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# STUDENT/PARENT HANDBOOK

2017-2018

Jesus Christ is the same yesterday,  
today, and forever.

—Hebrews 13:8



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## **PRINCIPAL'S MESSAGE**

In the Name of our Lord Jesus Christ, I welcome you to St. John's Lutheran School. Our gracious Lord has certainly blessed our school during its long history and promises innumerable blessings in the future. Because of Him, we are proud of our school. As a member of our school family, we want you to join us in that pride. Our prayer is that He gives us the strength and wisdom to use our bodies and minds to the fullest of our potential—to do all things to His glory.

Attending St. John's should be an exciting experience. It is more than going to classes, doing homework, and being involved in extra-curricular activities. It is a way of living and a reflection of faith. We are a family of believers, brothers and sisters in Christ.

Education is growth. At St. John's, we are concerned for your growth--academically, socially, emotionally, physically, and most importantly, spiritually. As a large Christian family called to live together, we have adopted certain standards and policies by which we strive to live together in peace and good order. This guide is designed to help you understand your responsibilities as members of the St. John's Christian community.

May God bless you as you continue your growth at St. John's Lutheran School.

Serving Him through service to others,

*Teri Lyn Mannes* – Principal

## **MISSION STATEMENT OF ST. JOHN'S LUTHERAN CHURCH AND SCHOOL**

St. John's responds to God's love and saving grace by being:

**Equipped** with God's Word

**Engaged** in Christian Fellowship

**Encouraged** to serve and love more like Jesus

## **SCHOOL MINISTRY PHILOSOPHY**

We believe that we are saved to serve God and man. We are convinced that by providing Christian day school education, we are fulfilling the Great Commission and serving our community.

## **SCHOOL MINISTRY PURPOSE**

The Congregation, Families, Church and School Staff, and School Board work together - with Christ as our Head - to serve the children, families, and surrounding community by providing a broad based, quality education that prepares children for responsible Christian citizenship. St. John's Lutheran School strives to educate the whole child by addressing each area of child development.

**Spiritual:**

- Include Christ in all aspects of education
- Provide daily religious education and worship
- Maintain an environment where our staff demonstrates Christ in word and deed

**Intellectual:**

- Provide a standards-based, academically challenging curriculum
- Provide a balanced educational program including language arts, math, science, social studies, foreign language, art, and music
- Incorporate technology to enhance the educational experience
- Develop critical thinking skills

**Physical:**

- Provide daily physical education taught by a P.E. specialist
- Provide extra-curricular sports activities
- Encourage a healthy lifestyle

**Emotional:**

- Provide a safe, nurturing school environment for all students through school and extra-curricular activities
- Support families through Pastoral counseling and through prayer

**Social:**

- Help students build healthy relationships with other students through school and extra-curricular activities
- Help students develop conflict resolution skills and accept personal responsibility for their actions
- Involve families in school and church activities

# GENERAL POLICIES

## ACCREDITATION AND CERTIFICATION

The curriculum of St. John's Lutheran School meets the requirements of the State of Illinois and the guidelines for Lutheran schools. St. John's Lutheran School is accredited by the Lutheran Church-Missouri Synod through National Lutheran School Accreditation (NLSA). St. John's also meets all the standards of and is recognized by the Illinois State Board of Education (ISBE). All faculty members hold the appropriate state certificates for their positions.

## ARRIVAL AND DISMISSAL PROCEDURES

In order to ensure the safety of all students at arrival and dismissal times, the following procedures have been put into place:

### Arrival:

- Any parent who is walking their child into school in the morning is to park in the parking lot.
- Please do not park in the handicapped parking spaces even when you are only dropping off a student.
- Students arriving between 7:00 a.m. and 7:45 a.m. are to be dropped off or walked into the building using Door A (parking lot nearest the church) and are to proceed to Extended Care. You will be given a door code to enter.
- Parents who wish to enter the building for school office business before the school day begins (8:15 a.m.) are to park in the lot and enter via Door B.
- Pre-school and kindergarten students are to be brought in using Door A.
- Students in grades 1-8 are to be dropped off at the Park Rd. entrance. All vehicles should drop off students on the St. John's side (facing north) only. Do not drop off students on Park Rd. while your vehicle is facing south and students subsequently have to cross the street.
- Doors are unlocked and students may enter at 8:00 a.m. Doors are locked at 8:15. Security cameras monitor all entrances. Visitors during the school day are "buzzed in" via the office.
- Students are to proceed to their classrooms and be prepared for class to begin at 8:15.

### Dismissal:

- The school day ends at 3:15 on Monday, Tuesday, Wednesday, and Friday. Thursday dismissal time is 2:30 to allow time for faculty professional growth and in-service.
- All preschool and kindergarten students are dismissed to parents via Door A.
- Students in grades 1-8 are dismissed by grade from the gym and out through Door B.
- Faculty members monitor the parking lot and assist with student pick-up and traffic control.

- Students are released to parents or designated pick-up from Door B.
- Vehicles should enter the parking lot only via the north entrance (nearest the church) to the lot and exit via the south exit onto Brainard Ave. or via the Park Rd. exit.
- Students not picked up by 3:30 p.m. (2:45 on Thursday) are escorted to Extended Care. They must be released from there by the designated pick-up person and an after-care fee will be charged.
- **A child's teacher must receive a note from the parents if he or she is to walk/bike home or anywhere else after school. In addition, parents must send a note to their child's teacher if he or she is to leave school in a manner other than the usual way home. This includes children who are to ride with a person other than their usual driver, i.e., in the case of a group going to a party after school.** If such written information is not given to the teacher the child will not be allowed to leave school until the teacher or office staff receives verbal confirmation from the child's parent.

## ATTENDANCE

**Absences:** Parents are required to report their child's absence each day they will not be at school. They should call the school office (708-354-1690, press 4, press 1) before 8:00 a.m. A voicemail message is sufficient. The message should include the child's name, the date, and the reason for the absence. If a child's absence is not reported to the office, the school secretary is required to call the parent or guardian for that information. Failure to make contact results in an unexcused absence. Excessive absences for non-medical reasons can be considered truancy. Students accumulating 25 or more days absent from during a school year *may* be retained at the same grade level. Absences for other than medical reasons are discouraged because of the disruption to the child's education. Parents are responsible for picking up and helping the student complete all homework. Homework will be prepared by the teacher each day for an absent student. It can be sent with a sibling or picked up in the school office. It is not the general practice for teachers to give out homework in advance. However, under circumstances when a two-week notice is given, a teacher **may** be able to hand out assignments prior to the absence.

**Extended Vacations:** Vacation trips are strongly discouraged while school is in session. Such absences adversely affect the quality of a student's education. If a trip must be taken, classroom teachers must be notified in writing. Immediately upon a student's return, it is his/her responsibility to request all make-up work that was not assigned prior to his/her departure. Students are given one day for each day of absence to make up assignments unless assignments were given prior to departure.

**Leaving Campus:** Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. We have put the following procedures in place in order to document parental consent:

- **A parent or otherwise authorized adult must come to the office and sign the student out.** The school secretary will then call for the student to be sent to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. Unfamiliar individuals will be required to show picture identification to office personnel before the child can be released. If the student returns to campus the same day, the parent or authorized adult must sign the student back into the main office upon the student's return.
- If a student becomes ill during the school day and it is determined that the student should go home, the school secretary will contact the student's parent and document the parent's wishes regarding release from school. Under no circumstances will a child be released unaccompanied by a parent or adult authorized by the parent.
- Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action.

**Tardy Students:** Exterior doors are locked at 8:15 a.m. Therefore, students in grades kindergarten through eight who arrive after that time are to enter the building at the west parking lot entrance (Door B). They are to use the red doorbell to access the school office, and upon being admitted, they will go to the school office and sign in as tardy. Arriving on time models good habits for your child and demonstrates the importance of school. Tardy students also disrupt classes that are in session. We encourage you to make sure that your child arrives on time. The number of times your child is tardy is recorded on his or her permanent record.

**Extracurricular Activities:** If a student is absent due to illness or vacation, they cannot participate in any extracurricular activities day. However, if the absence is caused by a funeral or by a scheduled professional appointment, the student may participate.

## **BEGINNING THE DAY**

Classrooms are open at 8:00 a.m. Students entering the building are to be in their classroom and seated after any necessary routine has been completed. Students are not to loiter in hallways between 8:00 and 8:15 a.m. Students must arrive in time to be seated in the classroom by 8:15 a.m.

## **BIRTHDAY CELEBRATIONS**

Students may celebrate their birthdays in the classroom. Healthy treats that are easy to distribute and eat are encouraged. Plates, napkins, and needed utensils should be provided by the parent. Care should be taken that students with allergies to certain foods, such as peanuts, wheat, milk, etc., are not exposed to those items. Please do not send balloon bouquets or unusual birthday novelties to school for a child's birthday.



Invitations or notes that include all the boys and/or girls in the class may be distributed at school. To maintain good emotional support among the children, groups going to birthday parties should not congregate on school grounds when all the children have not been invited.

## **BOARD OF EDUCATION**

The Board of Education is the governing body entrusted by the church with the responsibility for the conduct and quality of the Christian Day School program. The board is made up of five to seven regular members from the congregation and elected by it. In addition it includes a representative of the PTO (Parent Teacher Organization). The principal and Pastor are also members of the Board of Education with non-voting status.

## **BUILDING SECURITY**

On school days, the church doors (Door A) and the gym/school office foyer doors (Park Rd. Exit) are opened at 8:00 a.m. Then, at 8:15 a.m. all outside doors are locked. All visitors during the school day will be “buzzed in” using the boxes located at Doors A & B adjacent to the parking lot and are asked to sign in and out in the school office. Outside doors remain locked the remainder of the day. Parents picking students up from Extended Care will be “buzzed in” by the Extended Care staff if they do not have an entrance code.

## **CELL PHONES**

The following policy was adopted by St. John’s Board of Education at its regular meeting on March 31, 2009 in accordance with Illinois State School Code-Chapter 122, 10-21.1 0:

*“Students at St. John’s Lutheran School may not use cell phones on school grounds or have them in their possession when on any field trip or trip that extends past school hours or overnight.”*

**Rationale for Cell Phone Policy:** While cell phones and their use have permeated our society and have the advantage of relatively reliable communication in times of emergency, these devices do not have a place in our school. Any parent or guardian wishing to communicate with his or her child during school hours should do so through the school or church office. For after school activities, parents can contact Extended Care to reach a child in case of emergency (708-354-1690, ext. 288).

Any student that needs to communicate with his or her parents or guardians may use the school phones for this purpose. The need by students to communicate with anyone other than parents or guardians does not exist during school hours (8:00 a.m. until 3:30 p.m.).

The use of cell phones is a distraction in class settings and can cause a disturbance to lessons. Furthermore, the use of cell phones at school has become a negative status symbol of sorts to students. For these reasons the policy regarding student use of cell phones as noted above has been adopted.

**What Is Allowed:** A student may bring a cell phone to school if necessary, at the student's risk, but must keep it in his or her backpack and the device must be turned off. Students in sixth-eighth grades will have their phones collected by their teacher each morning and they will be returned to the students at the end of the school day.

**Field Trips/Class Trips:** Students may not have cell phones in their possession when on any field trip or trip that extends past school hours or overnight. In cases of emergency, the teacher in charge or a designated chaperon will make any necessary calls. The reason for this is to make sure that accurate information is relayed to parents and guardians.

**Consequences for Violating the Policy:** If any staff member discovers a student with a cell phone in violation of the policy, that staff member will confiscate the device and turn it in to the principal with the student's name. In this case, the device will only be returned to the student's parent or guardian via the school office.

If a student becomes a repeat violator of the policy, then a detention will be issued for misbehavior and the device will be confiscated. If this situation occurs, a parent conference with the principal will be mandatory for the return of the device.

## CHAPEL SERVICES

On Wednesday mornings, students attend a chapel worship service in the church. Offerings are taken weekly to support various Christian charities assisting the less fortunate. Students are encouraged to bring a weekly mission offering.

Students are encouraged to actively participate in worship through song and prayer. Periodically, students have the opportunity to assume a leadership role in the service. Chapel services begin at 8:20 a.m. for grades 1-8 and at 9:50 for early childhood students. Chapel is not intended to take the place of regular Sunday worship services. Parents and friends are always welcome to attend chapel.

## CHOIR

St. John's Lutheran School has a rich heritage of musical excellence. The school choirs exist for the purpose of allowing the children of St. John's Lutheran School the opportunity to express their faith through music during worship services, to expose children to the workings of a choir, and to experience the joy of participating in worship. Choir experiences are provided for all students in grades one through eight. Children are expected to attend worship services and concerts when they are scheduled to sing. Parents are strongly encouraged to support their children's participation in choir activities.

Realizing that not all students' families are members of St. John's Church, we nonetheless urge all students to be present for those few Sundays when the choirs participate in the service so that St. John's members might see all the students of the school that their financial and prayer support aids throughout the school year.

If students absolutely cannot be in attendance for a performance, an excused absence from any of the choirs is defined as a written note, e-mail, or voice mail from the parent to the appropriate choir director explaining the reason for the absence. This must be provided prior to the day of the absence or on the next school day following the absence if due to an emergency.

## **CHRISTIAN BELIEFS**

Christian beliefs, as understood and taught in the Lutheran Church-Missouri Synod pervade everything that is done at St. John's. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and the distinctively Lutheran manner of expressing that faith.

We know that each of us sins daily, that we have a sincere need to repent of those sins, and that we need to be reconciled with God and with one another. We know that Jesus Christ died and rose again to forgive all sins. With this said, we recognize there are sins that are more obvious than others. We teach that when obvious sins are not dealt with in a Scriptural manner (repentance & forgiveness) they can seriously damage the Christian community.

The LCMS is a creed-based church body with definite beliefs on many points of Christian faith. For instance, we affirm the sanctity of human life from conception; the importance of a stable family life; faithfulness in marriage; and abstention from those things which would harm our physical bodies. We also recognize that cohabitation, homosexual relations, and sexual relations outside the marital relationship are opposed to the Word of God. We will not shy away from any of these teachings. Nor will we deny admission as a result of these sins. This is a place where all sinners can find relief.

At St. John's Lutheran School we expect that the families of our students will not act in a way that is contrary to, or disrupts the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings or beliefs of the LC-MS. However, family members may not act in a way that may negatively affect the school, promote beliefs that are contrary to those of the LC-MS, or otherwise weaken or undermine the Christian atmosphere at the school.

## **CHRISTIAN WORLDVIEW STATEMENT**

St. John's Lutheran School may, in certain subject areas, use textbooks that are published by secular companies. In some instances, the material may be presented from a non-Christian worldview. This is especially true in the science and social science

subject areas where issues regarding evolution and the age of the earth are presented. Whenever this occurs, our teachers at St. John's Lutheran School will respond and teach our children the truth as we believe it to be from a Christian and Biblical perspective.

## **CHURCH ATTENDANCE**

The worship life of a family is a vital part of the Christian education and development of children. God's love for us is real in His Son, Jesus Christ. By God's own design, He comes to us through the hearing of the Word, prayer, receiving of the Sacraments, and corporate worship. St. John's encourages all families to regularly worship at their own church (or consider St. John's if you do not have a church home). It is a reasonable expectation that all St. John's School students attend weekend services at least 50% of the time and our hope and prayer that worship is a part of your family's schedule every weekend—be it at St. John's, your home church or as a visitor in another church. Worship attendance is recorded by each homeroom teacher and reported on quarterly report cards.

## **CODE OF ETHICS**

*"Grow in grace, and in the knowledge of our Lord and Savior Jesus Christ"—II Peter 3:18*

As a student at St. John's Lutheran School, I will:

- As one knowing and accepting Jesus as my Savior, conduct myself as becomes a Christian to the best of my ability.
- Show honor, courtesy, and respect toward parents, teachers, and classmates.
- Conduct myself properly in chapel and devotions.
- Never knowingly, by word or deed, injure anyone's person, feelings, or property in any manner.
- Be honest with myself and others.
- Practice cleanliness of mind and body at all times.
- Put forth an honest effort to do as well as I can in my school work.
- Do all to the glory of God through service to others.

## **COMPUTER USE AGREEMENT**

Each student in grades three to eight will receive a copy of the St. John's computer use policy at the beginning of the school year to take home and review with his or her parents. The form attached to the policy must be signed and returned in order for a student to be able to use our computers, computer network, and the Internet.

## **CONFLICT RESOLUTION**

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take*

*one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen, to them, tell it to the church; and if he refuses to listen to the church, treat him as you would a pagan or a tax collector.”—*  
Matthew 18:15-17

There will be times when problems or misunderstandings arise. In accordance with the Christian principle set forth in Matthew 18, the Board of Education requests that parents follow these steps:

- Discuss the problem with the classroom teacher. Most situations can be resolved at this level.
- If further attention is needed, address the issue to the principal. The principal may set up a meeting with the parent and the teacher to resolve the problem. The pastor may be asked to give his counsel at this step.
- If additional action is needed, a meeting between the parents, teacher, principal, and Board of Education can be arranged via the chairperson of the Board of Education.

Matthew 18 is also used by the teacher when resolving problems and misunderstandings among students.

We encourage all to follow this procedure. “Parking lot gossip” and un-addressed concerns often feed misinformation and make a relatively simple situation more complex.

Apart from the above, it may happen that a parent may have concerns about curriculum and policies that impact all or a significant number of students. In that case, the parent should address those concerns to the principal as a first step. This would also include a parent’s suspicion of misconduct on the part of any staff member.

## **CRITICAL INCIDENTS PLAN**

Should an emergency or disaster situation ever arise in our area while school is in session, we want all families to be aware that the school has made preparations to respond effectively to such situations. All classrooms are equipped with a Critical Incident Plan & Procedures manual and emergency equipment. A number of drills are conducted annually to familiarize students and staff with proper response to various emergency situations. The school’s response to any emergency situation is detailed in the school’s Critical Incident Manual that is available for review in the school and church office.

## **DAILY SCHEDULE**

School begins for preschool through eighth grade at 8:15 a.m. Grades kindergarten through eight dismiss at 3:15 p.m., as well as full-day preschool students. Children who dismiss at 3:15 p.m. are to be picked up by 3:30 p.m. unless they are attending our Extended Care program or are involved in an adult supervised after school activity.

Half-day preschool classes dismiss at 11:15 a.m.

Children will not be supervised or allowed in the building after 3:30 p.m. unless they are attending the Extended Care program or are involved in an adult supervised after school program. All unsupervised children on the school premises after 3:30 p.m. **will be** sent to Extended Care and parents will be billed for the time they are using this service. If you are running late, please call the school office to notify them.

## **DIRECTORY OF SCHOOL FAMILIES**

St. John's will no longer publish a directory of school families' phone numbers and addresses for privacy and safety reasons. All this information is available to school families via the Sycamore Education system using your access code provided through the school office.

## **DISCIPLINE**

**Philosophy of Discipline:** The book of Proverbs was written “for attaining wisdom and discipline; for understanding words of insight; for acquiring a disciplined and prudent life...” (Proverbs 1:2-3). In this book young and old alike can find sound advice for living in accord with the Will of God. Chapter 22 verse 6 gives those of us charged with the nurture of children this advice, “Train a child in the way he should go, and when he is old he will not turn from it.”

We take this admonition seriously as we strive to aid the parents of the children in our school in training their children. In an attempt to follow the advice given, we take the time to instruct children in living lives in accord with God's Will. We believe that children must be shown what is acceptable in relationships between people one-to-one and in group settings.

In today's world the concept of self-discipline is obscured by situational ethics and refusal to take responsibility for one's actions. As with adults, children often go astray as they tend to follow their own wills instead of what is wise and prudent, the will of God. When this happens the Law is applied to demonstrate that there are consequences to actions.

Since we are a Lutheran school, the Law is never applied apart from the Gospel. Even though a child may have to pay a penalty for a misdeed, our teachers make sure that the student knows that there is forgiveness for the repentant sinner. The goal of our discipline policy is that children will learn to show love and respect for each other and the adults in their lives as they respond to the love shown them by their Savior, Jesus Christ.

**Bullying and Cyberbullying:** In a Christ-centered school like St. John's, it is our intent that all students treat others in the way Jesus has modeled for us. We strive to

maintain a safe, positive learning environment, and therefore, bullying in any form will not be tolerated.

Bullying means any intentional gesture or any intentional written, verbal, electronic, or physical act or threat for a student or staff member.

Cyberbullying means bullying by use of any electronic communication device such as, but not limited to: email, text messages, blogs, cell phones, social media, and websites. Any conversations through electronic communications, such as text, email, or Facebook, that cause issues or disruptions at school will be disciplined as if they occurred at school.

This policy is in effect for all students while on school property or at any school-sponsored event, while utilizing school property, or while in a vehicle to or from a school-sponsored event. This policy also includes any bullying which is initiated off campus but is directed at a St. John's student.

Anyone who engages in bullying or cyberbullying in violation of this policy will be subject to appropriate discipline according to the St. John's Discipline Policy. Students who have been bullied or cyberbullied should promptly report the incident to a teacher or the principal.

Conflict is normal. Bullying is not normal conflict. Use the chart below to show the difference between conflict and bullying.

<b>Normal Conflict</b>	<b>Bullying</b>
Equal power between friends	Display of power, not in friendship
Occasional	Frequent
Accidental	Purposeful
Demonstrates concern	Demonstrates pleasure
Takes responsibility	Blames others
Tries to solve the problem	No effort to resolve issue
Occurs anywhere	Occurs where bully is not seen by teachers

Use the chart below to tell the difference between teasing compared to taunting by a bully.

<b>Teasing between Friends</b>	<b>Taunting by a Bully</b>
Swaps roles with ease	Based on an imbalance of power
Not intended to hurt	Intended to harm
Maintains dignity	Meant to humiliate or demean
Pokes fun in lighthearted clever ways	Comments or acts are bigoted
Innocent in motive	Sinister in motive
Only part of the friendship interaction	Continuous action toward the target
Discontinued when person teased becomes upset	Continues or increases when target becomes distressed or objects

**Conflict Resolution:** We live in a sinful world. Because of sin, we know conflicts will happen in the world and school. What we do when conflicts occur makes St. John's different. Conflict can turn into bullying. Bullying has no place in a Christian community. If either a conflict or bullying incident happens, the classroom teacher will handle it first. If it is not resolved at this level, the Principal will become involved. Any and all parts of the discipline policy will be used at that point. The goal is always to resolve the issue through law and Gospel so that a Christian environment is restored and God is glorified.

**Discipline Policy:** Our discipline policy is in keeping with our philosophy. Children are instructed in acceptable and expected behaviors by their teachers. When these instructions are ignored or willfully violated there will always be a consequence. The consequences may range from a simple verbal reprimand and a reminder of the rule to suspension and recommendation for expulsion.

We hope that early intervention by teacher and parent will avoid the need for the most serious consequences. It is our hope that the application of the Law will bring about repentance so that the Gospel may heal.

**Expectations of Students:** We call ourselves Christians, "little Christs." Christ is the model we look to for living our lives. With God's help we strive to emulate Christ in our thoughts, words, and deeds.

In keeping with this, the following behaviors are expected of our students:

- Show respect toward God in worship and class settings.
- Show respect and courtesy to fellow students and all adults in the building.
- Follow safe practices in all class and leisure settings.
- Wear clothing that is in keeping with our dress code.
- Use appropriate language for a Christian setting.
- Be prepared for class with a good attitude, proper materials, and completed homework.
- Use textbooks and school equipment with care.
- Care for the school building and grounds.
- Be good representatives of Christ and St. John's when outside of school (i.e. on field trips or at athletic and musical performances).

**Categories of Undesirable Behaviors:** The above noted desirable behaviors have their counterparts on the undesirable side. We have categorized these undesirable behaviors into four categories of increasing severity. These categories are listed with examples of behaviors that can be identified with each. It should be noted that these lists are not all inclusive.

- **Misbehavior:** These behaviors are relatively minor. They include gum chewing, running in the building, disruptive classroom behavior, dress code violations, and being unprepared for class. Any repeated misbehavior demonstrates disregard for the rule and will be upgraded to Misconduct.



- **Misconduct:** The behaviors in this category are more serious. They include cheating, disrespect, physical aggressiveness, verbal abuse, theft, vulgar language, bullying, repeated incomplete homework, and frequent un-excused tardiness to scheduled classes. Repeated misconduct will become Willful Insubordination.
- **Willful Insubordination:** These are behaviors that generally demonstrate a disregard for safety practices and/or the basic principles upon which our school is founded. Included are refusal to follow emergency directions, drawing or wearing gang symbols or colors, harmful fighting, sexual harassment, and defiance of school authority.
- **Unlawful Misconduct:** Behaviors in this category are illegal activities. They include sending a false fire alarm, drug use or possession, vandalism, gang promotion, and bringing weapons to school or a school activity. The police will be called to school in the case of any of these activities.

**Consequences for Undesirable Behavior:** The following table summarizes the possible consequences for each undesirable category. In each case it is possible for more than one consequence to be given for any occurrence.

	Misbehavior	Misconduct	Willful Insubordination	Unlawful Misconduct
CAP	X			
Time Out In Office	X	X		
Parent Contact	X	X	X	X
Talk with Principal	X	X	X	
Detention		X	X	
Loss of Privileges		X	X	
In-School Suspension		X	X	
Out-of-School Suspension		X	X	
Expulsion			X	X
Call Police				X

## Explanation of Consequences

- **CAP:** This is the teacher's Classroom Action Plan. Teachers will use a variety of strategies to deal with and correct misbehaviors when they first occur.
- **Time Out in Office:** Teachers may send a child to take a time out in a supervised setting. The purpose of a time out is to give a child a time to think about his or her behavior. Sometimes this action may serve to give a child time to calm down and collect his or her thoughts.
- **Parent Contact:** In the case when a behavior is persistent or severe enough, parents will be contacted to give them an opportunity to aid the teacher in changing the undesirable behavior. This becomes a team effort.
- **Talk with Principal:** At this stage the principal becomes involved with the student's inappropriate behavior. This may simply be a counseling session in which the principal and child work out a solution to the problem with the emphasis on how the child can modify his or her actions. It is possible that the principal may decide to involve the parents or expand the consequence to a more severe form. In that case, the parents will be contacted.
- **Detention:** Detentions may be issued by teachers, including Extended Care adult workers, or the principal. Detentions will be served after school on the next school day after it is issued. The exception will be for detentions given on a Wednesday before a faculty meeting and on a Thursday. In that case, the child will serve the detention on the Monday or first day of the following week. The child will stay after school from 3:15 to 4:15 p.m. under supervision of the teacher scheduled for supervision.

When a detention is issued, the child will immediately place a phone call from the school office to his or her parents to inform them of the nature of the detention. The parents may get more information from the principal regarding the nature of the detention if there are any questions. A copy of the detention will be sent home with the child. This does not need to be returned unless the parents could not be contacted. In that case, the form will need to be returned the next school day signed by the parent.

It is hoped that detentions will serve as a message to a student that he/she must seriously think about changing his/or her behavior and make an effort to do so. All detentions will be recorded and signed by the principal or his designee in his absence. If a student fails to report for the assigned detention, he or she will still serve the detention and will receive another detention for failure to report for detention. If a child is absent on the day the detention is to be served, then he or she will serve that detention on the day that he or she returns to school unless that day is a Friday or the day of a faculty meeting. In that case, the detention will be served the following Monday or the first day of the next week.

If a student receives a third detention, the following procedure will go into effect for each additional detention:

**Step 1:** Parent contact and an in-school suspension to be served on the day following the infraction with no participation in any extra-curricular activities on the day of the in-school suspension.

**Step 2:** The principal may require a parent to immediately pick up the student from school. A meeting will be held at school with the parent(s), teacher(s), student, and a pastor if available. After the meeting the principal will determine if the child will receive an out-of-school suspension.

**Step 3:** Parents must immediately pick up the student from school. The student will be recommended for expulsion. A hearing will be set up before the Board of Education.

However, the principal may accelerate or repeat these steps at her discretion considering particular circumstances.

- **In-School Suspension:** This is usually a one or two day period during which the student works on his or her school work and any incomplete assignments. This is a positive approach in that students are kept in school doing their work and supervised by teachers. Isolation from friends is very effective as a deterrent to repeated behavior problems. Families may be billed for the cost of a suspension supervisor for the period of the suspension.
- **Out-of-School Suspension:** This includes one to ten days out of school with a mandatory parent conference before a student may return to class. This is used for serious offenses. All work missed during this suspension receives a zero with no opportunity for make-up. No extra credit can be applied to any zero earned. Also, students who cannot handle in-school suspensions will be suspended out of school.
- **Expulsion:** This is a very serious step used primarily for acts amounting to gross misconduct or insubordination, particularly the use or sale of drugs and violent acts. A Board of Education hearing will be held if expulsion is recommended. At the hearing parents will hear all reasons for the recommendation and be allowed to speak on their child's behalf. The decision of the Board of Education is final. Students who are expelled will not be accepted the following school year unless the Board of Education sanctions a return.

\*Any reference to "parent" or "parents" include all legal guardians.

Parents are expected to review this policy with their children and have on file at school a form that verifies having read and discussed this policy. These forms will be sent home at the beginning of the school year.

## **DISPENSING MEDICINE**

The Health and Medication Form is given at registration each year for parents and medical professionals to sign that give permission to the school secretary to give a student any medication required during the school day. Specific instructions for administering this medication must be written on the permission form. This includes over-the-counter pain relievers (ibuprofen, acetaminophen), asthma medications, prescribed medications (ongoing or temporary), and Epi-pens. No student may have medication of any kind on their person before, during, or after school unless specified by a doctor's order.

In addition to having the prescription on file, all prescription medications need to be stored in the school office in a container with a pharmacy label adhered to it. All medications will be dispensed in the school office by the school secretary. There is no school nurse. Specific instructions need to be written out by a doctor or pharmacist in order for the medication to be dispensed.

Since asthma and allergies can be life threatening, we will require that a Student Emergency Action Plan be on file in the school office. This form comes from your medical professional, not the school.

## **DRESS AND PERSONAL APPEARANCE GUIDELINES**

The Bible says that, as Christians, we need to show love and consideration for our fellow man in all things (Romans 14 is a good source of guidance). Applying this to dress and personal appearance, we would not wear something that would offend others or make them feel uncomfortable. Subsequently our clothing and jewelry should be moderate and appropriate rather than provocative or distracting and our grooming should promote an environment conducive to learning.

While St. John's Lutheran School is primarily concerned with the spiritual, academic, and physical growth of each student, the school family is also vitally concerned that each student acquire the social skills that make for effective participation in Christian living. School is a time for students to learn to adjust clothing styles and preferences to the situation, a skill that will have to be practiced many times in later life.

Clothing should be clean, neat, decent, inoffensive, and appropriate for a Christian school. Within that framework we can take joy in expressing our individuality. Clothing that distracts your child and others or restricts movement is not acceptable.

In the case of a dispute between the home and the school, the principal will make the final decision about an article of clothing. Your child may be asked to change into a gym suit, call home for different clothes, or be given clothing from the principal's office to wear instead of what he/she wore to school. If you have to wonder whether something is acceptable for school, do not wear it.

Parents, please monitor what your children choose to wear to school using the following guidelines:

## **Dress Code**

### Athletic Wear

- Must be worn for P.E. class or athletic practice only
- St. John's team jerseys are not worn for school; Other sleeveless jerseys must have a T-shirt underneath

### Shoes

- Must be worn and fastened
- Must have complete backs or straps
- Must have a separate pair of shoes for physical education class

### Pants, Shorts and Skirts

- Shorts may be worn from April through October
- Shorts and skirts must be at least fingertip length when standing *and* sitting
- Must be worn at the waist and belted if they sag
- Must be clean, uncut, and unfrayed
- Must not have writing on the backside
- Must not have key or wallet chains
- Short skirts should be worn with tights or leggings

### Shirts and Tops may contain writing representing

- St. John's
- Colleges and other schools
- Sports teams
- Vacation spots
- Brand names or logos

### Boys

- No earrings
- No sleeveless shirts
- No extreme hairstyles; hair, if dyed, must only be colors God intended

### Girls

- Earrings are allowed, but must be removed for P.E.
- Sleeveless tops are allowed that are cut modestly – having a strap at least 3 fingers wide
- Low cut tops or tops showing bra straps are not allowed
- Tops should be long enough and loose enough to be able to allow for free movement and coverage with no skin showing
- Leggings may be worn with a skirt or a tunic-length top
- Cosmetics may be used modestly
- No extreme hairstyles; hair, if dyed, must only be colors God intended

### Outdoor clothing

- Coats, hats, jackets, and sunglasses are for outdoor use only

### **Exceptions for Preschool to 4<sup>th</sup> Grades**

- Straps on sleeveless shirts may be narrow
- Only lip gloss or lip balm – no cosmetics

*Common Sense Rule: If you wonder whether something may be worn to school, but are not sure, do not wear it until you clear it with the school.*

### **Statement of Implementation**

Students whose dress and/or grooming is inappropriate for the situation will be sent to the office unless the situation is immediately correctable in the classroom. A consultation with the principal or her designee will result in a method of rectifying the situation. If necessary, students will need to wait in the office until parents bring alternative attire. A second dress code violation may result in further disciplinary consequences.

Students who are inappropriately dressed at school-sponsored activities on or off campus will consult with the designated administrator who will determine the method of rectifying the situation.

## **ELIGIBILITY FOR ATHLETICS**

First Corinthians 10:31 reads, “Whatever you do, do it all to the glory of God.” For a student-athlete at St. John’s Lutheran School, this means giving one’s best at all times—spiritually, intellectually, socially, and physically. The following policy, then, emphasizes the primary focuses of the school: the building of Christian character and successful academic progress. With such a policy in place, St. John’s will be able to maintain an emphasis on the spiritual and intellectual growth of the children while still allowing for the physical and social development that athletics can provide.

### **Policy**

All student-athletes at St. John’s are expected to uphold the behavioral standards of the school at all times:

- **Sportsmanship:** Good sportsmanship is expected before, during, and after every contest. Student-athletes displaying poor sportsmanship will have their eligibility revoked temporarily for a first offense and permanently for a subsequent offense.
- **Detentions:** Student-athletes with four behavioral detentions for the year are ineligible. Students will serve all detentions on the day assigned regardless of the sports schedules.

Student-athletes at St. John’s are expected to uphold the academic standards of the school at all times:

- No student will have an average grade in any subject below a C- or S.

- If a student-athlete's average grade in any subject falls below a C- or S, the student athlete will be placed on a two-week probation. He or she may practice or play as usual with the understanding that he or she is working to improve. A letter of notification will be sent home to be signed and returned.
- After the two-week probation the student-athlete will return to eligible status if all grades are acceptable. If not, the student-athlete's eligibility to participate is suspended for two weeks unless the teacher feels that his or her effort qualifies instead for an extension of probation for two more weeks. A letter of notification will be sent home to be signed and returned.
- After a two-week suspension the student-athlete will return to eligibility if all grades are acceptable. If not, he or she is ineligible for the remainder of the season.
- A student-athlete may only receive one probation and one suspension per subject area in a season and no more than two probations and two suspensions total in more than one subject.

**Note:** The classroom teacher has the authority to make exceptions to this policy **in favor** of the student-athlete at his or her professional discretion.

## **EMAIL ETIQUETTE**

Email is best used as an effective means to communicate factual data. Examples of appropriate use of e-mail include sending schedule information or general information to an individual or a large group. E-mail is NOT an effective means to discuss items or issues where strong feelings, emotions, or sensitive content may be involved. Much of the content of interpersonal communication is conveyed through body language and voice inflection—neither of which is included in e-mail. Therefore all members of the St. John's School family are strongly discouraged from using e-mail for such communication.

## **EMERGENCY SCHOOL CLOSING**

In the event that school will not be in session due to an emergency condition, such as inclement weather or a heating or water failure, each family will be notified by a call from the room parents following a calling tree procedure. Because of this, it is important to have accurate phone information for parents, both at home and at work. The Emergency Closing Center will also be notified of emergency closings and families may check the website [www.emergencyclosings.com](http://www.emergencyclosings.com) and/or local television stations for any possible closing information. Closings will also be posted on our website and Facebook page.

## **ENRICHMENT AREAS**

Recognizing that much growth toward independence and responsibility can be gained from participation in areas outside of classroom instruction, St. John's Lutheran School

offers the following activities that are of an extra-curricular nature to enrich the educational life of our students.

**Instrumental Music and Strings:** Band instrument lessons are available to students in grades four through eight. String lessons are available to students in grades one through eight. Band lessons are given during the school day under the direction of band instructors from Walther Lutheran High School. A separate fee is charged. Advanced band students also have a full band rehearsal on Fridays before the start of the regular school day.

String instruction is also available during the school day with a private teacher.

Our own personnel direct handbell choirs that are made up of interested students from grades five through eight. These choirs practice before school hours one day a week for each choir. The handbell choirs perform for church services and for school chapel services throughout the school year.

**Choirs:** St. John's has a Primary Choir for children in grades one through four, and a Junior Choir for grades five through eight. These meet during the school day. The choirs sing for church services and are open to all children who attend St. John's Lutheran School. It is expected that all choir members be present for all performances unless a written note is presented to the instructor prior to the date of the performance.

**Science Fair/Academic Fair:** An Academic Fair and a Science Fair are held on alternating years. These are held to promote student initiative, research, and problem solving skills. Participation is required by students in grades three through eight.

**Athletics:** Our school enjoys a well-balanced program in the area of sports. Boys' activities include basketball, volleyball, and track. Girls' activities include basketball, volleyball, cheerleading, and track. Basketball, cheerleading, and track are available for grades five through eight. Volleyball is generally available for grades seven and eight. However, if a situation arises where we have insufficient numbers in those grades to field a team we will open volleyball to sixth grade. Intramural volleyball is offered to students in grades four through eight.

**Eagles in Action:** All of our students engage in at least one service project during the school year. Each month, one class will donate their time, talent, & treasure to a worthy cause that the class decides upon. This outreach opportunity gives students the opportunity to share their blessings with the less fortunate and is an opportunity to both help others and witness through their words and actions.



**Eagles Enrichment:** This program meets after school on Thursdays (which is an early dismissal day—2:30 p.m.) It is designed to offer students an opportunity to learn about many different crafts, sports, and life-skills activities and is led by parents and volunteers from the community. These opportunities are fee-based and vary throughout the year.

**Clubs:** A wide variety of clubs are offered for students either during the school day activity period or after school. They include but are not limited to reading, library, and poster clubs, science league, sewing and various academic competitions.

Younger children K to 4<sup>th</sup> or 5<sup>th</sup> grades have opportunities for after-school activities such as chess, guitar or Bricks for Kids. These activities are fee-based.

## EVALUATION

Every effort is made to assist students individually so that each student has an opportunity to be challenged academically and succeed to the potential that God has given him/her. It is the responsibility of both parents and teachers to work together to help students find success in school.

Students receive a formal report card at the end of each quarterly grading period. Preschool students receive a formal report card at the end of each semester. In addition, teachers may contact parents at any time to keep them informed of significant problems or achievements. Parents and students may also access student academic progress, as well as assignments, via Fast Direct.

Academic grades indicate the individual progress of a student in relationship to class standards set by the school and the curriculum. Percentage grades are recorded in core subjects on report cards. This grading scale is consistent with local public and parochial schools.

For grades 3-8, the grading scale is:

A+	-	100%	C+	-	79%
A	-	91-99%	C	-	71-78%
A-	-	90%	C-	-	70%
B+	-	89%	D+	-	69%
B	-	81-88%	D	-	61-68%
B-	-	80%	D-	-	60%
			F	-	0-59%

Blue Honor Roll is awarded to students who average 93% to 100% on their report cards. White Honor Roll is awarded to students who average 85% to 92.99% on their report cards.

For grades 1 & 2, student evaluation is based upon individual abilities, effort, and achievement level. The following marking system is used:

E - Excellent Work

S	-	Satisfactory
N	-	Needs Improvement

Early childhood students are evaluated on the basis of mastery of social, sensory, physical, and academic skills.

Marks are also given for study skills and conduct.

## **EXTENDED CARE**

All children not in Extended Care or supervised activities must leave the building by 3:30 p.m. Students in supervised activities must be in their designated area by 3:30 p.m. Children who remain in the building after 3:30 p.m. must be accompanied by a parent or they are sent to Extended Care and the family is charged accordingly.

Those who follow the rules will be charged the current rate, \$6 per hour.

Students dropped off with no phone call, \$7 per hour

Students attending for only 15 minutes after school, \$2 charge

Students that don't attend and don't call to cancel, \$2 charge.

Extended care is available both before school (7:00 a.m.—8:00 a.m.) and after school (until 6:00 p.m.). Extended Care is also available on days with early dismissal until 6:00 p.m. Details regarding the Extended Care program can be found in the Extended Care brochure.

## **FIELD TRIPS**

Field trips are scheduled according to individual classroom needs and interests.

Parents are required to sign a permission form and a medical emergency form. A fee is charged at the beginning of the year to cover field trip costs. Since field trips are an integral part of the school experience, all children are expected to participate.

## **HARASSMENT**

St. John's Lutheran Church and School is committed to maintaining an atmosphere in which individuals feel safe, comfortable, and free of harassment and bullying.

Harassment (which includes sexual harassment and bullying) is verbal, non-verbal, or physical conduct that creates an intimidating, offensive, or hostile environment. Reports of harassment are taken very seriously and are addressed by the school according to its stated disciplinary policy. (See Discipline: Bullying)

## **HEALTH EXAMINATION REQUIREMENTS**

Proof of health examination and proof of immunization against preventable communicable diseases are required by the State of Illinois for all students entering a school for the first time, at the beginning of 3-year-old Preschool, at the beginning of

Kindergarten, *and* at the beginning of Sixth Grade. Physicals are to be turned in to the school office by the first day of school. Annual physical exams are also required to participate on athletic teams and 6<sup>th</sup> Grade Outdoor Education.

State mandated dental examinations are required for students entering Kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade. These must be submitted to the school office by January 15th of the current school year.

A state law effective January 1, 2008 requires that all children enrolling in Kindergarten in a public, private, or parochial school and any student enrolling for the first time in an Illinois public, private, or parochial school shall have an eye examination. Each child is to present proof of having been examined by a licensed optometrist within the previous year before October 15 of the current school year.

## **HOME-SCHOOL COMMUNICATION**

Effective communication between home and school helps to prevent potential problems and arrive at workable solutions. Parents and students must accept responsibility when a student is not working up to his/her capability and/or not exhibiting Christian citizenship. Parents who have a concern should contact their child's teacher as soon as possible. Likewise, teachers will contact parents when they have concerns.

Parents wishing to speak with teachers may leave messages with the faculty members' voicemail or e-mail. Faculty members return the call or message as soon as possible (please keep in mind that teachers are not required to monitor email service during evenings or weekends). Emergencies and urgent calls should go to the school office. The school office takes messages for students, but it may not be possible to deliver them immediately, except in case of emergency.

If parents have a classroom concern, they are asked to schedule an appointment with the teacher at a mutually convenient time. Immediately before or after school may not be an appropriate time to meet due to teacher supervisory obligations. Parents are asked to use voice or email to express questions or concerns to a teacher after 7:45 a.m. as the teacher is responsible for classroom management and instruction after that time.

It is imperative that the school has current, accurate emergency telephone numbers for all students. Please contact the school office whenever there is a change in emergency, work, home, or cell phone number. In situations involving illness or injury, it is important that the school is able to reach parents quickly.

## **HOMEWORK**

We believe that homework is an essential part of education and that it increases student achievement. Homework is effective when it is related to the basic goals of education: to acquire knowledge; explore opportunities for creativity; and develop reasoning and critical thinking skills. Homework reinforces and supplements material

presented in class, creates readiness for learning, and provides opportunities for individualized learning, evaluation, practice drills, and follow-up to classroom activities.

Homework may take the form of written work, studying/reviewing for a test, memorization, or reading for information. In addition to daily assignments, students may also have long-range assignments such as term papers, projects, or book reports.

Although homework requirements may vary from primary through middle school grades, all students may have homework. Assignments given in class and not completed in class become homework. Homework is designed to extend, enrich, or reinforce classroom learning. Although length of homework time will vary, students should set aside time at home for homework—be it right after school or after dinner.

At the beginning of the school year, each teacher will inform parents of class work and homework expectations as well as the grading methods to be used in class. Parents are encouraged to provide sufficient time and a proper atmosphere to allow for effective study. Generally speaking, homework is the responsibility of the student, not the parent, although primary grade children will sometimes need the guidance of their parents to complete assigned projects. The amount of time required to complete homework will vary from student to student based on student ability, motivation, and study environment; however, an average amount of time spent on homework daily per grade would be:

- Grades 1 & 2: 30 minutes
- Grades 3 & 4: 30-60 minutes
- Grades 5 & 6: 60-90 minutes
- Grades 7 & 8: 90-120 minutes

## **HOMEWORK PROCEDURES**

**Third through Eighth Grades:** All assignments given in school are due the next day unless a different deadline is given by the teacher. In order to accomplish this goal, the school will provide your child with an assignment planner. It is expected that all students in these grades will use the planner daily to keep track of assignments. If a child fails to use the planner or fails to complete homework on time, a teacher might require that he or she initial the book each day at school. In this case, a parent will need to initial it at home each evening to signify that the homework has been completed.

A Wednesday Packet is sent home in grades three through eight which includes major tests and quizzes, field trip forms, Wings, and other important forms and communications.

### **Late Assignments in Third and Fourth Grades**

1. Homework that is not complete and turned in at the time it is due will receive a grade deduction as follows:
  - Third Grade: - 5%
  - Fourth Grade – 10%

In order to complete homework, loss of recess might be necessary.

2. The teacher will track how many assignments are unfinished on a weekly basis and communicate with the parents in the Wednesday Packet.
3. If this becomes a chronic problem, the teacher will schedule a meeting with the student and parent(s) to discuss the problem and decide upon appropriate actions.

### **Late Assignments in Fifth through Eighth Grades**

Because we understand everyone is human, each student in grades five through eight will be given two Oops Passes at the beginning of each quarter. If a student has not finished a regular assignment, he or she may give an Oops Pass to the teacher in lieu of incurring a consequence. After a student's Oops Passes are used up, he or she will face a consequence for a late assignment. These are outlined below:

1. After a student has used the two Oops Passes, homework that is not complete and turned in at the time it is due will receive a grade deduction as follows:
  - Fifth Grade: - 15%
  - Sixth Grade: - 20%
  - Seventh Grade - 25%
  - Eighth Grade - 50%

The student will then be given an additional school day to complete the work and receive the adjusted grade.

2. Should the student not turn in the work on the following school day, he or she will receive a zero on that assignment.
3. If incomplete or missing homework becomes a chronic problem, the teacher will schedule a meeting with the student and parent(s) to discuss the problem and decide upon appropriate actions.

### **Late Assignments Due to Absence**

Students absent due to illness or family emergency are given one day for assignment make-up for each day of absence. Absences due to any other reason require assignments to be turned in before leaving or turned in on the first day back in school. Special arrangements may be made in the case of extenuating circumstances or long-term absences.

## **HONOR ROLL & ACADEMIC AWARDS**

St. John's recognizes two levels of academic excellence in grades 5-8 at the end of each quarter:

- White Honor Roll—student averages 85% (“B” average) or higher in his/her classes
- Blue Honor Roll—student averages 93% (“A” average) or higher in his/her classes

Valedictorian/Salutatorian—At graduation, the 8<sup>th</sup> grade student with the highest grade point average is recognized as the valedictorian. The 8<sup>th</sup> grade student with the second highest grade point average is recognized as the salutatorian. These students traditionally give the addresses at the graduation service. Ordinarily, any other speeches given by students are selected by their grade point averages in descending order. Grade point average is determined by averaging the percentages for the seven core subjects—English, literature, mathematics, physical education, religion, science, and social studies.

Several awards are usually presented to graduating students from outside groups and are selected by the faculty based on the criteria for the award:

- American Legion Citizenship Award is the given to the male and female student who best exemplify the qualities of courage, honor, leadership, patriotism, scholarship, and service.
- Daughters of the American Revolution Good Citizen Award is given to the student(s) (male or female) a student who demonstrates dependability, leadership, service to the community, patriotism, and an appreciation of our American heritage.

Students are recognized periodically throughout the school year and at the year-end Awards Assembly for achievement in academics, fine arts, athletics, attendance, and service to God and community.

## **LIBRARY**

St. John's maintains a library of more than 8,900 volumes. The primary purpose of the library is to enrich and support the educational program of the school and provide additional resources for students. These materials may be used in the library or checked out by classroom teachers and students. Library skills are taught in regularly scheduled classes. Students may check out books when their class has its library period. These transactions are kept electronically. Fees will be assessed for lost or damaged books.

## **LOCKERS**

Students in grades 5-8 are assigned a P.E. locker and 8<sup>th</sup> grade students are assigned a hall locker. The school assumes no responsibility for the safety of any personal property lost, damaged, or taken from the lockers, but takes reasonable measures to keep this from occurring. Generally items are damaged or lost when the locker is not locked.

Hall lockers have built-in combination locks and students have locks issued for P.E. lockers—lockers are to be kept closed and locked. Locker combinations are not to be shared with other students—and only school locks are allowed. The school reserves the right to open and inspect lockers at any time. Tape and stickers are not to be used on lockers.

## **LOST & FOUND**

For ease of identification, the student's name should be placed on belongings such as jackets, gloves, boots, etc. Items left behind after any activity are placed in the lost and found box located in the gym foyer (Park Rd. Exit). Items such as watches, jewelry, and glasses are turned in to the school office. Items not claimed at the end of each quarter are given to charity.

## **LUNCH PROCEDURES**

Students bring their lunch from home. Hot lunch days are typically available once per month, on a voluntary basis. All students are expected to eat the food they have brought from home. Sharing or exchange of lunch items is highly discouraged. Students are not allowed to bring carbonated beverages in cans or bottles to school. Any beverage in a glass bottle is not permitted on school property.

Lunch for grades preschool-4 is scheduled from 11:30-11:55, and followed by recess for 1-4. Lunch for grades 5-8 is scheduled from 12:00-12:25. All classrooms pray before lunch, and say a corporate prayer after lunch before dismissal. Students are accompanied by their teacher to and from the lunchroom, and are supervised throughout the lunch period.

Lunches should contain utensils, napkins, and an ice-pack to keep items cold or a Thermos to keep food hot. We do not heat up or refrigerate lunches.

## **MID-MORNING SNACK**

Students may enjoy a mid-morning snack at the teacher's discretion during class time. Because these snacks will be eaten in the classroom, snacks are limited to a fresh or dried fruit, vegetable, or cheese (no dips are allowed). It should be easily consumed without mess at a student's desk. Students are limited to one food item, participation is voluntary, and the snack is to be eaten at the student's desk. Students may have bottled water in a secure container throughout the day.

## **NON-DISCRIMINATION POLICY**

St. John's Lutheran School bases its educational purposes and all its activities on the dignity and the essential equality of all human beings, rooted in the Fatherhood of God and Christ's love and sacrifice for all mankind. Therefore, St. John's welcomes students of any race, color, national or ethnic origin to all rights and 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 or gender in administration of its educational policies, admissions, financial aid, co-curricular or other school-administered programs.

## **OUTDOOR EDUCATION**

All fifth and sixth graders participate in a three-day and two-night outdoor education experience. We attend a Lutheran camp in Illinois. The focus of the experience is to give students an opportunity to engage in learning experiences outside the classroom in all areas of the curriculum. Another benefit of an outdoor education experience is that group cohesiveness is built while participating in a variety of team building and spiritual activities. There is an additional cost for this activity.

As with athletics, a current physical needs to be on file for a student to participate in the outdoor education program.

## **PARENT CONDUCT**

The conduct of our school parents makes an important impact on our school environment. They are significant and powerful role models to all of our students. Accordingly, we ask parents to follow these guidelines in interacting with teachers, students, and other parents.

- Act in a manner that reflects the Christian values of St. John's Lutheran Church and School.
- Treat all staff and students with respect, even as you desire to be respected.
- In expressing questions, concerns, and suggestions, speak calmly and listen with an open mind to responses. Stay focused on our shared desire to meet the educational needs of all students IN A Christ-centered environment.
- If you wish for a teacher's full attention and a well-thought, comprehensive response, make an appointment to meet. Do not expect to receive the teacher's best focus or response if you approach them before school, in the midst of a crowd of students or people, or during other school activities.
- Our teachers are highly committed, and put in incredible hours, but there is only so much they can do at a time. Your understanding is appreciated when, for example, it takes longer than you'd prefer to receive a return phone call or when they share that they are not able to make a requested adjustment due to other factors.
- Remember that everyone makes mistakes. Kind understanding of staff errors will always be appreciated, and you can expect the same treatment in return.
- Never directly confront or challenge a child (other than your own) while the child is under school supervision, unless as a volunteer you have been so empowered (such as chaperoning a field trip). If you observe or hear about behavior that you believe should be addressed, inform the proper school authority (such as the child's classroom teacher), and then trust the staff member to take action as he or she believes appropriate to the situation.
- Please keep to the same standards of decent language to which the students are held. Please avoid foul and/or obscene language.



- The school is a drug free zone. No smoking or drinking on campus. This carries over to all school student activities as well, such as while driving for a field trip or attending an athletic event.

Your cooperation and support will help us maintain the Christian environment that we all value and seek here at St. John's.

## **PARENT DRIVERS FOR SCHOOL EVENTS**

While most of our field trips will use school buses for transportation, there will be times when parent drivers will be used.

Because we are concerned about our students' safety, all parents who drive for school activities, including after school athletic events, must have completed an information form that will be kept on file in the school office. In addition to the information and assurances given on the form, we must have a photo copy of the driver's license of each driver and a photo copy of the most recent insurance card which shows that the car being used has insurance that is in force. Proof that the car insurance has liability coverage of at least \$100,000 - \$300,000 must also be on file.

No child will be allowed to ride in a car that does not meet these specifications unless that student is the child of the driver. No child will be allowed to ride in a car driven by an individual for whom we do not have a current driver's license on file. Each child must have a seat belt, and for trips with young children, each car must have a car seat or booster seat for each child as required by current State of Illinois law.

## **PARENT/TEACHER CONFERENCES**

At the end of the first quarter, scheduled parent/teacher conferences are conducted on behalf of all students in grades K-8. At the end of the second quarter, parent/teacher conferences will be conducted for all students in grades preschool-2. Grades 3-8 conferences are held at either the request of the parent or the teacher. At the end of the third quarter, teachers in grades K-8 will be available for conferences at their request or that of the parents. If either the parent or the teacher desires additional conferences, a mutually convenient time will be arranged.

## **PARENT/TEACHER ORGANIZATION (PTO)**

A message from the president:

"I am excited to serve as your PTO President for 2016-2017 and honored to work alongside a very talented group of Officers, Volunteers, Coordinators, Parents, and Teachers. PTO works hard to help make the school year both enjoyable and exciting for the families and staff at St. John's.

We believe it is important to enhance the learning environment of our children and it will take **all of us** working together to ensure that this happens.

By having a child enrolled at St. John's, you are already a member of the PTO and are invited to attend any and all PTO meetings to hear what events and fundraisers are planned or to offer any ideas you have to better your child's experience at St. John's.

The purpose of PTO is to facilitate a working relationship between parents and the school staff. Our main goal is to encourage communication and interaction between these two groups. By doing so, the PTO can enrich your child's experience at St. John's through fundraising, events, and special activities. All plans are made to support the families of St. John's, and PTO hopes all families participate in what St. John's PTO has to offer.

PTO couldn't do what they do without funding; that is why we hold fundraisers. An example of a current fundraiser is Mixed Bags. Fundraisers shouldn't be confused with services that PTO offers, which are sometimes actually budgeted to lose money, but are offered, regardless, so that the children and families benefit. The Sock Hop and the Secret Santa Shoppe are examples of PTO services.

Tied in with fundraising, is the need for volunteers. There are a number of ways a parent/guardian/caregiver can volunteer. Volunteers are needed for special events as well as in the individual classrooms. Every positive imprint we make on our children can go a long way and we hope you'll help us make this school year great. Please contact a PTO officer if interested in volunteering or if you have any questions about what responsibilities a volunteer has.

We are always available for our staff, leaders, school, church, and parents. We put ourselves LAST so our children succeed and our efforts benefit them. That is what we are here for, the kids. Jesus said, "Let the little children come to me." PTO supports this statement in every way. We are here to support our kids, through our staff, leaders, school, church, and parents.

Thank you for all of your support, encouragement, and prayers. Wishing you a great 2017-2018 school year!"

~Desiree Trapp

## **PARENT VOLUNTEERS**

We depend upon parent assistance to supplement several of our school programs. Help in this way enables the various programs to be more productive and therefore a more valuable experience for your child. Some of the areas requiring volunteer help are:

- Library Program
- Room Parent Program
- Classroom assistants
- PTO
- AR Parent assistants

Please watch the Wings newsletter for announcements when volunteers are needed.

## **PAYMENT OF TUITION & FEES**

All fees are due prior to the start of the school year. Tuition may be paid on an annual, semester, quarterly, or monthly basis. Monthly tuition payments will be paid on the first of the month. There are 10 monthly payments, set up from August-May or September through June. These payments are set up through the Thrivent Simply Giving program.

If any balance remains on your account at the end of the school year (including Extended Care fees), report cards, diplomas, and transcripts will be withheld until all fees are paid. Special requests regarding this policy may be directed to the principal.

## **PETS**

For health and safety reasons, families are discouraged from bringing pets onto school property, since safety and allergies may be a concern for some students and their parents. No pets are to be brought into the school unless special arrangements have been made by the parents with the teacher. Pets may not be left unattended on school property. If pets are in a vehicle that is here to pick up students, they must remain in the vehicle. In consideration of others, dogs should not be allowed to roam free or come near students in the school, playground, or parking lot before, during, or after school hours.

## **PHYSICAL EDUCATION UNIFORMS**

Students in grades 5-8 are issued a P.E. uniform which is to be worn to class daily along with white socks and appropriate gym shoes. A student unprepared for class loses points on their participation grade. Students may rent a "loaner" uniform if needed on occasion. The student's name should be on all clothing items for ease of identification if misplaced.

In the late fall or early spring, students may go outside on some rather chilly days. Please keep sweat clothes of a solid color in your locker during that time of the year. For good hygiene, it is important that uniforms be clean. The last day of each week (or sooner if necessary), uniforms should be taken home and washed.

## **PICTURES**

In October (typically), a photographer comes to the school to take individual pictures of every student for the school yearbook. Packages are available for purchase, and must be prepaid. A makeup/retake day is scheduled for absentees. Classroom pictures and activity pictures are also taken throughout the year for use in the yearbook, news releases, Facebook and marketing purposes. No child's name will appear with pictures used for Facebook or for marketing purposes. A Photo Release form must be signed

by each family at the beginning of the school year for permission to use your child's photos.

## **PLEDGE TO THE FLAGS**

At the beginning of the school day, the Pledge of Allegiance and the Pledge to Christian Flag are recited prior to the morning announcements. The daily announcements include information about the day's and week's events, any changes to schedules, and recognition of birthdays and baptism birthdays.

## **PROBATION POLICY**

All new students at St. John's Lutheran School are admitted under a nine week probation period. During this time the student's academic and behavioral progress will be monitored to be sure that St. John's is able to meet the needs of the student. These decisions and practices will be made with the best interest of the child in mind. If it is determined that St. John's is not staffed or equipped to best serve the student, the parents, teacher, and principal will meet to determine future placement.

## **PROMOTION/RETENTION**

Students who have shown satisfactory progress during the school year are promoted to the next grade level. In grades K-5, all areas of child development (social and emotional growth, academic achievement level, and physical development) are taken into account before a decision is made regarding promotion. Every effort is made to assist the student in his/her overall educational experience. In cases where student retention or conditional promotion would be beneficial, parents are informed and have the opportunity to discuss the matter with the teacher and the principal. If a student shows unsatisfactory progress which strongly indicates a lack of readiness for the next grade level, the teacher, parents, and principal are asked to meet to determine the best course of action.

Students at the middle school level (grades 6-8) who receive passing grades in the seven core subject areas are promoted to the next level. Students who receive failing grades in core subject areas may not be promoted to the next level or may be required to do additional coursework. This decision is made by the school after consultation among the teacher(s), parents, and principal. Eighth grade students must have satisfactorily passed tests on the Federal and Illinois Constitutions as a graduation requirement.

## **RECESS**

Students in grades preschool through four are expected to go outside during recess (weather permitting). If a child is not to be outside due to a doctor's orders and/or health reasons, a **daily** written note must be received by the teacher.

## **RELIGIOUS INSTRUCTION**

Children attend St. John's Lutheran School for Christian training. All students participate in regular religion classes.

We consider worship an important aspect of the Christian life. Therefore we conduct weekly chapel services. These are usually held on Wednesday mornings at 8:20 a.m. We also have an early childhood service at 9:50 a.m. Parents are invited to attend.

Religious instruction in the home is encouraged through daily family devotions. All families are urged to attend church, Sunday School, and Bible classes regularly.

## **REPORT CARDS**

Report cards are distributed on the Friday after the end of each quarter. The exception is at the end of the fourth quarter. At that time, report cards are handed out the evening of the graduation service, which is also the official last day of school.

## **SCHOOL BOARD**

The School Board generally meets on the fourth Tuesday of the month unless publicized otherwise. Meeting dates are listed on the school calendar. Meetings are open to the school public. At the beginning of each meeting, time is set aside on the agenda for parents to speak regarding school related items. Please contact the School Board chairperson or the principal at least 24 hours prior to the meeting so that you may be included on the agenda.

## **SEVERE ALLERGY POLICY**

Allergic food reactions span a wide range of severity of symptoms. The most severe and potentially life threatening reaction is anaphylaxis. If a physician assesses that a child's food allergy will result in anaphylaxis, the student's condition meets the definition of a disability under the Americans with Disabilities act and Section 504 of the Rehabilitation Act of 1973.

The parent of the affected child will provide the school with a written letter from the physician identifying the allergy and must provide the medication appropriate to the treatment of an acute allergic response. The medicine will be stored at school with the child's crisis management plan. In case of a reaction any staff member will follow all steps in the child's plan.

This allergic food reaction has implications for the classroom and the school. Classrooms with children having severe food allergies, which are usually limited to peanut and tree nut reactions, will be declared to be Nut Free Classrooms.

The allergic child will be given a special place to eat lunch away from any possible food cross-contamination. It will be monitored by a faculty or staff member. Any friend who wants to eat with the child may do so if his parent sends a lunch free from the allergen.

Snacks eaten in the classroom must follow the school snack policy of fresh fruit, fresh vegetables or cheese. Birthday treats for the class as well as classroom parties will also follow the Nut Free rule. Teachers will inform parents and room mothers of the presence of an allergic child in the class and of any other precautions that need to be taken.

The parent of a child with a severe allergy will also provide the classroom with some pre-packaged snacks that their child may have in case any food for the class cannot be determined to be free of the allergen. The child will not be allowed to trade food with other children.

## **SPECIAL EDUCATION NEEDS**

St. John's Lutheran School strives to serve all children. In accordance with IDEA, will follow these procedures when a child shows special needs:

1. Observe the child's performance to determine the nature and extent of the child's need.
2. Evaluate the child's past performance using permanent records and background information from former teachers.
3. Consult with the principal to communicate concerns and discuss possible interventions.
4. Meet with parents to communicate concerns, gather further information, and discuss a program of interventions for the child.
5. Develop a program of Rtl that are mutually agreeable to the parents, teacher, and principal.
6. Evaluate the success of the Rtl program to determine the need for referral to District 102.
7. If needed, submit the referral form to District 102.
8. Using the results of the outside consultation from the district, other doctors, the parents, teacher, and principal, develop an ISP (individualized service plan) to meet the child's needs.
9. Implement and evaluate the ISP.
10. In the event that the child's educational needs cannot be met at St. John's, facilitate a new placement for the child with the parents and the transferring school. This will include developing an IEP.

## **SYCAMORE EDUCATION**

St. John's subscribes to an online school administration program called Sycamore Education. Through this system parents can view general school and teacher calendars and communications. Parents who sign on using the access code provided by the school office, are able to view their child's calendar, grades, and assignments. They can also communicate with teachers through the Sycamore email system.

## TUITION ASSISTANCE

It is the practice of St. John's Lutheran Church & School to assist families that desire a quality Christ-centered education for their children and are willing to make a sacrificial commitment toward that end. Subsequently, St. John's gives tuition assistance to families that can show a documented need for such aid. Currently there are several options for families in need of tuition assistance.

- **Tuition Reimbursement Incentive Program (TRIP):** This program provides an option to let your everyday spending work for you. TRIP sales are offered once a week most of the school year. Purchase gift cards and certificates through this school program and apply a percentage of your purchase towards tuition for the following school year. Similar to the Manna program at many churches and schools, gift cards and certificates are available for most major retailers. You can give the cards as gifts, use them to purchase a gift, or just use them yourself—all while earning dollars toward your tuition commitment.
- **A. H. Miller Scholarship Fund:** This scholarship fund, named after Albert H. Miller, was established in honor of his lifelong contribution to St. John's. Mr. Miller served St. John's as a teacher and principal for 49 years, beginning in 1917. The fund has only one purpose, to provide financial tuition assistance to deserving families. Through the generous support of this fund, many children, who otherwise would not have had the opportunity, have been able to receive a Christian education at St. John's.

Families officially enrolled for the next school year may obtain a tuition assistance application from the school office. A completed application is required that includes pertinent data on the parents' income, assets, liabilities, and expenses. An assessment is made by an independent company that recommends the amount of financial assistance to be given based on family need. The application for tuition assistance should be submitted by **June 1** annually for the following school year. More information is available in the school office.

If during the school year a family's financial status takes a downturn, it is possible to seek A.H. Miller funds. This is also to be done in writing with a specific amount requested. Aid will be determined by the amount of A.H. Miller funds that are available.

Several times during the school year offerings at school-oriented worship services will be designated for the A.H. Miller Scholarship Program. Donations to the school by members of Thrivent Financial for Lutherans may also be directed to this fund.

## VISITORS

School doors are locked for security reasons between the hours of 8:15 a.m. and 3:15 p.m. Please use the red doorbell at the west parking lot entrance (Door B) for admittance between those times. Once you are admitted, you must report to the

school office to sign in and receive a visitor's pass. St. John's is glad to welcome visitors, but classroom observation visits must be prescheduled through the school office. Delivered lunches, musical instruments, gym suits, homework, etc., are to be left in the school office.

## **WEBSITE**

St. John's Lutheran School has a website that located at the web address of [www.stjohnslagrange.org](http://www.stjohnslagrange.org). Various types of information can be located on the website including general information, the school calendar, weekly newsletter, staff biographies, various forms, and enrollment information, as well as links to the St. John's Church website, etc.

## **WEEKLY PARENT NEWSLETTER**

A weekly parent newsletter, *Wings*, is published and made available via email every Wednesday. This publication will keep you informed of the week-to-week activities of the school and will relay other important parent information. A copy is also available at the school website.

## **WELLNESS POLICY**

St. John's Lutheran School is committed to providing a learning environment that supports and promotes wellness, good nutrition, an active lifestyle, and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. In keeping with state and federal regulations, St. John's Lutheran School has developed a Wellness Policy as a guideline for promoting healthy nutritional choices and physical fitness.



**Belief Statement:** St. John's Lutheran School believes that by the grace of God, we serve our Lord in promoting spiritual, emotional, academic, social, and physical growth. The St. John's Board of Education is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. To that end, this policy encourages the wellness of all students and staff of St. John's Lutheran School.

**Intent/Rationale:** The purpose of this policy is to ensure a school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004 and the Illinois School Code, including, without limitation, goals for nutrition education, physical activity and other school-based activities designed to promote student wellness. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

### **Goals for Nutrition Education**

- Students in kindergarten through grade eight receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- The curriculum for health education will include both nutrition and healthy lifestyles.
- The school will seek additional ways to present the message of healthy choices in other events sponsored by the school.
- Staff that provides nutrition education will be offered appropriate training opportunities.

### **Goals for Physical Activity**

- Students in kindergarten and through grade eight shall participate in daily physical education.
- Students will be given other opportunities for physical activity during the school day through recess periods and the integration of physical activity into the academic curriculum.
- Students will be given opportunities for physical activity after school through intramurals and athletic programs.
- Physical education classes shall have a student-to-teacher ratio comparable to those in other curricular areas.
- The school encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Student removal from physical education classes and/or recess should be done as a last resort.

### **Nutrition Guidelines for Foods and Beverages Available at School**

- When using food as a part of class or student incentive programs, staff and students are encouraged to utilize nutritious food choices.
- When school parties and classroom activities include food, efforts will be made to limit the number of high calorie, low-nutrition snacks and instead provide children with nutritional alternatives.

- School meals shall be served near the middle of the school day in a clean, safe and pleasant setting with adequate time provided for students to eat, 20 minutes after sitting down for lunch.
- The school makes drinking fountains available, so that students can get water at meals and throughout the day. Students are encouraged to bring water bottles during warm weather.
- The staff will strive to be role models in practicing healthy eating habits.

#### **Goals for Other School-Based Activities Designed to Promote Student Wellness**

- Parents shall be provided information to help them incorporate healthy eating and physical activity into their student's lives.
- During school sponsored activities, healthy alternatives will be offered in the concession stands, so that parents and students can make choices.

#### **Goals for Implementation and Evaluation**

- The wellness policy will be implemented at St. John's Lutheran School by the school staff. Teachers will be responsible for facilitating the policy and reporting any problems to the principal.
- The principal will be responsible for overseeing the implementation of the wellness policy.
- Through observation and reports from the teachers, the principal will report any difficulties with the implementation of the wellness policy to the Board of Education.

We hope this Parent Handbook has answered many of your questions concerning St. John's Lutheran School. Please feel free to direct any additional questions to the school office (708-354-1690 ext. 217). You may also find answers to your questions on our web site at: [www.stjohnslagrange.org](http://www.stjohnslagrange.org)