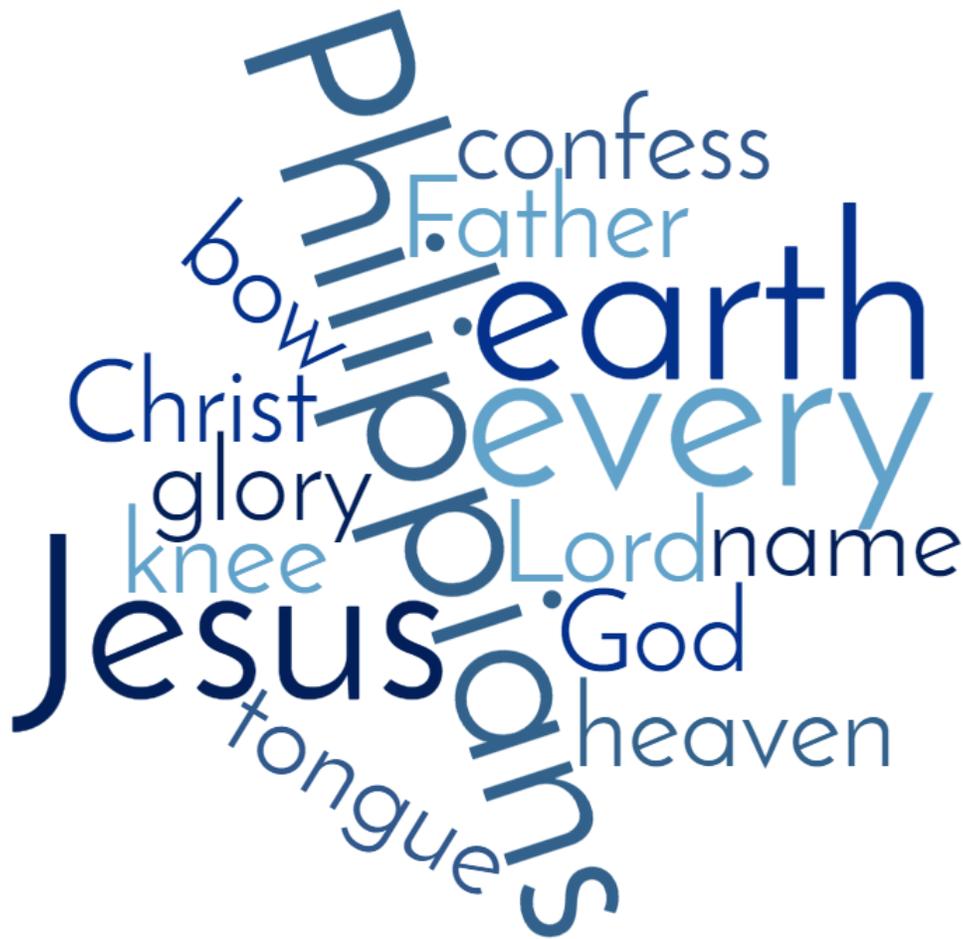


St. John's Lutheran School
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2017-2018
Student & Parent Handbook

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MISSION STATEMENT

Mission Statement

We exist to equip the members of God's family to extend Christ to the whole world.

Core Values

If we had to give up everything else, we wouldn't give up this:

- What is important to God is important to us – We try not to spend our time on things that God would not consider a high priority.
- Our focus is external as well as internal – We serve one another in ministry and those outside of the church in mission.
- We are a people of the Bible – The Word of God is our highest authority and guide.
- Christian education is valuable to people of all ages – School ministry is one of our primary learning environments.
- Relationships matter – People grow through healthy relationships with one another that stem from relationship with Jesus Christ.
- We want to be a church where God's grace is lived – We believe it is love that draws people to Christ... a love that deals in grace and forgiveness.
- Excellence honors God and inspires people.

Our Vision

Every member engaged in:

- Worship – Built up and praising God
- Discipleship – Growing in Christ-likeness
- Outreach – Carrying the Gospel to those far from God

General Statement of Doctrine

St. John's Lutheran School is a ministry of St. John's Lutheran Church. As such, our doctrinal position is consistent with the Lutheran Church, Missouri Synod. In all matters related to the basic tenants of faith we teach and subscribe to those positions set forth in The Book of Concord. In addition, our school's position on such issues as abortion, homosexuality, euthanasia, etc. is consistent with those of the Lutheran Church-Missouri Synod. If you have any questions regarding this matter you are encouraged to contact our pastor or speak with the principal.

Goals of St. John's Lutheran School

- Teach the Lutheran expression of the Christian faith.
All instruction in our school is in harmony with the Christian faith as expressed in the confessional beliefs of the Lutheran Church – Missouri Synod. The primary focus of Lutheran doctrine is a clear distinction between Law and Gospel as a means by which the Holy Spirit enables Christians to increase and exercise their faith.
- Equip students for ministry.
Our school is a ministry of the congregation which educates and equips its members, primarily the young, to be active and capable ministers of the Gospel to the world. The teaching ministry has been given to the church to equip all God's people in the performance of their unique ministries. Teachers seek to equip each student for this ministry, so that, through the Holy Spirit's guidance, each student is blessed by God to become a blessing to others.
- Reach out in mission with the Gospel.

Every baptized Christian has been commanded to bear witness to the Gospel of Jesus Christ. Our school seeks to equip all students for the personal ministry of spreading the Gospel and living their faith through their works and actions.

- Provide an education in a Christian environment.

Our school seeks to provide an environment where both staff and students are encouraged to live their Christian faith, where regular worship opportunities are provided. Our school endeavors to work in partnership with parents in nurturing the Christian faith of the students. This Christian environment does not seek to isolate students from the world, but rather to prepare and strengthen them for ministry in the world.

ADMISSION STANDARDS

Non-Discrimination Statement

St. John's Lutheran School admits students of any race, color, or national 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, or national origin in administration of its educational standards, admissions practices, scholarship program, and athletic and other school administered programs.

Overview

St. John's Lutheran school is owned and operated by St. John's Lutheran Church. The school is a part of the total parish education program. Enrollment is open to all children. Applicants are admitted on the basis of space available and the potential benefit to the child; academically, physically, emotionally and spiritually. Students with special learning or behavioral needs are admitted only if it is established that St. John's has adequate facilities and staff to meet those needs.

St. John's works with parents, physicians, psychologists, social workers and local school district special need staff to meet individual student needs. St. John's participates in the formation and implementation of IEP's and 504 plans to aid students with special needs.

St. John's Lutheran School is governed through the Governing Board, elected by members of St. John's Lutheran Church. As described in The Governing Board Policy Manual, the school is administered by the school principal through the direction of the senior pastor who in turn is responsible to the Governing Board. The school principal, by the authority of the senior pastor, is responsible for carrying out the policies contained in the Governing Board Policy Manual.

Order of Enrollment

St. John's has established the following order for new enrollment:

- Previously enrolled students
- Children of members belonging to St. John's
- Siblings of currently enrolled students
- Children of families wishing to become members of St. John's
- Children from other Lutheran congregations
- All others

Students Transferring to St. John's

Students transferring to St. John's must submit a birth certificate and parents must fill out a "Request for Transfer of Records" which will enable St. John's to receive an official transcript from the student's previous school. St. John's will request special education and disciplinary records in addition to the usual health, academic and attendance records. St. John's also reserves the right to contact sending schools if further information is needed or for clarification of records received.

A pre-admission test may be given to new students enrolling at St. John's. Grade placement for all new students is considered "temporary", subject to a nine week probationary period. This time period will allow the school time in which to receive the transcripts and to monitor the student's progress in order to determine if grade placement is correct and to determine if St. John's program is adequate to meet the needs of the student.

Final acceptance will be determined upon parent/teacher conference, adequate transcripts from previously attended school(s), teacher observation and testing (if used). The school principal will make the final determination regarding permanent enrollment.

Admission Procedures

Preschool

- The child must be **3** years old by September 1st of the year in which enrollment is sought for PS3 and Mixed Age PS and 4 years old by September 1st for PS4.
- Enrollment begins for St. John's Lutheran Church members and currently enrolled school families in January.
- Enrollment opens to all families on February 1st on a first-come basis in accordance with the established order of enrollment.
- All students must be toilet independent.
- The registration on Sycamore must be completed and \$100 per student non-refundable registration fee paid to the school office in order to begin the enrollment process.

Kindergarten

- The child must be **5** years old by September 1st of the year in which enrollment is sought.
- The registration on Sycamore must be completed and \$100 per student non-refundable registration fee paid to the school office in order to begin the enrollment process.

Grades 1 – 8

- The registration on Sycamore must be completed and \$100 per student non-refundable registration fee paid to the school office in order to begin the enrollment process.
- Copies of the most recent standardized test scores and latest report card must be submitted.
- If a pre-enrollment interview with the principal is required, both parents and student are expected to attend.
- The student may receive a placement test and interview by the teacher/principal to determine level of ability according to our curriculum.
- The school office will inform the parent and/or guardian when the enrollment decision has been made. Upon acceptance, the school office will supply the parent(s) with the remainder of forms to be completed to finish the enrollment process.

REGISTRATION and TUITION

2017-2018 Registration, Technology and Education fees

Fees	Preschool 3, 4 & Mixed Age (Flex)	Kindergarten – 2 nd Grade	3 rd Grade – 5 th Grade	6 th Grade – 8 th Grade
Registration Fee	\$100 each student	\$100 each student	\$100 each student	\$100 each student
Education Fee	\$150 each student	\$250 each student	\$250 each student	\$250 each student
Technology Fee	0	\$50 each student	\$100 each student	\$150 each student

Registration Fee

This fee is due at the time of re-enrollment or initial registration. It is NON-REFUNDABLE. This is a yearly fee for each student. A portion of this fee goes towards activities student to offset class field trips, classroom parties, teacher birthday gifts, etc.

Education Fee

This fee is set annually and is used toward the cost of books, materials, supplies and other educational items.

Technology fee

This is an annual fee that is used to maintain, and purchase technology infrastructure, computers, interactive whiteboards, laptops, tablets and other technology equipment used throughout our school.

Tuition

St. John's Lutheran Church generously supports the educational ministry of the school. The actual per pupil cost for the 2017/2018 school year was approximately \$7600 per child, and because God desires that children receive a Christian education, members of St. John's Lutheran Church provide regular and generous gifts for the continuation of this ministry.

St. John's Lutheran School uses SMART services for the collection of tuition payments. Enrollment in SMART is easy, simply go to www.enrollwithsmart.com follow the prompts (our school code is 11186). Tuition can be spread over 10 months beginning in July (ending in April) Late enrollment in SMART will result in fewer months to spread your payments over (August – April; September – April etc). All payments are Automatic or ACH/EFT – Electric Funds Transfer from checking or savings account. Credit card payments to SMART carry a usage fee. There is a \$50.00 late charge for late or rejected/denied payments.

A Delinquent Tuition Report will be submitted to the governing board monthly. Delinquent tuition accounts will be addressed by the governing board and school Principal. Families with delinquent accounts risk suspension or expulsion from our school if arrangements are not made in a timely manner.

Christian education is an investment in your child's future. Providing a Christian education for your child very often means that financial priorities must be carefully planned. St. John's Lutheran Church covers the difference between the tuition amount paid by school families and the actual operating cost per pupil. It is our hope that the difference between member tuition and the cost of education would be contributed by member families through Sunday offerings. We thank God for the congregation's support of our mission and ministry at St. John's Lutheran School.

Tuition Rates 2017/2018

Program

Preschool 3, PS4 & PS Mixed Age (1/2 day)	\$925.00 per day (x number of days attending per week)
Preschool 4 & Mixed Age Full Day	\$1100.00 per full day (x number of days attending per week)
Grades K– 8th	\$6300.00

Multiple child discounts are available for families having more than one student enrolled in Kindergarten through Grade 8. Members of St. John's Lutheran Church receive a membership discount (not reflected in amounts above) . Members are also to adhere to our Minimum Church Attendance Policy (next page).

Members of Lutheran churches without schools may be eligible for "Associate" member rates.

- No final report cards or transcripts of records will be issued if there is a balance due for fees, tuition, fines, book replacement fees, etc.

Tuition Grant Program

It is the policy of St. John's that financial considerations should not prevent any child from receiving a Christian education in our Day School. To that end, if parents find they are unable to afford the entire tuition amount, they may apply for a tuition grant. These grants are given as funds are available and are based on need as demonstrated through the application process. You can apply for tuition assistance by going to www.smarttuitionaid.com there is a fee associated with this application.

MINIMUM CHURCH ATTENDANCE (FOR MEMBERS OF ST. JOHN'S)

Membership in any organization comes with both benefits and responsibilities. With church membership those responsibilities come directly from God.

- Remember the Sabbath Day by keeping it holy. (Exodus 20:8)
- Let us not give up meeting together, as some are in the practice of doing, but let us encourage one another – and all the more as you see the day approaching. (Hebrews 10:25)

Regular and faithful attendance at worship is a practice that St. John's and its teachers stress to the children in each grade each year. As our mission statement says:

The mission of St. John's Lutheran Church and School is to equip the members of God's family to extend the Church of Christ to the whole world.

A key component to that equipping is regular worship in the Lord's house.

Members of St. John's who enroll their children in our school receive a substantial discount on their child's tuition. The purpose of this discount is two-fold; 1) to make it financially possible for everyone seeking a Christian education for their child to receive one, and 2) to allow members to support not only the school but other church ministries through their offerings.

The purpose of this guideline is to encourage faithful regular church attendance. To that end St. John's has established the following for all members of St. John's who utilize the day school for their child(ren).

1. All member parents enrolling their child(ren) in school at St. John's and receiving the member discount must attend church at least fifty percent (50%) of weekend services.
2. Official attendance records maintained in the church office will be used to establish the level of attendance. For this reason it is very important that members fill out attendance cards each time they worship.
3. Services which will count towards this goal are Saturday evening and Sunday services. Mid-week Advent and Lent services will not be used.
4. If a member family is out of the area and attends elsewhere they must drop-off or mail in a worship folder from the Christian church they attended (preferably Lutheran) to the church office for inclusion in their overall average.

Each academic quarter attendance records of parents will be reviewed. If parent church attendance falls below the required 50% level they will be notified by letter that they have failed to achieve the minimum attendance requirement. If at the end of the next quarter they have not brought their **overall** average to the target of 50% they will be considered non-members for tuition purposes only and will be charged the non-member rate for the next quarter or the remaining part of the school year. (Attendance during the summer months will be used and considered as a quarter. Thus falling below 50% during the fourth quarter of the school year and also during the summer will result in non-member status at the beginning of the next school year.)

Families who fail to achieve a minimum of 50% attendance and are notified by letter of the change in their tuition status may appeal this decision by attending a meeting with the principal and/or pastor. The decision of our senior pastor in this situation is final.

Member families receiving tuition assistance grants are expected to attend church no less than 50% of the time during the school year. Failure to achieve this level during any consecutive quarters of the school year (including the summer months) will result in the suspension of the tuition grant and be subject to non-member tuition rates during the next semester. Members who apply for tuition assistance must have a minimum church attendance record of at least 50% to qualify for a grant.

All members upon enrollment of their child(ren) will be expected to sign a form indicating their knowledge of the "Minimum Church Attendance Guidelines" and their willingness to abide by it.

If students, groups of students or a whole class is scheduled to participate in church services or other event then your student is expected to be in attendance. Excuses should be presented prior to the scheduled event or service.

GENERAL PRACTICES, PROCEDURES AND INFORMATION

Absences from School

At no time during the hours in which the student is under the supervision of the school will he/she be allowed to leave the school grounds except by prior arrangements with a parent and/or guardian. Prior notification to the school office is required for the student to leave the school grounds or go home by other than established means. Verbal requests will not be accepted unless an emergency arises, in which a telephone call may provide valid authorization.

If arrangements have been made and the student is to be picked up during the school day, the parent and/or guardian must present himself/herself to the office (NOT THE CLASSROOM) before the child will be released. The child is then checked out and released. If someone other than the parent and/or guardian is picking up the child, he/she must present a signed note from the parent and/or guardian before the child will be released. **NO CHILD WILL BE RELEASED TO MEET HIS/HER PARENT, LEGAL GUARDIAN, OR OTHER PERSON IN THE PARKING LOT.**

The school assumes no liability in cases where the student leaves the premises in violation of the above stated guidelines. Students remaining after school for a school sponsored activity are not to leave the school grounds without appropriate adult accompaniment.

Absences/Illness

Students should be 24 fever and symptom free before returning to school following an illness.

When students are absent from school due to illness their primary focus should be getting well enough to return to school. To that end, St. John's Lutheran School will **NOT** send work home to be completed by ill students. We would prefer that students, who are ill, spend time resting so they may return to school quickly.

Students will be allowed two (2) school days for each day out of school to make up work missed due to illness.

Please note: Parents may come to school, after 3:00pm, and collect the day's homework as listed on the board or in the assignment notebook. **However if you come to pick up homework the work should be complete upon return to school (in other words, your students does not get 2 days to make up the work – it is due the day they return to school).** Again we do not encourage this and would rather the child concentrate on getting well.

In cases of prolonged illness or injury (3+ days) arrangements may be made to provide assignments or arrange for outside tutoring.

It is vital that your child be present on a regular basis for the following reasons:

- It helps to instill self-discipline and responsibility.
- It exposes students to interaction with fellow students and teachers.
- It allows the student the opportunity to participate in class discussions.
- It involves the student in unique learning environments not otherwise available.
(ie: science experiments)
- Many wonderful learning opportunities that are lost through absence from class are not retrievable or repeatable.

All absences require a **telephone call or e-mail** (copy both teacher and office) that day (especially important in cases of communicable disease). We require children be free of any fever or significant symptoms (e.g. constant cough, vomiting or diarrhea) before returning to the classroom in an effort to keep contagious illness in check. Absence from school regardless of reason will be marked as an absence. **Students must be in attendance at school in order to participate in extra-curricular activities.**

The school calendar is available on Sycamore. Parents are strongly encouraged to plan their vacation trips during normal school vacations. Please note the following guidelines if you plan to take an extended trip during the academic year:

- Notify the student's teacher and the school office as early as possible prior to the trip.
- Explain the reason for the trip and give dates of departure and return.
- It is the obligation of the parent and student to procure all missed work and make sure it is completed in a timely manner. **Students have one (1) day per each day missed to make up work. After the allotted time, credit will not be received although the work must still be made up.**
- Homework assignments will be given to the student **AFTER** he/she returns to school.
- It may be necessary for the student to stay after school in order to get teacher instruction for missed work.

When students will be absent for extended periods of time due to vacations, the teacher may **help** the student determine what academic work will be missed, but will not provide daily assignments ahead of time.

Parents should weigh carefully their decision to remove a student from school for extended vacations during non-vacation times. Many times such absences can prove detrimental to the educational progress of the student. While a death in the family, a student illness, or occasional medical appointments are acceptable and understandable reasons for absences; absences for other reasons should be avoided.

Tardiness

Habitual tardiness is to be avoided. Late arrival often disturbs the class, interrupts normal procedures and is detrimental to the education of all. For those reasons students who are tardy may experience less than full credit for missed work. A child is considered tardy if he or she is not in the classroom prior to the 8:00am bell. When a student accumulates 5 tardies he or she will be required to serve a 30 minute after-school detention at a time and place to be determined by his/her homeroom teacher. If the number increases to 10 a sixty minute detention will be served. Succeeding tardies will require a detention and parent/teacher/principal conference.

Absence and Retention

Regular school attendance is vital to meet the educational goals of the school. Students who are absent miss important instruction, labs, and other such activities. Although missed work can be made up, some of the above cannot, which means an important component of the education we offer at St. John's is missing.

Regular school attendance also provides the student with an important part of their training for the future. Employers expect, and in most cases, demand punctual and consistent attendance at work. In training children to be at school, on time, we are equipping children for life beyond the walls of St. John's.

For the above stated reasons St. John's has established the following guidelines related to school absenteeism:

- Any student at St. John's who misses more than fifteen (15) days in an academic year may be considered for retention in their current grade unless adequate proof can be provided that shows mastery of curriculum objectives of the current grade.
- Any student who misses thirty (30) or more days may be retained in their present grade level regardless of curriculum mastery.
- It is the policy of St. John's that when a decision to retain a student, for any reason, at their current grade level that parents must abide by that decision or voluntarily withdraw their child from St. John's Lutheran school.
- The administration reserves the right to make exceptions regarding this policy in the case of prolonged illness, injury, and the like.

Accreditation

St. John's Lutheran School is fully accredited by the *National Lutheran School Accreditation Commission*. St. John's is also recognized by the State of Illinois. St. John's strives to meet applicable educational standards of the State of Illinois. Teacher certification, length of school day, attendance, health requirements, and required school subjects are just some of the state standards that St. John's meets or exceeds.

Annual Events

St. John's Lutheran School has a variety of annual events in which students and families participate. Some of these events are directly connected with the curriculum, while others are optional:

Grandparent/Special Guest Day – Grandparents and special guests are invited to spend a portion of the day at school with their grandchild and/or special student. They attend a special chapel service, visit classrooms and participate with their student in other special programs.

Children's Advent Service – Each December the school conducts 2 Advent/Christmas worship service (one for the upper grade students, and one for the lower grade students). A variety of worship forms are used to share the Christmas message.

Academic/Science Fair – This fair is run in correlation with our curriculum. The date of this fair varies, and will be placed on the school calendar.

Magazine Campaign – This is an annual fundraiser sponsored by St. John's. The campaign is run in late winter – early spring.

Musical and Plays – The annual musical/play provides students with the opportunity of being part of a large production. It is an opportunity for drama and singing gifts to be on display. Lower and upper grades alternate years for performances.

Athletics

Students in Grades 5-8 are eligible to participate in after school athletics. These activities include cross country, basketball, cheerleading, volleyball, and track.

A record of a recent physical examination or a sport physical is required in order to participate in athletics. Forms are available through Sycamore.

A participation permission form and a fee will be charged to students participating in interscholastic sports.

Birthday Treats

Birthdays will be acknowledged and celebrated in the classroom. Parents are asked not to send any treats or other gifts to school.

Donation of a book to the library in your child's name is one way parents may make each birthday a special time for their child. Contact the school office for information on how to make this donation.

Building Access

- Doors are locked during school hours.
- For the safety of all, anyone visiting the school needs to check in at the office.
- Students are instructed not to open the doors for anyone.
- All visitors to the school are to enter through the north school door # 1. This entrance is under supervision and has a buzzer to announce your arrival.

Book Fines

School-owned textbooks are loaned to students. As school property they should be well cared for and protected as much as possible. While we expect normal wear and tear, books that are returned with excessive wear or damage will be assessed a fine. These book fines must be paid prior to the student receiving their final report card.

Chapel

Chapel is held on a weekly basis. Pastors, teachers and other guests lead children in these worship opportunities. Parents are invited and encouraged to attend chapel with the students. Chapel is held in the sanctuary on Wednesday morning beginning at 8:10a.m.

Offerings gathered during chapel services are used to support specific mission projects. These projects are designed to help students share their faith through their offerings.

Class Size

Class sizes have been established by the St. John's with the following capacities:

Preschool 3	12 students/adult up to 18
Multi-Age PS	12 students/adult up to 24 students
Preschool 4	15 students/adult up to 24 students
Kindergarten	28 students (an aide will be provided when class size reaches 17)
Single Grade Classroom	28 students (aides will be assigned as class size necessitates and resources allow.)

Exceptions may be made on an individual basis upon recommendation of the principal.

Classroom Visits

As a matter of courtesy, and to avoid classroom disruptions, please notify the teacher and school office at least two (2) days in advance if you wish to visit/observe in any classroom. On the day of your visit, please stop in the office to check-in and receive a visitor's pass.

Detention

Students in Grades K-8 serve detention if poor behavior, tardiness, or work habits warrant such action. Parents will be notified of the procedures for detention early in the school year, and how their student may avoid having to serve a detention. Parents will be notified of when, where and why their child is serving a detention.

Repeated detentions within a quarter will trigger additional behavior modification remedies which may include, but are not limited to, longer detentions, suspension and in the most severe cases possible expulsion.

Discipline

St. John's Lutheran School is a setting in which God seeks to accomplish His good and gracious will for students. Living in the assurance of God's love, mercy, and forgiveness students are encouraged by the power and teaching of the Holy Spirit to live Christian lives in accordance with God's will for them. Students, parents, teachers, and the administrator share the responsibility for maintaining an environment conducive to a Christian education for all students.

The word "discipline" comes from the same root word as "disciple." That best explains our objective in the discipline policy, namely, enabling students to become Disciples of Christ. Our ultimate goal is that students develop an attitude of love, and respect for parents, teachers, classmates and self.

We view discipline not in terms of punishment but rather the teaching of self-control. Discipline is positive when the goal is to build self-respect in the heart, not tear self-respect down. Every effort will be made to make discipline educational – to help the child understand the purpose and benefit of the disciplinary process.

We feel that routine matters are between the teacher and the student, however, when the teacher feels a continuing problem is developing, parents will be contacted.

Students who demonstrate a continued lack of self-control and fail to function within the guidelines of the school may be suspended from school by the principal. Suspensions may lead to eventual expulsion from St. John's Lutheran School. Any student facing expulsion will be entitled to due process including a written complaint and a hearing before the school administrator and senior pastor.

Teachers are responsible for setting classroom rules and procedures that will promote a proper learning climate in their rooms. Teachers are given a degree of flexibility in establishing these rules as long as they do not conflict with established school rules. Many teachers include their students in establishing these rules and procedures. The list of school rules include:

- Students will show respect for the authority of teachers and other adults within the school. They are to obey reasonable directions, use only acceptable language, and avoid actions that may show disrespect for those in authority.

- Students are not allowed in the classroom before or after school unless the teacher is present. Students are not to be in the classroom before 7:45 a.m. or after 3:05 p.m. unless given permission by the teacher.
- Students are to be in assigned play areas during recess and lunch period.
- Students should remain quiet during passing periods. There is to be no loitering or horseplay around or in restrooms or hallways.
- Stick-on labels, signs, and the like are not to be used in desks, lockers, or other school equipment or furnishings.
- Snowball throwing is strictly prohibited.
- “Nuisance items” such as toys, character pencils or erasers, fidget spinners and the like should not be brought to school. Teachers will confiscate these items if brought to school.
- Fighting is strictly prohibited. Students who are caught fighting are subject to immediate suspension irrespective of who **“started”** it.
- Actions occurring off campus but related to school shall be dealt with as if they occurred at school.
- Harassment and bullying of another student will not be tolerated.
- There is to be no gum chewing in the building!
- No personal electronics such as iPods, radios or **cell phones** are to be used or carried during the school day (7:45-3:00). Such items brought to school for use after school must remain turned off in the student’s locker. If seen, heard or used during the school day, the items will be confiscated and the parent will be required to retrieve the item in the school office.
- Students are expected to respect and care for all school equipment, furnishings, and the building. Behavior which causes damage to any of the above will be the responsibility of the student and parents who will be expected to pay for all needed repairs or replacement.

Dress Code

“Whatever you do, do it to the glory of God” helps set the tone and guidelines for both individual activities and group participation. This statement from God’s Word can also serve as our guide in personal grooming as children of God come together to learn, grow, and develop.

The school administrator and teachers believe that children need to be taught to use good Christian judgment when selecting school attire. The appearance of each student should reflect the values and nature of Christian education.

Pants: (boys and girls)

Docker style twill pants, (Solid colors - navy blue, black, brown, gray or khaki)

Denim jeans of any color are not allowed.

Cargo pants of the above noted material and colors may be worn.

Corduroy pants of similar style may be worn.

Pants must fit properly; sagging; hip huggers, low riding, excessively baggy, or excessively tight pants are not allowed. **No “Jeggings” style pants are to be worn.**

Waistband must be worn at the waist. (Above the hips)

Shorts - may be worn from April 1 through October 31.

Shorts – twill (solid colors - navy blue, brown, black, gray or khaki) Denim shorts of any color are not allowed. Length should be no shorter than the middle finger tip with arms fully extended while standing. Shorts must fit properly; sagging, hip-huggers, low riding, or excessively baggy or tight shorts are not allowed.

Capri pants for girls are allowed provide they are consistent in color and material type as noted above.
Cargo type shorts of the above noted material and colors are allowed.
Waistband must be worn at the waist. (Above the hips)

Skirts/skorts, jumpers (girls):

Skirts, skorts or jumpers of solid color (navy blue, black, gray, brown or khaki) are allowed.
Polo style dresses of the above note colors are also allowed.
Length should be no shorter than the middle finger tip with arms fully extended while standing.
Jumpers of solid color with an approved shirt type may be worn.

Socks:

Socks, hosiery or tights must be worn at all times

Shirts:

Polo type shirts of any solid color should be worn. (Small upper left chest logos are permitted)
Shirts may have an unspecified number of buttons although no more than the top two may be unclasped.
Excessively long and very short shirts should be avoided.
At no time should the student's stomach or lower back be visible. If seen, the student will be required to tuck shirt into pant or shorts. Otherwise shirts do not have to be tucked in.
Shirts may be short or long sleeve. Sleeveless styles are not allowed.
Shirts worn under polo shirts must be a solid color.

Sweaters/Sweat Shirts:

Sweaters or sweater vests of any solid color are allowed.
Sweaters must be worn over an approved shirt.
Solid colored zippered cardigan styled or pullover sweat shirts or fleece may be worn. No logos or lettering exceeding 3"x5" will be permitted.

Shoes:

Casual dress shoes with low heels only. (No more than 1 inch)
Basic athletic shoes are allowed. Logo and accent colors are allowed.
Shoes laces must be tied
No platforms (any type), sandals, flip-flops, shoe skates, skateboard shoes or croc style shoes.

Other Considerations

Students enrolled in organizations such as scouts, may be exempt from complying with the standardized dress code policy on the day(s) they are required to wear their uniform as approved by the principal (or his/her designee).

Frayed or torn clothing is not acceptable.

Field Trips: The nature of some field trips requires the students to wear clothes that may not adhere to the standardized dress code. In these cases, the classroom teacher and principal (or his/her designee) will determine appropriate dress.

Fridays are considered denim days. Jeans may be worn with normal dress code shirts.

Tank tops and spaghetti strap tops, and sandals are never appropriate.

Most St. John's spirit wear may be worn with the exception of T-shirts, sweatpants, hats and some other items.
Special theme days will be announced.

On "Casual Day" – No frayed or torn jeans, no short shorts, no leggings/tights as pants, no sleeveless tops, no inappropriate pictures or words on T-shirt and no sweat pants. Athletic/Wind sweats may be worn on casual days.

Dress Code Violations:

Initial violations will be handled in the classroom and may include verbal warning, discipline check mark or parent notification. Subsequent or major violations may require parents to bring a change of clothing for the student or other actions as deemed appropriate.

Other standards:

- Tattoos (permanent or temporary) and other such skin decorations are not to be used.
- Hairstyles should reflect moderation and in no way draw undue attention to the student. Hair spray paint is not to be used.
- **Hair Coloring Rule – Extremes in dyeing, bleaching or coloring any shade that does not occur naturally is prohibited. If the hair color is changed, it must be natural looking and well-maintained. Subtle highlighting or frosting is permitted as long as it creates a uniform look over the whole head and meets all of the previously listed guidelines.**
- **Piercing Rule – Facial (nose, lip, eyebrow, ect.) piercings are not allowed. Students may wear no more than 2 earrings in each ear.**
- Noticeable facial hair is not allowed.
- When school sponsored activities include swimming, all girls are to wear one piece suits only or wear a covering T-shirt while swimming.
- Make-up may be used in Grades 6-8 only and should be used in moderation.

Drop-off and Pick-up

USE OF CELLPHONES (EVEN HANDS FREE) is prohibited by law in a school zones.

Morning Drop-off

Door #1 (main door) may be used by students in Kindergarten and 1st Grade. Door # 14 (north of main door) should be used by students in 2nd - 8th Grade. Door # 2 (door facing Lincoln Ave) may be used by Preschool, Kindergarten or 1st Grade students.

In the morning, during drop off parents should pull as far north on Lincoln Ave as possible before allowing their children to exit the vehicle. It is recommended that if possible students use the driver side passenger doors to exit the vehicle. If passenger side doors are used please **exercise caution** as the right lane is a thru lane during this time of day.

Parents who walk their child into the school should park **in the parking lot** and cross Lincoln using either of the crosswalks.

After School Pick-up

Students will exit through their assigned doors. Pick up of all students will be on Lincoln Ave. Please follow instructions given by teachers and safety patrol personnel. Children will not be allowed to enter vehicles until the car is stopped in the designated pick-up zone in front of the school. Vehicles waiting to pick-up should queue in the parking lot and watch for directions.

Please do not enter the lot from Ash driveway.

We strongly encourage all parents to use the pick up line at the end of the day. We feel this is the safest and most efficient way to get everyone into their car safely. However, we realize that there are some families who have to pick up at other schools and therefore, the pick up line is not a convenient option. If you need your student to walk unescorted to your car parked on Ash or Maple (this is for children in 2nd grade and older) in other words, you will not be using the pick up line, you will need to complete an *After School Release Form*. Parents parking on Ash Street, Maple Street or in other areas around the school (Please obey all village parking restrictions and do not use the driveway of the corner white house) please be respectful of our neighbors.

Students who walk to the library or bike/walk home will need a completed *After School Release Form* before we will allow them to leave campus. Parking is not allowed on the west side of Lincoln between the hours of 7-9am and 3-3:30pm on school days.

We respectfully request that parents refrain from bringing pets to school during pick-up since their presence causes congestion and the animal may be startled due to the rush of children.

Extended Care/ENCORE

Extended Care (for K – 8th Grade) and ENCORE (for Preschool students) are offered by St. John's as a service to working parents. There is a \$25. per student registration fee. The cost is \$5.50 per hour and will be charged on prorated hourly amount. These programs operate, according to needs and program viability, after school (3:05-6:00). These self-supporting programs are designed to be a relaxed atmosphere for children after school. Children can engage in a variety of activities from free play on the playground to arts and crafts. For students wishing to get a head start on homework, a quiet place is provided. A snack is provided in both programs.

Registration for the Extended Care and ENCORE programs is required. Registration forms are available in the school office and a registration fee must be paid with the form. Parents will be charged registration fee and hourly fee for drop-ins. A fee of \$1.00 per minute will be charged for those who are picked up after 6:00pm.

In order for continued use of the program all payments are due upon receipt of the Extended Care statement. Children with past-due accounts will not be allowed to use the program.

Before School Care

A before school care program is available and located in the multi-purpose room. Students may arrive as early as 7:00am and will be sent to their classroom when the first bell sounds at 7:45am. While in morning care students can play with games from home or use the ones provided; they may study, read or chat with friends. Students must remain in the room unless permission is given to leave. The charge for this service is \$5.50 per day. Students who arrive early and choose to remain outside will not be charged for before school care. (St. John's assumes no responsibility for students waiting outside until 7:45am)

Field Trips

Field trips during the school day are designed to be educational and fun. Teachers may require students to take notes, answer questions or take tests or quizzes related to the trip. A signed permission form is required for all trips. A phone call can not be accepted for field trip permission. For some field trips, a fee will be charged to help offset the cost of the field trip.

Parents are asked to sign a Walking Field Trip permission form (every year) for trips taken within walking distance from school.

In most cases transportation for field trips will be by bus. In rare circumstances they will be by private vehicles driven by parents/chaperones. When private vehicles are used each student must be secured according to state statute. Seatbelts or car seats are required for all students. All drivers/chaperones are required to complete a background check and drivers must provide proof of insurance. When considering signing up to chaperone a field trip please note siblings are not allowed on field trips; if you are driving, it is our policy that NO VIDEO or DVD be shown and no cell phone or hand held device used in the vehicle; and under no circumstance should you deviate from the planned field trip – or make any unapproved stops to or from the field trip.

Fund Raisers

Money raised through school approved class fund raisers is to be spent for the designated purpose. Most school sponsored fund raising is used either for a specific event (class trip) or is part of our Parent/Teacher Organization program.

All funds raised are kept in the school checking account or are part of the PTO account. Individual accounts are kept to pay for overnight class trips beginning in 5th grade. If the student leaves St. John's before such trips occur, that individual account becomes part of the class account and is divided equally among current students. Any balance remaining once a class graduates transfers to the school's account or, if the class designates, a special designation or purchase in the name of the class can be arranged.

Gift Donations

Gifts of money and equipment may be made to St. John's Lutheran School. All gifts are accepted through the principal's office and may be tax deductible. The school office will be available to supply donors a receipt for tax purposes. Gifts donated become property of the school and may be utilized as the staff deems appropriate. We respectfully ask that you check with the school before making any donations of equipment/supplies.

St. John's encourages potential donors to utilize matching funds programs available through many employers. Thrivent Financial for Lutherans provides funds for Lutheran schools through their *Simply Giving* program. Information about matching funds programs is available in the school office.

Graduation Requirements

8th grade students are eligible for graduation if they complete the required course of study and successfully pass (at the 75% level) tests over the United State Constitution and the State of Illinois Constitution. Students, if needed, will be given multiple opportunities to successfully complete this requirement. All other requirements such as attendance, health and others are found elsewhere in this handbook. All school work (term papers, projects and final tests must be complete in order to graduate. All financial obligations to the school must be paid in full in order to graduate, and have files sent to high school.

Grievance Procedures

We utilize the Matthew 18 approach to resolve grievances. Following this Biblical precept, disputes should be resolved using the following steps:

1. Person-to-person (e.g. parent to teacher), this is by far the easiest and most God-pleasing way to resolve matters. (Multiple meetings may be needed to resolve issues.)
2. Person-to-person with a mediator (e.g. parent to teacher with principal); keeping the matter between the two parties and a mediator can resolve many problems quickly.
3. The final step (if all others have failed) is to bring the concern to executive council (pastor, principal and other designees). Again, this is considered the **final step** and should be done only after repeated efforts to resolve the matter.

Out of Christian love and respect, and because Scripture directs us in this matter and warns us of the evils of the tongue, **please keep grievances out of parking lot, social networks or telephone conversations with unaffected parties and deal with them as outlined above.**

Bullying and Harassment

I. Preamble:

The Illinois General Assembly finds that "a safe and civil school environment is necessary for students to learn and achieve and that bullying causes physical, psychological, and emotional harm to students and interferes with students' ability to learn and participate in school activities....Because of the negative outcomes associated with bullying in schools, the General Assembly finds that school districts, charter schools, and non-public, non-sectarian elementary and secondary schools should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7

II. Bullying Defined:

Bullying is any type of conduct that may:

1. Reflect a coercive **imbalance of power**; AND
2. Is **severe, pervasive** and often **purposeful** and **repeated**; AND

3. Places an individual in (a) **reasonable** fear of **substantial** detrimental effect to his or her person or property; or (b) to otherwise substantially interfere in a student's academic performance or ability to participate in any school related activity.

Further the Illinois legislature defines "Bullying" as meaning:

"Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- (1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- (2) Causing a substantially detrimental effect on the student's or students' physical or mental health;
- (3) Substantially interfering with the student's or students' academic performance; or
- (4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications.

"Cyber-bullying" includes the creation of a webpage or blog or other means in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

Conducts which may be considered bullying might include:

- Physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another; harassment, threats, intimidation, theft, public humiliation, retaliation for asserting or alleging an act of bullying, stalking; sexual assault; and destruction or damage to property of another.
- Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- Verbal threats made to blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures;
- Direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation;
- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events.

In addition to that conduct described above, *examples* of conduct that may constitute bullying include the following:

- Blocking access to school property or facilities;
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;

- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, age, gender, or expression, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would **not ordinarily** be considered bullying for purposes of this policy include:

- Mere teasing
- "talking trash"
- Trading of insults

III. Bullying is prohibited

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by this Policy is conduct that occurs on school property, at school sponsored activities or events, or "cyber-bullying" conduct from outside of school; while students are being transported or walking to or from school or school sponsored activities or events; or when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions, including but not limited to restorative measures.

Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline.

No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

The highest risk location for bullying occurs:

- On the school bus
- Walking to and from school
- On school playgrounds
- In school cafeterias, locker rooms, and in bathrooms
- Through use of the Internet and cellular phones, even from off-campus

This Policy applies to bullying that may occur at any of these locations, but is not limited to these locations.

For purposes of this Policy, a **bystander** to bullying is a witness to bullying conduct and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bully.

IV. Responding to Bullying

It is the responsibility of the school staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment and understand consequences for poor choices and behaviors. In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration should consider the following:

- The ages and maturity of the students involved;

- The type, frequency, severity and patterns of behaviors;
- The context in which the incidents occurred;
- Any other relevant circumstances.

In this regard, this Policy recognizes the sound principles of remediation measures and restorative justice and encourages application of these principles in any response or discipline that may be imposed.

V. Report and Investigation

St. John's has developed a reporting procedure (Incident Report form) to be filled out whenever an allegation of bullying is made. Anyone who witnesses any conduct that could constitute bullying shall make such report as soon as possible to any school staff member. This report then shall be submitted to the principal or designee(s) responsible for student discipline who as soon as practicable shall conduct or cause to be conducted a thorough investigation of the alleged incident, and make all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the St. John's establish due process procedures. This procedure will promptly inform parents or guardians of all students involved in the alleged incident of bullying. The procedure will discuss with parents or guardians as appropriate, the availability of counseling, school psychological services, other interventions, and restorative measures.

The police and State's Attorney shall be notified immediately of all incidents involving bodily harm, property damage or any conduct which reasonably is believed by the school administrator(s) to be a violation of the criminal laws. The investigation of any such bullying conduct shall proceed in cooperation with the police and other applicable law enforcement authorities. St. John's always retains its' right to investigate and impose any discipline for violation of this Policy, whether or not criminal charges are pursued.

The school principal or designee periodically shall review disciplinary incidents involving bullying conduct or conduct placing students at risk of bullying for purposes of monitoring: 1) the effectiveness of the school's programs and interventions in creating a climate of mutual respect and civility in the school community, and 2) the application of this policy in a non-discriminatory manner. A report of the principal's findings shall be made to the senior pastor at least once a year.

VI. Notification / Training

Students and Parents/legal guardians will be notified of this Policy annually through receipt of the school's Handbook. The Policy is also posted on the school's website. The school shall utilize a framework to incorporate the social and emotional learning standards for all grade levels as required by State law.

All partners to this agreement understand the importance of the most current and up-to-date information on issues relating to bullying and agree to utilize their best efforts in participating in training and sharing information on this important topic.

Any training in the schools will include training for all staff members including teachers, administrators, paraprofessionals, coaches, support staff, sponsors of student groups and any volunteer who is engaged in interacting with students on a regular basis.

Hate Speech/Intolerance

St. John's Lutheran School does not condone and will not tolerate any type of hate speech or intolerance of people due to their race, creed, ethnic origin or religious beliefs. As our Lord Jesus Christ welcomed all, so do we. Any student who engages in such activity, whether written, verbal or electronic will face the following consequences:

1. Upon completion of an investigation by the principal or his appointee, if evidence points to such behavior the offending student or students will be suspended immediately pending a meeting of the executive council (Pastors, principal, parish assistant) to consider the situation.

2. The student or students and their parents will be invited to attend the meeting to offer their opinions and/or defenses.
3. The council will review all associated documentation and interview witnesses as needed.
4. The council will then decide any further course of action which can include any or all of the following:
 - Mandatory counseling,
 - Required sensitivity and awareness training,
 - Extension of the suspension for up to an additional five (5) days,
 - Expulsion of the offending student or students for conduct unacceptable to St. John's Lutheran School,
 - If facts warrant, civil authorities may be notified, or
 - Dismissal of the complaint

In situations such as this, those children or families threatened or named as targets of such behavior will be notified and given the opportunity to address the executive council prior to the council's rendering of a final decision. **The decision of the executive council is final.**

HEALTH INFORMATION

Emergencies and Illness:

Parents must list on Sycamore a list of names and numbers of someone who can pick-up the child and be responsible for that student should he or she become ill or have an accident during school hours. Should a health condition require a 911 emergency call, the Lombard Fire Department Paramedics will, along with the Lombard Police Department, provide to your child on-scene emergency medical care and transportation.

Upon arrival, the paramedics will assess and treat your child per standard operating procedures. Then, if needed, they will transport your child to the nearest available hospital. The fees for services rendered will be the responsibility of the parents or guardian.

If your child becomes ill at school a staff member will attempt to reach the parent and then, if needed, the other names given for emergencies. **A student will not be sent home without an adult.**

Emergency Information – Be sure your child's emergency information and your emergency contact information is current by updating Sycamore every time there is a change. **This is extremely important!**

Medication at School:

There are cases when a student's health could be compromised by not getting medication during school hours. All medication must be kept in the school office. Students with inhalers may carry them if their parent indicates this in writing. When a student requires any medication at school, the parent must supply:

1. **Written permission authorizing school personnel to administer medication. (All Prescription and OTC medications) signed by doctor or doctor's representative.**
2. **A written order from the physician indicating the necessity of medication. (All Prescription and OTC medications)**
3. **The original labeled container of the medication. For prescription medication the pharmacist will supply a duplicate labeled container so one can be kept at home and one at school. Each container should contain the phone number of the pharmacy, the student's name, the physician's name, and the medication and dosage to be given.**

Stay-in Requests for Recess:

The school's position is that children healthy enough to attend school are well enough to take part in gym and outdoor recess. A stay-in request will be honored if made by the child's physician in writing and filed in the school office.

Screenings:

Screenings are required for the following grades and all who have an IEP/504:

Vision	Preschool, 2 nd and 8 th and all LEAP and new students
Hearing	Preschool, 1 st , 2 nd and 3 rd and all LEAP and new students

Dupage County Health Department will provide personnel to conduct the screenings. There is a charge for this service of \$5.00 per screening per child payable to St. John's Lutheran School (cash or check are accepted) When indicated by the Health Department, parents should make certain all follow up screenings are done by their own vision and hearing specialists. Evidence of such screening should be provided to the school.

State law requires that all health required examinations and scheduled immunizations be fulfilled by October 15. Students who do not meet this deadline will be suspended until proof of both is presented to the school office. REQUIRED HEALTH EXAMS

ALL **NEW** STUDENTS entering K- 8th Grade: Birth Certificate, Physical/Immunizations, Dental Exam, Eye Exam

PRESCHOOL STUDENTS: Physical/Immunizations

KINDERGARTEN STUDENTS: Physical/Immunizations, Dental Exam, Eye Exam

2nd GRADE STUDENTS: Dental Exam

6th GRADE STUDENTS: Physical/Immunizations, Dental Exam

Home/School Communication

Communication is one of the keys to a strong home/school bond. To allow for this to occur, St. John's Lutheran School uses the following:

- A weekly newsletter is e-mailed home with information about the school and upcoming events. Please read each copy thoroughly.
- Move-in days held before school begins for grades Preschool through Grade 8 provide students and families a chance to meet the teacher and visit their classroom. These visits give both parents and teachers a chance to ask questions, share expectations, and generally get acquainted. Specific classroom procedures are often shared during these visits.
- A "Back to school Night" hosted by our middle school teachers give parents a chance to meet their child's teachers and ask questions.
- Parent/Teacher conferences are held once a year. A **mandatory** conference is scheduled following the first quarter. An optional second conference is held following the third quarter as needed.
- Periodic notes, e-mails, and telephone calls are also used to keep in touch. Additional conferences may be scheduled as needed.
- St. John's uses Sycamore Education, an on-line service which connects the school with its families. On Sycamore you may check calendars, get the latest information, read the newsletter and check your child's grades. All families have an ID and will receive an invitation to log into their account at the beginning of the school year.

Homework Philosophy

Educational practitioners all agree that homework has a place in the education of children. We at St. John's Lutheran School feel that work assigned to be completed by the student independently, provides a source for practice and mastery of material presented by the teacher. Homework (independent work) provides students with the opportunity to develop lifelong skills including time management, scheduling, self-discipline, and the ability to work independently.

Specifically speaking, homework at St. John's Lutheran School has three (3) primary goals:

1. To provide practice in subject material covered that day;
2. To prepare the student for material which will be covered the next day, and
3. To allow the student to complete long-term or long-range assignments such as book reports or projects

The goal of homework is to engage the students in meaningful activities as guided by the above stated goals. Teachers at St. John's Lutheran School strive to make homework meaningful without being redundant or wasting

precious time. We realize the stresses put on children due to extra activities; however, we believe school and its accompanying work should remain the **number one** priority for all students.

Generally speaking, St. John's Lutheran School expects students to spend approximately 15 minutes per grade in outside work. Thus first graders can expect to spend about 15 minutes, third graders approximately 45 minutes and eighth graders approximately 2 hours. While these guidelines are not hard and fast, they should be used as a guide. Most often time spent on homework may be less, and occasionally, more depending on class or subject circumstances. If you discover your child consistently spending more time than this, it is important to contact your child's teacher.

Honor Roll

"High Honors" and "Honors" are the two designations we apply to students who demonstrate academic excellence. To be considered for these awards students must maintain a grade point average of 8.0 – 10.9 (Honors) and 11.0 plus (High Honors) without receiving any grade lower than a "B-". All academic areas are included in this award although for purposes of arriving at the student's grade point average the grades for Physical education, Health, Art, Music, Computer, Memory and other courses are combined and computed as one grade.

The following scale will be used to determine grade point average:

Grade	Point Value	Percentage
A	12	100-93
A-	11	92-90
B+	10	89-88
B	9	87-83
B-	8	82-80
C+	7	79-78
C	6	77-73
C-	5	72-70
D+	4	69-68
D	3	67-63
D-	2	62-60

Valedictorian and Salutatorian awards for 8th Grade graduation will be determined using grades achieved in Grade 6-8. Students transferring to St. John's during those years will have their average figured using the above scale and the grades received as part of their permanent academic record.

For students in Grades 1-2, the following grading schedule is used:

Effort	Skills
O = Outstanding	+ = Outstanding
S = Satisfactory	✓ = Satisfactory
I = Improving	- = Unsatisfactory
N = Need Improvement	I = Improving
	NA = Not Applicable at this time

Hot Lunch Program

Our Hot Lunch vendor, WT Café will provide wholesome, nutritious lunches and side items.

Pre-ordering of lunch and drinks is necessary – we **will not** have "extra" meals or milk available.

This program is optional; you may send your child with a lunch or order hot lunch.

To order hot lunches simply go to www.wtcafe.com – our vendor is listed as "Naperville" if you are not registered follow the prompts to register.

If your child brings a lunch from home, please make sure they have the utensils necessary to eat their lunch.

We **do not** have spoons, forks, cups or napkins for your child - they will have to bring those from home.

Children may bring a refillable water bottle to use during lunch. (we **will not** have cups or extra drinks)

Lunch deliveries should be placed in the LUNCH BIN in the vestibule in the front of school marked with your child's name. If a child forgets their lunch we have "emergency food" for them. This convenience will cost \$3.00 Our school is not part of the State of Illinois Free & Reduced lunch or milk program.

Inclement Weather

In the event of bad weather, St. John's Lutheran School will generally close when the Lombard School District 44 closes. Please utilize the following for information regarding weather and emergency related closures:

WGN – 720 am WBBM – 780 am CBS 2 – television
NBC 5 – television ABC 7 – television FOX 32 – television

Parents can also check www.emergencyclosings.com for information about school closings.

Please note that St. John's Lutheran School may choose to cancel classes even when District 44 does not, since all of our students are transported by cars. The safety of our students, their families, and our teachers will always be the primary concern when making this decision.

If school is cancelled due to inclement weather all extra-curricular, activities scheduled and extended care/ENCORE for that day are also cancelled.

Invitations

If you are hosting a birthday party, unless the entire class is invited, invitations are to be mailed to children's homes NOT handed out through school.

Library

St. John's Lutheran School operates a library for the enrichment and enjoyment of our student body.

All classes are given the opportunity to use the library and its resources. Students may checkout and keep books for two (2) weeks. Each classroom may also have a number of books geared to the reading level of that grade. We encourage parents and students to make use of their local libraries as well.

Volunteers under the direction of our staff library coordinator operate the library. **If you are interested in helping with the library please contact the school office.**

Children are responsible for any material checked out. Fines are assessed for books that are overdue and for library materials that are damaged or lost. Fines for overdue books are assessed at 10 cents per day. Damaged, lost, or defaced materials will be assessed at replacement cost. Children who have unpaid library fines at the end of the year will not receive their report card until the fine is paid in the office.

Lockers

Students are assigned a locker at the beginning of the school year. The following list of regulations applies to the hallway lockers:

- Students are to use only their assigned lockers. Students may not trade lockers without teacher permission.
- Lockers are the property of St. John's. Thus, the administration and faculty reserves the right to inspect lockers at anytime.
- No stickers are to be used inside or out. Students may use magnets on the inside only.
- Each locker has one shelf. Students may purchase locker shelves if desired. The inside dimensions of the locker are 11 inches wide and 11 inches deep. Please take care not to scratch or dent the locker.
- Lockers should be kept clean and should be cleaned out prior to each major holiday break and at the end of the school year.
- Students are not to alter the locking mechanism.
- Damage done by the student requiring repair or replacement of the locker will be the responsibility of the parent.

National Junior Honor Society

St. John's Lutheran School sponsors a chapter of the National Junior Honor Society. Our chapter is chartered by the National Junior Honor Society Association. Students are invited to apply for membership based on their scholarship, service, leadership, character, citizenship, and because St. John's Lutheran school is founded on Jesus Christ and His Word, on the student's discipleship as well. Eligible seventh and eighth students are invited to apply once per year at the end of the first quarter.

To be eligible to apply, a student must maintain an "A-" grade point average over the last three quarters. Students eligible to apply must submit forms detailing their activities and services, their discipleship activities, a parent evaluation, and a self-evaluation. Once these forms have been submitted, teacher evaluations are completed as well. A faculty selection committee reviews all application materials and recommends students for induction based on a majority vote of the selection committee.

Selected students become members upon their induction. Students not selected are encouraged to reapply if they continue to be eligible.

Students inducted into the National Junior Honor Society are expected to maintain their "A-" average. Failure to keep the designated GPA will result in the member being put on probation. If the GPA falls beneath the "A-" average for two consecutive quarters the member may be removed from membership.

Parent/Teacher Organization

Our school sponsors a Parent/Teacher Organization (PTO). This organization serves as an arm of the school, helping to foster communication between the school and home. It sponsors educational programs for students, parents and teachers; helps provide needed services to the home and school; and also does major fundraising for school projects. The PTO works closely with the principal and staff to provide needed assistance. The PTO is an organization which operates under the authority of the Principal.

Physical Education

The physical development of each child is also a goal of St. John's Lutheran School. Therefore, all students are expected to participate in the scheduled P.E. program at school unless excused, in writing, by a parent or doctor.

Notes sent to excuse a student from P.E. class due to injury or sickness must be from a physician's office and contain specific dates for which the child is to be excused.

Appropriate clothing and footwear are expected for all physical education classes. All K-8 students must have a pair of **non-marking** shoes to be used exclusively in the gymnasium. All students in Grades 5-8 are required to purchase and wear P.E. uniforms. Uniforms may be ordered through the school office.

Promotion

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade level. Classroom achievement, teacher evaluation, and standardized test scores are used to form the basis for this evaluation.

Retention

Students who would benefit from a second year at a grade level are recommended for retention. This recommendation is based on teacher observation, test scores, classroom achievement, standardized test scores, and parent/teacher conferences. Parents will be informed sometime during the third quarter if this option should be considered for their child.

Report on Asbestos

In accordance with the regulations of the Illinois Department of Public Health, we are required to inform you of the presence of material that contains asbestos fibers used in the mastic to adhere tile in the "old school" building. It does not constitute a health risk in this location since it is under the tile and bonded within the mastic. Your child's health and safety is our utmost concern. St. John's Lutheran School is committed to a policy of safety and to effectively managing asbestos on our campus.

School Hours

The school office is open between the hours of 7:45 a.m. and 4:00 p.m.

PS 3, Half Day FLEX & Half Day PS4	8:00 –11:15
Full Day Flex and Full Day PS 4 yr olds	8:00 – 3:00
Kindergarten through 8 th Grade	8:00 – 3:00

Any student not picked up by 3:15 p.m. will be escorted to the Extended care or Encore program and you will be charged the going rate of either program.

Students are expected to go directly to their classroom when the doors open at 7:45AM. Students should plan on leaving the school premises immediately after school unless participating in a school related program all students staying after must be under the immediate supervision of a staff member.

Students are expected to be in their classroom at the beginning of the class period. Any student not in the classroom will be marked tardy. Students in Grades 1-8 who arrive after school begins (8:00) should check in at the school office and receive a late pass. Late students will not be allowed in class without first checking into the school office.

School Calendar

The school calendar is on Sycamore. This calendar lists all school holidays, early dismissal days, and other special events throughout the school year. We encourage you to check Sycamore throughout the school year. Changes to this calendar will be announced through the school newsletter and reflected on the calendar on Sycamore.

School Pictures

Pictures of all students are taken each fall. This is an optional purchase; however, all students will be photographed. Price and package details will be sent home in a flyer before picture day. Retakes will be held a few weeks after the original picture day.

Standardized Testing

Students in grades first through eight participate in the Measure of Academic Progress (MAP), a nationwide testing program. Results of these tests are communicated to parents when they are received. Other standardized tests are given on an as needed basis.

Technology

St. John's provides computers, networks and the internet as one way of enhancing its goal to teach skills, knowledge and behaviors students will need as successful and responsible adults in the community as a whole. The school's computers and network connections provide opportunities to explore and use a varied and exciting set of resources including computer programs, CD's and the Internet.

St. John's provides these technology tools under the supervision of school personnel to support and enhance the curriculum. The school requires that students who use the school's computers and networks will do so in a way that is consistent with its education and spiritual mission.

Telephone Calls

Telephone messages received in the school office during school hours will be relayed to teachers. Teachers will then relay the message to the student when they feel it is appropriate. Please be aware that teachers do not always have the time to check voice mail messages so it is important to plan your child's after school activities and plans before they come to school. No student will be called to take a telephone call unless it is an emergency.

Weapons

School is no place for weapons of **any kind**. At St. John's Lutheran School we strive to provide a safe and secure environment for our students, teachers and staff. If a student brings to school any type of weapon (knife, gun, explosive, etc.) and it is discovered, that student will be immediately suspended pending a meeting of the Executive Council to consider permanent removal from the school.

St. John's Lutheran School reserves the right to search a student's desk, locker, and personal possessions and, if deemed necessary, the person if information is received that a student may be in possession of such a weapon. Such searches have been declared by the courts to be constitutional, and do not violate or interfere with the student's freedom from unreasonable searches. Parents will be notified in the event that such a search took place whether or not a weapon was discovered during the course of such a search.

Withdrawal from St. John's School after the first day of school.

If you desire to withdraw your child from St. John's Lutheran School, the following procedures are to be followed:

1. The parent/guardian must inform the school in writing by the first of the month if the child will be leaving St. John's School during the upcoming month. The annual tuition obligation will be prorated, accordingly, with tuition due for the entire last month, whether or not the child is in attendance for the full month. Failure to meet the first of the month deadline will result in an additional month of attendance to be included when calculating the tuition obligation. Account balances must be paid in full and all school property returned by the final attendance day. Refunds due to prepayment will be mailed to the family after the final attendance day. Fees for registration, education and technology are non-refundable.
2. All tuition and payment of any other fees are to be current. Official school student records will not be transferred to another school if there are any outstanding charges.
3. Any library books are to be turned in. If applicable, all fines for overdue books paid.
4. All student-owned supplies and materials may be taken home on the day of withdrawal.
5. If the family is moving, a forwarding address is to be left with the school office.

Worship

Regular attendance at church and Sunday school is an expression of Christianity in action. As part of the educational program of training the whole child, St. John's Lutheran School students are encouraged to attend worship services regularly. Church and Sunday school attendance is taken weekly and reported on the student's report card. Families receiving member tuition rates are expected to worship at St. John's Lutheran Church regularly. (You will receive a Minimum Church Attendance Policy to review, sign and return, please read it carefully).



Yearbook

A school yearbook is published yearly. The yearbook contains pictures of students, staff, athletic teams, school organizations, school events and activities, and day-to-day happenings of the school. Orders and payments for the yearbook will be taken in the fall. Extra yearbooks are rarely available, so please plan ahead.

Zero Tolerance

The abuse of prescription medication or the use, distribution and sale of alcohol, illegal drugs or other intoxicants by students are strictly prohibited. Violations of this policy will result in immediate suspension pending a review to consider expulsion. State statute requires that St. John's administration report any instances of drug violations,

firearm incidents and instances of battery committed against school personnel to local law enforcement officials, Illinois State Police and or the School Incidents Reporting System.

STUDENT SAFETY

St. John's takes very seriously its responsibility to keep students, staff, volunteers and visitors safe while at school. In conjunction with the Lombard area first-responders a Crisis Management Plan has been developed and implemented.

This Crisis Management plan includes strategies for dealing with most circumstances including fire, tornado and other such natural events as well as school intruders, man-made environmental threats, bomb threats and other such situations.

Students are taught to respond to these incidents and behave accordingly. Fire, tornado and lock-down drills are held each year. The faculty reviews this plan and up-dates it as needed. Local authorities annually approve the plan and are often on site to observe drills.

You can help us keep everyone safe by:

- Observing and following guidelines about checking into and out of the building
- Helping to monitor doors - If you observe a door being propped open or unlocked please notify the office
- Always park in approved areas – keeping parked cars from obstructing fire-responders
- In the event of a lock-down please help us by not attempting to pick-up your child. Our plan also contains contingencies for the dismissal of students following such an event. During a lock-down no one will be permitted to enter or leave the facility.
- In the event that we need to conduct an offsite dismissal students may be picked up at Sacred Heart School in Lombard. All parents will be notified electronically or by phone if such a situation arises.

A copy of the Crisis Management plan may be reviewed by parents. A copy is available in the school office.

**St. John's Lutheran School
220 S. Lincoln
Lombard, IL**

**ACCEPTABLE USE POLICY
For Technology**

Use of the Internet enables St. John's to enhance the curriculum by providing students and faculty with current information, ideas, and commentary from around the globe. It is not intended for commercial use or personal entertainment. Since the Internet is an unregulated medium there is the risk that users may encounter sources considered controversial and/or offensive.

Students have the privilege of accessing technology only for educational purposes. Users must accept full responsibility for all material viewed, downloaded and/or produced. Unauthorized access to systems, software, or data is unacceptable. Attempting to damage or destroy the data of another user is also unacceptable. Adult supervision is required for any technology use.

Unacceptable use would include, but is not limited to:

- Intentionally sending or displaying pictures or words which are racist or sexually explicit
- Sending or receiving personal, not educational, e-mail messages
- Using obscene language
- Harassing, insulting, or attacking others
- Intentionally damaging computers, computer systems, computer networks, and any other school technology equipment
- Violating copyright laws
- Using another's password
- Trespassing in another's folders or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Non-educational chat usage and non-educational online game usage are prohibited.

Violations may result in a loss of access as well as other disciplinary or legal action.

Because Internet information is not always accurate or reliable, students should verify the source of information before citing it as a reference. To avoid plagiarism, students must give credit to Internet sources used in any research paper in the same way that print sources are cited.

Both the student and his/her parent/guardian must agree to adhere to this policy before students will be allowed access. Signed forms will remain on file.

**STAFF AND FACULTY
ST. JOHN'S CHURCH & SCHOOL**

CHURCH 630-629-2515				
Rev. Dr. Dan Wegrzyn	Pastor	X112		Revdan13@stjohnslombard.org
Rev. Pete Imlah	Pastor	X111		Pete.Imlah@stjohnslombard.org
Mrs. Barb Esterly	Admin Assistant	X118	Church Office	Barbara.Esterly@stjohnslombard.org
Mrs. Sherree Witt	Admin Assistant	X315	Church Office	Sherree.Witt@stjohnslombard.org
Mr. Larry Lay	Business Mgr	X333	Church Office	Larry.lay@stjohnslombard.org
Julie Phelan	Bookkeeper	X426	Church Office	Julie.phelan@stjohnslombard.org
SCHOOL 630-932-3196				
Mr. Aaron Landgrave	Principal	X101	School Office	Alandgrave@sjeagles.com 708-261-4022 cell Emergency Calls Only Please
Mrs. Meg Salzman	Admin Assistant	X100	School Office	msalzman@sjeagles.com
Mrs. Krisann Milas	Admissions	X105	School Office	kmilas@sjeagles.com
Mrs. Kim Wegrzyn	PS 3	X113	Room 113	kwegrzyn@sjeagles.com
Mrs. Laura Weston	PS Multi Age	X114	Room 114	lweston@sjeagles.com
Ms. Lizzy Kalal	PS 4	X110	Room 110	lkalal@sjeagles.com
Mrs. Alicia Potvin	Kindergarten	X111	Room 111	apotvin@sjeagles.com
Mrs. Toni Wolthusen	1 st Grade	X109	Room 109	twolthusen@sjeagles.com
Mrs. Kelly Leazott	2 nd Grade	X214	Room 214	kleazott@sjeagles.com
Mrs. Lisa Schuemer	3 rd Grade	X204	Room 204	lschuemer@sjeagles.com
Mrs. Kim Hicks	4 th Grade	X205	Room 205	khicks@sjeagles.com
Mrs. Nora Holler	5 th Grade	X212	Room 212	nholler@sjeagles.com
Mrs. Krista Simmons	6 th Grade	X211	Room 211	ksimmons@sjeagles.com
Ms. Deb Koehler	7 th Grade	X208	Room 208	dkoehler@sjeagles.com
Mrs. Tricia Walton	8 th Grade	X207	Room 207	twalton@sjeagles.com
Mrs. Robyn Boche	Music	X201	Room 201	rboche@sjeagles.com
Mrs. Rachel Dietrich	LEAP	X206	Room 206	rdietrich@sjeagles.com
Mr. Tom Kalal	PE/AD Asst. Principal	X115	GYM	tkalal@sjeagles.com
Mrs. Gloria O'Connor	Spanish	X200	Room 200	goconnor@sjeagles.com
Mrs. Cindy Ibeling	Ext Care	X431	Old School Bld	cibeling@sjeagles.com
Mrs. Judy Kolvitz	Encore	X113	Room 113	jkolvitz@sjeagles.com

**St. John's Lutheran School
2017-2018**

Extended Care Program Parent and Student Signatures Required

**Please sign ONE sheet for EACH student.
When possible, please provide both parent signatures.**

Student Name: _____ Grade _____

HANDBOOK ACKNOWLEDGMENT:

I have read the 2017-2018 Student & Parent Handbook and understand the policies and rules as outlined. I further understand that the school reserves the right to change or add information and rules as needed and all changes will be fully explained and adequate notice of all such changes will be given.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Signature _____ **Date** _____

MINIMUM CHURCH ATTENDANCE (St. John's Lutheran Church Members):

I have read the Minimum Church Attendance section in the Parent Handbook and I agree to comply with the guidelines as stated.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

PERMIT TO PUBLISH

I give permission to St. John's Lutheran Church and School to use pictures and/or videos of my child for recruitment information or news release purposes. This permission is granted with the understanding that my child's full name will not be used or published with their photo/video. If my child's full name is used, permission for that will be sought and granted for single use only.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

WALKING FIELD TRIP PERMISSION

I give permission for my child to accompany his or her class on field trips which occur within walking distance of St. John's Lutheran School (one mile or less). Classes taking walking field trips will have an appropriate number of adult chaperones and advance notice will be given to parents when possible.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Sign & Return

St. John's Lutheran School

**Acceptable Use Policy for Technology
2017-2018**

**One Form per Family
Signed by Students (4th – 8th only) and Parents**

To ensure the rights of all students and staff to learn and grow in a safe Christian atmosphere, I/We agree to abide by these Acceptable Use Policies for Technology set forth in the St. John's Lutheran School Parent Handbook.

Family Name: _____

Signature of Student 1 _____ Grade _____ Date _____

Signature of Student 2 _____ Grade _____ Date _____

Signature of Student 3 _____ Grade _____ Date _____

Signature of Student 4 _____ Grade _____ Date _____

Signature of Parent _____ Date _____

Signature of Parent _____ Date _____

Sign & Return

St. John's Lutheran School

**After School Release Form
2017-2018**

One Per Student

_____ has my permission to
Name of Student _____ Grade

(please check all that apply)

- Ride bicycle to/from home/school _____ anytime _____ only with dated note
- Walk to/from home/school _____ anytime _____ only with dated note
- Walk to the Helen Plum Library _____ anytime _____ only with dated note
- I will pick up my child not using the pick up line* (2nd grade or younger must be accompanied by older sibling)

*Please be specific where your child should go to be picked up if not using the pick-up line:

By signing below, you agree to the following:

- You are aware of student dismissal time: 3:00.
- Students may not remain on school property unsupervised – they cannot play on the playground or stay on campus without a parent or guardian present.
- Once my child leaves school property, there is no adult supervision for them.
- I have made my child aware that, for their safety, they must go directly home after school.
- I have directed my child that if I am not in our agreed pick up area, they are to return to the school office and notify school personnel.
- Any changes to the above permission must be communicated in writing to the school office.
- This permission form will remain in effect unless and until you notify the school office in writing that permission is rescinded.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Sign & Return

One Per Child-per medication

St. John's Lutheran School

220 S. Lincoln Lombard, IL 60148
Phone: 630-932-3196 Fax: 630-282-0436

THIS FORM MUST BE COMPLETED and SIGNED BY A PHYSICIAN, BEFORE ANY MEDICATION CAN BE ADMINISTERED THROUGH THE SCHOOL OFFICE

PERMISSION TO ADMINISTER MEDICATION AT SCHOOL
2017-2018 School Year

Important Information

1. Medication should be brought to the school in its original container, clearly marked with the child's name and the medication name and pertinent information. **THIS INCLUDES, INHALERS, PRESCRIPTION MEDICATION AND ALL OVER THE COUNTER MEDS (Advil, Tylenol, Midol, Decongestants, Allergy etc)**
2. If dosing amount, timing or any changes occur during the school year, it is the parent's responsibility to communicate that and provide a new completed Permission to Administer form to the office immediately.
3. Medication and permission forms will be kept in the office. (Teachers will take student's medications on field trips).

I hereby grant permission for the authorized personnel of St. John's Lutheran School to administer the medication detailed on this form to my child.

Parent Signature _____ Date _____

Student's Name _____ Birth Date _____

Phone Number _____

Teacher _____ Grade _____

Medication _____ Dosage _____ Reason _____

Liquid Pill/Tablet/Caplet Inhaler Injection Topical Eye Drops

Time(s) to Administer _____ or _____ PRN (as needed) every _____ hours.

Additional Instructions _____

Possible side effects _____

- The above named student may carry and self-administer his/her inhaler or epi-pen.

I certify that s/he has been properly instructed in its use. Circle one: YES NO

Physician's Signature _____ Date _____ Phone # _____

Physician's Name (please print) _____

PHYSICIAN OR PHYSICIAN'S REPRESENTATIVE MUST COMPLETE

Sign & Return

