

# St. John's Lutheran School

## 2023-2024 Student & Parent Handbook

# CONNECTED

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JOHN 15:1-5

*"Remain in me, as I remain in you. I am the vine and you are the branches. Apart from me you can do nothing." John 15:4-5*

# 2023-2024

## Student & Parent Handbook

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# MISSION STATEMENT

## **Mission Statement**

We exist to equip the members of God's family to extend Christ to the whole world.

## **Purpose Statement**

To equip students for a life to be lived for Christ and to educate the whole child.

## **Core Values**

If we had to give up everything else, we would not give up these:

- What is important to God is important to us – We try not to spend our time on things that God would not consider a high priority.
- Our focus is external as well as internal – We serve one another in ministry and those outside of the church in mission.
- We are a people of the Bible – The Word of God is our highest authority and guide.
- Christian education is valuable to people of all ages – School ministry is one of our primary learning environments.
- Relationships matter – People grow through healthy relationships with one another that stem from relationships with Jesus Christ.
- We want to be a church where God's grace is lived – We believe it is love that draws people to Christ... a love that deals in grace and forgiveness.
- Excellence honors God and inspires people.

## **St. John's Lutheran School Vision**

St. John's Lutheran School will:

- Be child focused
- Have smaller class sizes
- Have a solid curriculum
- Have committed, dedicated and professional teachers
- Be distinctly Christian in its programs and atmosphere

## **General Statement of Doctrine**

St. John's Lutheran School is a ministry of St. John's Lutheran Church. As such, our doctrinal position is consistent with the Lutheran Church Missouri Synod. In all matters related to the basic tenets of faith we teach and subscribe to those positions set forth in The Book of Concord. In addition, our school's position on such issues as abortion, homosexuality, critical race theory, BLM, LGBTQ+, gender selection, transgenderism, racism, euthanasia, the supremacy of God's Word over man's opinion, etc. is consistent with those of the Lutheran Church-Missouri Synod and the Bible. If you have any questions regarding any of this, you are encouraged to contact our pastor or speak with the principal.

## **Statement of Belief Regarding Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a biological man and a biological woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a biological man and a biological woman.

We believe that any form of sexual immorality (including without limitations adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, transgenderism, cross dressing and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that to preserve the function and integrity of St. John's Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to St. John's members and its community, it is imperative that all persons employed by St. John's Lutheran Church and School in any capacity agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. John's.

Although St. John's Lutheran School does not require parents or families to personally agree with St. John's foundational statements of belief regarding marriage, gender, and sexuality, St. John's School does require parents and families to agree that their children will be taught according to St. John's foundational statements and to avoid being vocally or openly (directly or indirectly) in opposition to St. John's foundational statements.

### **School Covenant**

The statements below are a way to hold all of us accountable and to encourage one another to grow and excel.

#### **As a teacher/staff member/administrator at St. John's I WILL:**

- Strive to exhibit Christ in all I do
- Pray for my students and their families
- Integrate Christ into the culture of my classroom, activities, and programs
- Be faithful in time, attendance, punctuality, and preparation
- Ensure a safe and engaging environment for my students
- Be in regular attendance for worship and Bible study
- Regularly communicate with my peers and parents
- Be accessible during the school week and respond to emails within 24 hours
- Commit to collaboration, professional development, and growth
- Believe in the success of every student

#### **As a parent/guardian of a St. John's student I WILL:**

- Support the Biblical truths and teachings of St. John's
- Promote St. John's in a positive manner in all circumstances
- Be informed of classroom, school, and student activities
- Adhere to the Parent Handbook policies (absences, dress code, etc)
- Provide a quiet place in my home where my child can read, learn and complete work
- Ensure adequate rest, bedtimes, nutrition, and proper hygiene for my child(ren)
- Ensure that my child(ren) is (are) on time and prepared for school before 7:45 a.m.
- Believe in the success of my child(ren)

### **As a student at St. John's I WILL:**

- Strive to exhibit Christ in all I do (treat all with respect)
- Come to school prepared
- Be a problem solver and solution seeker; take ownership
- Follow all classroom and school rules
- Believe in the success of all students (myself included)

### **Goals of St. John's Lutheran School**

- **Teach the Lutheran expression of the Christian faith.**  
All instruction in our school is in harmony with the Christian faith as expressed in the confessional beliefs of the Lutheran Church – Missouri Synod. The primary focus of Lutheran doctrine is a clear distinction between Law and Gospel as a means by which the Holy Spirit enables Christians to increase and exercise their faith.
- **Equip students for ministry.**  
Our school is a ministry of the congregation which educates and equips its members, primarily the young, to be active and capable ministers of the Gospel to the world. The teaching ministry has been given to the church to equip all God's people in the performance of their unique ministries. Teachers seek to equip each student for this ministry, so that, through the Holy Spirit's guidance, each student is blessed by God to become a blessing to others.
- **Reach out in mission with the Gospel.**  
Every baptized Christian has been commanded to bear witness to the Gospel of Jesus Christ. Our school seeks to equip all students for the personal ministry of spreading the Gospel and living their faith through their works and actions.
- **Provide an education in a Christian environment.**  
Our school seeks to provide an environment where both staff and students are encouraged to live their Christian faith, where regular worship opportunities are provided. Our school endeavors to work in partnership with parents in nurturing the Christian faith of the students. This Christian environment does not seek to isolate students from the world, but rather to prepare and strengthen them for ministry in the world.

## **ADMISSION STANDARDS**

### **Non-Discrimination Statement**

St. John's Lutheran School admits students of any race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national origin in administration of its educational standards, admissions practices, scholarship program, and athletic and other school administered programs. St. John's is in compliance with the applicable sections of the Illinois School Code, with relevant case law (Plyer vs. Doe), and with 23 Illinois Administrative Code Part 425.

The school complies with applicable federal and State laws prohibiting discrimination including, but not limited to:

- a. Title IX of the *Education Amendments of 1972* (20 USC 1681 et seq.)
- b. The *Individuals with Disabilities Improvement Act* (20 USC 1400 et seq.)
- c. The *Age Discrimination in Employment Act of 1967* (29 USC 621 et seq.)

- d. Title VI of the *Civil Rights Act of 1964* (42 USC 2000d et seq.)
- e. Title VII of the *Civil Rights Act of 1964* (42 USC 2000e et seq.)
- f. The *Americans with Disabilities Act of 1990* (42 USC 12101 et seq.)

### **Overview**

St. John's Lutheran school is owned and operated by St. John's Lutheran Church. The school is a part of the total parish education program. Enrollment is open to all children. Applicants are admitted on the basis of space available and the potential benefit to the child; academically, physically, emotionally and spiritually. Students with special learning or behavioral needs are admitted only if it is established that St. John's has adequate facilities and staff to meet those needs.

St. John's works with parents, physicians, psychologists, social workers and local school district special needs staff to meet individual student needs. St. John's staff participates in the formation and implementation of St. John's Education Plans to aid students with special needs.

St. John's Lutheran School is governed through the Governing Board, elected by members of St. John's Lutheran Church. As described in The Governing Board Policy Manual, the school is administered by the school principal through the direction of the Executive Director who in turn is responsible to the Governing Board. The school principal, by the authority of the Executive Director, is responsible for carrying out the policies contained in the Governing Board Policy Manual.

### **Governing Board**

The Governing Board of St. John's Church and School consists of seven elected members from the Congregation. The Senior Pastor and the Executive Director are ex-officio members (non-voting). St. John's is Policy-based Governance. A policy-based Governing board delegates the ongoing operations to the organizational leaders and focus on the resources going in and the results coming out. Our Policy Manual defines the Board's main responsibility to provide a strong and ethical pursuit of the congregation's mission. The mission of St. John's Church and School is "We exist to equip the members of God's family to extend Christ to the world". The Policy Manual of St. John's assigns the Governing Board the responsibility to establish Governing Policies, establish and monitor policies that guide the efforts of the Senior Pastor and the Executive Director and ensure policy and financial decisions are executed in accordance with the Constitution and Bylaws of the Congregation.

### **School Oversight Team**

The School Oversight Team is a Committee of the Governing Board. The role of the SOT is to assist the Board in assessing the learning environment within the day school. At a minimum, the learning environment will include evaluation of relationships, the physical setting, and the psychological atmosphere. The SOT meets with the school faculty throughout the year to make sure their needs are being met and recommends school policy changes based on input from teachers, parents, and students. The SOT consists of 3 members of the Board and up to three non-Board members selected from within the Congregation being appointed by the Board.

### **Order of Enrollment**

St. John's has established the following order for new enrollment:

- Previously enrolled students
- Children of members belonging to St. John's
- Siblings of currently enrolled students
- Children of families wishing to become members of St. John's
- Children from other Lutheran congregations
- All others

### **Students Transferring to St. John's**

Students transferring to St. John's must submit a birth certificate and parents must fill out a "Request for Transfer of Records" which will enable St. John's to receive an official transcript from the student's previous school. St. John's will request special education and disciplinary records in addition to the usual health, academic and attendance records. St. John's also reserves the right to contact sending schools if further information is needed or for clarification of records received. A pre-admission test may be given to new students enrolling at St. John's. Grade placement for all new students is considered **"temporary", subject to a nine-week probationary period.** This time will allow the school time in which to receive the transcripts and to monitor the student's progress in order to determine if grade placement is correct and to determine if St. John's program is adequate to meet the needs of the student. Final acceptance will be determined upon parent/teacher conference, adequate transcripts from previously attended school(s), teacher observation and testing (if used). The school principal will make the final determination regarding permanent enrollment.

## **Admission Procedures**

### **Preschool**

- The child must be **3** years old by September 1<sup>st</sup> of the year in which enrollment is sought for PS3 and Mixed Age PS and 4 years old by September 1<sup>st</sup> for PS4.
- Enrollment begins for St. John's Lutheran Church members and currently enrolled school families in January.
- Enrollment opens to all families on February 1<sup>st</sup> on a first-come basis in accordance with the established order of enrollment.
- All students must be toilet independent.
- The registration fee paid must be paid to the school office to begin the enrollment process.

### **Kindergarten**

- The child must be **5** years old by September 1<sup>st</sup> of the year in which enrollment is sought.
- The registration fee must be paid to the school office to begin the enrollment process.

### **Grades 1 – 8**

- The registration fee must be paid to the school office to begin the enrollment process.
- Copies of the most recent standardized test scores and latest report card must be submitted.
- If a pre-enrollment interview with the principal is required, both parents and student are expected to attend.
- The student may receive a placement test and interview by the teacher/principal to determine level of ability according to our curriculum.
- The school office will inform the parent and/or guardian when the enrollment decision has been made. Upon acceptance, the school office will supply the parent(s) with the remainder of forms to be completed to finish the enrollment process.

## **REGISTRATION and TUITION**

### **2023-2024 Registration, Technology and Education fees**

Fees	Preschool 3, 4 & Mixed Age (Flex)	Kindergarten – 2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade – 5 <sup>th</sup> Grade	6 <sup>th</sup> Grade – 8 <sup>th</sup> Grade
Registration fee due at registration	1/8/24 \$150 each student 4/15/24 \$200 each student 5/20/24 \$250 each student	1/8/24 \$150 each student 4/15/24 \$200 each student 5/20/24 \$250 each student	1/8/24 \$150 each student 4/15/24 \$200 each student 5/20/24 \$250 each student	1/8/24 \$150 each student 4/15/24 \$200 each student 5/20/24 \$250 each student
Education fee due by August 1	\$175 each student	\$300 each student	\$350 each student	\$400 each student

### **Registration Fee**

This fee is due at the time of re-enrollment or initial registration. It is NON-REFUNDABLE. This is a yearly fee for each student. A portion of this fee goes towards activities for students to offset class field trips, classroom parties, teacher birthday gifts, etc.

### **Education Fee**

This fee is set annually and is used toward the cost of books, materials, technology, supplies and other educational items including technology. It is our policy that ALL FEES are paid in FULL by August 1st. Any fees that are not Paid in FULL by August 1st will be added to your family's September Blackbaud Tuition Management payment. This fee is not refundable after the first day of school.

### **Tuition**

St. John's Lutheran Church generously supports the educational ministry of the school. The actual per pupil cost for each student K-8th grade is approximately \$7,500 Members of St. John's Lutheran Church provide regular and generous gifts for the continuation of this ministry. It is through this generosity that we are able to offer such affordable tuition to our families. St. John's Lutheran School uses Blackbaud Tuition Management (formally Smart) the collection of tuition payments. Enrollment in Blackbaud Tuition Management is easy, simply go to [www.enrollwithsmart.com](http://www.enrollwithsmart.com) follow the prompts (our school code is 11186). Tuition can be spread over 10 months beginning in July (ending in April) Late enrollment in SMART will result in fewer months over which to spread your payments. All payments are Automatic or ACH/EFT –Electronic Funds Transfer from checking or savings account. Credit card payments to Blackbaud Tuition Management carry a usage fee. There is a \$50 charge to use Blackbaud Tuition Management (this is billed directly from SMART it will be taken when your first payment is withdrawn. For late/declined payments, there is a \$50 late charge. A Delinquent Tuition Report will be submitted to the governing board monthly. Delinquent tuition accounts will be addressed by the governing board and school Principal. Families with delinquent accounts risk suspension or expulsion from our school if arrangements are not made in a timely manner. Christian education is an investment in your child's future. Providing a Christian education for your child very often means that financial priorities must be carefully planned. St. John's Lutheran Church covers the difference between the tuition amount paid by school families and the actual operating cost per pupil. It is our expectation that the difference between member tuition and the cost of education would be contributed by member families through Sunday offerings. We thank God for the congregation's support of our mission and ministry at St. John's Lutheran School.

### **Tuition Rates 2023-2024**

#### **Program**

Preschool 3, PS4 & PS Mixed Age (1/2 day) \$1,100 per day (x number of days attending per week)

Preschool 3, PS4 & PS Mixed Age Full Day \$1,300 per full day (x number of days attending per week)

Grades K– 8th \$7,200

Multiple child discounts are available for families having more than one student enrolled in Kindergarten through Grade 8. Members of St. John's Lutheran Church receive a membership discount (not reflected in amounts above). Members are also to adhere to our Minimum Church Attendance Policy.

Members of Lutheran churches without schools may be eligible for "Associate" member rates.

- No final report cards or transcripts of records will be issued if there is a balance due for fees, tuition, fines, book replacement fees, etc.

#### **Tuition Grant Program- Financial Aid**

It is the policy of St. John's that financial considerations should not prevent any child from receiving a Christian education in our Day School. To that end, if parents find they are unable to afford the entire tuition amount, they may apply for a tuition grant. These grants are given as funds are available and are based on need as demonstrated through the application process. You can apply for tuition assistance by going to

<https://studentfinancialaid.blackbaud.school/> (school ID 11186) there is a fee associated with this application.

## MINIMUM CHURCH ATTENDANCE For Members of St. John's Lutheran Church

Membership in any organization comes with both benefits and responsibilities. With church membership those responsibilities come directly from God.

† Remember the Sabbath Day by keeping it holy. (Exodus 20:8)

† Let us not give up meeting together, as some are in the practice of doing, but let us encourage one another and all the more as you see the day approaching. (Hebrews 10:25)

Regular and faithful attendance at worship is a practice that St. John's and its teachers stress to the children in every grade each year. As our mission statement says:

*The mission of St. John's Lutheran Church and School is to equip the members of God's family to extend the Church of Christ to the whole world.*

Members of St. John's who enroll their child(ren) in our school receive a substantial discount on their child's tuition. The purpose of this discount is two-fold; 1) to make it financially possible for everyone seeking a Christian education for their child to receive one, and 2) to allow members to support not only the school but other church ministries through their time, treasure, and talent.

- All parents who receive the *Member Tuition rate* must attend church with their child(ren) at least fifty percent (50%) of weekend services to continue receiving the discounted tuition rate.
- Official attendance records maintained in the church office will be used to establish the level of attendance. For this reason, it is very important that members fill out attendance cards each time they attend weekend services at St. John's.
- The services that will count towards the 50% attendance goal are Saturday evening and Sunday morning services. Mid-week and special services will not be used when calculating 50% attendance. At least one parent must meet the 50% requirement without taking into account the attendance of the other parent.
- If a member family is away from home and attends church elsewhere, a worship folder from the Christian church where they attended, should be given to or mailed to the **church** office.
- Member families applying for Tuition Assistance should comply with the 50% attendance requirement, or risk losing a portion or all of their tuition assistance.
- During the summer months, attendance will be factored into the first quarter.

We will review church attendance records (of parents) quarterly. If parent church attendance falls below the required 50%, they will be notified by letter. If, at the end of the following quarter, their **overall** attendance average is below the required 50%, their tuition amount will be changed to Community or non-member until a follow-up quarterly review shows overall attendance improvement. If a family wants to appeal the change in their tuition status, they must schedule a meeting with the principal and/or senior pastor. The decision of our senior pastor in this matter is final.

**If students, groups of students, or a whole class, is scheduled to participate in a church service or other church event, your student is expected to be in attendance. Excuses should be presented prior to the scheduled event or service.**

## GENERAL PRACTICES, PROCEDURES AND INFORMATION

### Absences from School

- Parents must call the school office by 8:00AM to notify staff when your child is absent 630-932-3196 x 101 or parents should email the school office [sjschooloffice@sjleagles.com](mailto:sjschooloffice@sjleagles.com) and the

**homeroom teacher to notify them of an absence (teacher emails are listed on page 34 of this handbook).**

- **If the school office does not receive notice from a parent by 8:15AM regarding student absence, staff will call the parent.**

At no time during the hours in which the student is under the supervision of the school will he/she be allowed to leave the school grounds except by prior arrangement with a parent and/or guardian. **Prior** notification to the school office is required for the student to leave the school grounds or go home by other than established means. Verbal requests will not be accepted unless an emergency arises, in which a telephone call may provide valid authorization.

If a student needs to be picked up early for whatever reason, their parent/guardian must come into the office to sign them out. If someone other than the parent and/or guardian is picking up the child, the school office must be made aware of the alternate arrangements via email. **NO CHILD WILL BE RELEASED TO MEET HIS/HER PARENT, LEGAL GUARDIAN, OR OTHER PERSON IN THE PARKING LOT.**

The school assumes no liability in cases where the student leaves the premises in violation of the above stated guidelines. Students remaining after school for a school sponsored activity are not to leave the school grounds without appropriate adult accompaniment.

### **Absences/Illness**

**Students should be 24 hour fever and symptom free before returning to school following an illness.**

When students are absent from school due to illness their primary focus should be getting well enough to return to school. To that end, St. John's Lutheran School will **NOT** send work home to be completed by ill students. We would prefer that students, who are ill, spend time resting so they may return to school quickly.

In cases of prolonged illness or injury (3+ days) arrangements may be made to provide assignments or arrange for outside tutoring.

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

- It helps to instill self-discipline and responsibility.
- It exposes students to interaction with fellow students and teachers.
- It allows the student the opportunity to participate in class discussions.
- It involves the student in unique learning environments not otherwise available. (ie: science experiments)
- Many wonderful learning opportunities that are lost through absence from class are not retrievable or repeatable.

**All absences require a telephone call or email** (copy both teacher and office) this is especially important in cases of communicable disease. We require children to be free of any fever or significant symptoms (e.g., constant cough, vomiting or diarrhea) for at least 24 hours before returning to the classroom in an effort to keep contagious illness in check. Absence from school regardless of reason will be marked as an absence.

**Students must be in attendance at school in order to participate in extracurricular activities.**

The school calendar is available on Sycamore. Parents are strongly encouraged to plan their vacation trips during normal school vacations. Please note the following guidelines if you plan to take an extended trip during the academic year:

- Notify the student's teacher and the school office as early as possible prior to the trip.
- Explain the reason for the trip and give dates of departure and return.
- It is the obligation of the parent and student to procure all missed work and make sure it is completed in a timely manner. **Students have one (1) day per each day missed to make up work. After the allotted time, credit will not be received although the work must still be made up**
- Homework assignments will be given to the student **AFTER** he/she returns to school.

- It may be necessary for the student to stay after school in order to get teacher instruction for missed work.

If students will be absent for extended periods of time due to vacations, the teacher may **help** the student determine what academic work will be missed, but will not provide daily assignments ahead of time.

Parents should carefully weigh their decision to remove a student from school for extended vacations during non-vacation times. Many times, such absences can prove detrimental to the educational progress of the student. While a death in the family, a student illness, or occasional medical appointments are acceptable and understandable reasons for absences; absences for other reasons should be avoided.

### **Tardiness**

Habitual tardiness is to be avoided. Late arrival often disturbs the class, interrupts normal procedures and is detrimental to the education of all. Habitual tardiness will be addressed by classroom teachers and administrators. After 8:10AM a parent must accompany their child to the school office and sign them in. Habitual tardiness consequences may include:

- Detention
- May receive less than full credit for work missed
- Working lunch

### **Absence / Attendance Policies**

**Absentee and Truancy Policy** – when students are absent from school they miss classroom instruction, activity and teacher/student learning interactions that are difficult to recreate. Every attempt needs to be made to have your student present at school. Regular student attendance is essential for the community of learning. The Illinois School Code identifies components of absenteeism and truancy. Section 26 2a of the Illinois School Code lists the following as valid causes for student absences.

- Illness, including the mental health or behavioral health of a student;
- Observance of a religious holiday;
- Death in the immediate family or family emergency;
- Other situations beyond control of the student; as determined by school administration; or
- Circumstances that cause reasonable concern to the parent for the mental emotional, or physical health or safety of the student.

Students who miss 5% or more of the prior **180 regular school days** without valid cause (a recognized excuse) are considered chronic truants according to the Illinois School Code (105 ILCS 5/26-2a). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. Alternate schooling may become a necessity to correct truancy issues.

Due to the importance of your child having regular and timely attendance and to avoid unexcused absences, parents need to be in communication with the school office to report or request extended time away from school.

### **Accreditation**

St. John's Lutheran School is fully accredited by the *National Lutheran School Accreditation Commission*. St. John's is also recognized by the State of Illinois. St. John's strives to meet applicable educational standards of the State of Illinois. Teacher certification, length of school day, attendance, and required school subjects are just some of the state standards that St. John's meets or exceeds.

### **Annual Events**

St. John's Lutheran School has a variety of annual events in which students and families participate. Some of these events are directly connected with the curriculum, while others are optional:

- **Grandparent/Special Guest Day** – Grandparents and special guests are invited to spend a portion of the day at school with their grandchild and/or special student. They attend a special chapel service, visit classrooms and participate with their student(s) in other special programs.
- **Children’s Advent Service** – Each December the school conducts Advent/Christmas worship services. A variety of worship forms are used to share the Christmas message.
- **Academic/Science Fair** – This fair is run in correlation with our curriculum. The date of this fair varies, and will be placed on the school calendar.
- **Office Fundraiser** – This is an annual fundraiser sponsored by St. John’s. The fundraiser varies and it is run in late winter – early spring.
- **Musical and Plays** – The annual musical/play provides students with the opportunity of being part of a large production. It is an opportunity for drama and singing gifts to be on display. Lower and upper grades alternate years for performances.

### **Athletics**

Students in Grades 4-8 are eligible to participate in after school athletics. These activities include cross country, basketball, cheerleading, volleyball, and track.

- A recent physical examination or sport physical is required in order to participate in athletics.
- A participation permission form and a fee will be charged to students participating in interscholastic sports.

### **Birthday Treats**

Birthdays will be acknowledged and celebrated in the classroom. **Parents are asked not to send any treats or other gifts to school.** Donation of a book to the library in your child’s name is one way parents may make each birthday a special time for their child. Contact the school office for information on how to make this donation.

### **Building Access**

- Doors are locked during school hours.
- For the safety of all, anyone visiting the school needs to check in at the office.
- Students are instructed not to open the doors for anyone.
- All visitors to the school are to enter through the north school door # 1. This entrance is under supervision and has a buzzer to announce your arrival. **All visitors entering our building must scan their Drivers License and sign in at the front desk using our Safe Visitor Check in.**

### **Book Fines**

School-owned textbooks are loaned to students. As school property they should be well cared for and protected as much as possible. While we expect normal wear and tear, books that are returned with excessive wear or damage will be assessed a fine. These book fines must be paid prior to the student receiving their final report card.

### **Chapel**

Chapel is held on a weekly basis. Pastors, teachers, and other guests lead children in these worship opportunities. Parents are invited and encouraged to attend chapel with the students. Chapel is held in the sanctuary on Wednesday morning beginning at 8:10a.m.

Offerings gathered during chapel services are used to support specific mission projects. These projects are designed to help students share their faith through their offerings.

### **Class Size**

Class sizes have been established by the St. John's with the following capacities:

Preschool 3	10 students/adult up to 20 students
Multi-Age PS	12 students/adult up to 24 students
Preschool 4	12 students/adult up to 24 students
Kindergarten	28 students (an aide will be provided when class size reaches 15)
Single Grade Classroom	28 students (aides will be assigned as class size necessitates and resources allow.)

Exceptions may be made on an individual basis upon recommendation of the principal.

### **Classroom Visits**

As a matter of courtesy, and to avoid classroom disruptions, please notify the teacher and school office at least two (2) days in advance if you wish to visit/observe in any classroom. On the day of your visit, please stop in the office to check-in and receive a visitor's pass.

### **Detention/Suspension**

Students in Grades K-8 serve detention if poor behavior, tardiness, or work habits warrant such action. Parents will be notified of the procedures for detention early in the school year, and how their student may avoid having to serve a detention. Parents will be notified of when, where and why their child is serving a detention. Repeated detentions within a quarter will trigger additional behavior modification remedies which may include, but are not limited to, longer detentions, suspension and in the most severe cases possible expulsion.

The following behaviors may result in a student receiving an in school or out of school suspension as determined by the School Administrator:

- Fighting
- Public Displays of Affection
- Physical contact including but not limited to: hand-holding, cuddling, kissing etc. at school or at school sponsored events.
- Stealing
- Weapons
- Internet Abuse
- Drugs

The School Administrator will complete a Behavior Assessment Plan and Suspension Conference Form when issuing a suspension.

### **Discipline**

St. John's Lutheran School is a setting in which God seeks to accomplish His good and gracious will for students. Living in the assurance of God's love, mercy, and forgiveness students are encouraged by the power and teaching of the Holy Spirit to live Christian lives in accordance with God's will for them. Students, parents, teachers, and the administrator share the responsibility for maintaining an environment conducive to a Christian education for all students.

The word "discipline" comes from the same root word as "disciple." That best explains our objective in the discipline policy, namely, enabling students to become Disciples of Christ. Our ultimate goal is that students develop an attitude of love and respect for parents, teachers, classmates, and self.

We view discipline not in terms of punishment, but rather the teaching of self-control. Discipline is positive when the goal is to build self-respect in the heart, not tear self-respect down. Every effort will be made to make discipline educational – to help the child understand the purpose and benefit of the disciplinary process.

We feel that routine matters are between the teacher and the student, however, when the teacher feels a continuing problem is developing, parents will be contacted.

Students who demonstrate a continued lack of self-control and fail to function within the guidelines of the school may be suspended from school by the principal. Suspensions may lead to eventual expulsion from St. John's Lutheran School. Any student facing expulsion will be entitled to due process including a written complaint and a hearing before the school administrator and senior pastor.

Teachers are responsible for setting classroom rules and procedures that will promote a proper learning climate in their rooms. Teachers are given a degree of flexibility in establishing these rules as long as they do not conflict with established school rules. Many teachers include their students in establishing these rules and procedures. The list of school rules include:

- Students will show respect for the authority of teachers and other adults within the school. They are to obey reasonable directions, use only acceptable language, and avoid actions that may show disrespect for those in authority.
- Students are not allowed in the classroom before or after school unless the teacher is present. Students are not to be in the classroom before 7:45 a.m. or after 3:05 p.m. unless given permission by the teacher.
- Students are to be in assigned play areas during recess and lunch period.
- Students should remain quiet during passing periods. There is to be no loitering or horseplay around or in restrooms or hallways.
- Stick-on labels, signs, and the like are not to be used in desks, lockers, or other school equipment or furnishings.
- Snowball throwing is strictly prohibited.
- "Nuisance items" such as toys, character pencils or erasers, fidget spinners and the like should not be brought to school. Teachers will confiscate these items if brought to school.
- Fighting is strictly prohibited. Students who are caught fighting are subject to immediate suspension irrespective of who "**started**" it.
- Actions occurring off campus, but related to school shall be dealt with as if they occurred at school.
- Harassment and bullying of another student will not be tolerated.
- Students may not chew gum on campus.
- No personal electronics such as iPods, radios or cell phones are to be used or carried during the school day (7:45-3:00). Items brought to school for use after school must remain turned off in the student's locker. If seen, heard or used during the school day, the items will be confiscated, and the parent will be required to retrieve the item in the school office.
- Students are expected to respect and care for all school equipment, furnishings, and the building. Behavior which causes damage to any of the above will be the responsibility of the student and parents who will be expected to pay for all needed repairs or replacement.

## **Bullying and Harassment**

### **I. Preamble:**

The Illinois General Assembly finds that "a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with students' ability to learn and participate in school activities. Because of the negative outcomes associated with bullying in schools, the General Assembly finds that school districts, charter schools, and non-public, non-sectarian elementary and secondary schools should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7

### **II. Bullying Defined:**

**Bullying** is any type of conduct that may:

1. Reflect a coercive **imbalance of power**; AND
2. Is **severe, pervasive** and often **purposeful** and **repeated**; AND

3. Places an individual in (a) **reasonable** fear of **substantial** detrimental effect to his or her person or property; or (b) to otherwise substantially interfere in a student's academic performance or ability to participate in any school related activity.

Further the Illinois legislature defines "Bullying" as meaning:

"Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfering with the student's or students' academic performance; or
- (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

"Cyber-bullying" includes the creation of a webpage or blog or other means in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Conduct which may be considered bullying might include:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; harassment, threats, intimidation, theft, public humiliation, retaliation for asserting or alleging an act of bullying, stalking; sexual assault; and destruction or damage to property of another.
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- Verbal threats made to blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation.

Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

In addition to that conduct described above, *examples* of conduct that may constitute bullying include the following:

- Blocking access to school property or facilities;
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;

- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, age, gender, or expression, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would **not ordinarily** be considered bullying for purposes of this policy include:

- Mere teasing
- "talking trash"
- Trading of insults

### **III. Bullying is prohibited**

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by this Policy is conduct that occurs on school property, at school sponsored activities or events, or "cyber-bullying" conduct from outside of school; while students are being transported or walking to or from school or school sponsored activities or events; or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions, including but not limited to restorative measures.

Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline.

No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

The highest risk location for bullying occurs:

- On the school bus
- Walking to and from school
- On school playgrounds
- In school cafeterias, locker rooms, and in bathrooms
- Through use of the Internet and cellular phones, even from off-campus

This Policy applies to bullying that may occur at any of these locations, but is not limited to these locations. For purposes of this Policy, a **bystander** to bullying is a witness to bullying conduct and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bully.

As a point of clarification, discussing, articulating, promoting and/or evangelizing Biblical truths and doctrine will never be considered to be any form of bullying.

### **IV. Responding to Bullying**

It is the responsibility of the school staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment and understand consequences for poor choices and behaviors. In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration should consider the following:

- The ages and maturity of the students involved;
- The type, frequency, severity and patterns of behaviors;
- The context in which the incidents occurred;
- Any other relevant circumstances.

In this regard, this Policy recognizes the sound principles of remediation measures and restorative justice and encourages application of these principles in any response or discipline that may be imposed.

#### **V. Report and Investigation**

St. John's has developed a reporting procedure (Incident Report form) to be filled out whenever an allegation of bullying is made. Anyone who witnesses any conduct that could constitute bullying shall make such a report as soon as possible to any school staff member. This report then shall be submitted to the principal or designee(s) responsible for student discipline who as soon as practicable shall conduct or cause to be conducted a thorough investigation of the alleged incident and make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the St. John's established due process procedures. This procedure will promptly inform parents or guardians of all students involved in the alleged incident of bullying. The procedure will discuss with parents or guardians as appropriate, the availability of counseling, school psychological services, other interventions, and restorative measures.

The police and State's Attorney shall be notified immediately of all incidents involving bodily harm, property damage or any conduct which reasonably is believed by the school administrator(s) to be a violation of the criminal laws. The investigation of any such bullying conduct shall proceed in cooperation with the police and other applicable law enforcement authorities. St. John's always retains its right to investigate and impose any discipline for violation of this Policy, whether or not criminal charges are pursued.

The school principal or designee periodically shall review disciplinary incidents involving bullying conduct or conduct placing students at risk of bullying for purposes of monitoring: 1) the effectiveness of the school's programs and interventions in creating a climate of mutual respect and civility in the school community, and 2) the application of this policy in a non-discriminatory manner. A report of the principal's findings shall be made to the senior pastor at least once a year.

#### **VI. Notification / Training**

Students and Parents/legal guardians will be notified of this Policy annually through receipt of the school's Handbook. The Policy is also posted on the school's website. The school shall utilize a framework to incorporate the social and emotional learning standards for all grade levels as required by State law.

All partners to this agreement understand the importance of the most current and up-to-date information on issues relating to bullying and agree to utilize their best efforts in participating in training and sharing information on this important topic.

Any training in the schools will include training for all staff members including teachers, administrators, paraprofessionals, coaches, support staff, sponsors of student groups and any volunteer who is engaged in interacting with students on a regular basis.

#### **Dress Code**

"Whatever you do, do it to the glory of God" helps set the tone and guidelines for both individual activities and group participation. This statement from God's Word can also serve as our guide in personal grooming as children of God come together to learn, grow, and develop.

The school administrator and teachers believe that children need to be taught to use good Christian judgment when selecting school attire. The appearance of each student should reflect the values and nature of Christian education.

Parents will be notified if their child is wearing clothing that is deemed by the Administrator to be inappropriate or a distraction. Parents may be asked to bring a change of clothing to school.

**Pants: (boys and girls)**

Must be solid colors - navy blue, black, brown, gray or khaki

Pants must fit properly; sagging; hip huggers, low riding, excessively baggy, or excessively tight pants are not allowed. **No “Jeggings” style pants are to be worn. No “athletic-style pants” Blue Jeans are reserved for casual days and Fridays only**

**Shorts - may be worn from April 1 through October 31.**

From October 31-April 1 leggings/tights must be worn under skirts/skorts/jumpers.

Shorts – (solid colors - navy blue, brown, black, gray or khaki) Length should be no shorter than the middle finger tip with arms fully extended while standing. Shorts must fit properly; sagging, hip-huggers, low riding, or excessively baggy or tight shorts are not allowed. Capri pants for girls are allowed provided they are consistent in color and material type as noted above. Cargo type shorts of the above noted material and colors are allowed.

Waistbands must be worn at the waist. (Above the hips)

**Skirts/skorts, jumpers: (girls)**

Skirts, skorts or jumpers of solid color (navy blue, black, gray, brown or khaki) are allowed. Polo style dress in solid color. Length should be no shorter than the middle finger tip with arms fully extended while standing.

Jumpers of solid color with an approved shirt type may be worn.

**Socks:**

Socks, hosiery or tights must be worn at all times.

**Shirts:**

Polo type shirts of any solid color should be worn (small upper left chest logos are permitted). Shirts may have an unspecified number of buttons although no more than the top two may be unclasped. Excessively long and very short shirts should be avoided. At no time should the student’s stomach or lower back be visible. If seen, the student will be required to tuck a shirt into pants or shorts. Otherwise, shirts do not have to be tucked in. Shirts may be short or long sleeved. Sleeveless styles are not allowed. Shirts worn under polo shirts must be a solid color.

**Sweaters/Sweatshirts/Hoodies:**

Sweaters and sweater vests of any solid color are allowed. Hoodies of any solid color as well as St. John’s spirit wear, Walcamp, JLIT, Springfield, Washington DC or class trip hoodies may be worn. Sweaters must be worn over an approved shirt. **Solid colored** zippered cardigan styled, pullover sweatshirts or fleece may be worn. No logos or lettering will be permitted with the exception of St. John’s spirit wear, Walcamp, Springfield, JLIT, Washington DC or class trip sweatshirts.

\*Students should keep one sweater or sweatshirt (see above for approved styles) in their locker for colder classroom days.

**Shoes:**

Casual dress shoes with low heels only. (No more than 1 inch). Basic athletic shoes are allowed. Shoes laces must be tied. No platforms (any type), sandals, flip-flops, shoe skates, skateboard shoes or croc style shoes.

**Other Considerations**

Students enrolled in organizations such as Scouts, may be exempt from complying with the standardized dress code policy on the day(s) they are required to wear their uniform as approved by the principal (or his or her designee). Frayed or torn clothing is not acceptable at any time.

**Field Trips:** The nature of some field trips requires the students to wear clothes that may not adhere to the standardized dress code. In these cases, the classroom teacher and principal (or his/her designee) will determine appropriate dress.

**Fridays** are considered denim days. Jeans may be worn with normal dress code shirts or a St. John's spirit wear t-shirt. Tank tops and spaghetti strap tops, and sandals are never appropriate.

**Spirit wear** - Most items sold as St. John's spirit wear may be worn at school, with the exception of sweatpants, hats and some other items. Special theme days will be announced throughout the school year.

**Wednesday (Chapel Days) students must be in dress code - hoodies may not be worn to Chapel.**

**Casual Days aka Out of Uniform Days and Theme Days** – the following applies: No frayed or torn clothing (including torn or frayed jeans), no short shorts, no leggings or tights as pants, no yoga pants, no pajama pants, no sleeveless tops, no inappropriate pictures or words on clothing, and no sweatpants. Athletic/Wind sweats may be worn on casual days. At no time should the above mentioned articles of clothing be worn to school.

**Dress Code Violations:**

Initial violations will be handled in the classroom and may include verbal warning, discipline check mark or parent notification. Subsequent or major violations may require parents to bring a change of clothing for the student or other actions as deemed appropriate.

**Other standards:**

- Hairstyles should in no way draw undue attention to the student. Hair spray paint is not to be used.
- Hair Coloring Rule – Extremes in dyeing, bleaching or coloring any shade that does not occur naturally is prohibited. If the hair color is changed, it must be natural looking and well-maintained. Subtle highlighting or frosting is permitted as long as it creates a uniform look over the whole head and meets all of the previously listed guidelines.
- Piercing Rule – Facial (nose, lip, eyebrow, ect.) piercings are not allowed. Students may wear no more than 2 earrings in each ear.
- Noticeable facial hair is not allowed.
- When school sponsored activities include swimming, all girls are to wear one piece suits only or wear a T-shirt covering a two-piece suit while swimming.
- Make-up may be used in Grades 6-8 only and should be used in moderation.

## **DROP OFF AND PICK UP**

**USE OF CELLPHONES (EVEN HANDS FREE) is prohibited by law in school zones.**

**Morning Drop-off**

Doors open at 7:45 AM. If students arrive prior to that, their parents are to check them into Morning Care. St. John's is not responsible for students arriving before this time and not going to Morning Care.

**Door #1 (main door)** will be used by students in Preschool and Kindergarten. Door #12 will be used by students in 1<sup>st</sup> - 8<sup>th</sup> Grade.

In the morning, during drop off parents should pull as far north on Lincoln Ave as possible before allowing their child(ren) to exit the vehicle. It is recommended that, if possible, students use the driver side passenger doors to exit the vehicle. If passenger side doors are used please **exercise caution** as the right lane is a **thru lane** during this time of day.

## **After School**

Students will exit through their assigned doors. Pick up of all students will be on Lincoln Ave. Please follow instructions given by teachers and safety patrol personnel. Children will not be allowed to enter vehicles until the car is stopped in the designated pick-up zone in front of the school.

### **Please do not enter the lot from Ash Street.**

We strongly encourage all parents to use the pickup line at the end of the day. We feel this is the safest and most efficient way to get everyone into their car safely. However, we realize that there are some families who have to pick up at other schools and therefore, the pickup line is not a convenient option. If you need your student to walk unescorted to your car parked on Ash or Maple (this is for children in 2<sup>nd</sup> grade and older) in other words, you will not be using the pickup line, you will need to complete an *After School Release Form*. Parents parking on Ash Street, Maple Street or in other areas around the school (Please obey all village parking restrictions and do not use the driveway of the corner white house) please be respectful of our neighbors.

Students who walk to the library or bike/walk home will need a completed *After School Release Form* before we will allow them to leave campus. Parking is not allowed on the west side of Lincoln between the hours of 7-9am and 3-3:30pm on school days. We respectfully request that parents refrain from bringing pets to school during pick-up since their presence causes congestion and the animal may be startled due to the rush of children.

**If a child is not picked up after school by 2:15 on Mondays or 3:15 Tuesdays - Fridays, a SJS Staff member will escort them to the After Care Room and their parents will be notified to pick-up their child from there. This family will be billed the registration fee of \$25.00 per child and will be charged the appropriate hourly rate.**

### **BEFORE CARE and AFTER CARE (Extended Care)**

BEFORE CARE is offered for students in PS - 8th Grade on school days from 7:00AM-7:45 Parents must register for this program and notify the Before Care staff at least 24 hours prior to the day they will be attending. While in morning care students can play with games from home or use the ones provided; they may study, read or chat with friends. The charge for this service is \$5.00 per day. Students who arrive early and choose to remain outside will not be charged for before school care. (St. John's assumes no responsibility for students waiting outside before 7:45am) AFTER CARE. Is offered to St. John's students in PS - 8th Grade. There is a \$25 per student registration fee. The cost is \$6.00 per hour or portion of an hour and is billed monthly. These programs operate, according to the needs and program viability, after school (Mondays 2:00-6:00 PM and Tuesdays - Fridays 3:00-6:00 PM). These self-supporting programs are designed to be a relaxed atmosphere for children after school. Children can engage in a variety of activities from free play on the playground to arts and crafts. For students wishing to get a head start on homework, a quiet place is provided. Parents should provide a snack for their child if they will be attending After Care.

Registration for both Before Care and After Care programs is required. Registration forms are available in the school office and a registration fee must be paid with the form. A fee of \$1.00 per minute will be charged for those who are picked up after 6:00pm. Statements will be emailed to parents - payment is due upon receipt of the statement. Children with past-due accounts will not be allowed to use the program.

### **Field Trips**

Field trips during the school day are designed to be educational and fun. Teachers may require students to take notes, answer questions or take tests or quizzes related to the trip. A signed permission form is required for all trips. A phone call cannot be accepted for field trip permission. For some field trips, a fee will be charged to help offset the cost of the field trip.

Parents are asked to sign a Walking Field Trip permission form (every year) for trips taken within walking distance from school.

In most cases, transportation for field trips will be by bus. In rare circumstances they will be by private vehicles driven by parents/chaperones. When private vehicles are used each student must be secured according to state statute. Seatbelts or car seats are required for all students. All drivers must provide proof of insurance and a copy of their driver's license at least 24 hours PRIOR to the field trip (NOT on the day of the field trip). When considering signing up to chaperone a field trip please note that siblings are not allowed on field trips; if you are driving, it is our policy that NO VIDEO or DVD be shown and no cell phone or hand held device be used in the vehicle (State of IL Law); and under no circumstance should you deviate from the planned field trip – or make any unapproved stops to or from the field trip.

### **Fundraisers**

Money raised through school approved class fund raisers is to be spent for the designated purpose. Most school sponsored fundraising is used either for a specific event (class trip) or is part of our Parent/Teacher Organization program.

All funds raised are kept in the school checking account or are part of the PTO account. Individual accounts are kept to pay for overnight class trips beginning in 5<sup>th</sup> grade. If the student leaves St. John's before such trips occur, that individual account becomes part of the class account and is divided equally among current students. Any balance remaining once a class graduates transfers to the school's account or, if the class designates, a special designation or purchase in the name of the class can be arranged.

### **Gift Donations**

Gifts of money and equipment may be made to St. John's Lutheran School. All gifts are accepted through the principal's office and may be tax deductible. The school office will be available to supply donors a receipt for tax purposes. Gifts donated become property of the school and may be utilized as the staff deems appropriate. We respectfully ask that you check with the school before making any donations of equipment/supplies.

St. John's encourages potential donors to utilize matching funds programs available through many employers. Thrivent Financial for Lutherans provides funds for Lutheran schools through their *Simply Giving* program. Information about matching funds programs is available in the school office.

### **Graduation Requirements**

8<sup>th</sup> grade students are eligible for graduation if they complete the required course of study and successfully pass (at the 75% level) tests over the United State Constitution and the State of Illinois Constitution. Students, if needed, will be given multiple opportunities to successfully complete this requirement. All other requirements such as attendance, health and others are found elsewhere in this handbook. All school work (term papers, projects and final tests) must be completed in order to graduate. All financial obligations to the school must be paid in full in order to graduate, and have files sent to high school.

Mastery of skill is required. A student that fails both semesters in 2 classes may be retained.

### **Grievance Procedures**

We utilize the Matthew 18 approach to resolve grievances. Following this Biblical precept, disputes should be resolved using the following steps:

1. Person-to-person (e.g. parent to teacher), this is by far the easiest and most God-pleasing way to resolve matters. (Multiple meetings may be needed to resolve issues.)
2. Person-to-person with a mediator (e.g. parent to teacher with principal); keeping the matter between the two parties and a mediator can resolve many problems quickly.
3. The final step (if all others have failed) is to bring the concern to executive council (pastor, principal and other designees). Again, this is considered the **final step** and should be done only after repeated efforts to resolve the matter.

Out of Christian love and respect, and because Scripture directs us in this matter and warns us of the evils of the tongue, **please keep grievances out of parking lots, social media platforms, conversations with TV, radio and media reporters, or telephone conversations with unaffected parties and deal with them as outlined above.**

## HEALTH INFORMATION

### **Emergencies and Illness:**

Parents must list on Sycamore a list of names and numbers of someone who can pick-up the child and be responsible for that student should he or she become ill or have an accident during school hours. Should a health condition require a 911 emergency call, the Lombard Fire Department Paramedics will, along with the Lombard Police Department, provide to your child on-scene emergency medical care and transportation.

Upon arrival, the paramedics will assess and treat your child per standard operating procedures. Then, if needed, they will transport your child to the nearest available hospital. The fees for services rendered will be the responsibility of the parents or guardian.

If your child becomes ill at school, a staff member will attempt to reach a parent and then, if needed, the other names given for emergencies. **A student will not be sent home without an adult.**

### **Emergency Information:**

Be sure your child's emergency information and your emergency contact information is current by updating Sycamore every time there is a change. **This is extremely important!**

### **Medication at School:**

There are cases when a student's health could be compromised by not getting medication during school hours. All medications must be kept in the school office. Students with inhalers may carry them if their parents indicate this in writing. When a student requires any medication at school, the parent must supply:

- 1. Written permission authorizing school personnel to administer medication. (All Prescription and OTC medications) signed by doctor or doctor's representative.**
- 2. A written order from the physician indicating the necessity of medication. (All Prescription and OTC medications)**
- 3. The original labeled container of the medication. For prescription medication the pharmacist will supply a duplicate labeled container so one can be kept at home and one at school. Each container should contain the phone number of the pharmacy, the student's name, the physician's name, and the medication and dosage to be given.**

### **Care of Students with Diabetes**

- a. When the school has a student with diabetes, the appropriate school employees will receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency during a regular in-service training as provided by Section 10-22.39 of the School Code
- b. The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physicians diabetes care plan that also carries a parent signature, both of which are maintained in the school files.

### **Stay-in Requests for Recess:**

The school's position is that children healthy enough to attend school are well enough to take part in Physical Education and outdoor recess. A stay-in request will be honored if made by the child's physician in writing and filed in the school office.

### **Screenings:**

Screenings are required for the following grades and all who have an IEP/504 Plan:

Vision:            Preschool, 2<sup>nd</sup> and 8<sup>th</sup> and all LEAP and new students  
Hearing:          Preschool, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> and all LEAP and new students

**State law requires that all health required examinations and scheduled immunizations be fulfilled by October 15. Students who do not meet this deadline, unless completed exemption forms have been delivered to the school office, will be suspended until proof of both is presented to the school office.**  
**REQUIRED HEALTH EXAMS**

ALL **NEW** STUDENTS entering K- 8<sup>th</sup> Grade: Birth Certificate, Physical/Immunizations, Dental Exam, Eye Exam

PRESCHOOL STUDENTS: Physical/Immunizations

KINDERGARTEN STUDENTS: Physical/Immunizations, Dental Exam, Eye Exam

2<sup>nd</sup> GRADE STUDENTS: Dental Exam

6<sup>th</sup> GRADE STUDENTS: Physical/Immunizations, Dental Exam

### **Home/School Communication**

Communication is one of the keys to a strong home/school bond. To allow for this to occur, St. John's Lutheran School uses the following:

- A weekly newsletter (Parent Bulletin) is e-mailed home with information about the school and upcoming events. Please read each copy thoroughly. This is emailed on Thursday afternoon.
- Move-in days held before school begins for grades Preschool through Grade 8 provide students and families a chance to meet the teacher and visit their classroom. These visits give parents and teachers an opportunity to ask questions, share expectations, and generally get acquainted. Specific classroom procedures are often shared during these visits.
- A "Back to school Night" hosted by our middle school teachers (grades 6-8) gives parents a chance to meet their child's teachers and ask questions.
- Parent/Teacher conferences are held once a year. A **mandatory** conference is scheduled following the first quarter. An optional second conference is held following the third quarter as needed.
- Periodic notes, e-mails, and telephone calls are also used to keep in touch. Additional conferences may be scheduled as needed.
- St. John's uses Sycamore Education, as our student information system. Sycamore helps connect the school with its families. On Sycamore you may check calendars, get the latest information, and check your child's grades. All families have an ID and will receive an invitation to log into their account after they complete their Sycamore registration.

### **Homework Philosophy**

Educational practitioners all agree that homework has a place in the education of children. We at St. John's Lutheran School feel that work assigned to be completed by the student independently, provides a source for practice and mastery of material presented by the teacher. Homework (independent work) provides students with the opportunity to develop lifelong skills including time management, scheduling, self-discipline, and the ability to work independently.

Specifically speaking, homework at St. John's Lutheran School has three (3) primary goals:

1. To provide practice in subject material covered that day;
2. To prepare the student for material which will be covered the next day, and
3. To allow the student to complete long-term or long-range assignments such as book reports or projects

The goal of homework is to engage the students in meaningful activities as guided by the above stated goals. Teachers at St. John's Lutheran School strive to make homework meaningful without being redundant or wasting precious time. We realize the stresses put on children due to extra activities; however, we believe school and its accompanying work should remain the **number one** priority for all students.

Generally speaking, St. John's Lutheran School expects students to spend approximately 15 minutes per grade in outside work. Thus, first graders can expect to spend about 15 minutes, third graders approximately 45 minutes and eighth graders approximately 2 hours. While these guidelines are not hard and fast, they should be used as a guide. Most often time spent on homework may be less, and occasionally, more depending on class or subject circumstances. If you discover your child consistently spending more time than this, it is important to contact your child's teacher.

### **Honor Roll**

"High Honors" and "Honors" are the two designations we apply to students who demonstrate academic excellence. To be considered for these awards students must maintain a grade point average of 8.0 – 10.9 (Honors) and 11.0 plus (High Honors) without receiving any grade lower than a "B-". All academic areas are included in this award although for purposes of arriving at the student's grade point average the grades for Physical Education, Health, Art, Music, Spanish, Computer, Memory and other courses are combined and computed as one grade.

### **Grading**

The following scale will be used to determine grade point average:

<b>Grade</b>	<b>Point Value</b>	<b>Percentage</b>
A	12	100-93
A-	11	92-90
B+	10	89-88
B	9	87-83
B-	8	82-80
C+	7	79-78
C	6	77-73
C-	5	72-70
D+	4	69-68
D	3	67-63
D-	2	62-60

Valedictorian and Salutatorian awards for 8<sup>th</sup> Grade graduation will be determined using grades achieved in Grade 6-8. Students transferring to St. John's during those years will have their average figured by using the above scale and the grades received as part of their permanent academic record.

For students in Grades 1-2, the following grading is used:

Effort	Skills
O = Outstanding	+ = Outstanding
S = Satisfactory	√ = Satisfactory
I = Improving	I = Improving
N = Need Improvement	- = Unsatisfactory
NA = Not Applicable at this time	

### **Hot Lunch Program**

We do not offer a lunch program. However, we will host FUN LUNCH days throughout the year. We will take pre-orders for lunches delivered from local vendors/restaurants. You will be notified of these opportunities via the Parent Bulletin and emails.

## **Inclement Weather -Emergency Notifications**

### **One Call Now Emergency Notification System**

Parents may sign up to receive all urgent and emergency communications from school (weather closings, school shutdowns, emergency notifications etc). Simply go to <http://www.mycallnow.com> first time users click the sign up button and follow ALL the prompts/directions. You must verify your phone # as well as your email address and link to our school for notifications from us. **IMPORTANT:** When searching for our school you can **Search by zip code and enter 60148.** (We are listed as St John's Lutheran Church and School).

Please note that St. John's Lutheran School may choose to cancel classes even when District 44 or 87 does not, since all of our students are transported by cars. The safety of our students, their families, and our teachers will always be the primary concern when making this decision.

If school is cancelled due to inclement weather all extra-curricular activities scheduled and extended care/ENCORE for that day are also cancelled.

### **Invitations**

If you are hosting a birthday party, unless the entire class is invited, invitations are NOT handed out through school.

### **Library**

St. John's Lutheran School operates a library for the enrichment and enjoyment of our student body.

All classes are given the opportunity to use the library and its resources. Students may checkout and keep books for one (1) week. Each classroom may also have a number of books geared to the reading level of that grade. We encourage parents and students to make use of their local libraries as well.

Volunteers under the direction of our staff library coordinator operate the library. **If you are interested in helping with the library, please contact the school office.**

Children are responsible for any material checked out. Fines are assessed for books that are overdue and for library materials that are damaged or lost. Fines for overdue books are assessed at 10 cents per day.

Damaged, lost, or defaced materials will be assessed at replacement cost. Children who have unpaid library fines at the end of the year will not receive their report card until the fine is paid in the office.

### **Lockers**

Students are assigned a locker at the beginning of the school year. The following list of regulations applies to the hallway lockers:

- Students are to use only their assigned lockers. Students may not trade lockers without teacher permission.
- Students are not to alter the locking mechanism.
- Damage done by the student requiring repair or replacement of the locker will be the responsibility of the parent.
- Lockers are the property of St. John's. Thus, the administration and faculty reserves the right to inspect lockers at any time.
- No stickers are to be used inside or out. Students may use magnets on the inside only.
- Each locker has one shelf. Students may purchase locker shelves if desired. The inside dimensions of the locker are 11 inches wide and 11 inches deep. Please take care not to scratch or dent the locker.
- Lockers should be kept clean and should be cleaned out prior to each major holiday break and at the end of the school year.

### **National Junior Honor Society**

St. John's Lutheran School sponsors a chapter of the National Junior Honor Society. Our chapter is chartered by the National Junior Honor Society Association. Students are invited to apply for membership based on their scholarship, service, leadership, character, citizenship, and because St.

John's Lutheran school is founded on Jesus Christ and His Word, on the student's discipleship as well. Eligible seventh and eighth students are invited to apply once per year at the end of the first quarter.

To be eligible to apply, a student must maintain an "A-" grade point average over the last three quarters. Students eligible to apply must submit forms detailing their activities and services, their discipleship activities, a parent evaluation, and a self-evaluation. Once these forms have been submitted, teacher evaluations are completed as well. A faculty selection committee reviews all application materials and recommends students for induction based on a majority vote of the selection committee.

Selected students become members upon their induction. Students not selected are encouraged to apply the following year if they continue to be eligible.

Students inducted into the National Junior Honor Society are expected to maintain their "A-" average. Failure to keep the designated GPA will result in the member being put on probation. If the GPA falls beneath the "A-" average for two consecutive quarters the member may be removed from membership.

### **Parent/Teacher Organization - PTO**

Our school sponsors a Parent/Teacher Organization (PTO). This organization serves as an arm of the school, helping to foster communication between the school and home. It sponsors educational programs for students, parents and teachers; helps provide needed services to the home and school; and also does major fundraising for school projects. The PTO works closely with the principal and staff to provide needed assistance. The PTO is an organization which operates under the authority of the Principal.

### **Physical Education**

The physical development of each child is also a goal of St. John's Lutheran School. Therefore, all students are expected to participate in the scheduled P.E. program at school unless excused, in writing, by a parent or doctor.

Notes sent to excuse a student from P.E. class due to injury or sickness must be from a physician's office and contain specific dates for which the child is to be excused.

Appropriate clothing and footwear are expected for all physical education classes. **All students** must have a pair of **non-marking** shoes to be used exclusively in the gymnasium. All students in Grades 5-8 are required to purchase and wear P.E. uniforms. Uniforms may be ordered online through our spirit wear shop - contact the school office for information.

### **Promotion**

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade level. Classroom achievement, teacher evaluation, and standardized test scores are used to form the basis for this evaluation.

### **Retention**

Students who would benefit from a second year at a grade level are recommended for retention. This recommendation is based on teacher observation, test scores, classroom achievement, standardized test scores, and parent/teacher conferences. Parents will be informed sometime during the third quarter if this option should be considered for their child.

It is expected that most students will be promoted annually from grade-to-grade. In the few cases where retention may be an option, a teacher-principal-parent conference will be held to determine the appropriate grade level for the child concerned.

### **Report on Asbestos**

In accordance with the regulations of the Illinois Department of Public Health, we are required to inform you of the presence of material that contains asbestos fibers used in the mastic to adhere tile in the "old school" building. It does not constitute a health risk in this location since it is under the tile and bonded

within the mastic. Your child's health and safety is our utmost concern. St. John's Lutheran School is committed to a policy of safety and to effectively managing asbestos on our campus.

### **School Hours**

The school office is open between the hours of 7:45 a.m. and 3:45 p.m.

Half Day Preschool	8:00 –11:00
Half Day Preschool through 8 <sup>th</sup> grade	8:00 – 11:30
Full Day Preschool through 8th Grade	8:00 – 2:00 Mondays
	8:00 - 3:00 Tuesday -Friday

St. John's is not responsible for students who are dropped off outside before 7:45 AM. We provide before care for families from 7:00 -7:45 AM. Families may use the Before Care program by reserving their spot the day before they need to use the program.

Any student not picked up by 3:15 p.m. will be escorted to the After Care program and their parents will be notified and charged the going rate of either program.

Students are expected to go directly to their classroom when the doors open at 7:45AM. Students should plan on leaving the school premises immediately after school unless participating in a school related program all students staying after must be under the immediate supervision of a staff member.

Students are expected to be in their classroom at the beginning of the class period. Any student not in the classroom will be marked tardy. Students in Grades 1-8 who arrive after school begins (8:00) should check in at the school office.

### **School Calendar**

The school calendar is on Sycamore. This calendar lists all school holidays, early dismissal days, and other special events throughout the school year. We encourage you to check Sycamore throughout the school year. **Changes to this calendar will be announced through the school newsletter and reflected on the calendar on Sycamore.**

### **School Pictures**

Pictures of all students are taken each fall. This is an optional purchase; however, all students will be photographed. Price and package details will be sent home in a flyer before picture day. Retakes will be held a few weeks after the original picture day.

### **Standardized Testing**

Students in grades first through eight participate in the Measure of Academic Progress (MAP), a nationwide testing program. Results of these tests are communicated to parents when they are received. Other standardized tests are given on an as needed basis.

### **Technology**

St. John's provides computers, networks and the internet as one way of enhancing its goal to teach skills, knowledge and behaviors students will need as successful and responsible adults in the community as a whole. The school's computers and network connections provide opportunities to explore and use a varied and exciting set of resources including computer programs, CD's and the Internet.

St. John's provides these technology tools under the supervision of school personnel to support and enhance the curriculum. The school requires that students who use the school's computers and networks will do so in a way that is consistent with its education and spiritual mission.

### **Telephone Calls**

Telephone messages received in the school office during school hours will be given to teachers. Teachers will then relay the message to the student when they feel it is appropriate. Please be aware that teachers do not always have the time to check voicemail messages so it is important to plan your child's after school activities and plans before they come to school. No student will be called to take a telephone call unless it is an emergency.

### **Weapons**

School is no place for weapons of **any kind**. At St. John's Lutheran School we strive to provide a safe and secure environment for our students, teachers and staff. If a student brings to school any type of weapon (knife, gun, explosive, etc.) and it is discovered, that student will be immediately suspended pending a meeting of the Executive Council to consider permanent removal from the school.

St. John's Lutheran School reserves the right to search a student's desk, locker, and personal possessions and, if deemed necessary, the person if information is received that a student may be in possession of such a weapon. Such searches have been declared by the courts to be constitutional, and do not violate or interfere with the student's freedom from unreasonable searches. Parents will be notified in the event that such a search took place whether or not a weapon was discovered during the course of such a search.

### ***The Principal will:***

1. Immediately notify a local law enforcement agency of firearm incidents at the school;
2. Immediately notify the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident;
3. Will notify the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident; and,
4. Will notify the Illinois State Police of such incidents through the School Incident Reporting System (SIRS)

### **Withdrawal from St. John's School after the first day of school.**

If you desire to withdraw your child from St. John's Lutheran School, the following procedures are to be followed:

1. The parent/guardian must inform the school in writing by the first of the month if the child will be leaving St. John's School during the upcoming month. The annual tuition obligation will be prorated, accordingly, with tuition due for the entire last month, whether or not the child is in attendance for the full month. Failure to meet the first of the month deadline will result in an additional month of attendance to be included when calculating the tuition obligation. Account balances must be paid in full and all school property returned by the final attendance day. Refunds due to prepayment will be mailed to the family after the final attendance day. Fees for registration, education and technology are non-refundable.
2. All tuition and payment of any other fees should be current. Official school student records will not be transferred to another school if there are any outstanding charges.
3. Any library books are to be turned in. If applicable, all fines for overdue books paid.
4. All student-owned supplies and materials may be taken home on the day of withdrawal.
5. If the family is moving, a forwarding address is to be left with the school office.

### **Worship**

Regular attendance at church and Sunday school is an expression of Christianity in action. As part of the educational program of training the whole child, St. John's Lutheran School students are encouraged to attend worship services regularly. Church and Sunday school attendance is taken weekly and reported on the student's report card. Families receiving member tuition rates are expected to worship at St. John's Lutheran Church regularly. (See the Minimum Church Attendance Policy on page 7 review, sign and return, please read it carefully).

### **Yearbook**

A school yearbook is published yearly. The yearbook contains pictures of students, staff, athletic teams, school organizations, school events and activities, and day-to-day happenings of the school. Orders and payments for the yearbook will be taken in the fall. Extra yearbooks are rarely available, so please plan ahead.

### **Zero Tolerance**

The abuse of prescription medication or the use, distribution and sale of alcohol, illegal drugs or other intoxicants by students are strictly prohibited. Violations of this policy will result in immediate suspension pending a review to consider expulsion. State statute requires that St. John's administration report any instances of drug violations, firearm incidents and instances of battery committed against school personnel to local law enforcement officials, Illinois State Police and or the School Incidents Reporting System.

## **STUDENT SAFETY**

St. John's takes very seriously its responsibility to keep students, staff, volunteers and visitors safe while at school. In conjunction with the Lombard area first-responders a Crisis Management Plan has been developed and implemented.

This Crisis Management plan includes strategies for dealing with most circumstances including fire, tornado and other such natural events as well as school intruders, man-made environmental threats, bomb threats and other such situations.

Students are taught to respond to these incidents and behave accordingly. Fire, tornado and lock-down drills are held each year. The faculty reviews this plan and up-dates it as needed. Local authorities annually approve the plan and are often on site to observe drills.

You can help us keep everyone safe by:

- Observing and following guidelines about checking into and out of the building
- Helping to monitor doors - If you observe a door being propped open or unlocked please notify the office
- Always park in approved areas – keeping parked cars from obstructing fire-responders
- In the event of a lock-down or building evacuation please help us by not attempting to pick-up your child. Our plan also contains contingencies for the dismissal of students following such an event. During a lockdown, no one will be permitted to enter or leave the facility.
- In the event that we need to conduct an offsite dismissal students may be picked up at Sacred Heart School in Lombard. All parents will be notified electronically or by phone if such a situation arises.

A copy of the Crisis Management plan may be reviewed by parents. A copy is available in the school office.

### **Missing Student Report**

The Administrator and Administrative Assistant for St. John's are alert to flag records requests for any current, transfer, or former student reported as a missing person by the Illinois State Police. If a child reported as a missing person is attending the school, the administrator gives notice of this by email to the Department of State Police at [missing@isp.state.il.us](mailto:missing@isp.state.il.us), and to the local police department. If a child is listed as missing that the school believes should not be listed as missing, the administrator gives notice of this by email to the Department of State Police at [missing@isp.state.il.us](mailto:missing@isp.state.il.us), and to the local Police Department.

### **DCFS Mandated Reporter Status**

All St. John's staff are mandated reporters under the abused and Neglected Child Reporting Act [325ILCS 5/4] and are required to sign an acknowledgement thereof.

### **Incidents Reporting to Law Enforcement Agencies** (revised 6/18)

When any of the incidents listed below occur in the school, the principal, or his/her designee, immediately notifies the Lombard Police Department; and the principal, or his/her designee, within 48 hours of each incident notifies the Illinois Department of Police through the School Incident Reporting System (SIRS).

- Drug violations
- Firearm incidents (parents and guardians of student possession of firearm will be notified immediately)
- Written complaints from school personnel concerning battery committed against school personnel

### **Students Needs for Support Services**

If serious injury, death, or other event should occur that has a marked effect on the emotional state of the students and/or staff at St. John's, outside intervention workers *may* be contacted. The principal or designated representative will have a list of sources available. The decision to involve outside personnel will be made by the principal and/or designated representative.

### **Eye Protective Devices**

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid material; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

### **Toxic Art Supplies**

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in grades PK-8. Art supplies containing toxic substances may be used by students in grades 7 and 8 these materials are properly labeled as required by section 105/135 of the Illinois School Code.

## **ACADEMIC CURRICULUM**

### **Pre-Kindergarten**

Our Pre-Kindergarten recognizes the need for providing an atmosphere in which we foster spiritual, social, physical, and mental growth in your young child. Knowing that children learn by being active,

curious, confident, and by having divergent thinking, we provide many opportunities for varied learning experiences appropriate to the developmental level of young children. This learning will occur through daily activities, which include play, conversation, books, audio-visual materials, a wide variety of hands-on experiences, and incidental happenings.

### **Pre-Kindergarten goals**

- To acquaint children with Jesus and His Love.
- To help children establish themselves away from home.
- To broaden children's growth experiences in all areas.
- To help children get along with others.
- To help strengthen the relationship between family and the school and church.

### **Grades K-8**

St. John's Lutheran School has developed a curriculum that reflects the philosophy of the church and school. Our course of study is based on the Word of God and seeks to educate the whole child.

Our learning objectives not only meet, but exceed, the goals established by the State Board of Education. The curriculum complies with public Act 84-126 of the State of Illinois. This legislation defines the primary purpose of schooling as the transmission of knowledge and culture through which children learn in areas necessary to their continuing development: Language Arts, Mathematics, Biological and Physical Sciences, Social Sciences, Technology Education, Fine Arts, and Physical Development and Health. The state goals, developed by the State of Education for each of the six primary areas identified in the law, provide the minimum standard for our expectation of learning at the end of our educational program, Pre-K-8, St. John's Lutheran School.

In addition, our curriculum addresses Computer Education, Foreign Language, and Outdoor Education. Primary sources for the development of our curriculum were the Illinois Education Standards, Local Public School curriculum, and CPH One in Christ curriculum of the Lutheran Church-Missouri Synod.

The learning experiences and the resources to implement the curriculum are determined by our faculty and individual teachers, according to the needs of the students.

### **Fine Arts Education**

Our 1st through 8th grade students receive music and art instruction during the course of the school week. Participation in a musical performance is also a required part of our music education curriculum.

#### **➤ Band**

Students in grades 4-8 may participate in our school band program under the direction of the school music/band instructor. Parents pay a semi-annual fee that enables their child to receive a minimum of 14 small group lessons per semester in addition to 14 full band rehearsals per semester.

#### **➤ Piano**

Students in grades 1-8 may take piano lessons under the direction of our school pianist. Parents pay a monthly fee that enables their child to receive 1- 30 minute session per week. Lessons will be held before or after school.

#### **➤ Fine Arts Block (FAB)**

Students in grades 6-8 participate in FAB allowing students to choose a variety of courses by the semester. The purpose of the program is to maintain a high commitment to the fine arts, but also offer our students elective enrichment opportunities above and beyond the core curriculum. Some courses may require a full year enrollment, while others may only require a semester of attendance. Students who take a semester course must re-enroll for a new course at the start of the new semester.

➤ **Patriotism**

St. John's Lutheran School provides instruction in American Patriotism, the principles of representative government, the Declaration of Independence, the Constitution of the United States of America, the Constitution of the State of Illinois, and the proper use and display of the American flag. Students are required to pass an examination on these subjects in order to graduate from the eighth grade. Students daily recite the pledge of allegiance.

➤ **Foreign Language**

All students in grades 1st -8th grade receive Spanish language instruction.

**Research Support - Computer Lab and Library**

Students have access to the computer lab during the day for a variety of research needs. Students in grades 6th-8th are given a Chromebook for use in research. Technology is emphasized throughout the curriculum every day and is integrated in subject areas. Additionally, we are pleased to offer our students a well-equipped and volunteer-run library of books and resources. We maintain a library of over 3,500 books, and more are added each year through funding from PTO and book fairs. Students are allowed to check-out books for a one week period.

**Outdoor Education**

A period of outdoor education is held each year at Walcamp for students in the 6th grade. The regular curriculum is adapted to outdoor activities with an emphasis on science and nature. An additional fee is charged for this multi-day experience away from home. This is a required program of St. John's.

**Physical Education**

A St. John's uniform is required for students in grades 5th-8th. Students must purchase the gym clothing through the school office and are required to provide their own gym shoes. This uniform is to be worn for all P.E. classes and other activities as directed by teachers.

**Sex Education**

In our Mission Statement, "We exist to equip members of God's family to extend Christ to the whole world", we recognize the importance of God's command to parents to equip their child for the world. It is the function of the school to assist parents in carrying out God's command. As Christian teachers instruct students in other subjects, particularly religion and science, topics related to sex education i.e. reproduction and human development will occur as a natural part of the lessons and discussions. Our teachers will discuss topics based on our beliefs from the Lutheran Church Missouri Synod.

**Sexual Abuse**

A resource guide is available for pupils, parents, and teachers about sexual abuse responses and prevention is available in the school office. The guide includes resources available in our community,

including the contact information of entities that provide services for victims of child abuse and their families. See 105 ILCS 5/2-3.188

## **Enrichment**

### **Enrichment Philosophy**

At St. John's, we believe that every child possesses God-given gifts, which are to be developed to His glory. To that end, we embrace a philosophy of education which seeks to target the gifts of each child at every grade level. We are committed to providing an enriching learning experience which addresses a variety of learning styles represented in our student population.

Grades 6-8 are departmentalized in the areas of science, math, history/social science, and English/language arts. Additionally, the FAB program offers a wide range of electives so that students may explore different areas not generally researched in the core curriculum. (See Academic Curriculum).

St. John's also offers a number of voluntary extra-curricular opportunities to enrich life experience beyond the classroom. Students in the primary and intermediate grades are able to take advantage of some of these, as age appropriate. As students advance through junior high, they are able to select from sports, teams and organizations to develop their God given gifts. National Junior Honor Society, Student Council and other opportunities as they become available.

## **LEAP**

Our LEAP teacher is certified in Special Education, who functions as a consultant to the teachers in the implementation of our curriculum. Our emphasis in this program is maximizing the potential of each student to learn. This is done with an emphasis on assisting the classroom teacher as well as a "pull-out" program. The LEAP teacher provides assistance for a particular student when appropriate and is responsible for contacting additional sources of help when necessary. The LEAP teacher may be contacted, along with other teachers for advice about learning methods or will be informed and consulted before additional help is sought.

The LEAP teacher acts as a liaison with the local public school district, which may provide limited additional help or testing. There is no cost for services through public school districts. A student who is determined by the classroom teacher, LEAP teacher and/or principal to need to "pull-out" remediation services to be delivered by the LEAP teacher, would be eligible for no more than 120 minutes of direct service per week, depending on caseload.

## **Volunteering**

We would like to encourage all of our parents to become involved at St. John's, so you can feel a part of the SJS Family. With that in mind, we are requiring that all of our parents volunteer a minimum of three hours during the school year. A list of volunteer opportunities will be shared with our parents at the start of the school year.

## **Disclaimer:**

***I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind St. John's Lutheran School and is subject to change without notice by decision of St. John's. Admission to the school is privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.***

**St. John's Lutheran School  
220 S. Lincoln  
Lombard, IL**

**ACCEPTABLE USE POLICY  
For Technology**

Use of the Internet enables St. John's to enhance the curriculum by providing students and faculty with current information, ideas, and commentary from around the globe. It is not intended for commercial use or personal entertainment. Since the Internet is an unregulated medium there is the risk that users may encounter sources considered controversial and/or offensive.

Students have the privilege of accessing technology only for educational purposes. Users must accept full responsibility for all material viewed, downloaded and/or produced. Unauthorized access to systems, software, or data is unacceptable. Attempting to damage or destroy the data of another user is also unacceptable. Adult supervision is required for any technology use.

The school may not request or require a student to provide a password or other related account information in order to gain access to the student account or profile or a social networking website.

Unacceptable use would include, but is not limited to:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit
- Sending or receiving personal, not educational, e-mail messages
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, computer networks, and any other school technology equipment
- Violating copyright laws
- Using another's password
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Non-educational chat usage and non-educational online game usage are prohibited.
- 

Violations may result in a loss of access as well as other disciplinary or legal action.

Because Internet information is not always accurate or reliable, students should verify the source of information before citing it as a reference. To avoid plagiarism, students must give credit to Internet sources used in any research paper in the same way that print sources are cited.

Both the student and his/her parent/guardian must agree to adhere to this policy before students will be allowed access. Signed forms will remain on file.

**STAFF AND FACULTY  
ST. JOHN'S CHURCH & SCHOOL**

<b>CHURCH</b> Phone: 630-629-2515 Fax: 630-282-7089				
Rev. Dr. Dan Wegrzyn	Senior Pastor	X312	Church Office	Revdan13@stjohnslombard.org
Rev. Pete Imlah	Associate Pastor	X311	Church Office	Pete.Imlah@stjohnslombard.org
Mr. Paul Gracey	Executive Director	X333	Church Office	pgracey@sjleagles.com
Mrs. Barbbara Esterly	Administrative Assistant	x118	Church Office	barbara.estерly@stjohnslombard.org
<b>SCHOOL</b> Phone: 630-932-3196 Fax: 630-282-0436				
Mr. Tom Kalal	Principal	X102	School Office	Tkalal@sjleagles.com
Mrs. Dolores Stastny	Administrative Assistant	X101	School Office	dstastny@sjleagles.com
Mrs. Christina Noellsch	Admissions Director	X105	School Office	cnoellsch@sjleagles.com
Ms. Hannah Garnier	Art	X200	Art	hgarnier@sjleagles.com
Mrs. Kim Wegrzyn	LEAP	X103	Library	kwegrzyn@sjleagles.com
Mrs. Alexa Osorio	Spanish			
Mrs. Leigh Becker	Music	X201	Room 201	lbecker@sjleagles.com
Mr. Austin Esterly	Physical Education	X115	Gym	aesterly@sjleagles.com
Mrs. Amy Hufford	PS 3	X113	Room 113	ahufford@sjleagles.com
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Mrs. Alicia Potvin	1st Grade	X204	Room 204	apotvin@sjleagles.com
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Mrs. Sarah Suominen	3rd Grade	X206	Room 206	ssuominen@sjleagles.com
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**Appendix A**  
**St. John's Lutheran School Lombard, Illinois**  
**Wellness Policies on Physical Activity and Nutrition**

**Preamble**

Whereas, children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive;

Whereas, good health fosters student attendance and education;

Whereas, obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity;

Whereas, heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the United States, and major risk factors for those diseases, including unhealthy eating habits, physical inactivity, and obesity, often are established in childhood;

Whereas, only 2% of children (2 to 19 years) eat a healthy diet consistent with the five main recommendations from the Food Guide Pyramid;

Whereas, nationally, the items most commonly sold from school vending machines, school stores, and snack bars include low-nutrition foods and beverages, such as soda, sports drinks, imitation fruit juices, chips, candy, cookies, and snack cakes;

Whereas, school districts around the country are facing significant fiscal and scheduling constraints; and

Whereas, community participation is essential to the development and implementation of successful school wellness policies;

Thus, St. John's Lutheran School is committed to providing an environment that promotes and protects children's health, well-being, and ability to learn. All this is done by supporting healthy eating and physical activity. Therefore, it is the policy of St. John's Lutheran School that:

- St. John's will engage students, parents, teachers, and foodservice professionals in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.
- All students will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- St. John's will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. The school will establish links between health education and school meal programs.

**TO ACHIEVE THESE POLICY GOALS:**

- 1. Nutritional Quality of Foods and Beverages sold and served at St. John's Lutheran School Meals served through the National School Lunch will (*we do not currently participate*):**
  - be appealing and attractive to children;
  - be served in clean and pleasant settings;
  - meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations;
  - offer a variety of fruits and vegetables;

- serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA); and
- ensure that half of the served grains are whole grain.

## **2. Mealtimes and Scheduling at St. Johns:**

- will provide students with at least 20 minutes after sitting down for lunch;
- should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of St. John's responsibility to operate a food service program, we will provide continuing professional development for all nutrition professionals in the school. Staff development programs should include appropriate certification and/or training programs for cafeteria workers, according to their levels of responsibility.

Sharing of Foods and Beverages. St. John's will discourage students from sharing their foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

Elementary Schools. St. John's food service program will approve and provide all food and beverage sales to students in elementary schools. Given young children's limited nutrition skills, food in elementary schools should be sold as balanced meals. If available, foods and beverages sold individually should be limited to low-fat and non-fat milk, fruits, and non-fried vegetables.

Middle/Junior High. In middle/junior high and high schools, all foods and beverages sold individually outside the reimbursable school meal programs (including those sold through a la carte [snack] lines, vending machines, student stores, or fundraising activities) during the school day, or through programs for students after the school day, will meet the following nutrition and portion size standards:

### Beverages

- Allowed: water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice and that do not contain additional caloric sweeteners; unflavored or flavored low-fat or fat-free fluid milk and nutritionally-equivalent non-dairy beverages (to be defined by USDA);
- Not allowed: soft drinks containing caloric sweeteners; sports drinks; iced teas; fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners; beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contain trivial amounts of caffeine).

### Foods

- A food item sold individually;
- A choice of at least two fruits and/or non-fried vegetables will be offered for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100% fruit or vegetable juice; fruit-based drinks that are at least 50% fruit juice and that do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above fat and sodium guidelines).

Fundraising Activities. To support children's health and school nutrition-education efforts, St. John's fundraising activities will encourage activities that promote physical activity. St. John's will make available a list of ideas for acceptable fundraising activities.

Snacks. Snacks served during the school day, in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as snacks and water or juice as beverages. St. John's will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. St. John's will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.

Rewards. St. John's will provide food and beverage options to the students. These rewards will always give teachers and parents an alternative choice of food or beverage.

Celebrations. St. John's will limit celebrations that involve food during the school day to no more than three parties per class per year. Each party should include alternative choices for students.

School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). All events will offer food and beverage alternatives.

### **3. Nutrition and Physical Activity Promotion and Food Marketing:**

Nutrition Education and Promotion. St. John's aims to teach, encourage, and support healthy eating by students.

St. John's will provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, and standards-based program. It is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of health education classes, classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- provides fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- links with school meal programs, other school foods, and nutrition-related community services;

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- opportunities for physical activity will be incorporated into other subject lessons;
- classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Communication with Parents St. John's will support parents' efforts to provide a healthy diet and daily physical activity for their children. Trinity will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. St. John's will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. St. John's will provide parents a list of foods that meet the school's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, St. John's will provide opportunities for parents to share their healthy food practices with others in the school community. (*i.e.*: April 2018 PTO Meeting with a Nutritionist)

St. John's will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such support will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

Staff Wellness. St. John's Lutheran School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

### **4. Physical Activity Opportunities and Physical Education:**

Daily Physical Education (P.E.) K-8. All students in grades K-8, including students with disabilities, special health-care needs, and in alternative educational settings, will receive daily physical activity for the entire school year. (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All elementary school students (through grade 5) will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

St. John's should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, the school will give students periodic breaks during which they are encouraged to stand and be moderately active. Physical Activity Opportunities Before and After School. St. John's Lutheran School offers interscholastic sports programs. St. John's will attempt to offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs. After-school child care and enrichment programs will provide and encourage – verbally and through the provision of space, equipment, and activities – daily periods of moderate to vigorous physical activity for all participants. Physical Activity and Punishment. Teachers and other school personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment. Use of School Facilities Outside of School Hours. School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. School policies concerning safety will apply at all times.

#### **5. Monitoring and Policy Review:**

Monitoring. the principal will ensure compliance with established St. John's nutrition and physical activity wellness policies.

The certified staff person will ensure compliance with nutrition policies within school food service areas and will report on this matter to the principal. In addition, the principal will report on the most recent USDA School Meals Initiative (SMI) review findings and any resulting changes. If the school has not received a SMI review from the state agency within the past five years, the school will request from the state agency that a SMI review be scheduled as soon as possible.

The principal will develop a summary report every three years on St. John's compliance with the established nutrition and physical activity wellness policies. That report will be provided to the school board.

Policy Review. To help with the initial development of the St. John's wellness policies, St. John's will conduct a baseline assessment of the school's existing nutrition and physical activity environments and policies. The results of those school-by-school assessments will be compiled to identify and prioritize needs.

Assessments will be repeated every three years to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school will review our nutrition and physical activity policies; provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. St. John's will, as necessary, revise the wellness policies and develop plans to facilitate the implementation.