



**Mission:**

***"Learning and Living as God's Baptized Children"***

**The mission of St. John's Lutheran School is to nurture young people through God's word, sound Lutheran doctrine and worship, and a strong academic foundation. Our goal is to equip students to lead their lives as God's baptized children in this world wherever He puts them and also be equipped to carry out Christ's command to "make disciples of all nations." (Matthew 28:19)**

**2018/19 School Theme:**

***I can do all things through  
Christ who strengthens me.***

**Philippians 4:13**

**Hymn: 861 "Christ Be My Leader"**

**Changes made for 2018/19 are highlighted in yellow for convenience.**



**Vision:** The purpose of St. John's Lutheran School is to nurture young people's faith in Jesus Christ as their Savior using God's Word and Luther's Small Catechism while at the same time providing them with a strong academic foundation that prepares them for life today and for tomorrow.

**Values:**

*Sound Lutheran Doctrine* – As a Lutheran School our primary job is to teach our students God's truth. We base our teachings on the LCMS doctrine, and it is carefully taught to all students so they are sure of what they believe and can defend their faith. Children are taught the demands of God's law and are comforted by the saving Gospel of Jesus. We teach our students that: "We don't change the message, the message changes us."

*Individual Attention* – Our small class sizes encourage students to be participants rather than spectators. Our teachers strive to show Christ's love and forgiveness to each child. In August of every year, teachers visit with each student's family (PK-8th) to build a good relationship and share information about the upcoming school year.

*High Level of Instruction* – St. John's students consistently outperform their peers on a local and national level. Using their God-given abilities, students and teachers strive for excellence as they use effective, up-to-date learning and teaching materials. Students are prepared to become responsible stewards of their talents in a joy-filled Christian life.

*Loving Classroom Environment* – Love & Logic® principles: (1) With Christ as our leader, we will learn and live as Christ's baptized children with the Law and Gospel as our guide. (2) Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher. (3) Students will be guided and expected to solve problems without creating additional issues. They will be given opportunities to make decisions and expected to live with the consequences.

*Friendship and Acceptance* – Students and staff accept one another as fellow members of the body of Christ. They play together, support each other, encourage each other and witness to one another. Each person's uniqueness is recognized and individuals are helped to achieve their full potential. Each child knows that he or she is valued, accepted, and a respected part of the school community.

## Index

School Calendar 2018-2019	5-6
St. John's Philosophy	6-10
Policies (including financial policies)	9-10
School Hours/Curriculum	9-10
Grading System/Testing/Textbook Information	10-11
Attendance/Tardies/Arrival/Departure/Absence(s)/Homework Policy	11-13
Book Damage/Computer Usage/Fines & Fees/Sports/ PTL/Field Trips/Chapel/Conferences/Yearbook	13-14
Dress Code	15
Supplies/Telephone Usage/Transportation/Newsletter/ Visitors/Weather	15-16
Discipline Policies	16-17
Conflict Resolution	17
Sexual Harassment Policy	

# St. John's Lutheran School 2018 - 2019 CALENDAR

**15** Back to School Event  
4 - 7 pm

**27** First Day of School  
(First Day for PK Sept. 4th)

**Aug 27 - Aug 30 NO OSSEO BUSING**

AUGUST 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**4** NO OSSEO BUSING

**15** NO OSSEO BUSING

**18** - Presidents' Weekend

FEBRUARY 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**3** No School in  
Observance of Labor Day

**4** First Day of School for PK

SEPTEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**1** End Term II - 59 Days

**8** No School - Teacher  
Workshop

**25 - 29** Spring Break  
No School

MARCH 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**18 - 19** MEA - No School

OCTOBER 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**1** School Resumes

**18 - 22** Easter Break

**29** NO OSSEO BUSING

APRIL 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**6** NO OSSEO BUSING

**20** End Term I - 58 Days

**21 - 23** Thanksgiving Break

**30** NO OSSEO BUSING

NOVEMBER 2018						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**27** Memorial Day

**29** 7pm Closing Service &  
8th Gr Graduation

**30** Last Half Day of School PK-8

MAY 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**24 - 31** Christmas Break  
No School

DECEMBER 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**End Term III - 55 Days**

JUNE 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**1-2** New Year's Day Holiday --  
No School

**3** School Resumes

**21** M.L. King Day --  
No School

JANUARY 2019						
S	M	T	W	Th	F	S
			3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**4** Independence Day

Back to School Day  
1st & Last Day of School  
No School on These Days  
No Osseo Busing

JULY 2019						
S	M	T	W	Th	F	S
			3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

172 Days in School

Term I Ends Nov 20, 2018 - 58 Days  
Term II Ends Mar 1, 2019 - 59 Days  
Term III Ends June 1, 2019 - 55 Days

# St. John's Evangelical Lutheran Church and School

## Philosophy

All who have been brought to faith in Jesus Christ are commissioned by Him to preserve and extend the Kingdom of God. This becomes a corporate responsibility of all members when Christians gather as a congregation.

This is done by proclaiming to all the life, death, and resurrection of Jesus Christ in the most effective way possible.

Through the work of the Holy Spirit, this proclamation changes hearts and lives, and brings victory and comfort to individuals who are declared totally and unconditionally righteous for Christ's sake.

Christian education is a vital component of every Lutheran congregation's ministry, applying Law and Gospel to all aspects of life and learning. We believe that the most effective education agencies available to the church for equipping children and youth for ministry are the fulltime Lutheran elementary (including Pre-Kindergarten) and secondary schools. We achieve our objectives by the pure teaching of God's Word, by the proper administration of the sacraments, and by the careful instruction of all our members (employing all the various educational programs of the parish, including the support and maintenance of a Christian day school) according to the Confessional Standard of the Evangelical Lutheran Church (Article III).

As an important ministry of this congregation, our Lutheran school helps fulfill each of our congregation's five functions: education, worship, evangelism, fellowship, and service.

**EDUCATION** occurs daily in all subjects to prepare children to serve God and people throughout their lives. Children's faith in Christ is nurtured by the Holy Spirit through God's Word.

Lutheran Christian doctrine is carefully taught to all students so those who come to faith may choose to become members of a congregation of the Lutheran Church - Missouri Synod at an appropriate time. Children are taught the demands of God's Law and are comforted by the saving Gospel of Jesus Christ. They receive encouragement and instruction to live in service to Christ and others. To prepare for this service, they are taught how to develop and use their abilities in further schooling and in adult life. Subjects are taught by Lutheran Christians who are academically prepared to teach from the Christian viewpoint.

Using their God-given abilities, students, and teachers strive for excellence as they use effective up-to-date learning and teaching materials. Students are prepared to become responsible stewards of their talents in a joy-filled Christian life.

*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Deuteronomy 6:6-7*

**WORSHIP** in a Lutheran school is not confined to the daily classroom devotion or to whole-school worship experiences but also occurs throughout the day. Children are helped to grow in their prayer lives, learning to pray privately and corporately whenever needs or opportunities arise. Students and families are encouraged to regularly attend worship services at their home congregations.

Teachers provide a Christian model by faithfully attending congregational worship and by participating in other aspects of congregational worship life. Students lead and participate in worship in their classrooms and participate in weekly chapel services. They praise God through hymns and various other liturgical forms common to us as Lutheran Christians.

*Ascribe to the Lord the glory due His name; worship the Lord in the splendor of His holiness. Psalms. 29:2.*

**EVANGELISM** is always present for and through the children who attend the school. Children learn to confess their faith naturally and effectively as they observe their teachers' confession. Through their Christian lives, students bear testimony to each other and to their community. Children of unchurched families hear the Good News of Jesus' love and share it with their families and friends.

*Whoever acknowledges me before men, I will also acknowledge him before my Father in heaven. Matthew 10:32.*

**FELLOWSHIP** is enjoyed by all members of the school community. Students and staff accept one another as fellow members of the body of Christ. They play together, support each other, encourage each other, and witness to one another. Each person's uniqueness is recognized and individuals are helped to achieve their full potential. Each knows that he or she is a valued, accepted, and respected part of the school community.

The school community and its members are valued as an important part of the larger congregational community and of the body of Christ. The Law and the Gospel pervade relationships so that each person knows he or she is a redeemed sinner and beloved child of God. Teachers and students work together to maintain a classroom atmosphere of love and joy.

*They devoted themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer. Acts 2:42.*

**SERVICE** becomes a natural part of school life. Children are led to help others not only in the school but also in the community and the world. Teachers encourage Christ like compassion and love for all people. As opportunity permits, teachers and students volunteer to serve others together and separately.

Lutheran schools serve families in a variety of ways and also help parents carry out their parental responsibilities through Christian education.

*Whatever you do, work at it with all your heart, as working for the Lord, not for men. Col. 3:23.*

## Enrollment Policies

St. John's Lutheran School is an agency maintained primarily for parents who desire a Christian education for their children. Church families and community families are welcome to enroll their children in our school after consulting with the principal. The registration fee must be paid by all families to officially enroll their child. This fee is non-refundable. It is expected that all pupils will participate in the religious instruction as it is taught.

All newly-enrolled children, except those in Kindergarten and Pre-Kindergarten, must make available a transfer and transcript from the school previously attended.

St. John's Pre-Kindergarten is for children who are 3, 4, and 5 years old before September 1 and toilet trained. These children may attend 2 days, 3 days<sup>1</sup> or 5 days a week. Classes begin after Labor Day then follow the St. John's school calendar.

Children entering Kindergarten must have attained the age of five on or before September 1. A copy of the child's birth certificate and immunization records is required. Those children entering grade one must have attained the age<sup>2</sup> of six on or before September 1\*. Early enrollment for Kindergarten is strongly discouraged. It has been our experience that while a few children are ready academically, they are not socially or emotionally ready for the Kindergarten program at an earlier age. Only rare exceptions would be considered upon a case<sup>3</sup> review by a qualified psychologist, the Board of Education, and faculty.

After the school year has begun, enrollment of any new students, other<sup>4</sup> than congregation members, must be approved by the Board of Education. If application for enrollment is made within two weeks before school begins, or after the school year begins, students may be enrolled on a six-week trial basis to<sup>5</sup> enable the faculty to adequately evaluate the student's ability to be successful at St. John's Lutheran School. Parents who are members of St. John's Lutheran Church have the right to enroll their child at any time of the school year.<sup>6</sup>

St. John's reserves the right to place a child in an appropriate grade after administering tests and conducting interviews with a child and his/her parents. St. John's Lutheran School is not fully equipped to handle students with moderate to severe special needs. Records, testing, consultations, and interviews will determine eligibility for enrollment. Complete testing is done through the personnel of the Osseo-Maple Grove School District. Recommendations will be discussed, and an educational plan will be determined by the team. If a student qualifies for an individualized educational plan, the public school and the resource teacher will implement the service required under this legal document. A child may be enrolled at St. John's and still qualify for special services through the Osseo-Maple Grove School District. Students who qualify for special services can spend part of the school day at St. John's and then be transferred to an Osseo-Maple Grove school for special services. A child not qualifying for services through the public school may receive support through St. John's.

## Parent/Teacher Partnership Agreement

Christian education is a vitally important task requiring the cooperation of home, school, and church. To educate a child for Christian living means parents, teachers, and fellow church members must together lead and guide our young. In our efforts 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. Parents, you are the key people in the formation of these attitudes. The living example of your desire for spiritual growth speaks more clearly to the hearts of your children than do the words alone of their teachers. Parents still remain the most effective teachers. So, fathers and mothers set the tone for your family by your regular attendance at church and Sunday School.

Come to visit our classrooms. We extend a special invitation to anyone who would like to observe our classes during the school year. Please contact your child's teacher before visiting.

Attend the parent-teacher conference. Your cooperation with this in the past has been excellent.

Become active in the Parent-Teacher League and as a volunteer in whatever area of the operation of the school that you can. This shows your child your commitment and interest in their well-being.

The Board of Education meeting agendas include the opportunity for public comments at the start of the meeting. BOE meetings are typically held on the 3rd Tuesday of every month at 7pm.

Please inform your teachers immediately of concerns that you have in the education of your children. We will consider your suggestions to improve the

education of the children. What things does our school do well? Where do we need to make improvements?

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 would help you in being Christian parents to your children.

### **Extended School Program**

St. John's offers an extended school program for families who need supervision for their child beyond the normal school hours. The program will be available from 2:20 P.M. to 5:30 P.M. contingent on the number of students enrolled and the availability of workers. Parents should submit their ESP schedule in advance per ESP policy. **All St. John's students must be registered with the program. Students at school after 2:45 P.M. will be admitted into the program and charged the normal hourly fee plus a "drop-in fee" of \$10 per family.**

### **Notice of Nondiscriminatory Policy Regarding Students**

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

### **Health Record Requirement**

Each student enrolled at St. John's Lutheran School must have up-to-date immunization and health records on file by the first day of school. Students without completed immunizations and records will not be allowed to attend school until requirements have been met.

### **Medication at School**

The medication policy at school is – all prescription medication and over-the-counter medications that are needed to be administered to your child on a daily or on an as needed basis MUST have both a physician's written order and parent/guardian signature. Whenever possible, medication doses should be given at home to avoid interruptions in the school day. All medications must be in the original pharmacy labeled container for your child. Ask your pharmacist for an extra container for school use. Students may bring their own cough drops with a note from home authorizing their use at school.

### **Emergency EpiPen**

**Stock epinephrine auto-injectors will be available during the school day in a secure box in the kitchen and in the Nurse's Office. Each location will be stocked with 1 EpiPen Auto-Injector packs (each pack contains 2 pens). EpiPens come in a Junior Dose for those between 33 and 66 pounds and the regular dose for those over 66 pounds.**

**The EpiPens will be available for individuals with unidentified allergies and experience an unexpected anaphylactic reaction during the school day. These are not intended for students who have identified severe allergies and a health plan requiring them to have an EpiPen available at all times, but may be used for anyone experiencing a severe anaphylactic reaction**

### **Illness at School**

An occurrence of temperature over 100 degrees, vomiting or diarrhea is the policy to keep a student home or to send a student home. Parents are expected to pick up a sick child from school within one hour of notification. The student is to be symptom free without the aid of medication for a period of 24 hours before returning to school.

### **Financial Support**

St. John's Lutheran School is owned, operated, and maintained by St. John's Lutheran Church. The operation of the school depends mainly upon contributions of members of the congregation for its support. Tuition payments from all families supplement this support. Per pupil cost per year is in excess of \$6000; therefore, sacrificial giving -- as the Lord has blessed a family -- is the guideline followed by our school families. While it is the policy of St. John's Lutheran School that no member shall be denied enrollment at our school, tuition is charged at our school and the Board of Education expects everyone to meet their tuition obligation. If one's financial situation is such that these guidelines cannot be met on a timely basis, members should contact a Board of Education member for a financial arrangement that will be agreeable. No member's child, however, shall be denied admission to St. John's Lutheran School for the inability to pay the tuition.

To keep pace with the per pupil cost, tuition fees are recommended by the Board of Education to the Voter's Assembly for approval each year.

A per pupil registration fee is charged to provide for curricular and non-curricular activities, programs, field trips, and supplies which enrich the educational program.

The registration fee is due at the time of enrollment or re-enrollment and is non-refundable. Tuition payments are to be made either in full by September 1<sup>st</sup> or through the designated school tuition payment plan.

School families are required to pay their tuition on a timely basis. If a family falls behind in their payments, the following steps will be taken by the Board of Education:

The Board of Education has contracted with TADS Tuition Management Services to handle and administrate tuition collection. All families must register with TADS. TADS offers a simplified approach to tuition collection which reduces delinquencies, stabilizes cash flow, and decreases administrative

workload, while providing families with a more organized tuition payment process. With TADS, families pay tuition in a manner similar to paying mortgage or car payments-by using a paper invoice or by automatic deduction.

Under the TADS tuition payment program, tuition for PK-8 can be paid in one of the following methods:

- a). Two semiannual payments, the first payment to be made on or before Back to School Night in August and a second payment to be made in February. There will not be a TADS fee for this option.
- b.) Four quarterly payments, the first payment to be made on or before Back-To-School Night in August, and three payments to be made in November, February, and April.
- c.) Ten monthly payments, the first payment to be made on or before Back-To-School Night in August and nine payments to be made September through May.
- d.) Twelve monthly payments (K-8 only), the first payment to be made on or before Back- To- School Night is August, and 11 payments to be made September through July. This option will require Automatic withdraw from a checking account or credit card.

Families have the option to pay monthly, quarterly, or semi-annually, on the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup>, 25<sup>th</sup> or 30<sup>th</sup> of the month when payments are due. Tuition amounts collected by TADS are transferred into the church's main operating bank account three times per month.

Tuition from the previous year must be paid in full by all school families before enrollment is accepted for the current year, unless specifically approved by the Board of Education. (The school year runs July 1 to June 30).

School families are required to pay their tuition on a timely basis. A 10-day grace period is allowed before any individual payment is considered past due. If a family falls behind in their payments, the following steps will be taken:

- a) 40 days past due (including the 10-day grace period): - TADS will send a letter to the family indicating the delinquency and urging payment.
- b) 60 days past due (including the 10-day grace period) – TADS will send a second more urgent letter to the family requesting payment and indicating that further delinquency in payment may require direct review and further action by the Board of Education. The second letter also requests direct communication with the school if payments cannot be brought current.
- c) 90 days past due – The family will be considered to have a delinquent payment history. All over 90-days-past-due accounts will be individually reviewed by the Board of Education to determine appropriate actions necessary to resolve the delinquency. School families with a delinquent

payment history will be required to pay 1) any previous year's tuition due, as stated above, 2) current year's registration fees, and 3) current year's tuition in full, by Back-To-School Night to be enrolled in the current year of school. Church – school families must consult the Board of Education concerning their individual situation.

## **St. John's Lutheran School Tuition Refund/Credit Policy**

Due to the limits placed on class sizes and school fixed costs, voluntary or non-hardship withdrawals of students from St. John's at any time after the beginning of the school year are not eligible for tuition refunds or credits. Any and all tuition paid prior to the student's withdrawal is non-refundable. However, tuition refunds or credits may be granted in special or extenuating circumstances only, such as medical issues, family moves, and special situations, with the express approval of the St. John's Board of Education.

Parents of students who are withdrawn from St. John's after the school year begins must make a formal request for tuition refund or credit before consideration of the request can occur, clearly stating the reasons why a tuition refund should be granted. The request should be made to the school principal or to the Board of Education. The Board of Education will, at its next regularly scheduled board meeting, consider and act on the refund or credit request on a case-by-case basis.

## **Other Costs**

Children are expected to provide or purchase their own Bibles (English Standard Version) in grades 3-8 and Luther's Small Catechism (2017 copyright) in grades 6-8. Both are available for purchase in the office. A red St. John's Lutheran School T-shirt or sweatshirt is required for grades K-8 to be worn for field trips and athletic events when uniforms are not issued.

St. John's charges a sports fee for some sports to help offset the cost for tournament entry fees and officials. The soccer sports fee is \$20 per athlete, cross country is \$20, basketball is \$40 and volleyball is \$20.

## School Hours

Class	Begin Day	End Day
Pre-K	8:00 A.M. (may arrive as early as 7:30 A.M.)	2:20 P.M.
Grades K through 8	7:45 A.M.	2:20 P.M.
Extended School Program Pre-K through 8	2:20 P.M.	5:30 P.M.

Children not riding the bus should plan to arrive at school between 7:20 A.M. and 7:35 A.M. Doors will be opened at 7:00 A.M. Students arriving before 7:30 A.M. must wait in the entrance area and will be excused by the morning bell to go to their classroom at 7:30 A.M. School entrance doors will be locked at 8:00 A.M.

Students not in the classroom by 7:45 A.M. receive a tardy. Once on school premises, students may not leave unless given special permission by a teacher. After class sessions, children will be asked to leave the school by 2:45 P.M. After 2:45 P.M., students will be checked into the Extended School Program unless bus departure, sports, or special circumstances exist. ESP normal hourly fees per child plus a “drop-in fee” of \$10 per family. will be applied.

## National Lutheran School Accreditation

St. John’s Lutheran School has been accredited by the National Lutheran School Accreditation Organization since 1999 and was reaccredited in 2018. The accreditation process involves an in-depth self-study and yields a six-year improvement plan. To be accredited, a school must meet high standards of excellence and maintain accredited status by working on the identified areas for improvement. St. John’s is committed to such excellence.

## Curriculum

Our curriculum meets all the requirements of general education. At the same time, however, it teaches our children the way to salvation and brings them closer to God in their daily living.

Our Lutheran Schools have been founded on the firm foundation of God's Word. Therefore, children attending our school receive a very thorough course in religion because *The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding. Prov. 9:10.* For the teaching of religion, the

Bible and Luther's Small Catechism are used, with the Bible as the basis of all teaching. The CPH religion series is used in grades 1-6.

Religion is an integrated subject in the day's work; its influence permeates and gives substance to all other subject areas taught. We hold that only in keeping with the revealed truth, God's Word, can all secular subjects be properly understood and rightly applied. Unless the three R's are taught in the light of this fourth and most important R (religion), education achieves no moral good, but rather makes men more defiant of God and become self-righteous. All other subjects achieve their right meaning and purpose only as they are taught with the aim of serving our fellow man to the glory of God.

Memory work has been and will remain a very important part of the curriculum in our school. Memory work, including references, should be practiced and learned at home.

Scripture teaches *Psalm 119:130 The unfolding of your Word gives light...; Col. 3:16 Let the Word of Christ dwell in you richly as you teach and admonish one another... and; Proverbs 2:6 For the Lord gives wisdom, and out of His mouth (God's Word) comes knowledge and understanding.*

For Pre-Kindergarten, a variety of classes will be offered to your child: religion, reading readiness, number readiness, language arts, social studies, science, music, art, handwriting, and physical education.

K-8 subjects taught include religion, memory work, English, reading, spelling, phonics, handwriting (grades K-4), foreign language (grades 6-8), social studies, United States history, world history, Minnesota history, geography, current events, mathematics, science/health, physical education, music, and art. Computer technology use is integrated with subjects at all grade levels.

St. John’s Lutheran School uses Gradelink for grades, attendance, and reports. Gradelink is a fully integrated online grading, attendance, and school administration system. Gradelink works over the worldwide web and can be accessed from any computer with an internet connection. Parents are given a security code to use to keep track of their child’s progress by viewing grades, assignments, attendance, and conduct reports. Transcript information can be accessed and parents can set up automatic grade monitoring, which sends e-mail alerts about their students’ current progress.

### Grading System:

In order to have conformity in evaluating progress of the student's academic achievement, the faculty has adopted the following:

98-100% = <b>A+</b>	95-97% = <b>A</b>
92- 94% = <b>A-</b>	89-91% = <b>B+</b>
86- 88% = <b>B</b>	83-85% = <b>B-</b>
80- 82% = <b>C+</b>	77-79% = <b>C</b>
74- 76% = <b>C-</b>	71-73% = <b>D+</b>
68- 70% = <b>D</b>	65-67% = <b>D-</b>

Below 65% = F

For Grades K-4, handwriting, physical education, music and art will be graded as:

**O**=Outstanding; **S+**=Doing well; **S**=Acceptable; **S-**=Inconsistent

**N**=Needs improvement

Religion, memory work, spelling, English, reading/phonics, mathematics, social studies\*, science/health\*, (art\*, physical education\*, and all music\* combined as one grade, religion and memory work are also combined as one grade – grades six, seven, and eight) are used for calculating GPA.

\*Letter grade is not given at all grade levels.

Additional marks for effort are given for grades 3-8.

### Testing

St. John's students are tested annually using the MAP Test (Measure of Academic Progress). Grades 1-8 are tested in the fall and in the spring.

### Honor Roll for Students

An honor roll has been established for grades four through eight. There is an honor roll (3.50 GPA or better) and a merit roll (3.0 to 3.49 GPA). The subjects involved in the honor roll system are those that will be receiving letter grades.

### Band/Orchestra Lessons

Encore Ensembles offers weekly band instrument lessons to the students in grades 4-8. Encore Ensembles also offers weekly orchestra lessons for grades 2-8. Arrangements for these lessons and financial obligations are to be made by the parents with Encore Ensembles.

### Textbooks

Listed below are the textbooks used with publisher and copyright year. Our textbooks are revised frequently and kept current with educational progress:

†**Religion:** CPH (Grades 1-4) 2011; (Grades 5-6) 2012

**Reading/Literature:** (Grades K-3) Houghton Mifflin Harcourt (2018)  
(Grades 4-8) Prentice Hall Pearson (2017)

**Mathematics:** (Grades K-6) Houghton Mifflin Harcourt (2011), (Grades 7-8) Houghton Mifflin (2012) Course 1, Course 2, Pre-algebra, Algebra 1

**Social Studies:** (Grades K-5) Houghton Mifflin Harcourt 2011, (Grades 6-7) Prentice Hall 2008, (Grade 8) Houghton Mifflin Harcourt 2018

**Science:** (Grades K-8) Houghton Mifflin Harcourt (2012)

**English:** (Grades K-3) Houghton Mifflin Harcourt (2018), (4-5) McGraw-Hill – 2005; (6-8) Pearson/Prentice Hall (2012)

**Spelling:** (Grades 1, 2) Houghton Mifflin Harcourt (2011) (Grades 3-8) Zaner-Bloser 2007

**Handwriting:** (Grades 1-4) D'Nealian

**Music:** Musicplay, Themes and Variation 2005

**Foreign Language:** Duolingo

**Art:** Arts Attack

Religious books are paid by the registration fee. Bibles and the Small Catechisms are bought separately by students.

Workbooks and other consumable books are partially paid for by State Education Title Funds. Some workbooks will be used for two years or more.

These workbooks are not to be written in and are subject to book fines.

Textbooks are partially furnished to the students through State Education Funds. The registration fee covers the remaining cost for curricular materials. Students are held responsible for textbooks and some text workbooks in their possession and will be charged for damage in excess of usual wear. Pupils and parents are urged to cooperate in the proper handling of textbooks and workbooks.

## Policies and Services

### Attendance

Attendance is expected on every scheduled school day. Regular attendance is necessary if a child is to do his/her best work in school. Frequent or prolonged absences may cause the child to lose interest in the class work and thus impair his/her progress. However, if your child shows signs of illness, he/she should be kept home.

Please try to schedule doctor and dentist appointments on the days and times when classes are not in session. If your child needs to be excused before the regular dismissal time, or you know he/she will be absent, please send a note to the teacher at least the day before. This note should state the reason for his/her absence.

### Pre-arranged Absences

A pre-arranged absence is when a parent has made plans to keep a child out of school. You must inform the teacher by written note at least one week in advance. Students are responsible for making up missed work within the required time as specified in the homework section.

### Extended Vacations

The faculty and Board of Education discourage students from missing school because of long vacations during school days. We encourage parents to take extended vacations, if necessary, with vacation days already in the school year. The teacher involved should be aware of any such vacation plans well in advance.

### Tardiness

Teach your child responsibility by seeing that he/she arrives at school and is in the classroom by 7:45 A.M. If your child arrives late, send a note of explanation with your child and have him check in with the secretary before going

to the classroom. After every five tardies in a term, the student will serve a 30 minute detention.

### **Absence**

Parents are to communicate with office between 7:30-8:00 am if your child will be absent. This will enable the secretary to make sure that nothing serious has happened to your child on the way to school. Parents who haven't called will receive a phone call from the secretary regarding their child's absence. If a student misses 1 ½ hours or more for whatever reason, they will be marked at least ½ day absent. Parents or child must inform the secretary when leaving school early.

### **Unexcused Absences**

An unexcused absence is when a child is absent for a reason other than sickness, emergency, or pre-arranged absences. When a student has an unexcused absence, their make-up work is treated as if they were in class that day and no extra time is given as there is with excused absences. (see homework policy part B and C)

### **Homework Policy**

Homework is an integral and necessary part of any education system. It helps the child to develop and master goals and skills learned in the classroom. It is expected that each child does his/her best and show responsibility by completing homework. If a child has difficulty completing work, or is spending an unusual amount of time on a daily basis, the parent should contact the teacher in regard to the homework situation. The faculty at St. John's has determined that if a child spends more than the following time on average, on homework, at the given grade level, the child's teacher must be contacted for consultation: K – (20 minutes), grades 1 and 2 – (40 minutes), grades 3 and 4 – (75 minutes), and grades 5 through 8 – (75-90 minutes). Teachers make every effort for students to have some time after every lesson to work on assignments. Students need to make good use of this time. The teacher will contact the parent if and when completion of homework becomes a problem.

A. Incomplete - Grade will be omitted on report card and student will be given approximately two weeks to complete work. A grade will then be recorded. If work is not completed, the student will receive a failing grade for that assignment which will be averaged with other grades in the subject area. (Incomplete is given only when a student has excused absences at the end of the term.)

B. Late work - Each teacher will adjust the grade for late work. If homework is not done, students may be asked to stay in from a recess or after school to complete work and the score will be lowered accordingly.

C. Make-up work - Students are responsible for getting, completing, and turning in make-up work on time. The standard policy is when absent due to illness, the student will have two days for each day absent to make up work or

tests. When excused absence is due to reasons other than illness, one day for each day absent is given to make up work or tests. If more time is needed, arrangements must be made with the student's teacher.

### **Arrivals**

Students are to be dropped off between 7:20 A.M. and 7:35 A.M. Doors will be opened at 7:00 A.M. All students are to enter the building through the main entrance on the north side of the building (Door #1). (Other entrances will be locked.) Cars are to enter the parking lot and drive directly to the west side (toward the cemetery). DO NOT let your children out of the car until you can pull your car up to the curb in front of the building. If you park your car in the parking lot, please escort the child to the building using the crosswalk. Students are to report directly to their classrooms or as directed by the teacher. Students who walk or ride bicycles to school should stay off the roadway and stay to the right side of the driveway as they approach St. John's. At this point, the students, if walking, can follow the sidewalk the remainder of the way to the front of the school. Students must be escorted to and from the sidewalk and parked cars in the parking lot. The use of skateboards/scooters, heelys or roller blades is prohibited.

### **Dismissal**

All students will go to their designated area to line up before exiting the building.

The departure plan will have all cars and buses loading in the north parking lot (not the east parking lot or on the shoulder of County Road 101). (Cars should arrive beginning at 2:15 P.M.) Cars are to enter the north parking lot from Mystique Road and must line up in lines in the north half of the parking lot. Bus riders will be led out by teachers to their bus. When the buses leave, students will be released to cars as they pull up in line to the main entrance area. For the safety of students, all cell phone use during this dismissal process is prohibited.

Please avoid parking in the bus area during the school day.

### **Visitors**

Visitors to St. John's are required to sign in at the school office when first entering the building, wear a name badge while on school property, and check out upon leaving.

### **Book Damage Policy**

Books are to remain covered the entire year. No "stretchable" book covers allowed as they break the bindings of the books.

The policy for damage to books has been set up by the faculty of St. John's Lutheran School as follows:

An unusable book is a book that has missing pages, significant moisture damage, has pen in the book so the book is unreadable, or the whole page has been scribbled over. When a book is unusable, the student will pay the following damages:

- 100% replacement for a new book
- 90% replacement for a one-year-old book
- 80% replacement for a two-year-old book
- 70% replacement for a three-year-old book
- 60% replacement for a four-year-old book
- 50% replacement for a five-year-old book

If the book is usable but has damage, the fine will be as follows:

- \$1.00 for damaged covers and broken bindings and writing on edge
- \$.25 for torn or written on pages

Caution should be used to avoid contact with wet objects. Water damaged pages to be determined by extent of damage up to replacement costs.

If the book is lost, it will be considered an unusable book and the above replacement costs will be in effect.

### Library Fines

The fine for an overdue library book is 25¢ per book, per week. After one month, a replacement value of the book is charged even if the book is found. Replacement value of a paperback is \$5.00 and a hardcover book is \$10.00. Book damage to library books will follow textbook damage guidelines. Overdue books and fines will be given to the librarian on library day.

### Fines

Fines will be assessed for damage and misuse of school property.

### Computer Use

Students are expected to use the technology appropriately. During the beginning of each year, an Acceptable Use Policy and Bring Your Own Device Policy explaining expectations requires parental permission to use the Internet and Chromebooks will be sent home with each student. The classroom behavior rules apply to students using technology.

### Sports: See Sports Handbook on St. John's website for more information.

Soccer is played during September and October with a 5-6<sup>th</sup> coed team and a 7-8<sup>th</sup> coed team. The 4-8<sup>th</sup> grades cross country runners participate during September and October. The 5-8<sup>th</sup> girls and boys basketball teams start at the end of October and finish in February. The 3-4<sup>th</sup> coed basketball starts practice in December and finishes in March. The 5<sup>th</sup>-6<sup>th</sup> and 7<sup>th</sup>-8<sup>th</sup> grade girls volleyball teams

and 5-8<sup>th</sup> grade boys teams play during the months of March and April. They play a volleyball tournament in April. Coed 5-6<sup>th</sup> and 7-8<sup>th</sup> softball teams play in a day long tournament in May. The 1-4<sup>th</sup> grade students participate in field day events, while the 5-8<sup>th</sup> grade students participate in a track meet hosted by a Lutheran High School.

### Sports Eligibility

All students in grades three through eight are eligible for sports at the beginning of the year. A student becomes ineligible to play a sport if his or her grade point average falls below 2.0 (average) or are failing two or more subjects. An ineligible student will not be able to participate in games or practices the following two weeks. The student may become eligible again if he or she shows an improvement in GPA to 2.0 or higher. Gradlink will be used to check current GPA every two weeks beginning with the first midterm report. The Athletic Director will check student athletic GPA on Friday and notify the student's classroom teachers before e-mail notification is sent to parents.

#### Eligible

GPA 2.0 or better

One "F"

#### Ineligible

GPA below 2.0

Two or more "F"s

### Extra Curricular Activities

Eagle Tech Team: A robotics club is offered for students in grades 4-8. Both a Learning League and Competition League may be offered, dependent on parental volunteer support. Robotics Club is a team-based STEM club focused on building, testing, and programming LEGO Mindstorm robots. The club generally meets from September through December depending on competition dates and advancement.

Ski Club: Ski Club is an after school program conducted by parent volunteers who schedule and chaperone four Friday ski trips.

### Parent - Teacher League

St. John's Parent - Teacher League is a vital organization made up of all parents and teachers which supports the mission of St. John's Lutheran. Our goal is to improve the educational experience for students, teachers, and parents by making a difference through raising funds and purchasing needed items, planning family and student activities, and supporting faculty and staff. The PTL Executive Board and Advisory Committee meets monthly to plan and evaluate activities and fundraisers throughout the year. These meetings are open to all parents. There are activities for students, parents, families, and faculty to be involved in throughout the year. We urge everyone to take an active part in this organization.

## Recess and Physical Education

Unless a student has a written excuse from their parents or doctor due to sickness or injury, all students will be expected to participate during physical education and recess with the class. Students will not go outside when the reported wind chill factor at the time of the activity is  $-10^{\circ}$  Fahrenheit or lower. Proper clothing and outdoor footwear are expected to be worn by students daily!

## Field Trips

Each school year, classrooms take field trips as part of their extracurricular school education. Most field trips are taken around the Twin Cities area. A field trip is defined as any school-related and school-sponsored activity that is conducted away from school grounds.

Teachers, parents, and students should be aware that St. John's treats field trips as a privilege and not as a right. Teachers do have the right to exclude a student from a field trip for academic reasons or behavioral reasons. We expect that the behavior of the students on a field trip should be no different from their classroom behavior. If the teachers feel the behavior rules are not followed by a child, he/she will forfeit the privilege to attend the next field trip or any other field trip. All field trips require that a student return a properly signed permission slip. Students without a written permission slip will be required to stay at school. Phone permission is not acceptable. We will stress this throughout the school year! A signature must be on the green permission slip. Students are to wear a St. John's red shirt or at least a red shirt on all field trips.

## Cold Lunch

When a child brings a bag lunch, parents should make sure that the bag lunch is nutritious. A bag full of junk food will be of no value and may even, in some cases, be detrimental to a child's overall health and ability to learn. Milk may be purchased with cold lunch. Do not bring pop for lunch. Refrigeration and microwaves are not available for student use.

## Bicycles

Children who ride bicycles must obey all traffic rules. After bikes are brought to school each day, they are not to be ridden until the school day ends unless specific permission has been given by the teacher. If students need to cross County Road 101, they must walk their bikes across the road with supervision with an adult.

## Chapel Worship

Each week we have a chapel service that begins at 8:00 A.M. Families are welcome to attend. Offerings during these services are sent to designated mission projects. See your calendar for scheduled chapel services. Advent and Lent services will be on Wednesdays at 1:30 P.M.

## Class Collections

Extra class collections shall take place only under direct authorization of the principal or the Board of Education. Acceptable collections are for class tours, special occasions, teacher gifts, mission projects, and other charitable organizations.

## Choir Singing

The All School Choir sings at least three times per school year at a St. John's Lutheran Church Sunday service. We expect all choir members to participate in singing at Church services, musicals, and concerts.

## Parent - Teacher Conferences

Pre-Kindergarten sends home an evaluation of growth in skills in January and May for each student. A conference is scheduled in January.

Midterm reports and report cards are each issued three times per year for grades K-8. There is a parent-teacher conference scheduled in the fall. Spring parent-teacher conferences are optional upon parent or teacher request. For those students with more than one teacher, parents may contact the appropriate teacher. Parents of students in grades 1-8 can monitor students' progress through Gradelink.

## Yearbook

St. John's offers a color photo school yearbook that includes individual pictures of each student from PK to 8<sup>th</sup> grade.

## Dress Code

Clothing that does not give our school or students a positive image should not be worn to school or at any school functions. Dress and grooming for school should not interfere with a wholesome attitude toward one's self, others, or the school. At St. John's Lutheran School, it is considered that the dress of the students shall reflect the modest and good taste becoming to a Christian person. Extremes in clothing, jewelry, and hairstyles which may draw specific attention to an individual or which may be a fad should be avoided. The teachers and principal will be the judge of what constitutes too much or too little. The principal also reserves the right to counsel, reprimand, or suspend any student who does not comply with school standards.

The way clothing styles change makes it difficult to easily define "proper" clothing. The faculty feels that pupils should come to school dressed in neat and clean clothing. We also feel that the way people dress has a direct relationship to how they act.

## St. John's Dress Code Policies

1. Shorts, skirts, and dresses must be mid-length or longer.
2. Shorts can be worn from April 15<sup>th</sup> to October 15<sup>th</sup>. Families are encouraged to monitor the weather conditions so that students can be comfortable when outdoors for P.E. and recess.  $+70^{\circ}$  is a suggestion.

3. Grades 5-8: Leggings or spandex shorts are not acceptable classroom dress unless worn under appropriate clothing, such as mid-length skirts, dresses or shorts. This applies to field trips, sporting activities, Washington D.C. and special dress days.
4. Grades 5-8: Clothing that at any time exposes undergarments, the midriff or back is not acceptable. No spandex, tube tops, **shoulders exposed**, or low necklines.
5. All clothing should be compatible with the Christian faith and demonstrate respect for the Christian values of St. John's Church and School. For example, it is inappropriate to wear clothing advertising alcohol or cigarettes, sexual innuendo, encouraging gambling, displaying any music groups, showing offensive language, put-downs, or inappropriate pictures such as, pictures of demonic symbols or violence, skull, crossbones or skeletons, etc.
6. Clothing should not have holes in them nor cut off with frayed ends.
7. Boots and warm outerwear are to be worn when weather dictates, so that students may participate in outside classes and activities.
8. Proper footwear should be worn inside and outside of the building. Footwear must have a back strap and be worn with socks. Students must have one pair of footwear for indoors and one for outdoors.
9. Tennis shoes are required for physical education. Slip-on shoes are not acceptable for physical education activities. Non-marking shoes are needed for indoor use.
10. Hats and bandanas may not be worn inside the building.
11. Pajama/yoga pants are not proper school attire.
12. **No unnatural hair color will be permitted.**

The first violation of the dress code will result in the issuing of a dress code warning sheet that a parent is to sign and return to school the next day. Students will be asked to comply with the dress code using clothes available. On the next offense, the student will be sent home or will be held in the school office until someone brings the appropriate school attire.

#### ST. JOHN'S DRESS CODE WARNING

Today \_\_\_\_\_ your child, \_\_\_\_\_  
 Did not follow the Dress Code Rule regarding:

- \_\_\_ 1. Mid-length shorts, skirts, and dresses
- \_\_\_ 2. Shorts to be worn only from April 15<sup>th</sup> through October 15<sup>th</sup>
- \_\_\_ 3. Grades 5-8: Leggings, spandex shorts
- \_\_\_ 4. Tank tops/clothing that exposes undergarments, midriff, back, shoulders, or low neckline
- \_\_\_ 5. Appropriate clothing-words, symbols, and pictures
- \_\_\_ 6. Clothing with holes, cutoffs, or frayed ends
- \_\_\_ 7. Boots and appropriate outdoor gear
- \_\_\_ 8. Appropriate footwear for indoor/outdoor usage
- \_\_\_ 9. Appropriate non-marking tennis shoes for indoor play
- \_\_\_ 10. Headwear
- \_\_\_ 11. Pajama style/yoga pants
- \_\_\_ 12. Hair color

Please look for a more detailed description in the dress code section found in the parent handbook. Sign and return to school the next school day.

On the next offense, the student will be sent home or will be held in the school office until someone brings the appropriate school attire.

Thank you for your cooperation. \_\_\_\_\_

Teacher Signature

\_\_\_\_\_

Parent Signature

#### Label Clothing and School Supplies

School clothing needs to be labeled, especially winter wear and shoes. If needed, teachers will mark items.

#### Lost and Found

A Lost and Found Box will be kept by the main staircase. Parents and students are encouraged to check out the lost and found items regularly. Periodically items will be cleared out and given to charity. Marked clothing will be returned to students.

#### Transportation

The students transported to St. John's by District #279 or by our own bus should display Christian behavior at all times. All students participate in a bus safety and bus rules training in the fall of each year. Bus transportation is a privilege, not a right. We expect our students to obey the following regulations regarding school buses.

#### Bus Rules

1. Students will listen, obey, and show proper respect to the driver at all times.
2. Students will be at the bus stop on time.
3. Students will wait for the bus off the roadway.
4. Students will cross the road ten feet in front of the bus.
5. Students will keep head and hands inside bus.

6. Students will stay in one seat.
7. Students will use normal conversational voice or quieter.
8. Students will keep hands and objects to themselves.
9. Students will pay for any damage to the bus.
10. Students will help to keep the bus clean.
11. Students will be suspended from riding the bus, temporarily or permanently for causing a problem.
12. Students will refrain from bringing skateboards, bats, and toys onto the bus.
13. Students will not eat food or drink on the bus.

### **Newsletter**

The school provides a weekly all-school newsletter for parents. It is available on Thursday afternoon and will be emailed to parents and posted to our website. Parents may elect to have a hard copy sent home with students. Any forms that are GREEN need to be returned to the school with the parent's signature.

### **School Supplies**

Each child is responsible for his/her own materials such as paper, pencils, erasers, rulers, etc. Each classroom list is found online and contains a list of items needed prior to the start of school. We have some Bibles and Catechisms available to be purchased, or they can be ordered. Label all supplies with the child's name.

### **Telephone Use and Messages**

The telephones in the school are meant to be used for emergencies only and will not be accessible to students without teacher permission. The secretary is available from 7:30 A.M. to 3:00 P.M. to forward any incoming messages.

### **Electronic Devices**

Electronic devices are to be used only with teacher permission between **7:30 A.M. and 2:20 P.M.** This includes field trips, concerts, and other events. This includes, but is not limited to, cell phones, tablets, iPods, etc. Improper use of electronic devices will be confiscated and returned to parents only.

### **Items from Home**

Certain electronic items and toys may be brought to school but should remain in backpacks unless a student is given permission by teachers for use. These items may include show and tell or classroom use items, iPods, iPads, cell phones or other personal electronic devices being used in the classroom. If these types of items are used without teacher permission, they will be confiscated and returned only to parents.

### **Student Records**

Your child's records are carefully maintained as your child attends St. John's Lutheran School. Scholastic records are forwarded upon transfer to the new school in compliance with the law. St. John's Lutheran School will retain the

originals of the basic information and only copies will be mailed to the transferred school. Parents may not hand deliver their child's records to the next school.

Test results are included in the child's record file. These test results are used by the staff for curriculum planning and for pupil guidance. Diagnostic tests are given when necessary and advisable. An accurate record of test results is kept to show the progress of the child.

No individual or agency outside our school will be permitted to inspect your child's school records without your written permission. Should you wish to examine your child's record file, you may arrange to do so by making an appointment with the principal. Any challenge of the accuracy, relevance, or propriety of an entry in the school pupil records, exclusive of academic grades (unless the grade is not accurately recorded), can be made through the principal. Parents also have the right to insert a reasonable statement setting forth their position on any disputed information contained in the record.

### **Classroom Visitors**

The teachers ask that students not have relatives or friends visit during school hours. These visits can become disruptive during the day and distract from other students' learning. Parents are welcome to visit our classrooms. Contact your child's teacher before visiting.

### **Weather**

In case of bad weather, listen to WCCO 830 A.M. radio, watch channel 4, 5, or 11 on television or their websites for such an announcement, or the St. John's website/Facebook page. When the Osseo District #279 schools are closed, St. John's Lutheran School is also closed. If St. John's closes separately, our name will be listed by itself under school closings. We are identified as St. John's – Maple Grove or St. John's – Corcoran.

## **St. John's Lutheran School Love and Logic Core Principles**

1. **With Christ as our leader, we will learn and live as Christ's baptized children with the Law and Gospel as our guide.**
2. **Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.**
3. **Students will be guided and expected to solve problems without creating additional issues. They will be given opportunities to make decisions and expected to live with the consequences.**

## Guidelines and Code of Ethics for Discipline

Rules in the classroom are few. We believe that all students are different, and all actions and reactions are very personal in nature. Effective discipline involves a few overriding tenets rather than a long list of specific rules. Situations are dealt with as they arise, with the focus on enabling the person to grow and learn from his or her own actions. This is how the real world works.

### Guidelines for Student Behavior:

1. You may engage in any behavior which does not create a problem for anyone else in the world. We would prefer the student not engage in activities that create problems for yourself, but realize the teacher's finite ability and desire to control another person.
2. If the student find themselves with a problem, they may solve it by any means which do not cause a problem for anyone else in the world.
3. The student may engage in any behavior that does not jeopardize the safety or learning of themselves or others. Unkind words and actions are not tolerated.
4. Please refer to this St. John's Lutheran School Parent handbook for specific expectations.

### In ensuring the above guidelines are adhered to, we will operate with the following principles as our guide:

1. We will react without anger or haste to problem situations—we will do something.
2. We will provide consequences that are not punitive but that allow the child to experience the results of poor choice, enabling him or her to make better choices in the future. We firmly believe that mistakes and consequences pave the road to learning.
3. We will proceed in all situations with the best interest of the person foremost in my mind—academic, social, and emotional well-being will be fostered.
4. We will guide students toward personal responsibility and the decision making skills they will need to function in the real world.
5. We will arrange consequences for problem situations in such a way that the person will not be humiliated or demeaned. This does not imply that all consequences are private.

6. Equal is not always fair. Consequences will be designed to fit the problems of individual students and they may be different even when problems appear to be the same.
7. We will make every effort to ensure that in each situation the students involved understand why they are involved in the consequences. If this is ever unclear in any way, please feel free to ask.
8. If we act or react in a way that a child truly feels is unjust, that person need only say to us, "I'm not sure that's fair." We will arrange a private conference during which the student can express to us why s/he feels our actions were not fair. This may or may not change our course of action. We are always open to calm, rational discussion of any matter.

*Adapted from Jim Fay and Dr. Charles Fay, Ph.D. All*

\*\*In cases of a single aggressive, dangerous behavior or progressive, repetitive disruptive behaviors (with written documentation including an explanation of events and the consequences), expulsion from school could result without refund of tuition.

\*\* In the case of detention, the detention will be served the next Monday, or a date determined on the notice. Parents are to make arrangements for transportation home.

\*\* The principal, in consultation with the teacher, has the authority to issue more than one detention or a suspension for gross misconduct for reasons he/she deems justified.

## Resolution of Conflict

*Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. Ephesians 4:29-32*

This and Matthew 18 are our guides to resolve conflict among Christians. When a child or parent has a question or a conflict with anyone in the school family, they are to take their concern to the person or people involved with the conflict before involving other authorities. The step-by-step procedure to resolve conflicts at St. John's Lutheran School is:

1. Promptly discuss your concern with the person or people directly involved.
2. Classroom problems should next go to the classroom teacher.
3. Conflicts outside the classroom or conflicts not yet settled with the teacher should be directed to the school principal.

4. Situations that are not satisfactorily addressed by the principal should then be brought to the attention of the Board of Education. The Board of Education should be brought into the situation only after the previous steps have been followed. The Board of Education has the role of policy maker and has charged the teachers and specifically the principal with the responsibility to see that policies are carried out.

### **Sexual Harassment Policy**

Harassment of any nature is a serious offense and will not be tolerated at St. John's Lutheran School. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other unwelcome verbal or physical conduct of a sexual nature. It may include, but is not limited to, the following: slurs, jokes, repeated remarks to a person with sexual or demeaning implications, unwelcome touching, pressure, threats or ridicule. Anyone who believes that they have been or are being sexually harassed will inform the harasser that the behavior must stop immediately and, if continued, will be reported to school authorities. Information should be shared with a church or school staff member regarding incidents of possible sexual harassment.