



Parent & Student Handbook

*"Bring up your children
in the nurture and
admonition of the Lord."
Ephesians 6:4*

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Lutheran School
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This booklet is a guide which contains policies regarding our school and regulations for our students. Refer to this handbook with any question pertaining to our school. Please consult the principal or your child's teacher with any questions not addressed here.

UNITY

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind,
And they fashioned it with care.
One was a teacher; the tools he used
Were books and music and art;
One was a parent with a guiding hand,
And a gentle, loving heart.
Day after day the teacher toiled,
With touch that was deft and sure,
While the parent labored by his side
And polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they had wrought,
For the things they had molded into the child
Could neither be sold or bought.
And each agreed he would have failed
If he had worked alone,
For behind the parent stood the school,
And behind the teacher, the home.

by Ray A. Lingenfelter

Dear Parent,

How do you describe a school? You can tell of such things by its playground and building, its location, its activities and organizations and certainly the subjects that are taught. But perhaps the most important aspect of a school is the purpose for which it exists. Any good school has a purpose that is clearly stated, concise and timely. St. John's Lutheran School has such a purpose and it is that which will tell you more about our school than anything else can.

The primary purpose of St. John's Evangelical Lutheran School is to teach and encourage the children and parents of our school to praise, honor, serve and trust God through the teaching of His Word for this life and for the life hereafter.

Furthermore, it is the purpose of our school to make disciples of all those entrusted to our care through the faithful teaching of God's Word, thereby nurturing faith which will show itself in fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control from Galatians 5:22).

And finally, it is our purpose to teach our school's families to share the "Good News" with all whom they come in contact through word and example.

I hope that this handbook will provide you with answers to many of your questions about St. John's School. Please feel free to call or come and see me in person if you have any additional questions about our school. We truly look forward to being part of your future as we work together to prepare your children for service in His church and the life hereafter.

In Him Whom we joy to serve,

Henry J. Meyer, Principal

St. John's Evangelical Lutheran School

Contents

Absences	16
Admission Policy	12
Bicycles	31
Car Seat/Booster Seat Requirements	22
Cell Phones	15
Child Care (Loving Arms)	34
Church Attendance	17
Conduct Referrals	29
Curriculum	18
Discipline	28
Dress Code	24
Enrollment Policies & Procedures	10
Equip for Quality Offerings	35
Extra Curricular Activities/Eligibility	27
Family Devotions	36
Field Trips	22
Gym Lockers/Gym Clothes	23
Home & School Cooperation	9
Homework	20
Illness	15
Incomplete/Late Assignment Policy	20
Lunch Program	23

Medication Policy 33

Memory Work 19

Milwaukee Parental Choice Program 11

Miscellaneous Items 34

Missions 35

Photographs 32

Playground Rules 30

Preschool (K4) 13

Report Cards..... 21

Safety Cadets 22

School Closing 37

School Hours 13

Singing at Worship 18

Tardy Policy 14

Telephone Use 15

Tuition..... 12

Volunteering 32

Mission Statement

St. John's Lutheran School exists to assist the families of our congregation and our community by providing a high quality, Christ-centered education for training lifelong disciples of Jesus.

Philosophy

Christian parents and guardians have a direct command from God: *"Bring up your children in the nurture and admonition of the Lord"* (Ephesians 6:4). Therefore, the most important question is: "Which school will better help me to bring up my child in the training and instruction of the Lord?"

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

Administration and Staff

St. John's Lutheran School is administered by the voters of the congregation through an elected Board for School. The pastors and principal are advisory members of this Board. The Board meets regularly and reports to the congregation.

Our faculty are trained, certified and called teachers of the Wisconsin Evangelical Lutheran Synod (WELS). Other staff positions are similarly filled with WELS members either trained or experienced for their particular position.

Objectives

Our congregation is active in these educational efforts because it is convinced that through the program of Christian education in this Lutheran Elementary School, it is providing faithfully for the eternal welfare of their children.

The chief objectives of St. John's Ev. Lutheran School are:

1. To teach God's Word diligently in obedience to God's command
2. To build Christian character which strengthens the Christian home and congregation as well
3. To teach children to evaluate all education from the Christian viewpoint
4. To teach Christian citizenship
5. To maintain the highest possible standards in the entire curriculum as an aid for present living and the necessary foundation for future education
6. To promote daily Christian fellowship as one of the most powerful factors in building character and training in Christian living
7. To assist the parents in meeting the challenge of properly guiding their children

Home and School Cooperation

The Lord has bound the home and school together with one aim when He said: *"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."* (Deut. 6:6-7)

Parents do not give up this God-given responsibility when they send their children to school. The Christian home and the Christian school are the most effective agencies for the training of children. However, in point of importance and responsibility, the home comes first. Parents may not neglect a Christian training at home because their children are attending a Christian school. The teacher's part is to give additional training so that the work of making our children wise unto salvation might continue.

Parents and teachers must join hands so that nothing robs our children of their crown of glory in heaven.

Means and Methods

God's infallible Word is taught not only during the religion classes, but it is applied throughout the day as the basis and guide for both academics and relationships. Our goal is to prepare God's children for a successful and God-pleasing life through academic excellence.

This academic education includes perfecting useful skills, cultivating cultural interests and social graces, promoting physical health, and developing the special gifts and talents of the individual child.

Additional opportunities for music study as well as periodic competitions in public speaking, spelling and math proficiency are offered each year.

Religious instruction follows the Bible and the doctrines of the Wisconsin Evangelical Lutheran Synod (WELS.)

Enrollment Policies and Procedures

Wisconsin requires that a child be five years of age before September 1st in the year in which he is enrolled in Kindergarten. Similarly, all children entering the first grade must be six years old on or before September 1st of the year in which they enroll.

A child may be admitted to the other seven grades upon receiving the permanent records from the previous school attended which show successful completion of earlier grades. We will determine the final grade placement of a child through our own academic testing.

Before parents enroll a child, they should be ready to subscribe to the following provisions:

1. That the child(ren) will be instructed in the doctrines of the WELS.
2. That the pastors and teachers will inform the child(ren) of erroneous doctrines presented in other churches or in popular culture (i.e.. movies, tv programs, popular novels, etc.).

3. Honestly endeavor to have the child(ren) attend worship regularly at St. John's Ev. Lutheran Church, or another church within the WELS, or present an acceptable excuse for the child(ren)'s failure to participate.

For paid tuition seats, it is the policy of St. John's to enroll children according to the following priority until the school is filled.

1. First preference is given to children whose parents are members of St. John's congregation.
2. Children whose parents belong to other WELS congregations are accepted next.
3. Unchurched children are given third preference. Parents are encouraged to attend St. John's Bible Information Class to become familiar with the doctrines your child will learn.
4. Children whose parents belong to churches not in fellowship with St. John's are welcome. Parents are encouraged to attend St. John's Bible Information Class to become familiar with the doctrines your child will learn at St. John's.

Milwaukee Parental Choice Program

St. John's participates in the Milwaukee Parental Choice Program. The number of MPCP seats in each classroom is limited at the discretion of the Board for School. The State of Wisconsin has set the following lottery system for enrollment:

- Open enrollment begins February 1. Open enrollment periods are the 1-20 of each month until December for that same school year.
- Seats are filled by lottery of all the MPCP registrations received within that month.
- Schools may maintain a waiting list with each month using an impartial lottery to determine priority.
- An MPCP registration is not considered "received" until **all** supporting paperwork is submitted. A registration form alone will not "hold a seat" while waiting for income verification.

Admission Policy

Parents who enroll a child at St. John's:

- Agree and commit to the school's stated mission and policies as outlined in this Parents' Handbook.
- Cooperate with the teachers, administration, and Board for School. Model appropriate behavior when interacting with children, staff, and other parents at school and at related school activities.
- Attend Parent-Teacher consultations.
- Turn in immunization records at the beginning of the school year. Keep your child up-to-date per Milwaukee Health Code.
- Tuition, fees, fines and other balances must be current. Records will not be released for students with balances due. Participation in graduation depends on all balances being paid.
- All work must be completed—including Accelerated Reader points required—before an eighth grade student is granted their diploma.
- Worship regularly with your child.
- Parents of students who are new to our school are encouraged to attend all sessions of the Bible Information Class to learn what is being taught at St. John's Lutheran School. Upon completion of the class, parents will be invited, to become confirmed members of St. John's Ev. Lutheran Church.

Tuition

Christian education is priceless. It is an investment in the future of your child, congregation, the Church-at-large, and our community. This is an investment which can pay dividends forever.

The Board for School sets the tuition fee each year. Please ask at the office for a copy of the current tuition rates. Annual tuition is charged per child, with second (and subsequent) children receiving a discount. Families also receive discounts for paying the full amount before the beginning of the school year.

Monthly payments can be made for tuition through the FACTS Tuition Plan. This is an independent company with whom St. John's participates. There is a fee to use this program. Brochures are available in the office.

More than half of the annual budget of St. John's congregation goes to operate the school. Members help to meet these costs through their regular offerings for the Lord's work. For this reason, members of St. John's Lutheran Church receive discounted tuition rates at the school.

No one from St. John's will be denied a Christian education because of financial difficulties. Members at St. John's have donated to establish a tuition assistance program. Submit a written request to the Board for School by June 15 for the following school year. Please include W-2 forms for all residents in the home. For further information about this program, please call the church and school office at 414-541-5881.

Residents of Milwaukee may apply for the Milwaukee Parental Choice Program. This program uses tax dollars to pay the full tuition for Milwaukee residents to attend private school. Income limitations apply. Proof of residency is required. Please contact the school office for more information.

Preschool (K4) Program

St. John's Lutheran School offers a half-day K4 program. To enroll, a child must be 4 years old on or before September 1st of the current school year. The K4 is structured to develop the "whole" child spiritually, socially, physically, and intellectually.

K4 hours are 8:15-11:30 A.M.

School Hours

Classes are in session from 8:15 am to 3:15 pm Monday through Friday. A yearly calendar with all scheduled days off is available in the office. Please make every effort to have your students here with enough time to get their belongings put away and get settled into their desks by 8:15.

The school building opens at 8:00 am. For legal reasons all children who arrive before 8:00 am must go to Child Care located in the gym. The playground is not supervised, and therefore off-limits, before school.

School is dismissed at 3:15 P.M. All children are expected to leave the building and school grounds immediately after dismissal unless they are involved in a scheduled and supervised after school activity. Siblings are not to remain unsupervised waiting for each other. If one child is involved in a scheduled activity, any siblings must go to Childcare.

Students who walk, take a city bus, or ride a bike to school are required to leave campus when the Safety Cadets go inside at 3:25 pm. There is to be no loitering or playing on the playground after school unless supervised by the parent. At 3:25 pm all students remaining on campus will be sent to Child care. These policies are for the safety of all our children.

Detentions always receive a 24-hour notice so that parents can make arrangements for the 4:00 pm pick-up.

Loving Arms Childcare operates a before and/or after school program for grade school students. Please call Loving Arms at 414-541-3340 for registration, policies and pricing information.

Tardy Policy

School starts promptly at 8:15 am. When one student is late, it can disturb the entire class. Out of respect for the teacher, classmates, and the daily routine, please do get to school promptly. Chronic tardiness will be disciplined as any negative behavior. Upon receiving:

- Three tardies: A conduct referral is written
- Six tardies: A second conduct referral is written
- Nine tardies: Student receives a one day suspension from school
- Further tardies may result in the Board for School reconsidering the family's commitment to this school.

Tardies accumulate throughout the school year. Each school year starts a student with a clean slate.

Telephone Use

The school telephone number is 414-541-5881.

Emergency calls, such as sickness or injury, will be made from the school office. Children are not given free use of the school telephone. If it becomes necessary for a child to use the phone, permission must be granted by a teacher. The teacher writes a charge slip of 50 cents per call which is deducted from the child's account.

Parents are asked to use discretion in making calls to children at school. Messages will be delivered to your child in case of emergency.

Cell Phones

Cell phones are to be turned off upon entering the school building. Students should turn their phones in to the school secretary for safekeeping during the school day. If your student is found using a cell phone during school hours, the phone will be taken and held for a parent to retrieve from the office.

Illness

Sick children should not attend school for their own protection as well as that of their classmates. Children with a persistent cough, fever, or vomiting must be kept at home.

Any pupil who has contracted a contagious disease or skin condition will not be allowed to return to school until a release has been obtained from the family doctor or the local health department. These requirements are specified by state law. Please bring the doctor's release to the school office when your child returns to class.

A parent or guardian (not a student/sibling) must call to excuse a sick child before 8:15 am.

School Absences

By state law, all children are required to attend school every day that school is in session. Regular attendance is important for the progress of the child.

If your child is unable to attend school, parents or guardians are required to call the school office before 8:15 am ON THE DAY of the absence.

Wisconsin law further states that if a child is absent 24 days of one school year (excluding doctor validated verification of illness) serves as sufficient reason for retaining that child at the current grade level for the following school year.

The meaning of "excused absence" and "unexcused absence" has been adopted by the Board for School. Regardless of the type of absence, students are responsible for all class work and homework assigned during the absence.

Excused Absence:

First, an excused absence means that a parent has contacted the school office before 8:15 am of that day to excuse their student. Sending word with a sibling or another student is not acceptable.

Examples of excused absences may include the following:

- Illness (more than 2 days will require a doctor's release to return)
- Disabling injury (injuries requiring doctor's care) Student will need a doctor's release to return to class.
- Bereavement
- Medical, dental, or optometric services which could not be arranged outside school hours. Please excuse the student in writing prior to the appointment. If it is determined that the student missed more school than necessary, this absence will be considered unexcused (e.g. taking the whole day for a dental exam).
- Family vacations when the parents' employer has determined must be taken on weeks different from scheduled school holidays.

- Emergencies within the family will be considered on a per case basis between parent and principal.

Unexcused Absence:

An unexcused absence is one for which the qualifications above are not met. (For example, when parents have not contacted the school office, a prolonged illness without a doctor's note, etc.)

Unexcused absences may result in a student's grades being devalued. For example, a student earning a "B" may receive a "C" on their report card due to unexcused absences in that quarter.

Repeated unexcused absences will be brought to the Board for School to evaluate the student/family's commitment to further education at St. John's Lutheran School.

Leaving School in Mid-day:

St. John's maintains a closed campus: that is to say students are expected to remain on campus for the entire school day. Sometimes doctor's or dentist's visits are necessary during school hours. When a student needs to leave school in mid-day, a parent or guardian must excuse the child in writing at least one day prior to the absence. The parent must check the student out from the office. The student is still responsible for any class work or homework assigned that day.

Emergencies do arise. If you need to pick up your child right away, please call the office to excuse your child.

Church Attendance

Every Christian desires to be in God's house at every opportunity. As the Psalmist said, *"I love the house where you live, O Lord"* (Psalm 26:8). Certainly all parents will want to set fine examples for their children by bringing them to worship regularly. St. John's services are at 8:00 & 10:30 am each Sunday and 6:30 pm each Monday. Children are expected to sit with their families during worship.

If your family does not currently have a church home, please worship with us at St. John's. You will have an opportunity to

meet many of the adults who work with your child every day and hear loving messages from the Lord.

If your family belongs to a different congregation, your child will list "other" on their church attendance sheet in the classroom.

Singing at Worship

To sing forth the praises of God and to beautify the church service are among the chief reasons why our students participate in worship services.

During the weeks preceding a singing date, the children work very hard to learn the piece and learn to work together. A child can be disappointed if not allowed to "show-off" what he's learned. We kindly ask the parents to give their full cooperation by bringing your children to sing as scheduled.

If a conflict or emergency arises, please send a written excuse to your child's teacher before the event (if possible) or on the first school day after the singing date.

Please gladly receive the invitation and encouragement to worship regularly with your child. *"I rejoiced with those who said to me, 'Let us go to the house of the Lord.'"* (Psalm 122:1)

Educational Standards

St. John's seeks to provide a thorough, general education measured not only by regular testing, but by proficiency in high school and college. Children who adequately fulfill the requirements for graduation from St. John's Ev. Lutheran School enter any secondary school without reservation.

Curriculum

St. John's adheres to the established standards of Wisconsin's Department of Public Instruction. ALL subjects are taught in the light of God's infallible word by instructors who are graduates of our accredited teacher-training college.

Children attending St. John's are specially benefited by participating in the religious training our school offers. In addition to

the regular instruction taught by the teachers, the pastor will hold classes of religious instruction for upper grades prior to confirmation. Upon completing the instruction course and demonstrating an understanding of the fundamental truths of Scripture, the child is eligible for confirmation in the Lutheran faith. This makes him/her a communicant member of St. John's congregation.

All students are expected to participate in physical education classes, unless excused by a doctor's or parent's written request. Gym uniforms are required for grades 5-8.

Our curriculum provides for the total needs of each child: spiritual, mental, physical and social.

Memory Work

How often do we hear parents say:

“Why must my child memorize all those Bible passages, the Catechism text, and hymns?”

“Couldn't he get along without all that memory work?”

Many times children grumble about the same thing. Since no one knows what the Lord has planned for us, storing away God's Word in one's heart can be an invaluable resource and comfort in life.

Also the practice of any memorization is a skill which is sharpened with practice. Please encourage and assist you child with his memory work.

Extended Learning Lab

Not all children learn at the same rate. St. John's has a trained teacher dedicated to both remedial and enrichment education. Students are referred by either the classroom teacher or parent for evaluation. This individual instruction takes place during the school day.

Student-owned Books

Reading is an amazing habit to develop. Students are expected to read outside of class materials. Grades 1-8 have reading goals per student measured by the Accelerated Reader computer quizzes. If your child brings books from home, please be sure to label them so they don't get mixed in with the St. John's books.

If a teacher determines that your child's choice of reading material is unsuitable, please keep that book at home for the child to read there.

Homework

You may have noticed that telling a child anything *once* is not enough to make it a part of them. Homework is a necessary part of the education process.

Homework may consist of assignments not completed during the class period, or additional practice for a concept or technique taught during the day. Reading aloud at home is especially helpful in the lower grades and for those who have reading difficulties.

Naturally, there is a greater amount of homework as the child progresses into the higher grades; however, if you feel that the homework assigned is burdening your child, please speak with the teacher. There are techniques to help a child work smarter if not faster as well.

Parents should check their child's work regularly to see that it has been completed. When work is not completed at home, an explanation by the student and parent must be given to the teacher BEFORE class time. This practice is not only courteous, but it is EXPECTED.

Incomplete Assignment Policy (i.e. Late Slips)

It is essential for building character that children submit their work on time, thoroughly and neatly completed. Good study habits will help your child in high school, college, and throughout life.

A student will receive a late slip when:

1. the student's homework is not complete, or is only partially complete, at the beginning of the class for which it was assigned.
2. the student has lost his/her work or has left it at home, regardless of whether or not it was completed.
3. the student has not brought his/her physical education uniform to class (grades 5-8.)
4. the student does not have the necessary number of book points at the end of the month.

Late slips will accumulate throughout the quarter. At the beginning of the next quarter, the slate is cleared. Discipline for accumulating late slips is:

1. at three (3) incompletes, the student will receive a one-day detention to be served after school.
2. at four (4) incompletes, the student will receive a two-day detention to be served after school.
3. at five (5) incompletes, the student will have a one-week detention to be served after school and will be suspended from all extra-curricular, school-sponsored activities, such as athletics (practices and games.)
4. at seven (7) incompletes a one-day suspension will result which will be reported on the student's permanent record.
5. at nine (9) incompletes a two-day suspension will result. The Board for School may take further action.

Report Cards

Report cards are issued to the parents at the end of each quarter showing the student's academic and personal growth. A Parent-Teacher Consultation is scheduled after the first and the second quarters of the school year for the student's welfare.

Mid-quarter reports are sent home during the middle of each nine-week grading period. This will give both parent and student an opportunity to correct any problems before the report cards are issued.

Report cards are graded with the letters "A" to "F". An "I" may be used to indicate incomplete work. For uniformity in grading, the following grading system/percentages are used in our school:

A	97-100	C	81-82
A-	94-96	C-	78-80
B+	91-93	D+	75-77
B	89-90	D	73-74
B-	86-88	D-	70-72
C+	83-85	F	69 & Below

You keep the report. Please sign the envelope and return it to school the next day. If there are questions concerning your child's progress, please discuss them with your child's teacher. Your teachers welcome questions concerning student progress. Feel free to call the teacher to arrange an appointment.

The Lord does not expect all students to be "A" students because He has blessed them all differently. If a child receives a "D" or an "F" or any grade below his level of capability, the parent should make an appointment with the teacher to discuss the child's problem.

Safety Cadets

Seventh and eighth graders may be selected to serve as Safety Cadets. Cadets help to maintain safe traffic flow for everyone at dismissal time. Please have all students wait for the cadets to stop traffic and escort them to the parking area.

Field Trips

Field trips may be planned during the course of the year to enrich the educational experiences of the children. A blanket consent for all field trips is given out with the registration packet.

Wisconsin state law requires that children under 4 years old travel in an approved car seat, and children under 8 years old travel in an approved booster seat. If you do not send along your child's seat, he/she may be excluded from their class' trip.

School Lunch

Well-fed students learn (and behave) better than hungry ones. To help in this regard, St. John's provides a balanced lunch for purchase every school day. Lunch is served by certified food-service personnel. Children eat lunch in their respective rooms, under the supervision of a teacher or parent volunteer.

St. John's participates in the National School Lunch Program. Free and reduced lunches are available, dependent upon the parents' level of income. Applications may be obtained through the school office throughout the year.

A minimum advance payment of \$60 per child is expected on registration day. The cost of meals taken will be subtracted from the account until the amount falls near \$15. At that point parents will be notified to re-supply their child's account. Payment must be received the same week in which notification goes out or the account falls into a negative balance. Students with a negative balance in their lunch account cannot continue to receive school lunch.

At the end of the school year, any excess money in the child's account will either be refunded or applied to the following school year at the expressed wish of each child's parents.

Gym Lockers

Students in grades 5-8 change clothes for physical education. Lockers are assigned each fall. St. John's will not be responsible for gym clothes if students do not use locks to secure their belongings. A master list of combinations and/or keys will be kept in the office in case of emergency.

Gym Clothes

All children are required to wear tennis shoes for gym class. Students in grades 5-8 are required to wear a gym uniform for physical education. Gym uniform shorts and t-shirts are available for purchase at registration. Additional clothes *may* be available throughout the year in limited sizes.

Occasionally, families turn in out-grown gym clothes for the school to re-sell at a discount. You may check in the office at any time for pre-owned gym clothes.

Student Dress Code

As a Christian school, we are concerned that our students' dress reflects their Christian values and attitudes. Experience has shown that appearance and grooming lifts a person's general behavior and improves study habits. The overall appearance of our students has an effect on learning and the Christian atmosphere of our school.

The scripture directive which states, "*Whatever you do, do it all to the glory of God,*" has helped set many guidelines for personal activity, in goal setting and group participation. This statement from Scripture can also serve as a guide in personal appearance and how we reflect the Lord whom we serve.

Another outgrowth of our dress code is the documented strong correlation between student dress and academic success. The educational research done on this particular topic is extensive and overwhelmingly supports the sentiment that higher standards of student dress result in higher levels of academic success. Schools that set high expectations for student dress and follow through with enforcement experience higher academic success rates.

Finally, this dress code is also about obeying authority and developing Christ-focused attitudes and decision-making skills that include the clothes one wears. Obeying rules and regulations, even if one does not completely agree with them, is a sign of Christian maturity. Thus, the dress code is not only about guiding our youth to dress appropriately, but it is also about helping them to grow in the grace and knowledge of Jesus Christ. Your teachers and administrator count on your cooperation.

In order to promote a clear understanding of the school's dress code and expectations regarding appearance during school hours, the following guidelines are provided to help direct our choices:

Shirts, sweaters and sweatshirts:

- Solid colored or patterned shirts, sweaters or sweatshirts are acceptable and encouraged. All clothing should reflect Christian values, attitudes and principles. Our school logo, sports teams, clothes manufacturers, or geographical locations are acceptable.
- Shirts need to have sleeves and cover the shoulders, midriff, backs, sides, cleavage, and all undergarments.
- See-through blouses may not be worn.

Pants, shorts and skirts:

- All pants must be worn above the hips. Pants should not reveal any skin when a person is sitting.
- If pants are designed to be worn with a belt, a belt must be worn.
- No words should be printed on the back (rear end); words appearing elsewhere must adhere to the general policy of wording on any garment.
- Badly faded, ripped, or frayed blue jeans or pants do not belong at school whether worn out or purchased that way.
- No clothing classified as "loungewear" such as pajamas, fleece or flannel pants are allowed.
- Shorts are to be finger-tip length.
- Clingy, tight fitting skirts, shorts or pants are not to be worn.
- Female students wearing skirts should have slacks or leggings to slip on underneath for playing outdoors at recess.
- Shorts may be worn from the first day of school to October 1st and from May 1st to the last day of school.

Hats:

- Students must remove headgear when entering the school building and keep it off as long as they are in the building. Hoods must also remain down as long as a student is in the building.
- Girls may wear headbands without words.

Footwear:

- Students must wear footwear at all times. Socks must be worn with shoes.
- All footwear must be fully laced, strapped and tied.
- No strapless sandals/shoes or flip-flops are to be worn. Sandals must have a heel strap and socks must be worn.
- Slippers are not acceptable footwear.
- Clogs, excessively high heeled shoes, or shoes that mark the floor are not to be worn at school.
- In the event of snow, boots must be worn to school, outside during the noon hour and during recess.

Outerwear:

- Students without weather appropriate outerwear (including boots) may be required to remain indoors at recess.
- Students may not wear sunglasses or outerwear (gloves, mittens, scarves, coats) in class.

Jewelry:

- Female students may wear pierced earrings (post-style, not dangling earrings). Modest hoops the diameter of a dime may be worn. Students are to remove earrings before recess and physical education class.
- Male students may not wear pierced earrings or spacers (straws) of any kind.
- No other piercing may exhibit jewelry (i.e. eyebrows, nose, or tongue).
- Mouth jewelry (such as grillz) may not be worn.
- Students may not wear chains that are attached to the waist-line of pants.

Hairstyles:

- Male student's hair must be no longer than ear lobes, eyebrows, or the bottom of a dress shirt collar.
- Female students must not have their eyes obscured by a hairstyle.
- Unnatural hair color, dye, tint or streaking is unacceptable.
- Hairspray and other styling products must be applied at home and not brought to school.

- Styling products must be clear-drying (not tinted) and without glitter.

Other appearance issues:

- Female student's make-up and perfume must be applied at home and not brought to school. Also, limit the use of make-up and perfume to a level that is not distracting to fellow students.
- If a new style/trend emerges during the school year that the school administration determines to be inappropriate, the administration will prohibit such style/trend.
- In all the above specifics, the school administration reserves the right to determine the appropriateness of a student's appearance.

The dress code is in effect during school hours. If the administration and/or faculty see a dress code violation, a dress code referral will be issued. Three dress code referrals will result in a conduct referral.

Extracurricular Activities

There are numerous outlets for students with special gifts, talents, or interests. There are spelling bees, art fairs, a social studies fair, a science fair, forensics contests, math competitions, junior choir, band, Pioneers/Girl Pioneers, dance team, cheer-leading and inter-scholastic sports. New activities may be added as interest and volunteers may provide.

A student must be scholastically eligible to participate in sports.

Eligibility (Grades K4-6)

Every student starts the year eligible for each activity or sport offered for their grade. Students may lose their eligibility by accumulating late slips or conduct referrals as previously described. Grades do not affect eligibility in the lower grades.

Eligibility (Grades 7 & 8)

Upper grade students also begin with full eligibility and likewise can lose it by accumulating late slips or conduct referrals.

In addition, 7-8 grade students have an individualized achievement-based eligibility.

This eligibility program is not a uniform grade level. It is based on each student's level of ability. Not everyone with a "C" average or better is eligible; a student who is not capable of a "B" average can participate with less than a "B" average. The expected achievement level for each student is determined by combining the student's past achievement, the teacher's experience of the student's abilities, and standardized test scores. Once the level of expected performance is established, it will be recorded on the report card. Please contact your student's instructors if there are any questions about this expected performance level.

Determination of eligibility will be made either on the day of the mid-quarter report, or the quarter report.

A student performing below his/her expected achievement level on daily assignments, quizzes, and tests, will become ineligible. This applies to all extra-curricular activities (sport teams, cheer-leading, plays/musicals, etc.). The student will remain ineligible for the extra-curricular activities, as well as for the practices until the next marking period (half-quarter) ends. If grades have sufficiently improved, the student becomes eligible at that time.

Please note: the last marking period (4th quarter) determines eligibility for the first half quarter of the next school term.

Discipline

God tells us *"Do not withhold discipline from a child."* (Proverbs 23:13). Again and again we see that God directs us in love toward what is right rather than merely punish when we are wrong.

This is our goal at school as well. However, when a child repeatedly or willfully breaks the rules, any staff member may issue a consequence. This may include an apology, correcting an action (like walking the hallway instead of running), or a written discipline report (conduct referral).

At no time will any staff member of St. John's Lutheran School use corporal (physical) punishment on any child.

Any student who proves to have a negative spiritual or moral influence on fellow students, or whose actions are un-Christian, may be suspended and/or expelled.

Conduct Referrals

Inappropriate or dangerous behavior receives a written notice called a Conduct Referral.

A conduct referral will be sent home for parent's signature and is to be returned to the classroom teacher the next day.

Inappropriate behavior includes:

- Stealing
- Fighting
- Cursing and/or obscene language
- Talking back to an adult
- Repeated disobedience
- Unnecessary disruptive sounds or noises
- Willful damage of property
- Harm or threats to others
- Willful or repeated dress code violations
- Leaving the classroom or school building without permission
- Any speech not coming from a loving heart
- Other situations which the teacher determines warrant a conduct referral

At three (3) conduct referrals, the student will receive a one day suspension. The student will also be ineligible for any extra-curricular, school-sponsored activities for three weeks, from the date the student received the suspension.

At six (6) conduct referrals, the student will receive a three-day suspension. The student will also be ineligible for any extra-curricular, school-sponsored activities for six weeks, from the date the student received the suspension.

At nine (9) conduct referrals, the student will be subject to review by the Board for School, with expulsion being the likely result. Expulsion may take place only after consultation with the parents by the administration and the Board for School.

Any student who proves to have a negative spiritual or moral influence on fellow students, or whose actions are un-Christian, may be suspended and/or expelled.

The parent must communicate with the classroom teacher concerning the situation any time the student receives a suspension.

St. John's Conduct Code applies to students any time they are on the St. John's campus whether for school or an activity/sport.

Damages

Willful or careless damage of school books, furniture, athletic equipment, etc. will be the responsibility of the one who caused the damage. All violators of this rule will be billed for the amount of repairing the damage done or replacing the item.

Playground Rules

These rules flesh out very basic principles: respect each other, respect the building (including cars, playground equipment, etc.), and protect the health and safety of everyone outside.

- At least one adult will supervise the playground at all times. Students are to line up whenever the teacher calls.
- No child is to leave the school grounds unless accompanied by their own parent/guardian. Also, stay out of neighbor's yards and inside the tree-line.
- Toys are not to be brought from home without prior permission from the teacher.
- ALL children are to be out of the building during recesses (weather permitting) unless a valid written reason is presented to the teacher. Recess privileges may be suspended if a student has work to make-up.
- No food or drink is allowed on the playground.

- Books, notebooks, pens, pencils, etc. are to remain in the building.
- Ball games are to be away from swings and playground apparatus. No playing with balls while on the swings or slides.
- Non-participants should stay clear of designated game areas.
- No rough-housing. Do not throw dirt, rocks, or sticks.
- Students are to stay away from the garage, the garbage containers and all cars.
- Children must go down the slide sitting down and frontwards only. Do not walk up the slide.
- Children may not play on the playground before school.
- No roller skates and skate boards are permitted on the school premises.
- No sitting or standing on top of the horizontal ladder.

Swing safety:

- One child per swing.
- No “under-ducks.” Do not run through the swings as part of another game.
- Do not twist the chains or swing sideways.
- Do not jump off the swing while swinging.

Snowy weather specifics:

- Boots must be worn outside during all recesses when there is snow. Snow pants must be worn to play in the snow.
- Snowball throwing is not permitted.
- When playing on the snow mounds, students are to stay off the basketball support and rim.
- No playing “King of the Mountain.”

Bicycles

Bicycles are to be placed in the racks designated for them and locked. They are not to be used during the course of the school day by any student. Bicycles are not to be left overnight. St. John’s Lutheran School is not responsible for theft or damage.

Photographs

Individual pictures of each child are taken in the fall of the year. Parents are under no obligation to buy these pictures. These are the pictures which will be included in the yearbook delivered in the spring.

Additional photos are taken at school throughout the year. These may be used in the yearbook, on bulletin board displays, or in promotional materials.

Volunteering

Our volunteers make the difference between an ordinary school and a wonderful educational community. However much or little time you have to spend with us is greatly appreciated.

Some of the volunteer opportunities include:

- Milk caps: Count and tabulate milk caps collected for fund-raising. Similarly to cut labels, count and tabulate.
- Office: assist answering phones, making copies and typing.
- Playground Aides: Supervise the children on the playground during recess.
- Remedial/Enrichment: to help children one to one, usually listening to a student read.
- Musical/Plays: help with costumes, sets or props, listen to lines.
- Sports: scoreboard, scorebook, concessions, record keeping, assist coaches, supervise open gym time, help with TJO Day.
- Room Parent: Assist teachers. There are several for each room, one of whom is chairperson. Some of the Room Parents' duties are:
 1. Driving for school activities/field trips
 2. Arranging for parties, under teachers' directions
 3. Notifying parents of emergency situations

The teachers very deeply appreciate the assistance given by volunteers. If we have missed listing something here which you believe you could offer, come on in. "The more, the merrier ..."

Medication Policy

Whenever possible, medications should be administered by the parents while the child is at home. If medications are required during the school day, the school principal, or other persons designated by the school principal, may administer medications to students under established procedures and conditions and in compliance with Wisconsin State Statute 118.29.

Before any prescription medication may be administered to a student during the school day, school personnel must receive written parental/legal guardian consent *and* the written instructions from the child's physician. No school personnel shall be required to administer any prescribed medications to a student by any means other than orally.

For non-prescription (over-the-counter) medications such as pain relievers or cold medicines, parents must supply the medication with written instructions for dosing in a zip top bag clearly marked with the child's name. This includes cough drops or lozenges. All OTC medications must be kept in the school office and **not with the student**. Please do not send more than what your child will need for the week.

The required written instructions will include:

1. Child's name
2. Name of medication
3. Time to be administered
4. Dosage
5. Possible side effects, if information is deemed necessary by the physician
6. Termination date for administering medication

Special Services

MPS makes a variety of diagnostic and therapeutic services available FREE-OF-CHARGE to any student living in Milwaukee. If you—or your child's teacher—feel your child would benefit from additional consideration, please ask at the office.

Milwaukee Health Department offers a number of services regarding health screenings and immunizations. If you need specific information, please ask at the office. While free to Milwaukee residents, you may have to visit the nearest health center for services. Non-Milwaukee residents may have similar services in the school district in which you live.

Child Care

Loving Arms Child Care provides a well disciplined Christian atmosphere for children 30 months or older. The Child Care operates from 6:30 A.M. to 5:30 P.M. Contact the Child Care Department/Classroom for cost and other details.

Loving Arms direct telephone number is 414-541-3340.

Families with children enrolled in St. John's School are encouraged to consider our before and/or after school child care for their children. The on-site location of our Child Care eliminates the concerns of transportation to and from school and offers supervision in familiar church/school surroundings.

Miscellaneous Items

Articles of clothing such as caps, jackets, gloves, boots, etc., should be labeled with the child's name. Lost-and-found items not claimed in 30 days are donated to a charitable organization.

Weapons are absolutely forbidden at St. Johns. Parents, if you allow your child to have a pocket knife, please be sure that tool remains at home.

Toy weapons have no place at school (such as cap guns, water pistols, plastic/wooden/rubber knives, etc.). These will be taken from the pupil and not returned.

Snacks and Treats: If your child's teacher allows for a snack at break time, please respect the school rules: no gum, candy or soda. Many teachers allow students to have a water bottle. Please use plain, clear water only—no mix-ins.

Party Invitations: Everyone loves a birthday party with their friends. If all the children in a class are being invited, distributing

invitations at school is fine. If your guest list is limited, please call or mail the invitations. Also remind your child that talking about a party to which only *some* of the classmates have been invited leads to hurt feelings.

Hand-held electronics do not belong at school. If your child uses an iPod or similar item while en route to school, it must be turned in to the office on entering the school. Personal electronics (like cell phones or digital cameras) may not be used during the school day. Items found in use will be confiscated for the parent to retrieve from the office.

Home and World Missions

To impress upon the children their God-given responsibility to *"Go and make disciples of all nations"* (Matt. 28:19-20), students are given the opportunity to support mission work through weekly donations. Mission envelopes are provided for this purpose. Training in systematic, free-will giving out of love for Christ and His Church is one of the purposes of our mission program.

Wednesday is the day mission offerings are received. On the third Wednesday of each month, students participate in a joint church service. Parents are heartily invited to attend these 8:20 am worship services.

Equip for Quality Offerings

The EQUIP FOR QUALITY FUND affects many areas of our school's curriculum. On the instructional level, it provides funds for instructional aids, teaching devices and classroom equipment. All of these enrich and enhance the daily classes. EQUIP FOR QUALITY also provides funds for extra-curricular activities such as our athletic and Junior Choir programs.

Envelopes are included in the mission offering box for each month of the school year. Give freely out of love for your Savior, children and school. All gifts, whatever the size, are appreciated and are recorded as a contribution to a charitable institution.

Family Devotions

God created families and the love of God keeps families healthy through His Word and an active prayer life. We encourage parents to conduct daily family devotions.

A good time for family devotions is after the evening meal, when the family is usually gathered together. A good book to use for this purpose would naturally be the Bible. Read a portion of Scripture, allow for discussion, then end with prayer. Maybe use a sentence prayer, so each member can add their own thoughts.

Devotional books are available. Please look at them carefully to ensure accurate Christian teachings are included. Perhaps consider one of the following:

- The quarterly devotional booklet called *Meditations* from Northwestern Publishing House.
- Jesus, Our Family Guest by Joslyn Moldstad—100 family devotions demonstrating the importance of incorporating Jesus into every situation.
- Adventure Bible Book of Devotions by Robin Schmitt—For children 9-12 This yearlong devotional is filled with exciting fictional stories about kids finding adventure in the real world.
- My Devotions 50th Anniversary—This delightful family resource is a compilation of devotions from the much-loved magazine, *My Devotions*. Three hundred sixty-Five (365) daily devotions offer a Scripture reading, a true-to-life story, and a short prayer. This engaging format draws children closer to Jesus as they learn more about His love and grace.
- Leading Little Ones to God—The stories are told with unusual clarity and simplicity for ages 3-12
- Any of the Little Visits devotional collections.

The old maxim is still true: “the family that prays together, stays together!”

Complaints

We well-meaning adults don't always agree. Where disagreements exist, we follow the course laid out in Scripture (specifically Matthew 18:15).

Any question or complaint should be directed first to the person or persons involved. If the problem is not solved, all parties should meet together with the principal. If there is still a complaint, a parent is within their right to contact the Board for School. The goal is always to arrive at a God-pleasing solution to every problem.

School Closing

School closing due to inclement weather or other circumstances will be broadcast over local television and radio stations as soon as it is determined that school will close—usually by 6:30 A.M.

As a general rule, if Wisconsin Lutheran High School (WISCO) and/or the Milwaukee Public Schools are closed for inclement weather, St. John's Lutheran will also be closed.

Asbestos

As required by law, an annual update/information notice is given to anyone using St. John's Lutheran School building informing all of the current situation in regard to asbestos in our school.

All the asbestos we have been asked to remove (mostly in the gym/multi-purpose room) has been removed and the remaining asbestos (which is located in the boiler room) has been encapsulated to the complete satisfaction of the authorities.

Re-inspections occur regularly to determine whether any of the seals have come loose or have been in any way damaged.

Guidelines for Helping Your Child

- Let the Word of God be your guide in all phases of daily living and conduct.
- Have regular family devotions and prayer.
- Attend worship regularly with your child.
- Encourage your child to be diligent in his prayers.
- See to it that your child eats well-balanced meals—especially breakfast.
- See to it that your child gets sufficient hours of sleep.
- See to it that your child is dressed properly for existing weather conditions.
- Refrain from being critical of school policies or personnel in front of your child.
- Expose your child to a variety wholesome experiences (e.g. concerts, plays, museums, community events).

Parents, please advise the teacher of any condition that may affect your child's learning; such as sight impairment, hearing difficulties, health problems, etc.

In Closing

The percentage of hours which we have your children during his/her entire elementary school career is 8.2%. We will do our very best to see that the authority and responsibility which you have delegated to us is used to the best of our ability. By making God's word our daily guide, we as parents and teachers can, together with our children, praise and glorify our God now and in eternity.

It is our prayer that God will continue to bestow His bountiful blessings upon our school and the work done here. May the Christian education which our children receive in their homes, church, and school prove to be a lasting blessing to them as they walk their various pathways here on earth. May the Lord continue to increase the faith our children now have so that finally, when their last hours come, they may enter the eternal home which God has prepared for all believers in Christ Jesus, their Savior.

The Builder

**A builder builded a temple.
He wrought it with grace and skill;
Pillars and groins and arches
All fashioned to work his will.
Men said, as they saw its beauty,
'It shall never know decay.
Great is thy skill, O Builder!
Thy fame shall endure for aye.'**

**A teacher builded a temple
With loving and infinite care,
Planning each arch with patience,
Laying each stone with prayer.
None praised her unceasing efforts.
None knew of her wondrous plan,
For the temple the teacher builded
Was unseen by the eyes of man.**

**Gone is the builder's temple,
Crumbled into the dust.
Low lies each stately pillar,
Food for consuming rust.
But the temple the teacher builded
Will last while the ages roll,
For that beautiful unseen temple
Was a child's immortal soul.**

Author unknown

