

PARENT & STUDENT HANDBOOK

2010 - 2011

Blessed to Be...

Matthew 5:3-12

*Nurturing the Whole Child: Mind, Body, and Soul
Respect. Develop. Respond.*

ST. JOHN'S LUTHERAN SCHOOL

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ST. JOHN’S LUTHERAN SCHOOL
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ST. JOHN'S LUTHERAN SCHOOL

St. John's Lutheran School was first organized in 1866 to provide a Lutheran education for the children of members of this congregation. As membership grew, there was a need for new facilities. In 1956, work was completed on the present school and parish buildings.

St. John's School has received Full Recognition by the State of Illinois, is fully accredited with the Northern Illinois District and has received National Lutheran School Accreditation. St. John's offers a quality education in a Christ-centered environment.

The participation and commitment of the parents are key elements in the success of the educational process of St. John's School. Through the dedication and sacrifice of the members of St. John's Lutheran Church, the school will continue to be a vital ministry to the congregation and the community.

PHILOSOPHY OF ST. JOHN'S LUTHERAN SCHOOL

Since Christ commanded his disciples to allow the little children to come unto Him for they are the Kingdom of Heaven, in keeping with the Holy Scripture and our Lord's command, children should be brought up in the nurture and admonition of the Lord.

St. John's Lutheran Church and School believe this proclamation can most effectively be conveyed through education, begun at home and nurtured by the school where Law and Gospel can be daily applied to every aspect of life and learning.

Through Christian education, sons and daughters of this congregation, unchurched children, children of affiliated churches, and children of other Christian denominations can receive and share the message of God's saving grace. It is the goal of St. John's to provide the best age appropriate education possible within the limits of God-given ability for a child's mental, physical, spiritual, social, emotional, and moral development in order for each student to utilize his or her talents in a joy-filled Christian life in a secular world.

To accomplish this, as we grow together, children and families will learn through an ongoing process of respect, development, and response.

ENROLLMENT POLICY

St. John's Lutheran School was established primarily as a means to provide a Lutheran education for the elementary school-aged children of parents who hold membership with St. John's Evangelical Lutheran Church. In keeping with Christ's command to "make disciples of all nations", the school serves the church as a means to provide a Christian education to the children of unchurched parents and those who represent missions prospects for the Kingdom of Grace and specifically this congregation.

Further, given the physical limitations of Lutheran Church - Missouri Synod congregations in this area, the enrollment of students whose parents hold membership in those churches is on a priority basis.

Provided there is classroom space available, St. John's Lutheran School accepts for enrollment children of non-Lutheran parents who hold membership in congregations other than St. John's Lutheran Church.

PRIORITY OF ENROLLMENT IS AS FOLLOWS:

1. Parent or child is a member of St. John's Lutheran Church.
2. Family represents a mission prospect.
3. Family holds membership in a LCMS congregation.
4. Students of other denominations who do not represent mission prospects.

Since St. John's is a distinctly Lutheran school and subjects and personal relationships are presented from a Christian perspective, non-member parents are cautioned to consider any possible conflicts which might develop with regards to learning and life style.

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

ENROLLMENT POLICY - continued

The above is required to be published by federal law. However, that is not the reason why St. John's admits students of any race, color, sex, or national origin. *St. John's receives all because Jesus Christ has accepted all and His message is for all people.* The law would require the school only to accept all students. *The Gospel compels St. John's to serve all people.*

All applications must be made in person, with both the child and the parent or guardian present, and are subject to the approval of the principal and/or the Board of the Christian Day School of St. John's Lutheran Church. Students entering grades 1 – 8 may be asked to take a test of skill in Math and Reading. Once test results have been tabulated a meeting will be scheduled with the classroom teacher. A complete set of transcripts is required prior to enrollment and grade placement. Any falsification of information made during the enrollment interview or on the Original Enrollment Form will jeopardize the child's continued enrollment.

All students entering St. John's for the first time are considered enrolled on a "*probationary basis*" for the first quarter. Any serious difficulties involving that student and/or his/her parent(s) or guardian(s) during that time period shall result in an extension of the probation period or cancellation of the student's enrollment. A letter will be sent home indicating status of probationary period after first quarter has been completed.

To enter Kindergarten, a child must be five years of age on or before September 1st. To enter first grade, it is recommended that he/she must be six years of age on or before September 1st or have successfully completed a state recognized Kindergarten program.

WORSHIP LIFE OF STUDENTS

All children enrolled at St. John's are encouraged to attend church worship services on a regular basis. Since children learn by example, it should be the aim of every parent to attend church with his/her child. When requested to participate in a religious celebration or program at St. John's Church, parents are expected to make *every possible effort* to see that their child attends this function. ***ST. JOHN'S EXTENDS A VERY WARM INVITATION TO JOIN IN THE WORSHIP LIFE OF THE CONGREGATION.***

Service schedule of St. John's Lutheran Church:

Saturday

5:30 Worship Service

Sunday

8:00 Worship Service

9:15 Sunday School & Bible Classes

10:30 Worship Service

All children will attend the special chapel services conducted each Wednesday morning. These services not only provide the children with the opportunity to worship as a congregation, but offer the opportunity to support special mission and service projects with their contributions.

TUITION POLICY

PAYMENT OF TUITION AND FEES

The Board of the Christian Day School annually reviews the total cost of operating St. John's School. The amount of tuition and fees is set annually in February for the following school year. St. John's Church assumes the cost of operation and upkeep of the school facilities and every child benefits from a discount of their tuition more than \$420.

PRE-REGISTRATION FEE in the amount of \$100 is paid upon initial enrollment or re-enrollment of each student. This fee is non-refundable and assures your child of placement in the appropriate class. This fee is fully applied toward the registration fee, the balance of which is due at registration in August.

ALL TUITION is managed by TMS (Tuition Management Systems). Parents can choose to pay annually on August 15th; semi-annually on August 15th and on January 15th; with a 10 month plan beginning in August; or a 12 month plan beginning in June. TMS will provide each family with statements of the payment plan of their choice. TMS charges a late fee for payments paid beyond their due date. Ten month plans require an enrollment fee paid to TMS.

Families should contact TMS directly if unforeseen circumstances interfere with timely payment in any given month.

PAST DUE tuition payments will cause late fees to be added to each student's account. If tuition is 30 days or more overdue on these dates, October 20, December 20, February 20 or April 20, the student will not be allowed to attend school starting the following school day. A meeting will be scheduled with the principal, pastor, and board member, to discuss the late tuition in order to bring current or establish a plan in order that the child may return to class. Once the meeting has taken place and tuition is current or a plan has been agreed upon the child will be able to return to class as long as the account remains current and the established plan is followed. If the child misses more than five days, a plan will be developed in order to make sure he or she will be able to make up all necessary work.

All tuition and fees, from the current school year must be paid in full before a student can be registered and accepted for the following school year.

THE ANNUAL FUND of St. John's Church and School provides scholarships for students of families in need. A form to submit to TADS is included in the pre-registration information. The information should be sent directly to TADS and is not disclosed to St. John's scholarship committee. TADS make a recommendation for each submission. Applications for scholarship should be made by May 15th for the upcoming school year. However, anytime a family finds themselves in financial difficulty, they may apply for scholarship by submitting their information to TADS.

Non-Sufficient Fund (NSF) / Returned Checks: there will be a \$20.00 fee for all NSF checks. The fee will be billed and payable to the school through the office.

MEMBER FAMILIES

St. John's Church encourages families to worship regularly and be active in the work of the congregation. Families who hold membership in other Lutheran congregations are considered to be *Member Families* and are encouraged to be active in St. John's School as well as their home congregation. Additional support for tuition costs is offered to St. John's member families who meet the following guidelines:

Member Families are those who worship fewer than 20 times a year.

Active Families are those who worship between 20 and 39 times a year.

Devoted Families are those who worship 40 or more times a year.

The level of additional support for St. John's members derived from the congregation is based on church attendance from March 1 through February 28 or 29 of each year. For new members of the congregation, member tuition rates will be applied and re-evaluated at the end of the first semester of enrollment. Further tuition reduction may then be applied for the second semester and thereafter.

Tuition is payable in one annual payment due August 15th, or in two semester payments due on August 15th and January 15th. A third option that requires payment of a fee to Tuition Management System (TMS) allows for 10 or 12 equal monthly payments. Parents who enroll in the TMS program will be given a payment due date for each month in August through May or June through May for the 12 month payment option.

2010 – 2011 TUITION & FEES

REGISTRATION FEE SCHEDULE FOR 2010- 2011

			Registration Fees	Current Families Paid in full after 6/15
Preschool 3 years	205.00			
milk fee	15.00	Preschool 3 total	\$ 220.00	\$ 245.00
Preschool 4 years	235.00			
milk fee	20.00	Preschool 4 total	\$ 255.00	\$ 280.00
Kindergarten	295.00			
milk fee	30.00	Total ½ day KG	\$ 325.00	\$ 350.00
Full Day Kindergarten	345.00			
milk fee	30.00	Total Full Day KG	\$ 375.00	\$ 400.00
Grades 1 – 8	315.00	Grades 1, 4, 5,6,7,8 total	\$ 315.00	\$ 340.00
Grades 2 & 3 swim fee	45.00	Grades 2 & 3 total	\$ 360.00	\$ 385.00

This includes a non-refundable \$100.00 deposit.

PRESCHOOL RATES FOR 2010 - 2011

PK3-----	\$ 1,324.00
PK4-----	\$ 2,000.00

COMMUNITY FAMILY & MEMBER TUITION FOR 2010 - 2011

KINDERGARTEN – Half Day -----\$ 2,352.00

FULL DAY KINDERGARTEN AND GRADES 1 – 8 -----

	<u>One Child</u>	<u>Two Children</u>	<u>Three Children</u>
<i>COMMUNITY FAMILY</i>	\$ 3,796.00	\$ 6,453.00	\$ 7,873.00
<i>MEMBER FAMILY TUITION</i>	\$ 3,796.00	\$ 6,453.00	\$ 7,873.00
<i>ACTIVE FAMILY TUITION</i>	\$ 3,450.00	\$ 5,865.00	\$ 7,156.00
<i>DEVOTED FAMILY TUITION</i>	\$ 3,115.00	\$ 5,451.00	\$ 6,651.00

Four (4) or more children will be an additional \$1,200.00 each.

ATTENDANCE POLICY

St. John's Lutheran School ATTENDANCE POLICY

1. Since learning is cumulative, it is essential that each child attend school regularly. Attendance records are maintained and forwarded to parents. St. John's complies with the State Board of Education policies regarding truancy. Frequent or lengthy absences not only deprive the child of learning opportunities, but may lead to a reduction in grades and influence eligibility to participate in extracurricular activities.
2. Any student who misses 5 days of school will receive a letter detailing the concerns so that parents can take appropriate measures ensuring the student is in school.
3. A child who accumulates eight or more days of absence in a semester will be required, along with the parents, to meet with the principal and classroom teacher concerning the student's academic progress, as well as develop a plan to ensure regular attendance. A Board of Christian Education member may also be present.
4. Students are to be present no sooner than 7:45 a.m. or after 2:45 p.m. on regular school days unless involved in a supervised activity. Students that are dropped off prior to 7:45 or not picked up before 2:45 will be sent to extended care. Parents must arrange transportation at the close of after-school activities.
5. Students arriving at school later than 10:00 a.m. or leaving school sooner than 1:00 p.m. will be counted as absent for one half day.
6. Students are to be in attendance each day of scheduled classes unless they are absent due to illness, medical needs or family emergency. Parents, please make appropriate arrangements to obtain your child's assignments for that period of time.
7. Parents are discouraged from planning absences that would involve a child missing school. In an unavoidable situation, parents must notify the principal and the child's **classroom teacher** of a planned absence. Such notification should be given well in advance, if and when possible. The child will be responsible for completing all classroom assignments for the period of their absence. Children will have one day for every day missed to turn in required work. Children must also be prepared to take a previously scheduled test on the day of their return.
8. **REPORTING ABSENCE:** For safety of all children, a parent is required to call the school office (847-741-7633) between 8:00 a.m. and 9:00 a.m. each morning their child is absent for any reason.
9. **CONTAGIOUS DISEASES** require a parent to notify St. John's school office so that notification and precautions can be taken with the school body.
10. **A DOCTOR'S NOTE** is required if a child has missed three consecutive school days due to illness. A doctor's note is required if the child has had any length of absence due to a contagious disease other than a common cold.

SCHOOL CLOSING

The official school calendar will indicate all days that school is scheduled to be in session. On days when school is closed due to severe weather conditions, absence will not be recorded for students. Local radio station WRMN (1410 AM) and Chicago's WGN (720 AM), or www.emergencyclosing.com will carry official information regarding school closings.

SCHOOL HOURS

Preschool 3:	8:15 a.m. - 10:45 a.m.
Preschool 4 AM:	8:15 a.m. - 10:45 a.m.
Preschool 4 PM:	12:00 p.m. - 2:30 p.m.
Kindergarten – full day:	8:00 a.m. - 2:30 p.m.
Kindergarten – half day:	8:00 a.m. - 11:30 a.m.
Grades 1 - 8:	8:00 a.m. - 2:30 p.m.
Extended Care:	7:00 a.m. - 7:45 a.m.
	2:45 p.m. - 6:00 p.m.
Kindertend:	10:45 a.m. - 2:30 p.m.

TARDY POLICY

At St. John's Lutheran, we believe it is very important for students to come to class prepared and on time. *If students are not in the classroom by 8:00 AM, it is a disruption to their learning and the learning environment of the rest of the class. It is difficult for teachers to effectively begin the day when students are coming in late.* With this in mind please refer to the following policy on tardiness. The following will start anew each quarter.

- ◆ A child not in the classroom by 8:00 will be marked tardy.
- ◆ Following the fifth tardy, the Kane County Truancy office may be called as it is part of being truant.

PLEASE NOTE: TO BE ELIGIBLE FOR PERFECT SCHOOL ATTENDANCE, A CHILD MUST HAVE NO TARDIES OR ABSENCES.

CLASSROOM ACCESSIBILITY

It is a child's responsibility to make sure that all materials go home at night to ensure that assignments are completed on time. If a child forgets any materials in the classroom that are needed to complete work, they will not be allowed access to the room unless their homeroom teacher is present. A locked classroom cannot be entered to pick up or put away any materials.

SIGN IN POLICY

This policy has been designed for the safety of everyone in the building. Anyone entering school, whether the primary or middle school building, after 8:00 AM must report to the school office and state their purpose and/or receive assistance. Tardy students must report to the school office before going to class, sign in, and state the reason for being tardy. Students are tardy if they are not in their classroom by 8:00. All students leaving the building before normal dismissal must report to the school office when they leave to be signed out. A parent/caregiver must sign the child out. Should the student return to school, they need to report to the school office and sign back in.

HEALTH AND PHYSICAL EDUCATION

In compliance with the State of Illinois regulations, physical examinations, and all immunizations shall be required of all students prior to their entrance into Kindergarten, upon entrance into the sixth grade, and all new students. All student athletes must also have a physical prior to participating in sports. Students enrolled in Kindergarten, Second, and Sixth Grade must have completed the State of Illinois health requirements for a dental exam by May 15 of the current school year. Also, eye exams are required for students in Kindergarten and anyone new to St. John's. Since the fall of 1997, all children entering a school-operated program below the kindergarten level and those entering sixth grade are required to have the **Hepatitis B** vaccination. **Haemophilus influenza type b (Hib)** vaccination is also required for those entering below the kindergarten level.

Since physical education is a necessary part of total education, each pupil is expected to participate in physical education classes regularly. A child will be excused from these classes only upon presentation of a signed statement from his/her parent or physician. Students excused from gym classes are also excused from recess. Each child is expected to furnish his/her own gym shoes, and P.E. clothing that is appropriate for the child's age level. Students in 5th through 8th grade are required to wear school-approved gym suits. Gym suits may be obtained at the school office.

Being consistent with the recommendations of the Kane County Health Dept., children previously infested with head lice may **NOT** return to school until their hair is free of all nits.

Parents are encouraged to exercise care when returning a student to school following a period of illness. Although we want all of our students in school, we want them when they are fully recovered and fever free. **DOCTORS RECOM-MEND BEING FEVER FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.** Fever is considered to be above 99.5 degrees when taken orally.

MEDICATION

As a normal and regular practice, the dispensing of student medication by school personnel should not occur. The dispensing of student's medications should occur at home under parental direction. However, to provide for those certain exceptions when medication is required, the following school policy and procedure will be implemented:

1. No medication will be given to the child without a signed permission form from the parent or guardian.
2. Prescription and over the counter medication brought to school must be brought by the parent(s) in the **original medication container** from the pharmacy or physician and properly labeled.
3. Medication will be stored in the school office and administered by office personnel. Medication requiring refrigeration must be in the original container in a bag marked "MEDICATION" and will be placed in the refrigerator. A daily record of medication administered will be kept in the school office.
4. Respiratory inhalers may be kept in the personal possession of the student with a signed inhaler disclaimer, signed by the student's physician, on file in the office. **Classroom teachers must also have a copy of the signed request by the student's physician.**

State Law requires that the following diseases be reported to the school immediately following diagnosis: chicken pox, mumps, strep throat, scarlet fever, measles, hepatitis, salmonella, polio, and meningitis.

LIBRARY

St. John's maintains a library as a part of its total educational program. Students are to treat with care and return promptly all the materials that have been checked out or borrowed. Students unable to conform to the procedures of the library program will lose library privileges. All library materials need to be returned before the end of the school year. Students will pay the replacement cost of lost materials. Replacement cost for soft cover is \$10.00 and hardcover is \$20.00.

ACADEMIC AND HIGH ACADEMIC HONORS

In an effort to recognize academic achievement, students in Middle School are eligible to attain Academic or High Academic Honors. The grade point average of 3.00 to 3.49 qualifies a student for academic honors; an average of 3.50 - 4.00 qualifies a student for high academic honors. In order to be recognized for honor roll a student must have no grade lower than a C-, in any subject area, for that given quarter. Publication of these lists are made quarterly in the *PAW PRINTS*, *church newsletter*, and *local newspaper*.

COMPETITIVE SPORTS

See Athletic Handbook

ACCELERATED READER

All students in 1st through 8th grade are required to participate in the Accelerated Reader Program (Readup). This program is designed to promote student interest in quality literature and at the same time encourage recreational reading. "Readup" is a computerized book report program. Students will read a book from the Readup list and then take a test on the computer. If the student passes the test, he or she will earn Readup points. The points assigned to a book are based on both the length of the book and the vocabulary of the book. During the school year, a Readup store is opened allowing the children to spend their points. Students may purchase various items using their Readup points. (i.e. St. John's water bottle, colored pencils, gift certificates, etc.) Points may be carried over from year to year, thus allowing students to purchase "big ticket" items. Points are not transferable to siblings or other students.

To promote and enhance writing skills, each grade level has additional or supplemental written book report requirements.

POINTS REQUIRED BY GRADE

1 st Grade...	.Introduced during 3 rd Quarter 4 Quarter - 1 Pt.
2 nd Grade.....	2 Quarter – 2 Pts. 3 Quarter – 2 Pts. 4 Quarter – 2 Pts.
3 rd Grade.....	1 Quarter – 3 Pts. 2 Quarter – 3 Pts. 3 Quarter – 4 Pts. 4 Quarter – 4Pts.
4 th Grade.....	1 Quarter – 5 Pts. 2 Quarter – 5 Pts. 3 Quarter – 6 Pts. 4 Quarter – 6Pts.
5 th Grade.....	8 Pts. per Quarter
6 th Grade.....	10 Pts. per Quarter
7 th Grade.....	15 Pts. per Quarter
8 th Grade.....	18 Pts. per Quarter

CHOIR

All students at St. John's have the opportunity to participate in the choral program. The foremost goal is to help the students develop one of their most precious gifts – the singing voice, and to praise God and proclaim His great love through song. All choirs will participate in worship services at St. John's and other opportunities as they arise. Participation at all choir events is necessary in order for each choir to do their best. Choir is part of the curriculum for grades K – 5 and optional for grades 6 – 8.

Kids of the Kingdom	Grades K - 1
Primary Choir	Grades 2 - 3
Children's Choir	Grades 4 - 5
Junior Choir	Grades 6 – 8

MIDDLE SCHOOL HANDBELLS

This choir is made up of students in grades 6-8. The bell choir rings for about five services throughout the year and participates in the Lutheran Fine Arts Festival during the month of March. Auditions will take place during the first weeks of school. Rehearsals are held during the school day. This activity requires 100% commitment on the parents and ringer.

BAND

Students in 4th through 8th grade are given the opportunity to participate in an **optional** band program made available by St. John's Lutheran School through **Music Education Services, Inc.** Lessons for various instruments are given both during the school day and after school. The cost for participation in this program is the responsibility of the parent. All fees are paid directly to **Music Education Services, Inc.**

LUNCH PROGRAM

St. John's is considered a closed campus. As a result, children are not permitted to leave the school grounds during the day. Therefore, children may bring their lunch from home or may purchase a hot lunch and/or milk at school on a daily basis. The lunch program will offer lunches on an "ala carte" basis.

Families need to set-up a lunch account through Fast Direct. Money can be paid into the account by sending payment into the school office.

A variety of main entree items will be offered. The weekly menu will be printed in the PAW PRINTS for the coming week. Entrees may include hamburgers, cheeseburgers, macaroni & cheese, lasagna, hot dogs, pizza (cheese, sausage, pepperoni), corn dogs, chicken nuggets, tacos, chicken patty sandwiches, toasted cheese sandwiches, etc. Soup and sandwiches will be offered daily along with chips, fruit, vegetables, etc.

Peanuts and peanut butter are allowed unless a student with peanut allergies is attending. In that case, the Principal will ban peanut butter and peanut containing food products from our campus.

Students not having money in their lunch account or cash may be allowed to eat an entrée item and a drink as long as their balance is not more than \$5.00. A bill will be sent to the parents/guardian. Any lunch account with a balance due of \$5.00 must bring the account current before a school lunch will be provided.

To promote both good nutrition and orderly eating environment, the student shall:

1. Enter and leave the lunchroom in an orderly fashion.
2. Remain seated at his/her assigned table except when returning a tray.
3. Speak in a "normal" voice.
4. Not bring carbonated beverages to school.
5. Properly throw away garbage when leaving the lunchroom.
6. Respect the cafeteria manager and others in authority.

Current lunch prices are as follows:

Milk and Water: \$.30

Sides: \$.75

Entrée and Sandwiches: \$1.75

Full Lunch (1 entrée, 2 sides, not ice cream, and a drink): \$3.25

PLAYGROUND

Play on school property is permitted only during recess or physical education periods between 8:00 a.m. and 2:30 p.m. by students. Extended Care will use the playground after school hours. Playground rules are as follows:

1. Supervision by adult (18yrs and up) is required.
2. Go down the slide and up the climbers only.
3. Do not stand on picnic tables and flower boxes.
4. Remain away from the bushes and outside mulch areas close to the fence.
5. Use equipment properly and safely.

OUTDOOR EDUCATION

The students in 6th grade participate in the school's outdoor education program. The class will spend one week at **Walcamp** located in Kingston, IL. The purpose of this program is to allow the children "**hands on**" learning experiences in a variety of curricular areas as they relate to the outdoors. The cost for this program is paid for through individually assessed fees.

SWIMMING PROGRAM

The students in 2nd and 3rd grade shall participate in the Swimming Program offered by the Elgin Recreation Centre in Elgin. The curriculum will be based on the Red Cross Safety Manual for classes in Beginners I and II and Advanced Beginners. Students will be responsible for bringing their swimming gear from home on the appropriate dates (**No Calls**). Students should be prepared to dress and undress themselves with a minimum amount of help. This includes properly drying their hair with towels and dryers. Students will come to school with proper outer wear for winter weather (hats, gloves, scarves, etc.) Each parent will be responsible for volunteering to supervise (or find a responsible substitute) at least one swim session during his/her child's semester. In the event there is a lack of adult supervision that day, swimming class may be canceled.

TRANSPORTATION

Municipal Transportation: Parents have the option to have their child assigned to commute on specific city buses.

Parental Transportation: Parents driving their children to school may not park in front of school in the morning or in the afternoon and leave their cars unattended. They may only pull in and drop their children off. Parents who are waiting must park across the street in the St. John's Parking lot.

All parents are encouraged to use our parking lot across the street from the school. When crossing Spring Street from the parking lot to school or vice versa, please cross at the corner with the traffic light for everyone's safety.

All children going home after school, other than stated on the Transportation Form, shall give the teacher a signed note from parent and/or guardian informing the teacher how and with whom the child will be leaving school.

FIELD TRIPS

FIELD TRIPS AND PERMISSION SLIPS

In the event of a planned field trip, a permission slip will be sent home for the review and signature of parent or guardian. The permission slip must be filled in with the following information:

1. Date of the planned event and rain date if necessary
2. Mode of transportation to and from the event location.
3. The address or location of the event
4. The telephone number of the location, if available.
5. The approximate time of the planned departure from St. John's School
6. The approximate time of the planned return to St. John's School.
7. The student's full name
8. The signature of the parent or guardian.

The school must have the completed permission slip on file before allowing the child to participate in the event. A telephone call will not be accepted as a valid permission to participate. A FAXED copy will be accepted.

General permission forms allowing students to walk within the neighborhood of St. John's School, accompanied by teachers or other supervising adults, may be written on a once a year basis. This form will indicate that permission for these excursions may take place throughout the school year.

In the event that a proof of insurance rider is necessary to secure building or park usage for a field trip, a copy of this document will be kept on file in the school office.

Parents who volunteer to drive students on field trips or sporting events will be required to hold a valid driver's license, vehicle registration and comprehensive and liability insurance for the vehicle. Seat belts must be available and fully secured while the vehicle is in motion. Car seats for children under the age of eight are required. This includes seatbelt use by the driver. Any driver must have a signed copy of the drivers compliance form in the office. Also, a copy of the driver's license and insurance card must be left in the school office prior to any trip.

When parents drive for field trips or sporting events, a list of drivers and their passengers will be left in the school office.

PAWS

P.A.W.S (Parents at Work for their School) is an organization designed to promote parental involvement in the various school functions especially athletic events, staff and coordinate the school's volunteer program, keep an open line of communication between the home and the school, keep parents informed with regards to current trends in education and provide additional financial support for the various programs/efforts of the school. Any parent having a child enrolled at St. John's is a member of the PAWS organization.

PAWS sponsors Market Day, a monthly fundraiser for the school. Parents **ARE ENCOURAGED** to volunteer with this program twice per year.

PAWS has established Boosters to be responsible for obtaining individuals to assist with the school's sports program. All parents are encouraged to volunteer to work at home games, the St. John's Invitational Volleyball Tournament, the St. John's Invitational Basketball Tournament, and St. John's Invitational Track Meet. **Parents whose children participate in these events are required to work at a number of these events.**

Parents may volunteer to be on the Executive Board of PAWS. It is the responsibility of the board to plan all PAWS activities.

DRESS CODE

School-Appropriate Attire

Introduction

St. John's Lutheran School has developed the following student attire policy order to promote a productive, disciplined educational environment, while encouraging our student to develop positive character elements such as modesty, cleanliness, and neatness.

Parents are responsible for implementing this policy and ensuring that their children maintain the St. John's attire policy on all school attendance days and in connection with all school-related functions.

Children in all grades are asked to wear appropriate clothing that is in good repair, neat and clean, suitable for the weather of the day, and in good taste. Students shall not wear clothing which (or in a style that) draws undue attention to themselves, is disruptive to a Christian educational environment (including but not limited to: offensive words, graphics, phrases, or is sexually suggestive), is contrary to St. John's educational mission or the spirit of this policy.

School-Appropriate Attire Policy

1. *Preschool:*

Children should be dressed in a comfortable manner that does not restrict their ability to enjoy both learning and play time. Clothing should follow the general theme of the attire policy in that it should be neat, in good repair, suitable for the weather, and promote a positive image within a Christian education environment. Shoes with laces must be laced and tied tightly. All sandals must have closed toe and heel strap. Roller style shoes are not permissible. Clogs, flip-flops, crocs, and water shoes are not permissible.

2. *Grades K through 8:*

- a. Shirts are plain uniform-style solid color collared (long or short sleeve) or turtlenecks. Solid color sweater or sweatshirt may be worn over polo shirt or turtleneck. No LOGOS, emblems, pictures, embroidery, writing or markings of any kind on shirts, sweatshirts, turtlenecks, or sweaters. (Spirit wear, D.A.R.E, operetta, Walcamp, Jump Rope for Heart, or walk-a-thon shirts may also be worn.)

Note: Tops, which expose a student's midriffs, are not permissible.

b. Bottom

- i. Boys shall wear pants made of denim or a non-denim (Dockers-like) material. Shorts of the same material may be worn during appropriate weather.
- ii. Girls shall wear pants, skirts, skorts, shorts, jumpers, capris, or dresses made of denim or an appropriate non-denim material. The length of skirts, skorts, and dresses should be knee length. Uniform or Bermuda style shorts are permissible.

Note: Clothing bottoms with drawstrings, sweatpants, work out attire/spandex, leggings, or pants with excessively flared legs are not permissible. Underwear shall not be visible.

- c. Shoes / Socks – All students shall wear shoes and socks. In addition to socks, girls may wear pantyhose, tights, or footlets.

Note: Shoes with laces must be laced and tied tightly. Grades K – 8 all sandals must have closed toe and heel strap. Roller style shoes are not permissible. Clogs, flip-flops, crocs, and water shoes are not permissible. *Exception: Middle school students, grades 6-8 do not need to wear socks with sandals.*

3. Miscellaneous:

- a. Cosmetics may only be used in 7th and 8th grade, and then sparingly and in good taste.
- b. Jewelry. Earrings are permitted, but cannot extend more than ½ inch below the ear lobe. All jewelry must be removable and cannot be worn during physical education classes, on the playground, in the recess room, or while participating in athletic events. Parents should monitor their child's jewelry with safety in mind.
- c. Tattoos are not permissible.
- d. Hats, caps, and winter boots must be removed when entering the school building.
- e. Hair must be neat, well groomed, and of natural color.
- f. All students using the gym floor (as advised by school staff) must maintain a separate pair of gym shoes with laces worn exclusively for activities in the gym.

4. Exceptions to the Student Attire Policy:

The Principal maintains the ability to temporarily alter the attire policy due to weather, activity (internal or external), or safety conditions. School staff will communicate in writing with parents if a specific school function/activity is not covered by the standard attire policy or requires special attire.

5. School Attire Policy Infractions:

- a. The Principal and school staff are responsible for monitoring student compliance with the attire policy, advising students and parents of infractions or related issues. As part of their responsibility to implement the policy, parents are required to work with school staff to quickly and permanently resolve any student issues. The Principal is the final authority regarding all compliance issues, and the use of disciplinary measures when applicable.
- b. First Instance: School staff sends a note with the student stating the issue. The parent must sign and return the note the following day. The student must turn the shirt inside out or may be asked to wear a different one from the office.
- c. Second Instance: School staff contacts the parent to bring alternative attire to the school. The student is expected to wait in the school office until the parent arrives and resolves the situation. The student's time in the office is "unexcused."

Third and Subsequent Instances: Second Instance contents plus progressive discipline under standard disciplinary code.

Middle School Grades 6 - 8	
1 st violation	change to p.e. uniform classroom teacher communication with parent
2 nd violation.....	change to p.e. uniform classroom teacher communication with parent
3 rd violation.....	change to p.e. uniform trip to school office/principal phone call to parent <i>after school detention</i>
*additional violations.....	refer to the <i>Student/Parent Handbook</i> , p. 26 The procedure begins anew each semester.

EXTENDED CARE PROGRAM

The Extended Care Program provides before and after school care from 7:00 a.m. until 7:45 a.m. and 2:30 p.m. until 6:00 p.m. This program is offered to St. John's students on scheduled school days only, including half days.

After school activities include physical activities either indoors or outdoors. Socially your child will have opportunities to develop relationships with other children of their own age. There will also be quiet time so that the children will have an opportunity to complete homework assignments or be engaged in activities that will stimulate their creativity and imagination.

The cost of the program is \$3.50 per hour per student. Charges are made by the quarter hour. A \$100.00 deposit is required when a child begins the program. Fees are billed to your account daily. Children picked up after 6:00 p.m. will be charged \$1.00 per minute you are late.

Drop-ins are accepted as there is room. It is advisable to call ahead to make sure that there is room for your children.

Students arriving before 7:30 a.m. or those not picked up by 2:45 p.m. will be taken to Extended Care and charged accordingly.

KINDERTEND PROGRAM

KINDERTEND is an extension of our regular Extended Care Program. Kindertend provides extended care for Preschool and Kindergarten students from 10:45 a.m. - 2:30 p.m. on regular school days. Fees for Kindertend are \$5.00 per hour. Lunch is provided. Students may participate in the program on either a full time or part time basis.

A \$100.00 deposit is required. Checks should be payable to St. John's Lutheran School. Please keep Kindertend and Extended Care fees separate from all other school fees.

STUDENT RULES AND REGULATIONS

The student shall:

1. Maintain a Christian relationship at all times, with all people.
2. Accept the leadership and authority of the pastor, principal, teachers and staff.
3. Assist in keeping the school grounds and facilities clean and in good repair.
4. Work consistently within God-given abilities, completing all assigned work on time.
5. Not use gum at school.
6. Not trip, push, fight or wrestle with other students at school or on the way to and from school.
7. Vacate the school grounds promptly at the end of the school day unless involved in a school-approved activity.
8. Maintain an orderly desk and desk area. In some grades, this includes an assigned locker and gym locker.
9. Work quietly at all times.
10. Speak in a normal tone of voice unless otherwise directed.
11. Not throw sticks, stones, snowballs, etc.
12. Not run in the building unless otherwise directed.
13. Not bring beepers/pagers, video games, collectable cards, toys, scooters, or skateboards to school. Radios, tape/CD players, IPODS, cellular phones should be in the student's backpack, out of sight, and are not to be used until after 3:00PM. If a student needs to call home, the school office phone is available for use by the students. If a parent needs to contact their child during the day, a message can be left by calling the school office. If items are used before 3:00 they will be taken away and must be picked up by a parent.
14. Not use profanity or language inappropriate for a Christian.
15. Not become a member of, or indicate membership or affiliation with, a gang or club whose principles violate Christian ethics. Violation will result in suspension or expulsion from St. John's School.
16. Not purchase beverages from the vending machines prior to 3 PM on school days.
(During practice times or other extra-curricular activities the adult in charge may allow students to purchase appropriate beverages prior to 3:00)
17. Not purchase ice cream items before or after school.
18. Not possess use or distribute any controlled substance, illicit drug, alcohol or tobacco product. Violation will result in immediate suspension. After investigation and conference with parents, the Principal and School Board may expel a student. St. John's staff will notify the police, as required, and cooperate fully with police authorities.
19. Do not violate the criminal statutes of the State of Illinois. After investigation and conference with parents, the Principal and School Board may expel a student. St. John's staff will notify the police, as required, and cooperate fully with police authorities.
20. Show respect towards pastors, teacher, staff members and other in authority as well as other students. This makes a difference in the Christian atmosphere of our school.

Conduct and Procedures

The teachers of St. John's Lutheran believe strongly in the Gospel message of forgiveness and love in our relations with one another. Although students, like all of us, must sometimes experience unpleasant consequences for the poor choices they may make, we are also aware that students have differing needs and strengths. **We desire to build and maintain a positive classroom and school environment and to recognize the majority of students who do cooperate and encourage learning in the classroom and do follow school rules.** The teachers will offer positive incentives, such as commendations, special activity times, and other rewards to all those students who contribute in a positive way to our school environment.

Teachers will seek to help students modify misbehavior through spoken reminders and consequences, if necessary. Should the behavior not improve or be of a serious nature, a completed conduct notice will be sent home with the student indicating the concern. The student will be required to write an account of the inappropriate behavior and to describe a more appropriate and God-pleasing course of action. The notice must be signed by a parent and returned the next morning. Should the inappropriate behavior continue in subsequent days, appropriate action will be taken to impress upon the student the consequences of his/her misbehavior.

Certain behaviors such as fighting, vandalism, cursing, willful defiance, etc., may cause the discipline consequences to be accelerated. The same is true in cases where a student persists in disruptive classroom behavior, which interferes with the learning of other students. A severe infraction may result in immediate detention, suspension, or expulsion. The steps for such action are indicated below. The procedure begins anew each semester.

Notice 1 – Sent home to be signed by parents.

Notice 2 – Sent home to be signed by parents.

Notice 3 – An after school detention (2:30-3:30). Parents must meet with teacher and/or principal. Involved teachers will be notified of detention.

Notice 4 – An after school detention.

Notice 5 – Detention to be served; parents are notified of impending in-school suspension.

Notice 6 – An in-school suspension. Concern will be reviewed by involved teachers. Involved teachers may schedule a meeting with parents. Board of Christian Education chair will be notified. Failing grades will be giving for missed class time and assignments.

Notice 7 – An out-of-school suspension. Student and parent will be notified of probable dismissal upon issuance of another notice. Failing grades will be giving for missed class time and assignments.

Notice 8 – The Principal may recommend to Board of Christian Education that the student no longer be enrolled at St. John's Lutheran.

The goal of the faculty and administration is to work with students and their parents at limiting student behavior, providing all students with an environment more conducive to learning. It is ultimately the responsibility of the student to remain a positive influence in the classroom and school. Parental involvement is essential and their support is invaluable to the success of this process. St. John's Lutheran School will continue its endeavor to assist and support parents **in providing a Christ-centered education, which will equip God's children to faithfully serve as witnessing Christians and productive citizens.**

Detentions

1. Detentions are issued by St. John's staff as a means of corrective action when a student has violated school regulations.
2. The St. John's staff member issues a detention notice to the student documenting the reason for the detention, and the time / date. The note is sent home with the student for a signature by the parent / guardian, and must be returned to the issuing staff member on the next school day. **Failure to return the signed detention notice will result in a 2nd detention.**
3. Unless otherwise noted, detentions are served *after school* for approximately *one hour*.
4. Students will not be able to work on assignments during the disciplinary detention, but may be given additional classroom work, or special work projects within the school facility. If assigned, the special project must be within the physical capability of the student and is appropriately monitored by the staff member assigning the project.

Incomplete Assignments

The following escalation path is used for incomplete assignments as defined by each grade/department level. The faculty staff member is responsible for implementing and documenting the disciplinary measure.

Grades 3 & 4 (effective second semester (3rd and 4th Quarter of each school year and cumulative per academic quarter)

1. Level 1 (5) Incompletes – One detention
2. Level 2 (6th) Incomplete – Optional parent / teacher meeting
3. Level 3 (10th) Incomplete
 - a. One detention
 - b. Mandatory parent / teacher meeting
 - c. Incident reported to the principal
 - d. Student not eligible for extra curricular school activities for (7) calendar days
4. Level 4 (15th) Incomplete
 - a. In-School Suspension
 - b. Incident reported to the principal
 - c. Mandatory parent / teacher / principal meeting
 - d. Student not eligible for extra curricular school activities for (14) calendar days

Grades 5 - 8 (per academic quarter)

1. Level 1 (3) Incompletes – One detention
2. Level 2 (4th) Incomplete – Optional parent / teacher meeting
3. Level 3 (6th) Incomplete
 - a. One detention
 - b. Mandatory parent / teacher meeting
 - c. Incident reported to the principal
 - d. Student not eligible for extra curricular school activities for (7) calendar days
4. Level 4 (9th) Incomplete – In-School Suspension (one day)
5. Level 5 (10th) Incomplete
 - a. After school detention
 - b. Incident reported to the principal
 - c. Mandatory parent / teacher / principal meeting
 - d. Student not eligible for extra curricular school activities for (14) calendar days.
6. An after school detention will occur for every incomplete after Level 5

LOCKERS

Students have lockers or cubbies and hooks to store their belongings during the school day. In order to keep them in good condition, we have established the following guidelines:

1. Assignment: The classroom teacher assigns lockers.
2. Care: Lockers are school property and must be treated with care. They are to be closed without slamming; hanging on doors or stepping on sills is not permitted. Lunches may be stored in lockers, but no overnight food storage is allowed. Stickers, posters, message boards, and the like are not permitted. Lockers must be kept neat and clean at all times.
3. Use: Lockers may be entered before school, at breaks, at lunchtime, after school and at other times with a teacher's permission. Students may not enter any locker but their own.
4. Inspection: Lockers are school property; teachers have the right to inspect them.

GANGS, DRUGS, CRIMINAL ACTIVITY POLICY

The student shall:

1. Not be a member of, nor indicate membership on or affiliation to a gang or club whose principles violate Christian ethics. Violation results in the immediate expulsion from St. John's.
2. St. John's has a zero tolerance policy for students in possession of illicit drugs as well as tobacco products. Immediate suspension will occur and likely expulsion will follow after a meeting of parents with the Principal and a Board member. Law enforcement officials will be informed as required by law.
3. Not violate the criminal statutes of the State of Illinois. Violation results in the immediate expulsion from St. John's.

St. John's faculty maintains the authority to conduct reasonable searches of school property (including, but not restricted to, desks, lockers, etc.), and personal property (including, but not restricted to, book bags, lunch boxes, etc.) of all students and visitors.

CONFLICT RESOLUTION

Matthew 18:15-17 says “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen to even the church, treat him as you would a pagan or a tax collector.

If parents have a concern in some area, they should first contact the individual teacher involved. Parents should contact the teacher at a time that is not during the school day. If necessary a message can be left in the office for the teacher. If satisfaction cannot be achieved, the parent may then contact the principal.

If, after meeting with the principal, the matter is not resolved or the parent would like to appeal the decision of the principal, the matter may be taken to the School Board. The School Board chairperson should be contacted to schedule an appropriate meeting time with all the necessary people involved.

Appeals to the School Board should be in writing and include the following:

1. Specific details pertaining to the appeal.
2. Identification of the specific action requested from the School Board.
3. The signature of the individual filing the appeal.

Parents should not confront other students during the school day or at school sponsored activities. If there is a concern with another child, please, contact the child's parents.

Parents who wish to meet with teachers may phone or e-mail messages and set up an appointment outside of the school day.

