

# **Christ-St. John's Lutheran School**

## **2023-2024 School Handbook**



**From the classroom to our Christ-centered mission, a Christ-St. John's Lutheran education offers your child benefits that last a lifetime and beyond.**

**Christ-St. John's Lutheran School - Contact Information**  
**500 Park Street, West Salem, WI 54669**  
**Phone: 608-786-1250 | Fax: 1-844-432-9863 | www.christstjohns.org**

**FACULTY**

3K	Mrs. Beth Hagedorn	920-532-1496	bhagedorn@christstjohns.org
4K	Mrs. Amy Cook	608-612-0342	acook@christstjohns.org
Kindergarten	Mrs. Melissa Scriver	608-780-8208	mscriver@christstjohns.org
First & Second	Mrs. Amanda Johns	989-573-2842	ajohns@christstjohns.org
Third & Fourth	Mrs. Sarah Cavadini	608-396-1202	scavadini@christstjohns.org
Fifth & Sixth	Mr. Timothy Voigt	414-254-1313	tvoigt@christstjohns.org
Seventh & Eighth	Mr. Jace Fellers	704-574-0133	jfellers@christstjohns.org
Principal	Mr. Jace Fellers/Training	704-574-0133	jfellers@christstjohns.org
Principal	Pastor Andrew Schultz/Acting	608-786-1742	schultzav@gmail.com
Art/Music	Mrs. Amy Cook	608-612-0342	acook@christstjohns.org
Admin Release	Mrs. Amber Frelitz	608-394-0642	afrelitz@christstjohns.org
Extended Learning	Mrs. Tara Dummer	608-786-1250	tdummer@christstjohns.org

**SUPPORT STAFF**

Office Manager	Mrs. Lisa Black	608-786-1250	lblack@christstjohns.org
Librarian	Mrs. Audrey Garbers	608-786-1250	agarbers@christstjohns.org
Custodian			
Food Service Cook	Mrs. Dona Baker	608-786-1250	dbaker@christstjohns.org

**PASTORS**

Christ Lutheran	Pastor Galen Riediger	608-512-0028	griediger@christlutheranwestsalem.com
Christ Lutheran	Pastor Don Frelitz	608-394-0644	pastor.frelitz@gmail.com
St. John's Lutheran	Pastor Andrew Schultz	608-786-1742	schultzav@gmail.com

**BOARD OF CHRISTIAN EDUCATION**

Christ Lutheran	Mr. Daniel Scriver	414-704-5014	Co-Chairman (Christ)
	Mr. Brent Harris	608-317-6094	
	Mr. Kurt Weber	608-797-2203	
St. John's Lutheran	Mr. Mike Dummer	608-386-6558	Co-Chairman to be determined
	Mr. Jesse Martin	608-738-3189	
	Mr. Seth Schaffer	309-264-1351	

---

Christ-St. John's Lutheran School

# School Handbook

500 Park Street, West Salem, WI 54669

Ph: 608.786.1250 | Fax: 1-844-432-9863 | [www.christstjohns.org](http://www.christstjohns.org)

---

## TABLE OF CONTENTS

<b>Section 1 — Purpose &amp; Mission Statement</b>	5-6
Handbook Introduction	
Mission and Objectives	
Home/School Co-Operation	
How Parents Can Help Their Child	
<b>Section 2 — General Information</b>	6-7
Notice of Nondiscriminatory Policy	
Entering and Leaving the School During the School Day	
Asbestos	
Prohibition of Tobacco	
Wellness policy	
School Pictures	
School Lunches	
<b>Section 3 — Faculty &amp; Support</b>	7
Faculty	
Christian School Association (CSA)	
Board of Christian Education	
<b>Section 4 — Facilities &amp; Features</b>	7
Library	
Lost and Found	
Use of school Facilities	
Surround Care Program	
<b>Section 5 — Curriculum &amp; Activities</b>	8-9
Religion Classes	
Chapel	
Homework	
Memory Work	
Completing Work	
Confirmation Class	
Report Card and Parent/Guardian Consultations	
Grading System	
Field Trips	
Extracurricular Student Activities	
Band	
LALSAC	
Handbells	
School Singing	
Science and Fine Arts Fair	
Student Play Production	

<b>Section 6 — Registration &amp; Tuition</b>	9-10
<hr/>	
Enrollment Regulations/Priorities	
Age Requirements	
Education Fee Schedule	
Pre-Registration Form	
Registration Form	
Tuition Assistance	
<b>Section 7 — Forms &amp; Information</b>	10-11
<hr/>	
Bus Transportation	
Change of Address/Telephone	
Free/Reduced Lunch Program	
Emergency Contact	
<b>Section 8 — Health &amp; Medical Information</b>	11-12
<hr/>	
Immunization Law	
Physical Examination	
Vision/Hearing Screening	
First Aid	
Illness	
Restricted Physical Activity	
<b>Section 9 — Policies &amp; Procedures</b>	12-15
<hr/>	
Attendance	
Communication and Concerns	
Conflict Resolution Procedure	
Care of School and Personal Property	
Chromebooks	
Personal Appearance and Dress Code	
Closed Campus	
Visitors	
Phone	
Cell Phone Use by Students	
Snow/Cold Weather Cancellation	
<b>Section 10 — Conduct &amp; Discipline</b>	15
<hr/>	
Behavior Slip Policy	
<b>Appendix</b>	
16-ff	
<hr/>	
Tuition and Fees Policy	
Immunization Requirements	
Chromebook Policy	
Grading Scale	
Blue Slip	
Pink Slip	

## Section 1 — Purpose & Mission Statement

**HANDBOOK INTRODUCTION:** This booklet provides information about the policies, procedures and regulations in effect at the school. Please review these pages to familiarize yourself with the educational and administrative procedures CSJ has in place. If you should require clarification about anything herein, please contact the school at (608) 786-1250. May these pages lead all to a better understanding of the Christian Education provided here at Christ-St. John's. This handbook and expanded policy information is also included on our website at [www.christstjohns.org](http://www.christstjohns.org)

**WHAT IS CHRIST-ST. JOHN'S LUTHERAN SCHOOL?** Our school is an institution of Christian learning supported by the members of Christ Lutheran Church, West Salem, and St. John's Lutheran Church, Barre Mills. During their early history, both congregations were concerned about their children's Christian education. They sought to meet their obligation by accurately and efficiently teaching and training their children in accordance with the Savior's command written in Matthew 28:19-20: *"<sup>19</sup>Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit <sup>20</sup>and teaching them to obey everything I have commanded you . . .";* and in John 21:15 when Jesus told Peter, *"Feed my lambs" (children).*

Our school is a place where children can work and live in the presence of God, and under the influence of His Word during every hour of their school day. By this influence and with the Holy Spirit's help, the children will learn to live a life that is God-pleasing and governed by the Word of God. Since they study all subjects in the light of God's Word, the children learn to know their Creator, their Savior from sin, their Sanctifier, and the kind of life they are expected to live while under the power and influence of God. In this way, children are prepared not only for this life and this world, but for the life and the world to come as God has prepared it for them.

We pray that the Lord's blessings would rest upon our school and that another generation might be raised up in order to live in the fear and wisdom of the Lord. We also hope that the parents and children will do all they can to support this important goal.

**MISSION:** Christ-St. John's Lutheran School's mission is to assist families by providing a Christ-centered education to meet the spiritual and academic needs of our children now and for eternity.

**VISION:** Christ-St. John's will assist families by providing a setting where all students are nurtured under the light of God's word in all that we do.

### **OBJECTIVES:**

- To uphold the full truth of God's inspired and inerrant Word as confessed in the Lutheran Confessions.\*

*"If you hold to my teaching, you are really my disciples. Then you will know the truth, and the truth will set you free." John 8:31-32 (2 Samuel 22:31)*

- Promote spiritual growth and maturity through the proper use of God's Law and Gospel.

*"Blessed are they who keep his statutes and seek him with all their heart." Psalm 119:2 (Colossians 3:16)*

- Encourage and train our students to live their lives in keeping with God's Word.

*"You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead, they put it on a stand, and it gives light to everyone in the house. In the same way, let your light shine before men, so that they may see your good deeds and praise your Father in heaven." Matthew 5:13-16 (Hebrews 10:24, 25; Proverbs 22:6)*

- Enable students to develop their God-given talents through academic excellence, life skills, and activities.

*"So whether you eat or drink or whatever you do, do it all for the glory of God." 1 Corinthians 10:31*

- Seize every opportunity to assist and encourage parents in raising their children as believers in Christ Jesus, their Lord and Savior.

*"And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another - and all the more as you see the Day approaching." Hebrews 10:24, 25 (Hebrews.4:12)*

*"Therefore go and make disciples of all nations baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20*

\* Lutheran Confessions — The Augsburg Confession, Apology of the Augsburg Confession, The Smalcald Articles, Luther's Small Catechism, Luther's Large Catechism, Formula of Concord and the Three Ecumenical Creeds

**HOME/SCHOOL CO-OPERATION:** The Lord, through His Word, has bound the home and school as one unit; united with the same goal. He said, *"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."* Deuteronomy 6:6-7

Parents/guardians dare not, do not, and cannot give up this God-given responsibility merely by sending their children to school. The teacher's responsibility is to give parents/guardians help so the work of making our children wise unto salvation might continue uninterrupted and unhindered!

Parents/guardians and teachers must join hands and work together for the common good of our children, so nothing on earth might rob them of the crown of glory laid up for them in heaven. In order to bring about that cooperation which is the great and awesome task the Lord has given us, we must be sure that our method of training your children is found in God's infallible Word. Jesus says: *"Whoever serves me must follow me;"* John 6:26.

Christian parents/guardians and teachers must dedicate themselves to an even greater study of God's Word, so that they might become more proficient in carrying out their God-given task in a God-pleasing manner. We hope the suggestions following may be helpful to parents/guardians who are eager to co-operate with the school, and in that way give their children every possible help.

#### **HOW PARENTS/GUARDIANS CAN HELP THEIR CHILD**

1. Bring your child to church regularly as a matter of family practice. Discuss the sermon.
2. Have regular family devotions. Use table and bedtime prayers.
3. The Word of God should be your guide when making decisions regarding your child.
4. Consult regularly and frequently with your child's teacher, especially if a problem or important questions arise.
5. See that your child is regular and prompt in school attendance.
6. Encourage your child to eat well-balanced meals and get adequate sleep.
7. 1 Train your child to be considerate and courteous at home – on their way to, from and at school and when riding the bus!
8. Have your child wear appropriate clothing for all seasons so that they may be comfortable during outside recess.
9. Don't be critical of school personnel and procedures in your child's presence. It is damaging to the relationship your student has with faculty/staff.
11. Train your child to be responsible and to do everything to the glory of God.

### **Section 2 — General Information**

**NOTICE OF NONDISCRIMINATORY POLICY:** Christ-St. John's Lutheran School admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. Please contact the Principal's office if there is an indication of a violation regarding this policy.

**ENTERING AND LEAVING THE SCHOOL DURING THE SCHOOL DAY:** Anyone entering the school must report to the office. This is an important and required safety precaution. No student will be permitted to leave the building with a visitor unless approval has been received through the school office.

**ASBESTOS:** Our building is asbestos free.

**PROHIBITION OF TOBACCO:** Senate Bill 142, 1989 Wisconsin Act 209 - "Tobacco products are prohibited in our school building, on the school buses, and on school property."

**WELLNESS POLICY:** To encourage good eating habits for our children, we encourage snacks and drinks that are healthy and reinforce the Wellness Choose My Plate.gov. Please help by providing your child(ren) with healthy choices they can bring from home for their snack.

**SCHOOL PICTURES:** School pictures are taken each year in the fall. There is an additional retake day and athletic picture day as well. Parents/guardians will receive a form with options and package choices. These pictures will be used in the yearbook.

**SCHOOL LUNCHES:** While some students carry sack lunches, hot lunches and milk are available as part of the Cougar Café lunch program. Payments can be made to Cougar Café or Christ-St. John's Lutheran School. When there is a low or negative balance, a message is sent out to the family through Fast Direct. We ask that if you receive these notices, you make a deposit to the lunch account as soon as possible.

Free and reduced lunches are available for those families that qualify (forms are available from the school office).

### **Section 3 — Faculty & Support**

**FACULTY:** The teachers here at CSJ are dedicated to the successful spiritual and academic growth of your child(ren)! Please keep in contact with them regarding your child(s) progress.

**CHRISTIAN SCHOOL ASSOCIATION (CSA):** The Christian School Association was the joint parent-teacher group. The CSA is currently not meeting until it is restructured.

**BOARD OF CHRISTIAN EDUCATION:** There are a total of six voting members with three lay members from Christ Lutheran Church and three lay members from St. John's Lutheran Church. One Pastor from each congregation and the principal shall be advisory members. There will be a co-chairman from Christ Lutheran Church and a co-chairman from St. John's Lutheran Church elected by the Joint Board. For more information, please contact the school office.

### **Section 4 — Facilities & Features**

**LIBRARY:** Our school library has a wide variety of books. Should a student require additional resources, we also encourage the use of the West Salem Public Library, Main Library in La Crosse or other county libraries. Using the library as a resource enables students to refine their ability to research topics and prepare for assignments given during their high school years. The CSJ Library asks that students remember that returning books on time is important. Please refer to the Library Use Policy for more information regarding checking out and returning books.

**LOST AND FOUND:** If you are missing an item, come to the school office to see if it has been dropped in the Lost and Found. Marking items such as mittens, lunch boxes, coats and backpacks will help us return items to the correct owner.

**USE OF SCHOOL FACILITIES:** The Multi-Purpose room and Gymnasium can be reserved, as well as the schools tables and chairs. If you would like to utilize any of these resources, please stop by the office for the appropriate form. There is a suggested donation for their use.

**SURROUND CARE PROGRAM:** Our school offers a Surround Care Program for those who are enrolled in our school. Full details are available on our website or by requesting a handbook or information from the school office.

### **Section 5 — Curriculum & Activities**

The curriculum or course of study in our school prioritizes religion as the most important subject of all! Religion is not merely taught as a separate subject, but integrated throughout the entire curriculum.

RELIGION	ARTS & INTERESTS	CORE SUBJECT	CORE SUBJECT
Bible History	Art	Civics & Government	Language
Catechism	Music	Current Events	Phonics
Church History	Penmanship	Geography	Reading
Hymnology	Physical Education	History	Spelling
Memory Work	Technology	Mathematics	Science & Health

**RELIGION CLASSES:** All students are required to attend religion classes and to complete assignments required by the classroom teacher. This includes confirmation classes taught by the pastors.

**CHAPEL:** On Fridays, our school day begins with chapel. This is an opportunity for children to actively worship and grow in God's Word, and support various WELS programs with their offerings. This is not intended to substitute regular family worship.

**HOMEWORK:** An appropriate amount of homework for different age groups is an important way to reinforce the learning of the child, expand their mental capabilities, and support the development of memory and good study habits. It is also an important step in establishing the core value of accountability.

**MEMORY WORK:** God's Word is important. We are to learn, ponder, and proclaim it to others. We have our pupils learn portions of the Bible that are appropriate for their age level. Parents/guardians are asked to help their child learn these important passages.

**COMPLETING WORK:** Completing homework is essential for good education and developing life skills. One of the most serious problems is that students do not complete their work on time. Parents/guardians, please ensure your child is developing good study habits and is completing his/her work on time. Catching up on late work can be frustrating for the student, parent/guardian and teachers. Remember, our school can only develop the accountability that you begin to instill in your child. Our Notice of Incomplete Work, or "Blue Slip" is included in the Appendix.

**CONFIRMATION CLASS:** The pastors of Christ and St. John's Lutheran Churches will conduct confirmation classes for the seventh and eighth graders, during morning hours, three days a week beginning the first week of school.

**REPORT CARD AND PARENT/GUARDIAN CONSULTATIONS:** Report cards are prepared on a quarterly basis. Required parent/teacher conferences are scheduled in November after the first quarter, and optional conferences are available any time a parent/guardian or teacher feels there is a need for one. Our school is concerned about the progress each child makes. Please feel welcome to contact your child's teacher or the principal to discuss thoughts or concerns regarding your child's education at any time.

**GRADING SYSTEM:** Pre-K through Kindergarten use a skills-based assessment system. Grades 1st through 8th use a letter grade system of A, B, C, D, F. Additional marks include E (Excellent), S (Satisfactory), I (Incomplete), U (Unsatisfactory), and N (Needs Improvement). A copy of our grading scale is included in the Appendix.

**FIELD TRIPS:** At various times throughout the year, teachers will schedule field trips for their students. These trips are a fun and valuable supplement to classroom studies and a benefit to students. Parents/guardians will receive notices of these trips well in advance. Sometimes a fee is requested to help defray the costs. Parents/guardians may attend the field trip with their child(ren). Parents/guardians will be asked to complete a permission form to cover field trips at the beginning of the school year.



## EXTRA CURRICULAR STUDENT ACTIVITIES

Band  
Hand Bells  
Science and Fine Arts  
Student Play Production

Basketball  
Cross Country  
Flag Football  
Softball

Track  
Volleyball  
Cheerleading/Dance  
School Singing

**BAND:** Christ-St. John's band program is supported and paid for by the parents/guardians of those who use the program. Our instructor is provided by Luther High School. If you are interested in getting your child involved, stop by the office and pick up a cost schedule.

**LALSAC:** Christ-St. John's Lutheran School is a member of the La Crosse Area Lutheran Schools Athletic Conference (LALSAC). Offered programs include Basketball, Cross Country, Flag Football, Volleyball and Track. Students in grades 5<sup>th</sup> through 8<sup>th</sup> are included in this program. Occasionally, students in 4<sup>th</sup> grade are offered opportunities to participate when team numbers are low.

**HANDBELLS:** Students in 5<sup>th</sup> through 8<sup>th</sup> grade are invited to participate in the hand bell choir. This group plays several times throughout the school year for morning chapel services.

**SCHOOL SINGING:** Every student at CSJ will have the opportunity to sing periodically with their classrooms or as a whole school.

**SCIENCE AND FINE ARTS FAIR:** This event takes place several times throughout the school year. Students are invited to share their interests in a wide variety of venues including science, social studies, arts, music and literature.

**STUDENT PLAY PRODUCTION:** Each May the students perform a play. All children in grades Kindergarten through 8<sup>th</sup> are involved! Parents/guardians, family and friends are all invited to the performance.

## Section 6 — Registration & Tuition

**Christ-St. John's Lutheran School** exists to provide children with daily exposure to the powerful Word of God and its saving message of Jesus Christ. Motivated by Christ's saving love, the parents/guardians of our students understand, appreciate and support this philosophy of education. They value their children's eternal souls above all. They know that their sacrifices of time, talent and treasure are not loss, but spiritual gain. We enroll children with that purpose in mind. We consider it a blessing to do this.

Christ-St. John's Lutheran School exists primarily to serve the children of WELS and others in confessional fellowship with the WELS. However, we are here for all people. Incoming families of those who are not members are required to meet with one of our pastors so that all questions in doctrine can be answered. Final decisions for enrollment are made by the Board of Christian Education.

For these reasons, parents/guardians of children enrolling for the first time at Christ-St. John's Lutheran School in Pre-K through 8<sup>th</sup> grade are required to attend and complete Christ-St. John's Bible Introduction Meeting. This is to be sure that parents/guardians are clear on the teaching of what their children are being taught in school. For the benefit of families and for the glory of God, this must be done before school starts. Parents/guardians who do not follow through with this requirement will jeopardize further enrollment of their child(ren).

Because our school depends on a strong and active relationship between parents/guardians, school and church, Christ-St. John's Lutheran School reserves the right to discontinue school enrollment based on our philosophy of

Christian education. School enrollment may be discontinued at any time by either the parents/guardians or Board of Christian Education if there are unresolvable conflicts of interest based on our school policies and practices.

**ENROLLMENT PRIORITIES:** Space limitations and class sizes may make enrollment limitations necessary. Members of Christ and St. John's Lutheran Churches have first priority. All others are enrolled as room permits and in accordance with our Enrollment Policy.

**AGE REQUIREMENTS:** 3K students must be age 3 by September 1<sup>st</sup>, 4K students must be age 4 by September 1<sup>st</sup>; Kindergarten students must be age 5 by September 1<sup>st</sup>. Students must be potty-trained before school starts. Special consideration may be given on a case by case basis.

**EDUCATION FEE SCHEDULE:** This form is completed annually as your child(ren) enters another year of school here at CSJ. This form will outline the tuition and fees for the year. Several payment options are listed for you to choose from. The first tuition payment and any fees must be paid by the start of the school year. The remaining balance may be divided into whichever payment schedule you desire. Any remaining unpaid balances from the previous year must be paid by the start of the next year (unless alternate arrangements are made with the Board of Christian Education).

A copy of our Tuition and Fees Payment Policy is included in the Appendix.

**PRE-REGISTRATION FORM:** Returning families will be asked to complete this form online during the 4<sup>th</sup> quarter of a school year to help determine material quantities for the next school year.

**REGISTRATION FORM:** Families who are new to the school will be asked to complete this form for our records. If a transfer is involved, a form for obtaining records is available at the office.

**TUITION ASSISTANCE:** We have a Tuition Assistance Program available for members who would like to send their children to CSJ, but are unable to afford the cost. Please contact the principal or office manager for more information.

## **Section 7 — Forms & Information**

**BUS TRANSPORTATION:** State law requires the West Salem School District to transport students who attend Christ-St. John's Lutheran School and live in the district. We expect Christian behavior from all students while riding the bus. Poor behavior will lead to the loss of this transportation privilege.

Parents/Guardians are responsible for arranging bus services for their students. The school does not set this up. The bus company must be notified in advance of any changes in arrangements.

It is also important to notify the office manager of any changes so the teachers/staff are aware as well (this is especially important for younger children). We will not take a student's word on any changes, we must hear from the parent/guardian.

**CHANGE OF ADDRESS/TELEPHONE:** It is extremely important for the school office to have a current record of a student's parent/guardian, address, work and home telephone numbers, email addresses, and emergency contacts. Please notify the school with any changes or make the changes on *FastDirect* and notify the office of the change.

**FREE/REDUCED LUNCH PROGRAM:** Families who qualify for free or reduced lunches are asked to complete the necessary forms. These forms are available in the school office.

**EMERGENCY CONTACT:** This form is necessary for the school to have on file in the event for parent/guardian contact. Forms are available in the school office and information can be updated in *FastDirect*, our school information system.

## Section 8 — Health & Medical Information

**IMMUNIZATION LAW:** Immunization requirements by age and grade are set by the State of Wisconsin. We must have this information in our files. A copy of these requirements can be picked up in the school office.

**PHYSICAL EXAMINATION:** It is necessary for students in grades 5–8 to have a physical examination before they participate in athletics. Forms are available at the school office.

**VISION/HEARING SCREENING:** In early fall, hearing and eye tests are given to grades 4K, Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grade. Children will be screened if referred. If your child seems to have hearing or vision problems, consult with the teacher as the first step in helping your child.

**FIRST AID:** Emergency First Aid will be administered by the teacher or staff member when necessary using techniques that follow Federal regulations. If there is a serious injury, efforts to contact the parents/guardians will be made for their advice.

**ILLNESS:** If a student becomes too ill to remain in class, we will telephone a parent/guardian and ask that they be picked up. If your child is ill, (vomiting, diarrhea, fever) please do not send him/her to school for 24 hours after the symptoms subside (this is in accordance with state standards). A child with a contagious condition (pink eye, ringworm, chicken pox, etc.) will be sent home from school and must remain home until the condition or disease has subsided.

If someone tests positive for COVID-19, he/she can end isolation after five days as long as the following are met:

- No fever for at least 24 hours without the use of fever-reducing medicine;
- AND other symptoms have significantly improved/resolved;
- AND at least five days have passed since symptoms started.

### When to Keep Your Child Home:

**Fever:** Greater than 100.4 degrees. For fever and flu symptoms, a student should not return to school until the fever has been gone for 24 hours without the use of medication.

**Vomiting:** Return 24 hours after vomiting stops.

**Diarrhea:** Return 24 hours after diarrhea stops.

**Rash:** Rash that is open and draining or a rash with a fever.

**Contagious Diseases:** This includes strep throat, impetigo, pink eye, etc. A student may return 24 hours after beginning treatment.

**Nuisance Diseases:** Head lice, scabies – these must be treated before returning to school.

**Chicken Pox:** Child may return to school 5-7 days after onset of rash, with all sores dry and scabbed over.

Please notify the school office if your child is absent due to illness or injury. Also, please notify the school office of the nature of the illness or injury.

If your child has a serious illness or injury that affects school participation, please notify your school principal so a plan can be implemented to meet your child's needs.

**Medication:** Please give medications at home whenever possible. However, if medication is needed during the school day, the following is necessary:

- Medication forms are available at school or local clinics. Your doctor may also fax the medication form to the school. Fax number is 1-844-432-9863.

- Students may not carry or keep their own medication at school with the exception of prescription inhalers with a doctor's written requirement.
- Parents/guardians must deliver medication to the school office.
- A new medication form is needed each time the medication is changed.

A medication form must be on file for each medication with the following requirements:

1. A doctor's signature with written instruction for the medication including medication name, dose and time to be given.
2. Written consent from the parent/guardian for the school to give the medication.
3. Medications must be in a properly labeled prescription bottle and will be kept in the school office.

**RESTRICTED PHYSICAL ACTIVITY:** If a child has an injury that requires them to restrict their physical activity, please advise their teacher. Generally, the staff will ask for a doctor's written direction to accommodate this request.

## Section 9 —Policies & Procedures

### **ATTENDANCE POLICY:**

#### I. Attendance

1. It is the parent/guardian's responsibility to make sure their student attends school when in session and follows correct procedures when absent.
2. It is the responsibility of the parent/guardian and student to request any missed assignments.
3. It is the responsibility of the parent to inform the school office of the reason for the student's absence in advance or prior to his/her return. The message must be delivered by 9:00 AM and include the caller's name and the reason for the absence.
4. Prior notification of all family vacations **MUST** be made with the school office & teacher. We strongly encourage parents/guardians to plan trips and vacations that coincide with school vacations. Students are responsible for obtaining any missed work from their respective teachers. The student may miss in-class information or activities that cannot be made up, which could influence their grade.

#### II. Approved Absences

1. Parental consent alone is not sufficient for an absence to be excused. The school must deem the reason acceptable in order to excuse the student. Examples of excused absences include but are not limited to:
  - A. Student illness or serious illness in the student's immediate family.
  - B. A death in the student's immediate family or of a close friend or relative.
  - C. Medical, dental, chiropractic, optometrical, counseling or other valid professional appointments. Verification of appointments is required.
  - D. Court appearances occasioned by family or personal action.
  - E. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences, and students will be permitted to complete make-up work.
2. For cases other than personal serious illness in the home or death in the family, arrangements for absences **MUST** be made 24 hours in advance. Any absence that was foreseen but was not cleared through the office may be considered unexcused.
3. For any days missed, the student will have an equal number of days to make up the work.
4. Students are expected to be in their classroom by 8:00 AM. They may not leave school during the day unless they have prior parent and school permission. Students who don't follow these procedures are unexcused and may receive school consequences.

#### III. Process for Approval of Absences

1. Parents should contact the school by 9:00 am on the day of an absence. Voice mail is available to take messages 24 hours a day. If the school has not been contacted prior to 9:00 am, we will attempt to contact you at home or at work. If parents are unable to be contacted by 9:30 am, we will start to contact emergency contacts. If we have not been able to contact anyone by 10:00 am, emergency services (police) may be contacted. This is done

with the best interest of your child's safety in mind. If we're unable to contact you to confirm your son/daughter's absence or tardiness, it will be marked unexcused.

#### IV. Excessive Absences

1. We consider 10 or more absences in a semester as excessive. We understand that there are extenuating circumstances that may be considered on a case by case basis.
2. Written notes from medical type appointments can be dropped off at the school office.
3. Excessive absences (more than 10 absences that are not verified by a doctor's note), excused or unexcused, may result in the school sending parents/guardians a letter to set up a meeting with the principal. A plan/contract for improved school attendance will be developed. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Wisconsin statute 118.15.

#### V. Unexcused Absences

1. All absences, which are not consistent with this attendance policy, will be left to administrative discretion. Three unexcused absences will result in a Behavior Communication Form being sent home. Examples of unexcused include but are not limited to:
  - A. Visiting relatives and friends, overslept or too tired, helping at home
  - B. Child immunization form not up to date or filed
  - C. Missed the bus
  - D. Staying home to care for a family member
  - E. Shopping and/or haircuts
  - F. Truancy

#### VI. Consequences for Unexcused Absences

1. Principal is authorized to institute consequences to students for an unexcused absence. Possible consequences to be used on a case-by-case basis may include detention, suspension, truancy reports to La Crosse County and/or referral to Human Services.

#### VII. Tardies

1. If a student arrives at school between 8:00-9:00 on Monday-Friday, he/she is considered tardy for the a.m., after 9:00 it is an absence for the a.m. Students must be in the classroom by 8:00 and the option to be seated is left to teacher discretion.
2. Tardiness interrupts your child's instructional time. If your child will be tardy, parents should call the office by 8:00 a.m. on that day. A Behavior Communication Form will be sent home for every three tardies.

#### VIII. Truancy

1. An elementary student is classified as "habitual truant" if absent from instruction and the office receives no approved excuse within a single semester for five (5) days. Upon a child's initial classification as a habitually truant, the school principal shall notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:
  - A. The child is a truant.
  - B. The parent/guardian should notify the school if there is a valid excuse for the child's absences.
  - C. The parent/guardian is obligated to compel the child's attendance at school pursuant to WI Stat. section 118.15.
  - D. The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.
  - E. If the child continues to be truant, the parent and child may be subject to juvenile court proceedings under WI stat. section 118.16.

**COMMUNICATION AND CONCERNS:** If there are problems or suggestions, or complaints please follow the directions of Matthew 18:15-19: *"If your brother sins against you, go and show him his sin just between the two of you. If he listens to you, you have regained your brother. But if he will not listen, take one or two others along with you, so that 'every matter may be established by the testimony of two or three witnesses.'* If he refuses to listen to them, tell it to the church. And, if

*he refuses to listen even to the church, then treat him as an unbeliever or a tax collector. Amen I tell you: Whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Amen I tell you again: If two of you on earth agree to ask for anything, it will be done for them by my Father who is in heaven.*

Each individual teacher strives to improve his/her teaching and their willingness to listen to input from parents/guardians.

**CONFLICT RESOLUTION PROCEDURE:** During the course of a Christian educational experience academic and disciplinary conflicts may arise. It is important that such conflicts be settled through proper communication between the people involved according to Mathew 18:15-19. The following procedural steps should be followed:

- A. Encourage parties involved to discuss the matter and work toward a God-pleasing resolution. Inform the principal of the outcome.
- B. Should it not be feasible for the parties to discuss the matter, they should use the principal as a liaison to moderate the discussion between the concerned parties as together they work toward a God pleasing resolution.
- C. If the parties are unable/uncomfortable to discuss the matter using the principal as liaison, a Senior Member of the Board of Christian Education will serve as liaison. The Principal will be informed as to the outcome of this meeting.

In all cases it is hoped that Christian care and concern will be displayed by all parties in the best interest of the student's well being. In all our dealings we should heed the words of Jesus, *"As I have loved you, so you must love one another."* (John 13:34)

**CARE OF SCHOOL AND PERSONAL PROPERTY:** God has given us a beautiful building. We try to instill in our students that they can show their thanks to God by doing all they can to keep the facility and equipment in good condition. The property of others is protected by the Seventh Commandment. We try to train the pupils to respect the possessions of others. Textbooks are a loan from the school; normal wear is expected. Destruction of any school property must be paid for. Unreturned or excessively damaged materials will be billed to the parents/guardians.

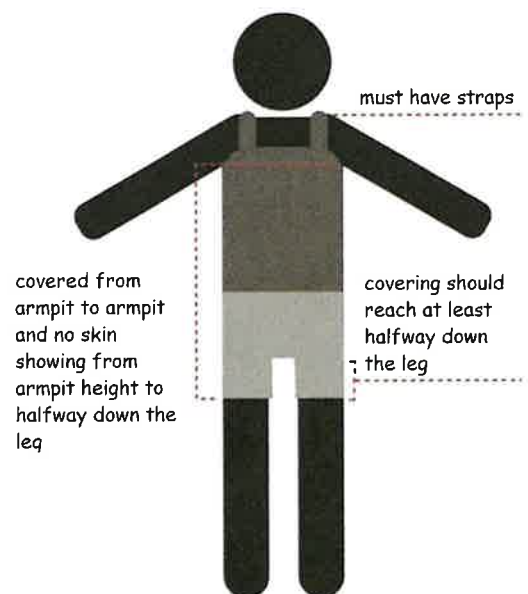
**CHROMEBOOKS:** Students in grades 3-8 have access to Chromebooks on a 1:1 basis. A full copy of our Chromebook Policy and Guidelines is included in the Appendix.

**PERSONAL APPEARANCE AND DRESS CODE:** Since Christian love and respect should be reflected in all that we say and do students are expected to dress in a God-pleasing manner. Modesty, good taste, cleanliness and neatness must be important factors to consider when getting ready for school or any school function. 1 Corinthians 6:15 reminds us: *"Do you not know that your bodies are members of Christ himself?"*

Just as the conduct and behavior of its students should noticeably reflect their high calling as Christians, so should their appearance. Proper attire often has a way of influencing proper behavior. As children of God, we want to honor Him with our entire life. Since this lifestyle includes how we dress, we have an opportunity to honor God as we wear clothing, jewelry, and hairstyles that truly glorify Him.

The Board of Christian Education gives the following specifics when it comes to this policy:

- Clothing must fit in with the guidelines shown in the diagram.



- Clean clothing that is not ripped, frayed, torn, cut, or has holes in it may be worn.
- Skirts, skorts and dresses that reach halfway down the thigh may be worn. (Tights/Leggings/shorts are required to be worn underneath).
- Shorts may be worn during the months of August, September, October, April and May, or as authorized by the administration.
- Shoes must have covered toes and a heel (heel strap). All children must wear socks with their shoes. A separate pair of non-marking shoes for gym use is required.
- Clothing that is excessively tight or that exposes undergarments or exposes a bare midriff may not be worn.
- Hats or hoods may not be worn in the building.
- Piercings - Ears only
- Hair must be a natural color.

\* The above points are not an exhaustive list. Teachers have the authority to determine if clothing is too inappropriate or distracting to be worn.

Two teachers or staff will confer about any dress code issue. Any outfit in question should not be worn again, or should be modified so that it complies with Christ-St. John's dress code. A slip will be sent home from the school office notifying parents of any concerns.

**CLOSED CAMPUS:** Students must remain on the school grounds during the designated school day. If you need your child to leave school grounds, please send a note to the school office explaining the request and your permission for them to leave. Students not normally riding the bus must contact the West Salem School District for permission to ride and supply a written note to the Christ-St. John's school office 24 hours prior.

**VISITORS:** Parents/guardians are always welcome to visit the school; enjoy lunch with your child, observe classroom activities, or participate in a scheduled classroom event. Each classroom is on a schedule for each day of the week. Please take this into consideration and contact teachers to let them know your plans. They will inform you when there are times better suited to a visit. Parents/guardians need to clear the hallway by 8:00 AM so the teachers can start their day. Any parents/guardians in the school after 8:00 AM or entering the school after 8:00 AM must be signed in at the office and wear a VISITOR badge. Please be sure to sign out and return your badge when you leave.

**PHONE:** Please call the school office any time between 7:45 AM and 3:30 PM to leave messages for students, staff, faculty or pastors. Non-emergency messages can be left on voicemail for the recipient. Urgent messages can be left with the office manager. No phone calls or texts should be made to teachers during the school day.

**CELL PHONE USE BY STUDENTS:** Students are not permitted to use cell phones while at school. Our Cell Phone Policy is included in the Appendix.

**SNOW/COLD WEATHER CANCELLATION:** If one of the area radio or television stations announces an early dismissal or no school for the West Salem District, this announcement also applies to Christ-St. John's Lutheran School. Have arrangements made for your child for such an event. Please listen to the radio or check a reliable, local website when the weather is very cold, there is freezing rain, or snow conditions exist. A late start means school will begin at 10:00 AM and there is no preschool. Tune into any of the following stations for information concerning school closings or delays:

WIZM 1410 AM /92.3 FM

Z-93 93.3 FM

WCOW 97.1 FM

WKTY 580 AM

WXOW TV 19

WKTB TV 8

We will try to have Christ-St. John's Lutheran School posted by name on TV channels 8 and 19 and their websites.

### **Section 10 — Conduct & Discipline**

**BEHAVIOR:** We have the privilege and responsibility to use God's Word as the basis for our discipline at Christ-St. John's. We use the Law and the Gospel to show any sins and to offer forgiveness. Any behavior issues will be communicated to parents using the Behavior Communication Form (Pink Slip). A copy is in the Appendix.

### **Appendix**

The following policies are included in the Appendix on the following pages.

- I. Tuition and Fees Policy**
- II. Cell Phone/Electronic Device Policy**
- III. Notice of Incomplete Work - Blue Slip**
- IV. Behavior Communication Form - Pink Slip**
- V. Chromebook Policy**