

FULLY REJOICE IN  
**CHRIST**  
1 THESS 5:16-24

**2019 - 2020 PARENT/STUDENT HANDBOOK**

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*St. John Lutheran School admits students of any race, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, national or ethnic origin in the administration of its educational policies, admission policies, tuition assistance, athletic and other school administered programs.*

# *ST. JOHN LUTHERAN SCHOOL HANDBOOK*

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**Our Mission Statement: To follow Christ's example, and empowered by the Holy Spirit, prepare children for a life of discipleship by helping them grow in faith, knowledge and character.**

**2019 – 2020 THEME: “Fully Rejoice In Christ” Based on 1 Thess. 5:16 - 18 “Rejoice always, pray without ceasing, give thanks in all circumstances; for this is the will of God in Christ Jesus for you”**

Since 1870, St. John Lutheran's congregation has been committed to providing its children with a Christ-centered education. St. John Lutheran School is open to children of the congregation and the children of Defiance and the surrounding communities. It is established to assist parents in their parental responsibility for the spiritual, social, emotional, physical, and mental training of their children.

## **OBJECTIVES**

In education we pinpoint directions, goals, and anticipated outcomes. The ultimate objective of Christian education is that the child praise, glorify and please God. The children are to be led, with the guidance of the Holy Spirit, to knowing what God has done for them and requires of them in their relationships with God, their fellow man, themselves, and nature. St. John Lutheran School emphasizes these Biblical goals:

- Knowledge of God, His power, holiness, judgments, as well as His goodness, grace, and mercy in Jesus Christ as revealed in Holy Scriptures.
- Knowledge of God's plan of salvation.
- Life of devotion to God's will.
- Growing love of fellow human beings and willingness to help them.
- Consecration and dedication of the whole life of the individual to Christ and His kingdom.
- Growing devotion to the church and a willingness to be responsible stewards.
- Individuals who are spiritually, emotionally, physically, mentally, and socially secure and mature.
- Godly respect for government and an understanding of the rights and responsibilities given to us as citizens.
- Recognition of the world as God's creation and the responsibility to learn about it, conserve it, control it, and use it wisely.

Our goals are to help children grow in their love of the Lord, develop their God-given gifts to the fullest, and prepare for a life in society as Christian citizens. We do this in an atmosphere of love and understanding. To accomplish these goals we recognize that we must work closely with parents, the primary educators.

This Parent-Student Handbook serves as our contract with you. The policies, guidelines, and information set herein constitute our commitment to the education of your children. As policies change or new ones are adopted, we will inform you in writing.

Upon thorough reading of this Parent-Student Handbook, please sign the signature page and return to the school. If you have any questions, please contact me in the school office.

We see ourselves as partners in the education of your children. We desire that the partnership will grow and mature as we work together.

Developing Dynamic Disciples,  
Mrs. Shellie Kosmerchock, Principal

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# I. GENERAL ADMISSIONS

## A. Admissions Policy

**1. St. John Lutheran School** is established as a parochial school for the children of our congregation members and as a mission to the Defiance Community.

**2. Tuition Students** - Non-member applicants are screened beforehand in grades 1 - 8. An interview with the principal must be held. The principal shall then make a determination to accept or reject the application. Parents have the right to appeal the principal's decision to the Board of Christian Day School.

**3. Financial Information** – All fees are updated annually and a current list is available at the school office.

a. Application - An application fee is required with the application.

b. Tuition fees - Member and Non-member families are required to pay the current tuition charges. Preschool and kindergarten through eighth grade families receive a statement itemizing the tuition or family fees expected for the coming year. These can either be paid in full prior to the start of school at a 4% discounted rate or as monthly payments through the business office. All outstanding fees must be paid by May 30 unless special arrangement have been made through the principal or Board of Christian Day School.

c. Book and Supply Fees – There is no book and supply fee. Adopted 12.8.2016

d. Scholarships and Grants – Each family will receive a BCDS Grant of \$350.00. Member family needs to complete the Member Acknowledgement form to receive member tuition rates. Nonmember family's can apply for the Discipleship Grant. The Board of Christian Day School is aware that in some cases meeting the payment obligations can be difficult. They are also aware that sometimes-unexpected events in a family's life can affect a payment schedule. Plans are in place to help in these situations. Please contact the school principal to learn what options may be available for your situation. **If a family receives a CARE Grant discloses to anyone the amount they were given, the CARE Grant will be revoked. The family will be responsible for the full account balance. If payment is not received the child will be unenrolled. Adopted 6.27.18**

e. Delinquent Payments Procedure - A monthly late charge of \$10.00 will be assessed for fees not paid. After 90 days, the account will be sent to collection and student enrollment would be at risk. The late fee may be waived due to extenuating circumstances if the principal is contacted prior to the due date and the situation meets policy requirements.

f. No child will be admitted for reenrollment unless all tuition and fees are current or a plan is in place for payment. Failure to meet the obligations of such a plan will result in the student being removed from accepted reenrollment status. The child will not be able to be enrolled in school until the account is current. Revised 8/6/2015.

g. Both the Preschool and the K-8 Elementary school have application fees that must accompany your application package. Application Fees are as follows: January 20 – February 28, 2018 \$75.00 per student \$115 per family; March 1-March 30, 2018 \$90.00 per student \$130 per family; April 1-April 30, 2018 \$105.00 per student \$145.00 per family; after April 30, 2018 \$120.00 per student \$160.00 per family.

h. Member Support - God has richly blessed St. John Lutheran Church through its strong Christian education ministry. Our Christian Day School emphasizes and excels in teaching the Christian faith to children of preschool age through the eighth grade. Maintaining the school, however, involves ever-increasing costs. The members who have children attending St. John Lutheran School will especially want to sacrificially and cheerfully support the cost of this important ministry to their families. We ask all members of the congregation to share in this financial responsibility and to support the ministry of the Christian Day School.

As God blesses our congregation, we ask each family to prayerfully make a decision to give regularly to St. John Lutheran Church. As St. Paul writes, "On the first day of every week, each of you is to put something aside and store it up, as he may prosper..." (1 Cor. 16:2) St. John Lutheran Church contributes to approximately 50% of the school budget yearly.

**4. Non-Discriminatory Policy** - St. John Lutheran School recruits students of any race, color, gender, or national or ethnic origin to participate in all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, gender, or national or ethnic origin in administration of its educational policies; scholarships/loans fee waivers, educational programs and athletics/extracurricular activities. The school is not intended to be an alternative to court ordered, administrative agency ordered, or public school district initiated desegregation.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs. **Adopted 6.28.18**

**5. Enhancement of Christian Life Policy** - St. John Lutheran Board of Christian Day School strongly believes that regular attendance at Worship and Sunday School works together with our school program to make it much more effective by reinforcing behaviors both taught and modeled daily. Further, we hold that families that worship together and study the Word of God together become stronger in their faith, stronger in their ability to function together, and more able to resist the non-Christian forces in today's world.

To that end, it is our expectation that all who choose St. John Lutheran School as the primary environment for the education of their children will also support that education with weekly attendance at Worship, Sunday School and Bible Class.

We pray God's continued blessings on your family as you continue to grow in His Word and bring your children up in the nurture and admonition of the Lord.

St. John Lutheran Church strongly believes in the value of Christian Education and in the necessity of regular "every Sunday" participation in worship, sacraments, and Sunday school by the "whole" family in conjunction with a Christian Day School program. The following guidelines are an attempt to set in place a process for ministering to those families who are lax in assuming this responsibility.

1. Teachers will review the Christian life expectations with the family at the Back-to-School Orientation.
2. Teachers will look for opportunities within the classroom daily and weekly to encourage students to attend church and Sunday school regularly.
3. Teachers in Kindergarten – 8<sup>th</sup> grade will weekly monitor church and Sunday School attendance for their students and semi quarterly report in writing to the principal those students whose attendance is less than 50% in either. All are encouraged to sign the "Fellowship Book" when attending worship services.
4. The Principal will send out a letter to all families with students reported below 50% church and Sunday school attendance. Such letter, if at all possible, will be under the signature of both the Principal and the Pastor and will be encouraging, NOT PUNITIVE in nature. The principal and teachers will look for opportunities to orally reinforce and encourage our expectations with families who do not meet the 50% attendance level. Also, this interaction with the family will be helpful in determining if there are extenuating circumstances that interfere with regular church attendance. Such situations might include severe health problems, unusual work schedules, divorce custody situations, and the like.
5. Those families whose names appear two consecutive times as not meeting the 50% level will be shared with the Elders, the Pastor, and/or other appropriate personnel who might effectively minister to the family and encourage them in their worship and study of God's Word.

**Adopted: May 21, 2000 by St. John Lutheran Voter Assembly**  
**Effective: July 1, 2000**

**6. Open Door Policy** - Parents and guardians are welcome in the classroom and school. If parents or guardians would like to visit the classroom 24 hour notification must be made to the classroom teacher for approval to lesson distractions. **All visitors are in the classroom as observers only.** All visitors must report to the school office to sign in upon arrival and sign out upon departure. **Adopted 6.28.18**

## **B. Operational Time**

**1. Annual School Calendar** - A school calendar is prepared by the principal and approved by the Board of Christian Day School. The calendar lists the dates for openings and closures of school, holidays, conferences, report cards, parent teacher conferences, etc. A copy of the school calendar is provided for each family yearly.

**2. School Hours** - The hours for the respective classes are as follows:

Tigers' Den Christian Child Care Center .....	6:00 AM - 6:00 PM
2 Yr. Old Preschool .....	9:00 - 11:00 AM Friday
3 Yr. Old Preschool .....	8:30 - 11:30 AM – M/W/F Morning Classes
3 Yr. Old Preschool .....	8:30 – 11:30 AM – M - F Morning Classes
4 Yr. Old Preschool .....	8:30 – 11:30 AM – M/W/F Morning Classes
4 Yr. Old Preschool .....	8:30 – 11:30 AM – M - F Morning Classes
4 Yr. Old Preschool .....	12:30 – 3:30 AM – M/W/F Afternoon Classes
4 Yr. Old Preschool .....	12:30 - 3:30 PM – M – F Afternoon Classes
Kindergarten – 8 .....	8:30 AM - 3:20 PM

All students in Kindergarten through 8th Grade arriving between 8:15 and 8:30 AM are required to be on the playground, if weather permits. (Exceptions include teacher or parent excuse.) During inclement weather, they must go to an area designated by their teacher. Any child who arrives before 8:15 must go to the Tigers' Den. There is a charge for that service for non-bus riders.

All children should leave for their homes immediately after dismissal unless they have a valid excuse for staying. The students in Kindergarten through 8th Grade riding the bus or being transported home by parents will assemble in their designated area to wait for such transportation. No constant traffic in and out of the building is allowed and no one is permitted to leave the school grounds during this waiting period. One of the teachers will be on duty. Should parent transportation not arrive by 3:45 PM, those students will go to the Tigers' Den. Again, there is a charge for that service.

**3. Early Dismissal/Delayed Starts/Closings** - Scheduled early dismissals, delayed starts, or school closings will be communicated to parents/students well in advance of such dates. These dates may be listed on the school calendar or published in the weekly newsletter.

**4. Inclement Weather** - In case of school cancellation or delay due to bad weather an announcement will be made over local radio stations. Also, notification will be on Fast Direct by e-message, or if requested, will be sent as a text message. Because buses must go out on routes at an early hour, the decision to delay or cancel will normally be made by 7:00 AM.

**C. Permanent Records**

A cumulative record is kept for each student enrolled in accordance with state regulations. The records are kept updated by the classroom teacher. They are filed in the school office. Each cumulative record folder contains all the data needed for effective guidance of the student. The folder itself contains information about the student's health, attendance, history, test summaries, academic records, etc.

**1. Confidentiality** - All school records are confidential and come under the regulations of the "Privacy Act". The "Privacy Act" does not protect directory information, including the student's name, address, phone number, age, and weight.

**2. Parent's Access** - The natural parent always has access to the student record unless those rights were lost through adoption, court order, or the child reaching the age of majority (18).

**3. Non-Custodial Access** - A divorce or change in child custody does not change the rights of a natural parent to their students' records. A stepparent does not have access to the stepchild's records unless the stepparent has adopted the child, the natural parent has given power of attorney, or the natural parent shows the record to the stepparent.

**D. Attendance**

All students are expected to be regular and faithful in attendance. Accurate daily attendance and church and Sunday school attendance records are kept.

A pupil is tardy if he/she is not in his/her room when the 8:45 AM bell rings. Late bus arrivals and bad weather conditions are excusable reasons for tardiness. After school has been in session for a period of one hour, a student is considered absent rather than tardy.

Excessive absenteeism or tardiness will be dealt with the Defiance County Prosecuting Attorney.

**1. Absence/Tardiness Notification** - In our concern for the safety and welfare of the children at St. John, we have adopted a student attendance accounting policy. It is requested that a parent or guardian notify the school when their student will not be attending school. (Reasons should be stated.) Please phone the school office by 9:00 a.m. on the day of or written notice prior to the absence. This is in compliance with the State of Ohio.

**a. Student Attendance Accounting Policy** – A parent or guardian must notify the school on the day a student is absent unless previous notification has been given by personal, telephone, or written contact by the parent/guardian. The principal or his/her designee is required to notify a student’s parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school without prior notification from the parent or other responsible person(s).

## **2. Student Attendances and Tardy Policy**

St. John Lutheran School Board of Christian Day School, faculty, and staff firmly believe that good school attendance is necessary for the following reasons:

1. Regular school attendance provides a school climate that is conducive to learning.
2. Regular school attendance helps students develop a sense of responsibility, discipline, and work habits.
3. Regular school attendance ensures that the student will receive full instructional directions and explanations.

## **3. Student Absences:**

As adopted by the State Board of Education from Rule 3301-69-02(B)(2) of the Administrative Code, an excused absence from school may be approved on the basis of one or more of the following conditions: (1.1.2017 Approved)

- a. Absence from school is legal and excused for the following reasons:
  - a. **Illness or injury of the child.**
  - b. **Illness in the family necessitating the presence of the child.**
  - c. **Quarantine of the home.**
  - d. **Death of a relative.**
  - e. **Medical or dental appointment.**
  - e. **Observance of religious holidays.**
  - f. **Emergency or other set of circumstances.** *The principal will be the judge if this constitutes a good and sufficient cause for absence from school.*
  - g. **Out-of-state enrichment activities or extracurricular activities.** Documentation is needed detailing the dates and reasons for these absences and must be approved by the school. **Families must give the teacher one-week notice on vacations, otherwise the absence is considered unexcused.**
- b. Absence for any reasons other than those cited above presumably is illegal and unexcused and considered truancy.

## **House Bill 410**

The Ohio Revised Code provides for school boards of education to establish policies to encourage regular attendance of students. The St. John Board of Christian Day School recognizes that regular attendance plays a very important part in the success or failure of our students.

With the increased emphasis on state–mandated testing, it is even more important than ever to stress the importance of good attendance. Every student has a right to an education, but every student also has an obligation to attend regularly and to abide by the rules and regulations of the school system and the State of Ohio.

House Bill 410 encourages and supports a preventative approach to excessive absences and truancy. A district or school absence intervention team, a team of educators, district representatives and other supportive adults, will develop a specialized absence intervention plan for students who are habitually truant. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance. The legislation highlights the importance of parental engagement and accountability as part of a student’s absence intervention plan.

## **Highlights of HB 410**



Definition of 'habitual truant' changed from days to hours.

The new definition is: a. Absent 30 or more consecutive hours without a legitimate excuse; b. Absent 42 or more hours in one month without a legitimate excuse; or c. Absent 72 or more hours in one year without a legitimate excuse.

Excessive absences: a. Absent 38 or more hours in one school month with or without a legitimate excuse; or b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Permitting students to attend class at their leisure, to miss school whenever they wish, to be tardy excessively, to be inattentive in class, or to create disturbances simply teaches laziness and irresponsibility. For these reasons, minimum attendance standards must be met. The school must work in partnership with the parents toward this goal. Therefore, all absences will be documented.

c. After five (5) total days of absence (excused or unexcused) or three (3) consecutive days of absence due to illness in one quarter a doctor's excuse is required to return to school. **If no doctor's note is received the absence will be considered unexcused. Adopted 6.28.18**

d. When a student is excessively absent from school, the following will occur:

1. The school will notify the student's parents in writing within 7 days of the triggering absence;
2. The student will follow the school's plan for absence intervention;
  - a. Refer to Appendix for Attendance Intervention Plan example
3. The student and family may be referred to community resources. **Adopted 6.28.18**

e. When a student is habitually truant the following will occur:

1. Within 7 days of the triggering absence, the school will do the following:
  - a. Select members of the attendance intervention team;
  - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the attendance intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected attendance intervention team;
3. Within 14 days after the assignment of the team, the school will develop the student's attendance intervention plan; and
4. If the student does not make progress on the attendance intervention plan within 61 days or continues to be excessively absent, the school will file a complaint in the juvenile court. **Adopted 6.28.18**

f. Students who miss more than 72 hours of school during the year, excused or unexcused, run the risk of not being promoted to the next grade level. The teacher, principal and parents will meet in these cases and the principal will make determination as to whether or not the student will be promoted and/or asked to enroll elsewhere. **Revised 6.28.18** (See Extended Emergency Absences below for exceptions)

#### **4. Extended Emergency Absences:**

When a condition arises that a student cannot attend school in an extended absence, coordination between the following: the classroom teacher, tutorial services, and the principal will determine requirements for completion to be fulfilled and the time frame. Each individual case will be dealt with accordingly due to circumstances for the time missed. Responsibility for initial notification of the school of the situation and fulfilling requirements will rest on the student and parent/guardian. However, school officials will pursue all avenues of possible assistance.

#### **5. Student Tardiness:**

a. A pupil is tardy if this student is not in his/her assigned homeroom when the bell rings at 8:45 a.m. signifying the beginning of the school day.

b. The reasons for excusable tardiness are the same as excusable absences:

- a. Late bus arrivals
- b. Inclement weather conditions
- c. Defiance City Schools Band classes

c. The teacher or the principal will be contacted the parent/guardian if a student is tardy for three (3) consecutive days or five (5) days in one quarter.

d. In cases of tardiness exceeding five days a quarter, amount of time missed for tardies will be added together to the absences total. (Ex. - 3 hours = 1/2 day).

e. If tardiness continues a conference with the parent/guardian will be required.

f. Additional consequences may be implemented if tardiness is considered to be chronic (more than 3 consecutive days or 5 days in a quarter). These could include detention, inability to make-up homework missed by the tardiness, and non-promotion to the next grade level.

*Approved: August 15, 1991 Revised: June 2007 Effective: August 2007*

**6. Illness Absence** - If there is a question as to when their child may return to school after a contagious disease, parents should seek the advice of a physician or the Ohio Department of Health. ODH information is available in the school office for common illnesses.

**7. Late Arrival/Early Leaving** - Any student arriving after school has begun must be walked into the school office by a parent or guardian and signed in. **Revised 6.28.18**

Prior notification is encouraged, if possible, when a student must be removed from school early. If removal is necessary, the parent/guardian should first report to the school office. No students may leave school early by themselves unless previous notification has been given by personal, telephone, or written contact by the parent/guardian.

## E. Grading System

**1. Philosophy** - St. John strives to motivate students to succeed. Emphasis in the instructional program is given to making achievement both recognizable and possible for students. This includes various areas of evaluation including testing, homework assignments, and participation in class.

**2. Grading Standards**- For most subject areas the following scale is used:

100% = A+	99 – 94% = A	93 – 90 = A-
89 – 88% = B+	87 – 84% = B	83 – 80% = B-
79 – 78% = C+	77 – 74% = C	73 – 70% = C-
69 – 68% = D+	67 – 64% = D	63 – 60% = D-
Below 59% = F		

O (Outstanding), S (Satisfactory), or U (Unsatisfactory) grading is sometimes used in place of a percentage scale for more effective reporting of progress.

**3. Grading Periods** - Four grading periods are used. These quarters are normally nine weeks in duration.

## F. Student Evaluation/Reports

**1. Report Cards/Interim Reports** - Report cards are issued at the conclusion of each of the four grading periods in grades K-8. Interim reports are given at mid quarter.

**2. Parent Teacher Conferences** - At the end of the first grading period, parents are asked to come to school for a conference with the teacher(s). These conferences are limited to 15 minutes. The school calendar indicates the scheduled times of these conferences. Additional conferences are available at the end of each quarter, either by the parent or teacher's request. Parents are urged to study all reports and to consult with the teacher(s) if any clarification is needed. Similarly, parents should feel free to consult with the teachers at any time as to the progress of their child/children.

**3. Promotion and Retention** - The promotion of each student will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors, which the teacher will take into consideration in forming his/her opinion: Reading level, mental ability, age, physical maturity, emotional problems, social problems, home conditions, grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and the decision may be as objective as possible.

A. A child having failing grades in Reading, Mathematics, or English at the end of each year will have his case evaluated by the teachers and principal for placement.

B. A child having passing grades "D" or above throughout the year will not be retained without consultation with the principal.

C. A child having failing grades may be assigned to the next higher grade with discretion and only with approval of the principal.

D. No child should be retained more than twice in the elementary grades without an individual evaluation and consultation of the professional staff with the principal.

E. Documentary or anecdotal evidence should be available to justify retention.

F. Excessive absenteeism, illness and lack of effort may contribute to the decision not to promote.

It is the duty of the next higher grade to accept students who are properly promoted or assigned to it from the lower grade and to adapt class work to fit the needs of these students.

Individual teachers will handle incompletes. No incomplete will be carried over into the next grading period but shall be considered a failing grade if not made up by the end of the following quarter. Fourth quarter work must be completed by August 1.

Teachers have the responsibility to notify parents by the end of the third quarter if retention is being considered. Parents who disagree with the recommendation for retention will be required to sign a waiver.

Non-chronological grade advancement is not recommended at St. John Lutheran School.

**G. Students Identified Gifted** - A student is considered screened for gifted identification when he or she is evaluated using an instrument approved for gifted identification. (i.e. Iowa Basic Testing and classroom performance) Public school districts will evaluate district students referred or recommended for gifted identification and provide opportunities for evaluation during whole-grade screening. (ORC 3324.01)

Referrals: Parents, guardians, teachers, or peers may refer students for a gifted identification evaluation. Students may also refer themselves. Public school districts must evaluate a student within ninety days of an initial referral for gifted identification. (ORC 3324.01)

A service plan meeting will happen if a student is documented gifted between the teacher, parents and principal. If a student is identified gifted in a subject the student will be allowed to move up a grade in the subject to provide challenging curriculum to the student. This decision will be made between the teacher, parent and principal. **Adopted 6.28.18**

## **G. Homework**

The students generally are given time and opportunity to complete most work during school hours. However, from one half to two hours of homework may be necessary for some students, depending upon the proper use of time in school, the child's capabilities, and the grade level reached. The higher-grade levels generally require more homework.

## **H. School Supplies**

Students are responsible for securing certain supplies required for the classroom by individual teachers. A list of the various teachers' supply requests is distributed to families before school begins.

# **II. CURRICULAR ACTIVITIES**

## **A. Curriculum**

In addition to the usual subjects taught in an elementary school, the Christian religion is also taught at St. John. It is taught not only as a subject, but also as a way of life. As a child progresses through the grades, he/she learns more and more of the chief doctrines of the Bible. In order to make religion become a part of their lives, the child systematically learns from memory the chief parts of Christian doctrine, Bible verses, and hymns.

In most secular areas, the school uses textbooks commonly found in public schools, although St. John is not bound by their adoptions. In addition to religion, our well-rounded program includes Reading, Language Arts, Math, Art, Science, Health, Social Studies, Music, Physical Education, Spanish, and Technology. All subjects are taught with a Christian approach and given a Christian interpretation. The teachers will be utilizing Curriculum Trak to align grade level curriculum to the State Common Core and Integrating the Faith Standards. St. John is implementing the National Common Core Standards.

## **B. Testing Program**

The Ohio Achievement assessments are given to grades 3 - 8. The Iowa Tests of Basic Skills are given to grades 1 - 2. Printed reports of test results are distributed to parents.

Kindergarten Screening is held in the spring of the next school year. Admittance or refusal to enter kindergarten is not predicated on the results of this screening. The results are shared with parents.

## **C. Religious Instruction Policy**

1. It is a joy to have parents who have such a high regard for God's Work and their Lord Jesus by sending their child/children to St. John Lutheran School.
2. We place a high value on the Bible and the teachings of the Christian faith. Our pastors and teachers are trained to teach God's Word. All children are expected to attend the regular religion classes for their grade level. Any concern in this regard may be discussed with the principal.
3. The content of the religion classes is the teaching of the Bible as the Word of God. The curriculum addresses the Ten Commandments, the Apostles' Creed, the Lord's Prayer, Baptism and the Lord's Supper. The Gospel of Jesus Christ is central to all lessons and to class discussions.
4. The parents of our tuition students are invited to learn more about the teaching of the Bible in our Lutheran Church and School by studying the textbooks and lessons of their children, by asking questions of their child/children's teacher, and by attending the Pastor's information class which reviews the basic teachings of the Bible.
5. We are concerned about the regular worship every Sunday by the children of our school and by their families. If you have a church home, we encourage you to faithfully worship each Sunday with your child/children. If you do not have a regular church home, we invite you to visit with us at St. John at our regular worship services. All children are also expected to attend their grade level Sunday school or youth Bible classes as well.

Our regular services:

6:30 P.M.	Traditional worship – Saturday evening
8:00 A.M.	Traditional worship – Sunday morning
9:30 A.M.	Traditional worship – Sunday morning
9:30 A.M.	Sunday School, Youth, & Adult Bible Classes
11:00 A.M.	Contemporary Worship (Church) – Sunday morning

6. Chapel services are held weekly with the Pastors of St. John, the teachers, other guest speakers and church staff leading the worship. All children are expected to attend the services with their class and teacher. Parents and others are always welcome to attend. Each class (Kindergarten – 8) leads one chapel service each year.

### **Projects for Chapel Offering for 2019 - 2020**

- 1<sup>st</sup> Quarter – India Transformed! – Feeding God's Children (International)
- 2<sup>nd</sup> Quarter – St. John Food Pantry/PATH Center (Local)
- 3<sup>rd</sup> Quarter – Ohio District Hearts For Jesus Project
- 4<sup>th</sup> Quarter – Ohio Comfort Dog Ministry (State)

## **D. Children's Worship Service**

1. **Chapel** - Growth in worship life is the chief goal of the weekly chapel services held in the church normally on Thursday morning at 8:55 AM. Each month students in a different grade have the opportunity to lead a service. Pupils from the upper grades serve as ushers.

**2. Advent/Lent Worship** - During Advent/Lent, students attend with the congregation the Wednesday afternoon services beginning at 1:00 PM. These services take the place of chapel for the week.

**3. Children's Christmas Programs** - Children in all grades are encouraged to participate in the Christmas programs during the month of December.

**4. National Lutheran Schools Week** - From time to time the school may lead the weekend worship services during this special week of the school year, usually the fourth week of January.

**5. Church Singing** – Student are divided into two choirs: K – 3 and 4 – 8 grades and then the whole school choir. Students will sing as a whole school or one of the two choirs once or twice each month throughout the school year.

## **E. Physical Education**

Grades K-8 students attending school participate in supervised play during recess periods.

Regular physical education classes are scheduled for Grades K-8. **ALL STUDENTS NEED TO HAVE GYM SHOES!**

Students in Grades 5-8 are issued lockers to hold necessary gym apparel. These students will need a lock for their locker.

Physical Education Dress Code - Students in Grades 5-8 are expected to have a complete change of clothing for PE classes, and clothing worn shall be appropriate for exercise and physical activity. There is no specific gym outfit that must be worn. The following are specifics regarding the various apparel specifications:

T-shirts - Shall have no buttons, snaps, zippers, or other attachments, which may injure the student. They shall be free from lettering with the exception saying, "St. John Lutheran School".

Socks - Shall be white cotton ankle or knee socks with colored stripes at the top being optional. These must be different from socks worn in regular classes.

Shorts - Shall be loose fitting and made for gym wear; having no buttons, snaps, zippers, or other attachments, which might injure the student.

## **F. Instrumental Music**

Students in Grades 5-8 have the opportunity to enroll in the public school instrumental music program. They are excused to attend classes at the public school. Those pupils participating are responsible for all class work at St. John while they are absent for music.

## **G. Supplemental Programs**

**1. Chapter I Reading** - This federally funded program of assistance is for eligible students in Grades 1-4. Instruction is held in the mobile unit in individual and small group form to improve vocabulary, reading comprehension, and word study skills. Funding may limit the number of classes that can participate in a given year.

**2. Tutorial Services** - This state auxiliary services funded program is available to help those students of any grade level having difficulty in the classroom raise their level of achievement by receiving special additional guidance and help. The length of time a student receives this assistance in the modular unit may vary depending on needs. The initial recommendation for a student to receive tutorial assistance shall come from the classroom teacher after prior approval from parents for their child to participate is received. Our tutor also provides enrichment work for students in grades 1-8 on either an individual or small group basis. Parental approval is also needed for participation in the enrichment program.

**3. Speech, Language, & Hearing Services** - are provided by a state certified therapist. This individual assists St. John with numerous difficulties, including the identification of students with speech handicaps, diagnostic testing for such students, selection of students for rehabilitative services, and providing appropriate speech therapy, auditory training, and speech reading. Prior parent consent is required before the therapist may work with students.

**4. School Counselor** - This state auxiliary services funded person provides intensive individual psychological concerns of students referred by teachers and with consent of the parents. In addition to assisting students, this person consults, collaborates, and counsels with teachers, parents, and professional workers in the community, on the academic and emotional adjustment of children referred.

**5. Other Services** - From time to time special student needs require other professional specialists such as occupational or physical therapists. These services may be provided if state funding is available.

## **H. Outdoor Education**

In the fall, the fifth and sixth grade students participate in a three-day, two-night program of discovery units, worship experiences, and recreation held at Camp Palmer. An orientation program is held at school before the fall program to share details of the project. Parents are asked to volunteer their services for such aspects of the program as transporting students, preparing food menus and meals, and chaperoning the overnight stays. Through the program it is hoped students will come closer to their Lord and Savior, Jesus Christ, as they explore and discover in His wondrous creation.

## **III. EXTRACURRICULAR ACTIVITIES**

A variety of extracurricular activities are offered to students attending St. John. Two eligibility policies must be adhered to for continuing student participation in an activity. These are the extracurricular activity statement and the extracurricular eligibility policy.

### **A. Extracurricular Activity Statement**

St. John Lutheran School encourages regular church attendance from all its students and their families. We believe that worship services are an integral part of our lives. Because we firmly believe this, we want those students representing our school in extracurricular activities to be examples of regular church attendance. Therefore, our faculty and Board of Christian Day School expect an attendance record of at least 50%. If this is not achieved and maintained, the student will not be able to participate in extracurricular activities.

Procedure:

1. Church attendance will be taken each Monday.
2. If a student has not attended church at least 50% of the time prior to the start of the season, he/she will not be able to participate.
3. If a student does not maintain his/her church attendance during the season, he/she will be ineligible until regular church attendance resumes.
4. If a student does not attend church on the Saturday or Sunday before a Sunday activity, he/she will not be able to participate.
5. Allowances will be made for illness and other extenuating circumstances as deemed by Athletic Director, principal, or chairman of the Board of Christian Day School.

### **B. Extracurricular Eligibility Policy**

Grades will be monitored and eligibility determined on an interim/quarterly basis. A student will be ineligible if he/she receives any grade less than a "D", has a cumulative grade average less than a "C", or has an incomplete. When a teacher uses S/U (satisfactory/unsatisfactory) a "U" constitutes a grade less than a "D".

### **C. Athletics (See Athletic Handbook for more details.)**

All students and at least one of their parents are required to attend an athletic meeting, held early in the school year. At this meeting the school's sports philosophy, expectations of participants, eligibility, and particulars dealing with the various sports seasons are reviewed. A participation fee is required. Parents often serve as coaches, concessions workers and statisticians.

Before any student participates in a sport, the school must receive written consent from the parents for the student to participate. In addition, any child participating in or practicing for inter-school athletics is required to have on record a current physical examination (within the calendar year) before they can participate in any practices or games.

Students in 7<sup>th</sup> and 8<sup>th</sup> grade have the opportunity to participate in organized sports at the public school if it is not offered at St. John Lutheran School.

**1. Volleyball-** Volleyball competition is offered to 4th, 5th, 6th, 7th, & 8th grade girls in the fall of the year.

**2. Basketball - 4<sup>th</sup> - 8th** grade boys and girls may participate on our respective school basketball teams. Any boy or girl in 2<sup>nd</sup> or 3<sup>rd</sup> grade may participate in our Junior Tigers program.

**3. Cheerleading -** St. John sponsors cheerleading squads for both the 5th-6th and 7th-8th basketball programs. Any students in those respective grades, attending St. John, may participate on the squads. Kindergarten – 4<sup>th</sup> grade girls may participate on our Tiger Cubs’ squad. No tryouts are conducted.

## **D. Choir**

Students from preschool through 8<sup>th</sup> grade participate in the school choir. Students will practice during music class in the school. Students will be scheduled to sing once or twice a month at the 9:30 or 11:00 worship service.

## **E. Spelling Bee**

Each year students in Grades 5-8 may enter the spelling bee. A coordinator works with the spellers for several months. Contestants then compete in the school spelling bee to determine a champion and runner-up, who move on to the County Bee, which is held in February. The school spelling bee is held in mid-January.

## **F. Special Student Programs**

Two special student participation programs are offered on a rotating two-year cycle:

**1. Musical -** Every other year a school musical is held. Students in the intermediate and upper grades may audition for character roles. Lower grade students participate in class selections such as the chorus. Numerous students may also become involved in set construction and the stage crew. Normally, two performances are given on the designated weekend.

**2. School Event -** The school will plan an event the year there is no musical. The event could be a Science Fair, Community Night or Academic Fair. The event is to the discretion of the school.

# **IV. SCHOOL DISCIPLINE AND CLASSROOM MANAGEMENT**

## **A. Code of Conduct**

### **1. Purposes and Philosophy**

The right and responsibility of St. John Lutheran School is to insist on an atmosphere that is conducive to the learning/instructional process. The entire school setting including classrooms, cafeteria, playground, gymnasium, restrooms, and hallways must be a place where students are free to pursue their educational training in a safe and positive learning environment. The code of conduct is also applicable when St. John Lutheran School is being represented in any school activity off the school premises. We seek to teach Christian attitudes of respect for others and the property of others, self-control, politeness, and orderliness. Our school philosophy of discipline will mirror Christ and His teachings through the application of Law and Gospel to discipline situations. We seek to provide a school where children may “...grow in wisdom and stature before God and men.”

Cooperation between parents/guardians and teachers is essential when discipline difficulties are encountered. Christian Attitudes, self-control, and Christian behavior can only be achieved with the active support of parents/guardians. If problems occur, teachers will work with both parents/guardians and students to resolve these difficulties. Every effort will be made by teachers and the administration to apply the proper discipline to the specific situation.

The code of Conduct is posted in the school cafeteria. A copy of the Code of Conduct is available in the school office to interested parents/guardians, students, and school personnel.

A discipline committee consisting of 3-4 members will meet as necessary to make recommendations for disciplinary action in cases of serious misbehavior. The committee will consist of the principal, a pastor, and one member of the Board of

Christian Education. Teacher(s) involved will be consulted. The principal will call meetings. This committee will have the authority to expel a student from St. John Lutheran School.

## **2. Guidelines of Conduct**

### **B. General**

Students will show respect for those in authority and all adults in general. Students are expected to cooperate with teachers, pastor(s), and all other school/church personnel. Students are expected to observe the Code of Conduct of St. John Lutheran School whenever in the building, on the grounds, or representing the school at off-site activities.

1. Disrespect for those in authority shown by attitudes, words, or actions will result in disciplinary action, which may include detention, suspension or expulsion.
2. Students are not to willfully disrupt a teacher's ability to conduct class or an activity.
3. The use of profanity or coarse and vulgar language will not be tolerated.
4. Offenses such as fighting, cheating, or stealing will be treated with serious disciplinary action.
5. Bullying, physical and/or verbal abuse of another student including but not limited to kicking, punching or name calling will not be allowed.
6. Liability for any willful destruction of school/church property or damage that occurs as a result of failure to observe rules will be the responsibility of involved students and their parents/guardians.
7. Drawing of weapons showing violent acts against others is not permitted.

### **C. Consequences of Misconduct**

Students forfeit their privilege to an education at St. John Lutheran School if the student's continued presence in school will be of no substantial benefit to him/her or if his/her continued presence in school would be injurious to the safety, morals, or education of other pupils or the welfare of the school. Possible consequences of misconduct include, but are not limited to, the following list.

Consequences will be applied according to the seriousness of the offense, not necessarily in the following order.

1. Counsel and verbal reprimand from school authorities.
2. A special assignment and/or loss of privileges for students.
3. Contact with a parent by note or phone.
4. Intervention plan worked out with parent, students, and school authorities.
5. After school detention.
6. In-school suspension.
7. Out of school suspension.
8. Expulsion from St. John Lutheran School.

### **D. Dress Code**

**1. General** - Parents are expected to help their children use Christian judgment in what they wear to school. Teachers have the right to request a student to refrain from wearing any clothing he/she feels inappropriate. Parents will be informed of such requests.



**Following are some general guidelines:**

Hair must be well groomed and clean. Hair coloring must be within the range of natural hair colors.

Body piercing (other than ears) and tattoos are prohibited.

Footwear must be worn at all times. **Flip-flops and combination tennis shoe/roller blades are not allowed in the classroom or on the playground.** Sandals may be worn inside but may not be worn on the playground. Crocs are acceptable footwear as long as the back strap is behind the heel. Please have other shoes available for the playground.

All clothing should be kept neat and clean.

Hats or caps are prohibited in the building.

All clothing must be in good taste and modestly worn, and may not contradict what we as Christians profess. **We reserve the right to use our discretion regarding student clothing.**

**This prohibits such items as:**

- a. Clothing with symbols and/or name promoting liquor, beer, tobacco, drugs, professional wrestling, or secular musical groups.
- b. Offensive patches or emblems (This would also include wearing the American Flag inappropriately.)
- c. Clothing that may cause injury to the wearer or fellow students.
- d. Clothing that may damage school property.
- e. Tank tops or spaghetti strap shirts or “muscle shirts”
- f. Halter tops or abbreviated tops allowing the midriff or cleavage to show.
- g. Pants that fall down or do not cover properly, or which drag on the ground.
- h. Inappropriate skirts or shorts (those which are not at least as long as the fingertips when arms are held at the side) “Cut-offs” are not acceptable.
- i. All undergarments must be covered including camisole straps and sports bra. (8/4/2016)

Outerwear should be appropriate to the season. Jackets must be worn during the fall and spring seasons when the temperature falls below 60 degrees Fahrenheit. Students will go outside if temperature is above 15 degrees Fahrenheit or feels like this temperature. **(Adopted 8.1.19)**

**This dress code is subject to change should issues with appropriateness arise during the year.**

**2. Warm Weather** – Warm weather dress will be in effect and announced by the principal’s discretion.

The dress code is as follows: Students may wear reasonable warm weather clothing in good taste, such as shorts. Halter-tops or abbreviated tops that allow the midriff or cleavage to show will not be acceptable. All undergarments must be covered including camisole straps and sports bra.

Please use good judgment in your dress; clothing should not be too short or too tight. A student wearing apparel unacceptable will be warned and may lose the privilege of wearing warm weather dress.

**3. Field Trips** - A dress code for the 7<sup>th</sup> and 8<sup>th</sup> Grade class trip is on file in the school office. The details are presented to students well prior to the trips.

The dress code for other field trips will be at the discretion of the teacher(s) in charge.

**E. Proper Freedom of Expression**

While students are encouraged to exercise their freedom of expression in the proper setting, the rights of others and the school must also be protected. Therefore, the distribution of obscene, libelous, or other inappropriate literature is prohibited on school or church property.

## **F. Possessions**

1. Knives, firearms, explosive devices, or similar devices are not permitted at school.
2. I Pods, cell phones, MP3 players, electronic devices, and other disruptive devices may not be used during school hours.
3. Gum chewing or eating of candy on school grounds is prohibited except with teacher consent.
4. Possession or use of tobacco, alcohol, or other unauthorized drugs on school premises or at school related activities on or off site is prohibited.
5. Sale and distribution of drugs, alcohol, fireworks, or other illegal devices is prohibited and is subject to suspension or immediate expulsion.
6. Unauthorized medications, both prescription and over the counter, are prohibited on school premises or at school related activities. (See also: Overseeing the Non Emergency Oral Administration of Physician Prescribed Medication)

## **G. Building**

1. Students are not permitted to arrive at school before 8:15 a.m. Students who do arrive prior to 8:15 a.m. should immediately report to the Tiger's Den or be escorted to same by school personnel. Parents will be charged at the appropriate rate for this care, unless delivered by bus.
2. Students are not allowed in classrooms before 8:30 a.m. or after 3:30 p.m. except with permission and adult supervision.
3. Students are not to loiter in the hallways or restrooms.
4. Students are not to run in the building except in the gymnasium or as may be directed for an activity.
5. Students are not to tamper with or activate fire alarms. In an emergency, the student should report the concern to the school office or other adult personnel as soon as possible.
6. Students who initiate a bomb threat will be dealt with by law enforcement and this may result in expulsion.
7. The telephone is for emergency use only. Permission for use of the telephone must be received from the teacher, principal, or other responsible adult.
8. At the end of the school day students must do one of the following:
  - a. Report to the bus loading area and wait in an orderly fashion for their bus. An adult will always monitor bus students.
  - b. Proceed to the Tiger's Den and report in to the responsible adult.
  - c. Report to after school activities such as extracurricular activities, help sessions, detention halls, and the like which will be under adult supervision. Students must remain in the designated room(s) where the activity is scheduled to be held.
  - d. Proceed to the designated parent pick-up point and remain there in an orderly fashion until a parent arrives or it is 3:45 p.m. At 3:45 p.m. school personnel will escort those students not yet picked up to the Tiger's Den Christian Childcare Center. Parents/guardians will be responsible for any charges that may be incurred when students are taken to the Tiger's Den Christian Childcare Center.
  - e. Proceed out the designated doorway to walk home.

- f. No student should be in the building or on school grounds after 3:45 p.m. unless involved in activities described above in (a), (b), or (c).

## **H. Cafeteria**

1. Disorderly conduct will not be permitted in the cafeteria.
2. Students may not share or trade food.
3. All lunch food must be consumed in the cafeteria.
4. Students in all grades are silent for the first 10 minutes of the lunch period after they are served to eat their lunch.

## **I. Gymnasium**

1. Students in grades 5-8 must wear an appropriate change of clothing for physical education classes, including T-shirt, socks, shorts, and shoes specifically for use in the gym. For all other grades, separate gym shoes must be worn.
2. Any student using the gymnasium must have adult supervision.
3. Students must receive permission to use athletic equipment.
4. No beverages may be taken into the gymnasium without the consent of the adult supervisor.

## **J. Playground**

1. No one is permitted on the playground before school except during the recess period of 8:15a.m. to 8:30 a.m.
2. Bicycles must be walked on the playground.
3. All play is to be done safely. Pushing, shoving, and other forms of disrespect will result in disciplinary action. Games that involve tackling or wrestling are prohibited. No kicking of playground balls.
4. Organized team games are to be played on the playground only under adult supervision.
5. Retrieving play equipment, such as balls, from the street or neighboring yards must be approved and supervised by an adult.
6. Skateboards, scooters, roller skates, in-line skates, Frisbees, and hard balls are not to be brought to school.
7. Snowball throwing is prohibited on school premises. Climbing and sliding on snow piles on the school premises is at the discretion of the adult supervisor.
8. No students are allowed on the playground after school dismisses unless supervised by adults.

## **K. Gang Activity**

St. John Lutheran School recognizes that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the students and causing disruption to the academic process. Gang activities also create an atmosphere of intimidation in the entire school community. In order to ensure safe and violence free schools, the Board of Christian Day School establishes the policy that gangs and gang activities are prohibited in St. John Lutheran School.

A gang is any identifiable group or club who display or communicate membership in that group and whose purposes include the commission of illegal acts or the violation of disciplinary rules of St. John Lutheran School. In accordance with the Safe School Act of 1994, no student on school property, to or from school, at any school activity shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item that evidences or reflects membership in, or affiliation with any gang.

2. Engage in any act that furthers the interest of any gang, or gang activity, including but not limited to:
  - a. Solicit membership in, or affiliate with any gang.
  - b. Solicit any person to pay for “protection” or threatening any person, explicitly or implicitly, with any other illegal or prohibited act.
  - c. Paint, write, tattoo, or otherwise inscribe gang related graffiti, messages, symbols or signs on one’s self, school, or person’s property.
  - d. Use hand gestures for gang “signing”.
  - e. Engage in violence, extort, or any other illegal act or other violation of school property.
  - f. Solicit any person to engage in physical violence against another person.
3. In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials will exercise discretion and judgment based upon current circumstances in school, neighborhoods, and community.
4. Students who violate this policy shall be subject to suspension and/or expulsion (See also: Suspension and Expulsion Policy), in addition to applicable criminal and civil penalties. School administrators will confiscate materials and report any acts of gang related activities to local law enforcement authorities and parents and/or guardians.
5. The removal of gang related graffiti should be a priority in maintenance of school property. After police notification, all such graffiti on school or personal property shall be removed or covered within twenty-four hours of its first appearance to school officials, or as soon as possible, unless time is needed to obtain replacements for damaged items. School officials will work closely with local law enforcement officials in controlling gang related activities.

## **L. Procedures for Dealing with Misbehavior**

**The following procedures will be followed for dealing with misbehavior according to the seriousness of the offense, not necessarily in the following order.**

1. The teacher will give Christian Counsel, guidance, and consequences attempting to resolve the problem with the student.
2. If unsuccessful, the teacher will inform parents of the disciplinary problem and the concern the teacher has for the child.
3. If the situation does not improve, the teacher will consult with the principal. The principal will provide Christian counseling, reprimands or other disciplinary action and will notify parents of the continuing problem.
4. The principal has the authority to suspend any pupil whose presence in school is detrimental to the best interests of him/her or of the other students and of the school. Written notice of such action shall immediately be sent or given to the parent or guardian and student. A student and/or a parent have the right to a hearing before the principal in the case of suspensions. Students will be held responsible for all schoolwork missed due to suspension.
5. A student may be expelled from school upon the recommendation of the Discipline Committee if the student’s continued presence in school will be injurious to the safety, morals, or education of other pupils or the welfare of the school. The parent or guardian shall be informed in writing by the principal of such a decision. A student and/or a parent have the right to appeal an expulsion before the Board of Christian Education.

## **M. Consequences of Misconduct**

Students forfeit their privilege to an education at St. John Lutheran School if the student’s continued presence in school will be of no substantial benefit to him/her or if his/her continued presence in school would be injurious to the safety, morals, or education of other pupils or the welfare of the school. Possible consequences of misconduct include, but are not limited to, the following list.

Consequences will be applied according to the seriousness of the offense, not necessarily in the following order.

1. Counsel and verbal reprimand from school authorities.
2. A special assignment and/or loss of privileges for students.
3. Contact with a parent by note or phone.
4. Intervention plan worked out with parent, students, and school authorities.
5. After school detention.
6. In-school suspension.
7. Out of school suspension.
8. Expulsion from St. John Lutheran School.

*Approved: March 14, 1985 Revised: June 2007/August 2014 Effective: August 2007/August 2014*

### **N. Classroom Management**

Each teacher will establish routine procedures to assist in the development of discipline, teamwork, and respect for authority. The teacher will involve the children in establishing codes of good order.

### **O. Locker and Desk Searches**

Lockers and desks are school property and are subject to search by school officials at any time. Any forbidden or inappropriate items that are found will be immediately confiscated and appropriately turned over to either parents or law enforcement officials.

### **P. Child Abuse and Neglect**

1. Physical, sexual, and emotional abuse are all forms of child maltreatment. As required by law, any school employee who has knowledge of or reasonable cause to suspect that a child is being abused or neglected, shall immediately report such actions to the principal who, in turn, will immediately report the situation to the Defiance County Department of Human Services.
2. School personnel reporting such situations are immune from civil or criminal liability for reporting.

### **Q. Suspension and Expulsion Policy**

St. John Lutheran School desires to provide a safe and positive learning environment for its students and staff. In order to maintain such an environment, students who either provide a safety hazard for other students and staff, or whose behavior is disruptive to a positive learning environment may be suspended or expelled from the student body.

#### Procedures For Dealing With Misbehavior

The following procedures will be followed for dealing with misbehavior according to the seriousness of the offense, not necessarily in the following order.

1. The teacher will give Christian Counsel, guidance, and consequences attempting to resolve the problem with the student.
2. If unsuccessful, the teacher will inform parents of the disciplinary problem and the concern the teacher has for the child.
3. If the situation does not improve, the teacher will consult with the principal. The principal will provide Christian counseling, reprimands or other disciplinary action and will notify parents of the continuing problem.
4. The principal has the authority to suspend any pupil whose presence in school is detrimental to the best interests of him or of the other students and of the school. Written notice of such action shall immediately be sent or given to the parent or guardian and student. A student and/or a parent has the right to a hearing before the principal in the case of suspensions. Students will be held responsible for all schoolwork missed due to suspension.

5. A student may be expelled from school upon the recommendation of the Discipline Committee if the student's continued presence in school will be injurious to the health of morals or education or other pupils or the welfare of the school. The parent or guardian shall be informed in writing by the principal of such a decision. A student and/or a parent has the right to appeal an expulsion before the Board of Christian Education.

## **Suspension**

Suspension shall be no less than one complete school day or greater than three complete school days and can be served either in school or at home. It shall be at the discretion of the principal after consultation with any staff personnel involved. Parents shall be notified orally and in writing of the reason for the suspension, its duration, ramifications of continued negative behavior, and appeal procedures.

Reasons for Suspension: Failure to comply with Code of Conduct behaviors listed in the handbook.

It is **MANDATORY** that the parents/guardians come and meet with the teacher and principal before the child will be accepted back into the classroom following a suspension.

After the **second suspension** for a student within the course of any given year, it is mandatory that the student and parents come before the Discipline Committee. The student will be put on probation and their re-enrollment will be reviewed.

## **Expulsion**

Students who repeatedly are involved in the above stated behaviors resulting in suspension might also be expelled. Expulsion is a permanent separation of the student from the school.

Expulsion is also at the discretion of the principal after consultation with the personnel involved and the Discipline Committee. Parents shall be notified orally and in writing of the reasons for expulsion, the consequences of expulsion, and the appeals procedures.

The Principal is reminded of the seriousness of this action and remanded to use this power only as a last resort. Further no child shall be expelled unless the parents have been given previous warning that such action might be taken due to the child's particular behavior(s). In a few rare instances, expulsion may be given to students whose behavior is extreme or whose behavior is exceptionally violent and/or dangerous.

## **Appeals Procedures**

St. John Lutheran School desires that all parents and students have the opportunity to have their side heard in as fair and impartial way as possible. The following procedures to appeal suspensions and expulsions are an effort to make that possible.

1. In all cases of expulsion the school shall provide due process rights to the individual(s) involved. Such rights include:
  - a. A student will be given specific written notice of charges.
  - b. A student has a right to present evidence in his or her behalf.
  - c. A student has a right to a hearing before the principal.
  - d. A student has a right to rebut adverse testimony.
  - e. A student has a right to be represented by qualified counsel at a hearing.
  - f. A student has a right to appeal to the Board of Christian Day School.
2. Parents wishing to appeal the principal's decision must notify the Chairperson of the Board of Christian Day School, in writing, and the principal, in writing, within five (5) days of the action taken.
3. The parents shall then present their appeal at the next regularly scheduled Board of Christian Day School meeting, which shall occur in executive session if the parent or the board so desires.
4. An accurate account of the meeting shall be kept and such account shall be shared with the parent for approval of accuracy within ten (10) days of the appeal meeting.
5. The Board of Christian Day School shall render a decision as to the merits of the appeal within one month of the hearing of such appeal.

6. Should the board find in favor of the student, such student shall immediately be readmitted to all school rights and privileges and notation of suspension or expulsion shall be removed from the student's records.

7. The Board of Christian Day School is the last avenue of appeal available.

Approved: March 14, 1985 Revised: January 2009

## V. LUNCH PROGRAM

### A. Hot Lunch Program

All pupils are invited to participate in the hot lunch program. Lunches are served at the lowest possible prices. **Payment for lunches should be made on a weekly or monthly basis by putting money in their account with the Lunchroom Manager any day before the start of school hours.**

2019 - 2020 LUNCH PRICES: K – 8 = \$2.95 Adult = \$3.35 Reduced = \$ .40 Free

2019 - 2020 MILK PRICE: ALL = \$ .50

**1. Federal Program** - St. John participates in the Federal Free and Reduced Lunch Program for those families who meet the requirements set by Federal guidelines. Letters and application forms are distributed to all families at the beginning of the school year. However, families may apply at any time during the school year when they feel they qualify.

**2. Menu** - A monthly listing of meal components is distributed to families at the beginning of each month.

**3. Student Meal Charges** - Charging in the lunchroom is discouraged. However, students without lunch money may charge for the day's lunch, which is to be repaid the following day. A notice of the charge will be sent home that day. Continued charges or neglect of repayment for meals will result in the principal or a designate contacting the parents.

**4. Wellness Policy** – See appendix.

### B. Breakfast program

All pupils are invited to participate in the daily breakfast program. **Breakfast is available before announcements. Payment for breakfasts should be made on a weekly or monthly basis by putting money in their account with the Lunchroom Manager any day before the start of school hours.**

2019 - 2020 BREAKFAST PRICES: K – 8 = \$1.85 Adult = \$2.10 Reduced = \$.30 Free

### C. Daily Snacks - Kindergarten & Preschool.

A daily snack is served to the preschool children. The children are scheduled by the teachers to bring the nutritional snacks that follow our Wellness Policy (See Appendix). Kindergarten teachers may also choose to participate in a snack program similar to preschool. If a student is identified with a specific food allergy (s) the teacher will notify parents with the appropriate food list. **Adopted 6.28.18**

## VI. SAFETY

### A. Fire Drills

Fire drills are held monthly. All students and teachers must leave the building. Fire drill routes are posted near the door in each room of the building for parent and guest awareness.

### B. Storm (Disaster) Drills

Storm drills are held periodically, especially in the months of March, April, May, August, and September. Maps indicating the routes to take are posted near the doors in each room.

## **C. Bomb Threats**

The school has a procedure to follow should the need arise. If students evacuate the building they will walk to St. Paul Lutheran Church across Wayne Avenue from St. John and bussed to a reunification site. Parents will be notified where to pick up their child.

## **D. Injury - First Aid**

1. Serious accidents in the school, on the playground, or during a school related activity would be brought to the attention of the principal immediately.
2. Staff members will administer first aid.
3. Serious injury will be reported to the parents and if necessary a doctor and/or rescue squad will be called. Preference will be given to the family doctor, as listed on the emergency card on file in the school office. The urgency of the situation will dictate if the rescue squad or the parents are contacted first.
4. An injured child will not be left alone. Arrangements will be made to have someone stay with the child until the parents arrive or until the child is taken to the doctor or the hospital emergency room. If parents are not available, a member of the school staff will accompany the child.
5. The supervising teacher will fill an accident report.
6. Emergency cards and Medical Authorization forms must be completed and filed annually for each child enrolled at St. John. Parents have the responsibility of notifying the school of changes of address, telephone number or authorized adults to pick up a child.

## **E. Illness**

1. Parents will be notified when a child becomes ill while in school.
2. Parents will be asked to take the child or make arrangements to have the child taken home as soon as possible. If necessary, the child will be allowed to rest in the isolation area for a short period of time, until other arrangements can be completed.
3. Temperature of 100 degrees Fahrenheit taken by the oral/auxiliary method when in combination with other symptoms will require a student to be sent home.
4. Teachers will not permit a sick child to leave the school premises by himself.
5. A child must have the doctor's approval to return to the classroom after absence due to a contagious disease.
6. Any questionable skin condition will be reported to the school office. The parents or health nurse will then be contacted.
7. Implementation Procedures for Defiance County Health Department School Health Pediculosis Policy and Implementation Procedures must be followed if this condition arises with your child.
  - a. Suspected cases will be reported to the Defiance County Health Department by the principal of St. John, with immediate exclusion of suspected case students from school.
  - b. Parent/guardians of suspected case students must secure an appointment with a public health nurse to have the suspected case of head lice examined.
  - c. Upon examination by the public health nurse, suspected case students receiving a clean bill of health will be readmitted to school. A statement from the Defiance County health department indicating that the student has been found free of head lice must accompany the student's return.
  - d. All confirmed cases of head lice will be excluded from school until the infested student has been treated and is determined and classified "nit free" or with "few Nits" by the Defiance County Health Department. A statement



indicating this determination must accompany the student's return. Continued attendance in school will only be permitted if weekly contact sheets from the Defiance County Health Department are presented to the school or until the case is dismissed by the Health Department.

e. If the family is unable to purchase the medication needed for treatment, the Health Department will work jointly with the school to provide financial assistance.

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## **OFFICIAL POLICY**

f. Filing of neglect charges will occur if there is lack of progress with the family after eight (8) weeks. At the time of initial instruction for treatment, each family will be informed by both St. John and the Health Department that they will file a joint complaint of child neglect if after eight (8) weeks little or no progress has been made with the family.

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Parents and other adult household members of confirmed case children are strongly urged to have themselves checked by the Health Department also.

8. St. John will support and cooperate with the Health Department in:

a. Filing of charges prior to the elapsed eight (8) week time period if there is no cooperation or if there is a serious lack of effort by the family to correct the problem.

b. Notification of the Department of Human Services and Office of Prosecuting Attorney of the families who are non-compliant at four (4) to six (6) weeks of follow up, which is prior to the eight (8) weeks limit, in order for the Prosecuting Attorney's Office to issue a letter of warning.

c. Its continued involvement in the case pending the results of the neglect charges.

d. Having the Health Commissioner, within a reasonable time following the filing of neglect charges, take noncompliant cases to the Board of Health for further action.

### **9. Policy for Overseeing the Non Emergency Oral Administration of Physician - Prescribed Medication**

Doctors are the only person qualified to prescribe medication. Pharmacists dispense them. The diagnosis and treatment of illness and the prescription of drugs, medications, preparations, or remedies is the responsibility of a family physician, not the responsibility of St. John Lutheran School or any of its employees, including the health nurse. Both state and federal law restrict what medication may be administered by nurses or other authorized school personnel.

St. John's policy is to discourage the taking of any oral medication during the school day. There are, however, some unique circumstances, which require the cooperation of physicians, parents, and school personnel in overseeing the administration of prescribed medication to students.

St. John will not administer any non-prescribed (over-the-counter) drugs, medications, preparation, or remedies without the parents' approval. Responsibility for overseeing the administration of non-prescribed medication rests solely with the parent/legal guardian and the student. St. John would prefer that parents personally administer medication to their children before or after school, at recess or breaks, or during the lunch hour.

When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated.

In those special cases where a student needs to take prescribed oral medication during the regular school day while at school, but a parent is unable to personally administer it, the following rules shall apply:

a. Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.

b. Whenever a student must take prescribed medication during school hours, the appropriate authorization for medications form must be on file in the student's health folder and available to the person designated by St. John before the student will be allowed to begin taking the medication in school.

- c. Medication is to be brought by a parent/guardian or by a person designated by the parent/guardian to the principal's office for safe keeping in the same container in which the drug was dispensed by the prescribing physician or pharmacist.
  - d. For each prescribed medication, the container should be labeled with the following information: Student's name, name of physician, date, name and telephone number of pharmacy, name of medication, dosage, frequency and any special handling and storage directions.
  - e. At school, all medication will be kept in a secure and safe storage unit not accessible to students.
  - f. The parent/legal guardian is responsible for seeing that the school is supplied with an adequate supply of medication.
  - g. All unused medication not claimed by the last day of school will be properly discarded by school personnel.
  - h. Since the school does not employ a full-time nurse, responsibility to oversee the administration of medication rests with (in this order): The principal, the teacher-in-charge, and any other person specified by the principal in his/her absence. St. John shall designate the person(s) authorized to administer such medication, with their agreement.
  - i. Instruction of the child to report to take the medication at the designated time is the responsibility of the parent/legal guardian. Efforts will be made by school personnel to communicate a student's medication needs to teachers or other appropriate staff members.
  - j. A log shall be kept for each prescribed medication in the student's health folder, on which the school personnel will note at that time each occurrence of overseeing the student taking his/her medication.
  - k. New request forms must be submitted each school year and whenever the medication or dosage is changed, which remains the parent's responsibility.
  - l. All the above rules relate to the non-emergency overseeing or administration of prescribed drugs. In a medical emergency, the parent/legal guardian would be immediately notified and appropriate arrangement made for immediate medical attention.
  - m. Strict adherence to the above rules is necessary to protect the school, person(s) designated to administer the medication, and the student.
  - n. The parent/guardian should come to the school to administer any non-prescription medicine to their child (e.g., Tylenol, Motrin, cold medicines, etc.) If the parent/guardian is unable to arrange this in their schedule the school principal, school secretary or a staff member designated by the principal can administer the medication. The medicine should arrive in the original packaging and must be age and/or weight appropriate for the child. A note from the doctor or the parent must accompany the medicine giving permission for the administration of the medicine and any directions for administering. The note should be signed and dated. Medicine left in the school office and not picked up will be properly discarded after the expiration date on the container.
10. Insurance Coverage - Most family insurance policies cover injuries incurred by students at school or on school related activities. The parent's insurance will be considered primary. However, St. John Lutheran Church has secondary coverage through an outside insurance company for all students or other family members acting on behalf of St. John Lutheran School at any school function. If your family insurance does not cover an accident, parents may contact the school office for an application form and details on how to apply.

## **F. Code Red Procedures**

The procedure in Defiance County is for the county terrorist alert team to meet and assess the threat and then recommend to the school districts whether or not they should be open. What this means is that you should listen to the radio like you do when there is inclement weather. The radio stations will announce whether or not Defiance City Schools are closed.

In the event that a code red is declared after the school day has begun, we will immediately lock ALL doors to the building. Parents will then be able to pick up their children at their discretion, dependent upon the safety of the situation. We will have people at the south parking lot door to let you in. Those people will keep you in the reception area while they alert the school office to retrieve your child and bring them to you. Since not all of our people know all of our parents we are going to ask you to do two things to help us in the process:

- (1) Show some form of ID; and
- (2) Sign your child out with the date and time that they leave.

Should the school be closed because of a code red alert; the Tigers' Den will also be closed that day.

We will follow these same procedures should a code red be declared after the Tigers' Den has opened at 6:30 AM and before school starts at 8:45 AM. You may pick up your child from the Tigers' Den, dependent upon the safety of the situation. The Tigers' Den will then be closed for the remainder of the day.

## **VII. STUDENT VOLUNTEERISM**

### **A. Chapel Ushers**

5<sup>th</sup> and 6<sup>th</sup> Grade students serve in this capacity as scheduled by the teacher at the weekly chapel services and at the afternoon Advent/Lent services.

### **B. Cafeteria Helpers**

If class schedule permits 7th - 8th Grade students will serve as helpers in the cafeteria. Parental permission is required, and students are responsible for all class work missed while assisting in the cafeteria.

## **VIII. PARENT TEACHER LEAGUE**

St. John has a PTL to maintain home school relations and to provide parents with assistance in their God-given task of training Christian children.

Meetings or activities are held during the school year. The PTL Board publishes a listing of the year's activities. The Annual Sauerkraut Supper is a major fund-raising project of the league. The PTL also sells Sechler's Pickles in the fall of the school year. Numerous school projects, as well as desired equipment and materials purchases, are paid for through funds raised. All parents are cordially invited and encouraged to become active participants in the PTL.

## **IX. TRANSPORTATION**

### **A. Walkers/Automobile Riders**

Teachers give special directions for arrival and departure from school at the Back-to-School Orientation night.

### **B. Bus Transportation**

Bus transportation is available to students residing more than one mile from school.

1. Defiance City Schools bus information is published in the Defiance Crescent News prior to the start of the school year.
2. Northeastern Tinora and Ayersville School Districts also provide bus transportation for students living in their districts. Although arrival time in the mornings is in time for the start of school, departure times in the afternoon are before school dismisses. In the past, Northeastern students have been picked up at approximately 2:45 PM, while Ayersville students have been picked up at approximately 3:00 PM. Students are responsible for class work missed when leaving prior to the end of the school day.
3. Any changes in bus stops or if a student wants to ride to a friend's house as a guest requires a parent permission slip be submitted by the student to the principal for his signature. The school office will also fill out the Defiance City School transportation form needed.
4. Any questions in regard to busing should be addressed to the school office or the Defiance City School garage at 419-782-7091.

## **C. Bicycles**

Bicycles may be ridden to school. Students are expected to walk their bicycles on the school premises. A bike rack for parking the bicycles is located in the rear of the school. Chain locks are strongly encouraged. The school assumes no responsibility for stolen or damaged bicycles.

## **X. BUSINESS OFFICE**

### **A. Hours**

The school office is open from 8:15 AM until 4:30 PM. The doors will be locked from 6:00 a.m. - 6:00 p.m. They will be unlocked only from 8:00 – 9:00 a.m. for student arrival.

### **B. Visitors**

All school visitors, including parents of students, must be buzzed into the school because of the security system. If you are picking up your child after school please wait in the area by the church office for them. They will arrive there after teacher dismissal.

**Open Door Policy** - Parents and guardians are welcome in the classroom and school. If parents or guardians would like to visit the classroom 24 hour notification must be made to the classroom teacher for approval to lesson distractions. **All visitors are in the classroom as observers only.** All visitors must report to the school office to sign in upon arrival and sign out upon departure.

### **C. Fees Payments**

Payment of fees may be made in person or by mail. Those making monthly payments must set up a payment plan through the school bookkeeper. Payments are due on the 1st day of the month. A \$10.00 late charge will be added to payments not made by the 10th of the month they were due.

### **D. Change of Address/Phone**

Parents are expected to notify the school office of changes of address or phone numbers. This is extremely helpful for emergency contact purposes and in maintaining up-to-date records.

### **E. Lost and Found**

A lost and found box is kept in the cafeteria. All unclaimed items will be taken to the Clothes Closet.

### **F. Newsletter**

Tiger Pause, the school newsletter, will be published on Wednesday each week with pertinent information. Parents/guardians are encouraged to sign up to receive electronic copies via the school website at [stjohntigers.com](http://stjohntigers.com). Those that don't sign up will receive a hard copy.

### **G. Telephone Usage**

Any of the school telephones including the office telephones are to be used by students only with permission and for emergency purposes. Homework left at home is not an emergency.

### **H. Transfer of Students**

Transfer of students to or from St. John from another school must be initiated in the school office.

## **XI. SPECIAL ACTIVITIES**

### **A. School Pictures/Yearbook**

1. St. John contracts with a photographer for fall student pictures. This allows for pictures to be ready for Christmas. Purchases are on a voluntary basis. A spring picture date is also scheduled.
2. A school yearbook is published each school year. The cost of the book depends on the amount raised through advertising and donations.

## **B. Live Animals**

Students for “show and tell” purposes may bring small, live animals to school. Such animals must pose no threat to the safety of students or staff, and must be housed in appropriate, securely fastened containers. At the teacher’s discretion, these animals must be taken home again. Students may bring in larger animals, such as guinea pigs or cats, but only for a limited stay, with a parent present and after first receiving permission from the teacher.

## **C. Birthdays/Treats**

Classes celebrate fellow students’ birthdays on an informal basis. Bringing treats for the occasion is left up to the student and his/her parents. Prior notification to the teacher is requested.

## **D. Field Trips**

During the school year, classes take a variety of field trips. Prior notification of parents will be made.

Teachers always take along all student emergency cards and emergency medical authorization forms in case immediate contact of parents is necessary.

## **E. Community Service Projects**

St. John participates in community service projects as time and availability allow.

## **F. Pledge of Allegiance & Pledge to the Christian Flag Policy**

The Pledge of Allegiance and Pledge to the Christian Flag shall be recited daily by all grades in St. John Lutheran School, standing with hand over heart, and saying the Pledges from memory.

# **XII. EXCELLENCE ACHIEVEMENT AWARDS**

## **A. Honor Roll**

Students in Grades 5-8 who achieve all A’s, A or B average are recognized in a school honor roll, published at the end of each quarter. The 7th and 8th Grade honor roll is also published in the Defiance Crescent News.

Students in grades 5-8 receiving all A’s during a grading period go to breakfast with the principal. In addition, all students in grades 5-8 making the honor roll are recognized and given awards at the awards assemblies that are held each quarter.

Students in grades 3 & 4 receiving all A’s during a grading period will be given a special treat and recognized at the award assemblies each quarter.

## **B. Graduation Honors Speakers**

The 8th Grade student with the highest grade point average is selected as valedictorian, while the next ranking student becomes salutatorian. In cases of extremely close grade point averages, ties are acknowledged.

## **C. Attendance**

Students in grades Kindergarten through 8 are recognized for perfect attendance at school as well as church and Sunday school each quarter. Special recognition awards are given for their achievements at the awards assemblies that are held each quarter.

### **XIII. PARENT VOLUNTEERISM**

Volunteer assistance is vital to the total operation of our school program. Service in this respect also affords parents the opportunity to become more involved with and informed about St. John. A list of volunteer opportunities will be distributed at the Back-to-School Event. Our volunteer team is called the A+ team. Please take some time to look over the many areas of assistance needed and then complete the survey according to the time you are able to afford.

Parent and grandparent volunteers compose this group of volunteers who perform such tasks as duplicating and collating papers for teachers, newsletters and mailings, recording daily attendance and conducting absenteeism phone contacts, assisting in the library, constructing bulletin boards, serving as room parents, or working on other projects that enhance our school program. **Volunteer assistance is organized through the school office.**

### **XIV. Financial Assistance and Fundraising**

#### **A. SCRIP (Gift Cards)**

This unique program allows you to earn credit toward your fees and tuition through the purchase of “scrip certificates/gift cards” redeemable at local grocery stores, gas stations, restaurants, and other retailers throughout the state. A complete list of vendors is available in the school office.

#### **B. Care Grants**

Financial Assistance may be available to help families in need with school fees. Applications are available in the school office. At the June Board of Christian Day School meeting Care Grants are awarded for the next school year.

#### **C. Chief Good Neighbor Receipts**

St. John participates in the Chief Good Neighbor Program. Funds collected from this program go to our “Friends of the School fund” which helps offset scholarship costs. Receipts should be turned in at the school office.

#### **D. Tyson A+**

Funds are earned by collecting Tyson A+ coupons from food products. Earnings help to offset the budget shortage created by the school. Turn those in to the collection bin located in the school cafeteria.

#### **E. Thrivent Choice**

Eligible members of Thrivent can designate Choice Dollars; based on insurance premiums, contract values, and Thrivent Financial volunteer leadership. Choice Dollars can be directed to St. John Lutheran School.

#### **F. General Mills Box Tops**

Funds raised by collecting box tops for education are used to purchase and maintain computer equipment for the school. Turn those in to the collection bin located in the school cafeteria.

#### **G. Meijer Community Rewards**

A percentage of each sale at Meijer is given to the school. Meijer Cards, used to designate the earnings to our school for student activities are available on line. Our school number is 729425.

#### **H. Annual Fund**

Each year the school will host an Annual Fund Event the last Saturday of February. This event is to raise a significant amount of money for St. John Lutheran School.

#### **I. School Spirit – Aunt Millie’s**

Funds raised by collecting bar codes on Aunt Millie’s products will be used for technology for the school. Turn those in to the collection bin located in the school cafeteria.

Revised: June 2018    Approved: June 28, 2018

## **APPENDIX**

### **ST. JOHN LUTHERAN SCHOOL WELLNESS POLICY**

#### **Philosophy**

St. John Lutheran School believes that children and youth who begin each day as healthy individuals can learn more and learn better and are more likely to have success in their education. St. John Lutheran School also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behaviors for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual needs.

#### **Nutrition**

Academic performance and quality of life issues are affected by the choice and availability of good foods in our school. Healthy foods support student physical growth, brain development, and resistance to disease, emotional stability and ability to learn.

- a) Nutrition guidelines that require the use of products that are high in fiber, low in added fats, sugar and sodium, and served in appropriate portion sizes consistent with USDA standards shall be established for all foods offered by St. John Lutheran's Nutrition
- b) Services Department or contracted vendors. Menu and product selection shall utilize student, parent, staff and community advisory groups whenever possible.
- c) Nutrition services policies and guidelines for reimbursable meals shall meet federal and State of Ohio regulations and guidelines.
- d) A la Carte offerings to students shall be nutritious and meet federal recommended guidelines and shall be selected with input from students, parents and staff.

#### **Health Education and Life Skills**

Healthy living skills shall be taught as part of the regular instructional program and provides the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

- a) St. John Lutheran School shall provide for an interdisciplinary, sequential skill-based health education program based upon State of Ohio standards and benchmarks.
- b) Students shall have access to valid and useful health information and health promotion products and services.
- c) Students shall have the opportunity to practice behaviors that enhance health and/or reduce health risks during the school day and as part of before or after school programs.
- d) Students shall be taught communication, goal setting and decision making skills that enhance personal, family and community health.

#### **Physical Education and Activity**

Physical education and physical activity shall be an essential element of St. John Lutheran School's instructional program. The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

#### **Physical Education Program**

The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.

- a) Participation in such physical activity shall be required for all students in preschool through grade eight for a minimum of thirty minutes, two days a week, or the equivalent.
- b) Such instruction shall be provided for grades preschool - 8 through formal physical education courses, integration into other courses, regularly scheduled intramural and extramural activities, and/or regularly scheduled school-wide activities.
- c) The Physical Education program shall include a Physical Fitness component whereby all students are tested yearly regarding their level of fitness. Students shall be supported in setting and meeting personal fitness goals that result in the achievement and maintenance of a health enhancing level of physical fitness.

- d) Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.

### **Healthy and Safe Environment**

St. John Lutheran School shall strive to provide a healthy and safe environment for all, before, during and after school because that supports academic success. Safer schools promote healthier students. Healthier students do better in school and make greater contributions to their community.

- (a) School buildings and grounds, structures, and equipment shall meet all current health and safety standards, and be kept inviting, clean, safe and in good repair.
- (b) St. John Lutheran School's offices shall maintain an environment that is free of tobacco, alcohol and other drugs.
- (c) Safety procedures and appropriate training for students and staff shall support personal safety and a violence and harassment free environment.
- (d) St. John Lutheran School shall work to create an environment where all students, parents/guardians and staff are respected, valued and accepted with high expectations for personal behavior and accomplishments.
- (e) St. John Lutheran School shall regularly conduct safety drills (fire and tornado evacuation) as directed by the State of Ohio Fire Marshal.

### **Social and Emotional Well-Being**

Programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment.

- (a) St. John Lutheran School shall provide a supportive environment that includes guidance, counseling, and school social services that encourages students, families and staff to request assistance when needed and links them to school or community resources.
- (b) Students shall be provided the skills to express their thoughts and feelings in a responsible and appropriate manner and give and receive support from others.
- (c) Students shall be taught to understand and respect the differences in others and how to build positive interpersonal relationships.
- (d) Students and staff shall be encouraged to balance work and recreation and helped to become aware of stressors, which may interfere with health development.

### **School Health Services**

An effective health care delivery system that promotes academic achievement by providing a broad scope of services from qualified health care providers will improve the mental and physical health of students and staff.

- (a) Primary coordination of health services shall be through a trained school health care practitioner (School Nurse) with the support and direction of St. John Lutheran School and the Defiance County Health Department.
- (b) St. John Lutheran School shall collaborate with community health liaisons and resources to promote health and wellness for students, families, staff and community.
- (c) A coordinated program of accessible health services shall be provided to students and staff and shall include violence prevention, school safety, communicable disease prevention, health screening, including Body Mass Index (BMI), community health referrals, and immunizations, parenting skills, first aid and other priority health education topics.
- (d) See Immunization chart below.

### **Family, School and Community Partnership**

Long-term effective partnerships improve the planning and implementation of health promotion projects and events within St. John Lutheran School and throughout the community.

- (a) Families, students, and community partners shall be included on an ongoing basis in the school health and wellness planning processes.
- (b) The equality and diversity of the school and community shall be valued in planning and implementing wellness activities.
- (c) St. John Lutheran School shall support the engagement of students, families and staff in community health enhancing activities and events at the school and throughout the community.



## **Staff Wellness**

St. John Lutheran School will provide information about community wellness resources and services and assist in identifying and supporting the health, safety and well being of the teaching and non-teaching support staff.

- (a) St. John Lutheran School shall be in compliance with drug, alcohol and tobacco free policies.
- (b) St. John Lutheran School shall provide an accessible and productive work environment free from physical dangers or emotional threat that is as safe as possible and consistent with applicable occupation and health laws, policies and rules. The Defiance County Board of Health and the Fire Marshal for the City of Defiance shall monitor this regularly.
- (c) Employees shall be encouraged to engage in daily physical activity during the workday whenever possible (using stairs, modeling/demonstrating activities/exercises during physical education classes, etc.) and after work hours.

## **Evaluation**

St. John Lutheran School recognizes the importance of measuring and evaluating school wellness progress for continual improvement in the years to come. Measurements and evaluations will be done on a yearly basis in the spring of the school year. Reevaluation of goals will be stated following the results of the measurements and evaluations each spring.

- (a) We will document and continue to track the number of students participating in sports programs and fitness-related extra-curricular activities.
- (b) The principal, school nurse, and Board will revisit this wellness policy annually to evaluate its effectiveness and revise, update, or amend the policy as needed.

Adopted: Fall 2014

Approved: 6.28.18

# ATTENDANCE INTERVENTION PLAN

Intervention Meeting Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Attempts to notify parent of meeting:

1<sup>st</sup> Attempt: Letter with certificate mailing as proof sent \_\_\_\_\_  
(Call or mail)

2<sup>nd</sup> Attempt: Follow up Phone call: \_\_\_\_\_

3<sup>rd</sup> Attempt: \_\_\_\_\_

Other: \_\_\_\_\_

## Interventions Utilized Prior to Formal Intervention Meeting

- Meeting with Student/Parent
- Truancy Intervention Program
- Letter to Parent
- Phone Call to Parent
- Mediation
- Attendance Contract
- Official Warning for School Truancy to student/parent date \_\_\_\_\_
- Other \_\_\_\_\_

Attendance History:

# HB 410 TRUANCY REFERRAL CHECKLIST

In accordance with Ohio Revised Code 2151.011 (18) and HB 410, the following information is required to begin the Juvenile Court truancy referral review process:

- Accurate and legible Juvenile Fact Sheet
- Copy of year-to-date attendance records & grades. (baseline & 60 days)

**HB 410 & [ORC 2151.011(18)]**

**Threshold Date**

30 or more consecutive school hours \_\_\_\_\_

42 or more hours in one school month \_\_\_\_\_

72 or more hours in a school year \_\_\_\_\_

- Copy of school notification letter(s) to parent/guardian or custodian regarding child missing school.
- Narrative detailing interventions utilized with the student as laid out in school policy.
- Absence Intervention Team (AIT) Overview:

Meeting Date \_\_\_\_\_

60 Day Review Date \_\_\_\_\_

AIT Participants:

- Child
- Mother
- Father
- guardian
- School administrator
- Teacher
- Counselor
- Narrative detailing the plan set forth by AIT to engage the child in attending school, specific intervention efforts, services provided to the family and response of parent/guardian or custodian during initial 60 days interval.
- Narrative detailing AIT overall impressions relating to the child's compliance with the plan.
- Copy of reports from service providers
- Copy of child's disciplinary record
- Other relevant information

# Immunization Summary for School Attendance

## Immunization Summary for School Attendance - Ohio

VACCINES	<i>FALL 2019</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<b>DTaP/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<u><b>Kindergarten</b></u> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required. * <u><b>1-12</b></u> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u><b>Grades 7-12</b></u> One (1) dose of Tdap vaccine must be administered prior to entry. **
<b>POLIO</b>	<u><b>K-9</b></u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u><b>Grades 10-12</b></u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
<b>MMR</b> Measles, Mumps, Rubella	<u><b>K-12</b></u> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
<b>HEP B</b> Hepatitis B	<u><b>K-12</b></u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<u><b>K-9</b></u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <u><b>Grades 10-12</b></u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
<b>MCV4</b> Meningococcal	<u><b>Grades 7-10</b></u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u><b>Grade 12</b></u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

**NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <https://odh.ohio.gov/wps/portal/gov/odh/know-our-programs/Immunization/Required-Vaccines-Child-Care-School/>).

These documents list required and recommended immunizations and indicate exemptions to immunizations.

- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

ODH Immunization 12/7/2018  
 Imm Sum Sch Ohio 2019-2020.docx

**“EXAMPLE”  
 WAIVER FOR RETENTION/PROMOTION**

St. John Lutheran School

Date \_\_\_\_\_

I, the undersigned, as parent of \_\_\_\_\_ refused to accept the professional opinion of school personnel in regard to the proper placement of my child. In so doing, I accept full responsibility for the academic success or failure of my child.

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

Approved Bd. of Chr. Ed. April 1985

**“EXAMPLE”**

Week \_\_\_\_\_

Defiance County Health Department 197-C Island Park Avenue Defiance, OH 43512 Telephone: 784-3818

After examination at the Defiance County Health Department, the following condition or conditions have been found for

\_\_\_\_\_

\_\_\_ Treatment has been initiated

\_\_\_ Live lice found

\_\_\_ Many nits

\_\_\_ Few nits

\_\_\_ Nit free

\_\_\_\_\_ Public Health Nurse

Recheck Date \_\_\_\_\_

Discharged \_\_\_\_\_ Date



**PLEASE RETURN THIS PAGE TO THE SCHOOL OFFICE BY  
AUGUST 26, 2019 THANK YOU.**

I \_\_\_\_\_ have read the parent/student school handbook and discussed it with my child or children.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_ have read the parent/student school handbook with my parents.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_ have read the parent/student school handbook with my parents.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_ have read the parent/school school handbook with my parents.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I \_\_\_\_\_ have read the parent/student school handbook with my parents.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date