

*St. John's*  
Ev. Lutheran School

**FAMILY HANDBOOK**

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## PURPOSE OF THIS HANDBOOK

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This handbook was developed to aid parents in understanding the policies and procedures of St. John's Ev. Lutheran School. Thank you for the opportunity to assist you in your child's spiritual training.

## FROM THE PRINCIPAL

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There are many different things to learn about in life. There are also many different **ways** in which to learn. Children exhibit these characteristics from the very moment they are born. Whether it is having a certain musical ability, being able to create an artful masterpiece, showing skills making friends, or becoming a star basketball player, children grow and learn at a rapid rate!

At St. John's Ev. Lutheran School we believe that the best way children learn is through a solid, Christian education. We believe that students need to learn that life begins and ends in the grace and favor of our Creator, Redeemer, and Sanctifier. It can only be Christian education, grounded in Holy Scripture, that will help a child to truly succeed in life. This takes place both in the home and here at our school. The Lord verifies the benefit of this instruction, ***"Train a child in the way he should go, and when he is old he will not turn from it."*** Prov. 22:6

Children that receive thorough, Christian training, receive something that lasts. We do this in accord with the parents and other believers in order to nurture and train the next generation. May we all continue to learn together from our gracious Heavenly Father and thank Him for the gift of His Word for guidance, instruction, wisdom and peace!

*Jesus called the little children  
Folded them in arms of love,  
Told them of their soul's salvation,  
Of their Father's home above.  
There were some who dared to hinder  
Little ones their Lord to see,  
Them the Savior firmly chided,  
"Suffer them to come to Me"  
Still His Word remains behind,  
Calling, guiding all God's children,  
Bringing hope to lost mankind.*

*Blessed is the congregation  
Which supports a Christian school.  
Schools wherein the Savior labors,  
Each instructor as His tool.  
Still He works in hearts of children  
Cultivating faith and love,  
Through His schools and Christian teachers  
Ever guided from above.  
Thus, today the Savior beckons  
Every little child we see.  
Warning, "Christians, do not hinder;  
In this school they learn of me!"*

*-Marietta Meyer*

Mr. David Backus, Principal

## MVO - MISSION VISION OBJECTIVES

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Our faculty and board reviewed the school mission statement with the goal of developing “vision” and “objective” statements. One way to think of the process is to attach a question to each part of the process.



<i>Mission</i>	<i>Why?</i>
<i>Vision</i>	<i>What?</i>
<i>Objectives</i>	<i>How?</i>

The mission, vision and objective statements listed below were approved through the self-study and accreditation process.

### Mission Statement

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***St. John’s Ev. Lutheran School exists to assist parents in proclaiming the Bible’s saving message to their children and in equipping them for lives of service, by providing a high quality, Christ-centered curriculum and environment.***

St. John’s Ev. Lutheran School is guided by the fact that God’s ultimate goal for human beings is eternal salvation. We accept the following truths:

- A. There is only one true God: Father, Son and Holy Spirit (*Isaiah 45:21; Matthew 28:19*).
- B. People were created by God, in the image of God (*Genesis 1:27; Ephesians 4:24*).
- C. The fall into sin corrupted the entire human race, making it subject to damnation. (*Romans 3:23; Romans 5:12*).
- D. By grace through the sacrifice of Jesus Christ, all sins have been pardoned. (*Romans 3:22-24; Ephesians 2:8,9*).
- E. Such forgiveness is received by all who through faith know Jesus Christ as Lord and Savior. (*John 3:16-17; Romans 10:11-13*).
- F. Belief in Jesus Christ makes a person a new creature (*2 Corinthians 5:17,18; Galatians 2:20*).
- G. As a believer, each Christian’s life grows in the following areas:
  - a. Use of the Means of Grace (Word and Sacraments) (*2 Peter 3:18; I Corinthians 11:25,26*).
  - b. Dependence upon the Father, our Creator and Preserver; the Son, Jesus Christ, our Savior from sin, death and the devil; and the Holy Spirit, our source and strengthener of faith and new life. (*Isaiah 41:10; Matthew 11:28,29; II Corinthians 12:3*).

We proclaim these truths, not only in religion classes, but also throughout the curriculum. We assert God’s Word as truth in every phase of instruction and training in our school.

## Vision

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In order to carry out its mission in an efficient and orderly manner, St. John's Ev. Lutheran School commits itself to the following vision statements:

**Support parents in their God-given role to foster the development of spiritually healthy families**

**Train students who will develop the skills, knowledge and attitudes required for a life of service in the Church and in society.**

**Join with our church family in exploring increased Bible study and outreach opportunities.**

**Ongoing spiritual growth for students and families through regular use of Word and Sacrament.**

**High academic standards for all students by providing qualified staff, a comprehensive curriculum, and adequate instructional facilities and materials.**

**National accreditation from the NCPA (National Council for Private School Accreditation).**

**Strengthen the partnership among home, church, and school to nurture our members and to reach out to a lost world.**

## Objectives

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**Support parents ...Provide a Christ-centered school environment that supports the Christian home.**

**Train students ...Provide a Christ-centered curriculum that has spiritual, academic, physical, and social development as its focus.**

**Join with our church family ...Have an increasing number of school families involved in organized Bible study.**

**Ongoing spiritual growth ...Incorporate strategies to maintain and increase the number of school families involved in regular worship attendance and reception of the Lord's Supper.**

**High academic standards ...Provide regular evaluation of the curriculum based Biblical principles, educational research and Wisconsin Model Academic Standards.**

**National accreditation ...Complete requirements for initial accreditation, and develop and carry out the seven-year plan resulting from the accreditation process.**

**Strengthen partnership for nurture and outreach ... Equip school families with training and materials to enable nurture and outreach.**

## STATEMENT REGARDING STUDENT RESPECT

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### Definitions:

Respect – to consider worthy of high regard, to show that high regard in words and actions.

Disrespect – any behavior that is discourteous, profane, or rude in word or action.

### What the Bible says:

“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you” -Hebrews 13:17,18

“Each of you should look not only to your own interests, but also to the interests of others.” -Philippians 2:4

### From Luther’s Catechism:

We should fear and love God that we do not dishonor or anger our parents or others in authority, but honor, serve, and obey them and give them love and respect. -The Fourth Commandment *What Does This Mean?*

We should fear and love God that we do not tell lies about our neighbor, betray him or give him a bad name, but defend him, speak well of him and take his words and actions in the kindest possible way.

-The Eighth Commandment *What Does This Mean?*

Because we live in a society that shows less and less respect for what God’s Word has to say and provides many negative role models, student disrespect can become an increasing problem. Because of what the Bible teaches, we make the following assumptions:

- Each believer is a redeemed child of God. Teachers at St. John’s will value each student as God’s child with the love and concern that goes along with that status.
- The Bible reveals a clear ordering of society as summarized in the Fourth Commandment and Ephesians 6:1-9.
- Children, because of their age and lack of experience do not always understand why adults find certain behaviors unacceptable.
- Each child retains a sinful nature that rebels against God’s will. At times that nature shows itself in the form of disrespect for God’s representatives and/or peers.
- God’s Law is used to show the child his/her sin, to keep his/her sinful nature from going as far as it would like, and to guide him/her in the correct way.
- The Gospel is used to assure the repentant child of the forgiveness he/she has in Jesus

St. John’s faculty has defined what we mean by respect in the school setting:

- Students recognize adults as God’s representatives.
- Students have a high regard for school property and the property of others.
- Students show respect in words and actions.
- Students view peers as equals.

The faculty further defined behaviors that will be evident in a respectful student body:

- Students accept correction.
- Students obey the first time they are told to do something.
- Students accept responsibility for their words and actions.
- Students show high regard for other classrooms and people.
- Students show proper care for the cleanliness and upkeep of school property.

We appreciate families working with us to achieve and maintain this standard. In order to help maintain this standard, our school has adopted a Discipline Policy that can be found on page 11 of this handbook.

## ABSENCES AND EXCUSES FROM CLASSES

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Students are expected to attend school regularly and punctually. If your child will be absent we ask that you excuse the absence with a phone call or a note.

Parents are encouraged to make appointments with dentists and doctors during non-school hours and days. If however, the need arises, the school will excuse the child for the time of the appointment. The teacher should be notified in advance in these cases.

Extended absences from class can be detrimental to your child and disruptive to the classroom schedule. We ask that families planning vacations during the school year do so during the vacation days scheduled on the school calendar. We also ask that parents avoid student absences for reasons other than illness or emergency.

We appreciate the cooperation of our families in the matter of absences from school. It helps us keep things running smoothly at school and helps students recognize the importance of regular attendance.

## ADMISSION POLICY

All school age children of St. John's Lutheran Church are encouraged to attend their school. To be eligible for kindergarten a student must be five years of age before September 1. Non-member enrollments need approval from the Board of Education. Initial requests for admission should be directed to the pastor or principal.

The cost of educating one child at St. John's is over \$5100 per year. The majority of this cost is subsidized through church offerings. St. John's congregation considers Christian Education one of its highest priorities. The remainder of the educational cost is the responsibility of parents.

Non-members pay a tuition that reflects the actual cost of educating the student. For 2017 – 2018 tuition costs are:

Tuition		
Grade	Cost/Year/Student	Cost/Month/Student
1-8	\$5230.17	\$435.85
Kindergarten (0.5rate)	\$2615.09	\$217.92
4K (0.3rate)	\$1743.39	\$145.28
3K (0.2rate)	\$689.60	\$76.62

All who enroll their children in St. John's School must agree to the purpose for which the school was established and to the conditions set forth in this handbook. We enroll students using the following priority schedule (if we have to restrict enrollment because of space or staff limitations). Children of families who are:

- 1) members of St. John's, Newtonburg
- 2) members of Trinity, Liberty
- 3) mission prospects (those who have no church home)
- 4) members of other WELS churches

While as a general practice, we do not enroll children of families that are active members of non-WELS churches, we welcome all inquiries. Our principal or pastor will be happy to share information about our school and church.

We do not charge tuition of students from groups 1 or 3. The tuition rate is reviewed annually and set by the Church Council. The board, pastor, and principal review non-member enrollments annually.

### Bible Information Class

Non-WELS (Wisconsin Evangelical Lutheran Synod) parents or guardians who enroll their children in St. John's School must complete the Bible Information Class. The parent/guardian must complete the class during the first year the child is enrolled at St. John's. We make this requirement because:

- 1) We stress the teaching of God's Word and want parents to be aware of what their children are being taught;
- 2) Parents will be better able to discuss with their children the things they learned and help them with memory work;
- 3) We are also concerned that parents, as well as children, have an opportunity to learn about God's gift of everlasting life.

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

## AFTER SCHOOL

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Our school day closes at 3:00 P.M. (3K, 4K and Kindergarten at 11:45 A.M.) Parents should pick up students by 3:15. Our faculty established the following procedure:

- Bus students will be dismissed first.
- After the bus students have loaded the remaining students will be dismissed.
- Students in grades 1-8 should wait on the benches outside their classrooms until their ride arrives.
- Students who are walking or riding a bike should leave the school grounds immediately after being dismissed.
- To ensure building security, outside doors will be locked after 3:30 P.M.
- We ask that those picking up children follow the drop off and pick up procedures to maintain safety in our parking lot.

Our faculty appreciates parents' cooperation with this procedure. It helps ensure proper supervision and allows our teachers to use their after-school time for preparation.

## ATHLETICS

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Our interscholastic sports program offers students (generally grades 5-8) a chance to compete against other schools in basketball, volleyball, wrestling, cross country, and softball. All students participate in a school track and field day in May. Our school is a member of the Lakeshore Lutheran League. There are also opportunities for children to become part of the Junior Lancer Athletic Program through our high school. Students may compete in Junior Lancer baseball, football, and basketball. Parents who volunteer their time and guidance coach several sports.

As information becomes available on each sport, you will be notified.

### After School – Athletics

During athletic seasons some after school practices require students to remain at or return to school several days each week. Although a necessary part of their sport, the schedule creates a concern for supervision. Legally, we cannot leave students unsupervised, and we hesitate to ask our teachers to use their after-school preparation time to supervise students on a regular basis. As a result, we ask your cooperation with the following procedure.

- ✓ After school early practice. Students involved should go to the gym immediately after being dismissed. Please have a ride available at the conclusion of practice.
- ✓ After school late practice. Students should leave the school by the regular pick-up time (3:15). They may return no sooner than fifteen minutes prior to practice time. Students may not remain unsupervised on the playground. Please make a request if a unique circumstance necessitates the student remaining at school until practice time. An *After School Request* form can be picked up and filled out in the school office.
- ✓ Home games. We do not provide after school supervision. Players are expected to be in the gym at the time designated by their coach. Students attending the game as fans need to be in the gym or concession area (classrooms, office, and basement are off limits). They may not go outside the building or be on the playground unsupervised.
- ✓ Away games. Students will go by private vehicle. Those attending as fans should stay in the gym or other areas designated by the host school.

We appreciate parents working together to make arrangements for their children to and from athletic contests.

## BAND PROGRAM

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A grade school band program for grades 5 - 8 is offered through Manitowoc Lutheran High School. Individual lessons are given at our school during the school day for a fee. Whole band instruction occurs at MLHS on Saturday mornings. MLHS schedules two concerts during the year. This service is provided by Mrs. Renee Schmill (682-0215 x 340 or [rmschmill@mlhslancers.org](mailto:rmschmill@mlhslancers.org)).

## BIKES

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Bikes should be parked in the bike rack upon arrival in the morning. Students should not use the parking lot as a biking circle since arriving and departing cars and buses make this practice dangerous.

## BIRTHDAY CELEBRATIONS

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Students may bring a treat for their class, but please no gum. We encourage some alternatives to candy treats, such as a classroom gift (game or book) or a mission offering. You best can determine how to celebrate this very special day for your child.

## BOOK COVERS

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We ask the students take their textbooks home to cover them during the first week of school. Grocery bags seem to be the most durable for book covers, although the elastic kind that can be purchased at school supply stores will work as well. We ask that students not cover school books with covers that adhere to the book. Thank you for helping us prolong the usefulness of items that are large expenses in our budget.

## BUS RIDERS

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Christian courtesy for fellow passengers and respect for the bus driver are expected from each child that rides the bus. Misbehavior on the bus will result in the bus driver filing a report with the bus company, the school, and the parents. If the problem persists, the child will be removed from the bus.

Concerns about the bus and its driver should be directed in writing to the school.

## BOARD OF EDUCATION

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Our school operates under the direction of an elected group of men who serve as the Board of Education. Elected for three-year terms, the board members establish all policies of the school. The board meets the third Tuesday of the month at 7:00 P.M. Please contact any of these board members regarding matters of interest or concern.

<b>Name</b>	<b>Title</b>	<b>Contact Number</b>
Joel Luebke	Chairman and Church Council	758-2130
Jere Carolfi	Treasurer	758-7337
Dan Declene	Secretary	920-3743753
Brian Sukowaty	PIE Representative	091-7577
Gary Edwards	MLHS Delegate	758-1375
Randy Kasten	Building and Grounds	758-3995

## CARE OF SCHOOL PROPERTY

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Students are to practice good stewardship in the care of the school and church property, such as school furniture, textbooks, and playground equipment. If damage is done willfully or as the result of carelessness, parents will be expected to make restitution.

## CHAPEL

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A chapel service for the entire school is held every Wednesday at 8:30 A.M. We invite parents to join us for these services in church. Services will alternate between the church proper and the school gym.

## CHURCH

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### Attendance

Attending church is an important part of any Christian's worship life. Every evangelical effort will be made at school to encourage your child to attend church. What better way can we find to thank and praise our God for His marvelous blessings than to worship with our children here at St. John's on a regular basis? A quarterly church attendance slip is sent home with every report card. "Let us not give up meeting together... but let us encourage one another." (Hebrews 10:25)

### Singing in Church

A number of times during the school year our students have the opportunity to praise their Lord by singing in church. A schedule is provided on registration day. If a child is unable to attend a service in which his or her class is scheduled to sing, please notify the child's teacher with a note or phone call prior to the scheduled date. If a child must miss a singing date due to illness the child should bring a written excuse when he or she returns to school the next week. Please extend us this courtesy to excuse your child and to make our planning easier.

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## COMMUNICATION/GRIEVANCE POLICY

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From time to time parents have concerns about the handling of an event in the classroom, on the playground, or at a school activity. The board implemented the following policy to channel communication in a way that will answer concerns and provide a procedure for solving problems.

1. The first step is to speak with the teacher involved. In most cases questions can be answered and concerns addressed at this level. (Please extend our teachers the courtesy of making arrangements to speak with them privately and confidentially.)
2. Parents who have a grievance with a teacher that cannot be resolved to their mutual agreement are to contact the principal. He will schedule a meeting with the concerned party and the teacher involved. A summary of the meeting will document the concerns and a plan of action to address the issues involved. Those involved in the meeting will have access to the summary and plan through the principal. If needed, a minimum of two follow-up meetings will be held to evaluate the plan and progress.
3. If the teacher involved is the principal, the pastor and a designated board take the role of the principal in #2.
4. If after three meetings parents still have a grievance, they will present it to the Board of Education in a letter expressing their feelings and position. The Board Chairman will schedule a special board meeting in which the parent, teacher, and board will discuss the grievance. The parent and teacher will accept the decision of the board after this process is complete.

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## CURRICULUM

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A school curriculum consists of the sum total of all the experiences a child needs to grow and mature. Therefore our curriculum provides for the total needs of the child - the spiritual, the mental, the physical, and the social.

The course of study for WELS elementary schools and the course of study for the state of Wisconsin serve as guidelines for the goals, methods, and contents of instruction. A curriculum summary is listed below:

<b>Religion:</b>	Christ-Light Curriculum, Catechism, Hymnology
<b>Language Arts:</b>	Reading, Writing, Speaking, Listening
<b>Social Studies:</b>	History, Geography, Citizenship
<b>Science:</b>	General science, Life Science, Earth Science
<b>Fine Arts:</b>	Music, Art
<b>Mathematics:</b>	General Math, Pre-Algebra, Algebra
<b>Physical Education:</b>	Physical Education Class, Intramurals, Athletics

Special equipment to enhance and supplement our classroom work includes: computers, Google Chrome Books, Internet, streaming videos, maps, charts, classroom and school libraries, DVD, I-Pads, overhead and data projectors, SmartBoard, encyclopedias, and globes.

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## DAILY SCHEDULE

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The school day starts at 8:15 A.M. and closes at 3:00 PM (Please refer to After School Policy.). Our kindergarten has a half-day, every day schedule and dismisses at 11:45 AM. Our 4K Preschool is a half-day, M-W-F schedule and also dismisses at 11:45 AM. Our 3K Preschool is a half-day, T-TH schedule and also dismisses at 11:45 AM. The school doors are open in the morning at 8:00 AM at the main entrance. Please note that all doors will be locked, except for the main doors, to ensure safety.

Students should arrive early enough to allow them to be in their desks and ready for the school day at 8:15 A.M.

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## DISCIPLINE

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Upon enrolling a student, the parents place the teachers into a position of God-given authority over that child. All discipline must be in keeping with scriptural principles. Proverbs 23:13a states, "Do not withhold discipline from a child," we should not withhold correction out of love and concern for their scriptural and physical welfare. When discipline issues go beyond what is typical in the day-to-day operation of the classroom, teachers will inform parents and involve them in disciplinary actions (as printed below). Parents should also discipline their children in a Christian manner that promotes the authority of the teachers in the lives of their children. The school will strive to be like a solid Christian home, where Christ lives and rules

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in all things.

### **Discipline Policy:**

#### Detention, Suspensions and Expulsion Plans:

1. 1st detention (1st behavior referral) Notice shall be given. This is a written form that explains the purpose for the detention. Parents will be notified of this and no copy of the detention will be added to the child's permanent record.
2. 2nd detention (2nd behavior referral) This is a written form that mentions the purpose for the detention. A behavior improvement plan will be recorded. A copy of this will be added to the child's permanent record. The Board of Education will be notified of the action.
3. 3rd detention (3rd behavior referral) Upon receiving a 3rd detention, the child will be suspended for the remainder of the day and the next day (either "in-school" or "at-home"). The teacher, principal, parents, and pastor will meet to discuss implications of the misconduct. A behavior improvement plan will be reviewed and modified. This will become part of the child's permanent record. The Board of Education will be notified.
4. 4th detention (4th behavior referral) This is a written form that mentions the purpose for the detention. Upon receiving a 4th detention, the child will be suspended for two days (to be implemented the consecutive days following the offense). A special meeting with the Board of Education will be held. All parties will attend the meeting. If it is agreed that the misconduct is resolved, the child will remain enrolled. If there is doubt as to repentance, the child may be \*expelled.
5. 5th detention (5th behavior referral) A student that has reached this level of misconduct will be automatically \*expelled and a special meeting of the Board of Education will be held. Parents will be notified of the action and may appeal the decision by requesting a meeting with the Board of Education.

\*The Board of Education reserves the right to expel any student from school. The parents, the pastor, Board of Education, the classroom teacher, and the principal will be involved in matters of expulsion.

Parents have the right to appeal to the Board of Education concerning an expulsion.

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### **DRESS CODE**

Clothing should be clean and in good taste. No shirts showing bare midribs or spaghetti straps will be allowed. Any compression shorts, spandex pants, leggings, jeggings, or Yoga pants will have to have the backside COMPLETELY covered with a long shirt, sweatshirt, or sweater. All shorts and skirts need to be below the student's fingertips. Specifically, clothing that promotes or displays questionable values or sayings will not be allowed. We ask that parents be alert to double-entendre phrases (those that have an underlying meaning that is questionable). Example: a girl's shirt with checkered flags and the phrase, "Gentlemen Start your Engines!" Please avoid clothing that is torn or holey. We also ask that athletic wear be limited and any sloppy type clothing or bedtime wear (pajama pants) stay at home. Excessive make-up and any body piercings are not to be worn. All makeup should be worn with modesty and in good taste. Non-natural color hair dyes should not be used. Teachers will use their judgment and reprimand students who do not follow the above guidelines.

Clothing should be appropriate for the weather conditions, such as winter boots and hats.

We ask that students take articles of clothing home and remove all personal items from the hallway on Fridays. Items left at school will be placed in the lost and found box in the hallway. At the end of each quarter we will donate unclaimed items to a local charity.

*Adopted 10-15-14*

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### **EMERGENCY SCHOOL CLOSING**

If it becomes necessary to close school because of inclement weather, notice will be given on our website. Go to [sjln.org](http://sjln.org) (do not put in "www") and click on "school home". We will also have an announcement on as many area radio and TV stations as possible. Generally, we follow the Valders School District when a decision is made to close school, dismiss early, or delay the starting time. On days when school begins late because of weather, Kindergarten, 4K, and 3K classes will be canceled.

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## FACULTY

All of the teachers are graduates of Martin Luther College in New Ulm, Minnesota. MLC is operated by the congregations of the Wisconsin Evangelical Lutheran Synod. Each of the teachers holds a Bachelor of Science / Arts in Education. Since their graduation, teachers attend workshops and classes to gain more knowledge, improve their instructional skills, and earn additional degrees.

### Mrs. Tanya Schuette – 3K / 4K

5208 HWY 42, Manitowoc, WI 54220  
758-3412  
[tschuette@sjln.org](mailto:tschuette@sjln.org)

### Mrs. Denell Ciha – Kindergarten

7602 Center Rd., Manitowoc, WI  
758-3417  
[dciha@sjln.org](mailto:dciha@sjln.org)

### Mrs. Rebecca Yagodinski – 1<sup>st</sup> Grade

4247 Rock Ct, Manitowoc, WI  
758-3416  
[ryagodinski@sjln.org](mailto:ryagodinski@sjln.org)

### Mrs. Angela Vogt- 2<sup>nd</sup> Grade

8111 Carstens Lake Rd., Manitowoc, WI  
758-3413  
[avogt@sjln.org](mailto:avogt@sjln.org)

### Mrs. Sue Strieter – Resource Teacher

6326 Hartlaub Lake Rd., Manitowoc, WI  
758-3415  
[suestrieter@sjln.org](mailto:suestrieter@sjln.org)

### Mrs. Ann Wilson – 3-4<sup>th</sup> Grade, Music

1211 N 9th St., Manitowoc, WI  
758-3414  
[awilson@sjln.org](mailto:awilson@sjln.org)

### Mr. Paul Schulz – 5-6<sup>th</sup> Grade, Technology Director

9197 Calumet Dr., Manitowoc, WI  
758-3406  
[pschulz@sjln.org](mailto:pschulz@sjln.org)

### Principal David Backus – 7-8<sup>th</sup> Grade

7613 English Lake Rd, Manitowoc, WI  
758-3411  
[dbackus@sjln.org](mailto:dbackus@sjln.org)

### Pastor Victor Headrick – 7<sup>th</sup> – 8<sup>th</sup> Catechism

7525 English Lake Rd, Manitowoc, WI  
758-2201  
[vlh@lakefield.net](mailto:vlh@lakefield.net)

### Pastor Gregory Pope – 7<sup>th</sup> – 8<sup>th</sup> Catechism

Trinity Church 11303 Wehausen Rd, Manitowoc, WI  
758-3800  
[gjpoppe@hotmail.com](mailto:gjpoppe@hotmail.com)

## GRADES

99-100	A+	91-93	B+	83-85	C+	75-77	D+
96-98	A	88-90	B	80-82	C	72-74	D
94-95	A-	86-87	B-	78-79	C-	70-71	D-
				0-69	F		

## GUM

To keep our carpeting and furnishings clean and free from damage, gum chewing will not be allowed anywhere on the school campus.

## GYM GUIDELINES

Our faculty developed the following guidelines for use of the multi-purpose room. The list is not meant to be all-inclusive. Safety and orderliness should be the guiding principles with using the facility. Students need shoes designated for gym use in order to participate in intramural, Phy. Ed. or recess activities in the gym.

### Safety

- ✓ No playing on the stage without teacher supervision / permission.
- ✓ No climbing on benches or bleachers.
- ✓ No travel underneath the bleachers.

### Orderliness

- ✓ Put balls back on rack
- ✓ Eat snacks in the NE corner only during the school day (No food or drink is allowed in the gym during games.)
- ✓ Dispose of wrappers properly.

Adult supervision is required.

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## Please Note

Our gym is used for many functions. For some, such as physical education and athletic practices, the room serves as a gymnasium allowing for running and a fairly high noise level. For other events, such as potluck meals and Lenten suppers, the room serves as a fellowship hall. **At these times running and loud play are not appropriate.** We ask that parents help us in reminding their children to make this distinction when attending such gatherings. Thank you.

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## HOMEWORK

The program of instruction at St. John's requires that some study be done at home. The amount of homework depends on the grade level and the study habits of the child, as well as his or her ability. Parents can be helpful by providing encouragement and a quiet place to work. Providing too much help is to be avoided.

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## HOT LUNCH

Hot lunch is available on most Tuesdays and some Fridays. On various Tuesdays and Fridays (with a Thursday or Monday as an exception) parent volunteers prepare and serve. (Food will have been purchased previously for you). Cost is normally \$2.00. (Exceptions of cost are the special Christmas Dinner of broasted chicken, etc. — cost is \$3.00; as well as Grandparent's Day – cost to be determined) Families can prepay for the year at registration. The proceeds from this program go to the school. The menu is published in News for You and is in your Registration packet. It is also available on our web site at [sjln.org](http://sjln.org) (do not put in www.)

We have pizza delivered on various Tuesdays and Fridays of the month (and other noted dates). Families can prepay at registration or use pizza envelopes for students to bring payment on a monthly basis. The cost for pizza is \$1.25 per slice. The proceeds from this program support our PIE (Partners In Education) projects that are determined in the beginning of the school year.

Volunteering to serve a hot lunch is usually done at registration and throughout the year. These programs are coordinated by Jenny Franzen (758-1661)

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## INTERNET USE POLICY

With Internet access available it is important that the service is used to support the mission of St. John's Ev. Lutheran School. Internet service for teachers and students is to be used to promote educational excellence by providing resource sharing, innovation and communication.

The Internet provides access to computers and people all over the world. Some material is not appropriate for Christians or is not of educational value. Because of the information that is educationally beneficial, we believe in the importance of students making Christian choices regarding the type of material they access.

Use of the Internet is subject to the following guidelines:

- Students will use the Internet only to research specific information, not for browsing.
- A staff member must be present at all times while the Internet is in use.
- If an inappropriate site is reached the supervising staff member must be notified.
- Common courtesy and Christian values are to be observed.
- Copying commercial software is a violation of copyright laws.
- Use of the Internet for commercial activity, financial gain or illegal activity is not permitted.

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## JUNIOR CHOIR

In addition to class choirs, students in grades 5-8 have the opportunity to participate in Junior Choir. The Choir sings for church services and participates in the Lakeshore Lutheran Music Festival at MLHS in March. The purpose of this group is to provide a further opportunity for students to use their musical talents to God's glory.

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## LAKESHORE LUTHERAN SCHOOLS



The school is a member of Lakeshore Lutheran Schools. LLS includes 15 elementary schools, 1 preschool, and MLHS. Most of the schools are part of the MLHS federation. Together, we have a web-site which strives to effectively market our schools as a group. This group organizes the Lakeshore Music Festival in March, Lakeshore Lutheran Schools Track Meet in May, and marching in the Memorial Day Parade in Manitowoc, and other promotional efforts as well. Please visit their web site at [www.lakeshorelutheranschools.net](http://www.lakeshorelutheranschools.net) for more information, or call Kevin Buch at 920-973-0465 or email him at: [kmbuch@mlhslancers.org](mailto:kmbuch@mlhslancers.org)

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## LIBRARY

The school library is staffed by volunteers and is open for students to check out books each Tuesday (and Thursdays for the Kindergarten). Books checked out of the school library need to be returned promptly.

## MEDICATION

Because of Wisconsin law – ACT 160, school personnel cannot provide aspirin or any other medication to students (including cough drops). If a child needs such medication (prescription or over the counter) a written request and Authorization Form from the parent is required. (Forms can be found in the school office). The medication should be brought to school in the original labeled container with the child's name clearly on it. The medication and instructions must be given to the child's teacher or secretary and be kept in the school office for safekeeping (locked drawer). This includes both prescription (also a *Medical Provider Authorization Form* needs to be filled out) and over-the-counter medications (a *Parent Medication Authorization Form* needs to be filled out).

Our teachers wish to assist parents in this matter. However, state law does not allow them to undertake this area of parental responsibility. We ask that you not put our staff in the position of choosing between providing a convenience and following the law.

## MICROWAVE OVENS AND REFRIGERATOR USE

Each classroom is equipped with a microwave oven that can be used during lunch. The kitchen refrigerator is also available for use. Clearly labeling the items helps keep confusion to a minimum. Students are not allowed to take utensils (styrofoam cups, plastic ware, etc.) from the kitchen. Students who forget such items should obtain them from their teacher.

## MILK

Lunch milk in half-pint cartons is available at school for those students in 3K to 8 who wish to have it. The cost for the year is \$20.00/4K- \$10.20 / 3K- \$7.40 (St. John's participates in the federal Special Milk Program) for 1% white or Fat Free chocolate. (The government requires that we recommend and offer Fat Free and 1% milk.) If your child wishes to have more than one half-pint they may do so at additional cost.

## MISSIONS

We have the command of our Lord to preach the Gospel to the entire world. In order to carry out this command, we have a mission collection every Wednesday. Our faculty will choose mission projects for the school year.

In fall our church celebrates Mission Festival. The students prepare displays on various mission fields for this special Sunday. The information gained is not only beneficial for the students but for the entire congregation.

## NEWSLETTERS

Our school produces a publication to keep members informed.

- *News for You* provides information on weekly events at school and is sent home on Tuesdays during the school year with the oldest student (or designated student) from each family. A link is also provided on our school website.
- Any items for *News for You* should be submitted to the school office the Wednesday prior to any publication date.

Individual classrooms may send additional newsletters, or may publish them on our web site.

## PARTNERS IN EDUCATION (PIE)

Partners in Education is our parent-teacher group. PIE meets several times during the school year. In fall they have a "planning meeting" where the year's projects are determined. Activities for the year are also planned. All parents, adult care givers and interested adults are encouraged to attend. Other events that they participate in are preparing and serving Lenten meals. The meetings feature topics of interest for parents or family activities.

Current officers are:

Jeff Vogt, President	901-4635
Dale Mahloch, VP	901-8761
Holly Euclide, Treasurer	758-5661
Jenny Franzen, Secretary	758-2255

## PHONE CALLS

Students who wish to use the phone should secure permission from the classroom teacher. Our secretary takes incoming phone calls during office hours (8 AM – 1 PM). In the afternoon our phone is equipped with voice mail that is checked throughout the afternoon and at the close of the day. The office phone number is 758-2633. ***Students who bring a cell phone to school will keep***

*them in their back pack unless permission has been granted for use.*

## PIANO/ORGAN LESSONS

As an extension of our music curriculum, St. John offers the option to take piano lessons. The school makes lessons available for students in grades 3-8 as time permits for an additional cost. Students who miss classes for piano lessons will be responsible for make up work. This service is provided privately by Mrs. Darci Matzke (973-6802).

## PICTURES

A professional portrait company takes school pictures during the fall of the year. Various picture packages are available for families to purchase. .

## 3K / 4K

St. John's provides a preschool for children who are three and four years old, respectively, by September 1st. The purpose and objectives of the 3K and 4K programs are included in this handbook (page 16).

## RECESS

Teachers put recess time in their classroom schedules to provide the opportunity for physical activity. In general, classes will go outside for recess. If the temperature is 20 degrees or lower the teacher on supervision duty will decide whether the students will go outside. If, in the teacher's judgment, the weather is either too cold or too wet, students will have indoor recess. We ask that students bring appropriate dress such as boots, hats, gloves and mittens. Because of safety concerns and in order to keep the inside of our school looking nice, students without boots may only go on the paved areas of the playground.

Teachers have supervision duty on a rotating basis. This arrangement allows us to provide a supervised study room for students with unfinished work.

## REGISTRATION FEES

St. John's collects registration fees on registration day in August. Several fees are required of all families:

- Book Fee (textbook updates and consumable materials for the year) \$125.00 (\$100 for 3K and 4K)
- Technology Fee: \$25.00 (Grades K-4, no technology fee for 3K and 4K)
  - **\$55.00 (Grades 5-8, includes Chrome Book licensing fee)**
- **Chrome Book Rental Fee (Grades 5-8) - \$50**
- Christ-Light \$25.00 - \$35.00 (depending on grade level)
- Swimming for grades 1 - 4 \$30.00
- School Cleaning 1st child \$50.00, 2nd child \$30.00, 3rd child \$20.00 (maximum is \$100 per family)

Families may incur other costs for required books (Bible, Hymnal, Catechism, Student Planner). Families may also incur optional costs (Milk, Hot Lunch or Pizza). Fees are due on or by registration day.

## REPORTING PUPIL PROGRESS

Report cards are given four times a year. Parents are asked to review the report card carefully, sign the envelope, and return the envelope to school as soon as possible. A parent-teacher consultation is held following the first and third report card periods. Mid-quarter reports are also given.

You are always invited to discuss personally with the teacher any matter concerning the welfare of your child. A phone call to the teacher will assure a satisfactory and sufficient time for you to meet.

## SCHOOL SUPPLIES

A list of school supplies for each classroom is available from any teacher or the school office. We have a supply store in which students can purchase a variety of consumable supplies during the year, which is located in the school office.

## YMCA SWIMMING PROGRAM

Students participate in an instructional swimming program as part of our physical education curriculum for grades 1 - 4. Qualified instructors at the YMCA teach the lessons twice a week for three weeks. This is a change from previous years. Transportation by bus is included, but the children must provide a swimsuit and towel. The cost of \$30.00 per child is collected with registration fees.



## EARLY CHILDHOOD LEARNING CENTER

### PHILOSOPHY

Our Lord, Jesus, has commanded His Church to “Go and make disciples of all nations,” (Matthew 28:19-20), and to “Feed my lambs,” (John 21:15). Therefore, St. John’s Early Childhood Learning Center exists to nurture and train young children in His Word. St. John’s assists parents in their God-given responsibility to train their children in the knowledge and instruction of the Lord. Our Christ-centered curriculum provides learning experiences that nurture spiritual, physical, intellectual, emotional, and social development of young children.

### PURPOSES

- To assist parents in bringing up their children “in the training and instruction of the Lord.” (Ephesians 6: 4b)
- To assist our church’s evangelism efforts.

### OBJECTIVES

- Help teach the truths of God’s wonderful plan of salvation for all people.
- Help the child grow in Christian stewardship of time, gifts, and talents.
- Help the child give expressions of his / her faith as it pertains to relationships with others.
- Help the child develop his / her intellectual talents through new learning experiences.
- Help the child to develop emotionally.
- Help the child to take care of and to develop his / her body, which is the temple of the Holy Spirit.
- Help the child become acquainted with the school environment.



### POLICIES AND PROCEDURES

- Students enrolling in 3K must be three years old by September 1<sup>st</sup>.
- Students enrolling in 4K must be four years old by September 1<sup>st</sup>.
- All children in 3K and 4K must be able to use the bathroom independently.
- Minimum enrollment is 5 and the maximum enrollment is 12. The enrollment policy of St. John’s Lutheran School Board of Education applies.
- Parents are responsible for transportation to and from the school.
- The day will begin at 8:15 Am and end at 11:45 AM.
- Our 3K will be held two mornings per week (Tuesday & Thursday). Changes may be made to coincide with the calendar of the K-8 students.
- Our 4K will be held three mornings per week (Monday, Wednesday, and Friday). Changes may be made to coincide with the calendar of the K-8 students.
- A student may not attend on a given day if he / she is ill. In general, if your child has a fever or is vomiting, he /she is better off at home.
- The teacher will be a person grounded in true Christian doctrine in accordance with the teachings of the Evangelical Lutheran Church and Lutheran Confessions. Further, the teacher will have a background in early childhood development and psychology.
- Tuition will be charged as follows:
  - St. John’s members attend tuition-free. Tuition expenses are paid by the General Fund of our church congregation. **Please consider this as you support our congregation through your offerings.**
  - Non-Member families:
    - 3K - \$689.60 per year (\$ 76.62 per month)
    - 4K - \$1743.39 per year (\$ 145.28 per month)



**Let’s Play, Learn, and Grow Together!**

