

## CHRISTIAN PHILOSOPHY OF EDUCATION

A Christian Philosophy of Education is unique in that it acknowledges the Bible as the only absolutely reliable source of knowledge. It accepts only such findings of science and human reasoning which are not contrary to the teachings of God's infallible Word.

St. John's Christian Day School is dedicated to providing a curriculum that meets the basic needs and interests of the child, transmits the Christian and cultural heritage, provides sound preparation for citizenship supporting the ideals of American representative government, and provides a solid foundation for more advanced study. The education offered the child gives him broad preparation for his future vocation and shows him how to reflect Christ in his work and in his leisure.

The curriculum takes into consideration the varied aptitudes of children enrolled in the school and considers it important to adjust learning experience to the individual child. Each child is given an opportunity to develop and use his God-given talents as a steward to the Lord.

The Christian Day School is staffed by professionally qualified teachers dedicated to Lutheran Biblical teaching. St. John makes every effort to use all available resources and facilities to give its students the finest possible education at the elementary level.

## OUR OBJECTIVES

St. John congregation, through the Christian Day School, offers your child a systematic and expanded study of the Word of God, in addition to the subjects commonly taught in the elementary school.

In pursuit of its basic goal, (providing a setting and educational program in which the child is led to know, understand, and respond to the Triune God), St. John Lutheran School, in its own distinctive way, is committed to the fulfillment of the following objectives:

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

These objectives relate not only to this life, but to the world to come. They seek to guide the child in his own life on earth, through death, and beyond death into eternal life in heaven with his Creator, Redeemer, and Sanctifier.

## ADMINISTRATION

Since the school is an integral part of our congregation, it falls under the control and supervision of the congregation. The congregation operates through the elected Board of Christian Education.

The Pastor, who is the shepherd of the entire congregation, acts also in this capacity with respect to the school.

The Principal, who acts within the area of supervision and administration, will generally, with the assistance of the faculty, recommend policies for the proper functioning of the school. All policies adopted by the Board of Christian Education are put into practice through the Principal and Faculty.

## WORSHIP

In line with the philosophy and objectives of Christian education, regular church attendance on the part of the children and their families is encouraged. Students who are in the 7<sup>th</sup> and 8<sup>th</sup> grades and who will anticipate being confirmed are required by the Board of Elders to attend church 75% of the time. Not only should we teach the Third Commandment and its implications, but above all, we should diligently practice it by holding God's Word in love and esteem. In order to set a good example, parents should bear this in mind and attend church with their children. A record of church and Sunday school attendance is kept by all teachers and is indicated on the report card.

Devotional services are held every Wednesday morning in the church. While these services are especially geared for the children, parents are welcomed to attend. The offerings taken at these services will be designed for mission work and various charities.

## **ADMISSION POLICIES**

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

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

Its main objectives are, therefore, to indoctrinate the children in the precepts of the Scriptures, to guide them in applying the precepts in their daily life situations. They are taught the common branches of learning from a Christian point of view, so that they become citizens in the land in which they live and that they have the hope of eternal citizenship in heaven.

So that the optimum can be realized from these objectives under the guiding influence of the Holy Spirit, they must also be followed by the home. We remember that the injunction of the Lord "to bring up a child in the nurture and admonition of the Lord", was foremost addressed to the parents. It is for this reason that we strongly urge all families of both members and non-members to attend church regularly with their children and to maintain regular family devotions within their homes.

All children are required to take the course of Biblical indoctrination and Christian education founded upon the Scriptures themselves, and are asked to conduct their lives in harmony with this training.

### **KINDERGARTEN SCREENING POLICY**

In order to be accepted into the kindergarten class at St. John Lutheran School, students must be screened. Enrollment into the kindergarten class at St. John Lutheran School is contingent upon the results of the kindergarten screening given to all prospective students in the spring of the school year.

Enrollment in the kindergarten class will be based on the screening results, age of the student, previous preschool experience, and the social/emotional developmental level of the child. The final decision on enrollment will be made by the kindergarten teacher, in conference with the principal, if deemed necessary.

Students seeking enrolling in kindergarten after the spring screening, will not be enrolled until a current screening has been completed, and verification has been issued by the kindergarten teacher.

### **AGE REQUIREMENTS**

Those enrolling in 3-year-old Preschool must have reached the age of three on or before September 1. Those enrolling in 4-year-old Preschool must have reached the age of four on or before September 1.

Age requirements are the same as the public school in Chester for enrollments in Kindergarten. (A child must be five years old on or before September 1 to enter Kindergarten).

Parents of pupils transferring from other schools are requested to fill out and sign the proper form which allows St. John to request the transfer of records from the student's previous school. Placements from other schools will be accepted in placing that child at the proper grade level.

### **MEDICAL EXAMINATIONS**

Physical examinations are required by state law for all students upon enrollment in Preschool, Kindergarten, Grade 5, and Grade 9. Students entering Illinois schools for the first time are also required to have a physical exam prior to enrollment. Examinations must be performed within one year prior to the beginning of school. Should an examination for Preschool be performed within one year prior to beginning Kindergarten, the child need not have an additional examination for Kindergarten though there may be immunizations required for entrance into Kindergarten. Forms are available in the school office as well as from most local doctors.

All students participating in sports or cheerleading at St. John are required to have a physical each year. This examination must be on file before a student may participate in any practice or game including the practices for cheerleading try-outs. We have arranged with the public school system for our students to take part in their sports' physicals program which is arranged with a local doctor for a nominal fee each summer. Forms are available at the doctor's office. The required 5<sup>th</sup> grade examination also serves as the sports' physical, but the sports' physical does not replace the required health examination.

### **STUDENT SCREENING**

A routine screening will be held during the first weeks of school to identify students who require further evaluation in the areas of speech and language. Students in Kindergarten, 1<sup>st</sup>, and 7<sup>th</sup> grades, as well as new students, those previously enrolled in speech class, and any students referred by the teacher will be screened. If further evaluation is indicated, you will receive notification and a written request for permission to test.

### **EDUCATION FEES**

The annual education fee for this year has been set at \$130 per year for all children in Grades K-8. The registration fee is non-refundable. Insurance will remain optional and extra.

Education fees are payable at the time of registration for children in Grades K-8. The Board of Education requests that all registration fees be paid in full at this time. Any special arrangements for payment of registration fees must be made by speaking to the Principal or a Board of Education member prior to registering your child.

### **EDUCATIONAL ASSISTANCE PROGRAM**

As part of its mission responsibility, St. John offers financial assistance through its Educational Assistance Program to all students at St. John. Applications for assistance may be requested from the school office and the amount of assistance will be determined by the Board of Education.

### **GRADUATION FEE**

For those students in Grade 8, there is a graduation fee of \$20.00 to cover the cost of the diploma.

### **INSURANCE**

Student accident insurance is available for all children attending St. John Lutheran School. The nominal fee is \$8.00 per year for Grades Preschool - 8. The Board of Education strongly urges all parents to avail themselves of this insurance unless they are completely covered by some other plan. This insurance covers any school event in which they are participants, held at any location, during the school year. For \$50.00, "Round-the-clock" protection is available and this coverage extends through the summer months.

### **HEALTH SERVICES**

Each student is screened annually by the Bi-County Health Department for vision and hearing problems. Parents are notified of any problems determined. Individual health records are kept on each student and parents are notified of required immunizations.

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

## TUITION

In order to continue providing a high quality education program, St. John School has adopted policy of charging a tuition fee to all families having children enrolled in Kindergarten through Grade 8. This tuition is based on the number of children per family enrolled in school.

St. John Board of Education has set the tuition rate for members at \$100 per month or \$900 per year for one child, \$135 per month or \$1215 per year for two children, \$170 per month or \$1530 per year for three children. For non-members, the tuition is \$167 per month or \$1503 per year for one child, \$249 per month or \$2241 per year for two children, \$331 per month or \$2979 per year for three children. A \$50 per year reduction in tuition is given if tuition is paid in full by June 15, 2003.

Tuition for Kindergarten - Grade 8 is due and payable the first day of each month. At the end of the First Quarter, tuition must be paid current through the end of the month prior to the month in which the First Quarter ends. Example #1: If the First Quarter ends in November, tuition must be paid through October; otherwise, the child(ren) shall not be allowed to attend for the Second Quarter. At the end of the Third Quarter all tuition must be paid current through the month of March, otherwise the child(ren) shall not be allowed to start the Fourth Quarter.

Notice shall be mailed to those parents who have not yet paid as set forth above, not less than seven calendar days prior to the end of the quarter.

The remainder of the year's tuition must be paid in full by May 1; otherwise the child will not be allowed to attend after May 1. Notice shall be mailed not less than fourteen calendar days prior to the end of the Third Quarter to those parents who have not paid the balance of the year's tuition.

Special arrangements for late payment of tuition must be made through the Board of Education.

\***ALL** delinquent accounts will be turned over to our legal department regarding collection. If legal action is taken, the individual is responsible for **ALL** reasonable attorney's fees and **ALL** court costs.

Preschool tuition has been set at \$14.00 per day for Extended Care and \$8.00 per day for Preschool only. This amount does include a hot lunch. Fees are charged for only the days school is in session. The program follows the school calendar.

### POLICY FOR PAYMENT OF TUITION FOR PRESCHOOL

Tuition for Preschool students is due and payable on the 1<sup>st</sup> day of the week. Fees will be collected on Monday morning in the school basement. Parents are responsible for tuition on days students are

absent.

\*ALL delinquent accounts will be turned over to our legal department regarding collection. If legal action is taken, the individual is responsible for ALL reasonable attorney's fees and ALL court costs.

### POLICY FOR PRESCHOOL REGISTRATION & TUITION FEES

Parents applying for admission to 3-year-old or 4-year-old preschool are required to pay a \$50.00 fee upon registration. This fee is non-refundable unless the child's application is not approved by the Board of Education.

Withdrawing a child after notification of acceptance will result in the forfeiture of tuition and all fees paid to that point.

### LATE REGISTRATION - GRADES K-8

A late registration fee of \$10 will be assessed for the registration of students after the Fall registration date. Registration is to be considered the completing and returning of all necessary forms (Registration and Emergency Contact).

### CHURCH ATTENDANCE

It is our concern that the children observe the example set by their parents in the matter of church attendance and this example should be the demonstration of faithful church attendance and participation in the life of the Church of Jesus Christ.

We wish to support you and your children's participation at St. John Lutheran School, however, we cannot accept continued non-participation in the worship experience at St. John.

A. Member families whose children attend this Christian Day School, which is supported by all the members of St. John, are expected to be active participants of St. John. The families (child(ren) and one, or preferably both parents) are to be in attendance at least 50% of the time.

B. The families are to be faithful in the use of the Sacrament (Holy Communion) as well as their time, talents, and treasures for the good of God's Kingdom.

C. In the event that the above conditions are not met, the appropriate boards will request the school to immediately consider them non-participating members. The tuition will be adjusted to non-member status, even though they are, in name, members of St. John Lutheran Church.

Member parents of school children are asked to sign the attendance booklet, which may be found in each pew and fill in the appropriate places before they leave the church. This procedure will be monitored from the first weekend of April through the last weekend of March the following year. At that time, the church attendance percentage will be calculated. This percentage will be the determining factor for the rate of tuition paid for the following school year. Parents may check

on their status if they are in doubt concerning their percentage of attendance. Otherwise, they will be advised, at registration, of their status.

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### LUNCH AND MILK

St. John Lutheran School operates a hot lunch program. The charge for the noon meal is \$1.70 per day for those pupils in Grades K-4 and \$2.00 per day for Grades 5-8. Adults pay \$2.20 per day for lunch. Lunch money is collected the first day of each school week IN THE SCHOOL OFFICE between 7:45 and 8:15 A.M. All other days it is collected in the school office between 8:00 and 8:10 A.M. and between 2:50 and 3:30 P.M. It will be greatly appreciated if parents see to it that the lunch fees are paid promptly. Lunch money may be paid by the week or the month.

Students who bring their lunch from home will eat with their class in the cafeteria. Milk is available at \$.25 per carton. Students are asked to make the choice to bring their lunch or participate in the hot lunch program on a weekly basis to facilitate the preparation of meals and the collection of lunch payments. Students are not allowed to bring their lunch one or two days and participate in the hot lunch program the rest of the week. They must choose to do one or the other for a week at a time.

For those parents who find the cost of school lunch a financial burden, a program of free and reduced price lunches is sponsored by the Federal and State Lunch Program. Information about these programs is sent home with each student at the beginning of the school year, all information supplied by the families is held in strictest of confidence.

### RETURNING TO SCHOOL AFTER ILLNESS

The Bi-County Health Department has issued the following recommendations concerning when children should return to school after an illness:

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

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

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

Colds - No specific recommendations.

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

Fever - If a student is found to have a fever at school, a parent will be notified and the parent must make arrangements for the child to be picked up. Fevers generally indicate an infection is present. Children who have a fever should remain at home until they are fever-free for 24 hours before returning to school.

St. John asks that parents follow these guidelines for determining when their child should return to school after an illness.

### ATTENDANCE

The Board of Christian Education stresses the importance of regular school attendance. A written excuse is required from the parent(s)/guardian(s) when a child returns to school after an

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absence. If the student has been absent from school more than four days consecutively, he/she must have an excuse signed by his/her doctor.

#### **HOMEWORK DUE TO ABSENCE**

If your child is absent from school parents are to make arrangements to pick up their homework after school.

When your child is absent, they will have one day to complete their late assignments. Children absent more than one day will have to make arrangements with each individual teacher.

Students leaving early to participate in an athletic event will not be allowed to leave/participate unless homework due that day has been completed and turned in to his/her teacher.

#### **POLICY ON ABSENCES FOR ACADEMIC/ATHLETIC EVENTS**

Students attending and participating in academic or athletic events, recognized and approved by St. John Lutheran School, will not be counted as absent. Students not in attendance the day(s) before or the day(s) after will be counted as absent.

Students, upon returning to class, will be expected to have all work completed for days not in attendance.

Siblings that are absent from school but do not participate in the event will be considered absent according to normal procedures.

#### **EXCESSIVE ABSENCES POLICY**

In order to maintain continuity in an educational program, students are expected to attend classes on a regular basis. Frequent absences place an extra burden on the students who has been absent and the student's teacher.

St. John has established the following policy for students who have been absent for many days:

"Students who miss 20 days in one quarter or a total of 30 days during a school year will automatically be required to repeat that grade, unless special circumstances exist.

Special circumstances would include, but not limited to, an illness that requires lengthy hospitalization during which time private tutoring takes place. A doctor's excuse must be provided.

When 15 absences are reached in one quarter or 25 days cumulative, a conference between teacher and parent will be scheduled to discuss the frequency of absences, the status of class work, and possibility of retention if the absences continue.

The final decision in which special circumstances are involved will be made by the teacher after consultation with the principal.

## HOMEWORK HOTLINE

The Chester National Bank has been gracious in allowing us to use one of their phone lines as our Homework Hotline. The homework is

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normally placed on the hotline by 4:00 PM of the day it is assigned. The number for the hotline is 826-4877. After dialing the number the recording will begin talking. At that time, if your child is in grades 1 & 2 you will need to press 5; if your child is in grades 3 & 4 you will press 6; if your child is in grades 5 & 6 you will need to press 7; and if your child is in grades 7 & 8 you will need to press 8.

Daily homework assignments are also listed on the St. John web site. The address is [www.stjohnchester.org](http://www.stjohnchester.org).

## ANTICIPATED ABSENCE

The removing of students from school for vacation and/or family trips IS HIGHLY DISCOURAGED from an educational standpoint. However, if it is ABSOLUTLY NECESSARY for a student to be absent for an extended period of time due to a family trip and/or vacation, his/her teacher(s) must receive written notification of the anticipated absence at least one week prior to the first day of his/her absence. The student will be responsible for having all work completed and ready to turn in on the day of return or sooner. Work that is incomplete upon the students return will be treated as late work.

## ILLNESS OR ACCIDENTS AT SCHOOL

In case of an accident at school, first aid is administered. Every effort is made to contact the parent. If we are unable to reach a parent, the doctor you have indicated on your Emergency Contact Form is called. Teachers will give no medication to students.

**WRITTEN STATEMENTS MUST BE ON FILE IN THE SCHOOL OFFICE OR WITH THE HOMEROOM TEACHER AND SHALL BE REQUIRED OF:**

A. The parents - who shall request and authorize the designated school personnel to administer the medication in the dosage prescribed by the physician. (Medication form is located at the end of this handbook.)

B. The physician - who shall indicate the medication to be administered, the dosage to be given, the time(s) to be administered, length of time medication is to be administered, and the purpose of the medication.

The prescribed medication shall be kept in a secure place in the school. Only limited quantities of the medicine shall be brought to the school at a time and in properly labeled containers.

The label on the medication shall contain the name and telephone number of the pharmacy, the pupil's name, name of the physician, name of the drug, dosage to be given, and time(s) to be given.

An accurate and confidential system of record keeping shall be kept for each pupil receiving medication. The records shall indicate

the child's name, medication administered, dosage given, time and date given, and any unusual behavior of the pupil receiving the medication.

UNDER NO CIRCUMSTANCES shall school personnel provide aspirin or any other medication to students unless the criteria in preceding paragraphs have been met. The diagnosis, treatment of illness, and the  
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prescribing of drugs is never the responsibility of school personnel.

The administration of injections to students shall never be carried out by school personnel unless that individual is a licensed school nurse or doctor.

STUDENTS WILL NOT BE ALLOWED TO SELF-ADMINISTER MEDICATION OF **ANY** KIND UNLESS THE PARENTS HAVE SUBMITTED A SIGNED AUTHORIZATION FORM TO THE PRINCIPAL'S OFFICE. ALL MEDICATIONS MUST BE IN PROPERLY LABELED CONTAINERS AND KEPT IN A SECURE PLACE BY THE TEACHER.

#### **POLICY PERTAINING TO STUDENTS FOUND TO HAVE LICE**

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

1. Parents or guardian will be contacted and asked to pick the student up immediately.
2. Parents will be given whatever information is possible to assist in the treatment and removal of lice and/or nits.

Students having been found to have lice or nits, however, will not be readmitted to class until:

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

The last two steps are specifically included as a means of determining whether the source of infestation has been eliminated therefore eliminating any chance of student re-infestation.

#### **LEAVING SCHOOL GROUNDS FOR OTHER THAN ILLNESS OR ACCIDENT**

No one will be permitted to leave the school grounds during the "school day" for reasons other than doctor or dental appointments, etc., unless he/she has special permission from the Principal. The term "school day" includes from the time the students get off the buses in the morning until they are picked up by the buses in the evening.

Anytime a student must leave the school grounds for appointments, etc., he/she must have a written note from his/her parents explaining the reason for the absence (i.e. funeral, dental or doctor appointment), and giving the time the student should be dismissed from

class. Parents must pick up the student, not meet them at the doctor's office, etc. Parents are asked to meet their child at the school office.

**Due to legal responsibilities, students are not allowed to patronize Hardee's prior to attending any type of practice following school.** Failure to abide by this will result in confiscation of the

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items purchased, and the student will lose bus privileges for that day. Continued disregard for this policy will result in loss of bus riding privileges for an extended period of time.

Parents are asked not to send notes asking permission for their child to leave the school grounds to run errands in the business district, even if this is only to the Post Office or Buena Vista Bank.

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

In accordance with the laws of the State, all pupils are held to regular and punctual attendance.

WHEN A STUDENT HAS BEEN ABSENT FROM SCHOOL, HE/SHE MUST HAVE A WRITTEN EXCUSE FROM HIS/HER PARENT, WHICH IS TO BE GIVEN TO HIS/HER TEACHER ON THE DAY THE CHILD RETURNS TO SCHOOL. If a student has been absent from school more than four consecutive days, he/she must have an excuse from his/her doctor, complete with the doctor's signature.

PARENTS ARE ASKED TO CALL THE SCHOOL OFFICE BY 9:00 A.M. IF A CHILD WILL BE ABSENT THAT DAY. If a student comes to school after the school day has begun, he is asked to stop in the school office for an "Admission to Class" slip to take to his teacher.

### **PHYSICAL EDUCATION AND ATHLETICS**

St. John Lutheran School offers a physical education program for all pupils in Grades K-8. The purpose of these classes is to provide systematic exercise and participate in both individual and team sports, and to aid in the child's physical development.

All students are required to participate in physical education classes unless they present to their teacher a written excuse from their parents, stating the reason for their non-participation.

When a student misses physical education class more than twice consecutively, a written excuse from their doctor must be presented to the gym teacher. An excuse, such as forgetting gym clothing cannot be accepted! Students who fail to bring the required written excuse are ineligible to practice or compete in interscholastic competition until the next regularly scheduled physical education class.

Each pupil in Grades 5-8 must wear proper clothing for these classes. Girls are to wear shorts, blouse, T-shirt or sweatshirt, and non-marring gym shoes. Boys are to wear gym shorts, T-shirt, and non-marring gym shoes.

Pupils in all other grades are required, for their own safety, to wear gym shoes while participating in physical education. Provisions will be made for the lower grade pupils to store their shoes in the Parish Hall.

Each pupil in Grades 5-8 is responsible for the storing of his or her own clothing when not in use. ALL ITEMS SHOULD BE LABELED WITH THE

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CHILD'S NAME AND SHOULD BE CHANGED ON A FREQUENT BASIS.

Students will be issued a lock at the beginning of the year. The lock fee is \$1.00. Students will be responsible for any lost or broken locks.

Athletics are carried on both as interscholastic and intramural sports. Such sports as baseball, softball, basketball, volleyball, and track, will be offered during the course of the year.

The Board of Christian Education has stated that children participating in interscholastic athletics must have a physical examination before participating in any games or practices. The school cannot be responsible for accidents, which may happen because the child cannot take the routine training, which may be necessary for such activity. We ask for your full cooperation in this matter, please!

In order to be (remain) eligible for interscholastic sports, a student must:

A. Carry a passing grade in ALL subjects (i.e., and "F" in any subject results in disqualification until the next evaluation period).

B. Carry a cumulative average of "C" in all his/her core subjects (Religion, Math, History/Social Studies, Science, English, Reading/Literature).

Evaluations shall be done on a weekly basis and shall be the determining factor for participation in interscholastic sports. Therefore, if a student becomes ineligible at the end of a week, he/she would be ruled ineligible for the following week. A re-evaluation would take place at the end of that week to determine eligibility for the next week.

### **DISCIPLINE**

At St. John Lutheran School, we like to think of the term "discipline" as the teaching of self-motivation and self-control. With this in mind, teachers will deal with the children in accordance with the teachings and philosophy of Christ. The children will be taught to understand that for happy living it is necessary to love one another and to respect the rights and privileges of one another.

In the enforcement of discipline, the teacher is guided by God's Word. In cases where the teacher is unable to obtain good conduct from a pupil, the teacher will report such disobedience to the parents of the pupil. If this does not produce the desired results, the matter will be referred to the Principal and, if necessary, the Board of Education. In all cases of discipline, "Matthew 18" will prevail.

Parents should be willing to exercise their responsibility for their child's school discipline by cooperating with teachers in this matter. Without parent cooperation, the child's education will suffer and may even come to a stop. Your cooperation and interest is vital.

Complaints and problems originating from the parents are to be

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received and dealt with only outside the regular school hours and as a rule must be directed to the teacher involved. If no satisfaction is received, the Principal should then be contacted. If a settlement is still not brought about, the Pastor and the Board of Education may, in turn, be appealed to.

### **DETENTION POLICY**

Students in Grades 5-8 may be assigned after school detentions for the following reasons:

1. Incomplete Homework (work not finished when scheduled or not completed by the end of noon recess).

2. Inappropriate Behavior (in the classroom, hallway, lunchroom, or on the playground).

Students who are required to remain in the 8<sup>th</sup> grade classroom, at lunch, for inappropriate behavior will receive an after-school detention.

An after school detention will be assigned for each additional 3 noon-time recess losses due to inappropriate behavior up until the twelfth; the twelfth will result in a one day in-school suspension.

Each successive behavior incident will result in an after-school detention until the fifteenth. Upon receiving the fifteenth, the student will receive a one day out-of-school suspension and the matter will be referred to the Board of Education for their recommendation of further action. This will be cumulative throughout the year.

3. Tardiness (after the school day has begun, arriving late for class three times).

Students will receive a form indicating the reason for the detention, the length of detention (usually 30 minutes), the date the detention is to be served (usually the next school day), and the number of detentions received for the year. The form must be signed by the parents and returned the next school day to the detention supervisor. Failure to do so will result in an additional detention. If the student rides the bus, the parent will need to make arrangements to pick up the student if the student has not completed his detention time before his/her bus arrives.

SCHEDULED DETENTIONS WILL NOT BE RESCHEDULED SIMPLY BECAUSE IT IS NOT CONVENIENT FOR THE PARENTS. SHOULD RESCHEDULING BE NECESSARY DUE TO AN EMERGENCY, PLEASE MAKE ARRANGEMENTS WITH YOUR CHILD'S TEACHER.

### **DISCIPLINE PROCEDURE FOR GROSS MISCONDUCT OR DISOBEDIENCE**

Gross misconduct or disobedience is behavior which materially interferes with or substantially disrupts class or school discipline. The following are examples of the type of behavior which is considered by the school to constitute gross misconduct or disobedience:

1. Physical assault (fighting) or verbal threats or other violent behavior, if it occurs in the school building or on the school grounds, or a school bus, at an athletic event or school

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sponsored event, or is directly related to or affects school discipline;

2. Intentional destruction or stealing of school or student property;

3. Gross disrespect, insubordination, or verbal abuse of school personnel. Gross verbal abuse may include, among other things, racial or religious slurs.

4. Serious or repeated violations of the safety rules and regulations.

The following procedure is to be followed in cases of gross misconduct or disobedience:

1<sup>st</sup> incident - in-school suspension for student(s);

2<sup>nd</sup> incident - the student(s) is/are suspended from school for a full day;

3<sup>rd</sup> incident - the student(s) is/are suspended from school for a period of not more than five days;

4<sup>th</sup> incident - the student(s), after having been given the chance of a hearing with his/her parents before the Board of Christian Education, if need be, will be expelled for the remainder of the school term, providing the Board has just cause for this action.

However, the first three steps may be eliminated should the Principal, in his judgment, consider the offense of such a nature as to warrant this action.

During a suspension, the student will do all work and take all tests and he/she will receive credit for these activities. Suspension also means that the student cannot participate in any school-sponsored activities. Athletes and cheerleaders cannot participate in any athletic functions.

Only the Principal has the authority to suspend a student. Expulsion requires action by the Board of Christian Education. If a teacher feels a student has done something to warrant this action, he/she should consult the Principal.

## PUPIL EVALUATION

St. John Lutheran School issues a report card for students at the end of each quarter. In special instances, a written evaluation may be included or used in place of the report card. The teacher may also plan a special parent conference to report the child's progress. The purpose of the report card is to notify the parent of the progress of

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the individual student and is not a means of comparing one student with another.

At least one Parent-Teacher Conference is planned. This is scheduled at the end of the first quarter. This conference is intended to open the lines of communication between parents and teachers for honest discussion of each student's development. The Faculty also urges parents to notify teachers at any time about any problems, questions, or concerns they have regarding their children. Please call the teacher involved. Phone numbers are included in this handbook. A conference may also be scheduled at the end of the third quarter.

## UNLAWFUL MISCONDUCT

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

## CONSEQUENCES FOR UNLAWFUL MISCONDUCT

Students found to be in possession of a dangerous weapon (as described above) on school property, or who have brought a weapon to any school-sponsored activity or event, or any event which "bears a reasonable relationship" to school, will be expelled for a period of not less than one year\*. Referral will also be made to the proper municipal authorities as well as a mandatory conference with the parents.

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

Students found to be in violation of the other mentioned misconduct's, will be subject to the policy on "Gross Misconduct".

Should any student be found in violation of the policy on Unlawful Misconduct it is expected that the school, church, Board of Education and/or pastor reach out to minister to the family and the student.

\*Mandatory, based on state law ILCS 5/10-22.6 and federal law HB 2596 and P.A. 890-0610

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### **TESTING**

In addition to regular testing of subject matter, standardized tests are given to the children in Grades 4-8 at St. John each year during late Spring. Along with achievement tests, IQ (intelligence) tests are given in Grades 4, 6, and 8. The results of these tests are used by the teacher to more fully understand your child's strengths and weaknesses and are shared with parents during conferences and home visitations. Accurate records of all testing are kept in the School office and parents may view these records in the office upon request.

### **BUS SERVICE**

Bus service is provided by the State through Eggemeyer Bus Service of Chester. All students who live 1½ miles or more from school or who live in areas deemed "unsafe for walking" are eligible to ride the bus.

To take advantage of this service, call Chester Community Unit District #139 Superintendent's Office (826-4509) and follow the procedures outlined by them. This service is a privilege and children should conduct themselves as Christians while riding the bus.

### **INAPPROPRIATE BEHAVIOR ON SCHOOL BUS**

St. John Lutheran School is dependent on bus service provided to us through the local school district. Consequently we want to maintain a cooperative, working relationship with the district.

For students that do not behave in an appropriate manner on the school bus and are "written up" by their bus driver for inappropriate conduct the following procedure is to be followed:

1<sup>st</sup> incident - Students receiving a warning and a notification is sent home to parents to inform them of the conduct.

2<sup>nd</sup> incident - Loss of riding privileges for a period of one week.

3<sup>rd</sup> incident - Loss of riding privileges for a period of one month.

4<sup>th</sup> incident - Loss of riding privileges for at least one month and may result in the loss of privileges for the remainder of the year.

However, the first three steps may be disregarded and the bus privileges lost for the year should the Principal and Board of

Education, or Eggemeyer Bus Service consider the offense of such a nature as to warrant this action.

### STUDENT PICK-UP

All children who wait for their bus after school, on the alley side of school, will stay within the fences and remain on that side of the school building. In bad weather, students may stand just inside the door on the alley side of the building.

Children who walk home after school are not allowed to remain on the playground. Parents picking up children MUST pick them up on the

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High Street side of school until 3:10 P.M. Please do not wait in the NO PARKING area. After 3:10 P.M. students MUST be picked up between the bank and the school.

Please note that if your child normally rides the bus, he/she will be sent home on the bus unless the office (or teacher) is notified by phone or a note.

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

### BUS PASSES

If, because of an EMERGENCY SITUATION, a child needs to ride a different bus home or be dropped off at a different location from his/her regular bus on a particular day, a note signed by the parent giving the date, drop-off location, and reason for change must be given to the SCHOOL SECRETARY. (This pass will not be issued at the request of the student without a note signed by the parent.) The child will be given a bus pass for the date(s) specified that he/she in turn must present to the bus driver when boarding the bus. The bus driver will not allow any students on the bus nor will he drop them off at any location other than their regular drop-off location without this pass. This is a requirement made by the bus service for the safety of its riders. (Scout meetings, sleep-overs, etc. are not considered emergency situations. Transportation for these activities should be arranged by the parent and/or leader.)

### SCHOOL HOURS

Pupils are not permitted to play outdoors before school in the morning.

Children coming on early buses will go into the Parish Hall until 7:50 A.M. when all pupils will go directly to the classrooms, after being dismissed by the supervising teacher.

IF YOUR CHILD WALKS, OR YOU DROP HIM/HER OFF, PLEASE MAKE SURE HE/SHE DOES NOT ARRIVE PRIOR TO 7:30 A.M. SUPERVISION IS NOT AVAILABLE BEFORE THAT TIME.

School begins promptly at 8:10 A.M. and classes end at 2:50 P.M. for children in Grades K-8.

Three-year-old Preschoolers will attend school on Monday-Friday from 8:15 - 11:15 A.M. and Four-year-old Preschoolers will attend from 11:15 A.M. - 2:45 P.M.

Lunch hour for the primary children will begin with three-year-old preschool at 10:45 A.M. and continue with Kindergarten at 11:00 A.M. followed by four-year-old preschool at 11:15 A.M. Grades 1-4 begin at 11:30 A.M. and ends at 12:30 P.M. Grades 5-8 begins at 12:20 P.M. and ends at 1:15 P.M.

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### **COLD WEATHER**

Due to the possible hazards of prolonged exposure to extremely cold temperatures on young children, the following policy has been established. Outside recess periods for children in Grades Preschool through 4 will be canceled when the outside temperature is below 20 degrees Fahrenheit. Children in Grades 4 and below are to wear coats for recess when the temperature is 65 degrees or below and are to keep them closed (buttoned or zipped) when the temperature is below 50 degrees. Lower grades students are expected to have their heads covered (hat, hood, etc.) when the temperature is 32 degrees or below.

Children in Grades 5-8 may participate (based on teacher discretion) in recess periods if dressed to insure reasonable protection from the weather. Students in these grades are to wear coats when the temperature is below 60 degrees and are expected to keep them closed (zipped, buttoned) when the temperature is below 50 degrees.

### **Dress Code**

At the April 6, 2000 Board of Education meeting, the decision was made to adopt the following policy starting with the 2001 - 2002 school year:

"Uniforms will be on a voluntary basis. Students not wearing uniforms will be required to wear generic (plain) polo uniform. The uniform committee is made up of a member parent, a non-member parent, a school board member, a faculty member, and a pastor. The committee was in charge of getting a variety of price ranges, colors and places to purchase these items.

1. Skirts and dresses are to be no higher than 3 inches above the top of the kneecap.
2. Pants, leggings, or other items of apparel made of knit or other form-fitting materials cannot be worn unless they are covered by other clothing items of acceptable length (see # 1 & # 3).

Shorts are allowed during the months of August and September. The wearing of shorts is discontinued the first school day of October and may be resumed the first school day of May. IF

SHORTS MEET THE VOLUNTARY DRESS CODE STANDARD, THEY MAY BE WORN ALL YEAR.

3. Shorts are to be no shorter than mid-thigh in length. It is suggested that shorts be no shorter than the student's fingertips with arms extended downward. Students with shorts considered inappropriate in length will be asked to call home or parent's place of employment to make arrangements for a change of clothing.

Students **will be asked** to contact home for a change of clothing if they are found to be in violation of the dress code.

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#### **VOLUNTARY UNIFORM/MODIFIED DRESS CODE FOR 2003 - 2004**

No changes have been made to the St. John Dress Code for the 2003 - 2004 school year.

We have been operating under this system for the past two years and families should be familiar enough with it.

The point of emphasis for the 2003-04 year will be on its enforcement. Students will be asked to call home for an item of clothing if they are in violation of the policy.

We hope that with this letter we may clarify any points from the handbook that might be misunderstood and consequently would result in a child having to call parents at home or at work for a change of clothing.

The key to the dress code can be summed up in two words, **SOLID COLORS.**

#### **SLACKS**

**Preferred - Tan, Green, or Navy uniform slacks worn with a belt. However jeans may still be worn. No pants with oversized pockets.**

#### **SKORTS, SCOOTER SKIRTS, JUMPERS**

Preferred - Tan, Green, or Navy skirts/jumpers and are to be worn with a **PLAIN, SOLID COLORED** polo or oxford shirt. However other **PLAIN, SOLID COLORS** may be worn with **PLAIN, SOLID COLORED** polo or oxford shirts.

#### **SHORTS**

Preferred - Tan, green, or navy uniform shorts, **SOLID and PLAIN.** No oversized pockets. Shorts may be worn all year if they are uniform shorts. Jean shorts may be worn also. However, if the shorts are not uniform shorts they may not be worn after September 30 or before May 1.

#### **SHIRTS**

Collared polo or oxford shirt (shirt must have sleeves). No brand name displayed, **PLAIN, SOLID COLORS.** May read "St. John Lutheran School" or bear the name of a team or club affiliated with the school. Colors -

white, red, navy, burgundy, dark green, lt. yellow, lt. blue. Oxford shirts - white or lt. blue. Shirts must be worn tucked in.

### BLOUSE

Collared (shirt must have sleeves). No brand name displayed. **PLAIN, SOLID COLORS**. May read, "St. John Lutheran School" or bear the name of a team or club affiliated with the school. White or lt. blue.

### SWEATSHIRTS

**PLAIN, SOLID COLORS**. No brand name displayed. May read St. John Lutheran School" or bear the name of a team or club affiliated with the school. Collared polo or oxford shirt must be worn underneath.

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### TURTLENECK

Preferred - **PLAIN, SOLID WHITE**. However, Any **PLAIN, SOLID COLOR** may be worn

### SOCKS/TIGHTS

Preferred - White, dark green, navy, tan. However, any **PLAIN, SOLID COLORS** may be worn.

### BELTS

Preferred - Navy, black, or brown. However any **PLAIN, SOLID COLOR** may be worn.

### SWEATERS

Preferred - **PLAIN, SOLID COLORS**. No brand name may be displayed. May read "St. John Lutheran School" or bear the name of a team or club affiliated with the school. Polo or oxford shirts must be worn underneath. White or lt. blue. However any **PLAIN, SOLID COLORS** may be worn.

### SHOES

Any type - No open back shoes/sandals must have a back strap.

### INCLEMENT WEATHER

If the necessity arises that school must be called off because of inclement weather, tune in to radio station KBDZ 93.1 FM for announcements of cancellation of school. In general, we will follow the same procedure taken by the Chester Public Schools. These announcements are usually made during the news periods in the early morning. Please listen to the radio; please do not call the school.

### TORNADO INFORMATION

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

### LOST AND FOUND

Many articles are lost by the children because they are not marked properly. KINDLY MARK ALL ARTICLES for proper identification. The "lost and found" articles will be kept in the school; if they are not claimed within a reasonable length of time, the articles will be disposed of.

### EARLY DISMISSAL

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

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### RECEIVING GIFTS AT SCHOOL

The practice of sending gifts such as flowers, balloon's, etc., to school for birthday's, Valentine's Day, etc., is strongly discouraged.

This practice can lead to disappointment on the part of students whose parents are unable, for one reason or another, to send gifts for their children.

Gifts that are sent to school will be held in the school office until the end of the day.

The practice of sending invitations to parties, etc., to school with children is discouraged unless all children in the class are to receive one. The reason again being disappointment on the part of the child who does not receive one.

### NUISANCE ITEMS

Animals, matches, cap guns, water guns, comic books, radios, CD or MP3 players, computer games, trading cards (i.e. poke'mon cards) and other toys, that would distract the learning process, are not to be brought to school. On occasion, these items may be brought to school, only if designated by the teacher for a specific project. Otherwise, THESE ITEMS WILL BE CONFISCATED BY THE TEACHER AND MAY BE RETURNED AT THE END OF THE YEAR BY TEACHERS DISCRETION.

### TELEPHONE USAGE

THE SCHOOL TELEPHONE IS NOT FOR GENERAL USE BY THE CHILDREN. To use the phone, a child MUST get permission from a teacher.

PARENTS, PLEASE INFORM YOUR CHILDREN THAT THEY ARE NOT TO CALL HOME EXCEPT IN **EXTREME** EMERGENCIES. FORGOTTEN BOOKS, ASSIGNMENTS, GYM CLOTHES, SHOULD **NOT** BE CONSIDERED EMERGENCIES.

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

**BICYCLES**

Bicycles should be parked along the fence outside the playground on the Buena Vista Bank side of the school. No student should ride his/her bicycle during school hours without permission from a teacher. Bicycles are never to be ridden on the school playground during school hours or before the last bus has left for the day.

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**P.T.L.**

St. John Lutheran School sponsors a Parent-Teacher League which has its main objective to foster Christian education. Through this organization, our school strives to establish good home-school relationships and provide parents with assurance in their all-important task of Christian education and training.

Our Parent-Teacher League meets the first Monday of the month. The program is planned and published in booklet form at the beginning of each school year.

All those who have children attending the school are automatically members and are strongly encouraged to attend meetings regularly.

**PEST TREATMENT**

We have a license pesticide applicator that sprays the premise on a regular basis. This application is usually on a Friday after school hours. If you would like to be notified before the school is sprayed, please call the school office and we will put you on a contact list.

**ASBESTOS NOTIFICATION**

August 19, 2003

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

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

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

**FACULTY**

Christopher Urquhart (8)	1212 Opdyke Street Chester, Illinois 826-2098
Renee Krack (7)	
Meg Knop (6)	1415 Allendale Blvd. Chester, Illinois 826-3686
Kathy Belcher (5)	773 State Street Chester, Illinois 826-3265
Janet Baldwin (4)	855 State Street Chester, Illinois 826-3416
Jeanne Wagner (3)	1021 George Street Chester, Illinois 826-4131
Pam Sheely (2)	417 Riverview Blvd. Chester, Illinois 826-2720
Connie Mattingly (1)	4142 Union School Road Chester, Illinois 826-3614
Wendy Lochhead (K)	416 Riverview Blvd. Chester, Illinois 826-5965
Lari Mulholland (Preschool)	508 West Harold Steeleville, Illinois 965-9630

Cathy Eggers (Computers)

127 Welge Drive  
Chester, Illinois  
826-2616

Donna Elson

13477 Richelman Road  
Percy, Illinois 62272  
965-3380

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**PARENT AUTHORIZATION FORM**  
  
**FOR**  
  
**TEACHER ADMINISTERED MEDICATION**

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

Medical condition requiring medication \_\_\_\_\_

\_\_\_\_\_

Medication required \_\_\_\_\_

Dosage/Frequency \_\_\_\_\_

\_\_\_\_\_

Termination date if this is a non-refillable prescription:

\_\_\_\_\_

Attending physician's signature if this is a prescription drug:

\_\_\_\_\_

\_\_\_\_\_  
 Parent's Signature



**(Sign and return this form to school)**

ST. JOHN LUTHERAN SCHOOL

STUDENT HANDBOOK COMPLIANCE FORM

I have read the St. John Lutheran School Student Handbook.  
I understand my (child's) right and responsibilities as  
outlined in the handbook. I (my child) also agree(s) to  
abide by the rules and regulations stated in the handbook.

Student's Name or Signature \_\_\_\_\_

Grade \_\_\_\_\_

Parent's or Legal Guardian's Signature \_\_\_\_\_

