



## Parent-Student Handbook 2019-2020

“Preparing and educating God’s children for life-long service to Christ.”

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## **Foreword**

The purpose of this handbook is to convey information to you about our school and to extend to you a friendly welcome to our program of Christian education and training. Additional information is available from the principal, faculty, school secretary, pastors, and/or members of the Board of Christian Day School.

We trust that this handbook will help all interested people to get a better understanding of the policies and practices of our school.

We suggest that you keep this handbook in a convenient place as a handy source of information about St. John's Lutheran School.

## **Mission**

Preparing and educating God's children for life-long service to Christ.

## **Vision**

Our vision is centered on our ministry's commitment to remain anchored in Scripture. We are built on the faith that God both authors and sustains through His Word and sacraments. Together we are committed to life-long learning and service through the work of the Holy Spirit. Through the Holy Spirit's work, we seek to share the gospel and God's rich love with our families, our community, and the world at large. We strive to provide a witness to our world while pursuing excellence in worship, academics, and all that we share in Christ. Together we seek to be an exemplary Lutheran school in Racine, Wisconsin.

## **Purpose**

The purpose of St. John's Lutheran School is to provide Christian education and outreach in partnership with parents so that:

- ❖ Children will be nurtured in the Word of God.
- ❖ Children will learn to recognize themselves as persons created by God, live a full Christian life on earth and being redeemed by Jesus Christ, have the assurance of eternal life.
- ❖ Children will be provided with a comprehensive program of Christian education, applying God's Law and Gospel to all aspects of their lives so that they may develop their talents for responsible Christian living and service.
- ❖ Children will experience success in the language arts, math, science, social studies, music, art, and physical education curricula and use the knowledge to serve God and His people.
- ❖ Children will learn to understand, appreciate, and use the talents as gifts from God.
- ❖ Children, who attend our school and who may not know Christ, would by God's grace, come to know Him as their Savior.
- ❖ Children learn to witness naturally and effectively to each other, their families, and the community as they observe their teachers.
- ❖ Teachers encourage Christ-like compassion and love for all people.

## **Home, School, and Church in Partnership**

The faculty and staff at St. John's Lutheran School have committed themselves to helping families train and educate their children. This is done so they may reach their full academic potential, grow spiritually and become active, faithful Christian adults. Achievement of this goal requires a strong partnership between the home, the school, and the church. Research suggests that children have a better chance of success in school if parents are active in the education of the child, both at home and in school. The Christian aspects of the education we offer work better if the school is supporting what is already happening in the home.

Any effective partnership requires clearly communicated expectations from each participant. Listed below are expectations involved in this partnership.

### **Expectations Parents Can Have of Our School**

1. Christian ministry is the main objective of our school. We will shape all policies and procedures with that objective in mind.
2. St. John's Lutheran School will be distinctly Christian. We will teach religion from the perspective of the Lutheran Church – Missouri Synod, as noted in our philosophy statement.
3. St. John's Lutheran School is a part of the total ministry of St. John's Lutheran Church. The ministry is dependent upon cooperation among the pastors, teachers, and parents.
4. Our teachers maintain a strong commitment to ministry and high academic standards.
5. Our school stands for quality Christian education and a goal of developing the child's academic skill and spiritual strength.
6. We seek to be informed of current educational trends and put them to use wherever they serve the purpose and goals of our school.
7. We will provide co-curricular activities that will enhance the education begun in the classroom. Our building will reflect a pride of ownership in an atmosphere that is conducive to learning.

### **Expectations the School Has of Parents**

1. Parents are expected to be active in St. John's Lutheran Church or their own congregation. This includes regular church and communion attendance and Bible study. This is necessary for the spiritual growth of the parents, and it sets the proper example for the children.
2. Parents are expected to participate in school activities and programs. Included in these are attendance at parent/teacher conferences, the school Christmas program, PTL meetings, and school service hours. (see Parent Service Hours in this handbook)
3. Parents are expected to provide a Christian example and a home setting that is conducive to academic, moral, and spiritual growth.
4. Parents are expected to remit tuition payments in a timely fashion. If financial difficulties arise at home, please notify the school office so that adjustments can be made.
5. Parents are expected to attend the special parent meetings, for your child's grade, scheduled at the beginning of the year for each classroom. These important meetings

are led by the classroom teachers and explain the procedures for the year in each grade. These meetings are helpful for the parents and teachers, and therefore also the students. They are scheduled so that at least one parent is able to attend. We anticipate perfect parent attendance, but if that is just not possible, please call the teacher and set up a time to obtain the information. These dates are advertised in advance. Please mark them on your calendar.

### **Expectations the School Has of Students**

1. Students are expected to attend school regularly and punctually.
2. Students are expected to live as Christ's witnesses by the way they act, dress, and show respect for God, parents, teachers, other students, people in authority, property, and country.
3. Students are expected to attend church regularly.
4. Students are expected to have an assignment book in grades three to eight.
5. Students are expected to study diligently in order to make their work pleasing to God. Assignments are to be completed on time, with the work being neat and accurate.

### **What is a Lutheran Day School?**

A Lutheran day school provides the best and fullest opportunity for the education of the whole child (body, mind, soul, head, heart, and hands) for his whole life. Spiritual needs cannot be separated from physical, social, or intellectual needs, or vice versa. As the child studies religion, he still lives in an earthly world in which the child of God must show her faith and live her life for God. While he studies the secular subjects, he is still God's child who must learn that all knowledge and life are from God and must be used to glorify God. A Lutheran day school provides the most desirable school situation by having the children under the influence of God's Word every day throughout the week, in a school in which the Christian spirit is a part of all the relationships and instruction of the children.

God made all things, guides and controls them and He demands that we, His creatures, honor Him as Lord and Savior in everything we do. Without exception, we must include God in every part of our lives. It means that Christian parents cannot be satisfied with submitting their child(ren) to Christian training at home and church only. Some of the most significant training of any child takes place in the school atmosphere. How, then, can Christian parents allow the only true God to be left out of the educational picture?

God commands: "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord." Eph. 6:4 (NIV) "These commandments that I give you today are to be upon your hearts. Impress them on your children." Deut. 6:7a (NIV)

God promises: "Train a child in the way he should go, and when he is old he will not turn from it." Prov. 22:6 (NIV) "All your sons will be taught by the Lord, and great will be your children's peace." Is. 54:13 (NIV)

### **Purpose of Lutheran Schools**

The Lutheran school system is an integral part of the American educational program. St. John's Lutheran adheres to the same curricular standards as the public schools of Wisconsin. St. John's meets the educational standards of the state, and is accepted by the state as a non-public school.

The Lutheran schools are not in competition with the public schools. Rather, we seek to work with the public schools in fulfilling the responsibilities of education in the community.

“The most effective educational agencies available to the church for equipping God’s people for ministry are the full-time Lutheran elementary schools.” LCMS Handbook

### **Summary**

To these ends, St. John’s Lutheran Church operates this elementary school without profit, to provide children instruction in all subjects in accordance with the principles of Biblical faith and in the interests of good citizenship.

## **Attendance**

### **Absences and Tardiness**

Parents are expected to ensure their children attend school regularly and that they arrive on time. Parents are required to call the school office before 8:50 am on the morning the student will be absent or tardy. Furthermore, parents are also expected to report the reason for their child’s absence or late arrival. The teacher should report to the principal when a student’s absence or tardiness is excessive (3 per week). Parents should make every effort required to attain acceptable school attendance. Should a student reach and accumulate 12 total absences, a meeting between the parents and principal is required. The principal shall report to the Board of Christian Day School any student accumulating 12 total absences. Excessive unexcused absences may jeopardize a student’s ability to successfully complete the learning required in his or her respective grade. The administration reserves the right to request documentation from medical professionals for chronic illnesses or circumstances that may be declared excused by medical professionals.

### **Vacation**

With prior approval, a student may be excused at the parent’s request for a family vacation. A special vacation request form is available in the school office and must be completed by parents whenever children are to be absent for a family vacation. Teachers and parents will assist in helping students make up their work; however, the student is required to complete the work in a reasonable amount of time as determined by the teacher. Parents are required to meet before the vacation with their child’s teacher(s) to facilitate all missed work is completed. Tests will be made up at the discretion of the teacher. A teacher may require the student to stay after school to reteach missed curriculum.

### **Perfect School Attendance**

A student is awarded Perfect School Attendance when ALL school days are attended during the school year. A Perfect School Attendance certificate is given to the student during the closing worship service. Students may miss a portion of a school day for appointments with doctors, dentists, etc. and still receive the award. Excessive tardiness would disqualify a student from Perfect School Attendance (6 per quarter). Students riding a school bus that is late will not be counted tardy on their school records.

### **Church Attendance**

Church attendance is taken each week. The Lord calls you to be regular and faithful in worship.

## **Bullying**

*Jesus replied, "Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself."  
Matt. 22:37-39*

### **Purpose**

The purpose of this policy is to set out the procedures for dealing with incidents of bullying in a Christ-like manner in our St. John's Lutheran School community.

### **Scope**

This policy sets out policies and procedures for dealing with relational/social, verbal, intimidation and cyber-bullying whenever and wherever it might occur in relation to students and staff of St. John's Lutheran School.

### **Responsibility**

The principal is ultimately responsible for ensuring this policy is in place and followed.

### **Definition**

Bullying is when a perceived weaker person is repeatedly and unwillingly exposed to negative actions on the part of one or more people.

### **Statement of Philosophy**

St. John's Lutheran School strives to provide a Christ-centered education and is committed to creating a learning environment free of bullying and harassment. This promotes respect and equality among students as children of God.

### **Procedures**

1. To make sure everyone knows about the St. John's Lutheran Bullying policy, the following will happen each school year:
  - a. The teachers will go over the policy with their classes.
  - b. The policy will be published in the school handbook.
  - c. The policy will be placed on the school website.
  - d. The teachers will go over the policy at the before school parent-teacher meeting.
  - e. The policy will be published in the school newsletter.
  - f. A copy of the policy will be posted in each classroom.
2. If a student is bullied at school, they should report the incident in a timely manner to any teacher, the principal, a staff member, or coach. The student will receive a reporting form which he or she will fill out and return to the principal.
3. The adult will praise the victim for coming to him or her right away, and listen to what the victim has to say without any judgments being made. The adult will reassure the victim and affirm what the victim said to him or her. The adult will tell them that they will look into the issue quickly. The adult will keep the issue private and offer the victim the opportunity to talk to the pastor.
4. Reported witnesses to the bullying incident will be asked to fill out a witness statement form.
5. Upon review of the reporting form, speaking with witnesses, and talking with all involved parties, the principal and teacher will determine what consequences the bully should have by the severity of the situation. The teacher or principal will have a follow-up conversation with the victim. The teacher and/or principal may also serve as a mediator between the bully and the victim if the need arises.
6. The parents of both the victim and bully will be contacted by phone by the principal or teacher.
7. If the family disagrees with the decision, they may appeal to the school board in writing.



## **Cancellation of School**

If weather conditions become such as to make it inadvisable to run school buses or conduct school, Racine radio stations (WRJN – 1400 AM; WOKY – 920 AM; and WEZY – 92.1 FM) will carry the announcement by 6:30 a.m. WTMJ – channel 4, WISN – channel 12, and FOX – channel 6 will also carry the announcement. When Racine Unified is closed, St. John’s is closed. Please note that when Racine Unified plans to operate on a one or two hour delay due to weather conditions, St. John’s will do the same and there will be no before school care or preschool. When Racine Unified conducts an early release due to weather conditions, St. John’s will do the same and all after school activities and child care will be cancelled.

## **Christian Extended Care**

In an effort to best serve the needs of all families enrolled, St. John’s offers Christian Extended Care during both the morning and afternoon hours:

- 6:30 a.m. until 8:40 a.m.-extended care is open to all Pre-K3 through 8th grade students
- 11:45 a.m. until 3:45 p.m. -extended care is open to any half day Pre-K3, Pre-K4, or half day Kindergarten student
- 3:45 p.m. to 5:30 p.m.-extended care is open to all Pre-K3 through 8th grade students

The Board of Christian Day School has set an annual registration fee of \$35.00 (per family) that is required for any student(s) using this service. A late fee penalty of \$1.00 per minute is assessed to families who do not adhere to the 5:30 p.m. ending time. More information on these programs, including the current fee structure and registration forms, are available in the school office. St. John’s employs trained adults to structure healthy play opportunities designed to increase childhood development.

In order for St. John’s to have sufficient cash flow for smooth operation of our Extended Child Care program, parents must pay their bills promptly. All payments are due to the school office on Fridays following the date bills are issued. If the bill is not paid on Friday, the family will not be allowed to continue using St. John’s services the following Monday. Once the bill is paid, the family may use childcare and extended care again. Bills will be issued in paper form to families and via email.

If a family has a payment over a month due, the Board of Christian Day School reserves the right to turn the bill over to a collection agency. If a family is habitually late in paying for childcare, the Board also reserves the right to refuse usage of the childcare program.

It is also important to note that if your child is participating in an athletic activity through St John’s, childcare and extended care payments are expected to be kept up to date or the child/children will not be allowed to compete in the athletic events if payments are delinquent.

The Board of Christian Day School has set a registration fee per family using Extended Child Care. They have also set a late fee of \$1.00 per minute for children being picked up after 5:30 pm.

## **Church Attendance Requirement**

We desire to bring families closer to God through the hearing of the Word and regular participation in the sacraments, even as He calls us to do this each week through His good Law as found in the Third Commandment:

Remember the Sabbath day by keeping it holy.

What does this mean? We should fear and love God so that we do not despise preaching or His Word, but hold it sacred and gladly hear it and learn it. (*Luther's Small Catechism*, page 67)

In this we see that all parents of students at St. John's Lutheran School who are also members of St. John's Lutheran Church are both invited and expected by the Lord to come together each week to be brought into His presence together and joined with the promise of His love and forgiveness as delivered by His means of grace (Holy Baptism, Holy Communion, and the Holy Scriptures). There is no better place for any of our St. John's families to be than with one another in worship each week!

When traveling out of town over a Sunday, the pastor(s) will be sure to suggest a nearby LCMS congregation to attend upon request.

Attendance figures for all members of St. John's Lutheran Church are tracked by signed attendance cards as they are collected at each worship service, as well as by the homeroom teachers of all students at St. John's Lutheran School. If church attendance is important to parents, it will also be important to their children as they grow up!

## **Crisis Plan**

St. John's Lutheran School has developed a plan that would go into effect if a crisis occurs that would involve a possible life-threatening emergency. This plan details what steps will be taken for the following events: imminent danger from an armed/dangerous person, bomb scare, hazardous materials release outside of the school, fire/chemical spill in the school, tornado/severe weather, fire, and medical emergencies.

A copy of the crisis plan is available from the school office upon request.

### **Tornado, Fire, and Code Red Drills**

Emergency drills are required by law to be conducted once a month. In months when the weather is too harsh for fire drills, tornado drills and code red drills will be conducted.

## **Curriculum**

### **Religious Instruction**

All students attending St. John's Lutheran School are required to take part in the religious instruction program. Seventh and eighth grade students take part in confirmation class whether or not they are members of St. John's. Pupils should have access to a Bible (English Standard Version) and Luther's Small Catechism.

All children attend chapel once a week. An offering is taken at each service to benefit selected mission projects throughout the world. Children are asked to wear clothing that shows respect for the house of worship.

### **Academics and Educational Opportunities**

The faculty and Board of Christian Day School provide a complete and challenging curriculum for all pupils. Instruction is given in religion, reading, mathematics, science, phonics, language arts, spelling, social studies, handwriting, art, physical education, music, Spanish, and computer use. A curriculum review cycle is in place to ensure that St. John's Lutheran is staying current with educational trends and using updated materials.

In addition to the core subjects taught during the regular school day, the students have many educational opportunities to enhance learning. These include:

- Accelerated Reader program
- Educational field trips
- Jr. Achievement
- Cherub Choir (1<sup>st</sup>-3<sup>rd</sup> grade)
- Children's Choir (4<sup>th</sup>-8<sup>th</sup> grade)
- Chime Choir (5<sup>th</sup>-8<sup>th</sup> Grade)
- Band (4<sup>th</sup>-8<sup>th</sup> grade)
- Four day Outdoor Education experience (6<sup>th</sup>-7<sup>th</sup> grade)
- Washington D.C. trip (8<sup>th</sup> grade)
- The Accelerated Reader program encourages students to read books at their ability level and to take short tests of comprehension on the computer. Our library has many books which match the quizzes available for this program.
- Accelerated Math: An eighth grade student at St. John's Lutheran School enrolled in a math course for high school credit may choose to not take the regular math course offered in grade eight. In that case, the student will use the scheduled math time during the day for study time for the high school course.

### **Media Center**

St. John's Media Center contains books for students at all grade levels. Scheduled times allow the use of research materials and time to check out books. Students are responsible for returning books on time so that a fine is not charged. Volunteer librarians help to maintain the library and to assist the students. The Racine Public Library bookmobile is also available for one hour each week, with a Racine Public Library card being required.

Also located in the Media Center is our computer lab. The lab is used for research at various times during the week. Grades are also scheduled into the lab for work on computer skills.

### **Field Trips**

Teachers are encouraged to take the students on educational field trips.

Procedures for field trips are as follows:

- Clear the date and place with the principal.
- Parents should be notified by the teacher prior to the field trip.

- Students will be transported by bus for all field trips. The teacher will make the necessary arrangements to reserve a bus prior to the field trip.
- Secure sufficient adult supervision.
  - Any parents who chaperone field trips will be responsible for their own admission and/or other expenses.
  - Chaperones are expected to abide by the chaperone policy.
- Avoid conflicts with school calendar.

### **Use of the Internet**

As a Christian school, St. John's Lutheran School believes that the benefits of having access to the multimedia center and the Internet are invaluable for both educators and students. Each and every user of the Internet at St. John's Lutheran School is expected to comply with the following guidelines and to fully recognize his/her responsibility when using its services, systems, and personnel. Each user is responsible for his/her actions in using the Internet.

Students will comply with the following rules.

- Students will respect all copyright and license agreements.
- Students will apply the same privacy, ethical, educational, and Biblical considerations utilized in other forms of communication.
- Students will only use the Internet and computers under faculty supervision.
- Students will use the resources and time on the computers wisely.
- Students will only access their work and folders.
- Students will only send email under the supervising teacher's address, being sure not to send harassing, junk, bulk, chain letters, advertisements, etc.
- Students will refrain from changing the settings on the computers, computer systems, or computer networks.
- Students will understand that any things saved on a flash drive or the school server will be treated as school property and may be reviewed by faculty.

### **Homework**

The challenging course of study at St. John's requires that some study be done at home. This is not only necessary for preparing assignments for the following day, but also helps to develop independent study habits for high school and college where more work is required. When children learn to work independently at home, they will also find their later school experiences easier and more rewarding.

Homework also gives parents an opportunity to work with their children and to observe their progress and work habits. This can be helpful in establishing more meaningful and intelligent parent/teacher consultations.

Parents can be of great help to their children by providing encouragement and a quiet place to study. If the child is unable to complete his or her assignments for good reason, the parent should send an explanatory note to the teacher. If the child has consistent difficulty with homework, an appointment with the teacher should be made.

Teachers may keep children after school to finish homework if a trend of carelessness or irresponsibility develops with a child. Parents will be notified if this occurs.

## Discipline Policy

As a Christian school, we are to respond to others in the love of Christ and are guided by the commandments that God has given us to guide our lives here on earth. However, due to our sinful nature, we do sin and need discipline to grow in our understanding of properly treating others. Therefore, we have established a discipline policy to aid in student growth.

Recognizing that proper order in the classroom is essential to an environment conducive to good learning, that to maintain that order, a teacher must at times use appropriate means to enforce the rules of the classroom and school, and that deliberate offenses must have consequences, the following guidelines are suggested for use by teachers and administration.

### Discipline Guidelines

St. John's Lutheran has identified three levels of offenses. Each level is identified below along with examples of specific offenses at each level and resulting consequences. Final interpretation of this policy is at the discretion of the teachers and/or the principal.

#### Low Level Offenses

Low level offenses may include, but are not limited to the following:

- Gum chewing
- Disruptions in the classroom
- Dress code violation
- Excessive talking
- Lunchroom disruptions
- Inappropriate use of electronic equipment
- Inappropriate displays of affection
- Inappropriate speech

The classroom teacher will deal with low-level offenses. Repeated offenses will result in a phone call home, a detention, and/or a student meeting with the principal.

Any three detentions at the low level will result in letter home along with a copy of the discipline policy. The principal will regularly present a summary of multiple (3 or more) detentions to the Board of Christian Day School.

A fourth detention at the low level will result in a conference between the parents, the teacher, and the principal, and will also include a half-day in-school suspension.

A fifth detention at the low level will result in a conference between the parents, the teacher, and the principal, and will also include a full day in-school suspension. Furthermore, a discipline contract will be written to address individual behavior by the principal and signed by the student, the parent(s), and the principal. In this contract, the principal may include the possibility of expulsion following a seventh detention.

A sixth detention at the low level will result in a conference between the parents, the teacher, and the principal, and will also result in a one-day out-of-school suspension.

#### Middle Level Offense

Middle level offenses may include, but are not limited to the following:

- Lying
- Cheating
- Truancy
- Habitual incomplete homework

- Failure to cooperate with authority
- Profanity/vulgarity
- Inappropriate bathroom behavior
- Missing a detention
- Tampering with technology equipment
- Improper use of computer and/or internet
- Poor sportsmanship at athletic events

The teacher and/or principal will deal with middle level offenses. An offense at this level will result in a phone call home and a detention.

Any three detentions at the low level will result in a letter being sent home along with a copy of the discipline policy. The principal will regularly present a summary of multiple (3 or more) detentions to the Board of Christian Day School.

A fourth detention at the low level will result in a conference between the parents, the teacher, and the principal, and will also include a half-day in-school suspension.

A fifth detention at the low level will result in a conference between the parents, the teacher, and the principal, and will also include a full day in-school suspension. Furthermore, a discipline contract will be written to address individual behavior by the principal and signed by the student, the parent(s), and the principal. In this contract, the principal may include the possibility of expulsion following a seventh detention

A sixth detention at the middle level will result in a conference between the parents, the teacher, and the principal, and will also result in a one-day out-of-school suspension.

#### High Level Offenses

High level offenses may include, but are not limited to the following:

- Blatant disrespect towards authority
- Stealing
- Possession and/or distribution of alcohol, drugs, or tobacco
- Possession of a weapon at school
- Fighting
- Arson
- Leaving school grounds
- Vandalism
- Harassment and/or intimidation of students or staff
- Inappropriate touch or other sexual misconduct

The principal will confront high-level offenses. High-level offenses will result in a phone call home and a suspension. A mandatory meeting with the parents, teacher, principal, and/or assistant principal will take place, at which time expulsion from school may be considered. Because of the seriousness of some of these offenses, the police may need to be notified.

#### Suspensions

When there is a suspension, students must return completed work from the time of the suspension when they return to the classroom. Work completed at an acceptable level will receive half-credit. Incomplete work will receive a zero.

A student may not participate in or attend any extracurricular school, PTL, or other school sponsored activities on days when serving a suspension.

#### Detentions

Detentions are served on the assigned days from 3:45 to 4:30 p.m.

## **Due Process for Students**

In the case of normal disciplinary procedures involving minor infractions, the principal and/or teacher will discuss the situation with the student. An explanation will be given explaining what rule was violated and what the consequences, if any, will be.

In accordance with due process, a parent may request a hearing to formally appeal discipline measures. A hearing will be scheduled within five business days with the Board of Christian Day School. All requests must go through the principal.

After the hearing, the Board of Christian Day School will communicate the outcome of the appeal in writing to the parents within five working days.

## **Drugs or Alcohol**

No drugs or alcohol will be tolerated. If this policy is broken, suspension with probation or possibly expulsion will follow. *Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body. 1 Corinthians 6:19, 20.*

## **Weapons**

Any student found in possession of a weapon will be immediately suspended until the Board of Christian Day School can determine the nature of the offense. If the principal determines immediately that the intent was to harm, the police will be called. The Board will take appropriate action regarding the incident.

## **Desk, School Bags, and Locker Searches**

Desk, school bag, and locker searches may be conducted if deemed necessary by teacher. The student will be asked to be present. If reason for search involves something that would put others at risk or illegal substance is suspected, the principal will be in attendance.

## **Nuisance Items**

Your help is required in seeing that your child does not bring items to school that will interfere with regular school procedures. St. John's takes no responsibility for loss or breakage of toys or other such items if they are brought to school. Teachers reserve the right to remove any object from a student's possession if it is causing a disruption. Candy and gum are included as nuisance items.

## **Mobile & Personal Electronic Devices**

Cell phones, electronic games, recording devices, cameras, radios, I-pods, etc. must be turned off and not visible while school or extended care is in session. The devices of students found in violation will be confiscated and released only to a parent/guardian. If a parent wants a child to bring a cell phone to school, it is to remain out of sight and turned off.

**All 5<sup>th</sup>-8<sup>th</sup> grade students are required to check in any mobile and personal electronic devices brought to school.** These devices will be stored and locked in the student's homeroom. Homeroom teachers will be responsible for both securing and releasing the devices. Students refusing to comply with the school's check-in and storage policy are prohibited from bringing these devices to school. **St. John's is not responsible for any damage or loss that may occur to the electronic devices while they are in our possession.**

If there is an emergency while at school, students will have permission to use a school phone.

Educational electronic devices may be used in class at the discretion of the teacher.

## **Harassment**

St. John's Lutheran School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student or employee by another student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have made false or frivolous charges will also be subject to disciplinary action.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. Harassment can occur any time during school related activities. It includes, but is no limited to, any or all of the following:

1. Verbal Harassment: Derogatory comments and jokes with intent to harass; threatening or obscene words spoken to or written about another person.

2. Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.

3. Visual Harassment: Publicly displaying or making obscene gestures with the intent to harass; derogatory, demeaning or inflammatory posters, cartoons, written words or drawings.

4. Sexual Harassment: Includes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature.

It is the responsibility of St. John's Lutheran School to:

1. Implement this policy through regular meetings with faculty and board, ensuring that they understand the policy and its importance.

2. Make all students and parents aware of this policy and the commitment of the school toward its strict enforcement.

3. Remain watchful for conditions that create or may lead to hostile or offensive school environment.

4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the employee's/student's responsibility to:

1. Conduct himself/herself in a manner which contributes to a positive school environment.

2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.

3. Consider immediately informing anyone harassing him or her that the behavior is offensive and unwelcome.

4. Report all incidents of discrimination or harassment to a school official.

5. If informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

It is the parents' responsibility to speak to their child(ren) about the importance of the meaning of the 5<sup>th</sup> commandment which tells us that we must not hurt nor harm our neighbor in



any way. Parents should talk about the various forms of harassment and stress the importance of moral conduct expected of a Christian.

## Admissions

Enrollment in St. John's Lutheran School is open to anyone wanting a Christian education whether or not they are members of St. John's Lutheran Church. Therefore, we are eager to offer the educational program of our Christian Day School to all of the parents who desire a Christ-centered education for their children. However, staff and building capacity limit the number that can be enrolled. Therefore, applicants for admission to the school are considered in the following order:

1. Members of St. John's Lutheran Church and other LCMS sister churches in good standing  
Good standing means these families are active participants in their church, faithfully attend worship services, and actively commune.
2. Parental Private School Choice Program allotted seats  
The Board of Christian Day School allots a limited amount of open school choice seats before the scheduled open enrollment period. These are decided yearly. A priority for opening seats will be given in grades 2 and under.
3. Nonmember families who have a child currently enrolled at St. John's.
4. Other completed applicants.

*\*Once we have enrolled a child, he or she will not be dropped from enrollment unless by the request of the parent or by decision of the Board of Christian Day School*

### Non-Discrimination Policy

St. John's Lutheran School believes that discrimination is contrary to the philosophy, nature, and mission of the church and school. Therefore, St. John's does not and will not discriminate on the basis of race, color, national or the ethnic origin in its admission policies or educational and other school administered programs.

### Application Process:

New student admission to St. John's will be based on a completed registration form, a non-refundable registration deposit, a family interview with the principal, and a perusal of previous school records and test results. A phone call to previous principals and/or teachers may follow the interview.

Applications from members and re-enrollments of school children (K-7) will receive priority if received by March 1st. No space will be kept open for members joining the congregation after March 1st. We will not ask families who are already accepted into the school to leave room for a member family.

Parent Private School Choice Program (PPSCP) will be conducted in designated months and through a lottery system. Those already enrolled in PPSCP at St. John's will receive preference into the program before new enrollees.

### Factors affecting admission:

The decision to accept or decline any new student or continuing student is made by the Principal and is based upon the following:

- Whether there is room for the child according to student/teacher ratio policy.
- Whether the previous record of the child indicates he/she would have trouble adjusting to our school program.

- Whether the record of the child indicates that we would not be able to meet his/her needs.
- Whether the parent(s) have committed themselves to St. John's mission, vision philosophy, objectives, and policies as stated in our handbooks.
- Whether a church member meets the criteria of a "member in good standing."

#### Age Requirements

- Preschool for 3 year olds- 3 years old by September 1 of the enrolled school year.
- Pre-kindergarten- 4 years old by September 1 of the enrolled school year.
- Kindergarten- 5 years old by September 1 of the enrolled school year.

#### Classroom Size

St. John's Lutheran School tries to maintain balanced student/teacher ratio that will be beneficial to the education of all students as well as effective classroom management. The following policy establishes the maximum number of students per classroom to assure this balanced ratio:

- Preschool 3 year olds: A maximum of 14 students
- Pre-Kindergarten: A maximum of 20 students
- Kindergarten: a maximum of 25 students
- 1st-8th grade: a maximum of 25 students

*\*Any addition to the class size limit is subject to board approval on the recommendation of the principal.*

#### Grade Specific Enrollment Procedures:

Procedure for Preschool 3's, Pre-kindergarten, and Kindergarten

- Any child enrolling in Preschool for 3 year olds will be potty trained. If the child has continued accidents, it may be suggested that the child is not ready for school and may be asked to withdraw.
- Screening will take place for Kindergarten students prior to the start of the school year.

Procedure for grades 1-4

- Screening will be completed by the teacher for placement of all new students.
- Teachers will evaluate the prospective student's grades and screening results to determine grade placement at St. John's.
- An in-school visit, or shadowing, is encouraged for students who are interested in enrolling at St. John's.
- The student will need to have a satisfactory record of conduct at the previous school, inclusive of, but not limited to, behavior, involvement, attendance, and punctuality.

Procedure for grades 5-8

- Any family who is interested in enrolling at St. John's will interview personally with the principal.
- The principal may contact the previous school for recommendation from previous principal.
- Screening will be completed by the teacher for placement of all new students.
- Teachers will evaluate the prospective student's grades and screening results to determine grade placement at St. John's.
- The student will need to have a satisfactory record of conduct at the previous school, inclusive of, but not limited to, behavior, involvement, attendance, and punctuality.

## **Statement of Non-Discrimination**

In compliance with the Internal Revenue Service Procedure 76-60 regarding racial nondiscrimination, St. John's Lutheran School affirms its position regarding its admission policy and its future intent with the following statement:

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

In compliance with the Title IX of the Educational Amendments of 1972 St. John's Lutheran School affirms its position regarding discrimination on the basis of sex.

It is the policy of St. John's Lutheran School not to discriminate on the basis of sex in its educational programs, administration policies and practices, or employment policies.

## **Extra-curricular Activities**

### **Academic Eligibility**

St. John's Lutheran School provides its students with opportunities to display their God-given talents and abilities beyond our academic curriculum. Participation in an extracurricular program is deemed a privilege which carries responsibilities for the student. These responsibilities are as follows:

1. As a child of God and a student at St. John's, a participant must conduct him/herself in a way which will bring honor to God, our school, and him/herself. He/She is responsible for obeying the rules of the school and of his/her specific sport.
2. If a student receives one F or two D's at the end of a grading period, he/she will be ineligible. Eligibility will be determined at the end of each midterm and quarter marking. This will result in seven review periods during the year.
3. If grades or effort are not satisfactory at the end of the review period, the student will be placed on a two-week probation. During that time, there will be no participation in the extra-curricular activities. At the end of the two-week probationary period, if the student has satisfied classroom expectations, he or she will be allowed to participate. Monitoring will continue to assure that academic performance improves. Two probationary periods are allowed throughout the school year. If a student fails to meet expectations following these periods, he or she will not be allowed to participate in the activity.
4. Incomplete work at the end of a quarter is cause for ineligibility. The child may be able to rejoin his or her activity when all work is finished to the satisfaction of the teacher(s).

### **Athletics**

St. John's offers a complete interscholastic sports program for boys and girls enrolled in grades 5-8. Sports include volleyball, cross country, soccer, basketball, track, and cheerleading. Inclusion of any early grade levels will be at the discretion of the Athletic Director. A seasonal sports fee will be charged to all participants.

### **Cougar Classic Invitational Basketball Tournament**

The Cougar Classic Invitational Basketball Tournament is a yearly event held in the fall and hosted by the athletic department. Invitations are sent to area schools for boys' and girls' team participation. The event is held at Racine Lutheran High School.

Volunteers are needed for this fund raising activity. The funds are used to support the athletic program. Time spent helping with this event count towards the required service hours.

### **Quiz Bowl**

Students in grades 5 to 8 have the opportunity to participate in a quiz bowl, which is held at Racine Lutheran High School. The events include a spelling bee, quiz bowl, paper airplane toss, and an essay competition.

### **Paw Print**

Paw Print gives 5<sup>th</sup>-8<sup>th</sup> graders an opportunity to create several school newspapers. It is held one day a week after school.

### **Dinner Theater**

Dinner Theater is open to students in grades 7 and 8. The students practice after school and present the play during an evening performance with a dinner served beforehand.

### **Battle of the Books**

This program is run through the Racine Public Library and is open to students in grades 4 and 5. A school coordinator divides the students up into teams of four, and each team member is responsible to read 10 books. A competition where students answer questions about events in the books is held in the spring.

## **Financial Matters**

Any money that is sent to school with a student, such as hot lunch, tuition, child care, etc., should be placed in an envelope with the child's name, the amount and the purpose of the payment. **Please do not put payments for more than one purpose in the same envelope, since these items are handled by different people.**

### **Registration and Tuition**

St. John's Lutheran will use the following registration procedure:

1. A tiered non-refundable registration deposit process will begin in February.
2. Registration is considered complete when the deposit is paid in full and paper work is complete.
3. Registration does not guarantee a spot in the class if all fees from the previous year are not completely paid.
4. The registration deposit is non-refundable except if the pupil is denied enrollment or the family moves out of the area.

Tuition payments for the school year begin in July and are spread over eleven months. A 5% discount is given when full tuition is paid by July 15th. (This discount does not include Pre-Kindergarten payments.)

## **Tuition Collection**

In order for St. John's Lutheran School to have sufficient cash flow for a smooth operation of the school, families making tuition payments on a monthly basis must utilize FACTS tuition management and services. Families submitting tuition in full by July 15 receive a 5% tuition discount and can submit a cash or check payment to the school office. The following procedures will be enacted for delinquent accounts:

1. A family's tuition agreement at St. John's is finalized through FACTS Tuition Management Company/RenWeb. FACTS sends out a confirmation notice of their plan's approval via RenWeb. FACTS assumes responsibility for notifying families of upcoming payments four days before the payment is due. If a tuition payment is not received in 7 days from the due date, the school secretary will call the family to remind them that payment is due.
2. If payment is not received within 14 days of the due date, the principal in conjunction with FACTS Tuition Management Company will work to secure the outstanding payment. This may include calling to arrange a meeting to work out alternative arrangements for the payment of tuition. If alternative arrangements are made, a written contract will be written by the principal and a signature will be required by the delinquent party agreeing to the terms of the contract. The terms of the contract should state that payment will begin or be made within the current month.
3. If within 15 days the terms of the contract are not met or begun as stated, the chairperson of the Board of Christian Day School will then call the delinquent party to inquire about the status of the payment due and to invite them to the next board meeting. If, within one week after the phone call or subsequent presence at the board meeting, there has been no payment, a letter will be sent stating that the student(s) will not be allowed to participate in extra-curricular activities until the terms of the contract are met. It is important that an open communication with the parent, principal, and board continues so that the matter can be resolved in a way that benefits both the family and the school.
4. If an outstanding tuition balance or any associated school fees remain at the end of the second quarter and the above procedure has been followed, the student(s) will not be allowed to be further enrolled at St. John's for the current year. A letter will be sent stating this ruling and the account may be sent to a collection agency.
5. The same procedure will be followed for the 3rd and 4th quarters of the school year. However, if an outstanding balance has not been met by two weeks before the end of the school year, a letter will be sent via registered mail to the family from the Board of Christian Day School. This letter will inform the family that they have 10 school days to pay the tuition balance. If the balance is not paid in full at the end of the ten days, the account may be turned over to a collection agency and students may not register for the following school year until payment is received.
6. If the family that is behind in tuition has an eighth grade student, please note that the student will not receive the report card or diploma.

7. The principal will keep the Board of Christian Day School informed of any delinquent payments past 14 days.

***\*\*The Board of Christian Day School, along with the principal, will make every attempt to assist families who have unusual and challenging circumstances that arise during the school year. Good communication will assist all parties in making sure that needs are met by all and that the mission of the school of Preparing and educating God's children for lifelong service to Christ will be fulfilled.***

### **Health and Medication**

Each kindergarten child must have a physical examination by the family doctor along with the proper immunizations before school begins.

If a child contracts a communicable disease or head lice during the school year, the school will follow health department guidelines in determining when the child may return to school.

A special form for administering medications on a regular basis is to be filled out by the parents and signed by a doctor. This is available from the teacher or from the school office. State law requires that medications be sent to school in its original container, whether it is prescription or over the counter.

Dental and medical appointments should be made during non-school hours. If that is not possible, the student should be in attendance for most of the day.

### **Lutheran Schools Week**

Each year St. John's participates in Lutheran Schools Week, along with Missouri Synods schools all over the country. Either beginning or ending the week will be a special Sunday service at 10:15 in the church. All students are asked to participate. Special activities are planned for that week in school to draw attention to the fact that we are a Lutheran school. An open house is held, alternating by year, for parents and grandparents. Our guests are welcome to stay for lunch with the children.

### **National Lutheran School Accreditation (NLSA)**

NLSA has been established by the Lutheran Church-Missouri Synod as a way of recognizing top quality Lutheran schools. This is done by having the school go through a self-study, comparing itself with a set of national standards. When the self-study is complete, a visiting team comes to the school for a 2-3 day visit. The purpose of this visit is to validate the self-study. St. John's Lutheran School has received NLSA accreditation in 2001, 2008, and 2015.

## **Newsletter**

A weekly newsletter will be published to inform the families of upcoming events, reminders, sports activities, and/or the lunch menu for the month. Other special interest items are also included.

## **Parent Concerns**

Communication is an important key to good relationships. For the sake of our school body, we want the best possible relationship between the school and the home. Even in the best of situations, concerns and/or disagreements can arise. As a Christian school, we are charged by God's Word to treat each other with love, concern, and truthfulness.

To that end, the following procedures will be implemented when conflict arises:

1. If a student, parent, legal guardian, or teacher has a school related conflict with another person, he/she is first encouraged to discuss the situation with that person.
2. If necessary, any concerned party may request the assistance and the help of the principal when attempting to mediate or resolve conflict.
3. If a solution still cannot be found, the Board of Christian Day School may be approached.

A group of people may be aware of sharing common concerns. Such a group should also follow the above outlined procedures. Care should be taken that the matter does not deteriorate into gossip, which is strictly forbidden by Scripture. This can be accomplished by discussion with the concerned parties.

### **Phone Calls to Teachers**

Phone calls to teachers will no longer automatically be forwarded to them during instructional time. Messages will be taken and given to the teachers, so they may return calls at their convenience. We do this to minimize interruptions to the students' learning time.

### **Notes from Parents**

There are occasionally times when a parent has notes, information, invitations, etc. they wish passed out in their child's class. In order to handle things in a timely manner, please clear these items with the principal before the actual day the sharing is to take place.

## **Parent Participation Program**

The purpose of this policy is to show the importance of volunteering in our school and community and to teach, by example, Christian Care for one another. At least seven hours of service are requested of each family. Five hours are requested for single parent families. Service hours are performed by immediate family members only and are non-transferable. It is the responsibility of the family to record their service hours for the year in the binder in the secretary's office.

## **Background Checks**

Background checks will be required every three years for individuals that work directly with the students at St. John's Lutheran. The principal will oversee the completion of the background checks.

The list of approved volunteers will be given to each teacher at the beginning of the year.

## **Field Trip Chaperones**

Guidelines:

1. Chaperones may be parents, legal guardians, or grandparents.
2. Teachers should leave a list of chaperones with the school office before leaving on a field trip.
3. Because of the responsibilities which chaperones are accepting, other children who are not part of the class may not be taken on the field trips.
4. Teacher should assign a specific group of students to each chaperone, who is responsible for keeping track of that group of students.
5. If walking to the field trip location, chaperones will keep their small group together.
6. Teachers and chaperones need to keep an accurate count of the students in their charge during the field trip. It is wise to periodically "count noses."
7. Chaperones will remain with their group at all times while on the field trip.
8. Teachers and chaperones will avoid using their cell phones while on the field trip, unless for emergency purposes.
9. No alcohol or drug-influenced person will be permitted on the field trip, nor should alcohol or drugs be consumed during the field trip.
10. For health and safety reasons, as well as setting an example, there will be no smoking during field trips.
11. Chaperones' attire should be consistent with expectations of students.

## **Parent Teacher League**

The Parent-Teacher League is an organization composed of parents and teachers of St. John's Lutheran School. The whole membership meets at regular times during the school year for business meetings. The PTL board meets once a month to prepare for the total membership meetings. The activities and events sponsored by PTL may change from year to year. Each year the PTL executive board plans fundraisers for the purpose of assisting the school with special programs. This organization is not a policy-making body and is under the authority of the Board of Christian Day School. The plans for the up-coming school year must be presented to the board for approval.

## **Pupil Progress Reporting**

### **Honor Roll**

Students in grades 4 to 8 have the opportunity to be named to the honor roll. Students with a B average or higher for any given quarter are listed on the honor roll. Students with an A-average or higher are listed on the high honor roll.



### **Mid-Quarter Reports**

Mid-quarter reports are sent home in grades 1 to 8. These reports indicate the progress of the student to that point in the quarter. Parents should set up an appointment with the teacher to discuss problem areas.

### **Packs**

Packs containing students' work are sent home on a regular basis. Please contact the teacher if you have questions about the contents of the packs.

### **Parent/Teacher Conferences**

Two days are set aside during the fall for parent/teacher conferences. All parents are invited to consult frequently with the teacher regarding their child's progress. If you wish to confer at other times with the teacher about your child, please make an appointment with that teacher.

### **Report Cards**

Report cards are issued at the end of each quarter.

### **Standardized Testing**

Standardized Tests are given to students in grades K-8. St. John's Lutheran utilizes the following standardized tests:

1. Wisconsin Forward Exam
2. Smarter Balanced Assessment
3. NWEA MAP

## **School Hours**

School hours are 8:50 A.M. -3:45 P.M. The doors officially open at 8:40 A.M. Children who are not staying for athletic practices or other school related activities must be on their way home by 3:50 P.M. Children who arrive before 8:40 A.M. or who remain at 4:00 P.M. will be sent to extended care. Children will not be allowed to wait on the playground or be left unattended.

All doors will remain locked, and access will be given only by permission of a staff member. A security camera is placed inside the front door and monitored by the school and church secretaries as well as extended care. Two call boxes are located outside the front door, one for the school in general and one for the child care program.

All Pre-K "3" year old, Pre-K "4" year old, and half-day kindergarten sessions run from 8:50 A.M. – 11:45 A.M.

## **School Security**

School Security Plan – All doors are kept locked during the school day. The Kewaunee Street door is opened when students are released. Building access is requested by pressing the doorbell located on the left side of the school's Kewaunee entrance. Any visitor wishing to enter the building during regular school hours is asked to sign in at the office.

## Social Media Policy

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

Ephesians 4:29

“We should fear and love God that we may not deceitfully belie, betray, slander, or defame our neighbor, but defend him, think and speak well of him, and put the best construction on everything.”

Luther’s Small Catechism, Explanation of the 8th Commandment

### Introduction

The use of social media by students and stakeholders at St. John’s Lutheran School can be a valuable tool for collaboration, learning, and communication within members and non-members of our school community. Social media was once considered merely conversations between “friends” and status updates, but are now widely accepted as a mainstream source of news. The lines can become blurred between what is considered public and private, personal and professional. The damage that can be done to a person, church, or school is a real threat. As a community of believers, faculty, staff, parents, and students should consider the outcomes when they post on social media.

### Purpose

St. John’s Lutheran School is committed to maintaining high ethical standards, providing a high quality of education, maintaining the safety of our students, as well as preserving our reputation. Therefore, the standards set forth for social media use are high.

The school does not have the time or resources to “police” social media, but will act if things are brought to the attention of administration. All families that have a complaint or problem are asked to follow the use of Matthew 18 (4.39 Conflict Resolution Procedure) and go directly to the person and source of conflict instead of posting to social media.

### Guidelines

The following guidelines be met by students, faculty, staff, parents, as well as all other stakeholders.

1. Comply with policies, administrative regulations, rules, and procedures set forth by the school.
2. Ensure that online behavior reflects standards of honesty, respect, and consideration.
3. Demonstrate good digital citizenship. Remember that a “private” conversation may still end up being shared into the public domain regardless of maximum privacy setting.
4. Respect the rights, privacy, and confidentiality of others. Refrain from posting anything, including photographs, that would compromise anyone’s privacy or that are used to demean, humiliate, or otherwise embarrass anyone. Do not tag students in school pictures as it may be a violation of the photo agreement with St. John’s Lutheran School as well as privacy laws.
5. Do not post material that the school determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile toward any individual or entity.
6. Do not post phone numbers or e-mail addresses or other confidential information of students, faculty.
7. Parents will be asked to remove postings that reflect poorly on the school, the congregation, congregational leadership, faculty, staff, students, or other families.

8. Students, parents, faculty and staff members will be aware that all existing policies and behavior guidelines extend to school-related activities in the online community. These online communities include but are not limited to the St. John's Lutheran Church and School website, Facebook page, Twitter, YouTube, Snapchat, LinkedIn, etc.

#### Breach of this Policy

Students breaching this policy during school hours may breach other school policies as well and may be subject to sanctions. The principal will deal with such on a case by case basis. Reports of cyberbullying may be reported to the police. Such sanctions may include but are not limited to loss of computer or device privileges, detention, suspension, or expulsion from St. John's Lutheran School.

Parents who breach this policy may be asked to withdraw their child(ren) from the school in cases that affect the reputation of St. John's Lutheran Church and School.

### **Student Concerns**

#### **Names on Personal Property**

Your child's name (not initials) should be placed on items such as clothing, boots, lunch boxes, gym and athletic equipment. Too many items remain in the lost and found box at the end of the year. If your child comes home with articles that do not belong to him or her, please return them to school as soon as possible. Also, please realize that periodically the items in the lost and found are taken to the Lutheran High thrift shops.

#### **Party Invitations**

Party invitations may be distributed at school only when they are to be received by every girl and/or boy of the class. If every member of the class is not to be invited, parents must distribute the invitations in another manner apart from the school setting.

#### **Telephone Use**

In case of emergency, a child may make arrangements with the principal or teacher to use the school phone. Permission will not be given for social calls.

### **Student Dress Code**

1. The appearance of students should reflect a Christian lifestyle (being in the world, but not of the world). Pupils should not wear anything that is indecent, immodest, or distracting. This includes, but is not limited to:
  - a. No bare midriffs during normal movement
  - b. Clothing that is too tight or too low, such as spandex or leggings without the proper mid-thigh coverage.
  - c. Skirts and shorts that are too short, shorter than the longest finger with hands at side.
  - d. Any shirt, blouse, or sweatshirt with questionable wording, pictures or lettering advertising tobacco, alcohol, drugs, or displaying vulgarity, negative or suggestive sayings or pictures will not be permitted at school.
  - e. Necklines must provide proper coverage.

- f. Pants must fit at a level that prevents them from falling below the hips and no visible underwear exposure.
2. Pupils must shower, bathe, and shampoo regularly. All clothing should also be neat, clean, and without holes, rips, or tears.
3. Hair styles, both boys and girls, should reflect careful and neat grooming. Unacceptable fads include, but not limited to, mohawks and tails. Hair should be under control and give evidence of combing. Boys' hair must not be excessively long, obstructing vision or reaching below the collar of a dress shirt. No unnatural hair color will be permitted.
4. Shorts may be worn to class from May 10 to October 10 at the discretion of the parents. Shorts may not be worn before or after those dates unless a shorts day is declared by the principal. Extremely short shorts (the bottom of the shorts' leg must be at or below the longest finger, when hands are at the side), spandex shorts, and tank tops without shirts may not be worn at school. Tank tops must have 2 inch width for straps without an additional covering.
5. In accordance with State Law, shoes must be worn in the classroom at all times.
6. Pajama pants need to be reserved for pre-determined special event days. At those times, they must be worn in the proper position.
7. Make-up may be worn by 7<sup>th</sup> and 8<sup>th</sup> grade girls. Make-up should be limited to natural colored lip gloss and natural looking mascara.

Dress code may be more strictly enforced in the upper grades as many of the clothing concerns are more applicable to middle school students. The professional staff and administration of St. John's Lutheran School reserve the right to make determination on what is acceptable and/or appropriate dress in the implementation of this policy.

## **Student Records**

### **Cumulative Folders**

St. John's Lutheran School maintains a cumulative folder for each student. The files are kept and stored in the school office. Student files include:

- \*Completed registration form
- \*Attendance & academic records
- \*Standardized Testing Results
- \*School Portraits of the student
- \*\*Health and immunization reports are maintained, but held and stored separately

St. John's abstains from including subjective materials or assessment in a student's permanent file. Upon graduation, transfer, or withdrawal, St. John's will forward the cumulative file to the student's next school. The principal of St. John's is responsible for the record transfer according to guidelines of state and federal law.

Upon the transfer of records, St. John's will maintain the original registration form. St. John's will also keep copies of report cards issued at St. John's, standardized testing results, and copies of immunization records. All other materials are forwarded to the next school. Records kept by St. John's Lutheran School become the property of St. John's and are stored with the cumulative files of former students.

## **Student Records Access and FERPA (The Family Educational Rights and Privacy Act)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These access rights transfer to the student at the age of 18 or when he or she attends post-secondary education (beyond the high school level). Students to whom these rights have transferred are thus deemed "eligible students." Records of eligible students (18 years and above) or those attending a post-secondary educational institution may only be accessed by the student's parents or with the permission of an eligible student.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for either parents or eligible students to personally review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct any records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to include a formal statement summarizing his or her view in regards to the contested information.

In most cases, schools must obtain written permission from the parent or eligible student prior to releasing any information from a student's educational record. However, FERPA allows schools to disclose educational records without consent to the following parties under the following conditions of federal law (34 CFR § 99.31):

- \* School officials with legitimate educational interest; (Teachers, Principal, and Pastor)
- \* Other schools to which a student is transferring;
- \* Specified officials for audit or evaluation purposes;
- \* Appropriate parties in connection with financial aid to a student;
- \* Organizations conducting certain studies for or on behalf of the school;
- \* Accrediting organizations;
- \* Authorized government officials (Federal & State)
- \* To comply with a judicial order or lawfully issued subpoena;
- \* Appropriate officials in cases of health and safety emergencies;
- \* State and local authorities, within a juvenile justice system, pursuant to specific State law.

It shall be the responsibility of the principal to approve requests for access to student records. School personnel shall be verbally informed annually about their rights and about parent's rights to access student records and the procedure for doing so under this policy. Furthermore, the principal shall determine administrative regulations regarding this policy including, but not limited to, the location and types of educational records maintained by the school.

Wisconsin Statute 118.60 (7)(b)(5) requires private schools participating in the Parental Private School Choice Program to provide a copy of a choice student's progress record to the student or the parent/guardian of a choice student upon request.

## **Student Directory Information**

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Information from the student's educational records, designated as "Student Directory Information" may be released without the consent of parents. Schools are required to provide parents with an opportunity to deny the release of directory information without their consent. At St. John's, the principal shall provide parents with annual notice alerting parents of the rights afforded under FERPA law. In compliance, parents at St. John's are thus permitted to deny the release of directory information. It shall be within the discretion of the principal to determine the method that will inform parents.

Student directory information is designed to be used internally by the school to assist certified personnel. As referenced above, Student directory information may be provided to the public without parents' consent unless the parents have notified the administration and exercised their right to deny or exclude specific personal information. Directory information shall be defined in the annual notice. It shall include, but not be limited to, the student's name, address, and telephone number, date of birth, church affiliation, parents' names, and other similar information. Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory.

## **Transfer of Records**

In accordance with our participation in the Racine Parental Private School Choice Program, St. John's complies with several mandated state statutes:

According to Wisconsin statute 118.60 within 5 working days, a school district and a private school participating in the program under s. [118.60](#) or in the program under s. [119.23](#) shall transfer to another school, including a private or tribal school, or school district all pupil records relating to a specific pupil if the transferring school district or private school has received written notice from the pupil if he or she is an adult or his or her parent or guardian if the pupil is a minor that the pupil intends to enroll in the other school or school district or written notice from the other school or school district that the pupil has enrolled or from a court that the pupil has been placed in a juvenile correctional facility, as defined in s. [938.02 \(10p\)](#), or a secured residential care center for children and youth, as defined in s. [938.02 \(15g\)](#). In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of or in addition to that which is provided by public, private, and tribal schools."

St. John's requires that newly enrolled students formally (written correspondence) request their previous school to release student records to St. John's. St. John's will send a formal records request to the student's respective school for record. A public school district is required by law to transfer pupil records to another school or school district within five working days after receiving a written request from the pupil, if an adult, or from his or her parent or guardian, or from the private or public school where the pupil intends to enroll. (State law has no provision requiring private schools to release their pupil records to the students, parents, or another school.) s. 118.125

## **Transportation**

### **Bus**

All children living two miles or more from school, and living in the legal attendance area, are entitled to receive free transportation. Racine Unified Schools' administration determines bus routes and stops. Parents should refer questions regarding bus transportation to the Unified School District Office (631-7137). Parents who move must call the Unified Transportation office to determine availability of busing for the new location.

### **Car**

If a child does not ride a bus and must be picked up from school by someone other than a parent or guardian, a signed note or verbal notice, including the name of the person providing the transportation, should be given to the teacher. When dropping off or picking up children at school in the morning or afternoon, please make use of the parking lot or drop off zone on Kewaunee Street.

## **Wellness and Nutrition**

St. John's Lutheran school is committed to creating a healthy environment where our students view their bodies as temples of the Holy Spirit. This means we are committed to providing access to healthy foods, nutritional information, and opportunities to be physically active. This will allow our students to have an educated basis for lifelong health and well-being.

While Federal law (Section 204 of the P. L. 108-265) requires each school participating in the federal hot lunch program and/or the federal milk program to have a local wellness policy, St. John's Lutheran School believes this policy creates guidelines for how we treat our bodies in accordance to God's word.

### **Nutrition Education**

Every year, all students will receive nutrition education that teaches the knowledge, skills, and importance of healthy eating behaviors. Nutrition education will be integrated into subjects of the health, physical education, religion, science, as well as others offered at St. John's. Students will receive a consistent message throughout the school regarding healthy food choices.

### **Nutrition Promotion**

St. John's will be proactive in encouraging students to make nutritious food choices. It will be the responsibility of school leadership and support staff to ensure this education takes places. Nutrition will be supported by teachers across all grade levels. Teachers will inform families of healthy snack choices allowed at St. John's. Families will be educated through the school newsletter on a monthly basis on subjects relating to nutrition. Classrooms will incorporate a monthly wellness topic into the curriculum. Every school year, a 1-week period of time will be designated as Wellness week.

### **Physical Activity**

At St. John's, we will encourage students to keep their bodies healthy through physical activity during the school day. This will be accomplished through regular physical education classes and regular recess periods. St. John's also offers the opportunity for physical activity

through after school interscholastic athletics. St. John's will also cooperate with community groups by sharing information about other sports and physical activity opportunities.

#### Nutrition Standards

- St. John's hot lunch program follows the accepted guidelines for nutrition in all meals served as required by the state of Wisconsin.
- Hot lunch is offered as an extra fee to families. Hot lunch is purchased on a monthly basis and are prepaid.
- Milk is offered to students as part of a monthly fee for lunch service. Preschool, Pre-Kindergarten and Kindergarten have the opportunity to purchase milk for daily snack times as a minimal fee.
- St. John's will encourage healthy food and beverages for school, church, and community events.
- Students are not allowed to buy soda before 4:00 p.m. from the soda machines.
- Alternative "rewards" will be considered rather than food, beverages, or candy for good behavior and performance.
- School staff shall encourage the consumption of water throughout the day.

#### Environmental Wellness

- The school provides a clean and safe meal environment for the students. Lunch tops, countertops, desktops, water fountains, and floors will be routinely cleaned per school guidelines to promote wellness and diminish the spread of communicable disease and infection.
- We will ensure that there is ample space seating and serving space to ensure timely distribution of meals.
- Drinking fountains are available in classrooms, hallways, and the cafeteria.
- Proper handwashing techniques shall be taught and emphasized.

#### Monitoring and Evaluation

Evaluation and monitoring of this policy will be the responsibility of the principal. The principal shall be responsible for reporting the effectiveness of this policy to the Board of Christian Day School. A wellness committee may be established consisting of the principal, a faculty member, the athletic director and the school lunch coordinator. The committee shall be responsible for the annual review for compliance, program assessment, and will determine suggestions for improvement.

October 18, 2019