

# *Handbook*

St. John's Lutheran School



Revised 07/12/2018

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## *About Us*

### ***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.

### ***Our Philosophy***

Overall Vision - Aspects of our Christian ministry which we emphasize.

1. We believe that St. John's Lutheran School is more than the 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.

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**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.

### ***Admission Priority***

St. John's Lutheran School exists to serve both member and non-member parents and children in our community who sincerely desire a Christ-centered education. God's directive to all parents is, "Bring up your children in the nurture and admonition of the Lord." The privilege of the staff at St. John's Lutheran School is to help parents with that God-given responsibility. Applications for enrollment are accepted in the following order, irrespective of race, color, or national origin.

The priority guidelines for grades Kindergarten through 8th grade are as follows:

1. Children of members of St. John's Lutheran Church. Priority ends April 1st.
2. Children enrolled during the previous year. Priority ends April 1st.
3. Children with brothers and/or sisters currently enrolled. Priority ends April 1st.
4. Children from a neighboring LC-MS church. Priority ends April 1st.
5. Other children admitted at the discretion of the principal and/or Board of Christian Education.
6. 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.

### ***Early Entrance Criteria***

St. John's School provides early admission to kindergarten and first grade for qualified students. Copies of the referral forms for evaluation for early entrance to kindergarten or first grade are available from the principal. A student may be referred by an educator employed by St. John's School, preschool educator who knows the child, parent or guardian, or a pediatrician or psychologist who knows the child. The referral shall be made to the principal of the school for evaluation for possible early admission.

Before a student is evaluated for early entrance, the principal (or his/her designee) of the school to which the child may be admitted shall obtain written permission from the child's parent/guardian.

Evaluations related to referrals submitted to the school principal between August 15th and April 15th, will ordinarily be completed and a written report issued within forty-five (45) calendar days of submission of the referral to the school principal. Evaluations related to referrals submitted to the school principal between April 16th and August 14th will ordinarily be completed and a written report issued within forty-five (45) days of the start of the school year.

Children referred for early entrance will be evaluated in a prompt manner. The principal of the school to which the child may be admitted shall convene an acceleration evaluation committee to determine whether early entrance is appropriate for that child. The acceleration evaluation committee shall include the following:

- A. a parent/legal guardian or a representative designated by the parent/guardian
- B. a gifted education coordinator or gifted education specialist, or, if neither is available, a school psychologist or a guidance counselor with expertise in the appropriate use of academic acceleration.

- C. the principal or assistant principal of the school to which the child may be admitted
- D. a teacher at the grade level to which the student may be admitted

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will also consider the student's own thoughts on possible accelerated placement in its deliberations.

Children considered for early entrance shall be evaluated using an acceleration assessment process approved by the Ohio Department of Education in conjunction with the district of student residence.

A meeting will be conducted with the parent/guardian following the evaluation to inform him/her of the committee's decision and, if appropriate, to discuss the results of the evaluation and the nature of the kindergarten or first grade program.

The parent/guardian will be provided with a written summary of the outcome of the evaluation process. This notification shall include instructions for appealing the outcome of the evaluation process.

If a child is recommended for early entrance, the acceleration evaluation committee will develop a written acceleration plan for that child. The plan will specify:

- A. placement of the child in the accelerated setting;
- B. strategies to support successful early entrance; and
- C. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee the implementation of the acceleration plan and to monitor the child's adjustment to the early entrance.

At any time during the transition period, a parent/guardian of the child may request in writing that the child be withdrawn from the accelerated placement. In such cases, the principal shall remove the child without repercussions.

Also, at any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the acceleration evaluation committee to consider other placement options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different setting from that initially recommended, the acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The child's records shall be modified accordingly, and the acceleration plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

### ***Non-discriminatory policy***

St. John's Lutheran School 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.

### ***Commitment Fee***

An annual commitment fee is charged to each student enrolling in our school. It is a tier rate based on date of enrollment. The commitment fee for all students in grade K-8 is \$135.00(non-refundable) if paid by March 31st, \$160.00 if paid by May 31st, after May 31st and at Back to School Expo it is \$185.00. This fee helps cover the cost of some textbooks, workbooks, library books, paper products, technology, art supplies and background checks. Each child is to supply their own miscellaneous supplies such as pencils, paper, crayons, scissors, etc. A supply list will be posted on the website mid-summer for the following school year.

### ***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 monthly basis.

### ***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 insuring 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 Privately Funded Assistance. These assistance programs are based solely on need, for Kindergarten through grade 8 students. Parents interested in applying for funding support need to complete the applicable applications before the deadlines. The EdChoice Expansion application window is open from February 1st until April 30th and is available to any student entering kindergarten through 4th grade in the 2017-2018 school year. Privately Funded Assistance is determined through a third party analysis (FACTS) and the application window is open from March until July 31st for students in grades 5th - 8th or any students that is not eligible for EdChoice. Please read below to learn more about these financial assistance programs. Final notification of the approval/denial of applications as well as the amount of assistance for approved applications will be made by August 18th of each year. All applications are filled out online and are available through the school website, [www.sjsmarysville.org](http://www.sjsmarysville.org).

### ***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 Gradelink. 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 Gradelink. 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. Latch-key fees
4. Library book fees
5. Damaged textbook fees

## *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
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.
Sports- (Extra Curricular)	Boys – Soccer, Basketball, Track, Golf Girls – Soccer, Volleyball, Basketball, Track, Golf, Cheerleading

### ***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 Gradelink 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. The parents have the final word in regards to promotion or retention.

### ***Grading Scale***

All grades are posted and available through our student information system (Gradelink). 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	+, √, -	
ART, MUSIC, AND PHYSICAL EDUCATION	+, √, -	A, B, C, D, F
COMPUTERS, KEYBOARDING	+, √, -	
FOREIGN LANGUAGE	+, √, -	A, B, C, D, F
CAREERS		A, B, C, D, F

### GPA Grading Scale (5<sup>th</sup> – 8<sup>th</sup> 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

<b>D-</b>	60-62.9	1
<b>F</b>	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 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 preexisting.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are held twice yearly. The first conference is scheduled after the first quarter. The second conference is held 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 a Speech and Hearing Therapist, Remedial Teacher, School Psychologist, psychological testing, and a Guidance Counselor. Secular textbooks are also purchased through state funding.

### **Library**

Each class has the opportunity to visit the library at least once per week. 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 2-8. Students in grades 2-8 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 multi-media 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.

## ***Lutheran Memorial Camp***

Grades 5-6 of St. John's Lutheran School participate in the environmental education program offered by Lutheran Memorial Camp in Fulton, Ohio, on a biannual 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***

Each year the 8<sup>th</sup> grade class will travel to Washington DC for an out of class room learning experience that re-enforces the 8<sup>th</sup> 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 8:30-9:00 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***

Periodically, one or more classes of our students may offer a choral anthem during one of our Sunday worship services or on some other special occasion. Students are required to participate in the choral offering 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 administrator 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. (1 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 is 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. The board will decide upon the conditions of continued enrollment for the student.

#### **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.

## **Bully Policy**

We define “bullying” as repeated and systematic harassment whereby student(s) are being targeted by verbal and /or physical attacks. In *John 13:34-35*, Jesus shares these words with us - “A new command I give you: Love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” Bullying goes against God’s Word and will be dealt with according to age-appropriate procedures.

### **Definition of Terms**

“Harassment, intimidation, or bullying” is defined as...

Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student more than once, and the behavior both:

- causes mental or physical harm to the other student; and
- Is so sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, intimidation, or bullying” is also defined as...

Electronically transmitted acts, such as Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- causes mental or physical harm to the other student/school personnel; and
- Is so sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to

- the words chosen or the actions taken,
- whether such conduct occurred in front of others or was communicated to others,
- how the perpetrator interacted with the victim, and
- The motivation, either admitted or appropriately inferred.

Harassment, intimidation, or bullying behavior by any student/school personnel in St. John's Lutheran School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“A school-sponsored activity” is defined as...any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by St. John's Lutheran School.

“School personnel” is defined as

- principal
- teachers and teacher aides

- pastors
- school secretary
- members of the Board of Christian Education
- coaches of school athletic teams
- custodian
- cooks
- librarian
- Substitute teachers

## **School Policy**

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring, and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone. St. John's Lutheran School disapproves of bullying in all its forms and considers it a most serious offense that is unacceptable and will not be tolerated. The pupils also know that bullying is completely unacceptable and that they must notify the appropriate school personnel if it happens to them. The faculty takes the lead in creating a climate in which pupils will report immediately any bullying incident in the expectation that it will be dealt with urgently and firmly.

All staff is required to report incidents of suspected bullying to the principal.

Appropriate action will then be taken.

## **Student Expectations**

The St. John's Lutheran Board of Christian Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and parents. Students are expected to live a life that is pleasing to our Savior, Jesus.

## **Reporting Obligations**

Report to the Parent or Guardian of the Perpetrator

If, after investigation, acts of harassment, intimidation, and bullying are verified, the building principal will notify the parent or guardian of the perpetrator. If discipline is imposed, a description of that discipline will be included in that notification.

## **Report to the Victim and the Parent or Guardian**

If, after investigation, acts of bullying are verified, the building principal will notify the parent or guardian of the victim. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and bullying.

## **Report to the Board of Christian Education**

The school principal must semiannually provide the chairman of the Board of Christian Education a written summary of all reported incidents. The list shall be limited to the number of verified acts of harassment, intimidation and bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

## **Report to the Proper Authorities**

Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse must be reported to Child Protective Services, per required timelines. St. John's Lutheran School must also investigate for the purpose of determining whether there has been a violation of the Board of Christian Education Policy or Procedure, even if law enforcement or CPS is also investigating. All St. John's Lutheran School personnel must cooperate with investigations by outside agencies.

## **Complaints and Logging a Complaint**

If there is a concern about a situation, there are three ways to express the concern. A formal complaint, informal complaint, or anonymous complaint can be filed.

### **Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation, or bullying. Written reports need to be specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential students or staff witnesses. These reports can be filed with any school staff member and they will be promptly forwarded to the principal for review and action.

### **Informal Complaints**

Students, parents or guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, a principal, or other school personnel. Such informal complaints will be specific as to the actions giving rise to the suspicion of harassment, intimidation, and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential students or staff witnesses. A school staff member or principal who receives an informal complaint will promptly document the complaint, including the above information. These reports can be filed with any school staff member and they will be promptly forwarded to the principal for review and action.

### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and principal who receive the complaint. The anonymous complaints will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

### **Guiding Steps of Action**

Action steps taken are to be used at the discretion of the staff and principal. Action taken is dependent on the severity of the offense and may include any of the following but are not limited to the following. Action taken will be age appropriate when

possible.

1 <sup>st</sup> Reported Incident	Investigate, talk to student and develop strategy to change behavior Verbal intervention with student and/or counseling on bullying Verbal and/or written apology to victim Paper-based response: Behavior Intervention Worksheet As Needed: recess detention, detention
2 <sup>nd</sup> Reported Incident	Repeat 1 <sup>st</sup> Reported incident steps and contact parents. Recess detention, detention, suspension. As needed: Extra-curricular activities impacted
3 <sup>rd</sup> Reported Incident	Any steps from 1 <sup>st</sup> or 2 <sup>nd</sup> reported Incident, PLUS Extra-curricular activities impacted. Meet with student and parent + principal + Board of Christian Education. Possible expulsion.

## *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:

- I. 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 play when teacher blows whistle or signals.
2. Walk to line up at rear entrance to school.
3. All talking stops at 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 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 must have sleeves. (No tank tops)
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 as weather permits during the months of Aug., Sept., Oct., April, May, and June. The length of the shorts must be the length fingertips with hands straight at sides. Walking shorts are recommended. All shorts must be neat, clean and worn at the waist.
7. DRESSES: Dresses, skirts and skorts (worn at the waist) must extend to the top of the knee or lower.
8. SIZING: Clothing is not to be more than one size smaller or greater than the student's 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. 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 will be required to wear the following Chapel attire on Chapel days:

- Collared shirts or blouses, either short or long-sleeved. Shirts may not have written words/brand names across the front.
- All shirts/blouses must be tucked in, unless they have a straight line hem across the bottom.
- Sweaters will be allowed, as long as the collared shirt is showing.
- Dresses are allowed and do not need a collar. However, dresses must meet the established standards regarding length.
- No sweatshirts will be allowed.
- Parents will be contacted to bring a change of clothes to uphold this policy when it is not met.

## **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 Student 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**

- I. 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.

### ***School Arrival and Departure***

School begins at 8:15 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 8:10 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.

### ***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, and let us know:
  - 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).

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

## **School Attendance**

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 8:15.

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

## **Early Dismissal**

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.

## **Late Arrival**

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.

## **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 Gradelink on registration day 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 Gradelink 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 8:15 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 8:15 a.m. The student must report to the school office to obtain an admittance (tardy) slip before entering the classroom. The student will not be admitted to class without an admittance slip. 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) 3<sup>rd</sup> tardy: A detention warning will be issued for the student to show the parent.
  - b) 4<sup>th</sup> 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) 5<sup>th</sup> 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 of 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 Aide 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 Gradelink 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 a text, voice messages, and Email alerts through Gradelink so please insure 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. (3109) for more information.

#### **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.

#### **Newsletter**

A school newsletter entitled "The Spirit Express" is published and emailed to each family. Hard copies are available in the office. Weekly update 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 as well as the class being weighted by the frequency of the class to determine the grade average of the student.

#### **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.

### ***Citizenship Award***

This award is given to the eighth grade students who participate in displaying the flag.

### ***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 of school through the school year 0 tardies.

### ***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 Federally Funded Type-A Hot Lunch during a supervised lunch period. Free and Reduced meals are available to those families that wish to apply and qualify. Application forms are sent home with each student at the beginning of the school year. Information is given to the parents pertaining to helping in the lunchroom on orientation day.

Milk is available at a reasonable price for those students who wish to bring a 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***

### **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.

### **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.

### *Extracurricular*

#### **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 (6-8 Fall)
- Girls Volleyball (7-8 Fall)
- Boys Basketball (7-8 Winter)
- Girls Basketball (7-8 Winter)
- Girls Cheerleading (7-8 Winter)
- Co-ed Club Golf (5-8 Fall)
- Co-ed Track (7-8 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.

#### **St. John's Band**

All of St. John's students in grades 5-8 will have the opportunity to participate in the school band program. Students may participate in band with parent's permission. Information on rental and purchase of instruments is available through the band director. Band lessons are given during the school day in small group and large group settings. Band students are required to practice at home in preparation for lessons. Band members will prepare music to play in school chapels, programs, and Sunday worship. All band members are required to participate when the band is scheduled to play.

#### **St. John's Choir**

All St. John's students in grades one-eight will have the opportunity to participate in a choir. Choir groupings vary from year to year. The choirs will practice one to two times per week during the school day. The choirs will learn correct vocal and choral techniques as they prepare music to sing in school chapel, programs, and Sunday worship services. Choir members are required to participate when the choir is scheduled to sing. The choirs will sing a variety of sacred and secular music including hymns, praise songs, folk songs, and patriotic songs.

### ***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. (3019) 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!”**

## 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

2018-2019  
School Year

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**