cigarettes, lighters, matches, or tobacco products on school grounds or elsewhere.
- Carrying or use of weapons, including facsimiles, on school grounds or elsewhere.
- Immoral words or conduct on school grounds or elsewhere.
- Stealing, gambling, forgery, hazing, truancy, and the like.
- Threatening behaviors towards other students or other actions detrimental to the safety and effectiveness of the school environment.

Appealing Disciplinary Action

When a student receives a discipline penalty, a parent may ask for a meeting to review the incident. The principal will defer the penalty until the appeal is heard. The appeal process is:

1. Questions regarding discipline should be brought first to the teacher, coach, or staff member who assigned the consequence(s).
2. If a satisfactory resolution is not made, the parent may request, within two (2) school days, a meeting with the teacher/coach/staff member and the principal to review the incident.
3. If a satisfactory resolution is not made, the parent can request a meeting with the senior pastor.
4. If a satisfactory resolution is not made, the parent may request a hearing before the school board. A request for a hearing must be provided in writing no more than ten (10) calendar days after the student was assigned a discipline consequence. The school board's decision after the hearing is final.

HARASSMENT & BULLYING POLICIES

SJL is committed to providing a caring and safe learning environment for all of our students, employees, and volunteers. Harassment of any kind at school or a school-sponsored activity is unacceptable, and violators will be subject to school discipline and/or criminal consequences. Harassment incidents outside of school activities may result in school discipline and/or criminal consequences. Anyone who withholds or provides false information regarding bullying will be subject to disciplinary action. Prohibited behaviors include but are not limited to:

1. **Verbal Harassment:** Any offensive, demeaning, intimidating, threatening, inflammatory, indecent, teasing, obscene, or inappropriate written, verbal, or electronic communication.
2. **Physical Harassment:** Unwanted physical touching, contact, assault, property damage, deliberate impeding/blocking movements, or any intimidating interference with normal movement.
3. **Visual Harassment:** Any derogatory, demeaning, offensive, obscene, or inappropriate gesture, poster, cartoon, drawings, photograph, web page, or written words.
4. **Sexual Harassment:** Includes unwelcome touching, verbal/written/electronic communication, or physical conduct of a sexual nature.
5. **Bullying:** Any repeated intentional written, oral, or physical act which causes measurable distress to an individual is prohibited. This includes electronic communication like various social media outlets, email, texting, phone calls, etc.
6. **Response & No Retaliation Policy:** Students who experience harassment or incidents of bullying are to walk away from the act with no retaliation and report the incident immediately to a staff member. Any act or threatened act of retaliation against a person who files a complaint or testifies should be reported as well.

REPORTING PROCEDURES

1. Reports may be made anonymously, but no disciplinary action shall be taken against a student solely on the basis of an unsubstantiated and/or anonymous report.
2. Anyone may file a verbal or written report. Reporting forms, if requested, are available in the school office. Completed forms are given to the principal or senior pastor.
3. Students or parents can report incidents to any staff member who will investigate and apply consequences or refer the matter to the principal.
4. Repeated or more severe occurrences will be referred to the principal who will investigate and apply consequences as needed.
5. The teacher or principal may meet with the students involved to seek repentance and reconciliation.
6. The teacher or principal may meet with parents of involved students.
7. Interviewed students may have a parent or trusted adult with them, if requested, during the interview.
8. The principal will respond to the complaint within fifteen (15) days indicating that corrective measures have been taken or that there is not sufficient evidence that bullying occurred. For confidentiality reasons, the victim will not be informed about the disciplinary action taken unless it involves a "stay away" order.
9. Pastoral counseling is available to the victim and the accused.
10. Matters not resolved to the victim's or the accused's satisfaction may be appealed to the school board.

CONSEQUENCES

Appropriate consequences, based on the age of the student, severity of the incident, and previous disciplinary record, may include one or more the following measures:

1. Verbal and/or written warning
2. Temporary removal from an activity or loss of privileges
3. Detention
4. Probationary behavioral contract
5. Suspension
6. Required pastoral/professional family therapy or counseling at the expense of the family of the accused.
7. Financial restitution and restoration (for property damage)
8. Expulsion (if a student) or termination (if an employee)
9. Notification of civil authorities in the form of a criminal complaint

SPEAK UP SPEAK OUT WISCONSIN

In August of 2020, the Wisconsin Department of Justice's Office of School Safety created a website and tip line through which anonymous tips can be made to help decrease the risk of violence in school and student suicide. We are proud to participate in this program and encourages its use.

<https://speakup.widj.gov/>

PREVENTION

Students and staff will receive periodic training in the recognition and prevention of bullying, cyber bullying, and internet safety. Educational materials will be periodically offered to school families as well.

DRESS CODE

Students should wear tasteful and modest clothing that is appropriate for a Christian educational setting during the school day and school-sponsored activities. Students must wear footwear that is securely attached to the feet in school and for school related activities. Student clothing should intentionally cover undergarments. Students may not wear jackets, outside clothing, sunglasses, and hats or caps in the classroom without the permission of the teacher. On chapel days, students are encouraged to “dress up” to prepare for spending time in God’s house. The principal holds the discretion to challenge what is deemed tasteful and modest clothing appropriate for a Christian educational setting.

EXTRACURRICULAR ACTIVITIES PROGRAM

Enforced under these policies are all SJL sports, drama, clubs, and student organizations. Participation in these organizations is defined as holding a roster place, office, or position, or participating in a competition, trip, or culminating event. These activities provide Christ-centered experiences that help students grow spiritually, physically, and socially. Principles of sportsmanship, teamwork, and striving to do one's best to the glory of God are reinforced through these programs.

- Scholastic Olympics – Grades 5-8. Meets in the spring.
- Drama – Grades 6-8. Meets in the winter.
- Forensics – Grades 5-8. Meets in the fall or sometimes spring.
- Athletics

GROUP SIZE

The principal in consultation with the athletic director, director, or coach will determine the suitable number of participants for each team, organization, or group.

SCHOOL ABSENCE

A student who is absent for more than 3.5 clock hours is not permitted to participate in any school activity on that school day without the permission of the principal.

ABSENCES

Participants who will miss a practice or game/performance must notify the coach/director.

SAFETY

Participation in an extracurricular activity involves some risk of injury. The staff and administration will do its best to conduct all activities in a safe environment; however, injuries may occur.

SIBLINGS

Only students who are directly participating in the activity are allowed at a practice. Siblings of the participants will not be allowed to remain and wait until the conclusion of the activity.

ELIGIBILITY (CONDUCT)

Improper conduct may render a student ineligible for (suspended from) extracurricular activities at the discretion of the principal, coach, and/or activity director. Re-instatement is at the discretion of the individual(s) issuing the suspension.

To remain eligible to participate in an extracurricular activity, a student must:

- Exhibit commendable Christian behavior and a God pleasing and respectful attitude.
- Follow all school rules, policies, and procedures.
- Stay away from drugs, alcohol, and tobacco.
- Participate according to all rules of the sport or activity.
- Have a physical examination form, if required, and a parent agreement form on file.
- Have a parent or guardian at the required start of season/activity meetings.

ELIGIBILITY (ACADEMIC)

Academic study is a primary emphasis at SJL. Participation in extracurricular activities is a privilege, not a right. Students participating in extracurricular activities at SJL will have their academic standing monitored closely.

1. To remain eligible, a student must be passing all core classes and maintain a 2.0 GPA overall (all classes) at all times. Core classes include Language Arts, Math, Religion, Science, and Social Studies.
2. Academic eligibility checks (reviews) will be conducted every two weeks.
3. If, at the end of any two-week period, a student is found to be ineligible, he or she will be placed on *academic probation* for the following two weeks. The student has this time to improve his or her grades but will still be allowed to practice and participate in games/performances.

4. If, at the end of the two-week academic probation period, the student has failed to meet the eligibility requirements, he or she will be declared *academically ineligible* for two weeks. While ineligible, a student may practice and attend games/performances, with the approval of his or her parents and coach/advisor, but may not participate in games/performances.
5. If, at the end of the two weeks of academic ineligibility, the student remains ineligible, he or she may be dropped from all current extra-curricular activities or be subject to other consequences as determined by the principal.
6. The bi-weekly eligibility review will be conducted on Fridays before 12:00pm. During shortened weeks, the review will be conducted on the last day of student attendance for the week.
7. If a student appears to be below the minimum standards, the principal shall check with the necessary teachers to review and confirm.
8. If a student is found to be below the minimum standards, his or her parents and coach/advisor will be notified.
9. Periods of probation and ineligibility will go from 8:00am on the Monday following a review until 8:00am on the Monday two weeks later.
10. Academic probation or ineligibility shall carry over from one school year to the next.

At times, a student may face challenges in the classroom which are simply beyond his or her academic ability or face a difficult personal situation. The faculty understands these unique circumstances, and, at SJL, every effort will be made to assist students facing such trials. The principal and the appropriate teachers will meet to review such cases and the principal may make modifications to this policy if he or she deems it appropriate to do so.

ATHLETICS PROGRAM

SJL maintains a separate document (handbook) regarding our athletic program. Copies are provided to all potential student athletes and their families at the mandatory meeting prior to each athletic season.

TECHNOLOGY POLICIES

GOOGLE APPS FOR EDUCATION (GAFE)

SJL uses Chromebooks (grades 3-8) and Google Apps for Education (grades 3-8) as technology tools to enhance learning. GAFE gives students individual logins allowing cloud storage of documents so that the documents can be shared and can be accessed from home and school devices.

How are GAFE accounts different from personal email accounts?

The GAFE user accounts are created by SJL and managed through a control panel to limits document sharing to only other sjlplymouth.com users.

Can the students take the Chromebooks home?

No, because there is no data on the Chromebook, students can access their 'cloud' files from their home computer without the Chromebook.

What happens if a Chromebook is damaged?

Students will pay for damage caused by student carelessness or abuse up to a total replacement of \$250. SJL will pay for minor repairs of damage caused by normal use.

How can a parent monitor the student's GAFE account?

Students should share their student login and password with a parent. The student password was set by SJL and cannot be changed. Parents are encouraged to explore Google Apps with their middle school children by logging in together.

ACCEPTABLE USE POLICY

This Acceptable Use Policy (AUP) is designed to prevent unauthorized disclosure of sensitive information, to prevent unlawful technology use, and to comply with the Children's Online Privacy Protection Act for each SJL user of technology (hardware, software, and sites associated with SJL) while at school AND while accessing SJL sites away from school.

School Responsibility → Content filters will be used to limit access to inappropriate content. Internet safety education will be included in the curriculum.

Student Responsibility → Students are responsible for their own online behavior at all times. Students will only use school technology with teacher or parent supervision and permission.

Parent Responsibility → Parents should complete an AUP form annually. Parents should establish family technology rules and monitor their child's technology use outside of school.

EXPECTATIONS → Students using SJL technology SHALL:

1. Only use SJL technology under adult supervision for classroom-related projects.
2. Report any damage, security risks, misuse, inappropriate message, or harassment to a teacher or parent.
3. Leave a site immediately if encountering obscene or offensive material and report it to a teacher or parent.
4. Have no expectation of privacy including email which may be monitored.

UNACCEPTABLE USES → Student using SJL technology SHALL NOT:

1. Download software, games, music, or movies illegally.
2. Damage computers or cause damage by attempting to bypass security measures.
3. View or distribute any obscene, immoral, illegal, offensive, or threatening material.
4. Use SJL technology for anything that lacks legitimate educational purposes.
5. Reveal their or another user's personal information (birthdate, address, phone) on a public website.
6. Open, edit, or delete the work of others without permission.
7. Send mass e-mails, chain letters, or spam.
8. Share personal passwords or login using another user's login and password.
9. Access non-SJL e-mail accounts from school computers without permission.

COPYRIGHTS & PLAGIARISM

Assignments using images, movies, music, or text from others must include a "Works Cited" section or proper source citation. Any copied work, if not cited, will result in grade reduction and disciplinary consequences.

CONSEQUENCES FOR IMPROPER USE OR DAMAGE

Use of SJL technology is a privilege and not a right. Misuse will result in loss of technology privileges and school disciplinary action (including detention, suspension, or expulsion) and/or criminal prosecution. If computer equipment or files are damaged because of policy violation or careless use, the student will be responsible for repair or replacement costs.

SYCAMORE USE

Users are expected to act in a responsible, ethical, and legal manner. Parent users of Sycamore Education are required to adhere to the following guidelines:

1. Parents shall not share their passwords with anyone including their children.
2. Parents will not attempt to edit or destroy data contained in Sycamore. Parents will not access data, or any account owned by another parent. Violators may face civil and/or criminal prosecution.
3. Parents who identify a security problem with Sycamore Education must notify SJL immediately without demonstrating the problem to anyone else.
4. Parents who are identified as a security risk to the Sycamore Education program or computers or networks will be denied access to Sycamore Education.