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ASBESTOS NOTICE:

In accordance with recent Federal regulations concerning asbestos, an accredited inspection of St. John's Lutheran School was done on July 13, 2009 by Ideal Environmental Eng, INC. of Bloomington, IL.

Asbestos-containing building materials (ACBM) were found in the building. ACBM is assumed to be present in the floor tile on the entire first floor and in floor tile under the carpet in the office and teachers lounge on the second floor. ACBM is also assumed to be present in transite paneling on the ceilings of the boys and girls locker rooms, the stage and boiler room.

All ACBM in this building has been addressed in a management plan written according to Federal and State requirements. This management plan is available in the office of St. John's Lutheran School for inspection by representatives of the EPA and the State as well as, the public including teachers, other school personnel and parents.

2010-2011 School Handbook



*“Securing Each Child’s
Future—Making
Disciples”*

John 8:31b, 32

St. John's Lutheran School
Buckley, Illinois

WELCOME TO ST. JOHN'S LUTHERAN SCHOOL

The members of St. John's Lutheran Church, Board of Parish Education, pastor, principal, faculty, and staff extend a Christian welcome to you as you join our family. We extend a hand of commitment and Christian love to you. We are happy to have you as part of the St. John's family.

As part of our commitment to you and your family, it is our promise to God and you, that we will operate St. John's Lutheran School in a God-pleasing manner. We will provide the best education possible for the youth of our communities. We will continue to develop and maintain high educational standards at all times, and continue to encourage, guide, and direct each individual child to the maximum of his or her God given potential.

Parents are encouraged to ask questions regarding the school and church. Parents are invited and encouraged to make arrangements with the school office to visit the school and classes of their children. Please call the school office in advance to make the necessary arrangements.

OUR MISSION

This school exists to teach the Gospel of Jesus Christ and to assist families in following our Lord's commands by providing sound Christian training for children.

"...Let the little children come to Me, and do not hinder them, for the kingdom of God belongs to such as these."

Mark 10:14

"And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children..."

Deuteronomy 6:6-7

"Train a child in the way he should go, and when he is old he will not turn from it..."

Proverbs 22:6

PHILOSOPHY

We, at St. John's Lutheran School in Buckley, Illinois, believe that each child is a child of GOD (a), created by the Father (b), redeemed by the Son (c), and sanctified by the Holy Spirit (d). Therefore, empowered by the congregation and supported by the children's parents (e, f), we teach using developmentally appropriate methods and practices. Our goal is to fulfill each child's potential by teaching excellence in character (g), education and leadership throughout the integrated curriculum using sound Lutheran doctrinal principles based upon scriptural truth.

Preserve me from nagging, and help me to hold my tongue. Give me the peace of Christ Jesus to speak a ready word of honest praise.

Pour out your Spirit upon me that I may have the mind of Christ in my relationship to my children for the sake of Jesus. Amen.

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PRE-KINDERGARTEN SNACK POLICY

Parents are asked to provide snacks for our program. They will be set up on a rotation with the class. We strongly suggest nutritious snacks to be served instead of sweets (raisins instead of chocolate chip cookies - easier too)

CHURCH AND SCHOOL STAFF

Mr. Derek Bohlmann, Principal	217-394-2422
Mrs Kara Teske, Grades 7 & 8.....	217-394-2630
Mrs. Laura Birge, Grades 5 & 6	217-379-0619
Mrs. Mary Cowan, Grades 3 & 4	217-394-2632
Miss Sarah Dage, Grade 2	217-819-4830
Miss Rebekah Meyer, Grade 1	217-379-0344
Mrs. Theresa Sturm, Kindergarten	217-386-2909
Mrs. Amanda Donaldson, Pre-Kindergarten	217-386-2564
Mrs. Marcia Lane, School Secretary	217-379-2681
Mr. Ron Wagner, School Custodian	815-268-7353
Mrs. Tina Wagner, School Cook.....	217-386-2885
Mrs. Melanie Niemann, Church Admin Asst....	217-379-3460
Mrs. Laura Poplett, Church Custodian.....	217-395-2298

Please use these numbers to contact your teacher only in case of emergency. Feel free to contact the school office within the normal school day. If you need to talk to a teacher, please call the school office and leave a message for the teacher to call you. When they have a free moment or after school, they will contact you. If it is after school hours and you need help, please call the school principal.

A PARENTS' PRAYER

Dear God, make me a better parent. Help me to understand my children, to listen patiently to what they have to say, and to answer their questions kindly. Keep me from interrupting them, talking back to them and contradicting them. Make me as courteous to them as I would have them be to me. Give me courage to confess my sins against my children and to ask of them forgiveness when I know that I have done them wrong.

Keep me from hurting the feelings of my children, by laughing at their mistakes, or by using shame and ridicule as punishment. Do not let me cause my child to lie or steal.

- a. *"You are the children of the Lord your God."* Deuteronomy 14:1a
- b. *"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful."* Psalm 139:13-14
- c. *"In Him we have redemption through His blood, the forgiveness of sins, in accordance with the riches of God's grace that He lavished on us with all wisdom and understanding."*
Ephesians 1:7-8
- d. *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* Ephesians 6:4
- e. *"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
- f. *"Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."* Colossians 3:16-17
- g. *"Show me your ways, O Lord, teach me your paths; guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long."* Psalm 25:4-5
- h. *"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
- i. *"So whether you eat or drink or whatever you do, do it all for the glory of God."* I Corinthians 10:31
- j. *"Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns, and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him."* Colossians 3:16-17
- k. *"Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does, whether he is slave or free."* Ephesians 6:7-8
- l. *"Whatever you do, work at it with all your heart, as working for the Lord, not for men."* Colossians 3:23
- m. *"Show me your ways, O Lord, teach me your paths; guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long."* Psalm 25:4-5

OBJECTIVES

- A. The Child in Relationship to God: That the child develops through the Holy Spirit—
1. A knowledge of God as the Creator of all things.
 2. A realization that sin has alienated man from God.
 3. An understanding that man has no power to restore his relationship to God.
 4. An understanding to trust in the redemptive work of Jesus Christ as the way our loving God has restored His relationship with man.
 5. An understanding of Word and Sacrament as the means of Grace by which the Holy Spirit plants the seeds of faith and nurtures that faith.
 6. An understanding of the church as the body of Christ and an awareness of his/her role in the mission of that body.
 7. An understanding that regular worship is a response to the grace of God.
- B. The Child in Relationship to Self: That the child develops through a close relationship with God —
1. Positive self-esteem as a child of God who has been called into a saving relationship with Jesus Christ.
 2. Knowledge, attitudes, and behaviors that allow him/her to effectively serve God and live in a God-pleasing manner.
 3. An understanding of the human body and responsibility for its health and care.
 4. Knowledge of self and environment.
 5. Thinking skills that are both logical and creative.
 6. Academic skills that are generally expected of students at his/her corresponding grade level.
 7. An appreciation of cultural heritage.
 8. An understanding of self as a human being with emotions and emotional needs.
 9. An appreciation of the fine arts and the ability to express oneself aesthetically according to God-given talents.
- C. The Child in Relationship to the World: That the child develops a joyful response to God's Mercy and Grace—
1. An understanding of God as Creator, Ruler, and Preserver

PARENT-TEACHER LEAGUE

All parents automatically become members upon enrolling their children at St. John's. This organization is instrumental in achieving our educational goals. Participation is essential for all parents and teachers.

A separate PTL Handbook is published on topics and functions. Please actively support your child's education and school.

PRE-KINDERGARTEN PARENT AIDE PROGRAM

4-YEAR-OLD PROGRAM

Each parent will be asked to help take a week (3 days) at a time to be an active teacher's helper in Pre-Kindergarten. We can always use more helpers in the classroom. If you would be interested in participating more in the classroom, it would be greatly appreciated. A list asking for your help will be handed out before school begins. Please consider signing up yourself, grandparent or friend for a couple of weeks throughout the year. If this is not possible, we will ask the congregation for help. Please share names of people who may be interested to help with the teacher.

Our goal with this program is to bring parents, child and teacher into a closer working relationship, and to enable us to offer a wider range of experiences to the child. Your participation will be very meaningful to your child.

3-YEAR-OLD PROGRAM

Each parent will be asked to help take a week (2 days) at a time to be an active teacher's helper in Pre-Kindergarten. We can always use more helpers in the classroom. If you would be interested in participating more in the classroom, it would be greatly appreciated. A list asking for your help will be handed out before school begins. Please consider signing up yourself, grandparent or friend for a couple of weeks throughout the year. If this is not possible, we will ask the congregation for help. Please share names of people who may be interested to help with the teacher.

Our goal with this program is to bring parents, child and teacher into a closer working relationship, and to enable us to offer a wider range of experiences to the child. Your participation will be very meaningful to your child.

environment.

Those guilty of harassment or retaliation against an individual making such charges will meet with appropriate actions which may include termination of employment or suspension/expulsion of a student. Those employees or students who believe that they have been a victim of any type of harassment should talk with the school principal, a teacher, a school board member, or a pastor.

PBL/ST. JOHN'S BUS SERVICE

Bus service is available to our students in Grades K-8 through the PBL School District. Bus routes and schedules are determined by the PBL Board of Education. Students from St. John's living along those determined routes within the district are eligible to ride the bus. Bus service is a privilege and does not cost St. John's any money. Please be extra considerate of the PBL rules and regulations, which include times for pickup and drop off. Pre-Kindergarten students must provide their own transportation.

FIELD TRIPS

Field trips may be arranged for your child throughout the year. Notification concerning details will be sent home prior to the field trip. Parents supervising the field trip may not bring additional siblings on the field trip. **Car seats are required for children under age 8 if transportation for field trip is to be provided by cars/vans.** Parents are responsible for providing the car seat. Children will not be able to participate in the planned activity if the car seat is not provided.

SCHOOL PICTURES

Each year student pictures are taken in the fall. These pictures are used in the school yearbook. Parents will receive information early in the school year about purchasing the pictures. Please understand that your child's picture may be included in publications about St. John's.

BIRTHDAYS

Birthdays are recognized in each classroom. Please contact your child's teacher concerning each class's policy.

of nature.

2. A thankful attitude for the beautiful gifts of creation.
3. Respect and responsibility for the care and maintenance of all our natural resources.
4. An awareness and a God-pleasing response to the current events in the world.
5. An application of Godly values and knowledge to situations in the world.
6. A recognition of all people as God's creation and shows respect and consideration for the rights and welfare of others.
7. A respect for parents, teachers, and others to whom God has given the privilege and responsibility for Christian upbringing.
8. A respect for all others who have been placed in authority such as local, state, and national government.
9. The ability to relate in a God-pleasing way to other people and work cooperatively on common tasks.
10. An expression of love for all people by witnessing and providing for the welfare of others as God has blessed them.

NON-DISCRIMINATORY POLICY

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 of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

ENROLLMENT

Children are eligible for enrollment in our 3 year-old Pre-Kindergarten program if the child is three (3) and toilet trained by September 1 and in our 4 year-old Pre-Kindergarten program if the child is four (4) and toilet trained by September 1. Children may be enrolled in the Kindergarten class if they are 5 years old on, or before, September 1 and have fulfilled all medical requirements as prescribed by law for school children. All school-aged children

whose parents are members of St. John's Lutheran Church are admitted first. Children of non-member parents may apply for enrollment. Approval is granted on an individual basis.

Students who come into the school in the middle of the year will meet with the teacher and principal. Each new student coming in during the middle of the school year will be asked to spend one full day of school in the classroom to be monitored by the teacher. After that day the principal will meet with the teacher, will look over school records and will then contact the parent to let them know the decision. It is our desire to have all students in our school, but it is also necessary to observe the student to make sure it will be beneficial for all involved.

When a child is enrolled in our school, it is with the understanding that he/she will actively participate in the entire curriculum, including the religious program of the school. The children in the school will be expected to sing at St. John's with their class on specific Sundays.

ENTRANCE REQUIREMENTS

The following requirements need to be met prior to any child enrolling at St. John's Lutheran School.

1. The child was not a discipline problem at any other school. Any student with a prior discipline problem is subject to the Review Committee. The committee may include the principal, pastor, school board and classroom teacher.
2. The child is capable of functioning in a normal classroom with other students and can do the assigned work with passing grades. This would be determined by past performance, past standardized test scores, or an Ability Test administered prior to enrollment.
3. The child would not be below the following standards in grade level achievement in reading and mathematics: (Unless an exception is made by the Board of Parish education.)

K:	None
1 - 2:	5 months below
3 - 4:	8 months below
5 - 8:	1 year below

The achievement levels would be based on the scores of

2. *If* this does not resolve the problem, the two parties should meet with the teacher/principal/pastor who will serve as mediator. If their grievance is against the teacher, the principal will serve as mediator. If their grievance is against the principal, the pastor will serve as the mediator. If the grievance is against the pastor the Board of Education Chairman will serve as mediator.
3. If the matter is not resolved, the student and/or parent may request the permission of the Parish Board President to speak on the matter. If it is still not resolved, the Elders of the church will be brought in to resolve this in a God-pleasing manner. The matter should be discussed in a Christian and peaceful manner. Forgiveness through mediation must be the goal and result.

This is the process for any concerns or issues. **At times parents have concerns with the teacher. The parent must first go to the teacher.** If, after this meeting, there still is a concern, the parent must go to the principal. The principal will meet with the parents and the teacher together. If the matter still isn't resolved, the parent should go to the board president with this matter. The school board will meet with the parent(s) to bring a peaceful and God-pleasing resolution to the matter. **Please understand that the principal/pastor or school board will not listen to concerns unless they have gone through the God-pleasing process as described above.**

HARASSMENT POLICY

St. John's Lutheran Church and School will not tolerate harassment of any employee or student relating to that individual's race, color, sex, religion, national origin, age, or handicap. The term "harassment" includes, but is not necessarily limited to, slurs, jokes, other verbal, graphic, or physical conduct relating to an individuals' race, color, sex, religion, national origin, age or handicap. Harassment also includes unwelcome sexual advances and similar behavior as a condition of employment or for the purpose or effect of interfering with one's academics or work performance or the creation of an intimidating, hostile, or offensive work or learning

DISCIPLINARY PROCEDURE

If the student poses an immediate danger to others, the student may be removed immediately from the school site, with a proper hearing to be scheduled promptly.

1. Disciplinary procedure requires the school rules to be clearly defined, administered fairly and related to a valid school purpose. No set of rules can describe every possible act of misconduct, so disciplinary rules should adequately inform students of what basic conduct will result in discipline.
2. Parents must be notified within 24 hours of the disciplinary action to be taken. Parents and/or the students may request a formal hearing before the Board of Parish Education or the board's representative.
3. When discipline consists of temporary suspension, the student must be provided with an informal hearing (usually before the principal involved). Suspension cannot exceed ten (10) days except for safety reasons.
4. A formal hearing before the School Board or its representative must be held when discipline consists of expulsion from school, parents must be notified within 24 hours of the disciplinary action to be taken.
5. Notice of any formal hearing must be given a sufficient time prior to the hearing to enable the student to prepare a defense. Usually five days will be sufficient.

GRIEVANCE PROCEDURE

In all grievances we follow Christ's guidelines as stated in Matthew 18:15-18. Therefore the following steps are to be followed:

1. **The student/parent/teacher/pastor must discuss the matter with the person directly involved with the grievance.** The matter should be discussed in a Christian and peaceful manner. As Christ forgives, our goal is to forgive one another.

the standardized achievement test administered by the school prior to enrollment.

4. The child will not be admitted until the entire review is completed.

HEALTH/DENTAL EXAMINATION

A health examination is required for all children entering pre-kindergarten, kindergarten, or fifth grade. The examination must be completed within one year prior to entry into the above grades. An out-of-state or out-of-country transfer student must present a health examination that was completed within one year prior to entry into an Illinois school. A dental exam must be done for students in kindergarten, second and sixth grade. A vision exam is required for all students entering kindergarten.

Immunization and dental schedules must be kept up to date.

REGISTRATION FEE

The school charges a registration fee to all students. These fees are used to purchase textbooks, needed materials, and to secure a spot for the student. For the 2010-2011 school year, a yearbook is included in the registration fee. **Discounted** registration fees are due upon registration. These fees are non-refundable because the money is used to purchase needed materials for the student. Registration day is April 15, 2010. The \$150.00 registration is due on that day. If the registration is not paid by the end of the 2009-2010 school year, the rate increases to \$175.00. After the 2010-2011 school year begins, the rate goes to \$250.00.

In the event of any new students coming in during the year the **discounted** registration fee is still \$155.00. This fee **must** be paid when the registration forms are submitted. After one month, the registration goes up to \$175.00. After two months, the rate goes to \$250.00.

TUITION

Pre-Kindergarten

Tuition will be \$50.00 per month for the 3-year-old program and \$60.00 per month for the 4-year-old program. Tuition is due by the tenth of each month. Make checks payable to St. John's Lutheran School and give them to the school secretary or the teacher.

Grade K - 8

Non-member Families

1st Child is \$1,985.00
Each additional child is
\$1,505.00

Member Families

1st Child is \$1,150.00
Each additional child is
\$810.00

Tuition must be paid by the 10th day of each month beginning in August and ending with the May payment in 2010. Requests for any change from this method of payment must be submitted in writing to the principal and may be granted upon approval by the Board of Parish Education. Official records will be held and completion of grades will not be credited until full payment of tuition, lunch, registration and other fees are made. In the event of non-payment and no plan for payment, the principal along with a financial committee, will contact the family to review this. In the event of no cooperation from the families, the school may be forced to take further action to collect this tuition.

If you receive **tuition assistance**, please be aware that if your tuition is not paid for the current school year, a new tuition assistance request **will not** be processed. A new request will only be processed when full payment has been made or a plan is made and accepted.

In the event that all fees are not paid or an arrangement has not been made, the child may not be allowed to register for the next school year.

STUDENT INSURANCE

Student insurance coverage may be purchased at registration for your child. Insurance coverage is required for any student wishing to participate in extra-curricular programs throughout the school year. Further information is available through the school office.

CHURCH/SUNDAY SCHOOL ATTENDANCE

In keeping with the philosophy and objectives of our school, regular family attendance at worship services is expected and Sunday School attendance is encouraged. Church attendance and Sunday School attendance will be taken weekly. "Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" *Matthew 19:14*

intent to cause physical or emotional harm.

5. Unauthorized departure from school or school property.
6. Possession or use of drugs/alcohol.
7. Smoking.
8. Possession of weapon.
9. Misuse or abuse of the internet.

It is of utmost importance that proper channels be followed for problems which may arise. If questions or concerns arise, first, go to the child's teacher, then to the principal.

Students who receive an out-of-school detention will make up all work that he/she missed. The work will count as a 0%. In the event that the student refuses to make up the assignments they will have an in-school suspension to make up the work.

IN-SCHOOL SUSPENSION PROCEDURES

Students will receive an In-School Suspension (ISS). The student will attend school, but will not be in the student's regular classroom. The student must make up any work assigned that day, but it will only count as a 0%.

Rules For In-School Suspension (ISS)

1. Students will arrive on time in the morning.
2. Students will be assigned work by their teacher. This work will include the student's work for the day. If there is not enough work assigned by the classroom teacher, the student will be given work to do by the principal. In any event, the student will stay busy the whole day.
3. Students will not be allowed out of their seats unless they get permission.
4. If a student is absent the day of the ISS, he/she will be made to serve the ISS the next day they are in attendance. If the absence is unexcused the student will receive an "F" for the day and a one (1) day in-school suspension beginning the day after their return to school.
5. In-school suspension for discipline would suspend the students from practice or the activity for the day of the suspension. Recurrence of four or more times in a school year will result in the loss of any extra-curricular activities for the complete school year.

“look alike” of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Principal shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

SUSPENSIONS AND EXPULSION

When a student does not respond to ordinary classroom discipline, these steps will be taken:

1. The teacher will attempt to resolve the problem with the child.
2. If the problem persists, parents will be called by the teacher and notified of the misconduct or misbehavior. The principal will be notified.
3. Teacher-parent-principal conference will follow if misconduct or misbehavior continues.
4. The principal will have the authority to suspend the student if compliance is not realized or if the principal feels it is warranted at anytime. The Board of Education will be notified.
5. If a solution is still not reached, the teacher, parents, principal, and Board of Education will meet to consider appropriate action.
6. If the problem continues, expulsion from St. John’s **will** take place.
7. A written summary will be placed on record.
8. Out-of-school suspension will suspend the students from practice or the activity for the day of the suspension. Recurrence of three or more times in a school year will result in the loss of any extra-curricular activities for the

Offenses which warrant an immediate in-school/out-of-school suspension include the following and may not be limited to the following. Others are at the discretion of the principal/teacher.

1. Malicious destruction of school property.
2. Ungodly language, offensive name calling or gestures.
3. Habitual disruptive or inappropriate behavior.
4. Fighting - Any form or use of aggression with or without

Member families are required to attend services two weekends per month during the school year and a minimum of six times during the months of June, July, and August to maintain member status. Each month that a **member** does not worship at least twice a month they will be assessed the non-member rate for that month. People receiving tuition assistance are also required to bring their child to church. If you receive tuition assistance and don’t bring your child to worship at least twice a month, you will be assessed a non-member rate each month.

CHAPEL SERVICES

Each Wednesday morning at the beginning of school all pupils participate in a children’s worship service. Parents and friends are also invited to attend. Chapel offerings support local and mission ministries. Designated offerings for the school may be given at this time.

SCHOOL ATTENDANCE POLICY

In accordance with state laws, all pupils are required to have regular and punctual attendance in Grades K-8. Even though Pre-K is not mandated by the state, those enrolled are expected to be at school every school day and **on time** each day.

Each teacher is to keep an accurate record in his/her record book of daily attendance, class subjects, and church attendance.

Pupils are expected to be in their classroom ten minutes before the beginning of the day.

If a **student is absent, a parent must call the school office** by 8:15 a.m. If the parent does not call, the school will call the parent and/or the truancy officer.

Each student must come to school every morning prepared for class. If a student is absent or tardy for any reason, he/she must bring a note from his/her parent(s) giving a specific reason. The student is required to check in at the office for each absence and tardy. The student will not be allowed into the classroom without a pass from the office. If a student returns to school after an absence without a note, any missed work will not be accepted, and the student will receive no credit for all homework and tests turned in during his/her absence.

Excused absences are acknowledged for sickness, death in the family, or other extreme circumstances necessitating absences,

subject to the approval of the principal. Foreseen absences should be cleared with the principal as soon as possible. **Family vacations are discouraged during the school year.**

A doctor's/dentist's note is required following each medical appointment. Proof that the child has been seen by the doctor will be required after three (3) consecutive days of illness.

If a student is tardy three (3) times (unexcused) within a quarter, a letter will be sent, by the teacher, to the parents informing them that the child will receive a half-hour detention for their next tardy. In the event that this is a regular occurrence, the parents and child will meet with the principal to discuss and resolve this issue.

Any student who must leave the school premises during school hours is required to submit a written note from his/her parent(s) to the teacher.

Children arriving late or leaving early must sign in and out at the school office. Parents must sign students in or out of the office for late arrivals or early check-outs. The children will meet the parent in the office at the time of their dismissal.

Dental, optometrist, and other discretionary appointments should be made outside school hours. If a student must leave school for such an appointment, the parent must send a note to the teacher 24 hours in advance of the appointment. A written note is also necessary if a student needs to leave school by other than his/her usual means of transportation. Makeup assignments for excused absences must be arranged with teachers by the parents and completed within the guidelines established by this teacher.

We strongly urge parents to schedule appointments and vacations outside school time when possible. Notification in writing must be made to the child's teacher and the principal two weeks prior to this type of absence. Vacations are not considered an excused absence, therefore, all homework must be completed according to the guidelines of the child's teacher no later than the date of the child's return to the classroom.

A child will be removed from school because of head lice. The child must be treated with anti-lice shampoo. After treatment, the hair should be combed with a fine-toothed comb to remove all dead lice and nits (eggs). The child may not return to class until his/her head is checked by school personnel or the public health department. Following the first case of head lice, a note must be brought from

personal property. Cell phones must be turned **in to the teacher at the beginning of the school day and recovered at the end of the school day.**

8. No snowball throwing.
9. In general, use the Ten Commandments as your guide.
10. No sliding down handrails of stairway.
11. Students are required to remain on school property after they have been dropped off by parents or the bus until dismissed by their teacher.
12. Nuisances are to be left at home - water pistols, noisemakers, personal electronics. Confiscated items may be picked up by parents. Students who arrive early are encouraged to **read** prior to the first bell.
13. Respect for fellow students and other classrooms will be shown at all times.
14. Running in the hallways and classrooms will not be tolerated.

TOBACCO/ALCOHOL PROHIBITION

In accordance with the Illinois School Code 5/10-20.5b, the use of tobacco in any form is prohibited at St. John's Lutheran School at all times. Alcohol is also prohibited on the school property. This policy applies to the school building and all grounds belonging to St. John's Lutheran School. If a student is seen using tobacco or alcohol of any form on or off school property they will be dismissed from any extra-curricular activity immediately.

WEAPONS

A student who uses, possesses, controls, or transfers a weapon or any object that can reasonably be considered, or looks like a weapon, shall be expelled for at least one calendar year.

The expulsion period may, however, be modified by the Principal and the Board of Education. In no case may the expulsion exceed two calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 or Title 18, United States Code, firearm as defined in Section 1.1 of the Firearms Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs, or (3)

Appropriate discretionary discipline measures will be taken for student offenses; parents will be informed when necessary. Some basic rules and regulations are printed for you to review with your child. This is not meant to be a complete list. Students are expected to comply with all school and classroom rules. Severe offenses may result in the student being suspended from school.

BASIC RULES AND REGULATIONS

1. Observe all safety rules and practices especially when commuting to and from school.
2. Respect other people's property.
3. Bus students observe rules as established by Paxton-Buckley-Loda District. Bus drivers have authority to maintain order and discipline on their bus routes.
4. Playground-Gym Rules
 - a. Play area is restricted to playground area only as designated by the teacher.
 - b. Trees are off limits!
 - c. Only one on a swing. Twisting of swings is a hazard to the property and is not allowed.
 - d. No kicking or throwing balls against the building outside, scoreboard, lights, south gym wall, etc.
 - e. No climbing or hanging from basketball goals or nets.
 - f. Stay clear of bicycle racks during school day.
 - g. Stay off bleachers and stage.
 - h. No students in locker or shower rooms during recesses without permission.
 - i. No one leaves the recess area without permission.
 - j. Separate gym shoes are to be worn in the gym.
 - k. Teachers will get all supplies from the ball cabinet. Students should request equipment from the supervising teacher.
5. No gum chewing!
6. Lunch is to be eaten in the lunch area - observe all lunchroom rules.
7. Non-school related items must have teacher approval before being brought to school. Toys of any type should not be brought to school. Pupils are responsible for all

the public health department stating that the head lice is gone and that the child may return to school. The student will be excused from school for two (2) days per time for treatment.

ABSENCE PROCEDURES

Senate Bill 730 became effective in July, 1986. This law requires parents to notify the school when their children will not be present.

This law was implemented to help ensure that our students arrive at school safely. We realize that this may be an inconvenience to many, however, we feel that if both the school and the home know where our children are at all times, we may avoid a dangerous situation sometime later.

EMERGENCY AND SAFETY PROCEDURES

For safety reasons students are instructed in the procedures for fire and civil defense drills. In case of a civil defense alert during school hours, children will be kept in the building. If such an alert continues after school hours, dismissal will be at the discretion of the principal. Parents who wish to pick up their children during such an alert may do so with principal's permission.

It is extremely important that all emergency call information be kept current in the school office for your child, as it may be literally a matter of life or death. (A phone number **must** be on file to contact a parent. In the event that a phone number is not available the student will not be allowed in school until one is provided. Please notify as soon as possible the school office if any changes occur during the school year.) It is understood that in case of injury or accident first aid will be administered. In case of serious accident or illness, the school will contact 911 or the doctor listed in the emergency record information for the child and will follow the doctor's directions. If the doctor cannot be reached, the school will take whatever steps seem necessary.

EMERGENCY SCHOOL CLOSING

Should weather or some unforeseeable event dictate the closing of our school, notices will be given on local radio and television stations. Also, an emergency system of telephoning has been developed. Please keep school lines open unless it is truly necessary since emergencies demand the use of the phone for urgent arrangements. A message will be sent out through TeacherEase as soon as possible, so check that as well.

DAILY SCHEDULE

Pre-Kindergarten

The morning session is from 8:15 a.m. - 11:15 a.m. The 3-year-old program will meet on Tuesday and Thursday, and the 4-year-old program will meet Monday, Wednesday, and Friday. The afternoon session is from 11:45 a.m. to 2:45 p.m. We will follow St. John's school calendar for holidays and vacations. In the event of a winter blizzard, we will also follow the school's closing.

Grades K-8

Please check the school calendar for special days and variations in the schedule. Recess times are indicated in the individual classroom schedules along with other daily activities.

Students may enter building	7:45 a.m.
Students may enter classrooms.....	8:05 a.m.
Classes begin	8:15 a.m.
Morning Preschool dismissal.....	11:15 a.m.
Afternoon Preschool begins.....	11:45 a.m.
Classes end.....	2:40 p.m.
Classrooms are closed.....	3:15 p.m.

Early arrival before 8:05 a.m. must be arranged with the Principal.

All students entering the building prior to 8:05 a.m. must go directly to the lunchroom. Students entering the building between 8:05-8:15 must go directly to the classroom. Children arriving after 8:15, unless they are bus children, need to go directly to the school office for a tardy slip.

All children must leave the school grounds by **3:15 p.m.** unless they participate in an after-school activity. Children not picked up by 3:00 p.m. will be taken to the office. It is important and necessary for you to contact the school office if you are going to be late. *Understand that your child worries when you are late!*

If children desire to play on the school premises after **3:15 p.m.**, they must first go home and take school books/backpacks with them. They also must have parent's permission to return. Please understand that once a child leaves and returns they are unattended. Any accidents or concerns are **not the responsibility** of the school or of any school employee.

the kitchen during activities even if their parents are working in the kitchen. Please make arrangements to have someone supervise your child in the gym. The lunchroom will be closed during the games. Proper sportsmanship and courtesy should be displayed during the game. Children and adults not following these guidelines will be asked to leave the school. Parents will be notified if their child has been asked to leave the school due to improper behavior.

INTERNET

All use of the internet shall be consistent with St. John's Lutheran School's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Access to the internet must be for the purpose of education or research, and be consistent with the educational objectives of the school. Each student and his or her parent(s)/guardian(s) must sign the authorization before being granted internet access. The internet connection is only available when the school is open, the teacher has granted the student permission to access the internet, and the student is under adult supervision.

DISCIPLINE CODE

Discipline. . .Concern, accountability, and forgiveness are at the heart of our discipline philosophy. Our approach is one of fairness, firmness, and consistency grounded in Christian love. Disruptive behavior by any student can deprive others of the opportunity to learn and grow in our school environment. Our staff members do not administer corporal punishment; however, in cases of deliberate disobedience, other appropriate measures will be taken. In extreme cases, students may be suspended or expelled at the discretion of the principal.

Effective Christian discipline must be administered in love and in the best interest of the child. Cooperation BETWEEN the home and school is essential to enable us to work in ONENESS of spirit and purpose. Whenever the school pulls one way and the home another, the child suffers. It often leads to conflict and emotional disturbances within the child.

Corrective discipline and instruction is meant to be a learning experience for the child and will be administered in Christian love.

and a “C” average. Students who have an “F” in any subject or are below a “C” average will be suspended for 1 week at a time until corrected.

3. A student who receives 2 unexcused incompletes will be ineligible for a period of 1 week.
4. At the beginning of each semester a student will begin with 100 points for "Effort and Behavior". Each time a student has an unexcused incomplete the student will lose 1 point. Students who do not attend church will have 1 point deducted each week they do not attend. Students will lose 1 point for disciplinary action that involves disrespect toward a staff member or another student. In the event of disrespect a formal discipline sheet will be filled out by a staff member and given to the principal before any points will be deducted. Any suspension will involve 1 point to be deducted per day of suspension (in-school or out of school) with a minimum of 2 points deducted.
5. Students having 3 points deducted in 1 week will be suspended for the following week. Students falling below the 80 point mark for a semester will be ineligible for the remainder of the semester. There is a minimum 4 week suspension. If there are less than 4 weeks left in the semester the student will remain suspended until 4 weeks from the date of suspension.
6. In-school suspension for discipline would suspend the student from practice or the activity for the day of the suspension.
7. Each semester the students will start with 100 points for "Effort and Behavior"
 - B. These policies shall also cover any service activities that extend beyond the individual classroom. Classroom activities shall remain the responsibility of the teacher.
 - C. Any child that is not in attendance at school for any part of the day may not participate in, or be in attendance at, any school sponsored event that day. Exceptions may be made at the discretion of the principal, e.g. funerals, physician and/or dental appointments

EXTRA-CURRICULAR ACTIVITY ATTENDANCE

Students attending extra-curricular activities must be accompanied by a parent or responsible adult. Students are to remain in the gym during the activity. **Students are not to be in**

CURRICULUM

The Curriculum Guide for Lutheran Elementary Schools and the learning standards for Illinois schools established by the Illinois State Board of Education comprise the curriculum. The faculty has developed specific curriculum and outlines in all subject areas.

Pre-Kindergarten

Centers: This allows your child to choose from many interest centers: housekeeping, drama, easel painting, blocks, manipulative and learning games, puzzles, and a discovery area.

Group Time: This involves all of the children in a planned lesson including Jesus time. Concepts-development is based on a theme, movement activities, stories, songs, and fingerplays will be stressed.

Snack Time: This is an opportunity for learning good table manners and being polite. Healthy foods are stressed at snacktime. We always thank God for our food.

Large Motor Time: This emphasizes activities involving large muscles, both inside and outdoors.

Art Time: This introduces your child to a variety of media.

Grades K - 8

Religion: Bible study, Bible stories, doctrine, church history, mission, memorization, liturgy study, Luther’s Small Catechism.

Language Arts: Reading, spelling, phonics, handwriting, English grammar and composition, creative writing, speech.

Mathematics: Transitional, thorough study of basic operations and major concepts, including computer concepts.

Social Studies: A study of societal development involving geography, history, and civics.

General Sciences: Concepts in biological and physical sciences.

Music: Singing, music appreciation, music notation. (Participation in choir at **special programs and worship services is required** as part of the school program. If students cannot attend these services or special programs, a written notice is required in advance.)

Art: Graphic creative art, art appreciation.

Physical Education: Development of physical fitness and motor skills.

ASSIGNMENTS

The amount of assignments depends on the grade level, ability, and study habits of the child. Parents can help by providing encouragement, a quiet place for study and daily praise for their child's achievements.

In cases where a child consistently brings home a large amount of work, the parent should consult with the teacher. If you have a concern about your child and his/her progress, call the school office to make an appointment to meet with the teacher. If there are still concerns after meeting with the teacher, please consult with the principal.

A student who has an excused absence shall be permitted one (1) day for every day that he/she was absent to make up their work. The student is also expected to hand in his/her current assignments on time.

PROGRESS REPORTING AND TESTING

Report cards on the progress of the pupils are issued four times during the school year. Parent-teacher conferences have also been scheduled to discuss student progress. If at any time you should want to meet with the teacher, please call the school office and make an appointment.

Grade Scale:	A	100 - 93%
	B	92 - 85%
	C	84 - 77%
	D	76 - 69%

A program of standardized and diagnostic testing is provided for the students.

PROMOTION

SENATE BILL 730, Effective July 1, 1986, discouraged promotion for social reasons. Students who, by teacher judgment and student test results, demonstrate a proficiency level comparable

prepared by experienced school lunch personnel. Students who bring lunches may purchase milk from the school. **Lunches must be pre-paid. Make checks payable to: St. John's Lutheran School Lunch Program.** Students without pre-paid lunches needing lunch will result in a modified lunch for your child. Variations from this procedure will only be granted on an individual basis, upon approval by the Board. Parents who pack lunches for their children are encouraged to send well-balanced lunches. Please understand that **pop is not allowed.** Fruit juice should be included in the lunch if your child is not purchasing milk. Refrigeration is not available for sack lunches, so parents should include a cold pack with the lunch.

Parents financially unable to meet the expenses of a noon lunch for their child should contact the school office. **Free or reduced lunches are available to those students who meet the criteria.**

MEDICATION

No kind of medication shall be dispensed by school personnel without written consent of the parent. Doctor's orders must be on file in the school office for all prescription drugs. The label on the medication must be current. No child is to have any medication on his person during his stay in school.

All medicines brought to school should be given to the school secretary for safekeeping and in the original prescription bottle. Office personnel will supervise children when they are taking the medicine.

EXTRA-CURRICULAR STUDENT PARTICIPATION

ELIGIBILITY POLICY

A. Eligibility for participation in activities (performances and practice) which represent the school to the public is dependent upon Christian citizenship and good scholarship. All students involved in extra-curricular activities (extra-curricular is defined as any activity which takes place in whole or part outside the confines of the normal school day in which the student has the choice of participation) will be evaluated weekly.

1. All students will be checked on a weekly basis for eligibility.
2. Students must not have an "F" in any subject

these shoes are not allowed for outside. Besides these requirements, all shoe types are allowed for the regular class day. Please be aware that flip flops may be hazardous when going up and down stairs.

Use of cosmetics should be discreet. Hair coloring must be within the range of normal hair colors. Only ears may be pierced. No tattoos or body art is allowed! Personal hygiene should also be encouraged and supervised. Hair should be neatly combed on a daily basis.

Teachers will consult with the principal to review any inappropriate dress. Students dressed inappropriately will be sent to the office and supplied with appropriate dress for the remainder of the day or until appropriate clothing is brought to them. Parents will be notified of inappropriate dress.

Gym clothes are required for grades 5-8. Appropriate athletic shoes must be available for outside use for outdoor P.E. classes in grades K-8. Inside gym shoes are required for all grades.

The dress code is in effect for the school day and for any school-sponsored or church activity outside of school hours, even if the activity is off school grounds. An exception is made in the case of official school uniforms (not practice uniforms) for sports teams and cheerleaders.

If you have any questions concerning attire, please contact the teacher or principal.

Pre-kindergarten/kindergarten children should be comfortably dressed in simple washable clothing suitable for climbing, crawling on the floor, as well as messy play with paint, playdough, marker, glue, etc. Paint shirts will be put on your child when we are doing "messy" projects. We also recommend rubber-soled shoes at pre-kindergarten for traction and less noise. All outdoor clothing (coats, boots, mittens, hats) should be labeled with your child's name. Students must have a pair of gym shoes that can be left at school for use in the gym.

COLD WEATHER POLICY

When it is cold, rainy, or snowy it is the parent's responsibility to dress their children in a manner to insure their well-being. This means coats, gloves, hats, and boots should be worn as necessary.

LUNCH PROGRAM

Type "A" lunches are available under the federally sponsored school lunch program at St. John's. Well-balanced meals are

to pupil performance one grade or more below current placement shall be provided with a remediation plan. Such plans may include summer school, extended school day, tutorial sessions, retention in grade, reduced class size, special homework and modified instructional programs. **Parents will be notified of the possibility of a retention by no later than the end of the third quarter.**

STUDENT RECORDS

In accordance with the Illinois School Record Act of 1985, students and parents have the right to inspect and/or challenge the contents of their permanent records. Any parent or student wishing to exercise this right should make an appointment with the Principal.

If a student or parent wishes to review the state guidelines regarding student records, they may make an appointment.

Official student records will be held and completion of grades will not be credited until full payment of tuition and fees is made.

HONOR ROLL

Students in grades 5-8 are eligible for the Honor Roll. Honor roll is based on grades for the following subjects: Religion, Memory, Literature/Reading, Language, Science, Math, History/Social Studies, and Spelling.

Criteria for A Honor Roll: student must have 93% grade average or higher and have no Cs or more than one B in any major subject.

Criteria for B Honor Roll: student must have 85% grade average or higher and have no Ds or more than one C in any major subject.

STUDENT SERVICES

Student services, as prescribed by federal law, are provided to parochial school students on an equal basis with public school students. These services include speech and health services, and remedial services for eligible students. Close contact is kept with the public school special education department. Pupil referrals for these services are made by the classroom teacher in consultation with the principal.

St. John's Lutheran School does not group students by ability. We do offer **Title** I services for Math and Reading in addition to an enrichment program.

SPEECH AND LANGUAGE PROCEDURES

For compliance with Public Law 94-142 all kindergarteners, second graders, fifth graders, new students and referrals or rescreens will be screened for possible speech and language problems. Afterward the parents will be notified with the results of the screening test.

DETENTION

Students having three (3) or more incomplete assignments per week are required to serve a detention. An incomplete assignment is defined as “an assignment that is not completed and turned in, by class time, according to the directions given, and to their teacher’s satisfaction.”

The half hour detention will be held at the discretion of the teacher. Parents and student will be notified by letter and/or telephone call of the date the students are required to serve the detention. Completion of said assignments does not release the student from attendance at his/her assigned detention. Students will be required to work on assignments.

CHRISTIAN CONDUCT

The greatest share in the responsibility of training your child still remains in the home. While the Church has instituted a program of Christian training for its children, it does not intend to remove any of the responsibility or privileges of the parents.

In the best interest of the child you may wish to discuss some of the following with him.

As a child of God I will -

Obey all those whom He has placed over me.

Be kind to the rest of God’s children.

Use all the skills with which God has blessed me.

Respect all teachers, adults and fellow students.

Help keep my church and school clean.

Dress myself in a way that I will be a credit to my

parents and my school.

Walk quietly through the halls.

Keep my books so they look like new.

Return all playground equipment after recess.

Return anything I find to my teacher.

Save all loud talking for the playground.

Help my teacher whenever possible.

Keep my hands and my feet to myself and respect my neighbor.

Teachers are to be regarded as God-appointed guardians while the child is in their care. The pupils are to obey and respect their teachers. Every pupil is expected to exercise Christian behavior, whether it be on the way to or from school, on or off school property.

DRESS CODE/APPEARANCE

It is expected that all pupils attend school in proper Christian-like attire. All clothing must allow the students to be safe, comfortable, neat, and suitably modest while carrying on the normal school activities. Appropriate dress is walking shorts, dress pants, jeans, capris, skirts, dresses, sweaters, shirts, blouses, T-shirts with **positive messages** and jogging suits. Tank tops must be fitted under the arm and cover more than half of the top of the shoulder. Shorts and skirts may be worn only during the months from April 1 through October 15. Grades 5-8 shorts must have a minimum of a 4-inch inseam. Stomachs or back sides must not be visible when the student’s arms are raised straight up above the student’s head. Backs must not be visible when the student is seated. Lycra/spandex shorts, frayed hems, torn clothing, and bare midriffs are not allowed. Muscle shirts, halter tops, tops with spaghetti straps, and mini-skirts are not allowed. Hats and head apparel are not to be worn in the building.

Outdoor shoes must be worn for outdoor recesses. These shoes must stay on the feet while running, climbing or playing ball. If there is a problem, the teacher will inform the parent and student that