



Parent/Student Handbook 2022 – 2023



***St. John Lutheran
Church and School***

**6630 Southeastern Ave
Indianapolis, IN. 46203**

**Office 317.352.9196
www.stjohnindy.org**

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St John, Indy



Non-Discrimination Policy

St. John Lutheran School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to made available to students in the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions, policies, and athletic, and other school-administered programs.

Administration

Control and supervision of the school is exercised by the Voters Assembly of St. John Lutheran Church through its Board of Child Christian Education (BOCCE). The school board is composed of members of St. John Lutheran Church and its function is to oversee all educational school programs. The school principal acts as an agent of the congregation and the BOCCE in the direct administration and supervision of the school.

Accreditation

St. John Lutheran School is accredited by National Lutheran School Accreditation (NLSA) and by the State of Indiana as a state recognized Non-Public School.

Additional Documents

In addition to this Parent & Student Handbook, St. John Lutheran School is also operated in accordance with a School Board Handbook, a Technology Plan, an Emergency Procedures Plan, and a Wellness Plan.

Enrollment

Enrollment and re-enrollment of students begin during the month of January. New students may be enrolled after consultation with the principal and completion of the enrollment procedures. Age requirements follow the codes of the state of Indiana. Students entering Kindergarten or Prekindergarten of the current year must be 5 years old (Kindergarten) or 3 or 4 (Prekindergarten) prior to the state identified date of August 1.

Change of Addresses, Phone Numbers, or Family & Health Records

Parents are asked to notify the school as soon as possible when changes occur in addresses (snail mail and email), phone numbers, as well information related to current family and health records.

Financial Obligations

The operations of St. John Lutheran School are dependent on prompt payment of all bills. Families are expected to remain current on all charges for tuition, extended care, field trips, band, choir, library books, lunch, and other misc. fees.

Academic reports and transcripts may not be released until ALL outstanding financial obligations to the school have been met.

MORNING & AFTERNOON EXTENDED CARE & OFFICIAL SCHOOL TIMES & PROCEDURES

Morning Extended Care begins at 7:00 AM through door S-1 by the flagpole & school offices. Please do not leave your child at this door before 7:00 AM and until you see an adult Extended Care supervisor. St. John is not responsible for students left at the doors before 7:00 AM. When brought to school between 7:00 – 7:40 AM, students should enter the building and proceed directly to the school gym, where the Morning Extended Care program takes place. Students arriving at school between 7:40 – 8:00 AM should go directly to their homerooms.

The Official School Day extends from 8:00 AM to 3:00 PM. All students should be in their classrooms no later than 8:00 AM so that routine matters such as attendance, lunch count, and Extended Care counts may be completed. This is a very important time for students to effectively prepare for class, sharpen pencils, turn in assignments, prepare books, and power-up their technology. As teachers are finalizing their plans for the school day, we ask that parents refrain from remaining in the classrooms or hallways after 8:00 AM. Other than Prekindergarten students, after 8:00 AM parents should refrain from escorting students to their classrooms. Any parent needing to be in the building during school hours between 8:00 AM and 3:00 PM must sign in at the school office and receive a visitor's badge.

Note: Students who arrive after the 8:00 AM arrival time must report with their parent to the office to receive an appropriate tardy status.

At the End of the school Day at 3:00 PM:

Organized, faculty supervised, carlines, which use family number cards are used in the

- Southeastern Ave (west/front) parking lot for most grades 1-8 students
- Hunter Street (back) parking lot for Pre-Kindergarten and Kindergarten students along with their grades 1-8 siblings.

Parents are asked to remain in their cars if using the car lines for the dismissal process. Please do not leave cars unattended in the drop off/pick up lines at any time. Parents who desire to exit their cars in the parking lots are asked to park their cars in regular designated parking areas before walking up to the building. At the end of the school day, students are supervised in their classrooms or dismissal areas by staff members. Students' names are announced by faculty members on a school wide P.A. system as their ride is pulling up to the front of their respective dismissal lines. Students who are not picked up by 3:15 PM are escorted to the Afternoon Extended Care program in the Commons. Appropriate fees are then assessed on their school account for this program.

Afternoon Extended Care

The Afternoon Extended Care program starts at 3:15 and remains open through 6:00 PM or when the final student is picked up for the day. It is helpful for the students to know if they will be using the Afternoon Extended Care program when they arrive and check-into their classroom in the mornings. Any student who (Pre-K to Grade) 8

- Is scheduled to be in the Afternoon Extended Care program
- Is not picked up by 3:15 PM
- Does not have an afterschool activity

will be transitioned into the Afternoon Extended Care program and assessed the appropriate fees on their monthly “Harmony” bill.

Most days the Afternoon Extended Care program meets in the “Commons” room on the southeast side of the building. On some occasions, this program also uses the outdoor playground, or music room. Parents or other responsible adults who are picking up students from this program should typically enter through door C-1.

Extended Care Phone Number

The Morning and Afternoon Extended Care program staff can be reached at

317-847-0147

In the interest of courtesy, safety, and security please make every effort to pick up your child in a timely manner.

Attendance, Tardiness, Early Release and Return Students

Regular attendance is vital to success. Parents should make every effort to have their children in school to help support them spiritually, academically, and socially. Please call the school office by 9:00 AM if your child is not coming to school that day. Two important disciplines taught at St. John are promptness and preparation. Promptness denotes that students are in their proper place on time, and preparation denotes that students are ready for class each day with the necessary materials and completed assignment(s). A series of tardiness or a lack of preparedness can jeopardize a student’s success.

General Attendance Guidelines:

- Tardiness and/or the release before the end of the day is discouraged except for student medical appointments which cannot be scheduled during non-school hours.
- Students are expected to be on time for school in the morning and for each class of the day.
- Individual student attendance and tardiness records are submitted to the state each year.
- St. John students are expected to be in attendance 170 days per year, or no more than ten absences per year (five per semester).
- Absences that are “excused” include personal illness or injury, medical or dental appointments, court appearances, and family emergencies. All other absences are considered “unexcused.”
- More than ten absences in a year are considered an “excessive absence” by the state of Indiana
- Students who are absent due to illness may not participate in evening events unless they have returned to school by 12:00 noon.
-

- Students (all grades) will be allowed to make up all work missed due to an excused absence.
- Excused Absence- Students in grades 5-8 will receive all missed work upon return to the classroom. Work is to be made upon within the time frame set up by the teacher, which usually is one day per day absent.
- Vacation- Parents are encouraged to arrange vacations when school is not in session. However, if special circumstances arise and the family plans a vacation during the time when school is in session, the parents must contact the teacher (all subject teachers in the middle school) at least one week in advance to explain the circumstances. Absences due to family vacations will be unexcused, but the child will be allowed to make up the work missed.
- Leaving and returning to school- Parents must report to the office to sign out a student who leaves during the school day.
- Students will be released only to parents or legal guardians unless written permission from the parents or guardians' states otherwise. If the student's release is an emergency, the school should be notified as to who will be picking up the student.
- Parents must report returning students to the office in the same manner.
- Students are considered tardy at 8:00 AM. Students arriving after 8:00 AM must be signed in at the office to receive a late slip. Please do not just drop your child off at the curb. Accompany your child to the office and sign him/her in. Teachers will not admit a student late to class without the late slip. Students late to any other class must come with a slip from the previous teacher. After 3 unexcused late arrivals, the student may be issued a detention (grades 5-8).

Closings, Delays and E-Learning

In the event of inclement weather or other factors that make the closing of school necessary, families will be notified through the St. John app, Harmony, and various Indianapolis TV stations. Please do not call the school office, which probably will also be closed for the day. In the event of a two-hour delay, students may arrive at 9:30 AM for classes which will begin at 10:00 AM. St. John may conduct E-Learning Days in lieu of school closings due to inclement weather or for pre-scheduled days as listed on the school calendars. Assignments for the closed days will be either emailed on the designated electronic platforms (Google Classroom, See Saw, etc) for the various grade levels, which are announced in advance by the classroom teachers.

Cell Phones

Students have access to phones in the office and classrooms. Due to that availability, students are not allowed to use cell phones or other electronic devices, including Apple/Android watches during the school day (7:00 AM– 5:30 PM) unless otherwise directed by a teacher or an administrator. St. John is not responsible for the loss or damage of electronic items brought to school. Students who do bring cell phones to school must turn them into their homeroom teacher upon entering the classroom. Cell phones may not be stored in lockers. Phones will be returned once the student is exiting the classroom.

Forms, Handbooks, Lists & Links

- St. John website: www.stjohnindy.org
- St John Facebook: <https://www.facebook.com/stjohnlutheranschoolindianapolis>
- St. John app: [https://apps/apple/com](https://apps.apple.com) app st-john-lutheran
- St. John Athletic Handbook:
https://s3.amazonaws.com/media.stjohnindy.org/uploaded/0/0e6641264_1507737784_0e66412181507736887athletics-handbook-2017.pdf
- School Supply lists: https://b9f1e3b93d8f90c266bf-6616876eea483c0b5177a167c5647d64.ssl.cf2.rackcdn.com/uploaded/2/0e14511394_1656952297_2022-23-school-supply-lists.pdf

Curriculum

All subjects of the school curriculum are taught in the light of God's Word, which forms the basis of curriculum development and improvement. Instruction is provided in

- Religion and Memory Work
- English/Language Arts (E.L.L.) Reading, English, Phonics, Spelling, Writing, Handwriting
- Mathematics
- Social Studies/History
- Science
- Music: Music Ed, Vocal & Instrumental
- Art
- Physical Education
- Technology (integrated into other school curriculums)

Field Trips

Varied field trips are offered at various times throughout the school year and are an extension of classroom learning. Middle School grades 5-8 participate in special multi-day outdoor education, regional, and Washington DC trips. All field trips are announced in regular classroom communications with information concerning the locations, dates, times, activities, costs, chaperones, transportation, and lunch plans. In most cases, contracted buses will be used for the field trips. Families sign a field trip permission slip at the beginning of the school year which is intended to cover all the field trips for the school year. All rules and regulations applicable to school also apply to all field trips and all chaperones who are expected to follow the guidelines provided by the teacher.

Homework Guidelines

1. Homework contributes toward building responsibility, self-discipline, and life-long learning habits. It is the intention of the staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.
2. A student will be allowed to make up all work missed due to excused absences. Students are usually given one calendar day for each day absent plus one extra day to turn in their work. It's the student's responsibility to get the missed work due to illness or other absences.
3. Parents are encouraged to arrange vacations when school is not in session. However, if special circumstances arise and the family plans a vacation during the time when school is in session, the parents should contact the teacher to explain the circumstances. Absences due to family vacations will be unexcused but the child will be allowed to make up the work missed.

Academic Competitions & Clubs

St. John Lutheran School students participate in a variety of academic competitions in our school and Indianapolis area. These varied competitions include, but are not limited to:

- Bible Quiz- An after-school club in the first few months of the school year. The competition is with other Lutheran schools typically in October of each year at Lutheran High School.
- Sci-Fest- This competition is both an in-school and a local community event for grades 1-8. It hosts a yearly STEM challenge. This yearly event occurs in February or March at Lutheran High School.
- Chess Club- This is an afterschool club which promotes learning and competing with chess as a game and strategy. Grades 3-8 participate as parent and faculty leaders are available.
- Robotics- This is an after-school activity which promotes learning and creating with robotics. Competitive and learning leagues are available as parent and faculty leaders are available
- Other competitions may be offered as special opportunities and leaders are available. They may include extra-curricular activities in these areas of spelling, history, and geography

Sports (inter-scholastic)

Girls in grades 5-8 may participate in soccer, volleyball, basketball, cheerleading and track. Boys in grades 5-8 may participate in soccer, basketball, and track. Students participate in special volleyball and basketball tournaments, as well as track and field meet with neighboring Lutheran schools. Students must meet eligibility requirements with respect to grades and behavior to participate in sports activities. Please see the separate St. John Lutheran School Athletics Handbook for more specific sports information.

Fine Arts

Choirs are available to all students in kindergarten through 8th grade. These choirs provide special music at worship services on a rotating basis. The Middle School Choir also participates in the Central Region Lutheran Fine Arts Festival in the spring at Lutheran High School. Students in grades 5-8 are offered an opportunity to participate in the band program. Several hand bell choirs are available before school as well as at the beginning of the day for students in grades 4-8. Selected artwork from all levels is also displayed at the Central Region Lutheran Fine Arts Festival in the spring and throughout the school building on a regular basis.

Report Cards

Report cards are issued electronically once every nine weeks (four times per year.) Parents are encouraged to regularly check their student's progress on Harmony throughout each quarter and contact the teacher with any concerns.

Honor Roll

Based on the quarterly grades on the electronic report cards, middle school students may be listed on the Honor Roll and High Honor Rolls. The Honor Roll lists students with a B average while the High Honor Roll honors students with an A average (on a 12-point scale.). Students on these two Honor Rolls will be recognized publicly during the conclusion of chapel with special certificates.

Graduation Recognitions

Students are honored at the end of their 8th grade year with a special graduation service and reception. Some students will be honored with some of the following special awards:

- Valedictorian- Highest grade point average in the class based on his/her 7th & 8th grade year grades. This student should possess a high Christian character, too.
- Salutatorian- Second highest grade point average in the class based on his/her 7th & 8th grade year grades. This student should possess a high Christian character too.
- Christian Citizenship- Up to one girl and one boy from the 8th grade class will be recognized for
 - Their participation in school and community service,
 - Their positive attitude toward classmates, school, and the community
 - Their understanding and appreciation of civic responsibility
 - Their strength of character and the courage to do what is right
 - Their citizenship with their school or community through other activities
- President's Award for Educational Excellence
This award recognizes academic success in the classroom. To be eligible, students must meet requirements, including grade point average, school-set behavioral criteria, and state test scores.

Chapel

Students attend chapel on a weekly basis, which typically take place on Wednesday mornings. Grades 1-8 will attend at 8:15 AM with the students from Little Wings, Pre-K and Kindergarten attending an age-appropriate version of the service at 9:00 AM. The chapel services will include engaging music, prayers, artwork, messages, and object lessons centered around the themes for the year and week. Parents are invited to join the students for these weekly services which take place in the Dwelling Place or Sanctuary. They need to enter the building through doors S-1 by the school office/flagpole entrance to obtain a visitor's name tag.

Church Attendance

In keeping with the program of Christian education and training in the church and school, families are expected to attend worship services regularly. Teachers keep a record of church attendance because it is an indication of family worship life. The example set by parents in this area will either support what is learned in school or hinder such teaching and leave the child confused.

Library

Each class has a regularly scheduled school library time. A wide variety of fiction and non-fiction books are available to students. Books can be checked out for two-week periods. A librarian is available to assist students with book selection. A \$10 fee may be assessed for possible lost or damaged books at the end of the school year.

Playground and Recess

Pre-K to 8th grade students are provided with at least one recess period per day, supervised by an adult typically on the school playground and nearby field and basketball courts. Students are encouraged to use this time to visit and play with friends and classmates while practicing Christian sportsmanship. Students are expected to treat their classmates with respect.

Restrooms

Teachers allow for periodic restroom breaks throughout the day. Students are encouraged to use the restrooms at these specific times. Self-control, healthy hygiene routines, and appropriate Christian character is essential when using these restrooms.

Parent Teacher League (PTL)

The purpose of the Parent Teacher League (PTL) is to help the home and schoolwork together for the welfare of the students. All parents are urged to become active members of the PTL. Providing educational programs designed to help Christian parents, the PTL also gives parents many opportunities for fellowship with the teachers and other parents. There are several ways to participate in the PTL. Information is usually made available at the beginning of the school year. You can contact the PTL at the following email address: ptl@stjohnindy.org

Lost and Found

Articles of "Lost and Found" clothing, shoes, books, lunch boxes are stored in a box by the back kitchen door. Smaller jewelry items are kept in the school office. Please ask one of the Administrative Assistants to check out these items. "Lost and Found" items are made more available in the front hallway for everyone to review for one-to-two-week time periods. After that time, items which are remaining, may be donated to local social service agencies.

Communication and Cooperation

Efforts to promote active transparent cooperation and communication often promotes strong relationships and trust between students, parents, teachers, and administrators. Since there are many families involved in the programs at St John, concerns and disagreements may arise between home and school. Based on the guidelines given by our Lord in Matthew 18, it is suggested to use the following steps to promote resolution of possible problems:

1. Listen with discernment and strive to understand that what is reported at the dinner table may not be exactly what happened.
2. Make an appointment with the teacher first to discuss the area of concern. Resolution of the problem will probably happen at this stage. If not....
3. Ask the principal to arrange a conference between parents, teacher(s), and principal. Sometimes a third party is helpful. If there still is no resolution happening...
4. Contact one of the members of the Board of Child Christian Education so the topic can be brought up and discussed.
5. As difficult as it may seem to voice concerns, please be advised that anonymous complaints and concerns cannot be dealt with appropriately.
6. Lasting resolutions of problems occur only as Christians are open and honest with each other and deal with the situations in an attitude of mutual respect and caring.

Cooperative Communication Tools

1. Email
2. "Harmony": St. John's official School Information System (S.I.S.)
3. Phone Messages (Mondays through Fridays)
4. Parent-Teacher Conferences or other small group discussions
5. Church & School Website (www.stjohnindy.org)- especially for calendar & sports updates (click on the eagle)
6. Weekly school e-Newsletter
7. Classroom emails
8. St. John app- especially for updated emergency information and timely announcements

Discipline and Conduct

The following guidelines are in effect for school, classroom, sports, activities, and all events associated with St. John Lutheran Church and School.

Christian discipline is a major objective of Christian education. Specific guidelines which describe the Christian lifestyle are found throughout Scripture. Parents are encouraged to review the following sections of Scripture with their children.

- Ephesians 4: 1-3, 15, 25-33
- Colossians 3: 12-17
- Galatians 5: 16, 22-26

The goal of our discipline is to promote self-discipline motivated by the love of Christ. With the guidance of the Holy Spirit, St. John seeks to teach its students to lead Christ-centered lives.

St. John recognizes each student as individual child of God and as such, each student must be dealt with on an individual basis. Teachers have detailed classroom rules and disciplinary procedures. Problems that need further assistance due to persistent offenses can be referred to the parent and principal for adjudication, and if necessary to the Board for Child Christian Education.

Students have a responsibility to report to school authorities their knowledge of other students' possession of weapons, drugs, alcohol, and other items which may pose a potential danger to students, as well as bullying, harassing, or verbal abuse incidents. Any behavior not conducive to a healthy school environment will be dealt with at the discretion of the school administration, applying these necessary actions to control behavior. Each case will be handled on an individual, confidential basis which may result in a disciplinary action which is based on available evidence and facts of each incident.

"Persistent Offenses" include the following:

1. Continued class disruptions- repeatedly involved in actions that disrupt the educational process.
2. Disrespect- willful intimidations, insults, the use of obscene or other un-Christian language or otherwise abuse verbally or in writing to others
3. Insubordination- willful failure to respond promptly and courteously to authorized school personnel
4. False reports- falsely reporting incidents or making accusations that would seriously affect the welfare of others.
5. Cheating- deliberately or deceitfully using unauthorized material or utilizing materials or data prepared by someone else.

Consequences for “Persistent Offenses”-

- Warnings
- Loss of Privileges (Quiet Lunch, loss of free time at recess)
- Isolation from the class
- Phone calls home
- Meeting with parents
- Detentions
- Wrap-around meetings with teachers, counselors, parents
- Warnings of possible suspensions
- In School Suspension
- Part day suspensions- Parents must pick them up early.
- Full day suspensions- 1-5 days
- Expulsions

Gross Misconduct includes the following:

1. Possession, use, or distribution of alcohol, tobacco, vapes, drugs, drug paraphernalia or items of sexual nature
2. Vandalism or destruction of property
3. Disrespect or insolent behavior toward staff members
4. Initiating false alarms or making false reports
5. Possession of weapons
6. Harassment and/or intimidation
7. Inciting others to violence or disruption
8. Physical attack and/or threat thereof
9. Extortion
10. Fighting
11. Theft
12. Arson
13. Unauthorized computer access- use without consent or authority
14. Possession of fireworks or explosives

Behavior in the areas of gross misconduct may result in an immediate suspension and/or expulsion

Discipline and Conduct Definitions

- Detentions can be issued by teachers or administrators. Parents will be notified via a Discipline Referral Form, which needs to be signed and dated and returned to the referring teacher/administrator. Detentions are served from 7:00- 7:40 AM on selected days
- Suspensions are denials to the student to not be able to attend and take part in school activities for up to 5 days depending on the severity of the incident. Short term suspension can be served at school or at home depending on the decision of the administrator. Long term suspensions are decided on by the principal and Board for Child Christian Education. Parents of a child who has received any suspension will be required to attend a conference with the principal and other appropriate school personnel regarding the implementation of the suspension.
- Expulsions- If a student exhibits a Gross Misconduct or receives a second suspension, a minimum of five-day suspension or an expulsion may be the disciplinary action. The situation is then referred to the Board for Child Christian Education. The board will be asked to make a decision regarding expulsion or second suspension.

- **Conduct- Public Display of Affection-** Students are not to hug, hold hands, or kiss other students in ways which show more than Christian love and fellowship. This type of behavior should not be seen during school hours or at school sponsored activities
- **Conduct- Social Media Misuse** – “Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind.” (Romans 12:2). For safety of St. John students and other parties, students are encouraged to exercise the utmost caution when participating in any form of social media or online communications, both within the St. John community and beyond. Students who participate in online interactions must remember that their posts can reflect on the entire St. John Lutheran School community and, as such, are subject to the same behavioral standards as those set forth in the school discipline policies. In addition to the standards found in the school handbook, students are expected to be aware of the following:
 - Parents and students may not use social media sites to publish disparaging or harassing remarks about St. John community members, athletics, or academic rivals, etc.
 - Parents and students who choose to post editorial content to websites or other forms or online social media must ensure that their posts not reflect poorly upon the school.
 - Failure to abide by this policy, as with other policies of St. John, may result in disciplinary actions, including suspensions and possible expulsion.

Anti-Bullying and Anti-Harassment Policy

It is the policy of St. John to maintain a safe learning and work environment that is free from bullying and harassment. Students, staff, parents, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others on school property, or at any school function, or school sponsored activity.

Definitions:

Harassments and Bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person which is:

1. Based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status; and
2. Creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the person in reasonable fear of harm to person or property.
 - b. Has a substantially detrimental effect on the person's physical or mental health.
 - c. Has the effect of substantially interfering with academic or job performance?
 - d. Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by this school.

:

Recognizing the Differences Between Normal Peer Conflict and Bullying:

<i>Normal Peer Conflict</i>	<i>Bullying</i>
Equal power for friends	Imbalance of power; not friends
Happens occasionally	Repeated negative actions
Accidental	Purposeful
Not serious	Serious with threat of physical or emotional harm
Equal emotional reaction	Strong emotional reaction from victim and little or no emotional reaction from the bully
Not seeking power or attention	Seeking power, control, or material things
Not trying to get something	Attempt to gain material things or power
Remorse- will take responsibility	No remorse- blames the victim
Effort to solve the problem	No efforts to solve the problem

Awareness:

As a part of professional development training for all school staff, the principal, or designee shall arrange for Bullying and Harassment Awareness and Responsive Trainings. Because adults must take the initiative in combating bullying and harassment, they must be watchful for warning signs, closely supervising children on the playground, in the classrooms, hallways, restrooms, gym, etc.

Disciplinary Actions:

Any person who believes he or she has been subjected to bullying or harassment should report it immediately to an appropriate trusted school official including a teacher, counselor, principal, and/or pastor. Depending on the severity and/or recurrence of the infraction, possibly some disciplinary steps for any/all discipline code infractions including:

- Prayers with the student
- Private, confidential conversations with the student
- Seat rearrangements in classrooms and during events
- Verbal reminders and warnings
- Time-outs
- Loss of recess or other privileges
- Call/note/email home
- Detention
- Parent conference
- Wrap-around meetings with teachers, administrators, counselors, parents, and student.

All suspected bullying or harassment will be promptly and thoroughly investigated by the School Principal or his/her designee. Criminal charges will be handled by civil authorities. Any person who is determined to have violated this policy will be subject to correction action and discipline.

Plagiarism/Cheating

Students at St. John Lutheran School are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited.

Plagiarism/cheating is a very serious issue in the academic world

Plagiarism is defined as follows: "In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas or other original (not common knowledge) material without acknowledging its source." This definition applies to texts published in print or online, to manuscripts, and to the work of other student writers (Council of Writing Program administrators- <http://www.wpacouncil.org/node/9>)

As Christians, we are called to a high standard of living. This high standard of living should carry over into all that we do, including academic work. Avoiding plagiarism/cheating is an essential part of maintaining academic integrity. Students at St. John Lutheran School are expected to refrain from plagiarism. The above definition of plagiarism is binding on all writing assignments that students may complete for any class, whether it is a formal or informal written work. Written works should always reflect the individual students' own ideas.

Behavior that is unacceptable includes but is not limited to:

- Copying another student's homework, quizzes, tests, etc.
- Working with others on projects that are meant to be done individually
- Allowing another student to look at or copy answers from your homework, quizzes, tests, etc.
- Copying information from a source without proper attribution
- Taking papers from other students, publications, or from the internet

First Offense

- Zero for the assignment
- Parents will be informed
- Redo the assignment

Second Offense

- Zero for the assignment
- Redo the assignment
- ½ day in-school suspension
- Meeting with the parent before a return to class

Nuisance Items and Weapons

Items brought to school that are not part of the necessary or required school supplies or material are considered “nuisance” and may be confiscated by the teacher or administrator (examples: water guns, phone, toys, etc.). Students possessing items which pose a danger to students and staff (guns, knives, matches, fireworks, etc.) will be referred for immediate administrative action, which could include suspension, and/or expulsion and referral to local law enforcement agencies.

The possession of weapons at St. John Lutheran School is strictly forbidden. Guns, knives, box cutters, pepper spray, mace or any other object which may be used to threaten, intimidate, or cause physical harm, are not allowed, including lighters or matches. Students are not allowed to possess any weapon as described above, on school property, or any school sponsored event.

Vandalism

St. John Lutheran School and all of its materials, facilities, and equipment are physical elements of the ministry of St. John Lutheran Church and School. Misuse or abuse of these facilities creates greater expense in maintenance and upkeep. St John promotes the feeling of pride in students for their school and should treat them with great respect and care. Any unnecessary hard usage or damage to books, desks, chairs, technology, or other school property will not be tolerated. Replacement or repair of any items and the cost of the related labor is the responsibility of the parents and/or child. Failure to pay for such damages may result in suspension from school.

Search and Seizure

Schools may conduct reasonable searches that are motivated by reasonable suspicion. Such searches may be targeted toward a specific student or students. School officials may search student desks or lockers since these are the exclusive property of the school. School officials may also search student clothing, purses, and book bags under a “reasonable suspicion.”

Security

St. John Lutheran School has been entrusted with Christian education, care, and safety of the Lord’s children. All staff will maintain prudent security measures to create a safe and secure learning environment for students. All parents and other visitors in the school building must obtain a visitor’s pass before visiting a classroom or any other part of the building. To help maintain a secure environment, students and adults are asked not to open or hold any perimeter door for others to enter.

Emergency Drills

Monthly drills are conducted in the areas of fire, tornado, and lock downs. These drills are required by state law and are taken seriously at St. John. Full cooperation with these drills is appreciated.

First Aid

The school Nurse and teachers administer first aid and care of minor injuries. In the case of major injuries, or what is believed to be a serious injury, parents will be notified, and an ambulance called. Church and school personnel are provided with professional development modules related to CPR and first aid.

Illnesses

To control the spread of illnesses and maintain a healthy school environment, children who exhibit the following conditions are asked to remain at home:

- Fever, diarrhea, or vomiting anytime within the past 24 hours
- Runny noses with thick, yellowish, or greenish discharge
- Frequent or heavy coughing
- Wheezing or severe sneezing
- Skin rash
- Contagious diseases or conditions such as
 - COVID-19
 - Chicken Pox
 - Ringworm
 - Impetigo
 - Conjunctivitis (pink eye)
 - Strep Throat
 - Measles
 - Mumps
 - Head Lice
 - Pinworms
 - Meningitis
 - Strep infections

Please notify the school nurse or your child's teacher immediately if your child is diagnosed with any of these illnesses so the families in your child's class can be informed of possible exposure. Please contact the school nurses for specific information regarding re-entry into school following one of these illnesses, as needed.

Medications

The state of Indiana does not allow teachers and staff to dispense medicines of any kind unless accompanied with a parental permission and directions form related to how to dispense the medicine. Please refer to the written "Administering Medication to Students" form available in the nurse's office. Medicines that are brought from home should be taken to the school nurse for safekeeping. These medicines should be taken only in the presence of nurse or her designated substitute.

Immunizations

State law prescribes certain immunization at various grade levels. When a child enrolls in a school for the first time, or any subsequent time at any level, parents must show proof of immunizations or that current medical or religious objections are on file. Students who do not have an immunization record on file by the first day of school are subject to a temporary school suspension until the information is secured.

Lunch Program

St. John participates in the National School Lunch Program which is administered through the State of Indiana Department of Education. The purpose of the lunch program is to provide well balanced meals at a reasonable cost to promote healthy eating habits. Menus are available in the weekly school e- Newsletter, on the St. John app, and as paper copies in the rack outside the school office.

Parents are asked to pre-pay for lunches by looking over the monthly menu, checking the number of days that their child will eat and then paying on their Harmony account or sending in a check to the "St John Food Service". An unpaid family balance limit is \$25. Families with balances above \$25 are not eligible to participate in the program until the balance is reduced.

Families are encouraged to complete the Free and Reduced meal forms to assist with payment of lunch bills as well as a means for the school to possibly qualify for certain governmental programs and grants. The forms for the Free and Reduced program are on the Harmony site and in the rack outside of the school office.

Food, Candy, and Soda

Chewing of gum is not permitted anywhere on the school premises during school and extended care hours unless the student has a special provision in a special education plan. Candy and soda should not be brought to school, except in the case of birthdays or special events. Parents are asked to use the "Safe Food" list from the school's Wellness Plan to make the best choices for snacks, lunches, and special events.

Child Abuse Reporting

Child abuse and neglect are complex problems which are not confined to any race, social, economic, or religious group. Abuse cases may be a result of physical abuse, sexual abuse, neglect, or emotional abuse. State law mandates that teachers and administrators report suspected cases of child abuse to Child Protective Services. Procedures and guidelines will be followed, as able to ensure a prompt, professional treatment of reported cases.

Pictures

Individual school pictures, as well as group class pictures are typically taken in September of each year. Parents will have the opportunity to view and purchase picture packages through an online site. Delivery of these pictures is usually before Thanksgiving. Retake and absentee photos are generally scheduled in November. Many of these pictures are also used for the school yearbook, which are delivered in mid to late May. These yearbooks have both formal and informal photographs of the students and staff at St. John. All St. John Pre-K through 8th grade students receive a copy of this yearbook at no extra fee. A required sign-off for photography is available at the end of this handbook. It is due by August 30 on a yearly basis.

Soliciting and Selling

In the interest of eliminating what may become a school nuisance, no solicitation or selling of any kind of product is allowed unless previously approved by the principal.

Standardized Testing

As a part of State Accreditation and Choice Scholarship programs, St. John Lutheran School participates in the Indiana Department of Education State Testing program which includes the following assessments:

- I Read: 3rd grade: Administered in the spring
- I Learn: 3rd – 8th grade: Administered in the spring
- WIDA: K- 8th grade students which use an alternate language besides English in their home. This test is administered in late winter

St. John also administers the benchmark NWEA Map tests to students in kindergarten through 8th grade in September and January.

Test scores and summaries are published and are made available to parents.

Student Records

Cumulative files are maintained in the principal's office for each current St John student. The information is confidential and available to certified staff for their professional use. Copies of report cards, test scores, special education plans, enrollment information and transfer information are included in these files. Parents wishing to view their child's permanent records may do so by making a request through the school office.

As verified by signatures on the student's yearly enrollment form, if any outstanding tuition or fees are owed to the school, or if any school property has not been returned, no copies of a student's permanent record will be released to the parent, guardian, or to another school.

Volunteers

St. John Lutheran School welcomes adult volunteers to its ministry, programs, and special events. If someone wishes to assist with some volunteer activities and hours, they should contact the child's teacher directly or the principal's office to find out more about the current need for volunteer activities. Background checks may need to be completed before volunteer activities begin.

Policies Not Covered

Any school or classroom policy procedure not spelled out specifically in this document shall be left to the discretion of the teacher or principal.

St. John Lutheran School Dress Code for Grades K-8

The purpose of the uniform code at St. John Lutheran School is geared toward simplicity, neatness, uniformity, and consistency. Children come to school to learn; anything that detracts from the learning process is not appropriate in the classroom. The primary responsibility for enforcing the uniform code belongs to the parents, enabling the staff to focus on the primary goal of education.

Boys

Pants:

- Colors: Black, Navy, Khaki, Gray
- Black pants are to be worn with contrasting shirt colors
- Proper fitting
- Uniform Basic, Corduroy, Uniform Cargo, or Dress Pants
- Material may not be Denim, Jersey, Flannel or Similar
- Sweats and Side Strips are not allowed
- Pants should not be low riders, sagging and are not to drag on the ground
- Pants must not have holes, rips, or tears, and must have a finished hem with no frayed edges

Shorts:

- Colors: Black, Navy, Khaki, Gray
- Black pants are to be worn with contrasting shirt colors
- Proper fitting
- Uniform Basic, Corduroy, Uniform Cargo, or Dress Shorts
- Material may not be Denim, Jersey, Flannel or Similar
- Shorts may sit no more than 1" below the knee and may not be higher than 3" above the top of the kneecap
- No low riders
- Short must not have holes, rips, or tears, and must have a finished hem with no frayed edges.
- Shorts may be worn from April 1 – October 31

Shirts:

- Any solid colored, collared polo style shirt without writing or logos
- The only acceptable logos allowed on shirts are St John logos or the small pocket sized Lutheran High School logo on a polo shirt
- Only the top button on shirts may be unbuttoned
- All shirts must be tucked in
- A plain white cotton t-shirt may be worn under uniform shirts
- Plain, long sleeve shirts within the color code may be worn under collared shirts

Sweatshirts/Sweaters:

- Proper fitting
- Solid crew neck or V-neck cardigans, long-sleeved half or full zippered hooded/unhooded sweatshirts or sweater vests
- Only the St. John and Lutheran High logos may be worn. No other logos are approved
- Collared uniform shirts must be worn under sweatshirts and sweaters

Socks:

- Socks are required

Shoes:

- Shoes must be fastened at all times
- Athletic shoes or dress shoes with soles
- No sandals or crocs are to be worn
- Open toes and open backs are not to be worn
- Snow boots are worn only on snowy days. Children will need appropriate alternate shoes to wear inside the building on these days

Jewelry/Accessories:

- Headwear and unusual accessories are not permitted.
- Religious items are permitted
- No visible facial piercing or permanent tattoos are allowed.
- No writing or drawing on any body parts
- Belts must be a solid color with no ornamentation
- Hoods, hats, or caps are not to be worn in the classroom
- Jackets and coats are not to be worn in the classroom

Hairstyles:

- All students are to have their hair neat and clean at all times
- No fad hair color including tips or hair or on braids
- Students must be clean-shaven

Girls**Pants:**

- Colors: Black, Navy, Khaki, Gray
- Black pants are to be worn with contrasting shirt colors
- Proper fitting
- Uniform Basic, Corduroy, Uniform Cargo, or Dress Pants
- Material may not be Denim, Jersey, Flannel, Knit, or Spandex
- Sweats and Side Strips are not allowed
- Pants should not be low riders, hip huggers or jeggings and are not to drag on the ground
- No leggings allowed unless under skirts or dresses
- Pants must not have holes, rips, or tears, and must have a finished hem with no frayed edges
- Pants must have belt loops and pockets

Shorts:

- Colors: Black, Navy, Khaki, Gray
- Black pants are to be worn with contrasting shirt colors
- Proper fitting
- Uniform Basic, Corduroy, Uniform Cargo, or Dress Shorts
- Material may not be Denim, Jersey, Flannel or Similar
- Shorts may sit no more than 1" below the knee and may not be higher than 3" above the top of the kneecap
- No low riders
- Short must not have holes, rips, or tears, and must have a finished hem with no frayed edges.
- Shorts may be worn from April 1 – October 31

Skirts/Skorts/Jumpers**Sweatshirts/Sweaters:**

- Colors: Black, Navy, Khaki & Grey
- Black skirts/skorts/jumpers are to be worn with contrasting shirt colors
- Proper fitting
- Material may not be denim, jersey, flannel or similar, knit, or spandex
- Length may vary between the knee and mid-calf
- Skits may not be higher than 3" above the top of the knee cap.
- Slits on skirts cannot exceed 3" above the knee
- Skirts/skorts/jumpers must not have holes, rips, or tears, and must have a finished hem with no frayed edges
- Leggings may be worn under skirts and dresses

Shirts/ Blouses:

- Any solid colored, collared, polo style shirt without writing or Legos
- Solid colored short/long sleeved collared dress shirts/blouses, polo/golf shirts
- The only acceptable logos allowed on shirts are St John logos or the small pocket sized Lutheran High School logo on a polo shirt
- Only the top button of shirts and blouses may be unbuttoned
- No exposed cleavage
- All shirts must be tucked in
- Midriff should not be exposed when lifting arms
- A solid color t-shirt may be worn under uniform shirts
- Plain, long sleeve shirts within the color code may be worn und collared shirts
- Appropriate undergarments for maturing girls are to be worn; this should not be visible in color or markings under clothing

Sweatshirts/Sweaters:

- Proper fitting
- Solid crew neck or V-neck cardigans, long sleeved half or full-zippered hooded/unhooded sweatshirts or sweater vests.
- Only the St. John and Lutheran High logos may be worn. No other logos are Approved
- Collared uniform shirts must be worn under sweatshirts and sweaters

Socks:

- Socks are required
- Tights and hosiery will follow the dress code for solid colors
- No fishnets allowed.

Shoes:

- Shoes must be fastened at all times
- Athletic shoes or dress shoes with soles and heels of no more than 2"
- Open toes and open backs are not to be worn
- No sandals or crocs are to be worn
- Open toes and open backs are not to be worn
- Snow boots are worn only on snowy days. Children will need appropriate alternate shoes to wear inside the building on these days

Jewelry/Accessories:

- Headwear and unusual accessories are not permitted.
- Only small stud or small hoop earrings; no larger than one inch in diameter is acceptable
- Jewelry must not be a distraction.
- Religious items are permitted
- No visible facial piercing or permanent tattoos are allowed.
- No writing or drawing on any body parts
- Belts must be a solid color with no ornamentation
- Hoods, hats, or caps are not to be worn in the classroom
- Jackets and coats are not to be worn in the classroom

Hairstyles:

- No fad hair color including tips or hair or on braids

Make-Up:

- Make-Up should be conservative and kept to a minimum

Dress Code and School Sponsored Events

Appropriate dress that represents St. John Lutheran school in a respectable and dignified manner should be worn to and school sponsored events including

- Sporting events
- Dances/Socials
- Other off-campus activities at other Lutheran Schools
- Graduation



Parental Statement of Support

The objective of St. John Lutheran School is to assist parents by providing a Christian education that guides children to know Jesus as their Savior through God's Word and to strive for academic excellence in a life of service to Him.

We, as the school, are partnering with you, as the parents, in the education of your children. It is therefore important that we work cooperatively and in a positive manner toward this goal by setting this tone for this partnership. We ask that you read through this statement of cooperation and support to clarify some of the points of providing a quality education for your child.

We agree to cooperate with school personnel in a positive and supportive manner concerning the operation of the school ministry and the implementation of the education programs.

We agree to apply the principles of Matthew 18: 15-17 in resolving any questions or matters of disagreement. (Matthew 18 requires direct communication with the persons involved as opposed to general discussions with other parents or teachers who are not directly involved in that matter.)

We agree that the spiritual development of our child involves home, church, and school and will endeavor to be involved in each of these areas.

We have read the St John Lutheran School Parent/Student Handbook and agree to uphold it and encourage our child(ren) to adhere to all policies and procedures set forth within the handbook.

We understand and will encourage the importance of our child developing and maintaining a proper respect and response to God-given authorities, as well as the rights and property of others.

We agree to uphold and support the academic standards of the school by encouraging the completion of homework and assignments.

We agree to support and honor the teachers, administration, and staff members of St John Lutheran Church and Schools, as well as to pray for them and their ministry.

We understand that it is our obligation to ensure that our child arrives at school on time each day. We further understand that it is our responsibility to see that regular attendance is maintained.

We pledge to pay our financial obligations to the school regularly and on time.

We have read and agree to all that is stated above and acknowledge we have received an electronic or paper copy of the school's handbook and understand it is our responsibility to read and comply with the policies and procedures outlined within it.

Name(s) of Students _____

Signature of Parent/Guardian Date

Signature of Parent/Guardian Date

St, John Lutheran School

Photography and Field Trip Permission Slip 2022 – 2023

Family Name(s) _____

Student Names

Grades

1. _____

2. _____

3. _____

4. _____

_____ Yes, I give my permission to allow my child(ren) to be photographed for individual and candid school pictures for the 2022 – 2023 school year. These photos may be used in the yearbook and/or for public relations purposes (without names).

Signature

Date

_____ Yes, I give my permission to allow my child(ren) to participate in field trips with his/her class, their teacher and participating parental chaperones during the 2022 – 2023 school year. I understand that information related to specific field trips will be communicated via emails or classroom notes in advance of these trips.

Signature

Date