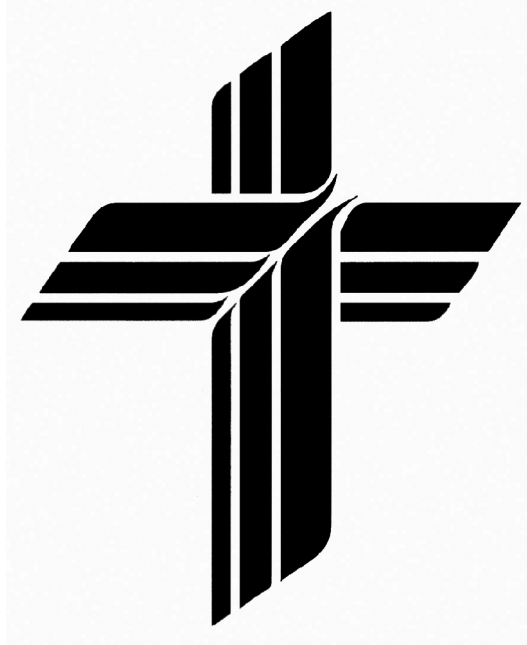


# 2011-2012 PARENT-STUDENT HANDBOOK

ST. JOHN LUTHERAN SCHOOL  
RANDOM LAKE, WI



SCHOOL YEAR THEME:

**IN HIS STEPS**

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## **SCHOOL PERSONNEL DIRECTORY**

Pastor Randal Schoemann  
**Catechism Instruction**  
(Office) 920-994-2228 – **Ext. 304**  
(Cell) 920-304-2591

Mr. Brad Jentsch  
Teacher: **Grades 7-8**  
Principal  
(Office) 920-994-9190 – **Ext. 302**  
(Classroom) School No. + **Ext. 405**  
(Home) 920-980-2124  
(E-mail) [BJentsch@stjohnrandomlake.org](mailto:BJentsch@stjohnrandomlake.org)

Mr. Greg Kohler  
Teacher: **Grades 5-6**  
Athletic Director/Coach  
P.E. Instructor  
(Cell) 920-447-2086  
(Classroom) School No. + **Ext. 406**  
(E-mail) [GKohler@stjohnrandomlake.org](mailto:GKohler@stjohnrandomlake.org)

Ms. Rhonda Newsome  
Teacher: **Grades 3-4**  
Computer Instructor  
(Cell) 920-390-1205  
(Classroom) School No. + **Ext. 407**  
(E-mail) [RNewsome@stjohnrandomlake.org](mailto:RNewsome@stjohnrandomlake.org)

Ms. Erin Schmidt  
Teacher: **Grades 1-2**  
Adult Choir Director  
Forensics  
Music Instructor  
(Cell) 414-852-4876  
(Classroom) School No. + **Ext. 408**  
(E-mail) [ESchmidt@stjohnrandomlake.org](mailto:ESchmidt@stjohnrandomlake.org)

Mrs. Amy Anderson  
Teacher: **Kindergarten**  
Art Instructor  
(Cell) 414-530-8389  
(Classroom) School No. + **Ext. 409**  
(E-mail) [AAnderson@stjohnrandomlake.org](mailto:AAnderson@stjohnrandomlake.org)

Mrs. Barbara Schallock  
**Preschool Teacher/Director**  
**Child Care**  
(Home) 920-994-9312  
(Classroom) School No. + **Ext. 7**  
to reach Mrs. Schallock directly  
Or **Ext. 410** for Voice Mail  
(E-mail) [BSchallock@stjohnrandomlake.org](mailto:BSchallock@stjohnrandomlake.org)

Mr. Geoff Schuh  
**Instrument Lessons**  
(Home) 920-892-8025

Mrs. Nancy Ernst  
**School Secretary**  
(Home) 920-528-8330  
(Office) 920-994-9190 + **Ext. 301**  
(E-mail) [NErnst@stjohnrandomlake.org](mailto:NErnst@stjohnrandomlake.org)

Mrs. Sandy Preder  
**Church Secretary**  
(Home) 262-692-2727  
(Office) 920-994-2228 + **Ext. 303**  
(E-mail) [SPreder@stjohnrandomlake.org](mailto:SPreder@stjohnrandomlake.org)

Mrs. Sharon Kohler  
**School Janitor**  
(Cell) 920-447-2086

Mr. Tom Maxwell  
**School Janitor**  
(Home) 920-994-4955

## **BOARD OF CHRISTIAN EDUCATION**

Mr. Al Muench - Chairperson	920-994-4436
Mrs. Kristen Robertson - Secretary	920-994-2531
Mr. Craig Broetzmann – Vice-Chairperson	414-861-5097
Mrs. Sandy Maxwell	920-994-4955
Mr. Keith Robertson	920-668-6856
Vacant Position	

## **PARENT-TEACHER LEAGUE EXECUTIVE BOARD**

Mr. Tom Maxwell - Chairperson	920-994-4955
Mrs. Chris Pannier - Secretary	920-994-9764
Mrs. Jodi Broetzmann - Treasurer	414-861-5097
Mrs. Kristen Robertson	920-994-2531

## **PARENT VOLUNTEER OPPORTUNITIES INCLUDE:**

- Help in the kitchen with serving hot lunches
- Tutor students during school hours
- Serve as library coordinator (keep everything organized)
- Donate your time as a teacher aide
- Serve on the P.T.L. Executive Board
- Serve as Publicity Director for our school
- Help organize and run the church/school picnic
- Serve as the P.T.L. Chili Dinner coordinator
- Serve as our Market Day coordinator
- Assist with Market Day merchandise pickup (monthly)
- Serve as our SCRIP coordinator
- Serve as our Campbell's Soup Label coordinator
- Serve as our Milk Bottle Cap coordinator
- Serve as our General Mills Label coordinator
- Help run concessions for "home games" (athletics)
- Assist at the scoring table for home athletic contests
- Help secure ads for our basketball tournament booklets
- Help with special cleaning projects in the school
- Assist with snow/ice removal
- Serve as Basketball Tournament coordinator (Jan. / Feb.)
- Help mow church/school lawn and/or trim cemetery
- Coach volleyball, basketball, or track & field
- Serve as our Grandparents' Day meal coordinator

## **SCRIP COORDINATOR**

Mrs. Kristen Robertson	920-994-2531
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## **MARKET DAY COORDINATOR**

Mrs. Sandy Maxwell	920-994-4955
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## **THE HISTORY OF ST. JOHN LUTHERAN CHURCH & SCHOOL**

The story of St. John Evangelical Lutheran Congregation begins in the early 1850's. A group of emigrants from Germany settled in Town Sherman and held Lutheran worship services in their log-hut homes. In 1855, the Rev. Ottomar Fuerbringer of Freistadt, came to serve these Lutherans during the week. He encouraged them to organize as a congregation of their own. They did and bought two acres of land centrally located in the Township. They erected a log church and annexed a log parsonage to it. On August 5<sup>th</sup>, 1855, this church was dedicated and the Rev. W. Kolb was installed as the first resident pastor. In 1857, the congregation joined The Lutheran Church Missouri Synod and was also duly incorporated.

The Christian Day School also had its birth in 1855. For the first twelve years, it was taught by the pastors of the congregation. Today, the congregation employs seven professional church workers to carry out the ministry of the church and school.

St. John's congregation is the mother of three area Lutheran congregations: St. Paul's of Cascade was formed in 1866; St. Stephen's of Batavia in 1884; Emmanuel of Adell in 1915. It was in 1958 that St. John (Sherman Center) and Emmanuel of Adell agreed to become a dual parish (one pastor serving two congregations). In April 2002, both congregations decided to return to their single-parish status and have their own pastor. In 2005, both the church and school celebrated its 150<sup>th</sup> anniversary (1855-2005). We praise our heavenly Father for His continued guidance and many blessings over these many years of seeking to "feed His lambs" by providing Christ-centered instruction.

### **HISTORICAL LISTING OF CHURCH WORKERS AT ST. JOHN LUTHERAN CHURCH AND SCHOOL**

#### **PASTORS OF THE CHURCH**

Rev. W. Kolb	1855-1861	6 years
Rev. Multanovsky (Vacancy)	1861-1863	2 years
Rev. Brose	1863-1866	3 years
Rev. List	1866-1873	7 years
Rev. Philip Wambsganss	1874-1895	21 years
Rev. Edmund Huebner	1896-1941	45 years
Rev. Gerhard Huebner	1941-1945	4 years
Rev. G. Meyer	1945-1952	7 years
Rev. Edmund Zapf	1952-1958	6 years
Rev. Richard Bolin	1958-1961	3 years
Rev. Martin Lutz	1961-1965	4 years
Rev. Herbert Ries	1965-1983	18 years
Rev. Marvin Nicolaus (Vac.)	1983-1984	1 year
Rev. Robert Lindau	1984-1996	12 years
Rev. Bryan Osladil	1997-2003	6 years
Rev. Greg Laska	1995-2011	16 years

## TEACHERS OF THE SCHOOL

Rev. W. Kolb	1855-1861	6 years
Rev. Multanonovsky	1861-1863	2 years
Rev. Brose	1863-1866	3 years
Rev. List	1866-1867	1 year
T. J. Brater	1867-1873	6 years
A. Ehrmann	1874-1889	15 years
Carl Peters	1890-1936	46 years
Elmer T. Mueller	1936-1944	8 years
Edward Kurth	1944-1967	23 years
Sophia Neumann	1955-1956	1 year
William Osius	1956-1959	3 years
Marlene Broetzmann	1959-69,1978-96	28 years
Colleen Kohl	1967-(half yr.)	.5 year
MaryAnn Zuengler	1967-(half yr.)	.5 year
Thomas Weinz	1968-(half yr.)	.5 year
Anton Peatow	1968-1974	6 years
Mrs. Kenneth Berth	1969-1970	1 year
Joy Kiekhaefer	1970-1972	2 years
David Haberbosch	1972-1978	6 years
Cora Robinson	1973-1974	1 year
Frank Wegner	1974-1981	7 years
Marcia Weinhold	1978-(half yr.)	.5 year
Timothy Zastrow	1979-1997	18 years
Richard Wegner	1981-2011	30 years
Barbara Schallock (Elem.)	1983-2000	17 years
Chris Lindau	1986-1996	10 years
Marlene Forshee	1996-2004	8 years
Carrie Guenther	1997-(half yr.)	.5 year
Linda Braun	1997-2001	4 years
Dan Hueller	1997-1998	1 year
<b>Greg Kohler</b>	1998- <b>Present</b>	13 years
Janette (Wegner) Thompson	2000-2002	2 years
Keri Gosa	2001-2006	5 years
Adrienne Scott	2002-2005	3 years
Erin Malenke	2004-2005	1 year
Katie (Prah) Schallock	2005-2008	3 years
Melissa Pratt	2005-2008	3 years
<b>Barbara Schallock (PS)</b>	2005- <b>Present</b>	6 years
<b>Erin Schmidt</b>	2006- <b>Present</b>	5 years
Nora Brooks	2008-2010	3 years
<b>Amy Anderson</b>	2008- <b>Present</b>	2 years
<b>Rhonda Newsome</b>	2010- <b>Present</b>	1 year
<b>Brad Jentsch</b>	2011-	

## **PHILOSOPHY OF ST. JOHN LUTHERAN SCHOOL**

Christian Education adopts a philosophy consistent with the words of Holy Scripture.

### **I. WHAT WE BELIEVE**

- A. We believe in the Triune God; Father, Son, and Holy Spirit.
- B. We believe that God created the world and all things in it.
- C. Due to man's sin, we are separated from God.
- D. By His death on the cross, Jesus has restored our relationship with God.
- E. This relationship is given to all who believe in Jesus as their Savior.
- F. We believe this relationship is created and sustained by the Holy Spirit working through the Holy Scriptures, Baptism, and the Lord's Supper.
- G. As our relationship with God grows, the following fruit becomes evident:
  - 1. A life of service to God and other people.
  - 2. A desire to pray for self and others.
  - 3. A desire to share our faith in God with other people.
  - 4. A desire to always follow God's will as expressed in the Ten Commandments.
  - 5. A desire to study God's Word and regularly participate in worship opportunities.

### **II. WHAT WE PRACTICE**

- A. Because God is the Creator of all things, all areas of study are considered important. We therefore nurture the physical, spiritual, and academic development of the individual child.
- B. We believe that parents have the primary responsibility for the education of their children. Our school exists to assist parents in this responsibility.
- C. We use methods and materials that are academically sound and in agreement with the Scriptures.
- D. As Christian teachers, we witness our relationship with God at all times, both in and out of the classroom.
- E. We encourage continuing education among our staff in institutes, seminars, workshops, and graduate-level courses.
- F. As God loves all people, so our school exists to assist in the education of all children, regardless of creed, color, or ethnic background.

## **MISSION STATEMENT OF ST. JOHN LUTHERAN SCHOOL**

*St. John Lutheran School serves as a mission of our church to teach children the Word of God, instill discipleship, develop God given talents, prepare for Christian citizenship, and proclaim the Gospel message.*

## **OBJECTIVES OF ST. JOHN LUTHERAN SCHOOL**

We believe that it is God's action in Christ which brings about a proper relationship between God and man. It is this relationship in Christ that enables man to live in the world in service to God and man. It is the basic objective of St. John Lutheran School to aid the child to thus live in the world. With this as its ultimate goal, St. John Lutheran School has the following specific objectives:

1. Each child should recognize God's love for him/her in Christ and empowered by the Holy Spirit, live in this relationship to God.
2. Each child should recognize his fellow students and all believers in Christ as members of the body of Christ.
3. Each child should recognize his responsibility as an instrument of the Holy Spirit to lead unbelievers to Christ through sharing the Gospel message.
4. Each child should live in the world in service to God and man, making the best use of the talents and abilities that God has given him, thereby benefiting his community and the world at large.
5. Each child should live his/her life in the hope of eternal life.
6. Each child should live his/her baptized life in Christ within the congregational community.
7. Upon Confirmation, each child should faithfully use the Word and Sacraments for his/her strengthening in faith and the power to live the Christian life.
8. Each child should forgive others as God has forgiven him.
9. Each child should develop academic competency and skills so that he might enjoy a more productive life as a Christian citizen.
10. The homes and families of the school should recognize their responsibility for the education of the whole child, seeking to fulfill the spiritual, emotional, physical, mental, and social needs of the individual child.

## **ADMISSION POLICY**

Admission to St. John Lutheran School - Random Lake, Wisconsin, shall be open to all and shall not be denied on the basis of race, color, national origin, or financial status. In compliance with the Internal Revenue Service, Revenue Procedure 75-50 regarding racial nondiscrimination, St. John Lutheran School herewith reaffirms its historical position regarding its admissions policy and its future intent in the following statement:

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

It is also the policy of St. John Lutheran School - Random Lake, Wisconsin, not to discriminate on the basis of gender in its education programs, administration policies and practices, or employment policies as required by Title IX of the 1972 Education Amendments.

Though St. John Lutheran School is open to all who desire a "Christ-centered" education for their children, acceptance into enrollment will be based on the following guideline:

1. First consideration will be given to parents who are members of St. John Lutheran Church - Sherman Center.
2. Parents from other Lutheran Church - Missouri Synod congregations in the area.
3. Parents who are members of other Lutheran congregations in the area.
4. Parents from Christian congregations (Roman Catholic, Baptist, Methodist, Assembly of God, Open Bible, etc.)
5. Parents with no church affiliation.

St. John Lutheran School limits its kindergarten class size to 15 students. Children entering kindergarten must be five (5) years old on or before September 1<sup>st</sup> of the current year.

A pupil-teacher ratio of 25:1 will be maintained within each classroom for grades 1-8. Exceptions to this policy will be determined by the Board of Christian Education of St. John Lutheran Church - Sherman Center.

### **ENROLLMENT PROCEDURES**

Parents desiring to enroll their child/ren into St. John Lutheran School - Sherman Center will be asked to follow the following procedures:

1. Contact the school office (994-9190) and ask to speak with the principal (Ext. 302).
2. Principal will set an appointment time to meet with the parents and child/ren to discuss parental concerns and receive an orientation to our facility and program offerings.
3. A time will be set when the child's teacher can meet with the new student in order to evaluate learning skills and competencies.
4. After the principal has had opportunity to speak with the classroom teacher regarding the student evaluation results, the parent will be informed of the decision of acceptance or non-acceptance into our enrollment.
5. Upon acceptance, the parent will be given necessary registration materials and literature about the school.

All education, hot lunch, instrument lesson and other miscellaneous fees should be paid in full by the close of the school year (see Payment Policy). Financial assistance is available.

## ACCREDITATION

St. John Lutheran School is fully accredited by the State of Wisconsin through the accreditation process of the National Lutheran School Accreditation of the Lutheran Church - Missouri Synod. Teachers hold a state-approved teaching license and have received their teaching degree through the Concordia University system of the Lutheran Church - Missouri Synod. The congregation promotes continued educational growth for staff members by financial support for post-graduate studies and regular participation in professional workshops and conferences.

## EDUCATION FEES

The annual per pupil cost for students attending St. John Lutheran School (Sherman Center) is about **\$4,700/year**. The church and school operate under a unified budget. The largest percent of this budget goes to support the operation of our Christian Day School. All parents, both members of St. John Lutheran Church and non-members, pay a very reasonable education fee (see chart below). This fee is used to help support the operation of the school. As a member of St. John Lutheran Church, you need to understand that your “**Education Fee**” payment should be over and above your normal weekly church offering.

	<b>Child #</b>	<b>Half-Day Kdg.</b>	<b>Full-Day Kdg.</b>	<b>Grades 1-8</b>
<b>Member</b>	1	<b>\$565</b>	<b>\$710</b>	<b>\$850</b>
	2	\$425	\$530	\$640
	3	No charge	No charge	\$425
	4	No charge	No charge	\$215
<b>Non-Member</b>	1	<b>\$850</b>	<b>\$1,075</b>	<b>\$1,480</b>
	2	\$640	\$805	\$1,100
	3	No charge	No charge	\$740
	4	No charge	No charge	\$370
<b>Other LCMS</b>	1	<b>\$740</b>	<b>\$960</b>	<b>\$1,360</b>
	2	\$550	\$720	\$1,020
	3	No charge	No charge	\$700
	4	No charge	No charge	\$345

## **PAYMENT POLICY (OPTIONS)**

When you come for registration, you will be asked to pay the Education Fees that were previously listed in this handbook. You will be given the following payment options:

1. Pay all education fees in full.
2. Make quarterly payments (4 equal installments).
3. Agree to make 9 monthly installments.
4. Submit a "Financial Assistance Application Form" to the principal. The Board of Education then determines your amount of financial aid and a payment plan.

Please note that **no child will be turned away from having a Christ-centered education in our school because of a parent's inability to pay our education fee.** The Board of Christian Education is sensitive to families who clearly demonstrate a financial need or a "hardship" situation. We will adjust your fee accordingly.

## **FINANCIAL ASSISTANCE POLICY**

Financial assistance is available to all families desiring to enroll their child/ren in St. John Lutheran School - Sherman Center. The following procedures will be followed:

1. The school administrator will include a "Financial Assistance Application Form" in the mid-summer mailing to all school parents.
2. Any parent desiring financial assistance is to complete this form and return it to the principal/school office on or before our August registration day.
3. The principal shares all financial assistance applications with the Board of Christian Education. The Board then determines the amount of aid a family will receive.
4. The Board reserves the right to contact a family and request that the parents attend a Board meeting to further discuss their financial assistance application.
5. The Board of Education mails the family a letter that states the amount of financial assistance the family has been awarded (informed by mid-September).
6. Every family will be expected to pay something toward their child's Christian education, yet no student will be denied a Christ-centered education because of a parent's inability to pay the total amount of our education fees.

## **HARASSMENT POLICY** (details of this policy in School Policy Handbook)

St. John Lutheran School will not tolerate any harassment of any employee or student because of race, color, sex, religion, national origin, age, or handicap. The term "harassment" includes, but is not necessarily limited to stalking, slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or handicap.

Harassment of any nature is a serious offense and will not be tolerated. Retaliation against an employee/student who makes charges of harassment will not be tolerated. Those guilty of harassment or retaliation will meet with appropriate sanctions which may include termination of employment or expulsion from school.

Any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature by a male or female constitutes sexual harassment when:

*Submission to such conduct is made either explicitly or implicitly as a term or condition of employment or continued enrollment in this school.*

*Submission to or rejection of such conduct by an individual is used as a basis for an employment decision affecting such individual or as a basis for acceptance or denial of enrollment into the school.*

*Such conduct has a purpose or effect of unreasonably interfering with an employer's, employee's, or student's work performance or creating an intimidating, hostile, or offensive work environment.*

Employees or students who believe they have been a victim of any form of harassment should talk immediately with the Principal, Pastor, or Board of Christian Education chairperson. A directory containing the names and telephone numbers of these individuals charged with administrative duties is found in the opening pages of this handbook.

**DISCIPLINE** (see also "Disciplinary Actions" pp. 14-15)

The faculty of St. John Lutheran School strives to instill within our students a respect for their elders, fellow students, and property of others. Scripture encourages God's people to "shine like stars". We are to "mirror" the image of God in all we say and do. Therefore, inappropriate behavior in school, on the playground, on the bus or on the athletic court will not be tolerated. The following procedures will be used in addressing a disciplinary problem:

1. Teacher privately speaks with child regarding behavioral problem.
2. Teacher refers behavioral concern to principal and principal privately speaks with child regarding the problem.
3. If principal deems behavioral problem to be of a more serious nature, principal will contact the child's parents and share the concern.
4. If the principal and parent consultation fails to correct the problem, the Board of Christian Education will be informed of problem.
5. Pastor, principal and Board of Education will meet with the child and his/her parents to address behavioral problem.
6. Child could potentially be suspended from school until this problem is resolved or expelled from attending our Christian Day School.

### **HOT LUNCH AND MILK PRE-PAY PROGRAM**

St. John Lutheran School participates in the Federal National Hot Lunch Program. Hot lunches are available to our students on a daily basis. The meals are catered to our facility by the Random Lake Public School System. Weekly menu offerings are listed in the area newspaper, *The Sounder*. Parents can apply for free or reduced price lunches by completing the required financial statement form that is sent to each home in our mid-summer mailing.

Additional copies are available in the school office. Lunch payments should be taken care of through the school secretary. Parents will be required to pre-pay for their child's/rens' hot lunch participation. **The pre-payment will always cover at least one month of participation (20 days).** The first pre-payment installment is due at the time of our August registration **[Example: 1 child @ \$3.25 x 20 days = \$65.00]**. Please make this payment with a separate check from the other fees required during registration. **These pre-pay installments are due before the start of a new month.** In the case of delinquent pre-payments, a parent will be given a maximum "grace period" of **10 school days** to pre-pay for hot lunches and extra milk cartons. During this "grace period" of ten school days, the child/ren will not be allowed to participate in the hot lunch (or extra milk) program. The child/ren will simply be given a peanut butter sandwich **if the parent fails to provide a bag lunch**. If pre-payment is still not made after this "grace period", a child will have **no lunch** (it becomes the parent's responsibility to provide a lunch). A child will be credited for any pre-paid lunch that he/she missed because of illness or absence. At the end of the school year, any pre-paid funds will be rolled over to the next school year (unless the child is not returning and there aren't any younger siblings to whom we could credit the funds; then a reimbursement check will be issued). A half-pint of milk is included with any hot lunch a child receives. **Additional milk can be purchased for 30 cents/carton.** Children who bring a bag lunch may also purchase milk at 30 cents/carton. Our current hot lunch fees are as follows:

<b>\$3.25 daily [child]</b>	<b>\$3.75 daily [adult]</b>
<b>\$.40 daily [reduced price]</b>	<b>\$.30 for each additional milk</b>

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington DC 20250-9410 or call (800)795-3272 (voice) or (202)720-6382(TTY). USDA is an equal opportunity provider and employer."

**MEDICATION DISPENSING**

A written consent from the parent to the teacher must be submitted **BEFORE** a teacher can give a child any type of medication or drug. This includes aspirin, cough drops, cough syrup, etc. The child's teacher will not permit a child to have in his/her possession any substance that potentially could be misused or cause behavioral/health changes. **STATE LAW REQUIRES THAT WE MUST HAVE WRITTEN (not oral) PERMISSION FROM THE PARENT!**

**STANDARD OF DRESS AND APPEARANCE**

Since we cannot possibly list all the examples of inappropriate dress and appearance that influence our students, suffice it to say that **St. John Lutheran School wants its students to reflect the Christian values we have as God's people so as to exemplify our love and obedience to our Lord and Savior.** Because styles and fads are constantly changing, the school reserves the right to prohibit the wearing of any clothing, jewelry, shoes, or hairstyle that conflicts with our philosophy. A student's appearance should always exemplify his/her Christian values. The following simply serves as a general guide for the parent in monitoring their child's dress for school and any school-sponsored activities:

1. All clothing should be neat, clean, the proper size, and worn appropriately.
2. Shirts and tops with tails or shirts and tops that are longer than wrist length must be tucked in. Shirts and tops with straight bottoms may be worn un-tucked if they do not exceed wrist length.
3. Students may not wear clothing that bears the pictures or names of rock music groups, reference to drugs (includes alcohol and tobacco products), or any pictures or writing that may be construed to be in poor taste (conveys a non-constructive message) or distracts from our environment for learning.
4. The following items of clothing are inappropriate in the classroom and may not be worn: Immodest clothing (halter tops, spaghetti strap tank tops, tube tops, visible underwear), bare midriff clothing which is too tight, or frayed or torn clothing. Skirts or dresses must be at least at mid-thigh in length. Students in grades 5-8 are not to wear sweat pants.
5. On children's chapel days (typically Wednesdays), a higher standard of dress is encouraged. This is a way of reflecting our respect for God and the importance we place on worship.
6. Students may wear sandals, shorts, Capri pants, Bermuda shorts, or skirts without tights during the months of **August, September, May, and June** or at the discretion of the Principal. Shorts and skirts must be mid-thigh length or longer. Spandex, cutoffs (jeans or sweat pants), torn shorts, tight or short shorts, gym or jogging shorts are NOT permitted.
7. Students must have footwear on at all times (both indoors and while out for recess). Untied shoes or any style of footwear (flip-flops) that could jeopardize a student's health and safety will **NOT** be allowed. Shoes designed for shoe-string usage are to be tied. If sandals (flip flops) are worn to school, students need to change to a pair of gym shoes (not the pair they use for gym class) **BEFORE** they will be allowed to play outdoors.
8. Visible body piercings (lips, tongue, nose) and tattoos will **NOT** be allowed. Girls may wear modest earrings. Hair must be a natural color and may not be styled in an extreme fashion. Boys can **not** have hair that touches the shoulders or completely covers their ears. Excessive makeup or amounts of perfume/cologne may not be worn.

Female staff members will monitor female students and male staff members will monitor male students. The following disciplinary actions will be taken if a student is found to be in violation of the dress code:

1. **Two staff members** will confront a student regarding his/her violation. If it is a clothing violation, the student will be given a garment to cover offensive area. If violation deals with cosmetics, the student will be asked to wash face to remove makeup. If violation deals with jewelry, student will be asked to remove item/s. If violation deals with the student's hair style, the student will be given a 7-day period to correct violation.
2. Within the day of infraction, the parent will be notified regarding any violation to dress code.

3. Upon a student's second violation, the parent and student will be asked to meet with the school administrator.
4. Upon a student's third violation, the parent and student will be asked to meet with the Pastor, Principal, and Board of Christian Education. A possible consequence of this meeting will be a student's suspension from school.

**IMMUNIZATION REQUIREMENTS**

State of Wisconsin Student Immunization Law requires the following minimum immunizations for each age/grade level:

Age/Grade	Number of Doses
Pre-K (2-4 years old)	4DTP/DTaP/DT 3 Polio 1 MMR <sup>3</sup> 3 Hep B 1 Var <sup>4</sup>
K	4DTP/DTaP/DT/Td <sup>1</sup> 4Polio <sup>2</sup> 2 MMR <sup>3</sup> 3 Hep B 2 Var <sup>4</sup>

- 1** DTP/DTaP/DT vaccine for children entering kindergarten:  
Your child must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup>) to be compliant. Note – A dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable.
- 2** Polio vaccine for students entering grades kindergarten through 12:  
Four doses are required. However, if your child received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. Note – A dose 4 days or less before the 4<sup>th</sup> birthday is also acceptable.
- 3** The first dose of MMR vaccine have been received on or after the 1<sup>st</sup> birthday.  
Note – A dose 4 days or less before the 1<sup>st</sup> birthday is also acceptable.
- 4** Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

An immunization record form **MUST** be completed, signed, and on file at the school prior to the first day of school. A nurse from the Sheboygan County Public Health Department regularly visits our school to check student health records and provides medical advice as needed.

**CHILDREN'S CHAPEL SERVICES**

Most Wednesdays throughout the school year, students attend children's chapel. Parents are always welcome to join us for these children's services. **Chapel is from 9:00 - 9:30 AM.** We do take weekly chapel offerings and designate these monies for special mission projects.

**TRANSPORTATION**

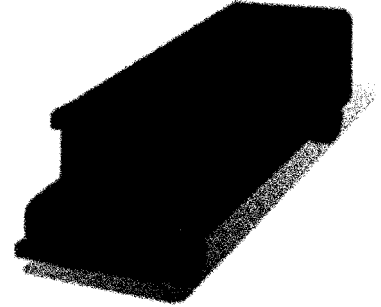
Public transportation is provided within the Random Lake Public School District by Degnitz Bus Service of Random Lake. **The new regulation for bus service is that a student must live outside a two-mile radius from our school (yet within the Random Lake School District) in order to receive this transportation service.** The exception to this rule is transportation for kindergarten children. Parents living outside the Random Lake School District need to consult with their local school district to see what options are available to help facilitate transportation concerns. Several of our families arrange a car-pooling schedule with

parents in their area who also send their children to St. John Lutheran School-Sherman Center. **Bus drivers will now require a formal permission note from any student who seeks to use the bus system in order to secure a ride to a friend's house.** These notes need to be secured from our school office. Transportation concerns should be addressed to Degnitz Bus Service 920-994-9441; or if no answer, 414-692-2520.

### **BUS BEHAVIOR POLICY**

It is a privilege to ride a school bus. Students are expected to adhere to the rules. Cameras may be used to monitor student behavior on the school bus and may be used for disciplinary action. Students must:

1. Be at your bus stop on time and patiently wait for pickup
2. Exhibit safety consciousness when boarding or exiting a bus
3. Immediately find a seat and remain seated while the bus is in motion
4. Keep arms, legs, head, and objects inside the windows
5. Refrain from boisterous conversation
6. Not throw or kick any type of object
7. Not eat or drink while on the bus
8. Not do anything that could damage the interior or exterior of the bus
9. Not behave in such a manner that could hinder the safety and well-being of others
10. Respect and obey the bus driver



A student's failure to comply with these behavioral standards will result in disciplinary action taken by the school administrator. [see **Disciplinary Actions**]

### **DISCIPLINARY ACTIONS**

#### **Level I**

Level I offenses are minor acts of misconduct which interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation or a student's own learning process. These offenses are to be **handled by the school authority figure who witnessed the inappropriate behavior.** The incident is handled in private consultation with the student/s and does not have to be reported to the parent.

#### **Level II**

Level II offenses are intermediate acts of misconduct which **require parental intervention,** including, but not limited to, repeated minor misconduct and acts directed against persons or property but which do not seriously endanger the health or safety of others. After review of the student's explanation, consulting with other persons involved, and implementing other investigative procedures, the **parents will be contacted by the school authority figure and a mutually acceptable disciplinary action will be determined.**

### Level III

Level III offenses are serious acts of misconduct, including, but not limited to, repeated similar misbehavior, serious disruptions of the orderly conduct of school, threats to health, safety, or property, and other acts of serious misconduct. These offenses **must be reported to the principal/designee** and may result in immediate removal of the student from the school or extracurricular activities. The **principal/designee will further investigate the misbehavior, contact the student's parent, and inform them of the disciplinary action to be taken.** If the Principal views the situation to be serious, the Pastor and/or Board of Education will become involved.

### SCHOOL CLOSING

**St. John Lutheran School will automatically follow radio and television announcements from the [Random Lake Public School District](#) that pertain to late starting times, school closings, or early dismissal times.** All such announcements are aired on the following stations:



**RADIO:** WHBL - Sheboygan [1330 AM]  
WTMJ - Milwaukee [ 620 AM]  
WOKY - Milwaukee [ 920 AM]  
WKTI - Milwaukee [ 94.5 FM]  
WMIL - Milwaukee [ 106 FM]  
WXER - Plymouth [104.5 FM]  
WWJR - Sheboygan [ 93.7 FM]  
WBKV - West Bend [ 92.5 FM]

**TELEVISION:** Channels, 4, 6, 12 & 58

We suggest that you either tune your radio to WHBL-Sheboygan (1330 AM) first and/or turn on your television to one of the above listed channels (WTMJ-4 is usually quite prompt) to catch these announcements. If we should decide to close on our own, the announcement will specifically say “St. John Lutheran School – Random Lake” as opposed to the “Random Lake School District”.

There are several days during the school year that we have an **EARLY DISMISSAL**. You have the option of picking your child up from school at 11:00 AM or have your child stay for hot lunch and take the public bus home (or get picked up by you) at 11:30 AM.

### DAILY SCHEDULE

Each teacher develops a daily classroom schedule which is posted outside the door of his/her respective classroom. A copy of this schedule will be shared with the parent upon request.

**School Hours:** Kindergarten (full day) thru 8<sup>th</sup> grade **7:45 AM – 2:25 PM**  
Kindergarten (half day) – **7:45 – 11:15 AM**  
Preschool – **8:30 – 11:15 AM**  
Child Care – **6:30 AM – 5:30 PM**



## **ATTENDANCE & TARDINESS**

The State of Wisconsin requires 180 instructional days to comprise a school year. Students are expected to be in regular attendance at school unless health or family circumstances prevent this. **If a parent knows that their child will be unable to attend school on a given day, the parent should contact the school office to notify the teacher of the child's absence before the start of the school day.** If needs be, a "message" may be left on the telephone answering machine of the school (see "Directory" for teacher extension numbers).

It is very helpful when the parent writes a brief note to the teacher explaining the reason for the child's absence. This note should be given to the respective teacher/s upon a child's return to school. Failure on the part of the parent to regularly inform the school of the child's absence or tardiness may result in the school having to contact Sheboygan County Social Services to investigate these unexplained school absences.

## **SCHOOL CALENDAR**

Parents will be given a general school calendar that covers the overall school year at the time of our August registration. A **detailed monthly calendar** will be given to each school parent **before the start of each month during the school year** (this is typically attached to The Centurion Messenger). You can also keep track of school events by regularly going to our school web page at [www.stjohnrandomlake.org](http://www.stjohnrandomlake.org)

## **WEEKLY NEWSLETTER**

In order to more effectively communicate between the school and home the students are given a **weekly newsletter** called **The Centurion Messenger**. This newsletter is normally given to the students every Thursday/Friday of the school year. **The newsletter is to be taken home and shared with the parents.** If you find that you aren't receiving your weekly newsletter, a "parent chat" with your child would be in order. We can't afford to mail this weekly newsletter, so it's imperative that the parents expect their child to be the "mail carrier". **The newsletter is also posted on our school web page [www.stjohnrandomlake.org](http://www.stjohnrandomlake.org).**

## **CURRICULUM**

St. John Lutheran School offers a complete elementary school curriculum in accordance to the standards established by the Wisconsin Department of Public Instruction and the Lutheran Church - Missouri Synod Department of Christian Education in its curriculum guideline entitled Integrating the Faith.

We continue to work with the other S.A.L.S.A. schools in a joint effort to develop a subject by subject Pre-K-8 curriculum. A complete listing of all subjects, their philosophy and objectives, titles/publishers of texts used, and scope and sequence of material taught, is available to parents in the principal's office.

Academic subjects are taught in a self-contained classroom comprised of two grade levels (grades 1-2, grades 3-4, etc.). Total classroom enrollment is limited to a maximum of twenty-five students. Various teaching techniques are implemented by our teaching staff. Lecture, group discussion, "hands-on" experiences, use of visual aids, group research, and self-study are some of the teaching techniques used. **Parents are always welcome to visit classes while school is in session.** We encourage our parents to take an active interest in the educational experience of their child.

## **HOMEWORK**

Daily class schedules are posted outside the door of each classroom. Upon study of this classroom schedule the parent will see several opportunities provided each day for students to prepare studies for the next school day. Learning to be a good steward of one's time is an important lesson for students to achieve. Students should not be spending more than an average of one hour on studies at home for the next school day.

If you should find your child working 2-3 hours per night on "homework", be sure to speak with your child's teacher **immediately**. Something could be wrong with your child's study habit or there might be an undetected learning problem that needs to be addressed. It is very typical for students to have "homework" on a daily basis. Each teacher provides a weekly assignment schedule for students and parents to utilize in keeping track of homework assignments, quiz days, test days, etc.. These are also posted on our school web page.

A student is expected to have completed all assigned work **before the start of the day that it is due**. A pattern of failing to complete studies will result in the teacher notifying the parent of such a problem. Past due homework will have to be completed by the students after school. We will not permit students to complete past due studies by staying in for noon hour or a recess period since all staff members have assigned duties during these times. Arrangements will have to be made between the teacher and parent regarding after school make-up of studies. The parent should contact the child's teacher if there is an explainable reason for his/her failure to complete assigned studies on time. If a student is absent due to illness, upon his/her return he/she has three additional school days to complete the missed work.

## **S.A.L.S.A.**

You will hear and read about "S.A.L.S.A.". These letters stand for the "**Sheboygan Area Lutheran School Association**". This association is comprised of the Lutheran-Missouri Synod schools in Sheboygan County. We regularly participate in activities sponsored by this association of schools (Forensics, Scholastic Olympics, Athletics, Spelling Bee, etc.).

These schools include:



- ◆ **Bethlehem Lutheran School - Sheboygan**
- ◆ **Immanuel Lutheran School - Sheboygan**
- ◆ **St. John Lutheran School - Plymouth**
- ◆ **St. Paul Lutheran School - Sheboygan**
- ◆ **St. John Lutheran School - Random Lake (SC)**
- ◆ **Trinity Lutheran School - Sheboygan**
- ◆ **Sheboygan Lutheran High School**

## **TUTORING FOR STUDENTS**

Teachers frequently offer after-school tutoring on a scheduled basis. Watch for newsletter and/or assignment sheet announcements regarding these special tutoring opportunities that are conducted after school hours.



## EXTRA-CURRICULAR ACTIVITIES

Our elementary school seeks to provide a variety of extra-curricular activities for our students to enjoy. The majority of these activities are restricted to students in grades 5-8.

- **Outdoor Education Camp**

A required participation for all seventh grade students, this two-day educational experience is sponsored by the Sheboygan Area Lutheran School Association (S.A.L.S.A.). There is a \$40.00/student charge for participation (includes all meals). This event occurs in October at Camp Anokijig (Plymouth).

- **Instrument Lessons**

Any student in grades 4-8 may receive instrument lessons on our school campus by a qualified musician employed by S.A.L.S.A. These lessons are provided on an individual basis during school hours every Monday of the school year (an alternate date is selected if there happens to be "no school" on a given Monday). Parents will pay fees in nine equal installments of \$45.00 per month. The first payment of \$45 will be due when the band agreement form is signed at our August registration or returned to the school office on or before the first day of school. Subsequent monthly payments shall be made no later than the first day of each month and continuing through May 1. Band instruction includes a minimum of 33 individual or small group instrumental lessons and 26 group band rehearsals (Thursday evenings at Sheboygan Lutheran High School with all the SALSA band students) during the school year. Group band rehearsals for first-year students will begin after the first quarter of the school year. **Lessons missed due to unexcused absences or missing instruments will not be rescheduled.**

- **Scholastic Olympics**

This is an academic competition among our S.A.L.S.A. schools that is held in the spring of the year. Each school selects its top seven 5<sup>th</sup>/6<sup>th</sup> and top seven 7<sup>th</sup>/8<sup>th</sup> grade students to represent the school. Final competition is held at Sheboygan Lutheran High School on a Saturday morning in late April.

- **Forensics**

Our S.A.L.S.A. schools sponsor an annual forensics meet conducted at Sheboygan Lutheran High School in November. This activity is open to students in grades 5-8.

- **Singing for Worship Services**

We regularly involve our students in singing for worship services. This is done on a rotational basis by varied classrooms. A schedule denoting singing dates will be shared with the parent at the time of our August registration. Both our non-member and member students from St. John Lutheran Church (Sherman Center) participate in these opportunities. We would hope that parents of non-member students would join us in worship when the children are scheduled to sing (about six times per school year).

- **Jr. Handbell Choir (as participation numbers allow)**

This activity is restricted to boys and girls in grades 6-8. Weekly practices are conducted during school hours. Our handbell choir regularly participates in the worship services of St. John Lutheran Church. If a student joins one of our handbell choirs, we expect faithful attendance on those Sundays when they are scheduled to perform.

- **Field Trips**

Parents will be notified **at least a week before** any class or school field trip is to be taken. A "Permission Form" for student participation in school-sponsored field trips is signed by the parent at the time of our August registration. We frequently ask parents to help chaperone for these outings [Be sure you have proof of insurance with you].

- **Athletics**

Various team sports are offered throughout the school year for boys and girls in grades 5-8. Participating students need to maintain at least an academic average of 2.0 (grade point average) to be eligible. An exception to this rule is if the classroom teacher, athletic director, school principal, and parent collectively acknowledge that a given student has a learning disability that prevents him/her from attaining this 2.0 G.P.A.

Athletic teams include:

- |               |  |
|---------------|--|
| <u>BOYS:</u>  | <b>5-6 Basketball ("B" team)</b><br><b>7-8 Basketball ("A" team)</b><br><b>5-8 Track &amp; Field</b>   |
| <u>GIRLS:</u> | <b>5-6 Volleyball ("B" team)</b><br><b>7-8 Volleyball ("A" team)</b><br><b>5-6 Basketball ("B" team)</b><br><b>7-8 Basketball ("A" team)</b><br><b>5-8 Track &amp; Field</b> |



In addition to special tournaments, the teams compete against other Lutheran schools from Sheboygan County in accordance with an adopted league schedule.

For students with no learning disability, failure to maintain a 2.0 G.P.A. during an athletic season will result in the child being suspended from practices and games. An athlete's G.P.A. is checked every Monday during the sports season. **If the athlete's G.P.A. is less than a 2.0, he/she will be suspended from any form of participation for one week (Monday through Monday) by the athletic director.** After two suspension periods, the player will no longer be eligible to continue participation on the team.

Any athlete or cheerleader found to be using tobacco, alcohol, any other illegal substance, or conducting himself/herself in an unchristian manner will automatically be removed from the team for the balance of the season. The parent and student will be required to appear before the Board of Christian Education, Pastor, and Principal to collectively discuss concerns related to substance abuse and/or behavioral problems.

- **Confirmation Retreat**

The Pastor conducts a three-day confirmation retreat at Pigeon Lake (near Valders) in September. This retreat is for all eighth grade students . **There is a \$35.00 fee for participation in this required activity.** Detailed information on this retreat is provided at the time of our August registration. *(Suspended during time of pastoral vacancy)*

- **Acolytes**

Boys and girls who are in the 6<sup>th</sup> thru 8<sup>th</sup> grade and are members of St. John Lutheran Church may participate in this service to the church by lighting the altar candles for worship services. Training is provided by the pastor and a monthly schedule is developed. We expect our acolytes to appropriately wear their Sunday clothing for this responsibility (not gym shoes, shorts, jeans, etc.).

- **Safety Patrol**

Both boys and girls in grades 6-8 participate in this service organization of the school. These students assist the teachers in implementing safety procedures during the lunch hour recess period. Our PTL awards a **\$50.00 U.S. Savings Bond** at the close of the school year to the outstanding safety patrol person of the year.

- **Student Fine Arts Night**

Students in grades K-8 have the opportunity to demonstrate their varied talents by displaying special projects they have done or by giving a special performance (singing, reading literature, playing an instrument, etc.) at an "open house" conducted in the spring of the school year. This event alternates every other year with our spring operetta.

- **Music Competition and Concert**

Students in grades 5-8 from our S.A.L.S.A. schools audition for participation in a festival of music (choruses, instrumentalists, handbell choirs) held at St. Mark's Lutheran Church in Sheboygan in March of each school year. Professional musicians judge the students on their individual and group performances.

- **School Operetta**

An all-school operetta is presented **every other year**. The presentation of this operetta is usually held in conjunction with our "Grandparent's Day" celebration which is also conducted on an alternate year basis in the spring of the school year. Lead characters are asked to stay after school for special rehearsals.

- **Children's Christmas Service**

All students in grades PS thru 8<sup>th</sup> grade participate in a special children's service that is conducted on a Sunday evening prior to the children's Christmas break in December. This is probably the featured all-school activity of any school year and is well attended.

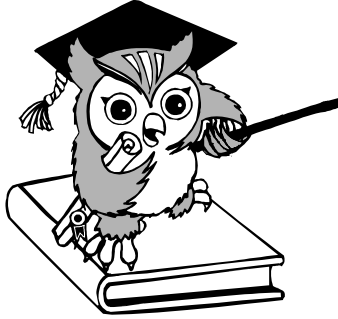
- **Grandparent's Day**

**Every other year** we designate a day to be "Grandparent's Day". Grandparents are mailed special invitations several weeks in advance of this day. Classroom visitations, participating in a children's chapel service, enjoying a special meal, and viewing an all-school operetta are among the activities for this half-day of school.

### **MID-QUARTER PERFORMANCE REPORTS**

About four to five weeks into EACH quarter, a parent will be mailed a report on their child's school progress. This is done in effort to keep a parent "up to speed" on their child's progress. Upon reviewing this report, a parent is encouraged to contact their child's teacher if they should have any questions or concerns they wish to further discuss. We encourage you to speak with their child's teacher as frequently as possible throughout the school year.

## GRADING SCALE



100 - 95	A	A = Superior
94 - 93	A-	
92 - 85	B	B = Good
84 - 83	B-	
82 - 75	C	C = Average
74 - 73	C-	
72 - 65	D	D = Poor
64 - 63	D-	
62 or below	F	F = Unacceptable
		I = Incomplete

## PARENT-TEACHER CONSULTATIONS

Parents are always encouraged to regularly contact their child's teacher to discuss concerns related to the student's progress at school. It is easier for the parent to contact one teacher versus a teacher trying to contact 15-20 parents. We are delighted to see a parent take an active interest in their child's education.

### Please don't hesitate to regularly speak with your child's teacher!

Two weeks prior to the close of the **first** and **third** quarters parents will be **mailed** a parent-teacher consultation notice. This notice officially invites you to a private consultation time with your child's teacher at the end of these two quarters.

## TESTING AND RECORDS

A master record containing family information, health records, testing results, and the student's grades, is kept on file in the school office. **The school will secure such records from a previously attended school for any child who transfers to St. John Lutheran School.** Likewise, this master record will be sent to the student's next school upon transferring out of our school.

We annually test for student achievement in the spring. The **Iowa Tests of Basic Skills & Cognitive Abilities Test** are used. Parents receive a copy of the testing results in May/early June. Parents are encouraged to contact their child's teacher to further discuss these results.



### **FUNDRAISING ACTIVITIES OF THE SCHOOL**

In order to purchase non-budgeted items for the school, we generate monies for a "School Fund" by sponsoring several fundraising projects during the course of the school year. We do not want students to do door to door solicitation for sales, but ask that parents take fundraising projects and/or order forms to their workplace in effort to secure sales. Parental support in these fundraising activities is greatly appreciated.

- Pizzas, cheese cakes, chocolates, etc. - Early school year
- Christmas merchandise [cards, gift wrap, napkins, etc.] - Fall
- Scented candles [fall and Christmas scents] - Fall
- Pizzas, cheese cakes, chocolates, etc. – Spring
- Scented candles [spring and summer scents] - Spring

### **PARENT-TEACHER LEAGUE (PTL)**

One way to keep yourself informed on school activities and feel a greater "sense of ownership" in St. John Lutheran School is to come to our P.T.L. activities. **Any parent of a student attending our school (Preschool thru Grade 8) is welcome to participate in this organization** (no fees, just need your involvement). P.T.L. activity dates are noted on the school calendar. You also receive a special "P.T.L. Activity Calendar" sheet at the time of registration in August. Our P.T.L. sponsors many activities for our students. Major fundraising activities of the P.T.L. include the following:

- Market Day (monthly)
- SCRIP (throughout the year)
- School & Church Picnic (September)
- Chili Dinner (October)
- Concessions throughout the athletic seasons of volleyball and basketball
- Concessions & Ads for our two basketball tournaments (January & February)

Your participation in this organization is strongly encouraged. We have good Christian fellowship and a oneness in purpose. Post your "Activity Calendar".

### **PARENTAL CONCERNS**

There may be occasion during the course of a school year when you as a parent have a question or concern about a given policy, action, situation, etc. We encourage you to take the following steps in order to resolve this concern in a Christian manner.

1. Speak **FIRST** to the individual with whom you have this concern.
2. If the issue is not resolved after taking step one, contact the school principal and express your concern.
3. If after talking to the school administrator your concern remains unresolved, contact our pastor and express your concern.
4. If the above steps all fail to resolve your concern, contact a member of our Board of Christian Education and request a meeting with the Board.

## TELEPHONE USAGE BY STUDENTS

Students are **NOT** to use any of the telephones in the church or school **without permission from one of our staff members**. If a parent allows their child to bring a personal cell phone to school, it is to be turned off and kept in a backpack outside the classroom. There should be no need to use a cell phone on the school campus. **PARENTS WILL BE CONTACTED BY THE SCHOOL SECRETARY OR PRINCIPAL IF THERE IS A GENUINE EMERGENCY OR NEED.**

## EMERGENCY DRILLS AND PROCEDURES

The school regularly practices evacuation procedures in case of fire or tornado disasters. In the case of a **FIRE**, the following evacuation routes will be taken:

Preschool:

Exit out southeast classroom door to south lower-level exit of school. Walk students to **south end of back playground area**.

Kindergarten:

Exit out southeast classroom door, turn left (north), and proceed up steps to “old entrance” on north side of school. Once outdoors, walk students between teacherage and school **to far end of south playground**.

Grades 1 - 2:

Walk down hallway past Media Center, use north exit steps to the left of elevator, and exit out north door of building. Once outdoors, turn right and walk students around east side of gymnasium **to south playground area**.

Grades 3 - 4:

Exit out south door of classroom and proceed down stairway to west exit door of school building. Walk students to **south end of back playground area**.

Grades 5 - 6:

Exit out north classroom door and turn left. Go down steps to main entrance of school. Proceed out west main entrance door. Once outdoors, turn left and walk **to south playground area**.

Grades 7 - 8:

Exit out north classroom door and proceed down steps. Exit to outdoors from “old entrance” of school. Once outdoors, walk students between teacherage and school **to south playground area**.

In case of a **TORNADO**, the following procedures will be taken:

Preschool:

Exit out southeast classroom door and go to “yellow” **storage room**.

Kindergarten:

Exit out southeast classroom door and proceed to **boys’ lower-level lavatory**.

Grades 1 - 2:

Exit out north classroom door proceeding down hall past Media Center. Go down steps to north exit. Push open gym lobby door on right (near elevator) and go down steps to gymnasium. Proceed to **Athletic Director's Room.**

Grades 3 - 4:

Exit out north door of classroom into main hall. Turn left and use right-hand side of steps going down to basement level. Proceed to **girls' locker room in gym.**

Grades 5 - 6:

Exit out north door of classroom into main hall. Turn left and use left-hand side of steps going down to basement level. Proceed to **girls' lower-level lavatory.**

Grades 7 - 8:

Exit out north door of classroom and proceed down steps to cafeteria area. Enter basement coat-rack area and turn left to enter gym. Proceed to **boys' locker room in gym.**

In cases of **SUDDEN ILLNESS** or a **PLAYGROUND ACCIDENT**, the parent will be contacted at work or home and informed of illness or accident. A plan of action will be discussed with parent. If there should be an **extreme emergency situation**, the school will **first** contact 9-1-1 to secure medical aid and then contact the parent to advise of action taken. A teacher will complete an "Incident Report Form" and store this data on the faculty server of our in-school computer network.

### **AFTER SCHOOL TRANSPORTATION AND SUPERVISION**

It is a parent's responsibility to call the school office to inform our staff that he/she will be tardy in picking up their child after school hours. **WE CANNOT HAVE CHILDREN UNSUPERVISED AFTER SCHOOL!** If a parent is going to be late (after 2:45 PM) on a given day, our staff needs to be informed. **Any student who is found unsupervised after 2:45 PM will automatically be taken to our Child Care room located in the lower level of the school.** A parent will be charged a minimum of \$5.00 for this child care service. Failure to comply with this policy will result in a parent consultation with the principal and the possible three-day suspension of the student. **Because of school liability concerns, we take this matter very seriously!**

Students staying after school for an athletic practice that starts **before 3:30 PM** will be kept under the supervision of a staff member until the coach arrives for the practice session. Beyond 3:30 PM, the student will be sent to child care and a parent will have to pay our \$5.00/ hr. fee. Younger siblings are NOT to be staying after school for an older brother/sister's practice. These students will be sent to Child Care and the parent charged accordingly.

### **CRISIS INTERVENTION PLAN**

Our school has adopted a "Crisis Intervention Plan". This means that we have developed a plan of action in preparation for an "extreme emergency" situation (violent student, violent intruder in school, death of a student, death of a staff member, death of a parent, etc.). We hope that this plan of action never has to be implemented, but we feel ready to deal with any "unusual situation" with which we may be confronted.

## SCHOOL WELLNESS PLAN

In compliance with the State of Wisconsin standards for promoting better health and physical fitness, we no longer have canned or bottled soft drink vending machines in the school. **We do sell bottled water and non-carbonated fruit drinks.** We also want to encourage parents to bring healthy “treats” for students when celebrating a child’s birthday or hosting a class party. Teachers will provide more opportunities for structured physical fitness activities as we do our part in addressing the issue of teaching children a healthier life style.

## PRESCHOOL AND CHILD CARE

Our school offers preschool classes for three and four-year old students. Mrs. Barbara Schallock is the Preschool and Child Care Director. Classes are conducted on the following days:

### Three-year olds:

Tuesdays and Thursdays (8:30-11:15 AM)

### Four-year olds:

Mondays, Wednesdays, and Fridays (8:30-11:15 AM).

There is a \$35 non-refundable registration fee. The fees are as follows:

### Weekly

3 years - \$22.50      4 years - \$30.00

### Monthly

3 years - \$90.00      4 years - \$120.00

Child care is available for all children ages 3-12. This also has a \$35 non-refundable registration fee. The child care program is open from 6:30 AM to 5:30 PM in the lower level of the school. The fees are as follows:

Hourly - \$ 4.00 (drop-in \$5.00)

Full Day - \$35.00 (more than 6 hours)

Full Day Weekly - \$140.00

## NOTE:

**IN ORDER TO DIRECTLY CONTACT OUR PRESCHOOL / CHILD CARE DEPARTMENT, PRESS 7 AFTER CALLING THE SCHOOL TELEPHONE NUMBER (920) 994-9190.**

