



# ST. JOHN LUTHERAN SCHOOL

## School Handbook 2020-2021

**Our Mission** St. John Lutheran School exists to make disciples for the Lord's kingdom through Christian education, assisting parents in the training of their children as we grow in God's holy Word, serving and glorifying Him.

### St. John Lutheran School (WELS)

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## Purpose of Handbook

The purpose of this handbook is to provide all necessary information about St. John Lutheran School and its policies to parents, students, and other interested people. Please read it carefully. After reading it, please file it in an easily accessible place for reference throughout the year. Any questions not answered in this handbook should be directed to the principal.

The full cooperation of parents, teachers, students, and congregation is needed to carry out our God given privilege of giving our children a sound, well rounded, Christ-centered education. May our Lord and Savior, who graciously guides us in this labor of love, continue to show us His kindness as we endeavor to carry out this important and rewarding work.

## Our Purpose

St. John Lutheran School exists to provide Christ-centered education for children. It is a full-time educational agency, giving every child an opportunity not found in any public school – a balanced program for the SOUL, MIND, and BODY.

We believe that an education in secular learning and a solid spiritual and moral training based on the immovable foundation of Holy Scripture to prepare our children for a God-pleasing life here on earth and for eternal life in heaven is of the most importance.

The underlying philosophy of our Christian education is based on faith in Jesus, the Savior, by whom we are reconciled to God the Father, and in whom we are assured of forgiveness of sins and eternal life in heaven through the working of God's Holy Spirit. We aim to let God's wisdom, as revealed in the Bible, speak on all matters. This Christ-centered philosophy and God's blessings on all our endeavors should motivate our children to strive for a life on earth that reflects their love for God and all people.

In Christian education nothing is purposely neglected that is considered essential to a curriculum of elementary education. Based on the principle that "The fear of the Lord is the beginning of wisdom" (Proverbs 9:10), a complete course of study is offered in the secular subjects commonly taught in grades K-8. Our school strives to do this in the conviction that it involves precious gifts of God which are to be cherished and utilized so children can take their proper place in and render valuable service to the home, community, and church.

The chief objectives of St. John Lutheran School are as follows:

- To foster growth in every child's knowledge of Jesus Christ as their personal Savior.
- To teach God's Word diligently in obedience to God's command and in its truth and purity.
- To provide for the temporal and spiritual welfare of every child by means of a complete Christian education.
- To build Christian character.
- To strengthen the Christian home.
- To teach Christian citizenship.
- To teach children to evaluate all ideas in light of God's Word.

### **Administration**

The voters' assembly of St. John Lutheran Church holds the final authority for the operation of the school, since the school is an integral part of the church's function. The voters' assembly, through the Board for Christian Education elected by it, supervises and directs the programs of the school. The principal carries out the programs adopted by the Board.

### **Curriculum**

A school curriculum consists of the sum total of any experiences which come to the child through the school. The Course of Study of the State of Wisconsin and WELS (Wisconsin Evangelical Lutheran Synod) Course of Study for Elementary Schools serve as guides for the goals, methods, and content of our instruction to meet the total needs of each child.

Our curriculum consists of religion (Bible History, Church History, Lutheran Worship, Hymnology, Catechism), Language Arts (Reading, Spelling, Language, Penmanship), Social Studies (History, Geography, Civics, Current Events), Science (General Science, Health), Math, Physical Education, Art, and Music. The entire course of religious instruction from K-8 leads to confirmation of faith near the close of 8th grade. Special confirmation classes are conducted by the Pastor for grades 6-8 twice a week. Students enrolled at St. John are excused from catechism instruction classes held on Wednesdays after school.

The chief difference between the Christian school and the public school is not merely the addition of a religion class to the day. The difference lies in the basis on which all teaching and discipline are carried out - the Word of God. No matter what is being taught, the truths of Scripture—especially the Gospel of Christ—guide all learning. All activities are carried out, as much as humanly possible, in Christian love and in the knowledge that we are all God's redeemed children.

## Attendance Policy

In accordance with the laws of the State of Wisconsin, all students are expected to be prompt and regular in attendance. To provide proper documentation and to insure proper notification of student absences, each absence or tardiness should be **excused in writing**. If possible, we would like the written excuse sent electronically (via email or text) or brought to school (i.e. with a sibling) on the day of the absence/tardy. If that is not possible, the note should be sent to school the following day, or when the student returns to school. **Parents need only call the school if a note cannot be sent on the day of the illness.** (Please call between 7:30-8:00 a.m.) When a child is absent and the school has not been notified, the child's teacher will contact the home to verify the absence.

For the health of our school's students and staff, students who have a fever of 100°F (or higher), upper respiratory infection, abdominal pain, flu or flu-like symptoms, and/or who have vomited, **must remain at home at least 24 hours after the last episode** of these symptoms. Students with these symptoms due to seasonal allergies must present a doctor's note which states their symptoms are non-infectious and they are clear to return to school before coming to classes.

Absences for reasons other than illness should be cleared with your child's teacher or the principal before the time of absence. Parents should make every effort to plan vacation times during the regularly scheduled school vacations and to schedule appointments outside of the normal school hours. Please inform your child's teacher as soon as possible when it is absolutely necessary to schedule an appointment during school hours. Following the child's absence, it is the responsibility of the child to see that make-up work is completed.

In the case when a child leaves school without permission, the child is considered truant, and the legal authorities and the child's parents will be notified.

## Church Attendance

We want our families in church for their spiritual benefit as promised in Luke 11:28, "Blessed are those who hear the Word of God and obey it." At church they unite before the Lord with fellow Christians, glorify him, and receive edification for their souls through his Word. It is our hope to learn to encourage each other in our faith and worship life and to ultimately grow together as a family in our Christian lives.

## Conduct and Discipline

St. John Lutheran School exists to assist parents by providing a Christ centered education. An environment in which all students can learn and feel safe is essential to the success of our mission. If a student has extreme learning difficulties or behavioral problems, it will impact not only the student, but the rest of the classroom as well. Although our children are taught God's Word daily, they are not exempt from temptation of the devil, the world, or their sinful flesh and fall prey to these temptations. At such times it is our God given duty to point out, admonish, correct, and/or punish such errors, not with corporal punishment, but with Christian love and concern.

Discipline in a Christian school must be in keeping with the principles of God's Word. Read the story of Eli and his wicked sons (1 Sam. 1-4). Also consider these passages: "correct, rebuke, and encourage with great patience and careful instruction" (2 Tim. 4:2). "He who spares the rod hates his son, but he who loves him is careful to discipline him." (Prov. 13:24)

There is also the need to instill the desire to gladly and willingly follow will of God: "My son, give me your heart and let your eyes keep to my ways." (Prov. 23:26) "Blessed are those who hear the Word of God and obey it." (Luke 11:28) "Search me, O God, and know my heart; test me and know my anxious thoughts. See if there is any offensive way in me and lead me in the everlasting." (Ps. 112:1) "This is love for God: to obey His commands." (1 John 5:3)

While retaining primary jurisdiction, parents accept the interpretation of the 4th Commandment "Honor your father and mother" which includes "others in authority" as Luther explains it. Pastors and teachers are regarded as God-given

and appointed guardians while children are in their care. This implies that children are to obey and respect their teachers as they would (or should) their true parents. This also implies respect for other teachers, pastors, bus drivers, and other elders. Students are also expected to be considerate, kind, and courteous toward each other at all times. Matthew 22:39 states, "Love your neighbor as yourself." I John 1:9-10 tell us, "Anyone who claims to be in the light but hates his brother is still in the darkness. Whoever loves his brother lives in the light, and there is nothing in him to make him stumble."

In the absence of respect or obedience, particularly when it hinders the learning process or leads others to distraction or temptation, reasonable correction will be handed out to the child. Should there be a severe discipline problem, the teacher and/or principal will consult the pastor, parents, and/or pupil for further action.

In the process that discipline be handed out to a student, depending on the severity of the offense, some of the following procedures may be followed:

- The infraction is brought to the student's attention.
- The incident is documented by the teacher.
- By means of personal counseling, the teacher and student work together to achieve resolution. This may result temporarily in extra duties or the loss of privileges for the student. Whenever consequences are administered, they will be consistent, logical, and motivated by love for the child.
- Parents may receive a phone call, handwritten note, text, or email message from the teacher indicating concern for the student's behavior and inviting parental involvement.
- Ongoing infractions may result in student conferences with the principal and/or parent.
- A teacher or administrator may request a parent conference in which behavioral issues are identified and solutions are discussed.
- A student can be placed on probation for repeated violations. The student will remain on probation status for one month.
- A student may be temporarily suspended from school for continued violations of school rules. The types and quantity of violations are taken into consideration. A suspension may be 1-5 days and will be served at home as directed by the administration.
- If a student persists in his/her lack of cooperation as indicated by an unwilling spirit, rebellious behavior, or unacceptable attitude, the parents will be asked to withdraw the child.

Parents with questions or concerns about disciplinary actions should first address them to the teacher. If further consideration is needed, the principal should be consulted. If parents feel their concerns need further discussion, they should take it to the School Board. The School Board will then decide on the proper course of action; whether that is through counseling, scheduling a meeting with the teacher, or referral to the principal. As disciplinary situations arise, we will approach our concerns with prayer and Christian love, always seeking to arrive at peaceful and proper solutions that are in the best interests of the child.

### **Report Cards**

Report cards are issued every quarter. Teachers will also distribute mid-quarter reports. Parent/Teacher Conferences are scheduled in the first quarter for all students, and scheduled in the third quarter if parents and/or teachers feel they are needed. Our teachers are always open to any special conferences the parents may feel are necessary. Standardized

tests are given Synod wide every spring, and results are shared with parents.

### **Enrollment Policies**

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

### **Member Children**

Children of congregation members are given the first opportunity to enroll. For children who have not previously been enrolled, we ask that such enrollment be made as early as possible. Since enrollment in a Christian school is a privilege, the Board of Education reserves the right to reject applications to St. John Lutheran School.

### **Non-Member Children**

Our Board of Education accepts children of non-members for enrollment in our school, but only after all children of members have the opportunity to enroll and in the opinion of principal, pastor, and Board of Education, the school will not be overcrowded by their enrollment.

Parents (guardians) of non-member children are required to pay such tuition and fees as the Board, with approval of the voters' assembly, establishes. Failure to do this promptly could mean immediate dismissal or future non-admission. Report cards will also be held until payment has been made or other arrangements have been worked out.

Non-member children are also encouraged to be faithful in church attendance, whether it is at their church or at ours. Parents (non-WELS or non-ELS church members) of children wanting to enroll at St. John are required to complete a "Christian Teachings of Our School" semina within the first full year of enrollment. We feel that if parents want their children enrolled, they should know what is taught by our church and school.

These priorities are observed in admitting children to our school:

1. Children who are members of St. John Lutheran Church
2. Children from sister congregations of WELS or ELS
3. Children with no church home
4. Children of other church groups

### **Tuition**

All children attending St. John have to pay tuition. The tuition rate may differ depending on level (Preschool or K-8 Grade) and/or church membership.

Tuition for 2020-2021 school year is as follows:

Preschool (Regardless of Church Membership):

3-Year-Old	\$ 750
4-Year-Old	\$1000

Kindergarten—Grade 8:

St. John Members	\$1000
Non-members	\$2500

Additional Costs:

Technology Fee (grades 3-8)	\$ 30
Milk (grades K-8)	\$ 40
School Theme T-shirt (K3-8)	\$ 7.50

There are several different payment options available to help those who may need it.

Option A: Full Payment due at Registration

Option B: 1/2 of payment due at Registration, 1/2 of Payment due by 1<sup>st</sup> day of 2<sup>nd</sup> Semester

Option C: Monthly installments to be paid by the 20<sup>th</sup> of every month starting in September going through April. One month's payment also due at Registration. (Total of 9 payments)

There is also tuition assistance for those that may need it. There is a Tuition Assistance Program, the Betty Adams' Scholarship Fund, and the Sponsor a Child program. If you would be in need of any type of assistance please contact the principal or a School Board Member. For those families not members of St. John please consider contacting your congregation about assistance that they may be able to provide.

### **For All Children**

All pupils are required to take part in the religious instruction which is an integral part of our school's curriculum. Children attending our Lutheran elementary school confirmation class are excused from after school instruction classes.

To begin Kindergarten in the fall, a child must meet the state's age requirements. If there are any questions about the child's readiness for school, questions and/or tests are to go through the Kindergarten teacher and principal.

St. John School reserves the right to dismiss students due to enrollment or discipline problems, academic reasons, or other reasons which deem action. These dismissals would only be after consultations with the family, principal, pastor, and the Board of Education.

### **Health Program**

St. John Lutheran School is served by the Marinette County Nurse. They are available at school on a consultation basis only. We do not test for hearing, vision, or scoliosis.

If parents desire their children to receive medication during the school day, arrangements should be made with their child's teacher. All medications, including cough medication and drops, must be kept by the teacher. Parents must send along with the medication a note explaining the time and dose for their children. Teachers will not administer medications of any sort unless they are instructed to by the student's parents.

### **Technology**

In order for our students to productively function in today's computer-dependent world, St. John Lutheran School provides students with computer instruction and access to the internet for educational purposes. To help defer some of the costs of keeping computers up-to-date and providing Internet access, families with students in grades 3-8 are required to pay a \$30 technology fee for each student.

### **Transportation**

Children are bused to St. John by their respective school districts or by private car. Children riding buses should conduct themselves in a God-pleasing manner or they may lose the privilege of riding the bus. Children who arrive early or are picked up late will not be the responsibility of the teachers before 8:00 a.m. or after 3:00 p.m. Doors of the school will remain locked until 8:00 a.m. and close again at 3:00 p.m. Parents with special circumstances are asked to make arrangements so their child(ren) will not have to remain outside in poor weather.

Teachers must be notified of a change in the child's normal transportation. If the teacher is not notified by note or phone call, legally, the teacher must follow the normal daily routine for the child's transportation.

Students making use of busing are expected to follow all the rules of the bus. Any problem arising on the bus will be handled by St. John in cooperation with the bus company and /or driver.

### **Singing in Church**

Participation in scheduled singing by a class is considered part of our school program. All students who are members of St. John are expected to be present for such occasions. Only such reasons as would be valid excuses to be absent from a regular school day would apply to the class singing in church services or special occasions. As a courtesy to help the school plan for singing, please send a written excuse if your child will be absent. Students who are members of other congregations are encouraged to be present since church singing is a service to God. Together we must teach our children to regard it as a privilege and an opportunity to share one's faith as they sing the praises of our Savior, Jesus Christ.

### **Christian Education Association (CEA)**

All St. John congregation members, parents of St. John students, and other friends of Christian education are eligible for membership in the CEA. Parents of St. John students are automatically members and encouraged to attend its meetings. CEA meets to discuss topics of concern to Christian parents and educators. The CEA sponsors service activities - work projects, parties, and other church and school activities. CEA gives you a way to show your children that you care about their school and what they do there.

### **Book Care**

Our textbooks must be used from year to year. Our tuition helps pay for consumable workbooks and a percentage of the cost of our hard cover texts. Therefore, it is extremely important that students take good care of their books. All books should be covered to help protect them. If in the course of the year a student damages a book, the student or parent is responsible for paying for the damage. Please encourage your children to use their books properly.

### **Physical Education**

The purpose of our physical education program is to provide and teach physical activity, wholesome companionship, consideration for others, and fair play. This class also provides students the opportunity to learn lifelong activities to aid in taking care of their God-given bodies. All pupils are expected to participate in these designated activities unless they are excused by a parent's written request. If a child requests successive absences, a doctor's excuse will be requested.

### **School Closings**

In case of inclement weather, St. John will notify families via text using the "Remind" program. St. John will be closed if either Coleman and/or Peshtigo School Districts are closed. We will also follow the public schools in any school delays or early closings. Cancellations or late start days will be announced between 6:00 - 8:00 a.m. An early closing may result in the buses picking up the children and taking them home before the regular end of the school day. In these cases, parents are expected to have a place for their children to go and make arrangements to get their children as soon as possible (either by bus or by picking up their child directly). One or more teachers will stay with students until every student is picked up for transport home.

### **Recess**

The purpose for recess time is similar to physical education. However, recess is a time for students to participate in activities of their choice. This gives children a chance to learn how to organize independent activities, play with one



another, and socialize with their friends.

### **Dress Code**

Proper dress glorifies God and reflects our school's image to the community. Christians live in the world, but are not of the world. Our dress should be clean, modest, and should indicate that we are Christ's ambassadors. The following dress code has been adopted by the Board of Education to help encourage this in our students:

1. Shorts are permitted until the end of September and starting May 1.
2. Shorts are permitted if the weather is forecasted to be above 70°F for the day.
2. No sleeveless shirts.
3. No beer or tobacco advertisements, or inappropriate language on clothing.
4. Shirts must be long enough to cover the midriff during normal daily activities.
5. No wearing any other inappropriate clothing (at the discretion of teachers and school board).

On a child's first offense against the dress code, the child will be provided alternative clothing to wear in school. On any subsequent offenses, the parents will be contacted and must bring different clothes or take the child home.

### **Personal Electronics**

In order to prevent loss, damage, and misuse, personal electronic devices not required by a student's teacher (phones, cameras, MP3 players, hand held games, etc.) are not allowed to be brought to school unless special permission is given from the classroom teacher, along with an accompanying parent note. Even though they are strongly discouraged, students may bring a cell phone to school. **However, phones must be turned off and stored in a book bag. Phones may not be used during the school day.**

### **Daily Schedule**

The teachers will meet before each school year to discuss a daily schedule. A schedule for each room will be available on or before the first day of school. The school hours are regulated by the transportation that is provided by the public schools. For the 2020-2021 school year the school day begins at 8:00a.m. and students are dismissed at 2:45p.m.

### **Co-curricular Activities**

St. John Lutheran School does offer a variety of co-curricular activities such as math competitions, cross country, softball, volleyball, track, and basketball. These activities are a function of the school and therefore are under the school's rules and regulations. These activities are co-curricular, meaning that they are a part of our school's curriculum and are considered a valuable Christian learning experience for our children. However, it is also important that day to day studies do not suffer because of a student's involvement in these activities. Students' eligibility will be determined individually for each student. In the case of a student becoming or getting near to becoming ineligible, the parents will be consulted and a decision agreed upon.

Parents and students alike should also be conscious of good Christian sportsmanship at all our events. Fans along with teams represent their school and more importantly their Savior in all they do. It is expected that students and their fans act in a manner that reflects their faith in Jesus.

### **Homework Policy**

Our gracious Lord has commanded us to do everything to his glory. Every day, God gives us many opportunities to obey this command and to show our love and thanks for him by doing everything to the best of our ability. As a Christian school, one of our chief objectives is to guide children to appreciate what Christ has done for them, which will in turn lead them to love God and have a desire to follow his commands. With this in mind, St. John has a policy to address

children who fail to keep this command by not finishing assignments given by the teacher.

A completed assignment is one that meets all the requirements given by the teacher and is present at the time stated by the teacher. Assignments left at home do not meet these requirements. When students in grades 3-8 do not have homework done as stated, the following procedures are to be followed by the teacher:

1. First offense per quarter: the teacher is to forgive the child, record the assignment not finished and the date, send a note home informing the parents.
2. Second offense per quarter: the teacher should forgive the child and contact the parents to notify them of the second offense, the teacher again notes the date and assignment of the incomplete work, the work will receive a 10% deduction that day and every day until the work is completed. After ten days, a 0% will be recorded and the work is still expected to be finished.
3. Any offenses over two per quarter: the teacher will forgive the child and notify the parents of the late work. The student will serve an after school detention until 3:30 p.m. at the earliest convenience of the teacher and parents. The deduction in grade will follow the same guidelines as stated in point 2.

In cases where there are special circumstances, such as illness, the teacher may grant an extension to a student for the work to be completed. The student or parents should discuss the extension before the work is to be completed, not when they realize the time has come and it is not finished.

In all cases, Christian love is to be the guiding factor; understanding that discipline of students is done out of love for them and their spiritual welfare.

### **Student Honor Roll for St. John Lutheran School**

A. Purpose - to recognize the academic abilities given to the students of St. John by God

B. Scope of Honor Roll

- Highest Honors: 4.00
- High Honors: 3.50 - 3.99
- Honors: 3.00 – 3.49

C. Subjects to be used to determine Honor Roll status

- Word of God
- Memory Work
- Catechism Written Work & Memory Work
- Mathematics
- Reading
- Language
- Spelling
- Social Studies
- Science

D. Grade level: Students in grades 5-8 would be eligible

E. Recognition: Names of students on honor roll will be published in the school newsletter, school website, church bulletin, and local newspaper (if permitted by the newspaper)

# St. John Lutheran School Family/School Partnership Covenant

## St. John Lutheran School Mission Statement

St. John Lutheran School exists to make disciples for the Lord's kingdom through Christian education, assisting parents in the training of their children as we grow in God's inerrant Word, serving and glorifying Him.

### What your family can expect from the staff of St. John Lutheran School:

1. The staff of St. John Lutheran School will love and treat your child as a redeemed child of God.
2. The staff of St. John Lutheran School will nurture and encourage your child with Law and Gospel and provide daily opportunities for spiritual growth through the hearing of God's Word. As Jesus himself commands us, "Let the children come to me" (Matthew 19:14).
3. The staff of St. John Lutheran School will use their professional expertise to ensure the spiritual, academic, social, and emotional needs of the students have been met for success in today's changing world.
4. The staff of St. John Lutheran School will maintain a school environment that is safe and reflects the school's foundation, the Word of God.
5. The staff of St. John Lutheran School will communicate frequently and openly with families regarding their child's progress.
6. The staff of St. John Lutheran School will follow the policies outlined in the School Handbook, as well as those developed in the future by St. John Lutheran School.

### What the staff of St. John Lutheran School expects of families:

1. Parents have the God-given responsibility to "bring up their children in the training and instruction of the Lord" (Ephesians 6:4). Parents will cooperate with and support the spiritual instruction offered at St. John Lutheran School.
2. Parents will encourage the spiritual growth of their entire family through the use of God's Word at home and in their church.
3. Parents who are not members of St. John Lutheran Church will support the ministry of St. John Lutheran School by becoming familiar with the beliefs and teachings of St. John Church, making timely payments, and by being involved in school functions and volunteer opportunities.
4. Parents who are members of St. John Lutheran Church will support the ministry of St. John Lutheran School by being involved in school functions and volunteer opportunities, by making timely payments, and by supporting the overall ministry of St. John Lutheran Church with their time, talents, and treasures.
5. Parents will encourage their children in their studies and support all of the policies outlined in the School Handbook, as well as those developed in the future by St. John Lutheran School.

**I have read the expectations outlined above and I support the goals of the Family/School Covenant.**

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

