

1 John 3:1  
 "How great is the love the Father has  
 lavished on us, that we should be called  
 children of God!"



# 2018-2019 SCHOOL HANDBOOK

**St. John Lutheran School**  
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 Redwood Falls, MN 56283  
 Phone: 507-617-3002  
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 Web site: [www.sjschool.org](http://www.sjschool.org)  
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## MISSION STATEMENT

Making disciples of Jesus Christ through the Word and a Christ-centered curriculum.

## 2018-2019 SCHOOL CALENDAR

August	15	PreK-Grade 8 Open House from 6-8 pm	February	1	Midterm
	27	SCHOOL BEGINS- 8:30 am Chapel		15	NO SCHOOL- Martin Luther College Basketball Tournaments
	31	NO SCHOOL		18	POSSIBLE NO SCHOOL- Inclement Weather Make Up Day—President's Day
September	3	NO SCHOOL - Labor Day		25-28	Lutheran Education Week
	6	School Pictures	March	1	Lutheran Education Week
	21	Midterm		8	End of Third Quarter
October	17	End Of First Quarter		11-18	NO SCHOOL- Spring Break
	18-19	NO SCHOOL- Teachers' Conference		22	Report Cards handed out
	26	Report Cards Handed Out	April	17	Midterm
November	5-8	Parent/Teacher Conferences		18-22	NO SCHOOL- Easter Break
	21	Midterm	May	23	Graduation Service All school children sing
	22-23	NO SCHOOL- Thanksgiving Break		24	LAST DAY OF SCHOOL- Excuse at 12:00 pm
December	21	End Of Second Quarter		31	Report Cards Handed Out or Mailed
	21	Last Day of School Before Christmas Break	January	3	School Resumes
				11	Report Cards Handed Out
				21	NO SCHOOL- Martin Luther King Jr. Day

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DEAR STUDENTS AND PARENTS:

This handbook has been prepared for you. It includes official school policies and procedures which are reviewed and revised each year. Please read it carefully and keep it as a handy guide.

### **ORGANIZATION**

St. John Evangelical Lutheran School is part of the Wisconsin Evangelical Lutheran Synod school system, which reaches out in this country and also into other countries. St. John School was established in January 1983, by resolution of St. John Evangelical Lutheran Church in response to the Lord's command to "FEED MY LAMBS." Thus, the responsibility for programming and maintenance belongs to the congregation. The direct responsibility for the

supervision and direction of the school rests upon the St. John School Board, elected by the Voters' Assembly of the congregation and all members of the school board are voting members of St. John Lutheran Church. The St. John School Board carries out the desires of the congregation, also making recommendations for improvement and growth. Since the school is an arm of the church, the supreme head of the school is Christ, who is head of the church.

*\*The St. John Lutheran School Handbook was updated and approved by members of the St. John School Board on 4/19/18.*

### **MISSION STATEMENT**

Making disciples of Jesus Christ through the Word and a Christ-centered curriculum.

### **PHILOSOPHY**

We believe that God's Word is truth, inerrant and unchanging. It is the sole foundation on which all subjects of education stand.

Through Christian education, we obey the Lord's command to worship only Him by teaching the children that He is the one true God and the sole creator of an originally perfect world.

From the Bible we learn of our sinful nature. We recognize the need to use the law to show children their sinful condition and their desperate need of our Savior, Jesus Christ. We then turn to the gospel, the center-point of Christian Education, that is, the leading of souls to heaven through faith in Christ Jesus.

We believe and teach that each child's abilities are gifts from God and are to be nurtured and dedicated to God's service. Although these abilities and levels of Godly living differ, each child of God grows in faith and its expression through the means of grace in Word and sacrament.

### **PURPOSE AND OBJECTIVES**

The continuing purpose of St. John Lutheran Elementary School, in partnership with St. John Lutheran Church, is to serve all people with the gospel of Jesus Christ on the basis of Holy Scripture.

#### **How Does The School Function In Partnership With The Congregation?**

1) By serving our congregational members by assisting parents in bringing up their children in the training and instruction of the Lord.

2) By teaching all our students to serve and glorify God, witnessing a vibrant faith in Christ in their world.

3) By serving other WELS/ELS congregations and the Redwood Falls community by welcoming families interested in learning more about Jesus Christ in a Lutheran elementary school setting.

**What Are The Goals Of Teachers At St. John School?**

- 1) To nurture believing students in faith and Christian living through the Word of God.
  - A) To teach the Word of God faithfully so that students grow in their faith and remain disciples of Jesus.
  - B) To use the Word of God to lovingly help students mature as Christians and to live their faith in daily Christian fellowship and activities.
  - C) To provide devotional experiences that extend into students’ lives.
- 2) To proclaim law and gospel in leading students to repentance and faith in Jesus Christ for life and salvation.
- 3) To equip students as disciples, stewards, and witnesses for sharing the gospel of Jesus Christ with others.
  - A) To teach all subjects from the perspective of God’s Word so that students see God’s wisdom in all areas of study.
  - B) To develop use of students’ God-given abilities in all areas.
  - C) To instruct, model, and encourage students in methods of witnessing their faith in Jesus to those around them.
  - D) To strengthen the congregation, synod and church-at-large by equipping students for mutual ministry whether it be as a lay person in a congregation or a fulltime called worker in Wisconsin Evangelical Lutheran Synod (WELS).

**ADVANCED / CHALLENGED LEARNERS**

The Lord has blessed each of our children in many ways. For some students it is in academics and for others it is in another area. If you as a parent /guardian feel that your child is an advanced learner or a struggling learner in a certain subject area, please contact your child’s teacher and the principal so a plan can be developed together to address your child’s academic needs. This may involve working with the Redwood Area School District to assess and see if services need to be provided.

**AFTER SCHOOL CARE**

St. John offers “After School Care” for children in our Early Childhood program/preschool through 8th grade. The hours available for enrollment are 3:00 pm to 5:15 pm. The cost is \$2.75 per child per hour. Those wishing to participate in this program should speak with Secretary Michell Schoer or Early Childhood Director Julie Nelson.

**After School Care for students in grades 4-8 will focus on getting students’ current and late homework completed as well as having some free time. This program also comes at a cost of \$2.75 per child per hour. It has been established as a self-supporting program meaning there has to be enough students in the program to pay for the teacher’s hourly wage.**

To protect all St. John students the use of personal electronic devices; including but not limited to cell phones, iPads, and iPods is not allowed in After School Care.

**SCHOOL PHONE: 507-617-3002**  
**SCHOOL FAX: 507-617-3003**  
**SCHOOL E-MAIL: school@stjohnredwood.org**  
**SCHOOL WEBSITE: www.sjschool.org**

**PHONE NUMBERS**

MR. DAVE GARTNER	Principal	507-430-3789
MR. TODD BRASSOW	Grade 7-8 and Athletic Director	989-798-7072
MR. GLENN METZGER	Grade 6	734-788-4637
MS. KELLY MELLGREN	Grade 5	786-972-5320
MR. PAUL KELM	Grade 4	262-208-5941
MISS REBECCA WASSER	Grade 3	920-915-0406
MRS. ROBIN PAUSTIAN	Grade 2	262-328-6010
MISS MYKAYLA JENSEN	Grade 1	920-460-3351
MRS. EMILY MONSON	Kindergarten	507-828-3720
MRS. JULIE NELSON	Early Childhood Director & Teacher	605-354-2630
MRS. MINDY SCHARLEMANN	Early Childhood Teacher	507-430-4924
MISS MIRIAM SCHLIEWE	Early Childhood Teacher	507-828-9401
MRS. LAUREL OTTO	Band, Eternal Flame	507-430-5243
MRS. RENAE KRAMER	Spanish	507-430-3507
MRS. BRANDY DETERLING	Head Cook	320-444-2562
MRS. MICHELL SCHOER	School Secretary	507-829-0244
MRS. CARRIE WERNER	Church & Financial Secretary	507-640-1595
PASTOR JONATHAN KRUSCHEL		507-430-5342
PASTOR PETER SULZLE		507-430-5343
THIELEN BUS SERVICE	School Transportation	507-637-3600

If Tuition Assistance is given, the recipient will not receive the assistance until their 15 hours of donated time has been written down and accepted by the principal or School Board. Don't forget about the State's tax credit on deduction for tuition, registration fees, and band lessons. Please keep in mind it costs approximately \$5,500 per year to educate a child at St. John.

\*\* Applications must be given to the St. John School Board by the deadline on the application (usually June 15).

#### **TUITION PAYMENT PROCEDURE**

St. John has implemented a new On-Line Registration and Tuition program called RenWeb/FACTS. All payments will be made through FACTS. Payments may be made by the month, quarterly, semi-annually or annually. If you prefer to pay by the month, your payments will be divided into 10 equal installments, starting in August with the last payment being in May.

#### **USE OF THE SCHOOL TELEPHONE**

All phone calls made by a student can only be done with permission from the child's teacher, another teacher / staff member, or the school secretary. The secretary should be notified immediately if a message had to be left to eliminate confusion.

#### **AFTER SCHOOL COMPUTER & MULTIPURPOSE ROOMS AND GYM USAGE**

Students are **not** allowed to use the computer lab, multipurpose room, or the gym after school unless:

1. They have made arrangements with a teacher or the principal.

Parents, students, and/or those responsible for the children in the multipurpose room or gym are responsible to make sure these areas are properly cleaned up after their child(ren) has/have used them.

Failing to follow these listed rules will result in loss of privileges in the future.

#### **(PHILOSOPHY OF) ASSESSMENT**

St. John Lutheran School places its mission statement of "making disciples of Jesus Christ through the Word and a Christ-centered curriculum" as its primary focus. With Christ as our guide and model, each teacher strives to regularly determine the strengths and needs of each student. Teachers gauge student progress through a variety of assessments, either informal or formal; summative or formative. These assessments allow the teachers, students and parents to monitor and enhance the development of each student. Assessment shapes continued instruction to assist every student in working to the best of their God-given ability. (see also "Standardized Testing" p. 21 and "Report Cards" p. 21)

#### **ABSENCES (EXCESSIVE)**

Parents must notify the school office each day their child is going to be absent. The nature of the absence should be stated. Failure to do so constitutes an UNEXCUSED absence. Chronic absence may require a medical excuse to be required by the parent/guardian. If a student has been absent more than 10 days (non-school activities) for the school year, a letter will be sent home that will require a parent/guardian signature that cautions of the detrimental effects poor attendance has on student progress. Additionally, any further absences may require authoritative proof (doctor, counselor, etc) that the absence was necessary.

\*\*Excessive Absences– An elementary student with greater than 7 accumulated days absence per semester.

#### **ATHLETICS**

St. John presently participates with other WELS/ELS Lutheran elementary schools in volleyball (girls grades 4-8), basketball (grades 4-8), soccer (grades 5-8), cross country (grades 5-8), 2 spring track meets (grades 5-8), and slow-pitch softball (grades 7-8). Athletic fees are part of the tuition fee. These programs must have strong parent involvement to ensure they will stay in operation (example: coaches, volunteers, concession stand coordinators and helpers) -- Students in grades 7-8 living within the Redwood Falls School District may participate in Redwood Valley athletic programs, but are encouraged to give priority to games & practices at St. John. Details on this may be obtained from the athletic director.

**St. John also has a "Little Lions" athletic program for children in grades 1-2 and a**

**“Junior Lions” program for children in grades 3-4. These children will have the opportunity to play soccer, basketball, football, and volleyball with other students from St. John. Please contact the school secretary or athletic director if you have any questions. (Reference: Athletic Handbook)**

**ATTENDANCE - SIGN IN & OUT PROCEDURES - EXCUSES - MAKE-UP WORK**

Parents are **to notify** the school office before school if their child is going to be absent that day. **Please phone, text, or email before the school day begins at 8:25 am**, and give pertinent information to the secretary to relay to the teachers and staff. When this is done the student is excused and a written excuse is not needed.

The following times are used:

8:26-8:45 = Tardy                      8:46-10:15 = 1/4 day                      10:16-12:00 = 1/4 day  
12:01-1:30 = 1/4 day                      1:31-3:00 = 1/4 day

**School starts promptly at 8:25 am.** Children should be at school **AT LEAST 10 MINUTES EARLY** to be properly prepared for the start of the school day. Each classroom starts off the day with Devotion time.

Appointments with doctors, dentists, etc. can generally be made outside school time. When this is not possible, the student will need to check in and out on the sign in/out sheet found at the secretary’s desk upon leaving or entering the school. The student themselves (gr. 4-8 ) or the adult picking up the child will need to sign them in and/or out. The teacher should be notified at least one day in advance of the appointment. Absence from school does not excuse students from school work. Students should complete work in advance, whenever possible.

When students are absent due to illness, **the teachers will have the makeup assignments ready at the end of the day for parents to pick up or for brothers and sisters to take home.** If students are absent one school day, they have **one school day** to make up the work for full credit; if they are absent two school days, they have two school days; etc. Examples: If student is gone on Monday, homework from Monday would be due on Wednesday. If the student is gone Monday and Tuesday, the homework is expected to be handed in on Friday. **After a child’s makeup time limit has expired, the child may be asked to stay after school each night for 1-2 hours as needed, until their work is completed.**

It is important for parents and students to communicate with the teacher in regard to the severity of the illness, which caused the absence. (MAKE SURE YOU READ ‘HEALTH’ ON PAGE14) If the child is able to go back to school, but is too weak and tired to do the make-up work, an extension of time can be arranged. The teacher needs to be notified.

**BAND**

Individual lessons are offered once a week and group rehearsals are offered twice a week. Students in grades 5-8 are eligible. Parents assist with the cost of the band program by paying a yearly \$10 fee to help with music purchases and a monthly fee of \$48 for lessons. Parents are also responsible for renting or purchasing instruments. Lesson and rental fees can be used as a tax credit or deduction. Lesson books, reeds and oil are sold through the school at cost.

Bibles, hymnals, catechisms, field trip fees, sports fees and classroom supplies that are to be purchased here at school (ex. assignment book, binders). This may be paid in installments.

Non-St. John or other WELS/ELS church members – It is our privilege to offer a Christ-centered education to our St. John Lutheran Church members, other Wisconsin Evangelical Lutheran Synod or Evangelical Lutheran Synod (WELS/ELS), and to the community. However, with that privilege comes certain costs to support a quality education program and to maintain our present facility. Realizing that God has blessed each family with different financial resources we understand that not all families will be able to fully cover the cost of educating their child/ren. We ask that each parent prayerfully consider the level of financial support he or she offers toward the school.

**NON-WELS/ELS RATE** – A rate of \$2500 has been established through the St. John School Board as the **minimum amount** that will be charged per student. The actual cost of educating a child at St. John is approximately \$5500. Staying current with your tuition payments is vitally important to the success of St. John. Please speak with the principal, School Board chairman, or secretary to make payment arrangements.

**AREA WELS/ELS MEMBERS** – Tuition rates are established through the St. John School Board in consultation with each area WELS Church/Congregation, their pastor, and its church council and /or voter’s assembly. The goal is that each WELS/ELS congregation would cover the tuition costs of their church families attending St. John.

**ST JOHN – REDWOOD FALLS MEMBERS** – Even though there is only a small tuition charged for K-8 students we must stress that it costs nearly \$5500 to educate each student. Parents are reminded that the costs are paid through regular, proportionate, and joyful offerings to the church which we all will want to give out of thankfulness to our Lord. Since they have taken such a deep interest in Christian education we thank them for faithfully supporting our St. John’s ministry.

**It is the prayer of the administration at St. John that tuition costs never prevent a student from enrolling at St. John. Our church family believes so strongly in Christian education that we will strive to find a way for any family to enroll their child/ren regardless of their financial situation.**

**TUITION ASSISTANCE**

Requests may be made to the Principal or St. John School Board. A request form will need to be filled out along with a written letter from the family stating why tuition assistance is needed at this time. Tuition assistance, if needed, will need to be applied for on a yearly basis. If the St. John School Board grants tuition assistance, they require that each recipient give 15 hours of donated time to St. John per child recipient. This could come in any of the following ways: cleaning at school, grass cutting, snow blowing, playground maintenance help, and many other possibilities.

**2. Excessive Accumulated Tardiness:** When a student has been tardy to school, without a valid excuse 5 times in an 18 week period, this will be considered excessive.

**3. Consequences:** When a child has been tardy 5 times in 18 weeks (excessive tardiness) the parents will be asked to speak to the St. John School Board to come up with a positive solution for the good of the child.

**4. Consequences after School Board referral:** If a positive solution can't be reached with the child/parents, principal and St. John School Board, the situation will be referred to SW Human Services for support of services.

( #1, #2, #3, #4 are very similar to the Redwood Area School's policy)

### TRANSPORTATION

Bus transportation is provided for students residing in the Redwood Area School District through Thielen Bus Service. Although St. John can't be directly responsible for the children on the bus, it is expected that their conduct be an example of Christian respect and obedience to bus rules and drivers. If a situation does occur, Thielen Bus Lines should be contacted. If the situation is not satisfactorily resolved, please speak to the St. John principal.

Members outside the Redwood Area School District can receive reimbursement for travel in the district in which they reside by applying to their home district. You may contact the school secretary for help with questions.

### TRUANCY (Truant)

Truancy is an unexcused absence from a class or from school.

\*\*Minnesota Statute 260A.02 mandates that if a student misses 3 or more class periods on 3 different days, the student will be classified as a "continuing truant" in which case the parents/guardians will be notified by a school official. If the student reaches 7 unexcused absences from all or part of a school day, the school administrator shall issue a truancy citation to the county attorney. Parents will be contacted daily if their child is truant from school.

\*\*Minnesota Statute 260C.007 Defines 'habitual truant' as a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) days if the child is in elementary school

### TUITION

#### K-8 STUDENTS

**The actual cost of educating a child at St. John Lutheran School is nearly \$5500 per school year. Therefore, school parents who are members of St. John are encouraged to support St. John school through the regular, proportionate, and joyful offerings they bring to worship.**

Tuition for all St. John and other WELS/ELS church members is \$850. Tuition for Non-WELS/ELS members is \$2,500. This fee is used to cover costs of consumable books and materials, classroom paraprofessionals, computers and activity fees. This fee will also include

### BEFORE SCHOOL CARE

St. John offers a "Before School Care" program for children in the Early Childhood Learning Center (ages 3-5). The hours of operation are from 7:30 a.m. - 8:25 a.m. Doors will open at 7:30 a.m.

There will be an adult staff person monitoring the lunchroom on school days from 7:30 a.m. - 8:05 a.m. to supervise any children not enrolled in the ECLC "Before School Care" who arrive before 8:05 a.m. Children who arrive during this time will be expected to sit quietly and read or work on homework at the lunchroom tables until the teachers are out of their meeting and classrooms are open. Children in grades K-8 who arrive between 7:30 a.m.- 8:05 a.m. will be charged \$1.00 per day per child for a Before School Care fee. Kindergarten students have the option of being in the Before School Care program at the current ECLC hourly rate.

### BIRTHDAY PARTIES

The faculty and staff want to help each child celebrate his/her birthday. As a parent if you would like to bring an easy to serve treat for the classroom you can feel free to do so. Please check with the teacher as to how many students there are and if there are any known allergies to avoid in treats. **If your child is going to be inviting students to an after school party, we ask that all invitations be handed out off site or mailed and concern be taken for those individuals who may not be invited.**

### CELL PHONES/SMART WATCHES/iPADS (ELECTRONIC DEVICES)

Devices with internet capabilities are only allowed to be used by permission of St. John Personnel/Teachers. Cell phones must be handed in to their teachers upon arrival at school. **All internet capable devices must be turned off during the school day.** St. John Lutheran School is not responsible for lost or stolen cell phones. A cell phone/smart watch agreement must be signed by the parent and child.

**Consequences: Device will be turned into the teacher and a phone call will be made to the parents.**

**\*\*Electronic devices, including phones, are not allowed on field trips, unless special permission is granted by a classroom teacher for educational purposes.**

### CELL PHONE (INAPPROPRIATE) USAGE

Cell phones are great technology devices and can do amazing things, but they can also be used incorrectly. Using cell phones to send or view inappropriate content is strictly prohibited. This includes using your phone to bully another student or send inappropriate pictures in a manner of making someone uncomfortable.

**\*\*Consequences: Immediate action by the principal, which may also include bringing the situation before the St. John School Board. The Principal and/or School Board would decide if a suspension or expulsion is warranted.**

**\*Cell phones are not allowed to be used during Before School Care, After School Care, on field trips, or during the day.**

**\*\*Consequences: Phones will be confiscated and parents will be asked to pick them up.**

### CHOIR - ETERNAL FLAME

A special school singing group is offered to all students in grades 5-8. Rehearsals are held during the school day twice a week. The Eternal Flame has a few commitments beyond the grades 5-8 music performance expectations. Parents assist with the cost of the Eternal Flame by paying a \$10 yearly fee to help with music purchases.

### CLOSINGS

If it is necessary to close school because of bad weather, an announcement will be made by using the Honeywell Instant Alert System and notice will be given over radio station KLGR (1490 AM and 97.7 FM). If snow moves in quickly during the school day, rural students will be sent to the "snow home" which their parents designated at the start of the year on the back of the emergency form. The Honeywell Instant Alert System will be used to notify parents, grandparents and/or caregivers of any important information that is taking place at the school and needs to get to the parents/caregivers quickly. This can be done through text, and/or phone message, and/or email and can be used with all family members including grandparents or any other family caregiver. Please speak with the school secretary to get signed up. It is important for all families to be part of our Honeywell Instant Alert System.

**\*St. John follows Redwood Area Schools for school closings, late starts, and early dismissals.**

### CONDUCT

Students should strive to show Christian love and kindness toward everyone in the school and toward everyone with whom they come in contact in their life. This requires them to strive to conduct themselves in such a manner that they will not interfere with the work, play, or safety of others.

Children are to be thankful that God has chosen them to be his own and should strive to show their love for their dear Savior through proper Christian conduct. *"This is love for God: to obey his commands."* (1 John 5:3)

**(See also Discipline on page 9)**

### CONFERENCES - PARENT/TEACHER

Teachers are always willing to meet with parents at mutually agreeable times. Contact can be made through the office or directly to the teacher.

Conferences are individually scheduled with all parents for each child at the end of the first quarter and upon request by parent or teacher at any time throughout the year. Mid-term reports can be found on RenWeb using your RenWeb/FACTS account. Report cards for grades K-8 will be sent home quarterly.

Although no special day is set aside, a resource director from Redwood Area Schools will contact parents to schedule a conference time to review the "Individual Education Plan (IEP) of each student who has one.

### PROMOTION - RETENTION

A student should be promoted or retained when the best interests of the child are being served. If retention appears to be in the best interest of the child, both the parents and teacher should discuss this matter by the end of 2nd quarter and come up with an action plan for moving forward. Parents may request a conference with the St. John School Board.

### REPORT CARDS/MID-TERM REPORTS

St. John Lutheran School utilizes RenWeb, which is a student information and on-line grading system. Parents are expected to monitor their child's grades and late work by checking RenWeb weekly.

To inform parents of the academic progress of their children, progress reports (Report Cards) are issued each quarter (K-8). Grades can always be found throughout the quarter on RenWeb. Quarterly mid-term reports (grades 1-8) will also be accessible online through RenWeb. All report card envelopes are to be returned with the parent's signature. If a parent has any concerns they are encouraged to speak with their child's teacher.

Students **MUST** have all late work completed within seven (7) days of the beginning of the next quarter. (Example: 1st quarter ends on a Friday, then the child has until the following Friday to have ALL late work handed in.) Failure to comply will result in the student's name and situation being brought before the St. John School Board to decide appropriate action.

**(see Grading p. 13-14)**

### SPANISH (Philosophy)

The St. John Spanish program exists to:

- provide the foundation for further language study at the secondary and post-secondary levels in the hopes that one day this knowledge may be used to facilitate more people coming to know Christ as their Savior; and
- develop the cerebral benefits found in second language acquisition.
- introduce the basic skills necessary to understand and communicate in Spanish;
- develop an interest in and an appreciation of the Spanish language and Hispanic culture;

### STANDARDIZED TESTS-NWEA (MAP)

The NWEA-MAP (Masures of Academic Progress) program tests students in grades 2-8 in fall, winter, and spring. Results are immediate and will be shared with parents within a month.

### TARDINESS

Students are expected to be in their classroom by 8:25 a.m., preferably 8:15 a.m., and will be marked as tardy by the teacher if they are not.

**1. Valid excuses:** Valid excuses for tardiness include, but are not limited to, illness, medical or dental treatment, or a late school bus. **Minnesota law allows school personnel to request medical verification of a child's condition when absences are due to alleged illness or medical condition.**

- C.) A nurse will verify prescribed medication, if necessary, with physician. This will include controlled substances. A nurse will review with physician any information needed to safely administer medications in the school setting.
- D.) The school nurse/school secretary may refuse to administer medication if medication policy is not followed.
- E.) Medication will be kept in a designated, safe, locked compartment.
- F.) Administration of medication will be done by a designated person under the supervision of a nurse.
- G.) A nurse will make out a Medication Data Form on the student who will be receiving routine daily medications. Health staff will keep over-the-counter/ PRN Medication Authorization on file.
- H.) Written records, using appropriate medication forms, shall be kept. This written record will include the signature of the person administering the medication.
- I.) Medication is considered given at the appropriate time if it is given 30 minutes prior to or after the scheduled time. If medication is given too early or too late, the parent is to be notified, either by note (preferable) or by phone.
- J.) Teachers directly involved with the student will be informed of the medication being administered, possible side effects, if appropriate.
- K.) Remaining medications will need to be picked up by parent/guardian or will be properly disposed of by school health nurse. Students will not be allowed to bring medications home unless the parent has been notified.
- L.) **This medication protocol shall apply to all over-the-counter products such as Tylenol, cold products, cough drops, etc.**

--Recommended by Redwood Area School's Nurse

### PARTNERS IN EDUCATION

#### **Mission Statement:**

Partners in Education exists to encourage the students, their families, and the staff at St. John Lutheran School in a variety of ways through the support of parents, grandparents and church members who are motivated by Christ who made us part of his family.

Objectives of Partners in Education will be to:

- support "Kids in Action" nights by organizing fellowship and food;
- support and assist teachers in events already taking place;
- use proceeds and donations from events to provide funding for non-budgeted items for the school.

\*\*Parents are invited to assist Partners in Education through volunteering at "Partner" events.

\*\*Parents will be contacted during the year about volunteer opportunities.

### CURRICULUM

The written curriculum of St. John Lutheran Elementary School is based on materials developed through our Wisconsin Evangelical Lutheran Synod's Commission on Parish Schools. They include the philosophy, purpose, and objectives of St. John Lutheran Elementary School as stated in writing in this handbook. **The philosophy and objectives for teaching religion, language arts, mathematics, science, history, geography, social studies, Spanish, art, music, computer, and physical education at all grade levels are available in written form upon request. It is mandatory that all students attend and participate in the prescribed religion classes taught at St. John Lutheran School.**

The faculty and School Board have the ongoing responsibility of evaluating the instructional programs of the school and modifying them in written form to serve the needs of the students and their parents. The principal is responsible for initiating, leading and supervising this ongoing program.

### DRESS

In view of the Christian character of our school, dress should at all times reflect our belief that our bodies are the temple of the Holy Spirit. **Clothes should be chosen for modesty, neatness, and cleanliness.**

The type of clothing we recommend that your child wears to school is in line with our desire to create an environment where children can become involved in productive learning.

Parents are asked to support the faculty in maintaining proper school dress. **Shorts may be worn in August, September, October, April, and May.** If unseasonably warm weather occurs in other months, an announcement will be made by the principal.

These are the St. John guidelines for appropriate and inappropriate school attire and appearance:

1. **For grades 5-8—Yoga pants/leggings/tights are not allowed unless the student's hips are covered. (A good guideline is to have your child stand with their hands at their sides. If the shirt does not come to their finger tips with hands at their sides, they should not wear them.)**
2. No tank tops, biker shorts, spaghetti strap tops, crop tops with mid-drift showing (tops should be a length able to tuck in). All shirts must have sleeves.
3. Jerseys must have T-Shirt underneath.
4. Only body piercing allowed are girl's earrings.
5. Jeans should be neat and clean.
6. Belts should be worn when necessary.
7. Over-size clothing is discouraged.
8. All girls should wear shorts under a dress or skirt.
9. No inappropriate wording or pictures are to be worn on clothing.
10. Only sandals with a back strap are permissible. Athletic shoes are highly recommended for the safety of active children.
11. Length of shorts must be of a modest nature. (Finger tip rule-see #1)

- 12. Plain white undershirts are not appropriate for class.
- 13. Modest makeup that doesn't draw attention.

**Student in grades 1-8 WILL need a pair of non-marking athletic shoes. Athletic shoes MUST be worn in the gym. If athletic shoes are not worn to school, then a pair must be left at school. This saves money on refurbishing of the gym floor.**

**DISCIPLINE**

Students are expected to let the Bible be their guide to faith and behavior. A unified plan of guidance and correction is used which emphasizes encouraging students when they conduct themselves in a Christian manner according to specific classroom and general school rules. Predetermined consequences are carried out if the child chooses to go against the rules. Teachers are directed to be attentive to repeated misbehavior and to admonish with pertinent examples from scripture.

A.) General rules for hallways, entries and bathrooms include:

- 1) Wait outside the classrooms until the teacher arrives
- 2) These are quiet zones during the day
- 3) Be kind and polite
- 4) Walking only
- 5) Take care of property
- 6) Close lockers (when possible) and keep the area around them clean. (Winter clothing can make closing lockers difficult.)

Consequences for not following rules for hallways, entries, and bathrooms - After an initial warning is given, loss of recess or after school detention may be given depending on the severity of the infraction.

Personal Property-Students are not allowed to use toys, music devices, electronic equipment and other items not intended for school use during the school day. If they are brought, St. John Lutheran School and its faculty and staff will not be liable for lost, stolen, or damaged property of this kind. Permission may be granted by individual teachers to use electronic devices for educational purposes on field trips, athletic events, and show and tell. **Shared equipment with other students is not allowed.**

B.) General Classroom Rules

- Respect God's representatives and others in authority
- Respect God in your words and actions. No Teasing or making fun of others
- Raise your hand / Listen to others      Keep your hands and feet to yourself
- Respect the people around you      Pay attention / Follow directions
- Complete your work on time      No gum or candy unless granted by teacher
- Work quietly in your own space      Keep your space clean

Consequences for not following general classroom rules:

Will vary according to classroom and will be discussed at home visits.

Examples may include:

- Loss of recess      A note sent home to parents      A detention

Every classroom has been taught where to go and what to do in a "Code Red Drill". The Redwood Falls Chief of Police works with St. John to make sure "Lockdowns" are done properly.

**LUNCHES - MILK**

Hot lunches are offered daily to PreK-8 students. Monthly bills will be handed out at the end of every month. Since our program is run in connection with federal and state guidelines, parents may apply for free or reduced price lunches throughout the year. Applications are made available to all parents. **We encourage you to apply since funding for other federally funded programs is based on number of free and/or reduced lunches St. John serves.** All applicants are kept confidential.

Those participating in the hot lunch program receive milk with their meal. Milk is available in PreK-8 for snack break, for those who bring their own sack lunch, or for those desiring an extra milk with hot lunch.

**Cold Lunch: Parents choosing to send cold lunch for their child will need to send a lunch that is able to be prepared without teacher assistance. Microwaves are unavailable for Prek-4th grade use.**

*If your child is lactose intolerant, please let the office staff know, and the hot lunch program will make sure your child receives lactose-free milk with their lunch or milk breaks. This is only upon request.*

**MEDICATION PROTOCOL**

1. Prescription and non-prescription medications will be given as stated in the school district policy.
2. St. John Administration recommends that medications prescribed three times a day by a physician be administered by parent/caregiver in the morning before school, after the child returns home from school, and at bedtime.
3. If medication must be given in the school setting to maintain student's health, the following will occur:
  - A.) Medication given in the school will need to be brought in the original container (original bottle identifying child's name, name and dosage of medication, route, and physician's name for prescription medication; original bottle for non-prescription medication).
  - B.) Written request from the parent with the following information will be obtained before any prescription or non-prescription medication is administered: student name, grade, parent name and signature, name of medication, dosage and route, time of administration, purpose or reasons why medication needed, possible side effects, stop date of medication, physician name and signature if prescription drug, allergies. (See Medication Authorization Form) If this information is not complete in written request from parent, they will be contacted for the information prior to administration or notified that more information is needed.

assessment process is to document symptoms so that the school staff or other professionals can reduce or eliminate the risk to learning.

### **MLP/Modified Learning Plans /IEP-Individualized Education Plan**

When students are consistently having difficulty achieving a reasonable degree of success in a subject or subjects, parents, teacher, and the principal are to meet. Any corrective procedures are to be established in writing by means of a Modified Learning Plan (MLP).

An MLP is developed for students who are working individually or in special instruction groups. A plan for instruction is developed by the St. John classroom teacher and/or the Redwood Valley “Student Support” team. The plan is presented to the child and parents. Periodic review and reporting to the parents and principal is logged. Logged reports are to be kept in student's file. A note needs to be written on the report card if modifications have been made for the student.

If the MLP does not bring about satisfactory progress, parents and/or the teacher may request additional student assessment services at no cost through the public school district in which the student resides. Parents may request to speak with their child’s teacher if they have any concerns.

Further information may be obtained from the resource center director or the principal. If after the completion of the assessment process, done through the Redwood Area School District system, the student qualifies for Special Education, then an Individual Service Plan (ISP) or classroom modifications may be implemented to assist the student with his/her educational needs.

### **TITLE 1 AND SPECIAL EDUCATION**

Title I and Special Education services are federally mandated and funded programs and are therefore administered through local public school districts.

Title I services (a Federal program for math and reading help) are available for K-4 students who qualify, through testing administered by Redwood Area School staff. Assistance is provided daily through a teacher coming to St. John through the Redwood Area School District.

Occasionally a student may have a Special Education Individual Education Plan (IEP), personal care plan, or health plan administered by an agency outside our school. In cases where our school is expected to assist in carrying out such plans during the school day, we require involvement in the planning process that is concerned with the school day and a copy of that plan for our files. St. John Lutheran School reserves the right to permit or refuse outside agency employees access to our students during the school day.

St. John Lutheran School will also require a background check for all outside agency personnel working in our school. Outside agency personnel decisions will be decided on a case by case basis through the principal and school board of St. John Lutheran School.

### **LOCKDOWNS**

In the event that a “Lockdown” would need to take place, the principal or other involved teacher or staff person will alert the whole campus with a “Code Red” alert over the intercom.

C.) Immediate Action of the Principal may take place for the following:

- Open disrespect for God’s Word
- Open disrespect for God’s representatives (Teachers and others in authority)
- Bullying / Teasing
- Lying
- Cursing / Swearing
- Hurting others with Words and Actions (repeated infractions)
- Careless or intentional destruction of property
- Confirmed report of misbehavior on buses or school activities
- Inappropriate show of affection
- Inappropriate internet/ computer use
- Asked to leave classroom (disruptive behavior)

### **Consequence**

Consequences may include detention, suspension, or expulsion. If a suspension occurs, the St. John School Board will be notified. Reoccurring suspensions may result in expulsion.

D.) Infractions / automatic suspensions

- Contraband (drugs, alcohol, tobacco, weapon)
- Physical Threats

### **Consequence**

Parents informed immediately - child sent home. (Suspended) The St. John School Board is notified of the situation.

A child may be suspended for a definite period of time, if the teacher and principal determine this to be the most advisable course of action to follow at the time. **A 2nd suspension will result in the child/parent appearing before the St. John School Board.** A child may be expelled only by the decision of the St. John School Board.

Corporal punishment will not be used at St. John Lutheran School.

### **DUE PROCESS/CONFLICT RESOLUTION**

It is hoped that an open relationship will exist between parents, teachers, students, principal and pastors at all times so that they may mutually assist each other in understanding and helping students meet their spiritual, educational, and social needs.

Showing interest in their child’s school work and school activities, assisting their child in understanding and using the abilities God has given them, setting a Christian example to support Biblical instruction, and worshipping at home and in church are some very positive ways for parents to build strong home/school cooperation.

**If problems arise, parents should make contact in the following order, seeking the direction of God’s Word and especially using Matthew 18:15-18 in the Bible as a guide:**

- 1) **Contact the teacher first and discuss the matter.**

- 2) **If the matter is not satisfactorily resolved, contact the principal.**
- 3) **If the matter is not resolved or being adequately addressed, contact the chairman of the St. John School Board and/or any of the board members.**
- 4) **Beyond going to the St. John School Board, one would need to address St. John's Lead Pastor.**

The above procedure assumes parents will address needs which their children bring to them. If students themselves find need to address matters to others beyond their parents and teacher, they would follow the same order as above.

### EARLY CHILDHOOD LEARNING CENTER (ECLC)

St. John Lutheran School offers an Early Childhood Learning Center Program for ages 3-5. The days and times of operation for the ECLC are Monday through Friday 7:30 a.m. - 5:15 p.m. The staff will work with your family's individual schedule needs for the number of days and hours that work best for your family. An hourly rate of \$2.75 will be charged for each child. There is a \$50 Yearly Registration Fee. For more information, please request an Early Childhood Learning Center Handbook.

### EMERGENCY PROCEDURES

The State of Minnesota has made it mandatory that schools be ready for emergency situations. We conduct five fire drills, five lock down drills, and five tornado drills a year. All the students and faculty are taught what to do in each situation.

### ENROLLMENT

The St. John School Board meets in June to review all enrollment applications for the following school year and then decides on approval. Items the school board looks at to make their decisions, include but are not limited to: chronic late work, continual late payments, behavioral and attendance issues.

All students enrolled and all parents/guardians/caregivers must agree with the stated purpose of our school and will give their full cooperation to the conditions set down in this handbook. Children of other WELS and ELS congregations are invited to attend. Unchurched children, as well as children from the Redwood Falls Community and surrounding areas are given special consideration.

\*\*A St. John Enrollment Policy Letter is sent out each year to families to read and sign to show support of St. John policy.

Non-members outside our fellowship will be considered under the following conditions:

1. Parents/Guardians consider taking a Bible Information Class (BIC) in Christian doctrine and speak to the principal or pastor about Christian doctrine to understand the Biblical basis taught to their child. (Pre K-8)
2. Parents will support and not contradict the religious teaching of their children.
3. All applications will be subject to approval by the pastors, principal, and St. John School Board.

We will follow these rules for grades 3-8 (grades 3-4 start this process in 2nd semester if necessary):

**1-4** times when work is not ready to hand in on time, the student will receive a check.

**5-8** checks **requires** that a student stays after school for a minimum of 1/2 hour or until the assignment is completed.

**9-12** checks **requires** that a student will stay after for a minimum of one hour.

Any student that has **13 or more checks** may no longer be able to participate in extra-curricular activities. They will also stay after for the one hour time limit per check.

Each quarter every student starts with zero checks. We hope to motivate our students to improve each quarter.

Students **MUST** have all late work completed within seven (7) days of the beginning of the next quarter. (Example: 1st quarter ends on a Friday, then the child has until the following Friday to have ALL late work handed in.) **Failure to comply will result in the student's name and situation being brought before the St. John School Board to decide appropriate action.** (If child is sick - p. 6 "Attendance")

### LEARNERS AT RISK / (Student Behaviors Causing Concern)

The parents of any St. John student will be notified immediately if their child, while on or near St. John School property, is possessing, using, or suspected of possessing or using any alcohol, tobacco product, or chemical substance (besides those prescribed for them). Behaviors indicating excessive stress, depression, or suicidal behavior would likewise be reported to the student's parents. If the principal becomes aware of a student who has contracted a communicable disease, parents and the school nurse will be notified; the school's communicable disease policy will be implemented. Behaviors or physical indications of child abuse, child sexual abuse, or child neglect will be reported directly to the Redwood County Welfare Department or the Redwood County Sheriff. (Legal requirement)

There is the possibility that a specific behavior or incident as listed above could alert the school staff that a **student's learning is at risk**. More likely, students will display behavioral patterns over a period of time that alert the classroom teacher to a deeper problem. St. John school has established a reassessment where:

*"The classroom teachers look for patterns of behavior or gradual changes on the part of the students. The pre-assessment process is not meant to replace the normal discussions that parents, teachers, and the principal have due to concern for the student's learning. Rather, the pre-assessment process provides a system for responding to problems which persist in spite of the fact that they are brought to the attention of the student or parents, or problems which school staff feel uncertain in addressing within the context of the school."* (From school pre-assessment team process guidelines)

The role of the classroom teacher is primarily to document behaviors of concern and report persisting behaviors. After information is gathered, an interview is held with the student. The final part of the process is when the school pre-assessment team determines if the problem can be handled within the school, if a referral should be made to a church or community resource, or if no action should be recommended. It should be stressed that the purpose of the pre-

5. Note that Email is not private.

6. Do not use the network in such a way that you would disrupt the use of the network by other users.

All communications and information accessible via the network should be assumed to be private property.

The network and its resources, including access to the internet, are available to the staff and students of St. John Lutheran Church & School. Parents of students wishing to make use of the computer network may do so if they first check with their child's teacher to make sure that there isn't a conflict. Members of St. John Church who do not have children attending our school and who wish to make use of the computer network will need to speak to the network administrator about access and sign the Computer Network Use Agreement. Student access times will be limited to when there is a teacher available.

The use of your account must be in support of education and research and consistent with the educational objectives of St. John. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.

St. John makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. John will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. St. John specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware or software.

### KIDS IN ACTION

During the school year, the students are expected to participate in classroom activity nights. These evening will be called "Kids in Action" nights. These nights will consist of some of the following activities: Band and Choir concerts, History/Geography Fairs, Science and Art Fairs, Christmas Caroling, Veterans' Day activities, Plays, Musicals, etc. The school calendar along with the weekly newsletter will inform parents which grades are participating at which "Kids in Action" evenings and what time they start. Often a meal will be served before the start of Kids in Action nights.

### LATE WORK

Late work consists of assignments that are not completed or are hastily completed and unacceptable with respect to the student's ability. Late work could also include absent work that was not made up in the allotted time. (See section on "Make-Up Work." p. 6)

Part of Christian training is to faithfully do the work that is required. Producing a product on time to the best of one's ability is something we need to train our children to do.

**Homework for all teachers is due at 8:25 a.m.**

4. Students may be accepted on a probationary basis depending on their previous school year's information (Incomplete assignment patterns, behavioral issues, report cards, etc.).

Our school offers much more than just a solid academic program. We have a religious emphasis that we want all parents to know as we train children not only for this world but for eternity.

The above requirements are to be used so that the parents will be fully aware of the religious instruction their children will be receiving in our midst. It is intended to create uniformity of instruction and foster parental support for the student's religious instruction.

**God has not restricted the ministry of his church to people of any race, color, national or ethnic origin.** It is one of the stated purposes of our Wisconsin Evangelical Lutheran Synod (WELS) and St. John Evangelical Lutheran Church to share the gospel of Jesus Christ with all people. In keeping with this God-pleasing purpose, 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 school students. Nor does St. John Lutheran School discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

### FIELD TRIPS

Parents need to sign permission slips for students to participate in field trips. If a school bus is used, busing costs will be covered as part of tuition costs. If autos are used, the drivers must show that they have proper insurance coverage. The drivers may be reimbursed for driving expenses upon request.

When field trips are planned during the school day, students are expected to attend as field trips are intended to be educational for the students.

### GRADING

Letter grades (A, B, C, D, F) indicate the average of the scores on the daily assignments, tests and class participation. Subjects graded with letter grades include:

- Word of God Classwork (1-8) --Phy-Ed (7-8) --Music (3-8)
- English/Writing (1-8) --Reading (1-8) --Spelling (1-8)
- Social Studies (1-8) --Science (1-8)
- Math (1-8)
- Memory Work (1-8, can vary by teacher)

### GRADING SCALE:

100-96 - A	95-94 - A-	93-92 - B+	91-88 - B	87-86 - B-	85-84 - C+
83-80 - C	79-78 - C-	77-76 - D+	75-72 - D	71-70 - D-	69 or less - F

E (Exceptional), S (Satisfactory), N (Needs Improvement), and U (Unsatisfactory) --  
 -Kindergarten (own system)    -Handwriting (1-4)    -Music (1-2)  
 -Oral Reading (1-4)    -Physical Ed (1-6)    -Spanish (K-8)  
 -Art (1-8)    -Conduct (1-8)    -Memory Work (varies by teacher)

St. John Lutheran School and its teachers currently use an on-line grading system **RENWEB** . This helps parents keep track of where their child(ren) are academically. It also lets parents and students know if they have any incomplete assignments, what grade they received on a particular assignment, and what their average grade is for that particular subject. Information will be given at the beginning of each school year to help parents log on to the program.

### **HEALTH**

Parents will be notified if the teacher feels a student may have a health problem. Responsibility for the general health of the child rests solely with the parents.

Some general guidelines about when students must stay home or attend school include:

- 1) If a student has a fever of 100.5 or higher, the student must stay home for 24 hours after the temperature returns to normal without medication.**
- 2) If a student has been diagnosed with strep throat, vomited or had diarrhea, the student must stay home for 24 hours after the problem returns to normal.**
- 3) If a student has any rash that may be disease-related or you do not know the cause, check with your physician before sending your child to school.**

Your consideration on these matters helps us keep students healthy. Healthy kids are better learners.

Vision and hearing screening services are provided for all K-8 students through our contract with Redwood Area Schools and their head nurse. Following MDH guidelines, female students in grades 5-6 will be checked for Scoliosis. A nurse from Redwood Area School District is our school nurse. The nurse is available for consultation on any student health problems.

Student medical histories and immunization records are to be filled out by parents upon enrollment. These become part of the student's permanent school records. Parents are requested each year to update immunization and medical information.

### **HOURS**

Classroom doors open at 8:05 a.m. **The faculty and secretary have a devotion/meeting until 8:05 a.m. so they are unavailable to answer the phone. Classes begin promptly at 8:25 a.m. Students should arrive at least 10 minutes early.** Classes are dismissed at 3:00 p.m.. No loitering is permitted on the school grounds. **Students are to leave immediately unless previous arrangements have been made with the principal/classroom teacher.** Children will not be kept after school unless parents are notified or previous arrangements have been made. For their own safety, students absolutely may not leave the school grounds during school hours or prior to after-school activities without written permission. Notes should be sent to your child's teacher if your child is changing their regular routine at the end of the day. This ensures consistency, lessens the child's anxiety, and ensures your child's safety.

### **INTERNET USAGE POLICY**

**(This policy will be made available and signed at registration)**

Internet access is available to students and teachers at St. John Lutheran School. We are very pleased to bring this access to St. John and believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The internet is powerful and part of our everyday lives. Students and teachers have access to:

1. Email
2. Software of all types
3. The ability to browse topics ranging from world culture, history, people, the environment, music, or politics to just name a few.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. John has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials but unintentionally or intentionally users may discover controversial information. We, (St. John), firmly believe that the valuable information and interaction available on the internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of St. John. It is the user that controls the search criteria and therefore the material accessed. With this in mind, we, (St. John), believe that it is imperative to teach our students about making Christian choices about the type of material they access. It is our (St. John's) belief that by training our young people how to deal with objectionable material now, they will be better suited to make the same type of value judgments as adults.

These guidelines are provided so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a St. John user violates any of these provisions, his or her account may be terminated and future access could possibly be denied.

**The signature at the end of the Internet Usage Policy document is legally binding and indicates the party who signed has read the terms and conditions carefully and understand their significance.**

The use of the internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The faculty will deem what is inappropriate use and their decision is final. Also, the system administrator may close an account at any time as required. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
3. Illegal activities are strictly forbidden.
4. Do not reveal your personal address or phone numbers of students or colleagues.