

ST. JOHN LUTHERAN SCHOOL 2016-2017 HANDBOOK

UPON THIS ROCK

“Trust in the Lord forever, for the Lord God is an everlasting rock” (Is. 26:4 ESV)

WELCOME TO ST. JOHN LUTHERAN SCHOOL

The Board of Christian Education, the principal, the pastor, and the staff at St. John welcome you to the new school year. We hope the information presented here will help inform students and parents regarding school expectations and that it will serve as the basis for an efficient and effective school year. We welcome your input and would be happy to discuss any concerns or issues you may have as we work together to provide a quality Christian education.

St. John is fully recognized by the Illinois State Board of Education based upon compliance with nonpublic school recognition standards. We are dedicated to providing a curriculum that meets the needs and interests of your child, that transmits Christian and cultural heritage, that provides sound preparation for citizenship supporting the ideals of American representative government, and that provides a solid foundation for more advanced study. The curriculum is based upon the Common Core State Standards (CCSS) and takes into consideration the varied aptitudes of children enrolled in the school. Learning experiences are adjusted based upon the individual child and class. Each child is given an opportunity to develop and use his or her God-given talents as a steward of the Lord. With God’s help we desire to work together to complete our mission on a daily basis and move forward towards our vision of excellence.

FACULTY AND STAFF CONTACT INFORMATION

Wendy Lochhead, MA, principal: 618-826-5965

Pastor Timothy Sims, pastor: 618-826-3545

Mesha Reiman: 618-615-3734

Kaela Powley: 618-615-3413

Luke Lochhead: 618-615-5030

Chelsee Tharp: 618-499-0593

Meg Knop: 618-826-3686

Heather Hartman: 618-615-2438

Lindsey Breithaupt: 618-201-2681

Meghan Blechle: 618-534-1086

Rebecca Nobbe: 618-443-8875

Andrea Luthy, M Ed: 618-615-6060

Ashley Page: 618-615-5472

Sarah Koester: 618-282-4265

Ashly Bert: 618-615-6451

Lynn Powley, secretary: 618-826-4345

Dennis Mott, custodian

School Web address: www.sjshornets.com

School Phone: 618-826-4345

Church Phone: 618-826-3545

HORNET BUZZ BOOK

The Hornet Buzz Book is used by 1st through 8th grade students to help them and you with the organization of school work and activities. Teachers work with students on how to use the Buzz Book for planning, tracking assignments, and organizing school and personal activities. The Buzz Book can also serve as a communication link between school and home. Students are expected to have their Buzz Book with them each day in school for all classes. Please ask your child to share the information in his or her plan book with you and encourage your child to fully use the Buzz Book. **We ask that you read the handbook in the front of the Buzz Book and sign and return the agreement on the second to last page of the handbook.**

MISSION

St. John Lutheran School exists to challenge and enable young people to grow in both Christian faith and wisdom as well as in academic knowledge, and to prepare them with the help of the Holy Spirit to believe in Jesus as their Savior and tell others about Him.

VISION

Through the power of the Holy Spirit, St. John will align curriculum with the Common Core State Standards; continue incorporation of Positive Behavior Intervention and Support to create positively-motivated Christian stewards who live their faith; support faculty and parents as partners in an excellent academic and Christian education; and work toward achieving the new facility plan.

CHRISTIAN OBJECTIVES

These objectives seek to guide the child in his or her own life on earth, through death, and beyond death into eternal life in heaven.

- The child will come to know the Triune God as his or her Creator, Redeemer and Sanctifier.
- The child will establish a responsive and responsible relationship with God and the elements of His creation.
- The child will acknowledge God's Word as the source of spiritual truth, grow in love and respect for it, and use it faithfully.
- The child will recognize himself or herself as an integral element of God's creation, endowed with unique abilities and gifts, and will be responsible for the effective utilization of these talents.
- The child will grow in his or her Christian faith and develop a concern for fellow members of the Body of Christ.
- The child will be taught the Christian religion in an integrated manner so it can be the permeating influence in all the teaching and activities affiliated with the school.
- The child will be educated in those fundamentals which will further his or her development as a Christian and as a citizen.
- The child will recognize all people to be God's creation and will show respect, courtesy, and consideration for the rights and welfare of others.
- The child will respect government as God-ordained and will appreciate his or her privileges and responsibilities as a member of the local, state, national, and responsibilities as a member of the local, state, national, and world community.

WORSHIP

In line with the mission, vision and objectives of Christian education at St. John, regular church attendance on the part of the children and their families is strongly encouraged. Not only should we

teach the Third Commandment and its implications, but we should also diligently practice it by holding God's Word in love and esteem. In order to set a good example, parents should bear this in mind and attend church with their children. A formal record of church attendance is kept through the attendance sign-in booklet at church and is maintained in the church office. Families are asked to sign the attendance book each time they attend a service.

St. John member families whose children attend school are expected to be active and faithful participants of St. John through their presence at Holy communion and their giving of time, talent and treasure for the good of God's Kingdom. The families--child(ren) and at least one parent--are to be in attendance at church services at least 50% of the time. Member families must attend at least 26 services per year as tracked by the church secretary from the pew sign-in sheets from April 1st of each year through March 31st of the next year. If you would like to know your church attendance status, please call the church office.

Devotional chapel services are held every Wednesday morning in the church. While these services are especially geared for children, parents and others are welcome to attend. The offerings taken at these services will be designated for mission work and various charities of the school children's choice.

PARENT-TEACHER LEAGUE (P.T.L.)

St. John Lutheran School sponsors a Parent-Teacher League that works to foster and support Christian education. Through this organization, our school strives to establish positive home-school relationships and provides parents with assistance in Christian parenting and serving as their child's first and primary teacher. Our Parent-Teacher League activities are announced in the fall. All those who have children attending the school are automatically members and are strongly encouraged to attend activities and meetings.

ADMISSION & ATTENDANCE

ADMISSION POLICY

St. John Evangelical Lutheran School is a Christian parish school established primarily for the children of the local parish, but it also acknowledges its obligations in the wider field of mission and in the growth of Christian education.

St. John admits students of any race, color, nationality or 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, nationality or ethnic origin in administration of its educational policies, admission policies, scholarship, athletic and other school-administered programs.

All children enrolled are required to engage in Bible study and Christian education based upon Holy Scripture and are asked to conduct their lives in harmony with this training.

- Those enrolling in **3-year-old preschool** must have reached the age of three on or before September 1.
- Those enrolling in **4-year-old Preschool** must have reached the age of four on or before September 1.
- Age requirements are the same as the Chester public school district for enrollment in **Kindergarten**. A child must be five years old on or before September 1 to enter Kindergarten.

Enrollment in the kindergarten class at St. John is contingent upon the results of the kindergarten screening given to all prospective students in the spring of the school year. Enrollment is based upon the screening results, age of the student, previous preschool experience, and the social/emotional development level of the child. The final decision regarding enrollment will be made by the kindergarten teacher in conference with the principal. Students seeking enrollment in kindergarten after the spring screening date will be required to schedule and participate in a screening and receive verification from the kindergarten teacher.

- Parents of **pupils transferring from other schools** are asked to fill out and sign a consent form that allows St. John to request student records from the student’s previous school. Placements from other schools will be accepted in placing a child at the proper grade level.

PHYSICAL EXAMINATIONS

Based upon state law, the following medical activities are required.

- **Physical Exam:** Required for all students upon enrollment in Preschool, Kindergarten, Grade 6, and Grade 9 or for students entering Illinois schools for the first time. Examinations must be performed within one year prior to the beginning of school. Should an examination for Preschool be performed within one year prior to beginning Kindergarten, the child need not have an additional examination for Kindergarten, though there may be immunizations required for entrance into Kindergarten. Forms are available in the school office as well as from most local doctors. In addition to the legally required immunizations, beginning with the 2015-2016 school year, students entering 6th grade must provide proof of receiving a meningitis immunization.
- **Physical Exam for sports:** Required each year for all students participating in interscholastic sports or cheerleading at St. John. This examination must be on file before a student may participate in any practice or game including the practices for cheerleading try-outs. St. John students may take part in the sports’ physicals program conducted by a local doctor for a nominal fee each summer. Forms are available at the doctor’s office. The legally required 6th grade physical examination also serves as the sports’ physical, but the sports’ physical does not replace the required health examination.
- **Dental Exam:** Required for students in kindergarten, second and sixth grade. Examinations must be performed by a licensed dentist who signs the proof of examination form. Each child shall present proof of examination by a dentist prior to May 15th of the school year. School dental examinations must have been completed within 18 months of the May 15th deadline. Dental forms are on file in the school office.
- **Eye Exam:** Required within one year prior to beginning kindergarten and for all students entering school for the first time in Illinois. Proof of the eye exam must be submitted to the school office by October 15 of each school year.

SCHOOL HOURS

Students are not permitted to play outdoors before school in the morning. Children arriving between 7:30 AM and 7:45 AM go to the Parish Hall until 7:45 A.M. when students are dismissed by the supervising teacher and go directly to classrooms. **Please assure that your child DOES NOT ARRIVE PRIOR TO 7:30 A.M. The Parish hall door is locked until 7:30 A.M., and no supervision is available until then.**

Class	School begins	Lunch (& recess)	School dismisses
3 yr old preschool	8:00 AM	10:45 AM	11:15 AM

4 yr old preschool	8:00 AM	10:45 AM	11:15 AM
Kindergarten	8:00 AM	10:45 AM	2:50 PM
1 st – 4 th grade	8:00 AM	11:30-12:25 AM	2:50 PM
5 th – 8 th grade	8:00 AM	12:20- 1:15 AM	2:50 PM

EARLY DISMISSAL

On days when school is dismissed early, Extended Care will remain open until 5:00 P.M. If an early dismissal is due to inclement weather, parents have the option of picking up their children as early as they choose.

ATTENDANCE

In accordance with the laws of the State of Illinois, students are expected to have regular and punctual attendance. Further, the Board of Christian Education believes regular school attendance is extremely important from an educational perspective. When a child will not be attending school, the parent should **phone the school office between 8:00 and 9:00 AM to report the absence.** If a child is not at school and the office is not aware of the absence, the school will call the parent to determine the whereabouts of the child. If a student is ill and absent from school for more than four consecutive days, he/she must have an excuse signed by his/her doctor upon returning to school.

If a student comes to school after the school day has begun, he or she must stop in the school office for an “Admission to Class” slip to take to the teacher.

Students with chronic absences will be referred to the Regional Office of Education’s Truancy Program. Students who miss 20 days in one quarter or a total of 30 days during a school year will generally be required to repeat the current grade. Special circumstances may prevent this action. For instance, an illness that requires lengthy hospitalization during which time private tutoring takes place would prevent retention. A doctor’s excuse must be provided to the school in this circumstance. The final decision regarding retention will be made by the principal in consultation with the teacher.

RETURNING TO SCHOOL AFTER ILLNESS

St. John asks that parents follow these guidelines from the Bi-County Health Department for determining when their child should return to school after an illness.

Strep Throat - 48 hours after the administration of an antibiotic.

Chicken Pox - When the lesions have scabbed over the child is no longer contagious. Recommendation is 7 days (one school week).

Flu - After child has been without fever for 24 hours.

Colds - No specific recommendations.

Pink Eye - After child is examined by doctor and treatment has been administered for 24 hours.

Fever – If a student is found to have a fever at school, a parent will be notified and the parent must make arrangements for the child to be picked up. Fevers generally indicate an infection is present. **Children who have a fever should remain at home until they are fever-free for 24 hours with no fever reducing medication before returning to school.**

HOMEWORK DUE TO ABSENCE

If a child is absent from school, parents need to make arrangements to pick up the child’s homework after school. The child will have one day post absence to complete their missing assignments. Children absent more than one day will need to make arrangements with individual teachers.

ANTICIPATED ABSENCE

Removing students from school for vacation and/or family trips is **HIGHLY DISCOURAGED** from an educational standpoint; however, if it is **ABSOLUTELY NECESSARY** for a student to be absent due to a family trip and/or vacation, his/her teacher(s) must receive written notification of the anticipated absence at least one week prior to the first day of his/her absence. Students should make arrangements with individual teachers to determine assignments that may be completed in advance, assignments that should be completed upon return and assignment due dates.

ABSENCES FOR ACADEMIC OR ATHLETIC EVENTS

Students attending and participating in academic or athletic events recognized and approved by St. John Lutheran School will not be counted as absent. Upon returning to class, students will be expected to have all work completed for days not in attendance. Siblings that are absent from school but not participating in the event will be considered absent according to normal procedures.

LEAVING SCHOOL GROUNDS DURING SCHOOL DAY

Students may not leave the school grounds during the school day—from the time the students enter school in the morning until they are picked up in the afternoon—for reasons other than medical appointments, family emergencies, or the like, unless they have special permission from the principal.

Anytime a student must leave the school grounds for appointments, etc., he or she must have notification, preferably in writing, from his or her parents explaining the reason for the absence (i.e. funeral, dental or doctor appointment) and stating the time the student should be dismissed from class. Parents must pick students up from school, not meet them at the doctor's office or other location. Parents are asked to meet their child at the school office.

Due to liability issues, students may not leave school grounds to run errands in the business district and they may not patronize Hardees prior to attending any type of after school activity.

Students going **home for lunch** are not required to have special permission to leave the school grounds each day, but should be urged to return to school promptly.

FINANCIAL INFORMATION

FEES

- **Kindergarten:** A \$155.00 per child nonrefundable, one-time yearly registration fee is due at registration. (Tuition in chart below.)
- **Grades 1-8:** A \$165.00 per child nonrefundable, one-time yearly registration fee is due at registration. This includes the technology fee and the Buzz Book. (Tuition in chart below.)
- **Preschool:** A \$50.00 per child nonrefundable, one-time yearly registration fee is due at registration. Additionally, a \$13.50 per day fee covers preschool only. Preschool plus extended care fees are \$18.50 per day. These fees may be paid weekly or monthly on the first day of the week in the mornings in the preschool room. This amount does include a hot lunch. Fees are charged only for days school is in session and the program follows the school calendar. Parents are responsible for paying fees on days when students are absent. If a parent withdraws a child after notification of acceptance, tuition and fees paid to that point are forfeited. Special arrangements for late payment of tuition must be made through the Board of Christian Education.

Delinquent accounts will be turned over to legal counsel for collection. If legal action is taken, the individual is responsible for attorney fees and court costs.

- **After School Extended Care:** \$3.50 per day for children grades K-5 or \$60.00 per month per child.
- **Grade 6:** A one-time fee of \$50 for the use of a personally assigned school laptop for use in grades 6, 7, & 8.
- **Graduation fee:** A \$25.00 one-time fee at the beginning of the 8th grade year to cover diploma costs.
- **Late Registration:** \$10.00 for registration of students after the fall registration date passes. Registration is considered to be the completing and returning of all necessary forms—Registration and Emergency Contact.

KINDERGARTEN–8TH GRADE TUITION

Tuition may be paid once yearly, on a 9-month basis, or on a 12-month basis according to the payment schedule below.

9-Month Plan—September through May

	One Child	Two Children	Three Children
St. John Member—Monthly	\$172.23	\$233.34	\$294.45
St. John Member—Yearly	\$1550.00	\$2100.00	\$2650.00
Non-Member—Monthly	\$277.78	\$411.12	\$544.45
Non-Member—Yearly	\$2500.00	\$3700.00	\$4900.00

12-Month Plan—June through May

	One Child	Two Children	Three Children
St. John Member—Monthly	\$129.17	\$175.00	\$220.84
Non-Member—Monthly	\$208.34	\$308.34	\$408.34

Tuition for Kindergarten through grade 8 is due the first day of each month. At the end of the first quarter, tuition must be paid current through the end of the month prior to the month in which the first quarter ends. For example, if the first quarter ends in October, tuition must be paid through September; otherwise, the child(ren) cannot attend for the second quarter. At the end of the third quarter all tuition must be paid current through the month of March, otherwise, the child(ren) cannot start the fourth quarter. Notice will be sent to parents who have not yet paid as set forth above, not less than seven calendar days prior to the end of the quarter. The remainder of the year’s tuition must be paid in full by May 1; otherwise, the child(ren) cannot attend after May 1.

Special arrangements for late payment of tuition must be made with the school office. Delinquent accounts will be turned over to legal counsel for collection. If legal action is taken, the individual is responsible for attorney fees and court costs.

FINANCIAL ASSISTANCE FOR EDUCATION

As part of its mission responsibility, St. John offers financial assistance through its Amanda Kahre Memorial Scholarship Fund to students at St. John exhibiting financial need. Information regarding applying for assistance may be requested from the school office. St. John uses an external, confidential data collection and analysis company to handle the application process. The decision regarding amount of assistance is determined by the Board of Christian Education.

STUDENT TRANSPORTATION

BUS SERVICE

Bus service is provided by the state through Southwestern Illinois Bus Company of Chester. All students who live 1½ miles or more from school or who live in areas deemed “unsafe for walking” are eligible to ride the bus. To take advantage of this service, call the bus company at 618-826-2323 and request information regarding bus procedures. This service is a privilege and children should conduct themselves in an appropriate Christian manner while riding the bus.

Children who wait for buses after school should stay within the fence and remain on the alley side of school. In bad weather, students may stand inside the door on the alley side of the building. Students should not eat or drink or play with school equipment while waiting for buses. If your child normally rides the bus, he/she will be sent home on the bus unless the office (or teacher) is notified by phone or by a note of a change in plans.

BUS PASSES

In the interest of student safety, the bus service has developed this procedure for allowing children to alter their normal bus schedules. If, as a result of an emergency situation, a child needs to ride a different bus home or be dropped off at a different location from his/her regular bus on a particular day, a note signed by the parent giving the date, drop-off location, and reason for change must be given to the school secretary. The child will be given a bus pass for the date(s) specified that he/she in turn must present to the bus driver when boarding the bus. The bus driver will not allow any students on the bus nor will the driver drop them off at any location other than their regular drop-off location without this pass. (Scout meetings, sleep-overs, etc. are not considered emergency situations and transportation for these activities should be arranged by the parent.)

INAPPROPRIATE BEHAVIOR ON SCHOOL BUS

In order to maintain a cooperative, working relationship with the public school district and the bus company, an agreement has been developed for students who do not behave in an appropriate manner on the school bus. If a student is “written up” by the bus driver for inappropriate conduct the procedure below will be followed. The first two steps may be disregarded resulting in bus privileges lost for the year should the principal and Board of Christian Education or Southwestern Illinois Bus Company consider the offense of such a nature as to warrant this action.

Incident	Consequence
1 st	Loss of riding privileges for one week
2 nd	Loss of riding privileges for one month
3 rd	Loss of riding privileges for one month and possibly for the remainder of the year

CHILDREN WHO WALK OR WHO ARE PICKED UP

Children who walk home after school should not remain on the playground. Parents who pick children up should pick them up on the High Street side of school from 2:50 until 3:10 P.M. Please pull along the curb or park in the lot behind the church to wait for your child. **Please do not stop in the middle of the street or wait in the “No Parking” area.** After 3:10 P.M. students should be picked up between the bank and the school on the alley side of the school.

If your child is to be picked up by an individual other than the one usually expected, please notify the office (or teacher) of the individual designated to pick the child up that day. Preschool and Kindergarten students WILL NOT be released to any individual other than the person(s) designated at the beginning of the year without a note or phone call from the parent.

BICYCLE RIDERS

Bicycles should be parked along the fence outside the playground on the Buena Vista Bank side of the school. No student should ride his/her bicycle during school hours without permission from a teacher. Bicycles should not be ridden on the school playground during school hours or before the last bus has gone for the day.

FIELD TRIPS

Parents volunteering to drive for field trips should make other daycare arrangements for siblings not enrolled at St. John. Siblings enrolled at St. John, but not in the class going on the field trip are expected to remain in school. Parents volunteering to drive for a field trip should plan to transport their own children and can take other students if seating is available.

TRANSPORTING CHILDREN SAFELY

St. John School expects parents who are involved in the transportation of children on field trips or other school-sponsored activities to comply with the Child Passenger Protection Act, Illinois Vehicle Code (625 ILCS25). Children aged 8 to 15 must wear a seat belt. Children under 8 years old must be secured in an appropriate child restraint system. The parent or legal guardian of a child under the age of 8 is responsible for providing a child restraint system to any person who transports his or her child. A child weighing 40 pounds or more may be transported in the back seat of the vehicle while wearing only a lap belt if the back seat is not equipped with a combination lap and shoulder belt. The Child Passenger Protection Act applies to noncommercial vehicles of the first division, motor vehicles of the second division with a gross weight rating of 9000 pounds or less, or any recreational vehicle operated on the roadways, streets or highways of Illinois.

STUDENT INFORMATION

DRESS CODE

Students at St. John are expected to dress appropriately. They are taught to respect their bodies from a Christian perspective and acknowledge that they are representatives of the school, and more importantly of their Savior, Jesus. Their dress should reflect modesty, tastefulness, and cleanliness in their appearance and should not be a distraction to others in the learning environment. A dress code has been in place at St. John since the year 2000. The following describes appropriate student dress at St. John. Students will be asked to contact a parent for a change of clothing if they are dressed inappropriately.

The dress code described below must be followed Mondays through Thursdays. Fridays will be SPIRIT DAYS where students may wear sweatshirts, hoodies, polos or T-shirts that read “St. John Lutheran School” or that bear the name of a team, club, or event affiliated with the school.

HAIR AND MAKE-UP

All students are to avoid bizarre or extreme hairstyles that draw excessive attention to the individual and/or disrupt the educational process. This includes unnatural color, style, or length. Boys' hair should be no longer than the collar line. Hair should be clean and out of the eyes. The use of modest make-up is allowed in grades 7 and 8 only. Eyeliner is not allowed. No make-up is to be brought to school. No make-up is allowed in grades lower than the 7th grade. Pierced ears are the only body piercings allowed. The school may limit fragrance use to prevent respiratory distress for students with those conditions.

SLACKS

Slacks are to be **plain, unadorned, and solid in color**. Jeans may be worn without rips, tears or embellishment. Pants, leggings, or other items of apparel made of knit or other form-fitting material cannot be worn unless they are covered by other clothing items of acceptable length.

SKORTS, SKIRTS, JUMPERS

Skorts, skirts or jumpers are to be plain and no shorter than 3 inches above the kneecap. These should be worn with a **plain, collared, solid colored** polo, buttoned-front shirt or turtleneck.

SHORTS

Shorts are to be **solid and plain**. Jean shorts may be worn as long as they are not "cut-offs". No knit or "shiny" athletic shorts are allowed. Shorts are to be no shorter than mid-thigh in length. (A suggested length is no shorter than the student's fingertips with arms extended downward.) Shorts may be worn during the months of August, September and May, or at the discretion of the principal.

SHIRTS, BLOUSES

Shirts and blouses should be **plain, solid colors** with **collars** and sleeves. These may be polo or oxford style. **No branding** should be displayed. If items of apparel are worn underneath the shirt, the shirt must be buttoned to cover the undergarment.

TURTLENECKS

Turtlenecks should be a **plain, solid** color.

SWEATSHIRTS, HOODIES

Sweatshirts and hoodies worn in the classroom should be **plain, solid colors**. **No branding** should be displayed. Sweatshirts may not be worn inside out. A collared polo, button front shirt or turtleneck as described above should be worn underneath and should be displayed. The hoodies' hood should not be worn on the head in the classroom.

SWEATERS

Sweaters should be **plain, solid colors** with **no branding** displayed. A collared polo or button front shirt as described above must be worn underneath and should be displayed.

SHOES

Shoes can be any type as long as they have an enclosed back. In the interest of safety, sandals or other shoes must have a back strap.

LUNCH AND MILK

St. John Lutheran School operates a hot lunch program that follows the federal hot lunch requirements. As a result, good nutrition and health are being stressed. The charge for the noon meal is \$1.90 per day for those pupils in grades K-4 and \$2.20 per day for grades 5-8. Lunch money is collected the first day

of each school week IN THE SCHOOL OFFICE between 8:00 and 8:15 A.M. All other days it is collected in the school office between 8:00 and 8:10 A.M. and between 2:50 and 3:30 P.M. It will be greatly appreciated if parents pay lunch fees promptly. Lunch money may be paid by the week or the month.

Students who bring their lunch from home will eat with their class in the cafeteria. Milk is available at \$.40 per carton. Students are asked to make the choice to bring their lunch or participate in the hot lunch program on a **weekly basis** to facilitate the preparation of meals and the collection of lunch payments. Students are not allowed to bring their lunch one or two days and participate in the hot lunch program the rest of the week. They must choose to do one or the other for a week at a time. Students who bring their lunch **may not bring soda** to drink with their lunch.

A program for free and reduced-priced lunches is sponsored by the Federal and State Lunch Program for those parents who find the cost of school lunch a financial burden. Information about these programs is sent home with each student at the beginning of the school year. All information supplied by the families is held in strict confidence and records are kept in the office only, so no specific student can be identified as being in this lunch program.

TECHNOLOGY

Students at all grade levels use computers. Students in grades 6, 7, and 8 will use laptops in a one-to-one program. Younger students will be learning technology skills to work toward computer literacy and older students will be using technology to assist in learning and in school work completion. All students and parents will be asked to sign and return an agreement outlining the acceptable use of technology at St. John. Students will be unable to use computers until this agreement is signed and returned.

HOMEWORK

Student's use of this Hornet Buzz Book for planning and organizing assignments and activities should help provide communication between the school and home. Students are expected to document their homework in their Buzz Books and parents should encourage this practice and ask children to share the information in their plan books.

Daily homework assignments are usually also listed on the St. John web site at www.sjshornets.com.

PUPIL EVALUATION

To notify parents of individual student progress, St. John Lutheran School issues a midterm report at the midpoint of each quarter and a report card at the end of each quarter. In some instances, a written evaluation may be included or used in place of the report card. Normally, two parent-teacher conferences are planned during the school year. These conferences are intended to maintain open lines of communication between parents and teachers for honest discussion of each student's development and progress. The faculty also urges parents to notify them at any time about any problems, questions, or concerns they have regarding their children. Teachers, as well, may contact parents requesting a conference.

Parents may request an educational screening assessment to identify suspected educational issues. Such a screening will be completed by Perandoe Special Education District staff. The principal will schedule such a screening.

GRADING SCALE

A+ = 99.5-100; A = 95.5-99.4; A- = 94.5-95.4; B+ = 93.5-94.4; B = 86.5-93.4; B- = 85.5-86.4; C+ = 84.5-85.4; C = 74.5-84.4; C- = 73.5-74.4; D+ = 72.5-73.4; D = 65.5-72.4; D- = 64.5-65.4; F = 0-64.4

BETA CLUB

Each year during the second semester, students from 6th, 7th and 8th grades are chosen for membership in the Beta Club. This is a service organization with members chosen for their worthy character, leadership, good mentality, creditable achievement and commendable attitude. Members must be on the honor roll with at least a 3.00 grade point average and they must not have a major behavior referral. They are approved for membership by the faculty and the principal.

PHYSICAL EDUCATION

St. John Lutheran School provides a physical education program for all pupils in Grades K-8. The purpose of these classes is to provide systematic exercise and participation in both individual and intramural team sports, and to aid in the child's physical development and well-being. All students are required to participate in physical education classes unless they present a written excuse from their parents to their teacher stating the reason for their non-participation.

Students in Grades 5-8 must wear proper clothing for P.E. classes. Girls are to wear shorts, blouse, T-shirt or sweatshirt, and gym shoes. Boys are to wear gym shorts, T-shirt, and gym shoes. Students in other grades are requested to wear gym shoes while participating in physical education. **Separate gym shoes do not need to be purchased to keep at school. Students should merely wear gym shoes to school on gym days.**

Students in Grades 5-8 are responsible for the storing of their own clothing when not in use. All items should be labeled with the child's name and should be laundered on a frequent basis.

INTERSCHOLASTIC ATHLETICS

Baseball, softball, basketball, volleyball, cross country, and track are offered during the course of the year. Cheerleading is offered as an extra-curricular activity.

In order to be/remain eligible for interscholastic sports and extra-curricular activities, a student must:

- Carry a passing grade in ALL subjects (an "F" in any subject results in disqualification for practice and games until the next evaluation period).
- Carry a cumulative average of "C" in core subjects (Religion, Math, History/Social Studies, Science, English, Reading/Literature).

Evaluations are done on a weekly basis and are the determining factor for participation in interscholastic sports and extra-curricular activities. Therefore, if a student becomes ineligible at the end of a week, he/she would be ruled ineligible for practice and games for the following week. A re-evaluation would take place at the end of that week to determine eligibility for the next week. Students should work with their teachers to improve their grades. Once students have been found ineligible for a particular week, they will remain ineligible for that entire week.

If a student is absent from school for any part of the day due to illness, the students will not practice or participate in any competition scheduled for that day.

SCHOOL PICTURES

School pictures will be taken in the month of October and spring pictures will be taken during the month of March. Students do not have to wear dress code shirts on picture days, but they may not wear rock group tee shirts. Information will be sent home for the October pictures. If you choose to purchase a packet, you should send the money to school on picture day with your child. In the spring, your child will be photographed and the photos will be sent home to you to decide whether you would like to purchase any. If you choose to make a purchase, the money should be sent to the school office. If you do not purchase the photos, you must return them to the school office.

SCHOOL TELEPHONE USAGE

The school phone is not for general use by students. Students must get permission from a teacher to use the phone. Students should not call parents except in true emergencies.

Please make after school arrangements (how your child will get home, where he/she should go, etc.) before sending your child to school each day. Students will not be allowed to use the phone to ask permission to have company over or to go to another child's house. These arrangements should be made before the child comes to school.

CELL PHONES

Cell phones are not to be used by students at any time during school hours. Students may keep them in the office or in their lockers. We strongly recommend that cell phones be kept in the office, as we are not responsible for items in lockers. Phones are to be turned off and students may not check for messages. Phones may not be in the classroom.

Cell phones used in violation of this policy will be confiscated and brought to the school office. Cell phones that have been confiscated will be returned only to a parent at the end of the school day.

Students may use cell phones at the end of an extracurricular activity to contact parents.

RECEIVING GIFTS/INVITATIONS AT SCHOOL

St. John values all students and seeks to avoid hurt feelings. The practice of sending gifts such as flowers, balloon's, etc., to school for birthdays, Valentine's Day, etc., is strongly discouraged. This practice can lead to disappointment on the part of students whose parents are unable to send gifts for their children. Any gifts that are sent to school will be held in the school office until the end of the day. The practice of sending invitations for parties, etc., to school with children is also discouraged unless all children in the class are to receive one.

LOST AND FOUND

Children lose many articles because they are not marked properly. Please mark articles with proper identification. The "lost and found" articles will be kept in the school office for a reasonable length of time. Unclaimed useable articles will be donated to the rummage sale in June.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS) & DISCIPLINE

SJS CARE

The term "discipline" comes from the word "disciple". It means to teach a good and wholesome pattern of behavior, thinking and attitude. Paul says to the Philippians, "Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable--if

anything is excellent or praiseworthy--think about such things. Whatever you have learned or received or heard from me, or seen in me--put into practice. And the God of peace will be with you.” (Philippians 4:8-9. See also Proverbs 22:6; Gal. 5:22-25’ Eph. 5:1-4; Col. 3:9-14; and 2 Timothy 3:1-5.) Being a “disciple” involves more than behavior or attitude. To be a disciple of Jesus is to be a believer, to know that our sins are forgiven by His cross, and that we have life by His resurrection. It is the promise of the Gospel that gives us hope. It means that we can forgive and leave behind the errors of the past and seek to grow in faith and Christian character. Our behavior is a reflection of our Christian faith. We love God above all else and love our neighbors as ourselves. Our thinking and actions need to reflect what we believe.

From a practice standpoint, St. John employs an evidence-based operational framework for improving academic and behavioral outcomes. We have identified and defined positive behavioral expectations, teach those behaviors in the same manner as core curriculum subjects, and reinforce those behaviors in meaningful ways. Students will learn and practice these behaviors in a variety of settings within the school. Rather than tell students what not to do, the school focuses on teaching, reminding, and reinforcing the preferred behaviors—what we DO want students to do.

Using PBIS principles we will:

- **teach** the pattern of good character, closely connected to the truth of the Christian faith. Out of love for God, we love others. We stress that children of God are respectful to everyone and everything (SJS CARE) as part of God’s wonderful creation. We have behaviorally defined what it means to respect oneself, others, and property.
- **talk** about matters of character such as: courage; honesty; kindness; respect for parents and others in authority; respect for one another; care for the smaller or weaker; cleanness and modesty in behavior, dress and language; the hope and joy that comes from the faith in God; a readiness to do what is right and good; and a life of worship and prayer. These are basic Christian values that we share.
- **model** appropriate and consistent behavioral patterns for children to see regarding what is right, good and noble and encourage and expect parents to do the same.
- **reinforce** appropriate individual behaviors in all school locations and activities.
- **reward** the consistent application of appropriate behaviors over a period of time.

The following matrix of expected behaviors is for your reference.

Expectation LOVE GOD LOVE OTHERS	Classroom	Hallway	Cafeteria	Playground	Bathroom	Chapel	Outside events
Respect self	(1)Worry about yourself (2) Be organized	(1)Walk in a straight line with hands at your sides (2)Go down steps one at a time using handrails	(1)Eat healthy foods (2)Remember that lunch time is for eating	(1)Wear weather appropriate clothing (2)Play safely	(1)Do your business privately (2)Wash hands well	(1)Be an active participant (2)Remember you are in God’s house	(1)Take care of your belongings (2)Behave as a Christian would
Respect others	(1)Keep hands and feet to yourself (2)One person talks at a time (3)Show that you understand	(1)Walk quietly (2)Greet others appropriately	(1)Use inside voice (2)Use proper table manners	(1)Be kind & forgiving	(1)Keep to yourself (2)Take care of your business quickly and quietly	(1)Be a positive example (2)Listen to the leader	(1)Help each other (2)Let your actions reflect school spirit

	that adults are in charge						
Respect property	(1)Keep desk organized (2)Get permission to use property that is not yours (3)Treat school supplies carefully	(1)Keep your locker organized and closed (2)Get permission to touch property that is not yours	(1)Pick up after yourself (2)Be neat	(1)Use equipment appropriately (2)Be responsible for returning equipment	(1)Flush toilets after use (2)Use just what you need (3)Clean up after yourself	(1)Leave church as you found it	(1)Leave property better than you found it

Although we will work to teach and reinforce expected behaviors, there are also consequences for inappropriate behavior. Inappropriate behaviors are dealt with in love through forgiveness. They fall into two categories—minor and major. The behaviors are described on the following page. Minor behaviors are normally addressed at the classroom level and major behaviors require office referrals. Consequences of major behaviors may include loss of privileges, after-school detention, in-school detention, and out-of-school suspension. Parents are notified of all major behavior issues.

Minor Problem Behavior	Definition
Inappropriate language	Student engages in low-intensity instance of inappropriate language.
Physical contact	Student engages in non-serious, but inappropriate physical contact.
Defiance/disrespect/non-compliance	Student engages in brief or low-intensity failure to respond to adult requests.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress code violation	Student wears clothing that is near, but not within, the dress code guidelines defined by the school.
Property misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the bell or after class has started.
Technology violation	Student engages in non-serious, but inappropriate use of cell phone, pager, music/video players, camera or computer.
Other	Student engages in behavior that does not fit previously described categories.

Major Problem Behavior	Definition
Abusive language/ inappropriate language/ profanity	Student delivers verbal messages that include swearing, name calling or use of words in an inappropriate way.
Fighting/physical aggression	Student engages in actions involving serious physical contact where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
Overt defiance/ disrespect/ insubordination/ non-compliance	Student engages in refusal to follow directions, talks back and/or delivers socially rude interactions.
Harassment/bullying	Student delivers disrespectful messages (verbal or gestural) to another person that include threats and intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments and/or verbal attacks based on race, religion, gender, age, national origin, disability, and/or other personal matters.
Dress code violation	Student wears clothing that blatantly do not fit within the dress code guidelines of the school.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Inappropriate display of affection	Student engages in inappropriate verbal and/or physical gestures or contact of a sexual nature to another person, either consensual or non-consensual.

Technology violation	Student engages in inappropriate use of cell phone, pager, music/video players, camera or computer.
Lying/cheating	Student delivers message that is untrue and/or deliberately violates rules.
Property damage	Student participates in an activity that results in destruction or disfigurement of property.
Skipping class/truancy	Student leaves class/school without permission or stays out of the class/school without permission.
Theft/forgery	Student is in possession of, has passed on, or is responsible for removing someone else's property or signing someone else's name without that person's permission.
Other	Student engages in problem behavior not listed above.

The following behaviors would also be considered major, but would be listed under "other" on the referral form and may involve notification of law enforcement: use/possession of alcohol, use/possession of combustibles, use/possession of drugs, or imitations, use/possession of tobacco, use/possession of weapons, or look-alikes.

CONFLICT RESOLUTION

Any concern or complaint which may arise should be guided by the principles in Matthew 18:15-20. The issue should first be discussed between the parties involved. If the issue involves a teacher, a discussion with the teacher occurs first. If resolution is not reached, the principal should be contacted. If there is still no resolution, the Board of Christian Education should be included in the discussion.

NUISANCE ITEMS

Generally, gum, animals, matches, cap guns, water guns, playing cards, comic books, radios, CD or MP3 players, computer games, trading cards and other toys that would distract from the learning process are not to be brought to school. On occasion, however, a teacher may indicate that these items may be brought to school for a specific project. If the items are brought to school without approval of the teacher, the teacher can confiscate the items and will notify the parent.

UNLAWFUL MISCONDUCT

Unlawful misconduct is the most serious of disciplinary problems. It involves actions violating the school code, municipal ordinances or state governing laws. It is typified by illegal behavior or severely harmful action taken against the student body, staff or school. Unlawful misbehavior is, but is not limited to, the following: possession, sale, or the use of controlled substances or illegal drugs; possession or use of dangerous weapons (i.e. handguns, rifles, shotguns); use or distribution of alcohol; severe physical damage to a person; theft or vandalism over \$25.00; purposely turning in a false fire or emergency alarm; arson; bullying. All municipal, state, and federal laws also apply to unlawful misconduct.

CONSEQUENCES FOR UNLAWFUL MISCONDUCT

Students found to be in possession of a dangerous weapon (as described above) on school property or who have brought a weapon to any school-sponsored activity or event or any event which "bears a reasonable relationship" to school will be expelled for a period of not less than one year per ILCS 5/10-22.6 and federal law HB 2596 and P.A. 890-0610. A referral will be made to the proper municipal authorities and a mandatory conference will be held with the parents.

Students found to be in possession of or using a controlled substance or illegal drug on school property or who have brought any controlled substance or illegal drug to any school sponsored activity or event or any event which "bears a reasonable relationship to school" will be expelled for a period of not less than one year. A referral will be made to the proper municipal authorities and a mandatory conference will be held with parents.

Students in violation of other misconduct mentioned above, will be disciplined accordingly. When a student is found to be in violation of the policy on Unlawful Misconduct, it is expected that the school, church, Board of Christian Education and/or pastor reach out to minister to the student and family.

HEALTH & SAFETY

HEALTH

Individual health records are kept on each student and parents are notified of required immunizations. Letters are sent home periodically requesting information on health and family background. It is very important that these be filled out and returned to the school office so that school health records can be kept up-to-date.

SPEECH SCREENING

A routine screening will be held during the first weeks of school to identify students who require further evaluation in the areas of speech and language development. The following students will be screened: preschool, Kindergarten, new students, those previously enrolled in speech class and any students referred by the teacher. If further evaluation is indicated, you will receive notification and a written request for permission to further assess.

INSURANCE

Student accident insurance is available at a nominal fee for all children attending St. John Lutheran School from preschool through grade 8. The fee is \$23.00 per year for student coverage in any school event in which the child participates, held at any location, during the school year. For \$125.00 “round-the-clock” protection is available and this coverage extends through the summer months. Detailed information can be found at www.1stAgency.com. Go to “Find Your School,” select the state, and click “Go.” You can download the brochure/enrollment form.

ACCIDENTS AT SCHOOL

In case of an accident at school, first aid will be administered. Every effort will be made to contact a parent. If we are unable to reach a parent, the doctor you have indicated on your Emergency Contact Form will be called.

SCHOOL ADMINISTERED MEDICATION

The diagnosis, treatment of illness, and the prescribing of medication are never the responsibility of school personnel. It is preferred that medication be given to children at home; however, when children require medication during school hours, school personnel will be designated to administer medication according to the following procedure.

- Parents must complete a written request to authorize school staff to administer the medication in the dosage prescribed by the physician. The **Parent Authorization Form** can be obtained at the end of these handbook pages or from the school office.
- The physician must complete a written statement indicating the medication to be administered, the dosage to be given, the time(s) of administration, length of time medication is to be administered, and the purpose of the medication.
- A limited amount of medication shall be brought to school at a time in the original labeled pharmacy container.
- A confidential record of medication administered shall be kept for the individual student.

- Students may not self-administer medication unless parents have submitted an authorization form to the office. All medication must be properly labeled and with the exception of inhalers be kept by the teacher in a secure location.
- Any special circumstances should be referred to the principal for resolution.

STUDENTS FOUND TO HAVE LICE

In order to prevent the spread of head lice in the school, the following steps will be taken when students are found with active head lice or nits (eggs) in their hair.

- Parents or guardians will be contacted and asked to pick the student up immediately.
- Parents will be given information to assist in the treatment and removal of lice and/or nits.

In order to eliminate the chance of re-infestation, students having been found to have lice or nits will not be readmitted to class until the following have been satisfied.

- They provide the school with the proper proof that treatment has been administered (a note from a physician or the label from a box of shampoo specifically intended for the removal of lice).
- They have been checked by school personnel who can verify that no active lice or nits remain on the student's hair.

COLD WEATHER

Due to the possible hazards of prolonged exposure of young children to extremely cold temperatures, the following policy has been established.

- Outside recess periods for children in grades Preschool through 4 will be canceled when the outside temperature is below 20 degrees Fahrenheit. Children in Grades 4 and below are to wear coats for recess when the temperature is 65 degrees or below and are to keep them closed (buttoned or zipped) when the temperature is below 50 degrees. Students in lower grades are expected to have their heads covered (hat, hood, etc.) when the temperature is 32 degrees or below.
- Children in Grades 5-8 may participate (based on teacher discretion) in recess periods if dressed to provide reasonable protection from the weather. Students in these grades are to wear coats when the temperature is below 60 degrees and are expected to keep them closed (zipped, buttoned) when the temperature is below 50 degrees.

INCLEMENT WEATHER

If it becomes necessary to cancel school due to inclement weather, you will receive an automated call announcing the cancellation of school. Normally, the cancellation will be reported on St. Louis TV channels 4 and 5 as well. In general, we will follow the same procedure taken by the Chester Public Schools.

TORNADO INFORMATION

In case of a tornado "watch", children will remain in school unless the Chester Public School system decides to dismiss, thus providing us with bus transportation. In case of a tornado "warning", all children will be taken to the school basement until the "all clear" has sounded or the child is picked up by the parent.

ASBESTOS NOTIFICATION

August 6, 2016

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The law required EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This New Rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. This rule became effective December 14, 1987.

St. John has conducted a complete inspection of its facilities in May of 1989 utilizing the services of McLaughlin Asbestos Consultants, Inc. (now Ross and Barussini, Inc.) The results of this inspection have been included in a management plan. This management plan is available in the administrative office of this LEA during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. The LEA will charge 10 cents per page for copies of management plans or any portion thereof.

The purpose of the Federal and State regulations is to protect the health and well-being of all persons entering the buildings of this LEA for any reason. This LEA takes very seriously the recommendations made in the management plan, which has been sent to the Illinois Department of Public Health and has been approved by the Illinois Department of Public Health.

ST. JOHN LUTHERAN SCHOOL CALENDAR FOR 2016-2017

August 6	Teachers return to school
August 19	First day of school (1:30 dismissal)
September 2	Early dismissal @ 1:30-School Improvement PLC
September 5	No school—Labor Day
September 16	Early dismissal @ 1:30-School Improvement PLC
October 7	No school—Teachers' Institute
October 10	No school—Columbus Day
October 19	End of 1st quarter
October 21	Early dismissal @ 1:30-School Improvement PLC
October 27	Early Dismissal @ 1:30-Parent/Teacher Conferences
October 28	No school—Parent/Teacher Conferences
November 4	Early dismissal @ 1:30-School Improvement PLC
November 11	No school—Veterans' Day
November 18	Early dismissal @ 1:30-School Improvement PLC
November 23	Early dismissal @ 1:30-Thanksgiving Break
November 24-25	No school—Thanksgiving break
December 2	Early dismissal @ 1:30-School Improvement PLC
December 16	Early dismissal @ 1:30-School Improvement PLC
December 22	Early dismissal @ 1:30-Christmas Break, End of 2 nd quarter
December 23-Jan 2	No school—Christmas break
January 3	No school—Teacher Institute
January 4	School resumes
January 6	Early dismissal @ 1:30-School Improvement PLC
January 16	No school—Martin Luther King's Birthday
January 20	Early dismissal @ 1:30-School Improvement PLC
February 3	Early dismissal @ 1:30-School Improvement PLC
February 17	Early dismissal @ 1:30-School Improvement PLC
February 20	No school—Presidents' Day
March 3	Early dismissal @ 1:30-School Improvement PLC
March 10	End of 3 rd quarter
March 17	Early dismissal @ 1:30-School Improvement PLC
March 23	Early dismissal @ 1:30-Parent/Teacher Conferences
March 24	No school—Parent/Teacher Conferences
April 7	Early dismissal @ 1:30-School Improvement PLC
April 12	Early dismissal—Easter Break (dependent upon snow day usage)
April 13-17	Easter Break (dependent upon snow day usage)
April 21	Early dismissal @ 1:30-School Improvement PLC
May 5	Early dismissal @ 1:30-School Improvement PLC
May 18	Early dismissal—Last day of school (dependent upon snow day usage)
May 28	8 th grade graduation

PLEASE SIGN AND RETURN THIS FORM TO SCHOOL

ST. JOHN LUTHERAN SCHOOL

HANDBOOK RECOGNITION FORM

I have read the St. John Lutheran School Handbook as included in the front of the 2016-2017 Buzz Book. I understand it sets forth school policy and procedure and agree to abide by such including my commitment to pay tuition in a timely manner.

Parent/Legal Guardian signature_____

I have read or had read to me the St. John Lutheran School Handbook as included in the front of the 2016-2017 Buzz Book. I understand the school rules and agree to follow them.

Student signature_____

Grade_____

PARENT AUTHORIZATION FOR TEACHER/STAFF ADMINISTERED MEDICATION
St. John Lutheran School, Chester, IL

Date _____

Student's Name _____

Medical condition requiring medication

MEDICATION REQUIRED	DOSAGE/FREQUENCY	DATE PRESCRIPTION EXPIRES

Attending physician's signature if this is a prescription drug

Parent's Signature

Date Received

Teacher's or Principal's Signature