



PARENT/ STUDENT HANDBOOK
2025/26

505 E. CARPENTER ROAD

MIDLAND, MI

989-835-7041

APPROVED BY THE BOARD OF CHRISTIAN DAY SCHOOL ON MAY 6TH, 2025

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Staff Directory

Faculty

Principal, Math, 5-8 Choir	Mr. Brad Massey
Secretary, Athletic Director.....	Mrs. Sarah Graham
Senior Pastor	Rev. Daniel Kempin
Associate Pastor.....	Rev. Joshua Parsons
Assistant Principal, Middle School, Science.....	Mr. Bill Meier
Middle School, ELA	Ms. Lisa Bach
Grades 3 & 4	Mrs. Jessica Theimer
Grades 1 & 2	Mrs. Elaine Massey
Kindergarten.....	Mrs. Stephanie Parsons
Preschool Director & Pre-K Teacher.....	Mrs. Linda Fauver
3K Teacher	Mrs. Katrina Berg
Preschool Aide	Mrs. Andrea Elliott
Preschool Aide	Ms. Mary Harmon
Director of Family Life	Ms. Anna Kruger
Business Manager.....	Mr. Kris Zastrow
Church Office Secretary	Mr. Jeff Sopsak

Support Staff

Extended Care Leader	Mr. James Butler
Extended Care Leader	Ms. Donna Sperr
LSEM Teacher	Mr. Larry Timm
Custodian	Mr. Blake Wanous

Board of Christian Day School

Chairperson	Mrs. Alyssa Nett
Secretary.....	Mrs. Abbie McGuire
Member	Mr. Steve Keinath
Member	Mr. Harry Smith
Member	Ms. Kristin Martin
Member	Mrs. Darlene Jones

Church Services

Saturday	5:00 pm
Sunday Traditional.....	8:00 am
Sunday Contemporary	10:45 am
Sunday School	9:00 am
Adult Bible Study	Between Services

School starts at 8:00 am

Drop off starts at 7:30 am

School is dismissed at 3:00 pm for pick up

School Office 989-835-7041

Who We Are

Purpose and Mission

St. John's exists to provide an environment and culture that assists families in raising their children in the knowledge, understanding, and love of Christ through a dynamic academic education with additional opportunities for growth and service leading to Christ-like character and maturity.

School Philosophy & Vision

Welcome to St. John's! We are a Christian school in the Lutheran tradition, which means we strive to live and teach the truth that we are saved by Grace Alone, through Faith Alone, in Jesus Christ Alone. We believe that the Bible alone is the inerrant Word of God, and it is at the center of everything we believe, teach, and confess.

St. John's Lutheran School has existed as a parish school since 1946, but in a time when the Christian faith is being challenged in the public square like never before in America, we stand as a school to serve all families who share our goal and purpose to have their children educated in the context of the Christian faith.

St. John's seeks to foster knowledge, excellence, and maturity in our students. Knowledge of God's Word, as well as, academic learning, excellence as a reflection of Christ-like character not just academic prowess, and the development of skills necessary to move into healthy adulthood.

St. John's Lutheran School is committed to providing a high-quality academic education with a variety of opportunities in service and extracurricular activities. Furthermore, we seek to exemplify Christian conduct and be an example in what we say and do. The way we treat each other is as important as the curriculum we teach.

While membership at St. John's Lutheran Church is not required to attend the school, we seek families that share these values and desire to further the goal of our ministry, which is to raise up mature and grounded Christians for the next generation.

Belief Statements

St. John's is a Christian school. We believe our commitment to Christ comes before all else.

We believe and teach that the Bible is the authoritative Word of God, inspired and inerrant. In all that we do, nothing will surpass the authority of clear Scripture.

Our affiliation is with the Lutheran Church, Missouri Synod, whose statement of belief in greater detail can be found at LCMS.org.

Frequently Asked Questions

1. ***Do I need to be a Lutheran or a member of St. John's to attend the school?***

No, you do not need to be a member of St. John's. We do welcome families from other Christian churches whose beliefs may differ in some areas, and we respect those differences. Nevertheless, we expect the core driver of our unity as a school and the policies we enforce to be the Lordship of Jesus and the authority of scripture.

2. ***Does my child need to be vaccinated?***

All students entering St. John's Lutheran School must comply with state laws regarding age, health, and immunizations (p.6). If your family opts not to participate in a certain vaccine, a waiver must be obtained through the health department and turned into the school before the student starts school.

3. ***What does the discipline policy look like?***

Through His Word, God teaches his children how to love one another, and God in thoughts, words, and deeds. 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 (p. 10, 22).

4. ***How do I know my child is safe?***

All entrances to the school are locked while students are on the premises. If a door is unlocked, it is monitored by personnel and locked upon their departure. Please refer to the handbook for additional information on campus security, drills, cellphones, and bullying.

5. ***What about gender identity and access to singular gender spaces?***

We believe that God wonderfully and immutably creates each person as male or female and the singular gender spaces will be accessed by such genders as God has created them. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and acknowledged as not in accord with scripture nor the policies of St. John's.

Church Attendance

God has instructed His people to worship and to be committed to that purpose. We all should approach our Lord with thanksgiving for what He has done for His people. We also should be coming to Him with our needs and concerns as He has promised to hear our supplications. Praising Him for all that He has done for us should be a top priority for all people.

St. John's Lutheran School strongly encourages all members, as well as nonmembers, to attend worship services regularly. Children need to become accustomed to adoring their Maker for their own good. Church attendance is at the very heart and soul of the purpose of the school. Therefore, the following church attendance policy has been set: Children should normally attend weekly worship services.

1. Church and Sunday School attendance will be taken for each Sunday during the school year.
2. Church worship may be at St. John's or a family's home church.

Requirements

Enrollment Requirements

- 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, vision test, and oral examination 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
- If a returning student's enrollment is turned in after the registration date, a fee may be administered and their spot is not guaranteed

Admission Process

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, when child is enrolled by due date:

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

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. When a new student is enrolled at St. John's Lutheran School, paperwork will be submitted to the student's former school requesting their permanent record.

Classes may waitlist students when they have reached "full-capacity" as deemed appropriate by the principal and teaching staff or the state. Enrollment of children having certain disabilities or learning accommodations will be evaluated on an individual basis.

Upon the students' starting school date, 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, and the partnership between the school and family will be a success for 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.

Health Form Requirements

Student Emergency Forms are also kept in the school office. This form indicates which hospital students may be sent to in event of an emergency situation. Parents will be contacted immediately. However, in case the contact cannot be made, the information provided by this form will assist the school and emergency experts in decisions that will need to be made. Please report any address or phone number changes to the school office immediately.

Student Illness

It is our goal to maintain a healthy classroom. If your child is not feeling well or exhibits symptoms of, or is diagnosed with a contagious disease, please report this to the school office at once and keep your child home or seek medical attention. Our guidelines follow the State of Michigan's Health Department and the CDC. If the condition continues or worsens, please contact your child(ren)'s doctor.

For the protection of all children, your child will not be permitted to attend school if he/she has any of the following symptoms: fever, diarrhea, vomiting, strep throat, flu, conjunctivitis (pink eye), chicken pox, head lice, or other communicable disease including COVID-19. If such a condition presents itself while your child is at school, you will be called and your child will need to go home and may return upon the following conditions:

Fever - No child should be sent to school with a fever over 100 degrees. The child cannot return to school until he or she has been free of fever for 24 hours without using fever reducing medication.

Cold, Sore Throat, Cough - A child with a "heavy" cold and a hacking or barking 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 them home and call your doctor.

Rash - 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 - A child with diarrhea should be kept at home and can return when condition has improved and the child is no longer having accidents. A child can return to school if their vomiting has resolved overnight and they can hold down food and liquids in the morning.

Skin Sores, Lice, Ringworm - Students with skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage will stay home until the sore is covered. Students with lice can return after effective treatment has been applied. Ringworm treatment must be started, and the area must be covered with a bandage before returning to school.

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 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.

Attendance Requirements

Punctuality is an important trait that demonstrates respect for others and the learning process and also has a direct application to the workplace. Starting on time with the other students in the class enables your child to begin the day with a healthy mindset. Students are expected to be in their seats, ready to learn by 8:00 am. 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 and the school will attempt to contact you. If a situation arises, please feel free to contact your child's teacher or the principal to work out any special arrangements.

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.

Excessive Tardiness - On the sixth tardy, the family will be charged a \$10 excessive tardy fee, to be added to their school bill. The principal will arrange to speak with the student and the parents. If the student continues to be tardy another 5 tardies, 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 importance of being on time and a plan going forward.

Excused Absence - consists of an absence due to family complications (i.e. funeral) or medical reasons. A doctor's note is required for the absence to be considered excused. Extended medical absences of more than 3 days must be accompanied by a doctor's report.

Unexcused Absence - is considered an absence that is not the result of medical or family complications (i.e. vacations, sporting events, mental health days, etc. are considered unexcused.)

Excessive Absences - 5 unexcused absences. Excessive absences will result in a meeting with the School Administrator, the parents, and the student. If the absences continue to be excessive after the meeting, the Board of Christian Day School will be notified of the concern. If absences are due to illness or similar event, the parent and teacher shall work together to come to an agreeable solution to make up missing lessons and/or work.

Homework During Absences - Homework for absences will be available at the beginning of the NEXT school day. The missed work due to an excused absence is to be returned completed according to the number of days equal to the amount of time missed.

Vacation request for homework - If you have a planned absence, you will be able to request work in advance, but the teacher reserves the right to get the missed work to the student AFTER the student returns. It will be determined by the teacher when the missed homework will be due. Teachers are not expected to “make-up” missed lessons with a student due to a family vacation. 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.

Early Pickup - 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 they must provide photo identification.

Late Drop-Off - If you arrive late to school, please enter through the school office entrance (Carpenter St.). Do not come to the gym lobby doors and knock on them; this interrupts the classes that are near those doors.

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.

Student Daily Requirements

One of the primary objectives of St. John’s Lutheran School is to instill a sense of Christian responsibility in students. Through His Word, God teaches his children how to love one other, and God in thoughts, words, and deeds.

School Rules - Basic Guidelines for Life at SJLS:

Respect God at all times in personal daily living, showing gratitude for the blessings you have received, including St. John’s (You shall have no other gods).

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).

Faithful, weekly church and Sunday school attendance is required by God. In chapel, worship services, and religion classes, active and respectful participation is required. (Remember the Sabbath day to keep it holy).

A student will show 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. (Honor your father and mother).

A student will show respect to God by treating everyone (fellow students, faculty, support staff, etc.) with respect at all times. Fighting, teasing, picking fights, bullying, possessing weapons, and the like will not be tolerated. (You shall not kill).

Gestures, jokes, pictures, and statements which are sexually insulting to God's creation will not be tolerated and could result in immediate suspension. (You shall not commit adultery).

A student will show respect to God and his or her fellow man by respecting the rights and property of others, including their own property and that of St. John's property. Stealing items or schoolwork answers from others will not be tolerated. (You shall not steal, you shall not covet).

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).

School Information

Financial Responsibility

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 as part of its mission. 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 - are available annually to students at St. John's Lutheran School. Any returning family that wishes to receive consideration for scholarships must fill out an application between March 1st through May 31st to be considered. New enrolling families have until June 15th to turn in scholarship applications. A Scholarship committee, along with a financial need analysis company, will review all applicants and determine the scholarships to be awarded. Families will be notified no later than August 1st. Scholarships will only be available for tuition only, not for any extra fees such as extended care, lunch, or activity fees.

Activity Fees - may be charged for each student. This fee is imposed to cover the costs of things like 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.

Extended Care

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. Please read the Extended Care Handbook that is available for more information, or contact the Extended Care Director.

A state licensed extended care program is available for children in Preschool through 8th grade, each day both before school and after school, starting at 6:30 am and ending at 5:30 pm. The cost for each is **\$4.00 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.

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 phone call. After the 5 additional days supervision and a negative account balance, the student will not be allowed to attend the Extended Care program until the account is brought up to date with a positive balance.

Late Pickup Fees If a child is not picked up by 5:30 pm, Extended Care staff members will begin to contact the child's parent by phone in order to make contact with them on when to anticipate their arrival. A late fee of \$ 5.00 per child for any child who is picked up between 5:30-5:35 pm. After 5:35 pm, the fee will be an additional \$1.00 per minute after 5:35 pm until the child is signed out by a parent/guardian. After a family is late 3 times, the family may not use the aftercare program for two weeks. If the child continues to be picked up late, the family must meet with the principal and Aftercare Director to discuss potential removal from the program.

Cafeteria, Food & Snacks

Fast Food and Soda: 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 or during extended care.

Snacks: Food is not allowed in the classrooms, unless there is a special occasion or during the designated snack time. No food or drink may be consumed on the playground except water.

Water bottles: Students are allowed to bring water bottles for use in the classroom. Water bottles must be closeable, not glass, and not present a distraction to the learning environment. Please check with your child(ren)'s teacher on any other water bottle specifications for their classroom.

Lunch Account Balance: Three 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.

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.

Education

St. John's Lutheran School's curriculum is not simply a replica of the curriculum in the public school with the addition of Bible study. The curriculum consists of but is not limited to:

- A comprehensive curriculum taught through a Christian lens.
- Progression from one grade level to another and demonstrates the relationship between subjects.
- Meets the requirements of the State of Michigan.
- Helps the child develop into a mature citizen of God's Kingdom.
- Recognizes the nature of the child's growth and provides for individual differences.

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, Worship, and leadership in 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: American and World 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, Chapel Skits), Art, 5th grade Band, 6th-8th grade Band, and the Christmas Service

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

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

We also offer many other methods of education that allow for valuable experiences for our student which include but is not limited to:

Field Trips and Service Events: 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. Field trips are a privilege and students are expected to exhibit appropriate school behavior while on a field trip. 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.

Outdoor Education and Canoe Trip: Each fall, our 7th and 8th grade students alternate between these outdoor educational experiences each year. Outdoor Education is held at Camp Concordia with other area Lutheran schools and this program includes survival skills, water and boating safety, and the development of individual confidence, responsibility, and teamwork.

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 (LSEM) 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.

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. See also *Electronics Policy*.

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. Storing of electronic devices such as smartwatches, AirPods, and cell phones is allowed as long as there is permission from the teacher. NO LAPTOPS should be stored in lockers. They will be with the student or stored in their designated location.

Lockers may be examined or inspected periodically. Stickers must not be placed on lockers. Padlocks are provided by the school, but students may bring their own as long as the principal and homeroom teacher have the lock combination. 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.

Book bags, Backpacks & 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. Please be mindful of the space available when picking out backpacks for your child or speak to your child(ren)'s teacher. While on school property, bags and backpacks are subject to search if there is a reasonable suspicion that may endanger the student, others, and/or school property.

School Closings, Cancellations & Delays

School closings, cancellations and delays will be broadcasted on local radio, television stations, and social media 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 a variety of athletics and clubs 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*, including but not limited to:

- Athletic Eligibility - grades above a C, health form turned in
- Pay to Play Policy - athlete must be paid before being rostered for a team
- Sick Day No Play - student cannot play if absent from school that day
- Athletics are a privilege - disciplinary actions may interfere with sports' activity

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 2024, and we are again very pleased to have been fully accredited.

School Guidelines

Dress Code

St. John's Lutheran School Standard of Dress Policy - Grades K through 8th

Our bodies are valuable and important, as they are temples of the Holy Spirit. The Bible encourages us to love and care for our bodies, while also reminding us that God sees beyond outward appearance and focuses on our hearts. The Bible also highlights that our bodies are a reflection of God's image and that we are wonderfully made. Research indicates that school dress codes can offer several benefits, including improved focus on academics, improved behavior, increased self-esteem, and teaches students about appropriate and respectful attire.

1 Corinthians 6:19-20 Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.

Shirts and Tops

Style: t-shirts, sweaters, sweatshirts, button down, polo, long sleeve, short sleeve, and the like that are appropriate fitting. Modestly fitted, clean and in good repair.

Length: must cover waist when arms are raised.

Not allowed: No tank tops or spaghetti straps, no undergarments visible, no inappropriate or negative logos, messages, or images. No off the shoulder or open back shirts. No hoods up during the school day.

Pants

Style: jean, khaki, dress pants, joggers, athletic pants, legging/jegging style that is modest fitting. Shirts must cover students' bottom if they are wearing legging/jegging style pant. Must be in good repair.

Length: Full length and ankle are allowed all year. Capri style allowed when shorts are allowed.

Not allowed: No sweatpants, tear away pants, or pajama pants. No inappropriate images, logos, styles and the like that brings inappropriate attention. No holes, rips or tears, no frays. No Capri style (mid-calf) from November 1st through May 1st.

Shorts and Skirts

Style: Modest fitting shorts and skirts and must be in good repair. All skirts above the knee must have shorts, tights, or leggings underneath - these can be spandex/legging style shorts.

Length: must reach mid-thigh when standing.

Not Allowed: No shorts allowed from November 1st through May 1st unless the principal deems otherwise. No inappropriate images, logos, styles and the like that brings inappropriate attention. No holes, rips or tears, no frays.

Shoes and Footwear

Style: Socks and shoes must be worn at all times. Shoes must be non-marking, and have a heel strap.

Gym Shoes: All students must have a separate pair of gym shoes to be worn only in the gym. No black soles.

Not allowed: No heels higher than 2 inches, no Crocs or clog style shoes, no flip flops, no slippers.

Hair and Hygiene

Style: All hair styles must be modest- natural colored, neat and clean hair. Girls may wear natural looking makeup. Deodorant and body spray must be used appropriately. Minimally scented lotions, balms, and hand sanitizers are allowed.

Not Allowed: No extreme hair colors or styles that are distracting in a learning environment. No spraying fragrances or applying lotion or deodorants in the hallways or classrooms. No glitter, visible temporary tattoos, colored lipstick or lip gloss.

Accessories

Jewelry - earrings are short and not distracting, for girls only. Necklaces are modest and not a distraction.

Hair/Hats - appropriate hats can be worn at recess. Simple headbands and hair accessories are allowed, no animal paraphernalia (ears, tails, claws), no other headgear allowed.

Chapel and Church Days: As we enter God's house for worship service, let us remember that our dress is symbolic of our honor and respect to God and the worship service.

Not allowed at chapel and church services: no athletic pants, sweatpants, or hooded sweatshirts at chapel or in church. Students may put on sweatshirts when not in chapel or church on those days.

Dress Code Violation Procedure:

When an offense to the dress code is determined by the teacher, the following steps will be taken:

1. The teacher of the student will explain the rule infraction to the student. A prepared document is sent home with the child asking that the article of clothing not be worn again. In the case of torn knees, the jeans can be worn again after repair. In some cases and with parental permission, alternative clothing may be given to the child to wear during the school day. The borrowed clothing should be worn home and returned to the school laundered.

2. Should consistent abuse of the code be continued the teacher will bring the case to the attention of the School Administrator.
3. The School Administrator will contact the parents to discuss the code violations.
4. If the code continues to be violated, the parents, School Administrator, and members of the Board of Christian Day School will meet to discuss the situation.
5. The decision of the Board of Christian Day School will be final.

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, or for special event days specified by the principal or teacher.

Homework

Homework Philosophy

The parent's attitude toward homework will often be reflected in the student's attitude toward homework. Homework is one of the valuable tools that is used to assist the teacher in determining what concepts a child has learned during the course of a chapter, or as a method 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. Communication with your child(ren)s teacher is essential to understand the expectations of their homework.

The Purpose of Homework

Homework can help students review skills and practice lessons, to prepare for class, develop good study habits, encourage family communication and understanding of what is being taught, and to give students an opportunity to demonstrate what they are learning. Specifically, homework can help students organize time, develop responsibility, follow directions, and prioritize commitments. Homework may also provide a different scope of data for teachers such as independent work skills, assess understanding, provide skill practice, promote critical thinking skills, and encourage students to be an active learner by asking questions if they do not understand a concept.

Each individual student and teacher is different and may have different homework and classwork loads. The following is a list of some factors that will affect how much homework each student will have: 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, and how well study time is structured. Again, understanding the teachers' expectations and communication is key.

How You Can Set Your Student up for Success

It is important to support your child through their educational journey, and one way to set them up for success is to help them develop good study habits in an optimal learning environment. It would be ideal to be able to set up a study area where work can be done each day where it's quiet, well lit, supplies available, and have the fewest distractions. In today's world, homework may be done in the car, waiting for practice, at home, or at after school care. Consider having noise cancelling headphones, remove distractions such as cell phones and smart watches during homework time, have a light and pencils available, and a lap desk or clipboard.

Other ways to help your child develop good study habits include: schedule a daily homework time and see to it that your child sticks to it. Be available for help and questions. Avoid over-scheduling activities (sports 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

Please do not do your child's work or give the answer. Instead try these ideas: point out resources, help them think by making comparisons or by talking about related ideas, and check your child's work when they are finished.

If your child(ren) is struggling with the work, remember, 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 again together, work on a problem or two, then let the child finish the assignment on his or her own, and inform the teacher if you find your child does not understand a concept.

Communication with Homework

Communication is key to help your child(ren) be successful. 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, and 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. Teachers will communicate the expectations of the assignment books with students and parents at the start of the year.

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				

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.

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 by using a 4.0 grade scale (as listed above). If there is a tie, it will be decided by the discretion of teaching staff, principal, and Board of Christian Day School. 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.

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
- The following core class grades will be used to determine this figure: Religion, English Literature, Science, Math, Social Studies

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

Incomplete Work - All assigned work that is not completely finished will be counted as late or marked incomplete in the gradebook and may result in a 0 until completed (please communicate with your child(ren)'s teacher about their homework policy).

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). Teachers may use alternative consequences to motivate the student or to give them time during the day to finish late or missing work including but not limited to: private lunch, staying in at recesses, missing a specials class, etc.

Family Service Hours

Our school depends heavily on family volunteers to assist in the overall experience of the Lutheran school. Without you, there is no St. John's Lutheran School! Parents or guardians are asked to sign up for various opportunities to volunteer in and around our school. These opportunities are organized into committees which are categorized by estimated time commitment. Each family will be expected to sign up for at least **20 hours** of volunteer time across the committees provided.

A complete list of service opportunities will be provided annually on registration day or are available at any time at the secretary's office.

A record book will be kept in the school office, with one page per family. **It is your responsibility to make certain your time is recorded with the school office as the hours are completed.** The hours are to be recorded in one-half hour increments and must be completed and turned in three weeks before the end of the school year. Service events within the last three weeks of the school year must be proactively communicated to the school secretary.

Service hours cannot be carried over to a future school calendar year, however, you may start the next years' service hours as early as the Monday after the last day of school for the current calendar year.

Parent/ Teacher Communication

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, please read the **Grievance Procedure** and talk to the principal and the party involved and work with them to reach a solution.

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. The following is a list of possible methods of communicating with you:

- Student Planners (varies by class)
- PIN- weekly school newsletter with calendar of upcoming items
- Phone Calls
- Email
- Teacher Conferences
- Talk with the Principal
- Fast Direct

Procedures & Discipline

Board of Christian Day School Manual

The Board of Christian Day School maintains a current and comprehensive St. John's Lutheran School Policy Manual containing background, school philosophies, and detailed policies that are summarized in the Parent/Student Handbook for quick and easy reference. This formal manual is available to anyone wishing to reference or examine it; please see the Principal, Pastor, or Board of Education Chairperson for a copy.

Christian Discipline at St. John's Lutheran School

Discipline Philosophy (section 630-633 in the School Policy Manual)

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 Policy

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 misbehavior.

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. Communication is key between teachers, students, and parents, and is to remain respectful and confidential.

Discipline Procedure

1. For most manageable incidents, disciplinary actions are simple and are dealt with between the teacher and student. Documentation and communication between teacher and parents may be necessary to resolve issue.
2. If behavior continues or is severe, documentation and contact will be made between principal, teacher, and parents in order to discuss behavior improvement.
3. Principal and Student Conference - the last step for a student to change behaviors before repercussions take place.
4. Conference between student, parents, principal, and pastor - This step is leading up to a suspension. Most issues do not develop to this level. At this point, the severity of the behavior must be portrayed to the parent, and stated that this behavior will not be tolerated in the future. Disciplinary measures will be discussed at this meeting as well as how we may be able to move forward after the discipline has been served.
5. Suspension - student will be out of school for 1-3 days and marked "unexcused". Parent must accompany student back to school.
6. Second Suspension – This suspension will not exceed 5 school days. Re-entry requires a conference with the Principal, a parent and representation of Board of Christian Day School. A parent must accompany the student upon re-entry. Policy 632 must be followed.

7. Expulsion and re-entry during any subsequent school year can only be approved by the Board of Christian Day School. A parent must accompany the student upon re-entry. Policy 632 must be followed.

SEVERE CLAUSE: Should a case arise where it is deemed by the Principal to so warrant it, a student may pass directly to a higher step such as suspension. Incidents such as abuse (both verbal and physical), severe misbehavior, or weapons are examples of these sorts of incidents.

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/confiscation 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*

Serving Detention

Detention will be supervised 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.

Detention Guidelines

DETENTION GUIDELINES – PER YEAR

- 3 detentions – one day in-school suspension/meeting with principal, teacher(s), and parents
- 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 more detentions – schedule a hearing with the Board of Christian Day School and the student will be eligible for expulsion from school

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 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. Please see the *Policy Manual* for more information.

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 18:15-18. Initial meeting will be held in private.

- 1) Grievances between parent and faculty/staff member (when a grievance between a parent and faculty/staff member arises):
 - a) The involved parties will have a minimum of two face-to-face meetings in private.
 - b) If the grievance remains unresolved, the parent, faculty/staff member, and principal will have a face-to-face meeting.
 - c) 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.
 - d) 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.
 - i) 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.
 - ii) The decision will be final.
 - iii) The decision will be final.
- 2) Grievances between parent and principal
 - a) The involved parties will have a minimum of two face-to-face meetings in private.
 - b) If the grievance remains unresolved, the parent, principal, and Senior Pastor will have a face-to-face meeting.
 - c) 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.
 - i) 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.
 - ii) The decision will be final.

Matthew 18:15-17a "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'¹⁷ If they still refuse to listen, tell it to the church;

Safety & Policies

Campus Security

For the safety of our students and staff, ALL visitors must stop and register at the church or school office and receive a visitor's badge. Visitors must sign out when they leave the premises. 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 at all times. 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, all other school doors are locked.

When picking up from Extended Care, please use the gym lobby entrance door on Reardon Street, which is the designated pick-up area. 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. Please use the doorbell at the gym entrance and/or the lounge entrance request entrance.

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

Late Drop-Off

If you arrive late to school, please enter through the school office entrance (Carpenter St.) Do not come to the gym lobby doors and knock on them; this interrupts the classes that are near those doors.

Harassment & Bullying Policy

Students: 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, yelling at another student, 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.

Staff: Bullying, harassment and other extremely rude behavior (including cursing, yelling, belittling, and throwing) towards St. John's teachers and staff will not be tolerated and the

oppressor may be asked to leave the premises. A follow-up meeting may be called with the staff, oppressor, principal, and Pastor to discuss the future of this partnership.

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 and will immediately result in disciplinary actions, and may include expulsion.

Sexual Harassment is defined as a pattern of:

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

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.

Illness or Injury 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. Parents will be contacted and authorities if necessary.

Emergency Procedures

Emergency procedures are continually being evaluated and practiced. Currently, fire evacuation routes, tornado sheltering procedures, and shelter in place procedures are posted in each classroom. Students are to be familiar with these procedures and teachers will guide and give instructions to practice these drills. 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.

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 and privacy 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.

Electronics Policy

The use of cell phones and electronic devices, including smart watches, has become a major part of life for young people and parents. The main concern is prohibiting use during instructional time and not disrupting the school atmosphere. This includes extended care.

Policy:

Students will be permitted to have cell phones and electronic devices at school with signed permission from the parent and stored in the students' backpack at all times.

- Students who do have cell phones and electronic devices must have them POWERED OFF at all times during school hours.
- Smart Watches and similar devices must have all internet/bluetooth connections turned off, powered off completely, or stored in the students' backpack.

- Directly after school hours cell phones and electronic devices may be used only with permission from staff on school grounds.
- Individually owned laptops or notebooks are discouraged to bring to school since technology for schoolwork is provided.
- Laptops or iPads may be checked out by parents for students to take home for extended learning or for projects. Parents will be charged for lost or broken equipment. A check-out form will be found in the technology packet or in the classroom.
- Cell phones may be used in emergency situations with permission of faculty or staff.
- St. John's Lutheran School will not be responsible for lost, stolen or damaged electronic devices.
- Use of cell phones or misuse of smartwatches during school hours and during extended care will result in confiscation and possible disciplinary action. The cell phones and electronic devices will only be returned to a parent or guardian.

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.

Recognition & Receipt of 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: _____