Student Handbook

St. John's Lutheran School

Revised 8/5/26

Our Mission

Equipping the family of God to joyfully and boldly
Make Disciples of Christ as we
KNOW Jesus and one another
GROW to be more like Him
SOW His love in word and deed.

Our Purpose

St. John's Lutheran School exists in Christ to equip and educate students by developing the mind and engaging the heart to impact communities for Christ.

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About Us

Our Mission

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Our Purpose

St. John's Lutheran School exists in Christ to equip and educate students by developing the mind and engaging the heart to impact communities for Christ.

Our Philosophy

Overall Vision - Aspects of our Christian ministry which we emphasize.
1. We believe that St. John's Lutheran School is more than a mission. It is established by God to also accomplish the mission (1 Corinthians 9:22; Philippians 2:1-4).
2. We believe God's truth is revealed with power in His inerrant Word (2 Peter 1:20-21; Isaiah 55:10-11).
3. We believe that St. John's Lutheran School, empowered by the Holy Spirit and viewing the pupil through the cross of Christ, is concerned with the total child.
a. Needs - physical, social, emotional, intellectual, and spiritual.
4. We believe that if a child and family wants to attend St. John's Lutheran School, we will find a way to ensure they can attend.

What we value

Goals

Worship

We believe that God is worthy of worship and is the source of our ability to worship.

Goals:

Worship the Lord in spirit and truth (John 3:24; Hebrews 10:23-25). Honor the Lord with music and song, praising Him with psalms, hymns, and spiritual songs (Psalm 3:1-4; Ephesians 5:19-20).

Education

We believe faithful Christian ministry will emphasize salvation by grace through faith in Jesus Christ (Ephesians 2:8-10; 1 Corinthians 2:2).

We believe that God is honored by excellence in ministry (Ecclesiastes 9; 10; 1 Corinthians 9:24-27; 2 Peter 1:5-11).

We believe that Christian education of each child is a cooperative effort among students, parents, educators, and church family.

We believe that instruction should focus on the individual needs and abilities of the child.
We believe that God is worthy of worship and is the source of our ability to worship.

Goals:

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We believe that instruction should focus on the individual needs and abilities of the child.

Evangelism

We believe that St. John's Lutheran School joyfully proclaims Jesus Christ as the Lord and Savior of the world..."teaching them to observe all things whatsoever I have commanded you," and thus makes Him the focal point of its educational process.

Goals:

Inspire God's children to share their faith naturally and eagerly (Acts 4:19-20; 1 Peter 3:15).

Fellowship

We believe integrity, not popularity, is God's standard for faithful Christian individuals (Isaiah 51:7, 8; Galatians 1:10).
We believe that we should love each other as Christ loved the church (John 15:12).

Goals:

Provide opportunities for Christian fellowship and mutual encouragement (Hebrews 10:23-25).

Service

We believe followers of Jesus Christ will demonstrate good works and the fruit of the Spirit, which is: love, joy, peace, patience, kindness, faithfulness, gentleness, and self-control (Galatians 5:22-23; Matthew 7:16).
We believe that every Christian is called by God to live a life of eternal significance and

is uniquely gifted for service (Romans 12:1; 1 Peter 4:10).

Goals:

Conduct a ministry of intentional service beyond our school and support mission endeavors near and far (Luke 12:47-48; Luke 24:46-47).

Catechism Instruction and Confirmation

Throughout the years of a student's participation in St. John's Lutheran School, he or she will be trained in the basics of the Christian faith as they are presented in Dr. Martin Luther's Small Catechism. With each grade level, the basic facts of our Biblical faith will be taught with a view towards ministering to a child as he or she progresses in his or her spiritual growth. The goal of such instruction will not be the intellectual retention of certain catechism explanations, Bible stories, or Scripture verses only. The goal of the teachers will always be to help a child grow in his or her personal relationship to God through faith in His only-begotten Son, so that he or she may rejoice in the Heavenly Father's loving forgiveness and follow faithfully the lifestyle of the Lord Jesus Christ. In other words, the goal of such training will not be merely one of religious knowledge but one of living the life of a disciple of Jesus Christ.

For member students, such discipleship training will take a marked step forward with his or her confirmation day. The confirmation day signals not an end to Bible study but a new beginning.

Through catechism training, the student is provided with the tools to examine himself or herself with understanding and faith for a beneficial participation in Holy Communion and a responsible participation in the mission and ministry of the church. The confirmation day provides the student with the opportunity before all the church to say with his or her lips what was said for him or her at Baptism: "I renounce Satan, the ways of the world, and my own selfishness. I believe that Jesus is my Savior, and I want to follow Him each day!"

The Lord God says about the Bible, "Fix these words of mine in your hearts and minds." To help students begin this life-long process which proves so helpful in the disciple's daily walk with the Lord, teachers will require that students memorize various hymns, catechism explanations, and Scripture verses. With consistent and disciplined efforts, the child's memory can in this way become a tremendously valuable treasure. Students will not be able to develop this treasure, however, unless they receive regular help and encouragement from their parents. Along with regular participation in worship and Sunday school, dedicated efforts to the task of memorization will serve as the best indicator of a child's readiness to renew the Baptismal promises on his or her confirmation.

Enrollment

Admission policy

St. John's Lutheran School has been established and is maintained for the Christian training of children in keeping with the Savior's invitation to let the little children come unto Him and forbid them not. St. John's Lutheran School opens its door to children whose parents are not affiliated with St. John's Lutheran Church and who wish to provide a Christian Education for their children. It is to be understood that children of non-members are to participate in the total curriculum of the school, including the memorizing of Bible passages, hymns, and the study of Christian doctrine as drawn from the Bible and Lutheran Confessions, and that the doctrines of the Lutheran Church - Missouri Synod will not be compromised as they are taught to the children.

Kindergarten Eligibility and Priority Guidelines

Kindergarten Enrollment date: The child must be 5 by August 1st.

The priority guidelines for grades **Kindergarten and Pre-school** grade are as follows:

1. Children of members of St. John's Lutheran Church.
2. Children with brothers and/or sisters currently enrolled.
3. Children enrolled during the previous year.
4. Children from a neighboring LCMS church.
    - Age eligible students not already enrolled in St. John's will be screened on or before the 2nd week in May and will be given a yes or no answer for admission.
    - Age eligible students already enrolled at St. John's Preschool must meet social, academic and developmental standards as assessed by current staff.

The priority guidelines for grades **1st through 8th** grade are as follows:

1. Children of members of St. John's Lutheran Church.
2. Children enrolled during the previous year.
3. Children with brothers and/or sisters currently enrolled.
4. Children from a neighboring LCMS church.

- Other children admitted at the discretion of the principal and/or Board of Christian Education.
- Enrollment at any of these grade levels is limited to 25 pupils unless a special exception to this rule is approved by the Board of Christian Education.
- Each application will be time stamped in order of submission.

Non-discriminatory policy

St. John's Lutheran School recruits and admits students of any race, color, national 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, admission policies, scholarship and loan programs and athletic and other school administered programs.

Enrollment Fee

An annual enrollment fee is charged to each student enrolling in our school. The enrollment fee for all students in grade K-8 is $200.00 (non-refundable). This fee secures a spot in the class you are enrolling and is applied to your tuition.

Tuition

St. John's Lutheran School does charge tuition for all students. Tuition fees are set by April for the next school year. Tuition can be paid on an annual basis or on a 10 month payment plan.

Facilities Fee

St. John's Lutheran School charges a $500 facility fee to offset capital improvement projects and future facility considerations.

Payment of Fees and Tuition

If monthly payments are selected, late fee penalties will be assessed for late payments. All tuition balances must be paid by May 31st. Past due accounts are assessed a $50.00 late fee for each month they are past due.

Tuition Assistance

St. John's is committed to ensuring that a Christian education is affordable for all families that desire to educate their child in a Christian Faith Based School. To help, we offer two tuition assistance programs: EdChoice Expansion and Financial Aid. These programs are based solely on need, for Kindergarten through grade 8 students. **Parents interested in applying for financial aid, need to complete the EdChoice application prior to applying for financial aid.**

- The EdChoice Expansion application window is open from February 1st and is available to any student entering Kindergarten through 8th grade.
- Financial Aid is determined through a third party analysis (FACTS) and the application window is open from February 1st and closes April 30 for students in grades Kindergarten - 8th.

If you have additional questions regarding EdChoice or Financial Aid through SJLS please contact Mr. Rausch.

Enrollment in First Grade

All students enrolling in grade 1 must have satisfactorily completed a year of kindergarten.

Student Records

A cumulative file is maintained in the school office for each student in grades K-8. This file contains directory information (names, addresses, phone numbers, dates of birth), grade reports, standardized test results, health information (screening results, immunization records), court orders pertaining to the child's custody and other information which the principal judges to be useful in planning and supervising the student's education.

The Right to Privacy Act requires that information in the cumulative file remain confidential with the exception of directory information. Directory information is not protected by the Privacy Act and may, by state law, be released except to any profit-making organization. Parents may request the school not release this information. All other cumulative file information is available only to:

1. Certified staff for their professional use.
2. Natural parents or legal guardians within 45 days of their request. Parents may review these original records on the school premises or may request receipt of copies.
3. Those agencies authorized in writing by the parent.
4. Any other educational institution.

Senate Bill 140 requires that parents inform the school anytime the custody of a child changes. Copies of court orders pertaining to a child's custody must be on file in the child's cumulative file. Both natural parents of a child have the right of access to this file. A non-residential parent may request and receive a copy of the information contained in the file. Only the residential parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports or conferences unless these rights are conferred on them by the residential parent. Parents who want to challenge information in the cumulative file should present a written statement of the challenge to the principal. If the matter is not resolved with the principal, the parent(s) should present the concern to the Board of Christian Education.

In addition to the cumulative file, the school maintains an electronic emergency medical information record on FACTS. Parents are asked to keep this current at all times making sure to list at least 2 persons, other than a parent, that are authorized to assume care of the child if the parents are unavailable.

Release of Records

Records and report cards will be completed by June 10, at which time grades will be released and available on FACTS. Families that have outstanding fees yet to be paid will need to rectify those matters before records and/or report cards will be released. Items that must be paid include (but may not be limited to):

1. Tuition fees
2. Hot lunch fees
3. Latchkey fees
4. Library book fees
5. Damaged textbook fees

Withdraw of Student

If your student(s) transfers to another school, a withdrawal notice is required in writing 30 days prior to the student's last day. A written consent from parents or guardians before releasing any records to other individuals or schools is needed.

Curriculum

In keeping with the objectives of St. John's Lutheran School, the curriculum is based upon the Word of God. This Word of God is the center upon which all instruction is based.

Courses of Study

Course Name	Description
Religion	Bible study, Bible history, church history, memory work, worship, Friendzy
ELA	Reading, phonics, literature, English (grammar, composition, spelling, handwriting)
Mathematics	Arithmetic, mathematics, Pre-Algebra, Algebra I.

Social Studies	Geography, history, citizenship, current events, civics, government, Ohio History.
Science	General Science, environmental, physical, life, earth science, and computer literacy.
Art	Drawing, appreciation, varied media, and crafts.
Music	Vocal, theory, appreciation, a variety of opportunities in music include choir and band instruction.
Physical Education	Bodily strength and skills, rhythm, recreation.
Spanish	Exploratory, General interest, culture, greetings, introductions, numbers, describing people/places.
Sports- (Extra Curricular)	Boys – Soccer, Basketball, Track, Golf Girls – Soccer, Volleyball, Basketball, Track, Golf, Cheerleading

Elementary Specials

K-4 students have specials each day on a rotating schedule that include:
Physical Education, STEM, Art, Music, and Spanish.

5th-8th Electives

Additional courses offered in relation to staff available to teach may include Careers, Robotics, Study Skills, Health and Study Hall, Art, Choir, Band, P.E. Nature and Advanced P.E..

Fine Arts Program

All grades participate in a fine arts program, including vocal and instrumental music, art appreciation and visual art. A specialist music teacher provides weekly instruction in vocal music and music theory in grades K-4. All 5th-8th grade students take either Band or Choir for the school year. There are two sections of band (5th) and (6th-8th). Art is taught in all sections for grades (K-4) by an art specialist teacher. 5th-8th students are required to take one semester of art.

Physical Education

Physical education is offered weekly for grades K-4. Middle school students are required to take 1 semester and are also offered additional electives including P.E. Nature and Advanced P.E.

Evaluation and Promotion

Report cards are issued after each nine week period, four times yearly. Parents are asked to review the report cards and to notify the teachers involved of any concerns. Grade reports are available on FACTS at all times to inform the parents of their child's academic status.
Evaluation will be based upon class work, effort, and achievement tests. In the case of doubtful progress, the parents will be consulted in regards to possible retention.

Grading Scale

All grades are posted and available through our student information system (FACTS). Report Cards are produced and available quarterly, the Wednesday following the end of the 9 week session. All homework and evaluation grades are available through the 9 weeks as assignments are graded and entered by the St. John's Staff.

Kindergarten Grading Scale

Kindergarten students are evaluated on Ohio academic content standards. Students receive the corresponding grade based on the development level of each standard assessed.

Kindergarten: Students will earn the following levels of achievement in all academic areas.

- 4-exceeding current grade level expectations on a consistent basis
- 3-meeting current grade level expectations
- 2-approaching toward current grade level expectations; occasional support
- 1-needs support with current grade level expectations; frequent support This is the same scale that is used to grade class work.

Traditional Grading Scale

	Grades 1-3	Grades 4-8
Religion/Memory Work	+, √, -	A, B, C, D, F
ELA, Mathematics, Social Studies, Science	A, B, C, D, F	A, B, C, D, F
Handwriting	+, √, -	A, B, C, D, F (4th Grade Only)

Art, Music, and Physical Education	+, √, -	A, B, C, D, F
Computers, Keyboarding	+, √, -	A, B, C, D, F (4th Grade Only)
Foreign Language	+, √, -	A, B, C, D, F
Careers		A, B, C, D, F

GPA Grading Scale (5th – 8th Grade)

Letter Grade	Percent Range	Quality Point Value
A+	98-100	4
A	93-97.9	4
A-	90-92.9	4
B+	88-89.9	3
B	83-87.9	3
B-	80-82.9	3
C+	78-79.9	2
C	73-77.9	2
C-	70-72.9	2
D+	68-69.9	1
D	63-67.9	1
D-	60-62.9	1
F	0-59.9	0

Homework

The challenging program at St. John's Lutheran School has always required that some study be done at home. This is not only necessary for accomplishing our immediate goals, but it is also a helpful habit for future education. The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement and a quiet place to study. Providing too much help is to be avoided. Should challenges arise regarding homework, please contact your child's teacher(s). If a child is absent due to illness, the child will be allowed two days for each school day missed to complete their homework.

Books

All textbooks must be covered. PLEASE DO NOT use the laminated type of cover that sticks to the book. Please do not tape on any part of the book. Please do not use book

socks because they damage the bindings of the books. We suggest that you use brown paper bags. Teachers will demonstrate to students how to use this method. Parents and students should look over books carefully at the beginning of the school year and note major damage on the form that will be sent home. Students are accountable for each of their textbooks, and fines will be given to students who damage their books. Before damages are assessed, forms will be checked to see if the damage was already pre-existing.

Parent-Teacher Conferences

Parent-Teacher Conferences are held twice yearly. The first conference is scheduled after the first quarter. The second conference is held in the second semester. Each conference lasts 15 minutes. Schedules for each conference are sent home with the children approximately one week before the conference. All parents are expected to participate in the first Parent-Teacher Conference and the second one if requested. Additional conferences may be arranged whenever the need is felt by the parents or teacher.

Services Available through State Funding

Through State and Federal funding St. John's Lutheran School has access to Intervention Services, Speech and Hearing Therapist, Remedial Teacher, School Psychologist, psychological testing, and a Guidance Counselor. Secular textbooks are also purchased through state funding. Intervention services and Speech services offered through Peterson Scholarship will also require IEP progress reporting quarterly.

Library

Each class has the opportunity to visit the library every 2 weeks. No book is to leave the library unless properly checked out.
Damaged or lost books: Any books not returned by the end of the year will be charged for on your final billing.

Technology

Students in grades K-8 have access to technology in the classrooms and the labs through-out the school. St. John's has implemented a one-to-one technology initiative in grades K-8. Students in grades K-8 will be issued a device to use while enrolled at SJS. Device labs are used regularly in K-1. Every classroom has interactive technology and multimedia is integrated into the curriculum to enhance the learning and collaborative opportunities. Students are allowed to use the technology in an acceptable, educational, Christian manner. Both parents and students must sign the Technology Policy, on an annual basis, before the use of computers will be allowed.

Field Trips

Each class will take field trips during the course of the school year. These trips are under the supervision of the school. Teachers and parent volunteers accompany the children on these trips. Any parent wishing to chaperone a field trip must undergo a background check.

In order for a child to accompany his class on a field trip, a permission slip must be signed and returned to the child's teacher before the day of the trip. Field trips are considered part of the school curriculum and all students are expected to participate. Any parent wishing for their child to be released from the field trip location will be counted absent (Early Release or ½ Day Absent) from that time of departure till the end of the school day. Sign out with the teacher is required.

Lutheranhaven Camp

Grades 5th-8th of St. John's Lutheran School participates in the environmental education program offered by Lutheranhaven in Albin, Indiana, on an annual basis. The students have the opportunity to study, learn, work, worship, and play in a setting which gives them first-hand experience in learning about and caring for God's creation. All students are expected to participate in this experience. There is financial assistance for families that cannot afford it.

Washington DC

Every year the 8th grade class will travel to Washington DC for an out of classroom learning experience that re-enforces the 8th grade Social Studies curriculum.

Worship Opportunities

Chapel Services

Students have the opportunity for chapel worship each week. Students in grades K-8 typically have chapel on Wednesdays from 8:15-9:00 a.m. Weather permitting, chapel worship will take place in the St. John's Lutheran Church sanctuary. In case of bad weather, chapel services will be conducted in the gymnasium.

These services provide the opportunity for our students to join with their Brothers and Sisters in Christ to worship and praise our Father in Heaven, to learn proper behavior in God's House, and to develop a sense of Christian stewardship regarding their whole way of living.

One of the ways we cultivate a sense of Christian stewardship in our students is by providing them an opportunity to share a financial offering during chapel worship each week. An offering envelope will be given to each child prior to the day of chapel worship so that he can learn the habit of systematic Christian giving and realize that they, too, have an important role to play in the mission and ministry of the Church of Jesus Christ. The monies collected during these chapel worship offerings will be dedicated to various mission projects. Students and parents will be informed of the nature of these mission projects through the school newsletter.

Parents are invited and encouraged to attend these services.

Worship and Sunday School

Family participation in church worship services and Sunday school are a joyful part of the Christian life. All pupils attending St. John's Lutheran School should be in regular attendance at church worship services with their parents, and, if at all possible, Sunday School and Bible classes. A record of each child's Sunday school and worship attendance is kept and reported on the grade card. Each Monday, students will be asked by their teacher to report their attendance for Sunday. Awards for commendable Sunday school and church attendance will be given at the end of the year. Our spiritual lives must be fed as our bodies need food. Parents are encouraged to do all they can to strengthen their family's relationship with God.

Class Singing in Sunday Worship

Twice a year, one or more classes of our students are required to sing during one of our worship services or on some other special occasion. Students are required to participate when their class is scheduled to sing in church.

Application of Law and Gospel

Brothers, if anyone is caught in a sin, you who are spiritual should restore him gently. (Galatians 6:5)

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. (Hebrews 12:11)

Christian teachers and administrators help students through the proper application of Law and Gospel in issues of discipline. When students disobey the rules of the classroom or the school, the teacher and/or administrator must assume the responsibility to confront students with the sin they have committed and the resulting consequence of their actions. Once students have repented of their sin, they are ready to receive the comfort and encouragement of the Gospel message that in Jesus all sinners are forgiven, may experience a restoration in their relationship with those offended by the infraction of the rules, and may be empowered by the same Gospel to begin again with the slate wiped entirely clean. When actions initiated by the teacher and/or the administrator in dealing with misbehavior are handled appropriately, students learn both the seriousness of sin and the abundant love and grace of God in Christ Jesus for them and for all people.

Student Responsibility

Students are expected to respect all people with whom they come in contact with in the school, in the church, and on the playground. This includes other students, teachers, principal, pastors, secretaries, cooks, custodians, volunteers, bus drivers, parents, and visitors. Older students are encouraged to assume responsibility for younger students by helping them and setting a good example for them. We expect all students to follow the following plan:

6 Point Basic Plan

I will show RESPECT for God and His Word. (Deuteronomy 11:18-21)

I will show RESPECT for those in authority. (Ephesians 6:1-8)

I will show RESPECT for my classmates and other people. (Colossians 3:12-17)

I will show RESPECT for my body and my God-given talents. (I Corinthians 3:16-17)

I will show RESPECT for the learning process and the classroom environment. (Proverbs 16:16)
I will show RESPECT for my school and personal property and the property of others. (Philippians 2:4)

Teacher Responsibility

The teacher will establish good relations with the students by reinforcing positive behavior that encourages rather than discourages the child. A variety of learning experiences must be provided to stimulate student interest and motivation. The teacher must understand the uniqueness of all students, accept them as persons of value and help them grow in their creativity, individuality, and problem solving ability. The teacher will create a disciplined environment by setting reasonable limitations that are fair and consistent. The students are also expected to do their part in maintaining a cooperative learning environment. Teacher supervision in the classroom, hallways, playground, and church will maintain the desired learning environment.
There are a variety of teacher styles that can effectively fulfill these responsibilities. We respect the teacher's right to use procedures for maintaining discipline that are most effective for the teacher as long as the procedures are consistent with the expectations described previously.

Parent Responsibility

The responsibility of educating a child is two-fold: part belongs to the school and part belongs to the home. The home is the environment in which to begin teaching responsibility and respect. When a child enters school, this process becomes a shared responsibility that reinforces Christian values in the home and school. We ask that parents do not take away a child's opportunity to learn from a problem by solving the problem for the child.

Principal Responsibility

The principal is responsible for establishing and maintaining a well-disciplined environment in the school. This responsibility includes supervision of school-wide activities: movement of groups, busing, emergencies, safety drills, support of teachers in the classroom, etc. In dealing with behavioral problems, the principal makes recommendations for handling the problem and establishes procedures for using resource people to resolve behavioral problems as indicated in the Cycle of Discipline and Ministry.

Cycle of Discipline and Ministry

A close look at Scripture reveals two interesting facts. First, the Lord does have expectations with regard to our behavior. Second, firmness and love characterize God's response to those who deviate from His expectations. God's will is always for reconciliation--these words characterize God's way with us and provide a model for our way in dealing with disciplinary matters.

Procedure

The Plan has four steps:

i. The teachers will develop their own discipline plan for their teaching situation. The teacher will work directly with the student and, if necessary, the parents, to resolve a matter of conflict seeking understanding and cooperation. The principal will be apprised of the situation as needed.

ii. The conflict remains unresolved: the student will be referred to the principal. At this point the principal will seek resolution to the problem. The student may be suspended from class at the principal's discretion. The parents will be notified of this referral.

iii. The conflict remains unresolved: the student will be referred to the principal. A conference will take place involving the parents, teacher, student and principal before the student is allowed to return to class.

iv. The conflict remains unresolved: the student's situation will be referred to the Board of Education. <u>The board will decide upon the conditions of continued enrollment for the student.</u>

Suspension/Expulsion

The Principal has the authority to suspend students as a disciplinary action as warranted. The Principal may also suspend pending expulsion. Expulsion requires that the Board of Education meet within five school days of the suspension and review the recommendation for expulsion. Only the board can expel a student. The purpose of this cycle is to build relationships with students and resolve problems in the early stages. The progressive stages are necessary only when no early stage results in resolution of the problem. The pastor may be involved in the cycle at any point. Stages III and IV may also involve input from various members of the faculty who may have had contact with the students. The school may begin the Cycle of Discipline and Ministry at any level deemed necessary.

Discipline Regarding weapons, drugs, and violence St. John's Lutheran School will not tolerate students, staff, parents/guardians or any other person associated with St. John's Lutheran being involved with possession of weapons at school, possession or sale of illicit drugs and the unlawful possession and use of alcohol or tobacco products or any threats, suggestions, predications, or acts of violence. These will not be tolerated and will be dealt with through the proper application of Law and Gospel.

Harassment Policy

Our Christian values require behavior that reflects mutual respect for and positive treatment of one another. Harassment, as defined in this policy, is the antithesis of such behavior. It is the purpose of this policy to prohibit harassment on school property and to protect students before harassment becomes actionable. Harassment in any form is not consistent with the conduct expected of a student in this school. Harassment on school grounds is a violation of school rules and violators will be dealt with immediately. To this end the following policy has been adopted by the Board of Education:

1. St. John's Lutheran School is committed to safe and orderly education environments and authorizes the Administration and staff to respond rapidly to any threat, suggestion, harassment or act of violence that occurs on any St. John's Lutheran owned property or at any St. John's Lutheran School event.
2. Students found in possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products on any St. John's Lutheran owned or rented facility or sponsored event may result in immediate suspension, may result in a recommendation for expulsion by the Principal, and may result in referral to the appropriate law enforcement agency.
3. Students, staff, parents/guardians or any other person shall not make any verbal, written, telephonically or electronically communicated threat, suggestion, predication, or act of violence or harassment against any person or group of persons or damage any St. John's Lutheran owned or rented facility. Any such action may result in immediate suspension, may result in a recommendation for expulsion by the Principal, and may result in referral to the appropriate law enforcement agency. Should such a threat, suggestion, or act of violence occur the Principal may recommend expulsion of a student to the Board of Education, the termination of an employee to the Board of Education, and any threat, suggestion, or act of violence made by a parent/guardian or other person may be referred to the appropriate law enforcement agency.

4. Harassment occurs when name-calling, threats, inappropriate physical contact, or other unchristian behavior is severe, becomes persistent, follows a pattern, is pervasive, or targets an individual, or specific group of individuals for offensive or unwanted action. Sexual harassment is defined as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Racial harassment means the disregard for individual rights by the use of racial slurs, discriminatory remarks, or other inappropriate behavior directed toward another individual or group based upon the race or ethnic background of the individual or group. Harassment can also include inappropriate behavior directed toward an individual because the individual does not conform to peer group norms.

5. Students, staff, parents/guardians or any other person associated with St. John's shall report any threat, suggestion, harassment, or act of violence directly to a staff member, (i.e. Homeroom Instructor, Special Instructor, Teacher Aide, Office Staff, or Principal), or by calling local law enforcement. Staff members shall report any threat, suggestion, or act of violence to the Administrator in charge.

Failure to report by students, staff, parents/guardians or any other person associated with St. John's Lutheran may result in disciplinary action or referral to the appropriate law enforcement agency.

6. St. John's Lutheran School may seek recovery from the student, staff member, parent/guardian, or other person responsible for any costs and or damages incurred by St. John's Lutheran as a result of a threat, suggestion, an act of violence, harassment, or damage to any St. John's Lutheran owned or rented facility. Types of costs include, but are not limited to, the following: interagency agreements, outside counseling services, psychological assessments, legal, law enforcement, and repair costs.

Implementation of the Policy

Student possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products, any threat, suggestion, or act of violence, or damage to property whether on campus, at any school sponsored activities, or off campus will not be tolerated. Additionally, any threat, suggestion, or act of violence against any school official or employee will not be allowed at any time. Students are strictly prohibited from engaging in conduct which creates circumstances likely to cause disruptions at school, or at school sponsored activities. Types of conduct which are in violation of this policy include, but are not limited to, those described below:

- any act of physical violence other than what is reasonable for self-defense, and protection of other persons or property;
- knowingly, willing, or recklessly placing others in danger of imminent serious physical harm;
- threatening, planning, or conspiring with others to engage in a violent act; • joking about engaging in a violent act against others, or otherwise making any threat, suggestion, or intimidating remarks which might be reasonably interpreted by others as indicating a threat or plan to engage in some type of violent activity;
- possession of weapons at school, possession or sale of illicit drugs, or the unlawful possession of alcohol or tobacco products;
- any act of harassment

Further, all students, staff, parents/guardians or any other person associated with St. John's Lutheran are morally obligated to report to the school administration any violations or potential violations of this policy by students. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action.

Students violating any provision of this policy shall be subject to appropriate discipline, up to and including suspension and expulsion.

Should such a threat, suggestion, or act of violence occur the following actions may be taken by school personnel:

1. School personnel will take action to minimize a threat to any student's safety. a) The student(s) will immediately be removed from the education environment to the office of the Administrator in charge.
   b) As the situation is being assessed by school personnel the parents of the student(s) responsible will be contacted and asked to come to school as soon as possible to further assess the situation.
   c) The Administrator in charge may assemble support staff members, special subject instructors, the homeroom instructor, and the Pastor in the process of carrying out an assessment.
   d) The school's legal counsel, the school designated professional psychiatrist/counselor, and the appropriate law enforcement agency, usually the school's DARE officer, may be engaged by the administration in the process of carrying out an assessment.

e) In the event of a threat, the student will be suspended immediately until clearance by a licensed counselor, psychologist or psychiatrist to return to classes.

2. Once the situation has been fully assessed disciplinary consequences shall be administered. Special interventions and consequences are implemented when the administrator feels, based on individual situations, they are warranted. This includes use of the step levels and additional interventions and consequences such as, but not limited to, the following: An extended suspension, ongoing screening and testing procedures, probationary stipulations regarding actions, restitution, and relationship rebuilding.

3. Once the situation has been fully assessed and discipline administered, school personnel will notify, as soon as possible, the parents of the involved student(s). 4. For the good of all of our constituents, all families understand when enrolling in St. John's Lutheran School that there may be instances where information regarding situations such as those noted above would be shared. When appropriate, the Principal will disseminate follow up communications to larger groups of people to clarify the issue and notify people of the actions taken.

5. This policy is for school sponsored events or activities.

Detention

Unfortunately, it sometimes becomes necessary to reinforce the development of positive behavioral patterns. When a student demonstrates his/her inability to exhibit positive Christian habits it will be necessary for that student to serve a detention period. The teacher or principal may give detention.

We ask that parents cooperate with the school in these matters. One way to do so is to sign and return the detention slip which states the reason the detention was given. We realize that it is rarely convenient for a student to miss his normal ride home, but we do emphasize the necessity for children to develop strong work and behavioral habits. Requiring students whose habits need improvement to remain at school does encourage the child to rethink his/her present habits and to learn to use more appropriate behaviors while at school. Reinforcing correct school habits now in the earlier years will pay dividends in later years. It is important that parents, students, and teachers work together in this matter.

Student Safety, Threats, Harassment, Intimidation, and Bullying

1. Purpose

St. John's Lutheran School is committed to a Christ-centered, safe, respectful, and orderly learning environment. Threats, violence, harassment, intimidation, bullying, retaliation, and other conduct that endangers a person or substantially interferes with school will be addressed promptly. The school will apply Law and Gospel with firmness, care, accountability, and a goal of restoration when restoration can occur safely.

2. Scope

This policy applies to students while on school or church property; in school transportation; at school-sponsored, school-recognized, or school-related activities; and when using school technology. It may also apply to off-campus or electronic conduct when the conduct is directed at a member of the school community, creates a safety concern, substantially disrupts or is reasonably likely to substantially disrupt school, or interferes with a student's access to the school's programs or activities.

3. Prohibited conduct and definitions

Threat or threatening communication

A threat or threatening communication is any statement, message, image, gesture, action, or other communication that expresses, suggests, or implies that a person may be harmed or that violent or dangerous conduct may occur. It may be direct or indirect, explicit or implied, conditional, figurative, or communicated through another person or electronic means. A communication may violate this policy even if the speaker claims it was a joke, did not intend to carry it out, or lacked the present ability to do so. Context, age, developmental level, credibility, intent, impact, and all surrounding circumstances will be considered. A single incident may violate this provision.

Violence or dangerous conduct

Violence or dangerous conduct includes physical attacks, attempts or plans to harm a person, encouraging or assisting violence, knowingly or recklessly placing another person at risk of serious harm, and possession or use of an object as a weapon. Reasonable action taken to protect oneself or another person will be evaluated under the circumstances.

Harassment or intimidation

Harassment or intimidation is unwelcome written, verbal, electronic, graphic, or physical conduct directed at a person that is sufficiently serious or repeated to interfere with safety, learning, participation, or the orderly operation of the school. It includes conduct based on a person's race, color, national or ethnic origin, sex, disability, or any other status protected by applicable law. Conduct may violate other school rules even when it does not meet this definition.

Bullying

Bullying is intentional written, verbal, electronic, graphic, or physical conduct directed by a student or group of students toward another particular student more than once that both (a) causes mental or physical harm and (b) is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment. Bullying may include an imbalance of power, but proof of an imbalance is not required.

Retaliation and false reports

Retaliation against a person who in good faith reports, provides information, or participates in an investigation is prohibited. Knowingly making a materially false report is also prohibited. A report that cannot be substantiated is not, by itself, a false report.

4. Reporting

Any student, parent or guardian, employee, volunteer, or other person should promptly report suspected conduct covered by this policy to any school employee or directly to the Principal. Reports may be verbal or written and may be anonymous. An employee who receives or observes a report shall promptly notify the Principal or designee and shall take immediate, reasonable action when necessary to protect safety. In an emergency or when there is imminent danger, call 911.

The school will document reports and responses. Confidentiality will be protected to the extent reasonably possible, but it cannot be guaranteed when disclosure is necessary to investigate, protect safety, provide due process under school procedures, or comply with law.

5. Initial safety response and assessment

The Principal or designee will promptly determine what immediate measures are appropriate. Depending on the circumstances, the school may:

- separate or supervise involved students and secure any weapon or dangerous item
- contact parents or guardians, law enforcement, emergency services, child protective services, or other appropriate resources;
- interview involved persons, preserve messages or other evidence, and review relevant records;
- conduct a threat assessment;
- impose an emergency removal, suspension, safety plan, no-contact directive, change in schedule or activities, or other interim measure; and
- require an individualized return-to-school or reentry plan, including professional evaluation or recommendations when reasonably related to safety.

The absence of proof that a student intended or was able to carry out a threat does not prevent the school from taking protective or disciplinary action. Safety assessment and student discipline are related but separate decisions.

6. Investigation and determination

The Principal or designee will conduct a prompt, fair, and appropriately documented review. The student accused of misconduct will be informed of the concern and given an age-appropriate opportunity to respond. The school may proceed when a person declines to participate or when a parallel law-enforcement or agency investigation is pending. The school will determine whether this policy or another school rule was violated based on the information reasonably available.

7. Responses and consequences

The school may use any response reasonably related to safety, accountability, correction, and restoration. Responses are not required to follow a fixed sequence and may include education, counseling referral, apology or restorative action when voluntary and safe, parent conference, loss of privileges, detention, behavior or safety plan, increased supervision, restitution, removal from activities, suspension, recommendation for expulsion, expulsion by the Board, referral to law enforcement or another agency, or other action permitted by school policy and the enrollment agreement.

In selecting a response, the school may consider:

- the nature, specificity, seriousness, credibility, and impact of the conduct;
- the student's age, developmental level, intent, and understanding;
- whether the conduct was planned, repeated, escalating, discriminatory, retaliatory, or involved others;
- access to weapons, steps taken toward carrying out harm, and other safety information;
- prior conduct and interventions; and
- the need to protect affected students and the school community.

8. Parent notification and protection from further harm

The school will notify the parents or guardians of students materially involved in a reported incident as soon as reasonably practical, unless immediate notice would create a safety concern or conflict with law or an agency directive. The school will take reasonable steps to protect affected students from further harm and retaliation. Information about another student, including specific discipline, will be shared only when permitted by applicable law and school policy.

9. No limitation on other authority

Conduct need not meet the definition of bullying, harassment, or a criminal offense for the school to respond under another rule. Nothing in this policy limits the authority of the Principal or Board to protect safety, maintain order, impose discipline, set conditions for continued enrollment, or contact appropriate authorities.

Student Rights

Students have the following rights by virtue of the United States Constitution:

The Right to an Education

No student shall be denied the opportunity to participate in any program offered by St. John's Lutheran School because of race, color, national or ethnic origin.

The Right to Freedom of Expression

Students have the right to express their beliefs and opinions on issues orally, symbolically, and in writing, so long as such expression is made in a reasonable manner. Written expressions must be signed by the authors. Freedom of expression does not include engaging in libel, obscenity, personal attacks on individuals and groups, defamation of character and the like. In essence it is observed in a Christian manner.

Freedom from Unreasonable Searches and Seizures • There must be reasonable cause to believe that the student is in possession of an article, possession of which constitutes a crime or rule violation.

- There must be reason to believe that the student is using his locker or property in such a way to endanger his own health safety or the health, safety and rights of other persons.

The school retains the right to search.

The Right to Due Process in Disciplinary Proceedings

Due process safeguards must apply in any instance where behavior or rights of a student are being evaluated.

The student must always be treated with Christian fairness in light of total circumstances. Thus:

1. The student has the right to be fully informed about his or her breach of behavior.
2. The student must be given the opportunity to respond to such charges. 3. If the student's misconduct is to be reviewed by others he or she should be informed of the opportunities of such a review.
4. Any permanent record that results from the student's actions or consequences should clearly state whether the charges were or were not substantiated.

Procedures

General School Procedures

The following rules apply to all students in the building.

1. Walk on the right side of the hallway.
2. Use a quiet voice in the learning areas.
3. No toys are allowed to be brought by students in grade K-8 playground or athletic equipment should be brought to school without teacher permission. 4. Respect school property and the property of others.
5. Listen to all in authority.
6. No loitering in the hallways.
7. No gum or candy is allowed in the building without teacher knowledge.
8. No snowballs or over-aggressive games will be allowed.
9. No fighting or cheating.
10. No bad language of any type will be allowed.

Cafeteria Procedures

1. Follow directions of the teacher/adults.
2. Speak in soft voices.
3. Do not throw food.
4. Clean up your area.
5. Wait quietly to be dismissed.
6. Walk to line up.

End of Recess

1. Stop playing when the teacher blows a whistle or signals.
2. Walk to line up at the rear entrance to school.
3. All talking stops at the entrance to the building.

Gymnasium Procedures

1. No refreshments are allowed in the gymnasium without approval. 2. Students and players must wear only shoes appropriate for gym play. Athletic teams should have a separate pair of shoes for games.
3. There will be no hanging from basketball goals.
4. Children or youth using the gymnasium must be under the direct supervision of an adult.

5. Only authorized staff members are permitted in the equipment rooms.
6. No bouncing balls off gymnasium walls.

Hallway Procedures

1. Walk on the right side of the hallway.
2. Always walk; do not run.
3. Follow directions of the teacher.
4. Do not talk in specific learning areas.

Playground Procedures

1. Keep all hands and feet to self.
2. Run only in designated areas.
3. No jumping off equipment.
4. No playing tag on the equipment.
5. No electronics.
6. No games allowed that involve grabbing, pushing, pulling, tackling, etc.
7. Use playground equipment properly.
    a) Jungle gym
        i) No hanging by legs.
        ii) No acrobatics
    b) Slides
        i) Do not stand at the top.
        ii) No more than one student at a time.
        iii) No stopping on any part.
        iv) Go down in a sitting position only.
    c) Swings
        i) No jumping out of swings.
        ii) No climbing on poles.

Nuisances

From time to time, students bring materials or toys to school that are considered to be a nuisance. These items will be confiscated and given to the student to take home that evening. If a teacher confiscates an item considered a nuisance a second time, the parent must pick it up from the teacher or it will be disposed of.

Parents are encouraged to monitor whatever a student brings to school. In some cases, a school supply can become a nuisance to a classroom.

Recess

All children are expected to go outside during recess unless a note is received from the parents stating that the child is recovering from an illness. An exception to this would be if the child does not feel well during the day and the teacher feels he or she needs to stay indoors. Also, the teacher may occasionally see a need to keep a student in for make-up work or a disciplinary action.

Students will not go outside for recess on days when the temperature or wind chill is below 20 degrees.

Dress Code

Here at St. John's we would like our student body to dress in a way that reflects our mission statement of being a Christ-centered school. We realize that fashion may not make this easy to accomplish, but we know that appropriate, non-offensive clothing is important to all of us as Christians. Parents should be very aware of what their children are wearing to school and school functions so that together, school and home, we can encourage our children to make God-pleasing choices in clothing. The following are required:

1. Dress and appearance should be modest and comfortable.
2. TOPS: All shirts, blouses and dresses should be modest, sleeveless garments are acceptable as long as undergarments are covered. (**Tank tops and Spaghetti Straps are not permitted.**)
3. Shirts must not have inappropriate writing such as bad language, alcohol or tobacco advertisements or sexual innuendos. St. John's and Christian T-shirts are encouraged.
4. Shirts must cover the waistline at all times even when sitting or reaching. Shirts must not be low cut or sheer. Shirt material must be thick enough to prevent being seen through. Shirts should not be oversized or cropped.

5. PANTS: Dress pants, khakis, blue jeans and Capri pants for girls may be worn. All pants must be neat, clean, worn at the waist and not drag on the floor. Writing across the back of the pants is not permitted. If pants become frayed due to wear, they may be trimmed. Leggings must be covered by a top that reaches mid-thigh.
6. SHORTS: Shorts may be worn year round when the ambient temperature is above 50 degrees. No holes should be present and the length should extend to at least the length of fingertips with hands straight at sides.
7. DRESSES: Dresses, skirts and skorts (worn at the waist) must extend to the top of the knee or lower. Or may be worn with shorts underneath where both extend to at least to the length of fingertips with hands straight at sides.
8. SIZING: Clothing is not to be more than one size smaller or greater than the students natural size. (No oversized clothing.) No torn or ripped clothing is permitted.
9. SHOES: Tennis shoes and dress shoes are permitted along with sandals that have heel straps. No backless shoes are permitted. No Crocs are permitted. Shoes must be worn at all times.
10. JEWELRY: Girls may wear pierced jewelry in their ears only. Boys may not wear earrings. Jewelry in any other pierced body part is not permitted. No chains or dog collars are allowed.
11. HAIR: No unnatural hair color is permitted.
12. All hats and sunglasses are to be removed upon entering the building.
13. Writing on the body is not permitted.

Dress Code checks will occur daily. Students who do not follow the dress code will be asked to come to the office to change into proper clothing. This may mean a call to a parent to bring proper clothing to school or wearing appropriate clothing provided by the school. If dress code violations continue, parents will be asked to come in for a conference with the principal. Final decisions made concerning dress code will be determined by the principal.

During cold weather months, children must have proper clothing for recess. This includes hats, mittens or gloves, and boots. Clothing generally worn outdoors is not to be worn in class unless the building is unusually cold.

Chapel Dress

Out of reverence to God, on our scheduled day of worship (Chapel), our Christian Board of Education has established a "Chapel Dress Attire" policy. Students are encouraged to dress up on Chapel days.

Student mental health

The Board of Christian Education recognizes the responsibility of the school to help protect the mental health of students. The school will support and help families coordinate and support existing programs to assist each student in achieving an optimal state of physical, mental and social well being. The goal of the school is to ensure continuity and create linkages among school, home and community service providers.

All school personnel should be alert for students who exhibit signs of unusual mental health related behavior or who threaten or attempt self-injury. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and parents should be contacted immediately.

In an attempt to further ensure student safety staff members:

1. shall not attempt to formally counsel, assess, diagnose or treat a student's personal problem relating to sexual behavior, substance abuse, mental or physical health and/or family relationships but, instead, should refer the student to the appropriate individual or agency for assistance;
2. shall not disclose information concerning a student, other than directory information, to any person not authorized to receive such information. This includes, but is not limited to, information concerning assessments, ability scores, grades, behavior, mental or physical health and/or family background and
3. shall immediately report any suspected signs of child abuse or neglect.

Weekly mental health lessons are presented in all grades using Christian based curriculum: Friendzy.

Damage to School Property

Our students are held accountable for their actions. Any damage done to school property will need to be rectified. Students and parents are requested to fill out inventory sheets at the beginning of the school year regarding textbooks. Students will be fined for any excessive damage that their books receive during the school year.

Lockers

Each student will have access to a student locker. These lockers are not allowed to have any locks on them. Student lockers are to be kept neat at all times. Students are not allowed to display pictures on their lockers.

Bus Guidelines

Bus Discipline

The bus driver has the authority and responsibility to enforce the bus regulations and shall report to the principal any student who refuses to obey these regulations. The driver or principal may give the student a bus discipline slip. The bus driver will give the discipline slip for misbehavior on the bus. The principal may give a student a bus discipline slip for misbehavior during the time the student is waiting for the bus. In either case the following steps will be followed:

1st offense Conference with the principal-detention or loss of recess. 2nd offense Conference with the parent - detention or loss of recess. 3rd offense Students will lose bus privilege for a period of three to five days.

If repeated offenses occur, the student may lose his/her bus privileges for a longer period of time. The severity of an offense may require that certain steps be by-passed.

Bus Procedures

1. Parents and pupils must assume that school bus transportation is a privilege to the student, not a right.
2. Pupils will ride their assigned bus both to and from school unless a written request asking permission to be let off the bus at some other stop is presented to the bus driver and signed by the parents. Parents will assume the responsibility of the child when such a request is made and granted.
3. Parents are responsible for the safety of pupils while going to and from pick-up points and for their meeting the bus schedule.
4. Parents will be responsible for any damage to a bus by their children.

5. Eating and littering are not permitted on buses.

6. Noise on a bus shall be kept to a minimum at all times to assure the safety of operation.

7. Absolute quiet must be maintained at railroad crossings or other danger areas. 8. Nothing shall be thrown out of the bus or held so that it extends out the window. 9. Disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. When it becomes necessary to refuse a pupil transportation (driver should not exclude a pupil from the bus) due to his conduct, the school administration shall notify the parents of such refusal with a full explanation for this action.

Miscellaneous Guidelines

St. John's Lutheran School does not allow distribution of cards and invitations to individual parties in the classroom.

Students celebrating birthdays are allowed to bring treats to the classroom. The bringing of treats should be cleared with the teacher first.

Flowers or birthday balloons that are sent to a child at school will be given to the student at 2:40 p.m. in the school office.

Most every classroom has its own set of rules in addition to the rules laid down by the school. If you have any questions concerning rules of a certain classroom or some incident in school. Please direct them to the teacher directly involved, or the principal.

Guidelines for Resolution of Concerns

Communication between parents, staff members, and the Board of Christian Education is very important in assuring that we have a common understanding of goals and of every aspect of a child's school experience.

At times, various concerns may develop that need to be resolved. The following steps which are in agreement with Matthew 18 have been identified to resolve concerns.

When a concern pertaining to the classroom or teacher exists, parents are asked to do the following until the situation is resolved.

1. Meet with the teacher directly involved.
2. Meet with the principal.
3. Meet with the principal and teacher together.
4. Meet with the Board of Christian Education.
5. Meet with the Chairman of the congregation.

When a matter pertaining to school policy exists, parents are asked to do the following until the matter is resolved.

1. Meet with the principal.
2. Meet with the Board of Christian Education.
3. Meet with the Chairman of the congregation.

Principle of Mutual Partnership *Amos 3:3 — "Do two walk together unless they have agreed to do so?"*

We believe that enrollment at St. John's Lutheran school is a privilege, not a right, contingent upon a shared vision and cooperative relationship between the family and the administration. A positive, supportive, and constructive working relationship is essential to fulfilling our mission.

In alignment with this principle, mutual cooperation is required for ongoing enrollment. If a family demonstrates an unwillingness to work collaboratively with the school, or if the partnership becomes unviable, St. John's Lutheran school reserves the right to ask the family to leave and disenroll the student.

School Arrival and Departure

School begins at 8:10 a.m. and ends at 2:50 p.m. Students should arrive at school no earlier than 7:50 a.m. and no later than 8:05 a.m. If special arrangements need to be made regarding early arrival, parents should consult with the principal. The procedure for departure is as follows:

- At 2:40 p.m., students riding Fairbanks busing are led to the bus waiting in front

of the cafeteria.

- At 2:45 p.m., students riding the Marysville bus are led to the lunchroom to wait for the bus.
- At 2:45 p.m., students are led to the gym to await their rides. All children not riding the buses should be picked up no later than 3:10 p.m.

When your child is **not** riding on the bus or with his usual car pool on a particular day, **a written note, e-mail, or verbal communication is a necessity!** Otherwise he/she must be transported as usual.

Telephone Usage

The use of the telephone by the children will be limited to extreme emergencies only with the permission of the teacher. Parents needing to call their children during the school day are asked to leave the message with the secretary who will convey the message to the child. Students will have access to the telephone following extra-curricular activities when making arrangements for transportation home.

Cell Phone Usage & other electronic devices

To support school environments in which students can fully engage with their classmates, their teachers, and classroom instruction, St. John's has determined that student cell phone use during school hours must be limited.

Objective

The objective of this policy is to strengthen St. John's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Background

Research shows that student cell phone use in schools negatively impacts academic performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Additionally, increased cell phone use has been linked to higher levels of depression, anxiety, and other mental health disorders in youth.

Applicability

This policy applies to student cell phone use on school property during the instructional day.

Use of Cell Phones

Students are prohibited from using cell phones during the instructional day, defined as the time from the first bell to the last bell of the school day.

- 1st offense- a warning will be given for the student to place in their bookbag.
- 2nd offense-the phone/smart device will be confiscated and turned into the school office for a parent to pick-up.

- 3rd offense- detention and parent will pick up device

Exceptions

Nothing in this policy prohibits a student from using a cell phone under the following circumstances:

- Educational Accommodations: As documented in the student's Individualized Education Program (IEP) developed under Chapter 3323 of the Ohio Revised Code, or a plan developed under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).
- Medical Needs: To monitor or address a medical concern, provided the school board receives a written statement from the student's physician requiring such use.
- Emergency Management: As permitted under the building's comprehensive emergency management plan adopted under Section 5502.262 of the Revised Code.
- Active Threats or Emergencies: During an emergency or active threat, students are permitted to use their cell phones to contact emergency services, report threats, or communicate with public safety personnel.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Purpose and Scope

This guideline governs the implementation of video surveillance and electronic monitoring systems on school property, and in the school buildings. This guideline also addresses staff members' use of portable video cameras on school property for security purposes. This guideline does not apply to District and parentally-created video recordings of school events (e.g. plays, music performances, athletic contests, graduation), video recordings used for instructional purposes and made with the consent of all parties recorded, video recordings made of individual teachers for the purpose of improving classroom instruction, or surveillance (covert or otherwise) undertaken by law enforcement officers.

Definitions:

A. Covert Surveillance - surveillance conducted by means of hidden devices, without notice to the individuals being monitored.

B. Personally Identifiable Information - all information about a student other than directory information.

C. Video Recording - a videotape, CD, DVD, disk, hard drive, or other device (including a cloud storage device located off school property) used to store information (whether in printed format, on film, by digital/electronic means, or otherwise) from a video surveillance/electronic monitoring system. D. Video Surveillance/Electronic Monitoring System - a video, physical, or other mechanical, electronic, or digital surveillance/electronic monitoring system or device that is permanently installed and enables continuous or periodic video recording, observing, or monitoring of individuals on school premises, and in school buildings. This includes an audio device, thermal imaging technology or any other component associated with recording the image of an individual E. Portable Video Cameras - portable video cameras that may be carried by an individual and/or body-worn video cameras.

Approval

Before a video surveillance/electronic monitoring system is installed in a school building or on school premises, the Principal must provide to the board and congregation a report describing the circumstances that indicate the necessity of having surveillance at the site (e.g., the safety and property concerns). The report should outline the less intrusive/invasive means that have been considered and the reason why they are not effective. The report should also identify proposed locations of the video surveillance/electronic monitoring equipment and whether portable video cameras will be used.

Placement of Video Surveillance/Electronic Monitoring Equipment The Principal, subject to review by the Board of Christian Education, is responsible for authorizing the locations where video surveillance/electronic monitoring equipment is

installed and operated. The Principal must approve any changes in the locations of the equipment. Video surveillance/electronic monitoring equipment may not ordinarily be used inside a classroom, laboratory, or other area utilized as a classroom or study space. Absent extraordinary circumstances, video surveillance/electronic monitoring equipment may not be operated in areas where there is a reasonable expectation of privacy by staff or students and where appropriate confidential or private activities/functions are routinely carried out (e.g., restrooms, locker rooms, private offices, conference/meeting rooms, and/or staff lounges).

Video surveillance/electronic monitoring equipment must be installed in a way that it only monitors those spaces that have been identified as requiring video surveillance - i.e., video cameras should not be directed to look through the windows of adjacent buildings or onto adjacent property. Viewing areas off-campus, into neighboring property, into vehicles, or into any other areas where there is a reasonable expectation of privacy, is prohibited. Absent express written authorization from the Board of Christian Education, no sound is to be monitored or recorded in connection with the video surveillance/electronic monitoring system.

Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. Security staff are authorized to use body-worn video cameras while on duty but are prohibited from operating them while routinely patrolling restrooms and locker rooms unless the staff member is responding to a specific incident.

Notice of Surveillance

Parents will be informed whenever a school decides to install video surveillance/electronic monitoring systems.

Students, faculty, and staff must be informed at the beginning of each year that the school is using video surveillance/electronic monitoring equipment to observe, monitor, and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

Operation of Video Surveillance/Electronic Monitoring Equipment Video surveillance/electronic monitoring equipment may be used to monitor and/or record behavior and activity of all persons on school property or grounds.

Although constant, real-time monitoring may not always be possible, it is expected that video images will be monitored on a scheduled basis.

Real-time viewing shall be limited to the Principal or specified security personnel, and staff responsible for providing visitors with access to the building. Circumstances warranting a review should be limited to instances where an incident is reported/observed or to investigate a potential crime or violation of Board Policy or the Student Code of Conduct.

If information is not viewed for law enforcement, school, or public safety purposes - it should be routinely erased according to a standard schedule (i.e., they will be maintained for a period of thirty (30) calendar days).

If information is viewed for law enforcement, school, or public safety purposes, it must be retained for a minimum of one (1) year. Prior to destruction of it, the Principal should contact the Board of Christian Education and/or Board Counsel.

The Principal is responsible for the proper implementation and control of a video surveillance/electronic monitoring system installed and operating in the building(s) and premises that he/she oversees. A periodic audit by the Principal of random images from the video surveillance/electronic monitoring system shall be conducted to verify that the equipment is operating properly and has not been blocked, moved, or altered and that the images captured by the system are not inclusive of areas prohibited by this guideline.

Only a designated employee or agent of the Board can install and operate video surveillance/electronic monitoring equipment. The Principal is responsible for adhering to a strict maintenance program - including image refocusing and lens cleaning.

Use of Video Recordings

Information obtained through video surveillance/electronic monitoring shall be used exclusively for the purpose set out in policy - i.e., to enhance security for students, staff, and visitors, and to assist in the detection and deterrence of criminal activity (theft/vandalism) and/or violations of the Student Code of Conduct. Video recordings may be used by the Board/administration as evidence in any legal or disciplinary actions, and for inquiries and proceedings related to law enforcement. Information shall not be retained or used for purposes other than those sanctioned by Board of Christian Education policy.

Any remote monitoring system must protect the integrity of the video surveillance system and include a system utilizing passwords or other identifiers to gain access. Monitoring shall only be conducted by the principal or otherwise designated personnel and designees (e.g., police officials).Likewise, network-connected systems must not be openly accessible on the Internet; rather, they must be password protected, operated behind appropriate firewalls, and use multi-factored authentication.

Misuse or abuse of the video surveillance/electronic monitoring system shall not be tolerated and will be addressed on a case-by-case basis by the Board of Christian Education and Principal.

Viewing of Recordings

The Principal shall designate the authorized users of the video surveillance/electronic monitoring system. Only individuals with a legitimate educational interest in the video recording shall be designated as authorized users. As such, video recordings may only be viewed by the Principal or individual authorizing the video surveillance/electronic monitoring systems installation, by parents and students (see below), or staff with a direct involvement with the recorded content of the specific video recording, or employees or agents responsible for the technical operation of the system (for technical purposes only). Authorized users shall receive training regarding proper use of the video surveillance/electronic monitoring system equipment, rules regarding privacy, and this policy.

Authorized users shall restrict system use to that for which it is intended (i.e., maintenance of individual safety and property conservation).

Video monitors used to view video recordings should not be located in a position that enables public viewing.

An individual may be refused permission to review a video recording where to allow it would:

A. be an unreasonable invasion of a third party's personal privacy;

B. give rise to a concern for the safety of a third party;

C. constitute an unauthorized disclosure of student personally identifiable information under State and/or Federal law; or

D. interfere with or compromise a law enforcement investigation/matter.

If an individual is prohibited from reviewing a video recording, the Principal will view it and report to the person what is contained on the recording.

Retention, Secure Storage, Access to and Disposal of Video Recordings Video recordings, when not in use, shall be stored on a computer drive or site that is password protected, or in an area to which students and the public do not normally have access. Digital video recordings shall be encrypted and stored in a password-secured device that uses multi-factored authentication.

Access to and viewing of video recordings is limited to authorized personnel. The Principal is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material - the log must document the person accessing the recording, the date and time of access, and the purpose). The Principal shall approve requests for access to recorded and stored video images. The Principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

All analog video recordings to be taken off-site must be signed out by the requestor and the Principal. When returned, the requestor who originally signed the recording out and the Principal shall sign the analog recording back in. All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board Counsel. Release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board Counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA and Ohio Revised Code § 3319.321.

Video recordings may never be sold publicly, viewed, or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law. .

Video recordings scheduled to be destroyed must be securely disposed of in such a way that the personally identifiable information cannot be reconstructed or retrieved (e.g., shredding, burning, magnetically erasing the personal information).

Covert Surveillance

Because covert surveillance is highly privacy-invasive, it may only be used as a last resort in limited case-specific circumstances, and in a time-limited manner (i.e., it must be the only available option under the circumstances and the benefits derived from the personal information obtained far outweigh the violation of privacy of the individuals observed).

Attendance

Absence

Ohio Law requires schools to contact parents when a student is absent from school. The intent of the law is to notify parents as soon as possible that their child is not in school in case of kidnapping, truancy or other dangerous situations a child may encounter on the way to school without the parent's knowledge. While the Ohio Law ("Missing Children's Act") has a good purpose, it requires schools to contact parents of absent students each day.

You can help make the Ohio Law protect our students in a very simple way. If your child is going to be absent from school on any school day, please do the following: 1. **Call the school, (937) 644-5540, or email attendance@sjsmarysville.org and let us know: The parent/guardian must call or email the school each morning your child is absent.**

a) Between 7:45 and 9:00 a.m.

b) Give us the child's name, grade, and teacher's name.

c) The reason for the child's absence.

2. **Send a note to school with your child when they return to regular classes (this is required by Ohio Law).**

School Attendance

By calling us or emailing, you will be helping us protect the children as the law intends without needless hours of extra work. THANK YOU!

Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self discipline and responsibility**. Any student in attendance but missing more than one hour of school is considered 1/2 day absent. Students must be in class by 11:30 a.m. to be eligible for extracurricular activities later in the day.** Parents are to SIGN IN any student coming into the school after 8:10. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons we feel that a student must satisfy two basic requirements in order to earn class credits.

1. Satisfy academic requirements
2. Satisfy attendance requirements

Students in Kindergarten through 8th grade will be subject to loss of credit when the student exceeds twenty (20) absences, unless tutoring is obtained at parent expense.

If the absences accumulating to 21 are caused by what the administration considers extenuating circumstances, the student and parent may file a formal appeal that will be reviewed by the Board of Education. If any absences for a course are unexcused absences and/or tardiness, an appeal for an extension will generally not receive consideration. An appeal must be filed within seven (7) days after the student has been notified of reaching the limit.

The following reasons for excused absence are established by state law and by regulations of the Ohio Department of Education.

1. Personal illness of the student (doctor's excuse may be required by the school for every absence over ten days.)
2. Quarantine of the home by local health officials.
3. Death of a relative (limited to three days unless reasonable cause can be shown for longer absence).
4. Observance of a religious holiday (consistent with the student's established creed or belief).
5. Work at home subject to the following restrictions:
   a) emergency situation
   b) regular school attendance record
   c) good academic standing

House Bill 410

Below are several definitions Ohio uses to describe student attendance as defined by the Every Student Succeeds Act (ESSA), Ohio Revised Code, and Ohio Administrative Code.

Chronic Absenteeism. ESSA defines chronic absenteeism as missing 10 percent or more of the school year for any reason — excused absences, unexcused absences and absences due to out-of-school suspensions. Students who are chronically absent are missing a significant amount of school, thus, missing out on important classroom time.

Habitual Truancy. Any child of compulsory school age who is absent without legitimate excuse for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year.

Excessive Absences. A child of compulsory school age who is absent with or without a legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year.

House Bill 410 requires schools to track absences from school on an hourly basis. Tardy to school will be tracked in increments of 0.25 hours (15 minutes). For EdChoice Scholarship students, accumulation of tardy to school incidents will be recorded per trimester as follows:

- 12 increments = One half day unexcused absence.
- 20 increments = One full day unexcused absence.

Per State of Ohio rules governing the EdChoice program, students who receive the EdChoice Scholarship are limited to not more than 20 days of unexcused absences each year. A student 16 who exceeds this amount of unexcused absences will not be allowed to renew their scholarship. Students will be marked absent (excused or unexcused) whenever they are not in school for at least half of the school day. Students who miss up to three hours will be marked absent (excused or unexcused) for one half day.

Late Arrival/Early Dismissal

If it is necessary for a student to arrive late to school for any reason other than being tardy, it is our policy that the parent bring the child to the school office and sign the student in.

If it is necessary for a student to be excused from school during the day, a note from the parent/guardian must be presented in the school office stating the reason. It is our policy that the student be picked up from the school office and signed out by the parent. We do not permit the students to be dismissed from the playground or a school door. In this way we know that the student has left the building and with whom.

Sickness

To minimize the danger of spreading disease parents are asked to keep their children home if they have bad colds or other infections.

St. John's Lutheran School and the Ohio Department of Education endorse the following practices when your child is ill:

- Keep your child home from school and school activities for at least 24 hours after their fever is gone. (Fever should be gone without the use of a fever-reducing medicine.) A fever is defined as 100°F (37.8°C) or higher.

- If your child vomits or has diarrhea, he/she should not return to school for 24-48 hours.
- If your child has a noticeable infection (colored runny noses, excessive tearing/mucus in eyes, etc., please seek the advice of your family physician before bringing your child to school).

Emergency Contact Information is to be filled out in FACTS during the enrollment process, so parents can be contacted if their child becomes ill during the school day. If your child does become ill during the school day, the child will be sent to the school office. The secretary will contact whoever is listed on the FACTS Emergency Contact Information for pick-up of the child. Should your contact information need to be updated during the school year, please contact the school office.

Tardiness

Laws require all students to be in attendance and on time at school. Habitual tardiness will be referred to the school's principal. We ask all parents to help make this referral unnecessary. Being on time is beneficial to your child's education. If a student is late for school for any other reason than a bus delay, being personally involved in a traffic accident, or a death in the family; the child will be marked tardy. Classes start at 8:15 a.m. Any student arriving in their classroom later than 8:10 a.m. is considered tardy. One of the purposes of education is to develop habits and patterns of behavior for life. In order to help the students form good habits of punctuality and courtesy, the following procedures are outlined:

1. The school day begins at 8:10 a.m. The student must report to the school office to obtain an admittance (tardy) slip before entering the classroom. All students will be allowed to receive three tardies per quarter in order to provide for inclement weather, traffic conditions, etc. NOTE: All tardies will be recorded and posted on student grade cards.
2. Students who exceed the three tardies in any given quarter will be considered to have an excessive tardiness problem.

As these tardies accumulate during the quarter, the following penalties will be assessed, hopefully preventing habitual tardy problems:

a) 3rd tardy: A detention warning will be issued for the student to show the parent.
b) 4th tardy: Detention-one hour. (A parent may serve the detention in lieu of the student as a volunteer to work at the school-to be arranged by the parent).

c) 5th tardy and all subsequent tardies: Detention-one hour and a meeting. A meeting may be called for the student, parent, teacher, and principal to discuss the situation and devise an intervention plan. In addition; each 5th tardy, per quarter, will result in a half day absence.

3. Leaving school for appointments is considered an Early Dismissal Tardy. Adults picking up students are to report to the office. Do not go to the classrooms.

Students leaving MUST be signed out by the adult picking them up. Children will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian.

The office staff will call the student to the office. No student will be released to an adult at the classroom. If someone other than the parent or guardian will pick up the child, the parent or guardian MUST send a note to the office in advance. **Please remember that if the student's leave is less than one hour, it is considered an early dismissal TARDY. If the leave is more than one hour, it is considered a HALF-DAY ABSENCE.**

Vacations

Scheduled vacations are planned for Christmas, Easter and summer. It is expected that students will be in attendance on days school is scheduled to be in session. Family vacations are encouraged to be taken during the scheduled weeks off. The practice of taking students out of school for family vacations and other events and activities is a disruption in a student's classroom learning and causes extra work for the teacher. These absences are therefore discouraged.

Should a student miss a regular attendance day, school policy dictates that any work missed must be satisfactorily completed. Assignments should be obtained from the teacher. Please contact your child's teacher(s) prior to the vacation to determine if the assignments will be ready before the absence or upon return. Parents are responsible for supervising the student in making up the studies which are missed during the absence.

Should parents decide to take a vacation during the school year, it is expected that the school be notified in writing of the impending absences(s). Both the student's teacher(s) and the office should be notified.

Medication

Students should not bring any medications whether prescription or non-prescription into the school building.

The purpose of this policy and procedure is to ensure that no medication will be taken at school without administrative approval unless the student/parent(s) have complied with the following requirements. The administering of prescription drugs requires a physician's and a parent's statement; the administration of non-prescription drugs requires only the parent's permission. Medication forms are available on the St. John's web-site and in the office. The forms must be signed, properly completed, brought to the school by the parent or guardian, and received by the school principal or school secretary.

Medications need to be picked up at the end of the year at the school office. Any medication left in the office will be disposed of properly.

Self-Administration and Possession of Medication

A student is authorized to possess and administer a prescribed drug such as an albuterol inhaler and/or an epinephrine pen (epi-pen) at school or any activity, event or program sponsored by the school, or in which the student's school is a participant, if the following conditions are met:

- A completed authorization form for self-carry medication must be provided to the school principal and/or authorized personnel before the student may possess and use any medication.
- A student who is authorized to possess and use a self-carry medication may not transfer possession of any inhaler or other medication to any other student or permit any other student to use the medication.
- Each auto-injector should be clearly labeled and stored in a safe, but accessible place. This place will be determined by the school and marked "For use by trained school staff." Each auto-injector should be clearly labeled with the pupil's name and stored with the individual care plan for the named child.
- New approval forms shall be submitted each school year and as necessary for any change in medication order.
- One dose of self-carry medication (i.e. Epi-pen, asthma inhaler) must be identified as self-carry and must be available in the office with the appropriate paper work where daily medications are kept.

First Aid Policy

School personnel have the authority to provide emergency care to sick or injured pupils. In case of an emergency, parents or guardians will be notified. Therefore, it is important that the Emergency Contact Information on FACTS is kept accurate and up-to-date. If the parent or guardian cannot be reached and emergency medical treatment is necessary, the physician listed on the Emergency Contact Information will be notified.

Emergency Evacuation Drills

The laws/rules regarding Emergency Evacuation Drills can be found at the following links: http://codes.ohio.gov/orc/3737.73 and http://publicecodes.cyberregs.com/st/oh/st During the school year emergency and safety drills are practiced periodically including:
fire drills, tornado drills, and student safety drills. Students should know exit routes and tornado drill locations. Fire exit routes and tornado drill location signs are posted in classrooms. During drills, students are to move quietly to the proper location and follow the directions of the supervising staff members.

COMMUNICATION

INCLEMENT WEATHER NOTIFICATIONS

Inclement Weather

St. John's Lutheran School is in a unique position; that of having many students somewhat evenly spread between the Marysville and Fairbanks school districts, as well as a small population of students from other outlying districts.
St. John's will ONLY follow the calamity schedule of the **Fairbanks school district**; when it comes to weather related delays or cancellations. To stay informed, tune to any of the local news channels on the television and or local radio stations. Look or listen for Fairbanks Local School District. St. John's will also send out text, voice messages, and Email alerts through FACTS so please ensure your contact information is up to date.

School Closing

During times of treacherous weather, if Fairbanks School District closes for the day, St. John's Lutheran School will also be closed for that day.

Weather Delay

If your child rides a Fairbanks or Marysville bus, particular attention should be paid to delays being posted by the Fairbanks School District. Note the following procedure for weather delays:

Two hour delay all grades K-8 will have classes.

JEC (Jaguar Education Connection) is available for childcare during a fog delay or any school delay, if the child has been pre-registered in the JEC Program. Please call 937-644-5540 ext. (3005) for more information.

Emergency Communication Procedure

In the event of an emergency (Weather, Fire, Gas Leak, Biohazard…) at the school, parents will be notified through our online student management system (text, call, email)

Christian Education Association

To train a child properly involves teamwork consisting of the parent, child, and the teacher. In order to develop such teamwork, St. John's Lutheran School has an organized parent-teacher

Group which seeks to promote better understanding and cooperation between the home and school. Regular and faithful attendance at these meetings will help you better understand your school and staff. The dates and times of the meetings are published on the C.E.A. Google calendar found on the school calendar on our website.

Newsletter

A school newsletter entitled "The Spirit Express" is published and emailed to each family. Hard copies are available in the office. Monthly updates can be found on the school website.

Homework Folders

Students in 1-8 grade will have homework folders sent home with the students on Wednesdays. Homework folders for Kindergartners are sent home every day. Parents of students in 1-8 are expected to sign the weekly log indicating they have seen the student's homework and send the folder back to the school on Thursdays. Parents of Kindergartners are expected to sign the log daily and return the folder to school every day.

Lost and Found

The Lost and Found Department is located under the coat rack across from the cafeteria. If the items are not claimed quarterly the items are given to a charity as needed throughout the school year.

Awards

Class Valedictorian—Salutatorian

The Valedictorian and Salutatorian for the eighth grade is determined by his or her grade average based on their academic work from grade 5-8. This individual will give the valedictory address at the eighth grade commencement activity.

Honor Roll

Students in grades 5-8 are eligible to be on the Honor Roll. In order to be on the Distinction Honor Roll, the student must have an average of A- or better. In order to be on the Merit Honor Roll, the student must have an average of B or better. All grades will be averaged from the various subject areas that are graded with a letter grade to determine eligibility for the honor roll. Numerical values will be given to each letter grade.

Presidential Academic Fitness Award

St. John's Lutheran School participates in the awarding of the Presidential Academic Fitness Award. Only students in grade 8 are eligible for this award.

Pastor Oscar C. Decker Award

This award is given to the graduating eighth grade male student who best exemplifies the Christian lifestyle during his years at St. John's.

Teacher Rieckers Award

This award is given to the eighth grade female student who best exemplifies the Christian lifestyle during her years at St. John's.
Both of the previous awards are $100. The teaching staff of the school vote to determine the winners of these awards.

Special Service Award

This award is given to the seventh and eighth grade students who participate in the volunteer program through the school year.

Perfect Attendance Award

This award is given to the first through eighth grade students who have missed zero days and less than 4 tardies of school through the school year.

Perfect Worship Attendance Award

This award is given to the first through eighth grade students who have missed less than 2 Church or Sunday school days through the school year.

Hot Lunch Program

St. John's Lutheran School serves a hot lunch in accordance with the National School Lunch Program requirements during a supervised lunch period. Free and Reduced meals are available to those families that wish to apply and qualify. Application forms are available on the school website. Information is given to the parents pertaining to helping in the lunchroom at Open House and is posted in the Food Policy on the school website. Milk is available at a reasonable price for those students who wish to bring lunch from home.

In compliance with Ohio Revised Code 3313.814, St. John's Lutheran School does not offer for sale any "A la carte items" during the regular school day. In addition, students of St. John's may not purchase from vending machines during the regular school day.

St. John's Lutheran School: Food Allergy Awareness Policy

Allergy Policy

Introduction

St. John's Lutheran School is sensitive to the fact that we have students with various food allergies. We are working to maintain an allergy aware environment at St. John's that will minimize the risk of students during school hours. St. John's Lutheran School is an allergy aware school building.

Purpose Statement

St. John's Lutheran School recognizes that student food allergies may be severe and potentially life-threatening. The staff, in conjunction with the Board of Christian Education, has adopted a food allergy awareness policy and procedures document to minimize the risk of exposure to allergens that create a life-threatening situation.

This document will also educate members of the school community on management of student allergies and to plan for the needs of students with life-threatening allergies. (This document will be handed out at orientation as well as posted to the school website)
St. John's Lutheran School cannot guarantee that a student will never experience an allergy-related event and cannot be held liable should a reaction occur. However, the school is committed to student safety, and therefore has created this policy to reduce the risk that children will have a life-threatening allergy-related event.

If your child(ren) has allergies, we ask that you communicate this by filling out the Allergy Action Plan Form provided in FACTS or on our website at https://www.sjsmarysville.org/school-forms/ and click on Allergy Action Plan under Medical. All staff and faculty at St. John's have been trained in First Aid and CPR and are capable of recognizing the signs of an allergic reaction. By filling out the action plan, you provide

us with the steps you prefer us to take if your child(ren) has an allergic reaction while at school.

Goals and Objectives

- Strive to provide age-appropriate procedures to assist children and the school community in an effort to provide a healthy and safe school environment.
- Reduce the likelihood of life-threatening allergic reactions of students with known food allergies while at school.
- Even though the school cannot guarantee an allergen-free environment, the school will take responsible steps to ensure a safe environment for children with life-threatening allergies.
- Ensure the school community is aware of this food allergy policy and the potential for a student having a life-threatening allergy related event.

Children with food allergies who purchase school meals will be given a replacement option if they are allergic to a food on the menu. Food allergy is an abnormal reaction to a food triggered by the immune system. This should not be confused with food intolerance. An intolerance, such as lactose intolerance, is triggered by the digestive system and is usually not life-threatening. Food allergies can cause mild to severe reactions that can be fatal if not treated.

The most common food allergies are:

· Milk
· Soy
· Peanuts
· Eggs
· Wheat
· Tree Nuts
· Fish
· Shellfish

If you feel that your child has a food allergy but has not yet been diagnosed, please contact your pediatrician to have your child tested.

Extracurriculars

Sports (Grades* & Season)

St. John's is a member of the Central Ohio Athletic League, offering the following sports for students in the 5th - 8th grades:

- Co-ed Soccer (5-8 Fall)
- Girls Volleyball (5-8 Fall)
- Co-ed Club Golf (5-8 Fall)
- Boys Basketball (5-8 Winter)
- Girls Basketball (5-8 Winter)
- Girls Cheerleading (5-8 Winter)
- Co-ed Track (5-8 Spring)

*Grade Guidelines are subject to change based on size of roster

St. John's Athletic Boosters exist to support and promote the athletic program by sponsoring fund raisers, administering home athletic contests, and in many other ways.

Spotlight Drama (5th-8th Grade)

This extra-curricular group meets weekly after school to focus on presentation skills. Students learn mini lessons on blocking, stage presence, and voicing while putting these lessons into practice through skit and sometimes song. The group has performances throughout the year to showcase their abilities.

Some of those performances have included the 5th grade Cookie Concert, the grades 1-4 Christmas program, the Middle School Christmas program, Advent by Candlelight, and a Spring Concert. Generally consisting of middle schoolers, the group's purpose is to give glory to God through acting, remembering we are His and made to glorify Him.

Jaguar Singers (1st-4th Grade)

Often referred to as the "JagSingers," this volunteer choir of first through fourth graders meets weekly outside of the school day. The ensemble is an extension of the regular music classroom and provides students an opportunity to further their singing techniques and love of music. The choir sings monthly in worship services as well as offering songs during chapel (at times), holiday concerts, and a spring concert. While Jaguar Singers is a choir, the group also enjoys fellowship and fun during their weekly sessions. Their primary purpose, however, is to praise God through song.

Student Council (5th-8th Grade) Student Council is a group of elected and volunteer students working together with an adult advisor to provide a means for student expression and assistance in school affairs and activities, give opportunities for student experience in leadership and encourage student / faculty / community relations. Through projects and activities, student councils work to promote: citizenship, scholarship, leadership and service.

JEC – LatchKey Child Care

Child care is available through the Jaguar Education Connection (JEC) Monday through Friday, 6:30 a.m. - 6:30 p.m. JEC offers children ages 3-12 a safe, nurturing environment before and after school, during most school closings and breaks, and on off days for preschoolers. Please call 937-644-5540 ext. (3005) for more information.

Volunteers

For any organization to operate effectively, many services must be performed behind the scenes. So it is with a school, and here we rely strongly on the volunteer assistance of parents. The school staff, children, and other parents sincerely appreciate your dedicated efforts. Without your help many activities would have been impossible to accomplish. To all who have assisted in the past and will do so in the future, we say **"THANK YOU!"**
Click Here to see the Volunteer Handbook.

Volunteers Requirements

1. Reminder all families K-8th Grade, no matter scholarship status, are required to work in the cafeteria at least 2 times this school year. Those that do not meet these requirements you will be charged $60.00/day or $120.00 total at the end of the school year for unworked hours.
2. Reminder that all families K-8th Grade, no matter scholarship status, are required to volunteer 20 hours of their time beginning June 1, 2026- May 31, 2027. Working in the cafeteria does count towards volunteer hours and your cafeteria duty requirements. If you do not meet these requirements you will be charged a $400 fee. For additional volunteer opportunities go to https://www.sjsmarysville.org/volunteers/. As new opportunities are available we will add them to this page.

HANDBOOK PARENT AGREEMENT

By signing below, I acknowledge that I have received a copy of the St. John's Lutheran Handbook. I have read and understand the policies of St. John's Lutheran School Program; I also understand that the withdrawal policy requires 30 days written notice, and; I agree to full payment of registration fees and tuition as stated in the financial commitment section.

Please sign and return this agreement to the school office prior to your child's first day of class.

_____ _____ Name of Student
School Year

_____ _____ Name of Student
School Year

_____ _____ Name of Student
School Year

_____ _____ Name of Student
School Year

_____ _____
Signature of Parent/Guardian **Date**