



St. John's Lutheran School

STUDENT/PARENT HANDBOOK

Kindergarten-Grade 8

2018-2019

“Everyone then who hears these words of mine and does them
will be like a wise man who build his house on the rock.”

Matthew 7:24

Approved by the St. John's Lutheran School Board September 11, 2018

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To Parents:

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

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

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

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

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

In His Service,

St. John's Lutheran School Board and Administration

Discrimination and Harassment Policies

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

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

Objectives for the Task of Christian Education

Children of God as Persons

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

Children of God will know that their bodies and powers are a marvel of God's creation – to be celebrated, enjoyed, cared for, and used with all energy in praise of The Creator. Children of God will know that their minds are holy and precious gifts. They will be challenged to stretch their minds in the love of knowing, with imagination and curiosity, and with freedom to be critical of their own thinking – all this in celebration and service to God the Giver.

Children of God in the World

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

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

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

They will learn also to accept and to bear with courage and hope any burden of disability, hardship, disadvantage and suffering that belongs to a calling.

They will know their continuing dignity in God's sight. They will trust His love, wisdom and promises, without falling into self-pity or bitterness.

OUR PURPOSE

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

OUR MISSION

Providing excellent learning opportunities for students from Pre School through grade eight integrating the faith across the curriculum through educational, athletic, and social activities motivating children to be lifelong learners in an ever-changing global society

OUR VISION

- **S**alvation **T**hrough **J**esus **L**oving **T**hrough **S**ervice
- To be the community non public school of choice...

- Providing an excellent education in a nurturing environment, rooted in the Lutheran faith and Christian values...preparing children not just for today or tomorrow, but for eternity!
Proverbs 22:6

OUR CORE VALUES

Accountability:

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

Prayer/Worship:

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

Service:

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

OUR GOALS

A. Life Long Learners:

- To master and apply grade level academic skills.
- To foster effective written and oral communication skills.
- To develop effective problem solving skills.
- To foster collaborative opportunities and experiences.

B. To maintain and sustain technology.

C. To expand our school family by increasing and sustaining enrollment while maintaining small class sizes.

D. To nourish an environment that fosters parental involvement and cooperation.

PHILOSOPHY

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

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

Our school is willing to assist parents in the parental obligation of teaching and training children. The school can never assume the parent responsibility, nor can it achieve its purpose without parental cooperation. So that

God's Word may be accomplished, parents should set a good example for their children by providing a Christian home life and by leading a wholesome prayer and church life.

HOME-SCHOOL RELATIONSHIPS

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

THE LUTHERAN SCHOOL SYSTEM

"Lutheran elementary schools are maintained to fulfill the God-oriented purposes of Christian teaching and nurture. There is no other valid reason why congregations should support a parallel system of elementary school. . . The Lutheran elementary school is woven into the fabric of American history. The first known Lutheran School on American soil was Swedish, probably established in 1640. . . The German Evangelical Lutheran Synod of Missouri, Ohio, and other states (the original name of the Lutheran Church-Missouri Synod) was formed in 1847 with twelve charter congregations. . . Their ideal was a Christian school in every congregation. In fact, the Synod's constitution expressly stated that one of the Synod's objectives was to promote parochial schools and to pool resources and efforts in the training of teachers and the publication of school books. One of the conditions for synodical membership was that a congregation provide a Christian education for its children". St. John's Lutheran Church and School in LaPorte were founded in 1857. The present building was completed in 1969. The congregation built a full gymnasium that was completed in 1980.

ACCESS TO THE BUILDING

All parents and visitors are required to sign in at the school office after 8:00 a.m.

ACCREDITATION

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

ADMINISTRATION

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

ADMISSIONS

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

AFTER SCHOOL ACTIVITIES

St. John's assumes responsibility of the Students who participate in games, practice, or other after school activities until the activity is completed. All students must be picked up immediately following the activity or checked into Eagle Care and billed accordingly. Siblings who remain after school while others are in after school activities MUST go to Eagle Care and be billed accordingly, unless under adult supervision. Children

who remain as spectators must comply with those regulations, which have been set down by the school's administration. Failure to do so will result in at least temporary withdrawal of such privileges.

APPOINTMENTS FOR STUDENTS DURING SCHOOL

We encourage you to schedule appointments outside of school hours. Should your children need to leave during the school day, your child's teacher should be notified in advance. Please notify the office if someone other than the parent/guardian has permission to take your child. **PARENTS, PLEASE REMEMBER THAT YOU *or your designee* MUST COME TO THE SCHOOL OFFICE TO PICK UP YOUR CHILD TO SIGN HIM/HER OUT WHEN HE/SHE LEAVES EARLY.** When returning your child to school, make sure that you sign your children back in at the school office.

ATHLETICS

Eligibility Policy

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

Athletic Programs

St. John's Lutheran School offers boys' basketball, girls' volleyball and basketball, and co-ed soccer. Students in fifth through eighth grade are eligible to participate. Fourth graders **may** be eligible if there are openings available. An annual sports physical is required and must be on file with the athletic director or school office before the student can participate in any practices or games. To help defray the cost incurred in operating the Athletic program, a nominal athletic fee is assessed for any student who participates.

Athletic Travel Policy

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

Procedure:

1. Weekend athletic events that are held "off-campus" will be considered as "Non-Sanctioned" by St. John's Lutheran School. Student athletes will not be required to attend but may do so as inclined.
2. Permission forms will be presented to student athletes in advance of the event and returned to school as soon as possible.
3. Parental permission is granted upon return of the signed document granting permission to engage in the athletic event.
4. Parents must arrange transportation for their children also notifying the coach as to the plans.
5. St. John's Lutheran School is not responsible for any mode of transportation for students engaged in any off-campus, athletic event.
6. In the event of an athletic event occurring during a school vacation or holiday, the coach must first request approval from the Athletic Director.

ATTENDANCE AND ABSENCE

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

When it is necessary for a student to be absent from school, please call the school by 8:30 to report the absence. Parent/ Guardian failure to call the school and report a student's absence will be recorded as an unexcused absence. School begins at 7:55 a.m. and students should be on time.

All absences fall into two categories:

Excused Absences (school work will be able to be made up) are defined as missing class or school for one of the following verified reasons:

1. State excused absences (excused by State Law).
 - a. Disability – any student found to be mentally or physically unfit for school attendance. This provision includes absences due to medical or dental appointments (appointments should be scheduled before or after school whenever possible).
 - b. Extenuating Educational Reasons – serving as a page in the State Legislature; working for a political candidate at the polls on Election Day, etc. Advance notification by the parent/guardian is required.
 - c. Religious observances – Advance notification to the principal or designee by a parent/guardian and a church official is required.
 - d. Issued a subpoena to appear in court as a witness in a judicial proceeding.
2. Death of a family member.
3. Other highly extenuating circumstances which the principal or designee shall decide upon.

Unexcused Absences (school work must be made up but will not count for credit) are defined as missing class or school under the following circumstances:

1. Without an excused reason (see above).
2. Any absence that has not been verified.
3. Absences which require prior approval, and approval has not been obtained.
4. Out of school suspensions or expulsions.

Before leaving for any school-time vacation, the absence must be discussed with your child's teacher.

Provisions to complete schoolwork missed due to any excused absence should be arranged by the student or parent with the teacher(s). The amount of time necessary to complete make-up work is left to the discretion of the teacher(s). For unexcused absences the student should make up all missed assignments. *The student will receive no credit for all assignments and a failing grade on all quizzes and tests for the work missed during an unexcused absence.*

Per the Indiana Department of Education, any student who misses in excess of twenty (20) days of school in one school year may be considered a candidate for retention. Ten (10 or more unexcused absences meets the definition of a habitual truant. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason (18 days). **Chronic Absenteeism and Habitual Truancy will be referred to legal authorities.**

Tardy to School in the Morning is defined as coming into the classroom after the 7:55 a.m. bell has rung. Any student arriving after the 7:55 a.m. bell **must** sign in at the school office. Tardiness to school slows down and interrupts the teaching. We strongly encourage you to make sure that your child arrives at school on time.

1. On the 5th tardy to school in a semester, a letter will be mailed from the school office.
2. On the 6th tardy to school in a semester, a letter will be sent home with the student.

3. On the 7th tardy to school in a semester, the student will serve an After-School Detention.
4. For grades 4-8, the student will continue to serve After-School Detentions after the 7th tardy and each successive tardy during that semester. Further CONSEQUENCES FOR STUDENTS IN K-3 WILL BE LEFT TO THE DISCRETION OF THE TEACHER.

Extra-Curricular/After School Event Attendance Policy

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

ATTIRE AND APPEARANCE – DRESS CODE POLICY

St. John's Lutheran School has established a dress code that creates an effective Christian learning environment. The Dress Code will apply to grades K-8. A student's clothing will be logo free, or may have a shirt logo no larger than 2" by 2". St. John's logo apparel, organizational uniforms (e.g. girl scouts, AHG, boy scouts, etc.), and clothing purchased on school field trips are acceptable.

SHIRTS:

- Color: Any solid color with no larger than a 2" by 2" logo.
- Style: Short or long sleeve shirts free of differing color of piping or edging; also free of stripes or insignia; of length capable of being tucked in. Tucking shirts is encouraged. Cold weather sweatshirts and sweaters worn as classroom apparel follow the same guidelines ... no tucking in necessary.
- Restrictions: NO TANK OR SPAGHETTI STRAP SHIRTS. NO SKIN SHOULD BE SEEN BETWEEN SHIRT AND WAISTBAND OF SLACKS, SHORTS, OR SKIRTS.

SLACKS:

- Color: Shades of tan, navy blue, or black
- Style: Docker style or slacks style; chino, capri or corduroy. No denim material, oversized, baggy condition, leggings, jeggings, stirrup, stretch pants, skin tight, or warm-up pants. Pants are to be worn at the waist, preferably with a belt. Students wearing sagging pants are subject to consequences.
- Restrictions: NO LABELS ALLOWED OTHER THAN EXTERNAL FACTORY WAIST AND POCKET SMALL TABS. NO TORN PANTS ARE ALLOWED.
- Exceptions: Grades 2 and under will be allowed to wear sweat pants in accordance with color limitations.

SHORTS:

- Color: Shades of tan, navy blue, or black
- Style: Walking shorts: No shorter than mid-thigh-no longer than mid calf. NO athletic shorts. Rules pertaining to slacks apply here.

SKIRTS, SKORTS, JUMPERS, DRESSES (Note Chapel Exceptions):

- Color: Shades of tan, navy blue, or black
- Style: Mid-thigh or below

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

- Belts: Black, brown, tan, navy . . . free of insignia buckles
- Shoes: Dress or athletic shoes. Sandals with a heel strap or clogs allowed.
- Restrictions: NO MORE THAN 2-INCH HEEL . . . NO BEACH TYPE FLIP FLOPS. NO TATTOOS.
- FOR BOYS, NO EARRINGS. No other body piercings are permitted for either boys or girls.
- Hair: Hair should not be a color or style that detracts from the learning environment.
- Cosmetics: No make-up should be worn below grade 7. If make-up is worn in grade 7 and 8, it should be in moderation and in good taste.
- Leggings: Leggings may be worn as long as a **skirt** of **acceptable** length is worn over them.

CHAPEL DRESS: The goal of chapel attire is for students to have a more formal and reverent appearance.

Boys: Collared shirts are encouraged. (Or follow the Standard Dress Code.)
Shirts may be solid, stripes, or plaids. Solid color restrictions are eliminated on shirts.
Slacks/shorts are to be tan, navy blue, or black . . . See above dress code policy for

slacks
Girls: Dresses of modest choice . . . or follow the Standard Dress Code.
Shirts may be solid, stripes, or plaids. Solid color restrictions are eliminated on shirts
and skirts.

Slacks/shorts are to be tan, navy blue, or black . . . See above dress code policy for
slacks

CASUAL FRIDAYS:

Solid color restrictions eliminated on pants, shorts, skirts, and shirts. Denim (including blue or other colors) is allowed, but all other style restrictions remain in effect. No insignia or words allowed with the exception of the 2” X 2” logo.

ENFORCEMENT:

The principal and teachers will enforce the Dress Code. Interpretation of the Dress Code is at the discretion of the principal. If there is a dress code violation, parents will be asked to bring appropriate clothing to the office. .

BEHAVIOR STANDARDS – DISCIPLINE

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

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

In the event that a parent or student feels that a teacher is not conducting something properly, **he/she should approach the teacher directly** to discuss the matter. This is in keeping with the directive of God as outlined in Matthew 18: 15-17. If, after meeting with the teacher or person involved, and an agreement cannot be reached, one or more of the following should be consulted (in order listed): the Principal, the President of the School Board, and lastly, the Pastor. The final hearing agent for resolving problems will be the School Board, who will take action judiciously and expediently.

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

Finally, all parents and students must sign the Classroom Management Plan for their classroom, which will be the guide for the student’s behavior at St. John's Lutheran School.

Each teacher will continue to utilize the Classroom Management Plan in his/her classroom. The plan includes classroom rules, consequences, rewards, and a severe clause. Parents will be given two (2) copies of this plan - one to sign and be kept in the file at school and the other to be kept at home. Please familiarize yourself with the plan, and be supportive of the teachers in its implementation.

School-Wide Rules:

1. Students are to respect the rights of others by their speech and actions.
2. Students are to follow the directives of teachers and supervisors.
3. Students are to show respect for property and are to utilize facilities and equipment in the manner for which it was intended.
4. Students are to abide by the rules as stated in the school handbook.

Severe Clause: We do reserve the right to skip the warning procedures and “lesser” punishments for instances such as lying, stealing, malicious acts, disrespect towards teachers or supervisors, use of foul language, bringing cigarettes, drugs, knives, or **any** look-alike items to school.

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

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

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

Detentions

Lunch/Recess Detention – This detention will be held during the lunch/recess period for grades K-8. Students will be separated from other students to eat their lunch and remain away from their peers for the lunch hour and recess. Students will not be allowed to talk or read magazines during lunch/recess detention (this is part of the discipline plan). If a student misbehaves during lunch/recess detention, another lunch/recess detention will be added. Upon receiving the lunch/recess detention, it will be served at the next lunch period. The staff supervises lunch/recess detention.

After School Detention -- An after school detention will be from 2:30 – 3:00 p.m. (30 minutes) or until 3:15 p.m. (45 minutes). Students should report to the detention room by the time the bell rings at 2:30 p.m. If the student is late, another after school detention will be assigned. Students will not be allowed to visit with one another. Students will not be excused from after school detention because of personal or school related extracurricular activities. **Parents will be notified on the day the infraction occurs. Detention will then be served either that day or the next day; any extenuating circumstances will be left up to the teacher’s discretion.** If a student chooses not to attend detention after parent notification, two after school detentions will be assessed. When a student receives detention from more than one teacher per day, detention will be served on consecutive days.

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

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

Teachers will complete an assignment sheet of all the work to be completed during the suspension period. This will be placed in the school office and is to be picked up by the parent when the suspension begins. All assignments must be handed in the morning that the student returns to class. If assignments are not satisfactorily completed, an **Incomplete** will be given in that subject. Report Cards and promotion will be held pending the satisfactory completion of the assignments. Since all days out of school suspension are unexcused, all work during the out of school suspension will be recorded as **failing grades**.

BOOKS AND SUPPLIES

The students rent all textbooks and workbooks. The cost is already calculated in the Book Rental/Registration Fee. Each child will be held responsible for the proper care of these books. Children do, however, need to purchase their Bibles and Catechisms from the school office or at registration.

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

BULLYING

St. John's Lutheran School Anti-Bullying Policy

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

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

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

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

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

Factor Consideration

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

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances

- Nature and severity of the behavior(s)
- Past incidences or continuing pattern of behavior
- Relationship between the parties involved
- Context in which the alleged incident occurred

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

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

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

BUS TRANSPORTATION

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

Proper behavior is expected while riding the bus. If there are any behavior problems while riding the bus, loss of the privilege of riding the bus and possible discipline action at school could result. Bus students are to maintain a single line prior to the afternoon bus arrival and while boarding. Only students who ride the bus are allowed to leave school at 2:10 p.m. unless the parent provides a note.

DAMAGES

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

EAGLE CARE

Goals:

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

Hours of Operation: 6:30 am – 5:30 pm

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

Childcare fees:

The fees are \$2.50 per hour and will be billed weekly. Bill is due upon receipt. A late fee of \$10.00 may be assessed to all delinquent accounts. Exclusion from our program may also occur.

Eligibility:

Only enrolled students are eligible to participate in Eagle Care. All students must have an updated registration form and behavior contract on file.

Discipline:

Students are expected to adhere to the Behavior Standards and School Rules for St. John's Lutheran School.

School Board Policy Regarding Students Not Picked Up By 5:30 PM

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

The late charges are as follows:

Arrival times

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

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

ENDOWMENTS AND GIFTS

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

ENROLLMENT POLICIES

1. All pupils must re-enroll each and every year. Enrollment begins during the spring semester.
2. Parents of students in Grades K to 8, whose children were not enrolled at St. John's Lutheran School the previous year, are requested to have an interview with the principal or school board representative. See "Transfer Student" for further details.
3. The acceptance of any new student after the school year has started must be approved by the School Board.
4. To ensure your child's enrollment at St. John's Lutheran School, all registration fees must be paid in full by May 1st. No refunds of the registration fee will be made unless the School Board declines to accept a student for enrollment.
5. State law requires that a children be immunized. Copies of immunization requirements are available in the office and are reviewed/revised yearly in the spring for the following school year.
6. It is not the policy of St. John's Lutheran School to accept a student who has a poor department (behavior) record at their previous school or any suspensions or expulsions.
7. Age requirements:
 - A. Preschool: Children who have reached their 3rd birthday on or before August 1st may be admitted to Preschool. **MUST BE POTTY TRAINED.**
 - B. Pre-Kindergarten – Children who have reached their 4th birthday on or before August 1st may be admitted to Pre-Kindergarten. **MUST BE POTTY TRAINED**
 - C. Kindergarten – Children who have reached their 5th birthday on or before August 1st may be admitted to Kindergarten.
 - D. First Grade – Children who have reached their 6th birthday on or before July 1st or have completed an accredited Kindergarten may be admitted to First Grade.

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

8. Any new student enrolling at St. John's will be subject to an academic probationary period.
 - a. The student will be on probation for a nine-week period from the date of the first class attendance.
 - b. At the end of the nine weeks, the principal and teacher will review the student's academic achievement and school conduct and will recommend to the School Board whether the student be allowed to continue at St. John's or whether he/she should be transferred to another school.
9. If space is available during the period from the start of the school year through the re-enrollment date for the next school year, new enrollments will be accepted according to the following priority:
 - a. Children of members of St. John's Lutheran Church
 - b. Children already enrolled at St. John's Lutheran School
 - c. Children of non-members having a sibling already enrolled at St. John's
 - d. Children of other Lutheran congregations
 - e. Unbaptized / unchurched children in the community
 - f. Children of parents who hold membership in other church denominations.

- 10. It is the priority of St. John's Lutheran Church and School that all children have the opportunity to succeed in school.** It is also the responsibility of St. John's Lutheran Church and School to be good stewards of the resources God has given us in terms of time, personnel, and money. Class size at St. John's Lutheran School is based on the two premises of student success and stewardship. For St. John's Lutheran School to successfully provide an affordable quality educational program, a ratio of total staff to pupils should be 1 staff per 22 (full time) pupils. Preschool classes will be limited to 18 students in each session. Pre-Kindergarten classes will be limited to 24 students. The maximum class size for Kindergarten will be 22 students. First, second, and third grades will not exceed 25 students. Fourth grade will not exceed 28 students. Fifth through eighth grades will not exceed 30 students.

FACULTY FRIDAYS

Faculty Fridays have been implemented for teachers to collaborate in staff development opportunities. On the 1st and 3rd Fridays of each month, students will arrive 30 minutes later with doors opening at 8:15 a.m. Parents are encouraged to bring that their children at that time. We do have walk in Eagle Care available at no charge for parents who have prior obligations.

FIELD TRIP SUPERVISION

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

1. The preferred adult-student ratio for field trips is as follows:
 - A. Pre-Kindergarten to 4th Grade = 1 adult for 6 students
 - B. 5th to 8th Grade = 1 adult for 12 students
2. Teachers need help on field trips to maintain safety, as well as good and proper Christian conduct. We therefore urge adults supervising students on field trips to use their authority to help provide such conduct and safety.
3. Students will be assigned to an adult supervisor.
4. Since adults are on field trips to supervise students, adults are **not** to bring other children along.

Parents should be able to demonstrate proof of financial responsibility and/or insurance. By School Board policy, if parents choose to drive school children other than their own children, they must bring a copy of their **current** insurance policy to the school office, showing individual liability insurance of at least \$100,000 per person for every person riding in their car. However, this amount is the minimum requirement. It is recommended to have coverage of \$300,000 per person.

FINANCIAL SUPPORT POLICIES & FEES

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

Each year all students entering St. John's Lutheran School are assessed a Registration Fee. This fee covers book rental, tests, and workbooks, and most curriculum-related supplies (art, music, physical education, AV, and current events magazines). This fee is to be paid before an application for enrollment can be fully approved and accepted. Students' tuition is based upon church membership. A copy of the **Tuition Payment Plan** is available in the office.

An application for enrollment must be submitted, along with the Registration Fee, in order to be considered enrolled for the current school year.

Family Expectations

The tuition and fees assessed to families is far below the true cost of education a child at St. John's Lutheran School. This cost is estimated to be over \$6000. Because the church subsidizes each child's education, there is an expectation that families make a donation of their time in various ways to benefit the church and school.

ILLNESS

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

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

1. Vomiting.
 2. Temperature is above 100.
 3. An undiagnosed rash or skin eruption.
 4. Very enlarged tonsils, sore throat.
 5. Normal temperature but skin color is pale, skin is cool and moist, dizziness, nausea, chills. (One or a combination of several.)
- **Diseases (Contagious):** Children with contagious diseases should be kept at home until a physician releases them to school. **Under no circumstances should children with a fever be sent to school.** If a child develops a fever at school, the parents will be called from the school office. If the parents are called to take the student home, the parent must sign the student out from the school office. **A student needs to be fever-free for 24 hours before returning to school.**

IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY

PER Indiana Code (IC 20-34-4) when a student enrolls in a school corporation, for the first time or any subsequent time and at any level, his parents must show either that he has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

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

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

A complete list of required immunizations is available in the school office.

LEAVING SCHOOL GROUNDS

Students, who need to leave school anytime during the day for good reasons other than emergencies, **MUST** have permission of their parents in writing as well as the permission of the principal (or teacher in the principal's absence). Whenever such permission has been granted, full responsibility then rests with the students and the parents. Before leaving school, the students must be signed out in the office. Students must report to the office and be signed back in if they return to school that day.

LIBRARY

A central library is available for all students. Students must pay for library materials that are abused or lost. These fines need to be paid to the school office by the end of the school year. On the envelope, please note student's name and the name of the book to be replaced. Each individual classroom also has its own smaller library collection.

A display of books from our church library collection can be found in the ladies lounge across from the church office. Students and parents are welcome to check out these books.

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

LOST & FOUND

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

LUNCH PROGRAM

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

Parents are welcome to join students for lunch. Please contact the school office or kitchen **in advance** so that meals can be planned accordingly. Payment must be made in the school office. Summaries of students' accounts are sent home each month so that parents can monitor use and send payment in advance of charging. Menus can be obtained in the school office or on Renweb.

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

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

MEDICATION POLICY

St. John's Lutheran School will dispense medicine to students under the following guidelines:

Long Term Medication:

1. Written orders are to be submitted to the school from a physician detailing the name of the drug, the dosage, and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school with a minimum of once each school year.
2. A list of possible side effects and an emergency number where the parents or guardians can be reached must be on file in the office.

- All medication must be brought to school in a container appropriately labeled by physician, pharmacy, or parent. The medication must be current. The labeling must include the child's name, physician's name and phone number, the medication's name, the dosage, and the administration directions.

Short Term Medication:

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

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

MUSIC

- K-4 Choir-some performances expected
- 5-8 Choir- some performances expected
- PK-8 Private strings- some performances expected

NUISANCE ITEMS

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

PAYMENTS

All checks are payable to St. John's Lutheran School. Payments for whatever purpose may be combined on one check (*NOT INCLUDING FUND RAISER MONEY, FIELD TRIP MONEY, OR CLASSROOM BOOK ORDERS*). However, a notation on the check or envelope must include how funds are to be applied. These payments must be placed in the white box outside of the bookkeeper's office. There is a \$25 fee for all returned checks that have been written to the school for whatever purpose (i.e. lunch, registration, tuition, daycare, fundraiser, etc.) The book keeper will contact the signer of the returned check to inform them of the fee and also charge their account accordingly.

PHYSICAL EDUCATION

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

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

PLAYGROUND and RECESS RULES

- No students should be on the playground without adult supervision at any time during the day.
- All children are to be outside if weather permits and at the teacher's discretion.
- Stay on the playground to the east of the school.

4. No chasing games near playground equipment.
5. No ball throwing at students on any equipment.

I. Outside

Equipment Area:

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

No gymnastic moves are allowed.

II. Inside

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

III. Miscellaneous

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

Outdoor Recess Temperature Policy

- A. Recess and gym classes will not be conducted outdoors when the wind temperature is less than 15 degrees F.
 1. This does not apply to outdoor field trips which might involve winter play or investigation as children would be outfitted for the event.
 2. Teacher and principal discretion prevail when other mitigating factors are present such as:
 - a. a number of students not wearing adequate clothing
 - b. the outdoor access is not adequately cleared of snow and ice or other potentially dangerous debris.

PROCEDURES

- A. The office will make the determination of temperature in the morning and again for lunch recesses. We will use information from weather.com.

B. This does NOT imply that all classes must go out when the temperature is 15+ degrees F with wind chill. The decision to have recess outside is still up to the discretion of the classroom teacher/office who have weighed all mitigating factors.

REPORT CARDS, EVALUATIONS, AND TESTING

Report cards are issued quarterly. Parent conferences are held at the end of the first quarter. Either parent or the teacher may request additional conferences. ILEARN tests are administered annually in grades 3-8 with the results being distributed to the parents when available. Third grade students take the IRead test. Grades K-2 take the CTBS achievement test.

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

Grading Scale

100	A+	(Each subject getting a letter grade is used as part of the Grade
95-99	A	Point Average for Honor Roll.)
92-94	A-	All A's - - Honor Roll
89-91	B+	Honor Roll - - 10.0 or higher GPA
84-88	B	Honorable Mention Honor Roll - - 8.5 or higher GPA
81-83	B-	<u>GPA...year end GPA will be determined by the average</u>
78-80	C+	<u>of the four quarterly GPA's.</u>
73-77	C	Valedictorian and salutatorian will be calculated from these
70-72	C-	GPA's from gr. 5-8...new students must be full time from
68-69	D+	gr.7 and 8 to be considered for this recognition.
63-67	D	
61-62	D-	
60	F	

ROOM PARENTS

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

SCHOOL CALENDAR

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

SCHOOL HOURS

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

SCHOOL PICTURES AND YEARBOOK

Individual student photographs are taken each year in the early fall. Parents will have an opportunity to purchase various types of packages. Individual pictures are included in our School Yearbook. The cost of the Yearbook is included in the cost of the picture package purchase.

SCHOOL WORK AND ASSIGNMENTS

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

TELEPHONE

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

Student Cell Phone/Electronic Device Usage Policy

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

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

Consequences:

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

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

If the cell phone/device is used to violate personal privacy at the school or at any school event, the school will contact local police.

TRANSPORTATION

1. Bike riders are to park their bikes in the bike rack. We would encourage students to use a lock.
2. Parents who bring their children to school are to enter the parking lot at Monroe Street by the church and exit at Kingsbury Avenue. This is for the safety of all of our children. Please do not stop and block

traffic. Please **do not** leave your car in a traffic lane to pick up or deliver your child. We will deliver your child to your car at the designated area. .

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

VOLUNTEERS

Volunteer Policy

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

Volunteer Jobs

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

WEATHER CLOSINGS/ SEVERE WEATHER PROCEDURES

Since so many of our students rely on La Porte Public School bus transportation, it is our school's policy to close school, or dismiss students early, whenever the La Porte Public Schools close because of severe weather. Radio stations WLOI (1540 AM) and WCOE (96.7 FM) of La Porte are the official stations to receive weather closing information. If St. John's is not announced but the La Porte Community Schools are delayed or closed, St. John's will follow suit. If there is a delay in morning bus service, morning Pre-Kindergarten sessions are canceled for that day. Day care would begin after the delay time. (8:30 opening if there is a 2 hour delay)

Early School Closing:

In the case of severe weather or other emergencies whereby school must be closed early in the day, the local radio stations, WCOE 96.7 or WLOI 1540 will carry pertinent information. St. John's Lutheran School closes when the La Porte Community Schools close. The buses will usually be here between 15-25 minutes before the first dismissal time stated for LP Schools. **LaPorte Community Schools offers a text alert notification system which can be accessed at www.lpcsc.k12.in.us**

Exit Procedures:

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

Calling Procedures:

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

ALL after school events are to be cancelled.

Athletic events

Reading Club

Eagle Care

Any other event scheduled for the night

WITHDRAWAL POLICY

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

PLEASE RETURN THE SIGNATURE PAGE TO YOUR CHILD'S TEACHER.
Keep the handbook at home for your reference.

I have read and understand the 2018-2019 Student/Parent Handbook for St. John's Lutheran School.

Children:

Grade:

Parent Name (Print)

Parent/Guardian Signature

Date