

St. Johns Lutheran School is owned and operated by St. Johns Lutheran Church of Wykoff, Minnesota, under the supervision of the congregation's Board of Education.

St. Johns provides students with a strong foundation in academic skills, social abilities, and moral values that they will take with them the rest of their lives. In today's world a quality education is very important in helping our children succeed in the future. St. Johns is blessed with a talented and dedicated staff that is able to work with each child at the level they are at. Along with loving and caring teachers, St. Johns has tremendous parent involvement which helps provide a wonderful learning experience for each child. Not only is it important that we provide our children with a strong academic education, it is even more important that we are able to help our children grow in their faith. Through the work of the Holy Spirit we are able to provide for them a foundation in Christ that they will take with them the rest of their lives.

PURPOSE OF THE CHRISTIAN SCHOOL

The following **Statement of Purpose** has been adopted by St. Johns Lutheran School:

We believe that the Word of God places the prime responsibility of Christian education directly into the hands of Christian parents (Deut. 6:6, 7). The purposes of the Lutheran Christian School, as an extension of the home, can be summed up in the following statements:

- ✚ To provide Christian parents an additional opportunity to offer their children Christ-centered training and instruction.
- ✚ To provide an opportunity for children to learn of their Savior Jesus Christ through daily instruction in God's Word.
- ✚ To provide daily and continuous opportunities for living the Christian life through the proper use of time, talents, and money.
- ✚ To provide an opportunity to carry out the Great Commission (Matt. 28:19,20) through personal witness in word and deed in all areas of daily life.
- ✚ To provide an education which prepares the child for the present life and for eternity.

Our objectives therefore are:

- ☑ diligent teaching of God's Word in accord with divine command.
- ☑ provision for both the temporal and eternal welfare of the child by means of integrated Christian education.
- ☑ thorough instruction of the child in the fundamentals of Lutheran Christian doctrine.
- ☑ daily Christian pupil fellowship as one of the

most powerful factors in building character and Christian living.

- ☑ support of Christian parenthood and home life for the very purpose of strengthening the base of human society.
- ☑ strengthening the congregation and the church generally through the training of well-grounded laity and youth.
- ☑ Christian citizenship grounded on obedience to God and His Word.
- ☑ protection of the pupil from the dangers of a secular humanistic schooling.
- ☑ to encourage respect for all types of authority as God's means for ruling the world.

WHAT WE BELIEVE

The Lutheran Church –Missouri Synod teaches and responds to the love of the Triune God: the Father, creator of all that exists; Jesus Christ, the Son, who became human to suffer and die for the sins of all human beings and to rise to life again in the ultimate victory over death and Satan; and the Holy Spirit, who creates faith through God's Word and Sacraments. The three persons of the Trinity are coequal and coeternal, one God.

Our congregation accepts and preach the Bible-based teachings of Martin Luther that inspired the reformation of the Christian Church in the 16th century. The teachings of Luther and the reformers can be summarized in three phrases: Grace alone, Faith alone, Scripture alone.

St. Johns–LCMS is a creedal church with definite beliefs on many points of the Christian faith. For instance, the LCMS affirms the sanctity of human life, including the life of an unborn child; the importance of stable family life and of fidelity in marriage; and abstention from illegal drugs. The LCMS opposes a homosexual lifestyle and cohabitation or sexual relations outside the marital relationship.

ADMINISTRATION

St. Johns Ev. Lutheran School is an institution of St. Johns Ev. Lutheran Church affiliated with the Minnesota South District of the Lutheran Church-Missouri Synod. The school is, at all times, under the control and support of the local congregation. All final decisions as to policy and procedure lie in the hands of the voters' assembly of the congregation.

For efficiency, the congregation elects a Board of Education and delegates to this body much of the authority for the day to day operation of the school. The Board is responsible to the congregation. The Pastor

and the faculty serve as advisory members to the Board, with the Pastor and the called principal being members ex-officio.

The appointing of contract teachers, the adoption of courses of study, the choosing of textbooks, and all major changes within the school are carried out only with the approval of the Board of Education, and, if necessary, the voters assembly.

The principal of the school must act as executive director, who, with the help of the faculty, suggests changes and policies for the improvement and welfare of the school. The principal must also see that the policies of the Board of Education and the congregation are carried out.

ABSENCES

It is of utmost importance that students attend school regularly in order to obtain a good continuity in their education. In addition, state law requires that the school be able to account for all students who should be attending on any given day. For that reason, the Board has adopted the following policy regarding absences:

- 1) **When a student is absent, a parent should notify the teacher or school by means of a phone call, written note, or email stating the reason for the absence.**
- 2) **Absences that are due to a communicable disease MUST have a note from the doctor stating that it is permissible for the student to return to school.**
- 3) **A student who arrives after 8:00 A.M. will be considered tardy unless weather, bus, or vehicle breakdown was the cause.**

If students are "repeatedly" absent, a school nurse or truancy officer may be required.

Early Student Dismissal:

Early student dismissal for any reasons other than dental or doctor appointments are **strongly** discouraged. All absences from class will be marked accordingly and indicated on the report card. Parents who know that their student will be missing classes should present a WRITTEN request at least TWO (2) days before so that the student will have time to complete the missed class work.

Parents seeking special permission to take a child out of school for a special vacation or trip **must** discuss that matter with the principal or respective teacher **prior** to the trip. If homework can be done prior to the trip, that would be great. Otherwise, arrangements should be made to complete required work after the student returns to classes.

GENERAL ATTENDANCE INFORMATION

St. Johns Lutheran School expects and requires full-time attendance. Every child between the ages of 7 and 16 shall receive instruction for at least the time required under Minnesota Statutes 120A.22. Any child under 18 years of age who is truant from class/school for eight (8) or more times within the current school year will be referred to the County

Department of Social Services or other appropriate agency.

Students leaving during the school day must be signed out in the school office by their parent and/or have administrative approval. Parents must contact the school office if they would like their student excused.

The following reasons shall be sufficient to constitute excused absences:

1. Illness
 2. Serious illness in the student's immediate family
 3. A death in the student's immediate family or of a close friend or relative
 4. Acute or emergency medical or dental treatment
 5. Court appearances occasioned by family or personal action
 7. Physical emergency conditions such as fire, flood, storm, etc.
 8. Removal of a student pursuant to a suspension.
- Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

The following reasons may be sufficient to constitute excused absences, but will be limited on state testing days unless specific arrangements with building administration have been made which include confirmation of attendance on make-up testing days:

1. Routine medical and dental appointments
2. Non-St. Johns academic trip or non-St. Johns extracurricular outing
3. Prearranged travel/vacation

Unexcused Absences:

The following are examples of absences which will not be excused:

1. Truancy. An absence by a student which was not approved by the parent and/or the School.
2. Any absence in which the parent failed to notify the school office in the appropriate amount of time.
3. Absences resulting from accumulated unexcused tardies (8 tardies equal one unexcused absence).
4. Any other absence not included under the attendance procedures unless special permission is given by the principal.

The school administration will consider any absences not verified by a parent or legal guardian within two (2)

school days after a student returns to school unexcused.

ACHIEVEMENT TESTING

Our school administers the **Iowa Tests of Basic Skills** to our students each spring. The testing gives us an idea of how our students are doing academically in comparison to students across the nation. These test scores are shared with the parents each year, and they become part of each student's permanent record.

ANNUAL RE-ENROLLMENT

Children currently in attendance will be given re-enrollment forms near the end of the present school year. Completing the forms will automatically re-register your child for the coming year. Children who will be entering preschool or kindergarten the following fall will be enrolled at the annual Preschool/Kindergarten Round Up. These early enrollments make it possible to order textbooks at reduced prices.

ATHLETIC FEE

Students participating in St. Johns' athletics are required to pay an athletic fee of \$25 per player. New athletic shirts are \$15 each. (Athletic fee covers all sports for the year.)

BEHAVIOR

In our Christian school we constantly strive to have behavior come about as a result of our love for the Lord Jesus Christ and what He has done for us on the cross. However, we also realize that we are all sinful human beings. Therefore, we have some basic rules to help guide our behavior.

- Running, shouting, pushing, or other forms of disturbance in the halls, restrooms, or classrooms are not allowed.
- Restrooms are not visiting centers. Students who insist on loitering in them may be subject to disciplinary action.

If students show Christian concern and love toward fellow students and teachers, they should have no problem with discipline.

Respect for School Staff and Fellow Students: *Respect* is a powerful word. It can build and lift up others, or it can hurt and destroy. As Christians, we are expected to honor and respect all individuals with whom we work. The Fourth Commandment instructs us to ***honor our parents and masters***. That includes everyone who has been placed over us in authority. Matthew 7:12 says, "***So in everything, do to others what you would***

have them do to you". (Golden Rule)

BICYCLES

Students may ride bicycles to school subject to the following restrictions:

1. Upon arrival at school, the bike is to be placed in the bike rack and left there until it's time to go home.
2. Bikes are not used during recesses.
3. When classes are dismissed, the student should proceed directly home.
4. Bike riders are required to follow the same rules of the road as are those driving cars.

BULLYING

Bullying behavior is inappropriate and will not be tolerated at St. Johns Lutheran School. Bullying is defined as repeated actions by an individual or group that are threatening or isolating to another individual or group. These threats can be physical, verbal or implied by non-verbal language. The deliberate, repeated and systematic exclusion of an individual or group of individuals from activities can be a very traumatic psychosocial form of bullying. When a student feels they are the victim of bullying, they are encouraged to report it to a teacher or school official. Ignoring such behavior can have potential behavioral and social consequences for the bully and recipient of the bullying behavior.

Bullying will be treated as a severe discipline issue. It will be considered a threat, and parents will be contacted. Consequences may include detention(s), suspension, expulsion or other discipline as appropriate for the situation.

CANCELLATION OF SCHOOL

When it becomes necessary to cancel classes or begin late because of weather conditions, the decision is made by the public school district as we use their bussing service, except on days when St. Johns has school and the school district does not, then the decision will be made by the St. Johns principal. Announcements are then broadcast over FastDirect, KTTC, KAAL, and local radio stations. If weather conditions worsen during the day and it becomes necessary to close early, it will be announced on FastDirect and as many local stations as possible. In addition, we will call those parents who transport their own children as soon as we find out, as well as send an email message to all school families. **If some emergency should develop that would make closing ONLY our school necessary, all parents will be notified.**

CARE OF BOOKS

The books used for all classes are provided by the school. We ask our students, therefore; to practice good stewardship in caring for the books they use. Students who willfully damage or destroy school books will be charged the current replacement cost of the book.

CELL PHONES

Some students may be coming to school with a cell phone in their possession. That is fine. But once the student is at school, the cell phone should be shut off.

Cell phones will not be used during the school day without the teacher's permission.

CHEATING

St. Johns will not ignore cheating. As a school, we are concerned about the student's best moral, spiritual, and ethical development. The student must understand that cheating is a violation of Christian honesty and academic integrity. St. Johns defines cheating as follows:

- ☞ Students who copy information from another person's work have cheated.
- ☞ Students who volunteer information or knowingly provide opportunity for other students to copy are guilty of cheating.
- ☞ Students who are aware of cheating in their class or in the school are encouraged to report the cheating to the teacher. This is for the good of the student who is cheating. If knowledgeable students do not report the situation, they can become as guilty as the cheating party and possibly have to face some form of discipline.

CHURCH ATTENDANCE

We at St. Johns consider regular church attendance on the part of the child and parents to be extremely important in the development of a well-rounded religious life. We, therefore, urge you as parents to make every effort to be regular in your weekly church and Sunday school attendance.

During the year, our students have opportunity to participate in church worship at St. Johns through choir and drama activities. The school choir will be singing approximately one Sunday per month, usually the first Sunday. Additional worship opportunities are National Lutheran Schools' Week service and graduation Sunday. When these special activities are taking place, we encourage **ALL students**, member and nonmember families, to participate.

CHAPEL SERVICES

Regular school chapel services are scheduled each Wednesday at 8:15 A.M. Parents are invited to participate with our school family each week. Weekly offerings are taken and the money is used to support various mission projects during the year. During the season of Advent, the morning chapel service serves as the mid-week Advent service for the congregation and all congregational members are invited to participate with the children.

CODE OF CONDUCT AND DISCIPLINE

Many of the important lessons in life are learned at home. These lessons must be remembered and practiced at school.

The exercise of self-control and self-discipline reflect good home training; and the child who displays these traits is a source of pride for his parents. Additionally, children who have learned to use these traits enjoy the ability to obtain a well-rounded educational experience.

Each student has a different capacity for learning. Each individual has his particular talents. Students are expected to fully apply their varied talents and abilities toward obtaining this educational experience; thus making it unnecessary for the teacher to spend precious and valuable time on disciplinary matters.

We strongly urge you to encourage your student to make the following ten points an integral part of their school experience. **TO GET THE MOST OUT OF SCHOOL, THE STUDENT WILL:**

- ☺ make every effort to conform his life to the rules of God's Word, conducting him/herself as a true child of God, not only at school, but also to and from school, and in all his/her daily activities.
- ☺ strive to do his/her best work at all times.
- ☺ be prepared at all times with proper books and supplies.
- ☺ be regular in attendance and on time for all classes.
- ☺ obey school rules and regulations.
- ☺ respect and honor all people who may have authority over him/her.
- ☺ respect the rights of fellow students.
- ☺ refrain from activities that endanger the safety of self and/or others.
- ☺ respect school and church property.
- ☺ accept the consequences for any wrong act that he/she may commit.

Detention:

Should it become necessary for a student to be detained after school for completion of work or for discipline reasons, the parents will first be notified.

Detention will be used only as a last resort when all other methods of solving a problem have been expended

Suspension:

Students who have received an out-of-school suspension for disciplinary reasons are not allowed to attend classes or to be involved in any school event. They are banned from the classroom and school until student, parents, and the teacher have opportunity to meet and resolve the situation. Students are given an unexcused absence from classes during the suspension.

COMMUNICABLE DISEASE POLICY

Parental concern that children be able to attend the school without being infected with serious communicable diseases such as: Acquired Immuno Deficiency Syndrome (AIDS), Cytomegalovirus (CMV), Herpes Simplex Virus (HSV), and HSV related diseases such as Chickenpox, Shingles, and Infectious Mononucleosis (Mono) requires that the School Board adopt procedures effectively responding to these health concerns while respecting the rights of all students and employees, including those who may be so infected.

It is the policy of St. Johns Board of Education that students with the above listed communicable diseases **NOT** be excluded from attending school in the regular classrooms **so long as their attendance does not create a substantial risk of the transmission of illness to other children or employees of the school.** A procedure for minimizing interruptions to learning resulting from these communicable diseases will be established by the school in consultation with community health providers. Procedures for the inclusion or exclusion of students with communicable diseases will consider the educational implications for the student and others with whom he/she comes into contact. Recommendations from the County Health Agency, The Minnesota South District Education Office, and the United States Public Health Services Centers for Disease Control will also be considered in these decisions.

Brenda Pohlman, Health Educator for Fillmore County Public Health, recommends this site for information regarding "Infectious Diseases in Childcare Settings and Schools": <http://www.hennepin.us/childcaremanual>.

COMPLAINTS

In keeping with the Christian principles as recorded in Matt.18; the following procedure **MUST** be followed with regard to complaints:

- 1) **First consult with the child's teacher** and try to resolve the problem. (This also applies to the principal as a teacher.)
- 2) If no results are obtained, take the matter to the principal who will in turn go with you to see the teacher.
- 3) If there are still no results, the pastor will be asked to accompany you and the principal to see the teacher.
- 4) Only as a last resort, when everything else has failed, will the matter be brought to the Board of Education.

Please note that the Board of Education is the last group to be brought into the picture, NOT the first. In a Christian school there should never be a time that it becomes necessary to resort to an unchristian method in order to accomplish results. The Lord blesses efforts that strive to carry out the Christian approach to problem solving.

In the same light, problems can be kept at a minimum if concerned parents make it a point to regularly consult with their child's teacher when problems begin to arise.

CONDUCT ON BUSES

Riding a public school bus is a "privilege". Students need to know the rules pertaining to proper conduct on the bus, and they need to obey those rules. If it becomes necessary for a bus driver to discipline a St. John's student, their "privilege" might be denied. Please be aware that if your student gets kicked off the bus, there is nothing that we can do to get them reinstated. St. John's students should remember that they are a Christian; and as such, they represent Christ and their school. Remember -- a greater witness is given by actions rather than by words.

If you as a parent become aware of the fact that your child is being harassed on the bus, let the respective bus driver or public school personnel know what is happening. Your child's classroom teacher should be one of the last persons to be notified, as we do not control bus situations. Problems such as this cannot be resolved if they are not communicated.

CRISIS MANAGEMENT

Fire Drill

Fire drills are held at various times throughout the year to maintain alertness and safety.

Lock Down

Lock down drills are held at various times throughout the year. Lock-down procedures will be initiated if and when an intruder or questionable person is found on or

near school property. This procedure is laid out by steps in the teachers' handbook.

School Security

To help improve our school security, all students, parents, and guests will be required to enter the school through the front entry door. Guests will be required to check in at the school office. All side doors will remain locked throughout the day.

Tornado Drill

A tornado drill is held each spring in conjunction with the statewide tornado drill during Severe Weather Awareness Week.

CURRICULUM

The following curriculum areas are covered to provide the child with a complete and well-rounded education.

- Religion:** Bible History, Memory Work, Church History, Confirmation Instruction and Lutheran Doctrine
- Language Arts:** Reading, English, Spelling, Literature, and Handwriting
- Mathematics**
- Science and Health**
- Social Studies, American History, Geography**
- Computers and Keyboarding**
- Fine Arts:** Music, Art, Drama, and Crafts
- Physical Education**

DRESS CODE AND RELATED ITEMS

The clothing which is worn to school should reflect who we are as children of God. The clothes should be neat and clean. Short shorts, halter tops, sports bras with tank tops, midriff tops, see-thru shirts, sleeveless shirts (muscle shirts), and vulgar or disrespectful imprinted clothing which contradict the Christian principles of our school will **NOT** be permitted. Flip flops and sandals are not acceptable footwear for school. Hair should be neat and clean and styled in such a way as to not interfere with normal school activities. It is the responsibility of the parent to see that the child arrives at school dressed in an appropriate manner.

Students who, in the teacher's judgment, arrive in inappropriate dress will be asked to call their parents to request proper clothing for themselves, or the teacher will find appropriate clothing from the lost-n-found items.

All outdoor clothing is to be hung or placed in the proper place upon entry into the school.

In order to allow for proper supervision during the noon

hour, all students will be expected to go outdoors when the weather permits. Students who wish to remain indoors for health reasons must bring a note from their parents stating the health reason involved. These students will be required to go to the "IN Room" and work on school assignments. During extremely bad weather, inside activities will be conducted by the teachers.

ENROLLMENT AGE FOR KINDERGARTEN

According to Minnesota statute, a child is ready for kindergarten when he/she:

- Is at least 5 years of age by September 1st of the child's enrollment year (Minnesota Statutes, section 120A.20).

ENROLLMENT POLICIES

Members' K-8 students are charged a tuition fee of \$1,530 for the first child and \$945 for each additional child per year. Members are also encouraged to faithfully support the work of the Lord through their weekly contributions at church.

Families in the community are invited to attend St. Johns. These families are asked to pay a tuition fee of \$2,430 for the first child, \$1,800 for the second, \$1,575 for the third, and \$1,170 for each child thereafter. Families who have trouble paying these fees can apply for tuition assistance. Forms can be obtained from the school office.

All textbooks and workbook materials are provided by St. Johns. Provided religion materials are the property of the students and are theirs to keep.

New students should complete registration paperwork and provide immunization information and a copy of their birth certificate upon enrollment.

St. Johns admits student of any race, color, or ethnic origin.

******In all cases of enrollment, it is to be understood that no child will be excused from religious instruction, nor will the instruction be changed or altered to accommodate a child's different belief. St. Johns is a Lutheran school and teaches Lutheran doctrine. Non-member students will not be required to be confirmed in the Lutheran faith, nor will they be expected to join the Lutheran church. We encourage non-member Christian students and families to stay active in their own church. If a child or family desires to convert to Lutheranism, that is their personal choice.***

ELECTRONIC DEVICES

Electronic devices such as iPhones, kindles, and nooks can be used in school as educational tools as long as they are being used properly. If they are used to read books or access school related material or information, they are allowed. If at any time the student is found to be using the device to play games or obtain material that is inappropriate, the device will be taken from the student and parents will be notified.

Ipods, CD Players, Radios, Game Devices:

These electronic devices are NOT to be used during school hours. Once the student gets to school, these devices should be put into the student's backpack or placed on the teacher's desk.

FIELD TRIPS

One major educational field trip is taken each spring during the month of May. This trip is considered a learning experience and therefore is carefully planned to provide learning events. It is a required day of school.

In most instances, parents will be used to transport students. We try to get the younger students home in time for the bus, but that is not always possible. Field trips for the upper grades are generally planned for greater distances from Wykoff and generally require a later return time. For safety reasons, every person in the vehicle should be buckled up. It is the law!

GRADING SCALE

This is the grading scale used by the teachers in grades one through eight:

<u>Percentage</u>	<u>Letter Grade</u>	<u>Points</u>
99 – 100	A+	12
97 – 98	A	11
95 – 96	A-	10
92 – 94	B+	9
87 – 91	B	8
85 – 86	B-	7
82 – 84	C+	6
77 – 81	C	5
75 – 76	C-	4
72 – 74	D+	3
67 – 71	D	2
65 – 66	D-	1
64 – 0	F	0

HONOR ROLL

Students in graded three through eight who meet the following standards will be recognized at the end of each quarter:

Straight "A" Honor Roll: All grades must be A- or higher

10 – 12 points "A" Honor Roll
(No grade lower than a B-)

7 – 9.9 points "B" Honor Roll
(No grade lower than a C-)

GUM CHEWING

Chewing gum during the school day is not allowed. We would hope that this policy would also apply to the time when the students are riding on the public school buses. If gum is given as a birthday treat, it is up to the discretion of the teachers whether the students will be allowed to chew it during school.

HEALTH REQUIREMENTS

In accordance with the School Immunization Law (Minnesota Statute 121A.15), students may not enroll n or remain enrolled in school without having provided documentation of required immunizations.

All students are expected to be in compliance on the first day of their entry into school each fall, with the exception of students transferring into school. Students transferring may have up to 30 days to provide immunization information.

Medical exemptions must be signed by a health care provider. Conscientious exemptions must be signed by the parent/guardian and notarized.

If your child becomes ill or is injured in some way, we will make every effort to contact you. If, for some reason, this is impossible and the injury or sickness is of a serious nature; the child will be transported by ambulance, if necessary, to St. Mary's emergency room in Rochester.

If your child becomes ill at home and it is diagnosed as a communicable disease, we request that you notify the school **immediately** so that necessary precautions may be taken. This notification also includes such things as head lice and scabies.

HOMEWORK

The challenging program and the grade arrangements at St. Johns have always required that some study be done at home. This is necessary not only to accomplish our immediate goals, but also to develop useful study habits for future education that is becoming more demanding. The amount of homework will depend on the grade level, ability, and study habits of the child. Parents can help in this area by providing a quiet place to study, by showing interest and concern in

the work to be done, by frequently checking to see that the work is done, and by not doing the work for the child.

One of the main reasons that children have homework problems is that they never quite get caught up. They are continually trying to get today's work done before the class period arrives and therefore they never have time to get started on tomorrow's work. If your child is suffering from this problem, it is your responsibility to see that additional preparation time is provided at home. A continuation of this pattern leads to frustrated students and poor grades due to unfinished work.

The development of proper work/study habits is essential to your child's performance in school. Parents who feel that their child has developed proper work/study habits and still has a large amount of homework should immediately contact the teacher for a conference to find out what the problem is.

IN ROOM

Teachers may choose to keep certain students from noon recess because of incomplete work, illness, or disciplinary action. Those students will report to the "in room" to be helped and supervised by a designated teacher.

JEWELRY

For the sake of physical safety and the image that we would like our school to project, the following restrictions with jewelry will be enforced:

- Boys are asked to wear no earrings while at school or school functions.
- No visible body piercing jewelry or tattoos are allowed at school or school functions.
- Excessive amounts of jewelry such as necklaces, bracelets, earrings, dangling earrings, and rings are discouraged.

KINDERGARTEN

St. Johns kindergarten program meets all day Mondays-Fridays throughout the school year. Kindergarten is to help prepare the children academically, spiritually, and socially. Children must be five years of age by September 1 of the year of enrollment.

Busing is available for those attending kindergarten classes. School hours are from 8:00 A.M. through 2:50 P.M. (varies from year to year because of busing). Instructional areas are designed to conform to and compliment the curriculum in grades 1-8.

LIBRARY PROCEDURES

The school library is for the use of students and church members alike. The following rules apply to library use:

1. Library books and videos must be signed out. The date on which the item is being checked out should be noted on the library card and be placed in the appropriate container.
2. Video tapes can be signed out for **one week**.
3. Reference books can be borrowed on a day to day basis and must be signed out with the classroom teacher. Please do not take these books without signing for them.
4. Library books may be signed out for an initial period of **two weeks**. They may be renewed for an additional 2 week period.
5. A maximum of **three** items may be checked out at any time. Only one movie may be checked out at any time. (Example: a movie and two books or three books may be checked out.)
6. All books and tapes are to be returned to the library and placed in the book return box. **PLEASE DO NOT REPLACE THE BOOKS OR TAPES ON THE SHELVES BEFORE THEY ARE CHECKED IN.**
7. Books or tapes that are not returned **within 3 months** will be considered lost and the last borrower of note will be asked to pay the replacement cost.
8. Persons not returning books and tapes within a reasonable amount of time **will be charged a fine of \$.25 per week / a \$1.00 per month. Persons not returning the book(s) or tape(s) by the end of the year will be charged for the replacement cost of the item(s).**

LUNCH and MILK PROGRAM

Milk is provided at snack and lunch. Since we do NOT have a lunch program, students need to bring their lunches to school. Microwave ovens are available. Students who wish to have something heated in the microwave **MUST** provide their own microwavable container. Please make sure that your students have the necessary eating utensils with them. This includes spoons and forks. Requiring the school to **buy spoons and forks** is an unnecessary expense. **Pop will not be allowed at school as a lunch or break beverage.**

Parents -- You might want to talk with your child(ren) about exchanging foods with other students. In some cases, your child is not eating the food for which you paid.

Snacks:

Students may enjoy a snack **during their morning break**. This means the snack is eaten during break

time, outside the classroom. Snacking is **NOT ALLOWED** during class time.

MEDICATIONS

Because of the stringent requirements of the law regarding the use of medications, it shall be the policy of St. Johns Board of Education that all types of medication be administered outside of school time wherever possible. If this is not possible, the parent will be required to provide the school with a copy of the prescription and the medication in the original packaging, directions for use, and complete the "Parent Permission to Dispense Prescription or Over-The-Counter Drugs" form.

MINNESOTA TUITION TAX REFUND

We encourage parents to check into the Minnesota State Tuition Tax refund program, which is available to all parents regardless of income. If you desire information about this program, contact the principal.

MUSIC LESSONS

For children interested in learning to play the piano, a band instrument, or taking voice lessons, arrangements are made to excuse them for half hour lessons once a week. The cost for these lessons is paid directly to the music teacher.

OPENING AND CLOSING TIMES

Classes officially begin at 8:00 A.M. Students are **NOT** encouraged to arrive at school before the hour of 7:45 A.M. Teachers use this time for faculty devotions and preparation. As students arrive at school, they should go to their respective classrooms and work quietly preparing for the day.

School is dismissed at 2:50 P.M. (varies from year to year because of busing).

Note: It is the parent's responsibility to let the school know by 8:00am if their child will not be in school. Parents are asked to provide the teacher with a note, a phone call, or an email to indicate that their child will not be present. If the school/teacher has not been contacted by 8:20 A.M., the parents will be called to determine where the student is.

Since the law holds the school responsible for knowing where the child is at all times while he is at school, **no child will be allowed to leave the school ground for any reason (other than to attend classes at the public school) without written or verbal permission from either parent or guardian.**

PARENT/TEACHER LEAGUE (PTL)

St. Johns School sponsors a Parent/Teacher League. Membership includes all parents or guardians of children attending our school and the teaching staff of St. Johns School.

The Parent/Teacher League has adopted the following objectives for its existence:

- 1) To bring parents and teachers into closer cooperation.
- 2) To acquaint parents and friends with the work of the school and with Christian education in general.
- 3) To stimulate a personal interest in the school.
- 4) To promote the general welfare of the school by carrying on constructive activities which benefit the school.

Parents are also generally asked to present the school musical/play once every three years.

It should be noted that the PTL is **NOT** a policy making group nor does it have any connection with the technical operation of the school. It is purely a service and education oriented group.

PARENT VISITATION AT SCHOOL

We at St. Johns encourage parents to take an active interest in their child's education; therefore, we encourage the visitation of the classroom from time to time for the purpose of observing what is happening in the school environment. We encourage parents to take time to discuss any concerns that they may have after the visit and thus deal with matters before they become problems.

PARKING

Parents are asked to use the church parking lot when dropping off their child(ren) in the morning and picking their children up at the end of the school day. This will help to keep the children from crossing the street while school buses are unloading and loading students. Because the street in front of school is so narrow, safety of children and parents becomes a serious issue.

PLAN BOOKS

Students in grades three through eight will be issued a plan book at the beginning of the school year. If this book is lost, it must be replaced at the student's expense. The purposes of the plan book are as follows:

- 1) to help the students develop their organizational skills,
- 2) to aid students in remembering what their assignments are,
- 3) and to improve communications among students,

teachers, and parents as to what students are being assigned in school by the classroom teacher. If used properly, assignments should be done on time and according to given instructions. Better grades should also result from proper use of plan books.

PLAY AREAS

General play areas are located to the south and west of the school building, as well as on the ball field. **There is to be no playing on the front school lawn or anywhere around the church. This includes the stairs on the north side of the church.**

Roller skates and roller blades are **NOT** permitted on school grounds during the school day. As a staff, we feel they present too many safety concerns.

PLAY EQUIPMENT

Most play equipment is stored in the ball box in the main hall of the school. When a student takes a piece of equipment out, he/she is expected to see that it is returned to the box.

PRESCHOOL

St. Johns offers a preschool program for students ranging from three to five years of age. The program is scheduled on Tuesdays and Thursdays. The morning sessions run from 8:00 to 11:00 A.M., and the afternoon sessions run from 12:00 to 3:00 P.M. Parents who register their child in the preschool program are asked to pay a registration fee of \$90. Once school begins, the fee is applied to the first month's tuition. The tuition fee for preschool is \$90 per month. If there are not enough students enrolled to make reasonable morning and reasonable afternoon sessions, the program will be run only during the morning hours.

PROFESSIONAL ORGANIZATIONS

St. Johns School is a member of the **Minnesota South District of the Lutheran Church-Missouri Synod**. The faculty is required to attend teachers' conferences each year and one professional workers conference every third year. In addition, the principal attends various in-services throughout the year and the monthly regional principals' meetings in Rochester (R3LP). The faculty also holds professional memberships in the **School Mailings** which are published month by the LEA through the Lutheran Portal.

PUBLIC RELEASE OF INFORMATION

Periodically throughout the year, St. Johns School will publish pictures and names of students in newspaper

articles to recognize the students for their accomplishments. **If you prefer NOT** to have your son's/daughter's name or picture in the media, please notify the school office.

REPORT CARDS

Report cards are issued four times a year, approximately every 9-10 weeks. Parent conferences are scheduled at the end of the first quarter. Other conferences may be arranged by parent or teacher, based on necessity.

The main purpose of report cards is to give the parent an indication of the type and quality of work that the child is doing. A report card with continuously poor grades will be a good indicator of possible lack of promotion; however, before that would happen there would be several letters and/or conferences that would have taken place.

Parents also have the opportunity to monitor their child's grades through the online grading program on FastDirect. Parents will be able to see daily assignments and grades as well as cumulative grades. Mid-quarters and Report Cards will also be available on FastDirect.

We at St. Johns believe that Christian stewardship of talents demands that every child do his best to achieve a full use of the talents which the Lord has so richly blessed him.

We believe that a good self-image can only come from knowing Jesus Christ as our personal Savior and disciplining oneself to use the talents he has given us. To that end, we encourage the full involvement of the parents in the educational process.

RESPONSIBILITIES OF SCHOOL PARENTS

Parents assume a number of responsibilities when they choose to enroll their children in our school. These responsibilities include, but are not limited to, the following:

- 1. Becoming actively involved in the education of their child by seeing that homework and memory work is prepared for each school day.**
- 2. Making every effort to see that their children are in attendance at special activities of the school, especially church services where the school children are involved in worship through choirs and dramas.**
- 3. Actively attending and supporting the Parent-Teacher organization for the school.**
- 4. Giving their total support to the discipline program of the school.**

5. Consulting FIRST with the child's teacher or principal in the event of a problem at school.

SCHOOL PICTURES

Arrangements are made annually with a photographer to take individual pictures of all students. Packages are offered for sale to the students and parents. There is no obligation for parents to purchase any pictures. Students not desiring a picture package are still photographed so they can be included in the school's composite.

SCHOOL SUPPLIES

A list of school supplies is published on the school website for the upcoming school year.

SEXUAL HARASSMENT POLICY

It is the policy of St. Johns Lutheran School of Wykoff to strictly prohibit any conduct that constitutes sexual harassment and to discipline any employee and/or student guilty of such conduct. This policy is based on **Title VII of the 1964 Civil Rights Act** and Court decisions.

Any employee and/or student who believe that he or she has been subjected to sexual harassment shall immediately report this conduct, in confidence, to the school administrator or the pastor who will thoroughly investigate the incident and will present the investigated incident to the Board of Education.

The Board will decide the appropriate discipline that the situation warrants in conjunction with guidelines set forth by the Lutheran Church-Missouri Synod and the Minnesota South District. This could include termination of employment, expulsion or legal action. All staff members and students are responsible for working together to create an atmosphere free of sexual harassment. It is the responsibility of each employee and/or student to respect the rights of other employees and/or students.

SNOWBALLING

Snowballing will be permitted only in the ball field and as long as care is exercised in the activity. An adult supervisor must be present. Snowballing in any other area is strictly forbidden. Dangerous or aggressive play will cause suspension of the activity.

SPORTS ACTIVITIES

St. Johns participates in the Southeast Minnesota Lutheran Athletic Conference in soccer, volleyball,

softball, and track. The degree of our involvement is determined by the number of students we have for teams. The other schools in the conference are: Rochester Central Lutheran, Resurrection of Rochester, Immanuel of Plainview, Immanuel of Lewiston (Silo), St. Martins of Winona, and St. Johns of Lake City. Transportation to conference activities is provided by the parents.

The Kingsland public school also allows our students to participate in their athletic programs. As a rule, students may participate in sport activities at the public school subject to the following restrictions:

- 1. That sport is not offered at St. Johns.**
- 2. Practice is not required during school time.**
- 3. The student maintains at least a "C" average in all class work and daily assignments are completed on time.**
- 4. Parents who desire their student to participate in a sport at Kingsland and St. Johns are expected to discuss plans prior to the season with the principal and coaches! If a conflict for games exists, students are expected to play for St. Johns.**

TECHNOLOGY FEE

Technology is a necessary, but costly, part of St. John's curricular programs. Therefore, the Board of Christian Education has established a technology fee for each student in grades K-8. The technology fee structure is as follows:

- \$150 for the first child**
- \$125 for the second child**
- \$100 for each child after two.**

Payment of these fees can be paid by the quarter, semester, or upfront at the beginning of the year.

TECHNOLOGY

St. Johns Lutheran School recognizes the importance the computer plays in society for communicating, for enjoyment, for education, and for business. The computer curriculum at St. Johns introduces students to various ways to use the computer and integrates the computer as part of daily classroom instruction.

Computer use is a privilege for the staff and students. This privilege is maintained by complying with the computer use guidelines as follows:

1. Technology should be used in a way that will treat other people in a God pleasing manner. Therefore, downloading, storing, printing or distribution of files, images, or information that is profane, obscene or that offends or degrades in any way is unacceptable.

2. Do not interfere or tamper with the work of another student or teacher. This includes degrading or disrupting the normal functions of hardware and software so that performance of these items is damaged. Files and other forms of information are only to be accessed under the direction of the teacher. Students will be held responsible for the cost of any repairs deemed necessary to return the hardware or software to its normal working capacity.
3. The privacy of other people is to be respected all times. Any invasion of privacy, whether it be accessing, using, or altering the work of another person without their permission, is a violation of this policy. All standard copyright restrictions are to be followed at all times, including, but not limited to, information and software programs.
4. Reasonable care is to be taken when accessing and downloading files to determine that they are free of computer viruses. Virus protection programs are not to be disabled or uninstalled under any circumstances.
5. Students are to use computers, access the internet, and use tools of distance learning only as instructed and supervised by a staff member. Any attempt to gain access to resources, programs, or online sites not authorized by a staff member is not acceptable. This includes, but is not limited to, settings such as passwords, backgrounds, screensavers, icons, etc.
6. Use of technology at St. Johns for personal financial or commercial gain is prohibited.
7. When accessing and using the internet, personal information of any kind about the user or another person (students, teachers, parents, etc.) may not be transmitted. This includes information about school or home, or information that gives the location of a student at any given time.
8. Persons accessing the Internet are expected to maintain Christ-like demeanor at all times. Therefore, no text, image, movie, sound or other forms of media that contain obscene material or language or degrades others will be allowed.
9. All changes to hardware and software set up at St. Johns Lutheran Church and School is to be approved by the appropriate authorities.

Computer technology is a gift from God to His people. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. . If a student chooses to use the internet resources for finding information that will be of assistance in learning, the result will be continued access to the internet. If a student chooses to access resources that are objectionable, adult-oriented, or restricted, the result will be suspension and/or termination of access privileges and further disciplinary action as warranted.

The school has taken every precaution to ensure that our student' access to the internet and its components are safe and appropriate. We use a filtering system to monitor and filter out almost all restricted information. However, we understand that this is by no means 100% efficient. Only student responsibility and respect for privileges can make the use of the internet safe and acceptable.

TELEPHONE

The school telephone is maintained for conducting the business of the school. For this reason, students are not allowed to make phone calls except in cases of emergency or at the discretion of the teacher. Students should be certain that they have all necessary items (books, assignments, clothing, and instructions) before they leave home in the morning.

The school's administrative assistant and the church's secretary will answer phone calls on most days. If they are not present, the school does maintain an answering machine for handling calls after hours and when they cannot be taken during the class time. Please do not hesitate to leave your name and number if the machine answers. Your call will be returned as soon as someone is available.

TUITION ASSISTANCE

A tuition assistance fund is established to provide financial help as funds are available. If interested, please contact the principal or school office for information or application forms.

TUITION FOR MEMBERS

Tuition for members will be \$1,665.00/year for the first child and \$1,035.00/year for each additional child. Please feel free to consult with the Board of Education if these tuition charges or member fees create a hardship.

TUITION POLICY FOR NONMEMBERS

The following tuition will be in effect for non-members in grades K – 8:

1. 1st child: \$285/month @9 months = \$2,565.00
2. 2nd child: \$210/month @9 months = \$1,890.00
3. 3rd child: \$180/month @9 months = \$1,620.00
4. For each additional child the rate is:
\$135.00/month @ 9 months = \$1,215.00

Preschool tuition is \$90 per month, with a \$30 annual snack fee.

USE OF BANNED SUBSTANCES

In the event that a student is found to have in their possession or to be using any banned or illegal substance such as drugs, alcohol, or tobacco; both parents will be notified and requested to come to school immediately. Where it is necessary, because of unlawful activity, local law enforcement officials will also be notified.

WEAPONS

Weapons such as knives, guns, sling-shots, etc. are not allowed on church/school property. If a teacher or other staff member has reason to believe someone has a "weapon" on the church/school property, the suspected individual will be searched. If such person is found to be in possession of a "weapon" or responsible for a "weapon" to be on church/school property, that individual will be held accountable. The law enforcement agency will be contacted, and such individual will be suspended from school until the matter is resolved between school, student, and parents.