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**Mission Statement**  
**St. John's Lutheran School**  
**Red Bud, Illinois**

St. John's Lutheran School provides quality Christ-centered education for the congregation and community to make and equip disciples of Jesus Christ. (Matthew 28:18-20)

Mission Views:

- St. John's Lutheran School exists to declare that the God we worship is our Lord and Savior. We proudly declare and teach that God the Father is our Creator, that God the Son (Jesus) is our Savior and that God the Holy Spirit brings us into faith and keeps us in the one true faith.
- St. John's Lutheran School brings to each child the knowledge of the world which our God created. We accomplish this by offering the best academic education that we are able with the grace of God as our support. The Bible is the true Word of God and is the standard for our human existence.
- St. John's Lutheran School, Church and community work together to nurture the intellectual, social, emotional, spiritual, physical, and artistic capabilities of all children.
- The staff of St. John's Lutheran School believes that all children have the privilege of being taught in a Christ-centered school environment by Christian teachers. It is our philosophy that all staff – whether pastors, teachers, support staff, paraprofessional workers or volunteer workers – work for common goals. These goals are to further Christ's ministry on earth, to be faithful in worship and Bible study, to be in harmony and unity with each other, to be active in congregational work, and to demonstrate to the church and school that they are examples of Christ's love.

## CREDO

We believe that the Christian school is a workshop in Christian living. As we help to mold the minds of children, so we have a responsibility to help mold the attitudes of the young. In all aspects of school work and play we must "let our light shine" with the goodness of a Christ-centered life.

We believe that our children must have the awareness that mission begins in our own backyard. Bringing Christ to people is always the chief goal of every Christian, be he young or old. There are people in our own community who are in need of Christ and His redemptive power. We, as God's children, are His instruments of love to these people.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). An individual's sex (male or female) means an individual's immutable biological sex as objectively determined by anatomy and genetics existing at the time of birth. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one male and one female in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a male and female who are married to each other (1 Cor. 6: 18; 7:2-5; Heb. 13:4) We believe God has commanded that no intimate sexual activity be engaged in outside of a marriage between a male and a female. We believe that any form of sexual immorality is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31, Luke 6:31) following the example of Jesus Christ.

We believe that our children can no longer be isolationists, but must be made aware of current events, politics, religion, and race relations in all facets of life. If we wish them to show concern for one another, we must also help them to show concern for the rest of their fellow man and their needs. This is a part of the Church's mission.

We believe that every teacher must show a personal interest and concern in each individual child. As God has made us all His children, so we can do nothing else but to treat each other as fellow believers who have a concern for the whole body of Christ.

We believe that every teacher and student must know the meaning of Christian diligence; that we use our time, talents, and power to the glory of God and the welfare of our neighbor.

We believe that the school exists for the Christian benefit of the child and that we as Christian educators should offer our services to the child, and to the parents, whenever possible for his benefit.

## PHILOSOPHY

"And all your children will be taught by the LORD, and great will be your children's peace."  
Isaiah 54:13.

In these words are embodied a great deal of the reason for the existence of our school. And once again in Psalm 107 we say with the psalmist, "Give thanks to the LORD, for he is good; his love endures forever. Let the redeemed of the LORD say this--those he redeemed from the hand of the foe."

It is in teaching children to acknowledge that all things come from God; their intellect and their abilities. Once they have acknowledged this they would then be able to serve Him. This, then, is the purpose for the existence of this school; so that the children of this school may learn to serve the Lord, and understand the reason for which God has placed them on this earth; to understand that their life is not to be devoted to themselves, but unto Him who has called them out of darkness into His marvelous light. So they can go about their daily tasks in the various subjects of the curriculum, they can learn that in whatever walk of life, or profession in life they choose, they will be able to serve their Lord by serving their fellow men.

It is by diligent use of their time and talents, which is also to be taught as a philosophy of this school, they can grow up and mature and go out into the secular world well equipped. They are taught to acknowledge that they have received from God all of these gifts and to testify to this fact. They will then show others the importance of God and their Savior, Jesus Christ, in their lives.

By the way they act and by the way they talk they will thus be able to point people to Christ, their Savior. It is for this purpose again that the school exists; so that they might live for Christ. To live otherwise would be to live for self and in this is not true peace. The students of the school must acknowledge, of course, the fact that they are sinful human beings, but yet they have been rescued from the clutches of Satan, the sinful world, and themselves, by the suffering and death and resurrection, the glorious victory of Christ. They now can live in newness of life. It is by teaching this confidence in God; by gearing all of their activities in a wholesome, Christian attitude toward life, they can learn to show forth the praises of Him who has called them out of darkness.

Indeed the school exists to help the students and the parents grow in Christ. It is most vital that the children learn that there is cooperation between the school and the home, and both parents and teachers are earnestly interested in the spiritual welfare of the students.

Understanding that a child has certain basic needs--mental, social, and physical--the school must strive to give its efforts in these areas substance and foundation, by incorporating them in the spiritual--"the one thing needful."

## OBJECTIVES

1. To the congregational children enrolled -- by assisting them in realizing their relationship to their Lord, and hence their relationship to all others. To accomplish this, all subject matter will be taught in the light of God's inerrant Word. The children will be taught to live a sanctified life, and to accomplish and appreciate the many and varied talents God has bestowed upon men.
  2. To the congregational children not enrolled in school -- by seeking to bring these children under its influence, by recruitment and providing means to enrich their lives in Christ through use and development of programs.
- To the children of the community -- by seeking to bring them into the family of the redeemed through recruitment for Christ through Sunday School, Vacation Bible School, the Church, etc.
  - To the home -- by assisting the home in growing together in Christ, by supplementing Christ-centered teaching and augmenting it through continuing the "workshop-in-Christian-living" concept begun in the home; and providing family worship assistance, etc.
  - To the congregation and community -- by equipping the saints under its influence for a more excellent ministry, and creating a desire to use the Church as the God-given agency for mission and service to the community and world, thereby fulfilling its mission to the church and community.

## CHRISTIAN EDUCATION

The Lutheran school system is an integral part of the American educational system. In Red Bud, Illinois, St. John's Lutheran School is bound to the same curricular standards as the public school. St. John's strives to meet the educational standard of the Illinois State Board of Education. In 2004, St. John's Lutheran School became accredited through National Lutheran School Accreditation.

The elementary schools of the Lutheran Church-Missouri Synod date back to the decade between 1830 and 1840, when a number of Lutheran congregations were organized in the Midwestern states; and established day schools for their children. The first of these schools is older than the public schools in most states. The Lutheran schools are not in competition with the public schools. Rather, they seek to work closely with the public schools in fulfilling the responsibilities of education in the community.

Convinced that the Lutheran School is the most important agency for training of the young and strengthening the home, church, and nation, St. John's Lutheran School joins with more than 1600 other Lutheran Schools that are taught by over 9000 teachers with a combined enrollment of almost 200,000. Here Christ is placed as the goal and center of instruction. St. John's teachers are trained in synodical colleges supported by the Lutheran Church-Missouri Synod. All colleges are accredited.

## **CONTROL AND GOVERNMENT**

Full and final authority, responsibility and control of the school rest with St. John's Lutheran Church. In regulating this authority, the voters' assembly must abide with the constitution of the Lutheran Church-Missouri Synod, and the constitution of St. John's Lutheran Church.

Our Board of Parish Education consists of five (5) members of the congregation. They are joined by our pastor/s and principal. These men and women are entrusted with all matters pertaining to the school. The principal of the school acts as agent of the congregation and the Board of Parish Education in the direct administration and supervision of the school.

The school is also under the supervision of the Department of Education of the Southern Illinois District-LCMS. Periodic visits are made to the school by this agency to help and guide the staff and Board of Parish Education. The school also makes every effort to conform to the guidelines and regulations of the State of Illinois.

## **ATTENDANCE AT BOARD MEETINGS**

All Board and Parish Education meetings are open to the public. Should a parent like to speak to the Board they would need to speak to the Principal or Board Chairman to be put on the agenda. When needed, a discussion of the situation would be held in closed session.

## **THE BASIS FOR AUTHORITY**

Authority in our school is based on the Word of God, the Law and the Gospel. It is the Gospel which is the motivating force. The Law will show the Christian his shortcomings, will give him a goal to strive after, and also will give him direction. The reason for submitting to authority or using the Law must stem from the Gospel of Jesus Christ. The obedience developed in Christian education is one that springs from faith and the love of God.

## THE CURRICULUM

Our school was founded on the first foundation of God's Holy Word. Therefore, children attending our school receive a very thorough course in religion because the "fear of the Lord is the beginning of wisdom."

Religion, however, is not a segregated subject in the day's work. Its influence permeates and gives substance to all other subjects. In fact, we hold that only in keeping with the revealed Truth, God's Word, can all so-called secular subjects be properly understood and rightly applied. Unless the 3 R's are taught in the light of the fourth R, education achieves no moral goal; but rather makes men defiant of God, and self-righteous. All subjects achieve their highest meaning and purpose only when they are taught with the aim of serving our fellow men to the glory of God the Father and our Savior, Jesus Christ. This is truly an education for time and eternity.

St. John's Lutheran School works in consultation with the Red Bud public school system as to school attendance, curriculum, health examinations, safety education, school calendar, and other matters which concern the general welfare of the community of Red Bud, Illinois.

The curriculum is set up so that it provides a thorough course of instruction as is required by the State of Illinois. All students enrolled in our school are expected to take the course in religion.

Each year the faculty reviews a part of the curriculum and makes necessary recommendations for the adoption of a new textbook. In this way, all texts and materials are kept current.

RELIGION	Bible study, Doctrine, Church History, Worship, Missions, Stewardship, Memorization
LANGUAGE ARTS	Reading, English, Spelling, Handwriting, Creative Writing, Phonics, Accelerated Reading
MATHEMATICS	Arithmetic, Algebra, Geometry, other related topics
SOCIAL STUDIES	Geography, History, Civics, Illinois History, Current events
GENERAL SCIENCE	Concepts in biological and physical sciences, Health Safety
MUSIC	Choir, Music Appreciation and Theory, Band, Chimes, Hand Bells and Recorders
ART	Art appreciation, knowledge of basic skills in areas
TECHNOLOGY	Basic Computer Skills, Keyboarding, Internet Usage, Various Software Applications, Multimedia Applications
PHYSICAL ED	Knowledge in basic sports and skills, Outdoor Education



## HONOR ROLL

Any student who maintains at least a 3.00 GPA (Grade Point Average) with no more than one "C" is eligible for the Honor Roll. The Honor Roll will be divided as follows: Any student who maintains at least a 3.00 GPA with no "D" or "F" is eligible for the Honor Roll.

HIGHEST HONOR -- Those students who maintain a Grade Point Average of 4.0 for the quarter.

HIGH HONOR -- Those students who maintain a Grade Point Average of 3.50 to 3.99 for the quarter.

HONOR ROLL -- Those students who maintain a Grade Point Average of 3.00 to 3.49 for the quarter.

## REPORT CARDS

Report cards will be issued four times during the school year. The approximate dates of grade card distribution are as follows:

1. End of October,
2. Early January,
3. Middle week of March,
4. End of May or First Week of June.

We encourage parents to discuss their child's report card with their child. Please feel free to contact your child's teachers if you have any questions regarding grades.

GRADING	100 = A+	88-89 = B+	78-79 = C+	68-69 = D+	≤ 59 = F
SCALE	93-99 = A	83-87 = B	73-77 = C	63-67 = D	
	90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-	

## PE, ART and COMPUTER COURSES-June 4, 2008

While these are required courses, they are not to be included on a student's GPA.

## MUSIC CLASS-June, 2018

Grades 4-8 Music grades WILL NOT be included on a student's GPA.

## **8<sup>th</sup> GRADE TOP ACADEMIC HONORS**

The top academic honors for the 8<sup>th</sup> Grade class will be determined as follows:

Valedictorian-highest ranking student/s in the class determined by the quarterly grades received from grades 5-8. Student/s would give the Valedictorian Address at Graduation.

Salutatorian-second highest ranking student/s in the class determined by the quarterly grades received from grades 5-8. Student/s would give the Salutatorian Prayer at Graduation.

Scholar Athlete-third highest ranking student/s in the class with a GPA of 3.5 or above determined by the quarterly grades received from grades 5-8. The student/s must have participated in 3 sports each year in grades 5-8.

## **SCHOOL YEAR VACATION MAKE-UP WORK POLICY- May 2021**

Periodically, parents/guardians decide to take their students on vacations during the school year. We do not encourage absenteeism, as we believe that good attendance is fundamental to the success of our students. However, we do understand that vacation time varies from family to family and does not always align with school breaks. With that being said, a new policy has been put in place in regard to assignments that will be missed while the student is away.

Teachers will not be required to provide homework in anticipation of a pre-arranged absence, i.e. family vacations. Assignments will be available to students upon their first day back from their absence. Videos can be recorded during their absence and made available through the online format that their particular teacher uses, upon request prior to the absence.

Students shall be allowed to make up work missed during the absence for full credit. The make-up period begins on the next school day following an absence. Students will be given the same number of school days they were absent plus one additional day to make up assigned work during their absence. For example, if a student misses three school days, he or she will have four school days to make up assignments missed. Any work not turned in by the end of the make-up period will be given a zero in the grade book and will not be allowed to be made up past the given due date. Individual teachers may grant extra time for make-up work in hardship cases where they deem it necessary.

## **BAND PROGRAM**

Starting the 2015-2016 school year, our students will have the opportunity to participate in a band program in our school. This will enable the students to learn to play an instrument, as well as have experience playing in a band. Band lesson instruction will be once a week. Students will pay a fee directly to the band instructor for the weekly lessons.

## **ACCELERATED READING GUIDELINES-June, 2012**

Accelerated Reader is a reading program designed to focus on a student's individual ability. Each student will be given a goal based on achievement test performance and the previous year's AR achievements. All students will have an individual average book level, expected percent correct on their AR quizzes and point requirement which will translate to three grades each quarter. If books in the range seem too hard or easy for a student, the teacher will choose a new range or create a wider one that better matches the student's ability.

## **SPECIAL EDUCATION**

At the beginning of the school year, please check with our principal regarding special needs (speech, reading, Perando, etc.) available through our public school system.

## **PROMOTION AND RETENTION-Feb. 2011**

In an attempt to provide all students with the opportunity to achieve success in school, retention may be required. The following procedure will be followed.

1. Consideration will be given to all of the following areas of a student's development:
  - a. Classroom performance (including student effort)
  - b. Attitude, work habits and behavior
  - c. Test results

- d. Apparent mental, physical, social and emotional maturity
  - e. Attendance and health
  - f. Teacher recommendation
  - g. Previous retentions
  - h. Consideration will be given to age and birth date
2. If a problem presents itself before the first regularly scheduled parent-teacher conference, the classroom teacher will be expected to discuss the situation with the parent at that time.
  3. If a problem presents itself after the first but before the second parent-teacher conference, the classroom teacher will be expected to notify the parent in writing of any deficiency and to request a conference with the parent.
  4. By the middle of the fourth quarter the classroom teacher will submit, in writing, to the principal, the name of any student being considered for retention and the reason for such consideration.
  5. The principal will then convene a staffing before the end of the quarter that includes the parent(s) and all the teachers involved with the instruction of the student(s). A decision regarding retention will be made at this staffing.

Should the parent disagree with the decision, an appeal may be made to the Board for Parish Education. The principal, the classroom teacher, and the parent will be expected to attend the regular or specially called board meeting at which the appeal will be considered. A final decision will be made at this meeting.

## **POLICIES**

### **ADMISSION POLICY**

Children whose parents are members of St. John's Lutheran Church shall be considered eligible for enrollment in all grades. St. John's also welcomes and admits others as space and teacher-load permit:

1. Children whose parents are members of sister congregations.
2. Children whose parents have no church affiliation.
3. Children whose parents hold membership in other church denominations and apply voluntarily.

We encourage parents to enroll all their eligible children, Preschool, Kindergarten, and Grades 1-8, in St. John's Lutheran School. Any family wishing to enroll only some of their children should seek an appointment with the principal to discuss their reasons for such a move.

Parents of no church affiliation are urged to attend adult classes on the teachings of the Lutheran Church, that they may fully understand the principles of Christianity which their children will be taught. Such classes are presented by the pastor of our congregation.

St. John's Lutheran School adheres to the age requirements set by the State of Illinois for entrance into school. Children entering first grade must be six years old by September 1.

A copy of the birth certificate, current physical, and social security number are required for students who are entering our school. These are retained in the school files.

Students transferring to our school must present a transfer card from their previous school. In compliance with state laws, all pupils entering kindergarten (or first grade) and sixth grade must have a physical examination and present such a record at the beginning of the school term.

**School Physical-June 4, 2008**-The State of Illinois requires a school physical examination before the start of sixth grade. This sixth grade school physical may be used for the sports physical.

**Vision Exam-June 4, 2008**-The State has adopted a new law requiring comprehensive eye exams for children entering kindergarten or enrolling for the first time in a public or private school. A qualified optometrist or ophthalmologist must perform the exam. Proof of such an exam must be submitted by October 15<sup>th</sup> of each school year.

**Dental Examination Report -2005** –Beginning in 2005, a Dental Examination Report is necessary for students in grades kindergarten, second, and sixth grade, which will be kept with the regular physical forms. St. John's works closely with the Randolph County Health Department in maintaining school health records for all its students.

There is a nine-week probationary period for all children entering St. John's Lutheran School. If at the end of this period the teacher, principal, and Board of Education determine that due to special academic or behavioral problems, it is in the best interest of the student and school to deny admission, the parents will be asked to withdraw their child.

## **NON-DISCRIMINATION POLICY**

St. John's Lutheran School admits students of any race, color, gender, national and ethnic origin to all 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, gender, national and ethnic origin in administration of its educational policies, admission policies, scholar help program, and athletic and other school-administered programs.

There is only one exception to the above form of notice: Preference in admission is given to children of families of the Missouri Synod Lutheran congregations.

## **PARENT CONSULTATION POLICY**

Parents are invited to discuss with the teacher or principal any matter pertaining to the welfare of the child. Parents are encouraged to maintain close contact with the child's teacher and to share information that may assist the teacher in dealing with the child. Of particular importance to a teacher is the knowledge of any major change in the home life or routine that might influence the child's behavior at school.

If a problem arises, parents are asked to discuss the matter with the teacher first, and to work diligently to achieve a solution to the problem. If the parent has worked diligently with the teacher, and the problem still exists, please follow the conflict resolution policy as stated in this manual.

Personal matters will be kept confidential by the School Board, and all matters will be dealt with in a Christian manner. The Board will make every effort to resolve all problems presented in this manner.

Parents are invited to attend the classroom at any time, providing that arrangements have been made beforehand with the teacher.

## **COOLING OFF PERIOD**

A 24-hour cooling off period is necessary for any confrontation between teacher/staff and a parent regarding circumstances which arise concerning students. The benefit of the child is everyone's best interest. Please show respect to all individuals by meeting with controlled emotions.

When a confrontation would occur, a conference will take place between the parent, coach/teacher, and athletic director for sports, principal, and pastor.

## **CONFLICT RESOLUTION**

To better provide an understanding of the process to address any concerns associated with the school or staff member, the following describes a more detailed step-by-step process to be followed.

The following steps will be taken to address concerns in the proper manner:

- Discuss the situation with the other individual and diligently work together to resolve the situation with mutual feedback;
- If there is no resolution, the employee's supervisor or administrator is to be asked to meet with both individuals involved in order to work toward and find a resolution; proper feedback is necessary to ensure closure is reached.
- If there is still no resolution, the matter should be taken to the appropriate administrator or board by written request; proper feedback is necessary to ensure closure is reached.
- The final step, if no resolution is reached, is to take the matter to the congregational governing body, Voters assembly.
- Action beyond the congregational level would involve the Southern Illinois District of the Lutheran Church-Missouri Synod.

### **SIGN IN SIGN OUT POLICY**

All visitors, parents or volunteers at school are required to report to the office, sign in and put on an ID Badge before proceeding to take care of business. Parents and volunteers working at school must sign in upon arrival and wear a badge.

Students must sign out of the building in the office before they leave for special classes, Algebra, or a doctor's appointment during the school day. Upon their return, they must sign-in. Parents are asked to sign out and in for their students in Kindergarten through Grade Four.

### **NOT RESPONSIBLE POLICY**

The school will not be responsible for students leaving the school after dismissal to catch a ride off school property. Students are not allowed to leave school property before practice or a game being held at school.

Pupils are not permitted to leave the school premises during recess, lunch hours or school hours unless permission has been granted by the principal.

When a pupil is a team member or assisting with an event or activity, such as scorekeeper, manager, etc., parents can assume that their child is under school supervision. However, the school expects these students to be on the school's premise at all times until the end of the event. Thus, any student who is a member of a team or assisting who leaves the facility forfeits his right to participate in the event or activity, and the school is no longer responsible for his supervision. Pupils are not permitted to play outdoors before school opens in the morning or until after 3:15 PM in the afternoon without direct parent supervision.

Pupils are to enter and leave the school premises as instructed by their teachers.

# SCHOOL ATTENDANCE

## **Tardy & Absence Policies**

Since most school subjects are cumulative in nature, punctuality and regularity in attendance are extremely important. A lack of understanding of the work often results in poor attendance and could lead to a loss of interest. Serious absenteeism or tardiness may even endanger the child's chance of promotion. **All absences should be reported by the parent or guardian to the school office, preferably by phone before the school day begins; then arrangements can be made to send home the student's homework at the end of the school day.** The school office will attempt to notify the parent or guardian of any student whose absence has not been reported to the school office by 8:20 am Central time. This is in accordance with current state law requirements. Please help our office by contacting the school, either by phone or in writing, when your child is ill or needs to miss school. Failure to do so will result in an inexcusable absence and no homework will be credited. **Parents should also contact the office or principal/teacher if they need to take their child from school during school hours.**

## **Tracking of Student who are Tardy**

- A tardy is when a student arrives after 8:05 am according to the school's office clock.
- How a tardy will be tracked (to meet new state laws)
  - At 8:05 the main door will be locked
  - Any student arriving after that will need to stop at the office to receive a tardy slip so they can be admitted to their class.
  - Exceptions (resulting in less than 3 hours of school to be missed)
    - Students who attend speech classes
    - Students who have medical appointments (Doctor's Note Required)
    - Students who are late due to public school bus issues (no time limit)
- Parental notices and repercussions (Tardies will be tracked quarterly)
  - After 4 tardies a [note](#) will be sent home to notify parents
  - After 8 tardies a call will be made to parents and students will not be allowed to receive a perfect attendance award for the quarter

## **Absence Guidelines**

- Students who miss more than 3 cumulative hours during a day will be considered ½ day absent
- Athletes must be in attendance for 3 hours to be eligible for a sporting event
  - Exceptions
    - Medical appointments (Doctor's Note Required)
    - Funerals (no time limit)
    - Students who are late due to public school bus issues (no time limit)
- Parental notification
  - If students reach more than a 10% absenteeism rate parents will be notified via a note that outlines Illinois State Law

## **SCHOOL HOURS**-June, 2007

Regular school hours for students are from 8:05 AM to 2:48 PM for bus students and 2:52 PM for all other students. **School doors will be opened in the morning from 7:45-8:05 AM.**

Parents are requested to refrain from bringing their children to the school before 7:40 AM. **ANY STUDENT ARRIVING BEFORE 7:40 A.M. WILL BE PLACED IN BEFORE SCHOOL CARE. THE FEE FOR THE PROGRAM IS \$5.00 PER HOUR, WITH A MINIMUM CHARGE OF \$2.00. SHOULD THERE BE A SPECIAL NEED FOR A CHILD TO BE PRESENT BEFORE THIS, PLEASE CONTACT THE PRINCIPAL.** Students are to go immediately to their classroom upon entrance to the building, and remain in their classroom unless permission has otherwise been given by the teacher. This time is to be used as a study period. Students should be in their seat by 8:05 ready for devotions.

Students are to leave the school immediately upon dismissal at 2:52 PM unless they are involved in an after school activity. **ANY STUDENT NOT PICKED UP BY 3 PM WILL REMAIN IN THE SCHOOL WITH AFTER SCHOOL CARE UNTIL A PARENT/RIDE PICKS THEM UP. THE FEE FOR THE PROGRAM IS \$5.00 PER HOUR, WITH A MINIMUM CHARGE OF \$2.00. PLEASE NOTIFY THE OFFICE WITH A PHONE CALL OR NOTE IF NORMAL DISMISSAL PLANS FOR A CHILD CHANGE.** There should be no loitering around the building or on the playground. Playground supervision by the teachers is carried on only during school hours. The times mentioned in the above paragraphs may be modified by the Parish Board of Education in future meetings.

Students not enrolled in the after school care program will only be allowed to play on the playground after **6:00 PM** on school days with direct adult supervision. Safety and liability reasons warrant this action. Please be considerate of this rule. **AFTER SCHOOL CARE WILL NOT BE RESPONSIBLE FOR CHILDREN NOT ENROLLED IN THEIR PROGRAM.**

## **DISMISSAL PROCEDURE**

We will line up in a U pattern in the parking lot lanes. You can use the lane on the south side of the lot next to the ditch to make sure everyone gets off of the highway. When the students have dismissed, please walk to the school sidewalk get your children and bring them to your car. When all students are loaded the lines will be allowed to merge into a single lane to exit onto E.S. Sixth Street through the west Daycare lot (please be in the right lane only for this option) or to make a right turn onto Route 3 North (right turn only please!).

Bus dismissal will take place off of 6<sup>th</sup> street. Students walking will use the East door.

Daycare/preschool families will dismiss from the West door. All other students will dismiss from the parking lot on the south side of the school. The safety of our students is most important to us.

## **BAD WEATHER DISMISSALS AND SCHOOL CLOSING**

It is our policy to follow Red Bud School District #132 school closing due to inclement weather or other emergency situations. These closing will be announced over many major St. Louis stations. Early closing due to bad weather will also be announced. Please make sure your student knows what to do in event of an early school closing.

## **EMERGENCY NUMBERS AND ADDRESS CHANGES**



Please keep the school office up to date on the following:

1. Address changes (home, work, babysitters),
2. Telephone numbers (home, work, babysitters, cell phone),
3. Person to call in emergency (if parent cannot be reached).

## **CHURCH ATTENDANCE**

To provide a unified religious training of pupils not only during the week, but also on Sunday, we encourage our pupils to attend Sunday School and worship services regularly together with their parents. Parents are urged to set a good example for their children in these matters. Children are quick to see a double standard in people who send their children to St. John's for a Christian education but yet do not attend church regularly.

If a teacher sees that a family is habitually missing church, even after the school expresses its sincere concern about such laxness, the School Board will be notified. The Commitment form signed by a parent when enrolling a child in St. John's School clearly gives three guidelines for enrollment:

"Upon enrolling my child in St. John's Lutheran School, I agree to accept the following responsibilities:

1. I will enrich my child's religious training at home with daily family devotions and a fervent prayer life.
2. I will support my child's religious development in the day school by setting a good parental example at home.
3. I will personally lead my child in faithful and regular attendance at worship services"—attending 50% or greater per quarter. In addition, regular Sunday School attendance is certainly encouraged.

As of August 1997, The Board of Education will implement a policy that church attendance must be 50% or greater per quarter. This policy is adopted to bond and support the Christian family attitude, which your child receives daily at St. John's Lutheran School.

Also for any student to participate in any sports related activity, his or her church attendance will meet or exceed the 50% minimum church attendance per quarter. If you feel there are special circumstances which hinders a student from meeting this guideline, feel free to talk to the school board by setting up an appointment through the principal and Pastor.

When continued and regular absence from worship services are seen to be the norm, the Board cannot help but wonder if the parents were truthful in stating the reasons for desiring entrance into our school.

Divine worship services are conducted every Sunday at 8:00 AM and 10:30 AM and every Saturday at 5:00 PM at St. John's Lutheran Church. Sunday School and Bible classes for children, young people and adults are held at 9:30 AM every Sunday.

## **CHAPEL SERVICE**

Weekly chapel services are conducted usually on Wednesday, either in the church or gymnasium, and will begin at 8:30 AM. These services, designed to draw the students and faculty closer together with their Lord and Savior, are conducted by the pastors, teachers, or guests. Worship is a part of school life and living.

An offering will be taken at each chapel service. Offerings will be given to various mission projects. Food offerings may be taken throughout the year.

Parents and friends are cordially invited to worship with the faculty and students at their weekly chapel services.

It is stressed that these chapel services are not designed to take the place of the regular Sunday morning worship service.

## **SCHOOL COSTS**

### **School Funding**

St. John's Lutheran School is funded and maintained by the giving of members of St. John's Lutheran Church. The cost of salaries, books, and other costs represent a large sum of money--averaging approximately \$5,500 per student. All members of St. John's Lutheran Church support the school financially, whether or not they have children enrolled in the school. No financial support is received from public funds. Member families are requested to follow the school support policy as outlined in the Constitution of St. John's Lutheran Church.

Members of St. John's Lutheran Church whose children attend St. John's Lutheran School under non-tuition member status do so with the intent and desire to have their children educated in the Christian faith so as to take part in the Rite of Confirmation and become communicant members of St. John's Lutheran Church. Parents who do not wish their children to participate in the Rite of Confirmation at St. John's Lutheran Church will enroll their children as tuition-paying students. (Aug. 5, 2020)

### **School Expenses and Payment Policies**

All payments are due in advance payable to St John's Lutheran School, unless otherwise specified. All payments brought to school should be sent to the office in a clearly marked envelope with the students name, purpose, and amount. Receipts are given by request. Account balances can be viewed at any time by logging onto the Fast Direct system or by visiting the school office.

### **Financial Assistance**

If you are unable to stay current with the above fees, please see the school principal for Financial Assistance or Payment Plans. Requests will be evaluated by the principal and school board based upon current circumstances and financial need. Free and reduced lunch guidelines are used as one basis for financial need.

Payment plans must be approved by the school board and be on file in the school office.

### **Past due Accounts**

All accounts \$500 and/or 60 days past due will receive written notice for payment. Accounts more than 120 days past due will have School Board action taken on a case by case basis. All past due accounts or accounts not current with a board approved payment plan are subject to but not limited to the following:

- Refusal to register for next semester

- Withholding of Diploma
- Refusal to attend the 8<sup>th</sup> grade trip.

## **Regular Fees- 7/6/2023**

- Registration/Book Fee
  - \$500 per student
  - Or \$425 per student for families with 3 or more students enrolled in the day school.
  - Due at registration.
  - Families with 2 or more student enrolled may make 2 payments
    - 1<sup>st</sup> half at registration, balance September 15<sup>th</sup>.
- Late Registration after Aug. 1<sup>st</sup>
  - \$25 per student
  - No refunds of registration fees
- Tuition
  - Church member – regular church offerings
  - Non-member - \$3,000/student
  - Non-member, from sister Lutheran Church - \$2,850/student
  - Due:
    - At registration
    - ½ due at the beginning of each semester
    - 10 monthly payments due the 1<sup>st</sup> of each month August to May
  - The Following tuition discount schedule applies to Non-member families that are not from a sister Lutheran Church
    - 2<sup>nd</sup> child enrolled- 10% discount
    - 3<sup>rd</sup> child enrolled- 20% discount

- 4<sup>th</sup> child enrolled- 30% discount
- 5<sup>th</sup> child enrolled- 40% discount
- 6<sup>th</sup> child – no charge
- Hot Lunches
  - Grades K-2 \$3.00/meal
  - Grades 3-8 \$3.25/meal
  - Adults \$3.50/meal
  - Milk \$.50/Carton
  - Free and reduced cost lunches are available by application for those who qualify. Current paperwork must be on file in the school office.
- Athletic Fee
  - Students participating in sports- \$30 Athletic Fee for first sport
  - Maximum fee of \$60 for two or more sports per student

## DISCIPLINE AND SCHOOL RULES

A primary task of the school is to create a stimulating, safe, and nurturing learning climate for all students. The responsibility for maintaining such an environment belongs to all members of the school community: administrators, teachers, parents, students, pastors, and the Board of Christian Education.

Discipline includes methods and techniques for establishing and maintaining order. These are designed to develop in the individual a sense of Christian responsibility, a sense of direction, self-discipline, and a means of self-determination, which accommodates the needs and rights of others and demonstrates Christian love for others. In a healthy school, most students feel comfortable, are usually happy, achieve at satisfactory levels, and meet behavioral expectations willingly.

Good self-discipline begins when the home remains the primary mold of each child (I Timothy 5:4). Our school is an extension of the home and does the task of parenting while children are in school. Hebrews 12:11 talks of the need for application of Law and Gospel, “For the moment all discipline seems painful rather than pleasant: later it yields the peaceful fruit of righteousness to those who have been trained by it.”

St. John's Lutheran School recognizes the important relationship between Christian discipleship and school discipline. Even as disciples of Jesus followed Him, so young disciples at St. John's Lutheran are urged to follow Christ, to live in Him and serve Him. Discipline policies and procedures, therefore, are based on Scriptural understandings of discipleship.

St. John's Lutheran also recognizes the importance of knowing children-their physical, emotional, social, spiritual needs, their behavioral patterns, and their age level characteristics. Discipline policies and procedures are, therefore, also based on reliable research and studies regarding human development and personality. **The goal of disciplinary procedures is to help children have the courage to accept responsibility, to accept forgiveness and to restore damaged relationships.**

### All School Discipline Policy

<b>Category I Minor Offenses</b>	<b>Category II Major Offenses</b>	<b>Category III Matters of Law</b>
<ul style="list-style-type: none"> <li>• Chewing gum on school property</li> <li>• Throwing Objects</li> <li>• Spitting</li> <li>• Inappropriate Behavior</li> <li>• Disrespect of Others</li> <li>• Teasing</li> <li>• Writing and Passing of Notes</li> <li>• Not Completing Assigned Work</li> <li>• Failure to walk courteously and appropriately in the building</li> <li>• Failing to follow playground rules</li> <li>• Failure to abide by the</li> </ul>	<ul style="list-style-type: none"> <li>• Physical Altercation</li> <li>• Academic Failure</li> <li>• Academic Dishonesty</li> <li>• Misuse of the Internet</li> <li>• Willful Disobedience or Disrespect</li> <li>• Disruptive Classroom Behavior</li> <li>• Truancy</li> <li>• Use of profanity, Name-Calling, or Obscene Gestures</li> <li>• Bullying</li> <li>• Abuse of Property Belonging to the School, or to another Person</li> <li>• Threatening Behavior</li> <li>• Missed Detention or In-</li> </ul>	<ul style="list-style-type: none"> <li>• Possession, Use or Distribution of a Controlled Substance, including Alcohol</li> <li>• Possession and/or Use of Tobacco</li> <li>• Possession of Weapons</li> <li>• Use of Inhalants</li> <li>• Unauthorized Possession of Medications</li> <li>• Excessive Absences (10 or more per semester unless excused with a doctor's note)</li> <li>• Vandalism</li> <li>• Leaving Campus without Permission</li> </ul>

<ul style="list-style-type: none"> <li>Minor Offense Rules</li> <li>Cell Phone Usage</li> </ul>	<ul style="list-style-type: none"> <li>School Suspension</li> <li>Misuse of a Dangerous Item</li> <li>Use of a Laser Pointer</li> <li>Gang Related Activity</li> <li>4 or More Late or Incomplete Assignments in a two week period (Gr.4-8) 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> weeks of quarters.</li> <li>4 or More Category I Offenses</li> <li>Failure to abide by the Major Offense Rules</li> </ul>	<ul style="list-style-type: none"> <li>Use, Possession or Distribution of Fireworks</li> <li>Falsifying an Emergency (fire alarm, calling 911, etc.)</li> <li>Fighting, Assault</li> <li>Stealing/Theft</li> <li>Harassment, Threats, Sexual Harassment</li> <li>Possession of Sexually Explicit Material or Pornography</li> <li>Arson</li> </ul>
<p align="center"><b><u>St. John's Lutheran School Discipline Procedure, effective October 22, 2007</u></b></p> <ul style="list-style-type: none"> <li>Teacher will issue a verbal warning to the individual student (name will be spoken).</li> <li>Teacher will write name of student on chalk board after second offense.</li> <li>Teacher will place on checkmark next to name. Upon this condition, student and teacher will collectively write one note home to parents to be signed by student, teacher and parents, to be returned to the teacher the next school day. Additionally, student will have a silent lunch period or perform a DAR (Directed Activity Lunch)/ clean lunchroom facilities.</li> <li>The teacher will place a second check mark next to the student's name after the fourth offense. Upon this condition, student will be sent to the principal's office. Furthermore the teacher will contact the parent. <ul style="list-style-type: none"> <li>All four steps must occur within one school day and each day the student's slate will be cleared.</li> <li>Four visits to the Principal's office within one quarter will yield a detention for the student.</li> <li>Five visits to the Principal's office within one quarter will yield a conference with the student, parents, teacher, and principal.</li> <li>Six or more visits to the Principal within one quarter will yield a conference with the student, parents, teacher, principal, and pastor.</li> <li>Partial credit for homework will be given for out of school detentions/suspensions.</li> </ul> </li> </ul>		
<p align="center"><b><u>Category I</u></b></p>	<p align="center"><b><u>Category II</u></b></p>	<p align="center"><b><u>Category III</u></b></p>
<ul style="list-style-type: none"> <li>Loss of recess or break:</li> <li>Loss of privilege</li> <li>Written notice to parents</li> <li>Phone call home and written notice.</li> <li>Conference with parents, teacher/s and Principal</li> </ul>	<ul style="list-style-type: none"> <li>1Day Detention/ISS</li> <li>2 Days Detention/ISS</li> <li>3-4 Days ISS/OSS</li> <li>5-6 Days ISS/OSS</li> <li>8-10 Days ISS/OSS</li> <li>1-6 mo. Probation</li> <li>Dismissal from Enrollment</li> </ul>	<ul style="list-style-type: none"> <li>1-2 Days OSS</li> <li>3-4Days OSS</li> <li>5-10Days OSS</li> <li>1-6mo. Probation</li> <li>Dismissal from Enrollment</li> </ul>

## St. John's Lutheran School Rules and Regulations *(Revised 6/05)*

### Category I

- Chewing gum by students is not permitted on school or church property.
- Spitting is not allowed.
- Students are to display a positive and respectful attitude toward all persons.
- Disrespect of other students, teachers, and all other church and school staff members is prohibited. Arguing with persons of authority is forbidden.
- Students are expected to tell the truth.
- Disrupting the learning process at any time is forbidden.

- Students are to complete assigned work, as directed by the teacher, and turn it in on time.
- Students are not to write and/or pass notes.
- Students in Grades 1-8 are not allowed to use any of the preschool equipment unless permission is granted.
- Students are expected to act in a mannerly and appropriate manner during lunchtime. Food throwing and playing with food is not allowed.
- Laser pointers are not permitted on school or church property,
- Water guns, toy pistols, pins, and other inappropriate objects are not permitted in the student's possession at any time.
- Inappropriate objects shall not be thrown or projected through the air in or on school or church property.
- Students are expected to walk courteously and appropriately in the school and church.
- Students will always wait for a line of students to pass, before crossing the hallway.
- Students should walk in single file lines on the right side of the hallway or stairs.
- Students are to dress according to the published school dress code.
- Students are expected to arrive at school in a timely manner, so that they are ready to begin the day at the designated time.
- Cell phone usage is not allowed during school hours.

## **Category II**

- Students are to demonstrate academic honesty. Students are to do their own work.
- Students are expected to perform academically according to their ability.
- Students are prohibited from name calling and from using obscene and/or offensive gestures.
- Inappropriate teasing of other persons is not allowed.
- Students are not to use inappropriate and/or profane or obscene language at school or church.
- Students are prohibited from using threatening language or inappropriate body language.
- Students may not harass or bully other persons.
- Students may not engage in physical altercations of any kind that include, but are not limited to: hitting, kicking, shoving, spitting, scratching, or fighting.
- Students are expected to attend school regularly, unless they have a valid excuse from a parent.
- Students are expected to use the Internet appropriately and according to written school policy.
- Students are expected to treat all property belonging to the church, the school, or another person with respect.
- Students may not leave the school and/or church property without permission.

### **Category III**

- Students may not possess, use, or distribute a controlled substance, including alcohol.
- Students may not possess and/or use tobacco products.
- Students may not possess or use illegal weapons.
- Students may not use inhalants.
- Students may not possess unauthorized medications.
- Students may not use, possess, or distribute fireworks.
- Students may not falsify an emergency.
- Students may not engage in fighting or assaults.
- Students are prohibited from stealing.
- Students are forbidden to participate in any form of threatening or harassing behavior, including sexual harassment.
- Students are not to possess sexually explicit material or pornography.
- Students may not commit arson.
- Under normal circumstances, Category I - "Minor Offenses" will be handled by the classroom teacher.
- Any offense whether it is minor or major that crosses over into the area of the Law will be dealt with as a Category III offense. A Category III Offense may involve police intervention. Not all offenses are listed. The listed offenses serve as a guideline for discipline.
- Possession of a weapon will be handled according to the Board of Christian Education policy. The definition of a weapon is any instrument or device customarily used for attack or defense against an opponent, adversary, or victim; or any instrument or device used to inflict physical injury or harm to another person.
- A student who brings drugs to school or participates with other students who are using drugs on school grounds will be turned over to the police for violating the law. School consequences will be given. The student will start at step 3 under Category III of the Consequences Steps (5-10 days of OSS).
- ☑Any problems that arise that are not covered here and are prejudicial to good order, safety and discipline in the school shall be dealt with by the Principal as equitably as he/she sees fit according to the severity of the offense. This includes the Principal's authority to recommend additional disciplinary action to the Board depending on the severity of the offense. Any offense, which is considered to be a serious infraction, will be documented in the student discipline record.

### **Disciplinary Options**

Teachers, Principal, and the Board of Christian Education shall fully utilize all practical ways and means of helping students with behavior problems before extreme measures are taken. Sound professional judgment shall be used in determining whether formal disciplinary proceedings are necessary in each individual case.

### **DETENTION**

Detention will be served by a student in K-2 from 3:00 until 3:30 and grades 3-8 from 3:00 until 4:00 PM. A parent, legal guardian or adult parent representative must sign the student out of detention from the detention room. All students must be picked up by 3:30 or 4:00 PM. **A**



**\$10.00 FEE FOR EVERY HALF HOUR OVER WILL BE CHARGED AFTER THE 4:00 TIME.**

**Dismissal From Enrollment - Procedures**

Only the Board of Christian Education has the authority to dismiss a student from enrollment. If a student consistently refuses to conform to school policies and regulations, or is responsible for behavior that endangers other students or substantially disrupts the education process, the principal may recommend to the Board of Christian Education, through the board's director, to dismiss a student from enrollment.

Notice:

The Board will notify the parent/guardian of the student of the contemplated action. The notice will contain the following information: a. a statement of charges against the student; b. a statement of the basis of the allegation; c. a date for a formal hearing. The information may not be formal, but should sufficiently inform the student or his parent/guardian of the basis for the contemplated action.

Hearing:

The Board will conduct a formal hearing. The Board will expect the principal to present oral and written reports and statements regarding the student's conduct. The number of previous disciplinary penalties may be a major factor in the Board's decision to dismiss a student from enrollment.

Re-admittance:

Re-admittance at the beginning of a semester will be possible only through consent of the Board of Christian Education.

Appeal:

The Board may be asked to reconsider its original action. Notice of appeal shall be in writing.

**Corporal Punishment**

Corporal punishment will not be administered at St. John's Lutheran School.

**CORPORAL PUNISHMENT POLICY**

The ruling on Corporal Punishment is as printed on the following pages from Section 24-24, Chapter 122, Illinois School Code.

(105 ILCS 5/24-24) (from Ch. 122, par. 24-24) Sec. 24-24. Maintenance of discipline. Subject to the limitations of all policies established or adopted under Section 14-8.05, teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school
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children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Nothing in this Section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy on discipline, and the policy so established shall provide, subject to the limitations of all policies established or adopted under Section 14-8.05, that a teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm. The board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days notice of the violation is given such person and a hearing had thereon by the board pursuant to its rules and regulations. The administration of any school may sign complaints as agents of the school against persons committing any offense at school events. (Source: P.A. 88-346; 88-670, eff. 12-2-94; 89-184, eff. 7-19-95.)

## **SPECIFIC SCHOOL AND PLAYGROUND RULES**

### **I. CLASSROOM, OFFICES, ETC.**

- A) Pupils should appear in the classroom with clean hands, face and clothing.
- B) Except by the permission of the teacher, children are to stay out of other classrooms.
- C) Waste materials of any kind are to be placed in wastebaskets or trash cans located in the rooms or on the school grounds.
- D) Loitering is not permitted in the rest rooms, hallways or lobby.
- E) Children are to have teacher permission and supervision before they play in the gymnasium or use the computers.

- F) The office and teachers' lounge should be used only by the faculty, unless permission is granted by a teacher. Please remain in front of the office counter unless you have received permission to do otherwise.
- G) Coats should be hung up neatly at all times. Hats, gloves, scarves, etc. should be placed in the coat sleeves to avoid losing them. Boots should be placed neatly under the coat. All personal items, including lunch boxes, should be clearly marked with the student's name.
- H) Children are not to turn lights on or off or touch the thermostat unless granted permission by a teacher.

## **II. PLAYGROUND**

- A) Follow directions the first time they are given.
- B) Use equipment in a safe and proper manner.
- C) Stay within playground boundaries.
- D) When instructed, stop what you're doing and line up quietly and orderly.
- E) Students cannot enter the building without permission.
- F) Do not play in or near the creek area.
- G) Slide down the slide, do not walk up slide
- H) Do not stand or jump off slide, swings or any playground equipment.
- I) Do not wind swings together, stand or swing two to a swing; swing back and forth only.
- J) Those who are not swinging should stay out of the area.
- K) Do not throw or bury anyone under the playground surface material.
- L) When playing softball/baseball the teacher should be in direct supervision and requires a mask, helmets, and chest protectors
- M) Do not hang on basketball nets or rims.
- N) Put all equipment away after recess.
- O) Proper use of the playground equipment is required.

## **III. CAFETERIA**

- A) Follow directions the first time they are given.
- B) When waiting in line to be served, keep hands, feet and objects to yourself.
- C) Proper table manners should be observed at all times. Do not throw food.
- D) Put all trash into proper containers.
- E) Talking quietly is allowed. This will be monitored by the supervisor.
- F) Stay seated until everyone is served.
- G) No seconds if more than two items are left on the tray.
- H) Everyone will drink milk with their lunch unless a written note, signed by a doctor, is provided to the school.

## **IV. HALLWAYS**

- A) Walk with your class in a single line when going to special classes, lunch or

recess.

staff.  
B) There should be no unnecessary talking. There are classes being held and they have the right not to be disturbed. Hall noise will be monitored by the entire

C) Do not bounce balls in the hallway, or against the walls.

D) Do not jump to touch walls, ceilings, lights, or door frames.

**V. REST ROOMS**

A) Use the rest rooms for the purpose for which they were intended.

B) There should be no unnecessary talking that would disturb others.

**VI. GYMNASIUM**

A) No kicking balls in the gym – ever.

B) Do not hang on basketball nets or rims.

C) Stay off the stage.

D) Use all equipment properly.

E) Wear appropriate shoes.

F) Please, NO squealing, shrieking, or screaming in the gym.

**VII. SCHOOL AND PERSONAL PROPERTY—June, 2009**

A) Desks should be kept in a neat and orderly condition. All desk tops must be cleaned off before the end of each day and all items picked up off the floor. No marring of desk tops is permitted. Students and parents are responsible for any damages.

B) Pupils who through negligence or carelessness cause damage to school property or to the property of a fellow student will be held responsible for the cost of damage. This includes abuse of textbooks, desks and school equipment.

C) Any toys, trinkets, gadgets or other items that become a disturbance in the building, classroom, lunchroom, or on the playground will not be permitted.

D) Cell phones are not allowed to be used by students during school hours. The use of cell phones after 2:48 PM is at the discretion of the coach or supervising adult. Any item misused will be taken away and returned at the end of the day.

E) Students are to take good care of their textbooks and materials which are the property of the school. Students should refrain from marking or writing in these books. Full cost of the book or material will be assessed if unnecessary damage occurs.

**IX. MISCELLANEOUS**

A) All children are to go outside on days when the weather permits, for physical activities. A written note from the parent or guardian is necessary if a child is to stay in because of sickness or other valid reason.

- B) Cursing, swearing and the use of foul language is a sin, and should not be found among us. See Ephesians 4:5
- C) Chewing gum has no place in school (before school, recess, lunch hour, playground) or at any school function. Anyone caught chewing gum will receive a consequence. Any gum brought to school may be confiscated.
- D) At dismissal, students are expected to go home unless they have a valid reason for staying.

## **GENERAL INFORMATION**

### **DRESS AND APPEARANCE POLICY - PRESCHOOL-GRADE EIGHT**

The following dress code standards have been adopted by the Board of Christian Day School and apply to all school days unless otherwise directed by the Principal. The purpose of these guidelines is to set standards of acceptable school dress and grooming to maintain our Christ-centered educational processes. The following are to assist parents and students in planning their dress.

- General Considerations
  - Large and inappropriate designs and written messages are not acceptable on clothing. If you have any questions as to the appropriateness of a garment, it is always best to check with the school prior to purchasing it or allowing your child to wear the garment to school functions.
  - Undergarments should **NOT** be worn as outer garments.
- Tops
  - All tops should include sleeves and must completely cover the back and front chest and stomach areas.
  - Any sheer shirt must have a top with a sleeve under it.
  - Undergarments and cleavage may not be exposed.
- Bottoms
  - Holes or Tears
    - Pants, jeans, shorts, or skirts with holes or tears in them are prohibited.
    - Pants, jeans, shorts, or skirts that have holes that are patched are allowable.
  - Shorts
    - i. All parts of the shorts bottom edge should be at least as long as the tips of the fingers when the arm is extended next to the body.
  - Leggings and athletic pants
    - Should be thick enough to conceal undergarments patterns.
    - Should be worn with longer tops that go beyond the bottom.
- 1. Shoes
  - a. Shoes should provide proper protection for the feet and provide adequate safety for playground activities.
  - b. No open toe or open heel shoes will be allowed (slides, flip flops).
  - c. Heel height must not exceed 2".

- d. Shoes with laces or Velcro should be fastened at all times. When appropriate, socks should be worn with closed style shoes.
- 1. Jewelry & Headgear
  - a. Any jewelry should be worn in good taste. Females may wear post earrings that do not extend beyond the ear lobe, with no more than two earrings per ear. Males may not wear earrings. No other body parts may be pierced. No body art is allowed.
  - b. Students are not to wear bandanas or head wraps of any type. Hats and sunglasses are not to be worn in the buildings unless special permission is granted.
- 1. Hair & Makeup
  - a. All students are to avoid bizarre or extreme hairstyles that draw excessive attention to the individual (for example: unusual color, style, length, or ponytails on males). Hair should be clean and well groomed.
  - b. The use of make-up is discouraged and no make-up is to be brought to school.

1<sup>st</sup> offense – Parents are notified by their child’s teacher via email or phone call of the violation and informed of exactly what part of their child’s attire is in violation.

2<sup>nd</sup> offense – Parents are notified directly by the School Principal that their child is violation and what the violation is. The office will provide an acceptable article of clothing for the offense.

3<sup>rd</sup> offense- Parents are notified directly by the School Principal that their child is in violation and what the violation consists of. The parents are also required to bring dress code approved clothing to school for their child to change into. The child will wait in the School office for their parents to get there and will then change before returning to their classroom. The parents will not be allowed to go to the child’s classroom for any reason as this will disrupt the class unnecessarily.

4<sup>th</sup> offense – Parents will be notified by the School Principal of the violation and a meeting will be set up between the parents, the Principal, and the Board of Parish Education to discuss the reasoning for the continued violations and proper punishment/resolution for the continued violations. Parents will also be required to bring clothing to their child as stated in the 3<sup>rd</sup> offense.

June, 2017

## **ELECTRONICS**

No personal electronic devices (including but not exclusive to I-Pods, cell phones, CD player, DVD player, etc.) may be used during the school day. Use during field trips will be at the teacher’s discretion. Any personal electronic device used during school hours will be taken away and will be returned only to a parent/guardian. June, 2017

## **COMPUTER USE-June, 2007**

Students may not access social networks, YouTube, e-mail, etc. with school computers. Students who access unauthorized sites will serve detention.

## **SOCIAL NETWORKING POLICY-June, 2017**

Parent/students should use good judgment when posting on social media keeping in mind the privacy of others.

**St. John’s Lutheran School Internet Acceptable Use Policy (AUP)**

## **Parent Notification – June, 2011**

St. John's Lutheran School is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world via the World Wide Web. This computer technology will help propel our school through the communication age by allowing students and staff to access and use resources from distant computers. It will help students and teachers to communicate and collaborate with other individuals and groups around the world, and will significantly expand their available information base. The Internet is a tool for life learning.

Families should be aware that some material accessible via the Internet might contain some items that are illegal, defamatory, inaccurate, or potentially harmful. In addition, it is possible to purchase certain goods or services via the Internet, which could result in unwanted financial obligations for which a student's parents or guardian would be liable. We as Christians need to guard against improper use and instead be witness and to share our faith by proper use of these resources.

While it is St. John's intent to make Internet access available in order to further educational goals and objectives, students may find ways to access other material as well. Even though St. John's institutes technical methods to regulate students' Internet access, those methods will not guarantee compliance with the St. John's Acceptable Use Policy.

That notwithstanding, St. John's believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Teachers at St. John's will guide students to Christian standards in Internet usage. Parents and guardians may use the option of requesting for their children alternate activities not requiring Internet use.

### **Acceptable Use Policy**

The school's information technology resources, including email and Internet access, are provided, for educational purposes. These resources are to be used to educational purposes in accordance with the Christian mission statement of St. John's Lutheran School. Adherence to the following policy is necessary for continued access to the school's technological resources:

#### **Students will:**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Not destroy, damage, or change data, networks, setting or other resources that do not belong to them, without permission.
  - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.

- Not infringe copyrights (eg: making illegal copies of music, games, or movies).
- Not plagiarize.

4. Respect and practice the principles of our Christian community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomforting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates Christian conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

\*the school may request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website.

\*the school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student’s social network account violates the school’s disciplinary policy; and,

\*the school may require the students to share content in the course of such an investigation. (105 ILCS 75/15) -added 2/2019

St. John’s Lutheran School will attempt to minimize the possibility of students encountering objectionable materials while using the Internet. Parents and students should realize that it is impossible to restrict access to all controversial materials. If a student accesses information that she/he feels uncomfortable with she/he should report it immediately to a staff member.

Any student that does not abide by the above guidelines will lose the privilege of using the technology at St. John’s Lutheran School and be subject to disciplinary action.

**Students:** I understand and will abide by the St. John’s Lutheran School Internet Acceptable Use Policy. I further understand that any violation of the regulation is unethical and may constitute a criminal offense. Should I commit any violation, I know that my computer use may be limited or denied. Internet access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Student Name (Please print) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



Parent or Guardian's Name (Please print) \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **ATHLETIC PROGRAM**

St. John's Lutheran school offers a program of boys' baseball, basketball, cross country and track. Our girls' program includes softball, basketball, cheerleading, volleyball, cross country and track. These programs are under the direction of our Athletic Director. Games are scheduled with local public and private schools.

## **SPORTS PHYSICALS**

Those students entering Grades 4 through 8 and wish to participate in sports must submit a "sports physical" **BEFORE** participating in the first practice of any sport activity. One sports physical per student will last for all sports in the year. Sixth graders are exempt -- their regular sixth grade physical will suffice for both.

Students entering Grade 4 may play basketball, cheerleading, cross country and/or volleyball; and may participate in track depending on numbers. These students must also submit a "**sports physical**" **BEFORE** the first practice of any one sport.

## **ATHLETIC PROGRAM**-June 4, 2008

\*Activities are limited to 4/week. Both practice and tournaments are considered one activity each. \*Non-Conference/regular season games where the travel time is more than 30 miles from St. John's Lutheran School must be played on a weekend or a day where there is no school the following day. \*If any Lutheran State series competition is held while school is in session, only the State Qualified participants and their siblings will be allowed to leave school early.

\*Before the first practice of any sport, Emergency Information, Participation Form, Accident and Health Insurance Waiver Forms and Parent or Guardian Consent must be on file in the office. (All sports forms listed are in the back of the Student Handbook.)

## **SPORTS HANDBOOK**

Students who have the privilege of participating in extracurricular activities at St. John's Lutheran are expected to return their thanks to the God who has given them their ability by attending Christian worship more than half of the Sundays each quarter of the school year. A form in the back of this handbook will be used by the teachers as a report to those in charge of the extracurricular activity. The Athletic Director will consult with the classroom teacher and coaches for those students involved in sporting events as to their eligibility to participate in such events.

Students are not allowed to leave the school premise or practice location during sporting events or practice.

Students are to remain in the gym during the playing of the game.

Students are only allowed to leave the gym at half time and between or at the end of games.- June 2007. A more detailed sports handbook is included in the back of this book. Each coach will also have a handbook.

## ELIGIBILITY

### Church Attendance

- Students who have the privilege of participating in extracurricular activities at St. John's are expected to return their thanks to God who has given them their ability by attending Christian worship at least half of the Sundays each quarter of the school year. A form in the back of this handbook will be used by the teachers as a report to those in charge of the extracurricular activity.

### Academic Work

- The coach will assume all athletes are eligible to play until notification is made to him/her regarding eligibility and the time of ineligibility.
- The Athletic Director will consult with the classroom teacher and coaches for those students involved in sporting events as to their eligibility to participate in such events. Eligibility will be checked for all sports participants at the 4th, 6th, 8th weeks and at the end of the quarter. The athletic director/s will notify the coaches and parents of an athlete's probation or ineligibility to practice or play. **(June, 2009)**
- Generally, a "C" or above is required on a progress report, midterm report or report card to be eligible to play sports.
- If a "D" or lower appears, the athlete will be placed on probation for one week (athlete may practice, but not play one game). If a "D" or lower appears during pre-season practice, an athlete is not allowed to practice until the next grading period. After two weeks of a "D" or lower appearing on the weekly progress report the athlete will be ineligible (not allowed to practice or play for at least one week).
  - A "D" during track season will eliminate a student from participation in one event. – **(June, 2012)**
  - Two weeks of a "D" during track season will eliminate a student from participation in all individual events and practices. **(June, 2017)**
- An "F" removes the student completely.

### Discipline

- If an athlete is asked to leave the classroom due to **four category I** behavior issues, he or she will receive a detention. Examples for being asked to leave the classroom would be, including but not exclusive to, displaying a poor attitude during class, being disrespectful to the teacher, etc.
  - If an athlete receives **a category II** consequence the athlete is placed on probation. (Can practice, but must sit out the next game/meet.) Upon receiving a 2nd category II consequence, the athlete becomes ineligible. (Cannot practice for 1 week and must sit out for an additional game/meet.) (**June, 2013**)
- ### School Attendance
- Athletes must also be in attendance by their lunch hour in order to be eligible for a sporting event that evening. An athlete leaving school during the day due to illness will not be permitted to participate in any games that evening. Funerals and scheduled appointments are excusable.

#### Behavior at Events

- Athletes are not allowed to leave the school premises during any sporting event. This includes practices at St. John's Lutheran School and the high school track.
- Athletes are to remain in the gym during the playing of a game.
  - If the athlete's team is not currently playing, he/she must sit on the bleachers directly behind the coach and team. For example, during a "C" team game, all "B" and "A" team members should be in the gym on the bleachers directly behind the home team's bench. This applies to away games also.
- Athletes are only allowed to leave the gym between quarters, during half time and between games. June, 2017

#### **Designated Start times for Sports**

##### Fall Sports (Baseball, Cross Country, and Softball)

- August 1<sup>st</sup> is the first allowed day of Practice

##### Winter Sports (Boys Basketball, Cheer, and Girls Basketball)

- October 1<sup>st</sup> is the first allowed day of Practice

##### Spring Sports

- Volleyball may start after the final regular season game for girls not playing basketball.
- Volleyball may start after the regional or state tournament loss for girls basketball players.
- Volleyball may start after the final regular or post season game the cheerleaders cheer at.
- Track may start on March 1<sup>st</sup> for non volleyball players
- Track may start after the regional or state tournament loss for volleyball players
- Track may start after the LSA Tournaments for boys or girls basketball players and cheerleaders whose teams are blessed enough to participate in that year's tournament. June, 2017

#### **BUS SERVICE**

Bus service is provided for Red Bud District students through the Red Bud public schools. Red Bud District rules and regulations apply to all buses. We expect our students to behave as young Christians at all times, including on the bus. Following is a list of rules published by Red Bud School District 132, which our students are to follow as well. Please send a note or call the school office if there is a change in the normal procedure for leaving school for your child/ren.

#### **INSTRUCTIONS TO SCHOOL BUS RIDERS**

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the bus window.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus without permission of the school transportation director and the superintendent, and/or the principal.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Foul language is not permitted on the bus and will be dealt with accordingly.
17. Help look after the safety and comfort of smaller children.
18. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this, except by proper authorization from a school official.
19. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
  
20. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperon appointed by the school.
21. Observe all school rules.
22. Students must remain seated until the bus comes to a complete stop.

## **HEALTH**

Each child should have a regular checkup with his or her doctor. All immunizations should be kept up to date. Should your child contract a contagious disease PLEASE NOTIFY THE SCHOOL AT ONCE so that other children can be protected, and the necessary precautions can be taken. Children should not be sent to school if their health will endanger the health of others. When the student runs a fever, please do not send him or her back to school UNTIL TEMPERATURE-FREE FOR 24 HOURS.

Please inform the school if your child is sick or absent for any reason, by phone before 8:05 AM. Also, be sure the office has the necessary information concerning what should be done in the event of sickness or accident while at school.

Our school receives the services of the Randolph County Health Department.

In compliance with state law, all children entering preschool, kindergarten , first grade and sixth grade must have a physical examination; and present such as a health card at the beginning of the school year. Please keep the school office informed in writing of any immunizations, other than those given at school, so that the child's health record may be kept current. Health files are checked periodically to insure each student's protection from contagious diseases.

All medications must be delivered to the office to be administered at the proper time. A form is available in the office.

**\*The school has notified parents and guardians in writing that, per 105ILCS 5/22-30(c) the school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist, ant that the parents or guardians must sign a statement acknowledging this protection. –added 2/2019**

## **ST. JOHN'S LUTHERAN SCHOOL-RED BUD DISTRICT 132 INFLUENZA**

### **PLAN** June, 2010

Red Bud District 132 along with St. John's Lutheran School follow the recommendations issued by the CDC as stated previously and by the Illinois Department of Public Health and will work closely with the local health department. To become effective at the start of the 2010-2011 school year. St. John's Lutheran will also:

1. Monitor absenteeism rates daily and follow protocol as outlined in appendix A and complete daily surveillance as indicted (appendix B). If needed, through a letter, Cougar Tracks or Fast Direct, ask parents to describe symptoms when their child is absent.
2. If the school nurse sees five or more cases of influenza-like illnesses (ILI-fever greater than 100, cough and/or sore throat) in one day, if needed the school will send a letter or through connected parents stressing the importance of keeping children home for 24 hours after resolution of fever without the use of antipyretics and not to use antipyretics before school in order to suppress fever. Informing parents if their child is sent back to school before the 24 hour fever- free rule their child could be sent home.
3. If the school experiences excessive influenza activity (greater than 5%) of the student body being seen by the school nurse for ILI in one day the school nurse will complete the respiratory illness form (appendix C) and fax the information to the Randolph County Health Department.
4. If a staff member or student is diagnosed with H1N1, protocol will remain the same as above. If need be, reminder to parents regarding 24 hour fever-free rule, hand washing, etc. will be done through Cougar Tracks, Fast Direct or letter. Students and staff members with symptoms (fever, cough, sore throat) will be isolated, masked (if needed) and sent home. School Nurse will report findings to Randolph County Health Department.

### **CDC RECOMMENDED SCHOOL RESPONSES** June, 2010

The CDC recommends the following school responses under conditions with similar severity as in spring 2009;

1. Stay home when sick: those with flu-like illness should *stay home for at least 24 hours after they no longer have a fever, or signs of fever, without the use of fever-reducing medicines.*
2. Separate ill students and staff; those with flu-like symptoms should be sent to a separate room.
3. Hand hygiene and respiratory etiquette; basic foundations of influenza prevention: stay home when sick, wash hands frequently with soap and water when possible, and cover noses and mouths with a tissue when coughing or sneezing (or in shirt sleeve or elbow if no tissue is available).
4. Routine cleaning: school staff should routinely clean areas that students and staff touch often with cleaners they typically use.

The CDC recommends the following school responses with more severity of the flu:

1. Follow the above recommendations.
2. Early treatment of high-risk students and staff: high-risk includes those who are pregnant, have asthma or diabetes, have compromised immune systems, or have neuromuscular diseases.
3. Consideration of selective school dismissal: where all or most of the students are at high-risk. The CDC may recommend additional measures to help protect students and staff if global and national assessments indicate that influenza is causing more severe disease. Local health and education officials may elect to implement some of these additional measures:
  1. Active screening: at the beginning of the day, all students and staff should be asked about flu-like symptoms such as fever, cough, runny nose, and sore throat during the previous 24 hours. Any symptoms should be screened by the school nurse and sent home as soon as appropriate.

**AHERA PUBLIC NOTIFICATION**-March 2011 In accordance with the Environmental Protection Agency's Asbestos Containing Materials Schools Rule, St. John's Lutheran School has submitted the required management plans and three year reinspection reports to the State of Illinois. These plans, developed by EPA and the State of Illinois Certified Inspection and Management Planners are available to the public. A copy of the report for the school is available in the office. Those wishing to view management plans should schedule an appointment with the Principal at (618)282-3873. If copying is requested, there will be a charge of 25 cents per page. Copies will be provided within five working days of written requests.

## **ASTHMA MEDICATIONS**

On August 16, 2001, legislation was signed allowing Illinois public and private school children to carry and self-administer prescribed asthma medication. The Illinois Department of Public Health and Human Services, and the American Lung Association are collaborating with the Illinois State Board of Education to serve as a technical resource to school districts as the law is implemented.

### **PHYSICIAN REQUEST FOR SELF ADMINISTRATION OF MEDICATION**

This form must be filled out by the physician and returned to the school. This form is effective for the school year for which it is granted.

### **PARENT AGREEMENT FOR CHILD TO CARRY MEDICATIONS**

This form must be filled out by the parent or guardian of the student. This form is effective for the school year for which it is granted.

### **SCHOOL POLICY AGREEMENT**

This form must be filled out, witnessed, and returned to the school. It is effective for the school year for which it is granted.

FORMS WILL BE AVAILABLE ON BOOK NIGHT/REGISTRATION OR IN THE SCHOOL OFFICE.

\*The school requests annually an asthma action plan from the parents or guardians of a pupil with asthma.

\*The school requires its personnel who work with pupils to complete every two years an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting. – added 2/2019

### **DIABETIC MEDICATION**

The school allows the self-administration and self carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature, both of which are maintained in the school files. –added 2/2019

### **SCHOOL WELLNESS PLAN**-June 6, 2006

Healthful Food and Beverage Options for School Functions

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness. Examples of nutritious food and beverages that are consistent with the Dietary Guidelines for Americans are listed below.

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with juice or fruit as the first ingredient
- Dried fruits
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars and cookies (graham crackers or fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Fat-free or low-fat flavored yogurt & fruit parfaits
- Fat-free or low-fat pudding cups
- Fat-free or low-fat milk products(string cheese, single serving cottage cheese, cheese cubes)
- Flavored soy milk fortified with calcium
- Pure ice cold water

\*This list is not all inclusive and is meant only to provide parents and school staff with guidance for healthier food and beverage choices.

A separation of morning recess and snack time will take place beginning at the start of the school year so that students will have a longer activity time. –June, 2008

## **INFORMATION SENT HOME**

As a general rule, the school newsletter, THE COUGAR TRACKS, will be posted on Fast Direct on Wednesdays. Those who do not have access to the internet can have a paper copy sent home upon request. Be sure to check the monthly church calendar for events.

The Cougar Tracks is also available on line at [www.stjohnsredbud.org](http://www.stjohnsredbud.org).

## **VISITORS**

All parents and visitors at school are required to report to the office before proceeding to take care of business. Please refer to our Sign In and Sign Out policy in this Handbook.

Students must sign out of the building in the office before they leave for special classes, Algebra, or a doctor's appointment during the school day. Upon their return, they must sign-in. Parents are asked to sign out and in for their students in Kindergarten through Grade Four.

## **LIBRARY**

St. John's School operates a central library staffed by volunteers for the benefit of the students. It is available to them at scheduled intervals during the week. We are happy when students make use of the library, but we urge them to use caution in the care of the books. Should you lose/damage a library item there will be a charge for the value of the item and there will be an additional processing fee for the barcode label.

## **LOST AND FOUND**

A lost and found box is kept in the school office. Parents are urged to have their students look for missing items from time to time.

## **PARENT TEACHER LEAGUE**

The Parent Teacher League meets four times during the school year usually on the second Tuesday of September, November, February, and April, at 7:00 PM at the school. All parents or



guardians who have children in our school are members and are invited to participate and help in the school functions.

One of the main objectives of PTL is to provide help and guidance to parents as they train their children "in the fear and admonition of the Lord." Since PTL membership will also help keep parents informed on school programs and events, families are urged to attend faithfully. A PTL handbook is published annually for ready reference.

## **SCHOOL T-SHIRTS AND JACKETS**

To promote school spirit, shirts and jackets in the school colors and emblem can be ordered from time to time for students and adults.

## **SCHOOL PICTURES**

School pictures will be taken in the fall. These are the pictures that are used in the school year book, "The Discipulog". Therefore, every student will have their picture taken regardless if a packet is wanted or purchased. There is no obligation to the parent/s to make a purchase. Information regarding price, items in the packet, etc. will be sent home in advance of the picture taking date.

There is usually a Spring campaign as well. The year book receives a commission on this program and there is no obligation to the parent/s to purchase a packet. We ask that every child be photographed because that is how the commission is based.

## **TELEPHONE POLICY**

Students and teachers prefer **NOT** to be interrupted in their classrooms for telephone messages. You may call the school office to leave a voice mail message. Students may return a phone call during recess or their lunch hour with permission from their teacher. Teachers will try to return your call after school or on their lunch hour or break, if possible. We appreciate your cooperation.

Students may use the phone only after receiving permission from their teacher, coach, or principal.

**PARENTS SHOULD DISCOURAGE THEIR CHILD FROM MAKING UNNECESSARY PHONE CALLS.**

## **WASHINGTON D.C. TRIP FUNDS- June, 2005**

St. John's Lutheran School is privileged to make a trip each year to Washington D.C., Gettysburg, Mt. Vernon, Colonial Williamsburg and Charlottesville, Virginia, with the 8<sup>th</sup> grade class. Money is raised so that each student and one parent may attend. Some classes have raised more money to offset a second parent who may attend. To fill the bus, guests from the congregation or relatives of class members may attend depending on class size and seat availability.

The money raised is based on the bus fee, hotel accommodations, entrance fees and meals. A small amount, a minimum of approximately \$500-\$1,000 depending on the size of the class, is figured into the cost for emergency needs or fuel surcharges. Each year all costs have risen.

At the end of the trip, any extra money is used for graduation expenses and/or given to the school as a gift. Several classes have bought items for the playground, pictures for the walls, or needed items for school. Any leftover class money will not be distributed back to any individual parent or family.

Any leftover money not designated by a class one year past graduation will be turned over to the discretion of the Board of Education. This money will be used for a school project that is being funded at that time, or held in the savings account until money is needed for a project.

## **8<sup>TH</sup> GRADE FUNDRAISING FOR WASHINGTON DC- June, 2005**

Starting with the Class of 2012, classes will not be allowed to raise funds through fundraising projects until they are in the 5<sup>th</sup> grade.

## **WASHINGTON DC TRIP REFUND POLICY- June 4, 2008**

Any person having to cancel reservations less than 4 weeks prior to departure for the Washington DC trip will be charged \$100 plus any hotel, meal or entrance fees that are not able to be cancelled.

## **UNEXPECTED CANCELATIONS OF THE WASHINGTON DC CLASS**

### **TRIP-June 2021**

The students and parents work hard in funding the trip to Washington DC and other areas. The classes start their fundraising projects in the 5<sup>th</sup> grade and bond as a class in these efforts. The money is raised for the class and belongs to the class as a whole. Should the unexpected cancellation or modification of a trip take place, example COVID-19, the money will be given to

the school in a project determined by the class as a whole and approved by the Board for Parish Education. A small non-monetary gift may be given to each student as a memento of the trip. Any fundraiser money raised for the Washington DC trip will not be returned under any circumstances to any individual and/or family. The school leadership and Board for Parish Education will make every effort to facilitate a trip up to one year.

## **ST JOHN'S LUTHERAN VOLUNTEER HANDBOOK** Approved April, 2019

### **WELCOME AND MISSION**

Welcome to all volunteers here at St. John's Lutheran School. We thank you for your service and time commitment. With your help, we can further our school to reach the individual needs of our students.

St. John's Lutheran encourages all volunteers to be a responsible, cooperative team member and a good decision maker. Most importantly volunteers should be a Godly role-model for our students. These ideals are reflected in our school mission statement:

**St. John's Lutheran School provides quality Christ-centered education for the congregation and community to make and equip disciples of Jesus Christ.  
Matt 28:18-20**

This handbook is designed to provide you with information that will assist you in your volunteer position. It is our goal that the time you spend here is enjoyable and beneficial for both you and for our school. Thank you again for making a difference in the lives of our students at St. John's Lutheran School.

### **VOLUNTEER PROCEDURES**

- Please park on the south side of the main parking lot during school hours.
- Sign in and out of the building at the school office. Always wear a visitor pass while school is in session.
- Be familiar with the school handbook and the rules of the classroom you are working in.
- You may use office equipment after you have been given a brief introduction by a staff member.
- Be honest and open in communication to staff and administration. Should you feel a problem persists, please share your concerns with the teacher.

As a volunteer you are not expected to be responsible for administering discipline. Other than positive redirection and removing children from difficult situations, if disruptive behavior arises, please seek assistance from a teacher or administrator.

## **VOLUNTEER CONDUCT**

- Please be prompt to your appointed task.
- If you are unable to volunteer at your committed time, please notify the appropriate staff member or school office.
- Good manners and common courtesy are expected from you. Please role model and expect the same from the children (i.e. “please,” “thank you,” etc) to be consistent
- Always direct other parents’ concerns to the classroom teacher or administrator. It is the school’s responsibility to inform parents on student progress and behavior.
- Please refrain from physical contact with the students. A nurturing or comforting touch can be important. Unfortunately, touching is an action that can be misconstrued. Never touch a student in an area which would normally be covered by a bathing suit.
- Please follow the “open door rule” if you are working one-on-one with a student.
- Please follow the school dress code while working with students. Dress appropriately and modestly when representing St. John’s Lutheran School.
- St. John’s Lutheran School prohibits the use of or possession of illegal substances, alcohol, and tobacco at all times when on the premises, while conducting St. John’s business or using St. John’s Lutheran School equipment. This does not include prescription drugs taken as directed by an individual’s doctor.

## **STUDENT SAFETY**

- Every effort is made to ensure the safety of students. The following policies and procedures are required:
- First Aid should be administered as gently and respectfully as possible. Ask for assistance. All teachers are trained in CPR, AED and first aid.
- All medication must be stored in the office. Exception to this would be asthma medications which can be carried by the student.
- All medications must be given by the office staff or a parent/guardian.
- Please report any major accidents to a staff member so they may fill out an accident report. Minor accidents may be covered by a phone call to parents.
- Supervised children should always be within your sight.

Be familiar with the school handbook and guidelines for reporting suspected child abuse.

## **FIELD TRIPS**

- Children not enrolled at St. John's Lutheran school should not accompany the class on the field trip unless special permission has been granted.
- Siblings can be distracting to students and to you as a volunteer. Make this time special for the school children by giving them your undivided attention. It is requested that you make other arrangements for your siblings (unless approved by the teacher).

## **CONFIDENTIALITY**

- A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential, as well as conversations between parents, teachers, and students.

## **BACKGROUND CHECKS**

- Volunteers who are in a position to have one-on-one contact with any students will need to submit a background check as per the Board for Parish Education policy. Proposed for 2020-2021