

Lebanon Lutheran School

Athletic Handbook 2021-2022



**2021-2022 Theme:
“Built on the Rock” ~ Matt. 7:24-25**

**A joint ministry of Immanuel Lutheran Church of Lebanon
And St. Peter’s Evangelical Lutheran Church of Lebanon**

Lebanon Lutheran School Athletic Handbook 2021-2022

Table of Contents

Mission Statement	3
Philosophy	3
Eligibility for Athletes	3
Conduct	4
Age/Grade Eligibility.....	4
Athletic Permits/Physical Examinations	4
Legal Rights of Parents, Caregivers, Teachers, and Students	5
Athletic Forms and Fees	5
Chain of Command	5
Communication	6
Coaches	6
Responsibilities	7
Policy of Attendance	7
Uniforms	8
Inclement Weather	8
Rules	8
Volleyball.....	8
Basketball.....	8
Softball.....	9
Track.....	9
Cross Country.....	9
Appendix A - Directions	10
Appendix B – Volunteer Policy	12
Appendix C – Background Check Form	14
Appendix D – COVID-19 Plan	16

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Mission Statement

Through a Christ-centered education, Lebanon Lutheran School equips each child to reflect God's love in life-long service to Him and others.

Purpose: To glorify Jesus and develop Christian character through athletics. Promote Christian sportsmanship, moral, ethical, spiritual, physical and team characteristics of grade school student athletes and unite area Lutheran schools under one league.

Philosophy

The purpose of the interscholastic athletic program is to develop wholesome competition, good sportsmanship, and Christian fellowship among students. The athletic program at Lebanon Lutheran will offer students in grades 5 through 8 an opportunity to participate in a variety of sports (Grade 4 may in some instances participate).

Cross Country - boys and girls
Volleyball – girls
Basketball - boys and girls
Track – boys and girls
Softball - boys and girls

In most cases each sport offers a B team consisting of Grades 5 and 6. (Grade 4 if needed to field a team) and an A team consisting of Grades 7 and 8. (B team members if needed). All children are encouraged to participate as their interest directs them.

Lebanon Lutheran School in cooperation with Good Shepherd and Faith Lutheran School is a member of the Badgerland Lutheran Athletic Conference or BLAC. The conference is made up of 20 Lutheran schools and divided into two divisions, East and West.

Trinity-St. Luke's-Watertown, St. Stephen's-Beaver Dam, St. Mark's-Watertown, St. John's-Juneau, St. Matthew's-Oconomowoc, St. John's-Watertown, St. John's-Jefferson, St. Paul's-Ixonia, Our Redeemer-Madison, Peace-Sun Prairie, St. Paul's-Janesville, St. Paul's-Fort Atkinson, St. Paul's-Lake Mills, Holy Cross-Madison, St. John's-Waterloo, Eastside-Madison, St. Peter's-Helenville, Zion-Columbus, St. John's-Pardeeville, Lebanon Lutheran (Good Shepherd & Faith)

ELIGIBILITY FOR ATHLETES

It is the purpose of the athletic program to offer positive experiences for all of the student athletes. Academics are the first priority, any time a child is rendered ineligible it is intended to help the child scholastically and/or behaviorally and not penalize them athletically.

1. If a student's academic performance falls below a C- grade point average or F in any subject the student will be ineligible for any games for a period of 1 week following the

day of notification. The student is required to attend practices and home games (sit on the bench) in order to continue to learn and be a part of the team.

2. The teacher is responsible for initiating the ineligibility cycle base on grades. The teacher with notify the student, parents, principal and coach. The teacher is responsible for notifying the coach of the student's ineligibility.
3. If the student's status has not improved during the week of ineligibility, a conference between the teacher, principal, student and parent(s) will be held to determine future eligibility/ineligibility.
4. If the child has improved by the end of the ineligibility period, a confirmation of eligibility will be given to students, parents, principal and coach by teacher.
5. All final decisions will be left up to the discretion of the teacher or principal.
6. Any student receiving a failing grade in the second semester will have their ineligibility carry over to the next sport in which they participate.

Conduct

A breech of conduct, either in the classroom or during an athletic event, will result in the steps below. A breech of conduct is listed as any inappropriate behavior or actions which would not portray the student/athlete in a positive Christian light. The coach or teacher will report the incident to the principal and athletic director.

A breech of conduct may be any of, but not limited, to the following:

- Four unexcused tardies per quarter
- Four incompletes on any four days per quarter
- Profanity
- Physical misconduct
- Repeated disrespect

Procedure to be followed for breach of conduct:

The loss of athletic eligibility will be reported to the student, parents and coach by the principal and athletic director beginning the day following notification.

1st offense: loss of athletic privileges over a 5 school day period plus any weekend that falls in-between.

2nd offense: loss of athletic privileges over a 10 school day period plus any weekend that falls in-between.

3rd offense: loss of athletic privileges for the remainder of the school year.

The principal reserves the right to alter the above consequences as deemed necessary.

Age/Grade Eligibility

In the event that the number of players is low or per the discretion of the athletic director, fourth graders may be allowed to participate on the B team level. The athletic director will start with Lebanon Lutheran School when looking at moving fourth graders to the B team. If the athletic director needs more players, they will turn to the fourth graders at Good Shepherd. Any member of the B team may be brought up to fill the A team roster. (Total of 6 quarters/basketball game.)

As per the BLAC Bylaws, participants must attend the school he/she represents or attend a school in partnership with Lebanon Lutheran. School boards may petition non enrolled home school students who are congregational members.

Athletic Permits/Physical Examinations

All students who plan on participating in athletics need to have an Athletic Permit turned into the office before they will be allowed to practice or participate in any game or meet.

A physical is required before the student participates in their first athletic season and every two years thereafter. A physical examination form can be found on the back of the athletic permit, however the physical cards available at most doctors' offices from the Wisconsin Interscholastic Athletic Association will also be accepted.

Physical examinations done April 1 or thereafter are valid for the following two school years. Exams done before April 1 are valid for the remainder of that school year and the following school year.

Legal Rights of Parents, Caregivers, Teachers, and Students

Lebanon Lutheran School has policy in place that protects the legal rights of parents, caregivers, teachers and students. The following are protected within these policies and adopted practices among the staff:

- Student records are not shared outside of school staff without written parental permission (unless required by law).
- It is not permissible to remove student records from the school property.
- All student and staff records are kept in locked cabinets accessible only to a limited number of employees.
- Signed photo releases are required for publication of student pictures.
- Student, parent, and staff information is not distributed outside of Lebanon Lutheran School.
- Conversation in regards to staff issues and salaries outside of board meetings is prohibited.
- Confidentiality is stressed with parents, teachers, staff, and board members.
- Teachers are informed of student information on academic, emotional and physical issues as needed.
- Background checks are required on all school and church staff members, school volunteers, and anyone having contact with the students regularly.
- Discussion about students outside the professional realm is discouraged.

ATHLETIC FORMS AND FEES (ALL SPORTS)

1. All students must have a parental permit form submitted yearly.
2. All students must have medical emergency forms completed.
3. All students must pay in full uniform fees.

NO STUDENT WILL BE ALLOWED TO PRACTICE OR PLAY UNTIL ALL OF THE ABOVE FORMS ARE COMPLETE. NO EXCEPTIONS!

CHAIN OF COMMAND

Student and parents who have concerns about an activity are to follow the following lines of communication.

1. At NO time should parents confront any coaches to discuss a concern before, during or after a practice or contest. A private discussion or phone call between concerned parties may take place after a 24 hour cool down time (this allows frustration and anger to defuse). This discussion should happen with the head coach of the team the child is on. This discussion should be done in a Christian manner and keeping in mind that the child is the top priority in the conversation.

2. If an agreement or understanding can not be reached the athletic director and principal will be consulted and any decision made at this level is final.

COMMUNICATION

Communication is important in making any program work. Coaches will communicate to the parents at the parent/coach meeting:

- Expectations of the players
- Location and time of all practices and game
- Event of injury
- Coaching philosophy
- Discipline

Parents are expected to:

- Arrange for players to be picked up on time
- **Notify coaches** of any scheduling conflicts
- Volunteer to transport athletes to and from events prior to the event date
- Help out the coach when requests for miscellaneous volunteers are needed
- **Attend a mandatory red card meeting to discuss the Athletic Handbook**

Appropriate topics for parents to discuss with coaches, in private, after the 24 hour waiting period:

- Ways for the child to improve
- Concerns about the child's behavior
- Treatment of the child mentally and physically

Communication Matters Left to The Discretion Of The Coach:

- Playing time.
- Team strategy
- Play calling
- Other student-athletes

Spectators are expected to:

- Conform to accepted standards of good sportsmanship and behavior.
- Respect officials, coaches and players and extend all courtesies to them.
- Refrain disrespectful remarks at players from both schools.
- Obey the regulations of the school. Those who do not conform will be brought to the attention of the school authorities.
- Understand that schools are responsible for the conduct of their respective spectators, whether at home or away.
- Refrain from shouting disapproval of calls made by officials.

COACHES

Lebanon Lutheran School is truly grateful for all those who volunteer to coach. It is very important to realize that the individuals who coach your children are mainly volunteers, who have varying degrees of experience, ability and training. To this end, it would be very difficult to deny the privilege to an individual to coach our young people. We look for our coaches to model the following:

1. The coach must model and present a Christian attitude.
2. The coach must act with integrity in performing all duties owed the athletes, the sport, other members of the coaching profession, the public, the school and to Christ.
3. The coach must be knowledgeable of the sport they are coaching, as well as all policies and procedures established by the school.
4. The coach should act in the best interest of the athlete at all times.
5. The coach must accept and follow the rules for their sport.
6. The coach must accept the position of the official in providing quick judgment to ensure that competitions are conducted fairly according to the rules.
7. The coach's attitude should show courtesy, respect and flexibility to other coaches.
8. The coach must maintain the highest personal standards and support the principles of fair play.
9. The coach should be concerned with the learning and development of all their athletes: attempting to teach and develop each athlete to their full potential.
10. **The coaches will meet with the Athletic Director before the beginning of each season to discuss the Athletic Handbook.**
11. All coaches agree to abide by the LLS Volunteer Policy (See Appendix B).
12. All coaches agree to submit to a background check (See Appendix C).

Responsibilities

- A. The coach for each team is responsible for establishing practice times and dates.
- B. Coaches will avoid practices that conflict with church/school functions
- C. Coaches will be responsible for the players on their team during practice/games/performance times only.
- D. Parents are responsible for their children at all other times. At no time is any child to be unattended and allowed to roam in the hallways, outside the building or be allowed to misbehave. This reflects poorly on both the parents and the school.

NO other children are allowed at practice, including siblings of players and other children of coaches. If non-participant children attend a practice the coach is to notify the Athletic Director. Parents will be reminded of this policy and other arrangements must be made for siblings.

The coach is responsible for communicating to the parents, practice schedule, game/performance dates and time. The parents are responsible for transportation to and from practice and games/performances. Each child should be picked up promptly at the end of each practice.

Practice and game/performance schedules will be given to the school secretary by coaches.

POLICY OF ATTENDANCE

The decision to play a sport carries with it a large responsibility and commitment to the team and the coach.

1. All practices and games/performances should be attended unless excused by a parent prior to the event.
2. If the student is not in attendance by 11:30am, they are ineligible for after school activities that night.
3. If the student leaves school the second 1/2 of the day due to an illness he/she can not participate.
4. Unexcused absence from practice will result in loss of playing time.
5. After a total of three (3) unexcused absences the student will not be eligible for playing in games/performances the remainder of the season.

6. Practices missed due to ineligibility are considered unexcused if the player has not informed their coach.
7. To show the desire to learn and better themselves as players he/she must be willing to co-operate with coaches by acknowledging the following list:
 - Practice willingly and put for their best effort.
 - Show respect to coaches, teammates, officials, opposing teams, and fans.
 - Respect the property of others at school facilities, both home and away.

UNIFORMS

Each sport has a different policy. Cross country, volleyball, track and softball teams purchase a T-shirt. Dancers purchase or rent the costumes. Basketball players have a uniform fee. If there is a uniform fee or player must purchase a T-shirt, checks must be made out to Lebanon Lutheran School. The monies must be received before any uniforms/T-shirt will be handed out. NO EXCEPTIONS!

All uniforms issued are the property of the Lebanon Lutheran School. They are to be worn for GAMES ONLY they are not to be worn for practices, during school or after games. T-shirts owned by the student are their property. Failure to keep the T-shirt in good condition may result in purchasing a new one. Teams must represent their school in a professional way.

Failure to abide by these rules may result in suspension from the team.

Uniforms will be collected after the last sporting event by the coach; this is to insure that all uniforms are returned.

All individuals assume responsibility and /or payment for uniforms that are damaged, lost, stolen.

INCLEMENT WEATHER

In the event of inclement weather, the Athletic Director will cancel practices or games when necessary. If a cancellation is to take place, it will be done as early as possible. Every attempt will be made not to cancel, but the safety and welfare of all will take priority. If school is cancelled, all athletic events for that evening will be canceled.

RULES

Summary of general sport rules, but not limited to:

Volleyball rules

Conference games should start at 4:00, 6:00 is the suggested end time. B teams play first followed by A team. Warm-ups are 11 minutes; all matches are played to 25 points (win by 2) with a cap of 27. Rally scoring, no Libero player, B team server rotates after 5 in a row, B team may serve from 24 foot service line. 2 time outs, all other WIAA rules apply.

Basketball rules

Games played on Friday nights- B girls 5:00, B boys 6:00ish, A girls 7:00ish, A boys 8:00ish. A & B games 6 minute quarters (3 minute overtime). 6 quarters per night allowed if players must help field 2 teams. WIAA rules will be used; no press if there is a 15 point advantage.

Softball Rules

If possible, play 7 innings, 50 minute limit, 10 players on the field, team may bat as many batter in the line-up as desired, and each team must supply 1 umpire. 12 run rule after 5 innings. Girls may play on boy's teams in order to field a team; co-ed teams have a maximum of 6 boys on the field. Only ASA approved softball bats may be used. No baseball bats. Players may use turf shoes or plastic cleats- no metal spikes. Batter allowed 3 balls for a walk, 2 strikes for an out. Foul ball on the 2nd strike in an out, NO bunting permitted. Underhand pitching, both feet on pitcher's plate, arc must reach height of the batter- not exceeding 12 ft. pitcher allowed 3 warm-up pitches between innings. Runners must stay on base until ball in hit, over thrown ball- runner may advance 2 bases from the time ball was thrown. Runner struck by batted ball is out- ball is dead, batter is awarded 1st base. Runner may touch either home plate or pitching mat, non-sliding runner causing a collision at home plate –runner is out.

Track

Participants may be in up to 4 events excluding relays and high jump (LLS does not offer high jump for insurance liability reasons)

Participants may only be 5-8 grades, no metal spikes.

Each participant will be given 3 attempts at all field events. 5 & 6 graders will use 6# shot put, 7&8 grade will use 8# shot.

4X100 relay younger grade runners may run in older grade relay but may only run in 1 relay with a limit of 2 boys. 4X400 relay 1 member from each grade level with a limit of 2 boys. Each school is assigned an event to run at each meet. LLS runs the softball throw and partners with Pardeeville- volunteers are needed to mark and retrieve balls. Individual ribbons are awarded to the top 5 placings.

Cross Country

The majority of the cross country season is made up of invitational meets. Only conference schools are invited to the meet. The meet is open to grades 4-8. 4th graders will be allowed to run as part of the 5th grade races. Distances would be: 5th-8th grade girls, 5th-6th grade boys – 1 mile; 7th-8th grade boys – 1 ½ miles. Coaches can enter only students who can consistently run a mile in 10 minutes or under / a mile and a half in 15 minutes or under. Rosters must be sent to the host school one week in advance. Scratches can be made on the day of the meet. Runners must wear school colors / PE uniforms to the meet. Coaches may move runners up one grade division if they wish (i.e. 5th grader runs in 6th grade race) in order to have 3 runners in the race. If a team already has 3 runners in the race, then no other runners may be moved up. This rule does not apply to the number of 4th graders you may enter in the race.

Any questions regarding the preceding pages can be addressed by the Athletic Director.

Badgerland Lutheran Athletic Conference website: blac.smls.org

Appendix A - DIRECTIONS

Columbus

Basketball games are played at the school.

County Road R to Hwy. 26 North. West on Hwy 60 into Columbus. Stay on 16/60 into town and turn left onto Dix St. Turn right at the dead end and left on Western Ave.

Alternate route:

In downtown Columbus, turn left at the stop lights and go as far as the Cennex gas station. Turn right and continue north on Fuller street to the stop sign, the school is one block ahead.

The softball tournament is held at Kiwani's Park:

Take Hwy 16/60 into Columbus. After you cross the river, veer off to the left (straight ahead) on Manning St. Turn left onto Waterloo St., then right onto School St. The park is on your left.

Holy Cross, Madison

I-94 to Hwy 30 (runs together)

Stay on Hwy 30 until Stoughton Road (Hwy 51) exit. Get off at this exit (Hwy 51) and turn left onto Hwy 51 (Stoughton Rd.). Get immediately into the right lane. Turn right onto Milwaukee Ave. and Holy Cross is about 3-4 miles down the road on Milwaukee Ave. The school is on your right. The address is 2670 Milwaukee St. There is parking in the rear.

St. Johns, Juneau

Take Hwy 26 north into Juneau and turn right on Main St. (first turn, by Kwik Trip). Go 2 blocks, the school is on your left.

St. Johns, Mayville

Take County Rd. R through Hustisford to Hwy E. Turn left onto Hwy E (first left after crossing the Rock River bridge) and follow Hwy E until it ends at the intersection of Hwy S. Continue straight ahead on what will be Hwy TW. Follow Hwy TW across Hwy 33 and another 6 miles until you come to Mayville. Hwy TW will take you to Hwy 28 (Main St.) Turn right onto Hwy 28 and follow into Mayville. You may take the first left (Clark St.) by the gas/convenience store or you can go up the hill to the next left (Ewald St.) just past the Maysteel plant and turn left there. After either turn you go about 1 block and turn right onto Bridge St. Follow Bridge St. until you see the school and church on your left.

Helenville

Take County Rd. R from school and turn left onto County SC, then right onto County CW. Turn left on Hustisford Rd. At the end of Hustisford Rd., turn right onto County P, then right onto County E. Going through Pipersville, turn left onto County D. Take Hwy D to Hwy 18 and turn right. The school is on your left side.

Directions from Watertown:

Take County E (Concord Ave.) south out of town and turn right onto County D. Turn right onto Hwy 18 in Helenville. The school is on your left.

St. Paul's, Ixonia

Take County Rd. R from school and turn left onto County SC. Cross County CW and continue on County SC for about 5 miles. Turn left on Gopher Hill Road and the school is on your left.

St. John's, Waterloo

Take Hwy 19 west of Watertown all the way to Waterloo. As you come into town, you will pass the gas station on your right. St. John's Church is on your right and the school is located behind the church. After you pass the church, turn right onto Mill St. and go one block. Turn right again onto Cleveland St. The school and gym will be on your right. Softball games are played at Fireman's Park (see map).

Eastside Lutheran, Madison

Across from East Towne Mall

From Milwaukee take I-94 West to Wisconsin Dells exit I-90. Go about 1 mile to Hwy. 151 South exit. Follow Hwy 151 (East Washington Ave) about 6-8 blocks to McDonalds. Turn right at McDonalds, then 1 1/2 blocks to church on left.

Our Redeemer, Madison

Basketball is played at Cherokee Middle School:

Take I-94 west toward Madison to I-90 East (Janesville exit). Take the Beltline (Hwy 12/18) west to Midvale Blvd. Turn right (north) onto Midvale Blvd. The school is about 1/2 mile up the road (down a hill actually) and you will arrive on the east side of the school. You can park in the lot on the back side of the school (on top of a hill); there should be doors to enter there. You will need to go downstairs.

Volleyball is played at Huegel School, Madison:

Take I-94 west toward Madison to I-90 East (Janesville exit). Take the Beltline (Hwy 12/18) west to Gammon Road exit. Go south on Gammon Road - stay on Gammon (which turns into McKenna Blvd.) until you get to a 4-way stop sign. As you are on Gammon, you will pass a Woodman's grocery store. Further down, as you round the bend, Lever Park will be on your right. As a point of information, Our Redeemer Lutheran Church & School will be at the top of the hill on your left.

After you pass ORLC/S, you will pass a fire station on your right. Past that is the 4-way stop sign. That is the intersection with Raymond Road. A PDQ is on the right hand corner. Turn left onto Raymond Road. Go to Prairie Road (about 4 blocks). There will be a sign in the boulevard indicating Prairie Road. Turn right onto Prairie Road. Huegel School is about 3 blocks on Prairie on your left. The gym is located in the back of the parking lot. After parking, walk down the service driveway to the back of the school; enter the gym there. Do not go through the school.

Zion, Menomonee Falls

Two Options:

1. Take Hwy 16 East just past Hartland (Bristle Cone subdivision) to County KF. North on KF about 1 mile to JK (LynnDale Rd.). Right on LynnDale/JK less than a mile to Lisbon Rd. (K). East (right) on Lisbon about 4 miles. There will be an intersection coming up just after you pass the Aero Park Airport (on the left). There is no stop sign at the intersection so slow down at the Aero Park. The intersection will be Emerald Hills Dr. to the north (left) and Brookfield Rd. to the south. The Zion Church sign should be visible. Go north on Emerald Hills to the driveway (church and school are together).
2. Take Hwy 16 to Capitol Dr. (I-90). Take Capitol Dr. east to Brookfield Rd. (large car dealership on your left at the intersection of I-90 and Brookfield Rd.) Turn north (left onto Brookfield Rd. When Brookfield Rd. crosses Lisbon Rd., it becomes Emerald Hills. Zion will be on your right.

Appendix B – VOLUNTEER POLICY

Thank you for taking time to share your skills and God-given talents with the school, the students, the faculty and staff. LLS strives to make the school a safe and joyful place. Part of this is making sure that everyone who comes into the school to volunteer knows LLS's guidelines and procedures.

Roles and Opportunities for Volunteers at Lebanon Lutheran School: (Including but not limited to):

- Tutor: Tutor individual student; listen to children read
- Classroom Helper: Assemble materials for students (math facts or books); Copy or assemble materials for teacher
- Chaperone: Chaperone a field trip or event; Transport students
- Librarian: Help in the library
- Lunch Server: Prepare and serve lunch to students
- Volunteer Coordinator: Help with Olympic Day or other event; Help with PTL projects or fundraisers
- Coach/Assistant Coach: Coach a sport; Assist with practices

Volunteering Guidelines:

- Volunteers are expected to check in with the office or supervisor.
- Volunteers are to immediately report any observed inappropriate or abusive behavior to supervising teacher or administrator. All school staff are mandated reporters. If a situation arises, the volunteer is not allowed to discuss it with anyone other than the supervising teacher or the administrator. Volunteers are expected to keep any information about students, staff, or faculty private. **Strict confidentiality is important to create a safe and trusting environment.**
- Volunteers are expected to contact the school office or supervising teacher when that are unable to come in at their scheduled time.
- Volunteers will submit to a background check before they can start working with any student or within the building.
- Volunteers will always maintain professional conduct in dealing with students.
- Volunteers who are ill will stay home. The health of all volunteers and students is a priority.
- Volunteers should not discipline any student but go immediately to the supervising teacher or administrator.
- Volunteers may not administer any medications to students, including cough drops or other over-the-counter medications.
- Fill out all required paperwork (see attachment).
- The volunteer's vehicle transporting students is insured by a policy providing property damage coverage with a limit of not less than \$100,000 and bodily injury liability coverage with limits of not less than \$100,000 for each person, and subject to the limit for each person a total limit of not less than \$300,000 for each accident.

Volunteer Training:

All volunteers will have a brief orientation with the administrator. The volunteer will review the "Volunteer Policy". The volunteer will be trained for their specific job by either the administrative assistant or supervising teacher/athletic director.

"Work willingly at whatever you do, as though you were working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and that the Master you are serving is Christ." Colossians 3:23-24

_____I understand all the above information and will comply with all guidelines and rules of Lebanon Lutheran School.

Name _____ Signature _____ Date _____

**Appendix C –
Employment/Volunteering Background Check
Lebanon Lutheran School & LLS-ECC**

The following information will be used only to complete the background check. This information will not be used for any other purpose. All volunteers must complete a volunteering background check form every 2 years.

Name _____
Last First Middle

Date of Birth _____ Social Security Number _____
month/day/year

Maiden name (if applicable)

Other former names

Home/Cell Phone# _____

Driver's License# _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes: County _____ State _____ Date _____

I consent to a background check and certify that the above information is accurate and complete.

Signature _____ Date _____

Please return to:

**Lebanon Lutheran School
N534 County Road R
Watertown, WI 53098**

I am requesting to volunteer for: St. Peter's Campus _____ Immanuel Campus _____
Class Field Trip _____ Overnight Field Trip _____ Other: _____

Coaching: Volleyball _____ Cross Country _____ Basketball _____
Dance _____ Track _____ Softball _____

Any volunteer is subject to approval and appropriate supervision. Principal and/or school board reserves the right to deny an individual for any volunteer activity at any time. The safety of the students is the number one concern.

Department of Justice Background Check Policy

Prior to the appointment of any person to a paid or volunteer position in Lebanon Lutheran School, St Peter's and/or Immanuel campus, a background check through the Wisconsin Department of Justice will be conducted. A Department of Justice background check includes records pertaining to a criminal conviction for a crime other than a minor traffic violation and records pertaining to a pending charge or proceeding.

If a Department of Justice background check confirms a conviction or pending charge which the candidate failed to disclose as required on the form, he/she will be rejected from employment or volunteering.

If the Department of Justice background check confirms a conviction or pending charge which was acknowledged on the form, a determination shall be made by the pastors, principal and/or school board whether or not to reject the application based upon a consideration of the circumstances relating to the position for which the person applied.

Positions required but not limited to: all coaches, assistant coaches, parent help coaches, field trip chaperones, overnight chaperones, drivers (field trips, anyone transporting students involved in a school activity), employees of the school, pastors and teachers.

Appendix D – COVID-19 Plan

Please see separate COVID-19 document for the most recent version.