

St. Johns Lutheran School

Family Handbook

2019-2020

NATIONAL LUTHERAN SCHOOLS WEEK



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St. Johns Lutheran School

This handbook was designed as a guide to promote greater understanding and cooperation between parents, students, and staff at St. Johns Lutheran School. It is meant to clarify the status and direction of the school, and thus aid in establishing a life-long, Christ-filled learning community. The materials in this handbook are meant to be a rich source of growth for all. We invite you to read through this handbook and discuss all the information together with your child. If you have questions concerning policies, guidelines, or procedures, please feel free to call the school office. Please sign and return the back page acknowledging you have received and understand what is set forth.

The Values We Embrace

God's Grace

We value God's grace by living and sharing the gospel of Jesus Christ with all through words and actions.

Educational Excellence

We value educational excellence by offering a variety of programs that develop the whole child.

The Mission We Live Out

To help parents meet the spiritual, academic, and physical needs of their children by providing a Christ-centered learning environment which emphasizes personal Christian growth, academic excellence, and service to God and community.

The Faith We Confess

1. The Bible is the word of God - true and without error in all its parts- and, therefore, is the final authority in all matters of faith and life (2 Timothy 3:15-17).
2. There is only one true God, who has created us and all that exists, and who has revealed Himself in three persons (The Triune God): God the Father, God the Son, and God the Holy Spirit (Deuteronomy 6:4, Matthew 28:19).
3. All people are conceived and born sinful and are completely incapable of saving themselves by good living (Psalms 51:15; Romans 3:10-12, 23).
4. God, motivated by His unconditional love for us, provided for our salvation through the death and resurrection of His Son, Jesus Christ (John 2:8-10).
5. We are saved by grace through faith in Jesus Christ alone (Ephesians 2:8-10).
6. Faith in Jesus Christ comes by the power of the Holy Spirit who creates faith through God's Word and equips and empowers believers for faithful living in service to God and others (Romans 10:17, Galatians 5:22-25).
7. All Christians are called to live for Jesus, seeking to serve and honor Him in all facets of life as they actively participate in God's mission to save the people of the world (Matthew 28:18-20).

Parental Responsibilities

We believe that the Word of God places the prime responsibility of Christian education directly into the hands of Christian parents (Deuteronomy 6:6, 7).

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:

- Becoming actively involved in the education of their child by seeing that homework and memory work is prepared for each school day.
- 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.
- Actively attending and supporting the Parent-Teacher organization for the school.
- Giving their total support to the discipline program of the school.
- Consulting FIRST with the child's teacher or principal in the event of a problem at school.

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 (Matthew 28:19,20) through personal witness in word and deed in all areas of daily life.
- To provide an education that prepares the child for the present life and for eternity.

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:

- To bring parents and teachers into closer cooperation.
- To acquaint parents and friends with the work of the school and with Christian education in general.
- To stimulate a personal interest in the school.
- 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

General School Objectives

St. Johns Lutheran School will provide teaching/learning and other educational experiences to enable children to:

1. Become active, equipped, professing Christians.
2. Understand the Biblical concepts of Law and Gospel, and acquire skills in the use of the Bible and its application.
3. Learn the basic skills of language arts and mathematics.
4. Learn the basic skills in social studies, science, and fine arts.
5. Learn the basic skills in physical education and health.
6. Understand and practice the skills of respect-filled social living.
7. Learn how to be responsible citizens.
8. Develop talents, gifts, and abilities through extracurricular activities and programs.

What is St. Johns Lutheran School?

St. Johns Lutheran School is an extension of St. Johns Lutheran Church. The administration of the school is directly supervised by a three-member Board of Education. Members are elected representatives of the congregation. The members of St. Johns Lutheran Church maintain their commitment to a program of Christian education at St. Johns Lutheran School –

1. Because of God's commands:
 - a. "... teaching them to observe all that I have commanded you ..." (**Matthew 28:20**)
 - b. "Fathers ... bring up your children in the discipline and instruction of the Lord." (**Ephesians 6:4**)
 - c. "... These words which I command you this day shall be upon your heart; and you shall teach them diligently to your children ..." (**Deuteronomy 6: 6-7**)
2. Because God promises blessings if we obey His commands:
 - a. "Train up a child in the way he should go, and when he is old he will not depart from it." (**Proverbs 22:6**)
 - b. "... seek first His kingdom and His righteousness, and all these things will be given to you as well." (**Matthew 6:33**)
3. Because we love our children, we want them to learn of and experience the love of Jesus in a school dedicated to seeking His will

Admissions/Enrollment

ADMISSIONS

Children from other churches and the community are welcome to enroll. All students are required to follow the procedures, regulations, and curriculum of the school.

St. Johns Lutheran School admits students of any race, color, national and ethnic origin, or gender to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, or gender in administration of its educational policies, admission policies, and athletic and other school-administered programs.

Certain limitations in educating students, such as age requirements, student abilities, known behavioral concerns, and special education disabilities, may determine whether or not a child can be accepted. These limitations will apply equally to all students and if accepted, every effort will be made to educate the child to the best of our ability.

Students with documented discipline problems, if accepted, will be accepted on a probationary basis. Parent and child are kept informed of the child's behavior and academic progress. If it is evident that the child's behavior is a detriment to the other pupils, the student will be denied continued enrollment.

ENROLLMENT PROCEDURES

All families should:

- Complete registration paperwork
- Provide immunization information
- Provide a copy of their student's birth certificate upon initial enrollment

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.

ENTRANCE AGE

St. Johns has the following age requirements:

- 3-year-old Preschool: Students must be three by September 1st of that academic year. Additionally, the child must be toilet-trained.
- 4-year-old Preschool: Students must be four by September 1st of that academic year.
- Kindergarten: Students must be five by September 1st of that academic year.
- Grade One: Students must be six by September 1st of that academic year.

TUITION

Tuition rates are reviewed annually. Families who have difficulty paying these fees can apply for tuition assistance. Forms can be obtained from the school office.

Members of St. Johns Lutheran Church: K-8 students are charged a tuition fee of \$1,800 for the first child and \$1,170 for each additional child per year. Members are also encouraged to faithfully support the work of the Lord through their weekly contributions at church.

Non-member students:

1. 1st child: \$300/month @ 9 months = \$2,700.00
2. 2nd child: \$225/month @ 9 months = \$2,025.00
3. 3rd child: \$195/month @ 9 months = \$1,755.00
4. For each additional child, the rate is: \$150/month @ 9 months = \$1,350.00

Tuition envelopes will be sent home for monthly payments. Parents can arrange alternative payment plans with the administrative assistant in the school office. All payments are expected to be paid in full by June 30th for the ending school year. If payments are not current by June 30th, a meeting will be arranged with the parents, the principal, and the Board of Education to discuss a plan. Student transcripts and personal files will not be released until tuition and fee balances are resolved to a zero balance.

PRESCHOOL

St. Johns offers a preschool program for students ranging from three to five years of age. Preschool for ages 3-5 is held on Mondays, Wednesdays, and Fridays from 8:00-11:00 a.m., with the first day being Wednesday, September 4. Parents who register their child in the preschool program are asked to pay a registration fee of the first month's tuition. The tuition fee for preschool is \$150 per month.

FEES

Technology is a necessary part of St. John's curricular programs. Payment of these fees can be paid by the quarter, semester, or upfront at the beginning of the year.

The **Technology Fee** structure is as follows:

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

Athletic Fee

Students, in grades 3-8, participating in St. Johns athletics are required to pay an athletic fee of \$40 per player. An athletic shirt is required and are \$15 each. (The athletic fee covers all sports for the year.)

Milk Fee

Milk is available for purchase. The fee is determined at the beginning of each year.

ONLINE REGISTRATION AND PAYMENTS

All tuition, registration and other fees are managed through an online system called Fast Direct. Additional fees may apply for such things as milk account, Eagle Care, athletics, and field trips.

Academics

CURRICULUM

In keeping with our mission, our aim is to impart Christ's love through all areas of the curriculum. Students study all aspects and components of our world from the perspective of the God who created, redeemed and preserves it.

Each class day opens with a brief devotion, which is normally followed by instruction in the teachings of the Bible. In the lower grades (PreK-4), the religion instruction consists chiefly in learning Bible stories together with their application to life. Systematic instruction in Christian doctrine as outlined in Luther's Small Catechism is added in the upper grades. Memorization of selected Bible passages and other memory work items are included in all grades.

In keeping with our Christian philosophy of education, students receive a thorough education, not only in religion, but in all of the traditional subjects: mathematics, literature, language arts/English, science, social studies, history, geography, and handwriting. Curriculum objectives for all subject areas are available for review by contacting classroom teachers or the principal.

TECHNOLOGY.

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.

Our students interact with technology each day at home and in school. We use technology to explore, expand, and enrich all academic areas and concepts. All classrooms feature an interactive whiteboard. A mobile laptop cart is utilized throughout the day. Students are required to sign a technology use agreement each year.

LIBRARY

We offer a wide variety of fiction, nonfiction, and reference items to support all academic areas. Our primary concern is to support the instruction of reading within our school. Resources are added to the library continually throughout each year. The lower grades have weekly scheduled library time, and grades 6-8 can access the library as needed. Replacement fees will be assessed for any unreturned material.

RESOURCE PROGRAM

A Resource Program for students needing extra academic assistance is available for grades 1 through 8. The goal of the resource program is to support the academic success of students struggling in one or more academic areas. Classroom teachers and/or resource staff at St Johns may deliver services.

SPECIAL EDUCATION SERVICES

Students who qualify for Speech, Learning Disabilities, Emotional and Behavioral Disorders, and ELL are provided services through ISO 2137 Kingsland Public Schools. Classroom teachers work with District 2137 staff to follow the student's Individualized Student Plan (ISP).

GRADING/REPORT CARDS

Grades reflect both student performance and level of mastery of the skills being taught. Grades K- 2 receive **O** (Outstanding), **S** (Satisfactory), or **U** (Unsatisfactory).

Beginning in grade 3, students receive grades based on a percentage as follows:

<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

Report cards are issued at the end of each quarter. Grades one through eight use a web-based grading program called Fast Direct which will allow parents to check their child(ren)'s grades and progress on a secure website throughout the school year.

HONOR ROLL

Students in grades 3-8 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-*)

CONFERENCES

Parent-Teacher Conferences are scheduled at the end of the first quarter of the school year. If parents desire an additional conference, they should contact the appropriate teacher(s).

STANDARDIZED TESTS

Students (grades 3-8) participate in a standardized achievement testing program called the Iowa Tests of Basic Skills (ITBS). The individual student's test results are reported to parents by way of a letter.

FIELD TRIPS

Field trips broaden classroom learning with first-hand experience and observation. No child will be permitted to leave school for a planned class trip without a parent's written permission. Transportation is provided either by school buses or parent transportation. Any time a school bus is utilized, all participants are required to ride the bus. Parent volunteer drivers will be expected to provide proof of adequate auto insurance and a driver's license. On some occasions there are fees associated with field trips. Fees must be paid in advance.

SCHOOL SUPPLIES

A yearly supply list is sent home via email and is posted on the school website. Each student is expected to provide his/her own basic school supplies. Please check with your child occasionally to see if they need to replenish supplies.

ACCELERATED READING

The Accelerated Reader program is a computerized program that tests reading comprehension. Students in grades K-8 take computerized reading comprehension tests after completing books. Requirements vary by grade level and are set by each classroom teacher.

Student Life

SCHOOL HOURS

Kindergarten - Grade 8: 8:05 a.m. to 2:50 p.m.

Students are to arrive no more than 10 minutes early. Eagle Care is available starting at 7:00 am if needed. Students are expected to leave the school premises after dismissal time.

EAGLE CARE (CHILD CARE)

Eagle Care is available for students aged 3 yrs.-8th grade. A variety of activities are provided including indoor and outdoor play. Arts and crafts, quiet study time, learning centers, and games are also offered. Applicants can enter the program at any time during the school year, and new families are welcome. The program's hours are 7:00 a.m. to 7:55 a.m. Monday through Friday. Eagle Care ONLY operates on days that school is in session. In the event of a 2-hour late start, child care will open at 7:00 a.m. If the 2-hour late start ends in closing of school for the day, all children must be picked up no later than 10:00 a.m.

CHAPEL SERVICES

Chapel services are conducted on Wednesday mornings at 8:15 a.m. Students sit with their chapel family, each comprised of students in preschool–grade 8. Parents are encouraged to attend. Offerings collected at these services support various projects and outreach programs. This gives students and families opportunities to respond to and reinforce the concept of Christian stewardship.

MONEY & VALUABLES AT SCHOOL

Children are discouraged from bringing large amounts of money or expensive personal items to school. Any items brought for personal reasons are the sole responsibility of the child.

RECESS

Grades PreK-8 have daily recess. Please send your child to school with clothing appropriate for the weather.

BUS SERVICE

Bus service is provided for students who live in District 2137, provided the distance between St Johns and the student's home meets District guidelines. Parents are encouraged to call the Transportation Office for District 2137 if you have questions or problems with bus service. (507-226-6145). Also reference *Bus Behavior* under Policies and Procedures.

ATHLETICS

In addition to physical education at St Johns, a complete sport program is offered:

Grades 3-8: Soccer; Softball

Grades 4-8: Cross Country

Grades 5-8: Volleyball

Practice and game schedules are prepared and distributed prior to the start of each sports season. Schedule changes will be communicated to students verbally and via email.

St. Johns competes in the area Lutheran school athletic conference.

Policies and Procedures

ATTENDANCE POLICY

It is vital that children be present on a regular basis for the following reasons:

1. Helps instill self-discipline.
2. Exposes students to group interaction with fellow students and teachers.
3. Allows students the opportunity to participate in classroom discussions.
4. Involves students in educational experiences not available in other circumstances.
5. Many learning opportunities are lost through absence and are not retrievable.

The State of Minnesota and St. Johns are concerned with the effect absenteeism may have on a child's grades, credit for a class and /or social development.

Minnesota school attendance laws are to be followed by all schools. A student who misses seven days of school or seven class periods or more on seven different days can be charged as a Habitual Truant under the CHIPS (Children in Need of Protection or Services) law (MN Statute 260C.007, sc 19). Educational neglect means the failure of the parent or guardian to ensure the child is educated in accordance with state law. It specifies that a child's habitual absence from school when the child is under the age of 12 is presumed to be due to the parent's failure to comply with compulsory attendance laws. If the child is 12 years or older, the absences are presumed to be due to the child's intent to be absent (MN. Statutes 260C/63, sd11). It is the school's responsibility to monitor and document each student's attendance. The school office staff will review student attendance records monthly.

1. Students whose absences exceed 7 days or 7 class periods may have their health records and situation reviewed by the administrator.
2. The school may mail a letter to the parents/guardians citing the Minnesota truancy statute and the concern regarding the number of absences (a copy of the attendance record will be included with this letter). If a letter is sent, the following may occur:
 - a. The parent/guardian may be asked to provide a doctor's note for any further absences.
 - b. Fillmore County Social Services may be contacted.

ATTENDANCE PROCEDURES

When a student will be absent for any reason, the office must be notified via a phone call or written note. The school will contact parents if notice has not been received by 9:00 a.m. No student may leave the school premises at any time without authorization of the parent/guardian and approval of an administrator. The school does not accept responsibility for any student who leaves the premises without permission.

If appointments must be made during school hours, a written or verbal request from the parent/guardian is required in advance. Adults are asked to sign students in and out in the office for early dismissal or appointments. If someone other than a parent will be picking up a student for early dismissal, the school must be notified by the parent/guardian. Absence due to illness prohibits a student from participating in any extra-curricular practice or event for that day. If a student is absent from 50% of classes for reasons other than illness (excluding dental appointments, etc.) on a given day, they are not allowed to participate in the practice or event. Exceptions to this would be absences from school due to participation in a related school activity.

Student absence and tardy records are kept for the quarterly report cards and cumulative records. It is essential that every child attend school regularly in order to progress satisfactorily from year to year. Parents are strongly encouraged to plan their vacation trips during the normal school vacation periods. The following guidelines for vacation absences apply:

1. Please contact the student's teachers and office in writing prior to the absence.
2. Please explain the reason for the absence and when the student will return.
3. It is the responsibility of the student and parent to ensure all missed work is completed.
4. It is the responsibility of the student to stay after school in order to get teacher instruction for missed work.
5. See *Planned Absence/Homework Policy* regarding your student's assignments.

ABSENCE (PLANNED)/HOMEWORK POLICY

Parents are strongly encouraged to consult the school calendar when planning family vacations. However, families who know in advance of a prolonged absence that does not correspond to the school calendar should notify both the office and classroom teacher prior to the absence in writing.

1. Students are encouraged to work ahead following classroom patterns of assignments, (e.g. Math). Please check with individual teachers to form a plan.
2. All missed assignments will be at school upon return.
3. Students may be required to remain after school in order to receive individual help for work that was covered during the absence.
4. Students will have one day to complete work for every day missed.

HOMEWORK

A good guideline for parents is an average of about 10-12 minutes per grade level (e.g., 4th grade could have an average up to 40-50 minutes per night). If a child seems to consistently bring home unusually large amounts of homework assignments, is spending an unreasonable amount of time on assignments, or is having difficulty understanding them, parents are encouraged to contact the teacher so the issue may be addressed. Students are expected to complete homework daily within their ability and to be prepared for learning. Parents are asked to make every effort to support the completion of homework at home within the ability of the student.

SCHOOL CLOSING

Weather-related closure, early dismissals, and late starts: If a weather event causes St. Johns to be closed for the day, an announcement will be made over local television stations, via email and Fast Direct text message. When Kingsland Public Schools close for a weather event, St. Johns is also closed. In the event of a school closure, Eagle Care will NOT be open. In the event of a weather-related late start, Eagle Care will be available 7:00 – 9:55 a.m. In the event of a weather-related early dismissal, Eagle Care will be closed.

COMMUNICATION BETWEEN HOME AND SCHOOL

The school uses several avenues to communicate with parents. Every Monday, or the first school day each week, an email is sent to all school families. Some classroom teachers utilize weekly classroom newsletters. In many of the grade levels, students bring home weekly or daily folders. These folders may contain your child's work, classroom information, and progress updates. Conferences are held in the fall following the first quarter report cards. All staff members can be reached via email or via telephone.

Situations may arise that call for communication between the school and the home. In all such instances, St. Johns encourages everyone to follow the examples set forth in Matthew 18, "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 even to the church, treat him as you would a pagan or a tax collector."

1. If parents have questions or concerns relating to their student's classroom, the first contact should be with the teacher. This direct communication generally provides the desired results, because the teacher is the individual most familiar with the situation and, therefore, is able to provide specific information as well as affect any changes deemed prudent and necessary.
2. If discussion with the teacher does not produce satisfactory results, the next communication should be with the principal.
3. It should be noted that discussing an issue with the proper individual may not bring about the results the complainant desired. There are many factors that must

be weighed when possible changes are to be considered. Please understand that the individual desires of every child and parent at St. Johns may not be able to be addressed to everyone's satisfaction.

Reminder: Please don't talk down the school in front of your child. Support us. If you aren't sure of something, come talk to us in private. We may not always agree, but we can always talk.

STUDENT CONDUCT AND DISCIPLINARY ACTION

Like Paul's declaration to the people of Corinth, it is expected that the behavior and conduct of all St Johns students reflect "the mind of Christ."

"For who has known the mind of the Lord that he may instruct him?

But we have the mind of Christ." 1 Corinthians 2:16

Mutual respect, honor, inclusion and service are attributes that should be nurtured and reinforced both inside and outside the classroom. It is expected that the commitment to enhance the spiritual and social growth of the student in the classroom will be reinforced at home. In this way, school and home serve as partners in ministry.

The teachers, staff, and parents of St. Johns are committed to nurture and enhance the spiritual, academic, social, physical, and emotional growth of each student. While academic excellence is stressed, the most important blessing shared by all students at St. Johns is the Christ-centered learning environment, which is an effective, positive and safe place in which to learn. Each student has unique God-given gifts and talents, and all are members of the body of Christ. It is only with Christ at the center of academic and extra-curricular life, that students will be able to grow in faith and service to Him. In order to accomplish this task, an effective, positive, and safe environment must be maintained. Discipline is not to be thought of in terms of punishment, but rather the development of self-control and good decision-making according to biblical principles.

In a Lutheran Christian school, the teacher has God's Word, both Law and Gospel, to serve as a guide and example in dealing with student conduct and overall discipline. The ultimate purpose for any student conduct plan is to help students learn and grow closer to Jesus. It is expected that all members of the St. Johns family (students, teachers, administration, staff, parents, and guardians) will reflect "the mind of Christ" in their conduct at school or during any school-related function. Ultimately, we pray that our Christian walk becomes a way of life. Further, it is imperative that teachers, staff, and parents work together to ensure that students develop Christian attitudes and behavior reflecting what Scripture teaches. It is also imperative that students learn the importance of knowing right from wrong, confessing sin, and seeking forgiveness. Finally, it is most essential that students know the forgiveness of Christ when they have failed.

Expectations

1. **RESPECT:** Respect towards authority and each other is stressed many times throughout Scripture. It is expected and enforced that all members of the St. Johns family (students, teachers, staff, parents, and guardians) treat each other with Christian respect. *"Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the king." 1 Peter 2:17*

2. COURTESY: General courtesy (good manners) is expected. "*.. always try to be kind to each other and to everyone else.*" *1 Thessalonians 5:15*
3. EFFORT: Students are expected to demonstrate their best efforts in all that they do: class work, homework, general behavior, extracurricular activities, service activities, etc. "*Whatever you do, work at it with all your heart, as working for the Lord, not for men...it is the Lord Christ you are serving.*" *Colossians 3:23 and 24*
4. POSITIVE ATTITUDE: An "I can try" attitude is expected from all students, even when challenged. "*Be joyful always; pray continually; give thanks in all circumstances, for this is God's will for you in Christ Jesus.*" *1 Thessalonians 5:16-18*
5. ENCOURAGE ONE ANOTHER: "*Therefore encourage one another and build each other up, just as in fact you are doing.*" *1 Thessalonians 5:11*
6. SERVANT HEART: "*Sitting down, Jesus called the Twelve and said, 'If anyone wants to be first, he must be the very last, and the servant of all.'*" *Mark 9:35*

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 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.

Basic Assumptions:

- Classrooms/school guidelines will be age-appropriate, fair, workable, consistent, and respect the rights of students, parents, teachers and staff.
- Classroom/school guidelines will be made available to students and parents.
- Each teacher will develop and explain his/her classroom guidelines to students and parents.
- When guidelines are not followed, there will be consequences in order to help students learn responsibility and self-control.
- Parents will be supportive of all classroom/school guidelines and the discipline process.
- Parents and teachers will work together for the sake of maintaining a productive, safe, and positive learning environment.

Classroom Discipline Procedures:

- We operate with a forgiveness approach and may choose to show grace when appropriate.
- Teachers will notify parents of inappropriate behaviors as necessary.
- If problem behaviors are not corrected over a reasonable time or the behavior is severe, the teacher will contact the administration to discuss future discipline steps.
- A teacher may call a conference with a parent; parent and administrator; or parent, administrator, and student when a behavior is not corrected or is of a severe nature.

This process of discipline will be used once the classroom plan is exhausted or the behavior is repetitive or of a more serious nature. At any time, the teacher or administrator may skip steps due to the seriousness of the infraction and as deemed appropriate.

Suspension

When a student is suspended from school, he/she is not permitted to attend class, school activities, or be in the school building during the time of the suspension.

- Parents will be notified of suspension by phone, personal visit, or by written notice.
- A suspended student must on his/her own initiative make up all class work or tests which he/she missed, to ensure understanding, within two class days of his/her return to school.
- All work due during the suspensions shall be recorded with a 10% penalty from the final grade for those assignments or tests.
- After a suspension is served, students may only be readmitted to the classroom after meeting with an administrator, teacher, and parents. At this meeting, it is upon the student to demonstrate an understanding of what they did wrong and to communicate their intention to immediately correct the situation and avoid future inappropriate behaviors.
- Staff will demonstrate forgiveness once a student returns, and they will assist the student with transitioning into the classroom (grace).

Probation Status

Probation is the action of subjecting an individual to a period of testing and trial to determine his/her fitness or lack of fitness for enrollment in this school. During the probationary period, the student must consciously avoid such behaviors that constitute major infraction of rules, policies, or laws at school or school activities. Specific restrictions may be placed on a student on probation.

A letter informing the student and parents of the Probation Status (normally after the first quarter) and the specific areas needing immediate improvement is given to parents at a Parent/Teacher/Student/Administrator Conference. The student must improve dramatically. Failure to comply may result in a recommendation from the administrator to the Board of Education for expulsion.

Expulsion

Expulsion is defined as the barring of a student from enrollment at St. Johns Lutheran School. Only the Board of Education can expel a student upon recommendation from administration.

Extreme Behavior Problem

Alcohol, Tobacco, and Controlled Substances

It is our intent to help students make personal God-pleasing decisions, gain personal responsibility, remain free from the harmful effects of alcohol and other controlled substances, and to maintain the credibility and integrity of St. Johns and its students.

During the school year, regardless of the quantity, a student shall not:

- Use a beverage containing alcohol;
- Use tobacco or any product containing nicotine
- Use or consume, have in possession, buy, sell, or give away any other controlled substance.

Abuse of Controlled Substances

Use of illicit drugs or controlled substances is wrong and harmful. No student or adult shall knowingly possess, use, transmit (sell, give away, barter, deliver, exchange, or distribute) or be under the influence of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind on the school property at any time or off school property at any school activity, function, or event. We ask all adults serving as chaperones, coaches, etc., to comply as well.

Procedures:

1. Specific information regarding the possible abuse of a controlled substance is shared with an administrator.
2. If the information is determined valid, the student is confronted with the information by the administrator and advised of the discipline as set forth in the policy. The student may not participate in any extracurricular activity until a meeting is held with the parents, student, administrator, and Board representative. The concerned faculty will be advised of the meeting and possible violation.
3. The administrator will determine, based on this meeting, what discipline is necessary and so advise the students, parents, Board, and faculty.
4. The name of any individual providing information shall remain anonymous.
5. Parents may appeal the discipline by contacting the principal who will contact the Board of Education. The appeal must be made within seven days of the school's decision. The Board will meet within seven days of the request. A decision on the appeal will be made and shared with the parents within two days of the meeting.

Consequences: May include immediate suspension for 10 days with recommendation to the Board of Education for expulsion.

Cheating

Cheating on assigned work (including copying, plagiarism, other forms of dishonest work, knowingly allowing your work to be used by others to cheat, falsify records or signature) may result in a failing grade on the assignment involved. Cheating may also result in course failure.

Verbal Abuse, Threats, and Assault

- Students are expected to use appropriate language at school at all times.
- Students are not to be involved in intimidation, harassment, or extortion.
- Students are not to intentionally cause or attempt to cause physical injury to any person. This includes violations against persons, such as threatened assault, assault, fighting, harassment, bomb threats, falsify fire alarms, interference, and obstruction, attack with a weapon, taking place on the school grounds at any time or off the school grounds at any school activity, function, or event (this shall include any bus trip to the school activity, function, or event).
- Assault of a staff person will result in immediate suspension and recommendation for expulsion.

Procedures:

Fighting or acts of physical violence described above are not acceptable conduct. Parental contact will be followed by detention, suspension, expulsion, or other discipline as appropriate for the situation.

Sexual Harassment

Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It may include, but is not limited to: verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, or suggesting or demanding sexual involvement accompanied by implied or explicit threats. Information should be shared with the administrator regarding incidents of possible sexual harassment.

Weapons, Explosives, and Dangerous Objects

No student shall knowingly possess, handle, or transmit any object that can reasonably be considered a weapon. This includes violations against persons, such as threatened assault, assault, fighting, harassment, bomb threats, falsify fire alarms, interference, and obstruction, attack with a weapon, on the school grounds at any time or *off* the school grounds at any school activity, function, or event (this shall include any bus trip to the school activity, function or event).

This rule does not apply to any normal school supplies such as pencils or compasses unless they are used in a manner to produce bodily harm. The rule does apply to any firearm, including guns of all types, BB guns, stun guns, pellet guns, knives, explosives including firecrackers, ammunition, nun chucks, chains, look-alike and electronic/chemical mace, tear gas, laser pointers, etc., and other devices that could be used or construed to be weapons carried for offensive or defensive purposes and capable of producing death or bodily harm or the fear of

such. The rule also applies to any device or instrument, which in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm or the fear of such.

Procedures:

1. A student who commits a weapons infraction will be immediately suspended from school.
2. The expulsion process may be immediately initiated.

Disruption of School on All School Properties

No student or parent/guardian or other persons shall by use of violence, force, noise, threat, intimidation, passive resistance, or any other conduct, intentionally cause a significant disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall a student or parent/guardian or other persons urge other students or parent/guardian or other persons to engage in such conduct for the purpose of causing a significant disruption or obstruction of any lawful mission, process, or function of the school.

The following acts illustrate the kinds of offenses included:

- Occupying any part of the school building or school grounds with intent to deprive others of its use.
- Blocking the entrance or exit of the school building or corridor or room with intent to deprive others of lawful access to, or from, or use of the building or corridor or room.
- Damaging the school building or property.
- Having in possession, firing, or displaying firearms, explosives, or other weapons on the school premises for any purpose without authority from the principal. The rule does apply to all items listed in *Weapons, Explosives, and Dangerous Objects*.
- Prevention of or attempting to prevent by physical act the functioning of any school class, or activity, or any lawful meeting or assembly on the school campus.
- Preventing students from attending class or school activity.
- Except under the direct instructions of an administrator, blocking normal pedestrian or vehicular traffic on a school campus.
- Student behavior that disrupts the normal operation of the school cafeteria program.
- Intentionally making noise or acting in any manner so as to interfere with any student's opportunity to learn or teacher's ability to conduct his/her class.
- Possession or distribution of libelous material.
- Possession or distribution of pornographic material.

Procedures:

Parental contact will be followed by detention, suspension, expulsion, or other discipline as appropriate for the situation.

Telling Versus Tattling

A student is "tattling" when they tell an adult something to get attention, or to get someone else in trouble. It may also be an attempt to get an adult to solve a problem that the student is capable of dealing with on his or her own. A student should "tell" an adult about a situation when they or someone else is in danger, when property is in danger, when they are scared, or when they've tried but are unsuccessful in resolving a problem. If a student feels they or someone else is hurt, or if they are in danger, then it's always best to "tell" an adult. Retaliation due to "telling" of any situation will not be tolerated.

Due Process

If in the event during the course of the disciplinary actions, a parent or guardian disagrees with the decisions and consequences implemented, they may appeal as follows:

1. Request a meeting with the teacher, staff member, or administrator making the decision to present relevant information that may impact the course of action.
2. Request a meeting with administration to appeal the course of action.
3. Upon exhausting steps 1 and 2, they may request a hearing with the Board of Education within 7 days of the request. A decision of the Board will be final and communicated to the family within 3 days of the hearing.

DRESS CODE

"Whatever you do, do it to the glory of God" (1 Corinthians 10:31) helps set guidelines for both individual activities and group participation. This statement from Scripture can also serve as our guide in personal grooming as children of God coming together to learn, grow, and develop. St. Johns promotes neatness and appropriateness as the two key words in relation to the selection of school clothing. Clothing styles that reflect good taste and modesty help maintain a Christian atmosphere, good behavior, and respect for others. These qualities are expected at St Johns.

The following guidelines are expectations for dress:

1. Parents are asked to make every effort possible to have their children coming to school in appropriate dress.
2. Clothing is to be clean, neat, and in good repair. Clothing with holes or tears is not permitted.
3. No tight or revealing styles shall be worn. Shorts, skirts, and dresses shall be worn below mid-thigh even when wearing leggings.
4. Undergarments shall not be visible at any time.
5. Clothing is not to have improper slogans or pictures. Improper slogans and pictures are, but shall not be limited to, anything connected with tobacco, alcohol, illegal drugs, secular music groups, death, foul or sexually intended language, negative or disrespectful language, clothing which is gang related, or anything that does not uphold the ministry of St. Johns.
6. Caps, hats, head-scarves, sunglasses, and coats/jackets or anything worn as a coat/jacket are to remain in the hallway while students are inside. (Unless required for medical reasons.)

7. Each student must have one pair of athletic shoes for recess and other physical activities at the school at all times.
8. Tank tops may only be worn when covered with an acceptable article of clothing.
9. Shirts and blouses are to be long enough to cover the midriff at all times. (Parents: A good rule of thumb is to ask your child to raise his/her arms above the head to determine compliance.) In addition, necklines must be of a modest nature.
10. Modest adornment of the body through the use of jewelry and modest makeup (grades 7 & 8 girls) is permitted, but shall not become a source of distraction.
11. Perfumed products belonging to the student may be applied with consideration given to anyone who may, because of allergies or sensitivities, be adversely affected by it.
12. Any clothing, personal adornment or shoes that takes away from learning, becomes a distraction, or may concern a safety issue may be disallowed by teachers or administration.
13. During the cold weather, students in grades PK-8 are to dress appropriately for outside recess/activities. All students shall dress appropriately for coming to and going from the building for their own safety. Teachers will define appropriate dress for their respective grades.
14. Teachers and administration have the final decision as to what is or is not appropriate for school or special events. If there are any questions as to the appropriateness of the clothing, do not wear it.

Chapel Dress

To demonstrate that worship in Chapel is a special part of our community life, students are encouraged to dress in a nice school outfit for that day.

Special Events

All dress code standards apply to all school events. Failure to comply may result in being excluded from the special school event. Also, see Violations.

Violations

It shall be the obligation of the student's homeroom teacher to note and inform the student and parents of any violations. However, any teacher or administrator may request a student to comply with the policy. Students may be asked to change clothing, or be sent home to change or parents called to bring appropriate clothing for the student to wear. Subsequent or repeated violations will be considered belligerence and will be disciplined.

BUS BEHAVIOR

NOTICE: Minnesota law states that transportation by school bus is a privilege, not a right.

Rules on the Bus - Students should:

1. Immediately follow driver's directions.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassing, intimidating, or horseplay.
7. Do not throw any object.
8. No eating or drinking.
9. Do not damage the school bus.

Should a child break the rules: the driver will warn the student, may assign a seat to the student, will file a report and will file a report immediately for any act that is dangerous or destructive.

FIRE DRILLS / TORNADO / SEVERE WEATHER / LOCK DOWN

In cooperation with state guidelines, St. Johns teaches and practices fire, severe weather, and lock down procedures.

HEALTH

If your child is coming down with a communicable disease, remaining at home may prevent infecting the rest of the children as well as possibly shortening the length of the illness. Staying at home and getting rest permits the body to combat the illness more quickly and effectively.

It is suggested that children should remain at home if they have the following symptoms:

1. Severe colds, coughs, or sore throats
2. Eye infections, especially if discharge is present
3. New skin rashes, especially if draining - unless medical opinion states rash is non-communicable
4. Temperature of 101° or more with or without symptoms
5. Temperature of 100° or more with a symptom of an illness
6. Nausea, vomiting, diarrhea, or abdominal pain
7. Any other sign of acute illness
8. Until result of throat culture is known

Children may return to school when:

1. Free of symptoms
2. Temperature remains normal for a 24-hour period **without** the use of fever-reducing medications
3. On an antibiotic for at least 24 hours OR your health care provider states your child can return to school
4. Children well enough to attend school are to follow the regular activities of the class during class time and at recess - inside or outside.

The school office will report student illness or accidents to parents as soon as possible. Be sure your child's emergency card is up-to-date. Report immediately any change in names, addresses, phone numbers, or doctors.

MEDICATION AT SCHOOL

We need your help in keeping the school a safe and healthy place, especially where medications are concerned. Please keep in mind the following if your child needs medication during the day. Medication forms are available in the school office.

1. All medications are provided by the parent/guardian.
2. A parent/guardian must deliver and pick up all medication.
3. When possible, give medications at home. Medications prescribed 3 times a day often can be given before school, after school and at bedtime.
4. Students are not allowed to have medication in their possession unless permission forms are completed, signed, and on file in the School Office. Please contact the school office for forms.
5. Complete the appropriate parent and doctor permission form as indicated in the school medication policy. The doctor must complete a medication form for prescription medications, self-administered medications, and over-the-counter medications that exceed label directions.
6. Be sure the medication is in its original, up-to-date container with the label intact. Pharmacies will provide an empty, labeled bottle for school use.
7. Over-the-counter medications will be given according to label directions. Please read label directions carefully. Be sure the dose you want administered is appropriate for your child's age.
8. If one-half of a pill is needed to give the proper medication dose, a parent or pharmacist needs to split the pills. (School staff are not allowed to cut pills.)
9. If your student has a diagnosis of asthma and uses an inhaler at home, please consider having an inhaler at the school for your child to use if needed.

REPORTING OF SUSPECTED CHILD ABUSE

St. Johns abides by the statutes of the State of Minnesota regarding mandatory reporting of incidents that come under the heading of child abuse or child neglect as outlined by the state laws. Parents should be aware of the procedures that are mandated for the school, since some of these procedures run counter to the normal level of communication that parents have come to expect from St. Johns and its teachers.

If circumstances that suggest possible child abuse come to the attention of the teacher or other school personnel, they are required by state statute to make a report to local welfare, police, or sheriff's departments. The mandated procedures prohibit the school from carrying out an investigation or assessment of the situation, and reporters are prohibited by statute from informing the family that a report has been filed. The local official agency (welfare or law enforcement) is the party that is charged with making the first contact. Until such time as the investigation/assessment has been completed, the school cannot discuss the case at all.

Should school personnel fail to follow these procedures and the school does not file such a mandated report, the teacher(s) with knowledge of the situation are subject to conviction of a misdemeanor. Certainly, these statutes are designed to protect a child from a harmful situation, but the process unfortunately also closes the communication between the school and the home.

STUDENT RECORDS

The school office maintains records of student attendance, test scores and grades, as well as health records. The school secretary and teachers have access to these files and information. A parent may see his/her child's file whenever requested. Students' grades are considered permanent records and forwarded to the next school after the student graduates or transfers to another school.

LOSS OR DAMAGE TO SCHOOL EQUIPMENT

Students and/or their parents are responsible for loss of or damage to textbooks or other school materials, and willful damage to school property. Statements for any assessed fees will be issued by the school office.

BIRTHDAY TREATS

To celebrate birthdays, students are encouraged to bring treats that are nutritional. Questions regarding appropriate treats should be directed to the child's teacher. St. Johns may limit the kinds of treats due to student allergies or other medical-related reasons. Such limitations will be communicated by the classroom teacher.

LOST AND FOUND

Lost clothing and personal items such as jewelry, watches, and money should be checked with the school office.

TELEPHONE CALLS

Incoming Calls

Phone messages received in the office during school hours will be relayed to pupils and teachers as necessary. Teachers will return calls only when they are free from class or supervisory assignment. Students may respond to calls during classes only in case of an emergency.

Outgoing Calls

The school phone is a business phone. Personal calls by students will be limited to "emergency" calls such as: change of dismissal time, cancellation of an after-school event, or medical problems. Forgotten items such as homework, musical instruments, permission forms, lunches and the like are **not** considered emergency situations. Permission to use school phones will only be granted by the teacher, administration, or those approved in leadership roles.

Cell Phones and Electronic Devices Review

Cell phones or electronic devices used during school, school functions, or on school property is strictly prohibited without supervising teacher permission or for expected applications in academic courses. Repeated offenses may result in suspension and even expulsion. Use of such devices to access inappropriate material off the internet, to bully or to communicate negatively, to cheat or to participate in any behavior that is contrary to Christian living and St. Johns expectations, will be dealt with severely and may result in expulsion. Exceptions are permitted only by the supervising teacher. Student cells phones should be turned off while at school or at school functions. Cells phones will be confiscated if seen or heard and will be released only to parents.

ACADEMIC PROBATION/SUSPENSION

If academic expectations are not met in the areas of homework, classwork, and/or grades in good standing, then the athlete will be considered on academic probation. In that situation, a meeting will be set to discuss academic progress that will include the student, teaching staff, parents, athletic director, and any other party deemed necessary. A probationary period will be determined. During the probationary period a student may practice, but may not participate in contests. After probation period of one to two weeks the situation will be evaluated. If academic expectations continue to not be met, the student will be on Academic Suspension and will not be able to participate in scheduled athletic contests, events, or practices. All parties will be informed of the student's eligibility status and progress. When the student's grades are again at an acceptable level, the student will become eligible to compete in scheduled athletic events and activities.

Parent Resources

MONDAY EMAILS

Emails are sent out on Mondays highlighting the upcoming week's activities and events.

CLASSROOM NEWSLETTERS / FAST DIRECT BULLETIN BOARDS

Additional classroom information can found on the school website and the Fast Direct website. Please check weekly at a minimum for updates.

ENTERING SCHOOL DURING SCHOOL HOURS

In order to maintain building security during the school day, the front doors will be locked between the hours of 8:00 a.m. and 2:50 p.m. Entrance to the building can be requested by using the doorbell on the brick wall to the right of the front doors. Office staff will unlock the door to allow entry.

VOLUNTEER OPPORTUNITIES

Volunteers are greatly appreciated and needed in a variety of areas related to St. Johns. Please see the Volunteer Packet.

Traditions & Celebrations

BACK TO SCHOOL NIGHT

A designated evening approximately one week before school begins for the year. Students and families have the opportunity to meet classroom teachers. Parents have the opportunity to complete forms needed for the school year, in addition to meeting teachers and other school families.

CHAPEL OFFERINGS

Each Wednesday an offering is taken in Chapel. Chapel monies are directed toward the different mission efforts undertaken by St. Johns. These mission projects are typically communicated via email and classroom newsletters, and support local, state, national and international projects.

SCHOOL PICTURES

Individual school pictures will be taken at the Back to School Night in August. These photos will be used to create the composite photo for the year. Retakes will be offered in September if desired.

SPRING MUSICAL / PLAY

Teachers organize a spring musical or play for the students to perform two years in a row. The third year, the PTL/parents organize a play or musical to perform for the students. Spring of 2020 is the parents turn to perform the play/musical.

CHILDREN'S CHRISTMAS SERVICE

Traditionally, the students (Pre-8) have a Christmas service on a Friday in December leading up to Christmas. It is typically held before school is dismissed at 1:30 p.m. Fellowship and a bake sale follow in the church basement.

CHRISTMAS PARTIES

Each grade usually plans a celebration to be held the afternoon of the last day of school prior to Christmas break.

NATIONAL LUTHERAN SCHOOLS WEEK

Each year Lutheran schools throughout the nation celebrate with a themed, week-long celebration of activities during the last week of January. Details of the celebration will be communicated via emails and newsletters in early January.

SPELLING BEE

Class representatives from grades 3-8 participate in the Conference Spelling Bee, typically held in late April.

GEOGRAPHY BEE

Class representatives from grades 3-8 participate in the Geography Bee during National Lutheran Schools Week.

WINONA TRACK AND FIELD DAY

Winona Track and Field Day is held in May and includes all students in Grades 3-8. Students are transported to Winona and events begin mid-morning and conclude in late afternoon. Each student participates in events at the meet. Many families come spend the day at the field. Concessions are available. Students and visitors are encouraged to watch the weather forecast and dress accordingly.

Signature Page

I acknowledge that my family has received the St. Johns Lutheran School Family Handbook and has read and understands all the contents of the handbook.

Printed
Name _____

Signature _____

Date _____