St. John's Lutheran School



4939 W. Montrose Ave. Chicago, IL 60641 773-736-1196 StJohnsChicago.org

Parent Handbook

Revised June 2016 1 School Handbook Revised June 2016 2 School Handbook

GENERAL OVERVIEW

MISSION STATEMENT

St. John's Lutheran School exists to help families pass their faith in the Lord Jesus to their children through a Christ-centered educational program and to help the children fully develop their God-given gifts.

LUTHERAN SCHOOLS

Lutheran Schools in the United States were established as early as the first colonies. More than 1,280 early childhood centers and preschools are operated by congregations and Christian day schools within the Lutheran Church-Missouri Synod. More than 221,000 children, infant to five year of age, are involved in these programs. Additionally, our congregations operate 850 elementary schools which serve 113,000 students.

St. John's was established in 1876 and is a member of the Northern Illinois District of the Lutheran Church-Missouri Synod. Like other Lutheran schools, it is not in competition with public schools; rather, it supports every effort of good public education. The unique purpose of St. John's Lutheran School is to provide a Christ-centered educational program in which children can grow spiritually while they fully develop their God-given talents.

PURPOSE OF CHRISTIAN EDUCATION AT ST. JOHN'S LUTHERAN SCHOOL

Christian parents have the responsibility to teach the Word of God to their children. Scripture clearly commands parents to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4).

God commissioned His church to "teach all nations," teaching them to observe all things commanded by God. Children are included in "all nations" and need to be taught according to God's command (Matthew 28:19-20).

ACCREDITATION

St. John's Lutheran School is accredited through National Lutheran School Accreditation (NLSA). NLSA is nationally recognized by numerous states and regional accrediting associations. St. John's has also earned the Illinois State Board of Education's Certificate of Recognition, and is accredited by Advanc-Ed.

ADMINISTRATION

St. John's Lutheran School is owned and operated by St. John's Lutheran Church. Final authority in the control of the school rests with the Voters' Assembly of St. John's Lutheran Church.

To carry out the purpose and philosophy of the school, the Voters' Assembly delegates responsibility for operation of the school to the Board of Christian Education.

The Voters' Assembly also calls a principal who is responsible for administering the approved policies of the school. The principal, with help from the faculty, also suggest changes in policies, curriculum, and facilities for the improvement and welfare of the school and its program of Christian education. The principal is the contact person for faculty, parents, and the public in all areas of school operations.

BoCE = St. John's Board of Christian Education

Revised June 2016 3 School Handbook Revised June 2016 4 School Handbook

OFFICE HOURS

The school office is open Monday through Friday from **8:15 a.m. to 4:30 p.m.** throughout the school year, and 9:00 a.m. to 3:00 p.m. during the summer. The office is closed for major holidays. Voice mail is available after hours.

WORSHIP OPPORTUNITIES at St. John's

Fall: September through May

Sunday 8:00, 11:00 a.m. or 6:00 p.m.

Chapel (Wednesday) 9:00 a.m. Wednesday 4:30p.m.

Summer: June through August

Sunday 9:30 a.m. or 6:00 p.m.

Additional services are held throughout the year, especially during Advent and Lent.



SPIRITUAL GROWTH

All children who attend St. John's School and their parents are expected to be faithful in church attendance. St. John's urges families who have no church home to worship regularly and faithfully at St. John's.

Parents are invited to attend the **Adult Information Course** taught by our pastor. Parents who are not members are afforded an excellent opportunity to become acquainted with the Biblical teachings their children are learning in school, to have their questions answered, and to find spiritual assistance in their lives. It also helps parents to work more closely with the school in the Christian training of their children. All new non-member parents are encouraged to attend the adult information class but they are not required to join the church.

ENROLLMENT

NON-DISCRIMINATION POLICY

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

Applications for enrollment are accepted in the following order:

- 1. Children of St. John's members current and/or by baptism.
- 2. Children currently enrolled and/or siblings of currently enrolled students from previous years.
- 3. Unbaptized or unchurched children.
- 4. Children of other Lutheran LC-MS congregations.
- 5. Children whose parents are members of other denominations.
- 6. Children of non-Christian faiths.

Enrollment in grades 1-8 may be limited to 25 pupils. Kindergarten may be limited to 21 pupils. Pre-kindergarten and preschool will follow state guidelines as it relates to class sizes and will utilize a classroom aide when deemed necessary.

Guidelines

3-year old: 1-8 students = teacher

9-15 students= teacher and aide

4-year old: 1-10 students = teacher

11-20 students = teacher and aide 20-25 students = teacher and 2 aides

Revised June 2016 5 School Handbook Revised June 2016 6 School Handbook

ADMISSION REQUIREMENTS

A birth certificate must be presented to the school office by all new students prior to the beginning of school. Records from previous schools must be released to St. John's for all transferring students.

<u>Pre-school</u>: Children must be three years old and toilet trained to be admitted to school.

<u>Pre-kindergarten</u>: Children must be four years old to be admitted to school.

- Rare exceptions to the admission policy are made only with the approval by the principal and the teacher of the class where the student may be placed.
 - Parents must sign a form that acknowledges the age requirements for that grade. The form will further state that a child who does not meet age requirements will be required to repeat the grade in order to meet state age requirements for kindergarten and first grade.

<u>Kindergarten</u>: Children must be five years old by September 1st of the school year.

<u>Grade One</u>: Children who have not been enrolled in kindergarten must be six years old by September 1^{st} of the school year. Principal will interview, administer placement tests, and approve all new students entering 2^{nd} - 8^{th} grades.

TRANSFER PROCEDURES

Students transferring to St. John's Lutheran School:

- Must have medical forms and birth certificate
- Academic records from previous schools forwarded to St. John's.
- May be required to take a placement exam as determined by the principal.
- The principal must interview and accept new applicants to the school.

Students transferring out of St. John's Lutheran School:

- Must provide advance notice to the school office of their intent to transfer to another school and sign transfer request.
- Records will be transferred as per state requirements after all fees, tuition, library books, and/or text books are found to be up to date and in good order.

NEW STUDENT PROBATION

All new students are placed on probation for the first semester of the school year. If the student is not performing to academic and behavioral expectations, the student may be asked to withdraw from St. John's.

SCHOOL HOURS

Full day pre-school through 8 th	8:45 a.m. to 3:15 p.m.
Early Dismissal	11:40 a.m.
½ day Pre-S 3 & Pre-K 4	8:45 a.m. to 11:40 a.m.

SUPERVISION OF STUDENTS

Teachers are responsible for supervision of their students from the beginning of class time until the time students are dismissed from class.

PROHIBITION OF ANIMALS

No dogs, cats or other animals will be allowed on the back playground. Owners are asked to leash and keep their pets on public property outside the fence.

ARRIVAL PROCEDURES

- Drop and Go Pensacola is a NO PARKING/ NO STANDING
 Zone
- Walk-in Park on Lavergne or in our Parking lot across from school and walk your child over to the building

All students should enter the building through the playground entrance on Pensacola Street. There will be supervision on the playground from 8:20 a.m. to 8:30 a.m. School doors will be opened at 8:30 a.m. Students who arrive before 8:20 a.m. may go to the Eagle's Nest Childcare through the door located on Lavergne Avenue. On inclement weather days, the students will be brought into the lunch room at 8:20 a.m.

DISMISSAL PROCEDURES

Pre-school through 4th grades are dismissed through the tunnel on Lavergne Street. Students in grades 5-8 are dismissed on Montrose Avenue. Students with written permission may walk home or take the CTA.

CAR DROP OFF/PICK UP PROCEDURES

Parents are encouraged to park on our Montrose lot.

 Parking/standing is strictly forbidden on Pensacola Ave (north side of Pensacola beginning at the east end of the playground school property line) from 8:00 a.m. to 4:30 p.m. on school days as posted by the City of Chicago signs. This area is ONLY for dropping a student and leaving immediately.



Parents may not block the crosswalk by Pensacola and Lavergne to drop or pick up their student at school.

FINANCIAL POLICIES

TUITION

Full Time Pre-School (5 full days per week) and Kindergarten through 8th Grade.

Families with: **Tuition**

One Child 100% of base tuition Two Children or more \$600 per child off base tuition

• Half Day Programs/Partial Week

5 half days 70% of base tuition*

3 half days 60% of 5 half day tuition*

*Reduction is \$300 per child per year for children in Half Day/Partial Week programs

FEES Not included in Tuition

New Student Fee:

Preschool – 3 rd Grade	\$20
4 th – 8 th Grade	\$50
F1 Doc Fees	\$100

per family (Non-immigrant exchange Student)

- Lunch Program (optional) Paid in advance,
- PTL Base Fee.....\$25 per family
- PTL Service Hour Fee......\$50 per family (reduced with completed service hours)
- Band (Grades 4-8) (optional) ... Billed separately
- Extended Care (optional) Billed on tuition statement
- Confirmation Fees (Grade 7) ... Billed in Spring

PARENT TEACHER LEAGUE FEES

Flat Family Fee (PTL Established Yearly Fee) This fee is charged at the beginning of the year to help the PTL offset initial yearly expenses and is part of the overall yearly operating budget.

Family Service Hours Fee (PTL Established Service Hours Fee) This prorated fee is charged at the end of the year when recorded Service Hours have been completed. The main purpose of the fee is to show your student the value of education with your presence at school, and encourage participation service at ALL St. John's events which helps to accelerate the availability of funds for long-term projects.

9 Revised June 2016 School Handbook Revised June 2016 10 School Handbook

PAYMENT RESPONSIBILITY

- The parent/guardian/relative that signs for fiscal responsibility on the enrollment form shall be held responsible for payment of all tuition and fees.
- Four tuition payment plans are available. Payment plan is chosen at the time of registration. See table below.

Payment	9 month	12 month	½ year	Full year
Plan	plan	plan	plan	plan
Payment	15 th of	15 th of	August	August
Due	month,	month,	15 th	15 th
Date	August thru	June thru	January	
	April	May	15 th	
Payment	None	None	\$30 per	\$75 per
Plan			semester,	year,
Incentive			unless	unless
			paying by	paying by
			credit card	credit card
Electroni	\$3per	\$3 per	\$3 per	\$3 per
c Fund	transaction	transaction	transactio	transactio
Transfer	, max one	, max one	n	n
(EFT)	per month	per month		
Incentive				

- Credit card payments will be accepted for registration, tuition and fees.
 - Credit card payments will be charged a convenience fee per transaction.
 - Credit card payment of tuition for the "Full year plan" and/or the "½ year plan" will be ineligible for the Payment Plan Incentive.
 - Automatic monthly charges can be made by the office provided a signed authorization form is on file. At no time may a family "call in" their credit card number by phone.
- Families are eligible for only one of the Payment Plan Incentives when paying by check or cash.
- A late fee of \$15 may be assessed if payment is received after the 15th of each month.

- An "NSF" fee of \$25 may be assessed for each check which is returned for any reason.
- An "NSF" fee of \$25 may be assessed for any denied Electronic Fund Transfer.
- St. John's reserves the right to require payment by cash or equivalent.
- Registration Fees are applied towards Education Fees
 associated with each grade. Registration fees are not
 refundable unless a child has been placed on a "waiting list"
 and we were unable to accommodate that child.
- Education Fees for Preschool and Kindergarten include library fee, art supplies, paper and pencils, field trips, some snacks/drinks, school annual, administrative fees, and technology fee.
- Education Fees for 1st 8th include book rental, workbooks, health supplies, library fee, art supplies, paper supplies, field trips, physical education fee, school annual, administrative fees, and technology fee. Grade 3 includes bible, catechism, daily planner, recorders. Grade 6 includes Outdoor Education. Grade 7 includes Springfield trip. Grade 8 includes graduation fees and a portion of their class trip.
- Education Fees may be paid in installments for the following school year starting in June; all education fees must be paid in full by September 30th of the current school year.

BALANCE NOTIFICATION

- Bills will be sent via e-mail by the 1st of each month. Bills will be sent home through the child, or mailed if requested.
- St. John's reserves the right to back bill any additions/reductions based on a change in family status.

TUITION/FEE DEFAULTS

The BoCE urges anyone with a financial hardship to discuss options with the Principal, Business Manager, and/or BoCE Chairperson as soon as possible.



Revised June 2016 11 School Handbook Revised June 2016 12 School Handbook

- Tuition bills will be sent by the first of each month with a
 due date of the 15th. After the 15th, a late payment fee is
 added and a new statement sent out. After the 30th day of
 the month, all discounts will be forfeited. After 45 days, the
 child(ren) will be excluded from class.
- No personal checks will be accepted for late payments.
- All outstanding debt through April 30th should be paid in full by cashier's check, cash or credit card by the first Monday in May.
- St. John's reserves the right to hand over any unpaid monies to a collection agency or attorney.
- Student transfer records may be forwarded only after exhausting all collection possibilities and in accordance with state law.
- The PTL Service Hour Family Fee is due and payable at the end of April, and/or at the time the last tuition/fees bill is distributed to families in April, according to earned service hours. Any subsequent service hours completed after the April bill and through June 15th will be accepted and incorporated into the final reconciliation process, which will be conducted after June 15th by the PTL committee. The PTL treasurer will issue the appropriate refund check directly to each family, as needed.

FINANCIAL AID

Tuition assistance is available through AGAPE, CLEF and the Henry Knueppel Endowment Fund. Monies are distributed to families in need as determined by the Tuition Assistance Committee after review of the application and necessary forms.

- The committee consists of the Pastor, the Principal, a BoCE member, and the Business Manager. Meetings will be scheduled monthly.
- Any family with children enrolled at St. John's Lutheran School may apply for tuition assistance at any time during the year. Families should contact the school office or the Business Manager for an application.

- Agape Tuition assistance may not comprise more than ½ of the total cost of the tuition for each family.
- Fees are not eligible for tuition assistance.
- Families must re-apply for each semester of school, and are responsible for initiating the process.
- Families that receive tuition assistance are encouraged to volunteer their time and/or talents to St. John's as much as the family is able.
- Financial assistance will be applied monthly, rather than in a lump sum.
- Families are required to stay current with their portion of fees and tuition for the school year, else assistance will be withdrawn.

Agape Fund

Monies from this fund are for active St. John's Church member families.

Henry Knueppel Endowment and Incentive Fund

Monies from this fund are available to any family that was enrolled in the previous school year or any new family for the second semester of enrollment.

CLEF Funds

Monies from this fund are available for any family at St. John's. Families receiving tuition assistance from this fund must write a thank-you letter to the foundation. Families will be directed by the principal regarding whether or not their assistance came from this fund.



http://www.goodnewsfund.org/

Revised June 2016 13 School Handbook Revised June 2016 14 School Handbook

PARENT TEACHER LEAGUE FEES

Flat Family Fee (PTL Established Yearly Fee) This fee is charged at the beginning of the year to help the PTL offset initial yearly expenses and is part of the overall yearly operating budget.

Family Service Hours Fee (PTL Established Service Hours Fee) This prorated fee is charged at the end of the year when recorded Service Hours have been completed. The main purpose of the fee is to show your student the value of education with your presence at school, and encourage participation service at ALL St. John's events which helps to accelerate the availability of funds for long-term projects.

TUITION DISCOUNTS

All Tuition Discounts/Incentives will be applied in the following order. Discounts/Incentives will be netted after each discount is applied:

- Multiple Child Discount
- Employee Discount
- Church Discount (St. Johns or Other Christian Church)
- New Family Incentive
- Referring Family Incentive
- Other Incentive(s)

NOTE: All discounts (except Multi-Child) are predicated **on timely** payment of tuition.

Church Discount – St. John's Members

Any St. John's member family that has child(ren) enrolled at St. John's may be eligible for tuition discounts based on their church attendance. Church membership is defined as "Confirmed Members-Baptized persons who, after completing the program of Confirmation Ministry or have completed a program of instruction in the Christian Faith as professed in the teachings of the Lutheran Church, desire to make a public affirmation of their Baptism". Special circumstances for individual families may be presented in writing to the AGAPE Committee.

- Attendance of a parent(s)/legal guardian that are members of St. John's will count toward tuition discounts.
- Church attendance is for any Wednesday night service, any Sunday service, and special worship services, (i.e. Maundy Thursday, Good Friday, etc.).
- New/transfer members will be eligible for a provisional tuition discount while enrolled in adult confirmation classes and with the approval of the pastor.
- Members transferring into St. John's will be immediately eligible for a tuition discount based upon their church attendance at their previous church as it relates to our policy.
- In order to assure proper recording of attendance at Church, the member(s) must sign the "Attendance Pew Pad".
- Tuition discounts for attendance at Church for the period beginning January 1st through June 30th will be applied to the 1st semester of the following school year rates. Tuition discounts for attendance from July 1st through December 31st will be applied to the 2nd semester of the school year.

Attendance per ½ Year Discount per semester per child

12......\$587.50

18.....\$700.00

CHURCH DISCOUNT -

MEMBERS OF OTHER CHRISTIAN CHURCHES

St. John's Lutheran Church and School will extend a \$475 discount per semester for families that are members in good standing at other Christian Churches that do not have schools and/or if the parent/legal guardian desires to have their child(ren) educated at St. John's Lutheran School.



- Each family is responsible for initiation of the process.
- Each family must provide a signed letter from their home Church pastor that they are members in good standing by June 30th and December 31st of each year.

Revised June 2016 15 School Handbook Revised June 2016 16 School Handbook

TUITION INCENTIVE BONUS

The Board of Christian Education recognizes that the best source of recruiting new families is our current families. The following incentives apply:

Current St. John's Families:

 Families that refer a new family will receive a tuition credit.*



- Credit will be applied to the account as directed by the family to their own family, another St. John's school family, or to Tuition Assistance.*
- Families may receive more than one tuition credit if they refer more than one family.*

New Families:

- New families will receive a tuition credit.*
- Credit will be applied to the account as directed by the family.

*Discounts will be prorated if the new family does not remain for the complete school year

Employee Discount

- A \$1,200 discount will be applied for full time teachers, principal, pastor, interns, vicars and other full time professional church workers such as a DCE/DCO, Deacon/Deaconess.
- A \$300 discount will be applied for part time St. John's employees.

CLOTHING BOX (or how to get help paying tuition)

Clothing box locations that are secured by a family will be eligible for tuition assistance at St. John's through their student's graduation from St. John's, as well as secondary or post-secondary education in the Lutheran school system, i.e. Luther North, Concordia, etc. Families securing placement of clothing boxes prior to or while their child is not an enrolled student at a Lutheran school, may bank their percentage for future use for a maximum of 5 years.

The following rules apply:

- No payment is ever paid directly to the beneficiary or person securing a location.
- Tuition credit may be applied to tuition, fees or any other education related expenses.
- Beneficiary family remains responsible for all tuition, including late fees, and may not make deductions or delay scheduled payments in anticipation of program participation.
- No refund of paid tuition will be issued as a result of tuition credit.
- Families choosing to "bank" their proceeds for future use will have their funds placed in an interest bearing account with the interest to be placed in the BoCE discretionary account.

Revised June 2016 17 School Handbook Revised June 2016 18 School Handbook

ATTENDANCE

DAYS OF ATTENDANCE

In accordance with established laws, students are expected to attend school daily. In the event the student has more than $\underline{5}$ unexcused absences, parents and student must meet with the principal and may need to take classes to have the their child remain in school. Special consideration can be made by the principal with notification to the BOCE.

REPORTING ABSENCES

- All student absences must be called by the parent or legal guardian into the office by no later than 9:00 a.m. on the day of the absence.
 If the student is absent for consecutive days, absences must be called in each day.
- Excused absences must have a <u>written note by a</u>
 <u>doctor or dentist</u>, which is to be submitted by the
 parent/guardian, when the student returns to school.
- Parent/Guardian is requested to provide a signed, written verification of the absence, when the student returns to school.

PARTIAL DAY ABSENCES

Morning tardiness or afternoon early dismissals will be excused with a doctor/dentist note only. Unexcused partial day absences will be counted toward a tardy detention, but not toward suspensions.

<u>Early Dismissals</u>: Parents must state the time that the child will be picked up and the reason for leaving. Parent/Guardian must sign the child out in the office. A note from the physician or dentist must be brought to the office by the next business day in order for the early dismissal to be "excused".

<u>Late Arrivals</u>: The student must report to the school office for a "Tardy Slip". Parent/Guardian must write a note stating why the child was late for school.

The student must bring a \$10.00 non-refundable fine to the office after the third tardy/early dismissal in the quarter before the student(s) may be allowed to go to the classroom.

SPECIAL CIRCUMSTANCES

- Students who miss more than 2 periods of instruction will be considered absent for at least ½ day.
- Students who attend high school shadow days or "Take our Child to Work" days offered by employers will have those days counted as absent.
- Students who are excluded from school due to tuition and/or fees that are in arrears will have those days counted as absent.



Revised June 2016 19 School Handbook Revised June 2016 20 School Handbook

TARDINESS/EARLY DISMISSALS

Students are to be in the classroom ready to begin their day by 8:45 a.m. and complete the school day at 3:15 p.m. St. John's emphasizes punctuality as a lifelong habit to be nurtured, as it relates to accountability and respect for others. Tardies or early dismissals for any reason are disruptive to the flow of the classroom.

Tardiness/early dismissals not documented with a doctor/dentist note will be counted against the student and the following steps will be taken.

Level 1

• 3 tardies/early dismissals per quarter will be given grace.

Level 2

4-6 tardies/early dismissals/per quarter/per
occurrence/per family will be assessed a \$10.00 nonrefundable fine to be paid at the time the student comes to
school or leaves early. No student will be allowed back in
the classroom without payment to the office on the day of
the tardy or the next scheduled school day following an
early dismissal.

Level 3

7-10 tardies/early dismissals/per quarter/per
occurrence/per family will be assessed a \$10.00 fine and
the student will be required to serve a detention for each
tardy/early dismissal.

Level 4

• 11 or more tardies/early dismissals per quarter will require that the matter be brought to the BOCE with recommendations for the student and family. The BOCE may require the parent(s) /student be present at the meeting. The BOCE reserves the right to impose further discipline against the student i.e. detention, suspension, etc.

Monies collected from fines will be placed in the AGAPE fund.

TARDY DETENTIONS

Student's receiving seven (7) or more tardies/early dismissals in one school quarter will serve a detention for each occurrence. These detentions will not count toward the student's overall academic and/or behavior detentions.

MAKE UP WORK

Generally, students who are absent will have one day for each day absent to make up homework. However, it is the responsibility of the student and their parents or legal guardians to coordinate and clarify expectations related to any make-up work, directly with the student's teacher. Requests for absent work must be received by 11 a.m.



Revised June 2016 21 School Handbook Revised June 2016 22 School Handbook

SCHOOL CLOSING

In the event of a school closure, an orderly system is implemented to ensure that all students and faculty get notified of the school closing in a timely manner.

The principal has the authority to close the school due to inclement weather, facility problems, utility failures, or any other reason deemed necessary for the well-being and safety of the students and staff. The principal shall notify the following:

- www.emergencyclosings.com
- Teachers and Parents will be notified through Fast Direct

Parents may opt in to have messages delivered to their phone

School will not close due to cold weather.



ILLNESS

- Ill Students- Children should not be sent to school when sick. Any symptoms such as fever, diarrhea, rash, vomiting, etc. should keep the child home until at least 24 hours after symptoms started.
 - If a child becomes ill or seriously injured at school, the parent will be called so that the child can be picked up immediately.
- Returning to School -Children returning to school after an illness must present a <u>written note from the parent or</u> <u>physician stating the reason for the absence and any</u> further instructions.

CLOSED CAMPUS

St. John's maintains a closed campus during school hours and after school activities.

- Students may not leave the building without having an authorized adult who is physically present be responsible for them. The only exception is students who take the bus home or walk home after school that have a signed permission form on file in the office.
- Students may not leave the building while waiting for after school activities to begin without an adult taking responsibility for them.
- Students may not congregate outside on school property while waiting for after school activities to begin.
- Students may not walk to local businesses unaccompanied by an adult and then return to school property for after school activities.
- Students will be allowed to stay in the school for homework time with an adult volunteer or teacher.
- Students will not be able to return to the building or activity if found in violation of above.

Revised June 2016 23 School Handbook Revised June 2016 24 School Handbook

ACADEMICS

CURRICULUM

The St. John's Lutheran School curriculum is Bible centered. The Christian faith is taught, not as an added subject, but as a way of life and it permeates the total curriculum. All subjects are taught from a Christian frame of reference and given a Christian interpretation. The anti-Christian tenets of secular humanism are totally rejected.

As a student progresses through the grades, the chief doctrines of the Lutheran Church Missouri Synod (LCMS) are taught and Bible verses and hymns are memorized. Textbooks are evaluated regularly and purchased on the basis of the best available product in any given area. A well rounded program of studies includes religion, language arts, math, reading, social studies, science, computer, music, art, foreign language, outdoor education, health and physical education. The curriculum at St. John's meets the requirements of the State of Illinois.

<u>RELIGION</u>: Worship, Bible Study, Catechism, Memory Work, Church History, Service Hours

<u>MATHEMATICS</u>: Arithmetic, Geometry, Pre-Algebra, Algebra, and related areas.



<u>LANGUAGE ARTS</u>: Reading, Phonics, English, Spelling, Literature, Handwriting, Creative Writing.

<u>FOREIGN LANGUAGE</u>: Spanish is taught in grades K through 8.

<u>SOCIAL STUDIES</u>: Geography, History, Citizenship, Current Events, U.S. and State Constitutions.

<u>SCIENCE</u>: General Science, Experimental Approach, Health, Safety.



<u>COMPUTER</u>: Typing skills, Word Processing, Computer generated activities.

<u>MUSIC</u>: Rhythm, Music Theory, Music Appreciation, Participation in Sunday worship services, Musical Instruments.

<u>ART</u>: Drawing, Painting, Creative Expressions, Mixed Media, Appreciation.

<u>OUTDOOR EDUCATION</u>: Outdoor Education opportunities will be provided for children in the middle or upper grades.

PHYSICAL EDUCATION: Exercise, Physical Fitness, Group Games, Team Sports, Recreation. Gym uniforms are required in grades five through eight (available through the school office).

<u>CONFIRMATION</u>: The 7th grade students will be taught by the Pastor of St. John's Lutheran School.

Revised June 2016 25 School Handbook Revised June 2016 26 School Handbook

CO & EXTRACURRICULAR ACTIVITIES

<u>ATHLETICS</u>: First through eighth grade students may participate in the Chicago Lutheran School League. Games are played after school and on weekends. (*See ATHLETICS*)

<u>CHOIRS</u>: Handbell and Vocal Choir(s) will participate in Wednesday chapel services, Sunday worship services, additional evening worship services, and the Spring Concert.

<u>BAND</u>: The band program may be provided for students in grades 4 through 8. Band students may perform in a Wednesday chapel service or school assembly.

STUDENT GRADES

In general, grading is based on the **A**, **B**, **C**, **D**, and **F** method in grades 1 through 8. The principal, prior to distribution of report cards, must approve exceptions. Pre-school and Kindergarten have approved grading methods that are appropriate to that age level.

- The four quarter grades will be averaged and recorded as the final grade in the permanent record. If a student receives 2 F's in any core subject the student will fail the subject.
- Objective grading is the norm and is derived on a percentage basis with the following as a guide:

- Some student work may be graded through use of a "curve". Teacher judgment in subjective grading may also be appropriate in some cases.
- "Weight" of tests vs. workbooks, discussion and extra credit are all considered as part of the grade determination. A written "weighted plan" must be submitted to the administrator for approval prior to the first day of school. Teachers are to communicate the

- above plan and "weight" system verbally and in writing to the parents.
- Grades on student assignments may be listed as a percentage or letter grade.

HONOR ROLL

The honor roll is published every quarter in grades 4-8. All subjects are included in calculating the GPA.

- High Honor Roll- GPA must be 3.6-4.0.
- Honor Roll- GPA must be between 3.2-3.5.
- Numerical equivalents for letter grades are as follows:
 A=4.0; B=3.0; C=2.0; D=1.0; F=0.0
- Students who receive a "D" or "F" in any subject will be ineligible for the honor roll.
- Subjects that are graded on a "Pass/Fail" basis will not be used in calculating the student's GPA.
- Students taking high school level classes will have that subject weighted on a 5.0 scale.
- Core Subjects will be valued at 2 times that of non-core subjects. Core subjects are those that are taught daily and include: Math, Science, Social Studies, Reading, Religion, and Language Arts.
- Non-Core Subjects are those which are taught no more than twice weekly and include: Art, Physical Education, Computers, Music, Foreign Language, Handwriting, Spelling, and Memory.



Revised June 2016 27 School Handbook Revised June 2016 28 School Handbook

MID-QUARTERS

Mid-quarter reports are issued to students in grades 1-8 approximately five weeks into each grading period. This report gives the parent a picture of how their child is progressing up to that point in the grading quarter, and the student an opportunity to improve their grades before the report cards are issued in four weeks. Mid-quarters may be withheld until financial obligations are addressed.

All reports may be printed off of Fast Direct.

REPORT CARDS

Report cards are distributed at the end of each quarter. Report cards provide reporting of grades, problems in subjects, social and/or behavior problems, chapel offerings, and Church and Sunday school attendance. A student with incomplete work will not be issued a report card until the work for that grading period is completed. Report cards may be withheld until financial obligations are addressed (Including but not limited to: missing books, lost locks, damaged materials, etc.).

All reports may be printed off of Fast Direct.



PARENT-TEACHER CONFERENCES

- One day is set aside each year for Parent/Guardian-Teacher Conferences. Appointments are made with all parents/guardians to discuss their child's academic progress and behavior. Students may be invited to the conferences by the teacher(s).
 - End of first quarter- Parent/Guardian-Teacher Conferences are mandatory for all parents with students at St. John's.
 - End of third quarter- Parent/Guardian-Teacher Conference will be required for some students as determined by each teacher. Parents/Guardian may also request a conference with the teacher.
- When families have more than one student at St. John's, teachers will consult with one another in order to minimize any inconvenience to parents/guardian.
- Parents/Guardians may be asked by the teacher and/or BOCE to attend more conferences throughout the year to discuss parent/teacher concerns.
- Parents/Guardians may at any time request conferences throughout the school year by contacting the teacher.
- Teachers will document the general contents of all Parent/Guardian-Teacher Conferences.

PROMOTION

St. John's goal is to help every student achieve passing grades and move up to the next grade level whenever possible. However, promotion to the next grade is dependent on the student's academic performance and attendance.

ACADEMIC PERFORMANCE

If a student receives 2 F's in any core subject, for any 2 quarters, the student has failed that subject. In order to pass a failed subject, the student must do one of the following, at the expense of the parent/guardian, and provide proof by August 15.

1. Successfully complete summer school in the failed subject(s).

OR

Revised June 2016 29 School Handbook Revised June 2016 30 School Handbook

- 2. Obtain 30 hours of certified tutoring in the failed subject and pass a test administered by St. John's prior to the start of school.
 - If the student chooses to be tutored in the subject(s), a written test will be required prior to the end of the school year in the failed subject. The test will then be used to compare and document progress after tutoring in the subject that has been completed.

If a student fails 2 or more core subjects, that student may be retained and be required to repeat the grade. A student with missing assignments will make special arrangements with the teacher to complete the assignments. The grade F will be entered on the report card if the student fails to complete the assignments within their agreed upon time frame.

RETENTION

The teacher must communicate the retention possibility to the parents and the principal in a parent-teacher conference prior to the end of the 3rd quarter.

- A tentative recommendation will be agreed upon in a conference with the teacher, parent and principal prior to the last day of school. The recommendation will be brought to the BOCE for approval. Recommendations may be either one of the following:
 - o <u>Definite Retention</u>-The student will be retained in the same grade while enrolled at St. John's.
 - Conditional Promotion- The student will be promoted to the next higher grade level provided all of the following are met:
 - **1.** Specific plans for summer study and help are outlined and the parents assume full responsibility for the plan.
 - **2.** Parents and teachers(s) will meet before school begins to assess the student's progress.
 - 3. A re-evaluation of the student will be made after the first quarter of the school year to determine the advisability of the student continuing at that grade level.



 An 8th grade student with an average grade of "F" in any core subject will not receive a diploma and may not be permitted to participate in the graduation commencement.

DOUBLE PROMOTION

A student would be eligible for "double promotion" after a conference with the parent(s), teacher, principal and student. Academics, social issues, maturity, etc. are all things that need to be considered during the decision making process to optimize the student's success.

TESTING

- Measures of Academic Progress® (MAP®) creates a
 personalized assessment experience by adapting to each
 student's learning level—precisely measuring student
 progress and growth for each individual.
- Computerized testing will be given in the fall, winter, and spring.
- Results will be available for parents two weeks after the last student test is administered.

SCHOOL RECORDS POLICY

Student records are updated and maintained in the school file as long as the child attends St. John's. A child's record will be forwarded to another school only after parental consent. Basic information is kept in the school file for sixty years as prescribed by law. Temporary information will be kept a minimum of four years.

No individual or agency not associated with the school is permitted to inspect permanent student records without parent permission. Records may be examined by parents after an appointment has been made with the school office. Parents may be charged for copies of records.

No records, grades, promotions, transcripts, etc. are given or sent to anyone until all final balances are paid.

Revised June 2016 31 School Handbook Revised June 2016 32 School Handbook

DISCIPLINE

The best type of discipline is self-discipline. All students are entitled to the kind of discipline that results in self-control, emotional stability, and growth in moral/spiritual values. Therefore, different approaches to discipline are needed for different students.

All discipline should be adjudicated based on Christian love and in accordance with <u>Matthew 18:</u> "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be establishes by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector."

Disciplinary Action:

The teacher or staff member will reprimand the student for misbehavior and take appropriate action, as he/she deems warranted. The disciplinary action taken by a teacher or staff member will also be based on the nature and/or severity of the misbehavior, as well as the student's behavioral record. Action may include (but is not limited to):

- Individual or group "time-out" during recess time (called "time on the fence").
- Temporary exclusion from an activity or "time out" in the hallway, based on age/grade.
- A note or phone call to the child's parent(s).
- Behavioral detention.
- Request for a conference with the parent(s).

If misbehavior persists:

The teacher will inform the Principal and document the matter in writing. The principal will review details regarding the matter and will take appropriate action, which can include:

- Requesting a conference with parent(s), teacher and pastor, as necessary.
- Assigning additional, progressive punishment.
- Taking the matter to the Board of Christian Education for adjudication.

Parental Feedback and Involvement:

Similarly, parents are encouraged to approach teachers directly, when they have questions or concerns regarding any disciplinary action exercised by their child's teacher. Concerns, after meeting with the teacher, may be addressed with the principal.

DETENTION RULES

- Students who receive a detention for excessive tardies/early dismissals, or behavior reasons will serve a before school detention on the day designated by the principal.
- Parents/legal guardian will be notified of the detention and the date the detention will be served via the detention notice.
- Students are to report to the conference room outside the principal's office at 7:30 a.m. Late arrivals to the detention will result in another detention for the student.
- No talking, sleeping, homework, or electronics will be allowed during the detention time. Students who violate the detention rules will receive another detention.
- Students will complete a <u>Detention Reduction Plan</u>
 <u>Worksheet</u> during detention. The student must demonstrate to the best of their abilities thought and care in their reflection paper or will not be allowed to participate in extracurricular activities until it is accepted by the teacher or principal.
- The supervisor of the detention period will review the reflection sheet with the student before dismissal to the classroom at 8:30 a.m.
- Students may be asked to complete an additional worksheet provided by the detention supervisor.
- Failure to serve the detention will result in another detention with the possibility of suspension if the student reaches 5 detention in that school quarter.
- Students are to apologize to their classmates and/or teacher.

Revised June 2016 33 School Handbook Revised June 2016 34 School Handbook

ACADEMIC INTERVENTION

To ensure that all students at St. John's achieve their full academic potential in accordance with St. John's Mission Statement and to ensure that all academic concerns are identified and addressed in a timely manner.

- Teachers identify any ongoing significant academic concerns with a student. Teachers will address concerns with the parent/guardian via phone, in person, email, etc. and document these interactions.
- If chronic academic issues persist, a conference with the student, teacher(s), and the parent/guardian will occur and an intervention plan will be established.
- The intervention plan can include modifications at home and school.
- Specific review dates, as well as measurable outcomes will be established to assess the success of the plan.
 Modifications or follow up actions will be indicated on the intervention plan worksheet as required.
- Copies of the intervention plans will be kept in the student's temporary file located in the office. A copy will be given to the parent/guardian at every conference.

ACADEMIC NOTICES

All students are expected to complete all assignments by the due date indicated by the teacher. Students may only stay in at recess at the discretion of the teacher. When an assignment is not completed or the student is not prepared for class the following may occur.

Academic Notices are given for the following reasons but are not limited to:

- Failure to have homework assignments completed and handed in when class starts or as established by each classroom.
- Failure to be properly prepared for class (gym uniforms, supplies).

First and Second Grade

 Teachers will communicate deficiencies to the students and parents as necessary. A summary will be kept by the teacher throughout the year and noted in the student's file.

Third, Fourth and Fifth Grade

- Teacher will remind student of the policy.
- Written notification will be sent home to the parent(s) to be signed. Signed notices will be retained by the classroom teacher for the duration of the year and a summary will be placed in student's file.
- 5th written notice
 - Telephone or in person conference with the parent at the discretion of the teacher.

Fifth Grade

- Starting in the third quarter:
 - Academic Notices will be sent home for the day's work that is not completed on time. Academic Notices must be signed and returned within two days of issuance or a behavior detention will be issued.

Revised June 2016 35 School Handbook Revised June 2016 36 School Handbook

Sixth, Seventh and Eighth Grade

- Academic Notices will be given if homework assignments are not turned in by 8:45 a.m. the morning of due date. (Tardy students should turn in all work immediately upon arrival.)
- Academic Notices must be signed and returned the next school day or a Behavior Detention will be issued.
- Late assignments handed in after an academic notice has been issued, are due the next school day. Work will be graded on what is completed. A zero will be recorded for homework that is not turned in.

If a student continues to acquire Academic Notices, the following may occur:

7 Academic Notices/Quarter

- Parent, student and teacher Brainstorming Session to help improve student's performance. Suggested remediation may include:
 - Students may be asked to attend additional educational/remedial programs.
 - Students may be asked to attend a program on organizational skills.

10 Academic Notices/Quarter

• Behavior Detention will be issued

11+ Academic Notices/Quarter

 Student will be reported to the BOCE with recommendations by the teachers for further action

ACADEMIC PROBATION

- Teachers may place students on academic probation when the student has received 2 F's on a mid-term or quarter report card.
- Students on academic probation will have extracurricular activities limited. Academic Probation will be carried to the next school year in the event the student receives 2 F's in the fourth quarter of the previous school year.

- Students beginning the school year on academic probation will have two weeks to establish grades in order to determine probation status.
- Parent or guardian/Teacher/Principal Conferences may be conducted regarding the student's performance. In the event that the grades do not improve, St. John's reserves the right to ask for withdrawal of the student immediately.



Revised June 2016 37 School Handbook Revised June 2016 38 School Handbook

BEHAVIOR PROBATION

Any student who has behavior problems as assessed by a St. John's staff or faculty member, principal or pastor may be placed on behavior probation. Behavior probation can be an indefinite length of time; reviews of the student's progress will be made at regular intervals.

- Students may be placed on behavior probation by the principal. The principal will notify the parent/guardian in writing of this decision. Students, who do not exhibit a significant change in behavior, will be referred to the BOCE.
- Students may be placed on behavior probation by the BOCE. If a student's behavior problems come to the attention of the BOCE, the BOCE may request a special meeting with all parties that may have knowledge about the student's behavior. After gathering and interpreting the information regarding the student's behavior, the BOCE has the authority to place the student on behavior probation indefinitely. If there is no improvement, the BOCE may ask for immediate withdrawal of the student. Attempts to counsel and aid the student in trying to improve his or her behavior will be made. The BOCE shall receive at least a monthly update on the progress of the student from the principal.
- Students placed on behavior probation will be asked to sign a **Behavior Contract** at the beginning of the period; the parent, teacher and principal will also sign the contract. The Chairperson of the BOCE will sign the contract if the student was placed on probation by the BOCE.



PROBATION/EXTRACURRICULAR ACTIVITIES

It is the policy of St. John's Lutheran School to limit participation in extracurricular activities or events when a student is performing poorly academically and/or exhibits unsportsmanlike conduct or non-Christian behavior at such events. The Coach, Athletic Director, Teacher, Activity Leader and/or Principal will make the decision regarding the student's eligibility.

- Students will be required to have an eligibility sheet signed every Monday by his/her teacher(s). Parents or guardians are encouraged to sign the eligibility sheet on a weekly basis.
- Sports Participation Ineligible students will be required to attend practices and games with their team, but will not be allowed to play in a scheduled game(s) for the week that they are ineligible.
- Club Participation- Ineligible students will be required to attend scheduled meetings with their club. Students may not be allowed to participate in any school sponsored off campus events during their period of ineligibility.
- Music Participation: Ineligible students will be required to attend practices and performances but they will not be allowed to perform.
- Students who are deemed ineligible three (3) or more times per season will be subject to two (2) weeks ineligibility for each subsequent infraction, regardless of improvement in grades.
- If a student exhibits unsportsmanlike conduct or non-Christian behavior at an extracurricular activity or event, the student will be subject to the discipline outlined in Behavior Probation. The principal may consult with the student's activity director before making a final decision.



Revised June 2016 39 School Handbook Revised June 2016 40 School Handbook

BEHAVIOR DETENTIONS

Behavior Detentions are given for behavior that violates school policies and can be assigned at the discretion of the teacher, staff, Pastor and/or Principal at any school sponsored event. Each teacher has the right to determine how to discipline the classroom, and to determine how much "grace" is to be allowed.

The Principal will be responsible for scheduling the detention time. Students are responsible for returning signed detention slips to the homeroom teacher the following school day. If a student and/or student's parent refuse to serve a detention, the matter will be brought to the BOCE immediately for adjudication. The BOCE has the right to recommend further disciplinary action including *Behavior Probation* for the student. The BOCE may ask for teacher input regarding the student at any time and for as long as necessary.

The following are reasons for a *Behavior Detention* but are not limited to:

- 1. Disrespect to teachers or any other authority figure.
- 2. Willful disobedience.
- 3. Lying.
- 4. Cheating.
- 5. Stealing.
- 6. Throwing objects that may cause harm or damage.
- 7. Abuse of the facility.
- 8. Vulgar or obscene language.
- 9. Receiving 10 Academic Notices in one quarter.
- 10. Failure to serve a scheduled detention.
- 11. Sexual Harassment.
- 12. Bullying.
- 13. Chewing gum at school.

Students who receive a *Behavior Detention* will be required to miss extracurricular activities <u>on the day the detention is issued</u>. Every effort to contact the family to pick up the student immediately after school will be made. If parents cannot be reached, their student will be sent to extended care.

Disciplinary Consequence Levels

Level 1

• 4 Detentions:

 Possible conference with parent, Principal and teachers and/or letter home.

Level 2

- **5 Detentions**: One or more of the following will occur depending on the severity of infraction(s):
 - o Mandatory one-day in school suspension.
 - o Teacher(s) input to the BOCE-written or in person.
 - Behavior Probation/Behavior Contract.
 - Denial of attendance at school events.
 - Consultation with a licensed therapist at the parent's expense.

Level 3

6 Detentions-

o Loss of all field trips/8th grade class trip.

Level 4

9 Detentions-

- Parent, Principal, student and teacher conference.
- Consultation with a licensed therapist if the student wishes to remain at St. John's. A written report regarding the consultation and/or recommendations must be submitted to the Principal. The cost of such an evaluation will be the responsibility of the parent.
- Mandatory Behavior Probation/ Behavior Contract

Level 5

10 Detentions:

- Mandatory suspension until the BOCE meets.
- Mandatory BOCE meeting with parents and/or student to discuss further discipline including possibility of withdrawal of student
 - Continued counseling with a licensed therapist.
 - Denial of attendance at school events.
 - Behavior Probation/Behavior Contract

Revised June 2016 41 School Handbook Revised June 2016 42 School Handbook

The BOCE reserves the right to intervene at any level of discipline and ask for immediate withdrawal of a student or place the student on *Behavior Probation*.

The parent/guardian has the right to request an appearance before the BOCE to discuss discipline and procedures as it relates to their child.

SUSPENSIONS - IN SCHOOL

To provide a safe, supervised environment where students can complete assignments, reflect on their behavior and how to improve/change that behavior.

- Parents/Guardian will be notified of an in school suspension by the teacher or principal.
- Students are to report to the office at the start of the school day (8:45 a.m.) or at 7:30 a.m. if the student also has a detention for that day. Students will be dismissed to a parent/guardian at the end of the school day. The student will not be allowed to socialize after school with classmates in front of the school or in hallways.
- Students should be prepared to complete the day's assignments. (i.e. books, paper, pens, etc.) Teachers are to have the day's assignments in the office before the start of the day.
- Students will complete a reflection sheet. Student must meet with the teacher or principal to discuss the Detention Reduction Plan within one week of the suspension.
- Talking, sleeping, lounging, eating (except lunch) are strictly prohibited.
- Student's will eat lunch alone in a designated area and cannot participate in recess. Bathroom breaks will be given at regular intervals.
- Participation and/or attendance at extracurricular activities will be prohibited until the day after the suspension is served.
- Students who are absent or miss the suspension for any reason must serve the suspension on the next scheduled school day.
- BOCE reserves the right to intervene at any time if concerns or issues are raised. Parents and/or legal guardians have the right to request a meeting with the BOCE as it relates to any issues regarding the suspension.

Students will be supervised by the office staff in the conference room outside the pastor's office.

SEXUAL HARASSMENT

- Sexual harassment violates the 6th commandment and is illegal under both state and federal law. Sexual harassment is objectionable under any circumstances and can be verbal, visual, or physical. Therefore, St. John's Lutheran School will take immediate action for any of the following:
 - Sexual harassment by an employee to a student
 - o Sexual harassment by a student to an employee
 - o Sexual harassment by one student to another
- Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, withdrawal or dismissal.
- Any accusation of sexual harassment will be brought to the immediate attention of the Principal and then to the BOCE.
- Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.
- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall also be subject to disciplinary action as set forth by the policy manual.

Revised June 2016 43 School Handbook Revised June 2016 44 School Handbook

ANTI BULLYING

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically it is *repeated* over time and causes hurt, fear, or discomfort to another person. Bullying can take many forms and is both direct and indirect behaviors.

- -<u>Physical bullying</u> (such as hitting, punching or harm to someone's property)
- -Verbal bullying (such as teasing or name calling)
- -Nonverbal bullying or emotional bullying (such as intimidation or social exclusion)
- -<u>Cyber bullying</u> or bullying through note writing (such as sending insulting messages by electronic devices or sending insulting notes to others in the classroom)

Direct bullying behaviors involve behaviors that are observable and that are usually expressed by physical and verbal means. Usually direct bullying involves relatively open attacks on a victim and are "in front of your face" behaviors. However, bullying behavior is not always hitting, kicking, teasing, or name calling. Children who bully others may use subversive acts that hurt just as much but are harder to detect. Indirect bullying involves "behind your back" behaviors. Examples of indirect bullying are leaving others out on purpose, spreading rumors to destroy another's reputation or getting others to dislike another person.

Bullying is not one time acts of aggression, nastiness, conflict, simple social rejection or assertive behavior.

Bullying Behavior Consequences

Steps taken in regard to bullying behavior are to be used at the discretion of the staff and principal. Action taken is dependent on the severity of the offense and may include, but is not limited to the following. Action taken will be age appropriate when possible.

1st Reported Incident -

 Investigate, talk to student and develop strategy to change behavior Verbal intervention with student and/or counseling on bullying As Needed: recess detention, detention

2nd Reported Incident -

- Repeat 1st reported incident steps and contact parents
- Paper based response
 - research topic of bullying and prepare a presentation
 - watch a video related to bullying and write a response
 - review a movie or book and identify acts of bullying within it
- Recess detention, detention, suspension
- As Needed: Extra-curricular activities impacted

3rd Reported Incident -

- Any steps from 1st or 2nd reported Incident, PLUS
- Extra-curricular activities impacted
- Provide assigned community service hours separate from those required by the curriculum
- Meet with student and parent + principal + Board of Christian Education representative
- Possible expulsion

Reporting a Bullying Incident

If there is a concern about a situation, a report may be filed verbally, in writing, or by emailing **bullyfree@Stjohnschicago.org**

- Written Reports
 - Students and/or their parents or guardians, or school personnel, may report an incident of bullying by filling out a Bullying Incident Report. The form can be found outside the office or online at www.stjohnschicago.org. Forms can be turned in to the office or to any school personnel and they will be promptly forwarded to the classroom teacher and the principal for review and action. Email reports may be sent to

Verbal Reports

 Students, parents or guardians, and school personnel may make informal reports of conduct that they consider to be bullying by <u>verbal</u> report to a teacher, the principal, or other school personnel. The person

46

bullyfree@stjohnschicago.org

Revised June 2016 45 School Handbook Revised June 2016

who receives the verbal report will document the incident by filling out the bullying report form and forward the report to the classroom teacher and the principal for review and action.

Confidential Reports

o Confidential reports of bullying may be made. Students and parents filing reports, either written or verbal, may request that their name be maintained in confidence by the school staff members and the principal. The confidential reports will be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint.

Reporting Obligations

- Report to the Parent or Guardian of the Perpetrator
 - o If, after investigation, acts of bullying are verified, the principal or classroom teacher will notify the parent or guardian of the perpetrator. If discipline is imposed, a description of that discipline will be included in that notification.
- Report to the Victim and the Parent or Guardian
 - If, after investigation, acts of bullying are verified, the principal or classroom teacher will notify the parent or guardian of the victim. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying.



- Report to the Board of Christian Education
- Report to the Proper Authorities

Student Behavior Expectations

In Hallway –

At all times, students are to walk through the hallway and on the staircases on the right side in a single file line. Students are to be

facing forward with their hands at their sides and are to remain quiet.

Students are to keep hallway floors clear of all possessions and garbage. Personal possessions should be kept in assigned locker. A designated area may be given by classroom teachers for boots and umbrellas. Lunches and other perishable goods should be removed from locker at the end of every school day.

Students should make sure everything is in locker before closing it to avoid jamming the mechanism. Students should lift latch to open and close their locker. Lockers should never be slammed shut.

In Bathroom –

Students should take caution in opening the door by pushing or pulling on the handles gently. Students are to remain quiet in bathrooms and should not play or socialize during that time. Stalls should be used by one person at a time and left unlocked after each use. Students should flush, wash their hands with water and one pump of soap, and make sure paper towels are properly disposed of in the garbage can.

In Classroom -

Students are to show respect to both their teachers and their classmates. During formal lessons, students should be sitting properly in their seat, they should track the teacher with their eyes, they should be listening quietly, they should have their hands empty, and keep their hands and feet still. Students are to raise their hand to contribute to the lesson.

If students are assigned independent classwork, students should work quietly without leaving their seats or talking to their classmates. If students finish the assigned classwork before others, they should check their work before moving on to a quiet independent activity Approved activities will be at classroom teacher discretion. Students are to raise their hand and wait patiently if they need teacher assistance.

Students are to keep classroom floors clear of all personal belongings and garbage. Chairs should be pushed in when leaving the room.

School Handbook Revised June 2016 47 School Handbook Revised June 2016 48

Church and Chapel -

Hallway etiquette applies to entering and exiting the church building. Students should sit properly in designated pew. Students should keep feet off of pews. Students are to keep hands to themselves and should not play with hymnals, hymnal ribbons, Bibles, envelopes, pencils, etc during the service. Hymnals are only to be used when instructed. Students are expected to follow along with the liturgy during the worship service.

On Playground -

Students are expected to stay within the designated playground area and are to use the playground equipment in a safe and proper manner. Students should not climb on top of or hang upside down from monkey bars. Students are to go down slides on their bottoms with their feet out first. Students may climb up or down ladders one at a time. Students should not jump from high platforms. Students are to stay away from the trash cans. Students are to line up in a prompt manner when they are called to line up.

All other functions -

Students are to continue meeting these behavioral requirements at all church and school functions. This includes but is not limited to: extended care, after-school clubs, athletic events, school events, Youth and Family Nights, PTL events, Scout events and meetings, etc.

WIRELESS COMMUNICATION DEVICES

Wireless communication/electronic devices are strictly prohibited during normal school hours and extended care. Devices that are brought to school *must be turned off completely*, including the "vibrate" mode and be placed in a location designated by the teacher. At no time will the child be permitted to carry the device on their person during school hours or while in extended care. Additionally, children will not be able to retrieve messages or communicate from these devices during school hours or while in extended care. The director of extended care may allow these devices on ½ days of school when students are in extended care for a greater length of time than on regular school days.

Violations of the policy will result in the following progressive disciplinary actions:

- **1**st **offense** Confiscation of device. Device is then to be picked up by the parent/guardian in the school office.
- 2nd & 3rd offense Confiscation of device. Device is to be picked up by the parent /guardian in the school office. Student will also be given a Behavior Detention.
- 4th offense BOCE notified of the problem with recommendations for further action as needed.



Revised June 2016 49 School Handbook Revised June 2016 50 School Handbook

SAFE SCHOOL ZONE ACT

In accordance with state, city and federal law any area within a 1,000 foot radius of a school is deemed safe. It is unlawful and prosecutable to sell, distribute, and/or possess firearms, weapons, illegal drugs, alcohol, tobacco and other items deemed dangerous to the general well-being of the students, parents, and staff. The Gun-Free School Act mandates that the possession or use of weapons in a way that endangers the well-being of others will be severely punished. St. John's Lutheran School will take immediate action to expel students for the following:

- Using, possessing, distributing, purchasing, or selling explosives, firearms, knives or any other object that can be considered or looks like a weapon.
- Any acts that bring about the endangerment of life.
- Using violence, force, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Distribution, purchase, possession, or use of any legal or illegal drug or look-alike substance in any form including but not limited to: tobacco, alcohol, chemical and/or drug paraphernalia.
- Gang signs, clothing, or anything that can be perceived as a gang affiliation is strictly prohibited.

St. John's will immediately refer any of the above to the Chicago Police Department. The student will be sent home until the Board of Christian Education can convene to initiate expulsion proceedings.

DRESS CODE

All-School

- Fully enclosed flat shoes (no boots)
- Socks are mandatory
- No perfume, cologne, or fragrant lotions
- No tattoos (including temporary)
- No makeup
- No hats in the building
- St. John's shirts acceptable on Fridays

Girl's Accessories

- Well-groomed hair not hanging in face, must be a naturally occurring color
- Stud earrings only

Boy's Accessories

• Hair must be above the collar and not hanging in face, must be a naturally occurring color

Kindergarten – 5th Grade

- Plain collared polo or dress shirt with sleeves (ties are acceptable)
- Scout uniforms on meeting days
- St. John's sweatshirts and polos
- Plain navy or white sweater/sweatshirts
- Solid navy blue pants/slacks (no skinny pants or athletic pants)
- KNEE LENGTH, navy blue shorts/skirts/skorts/jumpers/dresses
- Shorts, tights, or leggings must be worn under skirts/jumpers/dresses
- Gym shoes kept at school
- 5th grade must wear St. John's gym uniform

Revised June 2016 51 School Handbook Revised June 2016 52 School Handbook

6th – 8th Grade

- Plain collared polo or dress shirt with sleeves (ties are acceptable)
- Scout uniforms on meeting days
- St. John's sweatshirts and polos
- Plain navy or white sweater/sweatshirts
- Solid khaki pants/slacks (no skinny pants)
- KNEE LENGTH, khaki shorts/skirts/skorts
- Shorts, tights, or leggings must be worn under skirts/jumpers
- Gym shoes kept at school
- Must wear St. John's gym uniform
- Walcamp sweatshirts are allowed on Fridays

Pre-School & Pre-Kindergarten

 All students must wear clothing that is clean, neat, and in good repair.

All clothing worn by St. John's students must fit properly and be clean, neat, in good repair, suitable for the weather, and not showing any undergarments. As a Lutheran school, standards for apparel must support the philosophy and goals of our school. The principal or homeroom teacher reserves the right to decide whether the dress/appearance of a student is in agreement with the uniform code and appropriate for school.

Half days and PTL no uniform coupon days.

- Regular uniform
- Jeans, St. John's T-shirts

Dress Code Violations

- 1st violation: The school will provide covering for the student (if available). A copy of the dress code and dress code violation notice will be issued and sent home by the homeroom teacher. This notice is to be signed and returned by the parent/guardian the NEXT SCHOOL DAY.
- 2nd violation: Same as first violation with the addition of notification to the parent/guardian to discuss the violation and to advise of 3rd violation consequences.
- 3rd violation: Behavior detention.

Revised June 2016 53 School Handbook Revised June 2016 54 School Handbook

OUT OF CLASSROOM ACTIVITIES

Service Hours - Grades 6 - 8

Each student will be <u>required</u> to complete a set of service hours each year. The service hours will count for 25% of their religion grade per quarter.

- 6th graders one service hour/per quarter for a total of 4 per year
- 7th graders two service hours/per quarter for a total of 8 per year
- 8th graders three service hours/per quarter for a total of 12 per year

Guidelines

- Service hours must be completed outside of regular school hours.
- Service hours completed during the summer months may be credited toward the next school year up to half of the required hours. For example, an 8th grade student may earn 6 of their 12 hours during the summer, the other 6 must be completed during the school year.
- The student may serve St. John's, another church, or the community. Chores at home are not considered service hours.
- Students must fill out the reflection form and obtain a signature from the supervisor before credit will be given.
 A parent cannot be the signing supervisor.
- Service hours must be completed, along with the reflections sheet and turned in to the homeroom teacher by the last Friday of the quarter.
- Service hours can be completed ahead of schedule and be counted toward future quarters in the same school year.
 Service hours completed late will not be given retro credit toward the religion grade.
- Hours missed must be made up by the end of the year in order to pass Religion.

CHAPEL

A weekly worship service (Children's Chapel) is held each Wednesday morning at 9:00 a.m. These services help children develop a love for worship and grow spiritually. Baptismal birthdays are celebrated monthly. Parents and other adults are invited to attend the chapel services.



All children receive a packet of chapel envelopes at the beginning of the school year. An offering will be received at each chapel service and will be given to a Christian ministry project. Offerings given in the envelopes are recorded on student report cards.

FIELD TRIPS

A number of field trips are scheduled by each class during the year. Field Trip costs are built into education fees for all students. Rarely will there be additional monetary output required from families. Parents will be notified of these as they occur. Usually, permission slips will be sent home to be signed and returned. Teachers may request limited number parents to assist on the trip. Those Parent/Adult volunteers are expected to assist the teacher(s) while on the field trip as determined by the teacher(s).

NOTE: Students who have received 6 behavior detentions are not permitted to participate in field trips/class trip.

Revised June 2016 55 School Handbook Revised June 2016 56 School Handbook

OFF SITE SERVICES

St. John's Lutheran School cannot provide extensive on-site remedial, enrichment or behavioral services for all students. Parents and /or students are encouraged to seek help from educational, behavioral or developmental service providers for appropriate education, developmental, or behavioral needs.

- Students that require these services will not be considered absent or tardy while attending those classes.
- Transportation to and from the site and back to St. John's is the responsibility of the parent.

FUND RAISING - 7th or 8th GRADE

The purpose of raising funds is to help offset the costs of the class trip and Recognition Dinner. Any short fall is to be made up by the parent or legal guardian in order for the child to participate in these events. In the event of financial hardship, the principal has the right to allow the child to go on the trip with funds raised from the group fund raisers.

GYM

All students in 5th through 8th grades must wear a St. John's gym tshirt and gym shorts to all classes and extra-curricular practices. Gym grades may be affected by not dressing out.



LIBRARY

The length of time books may be checked out for, and the amount of the fine for overdue books, depends on the student's grade. The teacher and librarian will determine how many books at one time may be checked out.

<u>Late books</u>: Students will be notified each week regarding their late books. When a book is over one month overdue, parents will be notified either by email or a note mailed home. If the book(s) are lost, it must be paid for.

Damaged Books: Students will be charged for damaged or heavily soiled books according to the amount of damage.

Renewal: Books may be renewed for an additional period of time but must first be brought back to the library.

<u>Reference Books:</u> These are available to the students but are for Inschool use only. They are not to be brought home!

RECESS

Any child well enough to come to school is considered well enough to spend 20 minutes at recess. It is the responsibility of the parent to see that the child comes to school properly dressed for current weather conditions.

Students will be kept inside if the wind chill is below 0° Fahrenheit, or if it is raining. The students will be supervised by authorized adults. Only teacher approved equipment may be used. There is to be no throwing of sticks, stones, rubber chips, snow, or ice. If there is a true necessity for the child to remain inside during recess a note from the physician will be required explaining the reason.



Revised June 2016 57 School Handbook Revised June 2016 58 School Handbook

LUNCH

- Children must stay on the premises for lunch.
- Children may bring their own lunch. No carbonated beverages, candy, gum or glass containers may be brought for lunch.
- Students may not share or trade lunches with other students due to allergies and/or nutritional issues.
- Students without a lunch will be provided a sandwich and drink (juice) by the school office. Parents will be billed a nominal fee for providing this service.
- Hot Lunches may be ordered on a monthly basis. Milk can also be purchased on a yearly basis from the office. Order forms will be sent home in advance.
- Due to federal regulations, use of vending machines during lunch time is prohibited.

FREE MILK SERVICES

- Each year, every family enrolled at St. John's is offered the opportunity to complete the "Application for Free Milk". Household size and income determine the eligibility of a family for free milk. Forms are available in the school office throughout the year.
- To apply for free milk, households must complete the application, sign it and return it to the school office.
 Families will then be notified of their free status.
- If a family qualifies for free milk at the end of the school year, that eligibility will remain in effect until October 1st of the following school year.

MILK AND BEVERAGES

All early childhood students receive milk/juice on a daily basis in the morning and afternoon which is included in their Education Fees.



LUNCH ROOM

Students in grades 3 through 8 normally eat in the Fellowship Room. Occasionally the students will eat in their classrooms.

Students in early childhood through second grade eat lunch in their classroom each day.

Eating lunch should be a pleasant experience for everyone. It is important that each person helps to make it that way. This means acting in ways that help classmates enjoy their meals. To do that, some rules must be followed:

- Students are to walk to and from the lunchroom.
- Students should remain in their seats until the lunch supervisor dismisses them.
- Dispose of all the litter by putting it into the trash cans.
 Leftover liquids should be poured into the designated garbage pail. Tables and floor should be clean before students leave the lunchroom.
- Practice good table manners and conversation.
- Talk quietly never shout or be too loud.
- Students are not allowed to use refrigerators or microwave ovens.
- Throwing food will result in a mandatory parent-teacher conference and/or a behavior detention.

Revised June 2016 59 School Handbook Revised June 2016 60 School Handbook

EMERGENCY PROCEDURES

FIRE DRILLS/NATURAL DISASTERS

Always take the fire alarm signal seriously. The fire alarm signals two possible things: 1) an emergency is taking place and everyone is in danger; 2) a fire drill practice is taking place. You may not know immediately why the signal was sounded but you must always act as though there is a real emergency.



TORNADO DRILL



All students will go to the basement hallways which are the supporting walls to this facility. They are to be kneeling toward the wall with their hands over their heads. They will return to their rooms when the "all clear" is given.

EARTHQUAKE DRILL

If the building starts shaking, the teacher will make a verbal announcement to the class that this is an earthquake. DROP – COVER – HOLD is what St. John's students have been taught. When the shaking stops, follow Fire Drill procedures by quickly and quietly exiting the building. The students are to remain away from the building.

EVACUATION OF BUILDING

In the event that the building has to be evacuated due to gas leaks, water problems, etc. arrangements have been made to walk the children to **Wilson Park** at Laramie and Milwaukee to ensure their safety. Parents will be notified to pick the student up at **Wilson Park**.

GENERAL INFORMATION

PERSONAL/SCHOOL PROPERTY

Nuisance items such as: magazines, comic books, electronic devices, toys, and the like are not to be brought to school. If anyone needs a toy, ball, or similar items, the teacher will request them or grant special permission for you to bring them. If any of these items to school, the school is not responsible if they are lost or broken. The items may be taken by the teacher and later returned only to the parents.



Parents may be assessed replacement costs of any of St. John's property that is damaged or defaced by the student, which includes but is not limited to hardcover textbooks, part of any structure owned by St. John's Lutheran Church, furniture, equipment, landscaping, van, etc.

Parents will be assessed replacement cost of the following items:

- o Locks
- o Textbooks
- o Workbooks
- Library Books

Locks

Students in grades 3-8 will be issued locks for their lockers. Only school locks are permitted. Other locks will be cut off! Students are expected to use their locks on a daily basis.

Lockers

Every student in grades 1-8 will be given the use of a locker throughout the year. It is the student's sole responsibility to maintain this locker with the utmost respect and cleanliness. Do not leave lunches in lockers overnight! No stickers are to be put in or on lockers. Lockers are the property of St. John's school which maintains the authority to go through them as needed.

Books

Hardcover books must be covered for protection. Lack of covers on books may result in disciplinary action possibly including of the cost of the book.

Revised June 2016 61 School Handbook Revised June 2016 62 School Handbook

SALE OF ITEMS

Students may not sell any item(s) while at school without the permission of the principal and homeroom teacher.

SOLICITATIONS BY OUTSIDE FIRMS

No solicitations, promotions, or requests for information shall be made to students without prior approval by the Principal or Pastor.

SNACKS AND TREATS

The homeroom teacher makes decisions on whether students may have snacks in their homeroom. Birthdays and other special occasions are times when special snacks may be served. Students must ask their teacher for permission before bringing any kind of treats for the class.

TELEPHONE

Students may use the office telephone with permission from their teacher and office personnel. Cell phones may not be used during the school day. (See Wireless Communication Devices)



ACCIDENT INSURANCE

St. John's purchases student accident insurance for all students. Students are protected, within the coverage limits, when injured on the premises when school is in session, at after school events that are sponsored by the school, and when participating in school sponsored events away from school.

Parents are to submit all claims to their insurance company prior to submission to St. John's carrier. St. John's will be considered secondary for those who have other health insurance, and will be the primary carrier in those instances when the family (student) does not have other insurance coverage.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is an honor and a privilege. Students are expected to maintain good grades, proper behavior and good Christian sportsmanship.

No student may practice in any sport or activity on school property without being directly supervised by a teacher, team coach, or adult supervisor. Gym uniforms are to be worn at practice.

Revised June 2016 63 School Handbook Revised June 2016 64 School Handbook

GENERAL INFORMATION-PARENT

PARENT-TEACHER HARMONY

Cooperative effort is absolutely essential between parents and teachers. In order to maintain a harmonious relationship, it is essential that parents and teachers work together closely and diligently, and that they guard against possible situations which may manipulate them into conflict.

All parent-faculty disagreements should be discussed/resolved based on Christian love and must be in line with Matthew 18.

Steps for Resolving Parental Disagreement with Faculty

- The parent/guardian will approach the teacher directly to discuss the matter.
- If the matter is not resolved, the parent/guardian and/or teacher may notify the Principal of the matter.
- The principal will review all details regarding the matter and take appropriate actions, as follows:
 - o Conducts a conference with affected parties.
 - Determines appropriate action.
 - o Documents actions taken and all related details.
- Pastor may be consulted at any time by either the family or faculty
- If the matter is not resolved, the Principal and/or parents/guardian may bring the matter to the Board of Christian Education for adjudication.
- The Board of Christian Education will review the details of the matter and take appropriate action.

PARENT TEACHER LEAGUE

St. John's Lutheran School maintains and supports a Parent-Teacher League. The PTL is made up of the parents of all students, teachers, principal, and congregational members of St. John's Lutheran Church. Its purposes are to bring families of students closer together, promote educational learning, and help the church and school fulfill their mission. Regular monthly meetings and activities are held throughout the school year.

Service Hour Guidelines/Rules

Reduction/Elimination of the Service Hours Fee shall/can be accomplished in the following manner:

- St. John's Parents, Aunts, Uncles, Grand Parents, Friends and Extended Family can complete Service Hours. (No Grade School Students qualify.)
- 16 Service Hours are required per family, per year, and are reduced/ eliminated by each hour of service provided, up to a maximum of 16 hours each year. The Service Hours year begins on August 1st and ends on June 15th of each school year.
- To receive Service Hours credit you must be physically present and active at the events, as approved by the event Chair/Leader.
- For those not completing the full 16 Service Hours each year, a proration of the Service Hours Fee will be billed.
- All PTL events, BOCE functions, School functions and Church functions are eligible for Service Hours (i.e. any/all events where there is a Chairperson, Leader and/or Teacher who is requesting some type of help). All Teacher requests for Classroom help, Field Trips, Lunchroom help, Naptime help, Recess help, etc... are eligible for Service Hours.
- Teachers also have the discretion to give each Family up to 4
 Service Hours (each year) for at home activities, as
 specifically requested and approved by the teacher.
- The Chairs of certain events (Grand Parents Day/Soup & Sandwich, Ice Cream Social and Homecoming Dance) shall have the discretion to give each Family up to 4 Service Hours (each year) for at home preparation/food preparation, as specifically requested and approved by the Chair.
- Room Parents will automatically receive 4 Service Hours each year.

Revised June 2016 65 School Handbook Revised June 2016 66 School Handbook

- There is NO LIMIT as to the number of hours that can be worked and/or the number of family members that can participate for any one event, as specifically requested and approved by the event Chair/Leader.
- Families that fulfill their 16 Service Hours each year may donate any additional APPROVED Service Hours they work to other St John's families to help them in reaching the Service Hours goal.

Payment Responsibility

- The balance (or proration) of the PTL Service Hours Fee is due and payable at the end of April, or at the time the last tuition bill is distributed by the school to families.
- Any subsequent Service Hours completed after the April bill and/or final bill, and through June 15th will be accepted and incorporated into the final reconciliation process, which will be conducted after June 15th by the PTL committee. The PTL treasurer will issue the appropriate refund check directly to each family by no later than July 15th.

Service Hours Recording

 There will be a sign-in and sign-out sheet maintained by the PTL chairperson of each event, Teacher, BOCE event Chair, Church event Chair, School Event Chair and/or Principal to ensure the accuracy of Service Hours recorded.



SCHOOL VOLUNTEERS

Volunteers shall function in consort with the philosophy and goals of St. John's Lutheran School by being a positive influence on the self-esteem and spiritual growth of the students. As such, volunteers are expected to be positive role models for the students, and to assist the students in their academic, social and emotional development. Volunteers are considered vital in the success of our students at St. John's.

Volunteer Requirements

 Volunteers may be expected to complete a background check, based on the nature and expected frequency of direct contact with the students during the school year.

Volunteer Guidelines for Conduct

- Show due diligence and due regard when working with students, staff, teachers and other volunteers.
- Accept direction and supervision from the teachers and other school personnel in charge.
- Become familiarized with the school's policies and procedures, as well as specific classroom procedures as needed.
- Know that discipline is the teacher or staff's responsibility; however, volunteers should help the children to follow the rules. If needed, volunteers should alert the teacher or other school personnel if they observe student behavior that is concerning to them.
- Behave in a professional and mature manner with the children at all times. The children watch adults and will imitate that behavior.
- Refrain from any "horseplay" or "rough-housing" with the children. Volunteers should refrain from any inappropriate physical contact with the children, such as picking up the children or putting them on their laps, etc. It is expected that volunteers will demonstrate appropriate judgment in terms of how they touch or play with the children. It is important to be cognizant of how a touch may be interpreted by both younger and older children.

Revised June 2016 67 School Handbook Revised June 2016 68 School Handbook

- Refrain from discussing confidential information and/or gossiping. Volunteers should respect the privacy of the students and staff by not discussing school matters away from the school setting.
- Refrain from trying to evaluate the students' problems or abilities-volunteers should refer to the school staff in these situations.
- Seek help from the teachers and other school staff, whenever any concerns or questions arise.
- Use cell phones in an emergency only.
- Refrain from smoking at all times.

LOST AND FOUND

Any personal belongings found at the end of the school day will be placed in the Lost and Found which is located in the north hallway



of the gym. PLEASE LABEL ALL ARTICLES WITH THE CHILD'S NAME for easy identification. All unclaimed clothing is donated to the Church for the Rummage Sale in the spring of the year.

PARENT NEWSLETTER

Each Friday the *Parent Bulletin* is distributed to all students. The intent of the newsletter is to inform parents of all current school events and services. The newsletter will communicate corrections or changes to this handbook. The newsletter serves as an official channel of communications of the school to each student's home.

The Parent Bulletin will be posted at www.StJohnsChicago.org.

PARKING LOT USAGE

The parking lot is used throughout the day for gym classes and recess, therefore, there is no parking in the lot from 11 a.m. to 3 p.m. Please be aware that your car may be towed if it is in the lot without prior knowledge of the office.

PARTIES

A number of parties are held in each classroom during the year. The parties are announced well in advance. The teacher has final authority of all classroom parties.

Invitations for a private party may be distributed in school **only if all** the children in the class are invited to the party.

VISITING CLASSES

- Visitors must report to the school office, sign in and obtain a visitor's pass in order to proceed to another part of the building.
- Individuals wishing to visit a classroom must get the teacher's approval at least one day in advance when at all possible.
- Volunteers must sign in on the appropriate volunteer form in order to get credit for volunteer hours from the PTL.

Revised June 2016 69 School Handbook Revised June 2016 70 School Handbook

EXTENDED CARE

EXTENDED CARE PROGRAMS

The Extended Care Program in the Eagle's Nest at St. John's provides before and after school care for children enrolled in preschool through grade eight. Planned activities complement the mission and purpose of the school and family.

Students may be enrolled on a part-time, full-time, or drop-in basis.

Before School –

Children may arrive any time after 6:45 a.m. on school days. A simple breakfast is available from 7:00 to 8:00 a.m. Children are dismissed from the morning session at 8:30 a.m.

After School -

Afternoon care begins at 3:15 p.m. and continues until 6:00 p.m. The activities revolve around playground fun, games, manipulatives, arts and crafts, and computers.



HEALTH

HEALTH CARE

Health promotion and evaluation is a cooperative process combining the efforts of parents, school, physician and dentist. Only when a child is in the best possible physical condition can he/she achieve the most from his school experiences.

REQUIRED EXAMINATIONS

- o <u>Physical examinations</u> are required for all new students, preschool, pre-kindergarten, kindergarten and 6th grades.
- o <u>Dental examinations</u> are required for all new students, kindergarten, 2nd and 6th grades.
- <u>Eye examinations</u> are required for all new students and kindergarten.
- Annual Sports examinations are required for ALL athletic participants.
 - Student Immunizations- All students will be required to complete all immunizations as required by law. Completed medical forms must be in the school office by the first day of school.
 - **Screening Tests-** Vision and hearing screening tests will be conducted on an annual basis at the required grade levels.
 - Health Records- Height and weight records are maintained for each student. Maintenance of the health record is done in cooperation of the teacher and parent by reporting communicable diseases, injuries and other health problems to the office.
 - Ill Students- Children should not be sent to school when the child is sick. Any symptoms such as fever, diarrhea, rash, vomiting, etc. should keep the child home until at least 24 hours after symptoms started.
 - If a child becomes ill or seriously injured at school, the parent will be called so that the child can be picked up immediately.
 - Returning to School -Children returning to school after an illness should present a <u>written note from the parent or</u> <u>physician stating the reason for the absence and any</u> further instructions.

Revised June 2016 71 School Handbook Revised June 2016 72 School Handbook

Medications-



- o Prescription Medications will be administered to a child only upon receipt of the "Authorization and Permission for Administration of Medication" form (available from the office). Medication must be in the original container with the student's name, name of the medication, date, instructions for use, and the physician's name.
- o **Inhalers/Epi-pens**-Children will be allowed to carry their inhalers/epi-pens for selfadministration. A written note from the physician will be kept on file in the office.
- Over the counter medications- At no time will the staff or teachers be allowed to administer over the counter medications to a student.
- Cough drops- Students will be allowed to use at school with a written note from the parent.

WELLNESS PROTECTION AT HOME AND SCHOOL

In accordance with state and federal guidelines, the following outlines what St. John's Lutheran School does to promote healthy children and reduce childhood obesity and other illnesses.

- Nutrition posters are posted within the school.
- School policy prohibits candy and pop at lunch.
- Use of vending machines for any drinks is strictly forbidden during school hours.
- Outdoor recess for approximately 25 minutes occurs daily unless weather is prohibitive. In those instances, the students are allowed to play in the gymnasium, their classrooms or the bowling alley for their recess period.
- Physical education is taught twice weekly incorporating team and individual sports.
- Students are able to participate in several extracurricular sports including basketball, volleyball, track and cross country.
- General health, including dental health is incorporated into the curriculum starting in first grade.
- Height and weight of each student is measured and recorded on a bi-annual basis.

Good health habits need to start at home and be reinforced at school. We ask you to stress these basic good health habits at home so that we may reinforce them at school.

- 1. Teach your child to **wash** his/her **hands** with soap and properly dry them before eating.
- 2. Make sure your child keeps a **regular** age appropriate **bedtime**.
- 3. **Encourage exercise** and regulate television viewing, video game playing and computer time.
- 4. Instill **proper eating habits** and table manners. See that your child brings a well-balanced lunch to school. *CANDY, GUM AND SODA POP ARE NOT ALLOWED IN SCHOOL LUNCHES*.
- 5. Teach your child to brush his teeth after meals and at bedtime.
- Teach the use of the toilet in a sanitary manner followed by hand washing.

Revised June 2016 73 School Handbook Revised June 2016 74 School Handbook

- 7. Teach your child to blow his nose properly and to **dispose of tissue** in the wastebasket afterward.
- Teach your child to cover his mouth when sneezing and coughing.
- 9. Encourage good posture in sitting and standing.
- 10. Teach your child good **grooming habits**. A daily bath, clean hair and nails, and clean properly fitting clothes are a responsibility of all citizens.
- 11. Teach your child to use drinking fountains properly.

FIRST AID AT SCHOOL

NO TREATMENT OTHER THAN IMMEDIATE FIRST AID WILL BE GIVEN BY SCHOOL PERSONNEL. THERE IS NO NURSE EMPLOYED AT ST. JOHN'S.

You are asked to keep the school informed with current telephone numbers for home and employment of parents and emergency contacts.



ABSENCE FROM SCHOOL

Children should be **kept home for 24 hours after** fever, vomiting, diarrhea or other symptoms of disease have disappeared. NO CHILD WITH A RASH OR SKIN CONDITION WILL BE ALLOWED TO RETURN TO SCHOOL WITHOUT A NOTE FROM THE PHYSICIAN.

Because of the close contact children have in the classroom and the possibility of spreading infections, children with the following symptoms should be kept at home.

- 1. Colds
- 2. Sore throat, earache or swollen glands
- 3. Runny nose (especially children in lower grades
- 4. Excessive coughing or sneezing
- 5. Skin eruptions or rashes
- 6. Red or watery eyes (pinkeye) or styles.
- 7. Stiff or rigid neck
- 8. Vomiting or other signs of illness.
- 9. General signs of weakness, listlessness or headache
- 10. Communicable diseases. These include Chicken Pox, Measles, Mumps, Scarlet Fever and Strep Throat. These need to be reported to the school immediately upon diagnosis so that notification may be given to students in contact with the ill child.
- 11. Lice infestation of the head or body.

If any of the above symptoms develop during the school day, the parent will be called to take the child home.

ILLNESS DURING SCHOOL

If a child becomes ill or is involved in a serious injury while at school, the school will call the parents/guardians and if no answer, the emergency contact. Parents are expected to pick up the sick child shortly after being notified that the child is ill. This is necessary because the school is not equipped to care for sick children for extended periods of time.

Revised June 2016 75 School Handbook Revised June 2016 76 School Handbook

COMMUNICABLE DISEASES

Please notify the school immediately when you are certain your child has a communicable disease. This should be verified with a physician. The school will notify the families of other children in the class or extended care so that they can watch for signs of illness in their child.

According to the Illinois Department of Public Health requirements, children are to be excluded from school according to the following recommendations or longer if recommended by the family physician.

CHICKEN POX: Incubation period is 10-21 days. A sudden onset of mild fever, uneasiness and itchy rash progresses to lesions that last 3 to 4 days before scabbing.

The disease may be transmitted one to two days before onset of rash, through the first four to five days.

Child is to be excluded from school for not less than five days after the first eruptions or until all spots have crusts, whichever is later.

Exposed children may attend school.

GERMAN MEASLES/RUBELLA: Incubation period is 14-21 days. A low grade fever, uneasiness, swollen glands and upper respiratory illness (cold) precedes the rash of small pinkish-red blotches, beginning behind the ears and on the face.

The disease may be transmitted one week before and one week after onset of the rash.

The child is to be excluded from school 7 days after the rash onset.

Exposed children may attend school.

MEASLES: Incubation period is 7-18 days. Starts like a cold with higher fever, watery eyes and runny nose, sometimes sneezing and coughing. Rash occurs third to fifth day after onset of fever and is composed of groups of red blotches on the face which spread downward onto body. Rash last 4-7days.

Highly communicable from slightly before the beginning of the cold-like symptoms to four days after the appearance of the rash.

Child is to be excluded from school until four days after appearance of the rash.

Exposes children may attend school.

MUMPS: Incubation period is 12-26 days (commonly 18 days). Fever, nausea, pain and swelling around jaws, in front of and behind ears.

Disease may be transmitted from six days before the onset of symptoms to nine days after developing swelling.

Child is to be excluded from school until nine days after the onset of swelling.

Exposed children may attend school.

PINK EYE: Incubation period is 1-3 days. Symptoms include pink/redness of the eye, with white or yellow discharge on the eyelids; eye pain, or redness of the eyelids or skin surrounding the eye.

Pink eye is transmitted by direct contact from the upper respiratory tracts of infected persons, from contaminated finders and other articles.

Child is to be excluded from school until 24 hours after treatment begins.

Revised June 2016 77 School Handbook Revised June 2016 78 School Handbook

SCARLET FEVER AND STREP THROAT: Incubation period is 1-3 days. Sudden onset of fever, sore throat and rash which appears as pinpoint bright red dots first seen on the neck and upper chest. (These are not always present. Strep throat is scarlet fever without a rash).

Disease is transmitted person-to-person by direct contact with nasal secretions, by ingestion of food contaminated by an infected food handler's nasal secretions, or streptococci present on the skin.

Isolation is required until 24 hours after the child receives the first dose of antibiotics, child may return to school when fever has been gone for 24 hours providing nose, glands, throat and ears are normal upon inspection by a physician.

Exposed children may attend school.

HEAD LICE: Incubation is 7-10 days. Symptoms include scratching of the scalp and pinpoint gray-white eggs (nits) attached securely to the hair shaft. Lice or nits must be destroyed by treatment. A second application is recommended 7 to 10 days following the first treatment.

Lice are transmitted by direct contact with an infested person, clothing or article.

Students must be excluded from school until the day after the first shampoo, lotion or cream rinse is properly applied, and **no nits are present**.

ATHLETICS

The Lutheran Schools League competes in boys' and girls' basketball, volleyball, softball, soccer, bowling, cross country, track and cheerleading.

```
Participation at St. John's is as follows: 1^{st} - 3^{rd} grade:--- Boys' and girls' basketball 3^{rd} - 8^{th} grade:--- Cheerleading 4^{th} grade: ------- Boys' and girls' basketball, track, cross country 5^{th} - 8^{th} grade:--- Boys' and girls' basketball, track, cross country,
```

bowling, volleyball, softball, soccer

PURPOSE OF ATHLETICS AT ST. JOHN'S

The aim of St. John's athletic program, in accordance with the school's philosophy, is to develop and foster each student spiritually, mentally, emotionally, socially, and physically. Students are encouraged to be the best that they can be by doing the best they can do, at all times to the glory of God. Athletic games will be played so the team has a chance of winning. The competitive nature of the Lutheran Schools League brings with it the probability that all players will not play in every game. An attempt will be made to give each player some playing time over a series of several games.

GOALS

The goals of the athletic program at St. John's are to:

- 1. Glorify Jesus Christ in all that is done on and off the field and/or court.
- 2. Understand that the use of physical skills can be a form of worship and praise to God.
- 3. Help students realize and appreciate the importance of other people in their lives and the value of working together cooperatively with them.
- 4. Help students improve their decision-making skills in competitive situations.
- 5. Encourage students to express emotions while keeping those same emotions under control.
- 6. Improve the overall physical condition of students.

Revised June 2016 79 School Handbook Revised June 2016 80 School Handbook

- 7. Provide a positive experience for students that encourages life-long enjoyment of sports and recreational activities.
- 8. Develop and foster in the students a sense of responsibility, teamwork, leadership, and good sportsmanship.

RESPONSIBILITIES

Athletic Director:

- 1. Manage the overall operation of the athletic program.
- 2. Work to insure that the athletic programs/contests are consistent with the goals of St. John's.
- 3. Provide leadership in raising funds for athletics through various activities and programs.
- 4. Purchase athletic equipment and uniforms, and provide for storage and distribution.
- 5. Secure officials for athletic events.

Head Coach:

- 1. Manage all aspects of his/her particular sport in accordance with the rules and policies of the school.
- 2. Works with the students to insure their physical, spiritual, and emotional development.
- 3. Assigns duties to the assistant coach.

Players:

- 1. Show respect for team members, opponents, coaches, officials, and school property.
- 2. Keep the terms of the player contract.
- 3. Conduct him/herself in the proper manner in school and during school activities.
- 4. Turn in work on time as assigned by the teacher.
- 5. Follow normal school rules and consequences.

The use of illegal substances is strictly prohibited! Violation of this or anything listed above will result in suspension from the team and possible disciplinary action including expulsion from the school.

A PARENT'S ROLE TOWARDS THE ATHLETE

Parents strongly influence their children's attitude toward participation in athletics. The following are some of the ways they can help their children in athletics:

- 1. Modeling and fostering a Christian attitude.
- 2. Assisting the child to establish proper priorities with respect to church, family, peers, study, practice and play.
- 3. Supporting the athlete and team without being overzealous or critical of coaches and/or officials.
- 4. Sharing any concerns privately first with the coach or person involved, and then go to the Athletic Director or principal if necessary.
- 5. Discouraging the use of cigarettes, liquor and illegal substances.

PRACTICES AND GAMES

- 1. The total practice time for the varsity team should not exceed eight hours per week.
- 2. Junior varsity practice time should not exceed six hours per week.
- 3. A given practice period is not to exceed two hours.
- 4. Practice schedules will be posted in the *Parent Bulletin*, the Athletic Director's office window, and on the St. John's website.
- When there are worship services at St. John's, practices may not be scheduled in such a way as to make it difficult for parents, coaches, or team members to attend those services.
- 6. Arrangements for transportation to and from practices and games are the responsibility of the player and parents. Transportation arrangements must be made in advance. Students will be allowed to call only if a game or practice is canceled or changed because of weather or other unforeseen circumstances.
- 7. Wilson Park may be used for practices or games. The students will go with the coach to the park, and be picked up at school or the park as announced by the coach the day prior to the practice.

Revised June 2016 81 School Handbook Revised June 2016 82 School Handbook

ATHLETIC ELIGIBILITY

PHYSICAL FORM

A physical examination form signed and dated by a physician is required each year a student participates in the athletic program. The form must be on file in the office before the student will be allowed to practice.

PLAYER CONTRACT

At the start of each year, the athlete and parent must read through and sign the contract. There are emergency numbers on this form and the coach will carry these at all times. The athlete will not be allowed to participate in games until the contract has been received.

CLASSES

If an athlete is to practice or play in a game, he/she must have participated fully in gym classes (if offered) and other classes that day.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Extracurricular activities require the presence of all people for the team or group to be complete. Absence from practice may result in a student being excluded from the activity based on the discretion of the coach, the principal, and/or the Athletic Director.

PLAYER SUSPENSIONS

See – Suspensions – In School (p. 37)

ALL NEW POLICIES SUPERCEDE WRITTEN **POLICIES IN THIS** BOOK. THEY WILL BE PUBLISHED IN THE PARENT NEWSLETTER.

Revised June 2016 83 School Handbook Revised June 2016 84 School Handbook

Table of Contents GENERAL OVERVIEW

GENERAL OVERVIEW			
MISSION STATEMENT3			
LUTHERAN SCHOOLS			
PURPOSE OF CHRISTIAN EDUCATION			
ACCREDITATION4			
ADMINISTRATION4			
OFFICE HOURS5			
SPIRITUAL GROWTH5			
ENROLLMENT			
NON-DISCRIMINATION POLICY6			
ADMISSION REQUIREMENTS 7			
TRANSFER PROCEDURES7			
NEW STUDENT PROBATION8			
SCHOOL HOURS8			
ARRIVAL PROCEDURES8			
DISMISSAL PROCEDURES9			
CAR DROP OFF/PICK UP PROCEDURES9			
PROHIBITION OF ANIMALS9			
FINANCIAL POLICIES			
TUITION9			
FEES			
PARENT TEACHER LEAGUE FEES			
PAYMENT RESPONSIBILITY11			
BALANCE NOTIFICATION			
TUITION/FEE DEFAULTS			
AGAPE FUND (TUITION ASSISTANCE)14			
HENRY KNUEPPEL ENDOWMENT14			
PARENT TEACHER LEAGUE FEES			
TUITION DISCOUNTS			
TUITION INCENTIVE BONUS			
CLOTHING BOX18			
ATTENDANCE			
DAYS OF ATTENDANCE19			
REPORTING ABSENCES			
PARTIAL DAY ABSENCES			
SPECIAL CIRCUMSTANCES20			
TARDINESS/EARLY DISMISSALS21			
TARDY DETENTIONS22			
MAKE UP WORK22			
SCHOOL CLOSING23			
ILLNESS23			
CLOSED CAMPUS24			
ACADEMICS			
CURRICULUM25			
CO & EXTRACURRICULAR ACTIVITIES27			
STUDENT GRADES27			
HONOR ROLL28			
MID-QUARTERS29			

REPORT CARDS		29
PARENT-TEACHER CONFERENCES		30
PROMOTION		
ACADEMIC PERFORMANCE		30
RETENTION		
DOUBLE PROMOTION		32
TESTING		
SCHOOL RECORDS POLICY		32
	CIPLINE	
DISCIPLINARY ACTION:		33
F MISBEHAVIOR PERSISTS		33
PARENTAL FEEDBACK AND INVOLVEME	NT	32
DETENTION RULES		
ACADEMIC INTERVENTION		
ACADEMIC NOTICES		
ACADEMIC PROBATION		
BEHAVIOR PROBATION		
PROBATION/EXTRACURRICULAR ACTIV		
BEHAVIOR DETENTIONS		
SUSPENSIONS		
SEXUAL HARASSMENT		44
ANTI BULLYING		45
BULLYING BEHAVIOR CONSEQUENCES.		
REPORTING A BULLYING INCIDENT		46
STUDENT BEHAVIOR EXPECTATIONS		
WIRELESS COMMUNICATION DEVICES		49
SAFE SCHOOL ZONE ACT		51
DRI	SS CODE	
ALL-SCHOOL		
KINDERGARTEN – 5 TH GRADE		
PRE-SCHOOL & PRE-KINDERGARTEN		
6 TH – 8 TH GRADE		
NON UNIFORM DAYS		
DRESS CODE VIOLATIONS		
	SROOM ACTIVITIES	
SERVICE HOURS		
CHAPEL		
FIELD TRIPS		
OFF SITE SERVICES		
FUND RAISING		
GYM		
LIBRARY		
RECESS		
LUNCH		
MILK AND BEVERAGES		
LUNCH ROOM		60
	CY PROCEDURES	<u>.</u>
FIRE DRILLS/NATURAL DISASTERS		
TORNADO DRILL		
EARTHQUAKE DRILL		61
Revised June 2016	86	School Handbook
	- -	

85

EVACUATION OF BUILDING			
GENERAL INFORMATION			
PERSONAL/SCHOOL PROPERTY			
LOCKS			
LOCKERS62			
BOOKS			
SALE OF ITEMS63			
SOLICITATIONS BY OUTSIDE FIRMS			
SNACKS AND TREATS63			
TELEPHONE63			
ACCIDENT INSURANCE			
EXTRACURRICULAR ACTIVITIES64			
GENERAL INFORMATION-PARENT			
PARENT-TEACHER HARMONY65			
PARENT TEACHER LEAGUE66			
VOLUNTEER REQUIREMENTS			
VOLUNTEER GUIDELINES FOR CONDUCT			
LOST AND FOUND69			
PARENT NEWSLETTER69			
PARKING LOT USAGE			
PARTIES			
VISITING CLASSES			
EXTENDED CARE PROGRAMS71			
HEALTH			
HEALTH CARE			
REQUIRED EXAMINATIONS			
MEDICATIONS			
WELLNESS PROTECTION			
FIRST AID AT SCHOOL			
ABSENCE FROM SCHOOL			
ILLNESS DURING SCHOOL			
COMMUNICABLE DISEASES			
ATHELETICS			
PURPOSE OF ATHLETICS AT ST. JOHN'S			
ATHLETIC DIRECTO			
HEAD COACH			
PLAYERS			

St. John's is proud to be a CLEF partner school from it's founding in 1993.



For more information, to get involved, or make a donation go to:

http://www.goodnewsfund.org/

Go to Agape Fund (Tuition Assistance) page 14
To understand one major donation CLEF makes so families
may have a Christian Education for their child(ren).

Revised June 2016 87 School Handbook Revised June 2016 88 School Handbook