

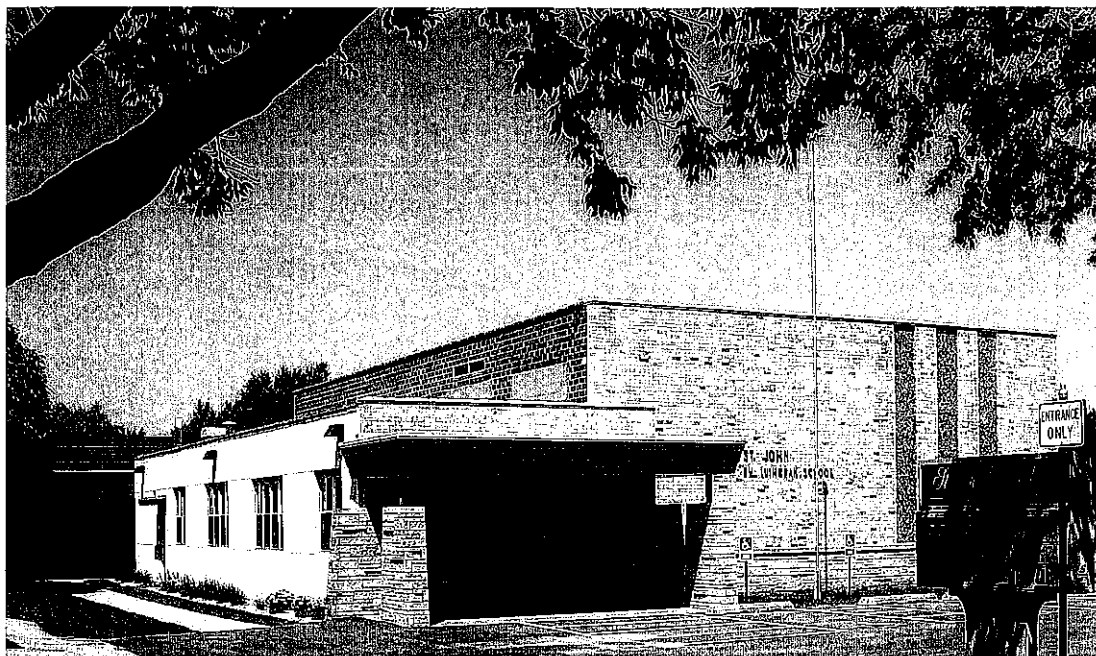
# ***ST. JOHN EV. LUTHERAN SCHOOL***

***413 E. MADISON ST., WATERLOO, WI 53594***

***Phone: 920-478-2707***

***E-Mail: [office@stjohnwaterloo.org](mailto:office@stjohnwaterloo.org)***

***Web page: [stjohnwaterloo.com](http://stjohnwaterloo.com)***



## **PARENT HANDBOOK**

### **REVISED 2018**

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**PREFACE**

**Dear Parents,**

**Upon enrolling your child in St. John Ev. Lutheran School, you indicate that you subscribe to the policies set forth in the handbook. If there are any questions with regard to any of the school's policies stated in this handbook, we encourage you to bring these questions to the attention of the administration.**

**Our earnest prayer is that the handbook will set forth the policies of the school clearly and will lead to an even greater mutual understanding and cooperation on the part of the parents and the instructors as we strive to give the children a sound and well-rounded education.**

**In the Name of Jesus, our Shepherd**

**St. John Faculty  
St. John Board of Christian Education**

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**RETURN BOTTOM PORTION OF SHEET TO SCHOOL**

**ST. JOHN EV. LUTHERAN SCHOOL  
Waterloo, Wisconsin**

**I have read this Parent Hand Book and subscribe to the policies set forth in it.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Suggestions/Comments** \_\_\_\_\_  
\_\_\_\_\_

**THIS FORM MUST BE RETURNED BY REGISTRATION DAY OR  
TEN DAYS AFTER ENROLLMENT.**

# **PHILOSOPHY AND OBJECTIVES**

## **Philosophy of Education - St. John Ev. Lutheran School**

We believe that the Bible is the inspired Word of God, the sole authority on faith and conduct. We also believe that it does not contain any errors or contradictions, but is in all parts and words the infallible truth, even in those parts which refer to history, geography, science, or other secular matters.

We further believe that man is by nature a lost and condemned creature. However, God in His love has worked out man's salvation through the atoning death and resurrection of His Son, Jesus Christ. This salvation is laid hold of only through faith which the Holy Spirit works through the inerrant and absolute Word of God. As a result, all of the earthly activities in the life of the redeemed child of God should be motivated by faith in Christ and focused in Him.

Therefore, we believe that because the whole body of knowledge (religious and secular) proceeds from and is centered in the creative work and continued activity of God, it should be taught to our children in the formal setting of a Lutheran elementary school.

1. A Lutheran elementary school can prepare children for this life and eternal life by meeting the three educational needs - spiritual, mental, and physical.
2. The Lutheran elementary school is here to assist Christian parents in meeting their God-given duty to teach children the Word of God.
3. The Lutheran elementary school can devote a proper amount of time to the One Thing Needful.
4. In the Lutheran elementary school the Word of God sheds light on all knowledge.
5. The Lutheran elementary school makes God's love the basis and motivation in character training.

## **The Objectives for Our School**

Our Lord in heaven has charged us Christians with the wonderful opportunity to train our children in the way they should go, so that in later life they will not turn from it. The objectives listed in the outline below indicate the scope of the child's Christian training.

- I. The prime objective of St. John Ev. Lutheran School is to present the Scripture in its truth and purity by:
  - A. Teaching the basic Christian doctrines contained in the Bible.
  - B. Teaching God's plan of salvation as found in the Bible.
  - C. Applying all scriptural truths to the lives of children.
  - D. Directing children's attention to the eternal home that will be shared with fellow Christians in heaven.
  - E. Serving as a mission agency for the unchurched.
  - F. Showing the need for regular church attendance.

- II. The other important objective of St. John Ev. Lutheran School is to equip children with those things which are essential for Christians during their time of grace.
- A. Children are to be equipped spiritually by:
    - 1. Providing a Christian environment for children in which they can grow in faith.
    - 2. Encouraging children to live their faith.
    - 3. Instilling in children a love for God's Word and his house.
      - a. Through the encouragement of family devotions.
      - b. Through the encouragement of public worship.
    - 4. Fostering a desire in children to give freely of their time, talents, and treasure, for the work of the church in all areas.
    - 5. Encouraging children to dedicate their lives to the full-time ministry of the church.
  - B. Children are to be equipped mentally by:
    - 1. Instructing children in all appropriate branches of learning.
    - 2. Treating all children as unique individuals.
    - 3. Encouraging children to use their God-given talents to the fullest extent.
    - 4. Providing experience which will help them to meet and deal with the problems of life.
    - 5. Developing in children the wisdom to differentiate between the absolutes of God's Word and the accumulation of man's wisdom which is subject to change.
  - C. Children are to be developed physically by:
    - 1. Teaching them to respect their bodies as temples of the Holy Spirit.
    - 2. Providing experiences which promote physical well-being.
    - 3. Encouraging cooperation with the local health agencies.
    - 4. Providing intramural and interscholastic activities for the child.
    - 5. Fostering good health habits.
    - 6. Promoting an interest in physical activities as a wise use of leisure time.
  - D. Children are to be developed socially by:
    - 1. Instilling in them a respect for both property and other people.
    - 2. Teaching and encouraging good manners.
    - 3. Instilling God-pleasing attitudes.
    - 4. Teaching children to participate responsibly as Christian citizens.
  - E. Children's emotional needs are cared for by:
    - 1. Instilling a reverence for what is sacred and holy.
    - 2. Encouraging children to sing the praises of their Lord through hymns and spiritual songs as an emotional outlet.
    - 3. Helping them cope with their personal feelings, emotions, and frustrations.
    - 4. Developing an aesthetic appreciation for what is beautiful in the light of sound Christian judgement.

### **Home, Church, and School Cooperation**

St. John Ev. Lutheran school has been established by this congregation in order to assist parents with the religious and secular training of their children. It is the parents who have the first responsibility in the training. "Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. "Eph. 6:4. Parents dare not give up this God-given responsibility when they send their children to a Lutheran elementary school.

The teacher's role is to give additional training, so that the work of making children wise unto salvation might continue uninterrupted and unhindered. Parents and teachers must join hands so that nothing may rob our children of the crown of glory awaiting them in heaven.

In order to bring about cooperation in the great and responsible task which the Lord has given to us, we must be certain of our aims and objectives. It is self-evident that the source of our aims, objectives, and methods on child training is found in God's infallible Word. The study of the Word, at home, in church, and at school is of utmost importance. Jesus says: "Whoever serves me must follow me; and where I am my servant will also be. My Father will honor the one who serves me." (John 12:26)

### **How Can You As a Parent Help Your Child:**

1. By allowing the Word of God to be the guide in all phases of daily living.
2. By worshipping in church with your child on a regular basis.
3. By having regular family devotions and prayers.
4. By teaching your child that it is a distinct privilege to attend a Christian school.
5. By encouraging your child to respect adults.
6. By discouraging your child from bringing distracting items to school.
7. By seeing to it that your child is regular and prompt in attendance.
8. By refraining from being critical of school procedure in the presence of your child.

### **Homework/Study Habits**

Homework is beneficial to students because it reinforces and extends the work of the classroom. It may also serve as an aid to the students in developing self-discipline.

It has benefits for parents as well. It helps them to better understand the activities of their children during their hours away from home.

Proper study habits, including diligence, neatness, promptness, and order are stressed in school. Parents can help at home by providing a definite time and place for homework and private study. Such a place is ideally as free from distractions as possible, and is fully equipped with necessary study materials.

## POINTERS FOR PARENTS

1. Show interest in your child's homework by asking about it when it comes home from school.
2. Provide a study space where your child can work quietly. Have it equipped with the necessary tools for study.
3. Pick a good time for doing homework. Playing and watching T.V. must be done outside of study hours.
4. Encourage your child to consider the homework assignment carefully before work is begun. Ask your child: What does your teacher want you to do?
5. After your child has finished working, ask questions about what has been learned.
6. Have your child recite memory work to you. This will prepare your child for reciting to the teacher.
7. Have your child read aloud. This will help you as a parent determine if there are problems pronouncing or understanding words.
8. Consult with the teacher if you suspect learning or discipline problems.
9. Encourage your child to develop a positive attitude concerning homework. Remind your child that we should always work to the best of our God-given abilities.
10. When your child does a fine job on an assignment, display the work. Praise work that is well done - it's a good way to build self-esteem.

## **GENERAL POLICIES**

### **Management of the School**

St. John Ev. Lutheran School is owned and operated by St. John Ev. Lutheran Church, Waterloo, Wisconsin. This congregation is a member of the Wisconsin Evangelical Lutheran Synod. Final authority for all decisions of property and policy is vested in the voting assembly. The affairs of the school are administered by a called principal who is responsible to the Board of Education consisting of three elected laymen.

### **Admission Policy**

St. John Ev. Lutheran School has as its primary purpose the Christian training of children whose parents are members of St. John Ev. Lutheran Church. However, children whose parents are not members of St. John Ev. Lutheran Church will also be given consideration. At times when space is limited, enrollments will be considered in the following order of preference:

1. Children of members of St. John Lutheran Church.
2. Children of members of other WELS or ELS congregations.
3. Children of families who are not members of a church.
4. Children of families who are not members of Wisconsin Ev. Lutheran Synod or Evangelical Lutheran Synod.

Children entering Kindergarten must have attained the age of five on or before September 1st of that school term. Transfer students will be required to present records from the last school attended before admission will be granted. In all cases, St. John faculty and administration will reserve the right to determine the appropriate grade placement for the child.

Our school reserves the right to refuse children from other schools who have been removed for disciplinary or scholastic problems. A student's progress will be evaluated at the end of thirty days.

### **Notice of Nondiscriminatory Policy**

Since the Bible teaches that "God does not show favoritism but accepts men from every nation (Acts 10:34) and that there is neither Greek nor Jew...Barbarian, Sythian, slave or free, but Christ is all and is in all" (Colossians 3:11), St. John Evangelical Lutheran School does not practice discrimination by reason of race, color, national, and ethnic origin in the administration of its admission and educational policies, its scholarship and loan programs, and its athletic and other school activities. St. John Evangelical Lutheran School admits students of any race, color, national, and ethnic origin to all the rights of privileges, programs, and activities generally accorded or made available to students at the school.

### **Communication**

When problems and grievances relating to school incidents arise, in keeping with Matt. 18, we should discuss these first with the teacher. If not resolved, the matter can also be brought to the attention of the principal. If the situation warrants further action, the principal will arrange meetings with a pastor and the Board of Education.

Matters concerning overall school policy or procedure should, of course, be brought directly to the principal or the Board for Christian Education. Let us approach our problems with prayer and Christian love, always allowing God's Word to lead to peaceful and proper solutions.



## **Church Attendance**

The very nature of our school would suggest that church attendance is a concern of both the home and school. The classroom teachers will encourage the children to attend church regularly. This is as God would have us do. He reminds us in His Word, "I rejoiced with those who said to me, let us go to the house of the Lord." (Ps. 122:11)

Just as our bodies need regular amounts of food to continue living, so our souls need the spiritual food given to us through the hearing and learning of God's Word and the partaking of the Sacrament of the Altar. If food is necessary for our bodies which will some day die, isn't it much more important that we get the necessary spiritual food for our souls which are immortal and will live for eternity?

Let us as parents be faithful in bringing our children to church services regularly. God invites us, "Come to me all you who are weary and burdened and I will give you rest." (Matt. 11:28)

## **Accreditation**

St. John Ev. Lutheran School is accredited in the sense that its graduates and transfers have been accepted by elementary and secondary schools alike. The thorough general education that students at St. John Ev. Lutheran School receive is borne out by the results of standardized tests and by later proficiency of our graduates in high school and college.

## **Attendance**

Regular attendance is important to the progress of the child and for the maintenance of school standards. Students are expected to be punctual and regular in attendance. (See procedure for excuses) Unexcused absences shall be handled at the discretion of the administration.

Certainly there are valid reasons for non-attendance, such as illness or emergency. However, parents are asked to consider carefully the value of taking their children out of the educational atmosphere of the classroom for reasons other than illness or emergency. St. John Board for Christian Education discourages the practice of taking children out of school for reasons that may not be in the children's best educational interest, and will take appropriate action in such situations as the need arises. Parents are asked to continue to support this formal training of their children in St. John Ev. Lutheran School.

Guidelines for Attendance and Tardiness:

- A. If absent from school, parents must see to it that the school is notified by a written excuse. If parents are unable to have an excuse brought to school on the day of the absence, the school must be contacted by phone. A written or emailed excuse will still be required the following day (or when the child returns to school).
- B. Absences for more than three consecutive days need to be excused with a written excuse from a doctor. (If not excused by a doctor the absences will be considered unexcused.)
- C. According to Wisconsin State Statute 118.15, students can only be excused for 10 days without a medical excuse, for a given school year, or they are considered truant.
- D. Each morning attendance is taken in the classroom. Absences will be noted, and the home will be called unless the school has already been notified of the absence.
- E. Students absent from school for more than an hour but still in school for a portion of the day are deemed absent for one half day.
- F. Students arriving late to school will be marked tardy, unless the tardiness is due to a late bus.
- G. The following is the school's policy for tardiness (per quarter)
  - 3 Tardies – Parents will be contacted by the classroom teacher.
  - 4 Tardies – Parents will be contacted by the Principal.
  - 5 Tardies – Parents will be contacted by the Board of Education.
  - 6+ Tardies – The Principal will determine consequences for each additional tardy.

### **Cell Phone and other Electronic Devices**

Cell phones and other personal electronic devices may be brought to school but may not be used or turned on during school hours. Cell phone and other personal electronic device use is permitted after school and for after school activities. Cell phones and other personal electronic devices may be used during school hours only under teacher or adult supervision.

### **Curriculum**

Religious instruction is the basis for all education at St. John Ev. Lutheran School. Children attending St. John Ev. Lutheran School will be required to participate in all religious training in the school. Such religious instruction is carried out by the teachers and pastors. Upon the completion of the instruction course, the children who adequately show an understanding of the fundamental truths of Scripture may be confirmed into the Lutheran faith.

St. John Ev. Lutheran School follows the curriculum established by the State of Wisconsin Department of Public Instruction. However, all secular subjects are taught in the light of God's infallible Word, by Christian instructors who have received a thorough training in the field of education in the light of Christian doctrine.

In addition to the curriculum established by the State of Wisconsin DPI, St. John Lutheran School also offers two elective courses in its curriculum. The students in grades 5-8 may also participate in Band or Junior Choir.

### **Guidance Program and Report Cards**

It is the purpose and philosophy of our educational program to understand and assist each child as an individual. Progress, diagnostic, and performance tests are administered regularly to help achieve this goal. While such testing is not a perfect measurement, it does assist the teacher in giving direction and it offers encouragement to the child.

Report cards are issued four times a year. In addition, progress reports are sent home to 3<sup>rd</sup> – 8<sup>th</sup> grade students at mid-term or more often at the discretion of the teacher. During the year, parents are invited to attend a personal conference with the child's teacher for the exchange of ideas and for discussions of means whereby the child's progress may be aided. Parents are invited to visit classrooms by appointment with the classroom teacher. We also encourage parents to make appointments with classroom teachers to discuss matters pertaining to the child's welfare.

### **Promotion**

Promotion will be based upon the average yearly achievement of the pupil in the various subject areas. Other factors which will serve the best interest of the student and the school will also be considered. If there is a question concerning promotion, meetings will be held with the parents to discuss what would best benefit the child.

## **Discipline**

Parents have a right to expect that a Christian school, such as ours, will maintain classroom order and control. Christian teachers also have a right to expect that parents will assist by encouraging their children in the area of Christian behavior. When we consider Christian conduct, we are reminded of the words of Luther's Small Catechism which say, "Our old Adam, with his evil deeds and desires should be drowned by daily contrition and repentance, and die, and that day by day a new man should arise as from the dead, to live in the presence of God in righteousness and purity now and forever." It is necessary for parents to remind their children of their baptism and that they have been made children of God. If parents work hand in hand with the classroom teacher, and HOLD THEIR CHILDREN ACCOUNTABLE, it can be expected that classroom atmosphere will be enhanced and that more meaningful learning experiences will take place. In grades 5-8 detentions are used as a form of discipline. Parents are notified of a detention by means of a detention slip sent home. Detentions are served immediately following the close of school and will not exceed one hour.

A student may be suspended by the principal for no more than three days for serious violations of school rules or conduct unbecoming a Christian. Expulsion may take place only after a consultation by the parents with the administration and with the Board of Education.

## **Christian Counseling**

Our Lutheran school is happy to make counseling opportunities available through our pastors. In addition to our own pastors, professional Christian counselors are on staff with Wisconsin Lutheran Child and Family Service. Families or individuals wishing to meet with a professional counselor may contact a pastor, the principal, or a teacher.

## **Fees - Education and Technology**

All parents are asked to help defray the cost of books and educational materials by paying an annual education fee. The education fee is payable on registration day in the fall. If this is not possible, satisfactory arrangements should be made with the principal on or before registration day.

Parents are also asked to pay a technology fee. This fee makes it possible for us to continue offering our students an education in technology.

## **Tuition**

Children whose parents are members of St. John Lutheran Church are required to pay tuition, payable on registration day. This tuition and regular contributions to the church help to maintain the school.

In the case of those who are not affiliated with St. John congregation, tuition fees have been established. This tuition is payable on registration day. A printed copy of the current payment schedule may be obtained from the school office upon request.

## **Dress and Grooming**

Appropriate dress and good grooming are important to every boy and girl in the school. It is requested that the children make mature Christian decisions when choosing their mode of dress. To avoid a legalistic approach to this matter, it has been determined that proper dress is, that which is clean, neat, has no holes, not frayed, or worn out, and reflects a child's love for Christ. Parents must guide the selection of style of dress that this standard may be met.

In order to assist our parents in guiding their children, we have the following specific guidelines: No body piercing or tattoos are allowed, with the only exception of girls having pierced ears. Spaghetti strap shirts or tops showing child's naval area are not permitted. Sleeveless shirts must have shoulder straps wider than 2 inches. Sandals without socks are permitted. Shorts and Capri pants may be worn during the months of August through October and April through June at the parents' discretion. The length of shorts and skirts must be longer than the child's fingertips when standing with hands to their sides.

These guidelines have been adopted not to restrict or deprive freedom of expression. Rather, they are an attempt to remind us that we represent our Savior at all times and will want to make the best possible impression in the way we act and appear.

So that uniformity will exist, the principal is the designated individual who is responsible for carrying out the dress code. A child may be requested to make arrangements to change a particular style of dress if it is determined that poor judgment has been shown on a given date.

## **Health Regulations**

Children enrolling in St. John Ev. Lutheran School should have received or have evidence that they have received a physical examination. Wisconsin law mandates that parents and schools keep children's immunizations up-to-date. No child will be permitted to continue in attendance if these requirements have not been met.

## **Emergency Closings**

During the winter month's snowstorms sometimes make roads impassable for buses and it is necessary to close school. Please consult our school newsletter for a listing of the radio stations that broadcast emergency closings.

Occasionally, it becomes necessary to dismiss early because of threatening weather. In these situations the school recommends that each family establish an emergency plan in order to accommodate the children who arrive home before the usual time.

## **Bus Regulations**

Children who ride the bus are expected to observe and obey the rules which have been established by the local bus companies. These rules are distributed annually to the children prior to the beginning of the school year. Failure to comply with these regulations may result in the loss of riding privileges.

Children of our school are encouraged to use the bus as an opportunity to witness their Christian faith by being courteous and considerate when riding the bus to and from school.

## **Transportation To and From School**

All motor vehicles picking up or dropping off students are to do so in the back of school.

All children walking to or from school are to enter or exit by front doors only and use the front sidewalks.

## **DAILY PROCEDURES**

### **School Premises**

No child is to leave the premises during school hours without permission. Written permission is required from the parent or guardian if the child is to leave the school grounds for any reason during the day. All students must be picked up and signed out at the school office.

Unless excused because of illness or weather, children are expected to go out for recess during the scheduled breaks. Exemptions to this are left to the discretion of the classroom teacher. Children are asked to refrain from playing in front of the school and on the service drive on the east side of the school. Children are not permitted to play on the road behind school or near the ditch.

### **School Hours**

Bus and town students should arrive at school each morning no sooner than 7:45 AM. School doors will remain locked until 7:45 AM. If students need to arrive prior to 7:45, the back outside school door will be unlocked and students may remain in between the outside and inside door. School is in session from 8:00 AM to 3:05 PM.

All children are to go directly to their classrooms upon arrival at school each morning. A quiet atmosphere will exist to prepare students for morning devotions. Children are not to roam from room to room or loiter in the hallway.

Children are to go directly home after 3:05 PM unless specified by a parent in writing, requested by a classroom teacher, or made necessary through participation in after-school activities.

Children are not to loiter on school or church property after their activity at school or church is finished for that day. Parents must realize that the playground is not supervised after 3:05 PM.

### **Excuses**

If a child is going to miss school on a particular day, the school is to be notified by telephone before 8:30 AM. A reason for absence must be offered at that time. If your child is sick during the night and you know he/she will not be attending school the next day, you may call during the night or early morning and leave a message on the answering machine. If no word is received by 8:30 AM, the school office will contact the home in an attempt to trace the child.

### **Re-Admission Policy after Communicable Disease**

In the case of a communicable disease, a doctor's statement should accompany the child upon returning to school. This statement should indicate that the recovery is such that the disease can no longer be communicated to other students and that the student may participate in all activities.

#### **Communicable Diseases**

Chickenpox	Ringworm (scalp, skin, feet)
Conjunctivitis (Pink Eye)	Rubella (German Measles)
Influenza	Pertussis (Whooping Cough)
Impetigo	Scabies
Measles (Rubeola)	Streptococcal
Mononucleosis (Infectious)	Gonorrhea
Mumps	Hepatitis
Pediculosis (Lice)	*Acquired Immunodeficiency Syndrome (AIDS)

\*To be handled on a case by case basis.

### **Make Up Work**

After a student has been absent because of an illness or emergency, arrangements should be made with the teacher concerning any work that has been missed. The teacher will assist the student in this effort.

Absences caused by reasons other than illness or emergency will not be considered legitimate absences and will be handled on an individual basis. The student will be responsible for making up the work.

### **Medication Administered or Taken During School Hours**

If your child is to take any drug or medication (prescription or over the counter) during the school day, please send a copy of the form entitled "Request for Giving Medication at School", or a similar form from your doctor, to your child's teacher. Information on this form will show name of medication, amount to be given, time of day to be given, and duration of the treatment. This form is available from the school office upon request. Teachers will not administer medicine unless a medication form has been properly filled out and submitted. All medication (prescription or over the counter) must be in its original container when sent to school.

### **Tardiness**

Children are expected to arrive at school on time. A student who is tardy must notify the classroom teacher as to the reason if it is other than due to bus transportation difficulty. Persistent or unexcused tardiness will be handled at the discretion of the administration.

### **Extra-Curricular Activities**

St. John Ev. Lutheran School endeavors to provide numerous outlets for the students who may have special gifts or talents. Extra curricular activities outside our curriculum and directly sponsored by St. John are: forensics, dance team, cheerleading, and interscholastic athletics.

St. John Ev. Lutheran School is a member of Badgerland Lutheran Athletic Conference (BLAC) and participates in volleyball, basketball, softball, and track and field.

**School Colors - Green and White**

**School Mascot - Wildcat**

### **St. John School Song**

Fight, fight for St. John's School with all your might.  
We're gonna win this game for green and white.  
We're gonna back you up with cheers and yells.  
We're gonna cheer and cheer and yell and yell and yell.  
C'mon you basketball players go to town.  
Why do you think we're jumping up and down.  
We're gonna put that basketball right in. Till we win.  
Fight St. John's Fight. FIGHT!  
U-rah, rah St. John Lutheran  
U-rah, rah St. John Lutheran  
U-rah, rah St. John Lutheran. Yeah!!!!!!!

### **Eligibility Policy Concerning Extra-Curricular Activities**

St. John has no definite standards for eligibility. This was done on purpose, to allow as many students as possible to participate, while recognizing that each child has been blessed with differing abilities.

We have no minimum grade standard (i.e. the student must have a C or better in all classes). Instead, eligibility will be determined on a case by case basis. The student's parents, teacher(s), coach, and school board all have input into a student's eligibility.

A student may be suspended from extra curricular activities if the need arises. Such situations could include poor church attendance, falling grades, poor attitude, discipline problems, health or others. Readmission will be handled on an individual basis.

Remember, St. John's primary purpose is Christian education not extra curricular activities. Religious instruction and academics will take priority over extra curricular activities.

A child dismissed from the afternoon session of school, due to illness, may not participate in any scheduled extra curricular event for that day. Also, if a child is in attendance and unable to participate in a regularly scheduled physical education class on a game or practice day, the child will not be allowed to participate in any after school athletic programs that day. A statement of guidelines/procedures will be sent home prior to a child's participation in inter-scholastic sports.

Unexcused absences will affect a student's eligibility. An unexcused absence is defined as a student missing a practice without the parent's informing the coach - either with a signed note or verbally. A student's verbal excuse will not be accepted.

If a student does not feel well enough (during the school day) to participate in an event or practice and intends to miss the event, the parent will be informed before the student will be excused.

Unexcused absences will limit the student's participation time, eliminate him/her from an event altogether, or even dismiss him/her from the team.

Children who participate in the inter-scholastic sports program must have their parents' permission. An insurance liability and physical exam liability waiver must also be completed before participation will be permitted. These waivers will be required when a student enters the program.

### **Co-Curricular Activities**

We also offer our students activities outside our curriculum which St. John does not directly sponsor, yet our students are invited to participate in. They are: spelling bees, math meets, Forensics, Lakeside Fine Arts Festival, and Lakeside Lutheran High School Cadet Band Program.

### **Class Field Trips**

Class field trips are sponsored by our school. These excursions promote educational enhancement outside of the classroom environment.

### **School Equipment**

St. John Ev. Lutheran School attempts to provide adequate and necessary playground equipment. All equipment is to be used properly and then returned to the appropriate place. No school owned equipment may be used after school hours, on weekends, or during vacations without permission from the athletic director.

### **Bicycles**

Bicycles are to be placed in the area designated for them. They are not to be used during the course of the school day by any students unless permission has been granted by the administration.

### **Bookstore**

St. John Ev. Lutheran School operates a bookstore for the convenience of the members of St. John congregation. Religious books and school supplies may be purchased.

### **Calendar**

A school calendar listing important events and vacation dates for the school term will be issued at the beginning of the school year. In addition, calendars are sent home at the beginning of each month which highlights the activities for that month.

### **Damage to School Property**

Good Christian stewardship and responsibility demand that the pupils be held accountable for the use of our building and educational materials. Deliberate destruction or the careless use of school property may result in a child or parent being asked to make restitution. Due to gum being a possible factor in damaging property, gum chewing at school is not permitted at any time.

### **Emergency Drills**

Fire drills are conducted throughout the school year to acquaint the students with the procedure to be followed in the event of an emergency. When there is a fire drill, visitors are also required to leave the building.

Tornado drills are conducted in cooperation with the Wisconsin Division of Emergency Government. Visitors are also required to go to the area of safety.

Emergency drills are conducted in correspondence to our "Crisis Response Plan". Visitors are required to participate in Lock-down or evacuation procedures.

### **First Aid**

It is understood that first aid may only be administered by the staff in the case of minor injury during school hours and school sponsored activities. In the event of serious injury, a parent or guardian will be contacted for further instructions. In the event of life threatening injury, the rescue squad will be called and parents will be notified as soon as possible.

### **Hot Lunch and Milk Program**

Hot lunches are served on a daily basis beginning with the first day of classes. Yearly, monthly, or weekly tickets may be purchased. Refunds will be given only for extended periods of absence.

Milk is served with all hot lunches at no extra cost. Extra Milk tickets may be purchased along with the regular meal tickets. Milk is to be purchased on a yearly, monthly, or weekly basis. No refunds will be given for extra milk.

Applications for free and reduced meals will be distributed to each family at the beginning of each school year, or they may be obtained from the principal. The applications are to be turned in to the principal.



## **Library**

Each classroom has a classroom library.

## **Mission Program**

In the complete Christian educational program of children, emphasis will also be given to Christian stewardship. To this end, then, a mission collection is taken every week and at special mission services held in church. It is our hope that parents will cooperate with the school in showing the children the value of missions both for their own lives and the spiritual lives of others.

## **Music Program**

All children have the opportunity to learn the rudiments of music and singing through the school music curriculum. All children have the opportunity to serve the Lord in a special way when their classroom sings for church services. We ask that parents cooperate by bringing their children to the service in which their child has been scheduled to sing.

The students in grades five through eight have the opportunity of being in the Junior Choir. This choir rehearses regularly during the school day. The children in this choir sing for worship services and join the children in the other grades by performing for special programs.

The instrumental program offers opportunities for our students also. Students in grades four through eight may enroll in beginner's band and continue their training in the advanced band after they have mastered basic musical skills. The various lessons and rehearsals are scheduled throughout the school day. The band performs at various school functions and participates occasionally at Lakeside Lutheran High School. The annual band fee is set at the beginning of each school year and is subject to change.

Piano instructions are also available to our students. Lessons are scheduled throughout the school day. The annual piano fee is set at the beginning of each year and is subject to change.

## **Newsletter**

A newsletter from the school is sent home to each family weekly. This letter provides an opportunity for the school to communicate on a regular basis with the parents of our school. In addition, classroom teachers may send home weekly classroom notes.

## **Objectionable Playthings**

Certain items brought to school by the children, unless specifically asked for by the teacher, might be better left at home. Such items are considered detrimental to the normal classroom situation and as such will be confiscated.

## **Parent-Teacher Organization (PTO)**

All parents and guardians of pupils enrolled in St. John Ev. Lutheran School are members of the Parent Teacher Organization. Membership is also open to other members of St. John congregation. PTO sponsors many worthwhile projects in support of the educational program at St. John Ev. Lutheran School throughout the year. The PTO meets annually during the school year. This annual meeting is held in either April or May to take care of business matters.

### **Personal Property**

Each child is assigned a space in the hallway for storing clothing and other items. These materials are to be kept neat and presentable throughout the school day. Younger children should have clothing marked for easy identification. A lost and found box is kept in the school office. Quite often, there are many serviceable items which are never claimed. Please encourage your child to check the box for lost articles during the school year.

All children are required to wear tennis shoes when using the gym. Any other type of shoe may destroy the finish on the gym floor. Be sure the tennis shoes have non-marking soles.

### **Radio-CD-Other Electronic Devices**

Students are not allowed to be listening to radios, CD's, or other Electronic devices during the school day.

### **School Nurse**

The nurse from the County Department of Health makes periodic visits to the school and administers vision and hearing tests. She also consults with teachers and students and provides medical advice and support.

### **Summer School**

Summer school is offered through the Waterloo and Marshall Public School Summer Programs. Information and registration forms for summer school are sent home in late spring. Parents are encouraged to have their children take advantage of this fine opportunity to advance their education.

### **Standardized Testing**

During the year all students in grades 3-8 of our school are evaluated with tests that show progress in the basic skills. This testing corroborates the teacher's assessment of the child showing where the strengths and weaknesses of the child lie. Testing of this nature is also beneficial to the school curriculum for it can show where modifications in instruction may be necessary.

### **Telephone Use**

Unless it is absolutely necessary, parents and others are requested to refrain from telephoning the school during the time in which their children may be having classes. Personal messages may be made during the children's recess periods or at noon hour.

Children are not to use the telephone without the permission of an adult. We ask that children not use the phone to make arrangements for after school activities.

### **Visiting School**

School visits can be made at any time, however, we ask that parents notify the instructor in advance as to what time the visit is to be made.

### **Volunteers**

Volunteers are necessary for the smooth running of the entire school program. Assistance in coaching, vision and hearing screening, library work, working with children in school, supervision at sporting events, working the concession stand, and chaperoning school sponsored activities are all ways in which parents can support the school and its programs. We ask parents to help our school programs by giving of their time and talents.

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