



**St. John's Lutheran School**  
**STUDENT/PARENT HANDBOOK**

*Preschool - Grade 8*

**2022-2023**

**Pray: Ask Seek Knock**

**“Ask, and it will be given to you; seek, and you will find; knock, and it will be opened to you.”**

**Matthew 7:7**

*Approved by the St. John's Lutheran School Board June 14, 2022*

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To Parents:

This booklet has been formulated to answer some of the questions you may have concerning St. John's Lutheran School. It is important that both parent and child become familiar with the contents of this handbook. If every parent understands the aims, the organization, and the function of our school, the adjustment of the child, parent, and the staff will be made easier.

Parenthood is a sacred trust from the Lord, and the duties thereof constitute a very responsible stewardship. St. John's Lutheran Church and School is anxious to help you in fulfilling your duties as responsible Christian parents, by providing you with the finest opportunities for Christian Education as we can with the help of God.

It is our sincere wish and desire that your children be taught a Christ-centered way of life. This faith in Christ, the Savior of the world, endows them with the ability to love their fellow man, and instills in their young hearts and minds the moral principles which make noble lives.

To that end, it is our sincere hope that you will take every opportunity to utilize the services of the school, staff, and the school facilities to share with us in this great endeavor, not just for a time, but for eternity.

Please feel free at any time to consult the faculty, principal, School Board members, or pastors to find the common ground upon which we may strengthen the ties between the school, home, and church. May the Lord bless us all as we begin a new school year.

In His Service,

St. John's Lutheran School Board and Administration

## **Discrimination And Harassment Policies**

Discrimination and harassment interfere with the educational purpose of St. John's Lutheran School and negatively affect all members of the SJLS community. Faculty, staff, and students have a right to be free from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted by SJLS ,or any classification protected by local, state, or federal law ("Protected Classification"). Discrimination or harassment directed at any member of the SJLS community within the context of the School or School-sponsored activities will not be permitted, and complaints will be investigated promptly and thoroughly. St. John's Lutheran School is proud of its policy of maintaining a work and academic environment that encourages tolerance and respect for the dignity of each individual.

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

## **Objectives for the Task of Christian Education**

### **Children of God as Persons**

Children entrusted to our care will grow up to know what it means that God, in their baptism, has named them his own through Jesus Christ. They will recognize that everything they are and have comes to them as a free gift from the Father's creating and redeeming love. They will catch the vision and hope of the Father's promises of life each day and forever – beyond the limits of their own desires and fears. They will know they are called to the joyful adventures of serving God in everything they are and do.

Children of God will know that their bodies and powers  
are a marvel of God's creation – to be celebrated,  
enjoyed, cared for, and used with all energy in praise of  
The Creator.

Children of God will know that their minds are holy  
and precious gifts. They will be challenged to stretch  
their minds in the love of knowing, with imagination  
and curiosity, and with freedom to be critical of their  
own thinking – all this in celebration and service to God  
The Giver.

### **Children of God in the World**

Children entrusted to our care will know how to receive, use, enjoy and belong to the world God has created for them, and into which He has placed them.

They will look upon the world as God's created gift,  
accept its beauties and pleasures in a spirit of wonder,  
and respond to God with praise and thanksgiving.

They will see their own capacity for creativity as an  
image and extension of the creativity of God. In union  
with God's wisdom, will, and calling, they will develop  
imagination of mind and skill of body toward using  
wisely and gladly what God has made. They will enjoy  
the satisfactions of work as coming from God and not  
abhor the sweat.

They will learn also to accept and to bear with courage  
and hope any burden of disability, hardship,  
disadvantage and suffering that belongs to a calling.  
They will know their continuing dignity in God's sight.  
They will trust His love, wisdom and promises, without  
falling into self-pity or bitterness.

## **Our Purpose**

The purpose of St. John's Lutheran School (Staff, Parents, Church and community) is to provide a positive and caring learning environment for our students which enhances a child's self-worth, stimulates respect for others, and encourages mastery of basic academic and life skills needed for continual learning. All of this is done through the aid of the Holy Spirit to benefit each person who is affected through the outreach of St. John's Lutheran School and Church ministry.

## **Our Mission**

St. John's Lutheran School is a loving community that spiritually and academically equips, challenges, and inspires students to impact the world for Christ.

## **Our Vision**

Salvation *Through*  
Jesus  
Loving *Through*  
Service

To be the community non public school of choice...

Providing an excellent education in a nurturing environment, rooted in the Lutheran faith and Christian values...preparing children not just for today or tomorrow, but for eternity!

Proverbs 22:6

## **Our Core Values**

### **Accountability:**

- Adherence to Indiana Academic Standards and accountability measures
- Attendance for school and church (Students and Parents)
- Expectation for personal responsibility for learning and behavior.
- Stewardship to God of personal time, talents, and treasures

### **Prayer/Worship:**

- Daily prayer, devotions, and religion classes
- Weekly chapel
- Choir and music

### **Service:**

- Encouraging and providing opportunities for students and families to demonstrate their love and compassion by reaching out to God's children in need

## **Our Goals**

### **Life Long Learners:**

- Mastery and application of grade level academic skills
- Foster effective written and oral communication skills
- Develop effective problem solvers
- Foster collaborative opportunities and experiences

### **Maintain and Sustain Technology**

### **Expanding our School Family:**

- Increase and sustain enrollment while maintaining small class sizes

### **Nourish an environment that fosters parental involvement and cooperation**

## **Philosophy**

Our Savior's command, "Go ye, therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all things that I have commanded you. . ." was given to His church. We, the members of St. John's Lutheran congregation, seek to carry out this Great Commission and are anxious to help parents fulfill their obligations as stated in Ephesians 6:4," Bring them (your children) up in the discipline and instruction of the Lord."

St. John's Lutheran School endorses this philosophy not only because we want the secular subjects taught well, but also because we want the children to become loyal and useful citizens. The most important goal is that the students become and remain citizens of the kingdom of heaven.

Our school is willing to assist parents in the parental obligation of teaching and raising children. The school can never assume the parent's responsibility, nor can it achieve its purpose without parental cooperation. So that God's Word may be accomplished, parents should set a good example for their children by providing a Christian home life and by leading a wholesome prayer and church life.

## **Home-School Relationships**

The home is and always will be the chief agency for the Christian education of the child. A Christian school does not relieve the parents of their God-given obligations. The purpose of our school is to serve as an aid and extension of the home in the vital work of Christian education. "Teach a child how he should live, and he will remember it all his life". Proverbs 22:6. When the home and school are both Christ-centered, a child is indeed receiving quality education. Experience has shown that when the parents and teachers work together in Christian love, misunderstandings and disagreements seldom occur.

## **The Lutheran School System**

"Lutheran elementary schools are maintained to fulfill the God-oriented purposes of Christian teaching and nurture. There is no other valid reason why congregations should support a parallel system of elementary school. . . The Lutheran elementary school is woven into the fabric of American history. The first known Lutheran School on American soil was Swedish, probably established in 1640. . . The German Evangelical Lutheran Synod of Missouri, Ohio, and other states (the original name of the Lutheran Church-Missouri Synod) was formed in 1847 with twelve charter congregations. . . Their ideal was a Christian school in every congregation. In fact, the Synod's constitution expressly stated that one of the Synod's objectives was to promote parochial schools and to pool resources and efforts in the training of teachers and the publication of school books. One of the conditions for synodical membership was that a congregation provide a Christian education for its children. . . This was something new and wholesome on the American scene. . . So thorough and articulate was this early and continued emphasis on the need for and value of schools that by 1871 there were 408 schools in the 419 congregations of the Synod, with an enrollment of 26,455 children" From Lutheran Elementary Schools in Action – by Victor Krause, 1963, pp. 8, 12-

Statistics for the year 2021 reveal that there were 142,469 students enrolled in 1,885 Lutheran Schools throughout America. In the Indiana District, there are 51 schools and 87 preschools with a total enrollment of 12,210 students.

St. John's Lutheran Church and School were founded in 1857. The present building was completed in 1969. The congregation built a full gymnasium that was completed in 1980.

## **Access to the Building**

All parents and visitors are required to sign in at the school office after 7:55 a.m. Please call ahead to make an appointment to meet with faculty.

## **Accreditation**

St. John's Lutheran School is fully accredited by the Lutheran Church Missouri Synod. St. John's has been accredited by the Indiana State Board of Education since May, 2006.

## **Administration**

The administration of St. John's Lutheran School rests primarily with the voting membership of St. John's Lutheran Church of the Lutheran Church Missouri Synod. The congregation executes its authority through an elected School Board. The principal is directly responsible to the School Board, which in turn is accountable to the Voter's Assembly of St. John's Lutheran Church. This board meets regularly each month and holds additional meetings as needed. Meetings are open and posted on calendars.

## **Admissions**

Although St. John's Lutheran School was primarily established for the children of St. John's Church and sister congregations, it continues to exist as a mission and service to the community.

## **After-School Activities**

St. John assumes responsibility for the students who participate in games, practice, or other after school activities until the activity is completed. All students must be picked up immediately following the activity or checked into Eagle Care and billed accordingly. Siblings who remain after school while others are in after school activities **MUST** go to Eagle Care and be billed accordingly, unless under parent, guardians or staff permission. Students who are absent from school are not eligible to participate in after school activities on that day unless they return to school by 12 p.m. Behavioral concerns for attendance to after school activities is under the discretion of the principal.

## **Appointments for Students During School**

We encourage you to schedule appointments outside of school hours. Should your children need to leave during the school day, our child's teacher should be notified in advance. Please notify the office if someone other than the parent/guardian has permission to take your child. Parents, please remember that your design must come to the school office to pick up your child to sign him/her out when he/she leaves early. When returning your child to school, make sure that you sign your children back in at the school office.

## **Athletic Eligibility Policy**

Athletic eligibility will be reviewed twice every grading period. A student will be considered eligible for athletic activities if he/she has a minimum of a C- or 70% average on the report card or midterm report. Additionally, if the student has a failing grade on the report card that student is not eligible to participate in any athletic activities. The student becomes ineligible on the Monday (or start of the week) immediately following the distribution of report cards. The student will remain ineligible until the mid-term report time. At this time, if the student meets the **report card eligibility standards** (minimum C- or 70% average for all grades and no failing grades), he/she will be reinstated on the team. If not, the student will remain ineligible until the next report is issued or the current season ends. Ineligible students may participate in tryouts for sports that fall in subsequent eligibility periods. Athletes who are absent from school are not eligible to participate in sports practices and/or games on that day unless they return to school by 12:00 pm.

## **Athletic Programs**

St. John's Lutheran School offers boys' basketball, girls' volleyball and basketball, and co-ed soccer. Students in fifth through eighth grade are eligible to participate. Fourth graders **may** be eligible if there are openings available. An annual sports physical is required and must be on file with the athletic director or school office

before the student can participate in any practices or games. To help defray the cost incurred in operating the Athletic program, a nominal athletic fee is assessed for any student who participates.

### **Athletic Travel Policy**

Policy: Travel to and from non-sanctioned (non SJLS), weekend athletic events.

Procedure: 1. Weekend athletic events that are held “off-campus” will be considered as “Non-Sanctioned” by St. John’s Lutheran School. Student athletes will not be required to attend but may do so as inclined.

2. Permission forms will be presented to student athletes in advance of the event and returned to school as soon as possible.
3. Parental permission is granted upon return of the signed document granting permission to engage in the athletic event.
4. Parents must arrange transportation for their children and also notify the coach as to the plans.
5. St. John’s Lutheran School is not responsible for any mode of transportation for students engaged in any off-campus, athletic event.
6. In the event of an athletic event occurring during a school vacation or holiday, the coach must first request approval from the Athletic Director.

### **Attendance and Absence**

All students are expected to attend school and be on time for classes in order to derive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. Moreover, students who miss a class will never be able to completely retrieve that learning experience. The interaction with the teacher and fellow students can never be duplicated effectively.

When it is necessary for a student to be absent from school, whether full or partial day, please call the school by 8:30 a.m. to report the absence. Parent/ Guardian failure to call the school and report a student’s absence will result in the absence being recorded as an unexcused absence.

**Late Arrivals/Early Dismissals** School begins at 7:55 a.m. Students should arrive in time to be in their classrooms and ready for instruction at 7:55 a.m. Any students arriving in the classroom after the 7:55 bell will be marked as tardy. Any student arriving after the 7:55 a.m. bell **must** sign in at the school office. Tardiness to school slows down and interrupts the teaching. We strongly encourage you to make sure that your child arrives at school on time.

1. On the 5th tardy to school in a semester, a letter will be sent from the school office.
2. On the 6th tardy to school in a semester, a letter will be sent home with the student.
3. On the 7th tardy to school in a semester, the student will serve an After-School Detention.
4. For grades 4-8, the student will continue to serve After-School Detentions after the 7th tardy and each successive tardy during that semester. Further consequences for students in K-3 will be left to the discretion of the teacher.

Absences of more than two (2) hours in grades K-8 will be considered a half-day’s absence.

**All absences fall into the following categories:**

**Exempt Absences** in accordance with IC 20-33-2 include day(s) missed due to service as page or honoree of general assembly; service on precinct election board or for political candidates or parties; witness in judicial proceeding; duty with Indiana National Guard; duty with Indiana wing of civil air patrol; educationally related non classroom activity approved in writing by the school principal; and exhibiting or participating in state fair.

**Excused Absences** are defined as missing class or school for one of the following verified reasons:

1. Student Illness or mental or physical incapacity. If a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the the illness or incapacity not later than six days after the certificate is demanded and must be signed by an Indiana physician; licensed osteopathy or chiropractic professional; or a listed Christian Science practitioner.
2. Death of a family member.
3. Other highly extenuating circumstances which the principal or designee shall decide upon.

**To be an excused absence, the school must receive either a note or phone call from the student's parent.** Class work should be made up, and the student will receive full credit.

**Unexcused Absences** are defined as missing class or school under the following without an excused reason listed above, any absence approved by a parent, but not excused by state law and St. John's attendance policy (see above), any absence that has not been verified, absences which require prior approval, and approval has not been obtained. Ten (10) or more unexcused absences meets the definition of a habitual truant. **Habitual Truancy will be referred to legal authorities.**

**Suspensions-** See Behavior Standards. Out of School Suspensions are not considered a day present or absent.

**Vacation-** Families are strongly encouraged to schedule vacation time when school is not in session. **Before leaving for any school-time vacation, the absence must be discussed with your child's teacher.** Provisions to complete schoolwork missed due to any excused absence should be arranged by the student or parent with the teacher(s) using a Vacation Form. The amount of time necessary to complete make-up work is left to the discretion of the teacher(s). Vacation days are unexcused absences and the student should make up all missed assignments.

**Excessive Absence** from school is defined as ten or more days absent (excused or unexcused). Under IC, the school **shall** report a child who is habitually absent from school to an intake office of the juvenile court or the department of child services. This applies to students who are absent 10 or more days without being excused.

Quarterly report cards indicate the number of absences and tardies. Please monitor this. Accurate attendance counts can be viewed in the FACTS Family Portal at any time.

At 15 days absent, parents will receive a letter indicating the total days absent and tardy. The parent must call or submit a letter explaining the reasons for the absences/tardies.

At 18 days absent a student meets the definition of Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason (18 days). **Chronic Absenteeism will be referred to legal authorities.**

At 20 days absent, Any student who misses in excess of twenty (20) days of school in one school year will be considered a candidate for retention. **This is a state law.**

**Chronic Absenteeism and Habitual Truancy** may result in the student being on probation due to attendance. If further absences occur after a student is placed on probation, the principal may recommend to the SJLS School Board to deny further enrollment to the student.

Attendance for eLearning days is based upon assignment completion and student signing in with their teacher(s).

## **Attire and Appearance**

### **“Dress for Success” Dress Code Guidelines**

St. John's Lutheran School has established a PS-8 dress code. The rationale of the dress code is to enhance our Christian learning environment. It is difficult to create an all-inclusive list with ever changing fashion trends and concerns may be addressed on an individual basis. The following guidelines will be enforced:

#### **Shirts and Dresses:**

- Color:** Any solid color. St. John’s logo apparel, organizational uniforms (e.g. girl scouts, AHG, boy scouts, youth group, etc.), and clothing purchased on school field trips are acceptable.
- Style:** Short or long sleeve shirts free of differing color of piping or edging; also free of stripes or insignia. Cold weather sweatshirts and sweaters worn as classroom apparel follow the same guidelines
- Restrictions:** No tank, sleeveless or spaghetti strap shirts, no skin should be seen between shirt and waistband of slacks, shorts, or skirts.

#### **Pants / Slacks:**

- Color:** Shades of tan (brown) navy blue, black, gray, or olive.
- Style:** Docker style or slacks style; chino, capri or corduroy. Pants are to be worn at the waist with a belt if needed. Leggings in dress-code colors may only be worn under skirts, dresses and fingertip length shirts. Shirts and dresses must be fingertip length or below.
- Restrictions:** No labels allowed other than external factory waist and pocket small tabs. No torn pants are allowed. No athletic pants.
- Exceptions:** Grades 2 and under will be allowed to wear sweatpants in accordance with color limitations.

#### **Shorts, Skirts, Skorts, and Jumpers**

- Color:** Shades of tan (brown), navy blue, black, gray, or olive.
- Style:** Walking shorts: Finger-tip length or below. NO athletic shorts. Style rules pertaining to slacks apply.

**Accessories:** These should support an effective Christian Learning Environment and not circumvent the spirit of the dress code.

**Shoes:** Dress shoes with no more than a 2 in. heel or tennis shoes. For safety reasons, sandals or clogs must have a heel strap. Flip flops are not allowed.

**Hats:** Hats are not allowed.

**Tattoos:** Visible tattoos are not allowed, real or temporary.

**Earrings/Piercings:** Stud earrings are allowed and small dangle earrings. However, no other body piercings are permitted.

**Hair:** Hair should not be a color or style that detracts from the learning environment. Hair should be clean and kept away from the face. Hairs bows should be appropriate for the learning environment. Concerns will be addressed on an individual basis.

**Cosmetics:** Make-up is not allowed below grade 7. If make-up is worn in grade 7 and 8, it should be in moderation and in good taste. Artificial nails are not allowed.

**Wednesday Chapel Dress:** The goal of chapel attire is for students to have a reverent appearance, such as Sunday attire. Collars for boys are encouraged. **Students are encouraged to dress up for Chapel or follow Dress For Success Guidelines.**

**Casual Fridays:** Denim (including blue and other colors) is allowed, but solid color restrictions remain in effect.

**Spirit Days:** Spirit Days are scheduled throughout the school year. In these cases, students will be allowed to wear items that are part of the theme.

**Enforcement:** The principal and teachers will enforce the Dress Code. Interpretation of the Dress Code is at the discretion of the principal and faculty.

1st & 2nd Offenses: As a reminder, verbal warnings will be given. Parents of students will be contacted directly or using "Dress Code Violation" slip, which should be signed and returned.

3rd Offense: Parents will be called to bring appropriate attire for the child or appropriate T-shirt will be provided at the school office. T-shirts provided by the school will need to be washed and returned to the school.

St. John's Lutheran School reserves the right to address concerns on an individual basis. In those cases, parents will be contacted.

### **Awards**

Awards and/or recognition will be given and may include the following: Valedictorian and Salutatorian of the eighth grade class with a 8.5 GPA or higher to qualify. Chorus and Drama, National Geography Olympiad, Spelling Bees, Sports, Perfect Church Attendance, Perfect School Attendance, President's Physical Fitness Program, Eagle Christian Award, Citizenship, Eagle Award, Accelerated Reader, and various academic awards.

### **Behavior Standards**

St. John's Lutheran School expects its students to exemplify a high standard of Christian conduct since our behavior standards are based upon the Christian principles of Law and Gospel. We believe that in order for student to meet the challenges of life, the development of self control and individual responsibility are essential

The School Board has the authority to make reasonable and necessary rules governing the conduct of students enrolled at St. John's Lutheran School These rules and discipline procedures have been established for the benefit of the entire student body and all students are expected to obey these rules. They will apply to students while they are on school property, during any school related activity, or while the students are otherwise under the jurisdiction of the school.

The School Board also wishes to make it known to all parents and children that they totally support the principal and teachers of St. John's Lutheran School as they maintain orderly conduct in the school. It is the School Board's position that the students attending St. John's Lutheran School are privileged to have the opportunity to participate in this type of Christian education. This privilege will be taken away by suspension and/or expulsion if chronic discipline problems occur. A few cannot be allowed to disrupt the orderly educational process.

## **The Eagle Way** **Be Respectful, Be Responsible, Be Ready**

The Eagle Creed: I am a St. John's Eagle. I am respectful, responsible, and ready. I can impact my world for Christ.

Each teacher will distribute a Classroom Management Plan for their classroom which encompasses "The Eagle Way" along with specific expectations and procedures. The tear-off on the classroom plan must be signed and returned to the school where we keep it on file. Please familiarize yourself with the plan and be supportive of the teachers in its implementation. Should you have any concerns about classroom management/discipline, we ask that you follow the chain of command: teacher, principal, school board.

**Severe Clause:** We do reserve the right to forego the warning procedures and "lesser" punishments for instances such as:

- Lying, stealing, malicious acts, disrespect towards teachers or supervisors, use of foul language,
- Possessing, handling, transmitting knives or any object reasonably considered a weapon or any look-alike items to school.
- Possessing, handling, transmitting any substance represented as a drug, narcotic, tobacco, cigarettes, Juuls, vapes, e-cigarettes, drugs, alcohol, or **any** look-alike items to school.

**Students who express or demonstrate harmful threats and/or actions against any student and/or school personnel through any medium (verbal, written, electronic, etc.) are subject to immediate suspension and/or expulsion.**

St. John's Lutheran School has a "NO TOLERANCE POLICY" for gang-related activities, guns, and vandalism. This means that on the first offense, students will be expelled permanently.

All corrective measures are used with the long-range goal of helping students make a wholesome adjustment to present and future environments and impressing upon them that they are responsible for their actions and will bear the fruits and/or consequences of their actions.

### **Detentions**

**Lunch/Recess Detention (Behavior)** - this detention will be held during the lunch/recess period for grades K-8. Students will be separated from other students to eat their lunch in the principal's office and remain in the office through recess.

**Study Table** - Tables are set aside in the cafeteria for students who have not completed and/or turned in assignments. Students will serve a "working lunch" which may continue through recess.

**After-School Detention** -- An after school detention will be from 2:30 – 3:00 p.m. (30 minutes) or until 3:15 p.m. (45 minutes). Students should report to the detention room by the time the bell rings at 2:30 p.m. If the student is late, another after school detention will be assigned. Students will not be allowed to visit with one another. Students will not be excused from after school detention because of personal or school related

extracurricular activities. **Parents will be notified on the day the infraction occurs. Detention will then be served either that day or the next day; any extenuating circumstances will be left up to the teacher's discretion.** If a student chooses not to attend detention after parent notification, two after school detentions will be assessed. When a student receives detention from more than one teacher per day, detention will be served on consecutive days.

**In-School Suspension** – The student will come to school, but he/she will report immediately to the school office and will be assigned to an area for the school day. The student will not be allowed to participate in regular school activities. The student will not be allowed to participate in any extra-curricular activities or attend any school events on the days of suspension. The student will receive credit for the work assigned during the In-School Suspension.

**Out-of-School Suspension** – The student will spend a designated period of time at home with the loss of school privileges. The student will not be allowed to participate in any extracurricular activities, nor attend any school events beginning on the day the out of school suspension decision was made and lasting through the end of the day (11:59 p.m.) in which the suspension was served. **This also means that the student is not to be on school property until the suspension is complete (except for worship services and Sunday School).**

The student is required to complete all assignments and school work assigned during the period of the student's suspension. The student will be allowed to make up missed tests or quizzes when the student returns to school. Teachers will complete an assignment sheet of all the work to be completed during the suspension period. This will be placed in the school office and is to be picked up by the parent when the suspension begins. All assignments must be handed in the morning that the student returns to class. If assignments are not satisfactorily completed, an **Incomplete** will be given in that subject.

### **Books and Supplies**

The students rent all textbooks and workbooks. The cost is already calculated in the Registration Fee. Each child will be held responsible for the proper care of these books. Children receive their Bibles and Catechisms as their personal property. Replacements may be purchased as needed.

Parents are furnished with a list of their child's required supplies for school prior to the beginning of each school year. Please purchase what is on the list for your child. The teachers make up this list and your child will need these items.

### **Bullying**

Bullying, according to the State of Indiana in July, 2005, means overt, *repeated* acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed; (by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student)

**Policy:** It is the goal and mission of St. John's Lutheran School to have a bully-free school environment.

### **Procedure**

1. Teachers will teach lessons the first quarter school on identifying bully behavior, sharing facts about bullying, naming bully behaviors, and sharing stories about bullying.
2. A parent letter will be sent home during the first quarter of the school year to share with parents the mission of having a bully-free school environment.

3. Each classroom teacher will conduct a survey on bullying which will be used to identify bully behavior in the classroom and to be used as an on-going tool for classroom teachers.
4. Students will sign a bully-free pledge that will be displayed in a prominent place in the classroom.
5. If a teacher or staff member is made aware of a bully situation, they will act immediately by:
  - a. Talk to the victim and the bully separately.
  - b. Talk with other teachers, administrators, or staff.
  - c. Contact the parents or guardians of both the bully and the victim.
  - d. Continue to communicate with colleagues, parents, and students until the situation is clearly resolved.
6. Keep written records along the way of conversations, actions taken, follow-through, etc.

### **St. John's Lutheran School Anti-Bullying Policy**

St. John's Lutheran School's desired standard of behavior is no bullying on the church and school grounds or at any activity sanctioned by St. John's Church and School. Teachers, staff, and parents will actively and consistently teach positive behavior and anti-bullying messages, dissuading aggressive, harassing, or any type of bullying behavior, using Jesus as the model of behavior.

**Definition: "Bullying' is the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, retaliation, stalking, public humiliation, and exclusion from peer groups within school." A second, more concise, definition: "Bullying' happens when a person is exposed repeatedly and over time to negative action on the part of one or more persons."**

Such conduct is contrary to the behavior, values, and principles taught by our Savior, and are disruptive to the educational process. Therefore, bullying is not acceptable behavior in St. John's Lutheran Church and School. It is our goal that no student shall be subjected to bullying: (1) during any church/school-sponsored education program or activity; (2) while in school, on church/school property, or at school-sponsored or school-sanctioned events or activities; or (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; (4) Bullying incidents, including "cyber-bullying", that occur outside the school but whose effects carry into the school, will not be tolerated.

Bullies are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

Bullying behaviors are classified into three levels, 1-3, with level 3 being the most severe. In the table below are example behaviors of each level and their consequences. ***IMPORTANT: after three bullying incidents, no matter the level, all subsequent incidents will be assessed level 3 consequences.***

#### **Factor Consideration**

The following factors will be given full consideration by the school administrators in determining the appropriate consequences and remedial measures for each act of harassment or bullying:

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Past incidences or continuing pattern of behavior
- Relationship between the parties involved
- Context in which the alleged incident occurred

Also factors listed in the Classroom Discipline Policy for the appropriate class(es) will be considered.

<b>Level 1 Behaviors</b>	<b>Level 2 Behaviors</b>	<b>Level 3 Behaviors</b>
Pushing, Kicking, Hitting Spitting, Biting Gossiping, Spreading rumors Embarrassing others Mocking or mimicking Name calling Taunting Teasing about appearance or possessions Threatening to reveal personal information Inappropriate public challenges-Dares Inappropriate gestures	Defacing property Stealing property Demeaning physical acts that are not physically harmful Locking in a closed or confined space Ethnic or racial slurs Setting up to take the blame Public humiliation Excluding from group Social rejection Intimidating online or telephone communication Taking possessions (lunch, clothing, toys, etc.) Extortion Sexual or racial taunting Malicious rumor mongering	Physical violence Threatening with a weapon Maliciously excluding Manipulating social order to achieve rejection Threatening with total isolation by peer group Verbal threats of aggression against property or possessions Verbal threats of violence Verbal threats of bodily harm Threats of using coercion against family or friends Coercion

Level 1 Consequences	Level 2 Consequences	Level 3 Consequences
<p><i>Parent notification (both parties); Student writes letter to parent(s) describing actions and there <u>may</u> be any of the following consequences:</i></p> <p>Makes amends-ask forgiveness/grant forgiveness            Class meeting on topic (drop box)            Loss of privileges            In-school suspension</p> <p><b>Pattern of Level 1 offenses may result in consequences for Level 2 offenses and referral to intervention services</b></p>	<p><i>Parent notification (both parties);Principal notification; Making amends by one or more of the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Student writes a letter to parent(s) describing actions</i></li> <li>• <i>Repairing, cleaning, or replacing item</i></li> <li>• <i>Writing a report on the topic (race, theft, vandalism, etc.)</i></li> <li>• <i>School community service and/or monetary retribution</i></li> </ul> <p><i>and one or more of the following consequences:</i></p> <p>Loss of privileges (Progressively more severe than level 1)            In-school or out-of-school suspension            Referral to one-on-one or small group intervention that may include parents, principal, teacher, pastor</p> <p><b>Pattern of Level 2 offenses may result in consequences for Level 3</b></p>	<p><i>Required parent conference with teacher and/or principal; School Board notified; and one or more of the following consequences:</i></p> <p>Student behavior plan (for example: contract, functional behavioral analysis)            Referral to one-on-one or small-group intervention sessions            In-school suspension            Out-of-school suspension            Expulsion from school            Criminal behavior will be referred to law enforcement for further action</p>

### **Bus Transportation**

Our students, grades K through 8, have the privilege to participate in the La Porte Public School Bus Transportation System. Questions regarding scheduling your child for this service should be made directly with the Transportation Garage at 201 8th Street (phone 362-1023). Each year our school calendar differs slightly from that of the La Porte Community School Corporation. Therefore, there are usually some days when bus transportation will not be provided. On those days parents will need to make other arrangements for transporting their children to and from school.

Proper behavior is expected while riding the bus. If there are any behavior problems while riding the bus, loss of the privilege of riding the bus and possible disciplinary action at school could result. Bus students are to maintain a single line prior to the afternoon bus arrival and while boarding. Only students who ride the bus are allowed to leave school at 2:15 p.m. unless the parent provides a note.

### **Damages**

Each student will reimburse the school for the loss or willful or careless damage to textbooks, library books, or other school property. A book list is passed out at the first of the year to determine the condition of the textbook. Fines are assessed according to the condition of the book or school property after student use. See “No Tolerance Policy” for further information.

## Party Invitations

Students should not bring party invitations to distribute to others in school.

## Eagle Care

### Goals:

- To provide a fun, Christ filled experience for each child on a daily basis,
- To help each child realize their self-worth as a child of God,
- To help children learn how to work and play together,
- To help and encourage friendships with positive conflict resolution,
- To reinforce St. John's Lutheran School's theme in our Christian environment.

### Hours of Operation:

Before School – 6:30 am - 7:45 am Preschool- 8th grade

Eagle Care – 7:45 am - 2:30 pm (Preschool/PreKindergarten)

Extended Care – 2:30 pm – 5:30 pm (Preschool - 8th grade)

- **If there is a 2 hour delay, Eagle Care will open at 8:30 am. If school is dismissed early or canceled, daycare may be closed.**
- **All students who are not picked up from school or clubs will be sent to Eagle Care. Usual fees apply.**

**Eagle Care Rate:** The rate is \$3.50 per hour. Bill is due upon receipt. A late fee of \$10.00 may be assessed to all delinquent accounts. Exclusion from our program may also occur.

**Eligibility** Only enrolled students are eligible to participate in Eagle Care on days in which they attend class. All students must have an updated enrollment form. Unpaid balances may not be allowed to utilize Eagle Care.

**Discipline** Refer to Behavior contract.

**School Board Policy Regarding Students Not Picked Up By 5:30 PM** A late charge will be imposed on families who do not pick up their child by the appointed Eagle Care (extended care) closing time of 5:30 PM. We understand that at times *unforeseen circumstances* happen that are out of your control, which might make a person late for an appointed time. The purpose of this policy is not to create an atmosphere that lacks understanding when *unforeseen circumstances* occur, but to communicate effectively to abusers the seriousness of the situation. If an *unforeseen circumstance* occurs, **please call the Eagle Care phone as soon as possible** to let us know that you might be late. You should call **219 362-4818**. Try to call back if no one answers because leaving a message is not a guarantee that someone will listen to it.

### The late charges are as follows:

#### Arrival times

5:31 – 5:45	\$10
5:46 – 6:00	\$20
6:01 – 6:15	\$30

The School Board has also defined a habitual abuser as someone who is delinquent in their responsibility of picking up their child by the appointed 5:30 PM closing time three (3) times in a grading quarter. Any family who falls in this category, will be referred to the School Board regarding a ruling as to whether the family may continue to receive Day Care services provided by St. John's Lutheran School.

## **eLearning Days**

St. John's Lutheran School has planned Elearning days on our yearly calendar. eLearning days may be declared due to inclement weather or other extenuating circumstances. On planned ELearning days, assignments will be posted in Google Classrooms by 8:00 a.m. Teacher "office hours" will be 8:00 a.m. -9:00 a.m., and 12:30 - 2:30. This is a school day and attendance will be based on participation. Please make sure your child logs in and completes their "assignments." On other declared eLearning days, assignments will be posted by 9:00 a.m. Eagle Care is not available on eLearning Days. If you have questions, please contact your classroom teacher.

## **Endowments and Gifts**

Parents and friends of St. John's Lutheran School from time to time desire to make additional financial gifts, as well as to give specific items to the school. These thoughtful and welcomed gifts are much appreciated. It is through these generous gifts that we have been able to maintain our high level of education. St. John's Lutheran School also participates in the Thrivent Gift Plus program. If you are a member of Thrivent, please let us explain how this productive program works for St. John's Lutheran School.

## **Enrollment Policies**

1. All pupils must re-enroll each and every year. Enrollment begins during the spring semester.
2. Parents of students in Grades K to 8, whose children were not enrolled at St. John's Lutheran School the previous year, are requested to have an interview with the principal or school board representative. See "Transfer Student" for further details.
3. The acceptance of any new student after the school year has started must be approved by the School Board.
4. To ensure your child's enrollment at St. John's Lutheran School, all registration fees must be paid in full by Summer Registration date.<sup>1</sup>. No refunds of the registration fee will be made unless the School Board declines to accept a student for enrollment.
5. State law requires that a certificate of immunization be provided for the child's records prior to the beginning of the school year for all students entering **KDG**. State law requires that a child entering the **6<sup>th</sup> grade** must have had the MMR immunization at least twice prior to entering the sixth grade, and a copy of the records must be in the student's file. St. John's School requires that a physician administer a physical examination before entering **Kdg** or **fifth grade**, and a copy of the physician's report must be in the student's file. Immunization requirements change yearly.
6. It is not the policy of St. John's Lutheran School to accept a student who has a poor department (behavior) record at their previous school or any suspensions or expulsions.
7. Age requirements:
  - A. Preschool – Children who have reached their 3<sup>rd</sup> birthday on or before August 1<sup>st</sup> may be admitted to Preschool. **MUST BE POTTY TRAINED**
  - B. Pre-Kindergarten – Children who have reached their 4<sup>th</sup> birthday on or before August 1<sup>st</sup> may be admitted to Pre-Kindergarten. **MUST BE POTTY TRAINED**
  - C. Kindergarten – Children who have reached their 5<sup>th</sup> birthday on or before August 1<sup>st</sup> may be admitted to Kindergarten.
  - D. First Grade – Children who have reached their 6<sup>th</sup> birthday on or before July 1<sup>st</sup> have completed an accredited Kindergarten and may be admitted to First Grade.

**Under-age children will not be admitted to St. John's Lutheran School. Proof of date of birth must be presented prior to enrollment. Those students transferring from other schools should bring their last report card and achievement test scores when they enroll.**

8. Any new student enrolling at St. John's will be subject to an academic probationary period.

- a. The student will be on probation for a nine-week period from the date of the first class attendance.
  - b. At the end of the nine weeks, the principal and teacher will review the student's academic achievement and school conduct and will recommend to the School Board whether the student be allowed to continue at St. John's or whether he/she be transferred to another school.
9. If space is available during the period from the start of the school year through the re-enrollment date for the next school year, new enrollments will be accepted according to the following priority:
- a. Children of members of St. John's Lutheran Church
  - b. Children already enrolled at St. John's Lutheran School
  - c. Children of non-members having a sibling already enrolled at St. John's
  - d. Children of other Lutheran congregations
  - e. Unbaptized / unchurched children in the community
  - f. Children of parents who hold membership in other church denominations.
- 10. It is the priority of St. John's Lutheran Church and School that all children have the opportunity to succeed in school.** It is also the responsibility of St. John's Lutheran Church and School to be good stewards of the resources God has given us in terms of time, personnel, and money. Class size at St. John's Lutheran School is based on the two premises of student success and stewardship. For St. John's Lutheran School to successfully provide an affordable quality educational program, a ratio of total staff to pupils should be 1 staff per 22 (full time) pupils. Preschool classes will be limited to 18 students in each session. Pre-Kindergarten classes will be limited to 24 students. The maximum class size for Kindergarten will be 22 students. First, second, and third grades will not exceed 25 students. Fourth grade will not exceed 28 students. Fifth through eighth grades will not exceed 30 students.

### **Extra-Curricular/After School Event Attendance Policy**

Students who are absent during the day are NOT eligible to attend ANY after school function unless they return to school by 12:00 PM.

### **Family Expectations**

The tuition and fees assessed to families is below the true cost of the education of a child at St. John's Lutheran School. This cost is estimated to be over the \$6300 that St. John's charges for tuition. Because the church subsidizes each child's education, there is an expectation that families make a donation of their time in various ways to benefit the church and school. Our 2022-2023 tuition and scholarship programs offer a scholarship for most all students.

### **Field Trip Supervision/Transportation**

The following guidelines are in place for school sponsored field trips:

1. Adult supervision on field trips should consist of the following. It is recommended to have at least one male and one female as supervisors. The minimum adult-student ratio for field trips is as follows:
  - A. Pre-Kindergarten to 4<sup>th</sup> Grade = 1 adult for 6 students
  - B. 5<sup>th</sup> to 8<sup>th</sup> Grade = 1 adult for 12 students
2. Teachers need help on field trips to maintain safety, as well as good and proper Christian conduct. We therefore urge adults supervising students on field trips to use their authority to help provide such conduct and safety.
3. Students will be assigned to an adult supervisor.
4. Since adults are on field trips to supervise students, adults are **not** to bring other children along. Parents should be able to demonstrate proof of financial responsibility and/or insurance. By School Board policy, if parents choose to drive school children other than their own children, they must bring a copy of their **current** insurance policy to the school office, showing individual

liability insurance of at least \$100,000 per person for every person riding in their car and a minimum of \$300,000 per incident. However, this amount is the minimum requirement. It is recommended to have coverage of \$300,000 per person.

### **Financial Support Policies & Fees**

The benefits resulting from a Christian education are priceless. The combined cost of capital investments, improvements, salaries, utilities, custodial service, books, and supplies represents a large expense. St. John's Lutheran School is maintained and supported by the members of St. John's Lutheran Church. Through their regular contributions all members are helping to support the school, whether they have children enrolled or not.

Each year all students entering St. John's Lutheran School are assessed a **Registration Fee**. This fee covers book rental, tests, and workbooks, and most curriculum-related supplies (art, music, physical education, AV, technology fees, and current events magazines). This fee is to be paid before an application for enrollment can be fully approved and accepted.

1. Tuition fee and education fee must be paid by one of the following payment options:
  - A. Payment in full on or before registration.
  - B. 50% due on or before registration with the balance due by the 1<sup>st</sup> day of the 2<sup>nd</sup> semester.
  - C. The St. John's Tuition Management monthly program.
2. Fees and payment information will be given to families at the time of enrollment.
3. If payment is not received on or before registration, the family will be contacted to remind them of the policy. If the family cannot pay, the principal and/or a member of the School Board have the authority to set up a St. John's payment plan with the family.
4. If payment is not received or a written plan has not been agreed to, the child will be denied admittance on the first day of school.
5. Contact will be made during the 2<sup>nd</sup> quarter reminding parents of the tuition and educational fee amount that will be due by the first day of the 2<sup>nd</sup> semester.
- \*6. Accounts 30 days in arrears will be notified. Full payment or the creation of a payment plan is required.
- \*7. Delinquent accounts of 60 days, without a payment plan, will result in the child not being allowed to attend school.
8. All delinquent accounts must be paid in full prior to re-registration for the following school year.
9. Tuition and/or education fee refunds at the time of withdrawal will be prorated.
10. Registration fees are refundable before the beginning of the school year only when the student moves out of the La Porte School Corporation or has been denied enrollment by the School Board.
11. Registration fee is due by August 1<sup>st</sup> or at the time of application to reserve a place for the student.
12. Information regarding fees will be given to families at the time of registration outlining the tuition amount and the methods of payment.
13. An application for enrollment must be submitted, along with the Registration fee, in order to be considered enrolled for the current school year.

### **Minimum Immunization Requirements for School Entry**

#### **Immunizations:**

Immunizations are required by Indiana State law. When a child enrolls in E-VSC schools for the first time or any subsequent time and at any level, the parents/guardians must show written proof of immunizations or have on file a current religious or medical exemption. The immunization waiver for a medical exemption requires a written diagnosis by a physician stating that a student has a medical condition that precludes receiving certain vaccines. The immunization waiver for a religious exemption requires a signed letter from the parent/guardian concerning religious objections. Both waivers must be updated yearly. No child shall be permitted to attend school beyond the first day of school without furnishing written proof of immunizations. See [Minimum Immunizations for School Entry](#). If you need assistance or have any questions, please call Health Services & Wellness at 435-8279, or Student Services at 435-8463. Immunization policy follows:

## HEALTH REQUIREMENTS

### • E-VSC IMMUNIZATION PROCEDURE

I.C. 20-8.1-7-10.1 Statement of Immunization History

I. C. 20-8.1-7-10.1 Sec. 10.1.

(a) Each school shall require the parents of a child who has enrolled in the school to furnish no later than the first day of school a written statement of the child's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school.

(b) The statement must show that the child has been immunized... The statement must include the child's date of birth and the date of each immunization.

(c) A child may not be permitted to attend school beyond the first day of school without furnishing this written statement unless:

(1) The school gives the parents of the child a waiver\*; or;

(2) The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

1. A child may not be permitted to attend school beyond the first day of school without furnishing written proof of immunization.
2. If a waiver is given to the parent/guardian by the school, the child may attend school for a period not to exceed twenty (20) days. Waivers are:
  - A. \*Medical-individual has been diagnosed with a medical condition which precludes receiving certain vaccines.
  - B. Religious – requires a signed letter from parent(s) concerning religious objections.
3. Non-immunized children will be suspended from school for failure to comply with Indiana law.
4. A Pre-Referral Conference will then be held. Parents/guardians who fail to take the appropriate steps to ensure their child/children attend school will be:
  - A. Referred to Child Protective Services for Educational Neglect.
  - B. Referred to the Vanderburgh County Prosecutor charged with violation of I.E. 8-3-34.

*I.E. – 8.1-3-34. Sec. 34*

*Compulsory Attendance for Full Term; Duty of Parent. It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools. This section does not apply during any period when the child is excused from attendance under this chapter.*

When a student enrolls in a school corporation, for the first time or any subsequent time and at any level, his parents must show either that he has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

**All new students (K- 8) entering St. John's Lutheran School must have a physical before they can enroll.**

Student immunization records must be current by the first day of attendance or by State Law the student cannot attend classes. **You may call the County Health Department (326-6808) for more detailed information and for immunization clinic dates, times, and fees, if any.**

**Diseases (Contagious):** Children with contagious diseases should be kept at home until a physician releases them to school. **Under no circumstances should children with a fever be sent to school.** If a child

develops a fever at school, the parents will be called from the school office. If the parents are called to take the student home, the parent must sign the student out from the school office. A STUDENT NEEDS TO BE FEVER-FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

### **Student Illness**

If your child complains of illness or is ill at home before school starts, please check for fever, rash, or valid problems and do not send them to school. Sending sick children to school exposes other children and school employees to their illness. This could cause others to become ill and miss school days. It could also possibly start or perpetuate an epidemic such as in the instance of flu or any of the contagious diseases. **Please call the school by 8:30 AM if your child will be tardy or absent.**

**The school staff asks for your cooperation. Good health and happiness generate a good school atmosphere and promote school success. When in school, the criteria used to send ill students home is: (one or more of the following)**

- 1. Vomiting.**
- 2. Temperature is above 100.**
- 3. An undiagnosed rash or skin eruption.**
- 4. Very enlarged tonsils, sore throat.**
- 5. Normal temperature but skin color is pale, skin is cool and moist, dizziness, nausea, chills.**  
**(One or a combination of several.)**

### **Leaving School Grounds**

Students, who need to leave school anytime during the day for good reasons other than emergencies, **MUST** have permission of their parents in writing as well as the permission of the principal (or teacher in the principal's absence). Whenever such permission has been granted, full responsibility then rests with the students and the parents. Before leaving school, the students must be signed out in the office. Students must report to the office and be signed back in if they return to school that day. **Any student leaving school without permission will receive an out-of-school suspension.**

### **Library**

A central library is available for all students. We encourage students to make use of the library, but do urge, however, that caution be used when books are checked out, since they are rather expensive to replace. The student must pay for library materials that are abused or lost. These fines need to be paid to the school office or librarian. On the envelope, please note the student's name and the book to be replaced. Each individual classroom also has its own smaller library collection.

A display of books from our church library collection can be found in the ladies lounge across from the church office. Students and parents are welcome to check out these books. Adults should fill out a registration card. Use the blue book card in the back of the book to sign out a book. Please do not take out books without signing a registration card and signing the card in the back of the book.

We welcome donations of appropriate library materials in good condition. Donations are subject to approval to support ministry of SJL Church and School. If we do not use the donated materials, we will give them to St. John's Thrift Shop. Monetary donations are welcome and books purchased will be acknowledged with a plate bearing the donor's name.

## **Lost & Found**

All lost and found articles are to be turned in to the office or placed in the fiber drum outside of the GYM marked "Lost and Found". The owner may recover valuable articles at the office after properly identifying them. **Valuables (such as large sums of money other than school payments, expensive jewelry, or family keepsakes) should not be brought to school.** Unclaimed lost and found items will be given to the Thrift Shop at the end of each semester.

## **Lunch Program**

Our school offers a hot lunch program that meets requirements and standards set forth by the Federal Free and Reduced Lunch Program. School lunches must be purchased through the school office. Applications for free and reduced lunches are available. **All meals must be purchased in advance by placing your payment in the white box outside of the bookkeeper's office.**

Parents are welcome to join students for lunch for special occasions upon approval of the principal. Please contact the school office or kitchen **in advance** so that meals can be planned accordingly. Payment must be made in the school office. Summaries of students' accounts are sent home each month so that parents can monitor use and send payment in advance of charging. Menus can be obtained in the school office and are sent out via email at the end of each month for the following month.

**Carbonated drinks are not allowed during the lunch hour.** If your child is allergic to certain foods, listing such items so that it is noted on their record. Please do NOT bring "fast food" items to your child during the lunch hour. This is not allowed because of the Federal Lunch Program.

"The USDA and the State of Indiana are equal opportunity providers and employers."

## **Medicine Policy**

St. John's Lutheran School will dispense medicine to students under the following guidelines with a signed Medication Form.

### **Long Term Medication:**

1. Written orders are to be submitted to the school from a physician detailing the name of the drug, the dosage, and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school with a minimum of once each school year.
2. A list of possible side effects and an emergency number where the parents or guardians can be reached must be on file in the office.
3. All medication must be brought to school in a container appropriately labeled by physician, pharmacy, or parent. The medication must be current. The labeling must include the child's name, physician's name and phone number, the medication's name, the dosage, and the administration directions.

### **Short Term Medication:**

1. All medication must be brought to school in the original container appropriately labeled including the child's name, the medication's name, the dosage, and the administration directions.
2. The classroom teacher may dispense cough drops/ lozenges, and the like, if there is a written note from the parent.

**All medication (with the exception of cough drops), whether short term or long term, will be kept in the school office and a record will be kept when a dose is dispensed.**

## Music

- K-4 Choir-some performances expected
- 5-8 Choir- some performances expected
- K-8 Music classes every other week

## Nuisance Items

Comic books, trading card games, matches, squirt guns, fidget toys, skateboards, scooters, roller blades, radios, video games, toys, and the like, are not to be brought to school. If any toys or similar items are needed for course work, the teacher will request them and give special permission for them to be brought to school. Nuisance items will be confiscated and are subject to permanent confiscation. St. John's is not responsible for the loss, destruction, or theft of any objects brought to school.

## Payments

**All checks are payable to St. John's Lutheran School.** Payments for whatever purpose may be combined on one check (NOT INCLUDING FUNDRAISER MONEY, FIELD TRIP MONEY, OR CLASSROOM BOOK ORDERS!!). However, a notation on the check or envelope must include how funds are to be applied. ***THESE PAYMENTS WITH THE EXCEPTION OF FUND RAISER, FIELD TRIP OR CLASSROOM BOOK ORDER MONEY MUST BE PLACED IN THE WHITE BOX OUTSIDE OF THE BOOKKEEPER'S OFFICE*** There is a \$25 fee for all returned checks that have been written to the school for whatever purpose (i.e. lunch, registration, tuition, Eagle Care, fundraiser, etc.) The book keeper will contact the signer of the returned check to inform them of the fee and also charge their account accordingly.

## Physical Education

All students will engage in organized physical education at least twice weekly. Excuses for non-participation should be signed and dated by a parent. For prolonged non-participation, a note from a physician should be submitted. During the course of the day, a student may occasionally develop certain symptoms that may not allow them to participate that day. However, if this occurs with regularity, parents will be notified.

Sixth through eighth grade students are required to have gym shoes and sweat socks. They must also have a reversible green and gold PE shirt and Board-approved green shorts that can be purchased at Registration.

## Playground Rules

1. No students should be on the playground without adult supervision at any time during the day.
2. All children are to be outside if weather permits..
3. Stay on the playground to the east of the school.
4. No chasing games near playground equipment.
5. No ball throwing at students on any equipment.

## Recess Rules

### I. Outside

Equipment Area:

1. Swings
  - a. Only swing straight.
  - b. No standing, lying down, twisting, or sideways swinging.
  - c. Only one student per swing.
  - d. No jumping off of swings.

2. Slides
  - a. No standing or walking up or down the slide.
  - b. Slide down the slide while seated, one at a time.
  - c. Wait for other students to arrive at the bottom.
3. Teeter-Totter
  - a. Only one at a time per end.
  - b. Stay away from the center.
4. Monkey Bar Equipment
  - a. No standing on top of the monkey bars, arch, or the dome.
  - b. No pulling children off the bars.
  - c. No hanging or swinging by the legs.
  - d. No jumping off the bars.

## 5. Chin Up Bars

No gymnastic moves are allowed.

## II. Inside

- A. School Rules apply to the use of the gym.
- B. DO NOT play on existing gym equipment (i.e., volleyball nets, etc.).

## III. Miscellaneous

- A. No throwing of sticks, baseballs or hard balls of any kind, rocks, or anything that may injure another student or teacher (this includes NO SNOWBALL THROWING or climbing of snow mounds.).
- B. One person can go through the gate to retrieve a ball that has gone over the fence. DO NOT climb over the fence to get the ball. The person MUST have permission from the teacher.
- C. No playing behind the bike rack or the shed.
- D. No playing by gym entry doors.
- E. No playing in the parking lot north of the playground.
- F. Special toys or games should be played away from the doorways.
- G. No climbing of snow mounds.

## **Outdoor Recess Temperature Policy**

A. Recess and gym classes will not be conducted outdoors when the wind temperature is less than 20 degrees F or the windchill is less than 20 degrees F.

1. This does not apply to outdoor field trips which might involve winter play or investigation as children would be outfitted for the event.
2. Teacher and principal discretion prevail when other mitigating factors are present such as:
  - a. a number of students not wearing adequate clothing
  - b. The outdoor access is not adequately cleared of snow and ice or other potentially dangerous debris.

## **Procedures**

The office will make the determination of recess status by weighing all mitigating factors of temperature, wind, etc in the morning and again for lunch recesses. We will use information from [weather.com](http://weather.com).

## **Report Cards, Evaluations, and Testing**

Report cards are issued quarterly. Parent conferences are held at the end of the first quarter. Either parent or the teacher may request additional conferences. ILEARN assessments are administered annually in grades 3-8 with the results being distributed to the parents when available. Third grade students take the IRead-3 assessment. All students Kindergarten through eighth grade will be administered the NWEA formative assessment test with the results being distributed to the parents when available.

Teachers, principal, and clergy are available for general counseling. When a child displays signs that he/she may have special problems, we may refer him/her to the La Porte Public Schools Special Education Services for testing. Specialists who help determine what a child's problems are and how he/she can be helped do this testing. These specialists may include speech therapists, social workers, psychologists, and teachers of disabled children. At no time is a child tested without the parent's permission.

### **Grading Scale**

97-100	A+	4.0
93-96	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
65-66	D	1.0
Below 65	F	0.0

### **Honor Roll**

**Each subject getting a letter grade** is used as part of the Grade Point Average for Honor Roll for grades 5-8.

All A's Honor Roll

Honor Roll: 3.7 or higher GPA

Honorable Mention Honor Roll: 3.0 or higher GPA

GPA: **Year end GPA will be determined by the average of the four quarterly GPA'S**

Valedictorian and salutatorian will be calculated from these GPA's from grades 5-8. New students must be full-time from grade 7 and 8 to be considered for this recognition.

### **Room Parents**

Each teacher has room parents to assist in special projects and activities during the school year such as parties, class trips, and other events. They are a valuable resource for the teacher and are appreciated. **All room parent planned activities must be approved by the classroom teacher.**

## **School Calendar**

The school calendar is presented to the School Board by the principal for approval. School calendars are available in the office. The calendar shows all school holidays, vacation recesses, teachers' conferences, and report card days. With few exceptions, our calendar will follow that of the La Porte School system.

## **School Hours**

School hours are 7:55 a.m. to 2:25 p.m. with bus students being dismissed at 2:10. Students arriving before the 7:45 a.m. bell should report immediately to Eagle Care. Unless a student is involved in an after-school supervised activity, they should be off school property by 2:40 p.m. Students who are here after 2:40 p.m. will be sent to Eagle Care. This also applies to students who remain 15 minutes after the conclusion of an athletic practice or any other kind of extra-curricular activity or school function. The school is held legally responsible for all students of the school and they must be supervised.

## **School Pictures and Yearbook**

Individual student photographs are taken each year in the early fall. Parents will have an opportunity to purchase various types of packages. Individual pictures are included in our School Yearbook. Pictures may also be taken in the spring for an additional cost.

## **School Work and Assignments**

Even though students are normally given the opportunity in school to complete most of their assignments, the challenging program at St. John's requires that some study be done at home. This is necessary not only for the accomplishment of immediate goals, but also develops helpful habits for future education. When a student consistently brings home large amounts of work, parents should arrange to discuss this with the teacher. Parents are urged to show interest and concern in their child's work by frequently checking and discussing it with him/her. Students should prepare their work neatly and accurately and submit assignments on time. Parents can also assist their children by helping them schedule their homework efficiently and by providing a quiet and comfortable place for study.

## **Technology Device Procedures and Optional Insurance**

### **TECHNOLOGY DEVICE PROCEDURES AND OPTIONAL INSURANCE INFORMATION**

#### **Grades 1-8**

Each student had been assigned a Chrome device. The device will stay assigned to each student for the life of its use returning to the school for maintenance each summer. At the completion of grades 4 and 8, the student's family will have the opportunity to use the ownership program to own the device without charge due to fees already paid. At the end of grades 4 and grades 8, the device will return to the school, the school's software will be removed from the device, and the device will become the property of the family.

OPTIONAL insurance will come at a cost of \$50.00 annually and cover 2 repairs per device unless it is a repair not covered by insurance.

Repairs not covered by insurance are repairs which take up 50% of the device's replacement cost or higher. Should that be encountered, the family is liable for total replacement cost at the depreciated rate (see below depreciated rate schedule). Any repair not covered by insurance will be charged to the family.

Lost, stolen, or damaged devices will be deemed the liability of the family in total replacement cost at the depreciated rate.

Students who leave St. John's Lutheran School System prior to completion of grade 4 or 8 do have the opportunity to own their devices. They must pay the depreciated rate for the device to the school in order to execute a change of ownership. Just like with the end of grades 4 and grades 8, the device will need to return to the school to have software removed in order to own it. Each device is valued at the cost of replacement (depreciated over time) plus software licensing needed for the device along with administrative time to set up and ready a replacement device.

Students who leave without returning their device will result in the device being deemed lost, stolen, or damaged and the school will seek replacement cost per policy according to the device's depreciated rate.

Depreciated Rate Schedule:

- 1 Year or less of ownership - \$400.00
- Between 1 year and 2 years of ownership - \$300.00
- Between 2 years and 3 years of ownership - \$200.00
- In the final year of ownership - \$100.00

Families choosing not to elect the Optional Insurance, will be responsible for all repairs to the device. Any device with identified damage must be repaired, repairs cannot be deferred.

## Telephone

Parents are kindly asked to use judgment in making calls to students during the school day. We ask that students use the phone **ONLY IN CASE OF AN EMERGENCY**. Students are to use the phones within their classroom when calls must be made. Permission should be obtained from a teacher.

## Student Cell Phone/Electronic Device Usage Policy

*Approved – July 14, 2009 (updated 2014)*

The **use** of cell phones/electronic devices by students is prohibited at St. John's *during school hours*. Cell phones/devices may be *brought* to the school during a school day (for use outside of normal hours) subject to the following procedures:

1. Any student who comes to school with a cell phone/device in his/her possession **MUST** have a signed permission slip on file.
2. All cell phones/devices must be labeled with the student/parent name.
3. All cell phones/devices must be turned off and brought to the office in the morning and retrieved after school. Students may not keep cell phones/devices in their possession during school hours.
4. Day Care students must relinquish and retrieve cells/devices from daycare personnel.

### **Consequences:**

The following are the consequences for failing to comply with the procedures listed above.

1. verbal warning
2. written warning
3. 30 minute after school detention
4. In school suspension
5. Out of school suspension

If the cell phone/device is used to violate personal privacy at the school or at any school event, the school will contact local police. (i.e. bathroom/locker room pictures, etc.).

## Transfer Students

All students wishing to transfer into St. John's Lutheran School must abide by the following procedures. An interview will be held with the parent and principal with the appropriate information to discuss attendance at St. John's Lutheran School. Acceptance can occur only when proper records are obtained. There is a possibility of placement testing for any new student coming into St. John's Lutheran School. Students who wish to transfer into St. John's must bring their latest report card and the latest achievement scores. Health, academic, and other necessary records will be requested from the student's previous school. A letter of recommendation from a teacher or administrator is also requested. St. John's does not accept students who have been suspended or expelled from school. A release of information form is available in the school office.

## **Transportation**

1. Bike riders are to park their bikes in the bike rack. We would encourage students to use a lock.
2. Parents who bring their children to school are to enter the parking lot at Monroe Street by the church and exit at Kingsbury Avenue. This is for the safety of all of our children. Please do not stop and block traffic. Please **do not** leave your car in a traffic lane to pick up or deliver your child. We will deliver your child to your car at the designated area.

**Cell Phone Use:** There is now a city ordinance in La Porte stating it is illegal to use a cell phone while driving in school zones in La Porte. The ban is in effect within 1,000 feet of any school event where pedestrians and spectators are present. If you need to use your cell phone in the school parking lot, please make sure to park in a designated parking space before doing so. The ordinance calls for a \$100 fine for violators.

## **Volunteers**

### **Volunteer Policy**

Definition: A St. John's Lutheran School volunteer is an adult who is a member of St. John's Lutheran Church, La Porte, IN or a family member of a student at St. John's Lutheran School. This person works directly with a group of children on a non-paid basis. This person is trusted to work with this group of children without the constant supervision of a teacher or the principal. All volunteers must complete a criminal history form and submit it to the office. Each family is encouraged to donate at least 10 hours during the school year.

### **Purpose of this policy**

To establish the guidelines for volunteers so that they understand what is expected of them and understand what they can expect from the school personnel. This will assist the volunteers in maintaining the loving, secure, Christian environment of St. John's Lutheran School.

### **Volunteer Jobs**

1. Provide transportation and supervision on field trips
2. Enhance learning by working with small groups within the classroom
3. Coaching
4. Assisting at all-school sponsored activities such as Book Fair, Craft Fair, library, lunchroom supervision, room parents
5. Others as need arises

## **Weather Closings, Delays, & Early Dismissals**

Since so many of our students rely on La Porte Public School bus transportation, it is our school's policy to close school, or dismiss students early, whenever the La Porte Public Schools close because of severe weather. Radio stations WLOI (1540 AM) and WCOE (96.7 FM) of La Porte are the official stations to receive weather

closing information. A Parent Alert text message and email will be sent to parents. If St. John's is not announced but the LaPorte Community Schools are delayed or closed, St. John's will follow suit. If there is a delay in morning bus service, morning Pre-Kindergarten sessions are canceled for that day. Eagle Care would begin after the delay time. (8:30 opening if there is a 2 hour delay)

## **Severe Weather Procedures**

### **Exit Procedures:**

1. If buses are running, students who normally ride will leave by bus unless the emergency conditions do not allow or parents have made other arrangements for that day.
2. All other students remain in school until parents arrive. Parents will check in the office if they arrive prior to the official closing time and students will be called out of their classrooms.
3. Early Dismissal: Text alerts and emails will be sent to parents.

### **Calling Procedures:**

1. The oldest child in each family will make the call. Classroom phones and cell phones are to be used.
2. The children are to inform parents of:
  - A. the time of dismissal
  - B. the fact that there will be **no Eagle Care provided**
  - C. that any scheduled events for that night are canceled
3. That child is to then go to the classrooms of his/her siblings and inform them of the arrangements made for their transportation after the discussion with family. (or inform the sibling that only a message was left)
4. Aides will make the calls for Kindergarten and first grade if there is an aide available. Otherwise, the teachers will be responsible for making those calls.

### **ALL after school events are to be canceled.**

Athletic events  
Reading Club  
Eagle Care  
Any other event scheduled for the night

## **Withdrawal Policy**

When a student withdraws from St. John's Lutheran School, pending review of the school accounts, his/her report card will be sent to the parent or guardian. The new school should write to St. John's for official records. The parent should come to the school office to fill out a withdrawal form, explain the reason(s) for withdrawal, and to clear all accounts. Prepaid education fee or tuition may be refunded on a prorated basis if the student is withdrawn before the end of the school year. Registration monies are not refundable. Any refund due will be mailed at the end of that month's billing cycle.

## **Wellness Policy**

Please see the St. John's Lutheran policy handbook on the school website.

## **Pandemic Plan**

The full Pandemic Plan can be found on the school website. This is a fluid document. Please check the website for updates to the plan.