

Parent & Student Handbook

Approved by the School Board on 6/17/2025.



TABLE OF CONTENTS

SECTION 1.000 INTRODUCTION	7
1.100: PURPOSE.....	7
1.200: MISSION & PHILOSOPHY.....	7
1.300: WHAT LUTHERANS BELIEVE, TEACH & CONFESS.....	8
1.400: HISTORY & STRUCTURE.....	9
SECTION 2.000 ADMISSION & RE-ENROLLMENT	10
2.100: NON-DISCRIMINATION POLICY.....	10
2.110: AGE REQUIREMENTS.....	10
2.120: EARLY CHILDHOOD RATIOS.....	10
2.130: NEW STUDENT ENROLLMENT.....	11
2.140: RE-ENROLLMENT.....	11
2.150: ENROLLMENT PRIORITIES.....	11
2.160: ADMISSION APPEAL PROCESS.....	11
2.170: TRANSFER CREDITS.....	11
2.180: STUDENT ADVANCEMENT.....	12
2.190: RETENTION.....	12
2.200: WITHDRAWAL.....	12
2.210: EXPULSION.....	12
SECTION 3.000 TUITION AND FEES	13
3.100: PAYMENTS.....	13
3.200: TUITION DISCOUNTS.....	13
3.300: CONGREGATIONAL SUPPORT.....	13
3.400: TUITION ASSISTANCE.....	13
3.500: PREPAID TUITION REFUND POLICY.....	13
3.600: ACCOUNTS IN ARREARS.....	13
3.700: UNPAID MEAL CHARGE POLICY.....	14
3.800: POSITIVE LUNCH ACCOUNT BALANCE FOR NON-RETURNING STUDENTS.....	14
SECTION 4.000 TRANSPORTATION	15
4.100: STUDENT ARRIVAL.....	15
4.200: STUDENT DEPARTURE.....	15
4.300: SCHOOL BUS TRANSPORTATION.....	16
4.400: PARKING.....	16

SECTION 5.000 GENERAL SCHOOL POLICIES	17
5.100: ABSENCE POLICY.....	17
5.110: ATTENDANCE.....	18
5.120: BIRTHDAY & BAPTISMAL BIRTHDAY TREATS.....	18
5.130: CALENDAR OF EVENTS & SCHOOL YEAR CALENDAR.....	18
5.140: CHAPEL.....	18
5.150: CHURCH & SUNDAY SCHOOL ATTENDANCE.....	18
5.160: CHURCH MEMBERSHIP CLASSES.....	18
5.170: CLASS PARTIES.....	18
5.180: CONDUCT DURING SCHOOL SPONSORED ACTIVITIES.....	19
5.190: CONFLICT RESOLUTION.....	19
5.200: CUSTODIAL & NON-CUSTODIAL PARENTS.....	20
5.210: DAILY SCHEDULE.....	20
5.220: DISMISSAL FROM CLASS DURING THE SCHOOL DAY.....	20
5.230: EAGLE EXPRESS.....	20
5.240: ELECTRONIC DEVICES.....	20
5.250: EMERGENCY DRILLS.....	21
5.260: FACULTY.....	21
5.270: FIELD TRIPS.....	21
5.280: FIELD TRIP/EXTRACURRICULAR TRANSPORTATION.....	21
5.290: HOMEWORK.....	22
5.300: LANGUAGE.....	22
5.310: LEAVING SCHOOL GROUNDS.....	22
5.320: LIBRARY.....	22
5.330: LOCKERS.....	22
5.340: LOST AND FOUND.....	22
5.350: LUNCH.....	22
5.360: MOVIES/VIDEOS.....	23
5.370: PARENT-TEACHER COMMUNICATION.....	23
5.380: PARENTAL RESPONSIBILITIES.....	23
5.390: PHYSICAL EXAMINATION.....	23
5.400: PUBLICATION OF PHOTOGRAPHS, VIDEOS, ETC.....	23
5.410: PURSES/BACKPACKS.....	24

5.420: RECESS.....	24
5.430: RESPECT FOR AUTHORITY.....	24
5.440: RESPECT OF PROPERTY.....	25
5.450: SCHOOL BOARD MEETING ATTENDANCE POLICY.....	25
5.460: SCHOOL CANCELLATION.....	25
5.470: SCHOOL PICTURES.....	25
5.480: SCHOOL SUPPLIES.....	25
5.490: SEXUAL HARASSMENT POLICY.....	25
5.500: SOCIAL-EMOTIONAL HEALTH OF OUR STUDENTS.....	26
5.510: STANDARDIZED TESTING.....	26
5.520: STUDENT RECORDS.....	26
5.530: SURVEILLANCE CAMERA SYSTEM.....	26
5.540: TELEPHONE USE.....	26
5.550: USE OF CLASSROOM VIDEO CAMERAS.....	26
5.560: VISITORS.....	27
5.570: VOLUNTEERS.....	27
5.580: YEARBOOK.....	27
SECTION 6.000 MIDDLE SCHOOL POLICIES	28
6.100: CHRISTIAN DISCIPLESHIP AWARD.....	28
6.200: CONFIRMATION.....	28
6.300: DATING RELATIONSHIPS.....	28
6.400: HALL PASSES.....	28
6.500: OUTDOOR EDUCATION.....	28
SECTION 7.000 HEALTH, NUTRITION, SAFETY, & WELLNESS POLICY	29
7.100: WELLNESS POLICY.....	29
7.200: ACCIDENTS.....	30
7.300: MEDICATIONS.....	30
7.400: IMMUNIZATION.....	31
7.500: ILLNESS GUIDELINES.....	31
7.600: VISION AND HEARING TESTING.....	32
7.700: CONTAGIOUS DISEASE OUTBREAKS.....	32
SECTION 8.000: ACADEMIC POLICIES	33
8.100: GRADING SCALE.....	33

8.200: REPORT CARDS.....	33
8.300: HONOR ROLL.....	33
8.400: VALEDICTORIAN & SALUTATORIAN SELECTION.....	33
8.500: CUMULATIVE RECORD.....	34
8.600: ACADEMIC SUPPORT SERVICES.....	34
8.700: ACT 20 POLICY.....	34
SECTION 9.000: CURRICULUM	36
9.100: 3 YEAR OLD KINDERGARTEN (3K).....	36
9.200: 4 YEAR OLD KINDERGARTEN (4K).....	36
9.300: KINDERGARTEN.....	36
9.400: GRADES 1-4 (PRIMARY & ELEMENTARY SCHOOL).....	36
9.500: GRADES 5-8 (MIDDLE SCHOOL).....	36
SECTION 10.000: MUSIC PROGRAM	38
10.100: CHOIR.....	38
10.200: GOSPEL LIGHT CHORUS.....	38
10.300: BAND.....	38
SECTION 11.000: DISCIPLINE POLICIES	39
11.100: OVERVIEW & EXPECTATIONS.....	39
11.200: DISCIPLINE CONSEQUENCES.....	40
11.300: APPEALING DISCIPLINARY ACTION.....	40
SECTION 12.000: HARASSMENT & BULLYING POLICIES	42
12.100: INTRODUCTION.....	42
12.200: DEFINITIONS.....	42
12.300: REPORTING PROCEDURES.....	42
12.400: CONSEQUENCES.....	43
12.500: SPEAK UP SPEAK OUT WISCONSIN.....	43
12.600: PREVENTION.....	43
SECTION 13.000: DRESS CODE	44
13.100: DRESS CODE POLICY.....	44
SECTION 14.000: EXTRACURRICULAR ACTIVITIES PROGRAM	47
14.100: INTRODUCTION.....	45
14.200: GROUP SIZE.....	45
14.300: SCHOOL ABSENCE.....	45

14.400: GAME/PRACTICE ABSENCES.....	45
14.500: SAFETY.....	45
14.600: SIBLINGS.....	45
14.700: ELIGIBILITY.....	45
SECTION 15.000: ATHLETICS PROGRAM	47
15.100: INTRODUCTION.....	47
15.200: ATHLETIC DEPARTMENT PHILOSOPHY.....	47
15.300: ATHLETIC PROGRAM ORGANIZATION.....	47
15.400: NEXT PLAY MENTALITY.....	48
15.500: ATHLETIC PROGRAM CODE OF ETHICS.....	48
15.600: ATHLETIC OFFERINGS.....	48
15.700: ATHLETE RESPONSIBILITIES.....	49
15.800: PARENT RESPONSIBILITIES.....	49
15.900: COACH EXPECTATIONS.....	50
SECTION 16.000: TECHNOLOGY POLICIES	51
16.100: GOOGLE WORKSPACE FOR EDUCATION.....	51
16.200: ACCEPTABLE USE POLICY.....	51
16.300: MIDDLE SCHOOL CHROMEBOOK PROGRAM.....	52

SECTION 1.000 INTRODUCTION

1.100: PURPOSE

All students and their parents or guardians should read and review this handbook and should consult the administration of St. John Lutheran School (SJL) if any questions arise. Parents or guardians, by enrolling their child, are acknowledging and accepting the policies contained in this handbook. The school reserves the right to add to or modify any of these provisions with or without notice at any time. However, sincere effort will be made to notify parents and students of any significant changes as they are approved.

1.200: MISSION & PHILOSOPHY

MISSION STATEMENT: Shaping lives for Christian service through academic excellence.

PHILOSOPHY: St. John Lutheran School (SJL) is a coeducational institution that provides a Christ-centered educational alternative for residents of Plymouth and the surrounding communities. As a distinctively Christian school, SJL encourages each student to grow and mature in mind, body, and spirit. While the majority of students are Lutheran, the school welcomes individuals of different faiths as well as those without a church home.

WHAT MAKES OUR SCHOOL DIFFERENT: SJL uses the absolute truths found in the Bible as the foundation for all aspects of its mission and daily operations. Moral values are modeled, taught, and encouraged throughout the school community. Students are taught to be good stewards of God's creation, to value life as a gift from God, to serve others with joy, and to understand that eternal life in heaven is God's free gift to all who believe.

SJL is Christ's ministry and mission to the:

1. Individual – Studying Scripture on a daily basis helps students form a personal relationship with their Savior. They experience God's love, forgiveness, and grace, which allow them to share those experiences with their peers.
2. Family - Christian education reinforces what is taught in a Christian home. 3 key institutions that shape a child are the home, the church, and the school. Children are served best when all 3 institutions guide them in the same direction.
3. Church - Christians are to edify other Christians. Christ instructed His disciples to "teach them to observe all things." This Scriptural command and tenet of the Lutheran Confessions can be more effectively met in a full-time Christian school.

CHRISTIAN WORLDVIEW

A secular worldview encourages man to look inward for answers to life's challenges. Secular psychology often claims that each person is basically good.

A proper Christian worldview, as taught by SJL, holds that all have sinned and fall short of the glory of God and that a Christian looks outward to God for the answers to life's challenges.

1. *"Just as you received Christ Jesus as Lord, continue to live in him, rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness. See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ."* – Colossians 2: 6-8

2. "I am much afraid that schools will prove to be the great gates of hell unless they diligently labor in explaining the Holy Scriptures, engraving them in the hearts of youth. I advise no one to place his child where the Scriptures do not reign paramount. Every institution in which men are not increasingly occupied with the Word of God must become corrupt." – Martin Luther (1483-1546)

1.300: WHAT LUTHERANS BELIEVE, TEACH & CONFESS

GOD - WE BELIEVE and teach that there is one True God who has revealed Himself through the Holy Bible as Triune. One God in three persons – Father, Son, and Holy Spirit. This God created all things, visible and invisible, and He continues to sustain them.

THE BIBLE - WE BELIEVE and teach that the Holy Scriptures, as contained in the Old and New Testaments of the Bible, are the only inerrant and inspired Word of God. They are without error, not only in things spiritual and moral, but also in matters historical, geographical, and scientific. These Scriptures are to be our guide in all matters of faith and life.

CREATION - WE BELIEVE and teach that in the beginning God created the heavens and the earth, by His Word, out of nothing, in six days. We believe this doctrine of creation to be foundational to other doctrines of Scripture including the atoning work of Christ.

SIN - WE BELIEVE and teach that God created the world perfect and that sin and death came into the world through the transgression of Adam and Eve. We also believe and teach that, because of Adam's sin, all people are born sinful (Psalm 51:5) and are by nature enemies of God (Romans 5:10).

OUR SAVIOR - WE BELIEVE and teach that all people are sinners and are in need of a Savior. The one and only Savior is the Son of God, the Second Person of the Holy Trinity, who was promised already in the Garden of Eden and in the fullness of time, was revealed as Jesus Christ. We believe in His virgin birth, His sinless life, His miracles, His vicarious and atoning death on the cross for the sins of the world, so that sinful man, by grace through faith in Jesus Christ alone, will be saved to eternal life. His bodily resurrection from the dead, His ascension into heaven to sit at the right hand of the Father, and His imminent return in power and glory to judge both the living and the dead.

DOCTRINE - WE BELIEVE and teach that justification by faith in Christ is the central doctrine of the Bible. All of Scripture must be understood in the light of this one doctrine and all other doctrines must be brought in line with it. In agreement with this central truth, we teach the three "*solas*" of the Reformation - Sola Fide (faith alone), Sola Gratia (grace alone), and Sola Scriptura (Scripture alone).

THE HOLY SPIRIT - WE BELIEVE and teach that the Holy Spirit is the third person of the Holy Trinity and dwells in the hearts of all true believers in Jesus Christ. It is the Holy Spirit who motivates and enables Christians to lead godly lives out of love for the Savior and in thankfulness for His blessings.

THE MEANS OF GRACE - WE BELIEVE and teach that God offers and conveys the merits purchased by Christ by His death on the cross only through the external means of grace ordained by Him. These means of grace are the Gospel in every form and the Sacraments of Holy Baptism and the Lord's Supper. The Word of the Gospel applies the grace of God, works faith, and regenerates man (Romans 10:17). Baptism is applied for the forgiveness of sins and is a washing of regeneration and renewing of the Holy Spirit (Acts 2:38 and Titus 3:5). Likewise, the true body and blood of Christ are distributed in the Lord's Supper

for the forgiveness of sins (Luke 22:19-20 and Matthew 26:26-28).

THE CHURCH - WE BELIEVE and teach that there is one Holy, Christian and Apostolic Church. This Church is the spiritual unity of all believers in Jesus, which includes people from all races, cultures, and times.

THE END OF THE WORLD - WE BELIEVE and teach that Jesus Christ will come again, not secretly, but openly (Revelation 1:7). At this time, He will judge the living and the dead (Acts 10:42). The dead will be resurrected (Revelation 20:12–13); believers to everlasting life in heaven (John 3:16–18) and all who have not believed in Jesus Christ to everlasting damnation. (Matthew 25:46).

IN SUMMARY - WE BELIEVE AND TEACH the doctrines of the Lutheran faith as found in the Holy Bible, as expressed by the reformers in the Book of Concord of 1580, and as commonly confessed throughout the history of the Christian Church in the three Ecumenical Creeds – Apostles, Nicene, and Athanasian.

1.400: HISTORY & STRUCTURE

St. John Lutheran Church established its Christian day school in the fall of 1864 to provide the children of the congregation and other children of the community with a Christ-centered education. The school has grown from one teacher in one classroom to one classroom per grade, including a preschool and childcare program. The members of St. John financially and prayerfully support the school as a ministry to Christian families and as a mission outreach to the community (Matthew 28: 19-20).

THE LUTHERAN SCHOOL SYSTEM - SJL is a member of the South Wisconsin District of the Lutheran Church - Missouri Synod (SWD-LCMS). Our synod oversees more than 2,000 schools that are each independently operated by their local congregations. Most of our teachers were trained in the Concordia University System operated by the LCMS.

ADMINISTRATION - SJL is an integrated ministry under the ultimate control of St. John Lutheran Church. The school board, composed of SJL congregation members, is responsible for overseeing the school and its policies. The principal is responsible for the day-to-day operations of the school and carrying out the policies of the school board and the congregation. His or her duties include, but are not limited to, the directly supervising of all students and school staff, taking reasonable measures to help ensure the safety and well-being of all students and school staff, and actively work to ensure that all of the school's programs are in keeping with best practices as established by the National Lutheran School Accreditation Commission (NLSA) and all applicable local and state laws. The pastors of St. John Lutheran Church are directly involved with the families and operation of the school and are ex-officio members of the school board and the faculty. The lead pastor is the direct supervisor of the school principal.

SECTION 2.000 ADMISSION & RE-ENROLLMENT

2.100: NON-DISCRIMINATION POLICY

SJL will not discriminate on the basis of race, color, national, or ethnic origin in the administration of educational policies, admission, or its federally subsidized hot lunch program. Students with disabilities may be admitted if they can meet curriculum requirements with the reasonable accommodations that SJL is able to provide.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a hot lunch program discrimination complaint, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit a completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov.

SJL is an equal opportunity provider.

2.110: AGE REQUIREMENTS

To enroll at SJL, students must meet the age requirements below by **September 1** of the current school year.

- 3K: 3 years of age
- 4K: 4 years of age
- Kindergarten: 5 years of age
- 1st Grade: 6 years of age

2.120: EARLY CHILDHOOD RATIOS

Typically, teacher aides will be hired and utilized if enrollment exceed these ratios:

- 3K: 10:1
- 4K: 12:1

- Kindergarten: 16:1
- 1st grade: 18:1

2.130: NEW STUDENT ENROLLMENT

For a prospective student to enroll after the school year has begun, these steps must be taken.

1. At least one parent or guardian, and preferably the student, must meet with the principal before applying for enrollment.
 - a. This is required for new/transfer students.
 - b. New students are accepted on a 90-school day probationary trial period. During which the student can be asked to unenroll or be expelled, with or without cause.
2. Upon completion of the required tour and the approval of the principal, parents must complete and submit the enrollment application online and provide these required items/documents to the school office.
 - a. A \$100 non-refundable enrollment fee (which is applied to the total amount owed).
 - b. A copy of the most recent report card, when applicable.
 - c. A copy of the child's most recent standardized test scores, when applicable.
 - d. Verification of age requirements for immunization records. (Proof is necessary before starting classes.)

2.140: RE-ENROLLMENT

Current students in good standing need to apply for re-enrollment annually during the second semester by submitting an online application and paying a non-refundable enrollment fee by the advertised deadline. All re-enrollment applications are subject to the approval of the principal as re-enrollment is not guaranteed.

2.150: ENROLLMENT PRIORITIES

For classes with more applicants than space available, the priority order of admittance to SJL day school, preschool, and childcare is:

1. Member families of St. John Lutheran Church.
2. Re-enrollees in good standing.
3. Siblings of currently enrolled students.
4. Members of other LCMS congregations.
5. Others who desire a quality Christian education for their child.
6. The order in which applications are received can also be used, if necessary.

2.160: ADMISSION APPEAL PROCESS

The parent or guardian of a student who is denied admission or re-enrollment by the principal may appeal that decision to the lead pastor. The lead pastor will review the student's academic needs, progress, the student's discipline record, and other information to help him determine whether to overturn the decision made by the principal. If needed and desired, the parent may make a final appeal to the school board. The school board's decision is final.

2.170: TRANSFER CREDITS

A student transferring into SJL will be placed at the appropriate sequential grade level if previous passing

grades are provided as found on an official report card or transcript. If the student was home schooled, then credits or grade level will be validated through performance during the first quarter and adjusted if the principal deems it appropriate to do so.

2.180: STUDENT ADVANCEMENT

Requests for a student to advance to a grade level above the usual age-based grade level must be made in writing to the principal. The school board will evaluate each request individually based on standardized test results, consultation with prior and current teachers, etc.

2.190: RETENTION

Students who meet the standards of their present grade level will be promoted at the end of the school year. Students not meeting the standards of their present grade level may be recommended by the child's primary teacher to the principal for possible retention. Any such recommendation must be made by the end of the first semester. Parents or guardians will be notified of the possibility of grade level retention in a timely fashion. The ultimate decision regarding retention resides with the principal.

2.200: WITHDRAWAL

When a student withdraws or is not re-enrolled, the parents must complete a request for transfer of records. Tuition, fees, and fines must be paid in full and all textbooks and school-owned materials must be returned before student records will be released. Parents may be eligible for a prorated tuition refund.

2.210: EXPULSION

Any student may be asked to unenroll or be dropped from enrollment for excessive tardiness, excessive absences, persistence of a non-Christian attitude, persistence of disciplinary concerns, a major violation of the school's behavior policies, academic cause, non-payment of tuition/fees, and/or a general lack of support by the student or parents. Further information is available in Section 11: Discipline Policies.

SECTION 3.000 TUITION AND FEES

3.100: PAYMENTS

1. Tuition: There are two options for tuition payment for students in grades 3K to 8th.
 - a. Pay in full by August 1st (5% discount applied).
 - b. Monthly by enrolling in an automatic electronic payment program. Parents/Guardians must enroll in the automatic payment program by the first day of school. Please contact the school office to enroll. Exceptions to this requirement will be approved on a case by case basis by the principal.
2. Childcare: Before and after school care costs are billed weekly. Payments should be submitted directly to the childcare director or made electronically through the online payment portal.
3. Additional fees may be charged for other activities and expenses.
4. A fee of \$20.00 will be charged for all checks returned for non-payment.
5. If a parent or guardian chooses to withdraw their child from SJL, pre-paid tuition can be refunded on a prorated basis when a request is made in writing and submitted to the school office.

3.200: TUITION DISCOUNTS

Families may reduce their tuition costs through these programs:

1. 5% discount if tuition is paid in full by August 1st.
2. Multi-child discount: 2nd child receives a \$150 discount, 3rd and additional child - \$250 discount each.
3. SCRIP: Families and extended family members are encouraged to participate in the SCRIP program. Gift cards can be purchased with the proceeds applied to designated student accounts. Tuition credits accumulate through April 30th and are applied to THE FOLLOWING school year.

3.300: CONGREGATIONAL SUPPORT

Tuition only covers a portion of the approximately \$10,000 it costs each year to educate a child at SJL. The members of St. John Lutheran Church contribute a significant portion of their budget to subsidize the cost of operating the school. Each member's family should give to the Lord through regular church contributions as they have been blessed.

3.400: TUITION ASSISTANCE

SJL offers a limited amount of tuition assistance grants for families unable to afford school tuition. Tuition aid is granted based on family financial need. An aid application form is available in the school office. Applicants will be asked to disclose financial information and may be asked to meet with the principal and/or a pastor to explain their family's financial situation.

3.500: PREPAID TUITION REFUND POLICY

If a parent or guardian chooses to withdraw their child from SJL, pre-paid tuition can be refunded on a prorated basis when a request is made in writing and submitted to the school office.

3.600: ACCOUNTS IN ARREARS

No student will be allowed to re-enroll in SJL until all previous fees have been paid in full, unless granted an exception. Families in need of an exception to this policy must contact the principal or lead pastor for

further consideration. Unpaid balances on the day of graduation and/or the last day of the school year may result in:

1. No report card and/or achievement scores being released to the parent or guardian.
2. No cumulative records being transferred to another school, if applicable.
3. No participation in the graduation ceremony, if applicable.

3.700: UNPAID MEAL CHARGE POLICY

The goal of SJL is to provide nourishing meals to students to help fuel their learning in the classroom. No student is ever rejected for a meal, regardless of a negative lunch balance. However, the food service department operates as a self-funded entity, similar to any business, and unpaid meal charges place a financial burden on the program. For this reason, corrective action will be taken with those who have negative lunch account balances.

1. An auto-generated email goes out every Monday if an account reaches \$15.00 or below.
2. Once in the negative a personal email from the food service manager will be sent.
3. A phone call will be made by the food service manager once \$50.00 in charges is reached.
4. For those who accumulate an excessive amount of meal charges, a meeting with the principal and the food service manager will be required.
5. Meal account debt is considered a school fee and remains with the student throughout their enrollment at SJL. Meal account debt will roll over and accumulate each school year until it is paid in full.
6. Families experiencing financial hardship may apply for free or reduced lunches through the federal government. Contact the school office for an application. See section 2.100 for more information.

3.800 POSITIVE LUNCH ACCOUNT BALANCE FOR NON-RETURNING STUDENTS

If a student's lunch account shows a positive balance and the student is not returning to SJL the following school year, the following procedure will be followed:

1. The school will confirm the final balance in the student's lunch account. All payments, charges, and meal transactions will be reconciled to reflect the accurate balance.
2. The parent or guardian will be notified via email of the positive balance. This notification will include:
 - a. The exact amount of the balance
 - b. The options available for addressing the balance
 - c. A deadline of 30 days for the family to respond
3. The family may choose from the following options:
 - a. Refund: Request a check or electronic transfer of the balance.
 - b. Transfer: Apply the balance to another current student's lunch account.
 - c. Donation: Donate the balance to the school's lunch assistance fund.
4. An email is required to authorize how the funds should be used. This authorization will be kept on file for audit and recordkeeping purposes.
5. If no response is received after 30 days, the balance will be transferred to a designated donation account.

SECTION 4.000 TRANSPORTATION

4.100: STUDENT ARRIVAL

1. Childcare students should be dropped off at the Stafford Street entrance.
2. 3K and 4K students should be brought to the Stafford Street entrance no sooner than 15 minutes prior to the start of the scheduled class time for drop off.
3. For students arriving by bus, they will disembark at the Stafford Street entrance.
4. K-8th grade students, arriving by private vehicle, should be dropped off at the main gym entrance located off Smith Street. Students should not arrive at school before 7:20 am unless our childcare program is used. Loitering in the main office lobby entry area or the gym entry commons area will not be permitted.
 - a. When dropping off a student in the gym parking lot, the drop off line should be used. Parents will wait in the line of cars in the gym parking lot, continually moving forward, until they are near the gym doors. At that point students should exit the vehicle on their own and enter the gym door entrance.
 - b. If a student needs help exiting the vehicle, a parent/guardian must park in the lot and walk the child across the drop off line. Parents/guardians should not exit the vehicle to open a car door to help a child out of a vehicle while in the drop off line.
 - c. Any parent wishing to park for any reason while the drop off line is happening must walk the child across the drop off line to ensure safety.
5. Once they have entered the building, students will immediately report to their homeroom. There is no loitering in the hallways.
6. If a student arrives at school late (after 7:30), they should be dropped off at the Stafford Street entrance. Students must check in at the office before going to class.
7. A parent/guardian or trusted adult must drop his or her child(ren) off at the designated door. Parents/guardians will not be permitted to walk their child(ren) to class. Some exceptions may be made the first week of school to ease a young child's anxiety.

4.200: STUDENT DEPARTURE

1. Childcare students should be picked up at the Stafford Street entrance.
2. 3K students should be picked up at the Stafford Street entrance.
3. 4K students should be picked up at the Elizabeth Street entrance (north school entrance).
4. K-8th grade students will use the main school lot off of Smith Street, adjacent to the playground area for pick up.
 - a. The parent/guardian or trusted adult that will be picking up a K-8th student(s) must arrive at the parking lot by 2:35pm and park, nose out, in a space as close as possible to the gym entrance.
 - b. The driver and any other passengers must remain in the vehicle or stand immediately outside of it to await the release of the students.
 - c. At 2:35pm, both parking lot gates will be closed.
 - d. At that time, students will be sent to the lot by their teachers or other staff members and then asked to walk safely to their waiting vehicle.
 - e. When all vehicles are safely loaded, then and only then, will the exit gate be opened for vehicle departure.
 - f. A second wave of the same process may be necessary to accommodate late-arriving vehicles.
 - g. Students walking home are dismissed at the same time as those leaving in a vehicle.

- h. Walking to a car waiting on the street, near or far, IS NOT considered 'walking home' and is not permitted.
- i. Students leaving by bus will wait at the north hallway doors until loaded onto a waiting school bus.
- j. If someone new will be picking up a child, they should be made aware of the procedure.
- k. Parents/guardians and students are expected to use this procedure. Parking on the street is not as safe for loading purposes. If an exception is needed, parents or guardians should speak with the principal; otherwise, the procedure as written should be followed. The school reserves the right to refuse dismissal of a child until the procedure is followed.

4.300: SCHOOL BUS TRANSPORTATION

Bus transportation (provided by Plymouth Public Schools) is available for students in grades 4K to 8th for school district residents who live more than two (2) miles from SJL. Parents should contact Johnson School Bus Service for further details. All bussed students are governed by the public school district transportation policies whenever they use a district-provided bus.

1. **BUS CONDUCT:** Bus transportation is a privilege. Inappropriate behavior may result in suspension or expulsion from bus services. The principal will provide oral/written warning regarding each misconduct reported to SJL.
2. **BUS RIDING PERMISSION:** If a child does not normally travel by bus to/from school, a written permission slip from a parent or guardian is needed to arrange bus transportation for that day. The principal must approve all requests and the school will make the bus company aware of the request.

4.400: PARKING

From 7:00am to 3:30pm, parents and visitors may enter/exit the school building via the Stafford Street entrance to conduct business with the main office. Parents and guardians should not park in the post office lot, as doing so may result in a parking ticket. There is no parking in the bus loading zone(s) during the times posted on the loading zone signs. Visitors can park on the street or in the SJL staff parking lot across the street from school on the corner of Elizabeth Street and Stafford Street.

SECTION 5.000 GENERAL SCHOOL POLICIES

5.100: ABSENCE POLICY

ABSENCES FROM IN-PERSON LEARNING

1. When a child is unable to attend school for in-person instruction, a parent/guardian must contact the school office by 7:40am via the telephone, by email, or through the school website.
2. The homeroom teacher or the office staff will record a student as absent in our school's student information system (SIS).
3. The school secretary daily verifies that each absence is properly recorded and categorized.
4. The school secretary and the principal are the only two staff members authorized to change an attendance record as it is the official attendance log.
5. A student is tardy if he or she is not seated in the room and prepared to work at 7:30am. Students arriving after 7:30am must first report to the office before going to class.
6. Medical, dental, and other appointments are excused absences.
7. Parents must notify the office and the child's teacher at their earliest convenience before taking the child out of school for any reason.
8. Teachers will assign make-up work when appropriate and will assign a reasonable time for completion, which is typically the number of days absent plus one day.
9. A written notice is required for family vacations. Family vacations during the school year are discouraged. Teachers may, but are not required to, provide all homework prior to such an absence.
10. A student may not participate in extracurricular events on days when they are absent for more than 3.5 clock hours. The principal may grant an exception in some cases.

ABSENCES FROM VIRTUAL INSTRUCTION

1. In certain situations, such as school closures due to inclement weather or extended absences caused by illness or suspected illness, alternative instructional models, such as virtual instruction, may be implemented and, if necessary, required.
2. The use of such alternative instructional methods, depending on the cause, may be necessary for a single student, a small group of students, an entire grade level, or the entire school.
3. If a child is expected to participate in virtual instruction, or similar activities, parents/guardians will be notified of that expectation via a telephone call or an email message. At that time, further instructions as to how the process will work and what the expectations will be - including how attendance is monitored and recorded - will be provided.
4. If a student cannot attend virtually or complete work assigned for a given day due to illness or other complications, email or telephone notice must be given to the student's teacher and/or the school office by a parent by 8:00am of the day in question and will be noted in the SIS.
5. As a general rule, attendance in these situations will be tracked through the use of daily electronic check-ins and/or evidence of work completed each day. This type of evidence will be noted by the applicable teachers and recorded daily in the SIS and subject to the same official review process as in-person instruction.

When there is no written policy to apply to a situation, the principal, or his or her designee, is authorized to use their judgment in determining the proper course of action based on the circumstances of the absence.

5.110: ATTENDANCE

Regular attendance is vitally important to student progress. Excessive absences and/or tardiness may jeopardize a student's enrollment.

5.120: BIRTHDAY & BAPTISMAL BIRTHDAY TREATS

Students may bring treats to share with their class on their birthday or baptismal birthday and served at a time specified by the teacher. Nutritious snacks are preferred. Parents must arrange a convenient time with the teacher to bring the treats and be aware of any food allergies in the class. If freezer or refrigerator space is needed, check with the food service staff in advance.

5.130: CALENDAR OF EVENTS & SCHOOL YEAR CALENDAR

The school calendar is posted on Sycamore and on the school website (sjlseagles.com). It is updated regularly. The principal develops and recommends a school calendar each spring for the subsequent school year and it must be approved by the school board before it is posted.

5.140: CHAPEL

All students in grades 3K-8 assemble in the church as guests in God's house each week for worship. Parents are welcome and encouraged to attend this service. Chapel is led by the church's pastors, the teachers, and/or the students. A student offering (via envelopes) is collected to support the mission of our church. Students are encouraged to dress nicely on chapel days (see Dress Code Policy).

5.150: CHURCH & SUNDAY SCHOOL ATTENDANCE

St. John Lutheran Church supports and maintains a Christian day school to "make disciples of all nations" (Matthew 28:18-20). One of the marks of a Christian's faith is regular attendance at worship services, where faith is nurtured and developed through the Word. Worship attendance together as parent and child reinforces the Christian training that takes place daily in school. The congregation's Constitution describes the "duties of membership" to include "attend divine services faithfully and partake of the Lord's Supper frequently." These directives find their roots in the clear mandates of Scripture (Hebrews 10:24-25 & Exodus 20:8-11). Sunday school is offered for all students between church services on Sundays. Families that receive the member tuition rate who do not attend the church regularly may be contacted by one of the pastors for further discussion. Church and Sunday School attendance is taken each week by the homeroom teachers and is reported on each child's report card.

5.160: CHURCH MEMBERSHIP CLASSES

All parents and guardians are invited to attend one of the church's adult information classes, led by a pastor, to learn more about the Bible, the congregation, and the opportunity to become a member of St. John Lutheran Church, if desired.

5.170: CLASS PARTIES

Class parties may be held during the school year. Teachers will communicate with parents and guardians about organizing these parties. The teacher will remain with the children during the parties. It is especially important that a Christian emphasis be evident (i.e. Christmas is to celebrate Christ's birth and Easter is a celebration of Christ's resurrection).

Class parties which occur off-campus must have approval of the principal, permission slips, and chaperones.

5.180: CONDUCT DURING SCHOOL-SPONSORED EVENTS

Student and parent conduct at extracurricular activities, on or off campus, should reflect the school's Christian values. Unacceptable behavior by a student could be cause for dismissal from the team/activity and/or other school discipline. Unacceptable behavior by an adult could be cause for removal from the event immediately and for a period of time to be determined by the principal.

5.190: CONFLICT RESOLUTION

In Matthew 18, we are reminded that Christian conflict resolution is necessary to maintain mutual respect and encourage effective communication. Knowing that problems will arise, students and parents are expected to use the following flowchart as guidance when conflict arises regarding a school-related matter. These principles, of course, are applicable in other parts of life as well.

Step 1:

1. Individuals are encouraged to respectfully approach and speak directly with the person with whom they have a conflict or concern.
2. Explain the concern in a non-confrontational manner and listen carefully to his or her response.
3. More often than not, a successful resolution will result, or a mutually beneficial understanding will be reached.
4. Email is generally not a productive manner to air concerns. Face-to-face discussions or telephone conversations are much better suited to honest, open communication.

Step 2:

1. If the matter is not resolved to satisfaction, individuals may approach the person's immediate supervisor.
 - a. The principal regarding conflict with a teacher, staff member, or volunteer.
 - b. The athletic director, then principal, regarding conflict with a coach or athletic policy.
 - c. The lead pastor regarding conflict with an administrator.
2. Individuals should explain their concern to the appropriate supervisor, including the steps they have taken, and listen carefully to the supervisor's response and/or proposed solution.

Step 3:

1. If the matter is still not resolved to satisfaction, individuals may approach the school board chairman and request a hearing on the matter.
2. Contact with the chair of the school board can be made through the office or the principal.
3. During the hearing, explain the concerns, include what steps have been taken thus far, and answer any questions that may be asked.
4. The decision of the school board is final. In rare and specific cases, the congregational board of directors may be involved.
5. Individual board members have no authority unless voting as a part of a legal school board meeting.
6. Taking concerns directly to a school board member, especially bypassing some or all of these steps, is completely inappropriate.

5.200: CUSTODIAL & NON-CUSTODIAL PARENTS

In the case of a divorce, parents must provide a notarized copy of the custody arrangements of the divorce decree to the school office. The school will not release a child to a non-custodial parent unless asked to do so in writing by the custodial parent. If custody has not been decided, the student may leave with either parent unless a court order to the contrary has been provided to the school. Non-custodial parents may visit the student's classes and attend parent-teacher conferences, unless restricted by a court order.

Parents and non-custodial parents have the right to view the educational records of their children. SJL requires 48-hour written notice in order to review a student's cumulative record. School personnel do not need permission from the custodial parent to provide records to the non-custodial parent, but they will notify the custodial parent that they intend to comply with a request from the non-custodial parent. Parents will view the records in the presence of the principal or his or her designee.

5.210: DAILY SCHEDULE

Each school day begins promptly at 7:30am and dismisses at 2:35pm.

1. Any early dismissal days will be noted on the school calendar. Early dismissal time is 11:35am.
2. Students are not to arrive before 7:20am unless they arrive by school bus.
3. Students must be picked up no later than 2:45pm (or 11:45am on early dismissal days). If a student arrives at school too early or is not picked up by the designated times, the student will be cared for in our childcare program, or a similar solution, at a cost to the family.
4. Playground supervision is not provided before or after school. Use of the playground before or after school is at the risk of the student and his or her family.
5. Families who need to have their child arrive early or stay late should formally enroll in the childcare program. The program operates year-round, Monday through Friday, from 6:00am to 6:00pm. There is an additional fee for this ministry.

5.220: DISMISSAL FROM CLASS DURING THE SCHOOL DAY

All requests for dismissal of a student during the school day must be made in writing, via email, or in person, through the school office. In the interest of student safety and building security, students will not be dismissed from class until an authorized adult has reported to the school office; at which time the office will call the classroom to have the student dismissed. Parents are urged to schedule appointments at times that will not interfere with classes.

5.230: EAGLE EXPRESS

The *Eagle Express*, the school newsletter, is emailed every Friday and posted on the school website.

5.240: ELECTRONIC DEVICES

Students should not be in possession of personally-owned cell phones, smart phones, portable music players, hand-held video games, computer laptops, computer tablets, or other similar electronic devices during the school day without the permission of a teacher or the principal. Any such device confiscated by a faculty or staff member may be held by the teacher or in the school office until a parent arrives to claim it. The school will not be held liable for the loss, theft, or damage of such devices regardless of the

circumstances. Theft investigations, when necessary, may be conducted, but a satisfactory resolution is unlikely and not guaranteed.

Students bringing electronic devices to school will turn them off completely and turn them into a teacher upon their arrival to school. The teacher will store the devices and return them to the student at the end of the day or when the student leaves for the day.

5.250: EMERGENCY DRILLS

Fire, tornado, and other school safety drills are conducted according to current state regulations.

5.260: FACULTY

All SJL teachers meet or exceed state education or voucher program requirements. Many teachers hold advanced degrees and have countless years of combined teaching experience. Their love for their students is readily apparent and they work hard to enable each student to work to his or her fullest potential. All current SJL teachers are also ministers of religion, trained, and called through the LCMS system, who strive to feed students spiritually with the help and guidance of the Holy Spirit. Respect each faculty and staff member as a professional and treat them accordingly.

5.270: FIELD TRIPS

Trips away from school are designed to enrich student learning. All students are expected to participate.

1. Funding: Most trips are funded with a combination of budgeted funds, Parent Teacher Organization (PTO) contributions, and parent fees. Parents should remit the non-refundable amount for their portion of the trip by any specified deadline.
2. Chaperones: Parents are sometimes asked to serve as chaperones. A chaperone's primary responsibility is the supervision of the children assigned to him or her. Chaperones are not allowed to bring other children with them on a field trip. Chaperones will not smoke, use alcohol, or unnecessarily use their mobile devices while on a field trip. Being a chaperone is viewed as an opportunity of service to the school.

5.280: FIELD TRIPS/EXTRACURRICULAR TRANSPORTATION

Most field trips will use a chartered school bus for transportation. If parent drivers are permitted, a copy of their driver's license and insurance must be on file in the school office prior to the trip. Each driver's personal liability and collision insurance covers the passengers in his or her vehicle.

1. DURING SCHOOL HOURS: The school will try to provide bus transportation for any school-related activity in which students are removed from class during the school day, except for activities within walking distance. For liability and management reasons, and in the interest of class bonding, when field trip transportation is provided by the school, ALL chaperones and students are expected to ride the bus both to and from the destination. Exceptions to this policy can only be granted by the principal. A written doctor's note for a medically-necessary exception is also appreciated, if applicable. Transportation expenses will be covered by the school. Transportation for some field trips may be funded by additional fees to parents.
2. OUTSIDE SCHOOL HOURS: Activities that take place other than during school hours, such as athletics, scholastic competitions, etc. may require the use of designated parent or guardian drivers to provide transportation. Each adult driver will provide a copy of a valid driver's license

AND evidence of current auto insurance to be filed in the school office. All students are required to wear separate seat belts in private vehicles used for school-related activity transportation.

5.290: HOMEWORK

Students, beginning in 1st grade, can expect to have homework on a regular basis for independent practice of lessons taught during the day. The amount of time spent on homework can vary depending on grade level and individual student ability. Teachers are encouraged to coordinate assignments so that children are not given excessive assignments. Parents are strongly encouraged to assist students only where appropriate. If there are concerns about a child's homework, parents or guardians are encouraged to contact the appropriate classroom teacher.

5.300: LANGUAGE

Slang, street talk, swearing, using sound-alike words, cursing the name of the Lord, or openly abusive and derogatory language is unacceptable. Speech should "always be gracious" as Paul encouraged in Colossians 4:6.

5.310: LEAVING SCHOOL GROUNDS

SJL is a closed campus. After arrival at school, students will remain on school property until school dismissal.

5.320: LIBRARY

All students may check out books from the school library. Students through 2nd grade may check out books for a one week period. Beginning in 3rd grade, students have a two week period in which to use the book. The student must pay the current replacement cost for materials lost or damaged. Teachers and the volunteer library assistants will help students select and check out books.

5.330: LOCKERS

Hallway lockers are assigned to students beginning in 3rd grade. No decorations (other than approved school-related posters) may be attached to the outside of the lockers. Anything attached to the inside of the locker must be done in such a manner that does not damage the locker. Lockers are not to be slammed or closed in such a way that could cause damage. Students should keep their lockers clean. Lockers are the property of SJL and may be inspected, including the items therein, by a teacher or the principal at any time and for any reason.

5.340: LOST AND FOUND

Parents and students may check for missing items in the box located by the gym entrance. Periodically the box is cleaned out and the unclaimed items are donated to a non-profit organization.

5.350: LUNCH

Hot lunch is available for purchase daily. Orders must be placed by 8:00am and paid for through a student lunch/milk payment account. SJL participates in the federal school lunch program. Qualifying families may receive free or reduced lunch. SJL is an equal opportunity provider. Refer to Section 3 for non-payment and more details.

5.360: MOVIES/VIDEOS

Films may be shown occasionally as a part of an academic course, classroom celebration, or as a reward. Films shown must be age-appropriate. The teacher will preview the video, obtain approval from the principal, and inform parents of the scheduled viewing. Appropriate video clips, documentaries, and other such items of academic usefulness do not require such notifications.

5.370: PARENT-TEACHER COMMUNICATION

Parents and guardians are urged to consult with their child's teacher on a regular basis. Formal parent-teacher conferences are held each year, generally in November. All parents and guardians are encouraged to attend these conferences.

5.380: PARENTAL RESPONSIBILITIES

Parents of an SJL student pledge to work together with the staff to sustain an environment of love and trust which encourages positive development in all students.

All parents will commit to the following:

1. Show support for, and adherence to, the policies of SJL
2. Demonstrate respect for the authority of the administrators, teachers, and staff.
3. Encourage their child to do his or her schoolwork to the best of their ability.
4. Provide training and reinforcement of helpfulness, courtesy, and a Christian sense of values.
5. Take advantage of the many opportunities to communicate with the appropriate teacher.
6. Ensure their child(ren) arrives at school on time.
7. Make on-time tuition and fee payments.
8. Be involved with St. John's PTO activities and fundraisers.
9. Encourage their child to take responsibility for his or her actions and efforts at all times.

Member families will commit to the following:

1. Be faithful in church and bible class attendance and in participation at holy communion.
2. Use God's Word for personal study and in family devotions.
3. Regularly pray for the school, church, and its children, faculty, and staff.
4. Contribute financially to the congregation as they have been blessed by the Lord.

5.390: PHYSICAL EXAMINATION

A medical exam is required for students participating in athletics for the first time and then every two years following the initial exam. See Section 15.000.

5.400: PUBLICATION OF PHOTOGRAPHS, VIDEOS, ETC.

SJL uses various forms of social media and other communication methods as part of its public relations program. It should be understood that the school may choose to publish photographs of students, videos of students, examples of student work, and similar items on social media, on the school's website, in official publications, or through other forms of distribution for public relations purposes. It should also be understood that visitors to the school or its events, including parents and guardians, may appear in public relations materials.

5.410: PURSES/BACKPACKS

All purses and backpacks must be kept in the student's locker or designated hallway cubby during the school day. SJL is not responsible for lost or stolen items. Additionally, SJL reserves the right to search any backpacks or purses on school property to ensure the safety and well-being of all students and staff.

5.420: RECESS

One or more recess periods are offered daily to give students an opportunity for free play in a supervised setting. Students may be excused from recess due to illness, via written parental note, or for disciplinary reasons. Parents and guardians are encouraged to review the following guidelines with their children to ensure safe playground activity.

GENERAL RECESS GUIDELINES

1. Children should slide down the slides on their bottoms only and should not walk up the slides.
2. Children should swing only while seated on their bottoms and in a back-and-forth motion. Twisting, standing, side-to-side motions, and similar actions are not permitted.
3. No throwing the swings up and around the top to make them shorter.
4. One person per swing.
5. No pushing, shoving, tripping, hitting, kicking, etc.
6. No sitting on top of equipment that is not intended to be sat upon.
7. No balls on the padded portion of the playground.
8. Stay out of the landscaped areas around the building.
9. Stay off of the fence and the wood border lining the playground area.
10. Stay out of the space between the wood border and fence.

WINTER RECESS GUIDELINES

1. Children should have winter coats, boots, hats, snow pants, gloves, etc. when there is snow or the temperature is cold outside.
2. Absolutely no throwing snowballs.
3. No pile ups on top of each other.
4. Play only in front and on the sides of the snow hill so teachers can always see the student.
5. No digging tunnels or large holes.
6. Slide down a snow hill on your bottom after making sure no one is in the way.

TEMPERATURE GUIDELINES

Wisconsin weather can change very quickly. Parents should monitor their student's outer dress before arrival at school. For student safety, the faculty and staff use the following guidelines for needed outerwear attire.

1. When the temperature is below 0° Fahrenheit, there will be no outside recess.
2. When the temperature is below 50° Fahrenheit, an outer jacket, heavy sweatshirt, or winter attire needs to be worn at recess.

5.430: RESPECT FOR AUTHORITY

Every person is to be treated as a child of God; possessing, from conception, dignity, value, and worth. Students should at all times be treated with respect by teachers and peers. The fourth commandment mandates that students are to respect and obey their pastors, teachers, and any other adults in positions

of authority; including secretaries, coaches, custodians, and food service staff. Parents should never discuss teachers in a negative manner, especially with students present. Parents or students who continually behave or communicate in a manner that is constantly disrespectful will be asked to meet with the principal and/or pastor.

5.440: RESPECT OF PROPERTY

Students should always be thoughtful in taking care of the school building and all of its contents. No student is allowed to sit on radiators, windowsills, desks, tables, or cabinet tops. Students will be held responsible for any damage to property belonging to another person or SJL.

5.450: SCHOOL BOARD MEETING ATTENDANCE POLICY

As a participant in the Wisconsin Parental Choice Program, the school board is required to hold two meetings each year that are open to parents. These meetings provide an opportunity for parents to observe, ask questions, and express concerns related to the voucher program or any other matters involving the school board's responsibilities. These two public (open) sessions are advertised in various ways throughout the year. At the conclusion of the open session, the school board may move to a closed session to handle things of a sensitive or confidential nature.

Likewise, parents can attend other meetings throughout the school year if 24-hour notice is provided to the principal and approved by the chairperson of the school board. Similarly, at other meetings attended by visitors, both open and closed sessions are likely to take place. Any exceptions to this policy can be made by the school board chairperson or the principal.

5.460: SCHOOL CANCELLATION

SJL will generally follow the Plymouth Public School District for weather-related school closings or delays, but the final decision is made by SJL's principal. Notifications will be sent out by text, email, and/or phone call. If SJL closes for other reasons, a similar process will be used. When there is a 2-hour delay, 3K and 4K classes will not be in session. Childcare will open at their normal time, even in a 2-hour delay.

5.470: SCHOOL PICTURES

Individual and class pictures of all students will be taken each fall. A notice will be sent home prior to picture day. The purchase of any pictures is optional. The pictures are used in the school year book and on our SIS.

5.480: SCHOOL SUPPLIES

A student supply list will be emailed to each family. Additional copies may be obtained from the school office. The items on this list should be brought to school during a scheduled "Back to School Night" event, a scheduled appointment, or other advertised opportunities. Other supplies will be furnished by the school and are included in the registration fee, unless a special need arises.

5.490: SEXUAL HARASSMENT POLICY

St. John Lutheran School strictly prohibits any conduct or speech that constitutes sexual harassment of

or by an employee (worker) or a non-employee (student, parent, volunteer, or visitor). See Section 12.000.

5.500: SOCIAL-EMOTIONAL HEALTH OF OUR STUDENTS

SJL is committed to supporting the social and emotional well-being of its students. Within the classroom, instruction emphasizes the development of core competencies such as self-awareness, self-management, relationship skills, social awareness, and responsible decision-making. These components are often integrated into the school's religion curriculum, reinforcing their importance in students' overall growth.

Recognizing that some students may require additional support in these areas, St. John Lutheran employs a resource coordinator. In addition, the school is supported by two pastors who regularly assist students with their social and emotional needs. The resource coordinator and pastors collaborate closely with outside agencies when further support is necessary for students, their families, or both.

5.510: STANDARDIZED TESTING

Standardized tests are administered annually for students in grades K-8th. The results are shared with parents and guardians and used by teachers to evaluate student achievement, measure academic progress, and gauge the overall effectiveness of the curriculum. Results from these tests are used for guidance, grouping, and curriculum improvement.

5.520: STUDENT RECORDS

Official student records will contain only academic transcripts, attendance records, standardized test scores, emergency contact information, and required health and immunization records. Behavior records are kept, but are not a part of a student's permanent file unless a student is expelled for violence or drug-related offenses.

5.530: SURVEILLANCE CAMERA SYSTEM

Surveillance cameras are in use throughout the church and school to promote safety and to encourage reasonable orderliness on ministry property. Any person entering the facility and grounds is subject to being recorded or photographed via the video surveillance system. Such photos and video footage are not public domain and access is limited to the principal and other ministry staff in the performance of their duties.

5.540: TELEPHONE USE

Parents or guardians may call (920) 893-5114 in case of an urgent need and the message will be delivered to their child. Students will not be called to the telephone, as this is disruptive both to the student and to the classroom. Students will be allowed to use the office or classroom telephone when they are ill or if the school changes a schedule. Generally, calls made to classroom teachers during the day will be forwarded to their voicemail.

5.550: USE OF CLASSROOM VIDEO CAMERAS

There may be times at which a web camera, or similar device, may be used in the classrooms to provide audio and video feeds to homebound students. These feeds may be live and/or recorded and could

contain images or audio that may be directly attributed to the child. Measures will be taken to limit access to these feeds to those approved to receive them.

5.560: VISITORS

All visitors during the school day, including parents and guardians, are required to enter through the Stafford Street entrance and report to the reception window. All visitors must register at the office window and wear the appropriate visitor badge or be escorted by school personnel while in the building. If a parent wants to visit his or her child's classroom, they are required to contact the teacher one day in advance and the sign-in process is still required.

5.570: VOLUNTEERS

The school is strengthened by the support of volunteers - parents and caring adults who assist with classroom events, health screenings, library duties, and PTO activities. Individuals interested in volunteering should contact the school office. All volunteers are required to read and accept the Volunteer Handbook, complete the necessary paperwork, and undergo a criminal background check. Volunteers must register with the office when in the building as listed in the previous point.

5.580: YEARBOOK

Each year SJL creates an all-school yearbook. Yearbook orders are sent home in the second semester and received in early June. There is an extra fee for the yearbook.

SECTION 6.000 MIDDLE SCHOOL POLICIES

6.100: CHRISTIAN DISCIPLESHIP AWARD

The Christian Discipleship Award was established to recognize an 8th grade student who has excelled in discipleship, leadership, and perseverance. The award recipient each year will be chosen by the SJL pastors, the principal, and the middle school teachers.

The recipient will:

1. Be active in church.
2. Demonstrate morals and values consistent with Christian living.
3. Take initiative to include, support and encourage his/her peers.
4. Exhibit an excellent work ethic, effort, and consistently participate in class.
5. Lead by example with a positive attitude.
6. Demonstrate positive service within the community that represents the school in a Christ-like manner.

6.200: CONFIRMATION

The 8th Grade confirmation class meets four times each week throughout the school year. This ministry is under the direction of the pastors and elders.

6.300: DATING RELATIONSHIPS

Romantic relationships are not appropriate for grade school students. Serious relationships at a young age may distort the student's view of love, distract from the learning environment, and place unneeded pressure upon peers. Public displays of affection have no place at school or school functions.

6.400: HALL PASSES

Students are allowed a maximum of ten hallway passes each quarter. Students can use a pass if they are late to class, need to leave the room to get needed supplies out of their locker, or to use the restroom. If all ten passes are used, an appropriate consequence given by a middle school teacher or the principal will be issued. These passes are non-transferable.

6.500: OUTDOOR EDUCATION

All 7th grade students are expected to attend the fall outdoor education program provided by the Sheboygan Area Lutheran Schools Association (SALSA). The fee is generally paid by the school.

SECTION 7.000 HEALTH, NUTRITION, SAFETY, AND WELLNESS POLICY

7.100: WELLNESS POLICY

SJL promotes wellness in order to create a school environment that supports student achievement. Students will be encouraged to strive for a healthy balance between caloric intake and physical activity. All foods available on school grounds should be nutrient dense per calorie and should meet the nutritional standards of the National School Lunch Program. This local wellness policy will be reviewed annually by the school board, the principal, the assistant principal, a classroom teacher, and at least one parent or guardian. It is then approved by the school board by August 1st each year. Any parent interested in participation in this program is encouraged to contact the principal for inclusion in the review process. It is sometimes pragmatic or necessary for a single person to represent more than one demographic such as a board member who is also a parent in our school.

SJL will:

1. Engage students daily in physical activity, physical education, or recess.
 - a. All students will receive at least 150 minutes per week of physical education and/or recess in which students engage at least 50% of the time in moderate to vigorous physical activity.
 - b. After-school care will provide and encourage daily periods of physical activity for all participants.
2. Promote healthy nutrition habits.
 - a. SJL will promote the consumption of fruits, vegetables, whole grains, and low-fat dairy products.
3. Lunch Program: SJL participates in the National School Lunch Program and the Commodity Food Program, both administered through the State of Wisconsin Department of Public Instruction (DPI) and the USDA. The lunch program is to provide nutritious meals at a reasonable cost.
 - a. Meals served will include fruits and vegetables, offer only low-fat (1%) and fat-free milk and nutritionally equivalent non-dairy alternatives, and ensure that all of the served grains are whole grain.
 - b. Fast food, soda, and energy drinks are not allowed during the school day.
 - c. Free and reduced-price lunches are available to families based on income qualifications. Application forms are available throughout the year in the School Office. SJL will not publicly identify and will make every effort to eliminate any social stigma attached to students who are eligible for free/reduced-price lunches.
 - d. Students should not share foods or beverages during lunch or snack times because of concerns about allergies, other restrictions on some children's diets, and the spreading of infectious pathogens.
 - e. Clean drinking water is accessible at all times.
4. Snacks: Students are encouraged to eat healthy snacks at school and on field trips such as:

a. Raw vegetable sticks/slices with low-fat dressing or yogurt b. Fresh fruit and 100% fruit juices c. Dried fruits d. Trail mix (dried fruit and nuts)	e. Dry roasted peanuts and soy nuts f. Low-fat meats and cheeses g. Whole-grain, low sugar cereal h. Low-sodium baked crackers i. Baked/fat-free chips
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- j. Angel food and sponge cakes
 - k. Flavored yogurt and fruit parfaits
 - l. Gelatin made with 100% fruit juice
 - m. Low-fat pudding cups
 - n. Low-fat ice creams, frozen yogurts, sherbets
 - o. Plain water
 - p. Bagels and low-fat cream cheese
 - q. Low-fat, low sodium popcorn
 - r. Graham crackers
 - s. Pretzels
 - t. Peanut butter crackers
 - u. Fig bars or low-fat cookies
 - v. Low-fat granola bars
 - w. Whole grain muffin
5. Celebrations: Celebrations during the school day (excluding birthday treats) that involve food are limited to one party per class per month.
 6. Rewards: Non-food items are the preferred reward for student incentive. Food rewards that are healthy and nutritious may be offered. SJL will not withhold food or beverages (including lunch) as a punishment.
 7. School-sponsored Event Concessions (athletics, dances, drama, and music): Concessions sold within school should include healthy foods among their choices.
 8. Fundraisers: All fundraising projects involving food should follow the school nutrition standards.
 9. Food Marketing: SJL will limit food and beverage marketing (logos and brand names) on vending machines, book covers, scoreboards. Free samples or coupons that provide non-nutritious food as a reward to items that are not consistent with the nutrition standards will be limited.

7.200: ACCIDENTS

When a child is hurt on the school premises, he or she will be given basic first aid. If further treatment is needed, the parent or other emergency contact listed will be notified and consulted before the child is taken to a doctor or hospital. If the parent or emergency contact cannot be reached, a SJL staff member will accompany the child to a medical clinic or hospital for treatment. A staff member will complete an accident report for any incident that goes beyond minor cuts and scrapes. The accident report will be kept on file in the office.

7.300: MEDICATIONS

Medications should be administered to students by their parents or guardians at home whenever possible. In the event this is not possible, proper written consent must be given to designated school personnel to administer medication. Consent forms are available from the office.

1. For non-prescription medications: Parent or guardian written authorization is required.
2. For prescription medications: Parent or guardian written authorization and practitioner written authorization is required.

No medication will be administered by school personnel or its agents until the consent forms are completed and on file with the school. Medication authorization and administration forms will be kept and stored confidentially as required under Wis. Stat. 118.29(4).

Non-prescription medication must be in the original container labeled with the student's name, dosage, time, and quantity to be given. Prescription medication must be in the original container labeled from

the pharmacy. All medication will be kept in a securely locked cabinet or storage area only accessible to those who have the authority to administer medications to students.

Parents and guardians are responsible for bringing medication to school and picking up unused medication within 10 days after the medication is discontinued. Students are not allowed to transport their medication from school. School personnel who administer medications to students will have been provided orientation and training. By law, school personnel may not cut tablets. If a child needs to receive half a tablet, have this done at home or by the pharmacy filling the prescription. Current school policy does not allow non-FDA approved drugs (herbal medication) to be administered at school.

Students who self-administer medication for conditions such as asthma still need to have a medication authorization form on file at school. It is recommended that students carry no more than a one-week medication supply.

Cough drops or throat lozenges can be taken by the student as long as a parent has provided a signed permission note. The note should be given to the classroom teacher.

In accordance with the standards of nursing practice, a school official may refuse to administer or allow the administration of any medication, which, based on his or her assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate. In these cases, the school official will notify the parent/guardian and licensed prescriber for the reason for the refusal explained. Under Wis. State 118.29(2)(a)(3), anyone with the authority to administer a non-prescription or prescription drug to a student, excluding nurses, is immune from civil liability unless the act or omission constitutes a high degree of negligence.

7.400: IMMUNIZATION

According to state law, a complete immunization record for each child must be kept in the school office. Immunization record forms are available in the school office. Notify the school office of any updated immunizations.

7.500: ILLNESS GUIDELINES

A child who is sick should not come to school. If a child develops symptoms while at school, the parent or emergency contact will be asked to take the student home. Students with a contagious disease must be kept home and the school office must be informed. If the disease results in an absence of more than three days, state law requires the parent to present a written release from the doctor when the student returns to school.

The student may return:	When symptom-free	Note from physician required
Chicken Pox The student may return when all lesions have formed crusts (approximately six (6) days after rash appears).	X	

Conjunctivitis (Pinkeye) (Symptoms: red eyes, yellow sticky mucus, itching.) It is viral and contagious. Prompt treatment is needed. The student should remain home for at least 24 hours.		X
Diarrhea	X	
Fever	X	
Hepatitis		X
Impetigo The student may return 24 hours after starting the antibiotic.	X	
Influenza	X	
Lice A student with head/body lice will be sent home immediately and may return after proper treatment and nit free.	X	
Measles		X
Mumps/Rubella		X
Ringworm, Pinworm, or Scabies The student may return after treatment is initiated for at least 24 hours.	X	
Scarlet Fever		X
Respiratory Infections The student may return when fever-free.	X	
Vomiting	X	

7.600: VISION AND HEARING TESTING

Routine hearing and vision tests may be administered by qualified volunteers. Parents will be notified if a problem is detected.

7.700: CONTAGIOUS DISEASE OUTBREAKS

When local health officials and/or school officials determine that SJL is at-risk or is experiencing a contagious disease outbreak, the school will work with local and state health officials to take the appropriate steps to safeguard students and staff. These measures may include the temporary closure of the school building and/or the use of alternative education models. Notice will be given to all SJL families.

SECTION 8.000: ACADEMIC POLICIES

8.100: GRADING SCALE

Letter grades based on percentage scores are issued for students in grades 2-8. Students in 3K to grade 1 are issued attribute ratings based on the teacher's observations.

Grades 3K - 1		Grades 2 - 8		
Key	Proficiency Level	Letter Grade	Percent	GPA Value (Grades 5-8)
O	Outstanding/Mastery	A+	100+	4.33
+	Very Satisfactory	A	94 – 99	4.00
S	Satisfactory	A-	92 – 93	3.67
S-	Mostly Satisfactory	B+	90-91	3.33
P	Progressing	B	85 – 89	3.00
B	Beginning	B-	83 – 84	2.67
N	Needs more help/time	C+	81 – 82	2.33
X	Has not been assessed	C	76 – 80	2.00
		C-	74 – 75	1.67
		D+	72 – 73	1.33
		D	67 – 71	1.00
		D-	65 – 66	0.67
		F	0 – 64	0.00
		S	Satisfactory	
		U	Unsatisfactory	

8.200: REPORT CARDS

Report cards are distributed at the end of each quarter and are also available online.

8.300: HONOR ROLL

The honor roll will be determined based on the quarter grade point average (GPA) to recognize outstanding academic achievement by students in Grades 5-8. All courses are included in the calculation, but are weighted based on how often those courses meet.

1. Language Arts, Theology, Math, Science, Social Studies: 1.0
2. PE, Art, Spanish, Gospel Light Chorus, Music: 0.5
 - If a child receives a D or F in any subject, he or she is ineligible for any honors recognition.
 - High Honors 3.75-4.00, Honors 3.50-3.749

8.400: VALEDICTORIAN & SALUTATORIAN SELECTION

1. Students must attend SJL for the 11 consecutive quarters to determine Valedictorian and Salutatorian status. Quarters that determine status are as follows:
 - a. 6th Grade: Q1, Q2, Q3, Q4

- b. 7th Grade: Q1, Q2, Q3, Q4
 - c. 8th Grade: Q1, Q2, Q3
- 2. All classes offered at SJL during the defined quarters are factored into overall GPA. Classes are weighted as follows:
 - a. Language Arts, Theology, Math, Science, Social Studies: 1.0
 - b. PE, Art, Spanish, Gospel Light Chorus, Music: 0.5
- 3. Student(s) with the highest GPA at the end of the 11 quarters will be named the class Valedictorian. The title may be shared.
- 4. Student(s) with the second highest GPA at the end of the 11 quarters will be named the Salutatorian. The title may be shared.
- 5. Transfer students who meet the following criteria will be considered for eligibility on an individual basis:
 - a. Must attend SJL a minimum of 6 qualifying quarters.
 - b. Must provide proof of prior schooling and an official transcript from their previous academic institution for review by SJL administrators.

8.500: CUMULATIVE RECORD

A cumulative file is kept for each child including their personal health, attendance, achievement test results, grades, and demographic information. Parents may examine their child's file through a request to the principal. Cumulative files remain on site and are transferred only by written request of the parent or transfer school.

8.600: ACADEMIC SUPPORT SERVICES

Students who struggle academically and need expert remedial aid in speech or reading may qualify for help under the Federal Title I program through the Plymouth Public School District. Parents should contact SJL for more information on this topic.

8.700 ACT 20 POLICY

Wisconsin Act 20, enacted in July 2023, is a comprehensive state law aimed at enhancing early literacy outcomes for students in 4K through third grade. SJL adopts this 3rd to 4th grade promotion policy as of July 1, 2025 to take effect no later than September 1, 2027.

Promotion from 3rd to 4th grade will be based, in part, on a student's reading proficiency.

Students who score at or above grade level in reading on the Wisconsin Forward Exam or alternative assessment (see below) will be considered proficient in reading and eligible to move forward to 4th grade reading.

- Students who do not take the Wisconsin Forward Exam—either because they are not required to or their parent/guardian opts them out (such as current Choice students)—will instead be assessed using an alternative summative reading assessment already in use by the school, such as NWEA MAP Growth testing, to determine reading proficiency.
- Students who score below grade level (on the Forward Exam or the approved alternative assessment) will receive the following:

- Intensive instructional support and regular progress monitoring provided by a classroom teacher, Reading Interventionist, Title I Reading Teacher, Resource Teacher, and/or through an Individual Service Plan or 504 plan
- Written notice to parents/guardians explaining the interventions and supports
- A summer reading program each year until the student reaches grade-level proficiency on a standardized reading assessment

Good Cause Exceptions to this promotion consideration (per 2023 Act 20) apply to students who:

- Are limited-English proficient as determined by state guidelines or district assessment (such as the ACCESS test)
- Have an Individual Service Plan that exempts them from the state reading exam
- Are proficient on a DPI-approved alternative test (e.g., Dynamic Learning Maps)
- Have an Individual Service Plan or 504 plan, received 2+ years of reading intervention, and were retained for 2 years
- Have received 2+ years of intervention, continue to show reading deficiencies, and have been retained for 2 years

St. John is committed to partnering with families to close student reading gaps by providing targeted interventions, ongoing support, and consistent progress monitoring for students who are not reading at grade level.

SECTION 9.000: CURRICULUM

9.100: 3 YEAR OLD KINDERGARTEN (3K)

Classes meet three hours per day, Monday to Friday, to provide a Christ-centered education in a positive hands-on learning environment. The Christ-centered program fosters skills in emotional, physical, cognitive, language, and spiritual development through play, story time, songs, free play, and worship opportunities.

9.200: 4 YEAR OLD KINDERGARTEN (4K)

Classes meet three hours per day, Monday to Friday, to provide a Christ-centered education in a positive hands-on learning environment. The program uses a balance of structured time and play time to encourage the learning of numbers and letters, spiritual growth, and the honing of social skills. Current 4K students receive priority consideration when applying for the Kindergarten program when space is running low.

9.300: KINDERGARTEN

Kindergarten is a full-day program that includes phonics, reading readiness, developmental thinking, mathematical relationships, religion, science, and social studies. Emphasis is placed on individual academic, social, and spiritual development as the foundation for future school success. Students also develop skills in social relationships and personal responsibility.

9.400: GRADES 1-4 (PRIMARY & ELEMENTARY SCHOOL)

Classrooms in the primary and elementary grade levels are self-contained (taught by one classroom teacher) except for PE, Spanish, and Music which are taught by other qualified teachers. All subjects are approached from a distinctly Christian point of view. Memory work is assigned to reinforce theology lessons and to equip individual students so that they may be strengthened by learned Bible passages, hymns, prayers, and parts of Luther's Small Catechism. Parents are encouraged to memorize the passages along with their child.

9.500: GRADES 5-8 (MIDDLE SCHOOL)

The middle school uses a departmentalized approach in which teachers educate students based on the teacher's demonstrated affinity for specific subjects. All subjects are approached from a distinctly Christian point of view.

- | | |
|--|---|
| <ol style="list-style-type: none">1. Theology / Confirmation<ul style="list-style-type: none">○ Bible Content○ Christian Doctrine○ Memorization (Memory)2. Language Arts<ul style="list-style-type: none">○ Reading/Literature○ Grammar○ Spelling○ Composition○ Handwriting | <ol style="list-style-type: none">3. Science<ul style="list-style-type: none">○ Outdoor Ed (7th Grade)○ Life Science○ Physical Science○ Earth Science○ Health & Safety○ Sex Education |
|--|---|

- 4. Math
 - Problem Solving
 - Computation
 - Algebra (8th grade)
- 5. Social Studies
 - Geography
 - History
- 6. Physical Education
 - Fitness Training
 - Movement Skills
 - Sports Skills
- 7. Spanish
 - Vocabulary
 - Listening Skills
 - Pronunciation
- 8. Technology
 - Keyboarding
 - Productivity Applications
 - Media Production
 - Online Safety & Digital Citizenship
- 9. Music (5th)
 - Music history
 - Class choir
- 10. Art
 - 2-Dimensional
 - 3-Dimensional
- 11. Electives (When available)
 - Handbells
 - Gospel Light Chorus (6th-8th Grade)
 - Creative Writing
 - Current Events

NOTE: The SALSA Track & Field meet is a part of the PE curriculum and participation is expected.

SECTION 10.000: MUSIC PROGRAM

10.100: CHOIR

The school choirs, (3K-Kindergarten, Grades 1-2, and Grades 3-5), rehearse during the school day as part of the music curriculum. Students in grades 6 - 8 may audition for the Gospel Light Chorus which also rehearses during school. All of the choirs are expected to perform at church services several times per year.

- Dress: Students should dress appropriately for church – dress shirts, dress slacks, nice shoes, etc. T-shirts, sweats, ragged jeans, and athletic shoes are not appropriate.
- Attendance: Attendance at all performances is required and is part of the music grade.
- Excused Absences: Absences will be excused for illness or family emergencies if the parent or guardian directly informs the director. Students who are not members of SJL or who are in the custody of a non-member are not required to attend, but are always welcomed to sing with their classmates. Excused absences will have no effect on a student's grade.
- Unexcused Absences: One unexcused absence per school year will be allowed without penalty. For each unexcused absence over one, a grade penalty will be employed.

10.200: GOSPEL LIGHT CHORUS

Students in grades 6-8 may audition for the Gospel Light Chorus, which is an elective held during the school day.

10.300: BAND

The instrumental music program is a yearlong extra-curricular activity offered to students in grades 5th-8th through the Sheboygan Area Lutheran School Association (SALSA). Students receive a 20-minute lesson and a 30-minute group rehearsal once per week at SJL. The students are also encouraged, but not required, to participate in the Sheboygan Area Lutheran Schools Band rehearsal which meets on Thursday evenings at Sheboygan Lutheran High School. Additional fees, beyond tuition, are necessary to take part in the instrumental music program. Band is not subject to SJL's academic eligibility policies.

SECTION 11.000: DISCIPLINE POLICIES

11.100: OVERVIEW & EXPECTATIONS

While gaining and demonstrating subject matter competence is significant, another key component of any quality, Christian education is a set of school community standards to which all students are held accountable. With that goal in mind, a set of attributes and values has been developed to convey what is expected of a student at SJL. While not an exhaustive list, it represents our core behavior values. Ratings for these expectations will be included on each child's report card.

1. BE RESPONSIBLE: "For each will have to bear his own load." - Galatians 6:5
 - a. Students should take responsibility for themselves and their own choices.
 - b. Students are expected to arrive to class fully prepared with all necessary work and materials.
 - c. Students must pay attention to and follow all directions given by an adult.
 - d. Students should keep their words and actions appropriate to each situation.
 - e. Students are responsible for cleaning up after themselves.
2. DO YOUR BEST: "Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ." - Colossians 3:23-24
 - a. Complete all assigned tasks on time and to the best of your ability.
 - b. Attempt to complete a task on your own before asking an adult for help.
 - c. Use your time wisely.
 - d. Take pride in yourself.
 - e. Eat right, enjoy physical activity each day, and get adequate rest each night.
3. BE RESPECTFUL: "Love one another with brotherly affection. Outdo one another in showing honor." - Romans 12:10
 - a. Students should act with kindness and compassion toward others.
 - b. Students are expected to speak appropriately to and about others.
 - c. Students must keep their hands and feet to themselves.
 - d. Students should treat the property of others with respect.
 - e. Students are required to follow all rules and any instructions given by an adult.
4. BE POSITIVE: "Have I not commanded you? Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go." - Joshua 1:9
 - a. Students are encouraged to inspire others through their words and actions.
 - b. Students should develop a resilient mindset by accepting that failure is a part of life that helps them grow as children of God.
 - c. Students are expected to find and take opportunities to serve others.
 - d. Students should show compassion to those who seem alone or in need.
 - e. Students are encouraged to share their love for Christ with others.

The rating scale for the above mentioned expectations, when used in 3rd to 8th grade, is as follows:

- E - Exemplary: The student frequently demonstrates leadership in this expectation by words and/or actions.
- S - Satisfactory: The student consistently demonstrates adherence to this expectation.
- N - Needs Improvement: The student regularly struggles to adhere to this expectation.

Students are expected to conduct themselves in an obedient, caring, and respectful manner consistent

with school rules, Christian values, and God's order of authority. Discipline at SJL is Law-Gospel based treating wrong behavior as sin and sharing forgiveness following repentance. Discipline is applied to change unacceptable behavior by using appropriate consequences for unacceptable behavior. Positive reinforcement will also be used to promote acceptable behavior. Typically, the classroom teacher will enforce discipline and communicate with parents, if necessary, to help change student behavior. If unacceptable behavior persists or the student is disruptive to the learning process, the principal will be involved.

11.200: DISCIPLINE CONSEQUENCES

Consequences for unacceptable behavior may include any of the following, but not necessarily in any given order. The teacher and/or the principal will base consequences on the severity and/or consistency of the inappropriate behavior.

1. Verbal Warning: The student will be asked to change the improper behavior.
2. Classroom Consequence: A seating change, loss of privilege, time-out, etc.
3. Classroom Detention: A thirty (30) minute period of service after school with the classroom teacher. It will not be a time for the student to read or do extra homework. Parents will be notified.
4. School Detention: A period of service or self-reflection before, during, or after school supervised by the principal or his or her designee. Detentions can range in length from 10-90 minutes.
5. Loss of Extra-curricular Activity: Students involved in athletics or extra-curricular activities may be suspended from practice and/or competitions at the discretion of the principal.
6. Suspension from School: One or more days of in-school or out-of-school separation from school. Suspensions will include temporary or permanent removal from a current sport and/or activity. A telephone or in-person conference with a parent or guardian and the principal will take place.
7. Expulsion from School: The principal may recommend to the school board that a student be permanently removed from the school.

Examples of behaviors warranting suspension or expulsion from school include but are not limited to:

1. Sale or possession of narcotics, drugs or drug paraphernalia, or alcohol on school grounds or elsewhere.
2. Sale or possession of cigarettes, lighters, matches, or tobacco products on school grounds or elsewhere.
3. Carrying or use of weapons, including facsimiles, on school grounds or elsewhere.
4. Immoral words or conduct on school grounds or elsewhere.
5. Stealing, gambling, forgery, hazing, truancy, and the like.
6. Threatening behaviors towards other students or staff or other actions detrimental to the safety and effectiveness of the school environment.

11.300: APPEALING DISCIPLINARY ACTION

When a student receives a discipline consequence, a parent may ask for a meeting to review the incident. The principal will defer the consequence until the appeal is heard. The appeal process is:

1. Questions regarding discipline should be brought first to the teacher, coach, or staff member who assigned the consequence(s).
2. If a satisfactory resolution is not made, the parent may request, within two (2) school days, a

meeting with the teacher/coach/staff member and the principal to review the incident.

3. If a satisfactory resolution is not made, the parent can request a meeting with the lead pastor.
4. If a satisfactory resolution is not made, the parent may request a hearing before the school board. A request for a hearing must be provided in writing no more than ten (10) calendar days after the student was assigned a discipline consequence. The school board's decision after the hearing is final.

SECTION 12.000: HARASSMENT & BULLYING POLICIES

12.100: INTRODUCTION

SJL is committed to providing a caring and safe learning environment for all students, employees, and volunteers. Harassment of any kind at school or a school-sponsored activity is unacceptable, and violators will be subject to school discipline and/or criminal consequences. Harassment incidents outside of school activities may result in school discipline and/or criminal consequences. Anyone who withholds or provides false information regarding bullying will be subject to disciplinary action.

12.200: DEFINITIONS

Prohibited behaviors include but are not limited to:

1. Verbal Harassment: Any offensive, demeaning, intimidating, threatening, inflammatory, indecent, teasing, obscene, or inappropriate written, verbal, or electronic communication.
2. Physical Harassment: Unwanted physical touching, contact, assault, property damage, deliberate impeding/blocking movements, or any intimidating interference with normal movement.
3. Visual Harassment: Any derogatory, demeaning, offensive, obscene, or inappropriate gesture, poster, cartoon, drawings, photograph, web page, or written words.
4. Sexual Harassment: Unwelcome touching, verbal/written/electronic communication, or physical conduct of a sexual nature.
5. Bullying: Any repeated intentional written, oral, or physical act which causes measurable distress to an individual is prohibited. This includes electronic communication like various social media outlets, email, texting, phone calls, etc.

Response & No Retaliation Policy: Students who experience harassment or incidents of bullying are to walk away from the act with no retaliation and report the incident immediately to a staff member. Any act or threatened act of retaliation against a person who files a complaint or testifies should be reported as well.

12.300: REPORTING PROCEDURES

1. Students or parents can report incidents to any staff member who will investigate and apply consequences or refer the matter to the principal.
2. Reports may be made anonymously, but no disciplinary action will be taken against a student solely on the basis of an unsubstantiated and/or anonymous report.
3. Anyone may file a verbal or written report. Reporting forms, if requested, are available from the principal. Completed forms are given to the principal.
4. Repeated or more severe occurrences will be referred to the principal who will investigate and apply consequences as needed.
5. The teacher or principal may meet with the students involved to seek repentance and reconciliation.
6. The teacher or principal may meet with parents of involved students.
7. Interviewed students may have a parent or trusted adult with them during the interview, if requested.
8. The principal will respond to the complaint within fifteen days indicating that corrective

measures have been taken or that there is not sufficient evidence that bullying occurred. For confidentiality reasons, the victim will not be informed about the disciplinary action taken unless it involves a “stay away” order.

9. Pastoral counseling is available to the victim and the accused.
10. Matters not resolved to the victim’s or the accused’s satisfaction may be appealed to the school board.

12.400: CONSEQUENCES

Appropriate consequences, based on the age of the student, severity of the incident, and previous disciplinary record, may include one or more the following measures:

1. Verbal and/or written warning.
2. Temporary removal from an activity or loss of privileges.
3. Detention.
4. Probationary behavioral contract.
5. Suspension.
6. Required pastoral/professional family therapy or counseling at the expense of the family of the accused.
7. Financial restitution and restoration (for property damage).
8. Expulsion (if a student) or termination (if an employee).
9. Notification of civil authorities in the form of a criminal complaint.

12.500: SPEAK UP SPEAK OUT WISCONSIN

In August of 2020, the Wisconsin Department of Justice’s Office of School Safety created a website and tip line through which anonymous tips can be made to help decrease the risk of violence in school and student suicide. <https://speakup.wisconsin.gov/>

12.600: PREVENTION

Students and staff will receive periodic training in the recognition and prevention of bullying, cyber bullying, and internet safety. Educational materials will be periodically offered to school families as well.

SECTION 13.000: DRESS CODE

13.100: DRESS CODE POLICY

Students should wear tasteful and modest clothing that is appropriate for a Christian educational setting during the school day and school-sponsored activities. Students must wear footwear that is securely attached to the feet in school and for school related activities. Footwear must contain a secure back or back strap (i.e. no flip flops, slides, or similar shoes). Student clothing should intentionally cover undergarments. Students may not wear jackets, outside clothing, sunglasses, and hats or caps in the classroom without the permission of the teacher. On chapel days, students are encouraged to “dress up” to prepare for spending time in God’s house. The principal holds the discretion to challenge what is deemed tasteful and modest clothing appropriate for a Christian educational setting.

SECTION 14.000: EXTRA-CURRICULAR ACTIVITIES PROGRAM

14.100: INTRODUCTION

All St. John Lutheran sports, drama, clubs, and student organizations are subject to these policies. Participation includes being on a roster, holding an office or leadership role, or taking part in a competition, trip, or final event. These activities offer Christ-centered experiences that support students' spiritual, physical, and social growth. They also reinforce key values such as sportsmanship, teamwork, and doing one's best for the glory of God.

1. Scholastic Olympics – Grades 5-8. Meets in the spring.
2. Drama – Grades 6-8. Meets in the winter and spring.
3. Forensics – Grades 5-8. Meets in the fall or sometimes spring.
4. Athletics - Grades 5-8. Year-round.

14.200: GROUP SIZE

The principal, in consultation with the athletic director, director, or coach; will determine the suitable number of participants for each team, organization, or group.

14.300: SCHOOL ABSENCE

A student who is absent for more than 3.5 clock hours is not permitted to participate in any school extra-curricular activity on that school day without the permission of the principal.

14.400: GAME/PRACTICE ABSENCES

Participants who will miss a practice or game/performance must notify the coach/director in advance.

14.500: SAFETY

Participation in an extracurricular activity involves some risk of injury. The staff and administration will do their best to conduct all activities in a safe environment; however, injuries may occur.

14.600: SIBLINGS

Only students who are directly participating in the extra-curricular activity are allowed at a practice. Siblings of the participants will not be allowed to remain and wait until the conclusion of the activity.

14.700: ELIGIBILITY

ELIGIBILITY (CONDUCT)

Improper conduct may render a student ineligible for (suspended from) extracurricular activities at the discretion of the principal, coach, and/or activity director. Reinstatement is at the discretion of the individual(s) issuing the suspension.

To remain eligible to participate in an extracurricular activity, a student must:

1. Exhibit commendable Christian behavior and a God-pleasing and respectful attitude.
2. Follow all school rules, policies, and procedures.
3. Participate according to all rules of the sport or activity.
4. Have a physical examination form, if required, and a parent agreement form on file.

5. Have a parent or guardian attend the required start of season/activity meetings.

ELIGIBILITY (ACADEMIC)

Academic study is a primary emphasis at SJL. Participation in extracurricular activities is a privilege, not a right. Students participating in extracurricular activities at SJL will have their academic standing monitored closely.

1. To remain eligible, a student must be passing all core classes and maintain a 2.0 GPA overall (all classes) at all times. Core classes include Language Arts, Math, Theology, Science, and Social Studies.
2. Academic eligibility checks (reviews) will be conducted every two weeks.
3. If, at the end of any two-week period, a student is found to be ineligible, he or she will be placed on *academic probation* for the following two weeks. The student has this time to improve his or her grades, but will still be allowed to practice and participate in games/performances.
4. If, at the end of the two-week academic probation period, the student has failed to meet the eligibility requirements, he or she will be declared *academically ineligible* for two weeks.
5. While ineligible, a student may practice and attend games/performances, with the approval of his or her parents and coach/advisor. A student may not participate in games/performances.
6. If, at the end of the two weeks of academic ineligibility, the student remains ineligible, he or she may be dropped from all current extra-curricular activities or be subject to other consequences as determined by the principal.
7. The bi-weekly eligibility review will be conducted on Fridays at the end of the day. During shortened weeks, the review will be conducted on the last day of student attendance for the week.
8. If a student appears to be below the minimum standards, the principal will check with the necessary teachers to review and confirm.
9. If a student is found to be below the minimum standards, his or her parents and coach/advisor will be notified.
10. Periods of probation and ineligibility run from the beginning of the day on the Monday following a review until the beginning of the day on the Monday two weeks later.
11. Academic probation or ineligibility will carry over from one school year to the next.

At times, a student may face challenges in the classroom which are simply beyond his or her academic ability or face a difficult personal situation. The faculty understands these unique circumstances, and, at SJL, every effort will be made to assist students facing such trials. The principal and the appropriate teachers will meet to review such cases and the principal may make modifications to this policy if he or she deems it appropriate to do so.

SECTION 15.000: ATHLETICS PROGRAM

15.100: INTRODUCTION

Athletic competition is a longstanding part of human culture and is recognized as a valuable tool for personal development. At SJL, athletic participation is intended to reflect Christian values and promote the pursuit of excellence to the glory of God. While the desire to win is encouraged, winning is defined not solely by the scoreboard, but by the effort, attitude, and integrity demonstrated by student-athletes.

Success in SJL athletics is measured by students striving to do their best, demonstrating good sportsmanship, and growing in character and faith. All participants are expected to uphold these values and contribute positively to their teams, recognizing that true achievement comes through dedication, teamwork, and honoring God through their actions on and off the field.

15.200: ATHLETIC DEPARTMENT PHILOSOPHY

The athletic program exists to support the mission and philosophy of SJL by providing positive athletic experiences for as many children as possible in an environment in which each child will have an opportunity to participate and grow physically, socially, emotionally, and spiritually. Each coach, assistant coach, supervisor, and advisor will support the school's mission and philosophy by adhering to all policies as set forth by the administration, athletic director, and school board. Everyone involved makes a commitment to place primary emphasis on each child's development and well-being.

The athletic program provides the athletes and coaches opportunities to:

1. Strengthen their relationship with their Lord and Savior, Jesus Christ.
2. Witness for Christ by their actions and words.
3. Accept decisions and responsibilities in a Christ-like manner.
4. Develop a positive attitude defined by a sense of cohesiveness and school spirit.
5. Find satisfaction in accomplishments beyond the scoreboard.

15.300: ATHLETIC PROGRAM ORGANIZATION

The coaching staff is directly responsible to the athletic director for conducting the athletic program. The athletic director is responsible to the principal for the total conduct of the athletic program. The administration is responsible to the school board and the board of directors of SJL.

- Grades 5–6: The focus at this level is on participation, sportsmanship, and fellowship. Coaches will aim to provide each team member with approximately 25–50% playing time per game.
- Grades 7–8: All athletes will have the opportunity to play in league and non-conference games; however, playing time will not be equal for all players. During tournaments, playing time is determined at the coach's discretion. Factors influencing playing time include skill (developed through consistent practice), attitude, enthusiasm, and self-discipline, all of which should be demonstrated during practices and games.

15.400: NEXT PLAY MENTALITY

The “Next Play Mentality” (NPM) is a concept which encourages athletes, coaches, officials, and spectators to look forward rather than back. During a game or activity, athletes, coaches, and officials make mistakes. NPM requires everyone to look forward to the next play rather than dwelling on the play that just happened. NPM teaches all involved in sports to care for opponents, officials, and other fans in a Christian manner. The NPM concept is easily applied to both sports and to life.

Coaches play a vital role in the “Next Play Mentality.” The actions of a coach influence an athlete. A coach must always do his or her best to model NPM both on and off the playing surface.

The SJL athletic program emphasizes the importance of the “Next Play Mentality” for athletes, coaches, and parents. During pre-season meetings, the athletic director will communicate the significance of NPM to both parents and coaches. Coaches are responsible for teaching this mindset to their teams and for actively incorporating it into the team culture.

15.500: ATHLETIC PROGRAM CODE OF ETHICS

It is the duty of everyone associated with SJL school athletics and activities to:

1. Encourage and promote positive relationships and good sportsmanship by always displaying and requiring courtesy and proper decorum.
2. Encourage and promote positive race relations, cross-cultural understanding, and human rights with respect to race, culture, ethnicity, gender, ability, lifestyle, diversity, and religion.
3. Insist on complete compliance with all rules and regulations.
4. Recognize that good sportsmanship is as important as winning by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
5. Make a concerted effort to treat visiting teams and officials as guests and extend every courtesy.
6. Be modest in victory and gracious in defeat.
7. Respect the judgment and integrity of referees, judges, and other officials; by remembering that those decisions are based upon game conditions as they observe them and will never be perfect.
8. Educate student athletes concerning the dangers and ethical violations of the use of performance-enhancing drugs and other prohibited substances. Individuals found to be involved with using performance-enhancing drugs or other prohibited substances will be subject to disciplinary action.

15.600: ATHLETIC OFFERINGS

The SJL athletic program is separate from the physical education program at school and was established to encourage Christian fellowship, fair play, sportsmanship, physical fitness, and self-confidence. Sports for boys and girls are offered throughout the year and are as follows:

GIRLS

Volleyball (Fall 5th-8th)
Cross Country (Fall 5th-8th)
Basketball (Winter 5th-8th)
Cheerleading (Winter 6th-8th)
Track & Field (Spring 5th-8th)

BOYS

Cross Country (Fall 5th-8th)
Basketball (Winter 5th-8th)
Track & Field (Spring 5th-8th)
Volleyball (Spring 5th-8th)

The final decision on which sports are offered each year is made by the principal and is based on student interest and the number of available athletes. Grade-level eligibility may be adjusted to ensure full team rosters. In some cases, tryouts may be held, and cuts may be necessary.

15.700: ATHLETE RESPONSIBILITIES

At times, a student may face challenges in the classroom which are simply beyond his or her academic ability or face a difficult personal situation. The faculty understands these unique circumstances, and, at SJL, every effort will be made to assist students facing such trials. The principal and the appropriate teachers will meet to review such cases and the principal may make modifications to this policy if he or she deems it appropriate to do so.

Student athletes should:

1. Strive to meet all expectations of the coach as a sign of the commitment entered when joining the team.
2. Attend all practices and games in a timely fashion or provide adequate notice to the coach as to any issues that may or did prevent meeting these expectations. There may be consequences, regardless of the reason, which may be assigned by the coach.
3. Attend school. An athlete must be in school for at least 3.5 hours that day to participate in any practice or game. Exceptions can only be granted by the principal.
4. The school provides basic uniforms and equipment for each athlete which must be returned within two weeks of the end of the season. The athletes provide their own shoes, warm-ups, and specialty equipment. Athletes will be charged for lost or damaged uniforms or equipment. Athletes will not be allowed to participate in another extracurricular activity until all other uniforms and equipment has been returned.
5. Each athlete participates at his/her own risk of injury. Each athlete should be covered by personal accident or health insurance. St. John Lutheran does not assume any financial liability for athletic injuries.
6. Each athlete must have a medical physical examination every two years. The first exam is to be taken in the first year of participation. A second examination, if needed, will be taken two years later. A physical examination form and parental permission form must be on file with the athletic director before any student can participate in any sport offered at SJL.

15.800: PARENT RESPONSIBILITIES

1. At least one parent or guardian must attend the pre-season meeting. If a parent or guardian is not able to attend this mandatory meeting, an alternate time must be set by the coach and parents or guardians before a student will be able to participate.
2. Agree to and abide by all policies and expectations as communicated by the school, the athletic director, and the coach including the timely completion of necessary paperwork and paying of the athletic fee.
3. Transport their athletes to and from away contests. Parents who transport athletes from another family assume the liability risk in case of accident – they are not covered by school insurance – and a copy of their drivers' license and proof of current auto insurance must be on file with the school office.
4. Practice the concept of conflict resolution as found in Matthew 18. If a concern needs to be raised, do so in a respectful manner and approach the coach first before getting

anyone else involved. If an agreeable resolution is not reached, consult with the athletic director, and, if necessary, the principal.

5. Volunteering is encouraged to support athletic events. Assistance is needed at times with scorebook and scoreboard keeping, as well as other tasks. Since coaches are volunteers, successful program operation relies on a team effort.
6. Demonstrate respect and appreciation for all coaches, other SJL personnel, and officials involved in the athletic program so that it may flourish.
7. Know and demonstrate agreement with the "Next Play Mentality", as described earlier.
8. Act as a positive role model and fitting representative of the SJL community.

15.900: COACH EXPECTATIONS

Coaches are adults who volunteer their time and talents to help students. Coaches are expected to be positive role models in behavior and action on and off the playing field. The coach may discipline any athlete for a team rule violation. Team regulations must be approved by the athletic director and will be presented at the parent/student information meetings held before each sport season.

Coaches are expected to:

1. Be positive and enthusiastic.
2. Act with integrity.
3. Exhibit pride in self, players, team, and school.
4. Properly prepare for practices and games.
5. Ensure that all practices and games offer opportunities for prayers or devotions.
6. Place the mission and philosophy of SJL your highest priority.
7. Maintain a healthy working rapport with other coaches, officials, spectators, and parents.
8. Establish, communicate, and consistently enforce expectations and team rules.
9. Promote and teach only clean, aggressive, fair play while stressing good sportsmanship.
10. Remain mindful of the physical and emotional welfare of their athletes and make it a top priority.

SECTION 16.000: TECHNOLOGY POLICIES

16.100: GOOGLE WORKSPACE FOR EDUCATION (GWFE)

SJL uses Chromebooks (grades 3-8) and Google Workspace for Education (grades 3-8) as technology tools to enhance learning. GWFE gives students individual logins allowing cloud storage of documents so that the documents can be shared and can be accessed from home and school devices.

- GWFE user accounts are created by SJL and managed through a control panel to limit document sharing to only other sjlplymouth.com users.
- Students should share their student login and password with a parent. The student password was set by SJL and cannot be changed. Parents are encouraged to explore GWFE with their children by logging in together.

16.200: ACCEPTABLE USE POLICY (AUP)

This AUP aims to protect sensitive information from unauthorized disclosure, prevent illegal use of technology, and ensure compliance with the Children's Online Privacy Protection Act. It applies to all SJL users when using any SJL technology - including hardware, software, and websites - both on school premises and when accessing SJL resources remotely.

School Responsibility: Content filters will be used to limit access to inappropriate content. Internet safety education will be included in the curriculum.

Student Responsibility: Responsible for their own online behavior at all times. Students will only use school technology with teacher or parent supervision and permission.

Parent Responsibility: Read the AUP annually. Parents should establish family technology rules and monitor their child's technology use outside of school.

EXPECTATIONS: Students using SJL technology will

1. Only use SJL technology under adult supervision for classroom-related projects.
2. Report any damage, security risks, misuse, inappropriate message, or harassment to a teacher or parent.
3. Leave a site immediately if encountering obscene or offensive material and report it to a teacher or parent.
4. Have no expectation of privacy, including email, which may be monitored.

UNACCEPTABLE USES: Student using SJL technology will not

1. Download software, games, music, or movies illegally.
2. Damage computers or cause damage by attempting to bypass security measures.
3. View or distribute any obscene, immoral, illegal, offensive, or threatening material.
4. Use SJL technology for anything that lacks legitimate educational purposes.
5. Reveal their or another user's personal information (birthdate, address, phone) on a public website.
6. Open, edit, or delete the work of others without permission.
7. Send mass emails, chain letters, or spam.
8. Share personal passwords or login using another user's login and password.
9. Access non-SJL email accounts from school devices without permission.

COPYRIGHTS & PLAGIARISM

Assignments using images, movies, music, or text from others must include a “Works Cited” section or proper source citation. Any copied work, if not cited, will result in grade reduction and disciplinary consequences.

CONSEQUENCES FOR IMPROPER USE OR DAMAGE TO SCHOOL-OWNED DEVICES

Use of SJL technology is a privilege, not a right. Misuse will result in loss of technology privileges, school disciplinary action (including detention, suspension, or expulsion) and/or criminal prosecution. If computer or iPad equipment or files are damaged because of policy violation or careless use, the student will be responsible for repair or replacement costs.

SYCAMORE USE

Sycamore Education users are expected to act in a responsible, ethical, and legal manner. Parents are required to adhere to the following guidelines:

1. Parents must keep their passwords confidential and not share them with anyone, including their children.
2. Parents are prohibited from editing, deleting, or accessing data in Sycamore that does not belong to them, including other parents’ accounts. Violations may result in civil or criminal penalties.
3. If a parent discovers a security issue with Sycamore Education, they must report it to St. John Lutheran immediately and avoid demonstrating the problem to others.
4. Parents deemed a security risk to Sycamore Education or its systems will be denied access.

16:300 MIDDLE SCHOOL CHROMEBOOK PROGRAM

To support learning, promote responsibility, and ensure equitable access to technology, all SJL middle school students (grades 5–8) are issued a personal Chromebook to use throughout their middle school career.

PROGRAM OVERVIEW:

- **Device Assignment:** Each student entering 5th grade (or entering middle school at a later grade) will be assigned a new school-issued Chromebook, protective case, and charger. This device will remain with the student for the duration of their middle school years (grades 5–8).
- **Ownership and Oversight:** The Chromebook remains the property of St. John Lutheran School until the end of 8th grade. During middle school, the device will be under the supervision of the school’s technology staff and administration.

DAILY USE EXPECTATIONS:

- Students may take their Chromebooks home each night to complete assignments and continue their learning.
- Chromebooks must be brought back to school each day, fully charged and ready for use.
- It is the student’s responsibility to ensure the device is cared for, charged, and kept in good condition.

- If a student does not take their Chromebook home, there will be a charging station in the student's homeroom where a student can charge their Chromebook overnight.

CARE AND RESPONSIBILITY:

- Students are expected to store and transport their Chromebook in the issued protective case.
- Any damage or issues should be reported to school staff immediately.
- Students are responsible for keeping their device safe, clean, and free from unauthorized software or inappropriate content.

CONSEQUENCE FOR NOT CHARGING - TEMPORARY LOSS OF PRIVILEGE: If a student repeatedly comes to school with an uncharged Chromebook, they may lose the privilege of taking the device home for a set period. During this time, the Chromebook will be stored and charged at school, and the student must pick it up and return it daily to a designated area. The set period of time is at the discretion of the principal.

DAMAGE OR LOSS POLICY: If a student breaks or loses their Chromebook or other school technology equipment - whether due to incidental, accidental, or intentional actions - students and their families will be assessed the full repair or replacement cost, including any applicable shipping and handling charges. This applies regardless of where the damage occurred (school, home, or elsewhere) and includes:

- The Chromebook issued to the student.
- Another student's Chromebook, if damaged as a result of classroom misconduct, hallway misconduct, horseplay, etc.
- Other school technology such as computers, printers, copy machines, internet access points, video equipment, or devices checked out to the student.

VIRTUAL LEARNING DAYS: With students having daily access to their Chromebooks, any school days that are canceled due to weather will automatically become virtual learning days for students in grades 5–8. Students will be expected to attend class sessions and complete assigned work remotely, following instructions provided by their teachers.

END-OF-PROGRAM TRANSFER: At the conclusion of 8th grade, students will be allowed to keep their Chromebook as a gift from the school, assuming the device is still in working condition and has been well cared for throughout their time in middle school.

BENEFITS OF THE PROGRAM:

- Promotes consistent access to digital tools for learning.
- Encourages student accountability and responsibility.
- Supports technology integration across subject areas.
- Provides a meaningful send-off gift to students after completing middle school.

Thank you for taking the time to read through the SJL Parent & Student Handbook. By working together as school, students, and families, we can create a safe, Christ-centered environment where every child can grow spiritually, academically, and emotionally. We look forward to a successful school year in partnership with you.

By enrolling your child at SJL, you acknowledge that you have read, understand, and agree to abide by the policies and procedures outlined in this Parent & Student Handbook. Continued enrollment at SJL indicates your commitment to support the mission, values, and expectations of the school community.