St. John's

Lutheran School

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StJohnsChicago.org

Approved by St. John's Board of Christian Education – August 2026

(Every effort was made to match items in this handbook and Board of Christian Education Policies. If discrepancies are discovered, BOCE Policies will take precedence.)

GENERAL OVERVIEW

STATEMENT OF IDENTITY AND PURPOSE FOR ST. JOHN'S LUTHERAN CHURCH AND SCHOOL

St. John's is a family of God's beloved children joyfully walking in the truth of Jesus Christ and being perfected in the Spirit of His love.

MISSION STATEMENT

St. John's Lutheran School exists to provide a Christ-centered education in a safe environment to a culturally diverse student body that engages the whole child through an innovative academic program that promotes a love of learning and a life of service.

VISION STATEMENT

St. John's Lutheran School will be known for equipping learners from diverse backgrounds to become empathetic and loving citizens who positively impact their community and world by living out the Gospel of Jesus through a life of service.

CORE VALUES

Faith, Family, Community, Love, Service, Academic Excellence

LUTHERAN SCHOOLS

Lutheran Schools in the United States were established as early as the first colonies. More than 1,280 early childhood centers and preschools are operated by congregations and Christian day schools within the Lutheran Church-Missouri Synod. More than 221,000 children, infants to five years of age, are involved in these programs. Additionally, our congregations operate 850 elementary schools which serve 113,000 students.

St. John's was established in 1876 and is a member of the Northern Illinois District of the Lutheran Church-Missouri Synod. Like other Lutheran schools, it is not in competition with public schools; rather, it supports every effort of good public education. The unique purpose of St. John's Lutheran School is to provide a Christ-centered educational program in which children can grow spiritually while they fully develop their God-given talents.

PURPOSE OF CHRISTIAN EDUCATION AT ST. JOHN'S LUTHERAN SCHOOL

Christian parents have the responsibility to teach the Word of God to their children. Scripture clearly commands parents to bring up their children in the nurture and admonition of the Lord (Ephesians 6:4).

God commissioned His church to "teach all nations," teaching them to observe all things commanded by God. Children are included in "all nations" and need to be taught according to God's command (Matthew 28:19-20).

The purpose of St. John's Lutheran School is to provide an innovative and engaging academic experience to children of varying backgrounds in a safe Christian environment. It is in this Christian environment that students learn that they are saved by ***"grace through faith . . . it is the gift of God" – Ephesians 2:8.*** In this Christian environment students are prepared for service in their school, church, and home communities. ***"For we are his workmanship, created in Christ Jesus for good works which God prepared beforehand, that we should walk in them." – Ephesians 2:10.***

ACCREDITATION

St. John's Lutheran School is accredited through National Lutheran School Accreditation (NLSA).
NLSA is nationally recognized by numerous states and regional accrediting associations.
St. John's is also recognized by the Illinois State Board of Education as a fully recognized non-public school.

ADMINISTRATION

St. John's Lutheran School is owned and operated by St. John's Lutheran Church. Final authority in the control of the school rests with the Voters' Assembly of St. John's Lutheran Church. To carry out the purpose and philosophy of the school, the Voters' Assembly delegates responsibility for operation of the school to the Board of Christian Education (BOCE).

The Voters' Assembly also calls a principal who is responsible for administering the approved policies of the school. The principal, with help from the faculty, also suggests changes in policies, curriculum, and facilities for the improvement and welfare of the school and its program of Christian education. The principal is the contact person for faculty, parents, and the public in all areas of school operations.

OFFICE HOURS

The school office is open Monday through Friday from **8:00 a.m. to 4:30 p.m.** throughout the school year, and 9:00 a.m. to 3:00 p.m. during the summer. The office is closed for major holidays. Voice mail is available after hours.

ST. JOHN'S WORSHIP OPPORTUNITIES

Sunday: 9:00 a.m., 6:00 p.m.
Chapel *Usually on Wednesday: 8:45 a.m.*
Special Chapel Days as determined by faculty, principal and pastor.

Additional services are held throughout the year, especially during Advent and Lent.

SPIRITUAL GROWTH

All children who attend St. John's School and their parents are expected to be faithful in church attendance. St. John's urges families who have no church home to worship regularly and faithfully at St. John's.

Parents are invited to attend the **Didache Course (Adult Information)** taught by our pastor. Parents who are not members are afforded an excellent opportunity to become acquainted with the Biblical teachings their children are learning in school, to have their questions answered, and to find spiritual assistance in their lives. It also helps parents to work more closely with the school in the Christian training of their children. All new non-member parents are encouraged to attend the adult information class but they are not required to join the church.

ENROLLMENT

Enrollment in Pre-School may be limited to 15 students and in Pre-Kindergarten to 20. Kindergarten may be limited to 24 pupils. In grades 1-8 may be limited to 25 pupils. Pre-School, Pre-Kindergarten and Kindergarten will utilize a classroom aide when deemed necessary.

Guidelines

3-year old:	1-8 students = teacher
	9-15 students= teacher and aide
4-year old:	1-10 students = teacher
	11-20 students = teacher and aide
Kindergarten:	1-12 students = teacher
	13-24 students = teacher and aide

ADMISSION REQUIREMENTS

A certified copy of birth certificate (or other acceptable proof) *must be presented* to the school office by all new students prior to the beginning of school. Records from previous schools must be released to St. John's for all transferring students.

Pre-School: Children must be three years old and toilet trained to be admitted to school.
Pre-Kindergarten: Children must be four years old to be admitted to school.
Kindergarten: Children must be five years old by September 1st of the school year.
Grade One: Children who have not been enrolled in kindergarten must be six years old by September 1st of the school year.

St. John's principal and/or teachers will interview, evaluate, administer placement tests when indicated, and approve all new students entering any grade.

NONDISCRIMINATION POLICY

St. John's Lutheran School serves the entire community. St. John's Lutheran School does not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs. The Non-Discrimination Policy of St. John's Lutheran School complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et. seq); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and the Illinois School Code {105 ILCS 5, and relevant case law including Plyler v. Doe. 457 U.S. 202, 102 S. Ct. 2382 (1982).

St. John's Lutheran School takes its non-discrimination policy seriously. The School Board of St. John's Lutheran School is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.

COMPLIANCE WITH STATE AND FEDERAL REGULATIONS

St. John's Lutheran School complies with all applicable sections of the Illinois School code (105 ILCS 5), with relevant case law including Phyler v Doe, and with 23 Ill. Admin. Code Part 425.

TRANSFER PROCEDURES

Students transferring to St. John's Lutheran School:

Certified copies of transfer students' records are requested within 14 days of enrollment.

1**.** Must have medical forms and a birth certificate.

2. Academic records from previous schools forwarded to St. John's.

3. May be required to take a placement exam as determined by the principal.

4.The principal must interview and accept new applicants to the school.

Students transferring out of St. John's Lutheran School:

1. Must provide advance notice to the school office of their intent to transfer to another school and sign transfer request.
2. Records will be transferred as per state requirements after all fees, tuition, library books, and/or text books are found to be up to date and in good order. Unofficial records of students transferring to other schools are sent within 10 days of the request.

FLAGGING OF STUDENT RECORDS

The principal shall not transfer the record of any student whose file is flagged as a "Missing Child" as reported by state and/or local police. The principal shall immediately notify the police department of the transfer request. The flag restricting transfer shall be removed from the student's file and the transfer facilitated only upon official police notification that the child has been located.

STUDENT PROBATION

All students are placed on probation for the first semester of the school year. Early childhood students are on probation up to the mid-term of the first quarter. If the student is not performing to academic and behavioral expectations, the student may be asked to withdraw from St. John's.

SCHOOL HOURS

Full day Pre-School through 8th grade..... 8:30 a.m. to 3:15 p.m.

Early Dismissal ***.....*** 11:30 a.m***.***

½ day Pre-S 3 & Pre-K 4 .....8:30 a.m. to 11:30 a.m***.***

SUPERVISION OF STUDENTS

Teachers are responsible for supervision of their students from the beginning of class time until the time students are dismissed from class.

PROHIBITION OF ANIMALS

No dogs, cats or other animals will be allowed on the back playground. Owners are asked to leash and keep their pets on public property outside the fence.

ARRIVAL PROCEDURES

All students should enter the building through the playground entrance on Pensacola Street. There will be supervision on the playground from 8:10 a.m**.** to 8:25 a.m**.** School doors will be opened at 8:15 a.m. Students who arrive before 8:10 a.m. may go to the Eagle's Nest Childcare through the door located on Lavergne Avenue. On inclement weather days, the students will be brought into the lunch room until 8:15 a.m.

DISMISSAL PROCEDURES

Pre-school through 4th grades are dismissed through the tunnel to Lavergne Street. Students in grades 5-8 are dismissed on Montrose Avenue. Students with written permission may walk home or take the CTA.

CAR DROP OFF/PICK UP PROCEDURES

Parents are encouraged to park in the Montrose lot.

- Parking/standing is strictly forbidden on Pensacola Ave (north side of Pensacola beginning at the east end of the playground school property line) from 8:00 a.m. to 4:30 p.m. on school days as posted by the City of Chicago signs. This area is ONLY for dropping a student and leaving immediately.
- Parents may not block the crosswalk by Pensacola and Lavergne to drop or pick up their student at school.

FINANCIAL POLICIES

TUITION AND FEES

The Tuition Schedule is reviewed and updated annually. The schedule is available in the school office upon request.

EDUCATION FEES

Education Fees are charged to help cover the cost of curriculum, paper supplies, art supplies, field trips, yearbook, administrative fees and technology. PS, PK, and Kindergarten education fees include teacher aide support. Grade 3 includes a bible. Grade 5 includes a recorder. Grade 6 includes Outdoor Education. Grade 7 includes a Springfield trip. Grade 8 includes graduation fees and a portion of their class trip.

Education Fees are due on July 15th**.**

PARENT TEACHER LEAGUE FEES

Flat Family Fee (PTL Established Yearly Fee) This fee is charged at the beginning of the year to help the PTL offset initial yearly expenses and is part of the overall yearly operating budget.

Family Service Hours Fee (PTL Established Service Hours Fee) This prorated fee may be charged at the end of the year when recorded Service Hours have been completed. The main purpose of the fee is to show your student the value of education with your presence at school, and encourage participation service at ALL St. John's events which helps to accelerate the availability of funds for long-term projects.

ADDITIONAL FEES BILLED SEPARATELY

- Lunch Program (if applicable) ..... Billed on tuition statement
- Extended Care (if applicable) ..... Billed on tuition statement
- Athletics, Fine Arts, After School Clubs..... Billed on tuition statement
- Band (Grades 4-8) (if applicable)

PAYMENT RESPONSIBILITY

- The parent/guardian/relative that signs for fiscal responsibility on the enrollment form shall be held responsible for payment of all tuition and fees.
- Four tuition payment plans are available. Payment plan is chosen upon completion of the TADS agreement. See table below.

PAYMENT PLANS

Payment Plan	***11 Month***	***9 Month***	***2 Payments***	***1 Payment***
Payment Due Date	**15th of month, *August thru June***	**15th of month, *September thru May***	**August 15th January 15th**	**August 15th**

Credit card payments will be accepted for registration, tuition and fees.

- Credit card payments will be charged a convenience fee per transaction.

- Families are eligible for only one of the Payment Plans.
- A late fee will be assessed by TADS if payment is received after the ***25th*** of each month. St. John's is no longer able to waive late fees.
- An "NSF" fee may be assessed for each check which is returned for any reason.
- St. John's reserves the right to require payment by cash or equivalent.
- Registration fees are not refundable unless a child has been placed on a "waiting list" and we were unable to accommodate that child.

BALANCE NOTIFICATION

- Tuition Statements will be sent by TADS via email.
- St. John's reserves the right to back bill any additions/reductions based on a change in family status.

TUITION/FEE DEFAULTS

The BOCE urges anyone with financial hardship to discuss options with St. John's principal.

- Tuition bills will be sent by TADS each month with a due date of the 15th. A ten-day grace period is in effect. After the 25th, TADS will charge a late fee. After the 30th day of the month, *all discounts may be forfeited*.
- St. John's reserves the right to require payment by credit card, money order, certified check, or cash.
- St. John's reserves the right to hand over any unpaid monies to a collection agency or attorney.
- Student transfer records may be forwarded only after exhausting all collection possibilities and in accordance with state law.
- The PTL Service Hour Family Fee may be due and payable by ***May 25th,*** according to earned service hours.
- ***Students may be excluded from school if tuition and fees accounts become 60 days past due. Students may remain excluded until the past due balance is brought current.***

FINANCIAL AID

Tuition assistance is available through AGAPE, CLEF, St. John's Angel Program, John B Wellen Scholarship and the Henry Knueppel School Endowment Fund. Monies are distributed to families in need as determined by the Tuition Assistance Committee after review of the application and necessary forms.

- The committee consists of the Pastor, the Principal, a BOCE member, and at large members from St. John's Lutheran Church. Meetings are scheduled as needed.
- Any family with children enrolled at St. John's Lutheran School may apply for tuition assistance at any time during the year. The financial aid application is found in TADS.
- Agape Tuition assistance may not comprise more than ½ of the total cost of the tuition for each family.
- Fees are not eligible for tuition assistance.
- ***Families must write a letter of thanks to the funding body of their tuition assistance prior to the assistance being applied to their account.***
- Families that receive tuition assistance are encouraged to volunteer their time and/or talents to St. John's as much as the family is able.
- Financial assistance will be applied monthly, rather than in a lump sum.
- Families are required to stay current with their portion of fees and tuition for the school year, or the assistance may be withdrawn.

Agape Fund

Monies from this fund are open to all St. John's families with priority given to St. John's Church members***.***

Henry Knueppel School Endowment

Monies from this fund are available to any family that was enrolled in the previous school year or any new family for the second semester of enrollment.

John B Wellen Scholarship

Monies from this fund are available to students who demonstrate Christian leadership and the love for music and the arts.

CLEF Funds
Monies from this fund are available for any family at St. John's.

TUITION DISCOUNTS

St. John's offers a multi-child discount.

CLOTHING BOX – TUITION ASSISTANCE
Clothing box locations that are secured by a family will be eligible for tuition assistance at St. John's through their student's graduation from St. John's.

The following rules apply:

- No payment is ever paid directly to the beneficiary or person securing a location.
- Tuition credit may be applied to tuition, fees or any other education related expenses.
- The beneficiary family remains responsible for all tuition, including late fees, and may not make deductions or delay scheduled payments in anticipation of program participation.
- No refund of paid tuition will be issued as a result of tuition credit.

ATTENDANCE

DAYS OF ATTENDANCE
In accordance with established laws, students are expected to attend school daily. In the event the student has more than *8 unexcused absences*, the principal may need to request a conference to address the chronic absence of the student and suggest any appropriate next steps for the student to be successful in school. Special consideration can be made by the principal with notification to the BOCE**.** **Eighth grade students must attend closing chapel service to participate in graduation exercises and eighth grade dinner.**

REPORTING ABSENCES

- Parents or legal guardians are encouraged to report absences on Gradelink or they may call the office no later than 9:00 a.m. on the day of the absence. If the student is absent for consecutive days, absences must be called in each day.
- Excused absences must have a *written note by a doctor or dentist*, which is to be submitted by the parent/guardian, when the student returns to school.

TARDINESS/EARLY DISMISSALS

Students are to be in the classroom ready to begin their day by 8:30 a.m. and complete the school day at 3:15 p.m. St. John's emphasizes punctuality as a lifelong habit to be nurtured, as it relates to accountability and respect for others. Tardies or early dismissals for any reason are disruptive to the flow of the classroom. Morning tardiness or afternoon early dismissals will be excused with a doctor/dentist note only. Unexcused partial day absences will be counted toward a tardy/early dismissal.

Morning Tardiness: K – 8th grade students must report to the school office for a "Tardy Slip". Parent/Guardian must sign the Tardy Slip stating why the child was late for school. K – 8th grade students must be in their classrooms by 8:30 am, or they will be considered tardy.
Early Dismissals: Parents must state the time that the child will be picked up and the reason for leaving. Parent/Guardian must sign the child out in the office.

SPECIAL CIRCUMSTANCES

- Students who miss more than 2 periods of instruction will be considered absent for at least ½ day.
- Students who attend "Take Your Child to Work" days offered by employers will have those days counted as absent, unless written proof of attendance is provided by the employer.
- Students who are excluded from school due to tuition and/or fees that are in arrears will have those days counted as absent.
- Unexcused absences related to "Shadow Days" and/or field trips may be discussed with the principal prior to the possible absence from school.

Tardiness/early dismissals not documented with a doctor/dentist note will be counted against the student and the following steps will be taken.

Level 1

- 3 tardies/early dismissals per quarter will be given grace.

Level 2

- 4 or more tardies/early dismissals per quarter, per family will be assessed a $10.00 fine per occurrence.

Level 3

- 11 or more tardies/early dismissals per quarter will require that the matter be brought to the BOCE with recommendations for the student and family. The BOCE may require the parent(s) /student be present at the meeting. The BOCE reserves the right to impose further discipline against the student i.e. behavior detention, suspension, etc.

Monies collected from fines will be placed in the AGAPE fund.

SCHOOL CLOSING

In the event of a school closure, an orderly system is implemented to ensure that all students and faculty get notified of the school closing in a timely manner.

The principal has the authority to close the school due to inclement weather, facility problems, utility failures, or any other reason deemed necessary for the well-being and safety of the students and staff. In the event that school is closed notification will be made to the emergency closing center.

Teachers and parents will be notified via **Gradelink/email.**

CLOSED CAMPUS

St. John's maintains a closed campus during school hours and after school activities.

- Students may not leave the building without having an authorized adult who is physically present to be responsible for them. The only exception is students who take the bus home or walk home after school that have a signed permission form on file in the office
- Students will be allowed to stay in the school for homework time with an adult volunteer or teacher
- Students may not leave the building while waiting for after-school activities to begin without an adult taking responsibility for them
- Students may not walk to local businesses unaccompanied by an adult and then return to school property for after school activities
- Students may not congregate outside on school property while waiting for after school activities to begin
- Students will not be able to participate in the activity if found in violation of above

ST. JOHN'S LUTHERAN SCHOOL FACULTY AND STAFF RECORDS

- All school personnel hired on or after July 1, 1986, have signed the mandated reporter statement required by the Department of Children and Family Services acknowledging this obligation. Signed copy is on file in the school office.
- Within one year of initial employment and at least every 5 years thereafter, all school personnel will have completed mandated reporter training by a provider or agency with expertise in recognizing and reporting child abuse.
- All applicants for employment, after July 1, 2007, have signed an authorization form for a fingerprint-based criminal history records check as a condition of employment to determine if such applicants have been convicted of any of the enumerated offenses in 105 ILCS 5/21B-80.
- The school documents, through the presence of a Transaction Control Number (TCN) or of a completed background check, that it has not knowingly employed a person for whom a State Police and FBI fingerprint based criminal background check has not been initiated.
- The school documents that it has performed a check of the Statewide Sex Offender Database for each applicant for employment, after July 1, 2007, to determine if such applicants have been adjudicated a sex offender.
- The school has not knowingly employed an individual hired after July 1, 2007, who has been convicted for committing or attempting to commit first degree murder or for committing or attempting to commit a class X felony or any of the other offenses enumerated under 105 ILCS 5/21B-80.

- The school has not knowingly employed a person who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age.
- All staff hired after July 1, 2018 have presented evidence of freedom from communicable diseases; evidence of physical fitness to perform duties assigned; and a TB test.

STUDENT TEACHERS

St. John's Lutheran School may utilize qualified student teacher(s) upon confirmation by the principal that:

- Student teacher candidate has authorized a fingerprint- based criminal history records check.
- The school can document that it performs a check of the Statewide Sex Offender Database for each student teacher candidate.
- The school can document that it performs a check of the Statewide Murderer and Violent Offender Against Youth Database for each student teacher candidate.
- The school has not knowingly approved a student teacher candidate that is ineligible for participation under 105 ILCS 5/21B-80.
- The school has not knowingly approved a student teacher candidate that has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age.

ACADEMICS

SUPERVISION OF INSTRUCTIONAL EMPLOYEES

The principal is responsible to supervise and direct classroom work, to assure that teachers and others who provide or assist with instruction are planning appropriately, using methods designed to achieve the goals set by the school, and that all students are progressing satisfactorily. The principal is to counsel personally with teachers and others who provide or assist with instruction regarding improvement, techniques, activities, resources, and other pertinent items; and to conduct a formal evaluation in terms of proficiency and competency at least every two years. The principal is evaluated at least every two years in terms of proficiency and competency.

CURRICULUM

The St. John's Lutheran School curriculum is Bible centered. The Christian faith is taught, not as an added subject, but as a way of life and it permeates the total curriculum. All subjects are taught from a Christian frame of reference and given a Christian interpretation. The anti-Christian tenets of secular humanism are totally rejected.

As a student progresses through the grades, the chief doctrines of the Lutheran Church Missouri Synod (LCMS) are taught and Bible verses and hymns are memorized. Textbooks are evaluated regularly and purchased on the basis of the best available product in any given area. A well-rounded program of studies includes religion, language arts, math, reading, social studies, science, music, art, foreign language, outdoor education, health and physical education. The curriculum at St. John's meets the requirements of the State of Illinois.

RELIGION: Worship, Bible Study, Catechism, Memory Work, Church History, Service Hours.

MATHEMATICS: Arithmetic, Geometry, Pre-Algebra, Algebra, Geometry and related areas.

LANGUAGE ARTS: Reading, Phonics, English, Spelling, Literature, Handwriting, Creative Writing.

FOREIGN LANGUAGE: Spanish is taught in grades K through 8.

SOCIAL STUDIES: Geography, History, Citizenship, Current Events, U.S. and Illinois Constitutions. The school provides instruction in American patriotism, the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag, and shall require pupils to recite the Pledge of Allegiance daily. No student shall receive a certificate of graduation from the 8th grade without passing an examination on these subjects

SCIENCE: General Science, Experimental Approach, Health, Safety. Sixth through eighth grades students receive instruction regarding the Illinois Abandoned Newborn Infant Protection Act.

ART: PK – K art activities are offered within the classroom. Grades 1-5 participate in art class once per week. Grades 6-8 may take art as an elective. All classes gain age appropriate experience with various art media.

MUSIC – All students receive music instruction twice a week. PS – 1st grade students focus exclusively on developing the fundamental skills of matching pitch, keeping a steady beat, and responding to music through movement and vocal improvisation. Students in 2nd – 8th grades develop music literacy skills through learning folk songs, folk dances, improvised and choreographed movement, playing instruments, improvisation and composing. Additionally, 6th – 8th grade students also learn about periods of music history.

PHYSICAL EDUCATION: All students participate in daily recess activities. In addition, students experience movement and motion, throwing and catching, and cooperative and competitive game activities.

CO & EXTRACURRICULAR ACTIVITIES

ATHLETICS: First through eighth grade students may participate in the Chicago Lutheran School League. Games are played after school and on weekends. (See ATHLETICS)

CHOIRS: Handbell and Vocal Choir(s) may be offered.

BAND: The band program is provided by Walther Christian Academy for students in grades 4 through 8. There is a participation fee for the Walther Band Program.

AFTER SCHOOL CLUBS: There are a variety of after school clubs offered. Many of the clubs are free. Some of the clubs have a participation fee.

STUDENT GRADES

In general, grading is based on the A, B, C, D, and F method in grades 1 through 8. The principal, prior to distribution of report cards, must approve exceptions. Pre-School, Pre-Kindergarten and Kindergarten have approved grading methods that are appropriate to that age level.

- The four quarter grades will be averaged and recorded as the final grade in the permanent record. If a student receives 2 F's in any core subject the student will fail the subject.
- Objective grading is the norm and is derived on a percentage basis.
- Some student work may be graded through use of a "curve". Teacher judgment in subjective grading may also be appropriate in some cases.
- "Weight" of tests vs. workbooks, discussion and extra credit are all considered as part of the grade determination. Teachers are to communicate the above plan and "weight" system verbally and in writing to the parents.
- Grades on student assignments may be listed as a percentage or letter grade.
- Parents should check with their child's teacher regarding specific grading practices.

HONOR ROLL

The honor roll is published every quarter in grades 6-8. All subjects are included in calculating the GPA.

- High Honor Roll- GPA must be 3.6-4.0.
- Honor Roll- GPA must be between 3.2-3.5.
- Numerical equivalents for letter grades are as follows: A=4.0; B=3.0; C=2.0; D=1.0; F=0.0

Students who receive a "D" or "F" in any subject will be ineligible for the honor roll.

PARENT-TEACHER CONFERENCES

- One day is set aside each year for Parent/Guardian-Teacher Conferences. Appointments are made with all parents/guardians to discuss their child's academic progress and behavior. Students may be invited to the conferences by the teacher(s).
    - ***End of first quarter-*** Parent/Guardian-Teacher Conferences are mandatory for all parents with students at St. John's.
    - ***End of third quarter***- Parent/Guardian-Teacher Conference will be required for some students as determined by each teacher. Parents/Guardian may also request a conference with the teacher.
- When families have more than one student at St. John's, teachers will consult with one another in order to minimize any inconvenience to parents/guardians.
- Parents/Guardians may be asked by the teacher and/or BOCE to attend more conferences throughout the year to discuss parent/teacher concerns.
- Parents/Guardians may at any time request conferences throughout the school year by contacting the teacher.
- Teachers will document the general contents of all Parent/Guardian-Teacher Conferences.

PROMOTION

St. John's goal is to help every student achieve passing grades and move up to the next grade level whenever possible. However, promotion to the next grade is dependent on the student's academic performance and attendance.

ACADEMIC PERFORMANCE

If a student receives 2 F's in any core subject, for any 2 quarters, the student has failed that subject. In order to pass a failed subject, the student must do one of the following, at the expense of the parent/guardian, and provide proof by August 15.

1. Successfully complete summer school in the failed subject(s).

OR

2. Obtain 30 hours of certified tutoring in the failed subject and pass a test administered by St. John's prior to the start of school.
   If the student chooses to be tutored in the subject(s), a written test will be required prior to the end of the school year in the failed subject. The test will then be used to compare and document progress after tutoring in the subject that has been completed.

If a student fails 2 or more core subjects, that student may be retained and be required to repeat the grade. A student with missing assignments will make special arrangements with the teacher to complete the assignments. The grade F will be entered on the report card if the student fails to complete the assignments within their agreed upon time frame.

RETENTION

The teacher must communicate the retention possibility to the parents and the principal in a parent-teacher conference prior to the end of the 3rd quarter.

- A tentative recommendation will be agreed upon in a conference with the teacher, parent and principal prior to the last day of school. The recommendation will be brought to the BOCE for approval. Recommendations may be either one of the following:
  - **Definite Retention**-The student will be retained in the same grade while enrolled at St. John's.
  - **Conditional Promotion-** The student will be promoted to the next higher-grade level provided all of the following are met:
    1. Specific plans for summer study and help are outlined and the parents assume full responsibility for the plan.
    2. Parents and teachers(s) will meet before school begins to assess the student's progress.
    3. A re-evaluation of the student will be made after the first quarter of the school year to determine the advisability of the student continuing at that grade.

  - **EIGHTH GRADE FAILURES**
    An 8th grade student with an average grade of "F" in any core subject will not receive a diploma and may not be permitted to participate in the graduation commencement.

TESTING

- Measures of Academic Progress® (MAP®) creates a personalized assessment experience by adapting to each student's learning level—precisely measuring student progress and growth for each individual.
- MAP tests will be given in the fall, winter, and spring.
- Results will be available for parents two weeks after the last student test is administered for the fall and spring test.
- All students in grades 1-8 must take the MAP tests.

ACADEMIC INTERVENTION

To ensure that all students at St. John's achieve their full academic potential in accordance with St. John's Mission Statement and to ensure that all academic concerns are identified and addressed in a timely manner.

- Teachers identify any ongoing significant academic concerns with a student. Teachers will address concerns with the parent/guardian via phone, in person, email, etc. and document these interactions.
- If chronic academic issues persist, a conference with the student, teacher(s), and the parent/guardian will occur and an intervention plan will be established.
- The intervention plan can include modifications at home and school.
- Specific review dates, as well as measurable outcomes will be established to assess the success of the plan. Modifications or follow up actions will be indicated on the intervention plan worksheet as required.
- Copies of the intervention plans will be kept in the student's temporary file located in the office. A copy will be given to the parent/guardian at every conference.

ACADEMIC PROBATION

- Teachers may place students on academic probation when the student has received 2 F's on a mid-term or quarter report card.
- Students on academic probation will have extracurricular activities limited. Academic Probation will be carried to the next school year in the event the student receives 2 F's in the fourth quarter of the previous school year.
- Students beginning the school year on academic probation will have two weeks to establish grades in order to determine probation status.
- Parent or guardian/Teacher/Principal Conferences may be conducted regarding the student's performance. In the event that the grades do not improve, St. John's reserves the right to ask for withdrawal of the student immediately.

SCHOOL RECORDS POLICY

Student records are updated and maintained in the school file as long as the child attends St. John's. A child's record will be forwarded to another school only after parental consent. Basic information is kept in the school file for sixty years as prescribed by law. Temporary information will be kept for a minimum of four years.

No individual or agency not associated with the school is permitted to inspect permanent student records without parent permission. Records may be examined by parents after an appointment has been made with the school office. Parents may be charged for copies of records.

No records, grades, promotions, transcripts, etc. are given or sent to anyone until all final balances are paid.

DISCIPLINE

The best type of discipline is self-discipline. All students are entitled to the kind of discipline that results in self-control, emotional stability, and growth in moral/spiritual values. Therefore, different approaches to discipline are needed for different students.

All discipline should be adjudicated based on Christian love and in accordance with **Matthew 18:** *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be establishes by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector."*

Student Behavior Expectations

Each teacher will set behavior expectations for their individual classrooms. During the school day and at school sponsored events students are expected to be respectful of each other, their teachers, St. John's staff and visitors to the school. Students are also expected to be respectful of St. John's property.

Disciplinary Action:

The teacher or staff member will reprimand the student for misbehavior and take appropriate action, as he/she deems warranted. The disciplinary action taken by a teacher or staff member will also be based on the nature and/or severity of the misbehavior, as well as the student's behavioral record. Action may include (but is not limited to):

- Individual or group "time-out" during recess time (called "time on the fence")
- Temporary exclusion from an activity or "time out" in the hallway, based on age/grade
- A note or phone call to the child's parent(s)
- Lunch Detention
- Behavioral detention
- Request for a conference with the parent(s)

If misbehavior persists:

The teacher will inform the principal and document the matter in writing. The principal will review details regarding the matter and will take appropriate action, which can include:

- Requesting a conference with parent(s), teacher and pastor, as necessary
- Assigning additional, progressive punishment
- Taking the matter to the Board of Christian Education for adjudication

Parental Feedback and Involvement:

Similarly, parents are encouraged to approach teachers directly, when they have questions or concerns regarding any disciplinary action exercised by their child's teacher. Concerns, after meeting with the teacher, may be addressed with the principal.

BEHAVIOR DETENTIONS

Behavior Detentions are given for behavior that violates school policies and can be assigned at the discretion of the teacher, staff, pastor and/or principal at any school sponsored event. Each teacher has the right to determine how to discipline the classroom, and to determine how much "grace" is to be allowed. The principal will be responsible for scheduling the detention time. Students are responsible for returning signed detention slips to the homeroom teacher the following school day. If a student and/or student's parent refuse to serve a detention, the matter will be brought to the BOCE immediately for adjudication. The BOCE has the right to recommend further disciplinary action including *Behavior Probation* for the student. The BOCE may ask for teacher input regarding the student at any time and for as long as necessary.

The following are reasons for a *Behavior Detention* but are not limited to:

1. Disrespect to teachers or any other authority figure.
2. Willful disobedience.
3. Lying.
4. Cheating.
5. Stealing.
6. Throwing objects that may cause harm or damage.
7. Abuse of the facility.
8. Vulgar or obscene language.
9. Failure to serve a scheduled detention.
10. Sexual Harassment.
11. Bullying.

Students who receive a *Behavior Detention* will be required to miss extracurricular activities on the day the detention is served.

DETENTION RULES

- Students who receive a detention for behavior reasons may serve a before school or after-school detention on the day designated by the principal. Students may not participate in after school activities the day of their detention.
- Parents/legal guardians will be notified of the detention and the date the detention will be served via the detention notice.
- Students are to report to the conference room outside the principal's office at the time designated on the detention notice. Late arrivals to the detention will result in another detention for the student.
- No talking, sleeping, homework, or electronics will be allowed during the detention time. Students who violate the detention rules will receive another detention.
- Students will complete a Detention Reduction Plan Worksheet during detention. The student must demonstrate to the best of their abilities thought and care in their reflection paper or will not be allowed to participate in extracurricular activities until it is accepted by the teacher or principal.

- The supervisor of the detention period will review the reflection sheet with the student before they are dismissed from detention.
- Students may be asked to complete an additional worksheet provided by the detention supervisor.
- Failure to serve the detention will result in another detention with the possibility of suspension if the student reaches 5 detention in that school year.

Disciplinary Consequence Levels - BOCE Polices 4.10 and 4.13 detail Disciplinary Consequence Levels and are available upon request.

The BOCE reserves the right to intervene at any level of discipline and ask for immediate withdrawal of a student or place the student on *Behavior Probation*. The parent/guardian has the right to request an appearance before the BOCE to discuss discipline and procedures as it relates to their child.

SUSPENSIONS – IN SCHOOL

The purpose of an in-school suspension is to provide a safe, supervised environment where students can complete assignments, reflect on their behavior and plan on how to improve/change that behavior.

- Parents/Guardian will be notified of an in-school suspension by the teacher or principal.
- Students are to report to the office at the start of the school day (8:30 a.m.) or at 7:30 a.m. if the student also has a detention for that day. Students will be dismissed to a parent/guardian at the end of the school day. The student will not be allowed to socialize after school with classmates in front of the school or in hallways.
- Students should be prepared to complete the day's assignments. (i.e. books, paper, pens, etc.) Teachers are to have the day's assignments in the office before the start of the day.
- Students will complete a reflection sheet. Student must meet with the teacher or principal to discuss the Detention Reduction Plan within one week of the suspension.
- Talking, sleeping, lounging, eating (except lunch) are strictly prohibited.
- Students will eat lunch alone in a designated area and cannot participate in recess. Bathroom breaks will be given at regular intervals.
- Participation and/or attendance at extracurricular activities will be prohibited until the day after the suspension is served.
- Students who are absent or miss the suspension for any reason must serve the suspension on the next scheduled school day.
- BOCE reserves the right to intervene at any time if concerns or issues are raised. Parents and/or legal guardians have the right to request a meeting with the BOCE as it relates to any issues regarding the suspension.
- Students will be supervised by the office staff in the conference room outside the pastor's office.

ANTI BULLYING

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Typically, it is *repeated* over time and causes hurt, fear, or discomfort to another person. Bullying can take many forms and is both direct and indirect behaviors.

Physical bullying (such as hitting, punching or harm to someone's property).

Verbal bullying (such as teasing or name calling).

Nonverbal bullying or emotional bullying (such as intimidation or social exclusion)

Cyber bullying or bullying through note writing (such as sending insulting messages by electronic devices or sending insulting notes to others in the classroom).

Direct bullying behaviors involve behaviors that are observable and that are usually expressed by physical and verbal means. Usually direct bullying involves relatively open attacks on a victim and are "in front of your face" behaviors. However, bullying behavior is not always hitting, kicking, teasing, or name calling. Children who bully others may use subversive acts that hurt just as much but are harder to detect.
Indirect bullying involves "behind your back" behaviors. Examples of indirect bullying are leaving others out on purpose, spreading rumors to destroy another's reputation or getting others to dislike another person.
Bullying is not one time acts of aggression, nastiness, conflict, simple social rejection or assertive behavior.

Bullying Behavior Consequences
Steps taken in regard to bullying behavior are to be used at the discretion of the staff and principal. Action taken is dependent on the severity of the offense and may include, but is not limited to the following. Action taken will be age appropriate when possible.

- Extra-curricular activities impacted.
- Provide assigned community service hours separate from those required by the curriculum.
- Meet with student and parent + principal + Board of Christian Education representative.
- Possible detentions, suspension, or expulsion.

Reporting a Bullying Incident
If there is a concern about a situation, a report may be filed verbally, writing, or by emailing the classroom teacher or school principal.

Reporting Obligations

- **Report to the Parent or Guardian of the Perpetrator**
  If, after investigation, acts of bullying are verified, the principal or classroom teacher will notify the parent or guardian of the perpetrator. If discipline is imposed, a description of that discipline will be included in that notification.
- **Report to the Victim and the Parent or Guardian**
  If, after investigation, acts of bullying are verified, the principal or classroom teacher will notify the parent or guardian of the victim. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying.
- **Report to the Board of Christian Education**
  Report to the proper authorities ***the nature of the incident and disciplinary consequences.***

BEHAVIOR PROBATION
Any student who has behavior problems as assessed by a St. John's staff or faculty member, principal or pastor may be placed on behavior probation. Behavior probation can be an indefinite length of time; reviews of the student's progress will be made at regular intervals.

- Students may be placed on behavior probation by the principal. The principal will notify the parent/guardian in writing of this decision. Students, who do not exhibit a significant change in behavior, will be referred to the BOCE.
- If a student's behavior problems come to the attention of the BOCE, the BOCE may request a special meeting with all parties that may have knowledge about the student's behavior. After gathering and interpreting the information regarding the student's behavior, the BOCE has the authority to place the student on behavior probation indefinitely. If there is no improvement, the BOCE may ask for immediate withdrawal of the student. Attempts to counsel and aid the authority to place the student on behavior probation indefinitely. If there is no improvement, the BOCE may ask for immediate withdrawal of the student. Attempts to counsel and aid the student in trying to improve his or her behavior will be made. The BOCE shall receive at least a monthly update on the progress of the student from the principal.
- Students placed on behavior probation will be asked to sign a **Behavior Contract** at the beginning of the period; the parent, teacher and principal will also sign the contract.

Early Childhood Behavior

At St. John's Lutheran School, we:

- Set clear, appropriate, and enforceable limits
- Model acceptable behavior
- Use positive reinforcement
- Implement active listening
- Recognize each child's individual needs
- Structure the environment and schedules to maximize good behavior
- Recognize and praise the children's efforts
- Anticipate and eliminate potential problems
- Redirect when needed
- Use a mixture of choice and structure
- Use natural and logical consequences
- Implement a short time-out (removal of a child from an activity or the group), or removal of privileges when necessary

We strive to provide gentle guidance along with appropriate limits. Our staff guides children to develop self-control, empathy, communication skills and orderly conduct in relationship to their peers and adults.

Staff may never use physical punishment, psychological abuse or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible if the child's actions are endangering the immediate safety of the child or other individuals.

Any aggressive behavior towards staff or children is unacceptable.

Some examples of unacceptable behavior are:

- Hitting, kicking, biting, punching, spitting, pushing, or any other physical aggression
- Excessive outbursts of screaming, yelling, and refusing to cooperate
- Throwing of objects
- Excessive disrespect, verbal backtalk to teachers or staff, foul language
- Threatening others or self

- Dangerous acts (such as standing on tables)
- Running away (leaving a designated area alone and without permission)

Severe or chronic challenging behavior may result in parental notification to pick up the child from school for the remainder of the day. Any additional offense will result in them being sent home from school for the remainder of the day as well as the next day.

When a student's unacceptable behavior continues to disrupt the educational environment and requires an increased amount of teacher or staff guidance and time, the teacher and/or administrator will implement the following procedures:

1. The child will be placed on behavioral probation.
2. Observation and recording of the child's behavior will be logged daily.
3. A plan will be formulated in effort to help guide and improve behavior. The teacher and principal will consult with the child's parent/guardian, and other professionals when appropriate.
4. Implement the plan to guide the behavior.
5. If the persistent unacceptable behavior cannot be managed by teachers and staff, the child will be dismissed from St. John's Lutheran School.

It is at the discretion of the teacher and/or the administrator to make a recommendation for an evaluation of any student. If the teacher and/or the administrator have evidence to believe the student may have a developmental delay or special need, a parent / guardian will be contacted. The parent / guardian then has 30 days to begin the evaluation process. If the parent / guardian fails to have their child evaluated or does not begin the process within the 30 days, the student may be subject to dismissal.

St. John's Lutheran School reserves the right to dismiss or expel a student from the school program without a refund if a student's behavior is harmful in any manner.

SEXUAL HARASSMENT

Sexual harassment violates the 6th commandment and is illegal under both state and federal law. Sexual harassment is objectionable under any circumstances and can be verbal, visual, or physical. Therefore, St. John's Lutheran School will take immediate action for any of the following:

  - Sexual harassment by an employee to a student
  - Sexual harassment by a student to an employee.
  - Sexual harassment by one student to another
- Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension, withdrawal or dismissal.
- Any accusation of sexual harassment will be brought to the immediate attention of the principal and then to the BOCE.
- Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action.

- Any employee or student who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse or embarrass that individual shall also be subject to disciplinary action as set forth by the policy manual.

INCIDENT REPORTING – BATTERY AGAINST SCHOOL PERSONNEL

The chief school administrator

1. Immediately notifies local law enforcement officials of written complaints from school personnel concerning an instance of battery committed against school personnel.
2. Notifies the Illinois State Police within 3 days of each incident.

INCIDENT REPORTING – FIREARMS AND DRUGS

The chief school administrator

1. Immediately notifies a local law enforcement agency of firearm incidents at the school.
2. Immediately notifies the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.
3. Notifies the municipal police department or the office of the county sheriff of verified incidents involving drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident.
4. Notifies the Illinois State Police of such incidents.

STUDENTS' NEEDS FOR SUPPORT SERVICES

Students' needs for support services such as counseling and social work are evaluated when school staff believes consideration is needed, such as when there are changes in the student body or stresses within the surrounding community. The principal or designated representative will have a list of sources available. The decision to involve outside personnel will be made by the principal and/or designated representative.

WIRELESS COMMUNICATION DEVICES

Wireless communication/electronic devices are strictly prohibited during normal school hours and extended care. Devices that are brought to school *must be turned off completely* and placed in a location designated by the teacher. At no time will the child be permitted to carry the device on their person during school hours or while in extended care. Additionally, children will not be able to retrieve messages or communicate from these devices during school hours or while in extended care. Violations of the policy range from confiscation of the phone (parent picks up after school) to the issuance of behavior detentions.

SOCIAL MEDIA

St. John's Lutheran School:

1. May not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
2. May investigate or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's anti-bullying or similar disciplinary policy; and, the school may require the student to share content in the course of such an investigation.

SAFE SCHOOL ZONE ACT

In accordance with state, city and federal law any area within a 1,000-foot radius of a school is deemed safe. It is unlawful and prosecutable to sell, distribute, and/or possess firearms, weapons, illegal drugs, alcohol, tobacco and other items deemed dangerous to the general well-being of the students, parents, and staff. The Gun-Free School Act mandates that the possession or use of weapons in a way that endangers the well-being of others will be severely punished. St. John's Lutheran School will take immediate action to expel students for the following:

- Using, possessing, distributing, purchasing, or selling explosives, firearms, knives or any other object that can be considered or looks like a weapon.
- Any acts that bring about the endangerment of life.
- Using violence, force, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Distribution, purchase, possession, or use of any legal or illegal drug or look-alike substance in any form including but not limited to: tobacco, alcohol, chemical and/or drug paraphernalia.
- Gang signs, clothing, or anything that can be perceived as a gang affiliation is strictly prohibited.

St. John's will immediately refer any of the above to the Chicago Police Department ***and report those actions to the Illinois State Police, as required by the Illinois School Code.*** The student will be sent home until the Board of Christian Education can convene to initiate expulsion proceedings.

ST. JOHN'S LUTHERAN UNIFORM CODE

All clothing worn by St. John's students must fit properly and be clean, neat and in good repair, suitable for the weather and not showing any undergarments. As a Lutheran school, standards for the apparel must support the philosophy and goals of our school. The principal or homeroom teacher reserves the right to decide whether the dress/appearance of a student agrees with the uniform code and is appropriate for school**.** Clothing and accessories that promote any cultural norms, lifestyle choices, political beliefs, etc., that are not in agreement with the Holy Bible and Doctrine of The Lutheran Church Missouri Synod are strictly prohibited.

ALL SCHOOL

- Fully enclosed flat shoes
- Socks are mandatory

- No hats/hoods in the building

Girl's Accessories

- Well-groomed hair not hanging in the face, must be a naturally occurring color

Boy's Accessories

- Hair must be well above the collar and not hanging in the face, must be a naturally occurring color

Pre-School and Pre-Kindergarten

- All students must wear clothing that is clean, neat and in good repair.
- No costumes/accessories

Kindergarten – 8th Grade

- Plain collared polo or dress shirt (no logos) with sleeves (no crop tops)
- St. John's polos
- Scout uniform on meeting days
- St. John's polos
- St. John's sweatshirts may be worn over polos/dress shirts.
- Solid color sweaters/fleeces/sweatshirts (no logos) may be worn over polos/dress shirts
- Solid navy blue, black, or khaki colored pants **(no skinny pants, sweat pants or athletic pants)**
- KNEE LENGTH navy blue, black, or khaki colored shorts/skirts/skorts
- KNEE LENGTH collared dresses/jumper (any solid color)
- Shorts, tights, or leggings must be worn under skirts/jumpers/dresses
- Gym shoes kept at school

FRIDAYS

- Students may wear jeans
- Students may wear St. John's Spirit wear

Dress Code Violations

- **1st violation**: The school will provide covering for the student (if available). A copy of the dress code and dress code violation notice will be issued and sent home by the homeroom teacher. This notice is to be signed and returned by the parent/guardian the **NEXT SCHOOL DAY**.

- **2nd violation**: Same as first violation with the addition of notification to the parent/guardian to discuss the violation and to advise of 3rd violation consequences.

- **3rd violation**: Behavior detention.

OUT OF CLASSROOM ACTIVITIES

Service Hours – Grades 6 – 8

Each student will be **required** to complete a set of service hours each year. The service hours will count for 10% of their religion grade per quarter.

- 6th graders - one service hour/per semester for a total of 2 per year

- 7th graders - two service hours/per semester for a total of 4 per year
- 8th graders - three service hours/per semester for a total of 6 per year

Guidelines

- Service hours may be completed outside of regular school hours.
- Service hours completed during the summer months may be credited toward the next school year up to half of the required hours. For example, an 8th grade student may earn 3 of their 6 hours during the summer, the other 3 must be completed during the school year.
- The student may serve St. John's, another church, or the community. Chores at home are not considered service hours.
- Students must fill out the reflection form and obtain a signature from the supervisor before credit will be given. A parent cannot be the signing supervisor.
- Service hours must be completed, along with the reflections sheet and turned in to the homeroom teacher by the last Friday of the semester.
- Service hours can be completed ahead of schedule and be counted toward the future semester in the same school year. Service hours completed late will not be given retro credit toward the religion grade.
- Hours missed must be made up by the end of the year in order to pass Religion.

CHAPEL

A weekly worship service (Children's Chapel) is held each Wednesday morning at 8:45 a.m. These services help children develop a love for worship and grow spiritually. Baptismal birthdays are celebrated monthly. Parents and other adults are invited to attend the chapel services.

All children receive a packet of chapel envelopes at the beginning of the school year. An offering will be received at each chapel service and will be given to a Christian ministry project.

FIELD TRIPS

A number of field trips are scheduled by each class during the year. Field Trip costs are built into education fees for all students. Rarely will there be additional monetary output required from families. Parents will be notified of these as they occur. Permission slips will be sent home to be signed and returned. Teachers may request a limited number of parents to assist on the trip. Those parent/adult volunteers are expected to assist the teacher(s) while on the field trip as determined by the teacher(s).

FUND RAISING – 8th GRADE

The purpose of raising funds is to help offset the costs of the class trip and Recognition Dinner. Any short fall is to be made up by the parent or legal guardian in order for the child to participate in these events. In the event of financial hardship, the principal has the right to allow the child to go on the trip with funds raised from the group fund raisers.

GYM

All students in 5th through 8th grades must wear a St. John's gym t-shirt, shorts and gym shoes to all gym classes. Gym grades may be affected by not dressing out.

RECESS

St. John's students experience a daily recess. Please be sure that your child comes to school properly dressed for current weather conditions. Students do not have outdoor recess if it is raining.

Outdoor Recess	**25 degrees or higher with or without wind chill.**
Indoor Recess	**Below 25 degrees with or without wind chill.**

The students will be supervised by authorized adults. Only teacher approved equipment may be used. There is to be no throwing of sticks, stones, snow, or ice. If there is a medical reason for the child to remain inside during recess a note from the physician will be required explaining the reason.

LIBRARY

The length of time books may be checked out for, and the amount of the fine for overdue books, depends on the student's grade. The teacher and librarian will determine how many books at one time may be checked out. Parents assume financial responsibility for lost or damaged books.

LUNCH ROOM

Students in Kindergarten through 8th grade normally eat in the Fellowship Room. Occasionally the students will eat in their classrooms.

PS –PK students eat lunch in their classroom each day.

EMERGENCY PROCEDURES

St. John's conducts the emergency drills mandated by the Illinois State Board of Education. The mandated drills are fire, lockdown and severe weather. St. John's also conducts an earthquake drill.

EVACUATION OF BUILDING

In the event that the building has to be evacuated due to gas leaks, water problems, etc. arrangements have been made to walk the children to **Wilson Park** at Laramie and Milwaukee to ensure their safety. Parents will be notified to pick the student up at **Wilson Park**.

GENERAL INFORMATION

ASBESTOS MANAGEMENT

St. John's Lutheran School has created and submitted an asbestos management plan to the Department of Public Health. The school is inspected for asbestos every three years by an authorized agent. Asbestos reports are available for viewing by parents, teachers, and employees.

TOXIC ART SUPPLIES

Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in grades K-6. Art supplies containing toxic substances are used for students in grades 7 and 8 only if materials are properly labeled as required by section 105/135 of the Illinois School Code.

EYE PROTECTIVE DEVICES

Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

EMERGENCY AND CRISIS RESPONSE PLAN

Procedures for response to emergency and crisis situations are provided in the Emergency and Crisis Response Plan. All school personnel are to receive a copy of and be familiar with these procedures.

JET HAWKINS LAW

A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

SCHOOL PROPERTY

Parents may be assessed replacement costs of any of St. John's property that is damaged or defaced by the student, which includes but is not limited to hardcover textbooks, part of any structure owned by St. John's Lutheran Church, furniture, equipment, landscaping, etc.

Parents will be assessed replacement cost of the following items:
Locks
Textbooks
Workbooks
Chromebooks

LOCKS
Students in grades 6-8 will be issued locks for their lockers. Only school locks are permitted. Other locks will be cut off! Students are expected to use their locks on a daily basis.

LOCKERS
Every student in grades 1-8 will be given the use of a locker throughout the year. It is the student's sole responsibility to maintain this locker with the utmost respect and cleanliness. Do not leave lunches in lockers overnight! No stickers are to be put in or on lockers. Lockers are the property of St. John's school which maintains the authority to go through them as needed.

SALE OF ITEMS
Students may not sell any item(s) while at school without the permission of the principal.

SOLICITATIONS BY OUTSIDE FIRMS
No solicitations, promotions, or requests for information shall be made to students without prior approval by the principal.

SNACKS AND TREATS
There are students who have food allergies, so when sending birthday treats, or treats for other occasions please check with the classroom teacher for guidance. Classrooms where snacks are allowed during the school day, parents must supply snacks for their child.

TELEPHONE
Students may use the office telephone with permission from their teacher and office personnel.

ACCIDENT INSURANCE
St. John's purchases student accident insurance for all students. Students are protected, within the coverage limits, when injured on the premises when school is in session, at after school events that are sponsored by the school, and when participating in school sponsored events away from school.

Parents are to submit all claims to their insurance company prior to submission to St. John's carrier. St. John's will be considered secondary for those who have other health insurance, and will be the primary carrier in those instances when the family (student) does not have other insurance coverage.

EXTRACURRICULAR ACTIVITIES
Participation in extracurricular activities is an honor and a privilege. Students are expected to maintain good grades, proper behavior and good Christian sportsmanship.

No student may practice in any sport or activity on school property without being directly supervised by a teacher, team coach, or adult supervisor.

GENERAL INFORMATION-PARENT

PARENT-TEACHER HARMONY

Cooperative effort is absolutely essential between parents and teachers. In order to maintain a harmonious relationship, it is essential that parents and teachers work together closely and diligently, and that they guard against possible situations which may manipulate them into conflict. All parent-faculty disagreements should be discussed/resolved based on Christian love and must be in line with Matthew 18.

Steps for Resolving Parental Disagreement with Faculty

- The parent/guardian will approach the teacher directly to discuss the matter.
- ***If the matter is not resolved***, the parent/guardian and/or teacher may notify the principal of the matter.
- The principal will review all details regarding the matter and take appropriate actions, as follows:
  - o Conducts a conference with affected parties.
  - o Determines appropriate action.
  - o Documents actions taken and all related details.
- Pastor may be consulted at any time by either the family or faculty.
- ***If the matter is not resolved***, the principal and/or parents/guardian may bring the matter to the Board of Christian Education for adjudication.
- The Board of Christian Education will review the details of the matter and take appropriate action.

PARENT TEACHER LEAGUE

St. John's Lutheran School maintains and supports a Parent-Teacher League. The PTL is made up of the parents of all students, teachers, principal, and congregational members of St. John's Lutheran Church. Its purposes are to bring families of students closer together, promote educational learning, and help the church and school fulfill their mission. Regular bi-monthly meetings and activities are held throughout the school year.

Service Hour Guidelines/Rules

Reduction/Elimination of the Service Hours Fee shall/can be accomplished in the following manner:

- **St. John's parents, aunts, uncles, grandparents, friends can complete service hours.**
- 16 service hours are required per family, per year, and are reduced/ eliminated by each hour of service provided, up to a maximum of 16 hours each year. The service hours year begins on August 1st and ends on the last day of school of each school year.
- **To receive service hours credit you must be physically present and active at the events, as approved by the event leader.**
- For those not completing the full 16 service hours each year, a proration of the service hours fee will be billed.
- All PTL events, BOCE functions, school functions and church functions are eligible for service hours All teacher requests for classroom help, field trips, lunchroom help, naptime help, recess help, etc.… are eligible for service hours.
- Teachers also have the discretion to give each family up to 4 service hours (each year) for at home activities, as specifically requested and approved by the teacher.

- Room parents will automatically receive 4 service hours each year.
- There is NO LIMIT as to the number of hours that can be worked and/or the number of family members that can participate for any one event, as specifically requested and approved by the event leader.
- Families that fulfill their 16 service hours each year may donate any additional APPROVED service hours they work to other St John's families to help them in reaching the service hours goal.
- Fundraisers that benefit the 8th grade class for their trip, with the exception of hot lunch, is not counted toward PTL service hour requirements. Therefore, 8th grade families need to complete only 8 service hours for PTL.

SCHOOL VOLUNTEERS

Volunteers shall function in consort with the philosophy and goals of St. John's Lutheran School by being a positive influence on the self-esteem and spiritual growth of the students. As such, volunteers are expected to be positive role models for the students, and to assist the students in their academic, social and emotional development. Volunteers are considered vital in the success of St. John's students.

Volunteer Requirements

Volunteers may be expected to complete a background check, based on the nature and expected frequency of direct contact with the students during the school year.

Volunteer Guidelines for Conduct

- Show due diligence and due regard when working with students, staff, teachers and other volunteers.
- Accept direction and supervision from the teachers and other school personnel in charge.
- Become familiarized with the school's policies and procedures, as well as specific classroom procedures as needed.
- Know that discipline is the teacher or staff's responsibility; however, volunteers should help the children to follow the rules. If needed, volunteers should alert the teacher or other school personnel if they observe student behavior that is concerning to them.
- Behave in a professional and mature manner with the children at all times. The children watch adults and will imitate that behavior.
- Refrain from any "horseplay" or "rough-housing" with the children. Volunteers should refrain from any inappropriate physical contact with the children, such as picking up the children or putting them on their laps, etc. It is expected that volunteers will demonstrate appropriate judgment in terms of how they touch or play with the children. It is important to be cognizant of how a touch may be interpreted by both younger and older children.
- Refrain from discussing confidential information and/or gossiping. Volunteers should respect the privacy of the students and staff by not discussing school matters away from the school setting.
- Refrain from trying to evaluate the students' problems or abilities-volunteers should refer to the school staff in these situations.
- Seek help from the teachers and other school staff, whenever any concerns or questions arise.
- Use cell phones in an emergency only.
- Refrain from smoking at all times.

LOST AND FOUND
Any personal belongings found at the end of the school day will be placed in the Lost and Found which is located in the north hallway of the gym. PLEASE LABEL ALL ARTICLES WITH THE CHILD'S NAME for easy identification.

PARENT NEWSLETTER
Each Friday the *Parent Bulletin* is distributed ***via email***. The intent of the newsletter is to inform parents of all current school events and services. The newsletter will communicate corrections or changes to this handbook. The newsletter serves as an official channel of communications of the school to each student's home. **You may also find the *Parent Bulletin* posted at www.StJohnsChicago.org.**

PARKING LOT USAGE
The parking lot is used throughout the day for gym classes and recess, therefore, there is no parking in the lot from 11 a.m. to 3 p.m. Please be aware that your car may be towed if it is in the lot without prior knowledge of the office.

PARTIES
A number of parties are held in each classroom during the year. The parties are announced well in advance. The teacher has final authority over all classroom parties. Invitations for a private party may be distributed in school **only if all** the children in the class are invited to the party.

EXTENDED CARE PROGRAMS
The Extended Care Program at St. John's provides before and after school care for children enrolled in preschool through grade eight. Planned activities complement the mission and purpose of the school and family. Students may be enrolled on a part-time, full-time, or drop-in basis.
Before School – Children may arrive any time after 6:45 a.m. on school days. Children are dismissed from the morning session at 8:20 a.m.
After School – Afternoon care begins at 3:15 p.m. and continues until 6:00 p.m. The activities revolve around playground fun, games, manipulatives, arts and crafts.

REQUIRED EXAMINATIONS
Required health examinations and immunizations are submitted at time of enrollment. The State of Illinois requires that students be excluded from school if requirements have not been met by October 15th.

- ***Physical examinations*** are required for all new students, pre-school, pre-kindergarten, kindergarten and 6th grades.
- ***Dental examinations*** are required for all new students, kindergarten, 2nd and 6th grades.
- ***Eye examinations*** are required for all new students and kindergarten.
- ***Annual Sports* examinations** are required for ALL athletic participants.

Student Immunizations- All students will be required to complete all immunizations as required by law. Completed medical forms must be in the school office by the first day of school.

Screening Tests- Vision and hearing screening tests will be conducted on an annual basis at the required grade levels.

Health Records- Height and weight records are maintained for each student. Maintenance of the health record is done in cooperation of the teacher and parent by reporting communicable diseases, injuries and other health problems to the office.

Ill Students- Children should not be sent to school when the child is sick. Any symptoms such as fever, diarrhea, rash, vomiting, etc. should keep the child home until at least 24 hours after symptoms have ended.

- If a child becomes ill or seriously injured at school, the parent will be called so that the child can be picked up immediately.
- **Returning to School -**Children returning to school after an illness should present a written note from the parent or physician stating the reason for the absence and any further instructions. ***Communication can also take place via a phone call to the school office or emailing.***

MEDICATION

School Liability

St. John's Lutheran School and its personnel incur no liability (except for willful and wanton misconduct) for injuries occurring when administering asthma medication, an epinephrine auto-injector, an opioid antagonist or other prescription medications

Prescription Medications will be administered to a child only upon receipt of the "Authorization and Permission for Administration of Medication" form (available from the office). Medication must be in the original container with the student's name, name of the medication, date, instructions for use, and the physician's name.

Self-administration and/or self-carry of Asthma medication, Epinephrine injectors, and Diabetes/Seizure Medication

The school allows the self-administration and/or self-carry of asthma medication, epinephrine injectors, and diabetes/seizure medication upon receipt of the necessary documents

Asthma Medication

The school has on file the following for each student with asthma medication:

a) signed parent permission notification
b) the prescription label, which must contain
    i. the name of the asthma medication.
    ii. the prescribed dosage; and,
    iii. the time or circumstances in which the medicine is to be administered.
c) the school requests annually an asthma action plan from the parents or guardians.

The school requires that all staff members who work directly with pupils with asthma to complete every two years an in person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

Epinephrine Injectors

The school has on file the following for each student with an epinephrine injector:
Written authorization from the student's physician (assistant) or advanced nurse practitioner containing the following information.

i. The name and purpose of the injector.
ii. The prescribed dosage.
iii. The time or circumstances in which the injector is to be administered.

Diabetes/ Seizure Medication

The school has on file the following for each student with diabetes medication:

a) A signed parent permission notification.
b) A signed physician diabetes care plan that also carries a parent signature.

All school employees receive training in the basics of diabetes care, how to identify when a student with diabetes needs immediate or emergency medical attention, and whom to contact in the case of an emergency. When a student's diabetes care plan requires a delegated care aide, the school requires every staff member who is taking care of a \. student with diabetes to be trained as a "Delegated care aide" by a licensed health care provider with expertise in diabetes or a certified diabetic educator.

Sunscreen

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

Over the counter medications

At no time will the staff or teachers be allowed to administer over the counter medications to a student.

Cough drops

Students will be allowed to use cough drops at school with a written note from the parent.

Medical Cannabis

The school allows a nurse or administrator to administer medical cannabis infused products to registered patients. However, administration must be done in a manner that, in the school administrator's opinion, does not disrupt the educational environment or expose the product to other students. The school **may** also allow for self-administration under the direct supervision of a nurse or administrator. In either case, administration is contingent upon receipt of the required documents. The school shall have on file the following for each student with prescribed medical cannabis:

a) written authorization from the parent or guardian specifying the time or circumstances in which the product must be administered.
b) a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver).
c) a copy of items a) and b) on file in the school's office.
d) if applicable, the yearly reauthorization from a parent or guardian for a student to self-administer.

The medical cannabis is stored at all times in a manner consistent with store of other student medications **and** may be accessible only by the school nurse or school administrator.

Administration of medical cannabis is permitted in the following circumstances:

a) While on school premises.
b) While at a school-sponsored activity; or,
c) Before or after normal school activities, including while the student is in before-school or after-school care on school-operated property or while the student is being transported on a school bus.

WELLNESS PROTECTION AT HOME AND SCHOOL

In accordance with state and federal guidelines, the following outlines what St. John's Lutheran School does to promote healthy children and reduce childhood obesity and other illnesses.

- Nutrition posters are posted within the school.
- School policy prohibits candy and pop at lunch.
- Outdoor recess for approximately 20 minutes occurs daily unless weather is prohibitive. In those instances, the students are allowed to play in the gymnasium, their classrooms or the bowling alley for their recess period.
- Physical education is taught twice weekly incorporating team and individual sports.
- Students are able to participate in several extracurricular sports including basketball, volleyball, track and cross country.
- General health, including dental health is incorporated into the curriculum starting in first grade.
- Height and weight of each student is measured and recorded on a bi-annual basis.

Good health habits need to start at home and be reinforced at school. We ask you to stress these basic good health habits at home so that we may reinforce them at school.

1. Teach your child to wash his/her hands with soap and properly dry them before eating.
2. Make sure your child keeps a regular age appropriate bedtime.
3. Encourage exercise and regulate television viewing, video game playing and computer time.
4. Instill proper eating habits and table manners. See that your child brings a well-balanced lunch to school. *CANDY, GUM AND SODA POP ARE NOT ALLOWED IN SCHOOL LUNCHES*.
5. Teach your child to brush his teeth after meals and at bedtime.
6. Teach the use of the toilet in a sanitary manner followed by hand washing.
7. Teach your child to blow his nose properly and to dispose of tissue in the wastebasket afterward.
8. Teach your child to cover his mouth when sneezing and coughing.
9. Encourage good posture in sitting and standing.
10. Teach your child good grooming habits. A daily bath, clean hair and nails, and clean properly fitting clothes are a responsibility of all citizens.
11. Teach your child to use drinking fountains properly.

FIRST AID AT SCHOOL

NO TREATMENT OTHER THAN IMMEDIATE FIRST AID WILL BE GIVEN BY SCHOOL PERSONNEL.

Please keep the school informed with current telephone numbers for home and employment of parents and emergency contacts.

COMMUNICABLE DISEASES

Please notify the school immediately when you are certain your child has a communicable disease. This should be verified with a physician. The school will notify the families of other children in the class or extended care so that they can watch for signs of illness in their child.

According to the Illinois Department of Public Health requirements, children are to be excluded from school according to the following recommendations or longer if recommended by the family physician.

CHICKEN POX: Incubation period is 10-21 days. A sudden onset of mild fever, uneasiness and itchy rash progresses to lesions that last 3 to 4 days before scabbing. The disease may be transmitted one to two days before onset of rash, through the first four to five days.

A child is to be excluded from school for not less than five days after the first eruptions or until all spots have crusts, whichever is later. Exposed children may attend school.

GERMAN MEASLES/RUBELLA: Incubation period is 14-21 days. A low-grade fever, uneasiness, swollen glands and upper respiratory illness (cold) precedes the rash of small pinkish-red blotches, beginning behind the ears and on the face. The disease may be transmitted one week before and one week after the onset of the rash.

The child is to be excluded from school 7 days after the rash onset. Exposed children may attend school.

MEASLES: Incubation period is 7-18 days. Starts like a cold with higher fever, watery eyes and runny nose, sometimes sneezing and coughing. Rash occurs third to fifth day after onset of fever and is composed of groups of red blotches on the face which spread downward onto body. Rash last 4-7days. Highly communicable from slightly before the beginning of the cold like symptoms to four days after the appearance of the rash.

The child is to be excluded from school until four days after the appearance of the rash. Exposed children may attend school.

MUMPS: Incubation period is 12-26 days (commonly 18 days). Fever, nausea, pain and swelling around jaws, in front of and behind ears. Disease may be transmitted from six days before the onset of symptoms for nine days after developing swelling.

The child is to be excluded from school until nine days after the onset of swelling. Exposed children may attend school.

PINK EYE: Incubation period is 1-3 days. Symptoms include pink/redness of the eye, with white or yellow discharge on the eyelids; eye pain, or redness of the eyelids or skin surrounding the eye. Pink eye is transmitted by direct contact from the upper respiratory tracts of infected persons, from contaminated finders and other articles.

The child is to be excluded from school until 24 hours after treatment begins.

SCARLET FEVER AND STREP THROAT: Incubation period is 1-3 days. Sudden onset of fever, sore throat and rash which appears as pinpoint bright red dots first seen on the neck and upper chest. (These are not always present. Strep throat is scarlet fever without a rash). Disease is transmitted person-to-person by direct contact with nasal secretions, by ingestion of food contaminated by an infected food handler's nasal secretions, or streptococci present on the skin.

Isolation is required until 24 hours after the child receives the first dose of antibiotics. The child may return to school when fever has been gone for 24 hours providing that the nose, glands, throat and ears are normal upon inspection by a physician. Exposed children may attend school.

HEAD LICE: Incubation is 7-10 days. Symptoms include scratching of the scalp and pinpoint gray-white eggs (nits) attached securely to the hair shaft. Lice or nits must be destroyed by treatment. A second application is recommended 7 to 10 days following the first treatment.

Lice are transmitted by direct contact with an infested person, clothing or article. Students must be excluded from school until the day after the first shampoo, lotion or cream rinse is properly applied, and no nits are present.

CONCUSSION POLICY

Concussions received in and out of school are a serious diagnosis that must be monitored carefully due to both short-term and long-term potential consequences. St. John's Lutheran School recognizes the importance and priority of students that may suffer a concussion at any time. The following outlined protocol is to ensure safety for the child who has received a concussion. It must be coordinated between faculty, the child and family. and their primary care giver or specialist diagnosing the concussion:

1. The principal appoints a concussion oversight team. Clef School Nurse, Pat Braun is automatically a member of the team.

2. A child with symptoms of concussion happening at school goes to the school nurse or trained adult staff or faculty to express symptoms or a possible concussion if an incident was not witnessed. If the child experiences a potential concussion in a school activity (sports related, playground, classroom) they must be removed from the activity and sit quietly until they can receive further evaluation. If the child receives an out of school concussion, the school must be notified as soon as possible. Both in and out of school received concussions require clearance from a licensed physician, nurse practitioner, or medical specialist before the child returns to school. The school nurse and/or faculty must be notified to assist with monitoring the child.

3. The school distributes a brochure to any family whose child may have sustained a concussion, regardless of whether or not the concussion occurred while the child was participating in an interscholastic athletic activity. The Illinois Department of Public Health provides a series of customizable concussion handouts and posters via the Centers for Disease Control (CDC). The handouts are available at https://www.cdc.gov/headsup/resources/custom.html

4. Once back in school, the following assessments are made each day by the school nurse and /or faculty. A child is assigned a level when he returns to school or school is notified of concussion

and gradually progresses to the top level. Each level or stage should be approximately 24 hours or longer. If symptoms reoccur, the child would return to the previous stage. Consult with the parent, primary provider (Pediatrician or Nurse Practitioner) or specialist may be done if questions or if the child has reoccurring symptoms:

Return to Learn (Levels 1-5) and Return to Play (Level 4) Policies

The principal/director or designee appoints a person or persons to implement the return to learn and return to play policies. This person(s) may not be the coach of an interscholastic athletic team. The principal/director or designee is responsible to supervise that person(s).

Level 1: No school

Complete Cognitive Rest

No screen time, No reading, No physical activity.

Level 2: Modified School Attendance with Accommodations

Students will observe.
Allow visit to the nurse as needed or symptomatic.
Reduced academic engagement.
Shortened task duration of 10-20 minutes.
No physical activity.
No tests, no homework.
Frequent breaks as needed.
Allow extra time between classes.
Limited exposure to loud environments.

Level 3: Full Day Attendance with accommodations

Gradual increase of Cognitive Demands as Tolerated

Students will actively engage.
Prioritizing assignments and tests; quizzes.
Limited exposure to loud environments.
Allow extra time for text/ in-class assignment completion.
Breaks as needed.
Allow visits to school nurse as needed.
Focus on content and basic essential learning.
Extended time allowance for homework.
Increased task duration of 20-40 minutes.
No physical activity.

Level 4: Full Day Attendance without Accommodations

Full Cognitive Engagement

Removal of accommodations.
Return to physical activity as specified by primary health care provider (Physician or Nurse Practioner).
Each day and progression of level must be documented by the school nurse or assigned.
faculty member as well as any communication with parent/family or health care provider.

ATHLETICS

The Lutheran Schools League competes in boys' and girls' basketball, volleyball, bowling, cross country, track and cheerleading.

PURPOSE OF ATHLETICS AT ST. JOHN'S

The aim of St. John's athletic program, in accordance with the school's philosophy, is to develop and foster each student spiritually, mentally, emotionally, socially, and physically. Students are encouraged to be the best that they can be by doing the best they can do, at all times to the glory of God. Athletic games will be played so the team has a chance of winning. The competitive nature of the Lutheran Schools League brings with it the probability that all players will not play in every game. An attempt will be made to give each player some playing time over a series of several games.

GOALS

The goals of the athletic program at St. John's are to:

1. Glorify Jesus Christ in all that is done on and off the field and/or court.
2. Understand that the use of physical skills can be a form of worship and praise to God.
3. Help students realize and appreciate the importance of other people in their lives and the value of working together cooperatively with them.
4. Help students improve their decision-making skills in competitive situations.
5. Encourage students to express emotions while keeping those same emotions under control.
6. Improve the overall physical condition of students.
7. Provide a positive experience for students that encourages life-long enjoyment of sports and recreational activities.
8. Develop and foster in the students a sense of responsibility, teamwork, leadership, and good sportsmanship.

RESPONSIBILITIES

Athletic Director:

1. Manage the overall operation of the athletic program.
2. Work to ensure that the athletic programs/contests are consistent with the goals of St. John's.
3. Provide leadership in raising funds for athletics through various activities and programs.
4. Purchase athletic equipment and uniforms, and provide for storage and distribution.
5. Secure officials for athletic events.

Head Coach:

1. Manage all aspects of his/her particular sport in accordance with the rules and policies of the school.
2. Works with the students to insure their physical, spiritual, and emotional development.
3. Assigns duties to the assistant coach.

Players:

1. Show respect for team members, opponents, coaches, officials, and school property.
2. Keep the terms of the player contract.
3. Conduct him/herself in the proper manner in school and during school activities.
4. Turn in work on time as assigned by the teacher.
5. Follow normal school rules and consequences.

The use of illegal substances is strictly prohibited! Violation of this or anything listed above will result in suspension from the team and possible disciplinary action including expulsion from the school.

A PARENT'S ROLE TOWARDS THE ATHLETE

Parents strongly influence their children's attitude toward participation in athletics. The following are some of the ways they can help their children in athletics:

1. Modeling and fostering a Christian attitude.
2. Assisting the child to establish proper priorities with respect to church, family, peers, study, practice and play.
3. Supporting the athlete and team without being overzealous or critical of coaches and/or officials.
4. Sharing any concerns privately first with the coach or person involved, and then the Athletic Director or principal if necessary.

PRACTICES AND GAMES

1. The total practice time for the varsity team should not exceed eight hours per week.
2. Junior varsity practice time should not exceed six hours per week.
3. A given practice period is not to exceed two hours.
4. Practice schedules will be posted on the calendar on the St. John's website and in the *Parent Bulletin*.
5. When there are worship services at St. John's, practices may not be scheduled in such a way as to make it difficult for parents, coaches, or team members to attend those services.
6. Arrangements for transportation to and from practices and games are the responsibility of the player and parents. Transportation arrangements must be made in advance. Students will be allowed to call only if a game or practice is canceled or changed because of weather or other unforeseen circumstances.
7. Wilson Park may be used for practices or games. The students will go with the coach to the park, and be picked up at school or the park as announced by the coach the day prior to the practice.
8. Student athletes are allowed to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

ATHLETIC ELIGIBILITY PHYSICAL FORM

A physical examination form completed within the last 395 days, signed, and dated by a physician is required each year a student participates in the athletic program. The form must be on file in the office before the student will be allowed to practice.

CONCUSSION INFORMATION DOCUMENT

All students who participate in interscholastic athletic activities are required to have on file an information document (which form has been approved by the Illinois High School Association) about the school's policy on concussions and head injuries that has been signed by the student and the parent/guardian prior to the student's participation in athletic practices or competitions.

CONCUSSION TRAINING

All coaches and game officials take concussion training for and have a certificate of completion on file.

PLAYER CONTRACT

At the start of each year, the athlete and parent must read through and sign the contract. There are emergency numbers on this form and the coach will carry these at all times. The athlete will not be allowed to participate in games until the contract has been received.

CLASSES

If an athlete is to practice or play in a game, he/she must have participated fully in gym classes (if offered) and ***all*** other classes that day.

ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

Extracurricular activities require the presence of all people for the team or group to be complete. Absence from practice may result in a student being excluded from the activity based on the discretion of the coach, the principal, and/or the athletic director

MENTAL HEALTH RESOURCES

Crisis and Referral Entry Services (CARES)

- 800-345-9049 (Available 24/7)
- Mental health crisis calls for Illinois children and youth

Illinois Call4Calm Text Line

- Text TALK to 552020 for English or HABLAR for Spanish (Available 24/7)
- Anonymous

Crisis Text Line

- Text HOME to 741741 to connect with a Crisis Counselor
- 24/7 support to anyone in any type of crisis
- https://www.crisistextline.org

Disaster Distress Helpline

- 800-985-5990 (Available 24/7)
- Text: TalkWithUs to 66746
- Support for emotional distress related to natural or human-caused disasters
- Disaster Distress Helpline

https://www.lcms.org/social-issues/mental-health

SCHOOL COVENANT/HANDBOOK SIGN OFF FORM

The final page of this handbook is a school covenant. All parents/guardians and students (K-8) are to sign and return the form to the school office. Signing the covenant is stating that you have read the handbook which effectively communicates the policies of St. John's and summarizes your families' role in our school community. Please contact the principal if you have questions or concerns.

ST. JOHN'S LUTHERAN SCHOOL
SCHOOL COVENANT/HANDBOOK SIGN OFF FORM

At St. John's Lutheran School, we believe that education is a partnership between the school, the home, and the student. As members of the St. John's family, we are called to live and work together in the grace and love of Jesus Christ. We recognize that each person is a beloved child of God and commit ourselves to creating a Christ-centered community where students can grow in faith, knowledge, character, and service.

As a Teacher/Staff Member/Administrator at St. John's I will:

- Model the Christian life through worship, prayer, Bible study, and service
- Treat students, families, coworkers, and others with kindness, dignity, patience, and respect
- Recognize and honor each student as a beloved child of God, helping each child discover and develop his or her God-given gifts and potential
- Create a safe, nurturing, and welcoming environment that supports the academic, emotional, social, and spiritual growth of every student
- Build strong partnerships with parents through consistent, timely, respectful, and professional communication
- Keep the best interests of each student at the center of my decisions and conversations
- Address concerns directly and constructively, seeking understanding and reconciliation rather than allowing conflict to divide our school community
- Admit when I am wrong, seek forgiveness, and extend forgiveness to others
- Continually grow in my professional knowledge, teaching practices, and spiritual life
- Serve with humility, excellence, and joy, remembering that my work is a ministry to the children and families of St. John's

As a Parent/Guardian of a St. John's student I will:

- Treat students, teachers, staff, administrators, and other families with kindness, dignity, patience, and respect.
- Partner with my child's teachers and the school to support my child's academic, spiritual, social, and emotional growth.
- Communicate with teachers and staff in a timely, respectful, and constructive manner.
- Seek to understand before making assumptions and recognize that teachers, staff, and parents are working together for the good of each child.
- Follow the Matthew 18 principle by addressing concerns directly with the person involved and seeking resolution in a spirit of Christian love.
- Support the teachers, staff, and administration by respecting their roles and following the policies and procedures outlined in the St. John's Lutheran School Handbook.
- Encourage my child to take responsibility for his or her choices, work, relationships, and behavior.
- Provide an environment at home that supports learning, including adequate rest, nutrition, preparation, and a suitable place to complete schoolwork.
- Ensure that my child arrives at school on time, prepared, and ready to learn.
- Communicate with the school when my child is struggling and work collaboratively with teachers and staff to determine appropriate support.

As a Student at St. John's I will:

- Remember that I am a beloved child of God and treat others as God's children.
- Worship God through chapel, religion class, prayer, and participation in the life of the church.
- Speak and act with kindness, honesty, respect, and self-control toward my classmates, teachers, staff, and visitors.
- Follow the directions of my teachers and observe classroom and school expectations.

- Take responsibility for my choices and actions, admit when I am wrong, ask for forgiveness, and forgive others.
- Work hard and persevere, especially when learning is difficult, and ask for help when I need it.
- Encourage, include, and support my classmates rather than tearing them down.
- Care for our school, classroom, and the property of others.
- Use technology, social media, and other forms of communication in ways that honor God and respect others.
- Look for opportunities to serve my school, my church, my family, and my community

As members of the St. John's family, we recognize that we are called to live and work together in the grace and love of Jesus Christ. We commit to supporting one another, extending forgiveness, seeking reconciliation, and encouraging one another to grow in faith, knowledge, and service. Together, we will strive to make St. John's a place where every student, family, and staff member knows they are valued, respected, supported, and loved.

_____	_____
Family Name	Student Signature(s) (Grades K-8)
_____	_____
Date	Parent Signature(s)