

Love does...



Because He first Loved Us.

Student/Parent Handbook
Kindergarten through Eighth Grade

2022-2023

accredited by
The National Lutheran School Association

Saint John's Lutheran School
The Lutheran Church – Missouri Synod

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ST. JOHN'S LUTHERAN SCHOOL MISSION STATEMENT

St. John's Lutheran School exists to fulfill the Great Commission: Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. Matthew 28: 19-20



PHILOSOPHY

It is our calling to proclaim the Gospel of Jesus Christ to our Children and their families. In partnership with the parents, the faculty, and staff will strive for excellence and serve to lead the students to a closer relationship with their Lord and Savior. The following relationships involving our children, families, and staff will order all other objectives for St. John's Lutheran School:

- ♥ **Each child and family will develop a relationship with God.** All students and families will recognize God as the Creator, Ruler and Preservers of His Creation and thank and praise God for this gift. This is done by growing a greater knowledge of the Triune God and developing a maturing trust in their Lord Jesus Christ as Savior and Lord. This is done by developing a growing knowledge of Scripture and proper understanding of Law and Gospel and its application in all life situations. They will also gain an understanding of the blessings of regular worship, Holy Baptism, and the Lord's Supper.
- ♥ **Each child and family will develop an understanding of how the relationship with God affects their relationship to self.** They will develop **spiritually** as they learn to follow God's word as His children. They will develop **physically** as they understand that their bodies are the temple of God and accept the responsibility for its purity, health, and safety. They will develop mentally as they use Biblical principles to think logically and creatively. They will develop **socially** as they learn responsibility and cooperative skills. They will develop **emotionally** and find security and value from their Lord and then share that Christian love with others. They will develop **aesthetically** as they appreciate the beauty of nature, the arts, learn to express themselves through the fine arts.
- ♥ **Each child and family will develop a Godly understanding of the relationship with others.** They will recognize that all people are God's creation and show respect, courtesy, and consideration for the rights and well-being of others. The students will respect parents and all those whom God has placed in authority over them. The students will develop concern for the spiritual and material well-being of all people and show this concern through witnessing and community outreach.

STATEMENT OF BELIEF

These beliefs guide the policies of St. John's Lutheran Ministries are woven into our activities:

- ♥ We believe the canonical books of the Old and New Testaments are the inspired Word of God and only infallible rule of faith and practice.
- ♥ We believe and teach the three historic statements of the Christian faith – the Apostles, Nicene, and Athanasian creeds – as faithful testimonies to the truth of Holy Scripture and reject all the errors which they condemn.
- ♥ We believe the Unaltered Augsburg Confession to be a true exposition of Holy Scripture and a correct exhibition of the doctrine of the Evangelical Lutheran Church. The Apology of the Augsburg Confession, the Small and Large Catechisms of Martin Luther, the Smalcald Articles, the Treatise and the Power and Primacy of the Pope, and the Formula of Concord, as contained in the Book of Concord, are in agreement with this one Scriptural faith.
- ♥ We believe that God is Triune: three equal yet distinct persons that are one deity – Father, Son, and Holy Spirit.
- ♥ We believe that God has created heaven and earth in the manner and in the space of time recorded in the Holy Scriptures, especially Genesis 1 and 2, namely, by His almighty creative word and in six days.
- ♥ We believe that sin came into the world by the fall of the first man, Adam, as described in Genesis 3. By this fall, not only Adam, but also his natural offspring have lost the original knowledge, righteousness, and holiness, and thus all men are sinners already at birth, dead in sins, inclined to all evil, and are subject to God's wrath (Romans 5:12, 18; Ephesians 2:1-3).
- ♥ We believe that humanity is unable, through efforts of our own, to reconcile ourselves toward God. Conversion is neither wholly or in part, the work of man, but solely the work of God's grace and almighty power alone (Ephesians 2:8-9; Ephesians 1:19-20, 1 Corinthians 12:3).
- ♥ We believe and teach that Jesus Christ is God the Son from all eternity who took on human nature in his birth at Bethlehem, and that human beings are saved solely by faith in him and his perfect life and atoning death for sin.
- ♥ We believe that every person, born and unborn, must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. John's Lutheran Ministries.
- ♥ We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).
- ♥ We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

Statement of Belief continued on next page.

- ♥ We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
- ♥ We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). He uses Word and Sacraments (Baptism and Lord's Supper) to offer his gifts of forgiveness, life, and salvation.
- ♥ We believe good works are bound to follow forgiveness of sins, which are the fruits of repentance. (Gal 5:22-23) However, the willingness in God's elect children is not perfect. It is burdened with great weakness, as St. Paul complains of himself in Romans 7:14-25 and Galatians 5:17.
- ♥ We believe that in order to preserve the function and integrity of St. John's Lutheran Ministries as the local Body of Christ, and to provide a biblical role model to its members and the community, it is imperative that all persons employed by St. John's Lutheran Ministries in any capacity, or who serve as volunteers, agree to and abide by these statements (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

Outline of Salvation

The following seven points summarize basic information about the human condition and God's saving grace.

- ♥ *God loves you!* For God so loved the world, that he gave his only Son, that whoever believes in him should not perish but have eternal life. (John 3:16)
- ♥ *You are a sinner.* "For all have sinned and fall short of the glory of God." (Romans 3:23)
- ♥ *God punishes sin.* "For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord." (Romans 6:23)
- ♥ *Jesus took our punishment for sin.* "But God shows his love for us in that while we were still sinners, Christ died for us." (Romans 5:8)
- ♥ *Jesus rose from the dead.* "For I delivered to you as of first importance what I also received: that Christ died for our sins in accordance with the Scriptures, that he was buried, that he was raised on the third day in accordance with the Scriptures." (1 Corinthians 15:3-4)
- ♥ *Jesus offers forgiveness of sins and eternal life to those who believe in Him.* "Then he brought them out and said, "Sirs, what must I do to be saved?" And they said, "Believe in the Lord Jesus, and you will be saved, you and your household." (Acts 16:30-31)
- ♥ *Salvation is free – a gift of God.* "For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast." (Ephesians 2:8-9)

Positional Statements in relation to the statement of belief

Statement on Participation in Religious Instruction & Worship Activities During the School Day.

We are a Lutheran School. All students will be expected to participate in religious instruction and take part in worship that takes place during the school day.

Statement of Expectations

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy, and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10: 9-10; I Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-3; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. John's Lutheran Ministries.

Adherence to these teaching

Any family or student who openly refuses to adhere or abide by any of the policies of St. John's Lutheran School may be asked to withdraw from school.



THE EDUCATIONAL MINISTRY OF ST. JOHN'S LUTHERAN CHURCH

The mission of St. John's Evangelical Lutheran Church is to proclaim the Gospel of Jesus Christ to all people through Word and Sacraments in worship, Christian education, caring and serving ministries.

Worship is an integral part of Christian education and vital to growth as disciples. Frequent church attendance is necessary for healthy spiritual development. It is vital that children and their families regularly attend worship. This modeling demonstrates to your children the high level of importance God has in your life. There is no better indicator of this importance than worship. Plus, it is commanded by God in the Third Commandment.

St. John's has chosen to partner with you in the Christian education of your child, but we cannot fully minister to a family when they do not attend worship regularly. Our relationship with God is a 24 hour -a-day, seven day a week commitment. When families attend worship less than 50% each month, the parents are sending a message to their children that their religious education is not important. Such an attitude carries over to the classroom and is a handicap to their child's walk with God. It hinders our ability to partner together.

Worship is critical for a strong Christian education which strives for excellence. We have a responsibility to track attendance as part of our assessment of spiritual health and growth. Expect the school to reach out to families that fall below the 50% attendance threshold. Our goal is a stronger relationship with God and each other as Christians.



Worship Opportunities at St. John's

St. John's offers a variety of options for worship each week. On a normal week, worship services are held each Saturday at 5:30 p.m. and each Sunday at 8 and 10:30 a.m. Worship is open to all people. For those that are not officially members of St. John's Lutheran Church, please speak to the pastor before communing to discuss the nature of the sacrament and what it means to be a part of our fellowship.

Membership at St. John's Lutheran Church

Membership is not required to send your child to St. John's Lutheran School. But we would love to have you as part of the family! The path to membership at St. John's begins with frequent in-person worship attendance. It is expected that members of the congregation worship often, hold to Lutheran doctrine, and participate in the life and service of the congregation. Membership classes are usually offered twice a year, once in the fall and in the spring. These classes are announced in our weekly announcements.

SCHOOL HISTORY

St. John's Lutheran School (K – 8 grade) was part of St. John's Ministries almost from the beginning. The school was established in 1865, just six years after the church was founded. The school was moved from the original location in downtown Portage to the current location in 1954. Additions to the school building were made in 1962 to include new classrooms/kitchen/cafeteria and a gymnasium. The church was then moved in 1975. In 1997, preschool classes were added. In 2001, Open Arms Day Care was started (now called Child Development Center). As the main mission of the church, St. John's Lutheran School and the Child Development Center offer Christ—centered education to families in Portage and surrounding areas.

ADMINISTRATION

Principal

The primary responsibility for the daily administration of St. John's Lutheran School is given to the principal. He is responsible for providing supervision for all activities and functions of the school both within the school day and during extra-curricular activities outside of normal school hours. He reports to the Board for Christian Education of St. John's Lutheran Church.

Board for Christian Education

The Board for Christian Education is responsible for setting the policies for St. John's Lutheran School and ensuring that all policies are carried out. It operates under the beliefs, constitution, by-laws, and policies of St. John's Lutheran Church.

The Board consists of the elected or appointed members of the Board, the principal, the Child Development Center Director, and the pastor.

Individuals wishing to address the Board are asked to contact the principal or Board Chairperson at least one week prior to the meeting and state the reason for their desire to address the Board. An individual who addresses the Board will be given 10 minutes. It is not appropriate to share comments or concerns about students or staff at the Board meeting unless the person attending has followed the dispute resolution policy (found below) of the school.

If the Board needs to go into Executive Session, all non-Board members will be asked to leave. Only Board members, the Principal, Child Development Director, and Pastor may attend Executive Sessions. Items discussed in Executive Session are confidential and pertain to personnel or students. The Board will determine what is to be recorded in the minutes in order to protect confidentiality and privacy of personnel or students.

Dispute Resolution Policy

Our school will not be conflict free. As we live in the Christian community, parents, students, teachers, and staff should remember that if problems develop, we should attempt to solve the conflict using the principles in Matthew 18:

1. Resolve the conflict with the parties involved, (teacher, coach, etc.)
2. If after speaking with the person involved there is still a problem, speak to the principal, and he will set up a time for you and the teacher to meet together with him and discuss the concern.
3. If after significant efforts have been made, the problem has yet to be resolved, the parent may request to speak with the Board for Christian Education and the principal at its next regular meeting. This request must be made at least one week prior to the meeting and must state the reason for the request for speaking to the Board. This conversation will follow the standing rules for this request.

ACADEMICS

Accreditation and Recognition

St. John's Lutheran School is accredited by the National Lutheran Schools Association, an agency of the Lutheran Church-Missouri Synod. This is a nationally respected agency and meets the expectations of states for the purpose of recognition and approval of the school's program. Accreditation and recognition guarantee that St. John's program has been organized according to basic standards and that students may transfer their academic credits to any elementary school or high school. It also allows St. John's to participate in the Wisconsin School Choice Program.

Curriculum

St. John's curriculum meets or exceeds the standards set by the State of Wisconsin. In addition to the regular academic curriculum, religion is a part of the regular course of instruction for all grade levels. Teachers are given the freedom to use a variety of teaching styles and plans to meet these standards.

All curriculum, instructional materials, or presentations to students by staff member or outside organization or presenter message must conform to the teachings of the St. John's Lutheran Church as found in Scripture and the Lutheran Confessions.

Grading Scale

Students will receive a grade in each subject area. Depending on the grade level and the content of the subject area, the grade received may be a letter (A, B, C, D or F) grade or an effort or a participation grade Outstanding (O), Satisfactory (S), Needs Improvement (N), and Unacceptable (U). The following scale defines the meaning and numerical equivalents of each grade in a core subject:

Letter Grade	Percentage Range	4-point Scale
A+	98-100	4
A	93-97	3.75
A-	90-92	3.5
B+	88-89	3.25
B	83-87	3
B-	80-82	2.75
C+	78-79	2.5
C	73-77	2
C-	70-72	1.5
D+	68-69	1.25
D	63-67	1
D-	60-62	0.5
F	59 and Below	0



Academic Awards

We strive to recognize the achievements of all students. After the end of each quarter students in 5th-8th grade will be recognized for their academic achievement at the conclusion of a chapel service. These awards will be given in the following categories on 4-point scale: High Honor Roll 3.5-4.0 and Honor Roll 3.0-3.49. In addition to these recognitions Church attendance (missed no more than one week per quarter), Perfect School attendance with no tardiness (except for medical appointments) and other awards will be given after the closing chapel on the last day of school.

Student Records

Viewing Student Records-Under state law, student records are kept securely at the school until they graduate or transfer to another school. Any parent wishing to view their student's records should give 4 business day notice as to the time they would like to view them. The parents may view them within the office.

Transfer of records-When a student transfers to another school, they must fill out a request for records at their new school which will then contact St. John's and ask for the records. St. John's will then send the original records to the new school. No records will be transferred directly through the parents.

ACADEMIC EXPECTATIONS

Academic achievement of our students is of primary importance. The faculty of St. John's Lutheran School believes that each student should be given the opportunity to achieve up to and exceed his/her ability level. Students who apply themselves to fulfilling their daily responsibilities should be able to achieve at a desirable academic level.

Academic expectations are monitored throughout the year. Parents will have access to their students' grades throughout the school year by using *Sycamore*. Teachers will have regular contact with parents and are willing to discuss student progress at any time.

Promotion: To be promoted requires the satisfactory completion of class assignments, including projects and reports, assigned in any class and must be completed prior to the final week of school. Promotion in K-2 is determined by the child's readiness for success at the next level demonstrated by consistently meeting classroom expectations at his/her current grade level. For promotion in grades 3-8, the student must demonstrate the necessary skills needed for the next grade as well complete the homework/projects.

Retention: The decision to retain a child in the current grade level is normally made cooperatively between a teacher, the parents/legal caregivers, and the principal. The following steps are utilized:

1. The parents and teacher will regularly discuss the student's progress throughout the year.
2. If concerns persist, the teacher will notify the principal during the early part of the second semester of concern regarding success at the next grade level.
3. The teacher will then contact the parents to discuss with and advise as to what is best for the student.
4. If a parent wishes, they may ask for a conference with the teacher and the principal to discuss their child's progress.
5. If after these meetings, there is not an agreed upon plan for retention or promotion, the principal may inform the parents that in order for the child to remain at St. John's, their child will be retained in the current grade.

The school reserves the right to make a final determination on retention if agreement with the parent/legal caregiver is not possible, especially when the school feels that it cannot provide the needed academic support, or the advancement of the child would have a significant negative impact on the dynamics of the rest of the class. If parents do not agree with this recommendation, they may be asked to withdraw from the school.

ADMISSIONS

Statement of Non-Discrimination

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

Wisconsin Choice Program

This program allows students whose families meet certain income qualifications to receive education at St. John's tuition free. If the student qualifies, this program assigns money to a student which will then pay the student's tuition in full.

The application window for this program opens on February 1st and closes on April 15th. The state of Wisconsin requires that this process must be completed each year even if a student has previously qualified. A more in-depth explanation of this program and the application process is found on the school's website or a paper copy is available from the school office.



Enrollment

Student enrollment for the next school year opens on the first Tuesday after the return from Christmas break each year.

Enrollments are accepted using the following priority and honoring deadlines published in Sycamore and paperwork requirements:

1. Students currently enrolled in St. John's Lutheran School or Child Development Center in the previous school year, and their siblings, without missing payments.
2. Students who are members or whose parents are members of St John's Lutheran Church.
3. All others based on the order of enrollment.
4. Enrollment is finalized only when all paperwork is completed, and the family's non-refundable registration fee of \$100 is paid. This registration fee will be applied to the family's tuition for the upcoming school year. If a student qualifies for the Wisconsin Choice program, the registration fee is not required. If there is a financial reason for not paying the registration fee along with the submission of paperwork, special arrangements can be made by speaking directly with the principal. This completion reserves your position in the school.
5. School enrollment begins the first Tuesday after Christmas break. Open enrollment will begin on February 1st. This means that enrollment will take place on a first come first served basis with no regard to previous enrollment or membership of St. John's Lutheran Church.
6. If a returning family enrolls after March 31st, there will be an additional \$100 late fee charged. **This late fee will not be applied to the tuition.** This will allow St. John's to effectively plan for staffing and students.

Requirements for Kindergarten

Wisconsin state law requires that all students entering Kindergarten must be 5 by September 1st of the year entering the program. There are no exceptions to this policy. Verification of Birth Certificate will need to be completed by first full week of school.

Class Size

All class sizes whether in a single grade classroom or a combined grade level classroom are limited to 20 students. Exceptions to this can be made with the approval of the Board of Christian Education.



TUITION

Tuition Rates

Tuition rates are set annually by January for the upcoming school year. The cost per child is based on the school budget and enrollment. The congregation currently supports the cost for each child by providing up to half the cost for each active member and up to one third the cost for all other students.

Tuition Responsibility and Payment of Accounts

A signed and properly completed payment agreement must be submitted to the school by the parent(s) or legal guardian(s) of each student by the second Friday of September.

If the payment agreement is not followed, the account will be considered delinquent, and the procedure outlined below will be followed. If there are legitimate reasons why payments may not be made on time, families **must** communicate with the school office and/or Business Manager immediately to avoid delinquency.



2022-2023 TUITION PAYMENT AGREEMENT FORM
FAMILY NAME: _____

Student Name(s): Please write the full legal name(s). _____

Student #1 _____
 Student #2 _____
 Student #3 _____
 Student #4 _____

Tuition Amount	Deductions	Amount	Tuition Due
o Member: \$2790	<input type="checkbox"/> \$100 Tuition Deposit (due @ enrollment)		
	<input type="checkbox"/> 5% Early Pay by September 9, 2022		
o Non-Member: \$4395	<input type="checkbox"/> Multiple Child [2-\$100, 3-\$200, 4-\$300 off]		
	<input type="checkbox"/> School Choice (due April 15, 2022)		
	<input type="checkbox"/> Tuition Assistance (due Jun 30, 2022)		
Tuition Due by June 2, 2023			\$ _____

Tuition will be paid by: Both Parents Father _____% Mother _____%

10% of the total tuition must be paid no later than the second Friday (9/9/22) of the school year; otherwise, our student will not be considered fully enrolled and will not be able to attend classes after this deadline.

*School tuition does not include school supplies, cafeteria fees (Free & Reduced Lunch available,) athletics, or field trips

Payment Options
(50% of Balance is due by Jan 31, 2023. Full Balance is due by June 2, 2023.)

One Payment	Quarterly (Sep, Dec, Mar, May)	Monthly Payments
Full amount paid on _____	\$ _____ will be paid by the _____ day of the _____ months listed above.	\$ _____ will be paid by the _____ day of each month. <input type="checkbox"/> 12-month plan starting in July & ends in June. <input type="checkbox"/> 11-month plan starting in August & ends in June. <input type="checkbox"/> 10-month plan starting in Sept. & ends in June.

agree to abide by the above payment agreement on behalf of the child(ren) listed above. If I do not follow the agreement my account will be considered in default, and my child(ren) will not be able to continue attending St. John's Lutheran school. (See reverse side for our procedure for nonpayment.)

Signature: _____ Date: ____/____/____

This agreement is not valid until approved by an authorized agent of St. John's Lutheran Ministries.

Approval of Payment Agreement by: _____ Date: ____/____/____

Signature of Approver: _____

Accounts in Arrears

Families are expected to make regular and scheduled payments during the year. If financial hardships happen during the school year which prevent scheduled payment, families should contact the principal promptly.

Enforcement of this policy will fall under the direction of the Board for Christian Education and Business Manager.

If a family account is in arrears by more than \$200, registration for the next school year will not be allowed.

If a family account becomes past due in the amount of \$200 or more during the current school year the following process will be followed. (An account is considered past due the day after a payment was due according to the Tuition Payment Agreement.)

1. Contact will be made through the school information system and/or email stating that the account is in arrears and the amount that is due.
2. If there is no reply within 48 hours, contact will be made by phone restating the information above.
3. If there is no reply to the above contact within 48 hours, a second phone contact will be made restating the information again.
4. If there is no reply within 48 hours, a letter will be sent stating:
 - ♥ Contact was made through the school information system, by email, and by two phone calls;
 - ♥ The balance due amount (updated if necessary);
 - ♥ Nonpayment will result in their child(ren) not being able to attend St. John's as of a date no later than four weeks from the date of the current letter; and
 - ♥ The deadline for payment is no more than three weeks from the date the letter will be mailed.
5. If there is no reply four weeks from the letter's mailing date, a *registered* letter will be sent stating:
 - ♥ Contact was made through the school information system, by email, by two phone calls, and a mailed letter;
 - ♥ The balance due amount (updated if necessary);
 - ♥ Nonpayment will result in their child(ren) not being able to attend St. John's; and
 - ♥ The final deadline for payment no more than two weeks from the date the letter will be mailed.
6. If there is no reply by the final deadline the family will no longer be able to have children attend St. John's Lutheran School. Accounts will be sent to collections by the Business Manager.
7. At any stage in this process the family can address the situation by replying and making a reasonable arrangement to repay the debt. (The school will make the determination that the arrangement is reasonable.) However, once the account has been submitted to a collection agency, no further arrangements with the school are possible until the collections agency is satisfied that the debt has been settled. Families may return to St. John's after satisfying all collections.

Tuition Discounts and Financial Assistance

Active Member Discounts-St. John's Lutheran Church desires to partner with parents in raising Christian disciples. Scripture teaches that active participation of parent and child in a Christian congregation is vital to this discipleship. St. John's wishes to encourage this Biblical discipleship by offering a tuition discount to families that wish to participate according to the standards listed below.

Active member tuition will be discounted for students at St. John's when one of the parents or legal guardians is on the official St. John's Lutheran Church membership roster and is considered an "active" member of the congregation. Active membership, as defined for the purposes of this discount, is worshipping with your child at services at St. John's Lutheran Church at least 50% of the time during any 6-month consecutive period and involvement in the life of congregation, offering time and talents for church and/or school functions, including any afterschool activities.

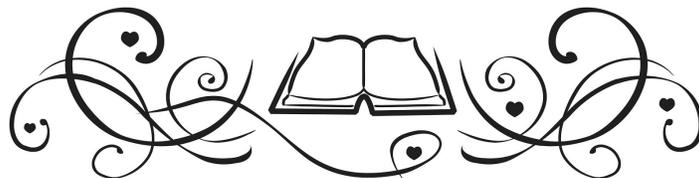
Families that wish to join St. John's Lutheran Church to take advantage of this incentive have four months of grace-period to give time to complete the St. John's membership process. During this grace-period, worship at St. John's is expected. Attending the new member classes is a requirement to complete the process. Dates for the new member classes will be printed in the Sunday bulletin and monthly newsletter. For students who enroll mid-year, new member classes will be offered in the spring depending upon the date of Easter.

This discount is funded by the offerings of St. John's Lutheran Church members and offsets a portion of the actual cost of educating students. This active member tuition discount will be determined each year by the congregational leadership and will be printed with the enrollment information.

This discount may be revoked at any time during the school year if parents do not meet these expectations. This decision will be made by the Board of Elders with advice from the pastor(s) and principal. To assist monitoring of these expectations, parents should register their attendance at worship each time using a "member card" available in the pews. Parents will be notified in writing prior to the loss of this discount and given the opportunity to remedy the situation. However, St. John's Lutheran Church reserves the right to revoke any discounts after working with the family unsuccessfully. Any difference in tuition due to the loss of discount will be the responsibility of the parents for the remainder of the school year.

Exceptions to this policy due to unique family circumstances may be made by the Board of Elders with advice from the pastor(s) and principal.

Tuition Assistance-St. John's desires all students should be able receive a Christian Education. If a parent is not eligible for the Wisconsin Choice Program or misses the deadline for enrollment in the program, they may apply for tuition assistance. The determination of this assistance is made by a committee who views applications anonymously as to the applicant. Applications for tuition assistance are due by the end of June each year to the school office.



ARRIVAL AND DEPARTURE FROM SCHOOL

School Office Hours

The school office is open from 7:30 a.m. until 3:15 p.m. each school day. Due to shared responsibilities of the staff, there may be times, the phone will not be answered immediately. All messages will be responded to as soon as possible.

Arrival and School Day

Regular School hours are from 8 a.m. until 3:05 p.m. for all students. Students can arrive as early as 7:30 a.m. but must go to the designate classroom until they are dismissed to their regular classroom. If a student needs to arrive prior to 7:30 a.m. parents need to contact the director of the Child Development Center (phone option 2) to arrange supervision. All student and any guests must enter through the main entrance (Door D).

There is no parking on Emmett Steet on School Days. If a parent is coming into the building, they should either park in the church parking lot or on Marian St.

Parents should indicate in Sycamore the normal mode of arrival and departure from school (car, walking or bus). If a change is made to this plan, parents to need to contact the school office regarding this change.

Students may also ride bicycles, scooters, skateboards, or other such personal transportation, provided they are stored in the proper locations and not ridden on school grounds or during school hours. These items cannot be stored inside the school building. The school is not responsible for any damage or loss of personal property. Students will dismount their devices and walk once they reach school grounds.

Dismissal

Dismissal of students will take place from the gym at 3:05 p.m. They will be dismissed in the following order: bus riders, walkers, those being picked up by the parent or the designated person, and then dismissal of after school children to the Child Development Center. Those families intending to use the after-school program in the CDC should contact the CDC director (phone option 2) to make those arrangements Those picking up students at the end of the day must park in the church parking lot and walk into the building to get their child(ren).

All students must be picked up from the school no later than 3:15 p.m. unless participating in a school activity which begins immediately after school. Students may not remain in the building for a sporting activity or other school function that does not begin immediately after school.

Once the students are dismissed in the process stated above, St. John's Lutheran School does not assume any responsibility for the supervision of those on school grounds including the playground.



Releasing of Students from School

Any student who is released early from school must be released to a parent or guardian unless the school office is notified in writing prior to the release. All students must be signed out when leaving during the school day and then check back into the office if they return.

In order to keep students safe, only those adults who are on the authorized parent contact list can pick up students at the end of the day. The school office must be notified in writing of any sudden changes to this list.

The school cannot deny any legal parent or guardian from taking his/her student out of school. This denial can only take place if there is a physical copy of a court order on file in the school office.

Emergency Closing

On days of inclement weather, parents should monitor local news outlets. St. John's Lutheran School follows the decisions of the Portage Community School District. When they have a two-hour delay, an early dismissal, or are closed due to the weather, we will also be closed. On days when school is closed or there is an early dismissal, all school activities are also cancelled. In addition to the local announcement, notification will also be made through the Sycamore system and Facebook.

Bus Transportation

For those students who live within the Portage Community School District, bus transportation is available through the Riteway bus company. It is the parent's responsibility to contact the company to make arrangements every school year. Registration link:

<https://www.portage.k12.wi.us/district/bustransportation.cfm> (paste and copy into browser). There may be days when bus transportation is not available. Students are expected to be in school even when bus transportation is not available.



ATTENDANCE

Importance of Regular School Attendance

Regular daily school attendance by students is necessary for the welfare of the academic development of those who are enrolled in our program of Christian education. Daily attendance is emphasized because:

1. It is essential to succeed in school.
2. It is required by the laws of the State of Wisconsin.
3. God has asked us to use our talents and abilities for our own welfare and to His glory.

All students must attend school daily in order to maintain good academic achievement. When a student has excessive absences in one quarter, parents may be asked to provide a doctor's note, have a meeting with the principal or in extreme cases, withdraw their student from school. If a student is absent from school because of a known long-term illness, surgeries or other known medical conditions, the teacher and school will work with the parents to provide necessary educational opportunities for the student.

Reporting Absences

All K-8 grade parents are required to call the school office (608-742-9000 option 3) between 7:30 a.m. and 9:00 a.m. when students will be absent from school. If a call has not been received by 9:00 a.m., the school will contact parents at home or work to verify the reason for the absence and to ensure the safety of all students. Prolonged absences must be called in to the school on a daily basis, unless a specified number of days can be identified for the absence.

Homework During Absences

When a student is absent due to an illness, every effort will be made to gather homework for pick up by the end of the school day. The request for schoolwork should be made through the school office at the time of reporting the absence. The time to make up schoolwork will be arranged by each teacher.

Vacations and Planned Absences

Since education is more than doing worksheets and working through textbooks, it is strongly advised that students not be taken out of school during the school year for planned vacations. If, however, a parent chooses to take their student on a scheduled business trip, vacation, or other personal matter, the teacher should be notified in advance. *It is not always possible for teachers to have assignments prepared before leaving.* If a teacher is able to provide schoolwork prior to this planned absence, it is expected that all provided work be completed upon return. If the teacher is unable to have schoolwork prepared before departure, the students are allowed a day for each day absent to make-up work.

Absences and Participation in Extracurricular Activities

A student who misses a full day of school will not be allowed to participate in or attend an extracurricular activity on the same day or evening that he/she was absent. As a general rule, a student must attend at least one-half of the school day preceding an activity in order to participate. If a student leaves during the day due to illness, the student may not participate in an activity after school.

Tardiness

A student in grades K-8 must be in his/her seat ready for the school day at 8:00 a.m. Should a child come into the school building after 8:00 a.m., he or she must stop in the school office, and report his or her attendance.

A student will not be considered tardy if the parent has called in a medical appointment or if the bus is late in transporting the student to school.

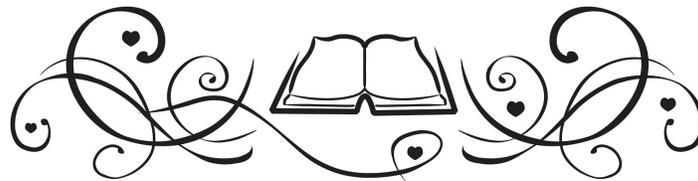
Truancy

A student is considered truant if he/she is absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be habitually truant when he/she is absent without an acceptable excuse all or part of five or more days in a school semester, Wis. Stat. sec. 118.16(1)(a) and (c). Though we want to be supportive of the needs of families, when a student is repeatedly absent or tardy to school and we are unable to verify a medical reason, a report may need to be filed with the local truancy officials.

Leaving During the School Day

If your child must arrive or leave during the school day for a scheduled appointment you must:

1. Notify the office and teacher prior to the appointment.
2. Come into the office to sign out your student
3. Return your child to the school as soon as possible
4. Students returning from any medical or dental appointment are required by the State of Wisconsin to have a signed note by the doctor.



COMMUNICATION

Communication with the home is an important part of the regular school week.

Crusader Chronicle: Announcements of activities and programs will be made each Friday in the school newsletter called *Crusader Chronicle* except when the week is shortened by days off of school. The preferred form of delivery is through your Sycamore account. Families without computer access may request a paper copy to be sent home with their youngest enrolled child. The newsletter will also be posted on the website each Friday @ stjohnsportage.com and on the school closed Facebook page.

Sycamore

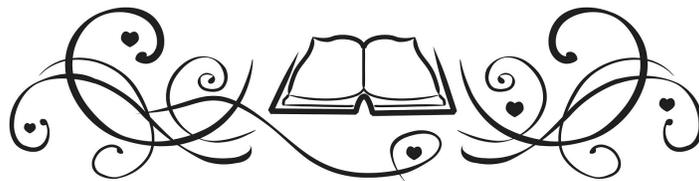
All enrolled families will be issued a Sycamore Account. Parents are encouraged to regularly log into their Sycamore account to check school emails, Pass-A-Note, the current status of lunch and tuition balances, and to follow their child(ren)'s academic progress through its on-line grade book. Teachers regularly update gradebooks and assignment calendars using Sycamore. Sycamore can also be used to communicate with the teachers or office staff and is accessible from a link on our web page, stjohnsportage.com, elementary school, school information, & connect to Sycamore.

Sycamore and Divorced or Separated Families

Each legal guardian that provides contact information via enrollment forms will have opportunity to access to this account. It is each parent's responsibility to check Sycamore for all information. Each guardian with legal custody will have equal communication and access to billing information, even if there is not equal custody or billing. It is each parent's responsibility to notify the school office of any change of address, phone, or email throughout the year.

Teacher communication: Teachers regularly communicate with parents through newsletters and Sycamore messages. They may also send paper notes home with the students. Please check your accounts and student book bags to regularly keep informed as to what is taking place in the classroom.

Parent/Teacher Conferences: Mandatory Parent/Teacher conferences are held after the first quarter. As part of our parent/school partnership, it is expected that all parents attend. Additional conferences can be arranged at any time.



DISCIPLINE PLAN

Discipline is not intended as punishment, but rather as a means for the child to gain understanding and to grow. The teacher is a God-appointed guardian while the child is in his or her care. This means the student is to obey and respect teachers and all other adults in authority as explained in the Fourth Commandment.

In the absence of appropriate actions and attitudes, reasonable consequences will result. Our primary objective is that the student understands what is appropriate, and with God's help, makes better choices in the future. As teachers recognize and correct poor behavior, they will likewise recognize and praise students who follow the expectations of appropriate behaviors.

The behaviors below are a *partial* list of what is expected of all students here at St. John's. Teachers have the authority to use their own discretion under the supervision of the principal and Board for Christian Education as they implement these expectations. If students or parents have any questions about these expectations, they must clarify them with their child's teachers.

Expected behaviors include (but are not limited to):

- ♥ Be on time and prepared for class;
- ♥ Complete all work on time;
- ♥ Be cooperative and respectful with others;
- ♥ Use only positive and constructive words;
- ♥ Keep hands and objects to yourself;
- ♥ Follow classroom rules.

Discipline Plan continued next page.

Inappropriate behaviors include (but are not limited to):

- ♥ Cursing or other inappropriate, offensive, or disrespectful language;
- ♥ Cheating, lying, vandalism, or theft;
- ♥ Fighting or any form;
- ♥ Harassment or bullying of any kind;
- ♥ Disrupting the learning process;
- ♥ Bringing nuisance items, weapons, or any other questionable items to school;
- ♥ Incomplete assignments.

Bullying

Bullying (verbal, physical, social/relational, cyber) is defined as a hostile activity which harms or induces fear through the threat of further aggression and/or creates terror. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group, done in-person or virtually. It may happen during school or outside of regular school hours.

Bullying includes, but is not limited to:

- ♥ Power imbalance – occurs when a bully uses his/her physical or social power over a victim.
- ♥ Intent to harm – the bully seeks to inflict physical or emotional harm and/or takes pleasure in this activity.
- ♥ Terror – when any bullying increases, it becomes a “systemic violence or harassment used to intimidate and maintain dominance.”

Bullying is a clear violation of God’s will. “Love your neighbor as yourself.” (Matthew 19:19).

Bullying should be reported immediately to the teacher or closest staff member. If bullying continues, the student and parent should report this behavior to the school principal. If the principal is informed, please provide in writing as much detail as possible for proper documentation.

Consequences are determined by the principal and will vary depending upon the developmental and maturity levels of the parties involved, the degree of harm, surrounding circumstances, the nature of the behavior, past incidences and patterns of behavior, and the relationship of the parties involved. Depending upon the nature of the circumstances, bullying may lead to suspension or expulsion – even if it happens off campus.

Controlled Substances and Dangerous Items

Controlled substances or dangerous items that pose a potential danger to our students, staff, and/or property have no place on the school campus. Students violating this policy will be suspended immediately. Students who are suspended for this offense are not allowed to return to school without receiving the permission of the Board for Christian Education.

Severe Behavior

Some behaviors are of a more serious nature and may merit automatic detention or suspension. The team of faculty, student and parents will meet to discuss a prescription for improvement. Repeated infractions may lead to expulsion.

Illegal Behavior is not tolerated. This would include, but is not limited to, assault, battery, involvement with weapons or items that could be construed as weapons; involvement with tobacco, alcohol, or drugs; burglary; theft; robbery; arson; extortion; vandalism or other felonious conduct. This type of behavior will be reported directly to the proper legal authorities and will result in suspension or expulsion.

Disciplinary Consequences

In all cases of serious student misconduct, teachers will maintain individual student records detailing the incident(s) and actions of all parties involved. Teachers will inform parents anytime there is a serious incident. Teachers will maintain a record of communications with parents including dates and details of the conversations.

Each teacher will create a set of general classroom rules. These will be posted in the classroom and shared with all parents. Classroom consequences may include the loss of free time, the loss of privileges, or time spent away from the class.

Detention

Students who do not have their homework done without a valid excuse or who participate in inappropriate behavior may be kept after school to complete work and/or contemplate their unacceptable behavior. Before any student remains after school, parental contact and appropriate arrangements must be made. Detentions will be served from 3:15-4:00p.m. on regular school days or at a comparable time on early release days. During homework detentions, students will be required to do schoolwork for the entire time. During behavior detentions, students will be asked to sit and reflect on their behavior choices. Upon completion of the detention, students may be met at the main entrance (Door D) for pick up. If the student fails to serve the detention, no extra-curricular activity participation will be allowed until the detention is scheduled. Repeated detentions of either kind may result in a suspension and may impact admission for the following school year.

Suspension

Repeated minor infractions or a single, more serious incident may result in a suspension. Suspensions may last from one to five school days and may be “in school” or “out of school” at the discretion of the principal. The principal will have a face-to-face meeting with the parent(s) and child to discuss the situation, and the Board for Christian Education will be notified. During the suspension, the student will lose the privilege of participating in all extra-curricular events. If the suspension(s) is not effective in changing negative behavior, the principal may ask the Board for Christian Education to invoke expulsion procedures.

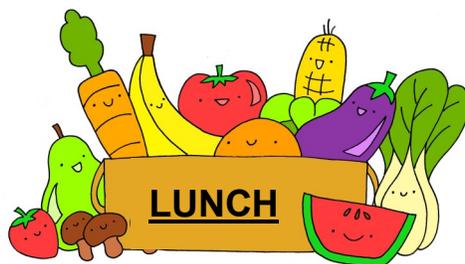
Expulsion: Sadly, some situations are not changed despite all the efforts of teachers, parents, and the principal, and it may become necessary to consider permanently removing a student from the school. Possible conditions for considering expulsion include:

- ♥ Severe or repeated instances of discipline problems;
- ♥ Repeated instances of refusal to complete assigned activities or follow policies;
- ♥ Repeated detentions and/or suspensions;
- ♥ Intentional destruction of school property; and
- ♥ Lack of cooperation or support from parents.

No student may be expelled from our school except by action of the Board for Christian Education.

The following are the steps followed prior to school expulsion:

- ♥ Teacher-parent consultation;
- ♥ Teacher/principal/parent consultation;
- ♥ Board for Christian Education and parents are notified of possible expulsion;
- ♥ Parents are notified that the Board for Christian Education will discuss expulsion and are invited to attend; and
- ♥ The Board for Christian Education's decision is final.



General Information

Students may bring their own lunch or purchase one through the school hot lunch program. Menus are published each month and students/parents may choose which day they choose to eat hot lunch or bring their own lunch from home. When bringing drinks from home, students may not bring pop or energy drinks. Milk may be purchased separately from hot lunch.

Hot Lunch Program

On each full school day, St. John's hot lunch program prepares a meal in compliance with the Federal Hot Lunch Program. One milk is included in the cost of lunches. All students who order lunch are required items from each of the USDA designated food groups with their lunch unless they have a Dietary Restrictions Form on file in the office stating that they are allergic to specific. In such cases, the school will provide and make adjustments for the designated student. For the 2022-2023 School year, lunch prices will be \$3.25/day. Milk may be purchased separately at \$0.50/carton.

Free and Reduced Lunch Prices

We strongly encourage all families to submit an application for free and reduced hot lunch even if you do not think you qualify. This must be done each year. This is important because the number of applicants help determine the amount of resources available for reading specialist that are provided by the public school system. If you do qualify, you may receive hot lunch for free or at a significantly lower rate.

We encourage families to pay in advance for hot lunches for a month at a time but require payment at least on a weekly basis. Parents will be notified when their hot lunch account is low or in arrears. Students with a negative lunch balance will not be allowed to order an extra lunch or milk.

LIFE TOGETHER

Discipleship Plan

Each day we live together as the body of Christ knowing:

I am loved by God

I am a child of God

As a Child of God

I forgive

I respect

I do my best

I learn from my mistakes

There are many unexpected things which come up during the school day and students are encouraged to follow their teachers' direction at all times. However, there are some school practices and rule, which make life together work well and are applicable to all students.

Standards of Dress

Parents should use common sense when choosing their student's clothing. While the school does not desire to suppress individual tastes or to be uniform in dress, it requires neatness, cleanliness, and a general positive appearance in each child. School and parents must work closely together on this issue.

Any form of clothing, hairstyle, or accessory that *might* be disruptive to normal classroom activity will be considered inappropriate. This judgment will be left to the discretion of classroom teachers and the principal. In the case of inappropriate clothing, the parent will be notified and may be required to bring replacement clothing for the child to wear before he or she is allowed to attend class.

In order to provide a safe, non-distracting, Christian-school appearance, the following guidelines will be in place at all times regarding St. John's dress code:

1. Messages and images on items worn or brought to school must be appropriate to a Christian school environment.
2. Shirts must have sleeves and be long enough to be tucked.
3. Clothing should be free of rips or tears.
4. Shorts and skirts must be fingertip length. Shorts may be worn from May 1st until September 30th. The principal may allow for shorts to be worn if the temperature forecast outside of these dates is deemed to be excessively warm and suitable for shorts.
5. Body piercing that is educationally distracting is not allowed.
6. No unnatural hair coloring is allowed.
7. All shoes must have backs and remain attached securely to the student's feet at all times.

Water Bottles

St. John's has drinking fountains the are equipped to fill water bottles. All students are responsible to provide their own water bottle.

Life Together continued on next page.

Chapel

Worship is a vital part of a Christian's life. It is for this reason that we gather each Wednesday in the church at 10 a.m. to worship our Lord in word and song. Chapel services are normally led by pastors, teachers, classrooms, or other invited guests. Parents and visitors are always welcome to join us.

Gum and Candy

No gum and candy are allowed during the school day, including before/after care, bus transportation to and from school and waiting for rides at the end of the school day. Candy may be eaten only during the lunch hour at the lunchroom tables as part of the meal or in the classroom if given as a treat by the teacher. Students may not sell candy or other fund-raising items on school property from sources or clubs other than those sponsored by the school without prior approval.

Identification of Personal Property

Jackets, boots, tennis shoes, electronic devices, and other items of personal property brought from home should be identified with the child's first and last name to avoid confusion over ownership of misplaced articles. The school will make every effort to help the student protect his/her personal property, but it is not responsible for the student's neglect in taking care of his/her personal property.

Lockers

All students are provided with lockers or cubbies for storing articles of clothing and lunches during the school day. A periodic locker check will be made by the administration or teachers to avoid an accumulation of materials. Locks will not be used on student lockers. Valuable items should be kept with the student in the classroom. There is no expressed or implied expectation of privacy for items in the lockers. Locker decorations are permissible with teacher approval.

Lost and Found

A lost and found area will be maintained in the school office. Students and parents should check this area periodically to claim misplaced articles of clothing. More valuable lost and found items, such as jewelry and glasses, will be kept in the school office. At the end of each quarter, most lost and found items that have not been claimed will be donated to a charitable organization.

Restroom and Locker Room Usage

All employees, students and visitors are expected to use the restrooms and locker rooms in accordance with physical biological gender at the time of birth. No exceptions will be made for this practice.

Snow

When there is snow in the playground area, students must have the appropriate snow attire to be allowed to play in the snow. This includes winter coat, hat, mittens or gloves, snow pants and boots. At no time should students throw snow at others on the playground.

Teacher Areas

Students may not enter areas designated for teacher use unless they have specific permission and/or are accompanied by a teacher with some assigned task.

SAFETY AND SECURITY

The safety and security of our students is very important to us. We want to provide an environment where the students feel safe and free from threat.

Entry Into the Building

All entry by non-staff into the school building will take place through the main entrance (door D). The main entrance to the building is located between Emmett and Marion street with the School and the Child Development Center facing each other. Students have been instructed not to open the door for anyone including those they know.

Visitors to the Building

All persons, including parents, who are visiting our building must come to the office and sign in and before leaving the building, all persons must sign out.

Volunteers

All individuals who wish to serve in any as a volunteer at St. John's Lutheran School in contact with children must submit to a criminal background check. The results of the background check will remain confidential. If the results, in the opinion of the principal, cause any reason for concern, the individual may be denied the option of direct unsupervised contact with students. New background checks are required at least biannually for all volunteers.

Field Trip Chaperones

Field trips are intended to be to be educational opportunities for the students. Individuals who volunteer to chaperone a field trip must also understand and accept the responsibility of caring for other people's children and will be expected to assist the teachers with supervision during the trip. Since the purpose of a chaperone is to help supervise the students, no siblings that that are not in the classes going on the field trip may accompany the parents on the trip.

Drivers for Field Trips

All drivers must submit proof of insurance, a valid driver's license, submit a verification of safe driving record, and also submit a recent vehicle inspection to the school before being allowed to drive students for any school event.

Mandatory Reporting

If a staff member has any reasonable suspicion of child abuse or neglect, they are required by law (as mandatory reporters) to report these concerns or suspicions. If a staff member has a reasonable suspicion and fails to report their concerns to the Department of Child and Family Services, they can face criminal charges.

Safety Plan

The school has a safety plan that has been reviewed by local law enforcement yearly and is reviewed by the staff on a regular basis. Since most threats to any school come from someone related to the school community, details of this plan are not discussed with those outside of the staff. In the event that the school must activate its plan parents/guardian will be notified as soon as reasonable. The top priority during this time is the safety of our students. Since the school is dealing with minors, please keep in mind that the school may not be able to share all the details of the incident. If the police become involved, they will control the situation and communication until they feel the situation is resolved.

Safety Drills

The school has various safety drill in compliance with state rules. These include evacuation, weather, fire, and lock down procedures.

Asbestos

Since our building was built prior to 1980 there are location in which asbestos is located. St. John's follows all federal and state regulations regarding the location and remediation of asbestos. A file containing this information is on site.



HEALTH OF STUDENTS

Infectious and Communicable Diseases

Any serious infectious disease should be brought to the attention of the school office. Since the school is responsible for reporting illness statistics to the State of Wisconsin, it is important that parents state the nature of the illness when calling the school office. If a student has a fever, the student may not return to school for a period of one full school day or school or 24 hours (whichever is greater) after any symptoms of the illness and/or fever have disappeared. Since we want to avoid the spread of any type of illness, we ask that families err on the side of caution.

Medication Consent Form

The medication consent form mentioned in the following section can be found on Sycamore and also the school website.

Allergies

Parents should notify the school of any allergies that their student might have. The Parish Nurse regularly trains the teachers on how to handle such needs. If a student has an EPIE Pen, the school should have a Medication Consent Form on file signed by both the physician and the parent.

Medications Used During the School Day

Storage of Medications- All medications (prescribed and over the counter) must be stored in the office.

Prescription Medication-All prescription medications to be taken during the school day are to be stored in a locked cabinet in the school office. The medication must be in the original container with specifications as to its administration. It is required by state law that a Medication Consent Form be signed by both the physician and parents and be on file in the school office.

Over the counter Medications-Over the counter medications must be accompanied by the same Medication Consent Form but only needs to be signed by the parent.

TECHNOLOGY AND DEVICE USE

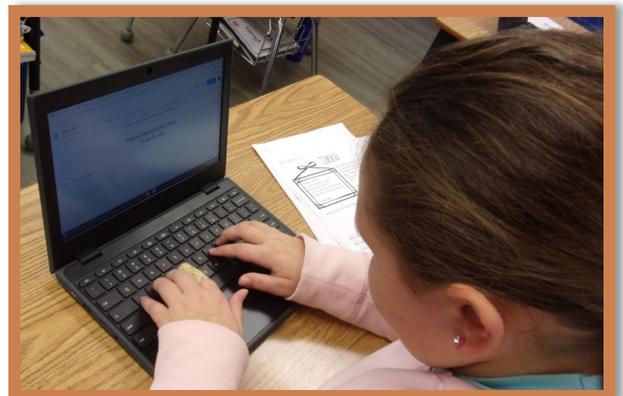
Cell Phones and Electronic Devices

All cell phones must be turned off during the school day. These will be stored in secure location in the classroom and should not be out during the school day. Since each student has access (as needed) to a chrome book in school, all other electronic devices should be left at home. Parents are asked not to communicate with their students during the day through text messages or other forms of electronic communication. Violation of this policy will result in the confiscation of the device until a parent can meet with the principal.

Technology

Technology is a vital tool for learning and communicating. The proper use of technology reflects our Christian worldview and discipleship. Because our technology choices affect ourselves and others, and because the use of technology is a privilege not a right, we expect students will abide by and support these expectations both during school hours and at any other time.

1. Use St. John's technology resources responsibly.
 - Will use St. John's technology only for assigned and intended school purposes. I will ask approval if I am not sure.
 - Will use school email and other communications accounts only for schoolwork.
 - Will keep my passwords to myself and help others to do so also.
 - Will use only my own assigned devices, accounts, and files.
 - Will download files and applications only with school permission.
 - Will not share any identifying information over the Internet.
 - Will come to class fully prepared, including printing, saving, sharing, and submitting prior to class.
 - Will not damage St. John's hardware or software, delete school files or those belonging to other students, use unauthorized software, attempt to bypass school filters, send viruses, or make modifications to system files.
2. Be respectful of others (including cell phone use).
 - Will not participate in cyber-bullying
 - Will not make or forward sexually suggestive or otherwise inappropriate or deprecating information or images.
 - Will not retrieve material that is obscene, profane, violent, discriminatory, or depicts or describes illegal activities.
 - Will not steal someone's password and/or identity.
 - Will not use technology in any other inappropriate way.
 - Will uphold Christian values of respect and integrity.
 - Will ask for clarification anytime I am unsure about any of the above expectations.
3. Publish ethically.
 - Will not plagiarize by representing the work of others as my own.
 - Will not manipulate technology to cheat.
 - Will obey all copyright and software licensing laws.



ATHLETICS AND EXTRA CURRICULAR ACTIVITIES



Eligibility

All students are eligible to participate in extracurricular activities and athletics. Athletics is offered in 4-8 grade. The student will maintain this eligibility as long as they meet the criteria of academic and behavioral expectations.

Academic Eligibility

A student will remain eligible as long as they regularly complete homework, maintain a 70% average, with no more than two D's (or NI's) and no F's (or U's). Regular checks of grades for eligibility will take place at the midpoint and end of each quarter. If a student is declared ineligible a reevaluation will take place every three weeks to determine if improvement is made. If improvements in academic performance is achieved the student will be allowed return to participation. If a student is declared ineligible, the student may not attend practices or participate in games until eligible.

Behavioral Eligibility

We as Christians are expected to demonstrate the new life we have in Christ that dwells within us. If a student has repeated poor behavior in school or at athletic events the principal may declare the student ineligible to participate in athletics. A specific set of expectations for conduct of students and parents will be given to families prior to the beginning of the athletic schedule and must be signed by the student and the parent.

Athletic Physicals

The state of Wisconsin requires that all students participating in athletics have a Physical Exam prior to any practice in a given year. The physical form must be conducted by a licensed practitioner. This physical is good for two years. Before the second year begins, the parents signs an Alternate Year Athletic Card. Both forms are found on the school website or in Sycamore. If the school does not have these forms the student may not participate in physical practice or a game.

