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Pastoral Message

Dear Parents,

Being a mom or dad comes with some of the greatest responsibility we will ever know. As parents, we do our best to steer our children down the right path, knowing full well that this world is competing against us—pulling them in every direction, putting obstacles in their way, crying out to distract them from what is good and right. Should we shelter our kids, or should we let them experience “the real world” as it is, with all of its obstacles and pitfalls?

At some point, we all face the harsh realities of life. Especially today, with the constant stream of media (on all kinds of devices) inundating us with troubling news updates, materialistic advertisements, and whatever passes for “entertainment,” our kids are seeing the dark side of reality much earlier than most of us did. We can do our best to shield them, but we can’t isolate them from the world around us. Ultimately, our job is to work ourselves out of a job—to prepare them for life and for eternity.

The purpose of this message is to remind you that when you chose St. John’s to be the school your child(ren) will attend, you gained a partner. In fact, you entered a partnership with a gifted faculty, a dedicated staff, a team of pastors, and an entire congregation who make it our mission to partner with you in preparing young people for life and for eternity. Yes, we aim to teach them math, language arts, history, science and physical education. Yes, we want them to develop emotionally, physically, and socially. Yes, we strive to provide a safe place for them to grow, learn, and thrive. At the same time, the single unbroken strand that runs through every fiber of education at St. John’s is the good news of Jesus Christ, the Savior of sinful mankind.

You may have run across our mission statement before, but here it is again: We exist to prepare our children for a lifelong relationship with Christ, proclaim the gospel message, and provide excellence in education in order to equip students for life and eternity.

God’s grace has allowed St. John’s to carry out this mission for over 130 years. We have no intention of deviating from this course. We are humbled by the opportunity to provide Christian education to your children, and we now ask for your active participation in and out of school. With God’s continued blessing, we will pass along to our children what has been handed down to us: the precious news of sins forgiven, God’s gracious plan to guide and direct us each day of our lives, and the sure hope of unending bliss in the heavenly home that even now our Lord is preparing for us.

The sad reality of life in this world is that one day it will end. By God’s grace, and by his Word, we are prepared. May God richly bless the ministry of St. John’s and our partnership together, as we prepare God’s children for life and for eternity!

Your servant in Christ,

Pastor Eric Schroeder

Message from our Principal

Dear Friends in Christ,

Scripture repeatedly reminds us of the blessings God gives His people. Of all the blessings He has given you, your children may be your most precious. It is my privilege to work with you to bring your children up in the understanding and instruction of our Lord.

It is the hope of St. John's Lutheran School and Church that together we will (1) build a body of believers that praise God's holy name and that will (2) share His love and expectations with the world in which we live. We hope that through our instruction your child will (3) see what happens in life as part of a design our Heavenly Father has for each of us. Our school is a major part of how our congregation intends to accomplish these goals.

Through our school curriculum we teach God the Father's creation and guidance of our world. We teach Jesus Christ as the Savior and Redeemer of our world and our children confess the Holy Spirit, working through the Gospel message, provides the loving power through which we can do all things for God's glory. Our curriculum reflects these principles as we teach the subjects of Religion, Reading, Math, History, Science, the Language Arts and the Fine Arts. Each of these subjects is presented through the eyes of Christian teachers and discussed in ways that emphasize the importance of God's commands. Each of these subjects involves the participation of students to enhance ownership of these Christian ideals.

Through our school's extracurricular activities, we teach the principles of Christian interaction on the athletic field and in academic competition. We offer opportunities of service learning, music, art and small group activities to all our students. We work to involve parents in service to church, school and God through activities for the children.

As we put into print the ways in which we aim to accomplish these goals, we want to communicate to you how we hope to share the responsibility God has given you in the person of your child. We hope you will grant us that privilege.

In the Service of God,

Scott Uecker, Principal

A Message from the St. John's Christian Education Society

Dear Parents,

A new school year is upon us! The Christian Education Society (CES) strives to serve our Lord by fostering a strong relationship between our pastors, teachers and families, and to aid the spiritual and physical growth of St. John's Lutheran School by bringing you and your children events that foster fun, fellowship, and learning throughout the year.

We have already begun planning this year's events which feature some favorites of years past like the Fall Festival and Discovery Day, and some new ideas we will share with you as the time comes. We have done our best to plan events for the whole family to enjoy and we are even working on adult-only events so that parents can get some "quiet time" together to get to know each other as well as our kids do!

However, these events don't "just happen": **We need your help!** Volunteers are always needed for our events throughout the school year in a variety of capacities. Notices of these opportunities can be found at the CES display on Registration Day, posted in the Crusader Chronicle and through notes sent home with your children. **We urge you to prayerfully consider how you can contribute to our mission as an event volunteer or even as a regular member of our CES Committee.**

We also encourage you to share your ideas for events or improvements you may have with a CES Committee member. **We welcome this feedback – CES LISTENS!**

Together we can build a sense of "community" at St John's. We are looking forward to serving our Savior and growing in Christ as He continues to reveal Himself through the people and events we have been so richly blessed with here at St. John's.

In His Service,

Tracey Lampe

St. John's Christian Education Society

SCHOOL FACULTY AND STAFF

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ST JOHN'S EV. LUTHERAN SCHOOL
2017-2018 ENROLLMENT

K3 Little Lambs – 20

2-day K3 Little Lambs (10 students)

3-day K3 Little Lambs (10 students)

MRS. CARRIE HENNING, AM Teacher

Mrs. Julie Campbell, Teacher Aide

K4 Little Explorers – 24

3-day K4 Little Explorers (5 students)

5-day K4 Little Explorers (7 students)

MRS. LESLIE CAMPBELL, AM Teacher

Mrs. Kathy Greenfield, Teacher Aide (M/W/F)

3-day K4 Little Explorers (4 students)

5-day K4 Little Explorers (8 students)

MRS. NAOMI STEIN, AM Teacher

Mrs. Amy Stauffer, Teacher Aide (M/W/F)

K5 Kindergarten – 16 students

MRS. RITA ALLERHEILIGEN

K5 Kindergarten – 18 students

MRS. DANA LEYRER

GRADE 1 – 19 students

MRS. TERRY BUSKE

GRADE 1 & 2 – 18 students

MRS. LISA FESTERLING

GRADE 2 & 3 – 19 students

MRS. RENEE PASTOREK

GRADE 3 – 21 students

MISS MANDY TREDER

GRADE 4 – 22 students

MR. DAVID ALLERHEILIGEN

GRADE 5 – 20 students

MRS. BETH WITTIG

GRADE 6 – 23 students

MR. DAVID LEYRER

GRADE 7 – 24 students

MRS. CHRISTINE RINDFLEISCH

GRADE 8 – 18 students

MR. KEITH HACKBARTH

calendar

Section 1. Mission Statement and Purpose

Mission:

We exist to *prepare* our children for a lifelong relationship with Christ, *proclaim* the gospel message, and *provide* excellence in education in order to equip students for life and eternity.

Vision:

Our school is our congregation's *witness* to God's love, a special place where children experience, learn of and grow in that love.

Our school is an *extension* of our congregation, leading and equipping our children to grow in their faith as life-long servants and disciples of their Savior.

Our school is a *partner* to our homes, assisting and encouraging our parents and community in the God-given responsibility to "train up a child in the way he should go." (Proverbs 22:6)

Objectives:

Spiritual Development – Provide children opportunities to hear of God's love for them, equip them to be Christian witnesses (1 Peter 3:15) and prepare for eternal life with their Savior.

Social Development – Provide an atmosphere of love and caring & respect for fellow students, faculty and staff based on God's unconditional love for us.

Cognitive Development – Provide a stimulating educational environment where children can use all five senses to expand their thinking skills from a Christian point of view.

Emotional Development – Help each child feel accepted and confident as a redeemed child of God and an important member of the body of Christ (1 Corinthians 12:27).

Creative Development – Provide opportunities for developing self-expression through music, movement, song, drama and art.

Physical Development – Provide a safe environment in which children can develop their large and small motor skills.

"Root" Development – Provide for continued community outreach through Bible study, Chinese ministry, childcare, preschool and other venues.

"Growth" Development – Provide for continued expansion of our facilities to serve more children and families.

Section 2. Spiritual Principles

St. John's represents God's Word in the Bible as His inerrant revelation and instruction to us. We believe God speaks to us through His Bible and that each word of the Scriptures we have was given by the Holy Spirit to the biblical authors. We believe the Bible has the complete message of our salvation in Jesus Christ. (II Timothy 3:16, 17) We intend to teach the Old and New Testaments in our course of study and we will apply scriptural principles in all subjects when appropriate.

Our school is our congregation's witness to God's love. Our Lutheran elementary school is a special place where children not only learn of God's love for them but also experience this love of God in their daily learning activities; a special climate in which they may grow in their love of God and love of their fellow man.

Our school is an extension of our congregation. The purposes of St. John's congregation are being carried out through the Lutheran elementary school as it ministers to our children. Through the joint efforts of church and school in presenting God's Word, we hope to lead all our children to obtain and grow in the saving faith in Jesus Christ. It is also the intention of the church and school to equip our children to be disciples and witnesses of their Savior.

Our school is a partner to our homes. The command given to the church to share the truths of God with all nations is especially given to the parents. St. John's congregation has established its Lutheran elementary school to assist our parents and those in our community in their special God-given responsibilities to "train up a child in the way he should go." (Proverbs 22:6)

Section 3. Spiritual Matters

Church Attendance

Redeemed children of God desire to worship their Savior at every opportunity. The Lord tells us it is good to get together as believers for worship. As parents guiding Christ's lambs, we urge you to make use of every opportunity offered to hear God's Word and sing His praises. There will be times when your child will be scheduled to sing in worship services. Your presence at these services is expected as part of our curriculum and encourages a special family worship opportunity.

The command of our Lord for parents to take the responsibility of bringing up their children in the training and instruction of the Lord (Ephesians 6:4) is familiar to all of us. To foster the spirit of partnership among the home, school, and church, and to assist the parents in this, the Board of Education has adopted the following procedure with respect to regular church attendance:

- School personnel will monitor weekly church attendance.
- If a pattern of poor church attendance persists, the pastors will review the situation.
- If there is persistent neglect of worship, the child's continued enrollment and/or tuition status in our school will be reviewed by the Board of Education.

Children's Chapel

Each week a short chapel service for the children is held at St. John's Church. Parents, family, and friends are invited to attend this unique worship that emphasizes growth in relationship to Christ, love for one another, thanksgiving and gratitude to the Lord for His grace, and songs of praise. Once a month, the students view the "Kids' Connection" video, which uses human-interest stories and a pastoral message to communicate God's love to us and ways we can show our love to God. The children also have an opportunity to share in kingdom growth at large through their weekly offering envelopes. Special mission projects are chosen by the faculty.

Special Church Services

Special worship services are held at St. John's each Wednesday afternoon at 3:30 PM during Advent and Lent. Often a class will sing in an afternoon service. In that case, the class will go to church after school as a group with their teacher.

Children not involved in singing on a given Wednesday should be picked up by their parents or other designated adults to go either to the afternoon services or home. Unsupervised school children in a church service will be sent to Extended Care.

ALL students will participate in any memory work required of the class as well as practices for special worship services, including the Christmas service. A written excuse should be provided if students will not be able to attend the service. An excuse from the service does not exempt a student's responsibility for memory work or service practice.

Sunday School

All St. John's Elementary School children are also encouraged to regularly attend Sunday School. Sunday School is in session during the school year at 9:15 AM each Sunday morning.

Section 4. Governance

Board of Education/Elementary School Committee

The school is administered by elected representatives of St. John's Congregation on the Board of Education (BoE). This board represents the school to the Church Council and voters and sets school policy. Board members are as follows:

Mr. Kevin Festerling, BoE Chairman	Mr. Troy Schulz, Secretary
Mr. Dan Westfahl, ESC Chairman	Mr. Peter Stauffer
Mr. Adam Greggs, Childcare Committee	Principal Scott Uecker

The Elementary School Committee (ESC) is responsible for the effective operation of this school and support of school administration. This committee provides parental input to the board and acts as a catalyst in the development of school policy and practice. Committee members are as follows: Mr. Dan Westfahl, ESC Chairman, Mr. Jason Borchard, Mrs. Janelle Clark, Mrs. Kim Peterson, and Mrs. Kay Starkey.

The Board of Education is the chief policy-formulating agency of St. John's Ev. Lutheran School. As such it reviews the administrative function of the principal and guides him in his efforts to effectively carry out school policy.

The Principal of St. John's Ev. Lutheran School represent administration of the school and are responsible for carrying out the policies of the Board of Education and school in supervision of the instructional program and the faculty, in relationships with parents, governmental and church agencies, and in dealings with students, staff, and volunteers.

If parents have a question or concern regarding the administrative implementation or enforcement of school policy, their concerns should be addressed to the principal as the administrative head of the school. If parents feel that the principal has not satisfactorily addressed their concerns, they may direct their issues to the Elementary School Committee and through it to the Board of Education. The Board of Education functions as the final appeals committee.

Christian Education Society (CES)

All parents and teachers are members of the Christian Education Society (CES). An executive committee has been set up within CES to help carry out the above objectives. The objectives of the Christian Education Society are:

- To promote the Christian welfare of the children and youth in church, home, school, and community.
- To foster a better Christian relationship among the congregation, pastors, teachers, students, and parents and to promote a spirit of pride in our school.

- To assist in the planning and organizing of special school activities.
- To help establish an interesting and educational program for the members of the organization.

A listing of CES Committee members for the 2016-17 school year will be noted in one of our first Crusader Chronicles.

Other Supportive Boards and Committees

Several other boards and committees have also been established to help with the daily functions of St. John's Ev. Lutheran Church and School. For current board/committee members and functions, please refer to our website at sjtosa.org.

Section 5. Expectations

As true partners in education, the staff, students and families of St. John's Lutheran School are dedicated to supporting one another in the spiritual and educational growth of all of the children who attend our school. As such, we agree to abide by the following expectations of one another:

Your family can expect that St. John's staff will . . .

1. Dedicate itself to instilling within our students the "one thing needed" (Luke 10:42) for a fulfilled life in the present and eternal life forevermore, Jesus Christ
2. Serve your family as a partner assisting you in your God-given responsibility to "train up a child" (Proverbs 22:6) in the understanding and instruction of our Lord (Ephesians 6:4).
3. Look upon each student at this school as a blood-bought soul and redeemed child of God.
4. Dedicate itself to pray for the well-being of its students and the St. John's school family at large.
5. Offer excellent instruction and a complete educational program which includes Word of God, reading, language arts, mathematics, science, social studies, music, art, foreign language, and physical education.
6. Seek to continually improve instruction through ongoing evaluation, curriculum development, the continuing education of our teachers, and by listening to parental input.
7. Commit to maintaining a safe and respectful school environment that fosters learning.
8. Offer instruction by qualified and caring teachers through a recognized and nationally accredited program.
9. Use professional expertise as necessary to develop students that are fully equipped with the knowledge, attitudes, and skills necessary for academic success.
10. Communicate intentionally and specifically with families about their child's individual progress, special projects, field trips, singing schedule, disciplinary action, and illness or injury. It will be the goal of teachers, administrators, and administrative assistants to respond to every direct inquiry within a 24 hour time period.
11. Strive to keep nightly homework to a grade appropriate level.
12. Be accessible to assist your family in meeting the specific spiritual, emotional, intellectual and social needs of your child.
13. Support the policies and procedures developed by the Board of Education as outlined in this handbook.

As a school, St. John's expects that your family will . . .

1. Strive to serve as a model of Christian love in keeping with our school's vision.
2. Dedicate themselves to pray for the well-being of the St. John's school family at large, and especially for our teachers and staff (James 5:16).
3. Dedicate themselves to developing every God-given gift of your child.
4. Attend church regularly with your child.
5. Work with the school and school staff by communicating concerns, seeking resolution to issues, and striving to provide a positive example for our children in resolving ambiguity, differences and conflict.
6. Refrain from being critical of school procedures or teachers in the presence of children. Families will not post a grievance with the school, other families, or students through social media.
7. Discuss a potential misunderstanding with the person(s) involved before discussing the matter with anyone else (Matthew 18:15).
8. Communicate with the classroom teacher about your child's progress.
9. Make certain that your child will complete his or her assignments and endeavor to support the homework expectations of the classroom teacher.
10. Commit that your child will meet the school's attendance requirements and do your best to avoid taking family vacations that lead to absences for your child during the school year.
11. Promote and assist in maintaining a safe and respectful school environment that fosters learning.
12. Support St. John's through the giving of time, talents and treasures.
13. Support the policies developed by the Board of Education as outlined in this handbook.

May God Bless Our Partnership

Section 6. Admissions

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

St. John's Lutheran School accepts children whose parents are interested in a quality Christian education. All pupils of St. John's Ev. Lutheran School (Grades K3 to 8) will study the basic doctrines of the Lutheran Church, and parents who are not Wisconsin Evangelical Lutheran Synod members are strongly encouraged to acquaint themselves with these doctrines through the pastor's Adult Information Class.

The enrollment process begins with an invitation to our Open House. Children registering for Preschool or Kindergarten at St. John's should be the appropriate age by September 1 of the year enrolling.

All students in the preschool and elementary school are required to complete a registration form, an emergency contact card and the state immunization form upon registration. The school office must be kept updated with any changes in this information.

Prioritization of Admission as Follows:

Priority in admissions to the education programs of St. John's Lutheran Church is given to St. John's church members, especially those who have participated in the Early Childhood or Childcare Programs. Priority in admissions does not guarantee a choice of session or classroom. The admission of other students, whether WELS, unchurched or members of other faiths, will be granted after considering the ministry goals of St. John's church, class/session size, financial implications and long term enrollment goals of St. John's school. The school will maintain waiting lists of applicants for openings should they occur.

Enrollment by Transfer

Students may be admitted to St. John's Ev. Lutheran School by transfer from another school provided that all entrance requirements listed above are met; all health, grade, and attendance records have been received from the previous school; and the school staff sees no exceptional need or condition which might exceed the staff's professional competence. **Each new enrollment will be screened by an enrollment committee consisting of the pastoral staff, principal and a member of the teaching staff before a recommendation is made to the Board of Education. New students may be given an evaluation test if it is deemed necessary and the recommendation will await the transfer of records.**

In order to ensure that the needs of the new student as well as the needs of his/her classmates are being met, all new students will be accepted on a provisional basis for the first semester of their enrollment.

Section 7. Curriculum

St. John's meets the curriculum requirements of the Wisconsin Evangelical Lutheran Synod, the Wisconsin Council of Religious and Independent Schools (WICRIS) and the State of Wisconsin.

Our school is accredited by Wisconsin Religious and Independent Schools (WRISA) and the Wisconsin Evangelical Lutheran Synod School Accreditation Association (WELSSA).

In order to keep the course of instruction current and consistently Christ-centered, the teachers join in regular staff meetings and attend conferences, conventions, workshops, and in-service training programs.

Standardized tests are given to discover strengths and weaknesses in the curriculum and thus enable changes and improvements. These tests compare with national averages using percentiles and grade placement equivalents. Results from these tests can be obtained from the Principal.

Section 8. Academics Program

Grading Scale

With few exceptions, the following grading scale is used at St. John's for students in grades 1-8:

A+ = 100-99%	E = Excellent
A = 95-98%	S = Satisfactory
A- = 93-94%	N = Needs Improvement
B+ = 91-92%	U = Unsatisfactory
B = 87-90%	
B- = 85-86%	
C+ = 83-84%	
C = 79-82%	
C- = 77-78%	
D+ = 75-76%	
D = 72-74%	
D- = 70-71%	
F = 69% or less	

Progress Reports & Parent/Teacher Consultations

Our teachers welcome contact from the parents of their students. If you have any questions concerning your child's progress or his learning experience at school, you need not wait for a scheduled conference.

Report cards and mid-term grades are issued regularly to communicate each student's progress. The first quarter reports are discussed at individual conferences between parents and teachers. Additional consultations are held throughout the school year as requested by parents or teachers.

Parent/Teacher Consultations are scheduled two times during the school year. The first is a mandatory consultation scheduled at the time of the 1st quarter reports. The second is an optional consultation which may be requested by either parents or teachers and is scheduled at the time of 2nd quarter report cards.

Special Education Program

God has given each child different talents and abilities. Our goal is to help each child attain grade level abilities. Therefore, St. John's has called a Special Education Teacher to help our children develop the special gifts the Lord has given them. Assistance for classroom teachers, individual, or small group tutoring provides encouragement and instructional support to those students with special needs while also teaching strategies to help them learn in the regular classroom.

Admittance into this part of our educational program is based on teacher recommendation and available scheduling in consultation with the child's parents.

St. John's regularly makes use of the testing and diagnostic services of the Wauwatosa Public School System to identify student needs. These services are available to us for all students regardless of place of residence. These services are not remedial, but only intended to help identify needs a student may have. Wauwatosa residents who qualify for Title 1 Reading, and Speech and Language services may receive services from the Wauwatosa Public system on our site.

Section 9. Financial Support of St. John's School

Tuition is charged to children attending St. John's Ev. Lutheran School to help the congregation finance the work of the school's ministry. Tuition is assessed as described in Section 9.

Some families may choose to make a monetary gift to St. John's School to help support a specific program or to purchase "extras" for the school. These gifts may be made directly to the school or through St. John's regular contribution program. Numerous companies and corporations will match monetary gifts to schools. Please check with the company you work for (or retired from) to see if they will match any monetary gifts you donate to St. John's School. Please contact the school office for details.

St. John's participates in several programs that help to raise money for our school. If you have questions in regards to the following programs, contact the school office:

- St. John's Scrip (gift card) program
- Thrivent Choice Dollars
- Saving used ink and toner cartridges (all brands and sizes)
- General Mills Box Tops for Education
- Campbell's Labels for Education
- Miller Park Opportunity
- Target "Take Charge of Education" Program
- Office Depot/Office Max "Give Back to Schools" Program (St. John's School ID #70113275)

Section 10. Registration Day & Tuition

Registration Day

For the sake of an orderly beginning of the school year, there will be a Registration Day in early to mid-August to distribute materials, give parents the opportunity to sign up for volunteer projects, and collect tuition and fees. At least one parent from each family must be present to register their children for school on Registration Day. If you are unable to be at Registration Day (maybe because of a family vacation) you must contact the school office prior to that day and make arrangements to register your children and make your tuition payment.

Tuition

Tuition is charged to all children attending St. John's Ev. Lutheran Preschool and Elementary School to help the congregation finance the work of the school's ministry. Adopted tuition rates for the upcoming year will be published in the summer letter which goes out in July.

Preschool Tuition

Preschool (K3 and K4) tuition is set and is the same for all member and non-member students, since this program was established as a self-supporting program.

Elementary School Tuition (Grades K5-8)

- Non-member Tuition (K5 thru Grade 8): Non-member parents are required to pay tuition that is approximately equal to the cost of educating a child at St. John's. A yearly tuition schedule is adopted that reflects this policy.
- Member Tuition (K5 thru Grade 8): Member parents are asked to pay a fee to help the congregation finance the work of the school's ministry. This is approximately 33% of the actual cost of educating a child at St. John's. Sibling discounts will apply to full-day member students. If needed, tuition assistance is made available to St. John's members through the Lau Fund. Please contact the church or school office for an application.

Additional Expenses

An Activity Fee of \$50 (Grades K3-8) per student is included in the tuition to cover the cost of field trips, in-house presentations, CES activities and/or special projects / classroom activities during the school year. This makes planning easier for the teachers and eliminates the collection of money from parents during the school year.

Optional Contribution: We encourage each family to help simplify the work for Room Parents by choosing to contribute a dollar amount (at the parents' discretion) that will cover the cost of teacher and teacher aide gifts for Christmas and birthdays. This money will be collected at registration. Room parents are then informed how much money they have to spend for Christmas and birthday gifts. This eliminates the collection of money from parents during the course of the school year.

Tuition/Fee Payments

Tuition/fee payments can be made by:

1. paying either the entire amount on Registration Day in August; or
2. paying half the amount on Registration Day in August with the balance due by January 15; or
3. paying ten equal monthly installments on the 15th of each month (August – May) with the first payment due on Registration Day in August. The remaining nine monthly installments may be paid directly to the school office on or before the 15th, or you may choose to have the remaining nine payments directly debited from either your savings or checking account.

Any outstanding tuition/fees from previous years must be paid in full before re-enrollment can take place. Student grades may not be calculated if payment is in arrears.

Refunds of Tuition and Registration Fees

Parents may apply for a refund if payment was made for months in which the student will not be in attendance.

Section 11. Facilities

Security

For the safety of students, faculty and staff of St. John's, outside doors to the building will remain locked during the school day. If you require admittance to the building during regular school hours, please go to the main doors along Dewey Avenue and ring the intercom buzzer.

Should you meet a stranger in our building we encourage you to greet that person in a friendly manner and offer to escort that person to the school office. If your offer is declined please ask any staff person to use the intercom to contact the school office.

If someone other than a parent will be picking up your child from school, you must inform your child's teacher.

An emergency plan for building threats is part of our staffing handbook.

Fire, Tornado and Emergency Drills

Drills are held at intervals throughout the school year in compliance with state law. Detailed information will be given to the students by their classroom teacher.

Facility Use Procedure

If you would like to use St. John's Educational Facility for extracurricular activities, or personal/family activities, you must contact Mr. David Leyrer, our Athletic Director. In some cases, a nominal fee may be charged for use of the facility. Contact the school office for details.

Section 12. Arrival and Departure

All classes at St. John's School begin at 8:00 AM. Doors will open to students at 7:40 AM. Classroom doors will close at 7:55 AM, as a signal that classes are about to begin. (Students are not considered tardy until 8:00 AM) To help the teachers begin the school day promptly at 8:00 AM, and to avoid disruption, parents are asked to not enter the classroom after the 7:55 AM bell.

All students arriving at school prior to 7:40 AM should report to Childcare using the doors on Harwood Avenue. After 7:40 AM, students attending classes on the lower level of the building may enter the doors on Harwood Avenue. All other students should enter the doors along Dewey Avenue.

Students are to leave the school grounds immediately after dismissal. All students should depart by 3:15 PM unless they are under the supervision of a teacher or other adult for an after-school program or activity. Any child not picked up by 3:15 PM will be sent to the Childcare area at 3:15 PM and the parents will be billed accordingly.

For those parents who will be picking up their children at noon, please park as close to Dewey Avenue as possible to avoid conflict with the playground area.

After School Dismissal Procedures:

- Enter the parking lot and stay to the right. Come around in a loop. Pick up your child in the yellow striped Loading Zone area located well past the STOP sign but near the front doors.

- When picking up in the Loading Zone, only allow your child to enter the vehicle on the right side if possible.
- Another option is to pull in to the parking lot and park in one of the parking spaces. Your child(ren) will be allowed to cross from the school to the parking spaces only on the crosswalk. After your child(ren) are secure in the vehicle, then you should try to merge into the loop. When possible, you may pass the vehicles on the left side and exit the parking lot. Please do so slowly and ALWAYS stop at the crosswalk, no matter what lane you are in.

Tardiness

We believe that regular attendance is a prerequisite for satisfactory academic performance, and that school is a proper setting for students to learn the value of punctuality and reliable attendance. We further believe this value is taught by the model and expectations that we set for our children. Additionally, students arriving late:

1. miss morning devotions, the cornerstone of our Christian elementary school.
2. are disruptive to classroom teaching and the educational process for students who arrive on time.
3. develop behavioral patterns that are undesirable in school and later in life as employees.

For all of these reasons, we intend to start our school day and devotion promptly at 8:00 AM, with the opening bell.

All students who arrive after the 8:00 AM bell will be considered tardy. Recognizing that the education of their child(ren) is a joint responsibility of the parents and the school community, we require that parents accompany their children to the school office to sign the tardy log and to pick up a late pass from the school secretary. No student will be admitted by the classroom teacher without a late pass.

Parents, NOT children, are required to sign the tardy log. Parents should present a doctor's excuse if the tardiness is due to an appointment. It should be noted in the tardy log and the excuse given to the secretary. However, to keep classroom disruption to a minimum, parents may not enter the classroom after the 7:55 AM bell.

Because tardiness is extremely disruptive to teachers and their entire classroom, the disciplinary action for tardiness is as follows:

- **1st tardy in the calendar month** no penalty
- **2nd tardy in the calendar month** 10 minutes off of a recess
- **3rd tardy of the calendar month** 20 minutes off of a recess
- **4th (or more) tardy of the month** no recess that day for the student and parents may be required to meet with the Board of Education.

Students under disciplinary action during recess will be with their class either outside or in the gym, but they will have to sit on the side and not be allowed to participate in the recess activities.

Since our goal is to maintain the best teaching and learning atmosphere for all of our teachers and students, chronic tardiness may be considered sufficient grounds for suspension, non-promotion or expulsion, at the sole discretion of the teacher and Board of Education.

Section 13. St. John's Before and After School Childcare Program

St. John's Childcare is available to students before school beginning at 7:00 AM and after school until 5:45 PM. Those students arriving before 7:40 AM should enter the lower level entrance on Harwood Avenue. This time may be used to read, play games, or color. At 7:40 AM, the students will be dismissed to their classrooms by the Childcare staff.

All students remaining at school after 3:15 PM will be directed to the Childcare area and parents will be billed accordingly. This program provides adult supervision and activities. Milk will be provided; please bring your own snack. For the security of all students, parents must enter through the lower level entrance on Harwood Avenue. The door code and computer access code will be given to families upon registration.

All school parents are asked to have a Childcare Registration Form on file. Parents wishing to make use of the Childcare Program are asked to complete a reservation form. These reservation forms are due by the close of Childcare (5:45 PM) the day prior to using either before school or noon Childcare, or 9:00AM the day of using after school 3 PM Childcare. Additional forms are available in the school office and the lower level childcare room. You may also call Childcare at 414-453-9322 and leave a message, or email the Childcare office at childcare@sjtosa.org. Failure to adhere to these policies will result in additional fees. (Please see the "Payment Policy" in section 36.)

Before and after school childcare will be available on early dismissal days but may not be available on vacation days. If childcare is needed on vacation days, please check with the staff regarding availability. We will evaluate the need and offer this program based on participation.

St. John's also offers Childcare for children, who are at least 2 years old, reliably potty trained, and able to demonstrate self-help skills. (See Childcare section for details.)

Section 14. Extracurricular Activities

St. John's seeks to enrich each child's educational experience through extra-curricular activities. Many of these activities/athletics are coordinated through Wisconsin Lutheran High School. The following is a partial list:

- Athletics – Volleyball, Basketball, Wrestling, Track, Cross Country, Cheerleading and other sports are generally for grades 5-8 but may occasionally include lower grades.
- Book It Reading Program – Students through 6th grade may participate in the national Book It Reading Program at the teacher's discretion.
- Boy Pioneers and Girl Pioneers – Students in grades 1-8 are invited to participate in Lutheran Girl Pioneers or Boy Crusaders. (Participating grades may vary.) These programs run during the school year, but additional summer activities may be offered.
- Charity Fundraiser – St. John's may choose to participate in charity fundraisers (such as "Hoops for Heart", "Mathathon", etc.). The participating grade levels may vary each year.

- Forensics Competition – Forensics are a part of the curriculum. Students in grades 5-8 may also choose to participate in the Grade School Forensics Festivals.
- Junior Choir – Interested students in grades 5-8 may choose to participate in this choir also.
- Junior Handbell Choir – Students in grade 8 may choose to participate in St. John’s Handbell Choir. (It may also be offered to lower grade students depending on the number of participants.) Practices are generally held during the school day.
- Math Track Meet – This is for students in grades 3-8 who have earned the privilege of displaying their math skills in a team format with other WELS Lutheran Schools in the area. This event is typically held in the spring.
- Spelling Bee – The top scorers in each grade (1-8) earn the privilege of representing St. John’s at an oral spelling bee.
- Music Lessons – Piano Lessons (grades 2-8), Band Lessons (grades 5-8) and Guitar Lessons are offered on site during the school day to interested students. There is a separate cost for these lessons. A student may be kept from participating in any extra-curricular school activity if the administration, or faculty, believe the student should not be accorded the privilege of representing our school. Factors such as incomplete work, low grades, uncooperative or disrespectful attitudes may result in the suspension or expulsion from participation in extra-curricular activities. If faculty imposes a suspension from an extra-curricular activity, a consultation with the parents will establish a mutually agreed upon length of the suspension and/or the improvement standards that must be met to terminate the suspension. Efforts will be made to schedule this meeting before the suspension is imposed. Appeal of a suspension will be considered by a committee of the Athletic Director, Principal and Board of Education Chairman.

Section 15. Student Discipleship and Conduct

Jesus said to His disciples in John 14:15, “If you love me, obey what I command.” As redeemed children of God, the love of God is foremost in the minds of teachers and students. Therefore, we desire to demonstrate our appreciation for God’s love by modeling Christ in everything we say and do. Teachers and students will do this by respecting everyone and everything around them. Our school has specific guidelines to encourage proper Christian conduct. Running, loud talking, and boisterous actions in the halls, classrooms, cafeteria, library and rest rooms; disrespect, and any other behavior which does not reflect a Christ-like attitude will be corrected.

Disobeying school and classroom guidelines is sinful and works against the discipline process. To help students overcome their sinful nature, the teachers will apply both Law and Gospel to nurture students into a stronger relationship with their Lord. This may include one-on-one counseling, isolation, detentions, meetings with parents, and suspensions.

In cases where these strategies are ineffective, the child’s continued enrollment may be reviewed by the principal and Board of Education.

Every attempt is made to maintain Christian discipline at all times in accordance with God’s Word. It must be understood by pupils and parents alike that the pupils owe implicit obedience and respect to all teachers, staff and coaches under the Fourth Commandment.

Personal Appearance

A person’s appearance tells others what he is like and what is most important to him. We, as Christians, recognize that our bodies are temples of the Holy Spirit. I Timothy 2:9 instructs us to

dress in modest apparel. Not only do clean clothes and a clean body have a definite influence on the attitude and work habits of children, but they also tell others that our school is a place where children do their work to give God glory and honor.

What is Acceptable?

Sleeved shirts, sweaters or sweatshirts, slacks, blue jeans and denims in good condition may be worn. Skirts and dresses of a modest style, and any attire with pictures or slogans of a positive nature may be worn. Clothing with manufacturer trademarks and recognized sports teams may be worn. Any tight, form fitting pants, leggings/jeggings etc. that are under a dress, long top or shorts that are about mid-thigh length is acceptable. Tank tops under a light weight outer layer of clothing are acceptable. Shorts will be permitted from May 1 through September 30.

What is not Acceptable?

Oversized or distractive clothing, bared midriffs, any tops for girls or boys that are suggestive, sarcastic, or immodest are unacceptable. Clothing that is excessively tight, is too revealing, or that exposes undergarments may not be worn. Clothing that represents ideas or expressions that oppose Christian principles may not be worn. Between October 1 and April 30, shorts will be permitted when the weather forecast for the day is 80 degrees or higher as determined by the National Weather Service at (262) 965-2074 or by logging on to their website (www.weather.gov/milwaukee). Enter the school's zip code "53213" to access the day's forecast.

Often clothing is a matter of judgment, for that reason, compliance to the dress code is a matter of obedience to staff and administration. Any clothing that is inappropriate in the opinion of administration or faculty will be prohibited. Any time a problem occurs, the student will be told not to wear the clothing. Parents may seek an explanation from the staff involved. A second warning may require wearing alternative clothing supplied by the school for the balance of the day.

For special occasions, special dress is in place. For example, a church service calls for more formal dress than a field trip to the zoo. Parent cooperation in meeting these guidelines will help strengthen the partnership between parents and teachers to train our children in values and habits that reflect our relationship with Christ.

Church/School Building and Grounds

The Lord has made us stewards over the school and church properties of St. John's. He expects us always to honor and respect these properties. At all times, remember to be a good Christian steward of our property.

Food and Drink Statement

To maintain the appearance and quality of our building students may not eat food, chew gum, or drink beverages in carpeted areas. Exceptions may occur but must be approved by Principal, teachers or staff.

For the sake of good nutrition, candy, soda or sweetened waters, and gum are prohibited during school hours and for those students using the Extended Care Program. The Extended Care Program will provide snacks for the participants as part of their charge. Exceptions may be made by the teachers or staff for classroom parties or student birthdays. Please coordinate with the classroom teachers for these occasions.

Any student violations of this policy may result in confiscation and disposal. Enforcement of this policy outside of school hours may vary with the personnel and circumstance. Each child is expected to cooperate and respect the judgment of the responsible adult in the enforcement of this policy.

Electronic Devices

The use of all iPods, MP3 players, radios, and other electronic games or devices (ie. Kindles) is prohibited on school grounds unless specific permission is granted by the teacher or supervisor for EACH use. Failure to follow this policy will result in confiscation of the item by the teacher or staff. Confiscated items may be retrieved by parents from the teacher. Enforcement of this policy outside of school hours may vary with the personnel and circumstance. Each child is expected to cooperate and respect the judgment of the responsible adult in the enforcement of this policy.

Electronic devices used for educational purposes (i.e. laptops, chromebooks, ipads, etc.) require the teacher's permission for use in that class, but permission need not be renewed daily. Any misuse in the class period, such as improper access to the internet, may result in termination of permission for that class.

Cell phones must be turned off during the day and stored in student's locker or book bag. Students may not use them for any purpose on the school site without individual teacher permission for each occasion.

Section 16. Christian Discipline

All students are expected to demonstrate good citizenship in St. John's School. School is a society in which pupils come together to learn from teachers. Such a society, even of Christian people, must be governed by rules of good order so that the purpose of the group can be most efficiently fulfilled. The same love which brought this school into being makes us willing to accept these rules of order, even when they might limit some of our own wishes, for the good of others.

Should it become necessary for the teachers to correct a child's behavior, we ask you to remember that they do this out of loving concern for the child as a citizen of this school and as a fellow member of God's family.

Incomplete Work

A primary goal of St. John's Ev. Lutheran School is the nurturing of disciples. Part of this nurturing process is the development of proper attitudes and work habits. Occasionally children may become careless and/or irresponsible in completing their assignments and bringing them to school on time. Not only may this hinder their growth as disciples, but it also puts them at a disadvantage academically. For Kindergarten thru Grade 4, the teacher will contact the parents about incomplete work. The school may use the following procedure for grades 5-8 for each nine week quarter of the school year:

1. A slip will be sent home with the child indicating which assignments were not present for class. The slip, signed by a parent, is to be returned with the completed assignment at the beginning of the next school day for grading.

2. Whenever a student has missed three assignments within a given quarter, the teacher will contact the child's parents to discuss the situation and to inform them that with the next missed assignment the child will receive a 30-minute detention the following school day. A phone call to the home and a 30-minute detention will accompany each missed assignment thereafter.
3. If the problem persists, the teacher will meet with the student and his/her parents.
4. If the student continues to miss assignments, the parents and teacher may meet with the principal to discuss the student's relationship to school's authority and responsibility and his/her continued enrollment and willingness to accept the responsibilities that allow promotion to the next grade.

Incomplete work because of illness or other acceptable reason as determined by the teacher will be made up within a reasonable amount of time at the teacher's discretion.

Suspension or Termination of Enrollment

As part of a disciplinary action the Administration may suspend a student from one to three days. A letter of suspension will be sent to parents and a copy of that letter will be placed in the student's permanent file.

A child may be suspended if:

1. his/her actions make the school an unsafe environment for one or more students, faculty, or staff.
2. he/she is disobedient repeatedly or the degree of disobedience is extreme.
3. he/she is disrespectful of authority repeatedly or the degree of disrespect is extreme.
4. his/her behavior breaks God's commands and the behavior requires a consequence that is significantly more than the norm.
5. he/she is "chronically tardy".

A child's enrollment may not be continued if:

1. it becomes apparent that the academic, physical, or psychological needs of that student significantly exceed the professional capabilities of the staff of St. John's Ev. Lutheran School such that the student's needs cannot reasonably be met by our program or staff.
2. his/her actions significantly disrupted classroom instruction,
3. parents set an example contrary to God's instruction,
4. that child's behavior endangers fellow students, or
5. the child is "chronically tardy"

It is the responsibility of administration to recommend any enrollment changes. A letter of termination may be issued by the Board of Education upon the recommendation of the principal. Re-admittance to St. John's may be considered if sufficient evidence is presented to the Board of Education that the student's special needs have been adequately overcome upon receipt of a new enrollment form.

Section 17. Student Services

Student Records

Student records are available to the parents/guardians upon request. The school intends to comply with all Family Educational Right and Privacy Act (FERPA) guidelines. Records are not released to anyone without proper authorization.

Health

A public health nurse of the City of Wauwatosa is available to St. John's School and is responsible for health promotion, disease prevention, and early detection and intervention of other possible health problems of the child.

Parents are advised to keep their child home from school when the child has a fever, severe cold or other infection.

The teacher or school office may make arrangements to send a child home should illness occur during school hours. First aid will be administered by the teacher in the case of minor injuries received by the child.

Medication Distribution

The administering of medication is not a function of our school faculty or staff. However, in some instances, a child may be prescribed medication for use during the school day. In these rare cases, it is necessary to have a safe and proper procedure to ensure that the child receives the prescribed medication at designated times during school hours. If medication must be given at school:

- Parents must assume responsibility for the administering of the medication.
- If the parents are unable to dispense the medication during school hours, school personnel may store the medication. The parents must file with the school a document entitled "Medication Authorization Form." This document includes consent and written instructions for the distribution of medication. No medications (prescription or non-prescription) may be distributed without this document on file.
- If the parents authorize someone else to administer medication during the school day, a note must be sent to the school office. A prescription medication should have written directions from the physician, and should be in the original package from the pharmacy.

St. John's Evangelical Lutheran School does not supply non-prescription drugs or pain relievers for student use. Any student requiring any type of non-prescription medication must have parental approval and bring the item from home. Please note that this does not include cough drops and throat lozenges. All drugs or medications (prescription & non-prescription) must be turned in to the office.

Wisconsin statutes require that if prescription or non-prescription drugs or medications are to be taken or administered at school, St. John's must have written authorization from the parent or guardian. The written authorization must include:

- The name of the medication
- Dosage
- The time of day the medication is to be administered

- The duration of time the medication is to be administered
- Signature of the physician or parent.

Pre-printed forms are available from the school office and are available to be downloaded from the website.

Wisconsin statutes also require prescription and non-prescription drugs to come to school in their original pharmacy-labeled container or original manufacturer's packaging. Please make sure these containers are also labeled with your family name and contact information.

Inhalers and epi pens are not required to be turned in the office. However, a form is required to be on file if those products are needed. An "Asthma Inhaler Administration Authorization" form is required on file if a student utilizes an inhaler at school. Also, the "Health Concern Plan" Form is required for each student that may suffer from an allergy. Pre-printed forms are available from the school office and are available to be downloaded from the website.

Lunch and Milk

St. John's offers Hot Lunch and Milk Programs. Hot lunch is offered five days a week. The costs of the lunches are \$3.00 each. Additional entrees are also available at \$1.00 each. Daily lunchtime milk is available to students at a cost of \$15 for the school year. (One milk each day would be \$15. Two milks each day would be \$30 for the school year.) These milks are provided whether your child takes hot lunch or cold lunch. Individual milks are available at the cost of 25 cents per carton.

A "Family Lunch Account" will be established for each family. Payments to Hot Lunch will be deposited into your "Family Lunch Account" and the cost of lunches consumed by all children in that family will be deducted from that same account. Account balances will be updated on a weekly basis and are available through the school office. All families are asked to keep a positive balance in their "Family Lunch Account." **A negative account balance may result in your child(ren) being served a peanut butter and jelly sandwich instead of the entrée menu item. The \$3.00 cost will still apply to this lunch.**

Children may choose to bring a lunch from home rather than purchase a lunch through the Hot Lunch Program. Please note that if children bring food from home, parents and their children are responsible for proper care of that food; refrigeration is not available to students.

Those children who attend St. John's Childcare at lunchtime will also need to purchase lunch cards as described above. However, snacks and beverages (including lunchtime milk) will be provided by St. John's Childcare.

Books and Supplies

Books and some school supplies are furnished as part of school tuition. Certain regularly used school supplies may be purchased in the school office at reasonable prices. The following religious books must be purchased and become personal property: Lower grades-NIV Bible and Christian Worship hymnal and Upper grades-NIV Bible, Christian Worship hymnal, and catechism.

Section 18. Home and School Cooperation

School Attendance

Students should be prompt and regular in attendance. Parents are asked to provide an oral or written excuse giving specific reasons for every absence. Please call the school by 8:00 AM if your child will not be attending school that day.

All students are expected to be in their classrooms ready to begin the school day at 8:00 AM. Occasionally tardiness may occur due to unusual circumstances; however, continued tardiness is not acceptable. Tardiness that is excessive may result in disciplinary action. (Please refer to Section 11.)

Communication Tools/Resources

- Student Handbook. A comprehensive list of important information for St. John's school families. Please be sure to read it!
- School Directory. This lists all school families and includes contact information- addresses, phone numbers and email addresses when available.
- "Crusader Chronicle". This is our school's weekly newsletter. It is available every Thursday. The *Crusader Chronicle* will be posted to our website (www.sjtosa.org) and a copy will be emailed to all school families. Paper copies will be available just outside of the school office for those who do not have access to the internet. Please make a point of reading it. The "Crusader Chronicle" includes information about St. John's events, important dates for the upcoming week, and individual classroom news when appropriate.
- Individual Teacher Newsletters. Some of the teachers will issue an individual classroom newsletter that will be sent to you via your child or email, updating you on the information needed for that week. Please check with the teacher as to when you can expect to receive it.
- Website. Much of the information that you need is available on our website, www.sjtosa.org. It will include the following: our school newsletter the "Crusader Chronicle", Hot Lunch Menu, lunch/milk order forms, permission slips, and calendar information for both church and school. The website is secure and passwords must be obtained to access areas that have specific names. As we increase our use of the website we will keep you informed of any additional information that will be available on it.
- "Master" Calendar. This will be available on the inside first pages of your school handbook and on the website and will include important dates. Please keep in mind that this is a "working calendar" and therefore, occasionally it may be necessary to adjust dates or times of planned events. You will be updated of any changes through the "Crusader Chronicle". Also watch for other important dates as they become available (i.e. those involving extracurricular activities and other church/school functions). Important dates will be listed weekly in your "Crusader Chronicle". There is also a monthly calendar that is available at the beginning of each month and is included in the Chronicle.
- Email. Please feel free to contact the school via email with any questions or concerns. Information for the "Crusader Chronicle" can also be sent via email. St. John's School email is school@sjtosa.org.

Unresolved Issues

All pupils are bound to be obedient to all faculty and staff at all times and places. (Staff includes: secretaries, Childcare workers, cooks, volunteers, and custodians.)

Please make every effort to address concerns in a God-pleasing manner. Matthew 18 asks that we first talk with our brother. The following procedure should be used when addressing a concern:

1. If pupils feel that they have been treated unfairly, they are encouraged to discuss the matter with their teacher in private. Parents who feel that there has been a misunderstanding are requested to talk to the teacher first, after school hours.
2. If no satisfactory agreement can be reached, then the matter should be taken to the Principal.
3. If no satisfactory agreement can be reached, then the matter should be taken to the Pastor or the Elementary School Committee.

School Closings

- Whenever Wisconsin Lutheran High School is closed because of inclement weather, St. John's will be closed.
- Also, whenever Milwaukee Public Schools are closed because of inclement weather, St. John's will be closed.

The announcement for closing of the Milwaukee Public Schools will be made on early morning television and radio broadcasts. Any Wisconsin Lutheran High School or Milwaukee Public Schools closing decision made at mid-day, or that is not weather related, does NOT automatically include St. John's. In the event that St. John's closes at mid-day because of emergency, parents will be individually contacted.

St. John's Crusader Spirit Club

The Crusader Spirit Club is made up of school parents with children involved in sports at St. John's School, as well as other volunteers from St. John's Congregation and school families. The function of the Crusader Spirit Club is to:

- ❖ promote school spirit.
- ❖ generate funds to help support St. John's Athletic Program.
- ❖ assist athletic directors and coaches in organizing and promoting various sport tournaments and functions.
- ❖ assist visiting parents and players when they come to St. John's for sport functions.

Other Volunteer Opportunities

St. John's offers a variety of volunteer opportunities for parents to become involved throughout the school year. Parents may volunteer to be Room Parents, Athletic Coaches/Assistant Coaches, helpers for CES sponsored activities, kitchen assistants, library helpers, office helpers, or they may help with the Sportservice Volunteer Opportunity, to name just a few. We do not require parents to volunteer, but we would hope that if you enroll your children at St. John's School, you would like to take advantage of the opportunities to become involved with their educational experience here at the school.

St. John's does ask all parents who volunteer to work with students of our school to an annual background check to assure the safety and well-being of our students.

More information about volunteer opportunities will be given out on Registration Day in August. Also, the *Crusader Chronicle*, our weekly school newsletter, will keep you updated on any activities that may require help from parents.

CHILDCARE FACULTY AND STAFF

CHILDCARE STAFF

Office phone: (414) 453-9322
Office email: childcare@sjtosa.org

Mrs. Leigh Ann Treichel, Childcare Director
Email: leighann.treichel@sjtosa.org
Cell phone: (414) 587-5268

Mrs. Corinne Paul, Lead Childcare Teacher
Email: corinne.paul@sjtosa.org
Cell phone: (414) 339-0685

SCHOOL ADMINISTRATION

Office phone: (414) 258-4214
Email: school@sjtosa.org

Mr. Scott Uecker, Principal
Email: scott.uecker@sjtosa.org

PASTORAL STAFF

Office: (414) 258-7831

Section 19. Eligibility, Hours of Operation and Cost

St. John's Childcare is available from 7:00 AM to 5:45 PM (Monday thru Friday) for children who are reliably potty trained and at least 2 years of age. Young children must also be able to demonstrate self-help skills such as feeding themselves, drinking from a cup, and verbalizing the need to use the bathroom.

This program is available during the school year with the exception of holiday closings. (See section 25.) Please see Childcare Director for Childcare Pricing sheet.

St. John's also offers a **Summer Childcare Program**. This program has a separate registration form and a deposit. Information on this program is available upon request.

Section 20. Objectives

- Motivated by the love of Jesus, the staff of St. John's Childcare has the following goals:
- To provide the children with opportunities to hear of God's love for them through stories, finger-plays, songs, and projects. (spiritual development)
- To provide an atmosphere of love and caring for each other based on God's unconditional love for us. (social development)
- To provide a stimulating educational environment where children can use all five senses to expand their thinking skills. (cognitive development)
- To help each child feel accepted and confident as a redeemed child of God. (emotional development)
- To provide opportunities for developing self-expression through music, movement, drama and art. (creative development)
- To provide a safe and happy environment in which children can develop their large and small motor skills. (physical development)

Section 21. Curriculum

Our curriculum is designed to educate the whole child through a variety of multi-sensory activities that promote growth in all major developmental areas. Opportunities include:

- Creative arts
- Sensory experiences
- Science and Math
- Table toys
- Dramatic play
- Library
- Home living
- Music and movement
- Blocks and vehicles
- Gross motor skill-builder

Themes are used to give children a varied menu of subjects to discover and explore. Teachers act as facilitators as they guide and supervise play to foster learning.

Our day consists of active and quiet times; individual, small and large group experiences; indoor and outdoor play.

Section 22. Admission Policy

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

Our ministry is operated in conjunction with St. John's Preschool and School and is currently intended to serve children that are at least 2 years of age, reliably potty trained and able to demonstrate self-help skills such as feeding themselves, drinking from a cup and verbalizing the need to use the bathroom.

Section 23. Enrollment Procedure

1. Complete and submit the following forms at least one week before the first day of your child's attendance:
 - Registration Form
 - Parental Agreement
 - Immunization Record
 - Child Health Report
 - Health History and Emergency Care Plan
2. All children must be up-to-date on their immunizations. An immunization form must be on file before the child attends the first day. Children must have a physical check-up no more than 1 year prior or 3 months following the date of enrollment.
3. If possible, parents are asked to bring their children for a short visit before their first day. This will help the children ease into the program by giving them a chance to meet their teacher and become acquainted with the Childcare room.

Section 24. Child Guidance

Teachers show love and concern for children by letting them know what is expected and setting appropriate limits. They are consistent and state rules in a positive manner. By developing a positive relationship with each child, a teacher can redirect unacceptable behavior. Our guidance is always done in a loving way and will not be physical, emotional or demeaning. Teachers may use a variety of techniques and consequences that are intended to be immediate, consistent and

logical. Persistent behavior problems will be brought to the attention of the parents, so that we may work together for positive changes and in accordance with the childcare behavioral policy. For additional information please see the Childcare Behavior Policy

Section 25. Holidays and Emergency Closings

Holidays: St. John's Childcare will be closed for the following holidays:

- Labor Day, September 4th
- Thanksgiving Day and the day after, November 23rd and 24th
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Good Friday, March 30th
- Memorial Day, May 28th
- Independence Day, July 4th

Emergency Closings:

- Whenever Wisconsin Lutheran High School is closed because of inclement weather, St. John's School and Childcare will be closed.
- Also, whenever Milwaukee Public Schools are closed because of inclement weather, St. John's and Childcare will be closed.

The announcement for closing of the Milwaukee Public Schools will be made on early morning television and radio broadcasts. Any Wisconsin Lutheran High School or Milwaukee Public Schools closing decision made at mid-day, or is not weather related, does NOT automatically include St. John's School or Childcare. In the rare occasion that St. John's Childcare closes at mid-day, parents would be individually contacted.

Section 26. Parent Involvement

...from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus.

2 Timothy 3:15

As parents, it is important to stay current on matters at Childcare. We would like you to work closely with the teachers in order to make your experiences as enjoyable as possible. Here are a few things you can do:

1. Check your child's cubby and mailbox daily.
2. Check the Parent Board for new information.
3. Check your child in and out using our computerized Childcare program.
4. Let the teachers know when something at home may be affecting your child's behavior at Childcare.
5. Make payments on time. (Payment is due upon receipt of your Childcare invoice).
6. Keep all information on file up to date.

Section 27. Toys from Home

We ask for your help in discouraging children from bringing toys to school from home. Many children have similar toys to those we have here. Bringing toys may result in confusion or toys getting lost or broken. Your child may bring a toy or book to share when they are “Line Leader”. You will be notified on a monthly basis when it is your child’s turn. Your child may also bring a cuddly toy for nap-time.

Overall, we like to keep home toys at home and childcare toys at Childcare. Thank you for your help with this.

Section 28. General Information for Parents

1. Label all personal belongings.
2. Please notify the Childcare office (according to parental agreement guidelines) if your child is going to be absent.
3. Encourage your child’s independence, but give necessary assistance when arriving and departing from Childcare.
4. Toys that represent weapons or violence will not be allowed at any time.
5. We appreciate your input into our program. Please contact the teacher or administrator with questions, concerns and compliments.
6. Please DO NOT leave your car running when you drop off and pick up.
7. Check your child in and out on the computer.
8. Please escort your child into Childcare and to a teacher.
9. We need to know that your child is safely in your hands so please make contact with your child’s teacher as you exit each day.
10. We need a note or a phone call from a parent to release you child to anyone not preauthorized. (Your child may not be released to school aged siblings.)
11. Regardless of the reason, for late pick-up (after 5:45 PM) there is a \$1.00 charge for every minute you are late. The late charge fee will be billed to your account.
12. If any parent or authorized person comes to pick up a child while under the influence of alcohol, drugs, etc., the police will be notified.
13. A court ordered custody verification must be on file if a parent wishes that the child is not picked up by the other parent.
14. Food allergies will be posted in the room so the staff will be reminded of it.

Section 29. Health Policy

The State of Wisconsin requires children to have a medical report on file, as well as an up-to-date record of immunizations. Non-compliance of this requirement can result in dismissal.

When necessary, prescribed medications may be administered by staff with a written consent of the parent. Medications must be in the pharmacy container with your child's name, name of drug, dosage and physicians name written on it. No exceptions. Medication administration forms can be obtained from childcare staff. We will not administer medication unless a form is filled out.

You will be contacted if your child becomes ill at Childcare. You will be required to pick him or her up within one (1) hour of notification. Your child may return to Childcare when he or she is free of symptoms, including a fever, for 24 hours. If your child is well enough to be at the Childcare, he or she is well enough to participate in all aspects of the program, including going outside. Written permission from your physician to return to Childcare may be requested at the discretion of St. John's Childcare. If you are not able to be reached, we will call one of the parties listed under "Emergency Contacts" on your card. Some reasons for pick up could be, but are not limited to: fever of 100 degrees, diarrhea several times within an hour, and flu-like symptoms.

You must notify Childcare if your child has been diagnosed as having a communicable disease. To help stop the spread of disease, it is important that children with all contagious conditions stay at home until they have recovered. Communicable diseases include, but are not limited to: Chicken Pox, Strep Throat, Scarlet Fever, German Measles, Impetigo, Infectious Hepatitis, Measles, Mumps, Poliomyelitis, Whooping Cough, Diphtheria, Meningitis, and Ring Worm.

PLEASE CALL CHILDCARE BY 8:00 AM IF YOU ARE GOING TO KEEP YOUR CHILD HOME FOR THE DAY DUE TO ILLNESS. IF YOU REACH THE CHILDCARE VOICEMAIL, PLEASE LEAVE A MESSAGE FOR ANY ABSENCE OR IF YOU WISH YOUR CALL TO BE RETURNED.

Section 30. Accidents

If a child has a minor injury, the staff person attending to the child will inform the parents. If an accident occurs which may need medical attention, the staff will contact the parent.

In an emergency when immediate attention is needed, the staff will call 911, then contact the parents and the child's doctor. After 911 has been called, it is up to the paramedics to take the appropriate action.

Section 31. Lunch and Snacks

Childcare participates in St. John's Hot Lunch Program during the school year. Those children attending Childcare over the lunch hour may bring a bag lunch or order a hot lunch (at the cost of \$3.00 per lunch). You may add funds to your "Family Lunch Account" via the drop boxes in the school office or childcare room. Snacks and beverages are provided by Childcare at no additional cost for children age 2 thru K4.

There will be no hot lunch served on early (noon) dismissal days or when St. John's School is not in session.

Section 32. First Day of Childcare

The first day of Childcare holds an exciting and new experience for your child, but it can also be filled with anxieties of separation and newness. If your child is using our program in the morning, please allow extra time when dropping off your child on the first few days. Here are some helpful hints:

- Try to get your child in on an activity. This usually lessens the anxiety.
- Talk to your child several days in advance and let them know what is going to happen ... “You’re going to stay while I go to work...”
- The greatest fear is that you will not come back. Assure them that you will.
- Although it may be easier for you, don’t sneak away.
- Once you start to leave, don’t stop. It’s important that you follow through even if your child cries.
- Feel free to call later in the morning to see how your child is doing.
- Many children adapt quickly to the routine. However, it is perfectly normal for some children to take several days or weeks to adapt.
- The following items need to be brought **labeled** to Childcare on the first day:
 1. An extra set of clothing including gym shoes and socks (only for children who use childcare exclusively) in a labeled Ziploc bag
 2. Outdoor clothing appropriate for the day’s weather
 3. A labeled child size sleeping bag for children who will be attending childcare in the afternoon. These are to be taken home and washed periodically. Failure to provide bedding for your child will result in a laundry fee per item.
 4. Pull-Ups for naptime, if needed. These must have Velcro closures on the side.

Section 33. What to Wear to Childcare

Inside: It is important that your child wears comfortable and washable clothes to school. Also, please dress your child in clothes that he/she can manage easily in the bathroom. Teachers are always available for help but we really try to encourage independence with the skills of dressing. It gives them a feeling of accomplishment. It is important that your child wear comfortable, closed toed shoes and socks for outside play.

Outside: Please make sure your child is dressed appropriately for the weather. Children like to get outside and enjoy the fresh air and burn off energy. We go outside often when the weather permits. As the weather becomes chilly, be sure your child brings a hat and mittens.

Section 34. St. John’s Before and After School Childcare Program

St. John’s Childcare is available to students before school beginning at 7:00 AM and after school until 5:45 PM.

Those students arriving before 7:40 AM should enter the lower level entrance on Harwood Avenue. At 7:40 AM, the students will be dismissed to their classrooms by the Childcare staff.

After school childcare provides adult supervision and activities. For the security of all students, parents must enter through the lower level entrance on Harwood Avenue. The door code and computer access code will be given to families upon registration.

All unsupervised children dropped off before 7:40 AM or remaining after 3:15PM will be sent to Childcare and billed accordingly.

Please see the “Payment Policy” in section 36.

All school parents must have a Childcare Registration Form on file. Parents wishing to make use of the childcare program must reserve a spot. **Reservations are due by the close of Childcare (5:45PM) the day prior to using either before-school care or noon care. After 3 PM care needs are due by 9:00 AM the day of use.** You may reserve a spot by calling the childcare office at 414-453-9322 or emailing childcare@sjtosa.org. Registration forms are also available in the school office and the lower level childcare room. Failure to adhere to these policies will result in additional fees.

Before-school/after-school childcare will be available on early dismissal days but may not be available on vacation days. If childcare is needed on vacation days, please check with the staff regarding availability. We will evaluate the need and offer this program based on participation.

Section 35. Discharge Policy

Our hope is that all problems can be resolved in any situation that may occur in Childcare. However, if several attempts have been made in writing and/or verbally and efforts do not seem to be working, St. John’s Childcare reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late-payment of fees.
2. Not observing the policies and procedures as outlined in the Parent Handbook.
3. Child has special needs that St. John’s Childcare can’t meet. (After a trial period has been attempted.)
4. Physical and/or verbal abuse of staff or children by parent or child.
5. Medical or Immunization records are not up-to-date.

Section 36. Payment Policies and Procedures

Cost:

- Childcare is hourly and is billed in 15-min. increments. Childcare Rate sheets are available in the childcare office.
- Children picked up after childcare closes (5:45PM) will be charged a late fee.
- Invoices including all charges will be sent via email shortly after the 1st and the 16th of the month. All bills are due upon receipt.
- EFT will be withdrawn 3 business days after invoice has been sent.

Procedures:

- Parents wishing to make use of the childcare program, including the Before and After School care program, must reserve a spot. **Reservations for Before school and Noon**

childcare are due before 5:45PM the day prior to use. Reservations for childcare after 3:00PM are due by 9:00AM the day of use. You may reserve a spot by calling the childcare office at 414-453-9322 or emailing childcare at childcare@sjtosa.org. Registration forms are also available in the school office and the lower level childcare room. Failure to adhere to this policy will result in the additional “drop-in” fees as noted on the Childcare Rate sheet.

- **If you will not be using your scheduled day, you are required to call or email the childcare office, not the school office, by 5:45PM the day prior for Before school and Noon childcare use, or by 9:00AM the day of use for childcare scheduled for After school** (unless absence is due to child’s illness). This includes but is not limited to sports, field trips, music lessons, vacations, etc. It is your responsibility to notify childcare of any schedule changes. Failure to adhere to this policy will result in the additional “No Show” fees as noted on the Childcare Rate sheet.
- All-Day care, K3, and K4 students staying for nap must supply a child sized sleeping bag. Failure to do so will result in a laundry fee per item that we provide to the child.
- St. John’s childcare reserves the right to deny childcare requests to families who fail to provide proper notice of childcare needs or if their childcare accounts are greater than 30 days past due.

Returned Checks:

There will be fee equal to the amount charged by the bank added to your account for any returned checks. Recurring returned checks may require that the account be paid with a money order, certified check, or cash.

Late Pick-up:

Children picked up after the childcare closes (5:45 PM) will be charged \$1.00 per every minute, per child, regardless of the reason for being late. The late fee will be charged to your account.