



Parent/Student Handbook

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Mission/Objective Statement

God's mission for St. John Lutheran Church and its members is to:

Proclaim God's forgiveness through Jesus Christ in worship and witness;

Prepare God's people for works of service empowered by the Holy Spirit; and

Project God's love into our communities and world through caring and sharing.

As a ministry of St. John Lutheran Church, the objective of St. John Lutheran School is to provide a Christian education which assists parents to guide children to know Jesus as their Savior through God's Word, and to strive for academic excellence in a life of service to Him.

Forward

Parenthood is a special, God-given position which carries tremendous responsibilities. We at St. John are eager to assist you in fulfilling these responsibilities through an educational program designed to provide guidance and direction for your child's spiritual development along with his or her mental, physical and social growth.

This Parents' Handbook is intended to help you understand the program of Christian education offered at St. John. Many of the basic procedures and policies of our school are presented in this booklet. Please take time to become familiar with these policies and to discuss them thoroughly with your child.

Your Parents' Handbook serves as an open invitation for cooperation between the home and the school. Cooperation based on mutual respect and understanding is most beneficial in the development of a child's positive attitude toward school. We hope to build on a relationship of trust and understanding so that together, as parents and teachers, we may lead each child to approach his or her full potential as a redeemed child of God.

Parental Responsibility

The home is and always will be the chief agency for the Christian training of a child. A Christian Day School does not relieve parents of their God-given obligation and responsibility. The home provides a Christian lifestyle, regular church and Bible class attendance, and a devotional prayer life. If the home and school are both Christ-centered, the child is receiving the best education he or she can receive anywhere. It is important that the home and the school work together to achieve this Christ-centeredness.

Student Responsibility

Part of the process of education is teaching children about personal responsibility and consequences. Parents are asked to please support us as we do this.

Amendment Policy

St. John Lutheran School reserves the right to amend the policies and procedures outlined in this handbook with reasonable notice. This handbook is not an all-inclusive manual. Sometimes new situations will occur, or circumstances will arise not covered specifically by this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations.

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 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 the National Lutheran School Accreditation (NLSA) and by the State of Indiana.

Additional Documents

In addition to the 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.

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, 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.

DEFINITION

Harassment 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 DIFFERENCE BETWEEN NORMAL PEER CONFLICT AND BULLYING

Normal Peer Conflict	Bullying
Equal power or 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 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 victim
Effort to solve the problem	No effort to solve problem

AWARENESS:

- As part of in-service training for all school staff, the principal or designee shall arrange for Bullying and Harassment Awareness and Response Training. 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, rest rooms, 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 superior.

- Depending on the severity and/or recurrence of the infraction, possible disciplinary steps by the Teacher for any/all discipline code infractions are:

Prayer with the student, private conversation with the student, seat rearrangement, verbal warning, time-out, loss of recess, call/note home, detention, parent conference

- At the teacher's discretion, a student may be referred to the principal. The principal will administer disciplinary actions as he deems appropriate under the circumstances.

All suspected bullying or harassment will be promptly and thoroughly investigated by the 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 corrective action and discipline.

Arrival and Dismissal

The official school day extends from 8:00am to 3:00pm. All students should be in their classrooms by 8:00am so that routine matters such as attendance, lunch count, and extended care count may be completed. This is also a time for preparing for class, sharpening pencils, checking assignments, preparing books, and the like.

NOTE: Those who arrive after 8:00am must report to the office and will be marked tardy.

Early arrival extended care begins at 7:00am. There is no supervision of students before 7:00am. Please do not leave your child at the front door until you see adult supervision. St. John is not responsible for students left at doors before 7:00am. When brought to the school in the morning, the student must go directly to this early arrival room prior to 7:40am. Students arriving after 7:40am should go directly to their classrooms. At the end of the school day, students will be dismissed according to the dismissal schedule in place at the time. Staff members will supervise students until all students have been picked up. Students who cannot be picked up until after 3:15 are expected to report to Afternoon Extended Care and are assessed a fee.

Parents are to remain in their cars if using the student drop-off lane. Parents who desire to exit their cars are to park in the front parking lot. Parents are not to leave cars unattended in the drop-off/pick-up area at any time. As teachers are preparing for the school day, we ask that no parent remain in the classroom or the hallways after 8:00am. Other than PreK students, after 8:00am no parent will be able to walk their child to the classroom. Any parent in the school building between 8:00am to 3:00pm MUST sign in at the school office and receive a visitor's pass.

In the interest of courtesy, safety, and security please make every effort to pick up your child in a timely manner. Thank you for your cooperation in making daily arrival and dismissal of St. John students safe and efficient.

Attendance, Tardiness, Early Release and Returning Students

Regular attendance is vital to success. Parents should make every effort to have their children in school to help support us as we seek to prepare them spiritually, academically, and socially. In all circumstances where students are not in school, a note from parents/guardians or doctor will be required. Please call the school office by 9:00am 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 or pattern of tardiness or a lack of preparedness will jeopardize a student's success.

Tardiness and/or the release before the end of the day is discouraged except for student medical appointments that 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.
- Our students are expected to be in attendance 170 days per year, or no more than 10 absences per year (5 per semester).
- Absences that are "excused" include: personal illness or injury, medical or dental appointments, court appearance, and family emergency. All other absences are considered "unexcused".
- More than 10 absences in a year is 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 up within the time frame set by the teacher which is usually 1 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 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 the parent or legal guardian unless written permission from the parents or guardians states otherwise. If the student's release is an emergency, please notify the school office as to who will be picking up the student.
- Parents must report a returning student to the office in the same manner.
- Students are considered tardy at 8:00am. Students arriving after 8:00am 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 a late slip. Students late to any other class must come with a slip from the previous teacher. After 3 unexcused lates, the student will be issued a detention (grades 4-8).

Closings, Delays and eLearning

In the event of bad weather or other factors that make the closing of school necessary, families will be notified through our St. John App, Fast Direct, and various TV stations in Indianapolis. Please do not call the school. In the event of a two-hour delay, students may arrive at 9:30 for classes that will begin at 10:00AM. St. John will conduct eLearning Days in lieu of school closings due to inclement weather. All assignments for the day of closing will be emailed and posted online no later than 9:00am. Teachers will be available for help during the day. Specific details will follow as we are currently developing the eLearning Policy.

Change of address, phone, family, and health records

Parents are asked to notify us immediately when a change of address and/or phone number occurs so we can keep our records up-to-date. Please also notify the school office if there is a change in family relationship, health-related items, immunizations, sickness, etc.

Chapel

Students K-8 attend chapel on Wednesday mornings at 8:10 followed by Little Wings and the PreK4 class at 9:00. The Pastor, the Principal, and members of the teaching staff lead services. Offerings are received weekly and designated to a variety of recipient ministries. Parents are welcome to attend anytime.

Cell Phones

Because students have access to the phones in the office, students are not allowed to use cell phones and electronic devices during the school day **(7:00am-5:30pm)** unless otherwise directed by a teacher or administrator. Any time a student needs to make a phone call, it needs to be from the office, with permission from the teacher and office personnel. All electronic devices in use between these hours may be confiscated and held until a parent can pick them up from the office. St. John is not responsible for the loss or damage of electronic items brought to school. Students who bring cell phones to school must give them to the homeroom teacher before 8:00AM. Phones will be returned at school dismissal.

Child Abuse Reporting

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

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 the day school or, hinder such teaching and leave the child confused.

Communication and Cooperation

Active cooperation and communication between parents, students, teachers, and principal is necessary for the proper development of the child. Parents are welcome and encouraged to visit the school for conferences on matters pertaining to their child's progress and welfare. We believe that much good comes from the personal contact of parent and teacher. Misunderstandings and misconceptions can usually be avoided in this way. Parents seeking clarification on classroom operation and problems that arise should contact the classroom teacher immediately. Parents wishing to contact teachers during the day should anticipate teachers being in class. We can accept messages, but E-mail or FastDirect is the preferred method of contacting teachers. Teachers will return voice mail messages and emails in a timely manner (Monday through Friday).

Communication Sources

1. Fast Direct provides access to grades and assignments, bills, teacher bulletin boards, and teacher messaging.
2. The church and school website (stjohnindy.org) is the main source for the school calendar, including all sports events. Click on the "Eagle".
3. School newsletters are sent by email each week and are also available at stjohnindy.org. Many teachers also send home weekly classroom newsletters.
4. St. John App – this is the primary method of communicating emergency information to families, as well as timely announcements.

Communication - Home/School Concerns

Because we have so many families involved in the programs at St. John Lutheran School, it is possible that concerns and disagreements may arise between the home, the teacher, and the school. In light of the guidelines given by our Lord in Matthew 18, we would suggest the following steps be taken toward resolution of such problems:

1. Listen with discernment and understand that what is reported at the dinner table may not be exactly what happened.
2. Make an appointment with the teacher to discuss the area of concern. Resolution of the problem will probably come at this stage. If not...
3. Ask the principal to arrange a conference between parent, teacher and principal. Sometimes this third party is necessary. If, in your mind, no resolution has yet been achieved...
4. Contact one of the members of the Board of Child Christian Education so that the issue can be brought up and discussed by board members. You would want to be present at this meeting.

As difficult as it may seem to voice concerns, please be advised that anonymous complaints and concerns cannot be dealt with appropriately. 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. Your input will help St. John continue to grow strong in its ministry.

Damages and Vandalism

St. John Lutheran School and all of the materials, equipment, facilities, etc belong to the members of St. John Lutheran Church. Misuse or abuse of these facilities creates greater expense in maintenance and upkeep for everyone. We expect that a feeling of ownership would develop where all students will take pride in their school and treat these facilities and materials with great respect and care. Any unnecessary hard usage or damage to books, desks, chairs, or other school property will not be tolerated. Replacement or repair of any item and the cost of the applicable labor is the responsibility of the parents and/or the child. Failure to pay for such damages may result in suspension from school.

Conduct and Discipline

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

Christian discipline is a major objective of Christian education. Specific guidelines which describe the Christian life style 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.

Our school recognizes each student as an individual child of God and as such, each student must be dealt with on an individual basis. Those in authority are to approach each child with Christian concern and respect, aware of individual personalities, needs, and emotions. The school also recognizes the worth and value of various means and methods of discipline, and therefore trusts the discretion of the individual teacher in the employment of such means and methods within the framework of Christian love.

Our staff and Board for Child Christian Education expect the full cooperation of parents regarding the matter of corrective discipline in our Christian Day School. The goal of our discipline is self-discipline motivated by the love of Christ. This does not exclude the use of Law, but assures the erring sinner of God's grace in Christ as the constraining factor in his life. With the guidance of the Spirit, we seek to teach the children to lead Christ-centered lives.

Teachers have classroom discipline policies. Teachers will have their detailed classroom rules and discipline policy available. Problems that need further attention are referred to the parent(s) and principal for adjudication, and, if necessary, to the Board for Child Christian Education. This will only take place after the individual classroom policy has been exhausted or the offense has been determined as egregious or gross misconduct.

Students at St. John Lutheran School are expected to conduct themselves in a way that honors God and act in such a way that their behavior will reflect favorably upon the individual students and the school. Their conduct is expected to show respect and consideration for their fellow students and staff, creating a harmonious and Christian atmosphere for learning. To that end, there are established procedures to assist administrative personnel in handling areas of inappropriate behavior. These rules and regulations apply to all students attending school or school-sponsored events.

Students have a responsibility to report to school authorities their knowledge of other students' possession of weapons, drugs, alcohol, and other items that 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 those necessary actions to control behavior. Each case is handled on an individual basis and the resulting disciplinary action shall be based on the available evidence and facts of each incident.

"Persistent disobedience" includes the following:

1. Continued class disruption – repeatedly involved in actions that disrupt the educational process
2. Disrespect – willfully intimidate, insult, use obscene or un-Christian language, or otherwise abuse verbally or in writing any member of the student body.
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.

Options for "Persistent Disobedience" - Grades K-4

- a. Warning
- b. "X" minute time loss (recess, etc.)
- c. isolation from class
- d. parent phone call to warn of possible suspension
- e. suspension – parent must pick up.
- f. other

Options for "Persistent Disobedience" - Grades 5-8

- a. Warning
- b. Quiet Lunch
- c. Morning Detention
- d. Meeting with parents
- e. Additional discipline notes could result in suspension
- f. Extended suspensions can lead to expulsion
- g. other

Gross Misconduct includes the following:

1. Possession, use, or distribution of alcohol, tobacco, drugs, drug paraphernalia, or items of a sexual nature.
2. Vandalism and/or destruction of property
3. Disrespect or insolent behavior toward staff members
4. Initiating false alarms or making false reports
5. Possession of weapons or instruments used as such
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 area of gross misconduct can result in immediate suspension or permanent removal from school.

When students are caught fighting, we work with the involved students to see if we can resolve the conflict and restore the relationship in a God-pleasing way. In more severe cases, the parents will be notified immediately and could be asked to come and take the student home for the rest of the day. The second time students are engaged in a fight, the parents will be contacted and the students will be suspended from school for 1-3 days. When two students are in a fight, both students will be disciplined on an equal basis; unless an adult in charge actually witnesses the fact that one student flagrantly attacked another student. To be sent home for fighting, the alleged incident must be seen by an adult in authority. In a fight not witnessed, the parties will be sent to the school office and appropriate action taken.

Detention

A detention can be issued by a classroom teacher or the school administration. Parent will be notified of the detention by the Discipline Referral Form which needs to be signed and dated and returned to the referring teacher. Detentions are served from 7:00-7:40am.

Suspension

A short-term suspension is a denial to a student to attend school and take part in any school function for a period up to and including five days. Short-term suspension can be in school or at home. This will depend upon the severity of the incident. Such a suspension can be implemented by the school administration. Long-term suspension/expulsion will be implemented by the administration and the Board for Child Christian Education. Parents of a child who has received a long-term suspension will be required to attend a conference with the principal and appropriate school personnel following the implementation of the suspension.

Expulsion

If a student receives a third suspension, the suspension is for a minimum of five days and the student will be referred to the Board for Child Christian Education. The Board will be asked to make a decision regarding expulsion.

Conduct – Public Display of Affection: Students are not to hug, hold hands, or kiss other students in a way that shows 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

Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. (Romans 12:2)

For their own safety and for the protection of other parties, students are encouraged to exercise the utmost caution when participating in any form of social media or online communication, 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:

1. Parents and students may not use social media sites to publish disparaging or harassing remarks about St. John community members, athletic or academic rivals, etc.
2. Parents and students who choose to post editorial content to websites or other forms of online social media must ensure that their posts do not reflect poorly upon the school.

Failure to abide by the policy, as with other policies of St. John, may result in disciplinary action, including suspension and possible expulsion.

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. St. John Lutheran School follows the curriculum evaluation/adoption schedule as established by the State of Indiana. Instruction is provided in: Religion and Memory Work, Reading and other Language Arts, Mathematics, Social Studies, Science, Vocal and Instrumental Music, Art, Physical Education. Technology is not a separate subject area since technology is an integral part of all instruction. All of these subjects are taught from a Christian perspective which declares that learning apart from God is meaningless. Both cooperative and individualized learning activities are provided in efforts to challenge each student to do his/her best.

Dress Code Enforcement

Dress code requirements for school and school-related activities are available on a separate guideline sheet (at end of this handbook). Parents are requested to monitor what their children wear to school according to these approved guidelines. The school reserves the right to make final determination on the validity of student dress. Parents will be notified if students are not dressed within the guidelines. They will be expected to bring proper clothing. The student may not attend class until the situation has been resolved.

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 Code of the State of Indiana. Students entering Kindergarten, Prekindergarten, or Preschool of the current year must be five (K), four (PK-4), or three (PK-3) years old prior to the state-identified enrollment date, currently August 1.

Drugs, Alcohol, and Tobacco

Any student who intentionally sells, gives, uses, or is under the influence of illicit drugs, narcotics, alcohol or tobacco products at school or any school-sponsored activity shall be subject to disciplinary action.

Field Trips

Field trips are offered at various times throughout the year and are considered an extension of the classroom. Parental permission slips are sent home before each trip and must be signed and returned before a student can participate in the activity. All rules and regulations applicable to school also apply to all field trips and all chaperones are expected to follow the guidelines provided by the teacher.

Financial Obligations

Our operation depends on prompt payment of all bills. Families are expected to remain current on all charges for tuition, extended care, band, library books, lunch, and other miscellaneous fees.

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

Fire, Tornado, Lock Down Drills

These monthly drills and quarterly drills are required by state law and should be taken seriously; cooperate and follow teacher directions.

First Aid and Injury

Teachers or the school office will administer first aid in cases of minor injuries. In the case of major injuries, or what is thought to be serious injury, parents will be notified, and an ambulance may be called.

Food, Candy, and Soda

Chewing of gum is not permitted anywhere on school premises during school hours. Candy and soda should not be brought to school, except in the case of birthdays or special events.

Grandparents Day

Students may be represented by Grandparents and/or other special persons over the age of 18.

Harassment

St. John Lutheran School will not tolerate any harassment of any person relating to the person's race, color, sex, religion, national origin, age, or disability. The term "harassment" includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or disability. Any unwelcome sexual advance, request, or other verbal or physical contact of a sexual nature constitutes sexual harassment. Harassment of any nature is a serious offense. Those experiencing harassment should talk immediately with the teacher or principal.

Homework Guidelines

Purpose

Homework contributes toward building responsibility, self-discipline and lifelong 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.

Homework assignments include practice exercises to follow classroom instruction, preview assignments to prepare for subsequent lessons, extension assignments to transfer new skills or concepts to new situations, creative activities to integrate many skills toward the production of a response or product

All homework is to be neat, including proper heading and complete before it is turned in. Incomplete work will not be accepted. Homework is due at the beginning of the school day. Any work not turned in at the start of the day is considered missing. Students will report to homework room to work on missing or incomplete assignments.

Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

Late Work Policies

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion or grade level policy. Lunch and recess detention, Partial credit, no credit, missed reward activity, communication with parents, or after school detention

Students who miss homework because of an absence will receive the opportunity to make up missed work.

A student will be allowed to make up all work missed due to an excused absence. Students are usually given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to get work missed due to illness or absence.

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 (homeroom teacher in upper grades) to explain the circumstances. Absences due to family vacations will be unexcused, but the child will be allowed to make up the work missed. Parents should contact the school at least one week in advance to discuss the absence and to request work that can be picked up before the vacation begins. Missed work will be assigned after the student's return and must be submitted to the teacher before the deadline.

Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

Illness

In an effort to control the spread of illness and maintain a healthy school environment, children who exhibit the following conditions are not to be brought to school:

- Fever, diarrhea, or vomiting any time within the past 24 hours
- Runny nose with thick yellowish or greenish discharge
- Frequent or heavy coughing
- Wheezing or severe sneezing
- Skin rash
- Contagious diseases or conditions** such as:
 - Chicken Pox
 - Ringworm
 - Impetigo
 - Conjunctivitis (Pink Eye)
 - Strep Throat
 - Measles
 - Mumps
 - Head Lice
 - Pinworms
 - Meningitis
 - Staph Infections

** Please notify your child's teacher or the school office, immediately if your child is diagnosed with any of these illnesses so that the teacher and the parents of the students in your child's class may be informed of the possibility of exposure.

Specific information regarding re-entry into school, following one of these illnesses, should be obtained from the school office.

Immunization

State law prescribes certain immunizations at various ages. When a child enrolls in a school for the first time, or any subsequent time and at any level, his parents must show proof of immunization or that a current medical or religious objection is 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.

Learning Opportunities Center

This Center, open daily from 12:00 - 3:00, is designed to help our students who have been diagnosed with various learning difficulties. Students who need individual attention will be able to work with a staff person according to a personalized educational plan.

Library

Each class is regularly scheduled into the library. Remember to return all books as indicated. You may be charged a fee for lost or damaged books.

Lost and Found

Articles of clothing, shoes, books, lunch boxes, and other items are kept in the bench by the front door. Smaller jewelry items are kept in a separate area. Please ask the Administrative Assistant for assistance when looking for lost items.

Lunch Program

Our school participates in the National School Lunch Program, 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 and to promote healthy eating habits. Menus can be viewed on the Fast Direct system.

Parents are asked to pre-pay for lunches by looking over the monthly menu, checking the days on which their children will eat, then paying online or sending a check for the amount to "St. John Food Service". Accounts can be monitored on Fast Direct. The family limit is \$25. Families with balances above \$25 are not eligible to participate in the lunch program until the balance is reduced.

Medicine and Aspirin

The state of Indiana does not allow teachers and staff to dispense medicines of any kind unless accompanied with parent permission and directions how to dispense the medication. Please refer to the written "Administering Medication to Students" form available from the office. Medicines that are brought from home should be taken to the school office for safekeeping. The medicines should be taken only in the school office in the presence of a staff member.

Money

Students may have money at school if necessary but are strongly encouraged to leave all money at home.

Music and Fine Arts

Choirs are available to all students K-8. These choirs provide special music at worship services on a rotating basis. The Junior Choir participates in the Lutheran Music Festival in the spring. Students in grades 5-8 are offered an opportunity to participate in band. Selected artwork from all levels is displayed at the Lutheran Schools Music and Art Festival in the spring of each year at Lutheran High School.

National Lutheran Schools Week (NLSW)

National Lutheran Schools Week is celebrated annually. This is a time to join with LCMS schools and ministries across the nation in praising God for the opportunity to receive a Christian education in a Lutheran school.

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 or made available to students in the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions, policies, and athletic, and other school-administered programs.

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 (examples: water gun, radio, 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 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 and matches. Students are not allowed to possess any weapon as described above, on school property, or at any school-sponsored event.

Parent-Teacher League (PTL)

The purpose of this group is to help the home and school work together for the welfare of the students. All parents are urged to become active members of the Parent Teacher League (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 a number of ways to participate in PTL. Information is usually made available at the beginning of the school year. You can contact PTL at the following email address: ptl@stjohnindy.org.

Plagiarism/Cheating Definition and Policy

Students of 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 any and all writing assignments students may complete for any class, whether it is formal or informal. Written work should reflect the individual student's ideas.

Behavior that is unacceptable includes, but 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.

1st Offense:

1. Zero for assignment
2. Redo assignment

2nd Offense:

1. Zero for assignment
2. Redo Assignment
3. ½ Day In-School Suspension
4. Meeting with parent before return to class

Playground and Recess

Students are provided with at least one recess period per day, supervised by staff members. Students are encouraged to use this time to visit and play with friends and classmates, practicing Christian sportsmanship. Students are expected to treat classmates with respect.

Policies Not Covered

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

Report Cards and Mid-Quarter Reports

Report cards are issued once every nine weeks (four times a year). To help parents assess progress, we also send Mid-Quarter Reports home in the middle of each grading period. Parents are reminded that mid-quarters are not entered into the permanent records and are intended only to inform the parents of student progress to date. This leaves enough time to help students work on their grades before report cards are issued.

Restroom

Teachers allow for periodic restroom breaks throughout the day. Students are encouraged to use the restrooms at these specified times. Self-control, hygiene, and discipline are essential in the restroom.

School Pictures

School pictures are taken in September. Parents have the opportunity to purchase various photo packets. Delivery is usually before Thanksgiving.

Sci-Fest

All students in grades 1-8 participate yearly, usually in February or March.

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 since these desks are the exclusive property of the school. School officials may search student clothing, purses, and book bags under a "reasonable suspicion."

Security

St. John Lutheran School has been entrusted with the 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 are to stop by the school office and obtain a visitor's pass before visiting a classroom or any other part of the building. To help maintain a secure environment please do not open or hold any perimeter door for others after 8:00am.

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.

Spelling Bee

Students in grades 1-4 participate in the St. John Spelling Bees, usually held in March or April of each year.

Sports (Inter-scholastic)

Girls in grades 5-8 may participate in soccer, volleyball, basketball and cheerleading. Boys in grades 5-8 may participate in soccer and basketball. Students in 5-8 participate in yearly track and field day with other Lutheran schools. Students must meet eligibility requirements with respect to grades to participate in sports activities. Please see the separate Athletic Handbook.

Standardized Testing

As part of the State Accreditation process, all students in grades 3 through 8 take the ILearn each year as well as all grade 3 students take the IRead assessment. Additional tests may also be administered in the spring. When received, test scores and summaries are made available to parents.

Student Records

A cumulative file is maintained in the principal's office for each student. The information is confidential and available to certified staff for their professional use. Parents wishing to view their child's permanent record may do so by making a request through the school office.

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

Telephone

Teachers may be contacted before or after school. A message may be left on their voice-mail during the school day. Parents are urged to use discretion in calling the school and asking their child to call home.

We encourage arrangements for after-school activities on the part of a student be made before the child leaves home in the morning. Parents, if you want this rule enforced for your child, please be sure he/she does not have your permission to make such a call. Similarly, arrangements to be picked up after school should be made ahead of time. Responsibility lies with the student to find out in advance when that activity will be over.

Volunteers

St. John Lutheran School welcomes adult volunteers in many ways. If you wish to assist at St. John, please contact your child's classroom teacher directly. In the case of general school volunteers, please contact the 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 its primary goal of education.

BOYS

Pants:

- Black, Navy, Khaki, & Gray
- Black pants are to be worn with contrasting shirt colors
- Proper fitting.
- Uniform basic, corduroy or uniform cargo pants
- Material may not be denim, jersey, flannel or similar.
- Sweats and side stripes are not allowed.
- Pants should not be low riders, sagging and are not to drag the ground.
- Pants must not have holes, rips or tears, and must have a finished hem with no frayed edges.

Shorts:

- Black, Navy, Khaki, & Gray
- Black shorts are to be worn with contrasting shirt colors
- Proper fitting.
- Uniform basic, walking-shorts or uniform cargo 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 knee cap.
- No low riders.
- Shorts 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 logo allowed on a shirt is a St. John logo. (Exception: Small pocket-sized Lutheran High School logo on POLO shirt is allowed.)
- Only the top button of shirts may be unbuttoned.
- All shirts must be tucked in.
- A plain white 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 School logo may be worn.
- Collared uniform shirt or turtleneck must be worn under sweatshirts and sweaters.

Socks:

- Socks are required and must be a matched pair.
- Socks will follow dress code solid colors and will include white athletic socks.

Shoes:

- Shoes must be fastened at all times.
- Athletic shoes or dress shoes with soles.
- Open toes and open backs are not to be worn.
- Snow boots are worn only on snowy days and children will need appropriate shoes to wear once inside the building.

**Jewelry/
Accessories:**

- Headwear and unusual accessories are not permitted.
- Religious items are permitted.
- No visible facial piercing or tattoos allowed. No writing or drawing of any kind on hands or arms.
- 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.

Hairstyle:

- All students are to have their hair neat and clean at all times.
- No fad hair color.
- Students must be clean-shaven.

GIRLS

Pants:

- Black, Navy, Khaki, & Gray
- Black pants are to be worn with contrasting shirt colors
- Proper fitting.
- Uniform basic, corduroy or uniform cargo pants or uniform style capris.
- Material may not be denim, jersey, flannel or similar.
- Sweats and side stripes are not allowed.
- Pants should not be low rider or hip huggers and are not to drag the ground.
- Pants must not have holes, rips or tears, and must have a finished hem with no frayed edges.

Shorts:

- Black, Navy, Khaki, & Gray
- Black shorts are to be worn with contrasting shirt colors
- Proper fitting.
- Uniform basic, walking shorts or uniform cargo 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 knee cap.
- No low riders or hip huggers.
- Shorts 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:**

- Black, Navy, Khaki, & Gray
- Black skirts/skorts/jumpers are to be worn with contrasting shirt colors
- Proper fitting.
- Material may not be denim, jersey, flannel or similar.
- Length may vary between the knee and mid-calf.
- Skirts 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.

**Shirts/
Blouses:**

- Any solid colored collared, polo style shirt without writing or logos
- Solid colored short/long sleeved collared dress shirts/blouses, polo/golf shirts or turtlenecks.
- The only acceptable logo allowed on a shirt is the St. John logo. (Exception: Small pocket-sized Lutheran High School logo on POLO shirt is allowed.)
- 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 plain white t-shirt may be worn under uniform shirts.
- Plain, long-sleeve shirts within the color code may be worn under collared shirts.
- Appropriate undergarments for maturing girls 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 School logo may be worn.
- Collared uniform shirt or turtleneck must be worn under sweatshirts and sweaters.

Socks:

- Socks are required and must be a matched pair.
- Socks, tights, and hosiery will follow dress code solid colors and will include white athletic socks.
- No fishnet allowed.

Shoes:

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

**Jewelry/
Accessories:**

- Headwear and unusual accessories are not permitted.
- Only small stud or small hoop earrings no larger than one inch in diameter are acceptable, no more than two piercings per ear.
- Jewelry must not be a distraction.
- Religious items are permitted.
- No visible facial piercing or tattoos allowed. No writing or drawing on hands or arms.
- 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.

Hairstyle:

- All students are to have their hair neat and clean at all times.
- No fad hair color.

Make-up:

- Make-up should be conservative and kept to a minimum.
- No dark nail polishes (such as black, blue or deep purple) will be allowed.

School Sponsored Events

Appropriate dress that represents St. John Lutheran School in a respectable and dignified manner may be worn to sporting events and functions at and away from school grounds.



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. In setting the tone for this partnership, we ask that you read and sign 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 understand and will encourage the importance of our child developing and maintaining a desire to pursue their God-given potential in the area of academics, arts, and athletics.

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 the school's handbook and understand it is our responsibility to read and comply with the policies and procedures (must be signed by both parents/guardians).

Names of Student(s): _____

Teacher(s) _____

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date