

ST. JOHN'S LUTHERAN SCHOOL
MIDLAND, MICHIGAN



ST. JOHN'S
M I D L A N D

STUDENT/PARENT HANDBOOK

2024-2025

(APPROVED BY THE BOARD OF CHRISTIAN DAY SCHOOL ON June 7, 2022)

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Welcome

We here at St. John's Lutheran School are excited that you are seeking to partner with us in the education of your child. Together with the Church, we at St. John's Lutheran School, desire to assist and support you in the task of raising faithful, respectful, well-educated, Christian young people. In Proverbs 22:6, God promises: "Train a child in the way he should go, and when he is old he will not turn from it."

It is important for you to become familiar with this handbook. Remember, the Student/Parent Handbook may not cover every existing situation, but merely the basic, general areas. Students and parents should read the handbook together and become familiar with it.

St. John's Lutheran School is dedicated to providing not only an academically challenging curriculum, but also to nurturing the spiritual needs of our students with a deep, abiding understanding of the Word of God. All children must be given the opportunity to thrive spiritually and academically, to their fullest potential. We all need to remember that children learn what they live and live what they learn. Our prayer is for students to enhance their lives spiritually and academically at St. John's Lutheran School.

St. John's Lutheran School Purpose Statement

St. John's Lutheran School exists to provide Biblical Christian Education in the context of an active Christian community that will prepare students for lifelong discipleship.

The distinctive nature of this education is seen in a commitment to provide classroom study of the Bible as well as a commitment to teach and exemplify Christian living. We believe this commitment to put Christ first in our school provides the best environment to pursue academic learning. We are strongly committed to excellence in core academic subjects, as well as providing students with the broadest possible exposure to the arts, athletics, competition and servanthood.

As a mission arm of St. John's Lutheran Church, we are called to proclaim the Gospel of Jesus Christ and to make disciples of all people. (Matthew 28:20)

St. John's Lutheran School is committed to:

1. Striving for and maintaining the highest possible academic standards, integrated with and related to the teaching of God's Word;
2. Assisting parents in raising their child(ren) in a Christ-centered atmosphere according to the Biblical principles as expressed in the Lutheran Confessions;
3. Encouraging the development of Christian relationships with others in the home, the school, the church, and our community;
4. Teaching love, honor, and respect for our country, its leaders, and its people by word and example;

5. Assisting children in the discovery, development, and use of their unique God-given gifts as they come to appreciate themselves as children of God;
6. Providing opportunity for students to develop life-long, healthy life styles, including positive outlets for physical activities and nutritional eating habits;
7. Encouraging students to pray, worship, witness, and become disciples for the Lord in their daily living;
8. Strengthening the congregation, as well as the church-at-large through the training of its members; and,
9. Seeking, reaching, and inviting the unchurched into our caring, committed community of Christian believers.

“The Lutheran School is not a private affair. It does not belong to the teachers, or parents, or voter’s assemblies. The Lutheran school is God’s. It is God’s mission.”

**Missouri Affirmation
Lutheran Church- Missouri Synod**

Parents, Students, and the School

God commissions parents to teach and nurture their children. In the best interest of the child, a Christian home will desire to work closely and cooperatively with the school. It has been our experience that successful and effective Christian families share some common characteristics, as noted below:

- Attend worship services regularly and partake of the Lord’s Supper
- Pray together
- Commit to regular study of the Bible
- Involve your children in planning and participating in family devotions
- Support the work of the church according to your God-given abilities
- Plan for your family’s present and future spiritual and physical needs
- Provide healthy dietary choices
- Supervise both planned and spontaneous recreational activities
- Monitor TV, music, and electronic game choices as well as computer time and web sites visited by young people
- Know what and how much your child reads
- Support, praise, and reward your child’s successes and accomplishments
- Know and support your child(ren)’s teacher and school
- Become part of your child(ren)’s school, participating in academic, extracurricular, and social activities (PTS)
- Know what is required of your child(ren) at school. Monitor your child(ren)’s assignment book, review completed assignments, periodically consult with

- your child(ren)'s teachers and attend Parent-Teacher Conferences to review educational progress
- Provide time and a quiet place for your child(ren) to study. Check your child(ren)'s school progress regularly
 - Support the mission of the school and the church by attending school activities and events and encouraging your child(ren) to carry out their responsibilities in church and school activities (i.e., confirmation commitments, acolyte responsibilities, as well as choir, band, plays, and sports).

Accreditation

The Board of Christian Day School is committed to providing the best in academic Christian education. In keeping with this commitment, St. John's Lutheran School undergoes stringent evaluation of its programs every 5 years by the National Lutheran School Accreditation Committee, as well as the Michigan Association of Non-Public Schools Accrediting Association. Most recently, we have completed that evaluation in 2018, and we are again very pleased to have been fully accredited.

Attendance

The school day begins at 8:00 A.M. and ends at 3:00 P.M. In accordance with state law, all students are held to regular school attendance. School attendance is taken by the homeroom teacher each morning, and any absences are reported to the school office. If your child is absent, please send a message or phone the office by 9:00 A.M. If contact is not made with the parent or guardian, then the student will be considered absent with an unexcused absence.

Tardiness:

The official start time of school is 8:00 AM. If a student arrives at school after this time, but before 8:30 AM, he or she is considered tardy. Students who are tardy must check in at the office with either their parent or guardian or a note from their parent or guardian. The student is allowed up to 5 tardies per quarter. On the sixth tardy, the family will be charged a \$ 10 excessive tardy fee, to be added to their school bill. The principal will need to speak with the student and the parents. If the student continues to be tardy, the family will be assessed another \$ 10 excessive tardy fee. The principal will then schedule a meeting with the student and parents to discuss the tardies.

Absences

If a student is in school for a minimum of 3.5 hours on any given day to be considered present for a half day. If a student is in school for a minimum of 6 hours, he or she will receive credit for a full day. Please use the following chart as a guide:

Arrival Time (in the classroom):

Before 8:00	Full Day Credit, No Tardy
Between 8 and 8:30	Full Day Credit, Tardy
Between 8:30 and 11:00	Half Day Credit/Absence
After 11:00	Full Day Absence

If a situation arises, please feel free to contact your child's teacher or the principal to work out any special arrangements.

Half Days of School

According to the state, half days of school are credited as whole days in regard to attendance. If a student is absent on a scheduled half day, he or she will be considered absent for one (1) day.

Excused and Unexcused Absences

A good rule of thumb here is this: if an excuse is given by a parent or guardian, then it will be excused. If not, then it will be considered unexcused. During an unexcused absence, the student will receive a zero (0) for any assignments missed or not turned in.

Early Pick up

For safety reasons, a student will not be released to someone who is not listed on the Emergency Contact Card. If a student is to be picked up by someone other than his or her parent or designee listed on the emergency card in the office, please call the office or send a note explaining the situation. The parent or authorized designee, will need to sign the child out at the office, and he or she must provide photo identification.

Extended Absences

If an extended absence is necessary due to an illness or similar event, the parent and teacher shall work together to come to an agreeable solution. If necessary, the principal may be involved.

Family Vacations, etc. (Extended Absences of a Non-Medical Nature)

When planning family vacations please consult the school calendar. Long weekends and extended vacations are built into the schedule. Please make every effort to use these vacation days for your travels.

Teachers are not expected to "make-up" lessons with a student all that was missed during a family trip. Furthermore, while some advance homework may be provided by the teacher, it is not always possible or advisable to project all work. If you request work, please do so in writing a minimum of five days in advance. All work is expected to be completed and turned in the day the student returns. Incomplete or missing work, according to the teacher's discretion, could result in a 0. Any additional

work the student missed while on vacation will need to be completed within 3 days of returning to school. Students are expected to maintain daily classwork expectations upon their return to class. Please stay in contact with your student's teacher in regard to this matter.

How many days are too many to miss?

A good rule of thumb to remember is 5 days per quarter. When a teacher sees that a student has reached 5 absences in a quarter, he or she will inform the principal.

Are they sick? Should I send them to school?

One of the problems most often confronting parents of school age children occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school. The information here is not intended as medical advice but is merely designed to provide guidelines to be followed until your doctor can be contacted for his or her opinion. This should be done without delay.

Fever

No child should be sent to school with a fever over 100. Do not allow the child to return to school until he or she has been free of fever for 24 hours.

Cold, Sore Throat, Cough

The common cold presents the most frequent problem to parents. A child with a "heavy" cold and a hacking cough belongs home in bed, even though he or she has no fever. If white spots can be seen in the back of the throat or if fever is present, keep him or her home and call your doctor.

Rash

A rash may be the first sign of one of childhood's many illnesses. A rash or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash or "spots" to school until your doctor has said that it is safe to do so.

Diarrhea/ Vomiting

Consult your doctor if your child has a stomach ache which is persistent or severe enough to limit his or her activity. A child with diarrhea should be kept at home. If vomiting occurs, keep your child home until he or she can keep food down. Call your doctor if prompt improvement does not occur.

Board of Christian Day School Policy Manual

The Board of Christian Day School maintains a policy manual. This formal manual is available to anyone wishing to review or examine it. Those wishing to do so may see the Principal, Pastor, or Board of Education Chairperson.

Book Bags, Backpacks, and Gym Bags

All bags of this nature are to be kept in the student's locker (5th through 8th grades) or on the hooks in the closets assigned for student use during the school day.

Cafeteria, Food, and Snacks

While we invite you to visit during lunch hours, we must ask that you limit bringing in fast food lunches. Please do not allow your child to bring in any kind of soda pop or energy drink for use during the school day.

Food is not allowed in the classrooms, unless there is a special occasion. No food or drink may be consumed on the playground.

Students are allowed to bring water bottles for use in the classroom with permission from the teacher. These must be closeable, and not present a distraction to the learning environment.

As a safety measure, **NO GLASS** containers are allowed at school.

Account Balance

Two times per week the students will have an opportunity to order lunch from an outside source. The students will receive an order form prior to the ordering day. In order for your student to receive lunch on those days, the order form must be turned in by the due date to ensure order accuracy. Milk is available for purchase every day.

The lunch account must be paid in advance and must be maintained with a positive balance. If the balance becomes negative, the student will be granted 3 additional meals and the parents will be notified via a letter and/or phone call. After the 3 additional meals, the student will need to bring his or her own lunch until the account is brought up to date with a positive balance.

Nutrition Standards

Our school will encourage students to make informed nutritional food choices through Health Education.

Wellness Policy

St. John's Lutheran School is dedicated to creating a healthy educational environment that enhances the development of lifelong wellness practices, which promote healthy eating and physical activities that support student development and achievement.

Campus Security

For the safety of our students and staff, ALL visitors must stop and register at the church office and receive a visitor's badge. Visitors are asked to notify the church office when they leave. The administration also reserves the right to deny a visitor access to the building, if, in the judgment of the principal, it would be detrimental to the educational process and/or disruptive to staff or students.

Door Opening Procedures

The gym lobby doors will be locked.

The south most main church entrance door (Carpenter St. side) will be open around 7:30a.m. and locked at 2:00 p.m. This will be the only accessible entrance during the school day. When picking up from Extended Care, please use the gym lobby entrance door on Reardon Street, which is the designated pick-up area.

All other doors will be locked at all times.

If you arrive late to school, you are asked to enter through the church entrance. Please do not come to the gym lobby doors and knock on them. This interrupts the classes that are near those doors.

The doors from the lounge into the school will be locked throughout the school day as well. This will allow for controlled access to the school portion of the building. You will need to press the buzzer, near the kitchen entrance, to be granted entrance into the school.

The lounge is closed during lunch so please go to the church office and the church secretary will call the kitchen for access.

Christian Discipline at St. John's Lutheran School

Discipline is not administered in a spirit of vengeance, or with a thought of retribution. The child will be guided toward the achievement of behavior controls which assist the child in becoming a citizen who will grow in favor with God and man. Christian discipline always has the good of the child uppermost in mind. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love for the Lord Jesus, and love for the child.

School and Classroom Rules and Discipline

Each teacher is charged with creating a positive classroom atmosphere which is conducive to learning and maintaining order. The teachers will devise their own classroom rules and will ensure that the students know and understand these rules. Teachers will normally handle many discipline issues in the classrooms; however, some factors, including but not limited to the following, may increase the seriousness of an incident:

- Prior conduct. We know that once we are forgiven for something it is washed away. But, for safety's sake, we will need to monitor records and look for behavior patterns.

- Student attitude. If a student does not show a Christian attitude, then the offense may be a sign of more significant problems.
- Willingness to amend is the necessary Christian attitude.
- Seriousness of the offense. Depending on the incident, a teacher may send a student to the principal's office immediately.
- Repetitiveness. If a student has done the same or similar action multiple times, then he or she is not sorry for it. The last step of an apology is to seek to never do it again.

A teacher has many options at his or her disposal for dealing with minor classroom control problems. These actions are supplementary to the school disciplinary code and may include, but are not limited to, the following: verbal reprimand, teacher-student-parent conference, separations from the main group, writing an essay on specific proper conduct, privilege denial, giving zero scores, referral to the principal, or other creative actions. Detentions will also be given out for misbehaviors.

Every effort will be made to contact the parents about disciplinary action; however, it must be kept in mind that one of the primary objectives of St. John's Lutheran School is to instill a sense of Christian responsibility in students. Students are expected to communicate with parents regarding the issuance of disciplinary actions.

School Rules: Basic Guidelines for life at SJLS

- 1- Respect God at all times in personal daily living, showing thanksgiving for blessings bestowed on you as God's Redeemed. (You shall have no other gods).
- 2- Respect God and fellow students by using language becoming a Christian. Language which insults God's creation, profanity, or other "street language" will not be tolerated. (You shall not take the name of the Lord in vain).
- 3- In chapel or in any worship setting, behavior which dishonors God or makes it difficult for others to worship God will not be tolerated. Faithful, weekly church and Sunday school attendance is required by God. (Remember the Sabbath day to keep it holy).
- 4- A student should respect God by honoring and obeying their teachers or adults who are placed in authority over them. Back talk, disrespectful side remarks, and disruptive or rude conduct will not be tolerated. Gum, toys, knives, or electronic items are not to be brought to school. Such items will be collected by the teacher. (Honor your father and mother).
- 5- A student should respect God by controlling his or her anger, and humbly take his or her place among his or her fellow students. Fighting, possessing weapons, picking fights, bullying, and the like will not be tolerated. The possession or use of alcoholic beverages, tobacco, or drugs of any kind (including prescription medication or over-the-counter type medication kept in the student's possession), or fireworks in any form are illegal. Such possession or use will warrant immediate suspension from school. (You shall not kill).
- 6- Gestures, jokes, pictures, and statements which are sexually insulting to God's creation will not be tolerated. (You shall not commit adultery).
- 7- A student should respect God and his or her fellow man by respecting the rights and property of others. Stealing property from others, "borrowing" without

asking, or destroying property will not be tolerated. The care of personal property and school property is required at all times. Cheating on schoolwork in any way is a form of stealing information and someone else's knowledge. This is against school rules, and a sin against God's law. (You shall not steal).

- 8- Lying, and all forms of malicious tale bearing designed to hurt others will not be tolerated. Children of God will want to build up the good names of others, rather than tear them down. (You shall not bear false witness against your neighbor).
- 9- All students should respect each other as children of God, therefore eliminating the feeling of jealousy for something belonging to a fellow student. Children of God will work to help each other keep what they have worked for, not to craftily seek to obtain it through any means. (You shall not covet your neighbor's house, wife, manservant, maidservant, cattle, or anything else that belongs to your neighbor).

Detention Guidelines

DETENTION GUIDELINES – PER YEAR

- 1) 3 detentions – one day in-school suspension/meeting with principal, teacher(s), and parents
- 2) 3 additional detentions – two day out-of-school suspension/meeting with pastor, parents, and principal – notify Board of Christian Day School that this level has been reached
- 3) 3 more detentions – schedule a hearing with the Board of Christian Day School and the student will be eligible for expulsion from school

SOME BEHAVIORS THAT WILL RECEIVE DETENTION:

- dress code violations (after one warning and parent notification)
- inappropriate usage of phone or electronic devices (after one warning and parent notification)
- being unprepared for class (missing *or late* assignments) – (after warning and parent notification) Two (2) missing or late assignments will result in detention and , each two (2) subsequent missing or late assignments will result in detention.
- cheating/plagiarism (will also receive a 0% on the assignment)
- disrespectful, rude, or loud behavior in or out of the classroom (including but not limited to: hallways, church, playground, gym and parking lot)
- defiance, lying, or disrespectful behavior to teachers, staff, volunteers, or other people in authority
- disrespectful, rude, or loud behavior at any school event or off school grounds (such as field trips, sporting events, music events, or academic events)
- inappropriate language or profanity
- bullying or harassment
- vandalism and willful destruction of any school property
- threat or use of physical violence
- stealing or dishonesty
- other behaviors as listed in the St. John's Board of Christian Day School Policy Manual

DETENTION ADMINISTERED:

Detention will be administered by the teachers on a rotating schedule. It will be on Wednesdays from 3:00-4:00 pm. Any student given detention will not be allowed to participate in any sporting events, practices, or other extra-curricular activities on the day which the student will be serving the detention.

Discipline Process

The Board of Christian Day School has laid out a 7- step approach to deal with misbehavior in its policy manual (Sections 630 and 631). This process begins with the teacher and ends in expulsion.

For most incidents, disciplinary actions are simple. They may include but are not limited to, the following: written assignments, cafeteria duty, confinement, learning or behavioral contracts, and class closings. At times, a suspension or even an expulsion may be deemed necessary.

“Closed Class” Sanctions (In-School Suspension)

On some occasions, a closed class sanction may be imposed on the student. Such action restricts the student from attending class for not more than 10 days. The student will be notified that some classes are closed to him or her, the reason for it, and what must be done to regain admittance. The parent will be notified as soon as possible regarding the situation, and to schedule an appointment to discuss it further. The principal will use every means of resolving the problem and attempt to arrange for classes to be resumed as soon as possible.

Suspension (Out-of-School)

If a student exhibits chronic behaviors, or an event is of a serious or dangerous nature, a suspension may be imposed on the student in accordance with Board of Christian Day School policies. Immediate suspension will be imposed if a student is found to be a present or continuing danger to persons, property, or the academic process. If this is the case, the student will be removed from the school building as soon as possible. The parent will receive a full, written statement regarding the incident and the reasons for the suspension, the duration, and the right of review by the Board of Christian Day School.

Expulsion

In the case of expulsion, the student and parents or guardians will be notified of the reasons for the expulsion, including a full written statement of the reasons, the duration, as well as the date, time and location of the Board of Christian Day School hearing. The expulsion will not take effect until after the Board hearing; however, the student in question may be suspended until the hearing.

Board of Christian Day School Hearings

At hearings conducted by the Board of Christian Day School, the student and parent(s) or guardian(s) will have the right to make a statement and bring evidence on one's own behalf.

The student's disciplinary record, unrelated to the suspension or expulsion charge, is not admissible at the hearing. This record may be made available to the Board of Christian Day School once guilt has been established, for use in deliberations as to the penalty to be imposed.

Only the following persons may be present: the student, parents or guardians, Pastor, Board members, teacher(s), and principal.

The determination of the Board of Christian Day School as to whether a student shall be expelled or suspension upheld, shall be made after discussing the evidence in executive session. The Board of Christian Day School will notify the student and parent or guardian in writing of its final decision.

Courses of Study

Students at St. John's Lutheran School receive a well-rounded education consisting of the following areas:

Religion: Lutheran Doctrine, Bible History, Hymns, Bible Verses, Church History, and Worship.

Language Arts: Reading, Phonics, English, Spelling, Grammar, Literature, Speech, Diction, Handwriting, and Composition.

Mathematics: Number Readiness, Basic Number Concepts, Problem Solving, Equations, Basic Algebra, Basic Geometry, 9th grade Algebra, and Delta College Math Competition.

Social Studies: History, Geography, Current Events, Government, Citizenship, Michigan History, and Basic Economics.

Science: Earth Science, Physical Science, Life Science, Technology, Health Education, and Safety, CSO-Chief Science Officer.

Fine Arts: K-4th grade Music, Handbells, K-4th grade Choir, 5th-8th grade Choir, Drama (Operetta), Art, 5th grade Band, and 6th-8th grade Band.

Physical Education: Team Sports, Group Activities, Fundamental Skills, Physical Fitness, and Hygiene.

Computers: Word Processing, Spreadsheet, Keyboarding, Literacy, Internet, and Coding. New technology will also be incorporated.

We also offer many other methods of education that allow for valuable experiences for our students.

Outdoor Education: Our 7th grade students, together with pupils from other area Lutheran schools, attend an outdoor education experience each year. This program includes survival skills, water and boating safety, and the development of individual confidence, responsibility, and teamwork.

Field Trips: While there is much that a student is able to learn from his or her teacher in a classroom, there is also much that a student is able to gain from experiencing things away from the classroom. Each field trip is carefully selected to integrate with the curriculum. The teacher will send home a permission slip with the child in advance of the field trip. There is usually an extra cost involved with these field trips, and every effort is made to keep that cost to a minimum. Drivers are usually needed for these field trips as well. A valid driver's license and proof of insurance must be filed with the school office. All volunteers, including drivers for field trips, need to undergo a background check. This background check is run using an online program such as I-CHAT. Each child that is required by law to have a booster seat must provide his or her own on field trip days. Also, no child may ride in the front seat unless he or she is riding with his or her parent, or is of appropriate size and age to prevent airbag injuries.

Extended Care: A state licensed extended care program is available for children in Preschool through 8th grade, each day both before school and after school. Preschool/Kindergarten after school care is separate and runs until 4:00pm, and after school care for grades 1-8 runs until 5:30pm each day. The cost for each is \$3.50 per child per hour. Any child remaining at school after 3:15 (or 15 minutes after a school related event) will be sent to after school care at the normal hourly rate.

We are also happy to offer a before school care program. Each day, a student needs to be signed up for the following day with his or her teacher. The cost for this program is \$3.50 per child per hour. This program will be located in the Preschool room, and runs from 6:30 a.m. until 7:30 a.m. After 7:30 a.m., the students will be moved to the Lounge until the teachers escort them to the classrooms.

Special paperwork, which is different from the paperwork for school, needs to be filled out for each student that participates in the extended care program.

The Extended Care account must be paid in advance and must be maintained with a positive balance. If the balance becomes negative, the student will be granted 5 additional days supervision and the parents will be notified via a letter and/or phone call. After the 5 additional days supervision, the student will not be allowed to attend the Extended Care program until the account is brought up to date with a positive balance.

Special Education Services: Extra learning support, in the form of a learning deficiency or extension, may develop at any grade level. St. John's Lutheran School teachers can call upon Midland Public Schools to assist in the detection and diagnosis of learning deficiencies or areas where an educational extension may be needed. Working together, we may be able to assist a child in coping with a learning problem or to challenge the child educationally. We also have available to us, by request and in a limited format, resources from Lutheran Special Education Ministries to enhance the education here at St. John's. This is a Lutheran-based group that provides resources and teachers to schools across the country.

Tutoring: There may be times when a tutor is needed to assist a student in his or her academics. St. John's has contact with people who are willing to volunteer to assist our students. These volunteers go through the same background checks as other volunteers, and they are to be treated with the same respect as teachers.

Dress Code

As Christians, we are guided by a sense of responsibility to "let your light so shine before men that they may see your good deeds and praise your Father in heaven". (Matthew 5:18)

We believe that the behavior of our students is better when they dress as though school is more important than play. Studies have been conducted on this, and show that people's' attitudes change and behavior is modified by the clothing they wear. Other observations include increased self-esteem when students dress more formally. Therefore, our concerns are for neatness, cleanliness, modesty, and safety.

The following are guidelines for all students (Pre-K through 8th grade) who are attending school or any school sponsored event:

The following is required daily:

- Proper undergarments fully covered by proper clothing.
- Shoes or sandals with heel straps.
- Shirts or tops which cover the entire torso.
- Clothing which is neat and clean
- Skirts, dresses, pants, capris, or shorts, in accordance with the rules that follow.
- Socks and shoes shall be properly worn at all times.
- Proper hygiene (showers, deodorant, etc)

The following items are specifically prohibited:

- Hats or headgear of any kind worn indoors. (Hats may be worn outdoors as long as they are worn appropriately).
- Logos or other messages that are related to alcohol, tobacco, drugs, or that send an inappropriate, un-Christian, or negative message.
- Tightly fitted garments (such as yoga pants or leggings worn as pants)
- Low necklines.

- Spandex or similar garments.
- Sagging or baggy clothing.
- Open back clothes.
- Writing or logos on the buttocks area.
- Skirts, shorts, dresses, or other shorts clothing articles which are shorter than 4 inches above the middle of the knee.
- Tank tops, dresses, or any clothing with thin straps such as spaghetti straps, worn alone.
- Sleeveless shirts or dresses.
- Shirts or dresses that are off-the-shoulder or show the stomach when arms are raised above the head
- Torn or ripped clothing, including cut off shorts, or clothing that is frayed, or worn.
- Body piercing, including earrings on males, and excessive ear jewelry on females.
- Colognes or perfumes to excess. These may be an irritant for those suffering from asthma or allergies.
- Any item of clothing, jewelry, hair or cosmetic style, or accessory that the principal deems inappropriate for school.
- Pajama pants
- Crocs

Clothing Type/ Allowable Limits

Shorts, Capris, Etc.

- 4 inches above the middle of the knee is the shortest length allowable.
- Shorts and Capris may be worn from the start of the school year until November 1st, and may be worn again from May 1st until the end of the school year. (In the event of unusual weather, the principal may extend or shorten these dates).

Shirts and Tops

- Must cover the waistband of the pants when arms are raised over the head.
- Must be modestly tailored around the arms.
- Must present a positive attitude.
- All logos must follow the guidelines listed previously.

Sweatshirts and Sweaters

- No logos as listed above.
- "Hoodies" are allowed, but hoods are to remain off the head during the school day.
- If a sweater is used to cover a shirt, the shirt must comply with the dress code.

Shoes and Footwear

- No flip-flops or Croc type shoes.
- No shoes with a heel over 2 inches.

- Socks must be properly worn at all times.

Hair

- Is to be worn in an acceptable style. No extremes in style and/or color will be tolerated.
- Needs to be kept out of one's eyes.
- Needs to be neat and clean.
- Boy's hair may not extend below the collar of a standard collared shirt.

Make-Up

- Is reserved for 7th and 8th grade girls only.
- Must be tastefully and minimally applied.
- No body glitter or paint allowed.
- No temporary tattoos are allowed.
- Clear lip balm is allowed for any student.

Violations

Any teacher, or employee of the school or church may approach the student's homeroom teacher on matters of dress code.

The teacher of the student will explain the rule infraction to the student. A note will be sent home with the student that day if the infraction is minor.

If the violation is not immediately correctable, the student will call his or her parent for a replacement article of clothing. This replacement article of clothing will need to be worn before the student is allowed to return to class. If this is not a viable option, the student will receive a shirt from the office. This shirt will need to be worn over the offensive clothing for the remainder of the day. The student must return the shirt to the office, laundered, within 5 days, or be billed for it.

A persistent offender of the dress code will be subject to the code of conduct, which could result in suspension or expulsion.

Special dress-up days may be scheduled throughout the year and may allow for the relaxing of certain aspects of the dress code.

Exceptions to these rules will be considered when requested by parents for the health or physical condition of a student, when presented to and after having been approved by the principal.

Chapel Days

"I rejoiced with those who said unto me 'let us go unto the house of the Lord.'" (Psalm 122) While there are no special requirements for Chapel days, parents are asked to remember that the children are entering God's house, and their dress should reflect such honor.

On days when our Chapel is going to be actual church services, we ask that students wear clothing that is appropriate for church worship. These services are held during Advent and Lent, as well as Ascension Day.

Due Process

Every effort will be made by the administration and faculty to resolve problems with effective utilization of school resources in cooperation with the student and parent(s) or guardian. (See Christian Discipline)

Search and Seizure

All school property is held in trust by the Board of Christian Day School. Use of such property, including school lockers, student desks, and student computers are provided for student convenience. The Board makes notice of its intent to retain joint control over such property provided for student use. Further, the Board expressly maintains its right of access to that property.

Emergency Procedures

Emergency procedures are continually being evaluated. However, fire evacuation routes, tornado sheltering procedures, and shelter in place procedures are posted in each classroom. Students are to be familiar with these procedures. Drills will be held periodically throughout the year in accordance with state law. As new procedures are developed, students, staff, and parents will be notified. Please see the principal if you have any questions or concerns about these procedures.

Admission Requirements

St. John's Lutheran School admits students of any race, color, national or ethnic origin to all rights and privileges, programs and activities of the school. If space is limited, we reserve the right to admit students in the following order:

1. Children of St. John's Lutheran Church members
2. Students who were previously enrolled
3. LCMS sister congregation member students
4. Community members

Normally, no new students will be admitted to a class when the number of pupils has reached 30, or the maximum allowable number as determined by state standards. Generally, any educable child will be accepted as a student at St. John's. Enrollment of children having certain disabilities or learning problems will be dealt with on an individual basis.

All students entering St. John's Lutheran School must comply with state laws regarding age, health, and immunizations. Students who are transferring in will be admitted in the grade recommended by the transferring school, unless other arrangements are made.

All new students will be subject to a 6-week probationary period. This period will be used to determine if St. John's is meeting the needs of the student.

At the end of this period, a meeting between the teachers and principal may be held to determine if the student's needs are being met. After this meeting, a letter will

be sent to the parent/guardian detailing the meeting and any areas that are in need of improvement.

Enrollment Policy

- Students entering kindergarten for the current school year must be five years old by September 1st in accordance with the policy of the Michigan Department of Education.
- State law requires us to see a copy of the **child's birth certificate** at the time of registration for kindergarten.
- A physical examination, hearing test, and vision test must all be completed before the child is enrolled.
- Proof of vaccinations must be on file before school begins. Please note the procedure for "waiving" vaccines has changed and an appointment with the health department is now required by the state.

Family Service Hours

Our school depends heavily on family volunteers to assist in the operation of the school. Without you, there is no St. John's Lutheran School! There are many opportunities throughout the year for families to get involved. A listing of service opportunities will be available at the secretary's office, as well as a more immediate listing in the weekly PIN. These hours can be served at St. John's Church and/or School. We encourage you to share your gifts and talents with your day school family. To ensure that all members of the family are contributing to it, the Board of Christian Day School has decided to institute a Family Service Hour requirement of 20 hours per school year per family. We will be tracking the number of hours that each family contributes to school service throughout this year.

A record book will be kept in the school office, with one page per family. **It is your responsibility to make certain that your time is recorded, with the school office, as hours are completed.** The hours are to be recorded in one-half hour increments. Service hours need to be completed by the Friday before Memorial Day; and you may start on the next year's hours the Monday after school ends from the previous year.

If your family does not meet the required number of hours, you will be billed at a rate of \$10.00 per hour.

Volunteer Opportunities

This includes, but is not limited to, the following:

Room/Class Parents

School related dinners

PTS Officers

Driving for field trips

Sports Coaching

Booster activities (collecting money at the door, concessions, running the scoreboard, and keeping the scorebook at sport events)

Assisting with Science Fair judging and set-up
 Operetta set-up and take down
 SCRIP
 Tutors
 Lunch Helpers
 Media Center Helpers
 School Promotion Helpers
 Ushering at Church
 Church Grounds Clean Up
 Harvest Dinner
 Christmas Dinner
 Sunday School and VBS
 Others...

Please note that this is not an all-inclusive list. If you identify a need, please talk it over with the principal.

Harassment/ Bullying

Harassment is not a one-time situation involving two students or a group of students. Harassment takes place over a period of time. Bullying or harassment can include the following: name calling, pushing/shoving, negative comments, or malicious gossip that may ruin a person's reputation. Behavior of this nature that causes a student to feel intimidated will be considered as harassment or bullying. Students who feel they are being harassed must report the behavior to the teacher or principal immediately. Student behavior must reflect a Christian approach to others.

Sexual Harassment

Statements under this section of the Student/Parent Handbook have been extracted, in part, from the St. John's Lutheran School policy on sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and the Michigan Elliot-Larsen Civil Rights Act. Sexual Harassment is a form of sexual discrimination and is against the policy of St. John's Lutheran School.

Sexual Harassment is defined as a pattern of:

- a. Unwelcome sexual advances
- b. Requests for sexual favors
- c. Other verbal or physical conduct or communication of an intimidating, hostile, or offensive nature.

Homework

The parent's attitude toward homework will often be reflected in the student's attitude toward homework. Homework is a valuable tool that is used to assist the teacher in determining what concepts a child has learned during the course of a chapter, or as a tool to reinforce what has been learned in class.

The amount of homework that a student receives will vary from grade to grade, and class to class. By understanding the value of homework, both parent and child are less likely to view homework as a tiresome and unwelcome task. Homework should reflect care and be completed in a neat and accurate manner. School work is a reflection of a student's desire to honor and glorify God.

The Purpose of Homework

Homework helps students:

Review skills and practice lessons - examples include:

Memory Work
Spelling
Math

Prepare for class:

Reading
Research
Study

Develop good study habits:

Scheduling time
Organization
Responsibility
Managing long term projects
Following directions
Working independently
Reading for pleasure

Learn new concepts:

Discovery activities (sometimes designed to be done with parents).
Opens their minds to new concepts and a different way of viewing the world around them.

By giving students opportunities to demonstrate what they are learning:

Projects
Reports

Homework helps teachers:

Assess understanding
Assess ability to work independently
Provide adequate practice of a skill

Factors that Affect the Amount of Homework

The following is a list of some factors that will affect how much homework each student will have. Please remember that each individual student will be different.

- How well the student uses time in class
- How quickly the student works
- The quality of the first time through
- How well the student follows directions
- How well the student manages longer term assignments

- How well study time is structured

How You Can Help

- Set up a study area where work can be done each day. It should:
 - Be quiet
 - Be comfortable
 - Be well lit
 - Have the fewest distractions (TV, Radio, MP3, Phones, etc.)
 - Have supplies available
- Schedule a daily homework time and see to it that your child sticks to it.
- Be available for help and questions.
- Avoid allowing scheduled activities (practices, etc) that will interfere with the amount of homework time.
- Keep to a time schedule for homework time. A good estimate is 10-15 minutes of work per grade level per day.
- Motivate your child by:
 - Showing interest in papers brought home
 - Give words of encouragement
 - Praise and reward good work and best effort

Things to Avoid

Doing your child's work or giving the answer. Instead try these ideas:

- Point out resources
- Help them think by making comparisons or by talking about related ideas.
- Check your child's work when they are finished

Re-teaching: It is not necessary for you to teach your child. Leave that to the teachers. It is their job! Instead try these ideas:

- Go through directions together
- Work on a problem or two, then let the child finish the assignment on his or her own
- Inform the teacher if you find your child does not understand a concept.

Communication

Let the teacher know when:

- Your child does not understand a concept
- Homework takes longer than the allotted time
- A family emergency has prevented homework time from happening
- An absence is planned so you may work out a mutually agreeable solution.
- Please set up a meeting time with your child's teacher to discuss these issues. The hallway before or after school is not conducive to such an important discussion.

Assignment Books

Every student (3rd through 8th grades) is issued an assignment book. Students are required to have this assignment book with them in every class every day. The purpose of the assignment book is to keep track of assignments and due dates, and to facilitate communications between school and home.

Honor Roll

The 6th through 8th grade students who receive all A's will earn standing on the High Honors list. Students who receive A's and B's will be placed on the Honors list. Both lists will be published at the completion of each marking period.

Grade Point Averages

These will be computed and recorded as follows:

		A	4.0	A-	3.67
B+	3.33	B	3.0	B-	2.67
C+	2.33	C	2.0	C-	1.67
D+	1.33	D	1.0	D-	0.67
		F	0.0		

Student Promotion / Retention

Students must achieve academically at St. John's Lutheran School in order to pass to the next grade level. Students who fail both semesters of two or more academic classes may be recommended for retention to the same grade during the following year. The final decision to retain rests with the principal (with recommendation from the classroom teacher, in close cooperation with the parent).

Valedictorian and Salutatorian Formula and Recognition

To determine the Valedictorian and Salutatorian for the 8th grade class, the principal and all involved teachers shall determine the recipient of these awards.

The formula that is to be followed is as follows:

Yearly GPA for 6th, 7th, and 8th grades as entered on the CA-60 record;

These are to be averaged;

This figure will be the determining factor.

The following core class grades will be used to determine this figure;

Religion	English	Literature
Science	Math	Social Studies

A 4.0 grade scale will be used to determine the overall GPA. The individual grades and their point values are listed above.

The students chosen for Valedictorian and Salutatorian will each give a speech to the congregation during the Graduation Service. They will also receive an award to differentiate themselves regarding their achievement in academics.

Late Work

All assigned homework is due at the beginning of the class on the day it is due; unless the teacher directs otherwise.

Incomplete Work

All assigned work that is not completely finished will be counted as late.

Consequences

Late assignments are due at the beginning of class just like regular assignments. Otherwise, the student will receive a detention form for that day. (If an assignment was due on Monday, and it was not turned in until Tuesday after lunch, then it would be 2 days late).

It is the student's responsibility to keep up with the class. If a student falls behind, then a meeting with the teacher and/or principal will be necessary to determine a course of action.

Illnesses or Injuries at School

Students who become ill during the school day are to report to the school office so care may be given and a record maintained. Calls home by students for illness may only be made from the school office.

All injuries are to be reported immediately to the school office. If school personnel feel the student's condition warrants, the student's parent or other person listed on the emergency card will be contacted. The school will follow the guidelines listed previously in this Handbook regarding keeping your child home.

Students who claim illness or injury and leave the building without the knowledge or permission of the office will be considered truant.

Library/ Media Center

The Library/ Media Center (LMC) is available to St. John's Lutheran School students. Students who violate the LMC rules face the loss of LMC privileges and other sanctions. Students who misplace or destroy material or equipment are responsible for the cost of replacement or will be fined the cost of damaged materials.

Technology Use Policy

Technology is an important part of a student's education. St. John's Lutheran School maintains an Acceptable Use Policy (AUP) that must be signed each school year by parents and students. Students will not be allowed to use the computers at school unless there is a signed AUP on file for them. Students will be disciplined for violation of the policy based on both the intent and end result of their actions.

Lockers

Lockers are provided as a convenience for 5th through 8th grade students, but remain the property and under the control and supervision of St. John's Lutheran School at all times. Lockers may be examined or inspected periodically. Stickers must not be placed on lockers, and clothing stored in lockers must also meet the criteria of the Dress Code. Padlocks are provided by the school. Students who misuse or damage lockers will be held responsible for the damage, and may lose the privilege of having a locker. Lockers are to be kept neat and clean. Students who abuse, kick, or force lockers closed will lose locker privileges for a period of time determined by the principal.

Medication

Students are not allowed to carry or dispense any type of medication (including cough drops) at school. A parent or guardian must bring any medication to be given at school to the school secretary, in its original container with dosage and dispensing directions visible, and complete the appropriate paperwork. All medications will be dispensed by trained school personnel.

If there is a medication that needs to be with a student (such as an inhaler or Epi-pen), then a written request for permission or self-administration will need to be on file in the school office. As a part of this, the student's teacher will need to know how to operate the device to deliver the appropriate medication should the student become incapacitated.

Parent / Teacher Communications

If there is a question related to school work, classroom procedures, activities, or discipline, for any academic area, please contact the teacher directly. The phone numbers of all teachers (including the Midland Public Shared Time Teachers) are included in the school directory. If there is a question regarding athletics, or any other activity, please contact the adult coach/advisor in charge of that particular activity. Avoiding direct communication with the person who can most help not only slows the process of reaching a solution, but it undermines the trust that is so necessary in successful communication in a Christian community. Matthew 18:15 admonishes us, "If your brother sins against you, go and show him his fault, just between the two of you." While teacher (or advisor) to parent communication will not always result in agreement, it will generally lead to an increased understanding, which will be beneficial to the situation.

If you do not reach an agreeable resolution, then please feel free to talk to the principal and the party involved and work with them to reach a solution. As Matthew 18 continues, "But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'"

St. John's will be using varied ways to communicate with you. It is important that you keep this in mind when going through the material that your student brings home. Following is a list of possible methods of communicating with you:

Classroom notes- varies by class.

Chapel Note- weekly update on Tuesday.

PIN- weekly school newsletter with calendar of upcoming items.

Phone Calls

Email

Teacher Conferences

Talk with the Principal

Fast Direct

Grievance Procedure

Grievances will be addressed with involved parties in a fair and Christian manner in an attempt to reconcile, and in the spirit of Matthew 18:15-21. Initial meeting will be held in private.

I. Grievances between parent and faculty/staff member

When a grievance between a parent and faculty/staff member arises:

1. The involved parties will have a minimum of two face-to-face meetings in private.
2. If the grievance remains unresolved, the parent, faculty/staff member, and principal will have a face-to-face meeting.
3. After the above meeting, if the grievance is still not resolved, either party may ask for a face-to-face meeting between the parents, staff, principal and the Senior Pastor.
4. If the Senior Pastor believes the resolution is not satisfactory, or if there is no resolution, the Senior Pastor will meet with the parties individually.
 - a. After each side has been heard, the Senior Pastor will decide on an action plan to resolve this conflict. Copies of this plan will be given to all parties.
 - b. The decision will be final.

II. Grievances between parent and principal

1. The involved parties will have a minimum of two face-to-face meetings in private.
2. If the grievance remains unresolved, the parent, principal, and Senior Pastor will have a face-to-face meeting.
3. If the Senior Pastor believes the resolution is not satisfactory, or if there is no resolution, the Senior Pastor will meet with the parties individually.

- a. After each side has been heard, the Senior Pastor will decide on an action plan to resolve this conflict. Copies of this plan will be given to all parties.
- b. The decision will be final.

2 Corinthians 5:18-19 “All this is from God, who reconciled us to Himself through Christ and gave us the ministry of reconciliation: that God was reconciling the world to Himself in Christ, not counting men’s sins against them. And He has committed to us the message of reconciliation.”

Personal Electronic Devices

Personal electronic devices and phones are not to be brought to school unless approved by the teacher. St. John’s does not make any claim of responsibility for replacing or repairing these items if lost, stolen, or damaged. This rule applies to students in Before School Care, during the school day, and in Extended Care. If a student violates this rule, the electronic device will be taken and the parent notified so that arrangements can be made for its return.

We recognize that there are circumstances a student may need to have a cell phone at school. If necessary, students should use a classroom phone with teacher permission or go to the school office.

If a student violates this rule, the cell phone will be taken and parents notified that they need to make arrangements for its return. If a student continues to violate this rule, the privilege of being allowed to bring a cell phone to school will be taken away. The student discipline code may also be involved in a chronic case.

Photograph Policy

We will strive to offer the safest environment possible here at St. John’s. We will do this in a manner that is acceptable to our Lord, and protects the rights of others (in this case, copyright law) as well as the student. However, the student will always come first.

The following are some guidelines regarding photographs at St. John’s Lutheran School:

1. The School may have a copy of a student’s yearly photograph on file in the permanent record of that child.
2. Any school personnel that are acting on the behalf of the school, including volunteers, will be held to the school’s policies regarding pictures (for example: seeking permission to post to a website, etc...).
3. Any picture taken with the school’s camera will be considered school property, and therefore the school will be the copyright holder. This means that pictures taken with the school’s cameras will be subject to the school’s policies regardless of who takes the picture.

The school does not have the authority or resources to stop anyone from taking pictures during public events such as sports games, operettas, or Christmas services. We only ask that each person be cognizant of any other family that your photo may affect. This includes posting pictures to ANY website.

St. John's Lutheran School does not assume any liability for the actions of individuals that are not a part of the St. John's staff. If a person takes pictures of another student and posts them to a website, and that person is not working in the capacity of a volunteer or paid staff member of St. John's Lutheran School, then the school is not liable for what they do with their pictures.

School Closings, Cancellations, or Delays

School closings, cancellations and delays will be broadcasted on local radio and television stations whenever possible. Our school will close by itself (no longer in conjunction with Midland Public Schools). You will need to look/listen for "St. John's Lutheran School in Midland" to find out about school closings.

However, in the event that it is determined to close or delay school by St. John's staff too late to get information to the media, we will do our very best to contact each family individually. For this reason, it is vital that you maintain correct phone records with the school office.

Regarding athletic or after-school events: in the event school is cancelled, for either the host or visiting school, the event will also be cancelled.

Student Athletics

It is an honor and privilege to wear the St. John's uniform in athletic competition and to serve our Risen Lord as we use and develop our physical gifts. St. John's offers athletics throughout the school year. These programs include soccer, volleyball, cheerleading, basketball, and track. Student athletes are responsible for following the rules and regulations outlined in the Athletic Directors Policy Guidebook.

Student Psychological / Emotional Needs

We recognize that some students we serve at St. John's Lutheran School have emotional struggles that may impact their school performance and social well-being. We recommend that the parents notify the teacher if their son or daughter is diagnosed with or is suspected to have a mental health issue. We will do our best to observe the child and recommend professional help if the situation warrants it. If we observe behavior from your child that seems unusual, self-threatening, or threatening the safety of other children, we will contact you immediately. Please do not hesitate to contact the principal or senior pastor if you have a concern about your child's psychological or emotional well-being while at St. John's Lutheran School.

Substitute / Guest Teachers

Our guest teachers and substitute teachers are to be given the same respect as the regular classroom teacher. In order to support our guest teachers any student who is sent out of the classroom by a guest teacher will receive disciplinary action including

a telephone call home. Repeated incidents of disrespect will require a meeting between the child, parent, and principal, and the teacher if possible.

Tuition

Tuition is not a replacement for your time, talent, and treasure commitment to the church; or a replacement for your weekly church offering. Tuition is set by the Board of Christian Day School each year. The Board tries to make every effort to keep tuition rates as reasonable as possible, and to make any changes known as far in advance as possible.

The cost to educate each child is over \$ 8,000. Every student has been provided an education grant of \$ 5,000 towards tuition by St. John's Lutheran Church. Sister LCMS church members and St. John's church members have been awarded additional grants. The church leaders have tried to partner with the families to make the education more affordable.

Tuition can be paid in three ways:

1. One payment due at registration
2. Two payments (one due at registration, the other due on January 15th)
3. Ten monthly payments (first due at registration, the others due on the 15th of each month through May.)

For certain other activities such as band or technology, there may be an additional charge.

Scholarships

Scholarships are available to students at St. John's Lutheran School. Any family that wishes to receive consideration for scholarships must fill out an application to be considered. Scholarships are currently handled through FACTS Management. Scholarships will only be available for tuition (for students in Kindergarten through eighth grade only), not for any extra fees such as extended care, lunch, or activity fees.

Activity Fee

The school charges an activity fee for each student. This fee is imposed to cover the costs of things like Religion books, athletics, room parties, computers, library costs, and other annual fees and activities.

Delinquent Accounts

If tuition, activity fee, lunch, extended care, or any other account balances for the previous academic year have not been paid by mid-July, request for payment will be sent again. The parents are informed that unless the payment is made by the date of registration, the student(s) will not be enrolled, unless a payment plan is arranged with approval from the School Financial Director and Board of Christian Day School.

Recognition of Receipt and Understanding

The staff at St. John's Lutheran Church and School seek to partner with you in the education of your child. This Handbook provides the framework we, the staff, will use to ensure the best education for your child and a good working relationship between us and your family. Please indicate that you will abide by the rules outlined in this handbook by signing below and having your older (grades 5-8) children sign it. After reading this handbook, please return this page to the School Office no later than September 15th.

Parent/Guardian

I, as the parent/guardian of _____ have become familiar with St. John's Student/Parent Handbook and will adhere to the policies and procedures stated therein.

Date: _____ Signature _____

Print Name _____

Students in Grades 5-8

I, as a student in grade _____, have become familiar with St. John's Student/Parent Handbook, and will adhere to the policies and procedures stated therein.

Date: _____ Signature _____

Print Name _____