



**St. John Lutheran School
Student and Parent Handbook
2024-2025**

Modified 08/06/2024

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IMPORTANT INFORMATION

Contact Information

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School Hours

Kindergarten-Grade 8

Doors Open 8:00

School Hours 8:20-2:35

Dismissal 2:35

Preschool Hours

Drop off 8:20-8:30

School Hours 8:30-2:25

Dismissal 2:25

Crusader Care Hours

Before School 7:00-8:00

After School 2:35-5:30

STATEMENT OF FAITH

St. John Lutheran Church is part of The Lutheran Church-Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the Christian faith in the Triune God, Father, Son, and Holy Spirit. The LCMS believes in the Triune God, who created all that exists; became man to suffer, die, and rise again for the world's redemption; and brings people to faith and new life through His Word and Sacraments.

St. John Lutheran School is a ministry of St. John Lutheran Church which fosters faith and learning by linking lives to Jesus Christ. As a Christian school, we integrate our Christian beliefs into everything we teach, and our curriculum includes daily teachings from God's Holy Word. St. John Lutheran School exists to help ground our students in living the Christian faith as taught by our Lord and Savior, Jesus Christ.

We teach about the Bible, faith, and Salvation. We believe that:

- The Bible is the source and basis for all our beliefs. (2 Tim. 3:15-17)
- All people and all faiths are to be shown respect. (Matthew 22:39)
- Only through faith in Jesus Christ can people be saved. (John 3:16)

We teach about God. We believe that:

- God is the Almighty, loving creator of everything and everyone. (Genesis 1:1)
- God is one God, but three equal persons (Triune). He is God the Father, God the Son (Jesus), and God the Holy Spirit – not three Gods but one God. (Matthew 28:19)
- God is the Judge before whom all people will give an account for the lives they lead. (2 Cor. 5:10)
- God is a Savior (Jesus) who died for our sins and arose from the dead. (Acts 4:11-12)
- God is the Author of the Bible who, through the Holy Spirit, inspired men to write what He wanted to communicate to humankind – especially who He is, His truths, and how He has come to the rescue of humankind through the work of Jesus Christ. (2 Timothy 3:16)
- God is Love. He loves all people perfectly and completely. (1 John 4:9-10)

We teach about people. We believe that:

- People are created individually and specially by God, male and female. (Psalm 139:13-16 and Genesis 1:27)
- People are loved always and completely by God. (John 3:16)
- People are expected by God to live lives of holiness and perfection. (Matthew 5:48)
- People are unable to obey God perfectly (everyone sins). (Ecclesiastes 7:20)
- People are forgiven their sins and given the gift of everlasting life in heaven only through faith in the death and resurrection of Jesus Christ. (Romans 6:23)
- People are unable to earn God's favor or forgiveness; rather we receive faith and forgiveness through the gift of God. (Ephesians 2:8-9)
- People, sadly, will be condemned to eternal suffering if they do not have faith in Christ. (Matthew 13:49-50 and John 14:6)

We teach about relationships. We believe that:

- People should submit to one another out of reverence for Christ. (Ephesians 5:21)
- People should tell their friends how much the Lord has done for them and how he has had mercy on them. (Mark 5:19)
- Marriage is a holy union, created by God, and is intended to be between one man and one woman. (Genesis 2:24, Mark 10:7, Ephesians 5:31, Corinthians 7:2)

“For God so loved the world that He gave His only Son, that whoever believes in Him shall not perish but have eternal life.” John 3:16

PHILOSOPHY OF CHRISTIAN EDUCATION

Christian Education is a vital aspect of God’s Mission, commanded by Him to the Church through the Great Commission. The purpose of Christian Education is to teach the Christian faith through instruction in God’s Word and, through teaching and modeling, guide students as they learn to live a life of discipleship.

Effective education is carried on through quality and experiential learning programs that relate the Christian faith to every aspect of life.

The Christian Educator:

- sees the whole person as God’s foremost creation, given a rational mind and impressionable personality.
- views the alienated human as one who is sinful and mortal, in need of repentance and the Gospel.
- focuses upon the redeemed child through God’s love and forgiveness.
- envisions the person as a responsible being, who has an obligation toward our Lord, fellow creatures, and himself.
- believes that all children and families are capable of growth.

Education must cultivate in each student a life-long intellectual pursuit of curiosity. We strive to perfect the learning tools and techniques with the individual so that he/she can design a personal habit of self-education to continue throughout life as an ongoing activity.

Christian educators guide, comfort, and show possibilities, and they do so using best practices of teaching and learning.

OBJECTIVES

We hope to achieve the following objectives through our Christian education:

- Teach the Word of God so students can more completely understand and apply its teaching to their own lives.
- Lead students to a stronger faith in Christ and to guide them so they will walk more closely with Jesus.
- Teach students thoroughly the fundamentals of Christianity through daily instruction in Biblical truth and in training for Christian living.

- Encourage personal experience in prayer life, devotions, and worship.
- Assist and encourage students to serve as witnesses in order to win more souls for Jesus.
- Prepare students for communicant membership in the church and to assume Christian leadership in home, church, and community.
- Develop an attitude of love and respect for one's fellow man that will result in Christian action and service.
- Teach students to recognize and accept in a Christian manner their responsibilities, duties, and privileges in an organized society.
- Foster growth of a Christian personality by providing for the spiritual, intellectual, emotional, social, and physical welfare of students through an integrated program of Christian education.
- Assist parents in training their children for Christ-centered living by providing instruction and fellowship in a Christian environment.
- Acquire an adequate knowledge of the environment in which they live.
- To be prepared for the next steps in their educational journey.
- Help students grow in practical skills required in everyday living.
- Develop an appreciation of the arts.

A PARTNERSHIP AGREEMENT

Christian education is a vitally important task requiring the cooperation of home, school, and church. To educate students for Christian living, means that parents, teachers, and fellow church members must together lead and guide our young. In our effort to reach this goal, we as a faculty, would like to offer some suggestions:

- Make worship and Sunday School an important part in both your life and the lives of your children.
- Attend regularly scheduled parent-teacher conferences.
- Take an active role in education, checking in with your children on a regular basis.
- Inform your teachers of concerns that you have in the education of your children. What does our school do well? How and where can we improve?
- Pray for the students and the teachers. God has promised to answer the prayers that we make in faith to Him. We earnestly desire your prayer support throughout the year. We will also pray that God will help you in being Christian parents.
- Volunteer and be involved in our school.

PARENT/GUARDIAN COVENANT

In order for St. John Lutheran School's discipline program to be effective and positive, we each must share the responsibility which goes hand-in-hand with such a program. We must continue to work together to enable our students to be self-disciplined individuals with a positive sense of self. The goal for each student is to demonstrate respect for God and respect for others.

St. John Lutheran School teachers will be responsible for:

- Clearly communicating to the students and parents.
- Establishing a classroom management system which emphasizes and rewards appropriate behavior and allows every student the opportunity to learn.
- Being consistent and fair with the school and classroom discipline system.
- Loving and caring for each student in the classroom.
- Using best practices and experience, teach and instruct each student in the classroom in the way that best meets their needs.

St. John Lutheran School's principal will be responsible for:

- Clearly communicating with parents, teachers, and students.
- Supporting teachers in the development and enforcement of classroom plans.
- Enforcing and supporting classroom discipline plans within existing district, state, and federal laws.
- Working with St. John Lutheran School Board members when problems arise beyond the scope of the principal's position.

St. John students will take responsibility for:

- Respecting the authority of all school staff when school rules and regulations are being enforced.
- Behaving in classrooms and on the school campus in a manner which does not disrupt or interfere with other students' right to learn.
- Attending classes daily on time, completing assignments, being prepared, and asking questions.

As a St. John Lutheran School parent/guardian, I will take responsibility for:

- Modeling and reinforcing appropriate behavior.
- Cooperating with the teachers and the principal, working together to do what is best for the students.
- Keeping an open line of communication with teachers and principal.
- Fairly addressing problems first with my child's teacher. If no satisfactory resolution is reached, then second with the principal, and third with a School Board member.

Your cooperation and support of our endeavors is expected and appreciated and will help contribute to a positive learning environment.

"All Scripture is God-Breathed and is useful for teaching, rebuking, correcting, and training in righteousness."

2 Timothy 3:16

DISCIPLINE PHILOSOPHY

The formulation of school behavior standards are motivated by the following principles:

The Christian life is a joyful response to what God has done for us through Jesus Christ. We gladly and willingly submit to rightful authorities because God has asked us to. "Everyone must

submit himself to the governing authorities, for there is no authority except that which God has established." Romans 13:1

The responsibility to "Raise up a child in the way he should go" is extended by God to the Christian parent. The parent has the directive to raise their child in the "nurture and admonition of the Lord." This God-ordained responsibility may never be abrogated to another institution, including the Christian school.

A Christian society recognizes that its members make decisions and accept responsibility for the consequences of those decisions. Students will most effectively grow as citizens when they are taught skills for making decisions and encouraged to accept age-appropriate responsibility for their decisions and behavior. The expectations for student behavior adopted by our school reflect these principles. The authority exercised by the school is an extension of the rightful authority of the parent. The following behavioral expectations reflect the godly home in which each member is viewed as precious and unique; where each member stands before the cross of Christ redeemed, forgiven, treated with respect, dignity, and affirmation.

SCHOOL BEHAVIOR EXPECTATIONS

Respect: I will honor God's word, adults, other students, myself and property.
Philippians 2:3 "...in humility consider others better than yourselves."

Responsibility: I will strive to control my attitude, actions, and abilities.
Galatians 5:22-23 "But the fruit of the Spirit... is self-control."

Resourcefulness: I will follow appropriate steps to solve my problems, using all my resources.
Matthew 18:15-17 "If your brother sins against you, go and show him his fault just between the two of you..."

Cooperation: I will cooperate with others for the success of everyone.
1 Peter 3:8 "Live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble."

Affirmation: I will build others up by emphasizing their positive traits.
1 Thessalonians 3:12 "May the Lord make your love increase and overflow for each other."

Honesty: I will tell the truth.
Ephesians 4:25 "Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body."

Servanthood: I will seek opportunities to be helpful, considerate and courteous.
Mark 9:35, Galatians 5:13 "If anyone would be first, he must be a servant to all."

CLASSROOM DISCIPLINARY PLAN

St. John Lutheran has developed a comprehensive classroom discipline plan or a social contract which reflects the school's philosophy, behavioral expectations, and school rules. An important part of the school disciplinary plan is the list of effective consequences which are age appropriate. The purpose of a consequence is to teach, not to punish. Appropriate consequences help students to:

- Learn from the experience.
- Be willing to be more cooperative.
- Not feel embarrassed, angry, or resentful.

Each classroom teacher will develop a specific classroom discipline plan. The classroom teacher will communicate the "classroom disciplinary plan" to parents through parent communication, classroom/parent nights, and parent/teacher conferences.

Students choosing to demonstrate continued negative or extreme behavior will be subject to disciplinary action, suspension, or expulsion. If an infraction occurs regarding the safety and welfare of another student, the teacher will communicate the incident to the parent(s) of the student/students involved. Upon their conversations and assessment of the situation, a consequence will be determined. Parent concerns regarding the safety and welfare of their children, should be reported promptly to the classroom teacher and principal.

Disciplinary actions that may occur:

- Verbal/non-verbal reminders.
- Time out (sitting in the hall or away from other students).
- Missing recess/other fun activities.
- Conversation with the principal/time out in the principal's office.
- A phone call home which will include students speaking to parents/guardian.
- If behavior continues, students will be sent home for the day and a meeting with parents/guardian, student, teacher, and principal will be scheduled.
- Chronic disruptive behavior could lead to suspension or expulsion.

Communication regarding disciplinary actions:

Parents will receive regular communication from staff regarding behavioral issues. In most instances, parents will receive emails about specific issues or continued on-going disruptive behaviors. If the behaviors continue, we will follow up with a phone call and/or setting up a meeting with parents. Our goal is to address discipline issues immediately to avoid becoming an on-going issue.

SUSPENSION

The principal has the right to suspend students for a period of time not to exceed five days. Behavior warranting suspension may include but is not limited to: chronic disruptive behavior, intentional damage to school property, frequent abuse of bus privileges, and harassment. The suspension will be reported immediately to the parents or guardian of the pupil along with a statement of reasons for the suspension, the length of time, and a notice of their right to a

review. All suspensions are reported to the Board of Education by the principal. Academic work is expected to be maintained during a suspension and will be due at the time of return.

If a suspension occurs, the student and parent(s) have a right to a hearing. Please inquire with the principal about the proper procedure.

Parents/guardians of a suspended student must make arrangements with the principal/teacher (on the same day as the suspension) for returning the student to school. With every suspension, a consultation will occur with the student, parent/guardian, and school personnel.

EXPULSION

Expulsion of a student may occur if a severe incident occurs. The incident may include, but not be limited to: weapons, bomb threat, pulling of fire alarm, explosives, knives, guns, and even weapons that are "look-alike". Minnesota State Statute 609.605 subdivision 1d lists the possession of a weapon on school property a felony offense. If there is an item inadvertently brought to school and the student turns it in to the office immediately upon realizing this, there will be no violation of the policy considered. If an expulsion is warranted, a meeting with the staff and school board is necessary. The school board will determine the final decision of expulsion.

COMMUNITY HARMONY POLICY

It is the desire of St. John Lutheran School to maintain a safe learning environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, demonstrating a level of respect and dignity toward others. We prohibit all forms of bullying and harassment.

"All of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing." 1 Peter 3:8-9

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." Colossians 3:12-14

Purpose

St. John Lutheran School strives to provide safe, secure and respectful learning environments for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate.

This policy protects students against bullying and harassment on the basis of actual or perceived race, ethnicity, color, creed, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, status with

regard to public assistance, age, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic defined in Chapter 363A. This policy also protects any student who voluntarily participates in any school function or activity, whether the student is enrolled in the school or not.

Definitions

Prohibited conduct (“bullying”) means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students creating an actual or perceived imbalance of power between the student engaging in bullying and the target of bullying that has or can be reasonably predicted by repeated forms or pattern to have one or more of the following effects:

- Placing the student in reasonable fear of harm to the student’s person or property.
- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's educational opportunities and performance.
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.
- "Cyberbullying" means using electronic information and communication technologies to bully. This may include but is not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet, website or forum, transmitted through a computer, cell phone, or other electronic device.
- "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the student who is the target of the prohibited conduct. Remedial response also means a measure to stop and correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf of the student who is the target of the prohibited conduct.
- “Immediately” means as soon as possible but in no event longer than 24 hours.

- “School employee” includes school board members, administrators, educators, aids, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, cafeteria workers, custodians, bus drivers, athletic coaches, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the school and its students.

Prohibitions

Bullying of a student or group of students is prohibited:

1. During any school-sponsored or school-sanctioned programs, activities, events or trips.
2. In school buildings, school property, on school buses or other school-provided transportation, and at designated locations for students to wait for buses and other school-provided transportation.
3. Through the transmission of information from a school computer or computer network, or other electronic school equipment.
4. When communicated through any electronic technology or personal electronic device while on school property, on school buses or other school-provided transportation, at bus stops, and at school- sponsored or school-sanctioned events or activities.
5. Off campus communication and use of electronic technology which seriously disrupts any student’s education.

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are also prohibited.

Response

School principal or designee (hereinafter principal/designee) is the person responsible for receiving reports of bullying at the building level. They will ensure this policy and its procedures are fairly and fully implemented and serve as the primary contact on policy and procedural matters implicating the school. If the complaint involves the principal/designee, the complaint shall be made or filed directly with the school board chair.

When investigating a complaint, principal/designee may consider the following factors:

- The developmental ages and maturity levels of the parties involved.
- The levels of harm, surrounding circumstances, and nature of the behavior.
- Past incidences or past or continuing patterns of behavior.

- The relationship between the parties involved.
- The context in which the alleged incidents occurred.

Investigation of a bullying incident shall be initiated immediately upon receipt of a report and be completed as soon as possible.

Consequences: Many student conflicts can be resolved immediately and do not require reporting or the creation of an incident report. Schools must respond to bullying in a manner tailored to the individual incident, considering the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Appropriate responses and consequences are outlined in the Remedial Action Section.

Reprisal: The school will take appropriate action against any student or employee who retaliates against any person who reports alleged bullying or against any person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment or intentional disparate treatment.

Notice And Dissemination of Requirements

The school will give annual notice of this policy to students, parents or guardians, and employees, and this policy shall appear in the student handbook. This policy should also be:

1. Posted in the school building administrative offices.
2. Included in each school's student handbook on school policies.
3. Be given to each school employee and independent contractor at the time of entering into the person's employment contract.

Professional Development and Education

Staff: Professional development will be offered annually to build the skills of all employees to implement this policy. The content of such professional development shall include, but not be limited to:

1. Developmentally appropriate strategies to prevent incidents of bullying and to intervene immediately and effectively to stop them in a manner that does not stigmatize the victim.
2. Information about the complex interaction and power differential that can take place between and among an actor, target and witness to the bullying.
3. Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk, and any specific interventions that may be particularly effective for addressing bias-based bullying.

4. Recognizing, responding to and reporting bullying.
5. Information about the incidence and nature of cyberbullying.
6. Information about Internet safety issues as they relate to cyberbullying.
7. A review of the school's reporting requirements related to bullying and cyberbullying.

Student Education: The school shall incorporate into the school curriculum developmentally appropriate programmatic instruction to help students identify, prevent and reduce bullying and create a safe learning environment. The school shall determine the scope and duration of the units of instruction and topics covered but should include evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct to engage all students in creating a safe and supportive school environment.

Investigation Process – School Action

The principal/designee shall perform the investigation.

- Investigation of a bullying incident shall be initiated immediately upon receipt of a report and be completed as soon as possible. The principal/ designee shall document the extension in the investigation report and shall notify the parties involved. The principal/designee will make every effort to protect the confidentiality of those who report bullying incidents and is responsible for keeping and protecting access to any written records of the investigation.
- Prior to the investigation of an incident, the principal/designee will take immediate steps, at its discretion, to protect the alleged actor(s), target(s), bystander(s) or reporter pending completion of an investigation. Once an investigation is concluded, further steps will be taken as needed to assure the continued safety of the complainant from additional incidents of bullying or retaliation.
- The purpose of the investigation is to make a determination as to whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.
- Identifying the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it.
- Conducting an individual interview in a private setting with the alleged actor and target. The alleged actor and target should never be interviewed together or in public. Individual interviews shall also be conducted in private with student and adult bystanders. The

investigation may also consist of any other methods and documents deemed pertinent by the principal/designee.

- Determining how often the conduct occurred, any past incident or continuing pattern of behavior, and whether the target's education, including but not limited to, a negative impact on academic performance, educational opportunities and participation in school activities was affected.
- Assessing the individual and school-wide effects of the incident relating to safety, and assigning school staff to create and implement a safety plan to prevent the recurrence of the incident that will restore a sense of safety for the target and other students who have been impacted.
- If the principal/designee determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. As part of making this determination, the principal/designee may wish to consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.
- When appropriate, prepare a report identifying his/her recommendation for individual consequences.
- Comprehensively documenting the details of the investigation.
- When the investigation is complete, the principal/designee shall ensure the investigation report is attached to the incident report.

Additional Information on Disciplinary Actions

Remedial Actions May Include

For the student harmed: protect, support and intervene on behalf of the student who is the target of the prohibited conduct.

Support may include: referral to student support staff for one-to-one support or social skills training; daily check-in and check-out with a trusted adult in the school; choice to participate in a restorative process, facilitated by a trained facilitator.

For the student who violated the prohibited conduct policy: schools may use multi-tiered levels of response that are individualized, consistent, reasonable, fair, age-appropriate and should match the severity of the student's behavior and their developmental age. The consequences must be a natural and logical match to the prohibited behavior; consequences must be paired with meaningful instruction and guidance; and must be carefully planned with well-defined outcomes.

Consequences may include: A referral to appropriate staff for teaching and reinforcing appropriate school behavior; mini-courses or skill modules to guide restitution; a referral to participate in a restorative process facilitated by a trained facilitator if the student admits to having caused harm; a meeting between the administrator and the family of the student who did the harm; a coordinated behavior plan that may include behavior contracts with a plan to prevent the prohibited conduct from recurring; individual counseling and one- to-one support to change behavior.

Consequences may also include warning, suspension, exclusion, expulsion or transfer. Schools should avoid using punitive discipline (detention, suspensions, and expulsions) if any other method or consequence can be used with fidelity. The school may review school-wide behavior data as well as the data related to the person who did the harm and the person harmed. If the investigator determines that a violation of this policy may be the result of school climate needs, the school may conduct classroom or school-wide training.

When an investigation determines that bullying occurred, the principal/designee shall explain the consequences in a non-hostile manner and shall impose any consequence immediately and consistently. The principal/designee shall keep communicating and working with all parties involved until the situation is resolved. Some key indicators of resolution include:

- The actor is no longer bullying and is interacting civilly with the target.
- The target reports feeling safe and is interacting civilly with the actor.
- School staff observe an increase in positive behavior and social-emotional competency in the actor and/or the target.
- School staff observe a more positive climate in the physical location where bullying incidents were high.

Remedial Response and Referrals

The principal/designee shall design and implement remedial measures to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the target of the bullying, and take corrective action for documented systemic problems related to bullying. The principal/designee shall refer students who bully to positive-behavior small-group interventions (for anger management, trauma or social skills) within the school, if possible, to reinforce the behavioral expectation they violated and increase their social-emotional competency. The principal/designee shall ask a school mental health professional to refer targets of bullying to individual or group therapy where they can openly express their feelings about their bullying experience, or social-skills training and/or groups where they can practice assertiveness and coping mechanisms.

Student Instruction

Administration is encouraged to take such actions as deemed appropriate to accomplish the following goals:

- Engage students in creating a safe and supportive school environment.
- Partner with parents and other community members to develop and implement prevention and intervention programs.

- Engage all students and adults in integrating education, intervention and other remedial responses into the school environment.
- Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct.
- Teach students to advocate for themselves and others.
- Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct.
- Foster student collaborations to create a more conducive environment for a supportive school climate.

Possible units of instruction could include:

- Social emotional learning.
- Appropriate behavior online/on social media and cyberbullying awareness and response.
- Valuing diversity in school and society.
- Advocacy skills for themselves and others.
- Skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying.

The age-appropriate unit of instruction may be incorporated into the current courses of study regularly taught. Schools shall satisfy the documentation requirements established by the principal or designee to ensure compliance with this curricular requirement.

NON-DISCRIMINATORY POLICY

St. John 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, athletic policies, or other school-administered programs.

ACCREDITATION

St. John Lutheran School is accredited by the National Lutheran School Association (NLSA), an accreditation agency through the Lutheran Church - Missouri Synod (LCMS)

REGISTRATION FEES

At the time of registration, a non-refundable fee of \$175.00 is required and is non-refundable. If you withdraw your child for any period of time throughout the year and then re enroll them at a later date, payment of the registration fee will still be required.

There is an annual re-enrollment fee of \$175.00 per student. Enrollment for the following year is done through FACTS and opens in March each year. It is necessary for every family to complete the online enrollment to ensure a spot for your child. Space is limited and could fill quickly.

ENROLLMENT POLICY

St. John Lutheran School is operated by St. John Lutheran Church, which is affiliated with the Lutheran Church – Missouri Synod. Enrollment is open to all students in the community, regardless of race, religion, or economic condition.

It shall not be the policy of St. John Lutheran School to accept students because they are fleeing an unpleasant situation in another school (i.e., disciplinary action, integration, strike by teachers, etc.). Exceptions to admittance may occur due to the needs of the classroom and situations which may involve a child who presents a challenge for which the school is not equipped or for which the teachers are not trained. It should be noted the St. John is not equipped to handle severe academic or discipline concerns. St. John reserves the right to recommend families find another school at any time during the school year. Parents/guardians of students enrolled in St. John Lutheran School automatically agree to abide by all conditions and policies set forth in this handbook.

Students enrolling in kindergarten must be five years of age by September 1. Students entering grade one must either be six years of age by September 1 or have successfully completed Kindergarten (Minnesota Statutes 120.06). Copies of school records will be requested for review before accepting application of enrollment. Parents who wish to enroll their children at St. John Lutheran School should secure information from the school office.

TUITION & FEES

As part of the enrollment process, you will be asked to sign the St. John Lutheran Church – Student/Parent Handbook and Tuition Policy, which explains the terms and conditions of the items outlined in this handbook, including tuition and fees.

If families choose to pre-pay tuition, they will receive a 5% discount. Full payment is due by Aug. 15th to receive the discount. Otherwise, Tuition is due the 15th of each month, August through May. All Tuition payments are processed through FACTS and will be processed on the 15th.

St. John Lutheran Church uses a program called FACTS for all our tuition payments. We are happy to provide receipts for your company's deferred spending account. Please see our business manager to make arrangements. There will be a charge for ACH payments that are unable to be processed and on all returned checks. There will be NO exceptions to this policy.

TUITION POLICY

St. John Lutheran School is owned, operated, and maintained by St. John Lutheran Church. Each year, tuition fees are recommended by the Board of Education to St. John Lutheran Church Congregation Voter's Assembly for approval.

Tuition is the primary source of revenue for St. John Lutheran School which covers operating expenses, including faculty and staff salaries, professional development, educational programs, classroom materials, technology, and facility and maintenance costs. Tuition alone doesn't cover

all expenses, and St. John Lutheran Church contributes to our operating budget by covering the cost of the mortgage and utilities. Our annual fundraiser provides funds for facility and equipment upgrades.

Payment Options:

St. John Lutheran Church and School expects everyone to meet their tuition obligation. We offer several options for paying tuition:

- Prepay for the full year by August 15 and receive a 5% discount on tuition.
- Quarterly payments – paid in August, December, and March.
- 10 monthly payments – paid each month from August-May.
- 12 monthly payments – if needed, payments can be divided over 12 months, but payments must begin in July for the following school year.

Financial Assistance:

If one's financial situation is such that these guidelines cannot be met on a timely basis, families are encouraged to apply for financial assistance through FACTS. FACTS is a 3rd party vendor that provides a confidential, objective approach to determining family needs. Applications are due by June 30 and families must apply each year. The maximum financial aid award will be \$1000 per student.

Unpaid tuition:

We understand that unforeseen situations arise which may impact a family's ability to pay. When those occur, please contact the principal or business manager to discuss or make an alternative payment arrangement. We will make every effort to work with families to come to an agreeable plan. If you fail to contact us or do not reply to our communications, we will be obligated to take further action which may include:

- Meeting with the principal, business manager, and school board representative to discuss and attempt to resolve the issue.
- Temporarily suspending educational services at the end of the trimester until tuition is paid or a satisfactory payment arrangement can be made.
- Withholding report cards.
- Termination of educational services.

If tuition has not been paid or satisfactory arrangements have not been made at the end of one school year, the students(s) will not be allowed to enroll for the next school year.

DISCOUNTS

Families that prepay tuition receive a 5% discount. In addition, St. John offers a 10% discount on the tuition of each additional K-8 child enrolled and has a family cap of \$15607.35 when 3 or more students are enrolled. The family cap applies to all students (Pre-8) enrolled at St. John.

WITHDRAWING YOUR CHILD

Occasionally, due to family, work, or medical circumstances, a parent/guardian may have to withdraw their child/ren on a temporary basis. If such a situation occurs, you are required to give

St. John Lutheran School a two-week notice. You will still be responsible for all the tuition and fees for two weeks, whether or not your child is in attendance.

DISENROLLMENT POLICY

Unfortunately, certain circumstances may arise that result in it becoming necessary for St. John Lutheran School to discontinue a student's enrollment. This decision is based on the best interests of your child, other students in the class, and our teachers. Every effort will be made to correct the situation beforehand.

Disenrollment may be the result of the following circumstances:

- Abuse of other students, teachers, or property by a student, parent, or guardian.
- Continued violations of behavior expectations, procedures and policies by a student, parent, or guardian.
- Inappropriate conduct by parent or guardian.
- Non-payment of tuition.

In addition, St. John Lutheran School reserves the right to end enrollment of a student for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

CURRICULUM AND INSTRUCTION

St. John Lutheran School offers a Christ-centered education based on the objectives set forth by the state of Minnesota. Instruction is given in the following areas: English, Reading, Literature, Mathematics, Social Studies, Science, Handwriting, Spelling, Art, Music, Computer Literacy, Outdoor Education, Physical Education, and Health. All curriculum is taught with a Christian interpretation. Each day includes an instructional period in which the Christian faith is taught, based on the inspired Word of God.

Learning is a process that takes place over time and requires active participation by all those associated with that process – teacher (providing feedback), student (opportunities to practice and present knowledge/skills), and parent (supporting the process). Our grading and assessment practices should create a scenario in which all parties are able to engage in pointed and meaningful conversations about that learning process. As learning is reflected, instruction adapts to support continued growth.

We believe that grades should accurately represent learning and that a growth mindset is necessary for learning. As a result of this, only assignments and assessments used to gather evidence of learning will be graded. Additionally, students will be allowed to make mistakes because that enables them to determine how and where improvement can take place.

Teacher Responsibilities:

- The teacher will provide appropriate instruction based on the objectives.
- The teacher will provide multiple practice opportunities prior to an assessment.
- Teachers will provide feedback to students based on practice in the classroom.
- Assessments will be based on objectives.

- Relearning and retesting will be provided for students, multiple times if needed, as long as students are making efforts to learn the material or complete assigned work.

Student Responsibilities:

- Successfully complete the practice work (assignments, quizzes) before the assessment.
- Focus on what opportunities there are to improve (growth mindset) and monitor grades and feedback from the teacher.
- Make adjustments based on teacher feedback: review previous material, revise assignments, resubmit if required.
- Ask for clarification if there are questions on practice work.
- The *first attempt at assessment is important*. Failure to prepare adequately is a *violation of the learning agreement between teacher and student*, and you may be denied the opportunity for a reassessment.

Parent Responsibilities:

- Support the process.
- Provide opportunities for the student to talk about learning.
- Allow the student to demonstrate learning on his/her own.
- Communicate with the teacher.

Kindergarten through Second Grade:

- Most schoolwork, practice, and assessments will be completed during the school day (work missed due to absences may need to be completed at home).
- Occasionally, extra projects will need to be completed at home as needed.
- Daily reading outside the classroom will be encouraged and sometimes required, as well as memory work.

Third through Eighth Grade

- There will be classwork for several subjects each school day.
- Adequate time will be given to complete most of the classwork during the school day.
- If classwork is not completed at school, it will need to be completed at home.
- Feedback will be given throughout the learning process in various ways.
- Students will be given various ways to provide evidence of their learning.
- Students will be allowed to, and sometimes required to, retake and redo any and all assessments and practice. (See “Student Responsibilities”)
- Daily reading outside the classroom will be encouraged and sometimes required, as well as memory work.
- Occasionally, extra projects will need to be completed at home as needed.

All Grades

- A **growth mindset** (see below) will be promoted throughout our school and modeled by our teachers.
- Zeros will not be given. The lowest “grade” available will be 50%.

- Exception: if a student does not fulfill his/her responsibilities (see above) and is given multiple opportunities to remedy the situation, a zero may be assessed in this case.
- Teachers understand the importance of home life and activities outside of school, therefore will always keep this in mind as they plan and prepare lessons, practice work, and assessments.
- See proficiency scale for information on grading/assessing the students.

Growth Mindset

- We believe that intelligence and abilities are changeable, therefore the teachers will have relearning and interventions in place for when students have not yet developed a skill or understanding.
- Learning is an ongoing process so there will be more than one opportunity to demonstrate learning.
- We believe the act of learning is more important than when it was learned, therefore teachers will offer flexibility in allowing students time to demonstrate learning.
- We value mistakes as part of the learning process, our goal is that students use those as an opportunity to further learning and growth.

ASSESSMENT

St. John Lutheran School believes parents play an invaluable role in supporting and encouraging their child in the learning process. Information concerning a student's learning is available to parents and legal guardians at all times.

St. John uses a combination of standardized testing and classroom assessments to evaluate learning. Individual or small groups of students will be tested at other grade levels when additional data and/or other special instructional services are needed. The school will respond to all parent requests for special testing. Assessment is shared frequently with parents during the school year.

COUNSELING SERVICES

If you are in need of counseling, please let a staff member know.

HEALTH SERVICES

Current immunization records are kept for all students in the school office. Updated records should be returned to the school office at the start of the school year.

Minnesota Statutes Section 121A.15, Subd. 2, requires that all students who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, allowing for certain specified exceptions, these are found on the Pupil Immunization Record. Pupil Immunization Record forms are available in the school office.

No student is required to have an immunization that is contrary to the conscientiously held beliefs of his/her parent or guardian pursuant to Minnesota Statute Section 121A.15, Subd. 3.

However, not following vaccine recommendations may endanger the health of the student or others they come in contact with. To receive an exemption to vaccination, a parent or legal guardian must complete and sign the Conscientious Exemption statement on the back of the Pupil Immunization Record form and have it notarized.

The American Academy of Pediatrics recommends that children entering K, 4th, 7th and 10th grade have a physical examination. This is part of the permanent record and may be shared with other school personnel if necessary. For students playing sports, a copy of their well-child check or sports physical must be on file in the school office.

SICK STUDENT

If you suspect your student is ill, please, for the protection of the other students and staff, keep your student home. We have a **24-hour fever free, medicine free** policy. Once your student's fever breaks, you must wait 24 hours (without any Tylenol/Advil/etc.) before your student can return to school. Again, the 24 hour "clock" begins once the fever has broken, not when your student was excluded from school. In addition, if your student is excluded due to illness, they must be symptom free when they return to school. If a symptom persists once a student returns to school after an exclusion, they will be sent home and asked once again to remain home until all symptoms are gone. You must follow this procedure, or you will be asked to come and pick your student up. A student with any of the following conditions or behaviors is a sick student and must be excluded from school:

- A student with a reportable illness or condition that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.
- A student with chicken pox, until the student is no longer infectious or until the lesions are crusted over.
- A student who has vomited two or more times since admission that day.
- A student who has had two or more abnormally loose stools since admission that day.
- A student who has contagious conjunctivitis or pus draining from the eye. Any student returning to school after treatment for pink eye must be on medication for 24 hours (or three medication doses as directed by the doctor) before returning to the program.
- A student who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy (antibiotics).
- A student who has unexplained lethargy.
- A student who has lice, ringworm, or scabies that is untreated and contagious to others.
- A student who has a 100-degree Fahrenheit axillary (under the arm) or higher temperature before fever reducing medication is given.
- A student who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
- A student who has significant respiratory distress.
- When a student has Hand Foot and Mouth and the sores are not yet dried or are still in their mouth.

If a student becomes ill at school, the student will be isolated with supervision until one of the parents can come and pick up the student. If a parent cannot pick up their student, they need to make arrangements for that student to be picked up within the hour. If the adult picking up the student is not the parent, the parent needs to notify their student's teacher and the adult will need to provide picture identification before St. John Lutheran School will release the student.

RETURNING TO SCHOOL AFTER ILLNESS

Please keep students home for 24 hours after the last episode of vomiting or diarrhea, and the student should be fever free/fever-reducing medication free for 24 hours. That is, once the vomiting or diarrhea has stopped, your student should stay home for 24 more hours until he or she returns to a more normal pattern of eating, toileting, and is able to participate fully in the program's activities. Frequently, a student's temperature will fluctuate or even reoccur before he or she is well enough to return to school. Therefore, for a fever, your student should be fever free for 24 hours without fever-reducing medications before returning to St. John Lutheran School. Should the illness require prescription medication, your student should have the medication administered for 24 hours prior to returning to school. Similarly, if a student is excluded due to loose stools, they must return to a normal pattern of toileting before they are able to return to St. John Lutheran School. Should one incidence of loose stool occur once the student is back at school, they will be asked to stay home until a normal pattern of toileting occurs.

Outdoor play is an important activity, which students participate in daily. Students attending should be healthy enough to engage in outdoor activities.

ADMINISTERING MEDICATION

Prescription Medication

St. John Lutheran School must have written instructions from a licensed physician or licensed dentist for the administration of the medication, food supplements, modified diet, or fluoride supplements.

The licensed physician or licensed dentist instructions will be obtained from the prescription label. The label must contain information for each medication or food supplement, at a minimum, the student's name, a current date (within the last six months), an exact dosage to be given, the specific number of dosages to be given daily, and the route of administration. You may want to ask your pharmacist to divide medications into two bottles, one to be kept at home and one to be kept at school.

All medications must be stored in closed containers and be placed in a locked cabinet so that they are not accessible to the students at school. Medications are stored in the health office in the school office. Please do not send medications with your student in a backpack or bag. Hand any medication directly to the school administrative assistant and note that a prescription authorization form must be filled out and signed by a parent.

- a. All medications must be kept in their original container and have a legible, easy-to-read label on the outside of the container. The label must contain the student's name,

administering directions, and the expiration date. No medication will be given to a student if it is past the expiration date. If the medication has expired, the classroom teacher will send home the unused portion with a note stating the medication has expired.

- b. Prescription labels, which do not contain a specified number of doses to be given per day, but instead contain the instructions “to be given as needed,” shall be accompanied by written instructions from the parent or guardian if it is to be administered by the staff.
 - c. If a medication is to be given three times a day, the student care provider should only be required to give one dose. The morning and evening doses should be given at the student’s home. If a medication is to be given twice a day, the student care provider should not have to give any doses. Both of the doses should be given at home, before and after care. Doses of medication need to be given at certain time intervals in order to treat an infection effectively.
2. St. John Lutheran School must also have a “Prescription Authorization” form filled out by the parent or guardian before the teacher can administer any medication, food supplements, modified diet, or fluoride supplements. The medication will be administered as instructed by the physician or dentist.

Nonprescription Medication

Nonprescription fever-reducing medications that **do not contain aspirin**, or nonprescription cough or cold medications that **do not contain codeine** may be administered by St. John Lutheran School staff only with written instructions from a licensed physician. Nonprescription medication is to be given to the classroom teacher to be stored in a safe place away from other students. Please do not put it in the student’s lunch box or backpack; instead, hand it to the teacher for proper storage or leave it at the school office with the office manager.

- a. There shall be written instructions from the physician on the form provided. The form shall include the name of the medication, name of the student, birth date of the student, date, and the parent’s or guardian’s and signature.
- b. The medication shall be in its original container with its original label attached.
- c. The label shall specify appropriate dosages based on the student’s age or weight.
- d. The written instructions of the physician dosages administered by the school shall not exceed the manufacturers’ recommended dosages.
- e. The medication is to be administered by the school for no longer than three days at any one time.

When a parent or guardian signs the forms in the client info packet, they are giving their permission to administer any non-prescription topical medications or sunscreen brought in by the parent.

ALLERGIES OR CHRONIC ILLNESS MEDICATIONS

If your student requires medication for any type of life-threatening conditions such as allergies, asthma, or similar, we may keep a prescription at St. John Lutheran School to be given to the student when necessary, as long as the student is enrolled. There must be an authorized form signed by the student's parents and physician. All medications must be kept in their original container and have a legible, easy-to-read label on the outside of the container. If the medication is expired, it will be returned to the parent. No student shall possess any form of medication, including inhalers, while at St. John Lutheran School. ICCP (Individual Student Care Plan) forms are required for all students with allergies/special needs. Documentation from the student's physician must be updated every 6 months.

ACCIDENTS AND INCIDENTS

Your student may be involved in a minor injury, accident, or incident while in our care. When an injury or accident occurs, our teachers will perform basic first aid to treat an injury. Parents will receive an email or phone call to inform them of the situation and an Incident Report will be completed detailing the circumstances surrounding the injury.

Students are often involved in incidents which do not require First Aid. These are often related to behavioral changes and may include sudden mood swings, difficulty getting along with other students or a teacher, trouble sleeping or eating at school, or choosing not to follow classroom or St. John Lutheran School guidelines. We believe that communication between school and home is pertinent to correct these incidents. If your student is involved in an incident that you need to be made aware of, you will receive an email or phone call from your child's teacher.

EMERGENCY MEDICAL PROCEDURES

If the illness or injury requires more than basic first aid, you will be contacted and asked to pick up your student to transport him or her home or to a medical care facility for treatment. In the event of a severe medical emergency, we may act under the authority of the signed Emergency Card in your Enrollment Packet and take the emergency measures deemed necessary for the medical care and protection of your student, including contacting EMS. In the event that we cannot contact you, we will make continuous efforts to contact you or someone listed by you as an emergency contact. If your student is transported by EMS, an Administrator or teacher will accompany your student and remain with them until a parent/guardian arrives.

STUDENT WITH ALLERGIES AND ASTHMA

Please notify us immediately if your student has allergies. If a student requires medication for a life-threatening allergic reaction (e.g., bee stings), your student's medication may be kept at St. John Lutheran School and administered when necessary. Please contact the director to discuss your student's allergies, so we can provide you with additional information.

MEDICAL EMERGENCIES

Parents of all students in school are required to submit a medical release form giving the staff permission to seek medical attention for the student in case of any emergency. The parents should update the school on any change in home, work, and medical phone numbers.

In case of any emergency, every effort will be made to contact the parent or designated emergency person. If neither can be reached, medical care will be provided until parents can be notified. Efforts will be made to contact the student's physician or dentist. If necessary, the student will be taken to Mercy Medical Center, or the paramedics may be called. The school will continue to try and reach the parents. If the students are on a field trip, the nearest health care facility will be used.

SCHOOL LUNCH AND MILK PROGRAM

A school lunch program is offered to students for a fee. Meals include all necessary items for a well-balanced diet. Lunch prices will be communicated at the beginning of the school year, as it changes each year.

Please use FACTS to order and pay for lunch each month (contact the school office with any questions about FACTS). This will help us responsibly plan, eliminate waste, and be better stewards of God's gracious gifts. We cannot accept lunch orders after the deadline.

St. John Lutheran School provides an Offer vs. Serve School Lunch Program. Students are offered all required food items: protein, dairy, fruit, vegetable, and grain. The student may decline one or two of the food items offered. The price of the lunch will not be affected if the student declines food items offered.

ALLERGIES AND SPECIAL DIET NEEDS/REQUESTS

St. John Lutheran School follows all special dietary needs guidelines as outlined by the Minnesota Department of Education Food and Nutrition Service. St. John Lutheran School must be informed of any known special needs, medical conditions, or allergies your child/children may have. A Special Needs Care Plan is required if your child has any special dietary needs (an allergy, aversion, preferences and special requests). This form must be completed, along with any applicable action plan, by a physician if it is a medical allergy or condition. This form must be updated yearly and turned into your child's teacher. If any special needs, medical conditions, or allergies occur during the time your child is enrolled at St. John Lutheran School, you must inform the principal, so the proper documentation can be completed.

Staff maintain all areas throughout the school according to recommendations of health professionals. Staff must be updated yearly with proper documentation from the student's pediatrician. This includes milk preferences (organic/soy/etc.). All classrooms will post all allergy and food preference needs. Our storage (refrigerator) is such that we may not be able to accommodate all "preferences." Therefore, students that require special dietary accommodations will take priority over those who have a food preference.

If a student does require special food accommodation due to a medical or religious reason, parents may be asked to provide certain meals. St. John Lutheran School will make an effort to provide you with options for what your child's needs. If such is the case, please meet with the principal to review your child's needs and determine what accommodations can be made.

ATHLETIC POLICY

The primary reason for the existence of St. John Lutheran School is to instill in the hearts of our children a greater love and child-like faith in the Lord Jesus Christ and love for other human beings.

It is the aim of St. John's athletic program to fulfill this goal through sports activities which promote student participation in interscholastic sports. It is our goal that the student will develop spiritually, mentally, emotionally, physically, and socially. Students will be encouraged to be the best they can be by doing the best they can do to the Glory of God.

I Corinthians 16:19-20 "Have you forgotten that your body is the temple of the Holy Spirit, who lives in you and is God's gift to you, that you are not the owner of your own body?" It will be the role of the School Board and coaches to facilitate this growth and development under the auspices of the school administrator.

St. John's interscholastic sports are designed for Grades 5–8 to provide interested students a voluntary competitive program by playing on teams which play against other school teams. All students participate in Softball and Track and Field as part of our physical education curriculum. Optional extra-curricular sports may include basketball, cross country (3-8), soccer, and volleyball.

Only students in Grades 5–8 can participate (except cross country 3-8). If a boys team or girls team lacks enough student-athletes of a specific grade level and gender, boys or girls from the grade below may join the team, but all boys or girls (depending on which team has the need) in the grade below must be invited to play.

For every sport, the rules and regulations set forth by the Twin Cities Lutheran Athletic Conference and/or the Minnesota State High School League will be followed. Coaches will share these rules with players and parents in orientation meetings prior to the beginning of each season. Our athletic program is dependent on parent participation.

Goals:

- to glorify Jesus Christ in all that is done on and off the playing field and/or court, and to understand how the use of physical skills can be a form of worship.
- sporting activities should include prayer.
- to help the athletes realize the importance of other people in their lives and the value of working cooperatively with them.
- to help them to learn to make decisions under pressure.
- to improve the athlete's overall physical condition and athletic skills.
- to provide a positive athletic experience for each athlete.
- to provide an additional avenue to promote school spirit and Christian fellowship.
- to learn to take winning graciously and accept defeat with dignity.

Participation in athletics is an important privilege. For a student to retain the privilege of participating, he/she must abide by the following guidelines.

- Absenteeism (during any part of the school day) due to illness on days of scheduled athletic events (games or practices) prevents the student from participating on that day.
- Temporary suspension of athletic activity may result from incomplete assignments.
- Temporary suspension of athletic activity may result from behavioral infractions.

Athletic Fees will be communicated at the beginning of the school year, as it changes each year.

It is the goal of St. John Lutheran School that students will not be denied participation for financial reasons. If the above fees were to create a financial hardship on your family, please contact the principal about scholarship information.

TECHNOLOGY: ACCEPTABLE USE POLICY

The use of computers and other technologies is an integral part of the administration and curriculum at St. John Lutheran School. Because students and teachers depend each day on computers and the network to complete their class activities, the security and integrity of the system are of major concern.

Each of the following provisions of this policy applies to all school employees, all students, and any member of the community at large using the computer facilities, equipment, or software belonging to St. John Lutheran School. In order to prevent damage to any school equipment including hardware and software, users are prohibited from:

- Violating copyright laws by unauthorized copying of software.
- Using school computers to download files for personal recreational use.
- Using unauthorized copies of any software on computers belonging to the school or installing personal software on school computers.
- Deleting, renaming, moving, copying or changing any file or its properties other than his/her personally owned files.
- Removing or exchanging any hardware or software component.
- Using security passwords or access codes belonging to the school to access or attempting to access data files, a network, or data systems either local or in remote locations.
- Installing, copying, or knowingly infecting a computer system with a virus.
- Logging in to another student's account.
- Attempting to bypass or disable any security measures, content filters, or monitoring tools put in place by St. John Lutheran to ensure a safe digital environment.
- Unauthorized use of ChatGPT and other AI technologies.

Anyone witnessing the violation of any of the above provisions is expected to report the violation to the teacher in charge at the time of the violation or to the appropriate administrator.

We have installed filtering software at the elementary and middle school levels. In addition we use the monitoring software, Go Guardian. While we do not consider it a substitute for teacher supervision or our responsibility to provide students with clear and precise direction for use of the Internet, the software bars access to inappropriate sites with a very high degree of certainty. However, no filtering software is 100% foolproof. There remains the possibility, however slim, that despite these safeguards, your youngster may be able to see material that you and/or school officials might find inappropriate. Your signature on the agreement indicates that you are aware of this possibility.

Internet, Social Media, and AI Policies:

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. We (St. John Lutheran School) firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the program.

Internet:

The use of Internet and related technologies at St. John Lutheran School must be in support of education and research and consistent with the educational objectives and Christian mission of St. John Lutheran School. Use of any other organization's networks or computing resources while connected to the Internet must comply with the rules appropriate for these networks. Any student using the Internet in a manner obviously inappropriate for school will face the same penalties assessed for other violations.

Examples of unacceptable use of the Internet at St. John Lutheran School may include (but is not limited to): game playing, unauthorized "chat" or e-mail, pornography, information on violence, inappropriate language, bullying, an unauthorized use of ChatGPT or other AI technologies.

AI Tools

AI can be useful when it helps students understand a process and find their mistakes. AI is not helpful when used to bypass the productive struggle to learn. Students do not simply need an answer, but to understand the process.

The use of generative AI tools is permitted for the following activities:

- Brainstorming and refining your ideas
- Fine tuning your research questions
- Finding information on a topic
- Drafting an outline to organize your thoughts
- Checking grammar, style, or answers to math problems

The use of generative AI tools is not permitted for the following activities:

- Completing homework or other assignments
- Writing a draft of a writing assignment

- Writing entire sentences, paragraphs or papers
- Using it to complete math problems – unless you are checking your work

Social Media:

Online resources, including social media, can be useful tools for communication. The internet has an extraordinary amount of information that can be used to educate and inform all of us on any number of topics. However, social media and the internet can also be dangerous if we are not careful about how we use these tools. Every photo, link, text, email, snap, tweet, post, or status update that we or our friends put online, is forever available to the world and part of our own personal digital footprint.

The actions of a single person can reflect positively or negatively on not only that person, but that person’s school, family, and most importantly - God. Therefore, students of St. John are expected to always conduct themselves with integrity and honesty, reflecting a Christ-like attitude in all they do.

Recognizing this, each student will:

- Take responsibility for his/her online activity and profile, including all posts, photos, emails, and other media.
- Post only positive things about him/herself, family members, friends, and God.
- Will consider “Is this what God would have me do?” before posting or viewing anything online.
- Ignore negative comments and not seek to “get back at” those who choose to be negative.
- Inform an authority figure if someone he/she knows posts or views something inappropriate.
- Always be aware that he/she represents God, St. John, and his/her family, even when posting things online.

Use of St. John Lutheran School computers:

- Adhere to the school’s policies without exception or deviation.
- Refrain from downloading or installing unauthorized software or installing unauthorized hardware.
- Use only equipment, software, data files, and access codes assigned to him/her.
- Refrain from bringing food, drinks, or chewing gum around the school’s computer equipment.
- Report any equipment damage or problems using equipment or software to the teacher in charge and make no attempt to “fix” it.

If a student violates any provisions of the technology school policy, the student:

- May be denied access to all St. John computer equipment, and software for the remainder of the school year. Therefore, when class assignments require the use of St. John computer equipment and/or software, the student must make alternative arrangements for completing the assignments.

- Will be removed from the class in which the violation occurs if the majority of class assignments are centered around the computer.
- May also be assigned to detention or suspended from school for a period of time, at the discretion of the administration.
- Will be held responsible for the costs of repair and/or replacement of hardware or software damaged intentionally.

CELL PHONE USE

Electronic devices can be helpful tools for education. However, we believe having personal cell phones and smartwatches put away for the day is the best practice for students. This policy has been put in place to safeguard the privacy of students, families and staff and minimize distractions during instruction. All personal electronic devices – including cellular phones, tablets, watches with cellular capabilities, and other related electronic items – cannot be used during the school day, on field trips (without teacher permission), or during Crusader Care (without staff permission).

Should a student need or choose to bring an electronic device to school:

- The device must be turned OFF during the school day. No calling, texting, web surfing, e-mailing, photographing or any other use of the phone is allowed during any time a student is in school (including before and after school programs).
- In PreK-4th, students must leave their device turned off and inside their backpack. If parents are worried about the loss of a phone or electronic device, please do not allow your children to carry it to school. The school is not responsible for any stolen or lost items.
- 5th-8th students must leave their device turned off and put it in the classroom's designated secure location. If parents are worried about the loss of a phone or electronic device, please do not allow your children to carry it to school. The school is not responsible for any stolen or lost items.

Consequences:

- First offense: Warning is given to the student and parent is notified.
- Second offense: Phone/device is collected from the student to be picked up in the main office at the end of the school day. Parents are notified.
- Third offense: Phone/device is collected from the student to be picked up by the parent. The phone/device is not to return to the school site for the remainder of the school year.

PARENT/GUARDIAN CELL PHONE USE

St. John Lutheran School requests that parents refrain from using their cell phones while in the building. If you are volunteering, please keep your phone on silent. If you must answer a call, please step into the hallway or lobby away from students. During drop off or pick please direct your attention to your child/ren and the safety of other children and refrain from using your cellphone. Your child's teacher will not be able to discuss any information regarding your child when you are on a cell phone or other electronic device.

SCHOOL PICTURES

A professional photographer will come to St. John Lutheran School a minimum of once a year to take your child's picture, which generally takes place in the fall. Purchasing pictures is optional.

GENERAL SCHOOL POLICIES

Attendance: Regular attendance is necessary for the overall success of students and does affect a student's academic achievement. Students are expected to attend school every scheduled school day. Students should be in attendance on all days in which school is in session, except for illness or injury, or family emergency. Family vacations, trips, and/or non-health related absences are discouraged as they interfere in the student's educational progression within the classroom. While missed work can be completed, there is no way to make up the instruction, class discussion, or small group work that students miss when they are absent.

If your child must be absent for any reason other than illness or family emergency, please inform the school office at least one week prior to the absence and email your child's teacher to communicate the absence. Teachers are not required to give out assignments in advance but may choose to do so. Otherwise, assignments will be given out when the student returns along with the deadline for completion.

Please try to schedule doctor and dentist appointments during days or times when school is not in session. If a student misses two hours or more on any given day of school, he or she will be marked absent for half the day. If you know your child is going to be absent on a certain day, please inform his/her teacher of this at least one day in advance, and please call the office to inform the office and administration as well.

If your child is ill, please call to inform the school office of the absence no later than 8:30 a.m. If a student misses five consecutive days, the principal may contact a parent/guardian for more information. If a student's health causes him/her to miss eight or more days in a trimester, the principal will contact a parent/guardian for more information.

Tardies

To encourage responsibility and to provide a successful start to the day, all students should arrive no later than 8:20 a.m. Students who arrive in their classrooms after 8:20 a.m. will be marked tardy. Allowances will be made for the tardiness of students riding buses or days where there is substantial inclement weather. Students who have more than 5 tardy arrivals in a trimester will meet with the principal to discuss a plan for a timelier arrival at school.

Truancy

Minnesota State Law requires that all elementary age students be in regular attendance at school. A student is considered truant when he or she accumulates more than 3 unexcused absences. The school has a right to enforce truancy laws and may seek intervention from local authorities. Truant students may be subject to grade level failure.

<https://www.revisor.mn.gov/statutes/cite/260A>

Bus Service: K-8 students living in ISD 728 receive free bus transportation under the "Fair Bus Bill." New students who live in the district should request transportation through the school office. Parents must provide transportation for their children if they reside outside School District 728.

Student Transportation Eligibility and Guidelines: School bus transportation is provided for students who live within the Elk River School District, ISD#728. Bus safety is a team effort. The following are some of the expectations we have of our students to ensure a safe and comfortable bus ride:

- Cross 10 feet in front of the bus. Wait for the bus driver's signal.
- Get on or off only at your designated stop or school.
- Follow instructions and cooperate with the bus driver.
- Stay seated in your assigned seat at all times.
- Eating or drinking on the bus is prohibited. .
- Keep prohibited items off the bus (i.e. weapons, live animals, glass items, large recreational items, musical instruments that are too large to be held on the lap or put in the students own seat area.) Keep the bus aisle and exits clear.
- Talk quietly using your "inside voice". Use appropriate language.
- Respect the bus and equipment. Students will be responsible for the cost of damages. Bus riding privileges may be withheld until a plan of restitution is made.
- Respect other students and their personal belongings.

Our goal is to provide appropriate transportation for our students. We will not allow students to harass or jeopardize the safety of others on the bus. Discipline or suspension of bus riding privileges will occur for students who do not cooperate. If suspension occurs, students are still required to attend school. During bus suspension, parents will be responsible for transportation to and from school. Transportation by school bus is a privilege not a right for an eligible student. [Minnesota Statutes Section 121A.59].

Band/Instrumental Music: St. John Lutheran provides the opportunity for students to participate in band, piano, or string lessons. Lessons are provided by local music instructors and are fee based. Students are responsible for classwork missed during their instructional period.

Chapel: Chapel worship services are held weekly. An offering is taken at these services and is designated by the student body and faculty for some mission project. Opening devotions are conducted daily in every classroom. Students are encouraged to wear their St. John apparel to chapel.

Choir: All students participate in a school choir. The choirs practice weekly (during the school day) and will participate in activities with the school as well as sing for church services and community events. Students are expected to participate in the Christmas concert and spring musical, these are part of their academic grade.

Christian Conduct and Discipline: See School Discipline Policy.

Church Attendance: "Remember the Sabbath Day to keep it Holy." Sunday is the Lord's Day, and He blesses us in our keeping of it. Experience shows that family involvement in worship is helpful and important for making worship meaningful for the student. We come together for worship to keep our faith alive; for as we sing, pray, and hear the Word of God together, our faith is strengthened.

Conferences: We conduct conferences after the first trimester and midterm of the third trimester. Second trimester conferences are scheduled by parent/guardian or teacher request. Schedules for conferences are shared in advance. All parents/guardians are expected to participate in these conferences.

The Minnesota Parental Leave Law allows up to 16 hours of unpaid leave per year for parents to attend a conference, activity, or to observe/monitor their child's early childhood program. This law has been in effect since August 1, 1992.

Forgotten Items: We understand that on occasion, students will forget items at home (lunches, homework, instruments, etc). When bringing forgotten items to school, those items need to be left at the school office. Parents are not allowed to bring them to their students or place them in backpacks or lockers as this disrupts learning and instruction time.

Newsletters: In an effort to keep our parents well informed about what is happening at our schools, St. John Lutheran School publishes a weekly classroom newsletter containing information on activities, parent issues, and other news items for each classroom. These newsletters will be available to all parents of enrolled students via email. You will receive a copy from the office and one from the classroom. If you do not have email access, please ask your child's teacher or the principal for a paper copy of the newsletter.

Damages: A certain amount of wear and tear on textbooks, school desks and school property in general is to be expected. As Christian stewards or caretakers, students will take pride in using these God-given gifts wisely. However, excessive damage inflicted by students to any school property will have to be compensated for by the parents before the end of the school year.

Dress Code: Dress and grooming for school should not interfere with a wholesome attitude toward oneself, others, or the school. At St. John Lutheran School, it is considered that the dress of the students shall reflect the modesty and good taste of a Christian person. Extremes in clothing, which may draw specific attention to an individual should be avoided. The school will be the judge of what constitutes too much or too little. The school also reserves the right to counsel, reprimand, suspend, and expel any student who refuses to comply with school standards. These specific standards are as follows:

- Pants, shorts, dresses, skirts and shirts which are modest, conservative, clean, fit properly and in good repair.
- Appropriate footwear (especially for PE and recess).

Uniform Dress Code: Students are encouraged to wear St. John attire (t-shirts or sweatshirt) on each Wednesday for Chapel. St. John t-shirts will be required for field trips and other events as specified which will be announced with a reminder and in classroom newsletters. These shirts can be purchased online; a link is sent out by the office for pricing and ordering information.

Extra-Curricular Activities: Students in the school are given the opportunity to participate in various extra-curricular activities. Athletic activities and other clubs and activities may be offered throughout the year.

Personal Supplies: All personal supplies for Grades K-8 are to be purchased by the student's family. At the beginning of the school year, your child's classroom teacher will share special items that will be needed for his/her grade.

Report Cards/FACTS: Report cards are issued after each trimester; the periods are noted on the school calendar. The letter grading system is used in Grades 3-8. Parents may be asked to sign and promptly return to school a form which accompanies these reports. Grades and report cards are also made available via the FACTS system, and parents are encouraged to check FACTS on a regular basis. Report Cards will be visible to parents at the appropriate times.

School Hours: School begins at 8:20 a.m. and dismisses at 2:35 p.m. Once students have reached school, they may not leave the school grounds again until school is dismissed. During school hours, all students entering or leaving the building must be signed in/out respectively (in the school office) by a parent, guardian, or designated person. Designated persons must be introduced to staff by a parent or guardian. The designated person must be at least sixteen years old. Exceptions are made for those going to Elk River Public School for special instruction.

Even though the teachers are at school early each morning, student hours are 8:00 AM to 2:50 PM unless special permission has been granted for student involvement in special activities. Before and after student hours, Crusader Care is available.

Snowstorms: When bad weather makes it impossible to conduct school, an announcement will be made via text message and email. St. John Lutheran School and Elk River ISD 728 close school on the same basis.

Student Teachers: St. John Lutheran School participates in the Student-Teaching Program of Concordia University in St. Paul. Student teachers are in the school for part of the year. They instruct the students in some of their classes. During the time of their stay, the student teachers are under the supervision of the regular classroom teacher.

Telephone: Unless it is an emergency, no teachers or students should be called to the telephone during school hours. Students are allowed to use the telephone only with permission from a teacher. Important messages may be left with the secretary for your child by calling the school office. Pre-arrangements should be made at home concerning after-school activities.

Staff Contact: Please contact the school at (763) 441-6616 if you need to contact any member of our faculty or support staff. Teachers are not available by phone during school hours except in the case of an emergency.

FAMILY VOLUNTEER REQUIREMENTS

The Family Volunteer Policy requires all K-8 families to provide 5 hours of volunteer service per school year. In addition, those that receive tuition assistance are expected to provide an additional 10 hours of volunteer service. The purpose of this policy is to strengthen the community involvement with families and help provide services to the school to continue to limit the rise in the cost of tuition.

Who can serve these hours?

Hours can be served by anyone (parents, extended family, friends). There are a wide variety of options to help fit each family's talents and schedules. There will be some opportunities that will require adults to complete the task or adult supervision, but we encourage families to volunteer together when appropriate.

What can qualify as hours?

Hours can be counted by serving either the school or the church in an endless capacity. St. John encourages families to use this as an opportunity to teach and model to their children the importance of serving. Family support is vital to our success. Each school year a list of ways to volunteer will be shared with families. Typically volunteer hours do not include help in the classroom as these duties are covered by our staff and teaching assistants.

Why was this policy created?

The policy was created due to the increased demands of the school and building. Areas with the most need are the PAWS group, the Board of Trustees who care for our facility and grounds, and our amazing staff who work countless hours to provide not only a strong academic program, but a variety of extra-curricular clubs and fun activities. Field trip chaperoning is not counted towards the expected volunteer hours.

MALTREATMENT OF MINORS MANDATED REPORTING POLICY

All St. John Lutheran School staff are mandated reporters. We are required by law to report any suspected child abuse or neglect situations.

St. John Lutheran School also follows policies and procedures for suspected child maltreatment that fulfills Minnesota Statutes Section 245A.145, subdivision 1, section 626.556 for reporting complaints about the operation of school program.

If you know or suspect that a child is in immediate danger, call 911.

- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care should be made to county child protection services. Any internal reviews must be completed within 30 days.

- Reports concerning suspected abuse or neglect of children occurring in schools certified by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at or local law enforcement at 952-361-1600.
- If your report does not involve possible abuse or neglect but does involve possible violations of Minnesota Statutes that govern the facility, you should call the Department of Human Services Licensing Division at (651) 431-6500.

DROP OFF AND PICK UP PROCEDURES

The parking lot entrance is the driveway closest to the cemetery, and unless you are going to park and walk into the building, you will drive straight ahead and loop around the front of the gym and church/school doors. When picking up your child(ren) after school, you will make two lines along the cemetery and merge just before you loop around the front of the building.

Before School:

When dropping off, ***please pull all the way forward***. Students grades K-8 will enter through door one and it makes it safer if everyone pulls forward and gets out by one of the four yellow cones placed along the driveway. Students should walk on the sidewalk to door one.

Doors are unlocked at 8:00am for students in K-8th grades and relocked at 8:40 am each morning. Anyone arriving after 8:40 will need to enter through door 1 and be buzzed in.

After School:

Students grades 1-8 should be picked up in the car line unless a parent is picking up a younger sibling in preschool or kindergarten. This limits the number of people walking in the parking lot and will keep the car line moving.

Each family will receive two signs with your last name on it. Please put this in your windshield so that staff can call out your family name and your child(ren) will come out to you. When your child's name is called, they will be directed to go and stand by one of the numbered yellow cones. Please pull all the way up to the number where they are standing. For the safety of everyone, students **MUST** enter on the *passenger side of the car*, and not walk around to the other side. If your child needs assistance getting into a car seat, please pull forward and park in a parking place and allow them to finish buckling. This allows the line to keep moving.

Early Childhood:

Preschool students may arrive at their classroom at 8:20am. If you need to drop your child off earlier, please enroll him/her in Crusader Care. If you have dropped off older students, you are welcome to wait in the church narthex until 8:20. Please do not wait in the hallways.

For drop off and pick up, please park in the lot and walk your child into school. Preschool families should use Door 16 (preschool wing). ***Use the crosswalk*** when you are crossing from

the parking lot. It is important that we do not have people walking among the cars in the car line. Students are not allowed to walk across the parking lot unaccompanied by a parent.

Car Seats:

Minnesota law requires children under the age of 9 to ride in a car or booster seat. Please ensure whoever is picking up your child has the proper equipment for your child to ride safely with them. It is further recommended that children under the age of 13 ride in the backseat whenever possible.

LATE PICK-UP POLICY

A student who is not picked up 10 minutes after dismissal, AND the teacher has not received a message regarding late pick-up, will be taken to after-school care with the cost to the parent.

CUSTODY & VISITATION ISSUES

It is our policy to avoid interference with custody issues with regard to the students in our care. Without court documents to the contrary, we assume both parents/guardians have equal rights to pick-up/drop off, visit, or request documents about their child/ren.

It is the parent's/guardian's responsibility to provide us copies of court documents and/or legal parent agreements clarifying the rights and responsibilities regarding the time your child is in St. John Lutheran School. We follow the last court documents on file, without prejudice and with regard to both parents/guardians.

POSSESSIONS FROM HOME

St. John Lutheran Church cannot be responsible for any lost/damaged items; therefore, we require that your child leave toys, jewelry, and personal items at home, with the exception of "show and tell day." Show and tell items in the form of weapons, guns, action figures, and so on are not acceptable and should not be brought into St. John Lutheran School. Students should refrain from bringing any electronics. This rule includes cell phones, tablets, laptops, iPods/iPads, and more. These devices are not permitted at St. John Lutheran School and will be held in the office until pick up.

BIRTHDAYS

Each student's birthday will be celebrated at school. We will celebrate on a day close to your child's birthday if it is not on a school day. Summer birthdays will be celebrated half way through the year. If you are interested in doing something special for your child, your child may bring in a healthy snack to share (NO cupcakes please) or a treat to send home with students.

FIELD TRIPS

As part of our curriculum, we feel it is important to provide students with the opportunity to experience and learn about our community, the people in our community, and the places around us. Whether an in-house field trip or a field trip outside St. John Lutheran School, our teachers take a great deal of time researching the event to ensure it is safe and will be enjoyed by our students.

Classes may take field trips throughout the school year. Parental permission will be needed in writing, and parents will be informed of the purpose and destination of all field trips including the date, time, location, special instructions, or items to bring, and the anticipated time of arrival back at St. John Lutheran School. Parents are welcomed as chaperones, but please make other arrangements for other siblings. This is to be a special time shared by parent and student.

IN HOUSE FIELD TRIPS

A few times a year a special guest artist, special visitor, or program comes to St. John Lutheran School for the enjoyment of all our students. Announcements of in-house field trips can be found on classroom calendars. Parents are always welcome to attend an in-house field trip.

OFF SITE FIELD TRIPS

Off-site field trips are part of our curriculum for students. You will be notified of a planned field trip in advance by posted information on the classroom calendar, in an email, and in our weekly newsletter.

The following procedures are implemented when taking your child on a field trip:

- We must have the signed permission slip from you before your child gets on the bus.
- One or more teachers will always carry emergency medical consent forms and emergency contact information for your child.
- Teachers will have an attendance list of all children attending the field trip. Counts will be taken on the bus, during the field trip and before getting back on the bus.
- Teachers will have a first aid kit and any children medications that may be required (epi pen, prescriptions)
- Each teacher on the field trip will have a communication device to use in case of emergency.
- Teachers with training in CPR and first-aid are always present on field trips.

If you choose not to have your child attend the field trip, we cannot provide alternative care for your child during the time frame of the field trip.

CHAPERONES

As a chaperone, your participation is very important. In order to make field trips educational, fun, and a safe learning experience, we have outlined a list of chaperone guidelines.

- Chaperones must be at least 18 years old and 21 to transport children on a field trip.
- Approach the trip with a good, supportive mental attitude. Your role can affect the entire trip.
- Stay with your group at all times and do head counts often. Share in being responsible for all children. Offer your support to other chaperones when necessary.
- Be supportive of the teacher by focusing your attention on them. Help the students do the same. Avoid and discourage separate conversations at inappropriate times. Do not chat with other chaperones during instructions or presentations.
- Guide students to discover and experience for themselves.
- Follow all policies, procedures, and laws for the safety of all students.

- Refrain from purchasing food/gifts for adults or students, unless doing so is part of the scheduled trip.
- Please keep cell phones and other personal items away during the duration of the trip.
- St. John Lutheran prohibits taking pictures of anyone else other than your child with your phone or camera.
- The teacher is ultimately responsible for maintaining discipline and control of the group. At no time should a chaperone take any student to the bathroom by themselves.
- Please make alternative childcare arrangements for siblings, we are not able to accommodate their attendance on fieldtrips. For the safety of all St. John students, it's important that your complete attention be given to the children in your group.
- Chaperones are under the direction of the teacher. All final decisions are made by the teacher.

EMERGENCY CLOSING

At times, emergencies such as severe weather can disrupt St. John Lutheran School's operations. Our main goal is to remain open when possible while also taking into consideration the safety and security of everyone involved. On occasion we may need to close, open late, or have an early dismissal. Typically we follow what our local school districts do. The final decision will be left up to the principal of St. John Lutheran School.

If St. John Lutheran School must close, a final decision will be made as soon as possible so that you can plan accordingly and make alternate childcare arrangements. Notification will be made by one or more of the following: email, text, and/or phone call. If St. John Lutheran School must close due to the weather, we will also put a message on the voice mail system. If you have questions before you bring your child to school or you think there will be any cancellations, please call St. John Lutheran School and listen to the message.

If St. John Lutheran School must close while the school is in the regular hours of operation, the parents will be notified and the parents will have to pick the child up or make arrangements for the child to be picked up. The staff will stay with the students until they have been picked up.

If St. John Lutheran School must close due to a power outage, gas leak, or any other event that may create an unsafe situation for the students during St. John Lutheran School's regular hours of operation, the parents will be notified and the parents will have to pick their child/children up or make arrangements for the child/children to be picked up as soon as possible. The staff will stay with the students until they have been picked up. If an event like this happens prior to regular business hours, we will make an attempt to contact everyone before their normal arrival time to St. John Lutheran School.

VIDEO SURVEILLANCE

To ensure the safety and security of all students, staff, parents, and visitors, as well as the security of our school, St. John Lutheran School has installed video surveillance cameras within the school. These cameras have been positioned in appropriate places in the hallways and entrance of our building. The installation of these surveillance cameras is just one means that

we are using to create a safe and secure learning environment for everyone at St. John Lutheran School. Because we respect the privacy of all students, parents, and staff, the surveillance cameras are for internal employee purposes only and not for parent streaming/viewing.

FIRE/EMERGENCY DRILLS AND PROCEDURES

St. John Lutheran Church conducts fire and emergency evacuations regularly. Parents, teachers, and students will not be made aware of the drill date or time, as this is the most effective way to assess the success of our drills. During a fire/emergency drill, parents may not sign children into or out of the school but must wait until the drill is complete and the students and teachers have reentered the building. Parents can wait with their child's class in the designated safe areas outside the building until the drill is complete.

In the event of a real evacuation, the director will inform the teachers that the school must be evacuated. Parents will be notified as soon as possible via email or phone. If it becomes necessary to remove the students from school property, students will be taken to the emergency evacuation site. In the event of an emergency evacuation, you may be contacted and asked to pick up your child.

FIRE AND OTHER NATURAL DISASTER (TORNADO, BLIZZARD, FLOODING)

Upon orientation, staff are trained in fire and tornado drill procedures. This training includes evacuation routes, use of fire extinguishers and how to close off fire areas. Fire drills are required monthly and logged with times and dates. The tornado drills are required from April through October and will also be logged with times and dates. Primary and secondary exits/evacuation routes, along with the local fire department phone number, are posted in each classroom. The following procedures should be followed for each staff during fire/tornado drills and in the event of a fire or tornado.

Teachers are trained and prepared to handle emergency situations. In the event that the school must go into lockdown, parents will be notified via email or phone as soon as possible. During a lockdown, all exterior doors and windows to the building will be locked. Students will be moved to a safe place inside the building until the situation is resolved. In this case, and for the protection of everyone, no one is allowed to come in or go out of the school until cleared by emergency personnel.

FIREARMS & WEAPONS

At no time is any person permitted to possess firearms, ammunition, or other weapons on St. John Lutheran School property, or at events sponsored by the school. For persons authorized to carry concealed weapons, we respectfully ask that any/all weapons be left in your locked vehicle during the period of time when in our school. Any violation of this policy will result in immediate disenrollment from our program.

PERSONS APPEARING TO BE IMPAIRED BY DRUGS OR ALCOHOL

If a parent or other adult enters St. John Lutheran School to pick-up a student and appears to be intoxicated either by the smell of alcohol or his or her actions appear to be impaired, for the protection of both the adult and the child, we have the right to refuse to release the child to them and call another contact on the child's information card. If at any time the intoxicated individual becomes aggressive or unruly, the police will be called.

SMOKING

Smoking is prohibited on all St. John Lutheran School property, including our parking lot and playgrounds.

PARENT ACKNOWLEDGEMENT

Please initial each paragraph to acknowledge that you have read and understand each section.

_____ By signing below, you are acknowledging that you received a copy of our Statement of Faith, that you understand that all conduct on St. John Lutheran Church and School property will be viewed through the lens of this Statement of Faith and St. John Lutheran Church and School holds these beliefs as evidence of our faith. You also acknowledge that acting contrary to our statement of faith or violation of the organization’s standards of conduct constitutes good cause to terminate a child’s enrollment at St. John Lutheran.

_____ In addition, I have received a copy of the Student and Parent Handbook and have read or had it read to me carefully. I further understand all matters set forth in the Student and Parent Handbook and agree to abide by and adhere to St. John Lutheran School’s policies during my child/children’s enrollment in St. John Lutheran School. I further understand that any provision of the Student and Parent Handbook may be amended, revised, or eliminated at any time by St. John Lutheran School.

_____ I understand that my child/children’s enrollment with St. John Lutheran School is *not* for a specified length of time. Rather, I understand and agree that my child/children’s enrollment is terminable so that both St. John Lutheran School and I remain free to choose to end our relationship at any time, with or without cause.

_____ I understand that it is my responsibility to maintain and keep my Student and Parent Handbook updated as new policies are created and distributed and/or policies are deleted or changed.

_____ By signing the area below, I acknowledge that I am responsible for following the policies and guidelines of St. John Lutheran School and realize these policies and guidelines are necessary for the safety of my child/children, others, and St. John Lutheran School.

_____ Child(ren)’s Name(s)

_____ Parent or Guardian’s Signature

_____ Date

_____ Parent or Guardian’s (typed or printed)