

Parent/Student Handbook

2026-2027



St. John's Lutheran School
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MISSION

- Reaching, Teaching, Sharing the Gospel

MINISTRY VISION

- SJLM exists as a Triune School (Church, School, and Child Care) with three intrinsic values in mind...
 - A firm *foundation* in **Christ**
 - The *highest quality* education
 - A desire to develop and utilize each person's gifts to **glorify** their Lord and Savior and to work with unity of purpose.

CORE VALUES

- Dedicated staff and families who are authentic to their Christian Faith
- Impacting Saints Lives for the Future and Eternity
- Seeking opportunities to Connect People to Christ
- Christ-centered excellence in education
- Integrity: We are what we say we are
- People of God Growing in Faith and in Relationships with one another
- Living together with unity of purpose
- Equipping the Saints to be the Christian Leaders of Today and Tomorrow
- **SJLM** will not waiver on any of the above

VIVID DESCRIPTORS

- The saints of SJLM *care* about one another; have a firm *foundation* in Christ from which to base future decisions; have a *personal relationship* with Jesus; and are taught by leaders who *authentically* model their faith
- Our teachers see themselves as *Navigators* who love to teach; *grow* in their skills; are *innovative* in their approach to education; understand the *uniqueness* of each child; hold students to the *highest* of educational standards; and guide them to be life-long *learners* and *servant leaders* in the world
- We *intentionally* connect our Day School Students and Families to Christ and to one another; we create a *loving environment* of which staff, students, and families alike love to be a part; and we look for *opportunities* to meet needs in our community
- SJLM will make great use of *second and third* source funding in order to keep the tuition *affordable*
- SJLS's staff and families are so *committed to the mission and vision* of SJLM that they will support these ministries with their *time, talents, and treasures* and our congregation will *see the fruits* of the ministry and mission of the school
- SJLM will make great use of varying methods of *communication* to get its message and mission out into the community so that more young people and their families can be connected to the Lord and to each other.

CORE BELIEFS

- I believe that every attempt should be made to maintain the dignity of both the adult and the student.
- I believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- I believe the students should have the opportunity to tell their side of the story when consequences appear to be unfair.
- I believe that there should be a logical connection between misbehavior and resulting consequences in preparation for the real world.

ACCREDITATION AND PROFESSIONAL ASSOCIATIONS

- Accredited by National Lutheran Schools Accreditation (NLSA)
- Approved by the State of Wisconsin



ACT 20

*St. John's Lutheran School adopts this 3rd to 4th grade promotion policy as of May 30, 2025 **to take effect September 1, 2027.***

All 3rd grade pupils scoring at or above grade-level in reading on the Wisconsin Forward Exam may be promoted to 4th grade. For any pupil(s) scoring below grade level in reading on the Wisconsin Forward Exam, our school will provide to that/those pupil(s) the following services, per 2023 Wisconsin Act 20:

- Intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency;*
- Notification to the pupil's parent or guardian, in writing, including a description of the intensive instructional services and supports that will be provided to the pupil to remediate the identified areas of reading deficiency;*
- An intensive summer reading program each summer until the pupil scores at grade-level in reading on a summative assessment.*

According to 2023 Wisconsin Act 20, a good cause exception for providing these services applies to any pupil who meets the following or similar criteria:

- Is limited-English proficient. (According to state statute, "limited-English proficient pupil" means a pupil whose ability to use the English language is limited because of the use of a non-English language in his or her family or in his or her daily, non-school surroundings, and who has difficulty, as defined by rule by the state superintendent, in performing ordinary classwork in English as a result of such limited English language proficiency.)*
- Is a pupil who has an individual education plan (IEP) that indicates that taking the statewide 3rd grade standardized reading assessment is not appropriate for the pupil.*
- Is a pupil who scores as proficient on reading on an alternative standardized assessment approved by DPI. (According to the DPI, as of March 2025, the approved alternative standardized assessment is Dynamic Learning Maps (DLM)).*
- Is a pupil who has an individual education plan (IEP) or a plan to provide accommodations or services under section 504 of the federal Rehabilitation Act of 1973 that indicates that the pupil has received intensive intervention in reading for more than 2 years if the pupil continues to demonstrate a deficiency in reading and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.*
- Is a pupil who has received intensive intervention in reading for 2 or more school years, continues to demonstrate a deficiency in reading, and was previously retained in kindergarten, 1st, 2nd, or 3rd grade for a total of 2 years.*

ADMISSION REQUIREMENTS & PROCEDURES

The school seeks students of average to above average academic ability and diverse social, economic and ethnic backgrounds and admits them to St. John's Lutheran School for participation in its educational programs, financial programs, and school activities regardless of race, color, sex, ethnicity or national origin. We do, however, reserve the right to teach to our religious beliefs of The Lutheran Church-Missouri Synod (LCMS).

Admission Procedure

1. Fill out and return application forms complete with health records, test scores and transcripts from any schools attended previously.
2. Entrance tests are administered if needed/Probationary Enrollment may be requested.
3. Interview with principal.
4. Upon notice of acceptance, the registration fee is due within ten days to guarantee a place in the class.
5. Prior to entrance into an advanced grade level, an Educational Psychological Exam is required.
Age requirements:

- a. All students entering grade one must be **six** years old on or before Sept. 1, of the year they are enrolled.
- b. All students entering kindergarten must be **five** years old on or before Sept. 1, of the year they are enrolled.
- c. All students entering the 4-year old program must be **four** years old on or before Sept. 1, of the year they are enrolled
- d. All students entering the 3-year old program must be **three** years old on or before Sept. 1, of the year they are enrolled.

St. John's Lutheran School normally adheres strictly to these minimum age guidelines. Exceptions require exceptional test scores or other evidence to insure that early admission is in the best interest of the child. There must also be unanimous agreement of the teacher, early childhood teachers (prior to grade 1), and the principal that early admission is best for the child. All applicants to the preschool must be toilet trained before starting school.

Priorities for Admission

1. Open WPCP Seats/SNSP Seats
2. Paid St. John's Lutheran Faculty or Staff
3. Children of members of St. John's Lutheran Church.
4. Children enrolled the previous year so long as the registration fee is paid by the first due date noted on enrollment materials.
5. Siblings of children enrolled the previous year.
6. Children of members of Missouri Synod Churches.
7. Children of parents holding membership in Christian congregations.
8. Children of other Lutheran churches, Missouri Synod which do have schools.
9. Children of families with no church affiliation.
10. Attending children, not members of St. John's Lutheran Church, shall not be removed from school to make room for a member's child.

4K School Readiness & Enrollment Policy

St. John's Lutheran School strives to provide a nurturing and developmentally appropriate environment for all students. Our 4K program is designed for children who demonstrate readiness to participate in a structured classroom setting and who can engage in learning experiences with increasing independence. Because our 4K classroom operates as an academic school environment rather than a childcare program, certain readiness expectations must be met prior to enrollment.

- **Age Requirement**

Students enrolling in the SJLS 4K program must be four (4) years old on or before September 1 of the academic year in which they are enrolling.

- **Toilet Training Requirement**

Students entering the 4K program must be fully potty trained and able to independently use the restroom with no assistance. This includes the ability to:

- Communicate the need to use the restroom
- Use the toilet independently
- Manage clothing independently
- Practice appropriate hygiene (wiping, flushing, and washing hands)

Students should not require diapers or pull-ups during the school day. Occasional accidents may happen and will be handled with care and discretion; however, frequent accidents may indicate that a child is not yet ready for the classroom environment.

If ongoing toileting assistance is required, SJLS administration may work with the family to determine whether:

- additional time is needed before enrollment,
- a temporary plan can be established, or
- an alternate program setting would better support the child's developmental needs at that time.

- **Social & Behavioral Readiness**

Students entering 4K should demonstrate emerging skills that allow them to participate safely and productively in a classroom environment. These include:

- Ability to follow simple directions from an adult
- Ability to participate in group activities
- Developing independence with personal tasks
- Ability to transition between activities with guidance
- Respectful interaction with peers and adults

Partnership With Families

SJLS believes that early childhood education is most successful when schools and families work together. If concerns arise regarding readiness during the enrollment process or early in the school year, SJLS administration will partner with parents to determine the best path forward to support the child's success.

- **Final Determination**

The SJLS administration reserves the right to determine school readiness for enrollment in the 4K program in order to ensure that the classroom environment remains safe, supportive, and conducive to learning for all students.

AI USE AND ACADEMIC INTEGRITY POLICY

Purpose & Philosophy

At St. John's Lutheran School, we are committed to developing students who use their God-given gifts with integrity, responsibility, and purpose. As Scripture reminds us:

"Whatever you do, work at it with all your heart, as working for the Lord..." — Colossians 3:23

Artificial Intelligence (AI) is a powerful tool that can support learning when used appropriately. However, it must never replace a student's responsibility to think, learn, and demonstrate understanding independently.

This policy exists to:

- Promote academic honesty and integrity
- Provide clear expectations for AI use
- Ensure students are developing authentic skills and knowledge
- Uphold SJLS expectations for Christ-like character in all work
-

Definition of Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to digital tools or platforms that generate responses, content, or solutions based on user input. Examples include (but are not limited to):

- Chat-based AI tools
- AI writing generators
- Homework-solving apps
- AI-assisted image or presentation creators

Guiding Principle

AI may support learning—but it may not replace student thinking.

All work submitted at SJLS must reflect the student's own understanding unless explicitly stated otherwise by the teacher.

Acceptable Uses of AI

Students may use AI tools only with teacher permission and for the following purposes:

- Brainstorming ideas or topics
- Clarifying concepts or getting explanations
- Practicing skills (review questions, study help)
- Editing for grammar or structure (not content creation/*and if not part of the assignment)
- Research assistance (when properly verified and cited)

Expectation: Students must still:

- Process and understand the material
- Put responses into their own words
- Be able to explain their work when asked

Unacceptable Uses of AI

The following uses are considered academic dishonesty:

- Submitting AI-generated work as your own
- Copying and pasting AI responses without modification
- Using AI to complete assignments, essays, or projects without permission
- Using AI during tests, quizzes, or assessments unless explicitly allowed
- Having AI generate answers to homework intended for independent practice
- Using AI to bypass the learning process

AI & Plagiarism Connection

AI misuse is considered plagiarism when:

- The content is not the student's original thinking
- The student cannot explain or demonstrate understanding of the work
- The work misrepresents the student's abilities or effort

Teacher Discretion

Teachers may:

- Allow or restrict AI use depending on the assignment
- Require students to show steps, drafts, or thinking processes
- Ask students to explain or defend their work verbally
- Use tools or methods to verify authenticity of student work

Consequences for Misuse (Aligned with SJLS Discipline Policy)

AI misuse and plagiarism will be addressed using the school's established discipline framework (Love & Logic approach and minor/major offense structure).

Possible consequences include:

- Redoing the assignment for reduced or no credit
- Parent communication
- Behavior referral (minor or major offense depending on severity)
- Loss of technology privileges
- Further disciplinary action as outlined in the SJLS handbook

ATTENDANCE

Absence Due to Illness

- Parents are to call the school office before 7:50 a.m. when your child is absent. Homework missed when one is absent due to illness is to be made within the same number of days as the sickness lasted. Special circumstances will be considered, especially if the absence exceeded three days.
- In the event of an absence, assignment sheets and homework may be picked up at the school office or sent home with a sibling. Please call the office by noon to request the materials.
- A written excuse from a parent/guardian should be presented upon a student's return. (Our software only allows us to record half day absences). A doctor's note will be needed for students missing three or more consecutive days. If no excuse, parents will be contacted.

Partial Absence Due to Illness

- Teachers will notify the Administrative Assistant and send the child to the office.
- The Administrative Assistant will assess the child, take their temperature and notify the parents if the child needs to be sent home.

- If a child just needs to rest, the child will rest in a designated area and the parents will be notified and the parents and administration will make the determination if the child needs to be sent home.
- Teachers are not to contact parents directly without following the above procedure.

Premeditated Absences

- Family Vacations: While removing a student from school for a family vacation is discouraged, we understand that at times it is unavoidable. Two weeks written notice should be provided to the administrative assistant, principal and all teachers involved. Students will receive assignments upon return. The time students will have to complete assignments they missed will be equal to the number of days they were absent. Students must complete current assignments on time while makeup work is also being completed. Teachers have the option to make other arrangements with parents for completion of missed homework.
- Medical Appointments: If a doctor or dentist appointment must be made during the school day, the school office must be notified. Please try to make the appointment as near the beginning or end of the day if possible.

Unexcused Absence

- Any absence not described above is unexcused, and no credit will be given for work missed. Excessive unexcused absences may lead to disciplinary action, loss of course credit or retention in grade.
- "Truancy" is defined as "any absence for part of all of one or more days from schools" when school authorities have not been notified of the legal cause for such absence by the parent or guardian. (Wis. Stat. 118.16(1)(c)).
- SJLS will follow the Wis. Stat. 118.15 and 118.16 for any attendance and truancy matters.

Accumulated Absences

Students accumulating 10 or more absences, of any kind, are likely to have deficiencies in learning. Such cases are reviewed to determine the best course of action to remedy the problem. Options include, but are not limited to:

- Meeting with parent, principal, and teacher;
- Makeup work done outside school in a structured program designed by teacher and monitored by a parent paid tutor;
- Extra assignments to cover classroom material missed;
- Habitual truancy will be referred to an appropriate agency for assistance.
- A summer program; or summer tutor
- Repeating a grade or course.

Sign Out Procedure

- Leaving school prior to dismissal is discouraged. If it is necessary that a student leave early, a note indicating the reason is delivered to the teacher by 7:50 am. The teacher will send the note to the office. When the student leaves, the student must sign out in the office. A parent or student must sign the student back into the office upon return.
- If electronic communication is used through email, please send the email to both the teacher and the Administrative Assistant.
- If a student leaves prior to 2:10 p.m., it will be noted as a half-day absence.

Tardiness

- Students will be considered tardy if they are not in their respective classrooms by 7:50 a.m. This includes all 4K-8 students. Students arriving after 8:30 a.m. will be considered ½ day absent. (Tardiness resulting from any school bus incident, such as bad weather or mechanical breakdown, does not require a written excuse or phone call. Students will not be considered tardy for a bus incident.)
- Tardiness from school is unacceptable. After 5 tardies, an after school detention will be issued. This will be done on a per quarter basis. Students will start "new" each quarter. Unexcused tardiness (no

phone call or note stating the reason for the tardy) will result in the student serving 15 minutes after school.

- 6 tardies will be counted as 1 day absent. 6th tardy will be changed to 1 day absent as Skyward allows.
- In Grades 5-8, we will have a 2 minute passing period between classes. Teachers will record tardies to class. After 3 tardies in a week, a student will receive a recess detention equal to the amount of time tardy to class to be served in a designated area.

Church and Sunday School Attendance

- St. John's Lutheran is a Christian school, committed to promoting the growth of faith in Christ. To that end, the school urges students to attend their church and Sunday school. Church and Sunday school attendance is recorded weekly on the first day school is in session. If you do not have a church home, we welcome you to attend one of our services at St. John's.

Volunteer Opportunities – Be a Part of Your Child's Education

- St. John's School and church have a number of opportunities for families to give their time. At school we have the following opportunities but are not limited to:
 1. Drivers for field trips
 2. Classroom/teacher helpers for various projects
 3. Athletic coaching
 4. Athletic concessions
 5. School Board member
 6. PTL (Parent-Teacher League)
 7. Hot lunch helper
 8. See Volunteer Handbook for additional opportunities
- Background checks are required for all volunteers who participate in school sponsored activities with students.
- Any background checks that return with mild offenses reported; the party will need to meet with the principal to provide further information.
- The principal will report to the School Board and the School Board will make a decision if the person in question is able to volunteer.
- All parties will remain confidential. Executive session will be utilized if confidentiality is not able to be kept for a decision by the School Board.
- Siblings are not allowed to be present during volunteer hours which take place during the school day. Exceptions need to be approved by the principal and staff member in charge of the activity.

AWARDS

- Awards for academics, church and school attendance, athletics, etc. are awarded at the discretion of the principal and staff. Valedictorian and Salutatorian honors are recognized at our 8th Grade Graduation Service. These honors are based on academic grades of the total 7th grade year, plus the first three quarters of the 8th grade year. Honor Roll averages are calculated by averaging the grades in the core subjects – Religion, Science, Math, English, Reading, and Social Studies. Passing grades must be earned in all other classes to receive these honors.

Honor Roll, High Honors, Principal's List, and BUG Award – (Beginning with 6th Grade)

- **Honor Roll –**
 - 90%-92% with no grades lower than 'C'
 - No **Unsatisfactory** in conduct grades are placed on the Report Card
- **High Honors –**
 - 93%-95% with no grades lower than 'C'
 - No **Unsatisfactory** in conduct grades are placed on the Report Card
- **Principal's List –**
 - 96%-100% with no grades lower than 'C'

- No **Unsatisfactory** in conduct grades are placed on the Report Card
- BUG (Brought Up Grades) Awards will be given to students who have significantly brought up: (1) **7% increase in core subject without a decrease of 7% or more in any other core subject area and/or (2.) 3% increase overall GPA. (3.) No failing/unsatisfactory grades in any core or noncore subjects.**

8th Grade Valedictorian and Salutatorian

- Valedictorian: 8th grade student with the highest GPA in Grade 7 & Grade 8 (First 3.5 Quarters of 8th grade year.)
- Salutatorian: 8th grade student with the second highest GPA in Grade 7 & Grade 8 (First 3.5 Quarters of 8th grade year.)

Exemplary Church Attendance

- 90% of all regular weekend worship services. Church Attendance will be considered as attending one worship service in a calendar week.

BUS TRANSPORTATION

- Students living in areas served by the Mayville School District bus service may choose to be transported to our school. ***Individual parents must make arrangements with the Mayville School District for this service.***
- Behaviors and concerns on the bus must be communicated between the parents and the Mayville School District bussing service.
- Students living in areas not served by the Mayville School District needs to check if transportation is available. Lomira School District does service St. John's, Mayville but families must notify the Lomira School District prior to May 15.

CHALLENGED MATERIALS PROCEDURE

- If the content of any library media center material is criticized by an individual such as a staff member, parent or parents of a student, or a member of the St. John's community, the following procedure will be followed:
 1. The individual may meet with the school administrator to discuss concerns to allow for an informal resolution for the request.
 2. If an informal resolution is reached, the school principal will notify the school board and the individual requesting the reconsideration in writing restating the concern and communicating the resolution reached by the individual and school principal.
 3. If an informal resolution cannot be reached, then the individual will submit a formal request of reconsideration.
 4. The individual will need to submit a formal written and signed request for the reconsideration of the material to the school principal. This request will need to include the following:
 5. The name of the person making the request
 6. Contact information for the person making the request to include email and phone number
 7. The content title, author, copyright date
 8. The reason for the request and/or the objections to the content, and the preferred solution.
- The school principal will inform the school board of the request for reconsideration of questionable material and pass the request and the questionable material to a committee for review. The review committee will proceed as follows:

1. The committee will consist of the school principal, the librarian, a school board member, an upper grade teacher and a lower grade teacher.
 2. Materials involved will be suspended pending the review of the request and the decision of the above committee.
 3. The committee will have 30 days to review and come to a decision on the request.
 4. The members of the committee will review the materials in question individually.
 5. The members will then meet to discuss concerns weighing the decision based on the general or historical acceptance of the materials, LCMS doctrinal stance, and how the material is being used in the school. For example, is there an instructional purpose for the material, is it being used for independent reading, or another determined purpose for the material.
 6. The committee will make a decision and communicate that decision in writing to the school board, the individual requesting the reconsideration, and to the school administration.
- If the individual that made the original request for reconsideration does not agree with the decision of the committee, they may appeal the decision in writing to the full school board within 30 days of receiving the decision in writing.
 - The decision of the full school board will be given within 30 days of receiving the request for the appeal.
 - The decision of the full school board will be final and binding.

CLASS SIZE

- St. John's Lutheran School offers a low teacher to child ratio providing increased opportunity for individual attention. Due to enrollment cap, class sizes will not exceed 24 students in grades 1-8 and not exceed 20 in grades 4K-5K.

COMMUNICATION

- Teachers will respond to parents during the hours of 7 a.m. – 5 p.m. on scheduled school days as their schedule and time allow. Please respect the time in which instruction is occurring and the personal time of our teachers outside of school.
 - Teachers, staff, and administrators should not be expected to return correspondence after 5 pm daily and/or on the weekends.
 - Please allow all staff 24 hours to return communication after 5 pm daily or after 5 pm Sunday evening. Messages are not expected to be responded to from Friday 5 pm to Sunday 5 pm. Please respect our staff's personal time.
- **Neither teachers nor students will answer their cell phones during school hours.** (7:40 a.m. – 3:10 p.m.) If you need to get a message to your child or his teacher, please call the school office.
- **At no time** should a student use a personal cell phone or email to contact parents during the school day. Parents should not contact students on their cell phone or through email during the school day. Please utilize the school office for all communication between parents and students during a school day.

CURRICULUM

Curriculum, Reports and Conferences

Grades 4K through 8

- Our curriculum is dedicated to educating the whole child and incorporates National, State, and Faith Based Learner Outcomes. Our elementary program is academically oriented in that we stress the basics: religion, language arts, science, social studies, mathematics, and fine arts. The aim is to challenge each child to reach his or her maximum potential, thus preparing them for productive and effective lives of Christian leadership and service. Instruction in Christian doctrine, as drawn from Scripture, is central to the curriculum.

- Grades 4K through 5 are essentially organized as self-contained classes, taught by one teacher, except for possible adjunct instructors in Religion, music, and physical education, which are taught in addition to the core curriculum.
Grades 6 through 8 are more departmentalized than the lower grades, reflecting the increasingly specialized nature of the teaching and learning taking place at this level.
- Mid-term reports and report cards will be issued every quarter. In grades 1-8 parents may access student progress via the Skyward section on our school website: www.stjohnsmayville.com
- Teachers at all levels will make personal contact prior to school beginning.
- SJLS writes its curriculum on a five-year cycle incorporating the latest Wisconsin State Standards in conjunction with Faith Integrated Learner Outcomes.
- **Please note:** A parent may have a conference with a teacher any time you feel that one is needed, but call the office to arrange a time outside of regular school hours so adequate attention may be given to your concern. Phone conferences are also acceptable, but try not to call teachers at home, unless advised otherwise by the teacher. Please respect the family time and personal time of the teachers for school discussions. Face to face discussion is highly encouraged. Email discussions are discouraged as it can be misconstrued.

CHILD CARE

- As part of our ministry to families, we operate a **year-round** Child Care Center for infants through age 12. During the school year, care is offered for Kindergarten through age 12 through our Before and After School Programs. Contact the Child Care at 920-644-2119 or go to the Child Care section of our web site for more information.

DISCIPLINE POLICY

Love and Logic ~ a balance of love, mutual respect, limits and accountability designed to help kids become happy, self-controlled adults.

The **Love** in Love and Logic means that we love our kids so much that we are willing to set and enforce limits. This Love also means that we do so with sincere compassion and empathy.

The **Logic** in Love and Logic happens when we allow children to make decisions, make affordable mistakes and experience the natural or logical consequences. When we balance this with sincere empathy, they develop the following logic: *The quality of my life depends on the quality of my choices.* With the loving, yet powerful tools of Love and Logic, we can help our children learn to make good choices and experience happy lives while maintaining their love and respect.

The Christian Code of Honor

- The most important elements governing our behavior are God's commands that we love Him above all things and that we love our neighbors as ourselves. If we obey these, we cannot fail to live decent, honorable lives and to accept responsibility for our actions. We will treat schoolmates, parents, and teachers with the loyalty, courtesy, consideration, and respect that all of us deserve as God's creation. Remember this code applies to our behavior at all school activities, whether during or after school hours. We will remember that we represent Christ, our families, and this school wherever we are, and will act accordingly. We do not lie, cheat on tests or homework, or cut classes. We are on our honor to tell the truth, and to do what we say we will do, and to be where we say we will be. We accept responsibility for our actions. The ability to understand and act upon these principles varies with age and maturity, so there are different rules at different grade and age levels.

Disciplinary Actions and Procedures

- SJLS follows a plan of discipline that rewards good behavior and provides consequences for unacceptable actions. You are FREE to CHOOSE, but you are NOT FREE from the CONSEQUENCE of your CHOICE. Details of procedure necessarily vary, given the range of ages at the school, but the entire institution holds the following as fundamental:
 1. Trust/Respect the teacher
 2. Respect others
 3. Respect the property of others

4. Respect the teaching /learning process

All of the school's rules, consequences, and rewards are driven by these principles.

Grades 5 through 8

- As the oldest, most mature students at St. John's Lutheran, these classes have the most freedom and an increased independence, but also are charged with the most responsibility for their actions. Their classroom behavior must contribute to an atmosphere supporting learning. This means they are in class on time, have all their materials, and are ready to begin work when class starts. They do not interrupt the teacher or their classmates in any way. Disruptive actions and speech are avoided, and the rights, feelings, and property of others are respected.
- If students violate the classroom rules, they are subject to the following procedures:
 - Communication is essential in maintaining a cooperative relationship between staff and parents. We need to trust one another so that we can do what is best for our children. We do not want to 'surprise' parents with a sudden behavioral issue. However, if the behavior is resolved with a simple redirection of the teacher, the teacher will use discretion communicating with the parent.
 - Each teacher will follow the steps, but they each have freedom to handle situations their own way. The teachers are with the students all day, and will be able to use discretion as to when to move to issues 2 or 3.
 - The steps for tracking and communicating **minor** behavioral issues will proceed as follows:
 1. Student will receive a verbal warning/reminder of the expected behavior. Teacher uses discretion at each step.
 2. Student will have to fill out a Problem Solving Form. A copy of this completed form will go to the parents, teacher, and principal. Teacher will notify parents via phone call or e-mail stating the behavior problem. At that time, the teacher and parent(s) will develop a plan to help curb the behavior. The student will set up a meeting with the principal to discuss how to avoid the inappropriate behavior.
 3. Student, parents, teacher and principal will meet and discuss a behavioral plan that will help the child grow in his/her maturity and see how his/her actions are negatively affecting others. We want to be Christ-like examples. Action taken at this point will be determined by the principal. If the behavior is a major offense, then the minimum punishment will be a detention.

Bullying, Cyberbullying, and Harassment (Major Offense)

St. John's Lutheran School is committed to providing a Christ-centered environment that is safe, respectful, and nurturing for all students. Bullying, cyberbullying, and harassment are considered **major offenses** and are contrary to our Christian values and school mission.

Bullying is defined as intentional, repeated behavior that causes physical, emotional, or psychological harm to another student and involves an imbalance of power. Bullying may occur:

1. **Physical** – A student is physically threatened, intimidated, or attacked without provocation.
2. **Verbal/Emotional** – A student is repeatedly verbally abused through name-calling, teasing meant to hurt, threats, spreading rumors, or put-downs. This is distinct from friendly teasing, where both sides can walk away without feeling hurt and understand that the interaction was meant to be in fun.
3. **Cyberbullying** – The use of digital devices or online platforms (e.g., text messages, social media, gaming chats, email, photos, or videos) to harass, threaten, embarrass, exclude, or harm another student. Cyberbullying that impacts the school environment will be addressed regardless of whether it occurs on or off campus.
4. **School-Sponsored Activities** – Bullying behaviors that occur during school-sponsored extracurricular activities, athletic events, field trips, before/after-school programs, or other SJLS-related events are subject to the same expectations and consequences.

Investigation Process

When a bullying or cyberbullying concern is reported or observed, SJLS will follow a structured and fair process:

- **Immediate Safety Check** – Staff will ensure that students are safe and supported.
- **Initial Documentation** – The staff member receiving the report will document the concern and notify school administration.
- **Individual Student Meetings** – Administration (or designee) will meet separately with the alleged target, alleged aggressor, and any witnesses to gather information.
- **Evidence Review** – When applicable, relevant evidence may be reviewed (written statements, screenshots, messages, videos, timelines, or other documentation).
- **Pattern Review** – Administration will consider previous reports or behavioral history to determine if a pattern of behavior exists.
- **Determination** – Based on collected information, administration will determine whether the behavior meets the definition of bullying, cyberbullying, or another behavioral violation.
- **Parent/Guardian Communication** – Parents/guardians of involved students will be notified regarding the outcome (not disclosing specifics of consequences carried out, but rather, completion of process) and next steps, while maintaining student confidentiality.
- **Action Plan** – Appropriate consequences, supports, and/or restorative steps will be assigned and documented.

Response and Accountability

- All forms of bullying and cyberbullying are unacceptable and will be addressed promptly and individually, following SJLS handbook procedures and the Love and Logic model.
- While bullying is considered a **major offense**, staff will also address minor or early-stage behaviors (unkind words, exclusion, disrespectful interactions, or poor choices) through teaching, coaching, and corrective guidance to prevent escalation.
- In the interest of fairness, all students involved (including aggressors, targets, and bystanders) may be held accountable for their role in the situation.
- Bystanders are expected to act responsibly by seeking adult help and not encouraging harmful behavior.
- Students are encouraged to report any behavior that resembles bullying or cyberbullying. Reports will be taken seriously and addressed promptly to prevent escalation.

Love and Logic Alignment

At SJLS, discipline is viewed as an opportunity for growth. Students will be guided to:

- Take responsibility for their choices
- Understand the impact of their actions on others
- Practice problem-solving and reconciliation
- Restore relationships whenever possible

Consequences for bullying may include, but are not limited to, loss of privileges, detention, in-school or out-of-school suspension, behavior contracts, counseling referrals, and other actions deemed appropriate by school administration in accordance with the handbook.

Plagiarism

- Students will be educated on what plagiarism is and what it is not. They will be educated on how to quote items, and how to properly reference materials used during assignments.
- Here is the progression for students who plagiarize for any and all types of writing assignments:
 1. Students are warned and parents will be notified. Students will be required to redo the assignment without plagiarism and will earn 75% of the grade that they receive.
 2. Students and parents are notified. Students will be required to redo the assignment without plagiarism and will earn 50% of the grade that they receive.
 3. Students and parents will be notified again. Students will be required to redo the assignment without plagiarism, but will lose all credit.

Detentions

- Detentions are served at the choice of the teacher or before/after school and take precedence over other activities. A detention slip or email will be sent home to be signed/replied by parents prior to the serving of the detention.
- Three (3) detentions in any one quarter will result in an in-school suspension for one day. All in-school suspensions will be monitored by a non-teacher at the expense of the student's parent.
- During detentions, students may perform/participate in a school service project.
- Detention is NOT a study hall.

Major Offenses

- Major offenses will be brought directly to the principal's attention. In such cases, one's parents are notified and the facts discussed with them. Normal warnings will not be given in these cases, and the minimum punishment will be a detention. All parties are notified in writing of the action taken.

Major Offenses include, but are not limited to:

1. Stealing
2. Defacing or destroying school property or the property of others, including technology devices.
3. Skipping classes
4. Leaving the property without permission or under false pretenses*
5. Fighting
6. Cheating
7. Use of obscene, vulgar, or profane language
8. Use, sale, or distribution of drugs, alcohol or tobacco **
9. REPEATEDLY refused or neglected to obey school rules.
10. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives. **
11. Engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health, or safety of others. **
12. While not at school or while not under the supervision of a school authority, engaged in conduct which endangered the property, health, or safety of others at school or under the supervision of a school authority.**
13. While not at school or while not under the supervision of a school authority, engaged in conduct which endangered the property, health, or safety of an employee or school board member in which the pupil is enrolled.**
14. While at school or while under the supervision of a school authority, possessed a firearm as defined in 18 U.S.C. 921(a)(3).**

*Suspension is mandatory, and expulsion highly probable

- Suspensions are of two types - "in house" and "out of school". Either kind will require school work to be completed, but student will only earn 80% of grade received.

**Expulsion is mandatory and immediate followed by a hearing with the School Board to take place within 10 days of the possession.

Grievance Procedures (See Parent Grievance Policy)

If a parent is concerned about a situation at school, the following procedure must be followed:

1. Do not speak to other parents or post on any social media platform before you speak directly with the teacher involved.
2. Speak with the teacher/staff involved.
3. If the issue is not resolved, speak to the teacher/staff a second time.
4. If necessary, speak to the principal and the teacher at the same time.
5. If still dissatisfied, speak to the pastor and bring it to the attention of the School Board. Such an appeal must be written, and addressed to the chairperson. The decision of the School Board is final.

At every stage of the process, we follow the guidelines set by Matthew 5 and Matthew 18. Note: Please make appointments for conferences so that full attention can be given to your concerns.

Consequence for Consistent Academic Offenses

Late/Missing/Incomplete Work Policy:

- Late, missing, and incomplete assignments have a direct link to the grade earned by a student. As a means of curbing late, incomplete, and missing work; students will be tracked in a way that aligns with our school's Love & Logic philosophy.
- Each quarter students will be given *Late Passes* for core classes and non-core classes which will need to be attached to a late assignment in order to receive a grade. Until the paper (with the *Late Pass* attached) is turned in to the teacher and graded; it will be recorded as a 0. If a student uses all the allocated *Late Passes* they have been given in a quarter, they are still responsible for the assignment with the grade no lower than 60%. Each student will get 2 *Late Passes* per quarter for each of the core classes with 2 *Late Passes* total for non-core classes. Once *Late Passes* have been used, the student is still expected to successfully complete the assignment with a grade no lower than 60%.
- As teachers, we encourage all work to be completed and turned in on time, but we feel that the *Late Passes* do allow for some grace as our middle school students transition to become independent high school students.
- Many students may never use a *Last Pass* and we will celebrate that. We will encourage all late and missing work to be turned in promptly but the cut-off for accepting late papers will be the grading periods at the end of quarter. Students are responsible for their individual *Late Passes* which will be stapled into their planners. Teachers may use their discretion on individual situations via the principal.
- If students reach 5 total missing assignments, across all subjects, the student will receive a 30 minute academic detention to be served after school on a Tuesday – Thursday. During this time, the student is expected to complete their missing work.
- For every increment of 5 missing assignments, the student will receive a 30 minute academic detention. For example, if they have 10 missing assignments, they will earn 2 detentions, 15 missing assignments, 3 detentions, and so on.
- If a student receives an academic detention, a notice will be sent home to be signed by the parent and returned to school the next day. This will serve as a form of communication between the teachers and parents.
- If the problem continues, a meeting with the student and parent(s) will be required to develop a customized plan with the teacher and principal.

DRESS CODE

- We, as Christians, are expected to follow the direction of Scripture in all that we do. In every aspect of our lives we are to represent Christ. The manner of dress at St. John's is expected to reflect our Christian values. It is to be modest attire, not drawing attention to one's self and it needs to be safe in the school environment.
 - The following standards reflect the intent of the dress code and will be used to determine whether the student is in accord with the dress code.
1. All student attire should fit properly. Clothes should not be excessively long, baggy, or tight. Well fitted sleeveless shirts with appropriate, modest covering allowed. No contouring leggings are allowed; and

if they are worn, they are treated as an undergarment and must be worn under an appropriate length article of clothing that adheres to the dress code.

2. No pajama pants or sleeping attire will be allowed except on specific dress up days.
3. Modesty in all manner of dress is of the utmost importance. No person's dignity should ever be compromised in our school. This includes sitting in a classroom, participating in physical education, and recess. No undergarments should be seen at any time.
4. Students may wear sandals; no socks are required with them. Students in grades PK-4 may wear sandals that are open toed, but they must have a strap around the back to keep them on the feet. Students in grades 5-8 may wear sandals without "backs." When wearing sandals to school, **all** students must bring an extra pair of shoes if they wish to participate in recess and lunch breaks outside. Students not wearing closed toe shoes will not be permitted to participate in games or activities for safety reasons.
5. When shorts, skirts, or skorts are worn, the length must cover to at least mid-thigh length.
6. Jeans with "holes" may be worn. **HOWEVER**, "holes" need to be **below** fingertip/hip length. Holes in jeans at the knee that are larger than the size of a half dollar will not be acceptable. Leggings are strongly suggested to be worn under the jeans with holes.
7. Student's attire can be creative and individual, but it must not be offensive or promote values that Holy Scripture would consider questionable.
8. Shoes/sandals/flip-flops must stay on feet at all times, unless students are changing shoes. Teacher's discretion will be used for 'special occasions'.
9. All students will be expected to participate in outside recess/activities daily regardless of dress. No special "inside privileges" will be given. EX: It is 10 degrees outside, the student wears only a sweatshirt to school, (s)he will go outside with the class.

Teacher discretion will be used in determining the above guidelines for students.

- Articles of clothing that do not reflect these statements will not be allowed at St. John's. Students who do not follow the dress code will receive the following consequences:
First Offense: The student will be asked not to wear the clothing again to school and will be required to wear something over it or change,
Second Offense: The student will be asked to call a parent and receive another outfit more appropriate for the school day. The student will remain in the office until new attire is provided.
Third Offense: The second offense consequence will be repeated. In addition, the student will receive a detention and proceed into the school discipline plan. Continued offenses will follow the school discipline policy and this guideline.

ELIGIBILITY

- Please refer to the Athletic Handbook Appendix

EMERGENCY SITUATIONS

Fire

- Alarm will sound a continuous blast on the horns. Students will exit the building, following the posted primary or secondary routes. Students will be led to a spot at least 100 feet from the building. Teachers will take roll to determine that all children are out safely. The principal, or his/her designee, will go to the front of the property to direct arriving emergency units. Students will remain at their designated location until the all-clear is given.

Bomb Threat

- Upon receiving a bomb threat, whether by phone, or other means, the recipient will report the fact to the office. The office will initiate the alarm and call the police bomb squad, and will be followed by verbal instructions from the principal, the administrative assistant, or the pastor. Evacuation procedure is similar to that of a fire, except students are moved off the campus to a designated assembly area. The bomb squad will conduct the search for the alleged bomb. All clear: same as fire procedure.

Gas Leak

- If the smell of gas is detected, DO NOT OPERATE LIGHT SWITCHES, but evacuate the area and report the leak to the office immediately. The office will announce the need to evacuate and then call the fire department and the gas company (Alliant Energy) in that order. Alarm signal: by phone system. Evacuation: same as bomb threat. All clear: same as fire procedure.

Tornado Warning

- If the area is under Tornado Watch conditions, teachers will be made aware of this fact so as to be alert to the sounding of a warning. If a tornado is sighted, the public sirens will sound and students will immediately proceed to their pre-determined locations. Care has been taken that children are not placed in proximity to glass windows or doors, and that they take steps to protect their faces with clothing or books. All clear: same as fire procedure.

Dismissal of Students/Childcare Facility Closures Due to Pandemic

- Decisions regarding dismissal of student/facility closure will be on a case by case basis as determined by local school and health officials, taking into account the local epidemic characterizations in the community.

Intruder Procedure

- Lockdown procedures are in place. Once the situation has been alleviated, parent(s) will be required to sign out his/her child with the homeroom teacher. Please bring identification along, as you may be required to show it.

Administrative Hold

- In an emergency situation that requires attention in a high traffic location or emergency responders to access a designated location, the school may be put on an administrative hold; which requires staff and students to hold in place wherever they may be until the hold is lifted.

ENROLLMENT CAP

Purpose: St. John Lutheran School is committed to providing a high-quality, Christ-centered education for all students. To maintain our standards of excellence and ensure effective instruction, the following enrollment caps have been established.

Enrollment Caps:

1. Grades 4K-5K:
 - Enrollment will be capped at 20 students per grade level.
2. Grades 1-8:
 - Enrollment will be capped at 24 students per grade level.

Waiting List Protocol: When the enrollment cap for a grade level is reached, additional families interested in enrollment will be added to a waiting list. The waiting list will be prioritized as follows:

The waiting list will be processed according to the "Priorities for Admission" in Admission Requirements and Procedures (page 5)

Families on the waiting list will be contacted in priority order as openings become available. Registration fees and athletic fees (when applicable) must be paid in full prior to being enrolled otherwise the next available family on the waiting list will be contacted.

Classroom Aide Consideration: When a classroom exceeds 20 students (21 or more), the need for an instructional aide will be evaluated. This decision will involve:

- A recommendation from the classroom teacher.
- Review and approval by the principal.
- Final approval by the SJLS School Board.

An aide is not guaranteed solely based on enrollment exceeding 20 students; the decision will be made based on the specific needs and circumstances of the classroom.

Policy Review and Updates: This policy will be reviewed annually by the SJLS School Board and administration to ensure it continues to meet the needs of our students, families, and staff.

EXTRA CURRICULAR ACTIVITIES

- Please refer to the Athletic Handbook Appendix

FEES

- Please contact the school office for financial policies.

REGISTRATION FEE

- Upon registering, each **family** must pay a nonrefundable per student registration fee determined by the School Board. Tuition covers the cost of the pupil's workbooks, textbook rental, art supplies, periodicals, and other consumable materials.
- The registration fee covers a student activities fee, a technology fee, a TADS fees, a supply offset fee, and any other administration fees.
- There is also a separate Athletic Fee to be paid if the student participates in any sport.

COST OF CHRISTIAN EDUCATION

- Lutheran Schools operate under the direction of a congregational ministry. St. John's Lutheran Church is the sole congregation that operates St. John's Lutheran School. The projected cost for the school year is over \$8,600.00 per pupil in grades K through 8. Tuition and fees only cover approximately 30% of the cost per pupil. The additional funds are supplied by St. John's Lutheran Church and through second source funding (plate offerings, grants and certain fundraisers). Please keep our congregation in your prayers and support our fundraising efforts so our tuition can continue to remain affordable.

LATE FEES

- TADS, the approved online billing platform that SJLS uses, will assess a late fee of \$50 if a payment is 5 days past the due date.
- Should tuition not be received in a timely manner, the School Board will review the accounts of those families. The Board may recommend that the student not be allowed to attend classes until all fees have been paid, or proper and fitting arrangements have been made to collect delinquent fees.
- Students who have outstanding balances from the previous school year will not be eligible for enrollment in the following school year, or any subsequent year.
- **If there are specific and unusual financial situations, as they arise, please contact the principal so that we are able to create a plan to assist in those situations.**

FINANCIAL ASSISTANCE POLICY

- St. John's Lutheran School will provide financial assistance up to 40% of the tuition for those families who have limited financial resources and desire their children to have a Lutheran Christian Education. Applications can be picked up at the office and should be submitted to the principal by May 15. The principal will review all applications and recommend financial assistance grants to the School Board for approval or denial.

- ***If your home church is not St. John's, we encourage you to ask your congregation for any financial assistance. Our School Board members and/or principal are willing to go with you to your pastor or council. All applications and grant recipient information will remain confidential.***
- **SJLS is also a member of the Wisconsin Parental Choice Program and the Special Needs Scholarship Program. Please go online to WI DPI, WPCP, SNSP or talk to the principal to learn more about qualifications. The enrollment period for WPCP is approximately from February 1 – April 15 and also in early August.**

FIELD TRIPS

- Special trips may be planned by the teachers and will be announced ahead of the trip date. Parents will be asked to sign a permission slip for any trip taken. Parents who drive for field trips need to sign a Volunteer Driver Compliance Form in addition to providing the office a copy of their driver's license and insurance card. All volunteers and drivers will require a current background check. Siblings are not allowed to attend field trips.
- Field trip transportation may be arranged through the public school bus garage or independent provider with principal approval or private parent vehicles. If parents drive, we must have a copy of their license and insurance forms on file in the school office. Any driver must be a minimum age of 25 unless they are a parent of a student.
- Student activity funds may be used to subsidize student field trips. Approval for the use of such funds lies with the principal.
- All chaperones must have an updated background check ran by school administration.
- If a background check returns with an offence listed, the parent will not be able to chaperone if the offence involves a child or children. The parent may be allowed to chaperone if the offense does not involve a child or children, is greater than 5 years old, and the principal or board chair meets with the parent to determine the full circumstances involved in the offense. The school board will then be notified of the situation, keeping identities confidential, and the school board will make a decision on the chaperone capabilities of the parent with the offense.
- Chaperones may not use alcohol, tobacco or vape while chaperoning any field trips.

FUNDRAISING ACTIVITIES

- At times, students may be requested to participate in fundraising activities to help fund special trips or activities. The School Board must approve all fundraising. To initiate a fundraiser, submit a request to the principal's office for submission to the School Board. For student safety, we do not encourage door-to-door selling techniques.

GENDER AND FACILITY USE

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's gender (male or female) is an individual's immutable biological sex as objectively determined by genetics existing at conception. The Lord teaches us in His Word that sexuality is a gift granted by God. Deviations from His perfect design, including homosexuality, gender dysphoria, etc., demonstrate the brokenness of our world and the importance of a biblically faithful Christian ministry.
- At St. John's Lutheran School, we hold to the biblical teaching and acknowledge these behaviors, as well as all others contrary to God's Word, as sins. Students who struggle with the sin of homosexuality, for example, should feel safe and welcome at our school while simultaneously understanding that their lifestyle is contrary to God's Word. The student is encouraged to seek guidance and counseling from our staff and ministry partners regarding these issues. Publicly demonstrating or advocating a lifestyle contrary to God's design is not allowed at St. John's Lutheran School.
- A person's sex is either male or female and is determined at conception.
- Participation in any program or activity sponsored or hosted by St. John's that is limited to individuals of one sex is exclusively limited to individuals who are persons of that sex.
- Access to facilities (e.g., bathrooms or locker rooms) that are designated for use by only one sex is exclusively limited to individuals who are persons of that sex.

- Programs, publications, and communication (oral or written) in any program or activity sponsored or hosted by St. John's must use the pronouns which correspond to a person's sex (he/him; she/her).
- Individuals should not intentionally present their physical features or dress to be that of the opposite sex.

GRADING SYSTEM

- The following percentage and letter grade system is used in all classrooms and subjects:

100 - 94 = A
72 - 66 = D

93 - 84 = B
65 - 60 = F

83 - 73 = C

HEALTH

- The classroom teacher or the school office will treat minor injuries and accidents.
- Other accidents or injuries that are considered to be of a more serious nature will receive first aid treatment from the school staff. The parent will be notified and if necessary the EMS will be called to assist. Should non-emergency treatment be needed the parent is expected to provide care and transportation for the student. If the parents are not available, the emergency care individual on the student's information sheet will be contacted. The school staff shall complete an accident/injury report.
- Wisconsin Law and the regulations of the Dodge County health departments require that new students enrolling in or transferring to St. John's Lutheran School must present complete health records which include:
 1. Current immunization records (signed by health care provider)

Diseases (Contagious)

- Children with contagious diseases and infections should be kept at home until the doctor releases them to return to school. Under no conditions should children with a fever, vomiting, or diarrhea be sent to school. Children must be fever, vomit, & diarrhea free for 24 hours.

Dispensing of Medicine

- ALL MEDICATION THAT A CHILD TAKES MUST BE BROUGHT FROM HOME. This would include aspirin. All medication should be in its original container and brought to the office with a completed "Medication Authorization" form. The student should report to the office at medication time and office staff will administer medication. A "Medication Authorization" form is sent home with each student at Open House. Additional forms can be picked up in the office. Please remember to refer to it when sending any type of medications to school with your child.
- If a child need an inhaler for Asthma, a parent must complete the Medication Authorization form. The Asthma inhaler may legally stay with the student and the student may legally self-medicate. Communication with the classroom teacher is essential in these cases.

Allergies and Medication

- Parents of students who have an allergic medical condition must report this condition to the classroom teacher and the school office. Parents of students who have other medical conditions that require medication must report these conditions also.

Alcohol, Tobacco, & Other Drugs

- St. John's Lutheran School strives to provide an environment free of drugs, including alcohol and tobacco. There is, therefore, an emphasis on preventing use of these materials by providing accurate information about them to students and parents.
- While the school will do what it reasonably can to help individuals with substance abuse problems, the safety of the greater number must be of prime concern, so the applicable policy is:
- Any student involved in the use, sale, or distribution of drugs (including alcohol and tobacco) on campus, or at school sponsored functions, is subject to one of the following:
 1. Suspension with professional counseling required before readmission can be considered.
 2. Expulsion

**The Principal and the School Board will consider the facts of each case to determine which disciplinary action is taken.

HISTORY

- St. John's Lutheran School, 520 Bridge Street, Mayville, Wisconsin is owned and operated by St. John's Evangelical Lutheran Church, Mayville, and is a member of the Lutheran Church Missouri Synod.
- The history of the school dates back to 1892 when Pastor Wilhelm organized the school of 64 children. The school met in the same building in which the worship services were held for the congregation, an old public school building purchased by the congregation in 1860.
- The first parochial day school teacher was called in 1903. The first school building was erected in 1905. A new building was built in 1957 consisting of six classrooms, offices, storage areas, and gymnasium. In 1984 a large playground was added to the facility. Due to the increase in enrollment the building was remodeled, adding a gymnasium, library, kitchen, and classroom space in 1986.

HOMEWORK

- Homework is a positive and necessary aspect of St. John's educational program, although the amount and complexity varies with class and age levels. A General "Rule of Homework" equals 10 minutes per grade level should be expected.
- Completion of such work is absolutely essential to academic success, and parents are encouraged to assist teachers by checking to see that it is completed. Students who persist in failing to do or turn in assignments are subject to a range of consequences, including docked grades, detention, or compulsory after school study hall.

HOURS OF OPERATION

School Hours

Before School Care (Check with SJLM Child Care)	6:00 a.m. – 7:40 a.m. (Monday – Friday)
Pre-Kindergarten – Grade 8	7:50 a.m. – 3:10 p.m. (Monday – Friday)
School Office Hours	7:00 a.m. – 3:25 p.m. (Monday – Friday)

- Students WILL BE MONITORED BY STAFF MEMBERS beginning at 7:30 a.m. (STUDENTS SHOULD NOT ARRIVE UNTIL 7:30). The doors to the school building are opened for students at 7:40 a.m. When students are allowed to enter the building they should go directly to their classroom. All students shall remain on premises during the school day unless permission is received for a school-sponsored function, or unless removed by parent or guardian for purpose of illness or appointment.
- Bus students in K-8 will be dismissed at 3:01 p.m.
- All other students in K-8 will be dismissed at 3:10 p.m. Students are expected to leave the school grounds immediately upon dismissal. Any student remaining on the school grounds at 3:25 pm will be taken to the office.
- If your child is allowed to walk to and from school, a parent will need to complete a Student Walker Form in the office.

INCLEMENT WEATHER/SCHOOL CLOSURE

- In the event of severe weather St. John's will typically be closed when the Mayville Public Schools are closed (any exceptions or deviations will be communicated promptly to parents).
- An All School Email and Text with closing/delay information will be sent out to all school families by E3.
- This information will be broadcast over the following stations or channels.

WBEV (1430AM)
WTMJ TV Channel 4

WXRO (95.3FM)
FOX TV Channel 6

E3
WISN TV Channel 12

*There may be occasion when St. John's may elect to close when the public school does not close. An all-school email and text will be sent in the case of closings or delays. Please listen and watch for announcements.

INDEPENDENT READING MATERIALS POLICY

Purpose: As a Christian Lutheran parochial school, we are committed to fostering a love of reading while ensuring that the materials available to students align with our Christian values. This policy outlines the expectations for screening independent reading materials brought to school by students in grades 4K-8.

Guidelines:

1. School Library Materials:
 - All books and other resources stored in the school library are carefully selected to ensure they align with our Christian values, promote positive moral teachings, and are developmentally appropriate for students.
2. Independent Reading Materials Brought from Home:
 - Students are encouraged to bring books from home to enrich their reading experiences. However, these materials must be age-appropriate and consistent with Christian values as outlined by the school's mission.
 - Parents and guardians are asked to review and approve books their child brings to school, ensuring they meet the expectations of this policy.
3. Screening and Review Process:
 - Teachers and staff have the authority to review any reading material brought to school. If a book is found to be inconsistent with our values, it will be returned to the student to take home, along with a respectful explanation.
 - Families will be notified if a book is deemed unsuitable and offered guidance on selecting appropriate alternatives.
4. Parental Discretion for Home Reading:
 - Families are free to choose books for their children to read at home, regardless of whether they reflect the school's Christian values. However, books that do not align with these values should remain at home to maintain the integrity of our faith-based educational environment.
5. Encouraging Open Dialogue:
 - The school encourages open communication between families and teachers regarding book selections. If parents have questions about whether a book is suitable, they are welcome to consult with school staff for guidance.

INSURANCE

- The school does not have a policy to cover pupil accidents or injuries. Parents are encouraged to seek coverage through an independent source of insurance.

LATE PICKUP POLICY (4K–8th Grade)

- To support a safe, respectful, and well-managed environment for our students and staff, St. John's Lutheran School (SJLS) has implemented the following late pickup policy for students in grades 4K through 8. We ask all families to carefully review and follow the guidelines outlined below.
- **General Information**

At SJLS, the safety and supervision of our students is a top priority. At the same time, we are committed to respecting the designated working hours of our faculty and staff. Our official school dismissal time is **3:10 p.m.** daily. The **school office remains open until 3:30 p.m.**, and staff are typically onsite until **3:45 p.m.**, Monday through Friday.

Prompt pickup at the end of the school day is essential. Repeated late pickups can disrupt school operations, delay staff responsibilities, and compromise supervision routines. This policy ensures children are safely cared for during late pickups while recognizing the importance of honoring school hours and staff schedules
- **Grace Period**

A **15-minute grace period** is provided following dismissal to accommodate occasional delays. Students must be picked up no later than **3:25 p.m.** to avoid a late fee.

- **Late Fee Schedule**

Late pickups beyond the 15-minute grace period will incur the following fees, billed to families through TADS:

Minutes Late (After 3:10 p.m.)	Time Range	Fee
1–15 minutes	3:10–3:25 p.m.	No fee (Grace Period)
16–30 minutes	3:26–3:40 p.m.	\$15.00 per child
31+ minutes	3:41 p.m. and later	\$5.00 per minute, per child

- **Further Information**

- The official dismissal time is 3:10 p.m., and late time is counted from that point.
- The office administrator or principal will document the pickup time and apply any necessary charges.
- A Late Pickup Confirmation Form must be completed and signed by the parent/guardian at the time of pickup.
- This policy applies regardless of the reason for the delay (e.g., traffic, scheduling conflicts, or emergencies).
- As soon as you become aware of a delay, please contact the school office immediately at 920-387-4310 so that proper arrangements can be made for your child.
- **4K Half-Day Pickups**
 - This policy also applies to students enrolled in half-day 4K.
 - Students not picked up at their scheduled dismissal time (11:00 am) will remain in the 4K classroom under supervision.
 - The same late fee schedule will apply and be billed to TADS. (but adjusted to 11:00 am release)

- **Late Supervision Locations**

- Students in grades 4K–8 who are not picked up on time will be supervised in the **school office** by either the administrative assistant or principal until an authorized adult arrives.

LUNCH/SNACK

- Hot lunch is available for our students on a daily basis at a reasonable fee. Students may apply for assistance for this program through the federal hot lunch program. Milk is served as part of the hot lunch meal.
- Milk for snacks or cold lunch must be purchased on a separate milk card through the school office.
- A morning snack break may be offered to the class at the direction of the teacher. **The morning snack is intended to be a nutritious supplement to the day. Please make every effort to provide a morning snack that meets this criterion.**
- Soda, energy drinks or mixes, or any caffeinated beverage are not healthy drink options for students. Students will not be allowed to have them during school hours with the exception of a special class or school event.
- St. John's Lutheran School Unpaid Meal Charge Policy is in effect as of 8/2017.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

MUSIC

- St. John's Lutheran School offers the opportunity for music participation through its developing music program, consisting of band, choir, and (bell) choir. In grades 4K – Grade 4, students will have one music class a week.
- Grade 5-8 Band: Students are offered the opportunity to receive once a weekly solo lessons in trumpet, trombone, flute, clarinet, French horn, tuba, or percussion. They will also participate in a weekly band ensemble class with their fellow band students to practice as a group for an assortment of songs that may be played at Christmas programs, chapels, sporting events, or awards night. Each year band students will be required to play a solo either at an ensemble event at Lake Country Lutheran High School, or, played at an alternative time at the discretion of the band teacher. *Band students must pay for their own instrument rental/purchase.
- Grade 5 – 8 Music: Students in grades 5 – 8 will be asked to participate in one of three music choices: band, choir, hand bell choir. As the program continues to develop, more frequent performance opportunities will be offered throughout the school year. A music participation grade will be given to students every quarter. Upper grade students will be required to attend any scheduled performance as part of the grade. Students who are unable to attend a particular singing date must provide a parent handwritten note or email for the music director no later than a week before the scheduled performance date. This will result in a grade deduction for the quarter in which the performance lands. Last minute emails and texts will not be accepted.
- Performance opportunities will be offered throughout the school year. In this first year of the program, performance opportunities will be limited.
- Students are strongly expected to participate when their class sings or gives their chapel message in church.

NON-DISCRIMINATORY POLICY

- St. John Lutheran School admits students of any race, color, nationality, religion, creed or 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, nationality, religion, creed or ethnic origin in administration of its educational policies and athletic and other school administered programs.
- We do reserve the right to teach according to our religious beliefs.

PARENT INVOLVEMENT

- Parents at St. John's Lutheran School are active participants in the life of the school. Many volunteer as coaches in our extensive sports program, many drive and help chaperone field trips, and many help in the gym with concessions.
- Parents also volunteer as classroom assistants, read to children, and help with student functions such as graduation and awards ceremonies.
- Parents are invited to eat lunch with their children occasionally, or to pay brief visits to classes. In either case, arrangements should be made in advance and kept to a minimum to avoid disrupting the normal flow of classes or drawing undue attention to the children. If you have questions about this issue, please see the principal.
- **PTL (Parent-Teacher League)** All parents are invited and urged to be active in PTL activities. PTL has been active in fund-raising for school projects, has been a tremendous support for our teachers and teachers, and has coordinated many parent activities.
- All school families are strongly encouraged to volunteer a minimum of 10 hours per school year to aid in keeping tuition costs affordable.
- Student success and school growth are directly correlated to positive parental involvement. It also promotes positive relationships between faculty and parents as well as families at SJLS. Parental involvement is a crucial component to our family atmosphere and positive environment. Please reach out to find opportunities to serve.

PTL (Parent-Teacher League)

- The purpose of **PTL (Parent-Teacher League)** will be to provide parents, staff members, students, and congregational members' opportunities to grow in relationships, in service, and in their faith walk in conjunction with our mission of *Reaching, Teaching, and Sharing the Gospel*.
- The PTL Committee is charged with setting an annual agenda of events for the families of SJLS along with a major annual fundraiser. The teachers are expected to support the endeavors and activities of this organization. Various events are sponsored throughout the year. Membership in PTL shall be open to any member or teacher of St. John's Lutheran School.
- PTL is accountable directly to the School Board through the School Board liaison and the principal, and works to create opportunities for our families to come together to grow relationally and spiritually.

PARENT GRIEVANCE POLICY

At St. John's Lutheran School, we are committed to fostering a Christ-centered community that values open communication, mutual respect, and Biblical conflict resolution. In keeping with our Christian principles and the guidance found in Matthew 18:15 ("If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over."), we encourage parents to address concerns directly with the appropriate individual before seeking further intervention.

Process for Addressing Grievances

1. Step 1: Direct Resolution

Parents who have a concern should first attempt to resolve the matter privately by speaking directly with the individual involved, whether it be a teacher, staff member, or administrator. This approach fosters understanding and reconciliation in accordance with biblical principles. Please be mindful and respectful of schedules and times of communication.

2. Step 2: Formal Grievance Submission

If the concern is not resolved through direct communication, parents may submit a formal grievance using the **Parent Grievance Form**. This form allows parents to clearly outline their concerns, detail relevant facts, and suggest possible resolutions. If the grievance involves a child, parents must complete the form and the child should complete the student form including their perspective. If it involves a teacher, the teacher will also be required to complete a form outlining their position and relevant details.

3. Step 3: Administrative Review

Upon receipt of the completed grievance form, the school administration will review the matter. This process may involve gathering additional information, speaking with all involved parties, and

seeking a resolution in line with biblical principles and school policies. The administration will work to facilitate a fair and constructive outcome.

4. **Step 4: Resolution and Follow-Up**

The school will provide a written response outlining the resolution and any necessary steps moving forward. If further action is required, a follow-up meeting may be scheduled to ensure the matter is fully addressed.

5. **Step 5: Appeal (If Necessary)**

If a parent is not satisfied with the resolution, they may submit an appeal in writing to the school principal and school board. The appeal should include any additional information or clarification regarding the concern. The final decision will be made by the school board in alignment with the school's mission, handbook, and Christian values.

Guiding Principles

- All grievances should be handled with a spirit of grace, humility, and mutual respect.
- The goal of this process is restoration, understanding, and a peaceful resolution in accordance with our Christian values.
- Confidentiality will be maintained throughout the process to protect the privacy of all individuals involved. We ask for mutual support in this.
- Parents, teachers, and staff are expected to approach grievances with a prayerful and cooperative mindset.

This policy ensures that all concerns are addressed thoughtfully and biblically while maintaining the unity and harmony of our school community. We appreciate your partnership in fostering a Christ-centered environment for our students and families.

For access to the **Parent Grievance Form**, please contact the school office or visit our website.

PARKING AND PICK-UP

- For safety concerns, absolutely no parking or student pick-up will be allowed on Bridge Street during the hours of 7:50 – 3:10.
- Please park in the Outer and Inner “U” in the Muzzy Street parking lot. Either the Principal or a Teacher will dismiss vehicles 5-6 at a time for pick up at the front of school.
- If you need to speak to a teacher or would like to park to pick up your child, you may park in the Church parking lot on the north side of Bridge St. behind the offices. Students need to wait to be escorted by an adult.
- Vehicles are not allowed to enter the blacktopped lower parking lot between the hours of 7:00 am - 3:20 pm when the gate is closed. This also includes child care parents.
- Parents should not park by the faculty parking between the hours of 7:00 a.m. – 3:30 p.m. This lot is reserved for teachers and staff.
- Students will be dismissed at 3:10 and teachers will assist in the dismissal procedure. The Procedure will be reviewed at Open House.

POLICY REGARDING CRITICAL RACE THEORY (CRT)

- Critical Race Theory (CRT) has become a common, multifaceted, and controversial theory for discussion of contemporary race relations. CRT pursues equality of outcome between racial groups, which requires treating individuals unequally based on race. CRT is contrary to Scripture and counterproductive to true racial conversation and reconciliation.
- The Lutheran Church – Missouri Synod (LCMS) abhors racism (the sinful notion that some races are inherently superior to others). Unfortunately, racism, misunderstanding, and strife are present in the world and are experienced in congregations due to our sin.
- St. John's Lutheran Ministries – Mayville, as a member of LCMS, supports the following beliefs:
 - God has created all people. They are blood related going back to our mutual fathers, Adam and Noah, and all are subject to the stain of original sin, but now also have been equally redeemed by the blood of Christ in order to be reconciled to God and to each other.

- God's Word says, "If you really fulfill the royal law according to the Scripture, "You shall love your neighbor as yourself," you are doing well. But if you show partiality, you are committing sin and are convicted by the law as transgressors." (James 2:8, 9).
- St. John's Lutheran Ministries – Mayville rejects any organizations, movements, petitions and theological language that supports CRT. Additionally, St. John's rejects any doctrine that teaches:
 - One's race, ancestry, or nationality is inherently superior to the race, ancestry, or nationality of another.
 - Any individual is inherently racist, or oppressive, whether consciously or unconsciously, because of his or her race, ancestry, or nationality.
- We acknowledge that all communities are made of diverse people and groups. We encourage our school and congregation to engage in conversations on race and diversity, in light of Christ's Gospel, to strengthen unity within our communities and congregation.

PROBATIONARY ENROLLMENT CLAUSE

Newly enrolled students at St. John Lutheran School (SJLS) who were not enrolled during the previous academic year will be subject to an eight-week probationary period to assess the suitability of long-term enrollment. The purpose of this probationary period is to ensure that the needs of the student align with the academic, social, and spiritual resources provided at SJLS.

Assessment Process During Probationary Period:

1. **Classroom Observations:** Teachers will observe the student's academic progress, classroom behavior, and social interactions.
2. **Testing Data:** Academic performance will be evaluated using formal and informal assessments to measure the student's readiness and compatibility with grade-level expectations.
3. **SNSP Observations:** For students participating (or being taken into consideration for referral) in the Special Needs Scholarship Program (SNSP), specific observations will be conducted by the SNSP team to assess how well the student's needs are being met or can be met given the resources available at SJLS.

Decision-Making Process: At the conclusion of the eight-week probationary period, a meeting will be convened with the following individuals:

- The classroom teacher
- The SNSP team
- The principal

This team will meet with the student's parents or guardians to review the collected data, discuss observations, and evaluate whether long-term enrollment is feasible and in the best interest of the student and family. Factors considered will include the student's academic and social adjustment, the ability of SJLS to meet the student's needs, and alignment with the school's mission and values.

Outcome: Based on the team's recommendations, one of the following outcomes will be determined:

- Continuation of Enrollment: If it is determined that SJLS can effectively support the student's needs, long-term enrollment will be confirmed.
- Non-Continuation of Enrollment: If the team concludes that SJLS is not the best fit for the student, the school will work with the family to explore alternative educational options. The family will have 10 days (two academic weeks), to enroll in a different educational institution.

This probationary enrollment clause is designed to uphold the integrity of SJLS's commitment to fostering a nurturing, supportive, and effective educational environment for all students.

PUBLIC AFFAIRS

- In order to maintain and enhance our mission work to the community, St. John's Lutheran School authorizes publicity and press releases regarding projects, special events, sports, etc. to newspaper, radio and our Internet site. These may include pictures and names of students. *If you should desire/choose not to have your child in these publicity events, make certain you indicate that on your enrollment contract.*

REPORT CARDS

- Grading periods are divided into four quarters of nine weeks each. Graded report cards will be issued following each quarter. If, at any time, you have a question concerning your child's progress, please feel free to contact your child's teacher. You can also track your child's progress by monitoring our web-based grading system with your personal **Skyward** access.
- Parent-Teacher Conferences will be offered twice during the school year. Fall Conferences for students in grades 5-8 will be held in the gym with all upper grade teachers. This allows parents an opportunity to meet with any of the departmentalized teachers. An Additional night for scheduling purposes is added for families with students in grades 5-8. Spring Conferences will be student led.
- Midterm grades are issued in grades K-8 each quarter.

RETENTION

- Students at St. John's Lutheran School are expected to earn passing grades in all subjects to be promoted to the next grade level. Students who do not achieve at the expected level may be considered for retention, or remedial summer school attendance.
- If a teacher feels retention will be required for the success of the student, the parents should be notified at 1st quarter conferences about the concerns and possibility.
- If retention is recommended, a meeting is required prior to the end of the second quarter with the principal, teacher, and parent attending.
- Guidelines for retention and remediation are as follows:
 - Students who earn failing grades in any subject area over a period of four consecutive quarters may be recommended to the school's administration (principal and School Board) for remedial summer school.
 - Students who earn failing average grades, over four consecutive quarters, in 2 or more subject areas may be recommended to the school's administration for remedial summer school, or possible retention.
 - Students who earn failing average grades across the curriculum will be recommended for retention to the school's administration.
 - Other factors may also be considered in retaining a student.
 - Student evaluation for behavioral and/or academic needs can be done at St. John's through the Mayville Public School. This may be encouraged by the teachers, but the parents must formally request it for the process to begin.

Deadlines and Parent Notification

- Parents should be made aware of the student's academic progress as soon as possible. Opportunities are provided for the parents to have an understanding of the student's work through assignment books, Skyward, midterm reports, weekly middle school extra-curricular ineligibility reports, report cards and parent/teacher conferences.

SCHOOL BOARD

- The purpose of the School Board is to ensure the foundation, focus, and future of St. John's Lutheran School. The foundation of this ministry is Christ alone. The focus is ministry to families through high-quality, Christ-centered education in a loving, nurturing environment. The academic programs must be high quality and challenging to attract and develop excellent students. The school will also work hard to be an inclusive school. It will attract students with diverse backgrounds. We will not discriminate on the basis of race, color, and national or ethnic origin. We will keep our tuition affordable in order to serve a wide range of students.
- The future is continual improvement. The School Board, through faith, prayer and careful supervision of the school administration, will ensure a ministry that meets the congregation's goals, is financially sound, and remains affordable. All School Board meetings, with the exception of *closed meetings*, are open to the public, however, anyone desiring to attend a meeting will need to reach out to the School Board Chair at least 48 hours prior.

SEX OFFENDER POLICY

An adult registered sex offender may not be present on school or church property, including school buildings, grounds, and vehicles, except when:

- The offender is the parent or guardian of a student attending the school and the offender is:
 - Attending a conference with school personnel to discuss the academic or social progress of the offender's child; or
 - Participating in child review conferences in which special education evaluation and placement decisions may be made with respect to the offender's child; or
 - Attending conferences to discuss other issues relating to the offender's child, such as student discipline, retention, or promotion; or
 - Attending school/church functions such as concerts, sporting events, PTL functions, etc.
- The offender has obtained prior written permission from the Principal/Pastor
- Attending church services or functions.

When a registered sex offender is present on school property under any of the circumstances described above, the offender must comply with the following requirements:

- Notify the Principal's/Pastor's office 24 hours prior to arrival on school property;
- Remain at all times under the direct supervision of the Principal/Pastor or a person designated by the Principal; and
- Notify the Principal's/Pastor's office when the offender is departing from school property.

All situations that involve sex offenders will be dealt with on a case by case basis by the Principal and School Board. If at any time a sex offender violates this policy in any way, they may be in jeopardy of losing their privilege to be on campus. If while on campus an offender refuses to carry out the policy, the police department will be notified immediately for removal from campus. This policy may be reviewed and revised at any time at the School Board's discretion.

SPECIAL NEEDS SCHOLARSHIP PROGRAM:

- Students with educational, behavioral, or emotional needs, that can't be met in our regular classroom structure, should be referred to the Mayville School District or to Lutheran Special Schools for guidance and advice as to how to best deal with the needs of the individual student. Following the referral, a services plan, based on the district developed IEP, should be developed with the parents/guardians to map out what strategies to be worked on collaboratively. The principal should be informed of all referrals.
- Students with an IEP or Services plan may enroll in the Special Needs Scholarship Program (SNSP)

- St. John's Lutheran School has a threefold vision of instruction based on a firm foundation in Christ, the highest quality education, and a desire to develop and utilize each person's gifts to glorify their Lord and Savior and to work with unity of purpose. We accomplish this by providing reasonable modifications to educational programming and procedures if necessary within the regular educational classroom. The most recent individualized education program (IEP) or services plan will be implemented, as modified by agreement between the school and parents of the special needs student. The modified IEP or services plan will guide instructional methods. General education teachers may provide differentiated or modified instruction and accommodations that align with the students' modified agreement. Students may receive interventions or modified curriculum/instruction in a resource setting. Decisions about assessments and interventions are based on each child's needs. Both formal and informal assessments are used in determining student progress.
- Title I services in reading and Speech Therapy by a speech pathologist are offered on campus through the school district of Mayville.
- Students utilizing the Special Needs Scholarship are subject to the guidelines and expectations listed in the Parent and Student Handbook.

SUMMER SCHOOL

- Remedial summer school is available through Mayville School District. The teachers at St. John's Lutheran School will recommend that students attend summer school when they feel a child will benefit. Teachers will advise summer school staff of individual remedial needs of students they recommend. Parents are also encouraged to examine the summer school program and send their students for enrichment or interest classes.

TESTING

- I-Ready is administered two - three (2-3) times yearly. These are used for school curriculum assessment and individual student progress tracking. They are not utilized in determining grading or grade level placement.
- SJLS will participate in the Wisconsin Forward Exam. This will take place in the spring. The scores are used to provide SJLS a report card that compares our student progress with schools statewide. Only grades 3-8 complete the Forward Exam.

VIDEO FOOTAGE POLICY

- Video cameras are installed and used on St. John's property primarily to establish and maintain a safe and orderly environment, identify disciplinary issues, minimize theft and vandalism, and enforce school rules. Video cameras may be used in any place on the campus where the public, students, and staff have no reasonable expectation of privacy, such as, but not limited to, playgrounds, entrances, hallways, classrooms, and office spaces. Footage from school cameras may be reviewed by school & church leaders and other authorities better to understand the circumstances of a concern or situation. The footage is not available for public viewing.

The use of recording devices for the purpose of malicious intent is prohibited.

VISITATION OF CLASSROOMS

- Parents and grandparents are invited to visit the classroom for "Parent's Day" and "Grandparent's Day." You are welcome to visit on other days, either in the classroom or at lunch, but we ask that you contact the teacher and the office to set up the date and time of your visit.

WORSHIP

- **Chapel services** will be held weekly for the entire school on Wednesday mornings at 8:10am. The children take an active part in these services which are aimed at young people. An offering is taken and is directed to missions, charitable institutions and other church-related organizations. During the Lent and Advent seasons, the students will attend the 1:00 p.m. worship service with the congregation. Parents are encouraged and welcome to attend **any or all** chapel and worship services.



St. John's Lutheran School
Unpaid Meal Charge Policy
Effective Date: August 1, 2017

I. Federal Requirement

The purpose of this policy is to address the need for school food authorities (SFAs) participating in the National School Lunch Program (NSLP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

II. PURPOSE OF POLICY:

The purpose of this policy is to establish consistent meal account procedures throughout the school. Unpaid charges place a financial strain on the food service department. The goals of this standard of practice are:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with school staff, school business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the student
- To establish a consistent district policy regarding charges and collection of charges

III. SCOPE OF RESPONSIBILITY:

- The food service department, Administrative Assistant: Responsible for maintaining charge records and notifying the student's parent/guardian.
- The Parent/Guardian: Immediate payment

IV. ADMINISTRATION

1. Families are encouraged to apply for free and reduced price meal benefit. Any family that falls into a negative balance will receive a written notification to encourage them to apply for free or reduced price meal benefits.

2. Families are encouraged to pre-pay for meals and money is accepted in the school office daily for payments on the day of service.

3. Families will be notified of the school Unpaid Meal Charge Policy in writing before the school year begins and with each new transfer student. This policy can also be found in the student handbook.

4. St. John's Meal Charge Policy Procedure:

- Families will be notified by EMAIL by the school administrative assistant when they have a balance of \$6.00 or less. Families are strongly encouraged to keep a positive balance in their family hot lunch account at all times. Hot lunch balances can be checked regularly by logging into the family Skyward or TADS account. If there is more than one student eating, balances are expected to accommodate all family members.
- Should a family hot lunch balance fall into a negative balance, families will be notified by EMAIL and PHONE CALL from the school administrative assistant. Funds to replenish the account will be expected on the next school day.
- If the student fails to bring funds to pay for lunch (\$3.75 per lunch per student) on the next day the student wishes to eat the student will be given a peanut butter sandwich AND A MILK IF THE STUDENT HAS A MILK CARD WILL ELIGIBLE PUNCHES. The cost of the milk will be deducted from the student's milk card. If the student has no milk card, water may be obtained from the school "bubblers." The student will be eligible for a peanut butter sandwich for that one day. This is not a reimbursable meal and will not be counted as such.
- Students with a negative hot lunch balance will be sent to the office by request of the administrative assistant. If sufficient funds are not present, the student will be given directions for pickup of the alternate meal from the school office before the student lunch time.
- If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.

St. John's Lutheran School

TechSafe Plan

Technology Guidelines and Procedure for Staff and Students

Created: April 2014

Last Revised and Approved: April 2026

Reaching, Teaching, Sharing the Gospel

INTRODUCTION:

St. John's Lutheran's 21st century assets are seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, we discovered we need to build in the use of these technologies in order to arm our young people with the skills necessary to safely access lifelong learning.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognize the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Learning Platforms and Virtual Learning Environments
- Email
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Video conferencing platforms
- Google Apps and Extensions for Education

While all are exciting and beneficial both in and out of the context of education, much of ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet and web-based technologies.

At ***St. John's Lutheran School***, we understand the responsibility to educate our pupils on TechSafe issues; teaching them the appropriate conduct and critical thinking skills to enable them to remain both safe and responsible when using the internet and related technologies, in and beyond the context of the classroom.

Where the term Tech Safe Coordinator and Technology Coordinator are used in this handbook, the terms will refer to the class instructor and/or supervising teacher.

Both this policy and the Acceptable Use Agreement (for all staff, administration, visitors and students) are inclusive of fixed and mobile internet technologies provided by the school or used on the school network or Wi-Fi. (such as PCs, laptops, webcams, Smart Boards, iPads, digital cameras, Chrome books, etc.)

Disclaimer: Due to the constant changes taking place within technology, this policy may not contain the most recent developments. We will however, add any important issues to the policy when deemed necessary.

Technology use at St. John's Lutheran School is governed by federal laws including:

Children's Online Privacy Protection Act (COPPA) COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for St. John's Lutheran School's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.--COPPA – <http://www.ftc.gov/privacy/coppafaqs.shtml>

ROLES AND RESPONSIBILITIES:

As TechSafe is an important aspect of strategic leadership within the school, the administration, teachers and staff will have ultimate responsibility to ensure that the policy and practices are monitored and enforced. The named TechSafe coordinator at our school is Heather Staedler. All members of the St. John's community will be made aware of who holds this position. It is the role of the TechSafe coordinators to collaborate and research current issues and up-to-date strategies to keep our St. John's community safe and moving forward.

The goal of this policy, supported by the school's acceptable use agreements for staff, administration, visitors and students, is to protect the interests and safety of the whole SJLS community.

DIGITAL CITIZENSHIP:

These procedures are written to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy: successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff online behavior are no different than face-to-face interaction.

TECHSAFE RESOURCES FOR TEACHERS, STAFF AND ADMINISTRATION:

- Our staff receives regular information and training on TechSafe issues
- Details and topics of the ongoing staff training is developed and implemented by all co-coordinators.
- **All** staff (including new staff members) receive information on the school's acceptable use policy
- All staff have been made aware of individual responsibilities relating to the safety of children within the context of technology and know what to do in the event of misuse of technology by any member of the school community
- All staff are encouraged to incorporate TechSafe activities and awareness within their curriculum areas and when using technology in their classroom.

TECHSAFE IN THE CURRICULUM

- The school provides opportunities within a range of curriculum areas to teach about our TechSafe policy and technology safety in general.
- Educating students on the risks and misuse of technologies that may be encountered in and outside of the school setting.
- Students are taught about copyright and respecting other people's information, images, etc. through discussion, modelling and activities.
- Students are aware of the impact of online bullying and know how to seek help if they are affected by these issues. Students are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent, guardian, teacher or other trusted staff member.
- Students are taught to critically evaluate materials and learn good searching and online research skills across curricular teacher models, discussions and via the technology curriculum.

PASSWORD SECURITY

All users must read and sign an Acceptable Use Agreement/Rules of Conduct Code to demonstrate that they have understood the school's TechSafe Policy.

- Users are provided with a school issued log-in username and password and are expected to keep them private.
- Students are not allowed to deliberately access online materials or files on the school network, of their peers, teachers or others.

- If you think your password may have been compromised or someone else has become aware of your password report this immediately to your classroom teacher, homeroom teacher, and/or principal.
- All staff are aware of their individual responsibilities to protect the security and confidentiality of school server networks. They should also make certain that passwords are not shared and are changed periodically.

MANAGING THE INTERNET

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it a resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. All use of internet is monitored by our web filter/content manager. All online and all network activity is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

- The school maintains students will have supervised access to Internet resources (where reasonable) through the school's internet technology.
- Staff will preview any recommended sites before use.
- Raw image searches are discouraged when working with students.
- If Internet research is set for homework, it is advised that parents check the sites and supervise the work. Parents will be advised to supervise any further research.
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources.
- All users must observe copyright of materials from electronic resources.

INFRASTRUCTURE

- School internet access is controlled through the web and content filtering system.
- Staff and students are aware that school based email and internet activity is monitored and explored further if required.
- The school does not allow students access to internet logs.
- If staff or students discover an unsuitable or inappropriate site (including but not limited to images, text, sound, music or the like), the screen must be switched off/ closed and the incident reported immediately to the teacher who will inform administration.
- It is the responsibility of the school, through contract agreement with ETA, to ensure that Anti-virus protection is installed on all school machines. This automatically updates.
- Students and staff using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the school's responsibility or ETA, to install or maintain virus protection on personal systems.
- Students and staff are not permitted to download programs or files on school owned devices.
- If there are any issues related to viruses or anti-virus software, the administrator should be informed. Contractual Preventive Maintenance Services are provided by ETA quarterly or as needed.
- Students, teachers, and principal may have Hapara downloaded on their device. Hapara is a program which monitors the student computers when turned on. At all times the teacher will be able to see what each student in the class is doing on the computer. The principal has onscreen visualization to monitor all student computers at any time.

MOBILE TECHNOLOGIES

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalized learning and 1:1 device ownership for children and young people. Many existing mobile technologies such as portable media players, PDAs, gaming devices, mobile and Smart phones, Smart watches are familiar to children outside of school too. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication

and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

PERSONAL MOBILE DEVICES (INCLUDING CELL PHONES AND SMART WATCHES)

- Per the Student Handbook, students are not allowed to use personal mobile devices during school hours unless special permission is given directly from a teacher or administration to a student.
- The school allows staff to bring in personal mobile phones and devices for their own use. (Under certain circumstances the school allows a member of staff to contact a student or parent/guardian using their personal device.)
- Users bringing personal devices into school do so at their risk. The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any members of the SJLS community is not allowed.
- Permission must be sought before any image or sound recordings are made on these devices of any member of the SJLS community.
- In certain circumstances (i.e. field trips, emergencies, weather, etc.), SJLS teachers would be required to keep their personal mobile device turned on and accessible at all times.
- Where the school provides a laptop and/or iPad for staff, only these devices may be used to conduct school business outside of school.

MANAGING EMAIL

The use of email within most schools is an essential means of communication for staff, students and families. In the context of school, email should not be considered private. Educationally, email can offer significant benefits including; direct written contact between schools on different projects, staff based or student based, within school and beyond our school walls. We recognize that students need to understand how to style an email in relation to their age and good 'netiquette'.

- The school gives all staff their own email account and communication log-in information to use for all school business. This is to minimize the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed.
- It is the responsibility of each account holder (stjohnsmayville.com) to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary email histories can be traced. This should be the account that is used for all school business.
- Under no circumstances should staff contact students, parents or conduct any school business using personal email addresses.
- The school requires a standard confidentiality notice to be attached to all email correspondence, along with signature line of account holder. The responsibility for adding this disclaimer lies with the account holder.
- The following notice should be posted at the bottom of every email (including Forwards and Replies):

CONFIDENTIALITY NOTICE

Note: This message and attachments are covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, and contain information intended for the specified individual(s) only. This information is confidential. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately by replying to the message and deleting it from your computer. Thank you.

- Students may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes. These will be through Google Apps for Education.
- All e-mail users are expected to adhere to the generally accepted rules of network etiquette (netiquette) particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in email communication, or arrange to meet anyone without specific permission.
- Student must immediately tell a teacher/ trusted adult if they receive an offensive web communication.
- Staff must inform (the principal) if they receive an offensive web communication.
- Students are introduced to email as part of the technology curriculum.
- Any communication between parents and students during a school day should be done through the school office only. Student cell phones and student email should not be used for parental communication during the school day.

SAFE USE OF IMAGES

Images, photographs, pictures and the like

Digital images are easy to capture, reproduce and publish and, therefore, at times may be misused. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking permission and considering the appropriateness.

- With the written consent of parents (on behalf of students) and staff, the school permits the appropriate taking of images by staff and students for school and church related use.

Consent of adults who work at the school

- Permission to use images of all staff who work at the school is obtained upon hire.

Publishing student's images and work

On a child's entry to the school, all parents/guardians will be asked to give permission to use their child's work/photos in the following ways:

- on the school web site
- In the school's publications, including but not limited to school newsletters, year book, and informational brochures.
- in the school building on display boards
- other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcast
- in display material that may be used in the school's communal areas including the church
- in display material that may be used in external areas, ex. exhibition promoting the school
- general media appearances, ex. local/national media/press releases sent to the press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, ex. divorce of parents, custody issues, etc.

Parents/guardians may withdraw permission, in writing, at any time. Consent has to be given by both parents/guardians in order for it to be deemed valid. Students' full names will not be published alongside their image and vice versa. E-mail, postal addresses and any other contact information of students will not be published. Students' full names will not be published.

Storage of Images

- Image files of children are stored on the school network server
- Rights of access to this material are restricted to the teaching staff and students within the confines of the school network.

Webcams and video

- We do not use publicly accessible webcams in school
- Webcams in school will only be used for specific learning and educational purposes.
- Virtual instruction through video conferencing platforms will be used for instruction or virtual learning needs.

- Misuse of the webcam and/or video of any member of the school community will result in sanctions

Video Conferencing

- Permission is sought from parents and guardians if their children are involved in video conferences (including in and outside of the school building) by signing this agreement
- All students are supervised by a member of staff when video conferencing (including school structured sessions inside and outside of the school building).
- Students are not allowed to participate in video conferencing through a school account without a teacher present either physically or virtually
- Approval from administration is sought prior to all video conferences within school.
- No part of any video conference may be recorded in any medium without the written consent of all parties involved in the conference
- Students may not duplicate or modify any recorded session or material

Virtual/Google Classroom

- All school and classroom rules apply when meeting virtually including dress code and appropriate behavior and language.
- Students are not allowed to participate in classroom chats through a school account or classroom without a teacher present either physically or virtually. Teachers must have access to any and all student group chats.
- Virtual instruction or meetings should take place in an environment conducive to ones learning.
- All student video screens are expected to be on in order for the teacher to monitor both student behavior and learning. Individual teachers would have discretion to allow screens to be turned off in situations in which the teacher feels instruction might be compromised.
- All should respect virtual classroom instruction just as a school classroom, instruction and the instruction of others would be expected to be respected.

Social Media Etiquette for Students, Families, and Employees of St. John's Lutheran School

- 'Think before you post' We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, church, Child Care Center, St. John's Lutheran staff, parents or children. We take serious issue with inappropriate use of social media by a parent, student or staff to publicly humiliate or criticize another parent, member of staff, or child. You will be contacted by the principal or School Board to resolve any social media issues.

TECHNOLOGY ISSUES AND TROUBLESHOOTING

Comments and Complaints

Comments and complaints relating to this TechSafe policy and any technology in the school should be made directly to the technology co-coordinator and the administrator.

Record Keeping

All incidents in technology, malfunctions of digital equipment (laptops, iPads, Smartboards, etc.) will need to be reported to the administration who will log the problem and make contact with who will solve the problem. This will be logged on the ETA on site log in Google Drive.

Some examples of incidences to report are:

- Printing issue
- Computer won't turn on
- Program not installed/won't open
- Wireless is not working

Please note that this record keeping is important for addressing and resolving computer issues on a timely basis and for long term technology planning and budgeting.

Immediate Technology Issues

Some incidences using technology do require immediate attention. If there is a technology issue in the classroom that prevents a student or teacher from completing a necessary task, contact one of the technology co-coordinators for troubleshooting suggestions. Some examples of these immediate problems may be:

- Cannot hook up Smartboard to computer to display lesson
- Unable to play a DVD
- As part of a lesson, software is not opening correctly or internet is not working
- Student device problems

It is important to remember that some technology issues needing immediate attention may not be resolved immediately. When integrating technology for classroom lessons or use, it's vital that you take the time to try the technology ahead of time. As a general rule of thumb when using technology, try to have a back-up lesson in case technology issues cannot be resolved immediately.

Inappropriate material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the teacher and/or administration.
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the technology co-coordinator/administrator, depending on the seriousness of the offence; investigation by the Administration, immediate suspension, possibly leading to dismissal and involvement of police for very serious offences (see flowchart.)
- Users are made aware of sanctions relating to the misuse or misconduct on the Acceptable Use Agreement

EQUAL OPPORTUNITIES

Pupils with additional needs

The school strives to create a consistent message with parents for all students and this in turn should aid establishment and future development of the schools' TechSafe policy. However, teachers are aware that some students may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of TechSafe issues.

Where a student has poor social understanding, careful consideration is given to group interactions when raising awareness of the TechSafe policy. Internet activities are planned and well managed for these children and young people.

The School will provide end user devices for all students in grades 2 – 8 to ensure sufficient participation in remote learning, hybrid learning, and/or internet-based homework assignments. This provides a consistent message for students and parents that all modes of instruction and learning for all children is to be taken seriously and provided equitably. This is especially important as parents are required to use their devices from home and are not able to allow the children access to the parent's device for school work. 1:1 end user devices allows the school to monitor instruction and security equitably for all students.

PARENTAL INVOLVEMENT

- Parents, guardians and students are actively encouraged to contribute to the school TechSafe policy by letter and by reporting unsuitable sites, etc. to the TechSafe co-coordinators.
- Parents and guardians are asked to read through and sign acceptable use agreements on behalf of their child on admission to school.
- Parents and guardians are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (Ex: on school website)
- The school disseminates information to parents relating to TechSafe Policy where appropriate in the form of;
 - Website/Google postings
 - Newsletter items
 - Correspondence home

WRITING AND REVIEWING THIS POLICY

Review Procedure

There will be an on-going opportunity for staff to discuss with the technology co-coordinators any comments, concerns, revisions or suggestions they may have for the TechSafe Policy.

This policy will be reviewed every August by the School Board with recommendations from the SJLS staff.

Consideration will be given to the implications for future whole school development planning.

This policy will be amended if new technologies are adopted or changed in any way.

St John's Lutheran School Code of Conduct

Administration, Teachers, Staff and Volunteers

School information communications technology and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of technology. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Principal.

Deliberate access to inappropriate materials by any user will lead to the incident being logged by the administrator, depending on the seriousness of the offence; investigation by administration, immediate suspension, possibly leading to dismissal and involvement of police for very serious offenses

- I will only use the school's email, network, internet and any related technologies for professional purposes or for uses deemed 'reasonable' by administration.
- I will comply with the network system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role and are done through school provided accounts (stjohnsmayville.com email)
- I will ensure that personal data (such as data and files saved in the server) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- I will not install any hardware or software without seeking permission from the administrator.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of students and/ or staff will only be taken, stored and used for professional and educational purposes that align with school policy and with written consent of the parent, guardian or staff member. Images will not be distributed outside the school network without the permission of the parent/guardian, member of staff or administration.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to administration.
- I will respect copyright property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into jeopardy.
- I will support and promote the school's TechSafe policy and help pupils to be safe and responsible in their use of information, communication and other related technologies.
- CONFIDENTIALITY NOTICE

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User Signature: I agree to follow this code of conduct and to support the safe use of technology throughout St. John's Lutheran School.

Signature_____ Date_____

Full Name_____ Job Title_____
(Please Print)

Dear Parent,

School information communications technology including the use of internet has become an important part of learning in our school. We expect all children to be safe and responsible when using any form of technology.

Please read and discuss these TechSafe rules with your child and return the Acceptable Use Agreement to your classroom teacher. If you have any concerns or would like some explanation please contact our school principal, Mr. Douglas Mageski

S.M.I.L.E and stay safe

Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never give out this information online.

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or guardian and they can be with you.

Information online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

Let a parent, guardian, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

Emails, downloads, instant messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. Do not open or reply to messages from strangers.

Resources and References

<http://cpsr.org/>

<http://kids.getnetwise.org/safetyguide/kids>

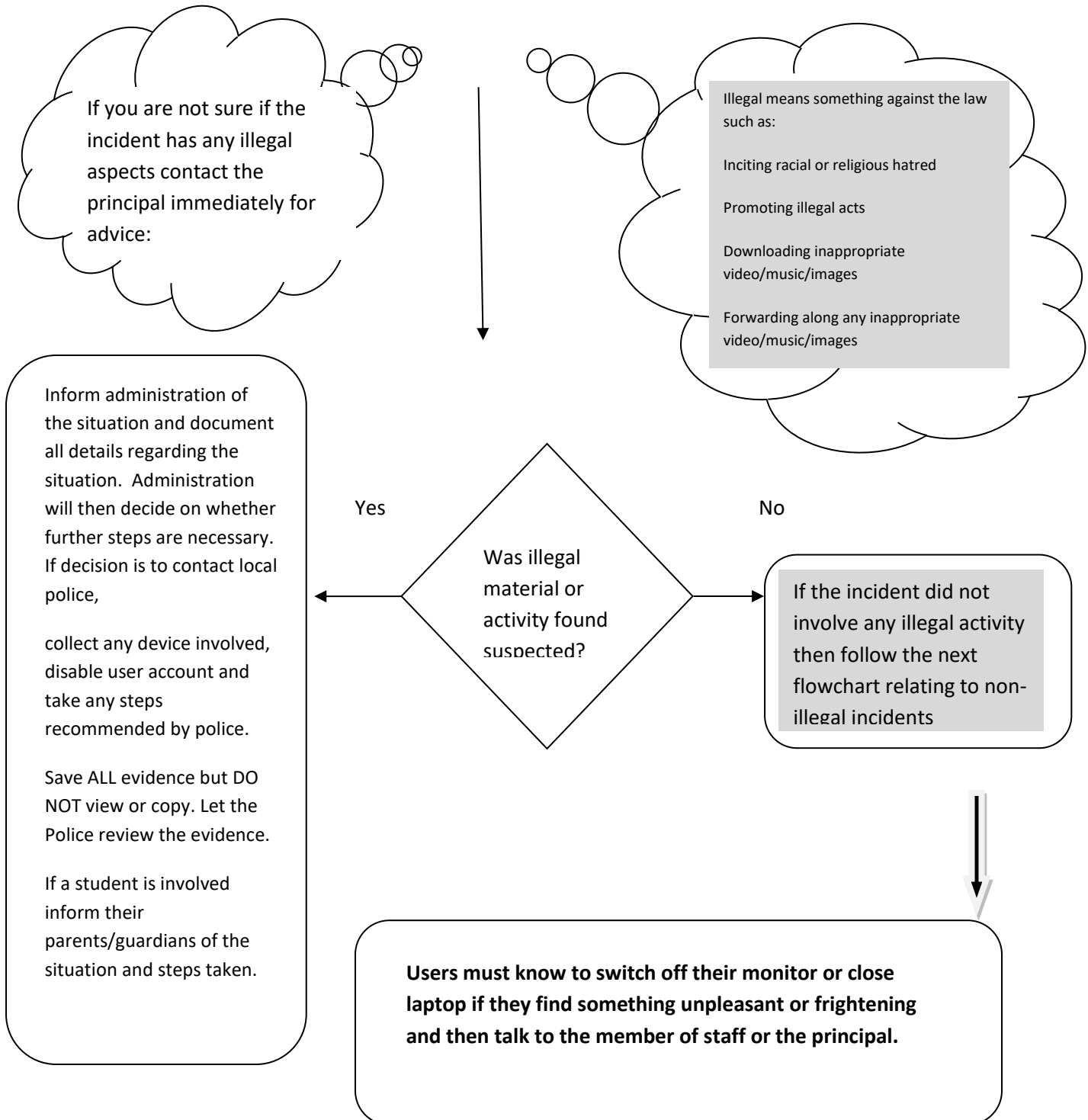
<http://www.kidsmart.org.uk/>

<http://www.isafe.org/>

<http://www.netSMARTz.org/Safety/SafetyTips>

Flowchart for Managing a TechSafe Incident

Following an incident the technology co-coordinator will need to decide quickly if the incident involved any illegal activity



Smile and Stay Safe Poster

E-Safety Rules to be displayed in all rooms in the school

S.M.I.L.E and Stay Safe

Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never give out this information online.

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ATHLETIC HANDBOOK

2026-2027

ST. JOHN'S LUTHERAN

Reaching, Teaching, Sharing the Gospel

Revised: May 2026~Approved: SJLS School Board

PHILOSOPHY

St. John's Lutheran School feels that it is our goal to provide every individual student-athlete with opportunities to contribute in a unique and special way to the overall success and growth of our teams. Athletics can be an important tool in teaching students to make use of their God-given talents and put into practice Christian love. Our program strives to improve the talents of each athlete, while stressing the importance of teamwork, love of sport and a positive Christian attitude.

GOALS & OBJECTIVES

1. To learn to glorify God on and off the playing field/court and grow in faith, while maintaining the highest level of Christiansmanship.
2. To develop positive attitudes toward winning and losing, success and failure – win humbly and lose graciously. A “winning” attitude is defined as “an individual or team working as hard as they can to develop their abilities together.”
3. To encourage and develop respect for fellow athletes whether they are teammates or members of opposing teams, realizing that working as a “team” encompasses coaches, parents, and peers.
4. To orient all participants and fans to abide by the rules, regulations, and official decisions that govern each sport.
5. To create a positive athletic experience that develops a lifelong enjoyment for sports and recreational activities.

AGE LIMITATIONS

The Winnebago Area Lutheran League (WALL) and St. John's – Mayville limits participation to those student-athletes who have not reached their fifteenth birthday by September 1 of the school year in which they desire to participate. If, for any reason, this is not met, the athletic director can present a request to the board and league to have that particular student-athlete instated for that particular year.

ATHLETIC AWARDS

Student-athletes who participate in a St. John's sport may receive an athletic award for the sport that they participated in. In order to receive his/her award, each student-athlete must adhere to the following requirements which are in order of significance:

1. Display Christian sportsmanship and conduct in practices and games.
2. Principal and coach(es) recommendation.
3. Remain academically eligible for the full sports season.
4. Attend practices and games, unless acceptable excuse has been given.

ATHLETIC FORMS

The following forms must be signed and returned to the athletic director prior to student participation in the athletic program. These forms will be made available in the school office and from the athletic director directly.

1. St. John's Athletic Participation Consent
2. Medical Treatment and Insurance Statement
3. Emergency Notification
4. Release and Affirmation
5. Concussion and Cardiac Arrest Notification Form
6. Physical Exam and Doctor Consent (every two years)

ATHLETIC OPPORTUNITIES

Sports offered may vary depending on availability of coaches and athlete numbers. Squad size will vary according to the number of students participating. Every effort will be made to keep the squad size optimal for practice and participation. If St. John's does not have enough interested participants or coaches to field a team, that particular sport will not be offered for that season.

FALL	WINTER	SPRING
Girls Volleyball Co-Ed Soccer	Girls Basketball Boys Basketball Co-Ed Spirit Squad	Co-Ed Softball

In some situations, it may be necessary and beneficial for an athlete(s) to be brought up to provide an opportunity for a higher level of competition or for the completion of a squad. Such action will only be done with the approval of the athletic director and the student-athlete's parents. The 7th & 8th grade teams will be given priority when fielding teams. Therefore, it **may be the case** that a 5th or 6th grader may be pulled up to fill or enhance a team. This movement does not exclude the individual(s) from the opportunity to play with a 5th and 6th grade team. If the player is pulled up to enhance a team, their priority will be to their grade level team first and to the upper grade second. If a 7th and 8th grade team is full, but a 5th and 6th grade team still needs players, 4th graders may be invited to play with parental permission and the required forms.

CLOTHING

Practices: Practice clothing should be clean, in good repair, and reflect Christian modesty. Clothing should follow our school dress code. Shoes should be of good quality, laced, and appropriate for the sport. Slip-ons are not acceptable footwear. No jewelry is to be worn during practices or games.

Games: Uniforms will be assigned to student-athletes by the athletic director and/or coaches. These are to be worn for every game. **If the student-athlete does not have his/her complete uniform, he/she will not be able to participate in that particular game.** Uniforms are not to be worn for anything other than games or school day dress up on the day of a game. The uniform is to be returned in the same condition it was received. If not, parents will be billed the replacement cost of the entire uniform. Student-athletes who have not returned or replaced their uniforms are not eligible to participate in future extracurricular activities until they are returned or replaced. Uniforms must adhere to our school dress code.

COACHES

Coaching middle school students is a challenging and time-consuming responsibility. Yet it can be extremely rewarding. Many volunteers have experienced the joys of developing young athletes at St. John's. The role of our coaches is that of coaching the whole person – body, mind, soul and spirit. Our coaches are expected to...

- Have well-planned practice schedule that will make maximum use of the practice time to develop skill, strength, and endurance.
- Know the rules of the game and pass on that knowledge to the players.
- Model their Christian faith in all they do.
- End every practice and game with a group prayer.
- Be encouragers of each athlete so as to strengthen, not defeat, their spirit.
- Meet with the Athletic Director prior to sports season to go over responsibilities and expectations.

- Document participation (formally or informally) of athletes in practices and games.
- Be the St. John's representative and authority at all tournaments not attended by the athletic director.
- Participation in the end of the year Awards Banquet.
- Recommend athletes for lettering.
- Effectively communicate to athletes and parents the times and dates of practices via Google Calendar
- Coaches are representatives of SJLS and must dress in respectable coaching attire at all games. This includes a SJLS shirt or dress clothes. Please remember that you are the face of the team and expected to dress appropriately for the games.
- Agree to and provide personal information for passing a background check.
- Sign the Concussions and Sudden Cardiac Arrest coaches' agreement.

*Anyone interested in coaching should contact the athletic director. The final decision for coaching assignments will be made by the athletic director with the approval of the school principal and will be based on experience in the sport and coaching. **From that point on**, the coaching assignment is that person(s) until they decide they no longer want to volunteer in that capacity or the athletic director and principal feel that a coaching change needs to be made. The athletic director will contact the coach(es) from the previous year to see if they are still interested in coaching. If not, the athletic director will start the process of finding a new coach for that team for that season.

COACH/PARENT CONFLICT RESOLUTION FRAMEWORK

Parents, when your child(ren) become involved in the sports program, they will experience some of the most rewarding moments of their lives. Some of the memories will last a lifetime. However, there may be times when things do not go well for you or your child. If this happens, Matthew 18 should be followed in the event of a conflict between a parent/athlete and a coach:

1. Commit the matter to prayer
2. The parent/athlete should discuss the matter **privately** with the coach.
3. If a satisfactory solution is not reached, discussion should continue with the involvement of the athletic director. The athletic director will make sure that the previous steps have occurred. The purpose of the athletic director's presence is to make sure open communication takes place between the two parties and not to make final judgement.

APPEALS PROCESS:

In the event that the guidelines above do not help in resolving the conflict, the four step process below will be used and followed starting with step one.

1. Make certain you have talked directly and privately with the parties directly involved in the conflict. Do not talk with others or post anything on social media.
2. If the complaint is not resolved in step one, provide the athletic director with written notice of your complaint. The athletic director will consider the matter again and attempt to help the parties involved resolve the issue.
3. If the complaint is not resolved in step two, refer the matter in writing to the principal. The principal will work with the parties involved to resolve the conflict.
4. If the complaint is not resolved in step three, refer the matter in writing to the School Board of St. John's Lutheran Church and School. This decision is final.

ELIGIBILITY

Participation in extra-curricular activities is a privilege to students who maintain satisfactory academic progress according to our eligibility requirements. Student athletes are expected to maintain Christian standards in word and deed during competition, practice, and school life. Eligibility is based on academic performance and a Christian lifestyle and behavior in the school, church, and community.

ELIGIBILITY REQUIREMENTS

- Any student whose grade point average for any quarter or mid-quarter is below 73% or who receives lower than 66% in any core subject* for any quarter or mid-quarter grade will be ineligible for all extra-curricular activities beginning at the time report cards or mid-quarter reports are distributed.
- After 1 calendar week of ineligibility, if the student's grades have been raised to the eligibility level, (s)he will be eligible for practice and participation. (Example: Report card comes out end of day on Wednesday. Ineligibility starts on Thursday. The week will include Thursday, Friday, Saturday, Sunday, Monday, Tuesday, and Wednesday.)
- If grade is not raised, ineligibility will continue until that grade meets the above requirements.
- Any student who receives an incomplete at the end of a quarter or mid-quarter in any subject will be ineligible for all extra-curricular activities from the time report cards or mid-quarter reports are distributed until the Athletic Director and Principal have been notified by the teacher that the work has been completed satisfactorily.

This policy includes all four grading periods. Fourth quarter grades affect eligibility for the first quarter of the next year.

While ineligible, the student must attend but may not participate in practices. They may not in any way dress, participate, or compete in actual games or performance but will sit with their team in dress clothes. The ineligibility notice given to the student is expected to be returned to the Principal, within 3 days after the grades have been issued with all appropriate signatures, regardless of circumstances. Should the form be late, the parents will be contacted by email in regards to the athlete's ineligibility with the form to be signed attached.

*Core subjects are Religion, Reading, English, Math, Social Studies and Science.

ENFORCEMENT OF RULES

If a breach of the policies described in this handbook should occur, disciplinary action will take place. This action may be taken by the coach, athletic director and/or principal. Discipline may include a temporary suspension, or expulsion from the team, depending on the severity of the problems.

FEES

Students in grades 5 through 8 will pay an athletic fee of \$60 for the school year. This will also include 4th graders if they are playing on B-team. Students in grades 3-4 pay a yearly participation fee of \$40. These fees are due before the first practice of the student's first sport season. All fees and forms must be turned in to the AD and office (billed to TADs). The Student Athlete will not participate in any practices or games until the fee and and booster hour fees are paid along with all forms (page #3) completed and turned in to the Athletic Director/School Office.

ILLEGAL ACTIVITY

Student-athletes that engage in illegal activity (in or out of school) necessitating disciplinary or legal action may be suspended and/or dismissed from all athletic activities.

INSURANCE

St. John's does not provide medical insurance for student athletes. The school, coaches, and athletic director assume no responsibility for such expenses. In the event that an athlete needs medical care, parent(s)/guardian(s) are responsible for the cost of such care.

Athletes injured during practices or games are to bring the injury to the coach's attention the day of the injury. The coach should document on the injury form to be given to the AD and notify the parent(s)/guardian(s) during or after any practices or games in which an injury has occurred.

PARTICIPATION

Student-athletes must return their athletic forms and pay the athletic fee before participation will be allowed in a given sport. A student-athlete must also have the proper physical form on file with the athletic director.

In order to participate in a practice or game the student-athlete must fully participate and be in attendance in afternoon classes. Students who have an excused absence from school the day of a practice or a game will be considered excused from that practice or game. If there is any extenuating circumstances, a parent must contact the athletic director prior to any planned absence that the proper decision can be made.

If an athlete is going to miss a practice or a game, a written excuse or a parent/guardian phone call needs to be given to the coach at least 48 hours prior to the event. If an emergency arises that prevents prior notification, written notice should be given to the coach the following practice or game. Failure to provide notification either prior to missing an event or after an emergency event will be considered an unexcused absence and will affect lettering. Any athlete with multiple unexcused absences will be subject to coach's discipline and notification to the athletic director. Any subsequent unexcused absences could result in removal from the team. Students will not be penalized for missing optional practices during school vacations.

Coaches are representatives of St. John's and are responsible for the athletes. During day long events, athletes are to follow the guidance of their coach and represent SJLS in showing good Christian sportsmanship throughout the entire athletic event. If an athlete is to be under the care of a non-parent adult, the coach will need a note from the parent stating that arrangement. If a parent/guardian wants to take the athlete during non-playing time, they should respectfully let the coach know in regards to returning at the designated time for the next game preparation.

PHYSICALS

St. John's does require a physical for all student-athletes prior to the first participation in interscholastic athletics. Student-athletes shall undergo a medical examination and be approved for interscholastic athletic competition by a medical authority licensed to perform a physical exam. This examination is valid for two years.

Physical forms are available in the school office or can be downloaded and printed from our webpage under the Athletics tab.

PLAYING TIME

Student-athletes and parents who are involved in the athletic program need to understand that games are played not only to have fun and to learn skills, but also to win and be successful. Our philosophy is not to win at all costs, but our athletes and coaches will still play to win.

Participation is emphasized in the St. John's athletic program. Coaches are encouraged to get all players involved. At the 5th and 6th grade level, playing time will be as equal as possible as more emphasis is placed on participation, skill development, and fundamental teamwork than on winning. However, players and parents must realize that poor attitudes, lack of cooperation, and unexcused absences from practices and games may affect playing time. Also, if 4th graders have been brought up to be a part of the 5th & 6th grade team, it is understood that they may not receive as much playing time as their older teammates because they are playing at a 5th & 6th grade level.

At the 7th and 8th grade level, more emphasis is placed in winning than on equal playing time. As these athletes sharpen their individual skills, they will also be learning to put team goals ahead of individual goals. Although playing time may no longer be equal, coaches will strive to get all players into games. As difficult as this may be at times, it, too, is part of the character building process. We expect players and parents to be publicly supportive of our coach's decisions. A student athlete's daily work ethic in practices and games, attitude, absences from practice, disciplinary actions, academic performance, the number of players on the field, court or diamond allowable at one particular time, and game conditions all contribute toward one's playing time.

Playing athletics and representing SJLS is a privilege for all students. Therefore, a student athlete's daily academic performance, work ethic, attitude, respect, and actions all contribute toward one's playing time. Good behavior, respectfulness, etc. during school is expected. Any student not upholding these qualifications may have their playing time reduced. This will be determined by the principal in consideration with the child's teacher(s).

If any student athlete is sick and unable to attend school, they are not allowed to participate in any athletic or extra-curricular activities or practices on the day they did not attend school.

PRACTICES & SCHEDULING

Practices are scheduled after school or in the early evening. This is done to accommodate the coaches' schedules, as well as utilize the availability of the facilities. Game schedules will be posted on Google Calendar. Coaches will provide practice times and dates to the parents. These schedules will not be posted on the school Google calendar as changes in the schedule are inevitable and will undoubtedly occur. Every effort will be made by the team coach to inform you of changes as early as possible and will strive to do so at least 24 hours in advance. **Please ask your student-athletes** for any notices, in writing or verbally, as they will most likely be sent home directly from school with them or given to them by their coach at practice.

Any changes in game schedules will be sent out by the Athletic Director and changed on the Google calendar immediately. Coaches may also make changes and will contact team members. All practice changes made by a coach must receive prior approval by the Athletic Director.

All student-athletes will be asked to commit 100% to St. John's Athletic Teams. St. John's athletic activities do take priority so please try to plan your other extra-curricular events accordingly. Situations in which a student-athlete intends to split time between a St. John's sport and an outside sport should be brought to the attention of the coach and athletic director BEFORE the start of the season to eliminate potential conflicts.

RESPONSIBILITY OF PARENTS

Parents/guardians strongly influence their student-athlete's attitude toward and participation in athletics. Therefore; you are encouraged to:

1. Model and foster a Christ-like example. Be positive and encourage them to be a team player in every situation.
2. Remember, when you are in the stands you are a parent, not a coach. Let coaches do their job. If you really want to be involved with coaching, please contact the athletic director.
3. Assist your student-athlete in establishing proper priorities with respect to church, family, peers, study, practice, and play. Insist that your child respects and follows team rules, school rules, and game officials with good sportsmanship and self-control.
4. Support your son/daughter, the team, and the coaches by attending their games, encourage them when they lose, and keep them humble when they win. Cheer for our athletes, not against any athlete.
5. Respect the officials and their decisions. Under no circumstances are parents to approach a game official to discuss or offer your opinions about how the game is being called.
6. Share the responsibility with your child for promptness to games and practices, as well as show promptness in picking up your child from games and practices as the coaches have been instructed to stay until every student-athlete has been picked up. Please respect their time and their commitment.
7. Follow all directions given by the coaching staff at day long tournaments. Coaches are representatives of St. John's and are responsible for the athletes at these events. Athletes are to follow the guidance of their coach and represent SJLS in showing good Christian sportsmanship throughout the entire athletic event. If an athlete is to be under the care of a non-parent adult, the coach will need a note from the parent stating that arrangement. If a parent/guardian wants to take the athlete during non-playing time, they should respectfully let the coach know in regards to returning at the designated time for the next game preparation.
8. Get involved! There are many opportunities to volunteer time to help our athletic program, especially during home games when concessions are served and during tournament time. The success of our athletic program and the opportunities provided to our student athletics is directly impacted by our tournament and concession profits. Your involvement helps provide these activities for your student athlete(s) and those of the future. As a result, we require at least 10 Booster work hours per athlete in the family with the maximum requirement of 20 hours. A \$200 penalty will be assessed at the end of the school year to any family that does not meet this requirement.
9. Coaching a team as the Head Coach will count as 10 hours served out of the 10 hours required or 20 hours served out of the 20 hours maximum. The Assistant Coach will receive the same hours served.

SPECTATOR CONDUCT

Each spectator is expected to do the following:

1. Show through their words and actions that Christ is the center of their lives.
2. Show good sportsmanship to their team, the opponents, and the officials.
3. Refrain from disagreeing with the call of an official. It is the coach's responsibility to talk with the officials, not the spectators.
4. Refrain from criticizing a player or a coach. If you have a concern, please contact the proper person to discuss your concern in a Christian and professional manner. (Refer to "Coach/Parent Conflict Resolution Framework")
5. Refrain from any yelling or making any noise distractions during an opponent's free throw shooting.
6. Help in any possible way to make the St. John's Athletic Program a success – prayer, Christian example of sportsmanship, cleanup, concessions, coaching, etc.

SPORTSMANSHIP

Sportsmanship that models our Christian faith is what we strive to display. Whenever our teams take the field or floor for competition, they have the opportunity to make a bold witness of their faith in Jesus. We intend to maintain our tradition of good sportsmanship.

The coach is the standard-bearer of sportsmanship. As such, the coach is to help players and spectators do the right thing through self-control and dignity in the face of adversity. As long as there exists within us the drive to win and be successful, we will always need to check our sportsmanship. In this area we need each other. A positive, friendly reminder of our commitment to good sportsmanship may be just what we need to hear before we lose it. If poor sportsmanship becomes a problem, St. John's school personnel will intervene.

TRAINING RULES

A good athlete is not developed overnight. An athlete's development takes years of preparation. A dedicated Christian athlete will observe training rules year round, not just during the season. Individual coaches will have different rules. Each student-athlete is asked to follow these rules. Some general training rules that all students-athletes and coaches should follow:

1. Drinking, smoking, and/or the use of, or possession of harmful drugs is prohibited.
2. Eat well-balanced meals, especially breakfasts. Limit candy and soda.
3. Get plenty of sleep. Every individual is different and requires a different amount of sleep. As a student-athlete, you will require more rest than if you were not involved with athletics. Students should try to receive seven to ten hours of sleep of night.
4. Read and study your Bible. This includes active participation in church and chapel services as well as classroom, family, and private devotions.

TRANSPORTATION

Transportation at St. John's is done primarily through parent driven cars. Student-athletes and their parent(s)/guardian(s) are responsible for finding their own ride to games and practices. The athletic director and coaches are not expected to make transportation arrangements. Drivers need to make sure they have adequate auto insurance and that each rider wears a seat belt. There is usually no problem in finding rides, as we encourage parents and families to come to the games to watch.

BOOSTER WORK HOURS

There are many opportunities for Booster work hours to help our athletic program, especially during home games when concessions are served and during tournament time. The success of our athletic program and the opportunities provided to our student athletics is directly impacted by our tournament and concession profits. Your involvement helps provide these activities for your student athlete(s) and those of the future. As a result, we require at least 10 Booster work hours per athlete in the family with the maximum requirement of 20 hours. A \$200 penalty will be assessed at the end of the school year to any family that does not meet this requirement. All school records will be held until the assessment is paid and the student may not participate in athletics the following year until the fee is paid for. Coaching a team, serving as AD, or serving as Booster Coordinator will count as 10 hours served out of the 10 hours required or 20 hours served out of the 20 hours maximum.

WEATHER EMERGENCIES

If games or practices are cancelled during the school day because of inclement weather, students will be given permission to call their parents. An email will also be sent to parents from the office and notified via our E3 app for text communication.. Every effort will be made to make the decision by 2:00 p.m.

Games and practices will be cancelled whenever school is cancelled due to weather.

St. John's Lutheran Church and School Welcomes You

Worship Opportunities

Saturday at 5:30 pm

Sunday Church at 8:00 am

Sunday Church at 10:30 am

Monday Church at 5:30 pm

**St. John's Lutheran School Student
Acceptable Use Agreement TechSafe Rules ~ 2026-2027**



- ✓ I understand that use of technology used for school purposes, both inside and outside of the school building is an extension of the classroom. Any rules that apply within the classroom will apply to anything used online for school purposes.
- ✓ I will only use technology in school for school, learning and/or educational purposes.
- ✓ I will only open programs, websites, hardware and other technology sources upon approval of my teacher.
- ✓ I will not tell other people my login information or any password or allow other students to log onto my assigned Chromebook.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all technology contact with other children and adults is responsible, respectful and Christian.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or inappropriate. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own personal information such as my name, phone number or home address. I will not arrange to meet any online acquaintance at any time.
- ✓ I will be responsible for my behavior when using technology because I know that these rules are made to keep me safe.
- ✓ I know that my use of technology (online, when using any computer, etc.) can be checked at any time and that my parent/guardian may be contacted if a member of school staff is concerned about my technology use or complying with this TechSafe policy.
- ✓ I will not use social media on my device or through the school network.
- ✓ I will not listen to music with language or content contrary to the LCMS faith on my device or school network.

Parent/ Guardian Signature

_____ We have discussed this and _____ (child name) agrees to follow the TechSafe rules and to support the safe and responsible use of technology at St. John's Lutheran School. We consent to appropriate taking of images by staff and students for school and church related use as outlined in this handbook only. We certify that our student would be unable to sufficiently participate in remote learning and/or complete internet-based homework assignments if an end user device was not provided by St. John's Lutheran School.

Student Signature _____

Parent/Guardian Signature _____

Grade _____ Teacher _____ Date _____

Parent - Student Statement of Handbook Acknowledgement 2026-2027

This is to acknowledge that we have received a copy of the SJLS Parent- Student Handbook including the TechSafe Plan and Athletic Handbook. We understand that it provides guidelines and summary information about school's policies, procedures, and rules of conduct for all parents and students. We also understand that it is our responsibility to read, understand, become familiar with, and to comply with the standards that have been established by the School Board and the St. John's Lutheran Church Council. We also understand that the school reserves the right to modify, supplement, rescind, or revise any part of this handbook from time to time, as it deems necessary or appropriate.

Parent's Name(s) (Please Print)

Parent's Signature

Date

Parent's Signature

Date

Student's Signature

Student's Signature

Student's Signature

Student's Signature