

ST. JOHN'S LUTHERAN SCHOOL

PARENT – STUDENT HANDBOOK



2017 – 2018

ST. JOHN'S LUTHERAN CHURCH & SCHOOL

100 BROADWAY AVENUE

MATTOON, ILLINOIS 61938

Church 234-4923 School 234-4911 FAX 234-4925

“Empowered by the Holy Spirit, we promote academic excellence, make disciples, and equip them for service.”

Trent Duckett, Principal/Athletic Director
(tduckett@stjls-mattoon.com)

Rev. Adam Jacobsen, Pastor
(revjacobsen@stjohns-mattoon.org)

WELCOME

Welcome to St. John's Lutheran School. We look forward to a wonderful year of learning more about God's Word, God's world around us, and His saving grace. May all of us continue to grow in Christian faith, love, and friendship. God has placed our school staff in the wonderful position as workers in His Kingdom here at St. John's Lutheran School. We are part of God's Team working with you and your children to equip them for service in the world.

Together in Christ,
Your Pastor and Staff

STAFF

Anita Polston	School Office Coordinator	apolston@stjls-mattoon.com
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Karen Stoll	Preschool BAC/Preschool Lunch	
Mary Bowman	Kindergarten Lunch/BAC	
Susan Vadakin	Cook	
Marlene Petak	Lunch Helper	
Tammie Young	Lunch Monitor	
Andy Adair	Maintenance	
Richard Tracy	School Custodian	
Andrew Polston	School Custodian	
Bailey Maldonado	Church Secretary	bailey@stjohnns-mattoon.org
Joyce Zschau	Parish Nurse	

BOARD OF CHRISTIAN EDUCATION

Linze Niemeyer	217-276-3579
Heidi Larson	217-259-9455
Teresa Lane (Chairperson)	217-234-7684
Andrea Walker	217-273-8425
Kyle Thompson	217-520-2065
Ei Ruiz	760-485-6454
Brad Hughes	217-220-1726

St. John's Lutheran Church and School Statement of Belief

This congregation St. John's Lutheran Church & School is part of the Lutheran Church-Missouri Synod (LCMS or Synod). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son, and Holy Spirit, a faith built on the foundation of "the apostles and prophets, Jesus Christ himself being the cornerstone" (Eph. 2:20). With the universal Christian Church, the Lutheran Church-Missouri Synod teaches and responds to the love of the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and sacraments. The three persons of the Trinity, Father, Son, and Holy Spirit -are coequal and coeternal, one God.

LCMS congregations voluntarily choose to belong to the Synod, and, although diverse in many ways, all hold to a shared confession of Jesus Christ as taught in Holy Scripture. We believe without reservation that the Scriptures of the Old and the New Testament are the written Word of God and the only rule and norm of faith and of practice. In addition, the Synod accepts without reservation the writings contained in the Book of Concord: The Confessions of the Evangelical Lutheran Church.

Believing in the authority of Holy Scripture and that the Lutheran confessions are a correct interpretation and presentation of biblical doctrine, our congregations agree to conform all their teaching and practice to the Scriptures and the Confessions.

The Synod is not an ecclesiastical government, exercising legislative or coercive powers" (LCMS Constitution, Article VII) concerning its member congregations and ministers. However, the voluntary association of member congregations and ministers includes their agreement to respect and honor and uphold (Bylaw 1.7.2, 1.8.1) decisions (resolutions) made by the Synod in its national conventions regarding the understanding of the teachings of Scripture and the Lutheran Confessions and practices that are consistent with such teaching. The Synod in convention is the "principal legislative assembly" of the LCMS (Bylaw 3.1.1) and its resolutions and statements are the position of the senate and matters of doctrine and life. The Constitution and Bylaws of the LCMS provide specific guidance for the implementation and supervision of the teaching and practice of its members (congregations and rostered church workers).

We believe and teach 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 and teach that the term marriage has only one meaning: the uniting of one man and one 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 man and a 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 marriage.

We believe and teach that any form of sexual immorality (including adultery, fornication, homosexual behavior, transgender lifestyle, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15-18-20; 1 Cor. 6:9-10).

We believe and teach that in order 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 Lutheran Church and School members and the community, it is imperative that all persons employed by St. John's Lutheran Church and School in any capacity, or who serve as volunteers, agree to and abide by this statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil 2:14-16; 1 Thes. 5:22).

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

Congregations of the LCMS, while upholding teachings and practices that are consistent with Scripture in the Lutheran Confessions and while honoring Synod convention resolutions, are self-governed and establish policies based on local circumstance and expediency. An LCMS congregation or ministry operates according to its own constitution and bylaws-which are required by the Synod bylaws to be reviewed by the district through which the congregation holds membership in the Synod-and therein establishes an orderly way of making decisions and determines which individuals or entities in the congregation (e.g., the pastor, church council, board of elders) will have authority to act on behalf of the congregation in specific circumstances. The Constitution and bylaws of this St. John's Lutheran Church and School govern our decision-making and policies. A copy is available upon request.

ST. JOHN'S LUTHERAN SCHOOL PHILOSOPHY

We believe that the role of the St. John's Lutheran School Teacher is to model the loving example of the Master by holding to these core values:

1. Christ Crucified is our salvation, our strength, our message.

I Corinthians 1:18, 23: The message of the cross is the power of God. We preach Christ crucified.

2. God's word is our bedrock-teaching and applying it in truth and love, properly distinguishing Law and Gospel, is how we accomplish all our objectives.

II Timothy 3:16: All scripture is inspired by God and is useful for teaching, rebuking and training righteousness.

3. We will help each student grow in faith.

Jude 20: Build yourselves up in your most holy faith.

4. We will encourage all students to live their growing faith in lives of service to God, their families and their neighbors.

Romans 12:1: I urge you ... in view of God's mercy to offer your bodies as living sacrifices ... to God.

5. We will share the message of Christ with the unchurched, in every way that we can.

Matthew 28:19-20: Go ye therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age. Amen.

6. We will provide quality education, which will help children develop their God-given gifts and abilities.

Ephesians 4:11-12: And he gave the apostles, the prophets, the evangelists, the shepherds[a] and teachers, to equip the saints for the work of ministry, for building up the body of Christ.

NON-DISCRIMINATION POLICY

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

TEACHING THE FAITH

The children attending St John's will be taught the basic tenets of historic, orthodox Christianity as listed below:

1. God is a Triune God – Father, Son, and Holy Spirit.
2. The Bible is God's infallible and authoritative Word to man. It is the only standard by which faith and practice are to be measured.
3. God the Father Almighty created everything out of nothing by the power of His Word.
4. Man is created in the image of God. Through his relationship to Adam, man is a sinner by nature and does himself practice sin. He is thus alienated from God, his neighbors, and the world. All are sinners.
5. Jesus Christ is the only Savior of sinners, the only way to the Father. He died as a substitute for sinners and was raised from the dead so that they might be reconciled to God.
6. Eternal life is a free gift that is received through faith in Jesus alone. Eternal life is neither deserved by anyone, nor can it be earned by good works.

HOME DEVOTIONS

Proverb 22:6 “*Train up a child in the way he should go, and when he is old he will not depart from it.*”

Devotions are an important part of the school day. The children can sense an inconsistency if the devotional life ends at 3:15 P.M. The child's devotion to his Lord and Savior is to be shared and encouraged in the home also. Family worship can be a real blessing for each member of the family and bring you all closer together with God. Fortunate is the family that makes time for Bible reading, talking, and praying together.

ENTRANCE REQUIREMENTS

Children who are five years old before September 1st will be eligible to enroll in Kindergarten. Those children six years old on or before September 1st will be eligible to enroll in First Grade.

All students are required to have a birth certificate submitted to the school office by October 15.

All students entering kindergarten, second grade, and sixth grade and any new out-of-district students will need to have a dental exam performed by a licensed dentist. All dental examinations for the 2016/2017 school year **MUST** be completed and turned in to the school office by May 15, 2017. Final report cards can and will be held until the dental exam form is turned in to the school office.

All students entering kindergarten and any new out-of-district students will need to have a vision exam prior to entering school. If an examination cannot be obtained prior to the start of school, an appointment card from the doctor for the examination should be presented to school officials.

A physical examination and immunization record are required by the State of Illinois for all children prior to entering kindergarten and sixth grade, as well as each student transferring into the district. Physical examinations **must** have been performed within the previous twelve months to be valid and all immunizations must be up to date. Failure to comply with these minimal school health requirements will result in the exclusion of the child from school. If an examination cannot be obtained prior to the start of school, an appointment card from the doctor for the examination should be presented to school officials. Exceptions to receiving the required immunizations must be approved by the Board of Christian Education.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, creed, national origin, sex, age, ancestry, actual or potential marital or parental citizenship status, mental or physical disability, status as homeless, or any other category prohibited by local, state, or federal law. Further, the school will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance using the appropriate channels.

ACCEPTANCE OF APPLICATIONS & PROBATIONARY ADMISSION

Students are admitted to the school by action of the Board of Christian Education upon recommendation of the principal. Before admission can be considered, an appropriate test of the student's academic ability may be administered. Records from other schools are required. All students enrolling in the school for the first time are accepted on a probationary basis. This period ends at the end of the first full grading quarter following the first day of attendance. At the end of the first full grading period the following three areas will be looked at

1. The student must not be a behavioral problem, must follow classroom discipline procedures, and follow school rules of conduct.
2. The student must not cause injury to student and/or staff.
3. An entrance exam and/or interview is required for all new students. All registrations are subject to approval from the Board of Christian Education.

READMISSION OF STUDENTS CURRENTLY ENROLLED

Students who are currently enrolled at St. John's are readmitted by submitting the registration form for the next school year along with a \$100.00 registration fee. All tuition from the current school year must be paid in full by the last day of school. Special arrangements may be made by speaking with the principal and with the approval of the Board of Christian Education.

TUITION

Tuition is paid by automatic withdrawals on the 10th of each month from June through May. **You may also pay for the entire school year or by the 10th day of each semester if you do not want to do the monthly automatic withdrawals.** Tuition and fees not paid by the 10th of the month will be assessed a **\$25.00** late charge. A **\$25.00** fee is also assessed for each draft not honored by the bank for NSF.

In the event the parent(s) or guardian(s) fail to make the tuition and fee payment, the school will enforce any or all of the following penalties:

1. The school may suspend the right of the student(s) to receive the report card pending payment.
2. The school may deny registration at re-enrollment time.
3. The school may deny readmission for the following school year.
4. The school may turn past due accounts over to a collection agency, after adding a 30% additional charge to the amount owed.

FINANCIAL SUPPORT

Financial support of St. John's Lutheran School is a large and important undertaking part of a quality Christian education. It must be a team effort. At St. John's Lutheran School, the team is composed of school parents, the membership of St. John's Lutheran Church and other friends of the school.

Tuition helps pay for the operating costs of the school including the workbooks, the hard cover book rental, and current event materials for St. John's, but does not cover all expenses. THE TOTAL COST TO EDUCATE A CHILD IS ESTIMATED AT OVER \$6,000 PER STUDENT. Please keep in mind that St. John's Lutheran Church values Christian education and sees our school as a mission. The church subsidizes all costs that are not covered by tuition and third source fundraising.

DRESS CODE

1 Corinthians 6:19 *"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own."*

All students enrolled in St. John's Lutheran School must wear clothing that will reflect the Christian character of the school. Clothing should not be worn that may be offensive or distracting to the school community. Students must dress according to their biological sex. Christian discretion should be used in selecting the appropriate clothing to be worn. Modesty, moderation, cleanliness, neatness, and appropriateness are used as guidelines for making choices regarding school clothing and appearance. Below are minimal standards. Parents are welcome to hold their children to higher standards in keeping with the values of their families.

- ❖ Jeans should be clean and in good condition, no holes, even if new.
- ❖ T-shirts with inappropriate sayings or pictures are not to be worn. Examples: sayings or pictures that are drug or alcohol related or depict musical groups with non-Christian messages etc.
- ❖ No inappropriate jewelry is to be worn. Body piercings are not permitted anywhere except in the ear lobe of girls and is to be limited to two per ear. No jewelry should be worn in gym class or sporting events for safety reasons.
- ❖ Hair should be clean and appropriately styled so that it does not hang in the eyes or call undue attention to the student. Including but not limited to: colored hair, mohawks.
- ❖ Skirts, shorts, and dresses must be mid-thigh or longer. When wearing leggings/tights, shirts/tops must reach mid-thigh in front and back.
- ❖ Dress in accordance with one's biological sex.
- ❖ No spaghetti straps, bare midriffs or backs, or see-through material allowed. No visible bra straps.
- ❖ Visible body art such as tattoos, glitter, or pen drawings are not allowed.
- ❖ Gym clothes are required for 5th through 8th grade students for gym class. The lettering are available at D to Z. Shirts should have last name on back and initials on shorts (ironed on).
- ❖ An additional pair of gym shoes (with non-marking soles) is required for all school activities in gym by all students. These shoes are to be worn only for activities in the gym.
- ❖ Due to safety concerns, students must wear closed-toed shoes on the playground; NO flip flops, or Game Kicks are allowed during the school day.

The following are samples of appropriate dress:



This code applies to all school days, activities and events unless otherwise directed by the principal. Since it is impossible to list all infractions of this policy, the administration is responsible to determine the appropriateness of dress and grooming. If it is determined that some particular clothing or grooming is inappropriate, parents will be contacted for help in correcting the problem.

BULLYING POLICY

Romans 12:18 *"If it is possible, as far as it depends on you, live at peace with everyone."*

Definition: Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance, is repeated, or has the potential to be repeated over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: People who bully use their power--such as physical strength, access to embarrassing information, or popularity--to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Verbal Bullying	Social Bullying	Physical Bullying	Cyber Bullying
<ul style="list-style-type: none"> • Saying or writing mean things • Teasing • Name calling • Inappropriate sexual comments • Taunting • Threatening to cause harm 	<ul style="list-style-type: none"> • Hurting someone's reputation or relationships • Leaving someone out on purpose • Telling other children not to be friends with someone • Spreading rumors about someone • Embarrassing someone in public 	<ul style="list-style-type: none"> • Hurting a person's body or possessions • Hitting/kicking/pinching • Spitting • Tripping/pushing • Taking or breaking someone's things • Making mean or rude hand gestures 	<ul style="list-style-type: none"> • Takes place using technology • Mean messages and/or rumors that are sent by email/text or posted on social networking sites • Embarrassing pictures, videos, websites, or fake profiles

Full implementation of the above policy includes conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior and providing each student who violates this policy with appropriate consequences and remedial action per the student conduct code.

ACCIDENT INSURANCE

The Primary Accident Insurance for students of St. John's Lutheran School WILL BE THE RESPONSIBILITY OF EACH FAMILY. If you do not have this type of insurance coverage, usually a part of Health Insurance coverage, we encourage you to contact your insurance provider.

SCHEDULE

The school day officially begins at 8:15 a.m. Students are allowed to enter the building at 8:00 a.m. Students who come before 8:00 are placed in Before Care and will be charged accordingly (bus students will not be charged). School is dismissed at 3:15 p.m. Special arrangements will be made for bus students. If students remain at school after 3:30 p.m., they will be placed in the after school care program, and the family will be charged accordingly.

ABSENCES & ATTENDANCE

In accordance with state laws, all pupils are held to regular and punctual attendance. When a student is to be absent, parents are asked to call the school office (234-4911) by 9:00 A.M. If a child is to be absent for reasons other than illness, the school shall be informed in advance so that arrangements can be made; it is up to the teacher's discretion on whether work is given prior to absence. Students will receive as many days to make up school work as they were absent. If a student is absent more than 15 days in a school year, a conference may be held with the parents, teacher, and principal.

TARDY

A student is counted tardy if he/she is not in his/her classroom when the 8:15 A.M. bell rings. It is important for a child to be on time for school in order to learn to be punctual and allow for a smooth, organized start to the school day. Should a student's tardies reach 5 days in a quarter, the family may be contacted by the principal.

AFTER SCHOOL STUDENT PICK-UP

If your child or children are picked up after school, please let your child's teacher know who will be picking them up. If someone new is going to do this, please call the school and let us know the name of the person who will be coming for your child or children. For the safety of your child, please inform the school office either by note or a phone call if someone other than the parent is picking up your child.

Please follow the directions of the staff when picking up your child. If you are pulling through to pick up your child, please have the family name card, that is supplied by the school, on the visor of the car you are using to pick up your child. Also, for the safety of all children, no cell phone use is allowed while operating a motor vehicle in a school zone.

GRADING SCALE

St. John's Lutheran School uses the following grading scale for students 1-8:

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

*In the lower grades V, G, S, U are also used.

Honor Roll:

When calculating the Honor Roll the following values will be used:

A+ = 4.33
A = 4.00
A- = 3.66
B+ = 3.33
B = 3.00
B- = 2.66

The following standards will be used:

1. To be eligible for the High (A) Honor Roll, a student must maintain a cumulative grade point average of 3.20 (A-) with no individual subject being less than a B+.
2. To be eligible for the Honor (B) Roll, a student must maintain a cumulative grade point average of 2.75 (B-) with no individual subject less than a B-.
3. To be eligible for the Honor Roll, a student must be in grades 5-8.

Grading, Retention, and Promotion Policy:

St. John's Lutheran School has established a system of evaluation and grading to determine the requirements for promotion. The decision to promote a student to the next grade level is based on the following:

1. Successful completion of the curriculum.
2. Performance on the State and Federal Constitution in 7/8 grade
3. Performance on other tests.

LUNCH GUIDELINES**Schedule:**

Lunch for All Day Preschool/ Kindergarten students will be in the Fellowship Hall. Lunch for 1st - 8th grade will be staggered in the multi-purpose room.

3rd - 5^h Grades 11:30 - 12:00
6th - 8th Grades 12:00 - 12:30
1st - 2nd Grades 12:30 - 1:00

Cost:

The cost of each student's hot lunch will be **\$2.86**; this price includes the milk, whether they take the drink or not. Pricing is established based on government calculations. The cost of an extra milk is .35 cents for those who want an extra drink with their meal or for those who have a home sack lunch and want to purchase a milk. The meals for the entire week or month are to be paid for in the school office at the beginning of the week, or you may send your child's lunch money with them to give to turn in at the beginning of the week.

Please put all lunch money in an envelope with the student's name written on the outside.

Parents eating with your children:

For special occasions, a date to go out to eat with Mom and Dad is welcomed. Please let the classroom teacher know when you are taking your child away from the school grounds. You have the time of your child's lunch period and recess (50 minutes), and only your child will be permitted to eat with you.

TELEPHONE

Students are being taught to be responsible for their property and work. Therefore, students will only be allowed to use the school phone under the direction of a teacher, principal or school office in the event of an emergency. Lunches, schoolwork, and books left at home, in most cases, do not qualify as an emergency. We encourage that cell phones be left at home, however, if they must be brought to school, they are to be turned off during school hours and left in your child's book bag or locker.

SCHOOL CLOSING DUE TO WEATHER OR EMERGENCIES

If Mattoon Unit #2 schools close, St. John's will also close. The school will send out a message through Sycamore, as well as a SchoolMessenger phone message, notifying you of closings due to weather.

FIRE & TORNADO DRILLS

In compliance with State guidelines for disaster preparations, fire/tornado drills will be held. The following rules apply during these drills:

1. Students will be provided with instructions for exiting the building in case of fire or disaster
2. Students are to walk quickly and quietly to designated areas.
3. In the unlikely event we must evacuate St. John's and shelter is needed for our students, we will take them to the First Presbyterian Church on the corner of Logan and Broadway.

PESTICIDE APPLICATION

From time to time pesticides are used on school property to control undesirable insects such as ants, cockroaches, spiders, termites, bees, and mosquitoes. Parents who want to be notified about pesticides and their scheduled application should contact the school principal.

PARTIES

Invitations to parties of any kind are not to be distributed at school in either written or verbal form, unless the ENTIRE class or all of the same gender is invited.

BUS TRANSPORTATION

Parents of those children who ride the public school bus **MUST** call the Bus Garage each day your child does not ride. The number is 238-3270. You may sign up for bus transportation on orientation day. If your child is not riding the bus home, we ask that you please send a note with your child to give to their teacher stating they will not be riding the bus on that day.

VOLUNTEER POLICIES

Certain volunteer activities (including but not limited to: classroom help, coaching, chaperoning field trips, etc.) are subject to a fingerprinting background check prior to activity. Please see our Volunteer Manual.

FIELD TRIP GUIDELINES

A field trip is an educational experience for which a class leaves the school premises; therefore, each student must have a release form signed by a parent or guardian. These forms are signed at the beginning of the school year. Students are encouraged to wear the St. John's T-shirt or sweatshirt so that they will be easily identified while they are on the trip. Parents will be informed prior to all field trips. Anyone chaperoning a field trip must have a fingerprint background check, and a copy must be on file in the school office. Students with unexcused absences on the day(s) of a field trip will have make-up work. If the absence is due to a medical appointment, a note from the doctor will be required. A bus will be rented for the transportation. All students attending a field trip are required to ride the bus, unless a Travel Release form has been submitted to the school office PRIOR to the field trip. In certain circumstances discretion may be used by the principal. Due to insurance reasons, **siblings are not allowed on the field trip.**

STUDENT VISITORS

Any former student, that is still of school age, returning to visit friends and teachers must sign in at the front office. A parent must sign a waiver and the visiting student must be accompanied by a parent/guardian at all times on school property. A prospective student that is "shadowing" a school day must also sign a waiver and be under the supervision of a parent or guardian.

KEEPING YOU INFORMED

Each family will have a Sycamore account which can be used for communicating directly with the teacher or school, and we use it for communicating information to parents. Parents can also track their child's grades and homework online and through the mobile app. Email and phone calls are also good ways to stay in touch with your child's teacher.

ILLNESS

THESE GUIDELINES COME FROM THE DEPARTMENT OF HEALTH.

Listed below are some general guidelines for deciding when your child may or may not attend school:

- Students with vomiting, diarrhea or fever above 99.6 F. in the morning or 100 F. in the afternoon are not eligible to attend school that day or the next. If a child's temperature is 99.2 F. or above in the morning, parents should suspect it will elevate during the day and should monitor the child at home as a way of preventing the spread of possible communicable diseases.
- Students must be symptom free (i.e. no rash, fever without medication, vomiting, or diarrhea) for 24 hours prior to returning to school. If medication has been prescribed for a possible contagious disease, they must have a minimum of 24 hours of treatment (48 hours is preferable) as well as be symptom free before returning.
- When necessary (if contagion is still suspected or the child has been absent over 5 days, has had surgery or been diagnosed with a chronic condition) the parents must provide a physician's statement and recommendations for school attendance and participation in athletic events for readmission to occur.
- A doctor's note will be required if a student is to be excused from P.E. for more than 1 day. A parent's note is required if the student will miss only one day of P.E. The note must contain the reason why the student is missing P.E. class.

HEALTH DATA AND IMMUNIZATIONS

The Illinois State Board of Education has set the following requirements:

- **Health Examinations and Updated Immunizations:** The law requires that every student entering kindergarten, sixth grade, and any new out-of-district students receive a health examination performed by a licensed doctor. Please note that sports physicals **do not** qualify for the health examination. The health examination **does** qualify for the sports physical. The proof of the health examination with the updated immunization record is to be submitted to the school office by **October 15**.
- **Vision Examination:** The law requires a comprehensive eye examination for students entering kindergarten or any new out-of-district students. The eye examination can take place within one year prior to kindergarteners starting school in the fall. Proof of the eye examination, by a qualified eye doctor must be submitted to the school office by **October 15**.
- **Dental Examination:** The law requires that students entering kindergarten, second grade, sixth grade, and new out-of-district students have an oral health examination performed by a licensed dentist. School dental examinations must have been completed within 18 months prior to the May 15th deadline.
- All forms, health, vision, and dental, **MUST** have the doctor's signature and the date of the examination. Forms are available outside the school office or at the doctor's office.
- Failure to submit the health examination form and updated immunization record by the required date could result in your child not being able to attend school.
- Failure to submit the vision and dental examination forms by the required date **WILL** result in your child's report card being held.

LICE

A child found to have lice will not be allowed to be in school. Students must be nit free before they are allowed back in school.

MEDICATION

Medication may be administered at school when necessary. Parents are encouraged, when possible, to arrange the medication period so as to avoid this necessity. All prescription and nonprescription medication, except cough drops (which may not be shared with others) must be administered through the school office. All prescription and nonprescription medication is to be delivered to the school office upon arrival. The one exception for medication is that of inhalers and some medications, which the classroom teacher will keep. **WRITTEN DIRECTIONS MUST BE PROVIDED.** NO prescription drugs will be administered without written authorization from the doctor and signed by the parent. Prescription medication must be in a labeled, original prescription container.

STUDENT CONDUCT CODE K-8

St. John's Lutheran Church and School does not think of discipline as punishment, but as a means of teaching self-control, Christian attitudes, orderliness, and efficiency. Therefore, teachers and administration will deal with children in accordance with the teachings and philosophy of Christ. The Bible says that we should, "...bring up the child in the discipline and instruction of the Lord" (Ephesians 6:4). St. John's Lutheran Church and School sees teachers, administrators, and parents as a team, and through the work of that team, our system of discipline hopes to achieve our school's mission of making disciples and equipping them for service.

DISCIPLINE PROCEDURES

Kindergarten:

Teachers will use a color system. Based on individual classroom/school conduct expectations, students will progress through a series of steps resulting in:

- All students start on blue
- Verbal warning, and reciting of the rule broken
- Student will then move to green if the behavior continues
- Verbal warning, reciting of the rule, and a five minute time out will be issued
- Student will then move to yellow if the behavior continues
- If the behavior persists, the students will move to red. The teacher will contact the parent
- If the behavior continues, the student will be escorted to the principal's office

First-Fourth Grade:

Teachers will use a color system. Based on individual classroom/school conduct expectations, students will progress through a series of steps resulting in:

- Blue- Student is having a good day behaviorally.
- Verbal warning
- Change of color to green- loss of 5 minutes of recess
- Change of color to yellow- loss of 10 minutes of recess and teacher will contact parent/guardian
- Change of color to red- loss of entire recess, teacher will contact parent, and student will be sent to the principal's office

Fifth-Eighth Grade:

Based on individual classroom/school conduct expectations, students will progress through a series of steps resulting in:

- Reteaching desired expectation- warning issued
- Individual talk- hallway, or after class- office referral issued
- Three office referrals in one week results in an after school detention and parent/guardian notification
- Speak with principal
- Discipline conference with parents

Depending on the severity or the frequency of the infraction(s), the progressive steps outlined above may be skipped.

*Students at all levels may face disciplinary action if guilty of gross disobedience or misconduct, including, but not limited to the following:

1. Disobeying rules of student conduct or directives of staff members or school officials
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct
3. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, and wrongfully giving or receiving of help during an academic examination, or wrongfully obtaining test copies or scores
4. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property
5. Using, possessing, distributing, purchasing, or selling of drugs and alcohol
6. Using, possessing, distributing, purchasing, or selling of weapons or firearms

SUSPENSION & EXPULSION

Destructive or harmful behavior may result in immediate suspension by the principal and/or expulsion authorized by the Board of Christian Education. The following disciplinary steps will be utilized where applicable and written records will be maintained in the student's temporary file:

1. The teacher will have a conference with the student and make the principal aware of the problem.
2. The principal will have a conference with the student.
3. If the problem continues to exist, there will be a meeting/conference with the child, parent(s), principal, and teacher. Continued problems may result in a suspension. A suspension conference will be held with the student, parents, principal, teacher, pastor(s), and a member(s) of the Board of Christian Education.
4. If the above steps fail to correct the child's behavior, expulsion by the Board of Christian Education may result.
5. If a student brings to school illegal drugs, firearms, or any other weapon, or exhibits violent behavior that student may be expelled without the above steps being taken.

CARE OF SCHOOL & CHURCH PROPERTY

Parents of students who lose or damage school or church property will be responsible for the payment of the replacement of the item. Examples would be damage to ceilings and walls, loss or damage of books, windows, computers, equipment, etc.

SMOKING

St. John's Lutheran Church and School is a non-smoking area. No smoking is allowed within the building or on Church or School property.

WEAPONS

It is the policy of St John's Lutheran School that no person may possess, go armed with, use, or store a "*dangerous weapon*" on any school property, on any school bus, or at any school related activity. Further, no person may knowingly, or with reckless disregard for the safety of another, discharge or attempt to discharge a firearm on any school property, on any school bus or at any school related activity.

Under Illinois Firearm Concealed Carry Act, St. John's Lutheran Church and School are considered prohibited places, and firearms are not allowed on the property.

DEFINITION OF DANGEROUS WEAPONS

For purposes of this policy, "*dangerous weapon*" means any firearm, including, but not limited to and all types of handguns, rifles, shotguns, air guns and any other gun whatsoever, knives, razors, karate sticks; any electric weapon; metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles; nunchaku or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire, leather or other material; a cestus or similar material weighted with metal or some other substance and worn on the hand; a shuriken or any similar pointed star-like object intended to injure a person when thrown; or a manrikigusari or similar length of chain having weighted ends. Any student making casual or intentional reference to doing bodily harm with any of these weapons and/or any other weapon will be thoroughly investigated and disciplined accordingly. The police will be notified.

"*Dangerous weapon*" shall also include any other object whatsoever which, by the manner it is used or intended to be used, is capable of inflicting bodily harm or property damage. The fact that a "*dangerous weapon*" is not loaded, or is a toy, shall NOT make its possession, use, or storage lawful under this policy statement. Individuals violating this policy shall be subject to the penalties outlined under School Board Policies and Illinois law, including suspension and/or expulsion from school in the discretion of the school principal and the approval of the Board of Christian Education.

Any and all violations, whatsoever, of this policy shall be reported to police officials by the school principal. A violation of this policy by a student will also be reported to the parents or guardian of the student. Weapons under the control of law enforcement personnel and military personnel, acting in the course and scope of official duty, are permitted on the premises of St John's Lutheran School, on school buses, and at school related activities.