

Parent/Student Handbook

2023-2024



St. John's Lutheran School
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Revised and Approved July 2023: SJLS School Board

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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

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.
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
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.

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.

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 and one half 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 5th 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.***
- 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.

CLASS SIZE

- St. John's Lutheran School offers a low teacher to child ratio providing increased opportunity for individual attention. We strive not to exceed 20 students per teacher. If there is a need to exceed 20 in a classroom, the School Board must approve each situation and an aide will be hired to ensure instructional integrity for all students. However, in our upper grades we may combine for some subjects in order to create a better overall schedule for students and teachers.

COMMUNICATION

- Teachers will respond to parents during the hours of 7 a.m. – 6 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.
- **Neither teachers nor students will answer their cell phones during school hours.** (7:40 a.m. – 3:00 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 4 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 5 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 387-9962 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 Plan

- 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 Policy

- We consider bullying a major offense. There are two ways in which bullying takes place:
 1. Physical – A student is physically threatened or attacked without provocation.
 2. Verbal/Emotional – A student is repeatedly verbally abused by name calling or put downs that are intended to hurt the student. This is not teasing. Teasing is when both sides can walk away without feeling hurt, knowing that what was said was meant to be 'fun'.
- Both ways are unacceptable, and will be treated on an individual basis. Nobody wants their child to be subject to this, or wants to see their child doing these things to others. We need to realize that our children are not perfect, and will at some point get 'in trouble'. We believe that is where we as a Christian school and you as parents need to provide guidance for them to grow.
- Any hint of bullying will be communicated to all parents of involved students. This communication does not always have to be a negative.
- Since bullying does not take place in the open, we will hold bystanders accountable. We have an educational curriculum set up to educate our students about bullying and how to respond.
- We will have an investigation process to determine what really happened, which may include one-on-one questioning.
- In interest of fairness, we will hold all students involved accountable for what happened.
- Students are encouraged to report any type of behavior that resembles bullying, and we will address it immediately so that things do not escalate.

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. Possession of a weapon of any kind **

*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

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 involved.
3. If the issue is not resolved, speak to the teacher 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 50%. 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 50%.

- 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.

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.
 2. 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.
 3. 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.
 4. When shorts, skirts, or skorts are worn, the length must cover mid-thigh to fingertip length. Teachers will use discretion with length of shorts, skirts and skorts.
 5. 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.
 6. Student's attire can be creative and individual, but it must not be offensive or promote values that Holy Scripture would consider questionable.
 7. 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'.
 8. 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.

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.

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 along with technology and some student activities.
- The registration fee covers a student activities fee, a technology fee, a TADS fees, 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 50% 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.**

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.

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 =

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)
 2. Current hearing and vision test results **Students whose health records are incomplete or missing may not attend school.**

Health Screenings

- STATE LAW REQUIRES that students in certain grades be screened for defects in hearing and vision. Your doctor may do the tests and include the results on your health record sheet.

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 be sent to school. Children must be fever free for 24 hours. Children with head lice will not be permitted to return to school until all nits are removed.

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	6:00 a.m. – 7:40 a.m. (Monday – Friday)
Pre-Kindergarten – Grade 8	7:50 a.m. – 3:10 p.m. (Monday – Friday)
After School Care	3:10 p.m. – 6:00 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 3:03 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 be closed when the Mayville Public Schools are closed.
- An All School Email and Text with closing/delay information will be sent out to all school families by SKYLERT
- This information will be broadcast over the following stations or channels.

WBEV (1430AM)	WXRO (95.3FM)	Skylert
WTMJ TV Channel 4	FOX TV Channel 6	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 will be sent in the case of closings or delays. Please listen and watch for announcements.

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.

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 ~~on pages 23 & 24 of this hand book.~~ A 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, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a 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 classroom music classes and elective (bell) choir. Music is also available to St. John's students through the public school band opportunities. The public school will provide updates and grades for band students' progress.
- Grade 5 – 8 Music: Students in grades 5 – 8 are part of St. John's upper grade choir. This choir will be meet as part of the school. Performance opportunities will be offered throughout the school year. A music participation grade will be given to students every quarter. Upper grade students are strongly encouraged to attend the performance of scheduled singing dates. 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 singing date. Last minute emails and texts will not be accepted.
- Elective bell choir will be offered performance opportunities throughout the school year.

- 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.

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 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.

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.

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

- MAPS are administered three (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.

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.

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.

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: July 2023

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, Mrs. Heather Staedler.

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

If you are not sure if the incident has any illegal aspects contact the principal immediately for advice:

Illegal means something against the law such as:

Inciting racial or religious hatred

Promoting illegal acts

Downloading inappropriate video/music/images

Forwarding along any inappropriate video/music/images

Inform administration of the situation and document all details regarding the situation. Administration will then decide on whether further steps are necessary. If decision is to contact local police,

collect any device involved, disable user account and take any steps recommended by police.

Save ALL evidence but DO NOT view or copy. Let the Police review the evidence.

If a student is involved inform their parents/guardians of the situation and steps taken.

Yes

Was illegal material or activity found suspected?

No

If the incident did not involve any illegal activity then follow the next flowchart relating to non-illegal incidents

Users must know to switch off their monitor or close laptop if they find something unpleasant or frightening and then talk to the member of staff or the principal.

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

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ATHLETIC HANDBOOK

2023-2024

ST. JOHN'S LUTHERAN

Reaching, Teaching, Sharing the Gospel

Revised: July 2023~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 Christian sportsmanship.
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 ~~95%~~ of the 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 Boys Volleyball

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. 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.

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, 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 may attend and 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 \$50.00 for the school year. This will also include 4th graders if they are playing on a B Team. Students in grades 2 through 4 will pay a yearly participation fee of \$25.00. 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. The Student Athlete will not participate in any practices or games until the fee is 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 \$100 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 \$100 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. Coaching a team 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. 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 School at 8:00 am

Sunday Church at 9:00 am

Monday Church at 5:30 pm



**St. John's Lutheran School Student
Acceptable Use Agreement TechSafe Rules ~ 2023-24**

- ✓ 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 2023-2024

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