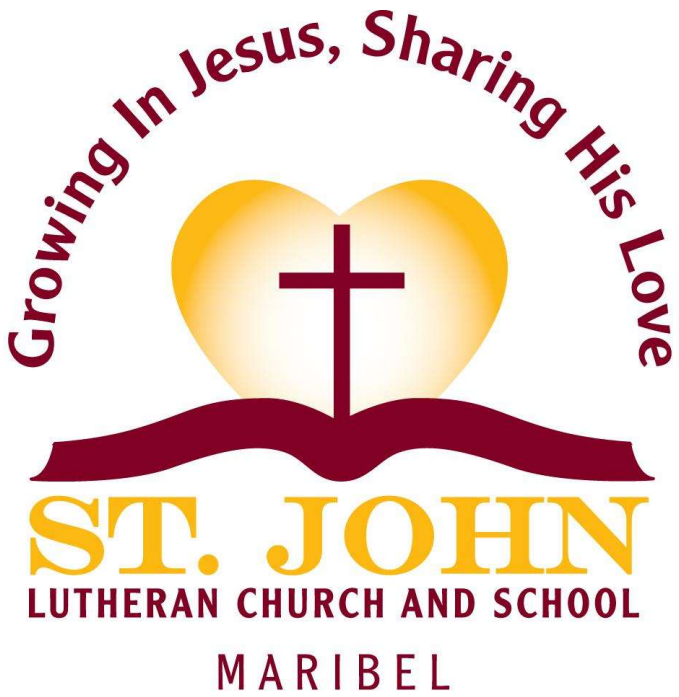
St. John's Lutheran School Handbook



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Mission Statement

St. John's Lutheran School, established in 1858, is a ministry of St. John Evangelical Lutheran Church, and a member of the Wisconsin Evangelical Lutheran Synod (WELS). St. John is also a member of the Lakeshore Lutheran Schools (LLS) which also includes Manitowoc Lutheran High School (MLHS).

As a tool of the Holy Spirit, St. John's Lutheran School strives:

- To assist Christian parents in meeting their obligation to "bring up their children in the training and instruction of the Lord." (Eph 6:4),
- To further God's Kingdom in accordance with His command, "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." (Matt. 28:19)
- To offer a Christian, Lutheran, elementary education that is permeated with God's Word.
- To provide our young people with a sure hope of heaven and a deeper knowledge of God's love in Jesus Christ.
- To encourage our young people to respond to that love with a life of faith, worship, service, and love.

Admission Policy

The Bible teaches, "God does not show favoritism" Acts 10:3. Therefore, it is our policy to admit students of any gender, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of gender, race, color, national and ethnic origin.

All members and non-members of St. John Lutheran Church must follow the rules and policies as outlined by this handbook and as our Lord sets forth in the Bible. It is our purpose to provide a

consistent standard of teaching for all members and non-members of this school. Also, non-members are reminded that St. John's Lutheran School teaches all students the truths of the Bible in accordance with the Wisconsin Evangelical Lutheran Synod (WELS) and that all subjects are taught in a Christ-centered atmosphere.

1. Historical

The founders of St. John's congregation realized from the beginning the importance of a Christian education for their children. In 1857, two years after the founding of the congregation, a building that housed both the church and school was constructed. Twelve years later, a new church was built on the land purchased by the congregation. The original building housed the school for the next 23 years. The students were instructed by a combination of parents, dedicated members, and pastors over the next few years.



In 1870 Mr. Henry Hilleman was called to serve as the school's first full time teacher. Over the next four years, it was served by three different teachers. In 1875, after a vacancy of nearly a year, a call was extended to Mr. Albert Keibel, who was called to serve a dual role as teacher and pastor. In 1954 a second full time teacher was called. Today, the school has a staff of four full time teachers as well as one part time preschool teacher.

In 1892 a new brick school was constructed to replace the old church-school building which had deteriorated. After 55 years of use, on March 3, 1947, the school was destroyed in a fire caused by a faulty oil heater. The church facility was used for a temporary classroom and a new brick school, which is still in use today, was built north of the church. Due to increasing enrollment in the 1990's, the basement of the two-room school as well as the church basement were utilized for additional classroom space.

In September of 1999, two classrooms, lavatories, and a future kitchen room were added. A commons area, more lavatories, and a multipurpose / gym were completed in 2011. Over the years, our school has been greatly blessed and strongly supported by the members of St. John's Lutheran Church.

St. John's School offers a Christian, Lutheran elementary education that is permeated with God's Word and is structured around Wisconsin State Standards and provides a progressive curriculum in all subject materials.

2. Objectives

Our primary objective is that each child grows in faith and in the knowledge of Jesus Christ as the Savior. Other specific objectives of St. John's Lutheran School are to:

1. Teach that God the Father is the Creator and the Preserver of the universe.
2. Teach that Jesus Christ is the Son of God, the Savior from sin.
3. Teach that the Holy Spirit is the Sanctifier of mankind who brings all believers to faith.
4. Teach the Bible as the inerrant Word of God.
5. Teach God's Word diligently in obedience to God's command.
6. Teach all subjects in the light of God's Word.
7. Build Christian character.
8. Strengthen the Christian home.
9. Strengthen the Christian congregation.
10. Teach Christian citizenship.
11. Provide for the temporal and spiritual welfare of the children by means of a complete Christian education.
12. Teach children to evaluate education and life from the Christian perspective using Lutheran doctrine.

3. Curriculum



Each day includes devotions and formal studies in God's Word in accordance with the guidelines of the Wisconsin Evangelical Lutheran Synod. All other regular school subjects (reading, language arts, math, science, social studies, music and physical education) are taught in accordance with state guidelines and in the light of God's Word. Approved textbooks or units are used throughout and are updated on a regular basis.

Confirmation instruction is conducted in the upper grades by the pastor. By enrolling their children in St. John's School, parents are thereby agreeing to the instruction of their children in the Lutheran faith. These classes will be conducted during the school day.

4. Philosophies of Education

A. Reading



The Lord has given the directives to all Christians to study his Word diligently and tell all people about the Savior.

To carry out these directives our students must be able to read. In addition, reading is essential for all children to succeed in school and society. Because of the multi-faceted nature of reading, it is then one of the cornerstones of our school's language arts program. Through reading instruction, students will acquire life-long skills for use in business and leisure time.

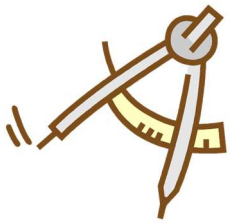
B. Language Arts

The Language Arts at St. John Lutheran School is taught in the light of God's Word. God gave language as a gift to man so that man might learn to know God better and thereby be able to serve and glorify him.

Language involves two distinct uses, writing and speaking. It is imperative that our school teach language in order that our students be able to serve the purposes of language: to communicate with God, to praise, serve, and adore Him, and to effectively communicate with others in society.

Our students will learn to present ideas by speaking, reading, and writing effectively. The students will learn to use thoughts and words in a God pleasing way.

C. Math



Math is the science dealing with the properties of and the relations between quantities, sets, and operations. We teach math because it is an important part of our daily life. As stewards of our Lord's gifts, it is our responsibility to maximize the basic skills in mathematics. We also recognize the order in God's creation and wish to make wise use of his material blessings, giving back to our Lord our first fruits out of love for what he has given us.

D. Science

Science at St. John's Lutheran School is taught in the light of God's Word. Although the world may promote its philosophies of humanism and evolution as the truth, we assert that God's Word is truth.

We believe that God the Father is the creator of the world. He created all that exists and preserves his creation. We believe the Bible's account of creation and accept it as truth.

We then teach science to better understand the created world of our God, recognizing that the Lord reveals himself in his creation and works through it. Our students will learn about

the constancy and orderliness in God's creation and they will grow in the ability to use wisely the natural resources God has provided. Through science we learn how we have incorrectly treated the creation in the past and how we can improve on this management in the future.

Finally, we understand that our students must learn some basic fundamentals and principles of science which will be taught in light of God's Word.

E. Social Studies



Social studies is the study of people and their relationships with themselves, with other people, with their environment, and with their Lord. Through social studies, children of God recognize God's use of people in their relationships to accomplish his purposes. Social studies prepares children of God to be active and intelligent Christian citizens here on earth. In addition, we see how God has richly blessed the crown of his creation and how he continually strengthens and sustains his people.

We teach social studies in the light of God's Word. God's Word is truth and that realization is embodied in history, geography, civics, economics, and current events.

5. Entrance Requirements and Tuition

Children five years old, on or before September 1st, may enroll in Kindergarten at the opening of school in the fall. Since mental and physical maturity is more important than chronological age, we encourage parents to consider this before enrolling their children. Children entering Kindergarten must have a physical examination as required by state law. State law also requires vaccination records of each child. Any condition that may restrict the child's activity should be brought to the attention of the teacher.

Tuition is required for each child enrolled in grades K-8. This tuition is used to help cover the cost of workbooks and supplies, and to help defray the cost of replacing outdated and worn textbooks. It also includes a technology fee used to cover the cost of updating computers and purchasing software and other equipment.



6. State Requirements

Our school will adhere faithfully to the requirements of the state which apply to private schools so long as these regulations are not contrary to Scripture. "We must obey God rather than men!" (Acts 5: 29)

7. Notice of Non-discriminatory Policy as to Students

St. John's Evangelical Lutheran School admits students of any race, color, gender, national or 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, gender, national or ethnic origin in administration of its educational policies, admissions, athletic or other school-administered programs.

8. School Hours



The school day begins at 8:15 A.M. and ends at 3:30 P.M. The school doors open at 7:45 A.M. Any children arriving before 7:45 A.M., should arrange this with the school staff.

Students should be picked up promptly after school, if this is not possible please make arrangements with the school. Students waiting after school for rides may have assigned seating at the tables based on mode of transportation (ie. Mishicot bus, Denmark bus, parents). Students will be expected to engage in quiet activity.

9. Bus Transportation



In accordance with state law, the public school districts furnish free bus transportation to all school age children in grades K-8. Our school maintains responsibility for the children from the time they arrive in the morning until they are on the bus after school closes. Children are expected to obey the Denmark and Mishicot School District published bus rules and at all times to behave as children of God.

Students are not permitted to leave the bus before arriving at school in the morning or before arriving home in the afternoon without written permission from a parent or guardian.

With few exceptions, bus transportation will be furnished every day of the school year. When bus transportation is not available, parents will be asked to arrange for the children's transportation.

10. Riding bicycle

Students must have written permission from home to ride their bicycle to/from school. They should ride directly to/from school. Bicycles must be placed in the bike rack for the entire day. Students are encouraged to wear a bike helmet.

11. Students Walking to/from School

Students must have written permission to walk to/from home. They should walk directly to/from school on the left shoulder of the road, facing the oncoming traffic.

The students are to come directly into the school when they arrive, regardless of what form of transportation is used. They are to use (main) entrance (entrance A) to school.

12. Leaving School

All students are required to stay on the school grounds once they have arrived in the morning until the end of the school day.

To be dismissed at times other than the end of the day, a student must bring a note, text or email, written and signed by a parent, stating the time that the child is to be picked up, who will be picking up the child, and the reason why the child must leave early. This note should be taken to the appropriate classroom teacher prior to the beginning of classes in the morning. When the child is being picked up early, they will be waiting in the commons area or the child's classroom.

If someone other than a parent will be picking up a child, the parent should fill out a Child Pick Up form, which can be obtained from the school office or school website. Without this form on hand in the office, children will not be allowed to go home with anyone other than their parents.

For your child to go home with a different family, they must have a signed note, text, or email stating the date and family with whom they have permission to go home.

If students are not going to be riding the bus on days they normally do, parents must provide this information in a note, text, or email. This note should include who is picking up the child, and at

what time the child will be leaving.

Without signed permission, students will either be sent home on the bus or will be kept at school until they are picked up by their parent or other authorized person.

13. Excuses for Absence

Wisconsin State Law places the responsibility upon the parents to see to it that their children "attend school regularly, during the full period and hours, religious holidays excepted, that the public or private school in which the child is enrolled, is in session."

When a child is absent from school, we ask the parents to inform the school secretary. This can be done with a phone call or email to the school secretary, or a written note to the child's teacher. This may be done prior to or on the day of the absence. Please communicate with your child's teacher about getting work ready. School work that is missed will be made up in a timely manner.

We understand that medical, dental, and optometry appointments need to be made. If possible, we would appreciate it if appointments were made outside of school hours.

14. Recess Excuses

If parents wish their child to remain inside during recess, they should communicate with the teacher. Children will go outside for recess without an excuse.

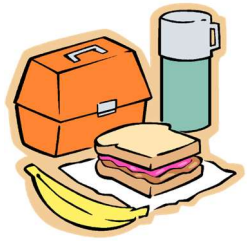
Children will not be expected to go outside during inclement weather. During winter months, it is advised that parents make certain their children are dressed properly. The wind chill factor and temperature will be taken into consideration at all times when determining whether children will go outside.

15. Emergency School Closing

In the event that weather conditions make it necessary to close school, announcements will be made over radio stations as well as on most local TV stations. Parents should listen for the announcement of the closing of either the Mishicot School District or the Denmark School District. If either school district closes, St. John Lutheran School will also close.

St. John Lutheran School will be listed on TV channels WBAY 2, WFRV 5, and NBC 26. In addition, an email will be sent out to families regarding school closings. We will also try to provide additional sources of communication through social media or text.

16. Lunches

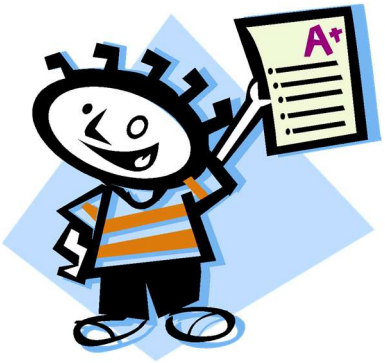


St. John's Lutheran School participates in a hot lunch program through the Denmark Public School District. Children bringing their own lunches should be made aware that proper nutrition is important for good health and growth. They should be encouraged to bring good, nutritious foods. "Junk foods" should be discouraged. Microwaves are available in the lunchroom if parents wish to send a "hot lunch."

16. Grading

St. John's Lutheran School utilizes the following percentage scale to evaluate the students' schoolwork

100%	A+
99-96 %	A
95-93 %	A-
92-90 %	B+
89-86 %	B
85-84 %	B-
83-82 %	C+
81-80 %	C
79-78 %	C-
77-75 %	D+
74-72 %	D
71-70 %	D-
69-0 %	F
Incomplete	I



17. Homework



Parents should expect their children to have homework assignments, whether that is schoolwork not completed during the school day or assignments designed to be done at home. Homework is designed to practice new skills, reinforce lessons, and/or to assess student learning. Parents may offer assistance with the homework.

All homework is expected to be completed and handed in when due. If homework is not able to be completed, and/or they seem to have an extraordinary amount of homework, please communicate with your child's teacher.

18. Testing

In our school, grades 3-8, take part in the FastBridge test which is administered three times a school year. The results of these tests are valuable to the teacher and may be discussed with individual parents during parent-teacher consultations or other set upon times. Results of these tests will not be given to any person or group without the consent of the parent.

19. Reports to Parents

Report cards will be issued four times during each school year in order to report the students' progress to the parents. These will be issued following each of the four quarters of the school year. A midterm report will be sent home halfway during the first quarter. It is our hope that, through these reports, the parents may be continually interested and aware of their child's educational progress.

20. Parent-Teacher Consultations

Following the first and third quarter of the school year, parents will be given an opportunity to consult with their child’s teacher. Report cards will be given to the parents at this time, as well as the results of their child's achievement tests if they are available at this time.

Additional conferences may be arranged by contacting your child's teacher at school.

21. Parent / Congregational Open House

Periodically, St. John's will hold Parent/Congregational Visitation Days. These days are set aside to encourage parents and congregational members to see their school in action. It is important to your child(ren) that you show concern for their education and Visitation Days are an excellent means of doing so.

Parents may, however, visit the classrooms at any time during the school year. It is advised that a parent who wishes to visit the classrooms during a time other than Parent / Congregational Visitation Days consult with the teachers prior to their visit in order to avoid such conflicts as athletic practices or competitions, church singing practices, class trips, etc.

22. Behavior and Discipline

Because St. John's is a Christian school, the Word of God is its guide in all matters of behavior. Students are expected to place themselves under this guide. Pastors, teachers, and other designated personnel are to be obeyed and respected as the representatives of God, as shown in the Fourth Commandment, where God requires respect for all authority.

In all matters concerning a student, the parents are advised to first consult the teacher in the matter. The principal, pastor, or members of the School Board will take part in discussions only if the parent or the teacher requests it.

Staying in for recess or staying after school may be used as methods of discipline. If a student needs to stay after school, the parent must provide transportation home from school.

Severe discipline cases in the school will be treated in the following manner, pending a review between the Board of Education, Principal, and Pastor:

a. First Offense 1 Day in-school suspension

b. Second Offense 1 Day out-of-school suspension
c. Third Offense To be determined by Board of Education

23. Dress Code and Hygiene



It is important that parents cooperate in helping maintain the high standards and Christian character of our school by making certain their children are dressed respectfully and groomed properly. We as Christians should not follow the fads and fashions of this world if they violate our morals and principles. The messages and images on our clothing should be God-pleasing.

We encourage parents to limit the wearing of shorts to the warm days of fall and spring. We also ask that shorts be of a modest length. As the child is standing with arms to the sides, the shorts should, at a minimum, be longer than the length of the child's fingertips with the child's arms extended down.

For safety and hygiene reasons, students are not permitted to wear flip-flops or similar footwear.

Gym shoes are to have non-marking soles and uppers. Gym shoes will be stored in the gym, each student has an individually marked cubby. Preschool gym shoes should be velcro or slip on.

Final discretion concerning the students' appearance will be up to the faculty. Parents may be asked to bring a change of clothes to school for the student, or asked to take the student home to change.

Parents are encouraged to help their children maintain their own personal hygiene by seeing that their children bathe frequently, wear deodorant if necessary, wash hands properly, and handle coughs, runny noses and sneezes in a sanitary manner.

24. Health Program

The county nurse serves in an advisory capacity in problems involving the health and personal hygiene of our students. Immunization clinics are offered to all county residents. Parents are urged to obtain immunization information from the county clinic in Manitowoc.

All immunization records are kept on file for each student. Parents will be reminded if their child is not up to date on all immunizations required by the State of Wisconsin.

25. Church Attendance



The children of St. John's Lutheran School are encouraged to maintain regular church attendance to continue their growth in their faith and to build a lifelong habit. Our Lord would have us to "Remember the Sabbath Day by keeping it holy."

26. Missions

Weekly, our students will be given the opportunity to donate money to one of our WELS mission fields or to another WELS organization. The teachers select the recipient of the mission offerings each year. In giving their offerings, the students can take an active part in helping spread the Gospel of Salvation. Mission offerings are generally collected during our weekly chapel services.

Our weekly chapel services are held each Wednesday morning in the church. Families are invited to join us.

27. Athletics

St. John's is a member of the Lakeshore Lutheran League. We participate in Division II of the Lakeshore Lutheran League. Division II is made up of eight Lutheran grade schools whose enrollment is the lowest of the 16 in the Lakeshore Lutheran League. During the school year, the Lakeshore Lutheran League members are involved in six sports, usually for students in grades three through eight. The six sports and brief information about each one are listed below.

SOCCER: Soccer is played in the fall. We participate in three soccer tournaments, one hosted by Trinity, Kiel, one by Bethany, Manitowoc, and the other hosted by First German, Manitowoc. In preparation for the soccer tournaments, several games may be played after the school day is over. When possible, a game, as well as a tournament spot, is also scheduled for grades K-2 and 3-4. Practices are held on our field after school.

VOLLEYBALL: Volleyball takes place as soon as school begins in the fall and lasts until the tournament in October. All girls in grades 4-8 may participate. Practices are held after school. We have also begun a B-team for students in grades 4-6.



BASKETBALL: By far, the busiest sport is basketball. Practices begin at the end of October with about seven or eight season games being played December through January. January brings an "A-Team" and a "B-Team" tournament. Students in grades 3-8 may play basketball. Practices are held evenings with games generally Friday night. The season ends with the annual Parent/Student Games.

CHEERLEADING: This activity accompanies the basketball

season. Girls in grades 1-8 may participate. Practices are held during lunch, after school, or coordinating with basketball practices.

TRACK: A track meet is held on a weekday in May. Practices are held during the noon recess. Grades 5-8, and at times 3-8, may participate.

SOFTBALL: A softball fun day is held each spring on a Friday or Saturday in May. The coed games are for grades 5 through 8. Practices are held during the noon recess or after school.



Athletic Participation Requirements:

In order to participate, students must have written parental consent for each sport. Although not required, it is suggested that the students have a physician's consent before engaging in any sports. St. John Lutheran School does not carry insurance for injuries which may occur during athletic participation; thus, parents are responsible for any such injuries. Students must be willing to participate in all games, practices and drills unless the coach has been notified in advance. Students must be in attendance at school on the day of the game or practice to be eligible to participate on that day. Students must also be in good academic standing, as specified below:

1. Students need to turn in all assignments on a timely basis. If a teacher believes work has not been turned in on a timely basis, the student is ineligible. The student's teacher has the final say.
2. Students must have a C average in all academic subject areas. That includes math, reading, language, spelling, science, and social studies. In addition, they must have at least a C average

in all religion courses including Bible History, memory work, hymnology, and catechism.

3. A child cannot have an F on any quarterly report. If so, the child becomes ineligible until the F becomes at least a C.
4. Any disagreements on a child's ineligibility will be resolved by the Athletic Director, Principal, and Board of Education working in conjunction with the child's teacher.

28. Electronic Devices

Teachers shall permit students to use electronic devices -school phone or personal cell phone - only when it is necessary, and with the teacher's permission.

St. John Lutheran School is interested in keeping its students safe and in a positive learning atmosphere. Because cell phones and devices can be distracting and a temptation we are going to ask the students to turn in their devices/cell phones into the classroom teacher each morning. We will give students the opportunity to check their phone for messages under special permission from the classroom teacher or principal or from a special request for the parents. If a student fails to do this, appropriate discipline will be administered.

If parents need to get a hold of their children, parents are asked to call the school before 8:15 AM, after 3:30 PM, or during lunch. Lunch time is between 12:10 and 1:00 PM. If no one is able to answer the phone when you call, please leave a message. We will get back to you as soon as possible.

Electronic use after school will be allowed after 3:50 PM. Final discretion concerning the students' electronic device usage will be up to the faculty.

29. Emergency Drills



Fire drills are held monthly, with tornado drills held two times a year in the spring and in the fall. School Safety drills will be performed twice a year.

The classroom teachers will give detailed information to the students concerning which exits to use and what procedures to follow.

30. Care of Property

In practicing responsible stewardship with our possessions and those of others, children are expected to take care of their school equipment that has been provided for their education. They are expected to pay for damage done to books, chromebooks, and other property beyond normal wear. In every way possible, the children are expected to assist the teachers in keeping our school building and property in good condition.

31. Congregational Support

St. John congregational members operate St. John's Lutheran School. In its long history, our school has always occupied a position of high importance. We feel this attitude is in keeping with Christ's command to let the children come to Him. Operating a school is a major expense, but the rewards in this world and the next make it an important and worthwhile investment. For these reasons, we encourage all members to make use of their school.

32. Helping Your Children



How can you, as parents, help your children in school? Suggestions are as follows:

1. See to it that your child is regular and prompt in attendance.
2. Encourage your child to get sufficient hours of sleep and rest.
3. Encourage your child to eat well-balanced meals.
4. Monitor and limit your child's use of the computer, internet, gaming systems, texting, etc.
5. Discourage your child from bringing any distracting items to school.
6. Expose your child to a variety of wholesome experiences.
7. Encourage your child to be considerate and courteous when riding on the bus, and on their way to and from school.
8. Take an active interest in your child's education and encourage and assist your child with their homework when necessary.
9. Encourage your children to respect their teachers.
10. Pray for your school and faculty.
11. Refrain from being critical of school procedures in your child's presence.
12. Maintain Christian parental discipline and guidance over your child.
13. Attend church regularly with your child and discuss the sermon with them.
14. Have regular family devotions and table prayers.
15. Let the Word of God be the sole guide in all phases of daily living and conduct.

33. School Wide Procedures

These procedures apply to all students.

Before School:

- Students will walk from the bus, from your parent's car, etc. as they go from the vehicle into the school building.
- Before entering the school building, check feet for mud, snow, or slush.
- Enter the school quietly.
- Coats will be hung on hooks and other items will be placed on the shelves and benches near bookbags.
- Place boots or shoes heels together, against the wall and under benches.
- From 7:30-7:45 AM, students may walk into the building, hang up items, and then proceed to the commons.
- From 7:45-8:15 AM, walk directly to your classroom.
- Enter your c1assroom quietly, and remain quiet in your c1assroom.
- Respect all teachers who give directions or correct hallway behavior.
- Be in your classroom, and be ready for devotion promptly by 8:15 A.M.

During School:

- Students will walk in the hall.
- Students who want to use a phone must ask the teacher for permission.
- Students, if they must talk in the hall, will talk quietly, especially when other classes are in session.
- Store jackets and other hallway items neatly.
- Respect other people’s property by staying out of their backpacks, lunches, and desks.
- **In the classroom**:

1. Students may eat food in classrooms when given permission from the teacher.
2. Shoes will be worn (or kept on students' feet) at all times.
3. Students may not play musical instruments (piano, band instruments) without permission.
4. Take good care of school books, reference materials and computers.

- **In the Lunchroom:**
  1. Students will eat quietly in the commons during lunch.
  2. Pour unused milk into the kitchen sink. Rinse the sink with water.
  3. Place empty milk cartons in the trash container.
  4. Clean up after yourself.
  5. If you spill or make a mess you are responsible for cleaning it up.
  6. No throwing food or any other items in the commons.
  7. Respect other student's lunch items and keep your hands out of others' lunch boxes.
- **In the Restrooms:**
  1. Restrooms may be used before and after all recesses without asking permission. At other times students must have teacher permission to use restrooms.
  2. Respect other's privacy.
  3. Pick up any paper toweling off the floor and throw it away.
- **School Playground Rules**
  1. Leave the building through the main school doors.
  2. Never play on the west or north sides of the school building or the west or south sides of church.
  3. Never play in the cemetery.
  4. Never throw snow in any form! Note: Any students who disregard this snow rule may be sent in from recess.

5. Never jump off swings or twist chains.
6. No tackling is allowed. No fighting! Students who fight, intentionally push or trip, will be disciplined.
7. No throwing balls and other equipment on or over the school roof.
8. Enter the farm field only for getting playground equipment.
9. Bring in any and all playground equipment used by you or your group.
10. Respect all equipment and report any damaged equipment to the teacher on duty.
11. At the end of recess students are to line up immediately and quietly when called.
12. The teachers on duty at recess are in charge. Always discuss any recess problems with the teacher on duty for that recess before speaking to any other teacher or student.
13. During winter weather :
    - Boots must be worn at all times when there is measurable snow.
    - Those that do not have boots will be asked to stand outside, next to the doors.
    - Head coverings and gloves or mittens must be worn.
    - Snow pants must be worn.
    - Mud and snow must be cleaned from boots and clothes before entering the building.

- **After School:**
  1. All students will be waiting for their ride in the commons.
  2. Leave the building quietly once your ride or bus arrives.
  3. Walk to the bus.
  4. Fol1ow bus rules.
  5. After the last bus leaves, any students remaining will return to a classroom and wait for parents to pick up their child.

- Students will strive to reflect the love of Jesus in all that they think, say, or do.

34. Medication in School

Occasionally, a student will be attending school and it will be necessary for that child to be given medication. In order to meet the student's needs, the following medication policy guidelines are necessary:



1. No prescription medications will be administered by school personnel until the following forms are completed and returned to school
    - *Parental Medical Consent* form
    - *Physician Request for Medication Administration* form
2. No non-prescription (over the counter) medication will be administered by school personnel until the following form is completed and returned to school
    - *Parental Medical Consent* form

Other requirements:

1. Students requiring medication at school shall be identified by parents to the child's teacher as well as the principal.
2. All prescription medication will be dispensed from the school office. Students are not allowed to carry medication on their person for their safety as well as the safety of others. The exception to this is an asthma rescue inhaler and an epi pen. The child may have it on them, or parents may wish the inhaler be with the child's teacher. All over-the-counter medications shall be given directly to the child's teacher who will keep the medication in a safe, undisclosed location.
3. Medication must be sent to school in the prescription bottle for prescribed medicine and the original container for over-

the-counter meds. Please write your child's name on the over-the-counter medication bottle. Please do not send medication in envelopes, plastic bags or other containers. Pharmacies will prepare a separate bottle of medication for school use, just ask them.

4. *Parental and Physician Consent* forms, as well as copies of the entire medication policy are available from the school office.

36. Before / After School Care

At St. John Lutheran School, school begins at 8:15 AM and ends at 3:30 PM. Students are to arrive no earlier than 7:30 AM and stay no later than 4:00 PM unless they have prior approval from the principal and/or teachers of St. John Lutheran School. St. John's faculty and School Board realize that parents have jobs to get to, and students to drop off at Manitowoc Lutheran High School. Therefore, we will try to work with all families in allowing their children to arrive early and stay late. Buses do not arrive till around 8:00 AM and usually leave by 3:50 PM.

Because we know the load our teachers are under and the preparations, correcting, and other duties they also are doing, we realize teachers should not be used to supervise students beyond those times.

However, if a student needs to arrive before 7:30 AM or stay after 4:00 PM <u>without</u> the consent of the principal and/or teachers concerning reasons stated above, they will be sent to Loving Arms Childcare Center. They will then be billed based on the time they spend at Loving Arms. If a student rides either the Denmark or Mishicot bus, and the bus arrives early or late they will not be sent to Loving Arms.

A student may get permission to stay after for athletics if they have a late practice. However, this permission needs to be agreed upon by the teacher, and the student will need to be waiting in a supervised setting.

37. Further Education

Upon completion of education at St. John's Lutheran School, we encourage our students to further their Christian education by attending Manitowoc Lutheran High School or one of our other synodical high schools.

(All Parents or Guardians of Students at St. John Lutheran School must sign and return this form before their child will be allowed to attend school)

“I have read and will support the rules stated in the St. John's Lutheran School Handbook. I accept that St. John's Lutheran School teaches all students the truths of the Bible in accordance with the Wisconsin Evangelical Lutheran Synod and that all subjects are taught in a Christ-centered atmosphere.”

Parent or Guardian Signature:

_____

Date: _____