



**Student Handbook  
2018-2019**

4705 Brockway Road,  
Saginaw, MI, 48638-4664  
(989) 799-0935  
[www.stjohnsbrockway.org](http://www.stjohnsbrockway.org)

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

## Table of Contents

<u>Section</u>	<u>Page</u>
01. Purpose of St. John's Lutheran School	p3
02. Our Scriptural Foundation	p3
03. Objectives of St. John's Lutheran School	p4
04. Admission Policy	p4
05. Non-Discriminatory Policy	p5
06. Home and School: A Shared Responsibility	p5
07. How You, As A Parent, Can Help Your Child	p5
08. Concerns	p6
09. Curriculum	p6
10. Entrance Requirements	p6
11. Tuition and Fees	p7
12. Athletic Fee	p7
13. Payment Plans	p7
14. Payment Policy	p8
15. Textbook/Lessons Purchase	p8
16. Book Covers	p8
17. School Supplies	p8
18. Drop-Off & Pick Up for All Students	p8
19. Lunch	p9
20. School Attendance	p9
21. School Chapel	p9
22. Church Attendance	p10
23. Sunday School/Bible Class	p10
24. School Closings	p10
25. Medical Records	p10
26. Emergencies	p10
27. Illness	p10
28. Head Lice	p11
29. Medication	p11
30. Homework	p11
31. Graded Papers Sent Home	p12
32. Parent/Teacher Consultations/Report Cards	p12
33. Achievement Tests	p12
34. Testing and Services for Special Needs	p12
35. Family Educational Rights and Privacy Act	p12
36. Student Dress Code	p13
37. School Discipline	p13
38. Drug Policy	p14
39. Parent-Teacher Organization	p14
40. School Library	p14
41. Sports	p14
42. Telephone	p14
43. Lost and Found	p15
44. Hall Lockers	p15
45. Valuables	p15
46. School Newsletter	p15
47. Field Trips	p15
48. Anti-Bullying Policy	p16



# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

---

## **03 OBJECTIVES OF ST. JOHN'S LUTHERAN SCHOOL**

---

1. Diligent teaching of God's Word.
2. Excellence in teaching the basic elementary curriculum.
3. Daily Christian pupil fellowship as an important factor in building character and in training for Christian living.
4. A rich devotional life as a source of spiritual strength.
5. Support of Christian parenthood and home life for the purpose of strengthening the base of human society.
6. The dedication of time, talents, and treasures to God in a life of faithful stewardship.
7. Christian obedience to God and His Word.
8. Strengthening the congregation and the church
9. generally through the training of Christian lay-people.

---

## **04 ADMISSION POLICY**

---

Upon enrolling your child in St. John's Lutheran School, you indicate that you subscribe to the policies stated in this handbook. If there are any questions regarding any of the admission policies that are part of the St. John's Lutheran School Constitution and are stated herein, you are encouraged to bring your questions to the principal, any faculty member, or any member of the Board of Education (hereafter referred to as the "Board"). Please see the listing of faculty and board members in the front of the handbook. Our earnest desire is that this handbook will set forth the policies of our school clearly, and will lead to a greater mutual understanding and cooperation between parents and teachers as we work together to give each child a sound, well-rounded, Christian education.

In accordance with our stated purpose, admission to this school is limited to children whose parent(s) or guardian(s) are members of a WELS congregation, a congregation of a church body in doctrinal fellowship with WELS, or other children who have at least one parent or guardian who is willing to attend doctrinal information classes at a congregation of the WELS or of a church body in doctrinal fellowship with the WELS.

The Board shall have the authority to waive the above requirement for admission in individual cases where, as determined by the Board, special circumstances exist in which admission to the school will benefit the child and serve the purposes of the school and the Lord's Kingdom.

- A. Procedures for admission to St. John's Lutheran School shall be as follows:
1. St. John's members' children shall be admitted under the name of their congregation upon completion of application form.
  2. Children from churches in fellowship with the WELS shall be admitted upon completion and submission of the application forms by the parent(s) or guardian(s) to the Board with a letter of recommendation from their pastor. Approval by the Board is required.
  3. Admission of children whose parent(s) or guardian(s) are receiving doctrinal instruction as noted above shall follow the same admission requirements as specified in paragraph B, 2, above.
  4. Admission of other children requires approval of the Board upon written application of the parent(s) or guardian(s). The Board shall review the request and make a recommendation concerning the application. The Board may give approval, if it determines that the interests and Christian purposes of the School shall be met through the requested admission. Such admissions shall be subject to annual

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

review by the Board. At least one parent or guardian must receive informational instructions from a WELS congregation pastor in the Lutheran doctrines taught in the School.

5. The Board may waive the above requirements for admissions in individual cases where, as determined by the Board, special circumstances exist where admission to the school will benefit the child(ren) and serve the purposes of the school and the Lord's Kingdom.

- B. Children with educational requirements, for which the school has neither the capability nor program to provide, shall not be admitted.
- C. In the event enrollment must be limited, applicants will be accepted on the basis of the following priorities
  1. Applicants from member congregations
  2. Applicants from other congregations in fellowship
  3. All others as provided for

---

## **05 NON-DISCRIMINATORY POLICY**

---

St. John's Lutheran School may select students on the basis of membership in our congregations because membership in our congregations is open to all on a racially non-discriminatory basis. St. John's Lutheran School admits students of any race, color, nationality and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, or national origin in its educational policies or admissions policies.

---

## **06 HOME AND SCHOOL: A SHARED RESPONSIBILITY**

---

Whose children are they? Of course, they are God's ("Sons are a heritage from the Lord, children a reward from him" Psalm 127:3). And God clearly informs all the parents of their responsibility regarding their children ("Fix these words of mine in your hearts and minds; ...Teach them to your children, talking about them when you walk along the road, when you lie down, and when you get up" Deuteronomy 11:18-19). The important responsibility of teaching children the ways of God, however, is also given to the church ("... teaching them to obey everything I have commanded you" Matt. 28:20). So our school, as a ministry of the church, exists to assist parents in the God-given joy of bringing children up "... in the training and instruction of the Lord" (Eph. 6:4) to make children "wise for salvation through faith in Christ Jesus," (2 Tim 4:2).

Obviously, then, parents and teachers are expected by God to join hands in this work so that nothing may rob our children of the crown of glory laid up for them in heaven.

---

## **07 HOW YOU, AS A PARENT, CAN HELP YOUR CHILD**

---

1. By letting the Word of God be the guide in all phases of daily living.
2. By having regular family devotions and table prayers.
3. By praying for your school and staff.
2. By attending church regularly with your children.
3. By encouraging your children to respect their teachers.
4. By discouraging them from bringing distracting items to school.
5. By seeing that your children are regular and prompt in their attendance.
6. By refraining from being critical of school procedures and policies in the presence of your children.
7. By providing an appropriate and consistent schedule of nutrition and rest.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

---

## **08 CONCERNS**

---

As long as we live on earth, we will make decisions and take actions, which are imperfect. Fortunately, God has provided a procedure for dealing with tensions that may occur. Concerns should not be discussed with other parents or members of the congregation. In keeping with Matthew 18:15-18, first take the concern directly to the person or persons involved. Present your concern in a spirit of cooperation and understanding.

If, in the opinion of the complainant, no satisfaction has been obtained after proceeding as outlined above, the matter should be taken first to the Principal. Then, if there is still no resolution, before the Board of Education in a regularly scheduled meeting. The Board shall discuss the matter and attempt to arrive at a God-pleasing solution to the problem.

Let us remember that we are all sinful human beings. All problems should be approached with prayer and Christian love, allowing God's Word to lead to a peaceful and proper solution.

---

## **09 CURRICULUM**

---

A school curriculum consists of all the experience in which come to a child through the school. Our curriculum strives to provide a balanced menu for growth in all aspects of the child's life – the mental, physical, social, emotional areas, as well as the spiritual aspect.

The recognized and standard courses required by the government and found in any elementary school are part of the St. John's curriculum - with a profound difference. God's Holy Word shines its light on all areas of conduct and course materials. Our course of study includes art, language, math, music, penmanship, physical education, reading, science, social studies, spelling, and writing.

### **RELIGION**

The Word of God is taught to bring the student into a closer relationship with the Savior. It provides the means whereby the child is assured of his/her eternal salvation and motivates the child to live a Christian life while here on earth. Our studies in the Scripture include Bible history, church history, daily devotions, hymn study, Luther's Catechism, and the liturgy of worship. In grades seven and eight an intensive study of Luther's Small Catechism leads to the rite of confirmation and a knowledgeable and committed Lutheran laity.

### **MEMORY WORK**

Memory work is part of our religion curriculum. The children memorize Bible passages and hymns that strengthen faith and can be recalled during life situations. Memory work is explained at school and must be studied at home.

---

## **10 ENTRANCE REQUIREMENTS**

---

### **Kindergarten**

Children who are **five years old by September 1** are eligible for enrollment. The Young Fives Program is for kindergarten age children who are not yet ready for a traditional kindergarten program. Eligible students may be tested before enrollment. Please call us for information on our Young Fives program.

### **First Grade**

Children who are **six years old by September 1** are eligible for enrollment. Those children who have not previously attended kindergarten may be required to be tested before enrollment.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

## **Other Grades**

Children seeking admission of Grades 2-8 must present either a transfer from their former school or a report card showing their prior year's standing.

---

## **11 TUITION & SCHOOL FEES**

---

A school fee is charged for all children who attend our school. Parents who are not members of St. John's must pay a school fee and also tuition. Parents who are members of a sister congregation may have part or all of their tuition covered by their congregation.

**Explanation of school fee:** This annual school fee helps with the purchasing of text books, copy paper, art/school supplies, computer software and equipment, etc. School fees are not refundable.

Each student will be required to purchase the religious books that are used in his or her class, such as Catechism and Hymnal. These prices vary from year to year.

**School Fees are non-refundable, AND Payable in full at registration.**

**School Fees: Young Fives.....\$200 per child**

**School Fees: K-8 -----\$450 per child**

**Sister Congregation (WELS/ELS) Tuition:**

Young Fives \$1000

Grades K-8 \$2500

**Non-WELS/ELS Tuition:**

Young Fives \$1,250

Kindergarten \$2,500

Grades 1-8 \$3,300

---

## **12 ACTIVITY FEE**

---

An activity fee of \$35 will be charged for each child. There will be a discount for families with more than two children enrolled in our school. This fee is for the maintenance of all play and sports equipment, as well as costs for officials and gym rentals associated with home games and tournaments.

---

## **13 PAYMENT PLANS**

---

**All fees paid in full at registration. Tuition for non-members may be paid in full or by one of the following:**

**PLAN A**

Nine (9) Monthly Payments - (August thru April) All payments due by the 15<sup>th</sup> of each month.

**PLAN B**

Quarterly Payments - (August/October/January/March)

Quarterly payments are due on registration day, and at the end of each of the next three quarters. All quarterly payments should be totally paid by the end of the third quarter.

In certain cases of special financial problems, arrangements must be made through the Board for a payment plan.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

---

## 14 PAYMENT POLICY

---

All parents are expected to follow and adhere to the payment plan they have chosen. If payment is late by 30 days or more throughout the school year, it is mandatory that the parents meet with the Board. If the parents refuse to meet with the Board, the child will be dismissed from school. Students will not be allowed to enroll in St. John's Lutheran School until debts from the previous year are paid in full.

***\*School records will be held until school balance is paid in full.***

---

## 15 TEXTBOOK PURCHASE

---

These books are to be purchased by the student through St. John's:

1. Christian Worship Hymnal gr.1-8
2. Luther's Small Catechism gr.5-8

---

## 16 BOOK COVERS

---

An average hardcover textbook costs \$50.00. To protect these books we require the students to put book covers on all their hardcover books. The book covers should **NOT** stick to the book (such as contact paper or any adhesive). We recommend the use of Book Sox for this purpose. They are **reusable**, washable, fabric covers that stretch to fit books.

***If a book is damaged or lost and needs to be replaced, the parents will be charged the cost of a replacement book.***

---

## 17 SCHOOL SUPPLIES

---

Your child will receive a supply list from his/her classroom teacher in a summer registration letter.

---

## 18 DROP-OFF & PICK-UP FOR ALL STUDENTS

---

### **Drop-off for Grades K-8 in A.M.**

Cars are to carefully enter the parking lot and drop off the children by the ramp between 7:40 - 8:00 AM at St. John's.

- Please be aware of other drivers and children getting out of vehicles.
- Absolutely no passing in front of other cars during drop-off. If at all possible, please exit the cars on the sidewalk / ramp side.
- Absolutely no parking cars by the sidewalk / ramp during drop-off time.
- Doors will be locked at 8:00 AM for safety.**

### **2. After School Pick-Up: 3:00 PM**

Please call the school office (St. John's – 799-0935) if you are unable to pick up your child(ren) on time.

- Once a child is dismissed off the ramp, the child is the responsibility of the driver(s).
- Children are to remain on the ramp until their ride stops in front of the ramp.
- No children will be allowed to leave campus on their own without permission from their parents.

***The school will not be held liable for the children after they have been dismissed from the ramp.***

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

---

## **19 LUNCH**

---

Lunch here at St. John's is an important opportunity for your child to replenish his or her energy requirements for the rest of the school day. Lunch begins at 11:45 AM.

Always remember that a good breakfast and lunch will help keep your growing student's body and mind in top shape for learning!

Pizza is available on Tuesdays. Children will receive an order form for pizza. This order slip must be brought back with exact cash by the requested deadline. Slips brought in later will not be accepted.

---

## **20 SCHOOL ATTENDANCE**

---

All students are expected to be in their classroom and ready to begin the school day at 8:00 AM. School doors will be locked at the beginning of the school day. Children who are not ready for class at this time will be marked tardy. A student who attends school for half a day or less will receive a half-day absence.

**When a child is going to be absent for the day, the parent should notify the school before 8:00 AM. If no one answers, leave a message on the answering machine. This is helpful to the child's teacher. The parent should send a note stating the date of the child's absence and the reason. Failure to inform the school may result in an unexcused absence.**

Absences in excess of 20 days per year could result in retention and/or expulsion. Failure to return a signed note explaining an absence will also result in an unexcused absence.

Total absences are not to exceed 5 days per quarter and/or 20 days per year. (Special prolonged illness will be handled at the discretion of the Board.) Absences in excess of these limits could result in retention and/or expulsion.

When school absences or tardies are in excess of 10% of school days, the parents will be required to meet with the Board to discuss the case. If after meeting with the Board, the problem persists, a letter from the Board will be sent to notify the parents that expulsion is pending. Should absences reach 15% of the number of school days, the principal will submit a report to the truancy officer of the Saginaw Intermed. School District and/or expulsion will take place.

If a child misses school, that child will not be allowed to participate in extra-curricular activities occurring on the same day. It is inappropriate for a child to miss school but then show up for some enjoyable activity later in the day. Exceptions may be made in certain circumstances (funeral, emergency, appointments, etc.).

---

## **21 SCHOOL CHAPEL**

---

Chapel services will be held in the church every week. The children will have mission envelopes to be collected during the service. There will be mission projects, which will be announced. Parents are invited to come to our weekly chapel services.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

---

## **22 CHURCH ATTENDANCE**

---

In addition to regular attendance at school, all children are expected to attend services regularly. *“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.” Hebrews 10:25*

All children will be asked to sing at times for church services during the school year. We ask for cooperation in bringing the children to church when they are to sing as a group. It is unfair to both the students and teachers when, after diligent rehearsals, children fail to be present in the service for which they are scheduled to sing. **Students not present when their group sings must bring a written excuse to their teacher** from their parent.

---

## **23 SUNDAY SCHOOL / BIBLE CLASS**

---

We encourage both students and parents to attend Sunday School and Adult Bible Class. If the parents set a good example, the children usually follow that example for the rest of their lives.

---

## **24 SCHOOL CLOSING**

---

Watch TV NBC 25, WNEM, ABC 12, or go to their websites such as “www.wnem.com” between the hours of 6:00 - 7:30 AM for school closing information. Our school will be listed under “**St. John’s Lutheran-Brockway.**” If bad weather arises during the day, parents will be notified if school will be dismissed early.

---

## **25 MEDICAL RECORDS**

---

Please inform us as soon as possible if your child has a special medical need.

Please keep shot records current. Immunization records must be up to date by September 30. If not, your child will be dismissed from St. John’s until they are brought up to date. This policy is not only intended for the safety of your child, but for the safety of all the children. Shots are available at the Saginaw County Health Department or your physician’s office. ***If the shots are not updated, the child will not be allowed in school.***

---

## **26 EMERGENCIES**

---

If a child is injured or should become ill at school, he/she will be temporarily cared for by a teacher and the parent/person indicated on the emergency card will be notified. If the condition is of a serious nature, your child will be sent to Covenant Hospital. If you have specific instructions for a particular emergency, please have these instructions written out so they can be placed in the school files.

***When any emergency information, designated people, or phone numbers should change, please contact us promptly so that our records can be kept up to date.***

---

## **27 ILLNESS**

---

Parents will be notified when a child has a fever or if their child exhibits signs of other illnesses such as ear infection, throat infection, or upper respiratory infection. In an effort to control the spread of contagious diseases, please do not send children to school if they are exhibiting the above symptoms.

If these symptoms are combined with a fever, parents will be asked to arrange that their child be taken from the

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

school and have him seen by his doctor. A child with a fever, stomach or intestinal flu, or any communicable disease is to be taken from the school. As much as feasible, such a child will be separated from the rest of the children until the parent arrives.

---

## **28 HEAD LICE**

---

If a student is found to have live head lice or nits at school, the child will be sent home for the rest of the day. The student will remain at home for the rest of that day and will not be allowed to participate in any extra-curricular or school related activity that night. The child should be treated for head lice.

Any student with nits or head lice must be nit/lice free before coming back to school. Students may return for a recheck no earlier than the next morning after lice or nits have been found.

---

## **29 MEDICATION**

---

In order for a student to take medicine at school, the following rules apply:

1. There must be written, signed permission from the parent/guardian. This applies to all over-the-counter medicines.
2. In the case of prescription medication, there must be written instructions, signed by a physician. ***Exception: If a prescription has been filled within the last two weeks and is to be given for a limited time, the pharmacy label, (if clear and for the student), may be used for signed instruction from a physician.***
3. All medicine to be taken at school must be kept in the school office and administered by designated school personnel.
4. All medicine must come to school in its original container. (Ask the pharmacist to make up a special bottle for school.) No baggies, envelopes, etc., with medicine will be accepted. Empty bottles will not be sent home from school to be refilled.
5. All labels must be clear and bear the student's name.
6. Unused medicine is to be picked up from the school office and taken home within two weeks of being discontinued. School personnel will properly discard medicine left longer at school.
7. The school must be notified immediately by parent/ guardian or physician if a prescription changes; and the physician must sign new instructions.
8. A parent/guardian is required to bring the medicine to and from school.

These rules are based on Michigan's state laws and school procedures that have been developed to protect the safety and well being of students.

---

## **30 HOMEWORK**

---

Each classroom teacher will establish homework deadlines. All homework not completed by deadline may result in a reduced grade for that assignment. The homework must still be completed.

Incomplete work may result in ineligibility for extra-curricular activities, and parent consultation will be set-up with the classroom teacher.

When there are planned absences from school, homework is to be done by the day on which the student returns.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

---

## **31 GRADED PAPERS SENT HOME**

---

Graded papers will be sent home at least once a week. Please check over the papers. This should keep you current on student work and where extra work may be needed.

---

## **32 PARENT/TEACHER CONSULTATIONS AND REPORT CARDS**

---

Progress reports may be sent home in the middle of each quarter. Report cards will be issued quarterly to indicate to the parents the progress being made by their child. Required parent/teacher consultation is scheduled at the end of the first quarter and by request at the end of the 2<sup>nd</sup> and/or 3<sup>rd</sup> quarters. During the course of the year, if either the parents or teacher feels additional consultation is necessary, arrangements will be made to conduct a conference after school hours. Parents are always welcome to visit classrooms of the school, but advanced notice would be appreciated.

---

## **33 ACHIEVEMENT TESTS**

---

In October St. John's Lutheran School will now, as of 2018, be participating in the annual testing program beginning to be utilized in most of the elementary schools of the WELS. At the present time, this includes the use of the NWEA MAP Growth Tests for children in Grades K - 8.

The purpose of these tests is to assist us as educators in teaching your children. The MAP Test gives us an opportunity to see how well your child has mastered basic skills and the strengths and weaknesses your child may have in certain academic areas. These tests also helps the faculty to see what their mental abilities are and see the potential your child has. This test permits the faculty to review the strengths and weaknesses of the curriculum at St. John's and the effectiveness of the teaching done in our school. The tests will be given multiple times throughout the year and will be able to chart your child's growth and development along the various content areas.

---

## **34 TESTING & SERVICES FOR SPECIAL NEEDS**

---

The Saginaw Intermediate School District offers services for children who may have special academic and physical needs. Parents and teachers meet with specialists from the district to discuss what testing procedures will take place. Children who are found to have special needs through testing are eligible for special classes through the school district. These classes can usually be arranged to fit into your child's schedule here at St. John's. Parents must give permission before any of this takes place.

If you feel your child should be tested, please contact your child's teacher and we will work with you to make arrangements.

---

## **35 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

---

Parents (or legal guardians) have the right to inspect and review all of the student's educational records maintained by the school, but are not allowed to remove them from the principal's office. For further information contact the principal.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

---

## 36 STUDENT DRESS CODE

---

How we dress is influenced by budget, personal taste, current styles, weather, and more. ***The dominant influence, however, needs to be the fact that we are redeemed children of God. "Don't you know that you yourselves are God's temple and that God's spirit lives in you?" (1 Cor. 3:16).*** Our appearance, then, needs to reflect the fact that God lives in us.

With these lofty thoughts in mind, we offer the following guideline. Boys and girls are to dress modestly, cleanly, and decently. Shorts are allowed only in August, September, May, and June. All shorts worn must be hemmed and at least fingertip length.

For the sake of hygiene and state regulations, students must wear shoes, or sandals, at all times. Flip-flops and bare feet are not allowed. We ask, and are confident, that parents will see to it that their children dress for school in a God-pleasing manner.

All students are expected to go outside in winter, unless they bring a note stating they are ill. In winter, dress appropriately for the cold weather! Students must have hats, boots, and gloves.

***For the sake of hygiene and upkeep of the floors, students are required to have an extra pair of tennis shoes to be used for gym classes. Those shoes will remain at St. John's.***

---

## 37 SCHOOL DISCIPLINE

---

Although our children are taught the Word of God daily, they are not exempt from the temptations of the devil, the world, and their own sinful flesh, and at times they fall prey to these temptations.

At such times, it is our duty to point out, admonish, and correct such errors by applying the truths of God's Word, the comfort of Christian love, and the firmness of discipline. We are bound by Scripture to "*preach the Word, be prepared in season and out of season, correct, rebuke, and encourage --with great patience and careful instruction*" (2 Timothy 4:2) for "*he who spares the rod hates his son, but he who loves him is careful to discipline him.*" (Proverbs 13:24)

1. The following plan will be used in dealing with any student who:
  - a. Does not show Christian love and respect for his/her teacher/staff.
  - b. Disrupts the classroom procedure and routine by his/her bad behavior so that normal educational processes cannot continue and other students are cheated in not being able to receive the education to which they are normally entitled.
  - c. Treats fellow students in a disrespectful or harmful manner so that their physical or mental well-being is jeopardized to such a degree that he/she cannot receive an education in a reasonable or peaceable fashion.
  - d. Refuses to obey school rules.
2. The teacher to whom the student is responsible will take the first corrective steps. These steps will be in accord with the customary procedures for that classroom and continue, with a possible increase in severity, until the teacher no longer feels that the student is responsive to these measures. If no satisfactory results can be obtained, parents and/or guardian will be required to meet in person with the classroom teacher. At the meeting, parents will be reminded of the sequential steps of discipline.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

3. The teacher will refer the problem to the principal.
  - a. The principal will receive the report of the teacher, and will counsel with the child. The teacher will inform the parent(s) that their child was referred to the principal, as well as the reason for the referral.
  - b. If the situation is not corrected by step "a", the child will be referred to the principal a second time. The parent(s) will again be informed and be required to meet with the teacher and the principal personally.
  - c. If no correction is evident by step "b", the child will be referred to the principal a third time. At this time, the child may be suspended from school. The Board will be informed and the parent(s) will be required to meet with the principal and teacher to discuss the situation.

**If the problem is of a serious nature, one or all of the steps of suspension and/or expulsion may be applied immediately.**

---

## **38 DRUG POLICY**

---

The use or possession of controlled substances, intoxicants, or tobacco products are not allowed in the school building, on school grounds, or at a school related activity. Any use or possession of any illegal substances may result in immediate expulsion.

The principal and/or the Board of Education will administer discipline in these cases.

---

## **39 PARENT/TEACHER GROUP (PTO)**

---

PTO is the name of our parent/teacher organization. The meetings are open to all parents and members of the congregation who have as their objective to help the school provide a Christ-centered education, to promote the interest of our Lutheran Elementary School. The PTO's goal is to also provide services such as: concessions at athletic events, organize school activities, raise funds for unbudgeted items for the school, school promotion, and the like. The PTO is under the guidance of the Board of Education.

---

## **40 SCHOOL LIBRARY**

---

Students at St. John's will have a chance to visit the school library at least once a week to check out books. These books can be checked out for one week, but may be renewed the following week. Books should be returned when they are due. Any student with an overdue book will not be allowed to check out more books. If a book is lost or damaged, the student will reimburse the school for the replacement cost of that book. Any fine not paid will be added to the child's school bill.

---

## **41 SPORTS**

---

Girls and boys may participate in co-ed soccer, basketball, volleyball, girls' cheerleading, and track. The school must have an annual sports physical form on file before a child participates in any sport.

---

## **42 TELEPHONE**

---

Students may not use their cell phones, or school phone without a teacher's permission. The teacher will determine situations in which a child may call home.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

Parents are asked not to call their children during school hours unless an emergency arises. If you should call school and receive the answering machine, leave a message. Messages are reviewed periodically throughout the day. In case you need an urgent message to get through, please call two times in succession. Someone should then answer. In case of an emergency, you may call the principal's cell phone.

---

## **43 LOST & FOUND**

---

Items at school that are found and not claimed by the end of the year will be given to charity or thrown away. Please put some mark of identification on your child's belongings and claim any misplaced items from the lost and found box at school.

---

## **44 HALLWAY LOCKERS**

---

Each student in grades Kindergarten – 8<sup>th</sup> grade will be assigned a hallway locker for storage of backpacks, school supplies, footwear, coats, lunches, etc. Please note the following policies designed to safeguard each student's possessions:

- Lockers must be kept neat and clean.
- Each student is entitled to enter only his own locker.
- The teaching staff has access to all lockers at all times.
- Decorations, mirrors, etc. should only be attached with magnets inside the lockers

---

## **45 VALUABLES**

---

Children often want to bring to school items of considerable value. This is discouraged because any such items that are lost, damaged, or even stolen become the concern, but not the responsibility, of the school. Students who bring cell phones must turn them off and keep them in their lockers during the school day. No other electronic devices are permitted. Parental monitoring of the situation at home will help us focus on educational goals here at school.

---

## **46 SCHOOL NEWSLETTER**

---

A school newsletter (Cougar News) link will be sent each week by e-mail and will be available on our school website. It will include important information regarding school events such as practices, games, field trips, singing schedules, school news, calendars, etc. ***The Cougar News is the primary means of communication from the school to the families, so please read the newsletter every week since it contains the most current information.***

---

## **47 FIELD TRIPS**

---

The school may schedule field trips and co-curricular events. All students are expected to attend these trips. Parents are encouraged to assist as drivers and chaperones and will be notified as far in advance as possible. Each child must have parental consent via a signed field trip permission slip for each activity.

# ST. JOHN'S LUTHERAN SCHOOL HANDBOOK

---

## **48 ANTI-BULLYING POLICY**

---

In Ephesians 4:32 Scripture teaches us to, "Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you." As Christians we will want to model the loving example set for us by our Savior and be kind to one another in thought, word and deed. Bullying, in all its forms, should not happen at St. John's Lutheran School where the students are brothers and sisters in Christ. Any student that harasses or intimidates another student in any form of bullying - gestures, written, verbal, physical, on the internet, or with cell phones - will be dealt with according to our school's discipline guidelines. Any students, who persistently and unrepentantly continue any form of bullying, can expect to face appropriate consequences. When families face bullying problems that occur outside the school hours, the teachers stand ready to offer counseling and advice.

---

---