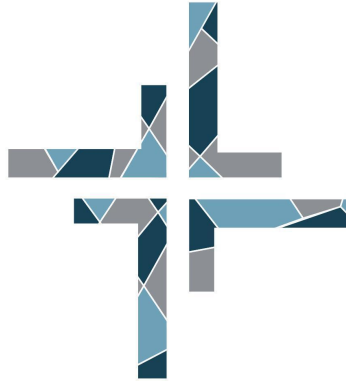


**ST. JOHN'S LUTHERAN SCHOOL**

***Norwood Young America, MN***

**2023 - 2024**



**ST. JOHN'S LUTHERAN**  
**Church and School**

Learn · Love · Lead · Live

***Parent-Student Handbook***

**27 1<sup>st</sup> St. NW**

**Norwood Young America, MN 55397**

**952-467-3461**

**Learn – Love – Lead - Live**

Core Values	Page 2		
Missions Statement	Page 3		
Parent's Prayer	Page 3		
Forward	Page 3	Gum/treats	Page 15
Accreditation	Page 4	Harassment Policy	Page 16
Philosophy	Page 4	Health	Page 16
Administration	Page 5	Homework	Page 16
Appeal Procedure	Page 5	Honor Roll	Page 16
Appearance Code	Page 6	Library/Media Center	Page 17
Attendance	Page 7	Lunch Program	Page 17-18
Bicycles	Page 7	Medications	Page 19
Chapel/Devotions	Page 7	Morning Break	Page 19
Children's Chorus	Page 7	Parent Teacher	Page 19
Christian Discipline	Page 7	Parent-Teacher League	Page 20
Church Attendance	Page 8	Party Invitations	Page 20
Clubs	Page 8	Physical Education	Page 20
Communication Policy	Page 8	Report Cards	Page 20
Curriculum/Course of Study	Page 9	School Closing/Late Start	Page 20
Damage of School Property	Page 9	School Hours	Page 20
Discipline Policy	Page 10	Sports	Page 21
Misconduct	Page 10	Tardiness	Page 21
Specific Rules	Page 11	Tobacco/Alcohol/Drugs	Page 21
Procedures for Misconduct	Page 12	Transportation	Page 22
Drive Days	Page 12	Tuition and Fees	Page 22-23
Electronic Devices	Page 13	Vacation	Page 23
Non-Discriminatory Policy	Page 13	Visitors/Volunteers	Page 23
Extended Care	Page 13	Weapons	Page 23
Extra-Curricular Policy	Page 14	Personnel	Page 24
Field Trips	Page 14		
Fire/Tornados	Page 14		
Grading System	Page 15		

## SCHOOL CORE VALUES

What matters to God matters to us

1. We believe God has placed life and power in His Word and therefore Christ is the Heartbeat of all we do at St. John's Lutheran School (Romans 1:16, 1 Thess. 2:13, 1 Peter 2:9, Eph. 5:18-19, John 15:5). THEREFORE ---

- ★ God's Word will be the center of all our school values and programs.
- ★ We will encourage personal and group Bible study and Sunday School attendance of staff, parents, and students.
- ★ We need to teach our students and families that worship is an important ingredient in a Christian's life.
- ★ The Gospel, and Scripture as a whole, will be integrated throughout the curriculum.
- ★ Our students and families are our most important ministry.

2. We believe people of all ages matter to God (Ez. 33:11, 1 Tim. 2:4, 2 Peter 3:9, John 10:16, Matt. 28:18-20). THEREFORE ---

- ★ All God's children and their families matter to us. Therefore, we feel that St. John's School is a vital mission and evangelism tool of the church.
- ★ We believe in Eternal Life and want all God's people to know and accept it as a gift from God.
- ★ Our school will daily pray for the families of our school.
- ★ We need to constantly, by actions and words, show ourselves as models for Christ.
- ★ We should be sensitive to all needs, especially those with a young faith.

3. We believe using our God-given talents is an important part of sharing the Gospel at St. John's (John 20:21, 1 Peter 3:15, Eph. 2:10). THEREFORE ---

As members in Christ, it is a privilege to be unique, using a variety of methods and opportunities in educating our children and families.

- ★ We understand God's plan of salvation and we desire to be part of that plan, using the gifts God has given us.
- ★ Each of us has unique gifts from God and we need to use them for His glory.
- ★ We need to use and promote the use of the gifts God has given to our staff, students, and families.
- ★ In using God's gifts and promoting His Gospel message, St. John's School needs the prayers and financial support of St. John's Lutheran Church.

## ST. JOHN'S LUTHERAN SCHOOL MISSION STATEMENT

**Learn:** excel academically through a creative, collaborative, and Christ-centered atmosphere

**Love:** experience the love of Jesus surrounded by a supportive family

**Lead:** become confident leaders who model the servant-leadership of Christ

**Live:** be prepared to live “stand out” lives of integrity and Christian witness

### Parent's Prayer

Heavenly Father,

We thank you for the gift of Lutheran schools, especially for the ministry you have given us here at St. John's School.

We pray that together as parents and teachers, we might celebrate the value of every student that attends our school and make sacrifices to ensure each student receives the best education possible.

Help each student to strive to do their best, seeing the truth of your Word as they LEARN the subject matter at hand. Fill them with your LOVE as they interact with each other. We pray that they would become confident LEADERS, who in both what they say and do set an example for others.

May we take advantage of every moment that you give us to teach and train them as disciples for your kingdom so that they can LIVE for you in all they do – both in the walls of our school and beyond.

In the name of your Son Jesus, we pray. Amen

### FORWARD

The purpose of this handbook is to provide, in compact form, the procedures and policies of St. John's Lutheran School. This handbook will be especially useful to parents and children of our school by giving them specific information about our Lutheran day school. If it is kept in a convenient place, it will be a ready source of information about school matters.

Some of the sections of this handbook contains a statement of policy. Policies may change from time to time. We learn by experience, and so we are constantly striving to improve our entire educational program. We invite your suggestions and comments.

## Member of The Lutheran Church – Missouri Synod

*This handbook is to serve as a general guideline for policies and procedures of St. John's Lutheran School. St. John's School reserves the right to modify this handbook at any time that it deems necessary.*

### NATIONAL LUTHERAN SCHOOL ACCREDITATION

St. John's Lutheran School has been granted National Lutheran School Accreditation by the District Accreditation Commission and the National Lutheran School Accreditation Commission. To be accredited through the National Lutheran School Accreditation, St. John's Lutheran School went through a demanding, rigorous, and important process. Our school has met or exceeded the National Standards set forth by this commission. You as a student or parent can be assured that St. John's Lutheran School will continue to grow and improve on these benchmarks set by the National Lutheran Schools Accreditation Standards.

### ST. JOHN'S LUTHERAN SCHOOL PHILOSOPHY

We believe that God has created all people with a variety of characteristics and talents. Each child requires appropriate training to develop spiritually, emotionally, academically, physically and socially. We believe that all people are sinful and in need of Jesus Christ as their Lord and Savior.

### 2023-24 School Year Theme

#### “Forward with Jesus”



## ADMINISTRATION

St. John's Lutheran School is an institution of St. John's Lutheran congregation of the Lutheran Church - Missouri Synod. It is at all times under the control and supervision of the congregation with the voter's assembly being the ruling body of the congregation.

St. John's Lutheran Board of Christian Education, through the principal, is responsible to the congregation for the operation of the school.

St. John's Lutheran Board of Christian Education usually meets on the second Monday of each month at 6:30 p.m. An item for the agenda needs to be presented to the school office one week prior to the regular meeting. Agendas and previous month's minutes can be obtained from the school office.

## APPEAL PROCEDURE--DUE PROCESS POLICY

If a parent, student, teacher or staff member feels that his/her rights have been denied, the guidelines of Matthew 18 assure fairness to all: *If a brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector (Matt. 18:15-17).*

1. The student/parent/teacher/staff member shall first contact the party with whom there is a difference and attempt to peacefully resolve the difference. If necessary, repeat this step.
2. If the student/parent/teacher/staff member feels that satisfaction has not been gained, he/she shall contact the school principal and state his/her grievance. The school principal shall call a meeting of the parties involved within a reasonable amount of time and attempt to resolve the difference. Again, if needed, repeat step two.
3. If the person(s) feels that no satisfaction has been gained, he/she shall contact, in writing, the chairperson of the Board of Christian Education and request a conference with the board. The chairperson of the Board shall convene a special board meeting of all concerned parties within a reasonable amount of time to hear the concerns of all involved. The board will consider its decision as final in such disagreements.
4. Problems not settled using this procedure are now in the realm of spiritual matters. The pastors, Board of Elders and ultimately the congregation then handle these matters.

## **APPEARANCE CODE**

In an effort to provide a positive, safe, and educationally sound environment free from undue distractions, St. John's Lutheran School has adopted the appearance code outlined below. This appearance code will apply while on school grounds, participating in school athletic events and other extracurricular activities, or while on any transportation vehicle owned or used by St. John's Lutheran School.

- All students shall dress and groom for school with an emphasis on neatness, cleanliness, safety, and personal and public health.
  
- Skirts, dresses, and shorts must be long enough so that when a student's arms are fully extended to his/her sides, the bottom of the skirt, dress or shorts is at his/her fingertips or longer.
  
- All shorts and pants must be worn at the natural waistline and must be hemmed or cuffed. All clothes must be sized appropriately and clothing may not touch the floor.
  
- Yoga style or legging style pants worn as outer garments must have a skirt or top long enough to cover the bottom.
  
- Undergarments may not be exposed above the waistline of skirts, shorts or pants.
  
- Tops that leave the shoulder bare or that expose any sign of cleavage are not permitted. Sleeveless tops must have an appropriate arm opening that fits around the arm. No spaghetti straps.
  
- Bare midriffs or midriffs that show when arms are raised or in a bent position are prohibited.
  
- Slashed clothing, clothing with holes, tight spandex-type clothing, sheer lace, cropped tops, sunglasses, hats, bandanas, head scarves, headpieces or chains are prohibited. Some exceptions may apply.
  
- Clothing with derogatory, terroristic, insulting, sexual, violent or insinuating messages is prohibited.
  
- Clothing with advertisements for drugs, alcohol or tobacco is prohibited.
  
- We desire that our teachers are able to teach throughout the class day. Therefore, all appearance code concerns are to be immediately referred to the principal.

## **ATTENDANCE**

When a student needs to be absent, the student's parent is to call or email the school office (952-467-3461 or schooloffice@stjohnsnya.org) before 8:05 a.m. to notify the school of the student's absence. Parents need to report to the school office and sign out their child before their child will be released for any appointments during school hours. An absence for more than two hours will be recorded as a half day absence. Doctor, dentist and other medical appointments should be scheduled after school hours, if possible. A tardy is an unexcused late arrival. As mandated by state law, all students are held to regular and punctual attendance. A doctor's statement will be required after four consecutive absences due to illness. In extreme cases of excessive absences, according to state law, the concern will be turned over to our county officials to handle. The Board of Christian Education will be involved in all extreme concerns.

## **BICYCLES**

Students may ride their bicycles to and from school. All bicycles are to be parked outside the Main Entrance of the school. Riding bicycles during school hours is strictly prohibited. If students misuse their bikes, they will not be allowed to ride them to school. If students elect to secure their bicycles, they must provide their own bicycle lock.

## **CHAPEL SERVICE/DEVOTIONS**

Chapel worship services are usually held Friday morning at approximately 8:25 a.m. in the gymnasium. On other days of the week, devotions are conducted in the classrooms. Parents are welcome to join their children during the chapel worship services.

## **CHILDREN'S CHORUSES**

All students enrolled at St. John's Lutheran School are expected to participate in one of our school choirs. It is the responsibility of the parents to make certain that their child(ren) is present in the proper worship service to sing praises to the Lord.

## **CHRISTIAN DISCIPLINE**

St. John's Lutheran School functions under the assumption that all teachers, students, and parents are loving and caring Christians. The faculty members of St. John's Lutheran School are in charge of the classroom, and students are to respect their teachers as God-given superiors as stated in the Fourth Commandment. Parents are encouraged to discuss all discipline problems directly with the teacher or teachers involved as stated in Matthew 18.

All teachers, with individual classroom rules and regulations being posted or handed out, will observe general standards.



## **CHURCH ATTENDANCE**

St. John's Lutheran School strives first and foremost to be a school dedicated and committed to offering a Christ-centered education based on Scripture. Part of the ministry and purpose of our school is to be an encouragement to our students and families regarding their faith.

Parents are reminded that faithful church attendance for their children, and for themselves, is necessary to their spiritual welfare, as well as supportive of the educational and spiritual efforts of our school. This aspect of the school's mission in Christian education is found in the Third Commandment: "Remember the Sabbath Day to keep it holy." In this endeavor, St. John's will provide an environment built upon the Word of God and where our children, "hold it sacred and gladly hear and learn it."

If parents are members of another church, their child is encouraged to attend services with his/her parents at their church. Families who have no church home of their own are welcome and encouraged to attend worship services at St. John's.

## **CLUBS**

Clubs are temporary interest groups. As students with similar interests surface, faculty members or other adults may offer to (or be encouraged to) become club advisors. Clubs meet outside of class hours. Club advisors will be required to complete a background check and are responsible to and report to the principal. If you have an interest in starting a club please contact the school office or principal.

## **COMMUNICATION POLICY**

There is a need for and benefit in establishing and maintaining effective communication between St. John's teachers/faculty and parents/students. To aid in effective communication, parents/students shall:

- Schedule and follow through with home/school visits at the start of the school year
- Update phone numbers and email addresses as needed
- Respond to teacher/faculty contact within 48 hours of the initial communication, via the same or requested method as initiated.
- Contact teachers/faculty/administration if there are questions or concerns via phone, email, or in person with an appointment. Contact information is available on the school website or through the school office.
- Contact the school office to ensure initial contact was received if waiting for a response from a teacher/faculty after one business day.

- Understand that teachers are not expected to make phone calls, receive phone calls, nor discuss student concerns with parents unless it is during a regularly scheduled release period. During the school day, messages for teachers can be left with the school office or on their voicemail.
- Schedule and follow through with parent/teacher conferences to review progress during the first and third quarters of each school year.

## **CURRICULUM/COURSE OF STUDY**

In keeping with the purpose of St. John's Lutheran School, the curriculum is based on the Word of God.

Subjects are selected with the view of enabling every child to develop him/herself into a complete person. Religion is not merely a segregated subject in the day's work. Its influence permeates and gives substance to all other subject areas taught. Students at St. John's receive a thoroughly Christian education. In addition, the curriculum meets the requirements of the State of Minnesota.

**RELIGION:** daily devotion and prayer, chapel service, Bible study, catechism, memory work, church history, religious application in life. Confirmation instruction is used as our 6-8<sup>th</sup> grade curriculum.

**LANGUAGE ARTS:** English, spelling, literature, reading, phonics, handwriting, research and study skills, writing compositions, oral communications, and Accelerated Reader.

**SOCIAL STUDIES:** geography, history, cultures, citizenship, current events, map and study skills, US and Minnesota History.

**SCIENCE:** life, physical, earth science, human body, health and nutrition, and hands-on experiences.

**MATH:** basic arithmetic skills and concept development, problem-solving, decimals, measurement, algebra, and geometry concepts, with formal instruction in pre-algebra and algebra in grades 7 & 8.

**MUSIC:** choir and music fundamentals (band instrument instruction is available on a fee basis).

**ART:** a variety of creative expressions including drawing, painting, sculpture, and creativity.

**PHYSICAL EDUCATION:** motor facilitation in preschool, kindergarten, and grade one, physical skill development, calisthenics, physical fitness, tumbling, games and team recreational sports for all other grades.

COMPUTER SCIENCE: lessons and skills are taught with a teacher or software (grades K through 5). Word processing and literacy courses are taught in grades 6 through 8. Students become proficient in the use of a broad spectrum of hardware, software, and the Smart Board.

SPANISH: St. John's may be utilizing Duolingo in Grades 4-8 as time allows.

### **DAMAGE OF SCHOOL PROPERTY**

A certain amount of wear-and-tear on textbooks, school desks, and school property is expected during the school year. As Christian stewards, students should take pride in using school equipment and use all property wisely and in a respectful manner. Loss of, or excessive damage to, any school property will be billed to the student's parent/guardian.

### **DISCIPLINE POLICY**

To discipline means to make a disciple or follower. That implies that someone follows an example willingly rather than because he/she is forced. Our goal is that students follow the loving example of Jesus Christ. That means loving God first, others second and one's self last. It means being willing to help and serve others.

We, therefore, commit ourselves to a cooperative effort with parents and children to provide an atmosphere that is God-pleasing. Characteristics of such an atmosphere include the following:

- Students who demonstrate their faith in Christ through their words and actions.
- Students who exhibit pride in their school, their own learning and accomplishments and the accomplishments of their schoolmates.
- Students who respect their teachers, staff, parents, fellow students, school and themselves.
- Students who know and accept the rules and decisions of those in authority.
- Students who are accountable for their own actions and realize that with privileges there are responsibilities.

We believe that our school must be an orderly environment in which disruptions do not interrupt learning. Students must be given opportunities to practice responsibility and to accept the reasonable exercise of authority. We affirm that good education cannot proceed without good discipline - respectfully, rationally, and reasonably applied. Student misconduct in the school buildings, school grounds and at school-related activities will be cause for guidance. The teachers and principal will hold students accountable for their failure to obey school rules.

### **CONSEQUENCES OF MISCONDUCT**

Students forfeit their privilege to an education at St. John's 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 will be injurious to the health, morals or education of other pupils or the

welfare of the school. **Possible consequences of misconduct include, but are not limited to, the following:** Counsel and verbal reprimands from school authorities; Loss of privileges for the student, as needed; Recess or After school detention, as needed; Intervention plan worked out with a parent, student and school authority; In-school suspension, removal from the classroom; Short term suspension from classes (stay at home 1-3 days); Expulsion from St. John's Lutheran School.

In all suspension actions, it is the responsibility of the students and parents to make sure all assignment work is made-up and turned in to their teachers.

Some circumstances, such as sexual harassment, threatening statements or actions, possessing a weapon, or severe bullying may also require that the principal contact the county social services or police department, as defined by law.

St. John's Lutheran School does not engage in nor condone the use of corporal punishment.

#### Specific Rules

- I. Physical fighting is not tolerated.
  - A. School authorities will administer discipline as deemed appropriate. Parents will be contacted each time any fighting occurs.
  - B. In all situations, Christian counsel will be given to all parties. It is the intent and purpose of St. John's School to promote repentance and forgiveness based on Scripture.
2. Play areas are the playground, gymnasium, and ball fields. Students must remain in the play area during the entire play period unless the on-duty teacher or other authority gives permission.
3. Throwing snowballs or sliding on ice is not allowed because an injury may occur.
4. We expect all students and teachers to respect everyone as a loved and forgiven child of God.
5. Bullying or Harassment will not be tolerated in any form. Any forms of bullying or harassment will result in an office referral and will be subject to further discipline procedures.
6. Respect for school property and one another is necessary. If a student is found to have destroyed school or personal property the parents will work with the principal to make financial reparations.

7. Students are expected to use the abilities with which God has blessed them and to complete their assignments faithfully.
8. Radio, CD or mp3 players, cameras, toys, and other similar items are not permitted at school unless a teacher specifically allows according to their classroom rules or activities.
9. Cell phones are to be turned off and should not be visible during school hours. If a cell phone is out during the school day without special permission, the phone will be turned into the office. After two phone violations, the phone will need to be turned into the office every morning before school for the remainder of the quarter.
10. Gum chewing is not permitted during the school day.
11. Weapons, drugs, tobacco, and alcohol will not be allowed or tolerated. Possession of these could result in immediate suspension or expulsion.
12. If a student needs to make a phone call during the school day, they should report to the office for phone use.

### **PROCEDURES FOR DEALING WITH MISCONDUCT**

1. The teacher will give Christian counsel and guidance, attempting to resolve the problem with the Student.
2. The teacher will inform parents of the disciplinary problem and the concern the teacher has for the child. The parents and child will also be informed of the procedures that will follow if the child continues his/her offensive behavior.
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 the parents of the continuing problem. The child and parents are cautioned that a continuation of the problem may result in suspension from school and possible expulsion.
4. The principal has the authority to suspend any pupil whose presence in school is detrimental to the best interests of himself/herself, other students, teachers or staff. Verbal/written notice of such action shall immediately be given to the parent or guardian, the pastor and to the Board of Christian Education.
5. A student may be expelled from school upon the recommendation of the principal and the Board of Christian Education if the student's continued presence in school will be injurious to the health, morals or education of other students, or the welfare of the school. The parent or guardian shall be informed in writing by the principal of such recommendation. Parents will also be informed of the appeal procedure.
6. When a violation occurs that legally requires the principal to contact the County Social Services or the Police Department, the principal shall also immediately contact the parents, the administrative pastor, and the Board of Christian Education.

## **DRIVE DAYS**

St. John's Lutheran School may have school when the public school is not in session, and therefore public bussing will not be available. Such days will be designated as "drive days". On these days, parents will be asked to provide transportation for their child(ren) to and from school. The number of drive days will be kept as infrequent as possible. Depending on how Central Public Schools choose to hold school, "drive days" may be impacted.

## **ELECTRONIC DEVICES**

St. John's Lutheran School, in striving to maintain technological relevance in education, is providing the opportunity for students to use Chromebooks and iPads, which are provided by St. John's Lutheran School, in accordance with our Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### **Personal Electronic Devices (Smartphone, cellphone, watches, etc...): (BOE 8/9/21)**

While there is certainly a time and place for using personal electronic devices at school, these basic guidelines for students must be followed:

- Permission from the classroom teacher must be obtained before a student accesses his/her device.
- Devices will be stored, on silent, with the classroom teacher and will be made available when they are needed.
- No picture or recording of any student, teacher, administrator, or personnel may be done without prior authorization from the person(s) themselves.
- St. John's Lutheran School is not responsible for lost or damaged devices.
- The use of devices in bathrooms or locker rooms is prohibited.
- Use of any social media platform while at school is prohibited.
- Cyberbullying will not be tolerated, and will be turned over to the proper authorities

*\*see the middle school appendix for detailed consequences of technology violations.*

## **NON-DISCRIMINATORY POLICY**

St. John's Lutheran School admits students of any race, color, 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, color, national or ethnic origin, in the administration of its educational policies, admission policies, and athletics and other school-administered programs.

## **EXTENDED CARE**

Extended Care begins on the first class day of the school year. Care may begin as early as 6:00 a.m. After-school Care begins at 3 p.m., and continues as late as 6:00 p.m. Parents must fill out a registration form in order to participate in the extended care program. Contact the school office for a registration form, fee schedule, and additional details.

## **EXTRA-CURRICULAR ELIGIBILITY POLICY**

In order to participate in athletics or other school-sponsored extracurricular activities, students must maintain a minimum of a passing grade in all subjects. Since grades are calculated at both the middle and the end of each quarter, students have until that time to raise their grades to meet the eligibility standard. Eligibility may be restored at that time or when a teacher feels the student has shown just improvement and effort.

Students may not participate in activities/games/practices or scrimmages if they are not in school that day. Participation in athletics or other school-sponsored extracurricular activities is a privilege. Academics must be the first priority.

1. Students who receive a failing grade or an incomplete on their report card or mid-term will be allowed to remain on the team and practice but only with permission from the parents, coach, and teacher, until that grade has become a passing grade.
2. These rules apply to all who participate in team or individual sports activities.
3. Academics should take precedence over any sport or activity.
4. If students are in a club sport and school sport concurrently, the school team should take priority when conflicts occur..

## **FIELD TRIPS**

Students make visits to places of interest when educational objectives are better achieved through these means.

Notes are sent home prior to the field trip detailing the information necessary. Written permission from the parent/guardian is required for all students making such trips. There may be some costs that the student will be required to pay. Only students regularly enrolled in the class may attend the field trip.

Parents may be asked to participate in these events as chaperones. To be able to dedicate full attention to the assigned students, the chaperone(s) may not bring any additional children.

## **FIRE, LOCKDOWN AND TORNADO DRILLS**

All drills are held regularly during the school year. Students are instructed during the first days of school as to the proper procedure for quick evacuation of the classroom and the proper directions to follow. Drills and instructions in preparation for the event of other crisis situations are also held. For details, see our Emergency Procedures Plan.

## **GRADING SYSTEM**

The faculty of St. John's uses several different means of grading their students. The school year is divided into four quarters. At the end of each quarter, teachers are responsible for assessing each student's progress for the applicable subjects. Grades will be averaged and recorded on the student's mid-term or report card. The following grading system is designed to add consistency and fairness to the grading process:

Preschool communication between school and home begins with an in-home visit by the teacher in August. In-school visits by parents are encouraged. Daily communication by both teacher and the parents is also encouraged. The teacher schedules two "formal" consultations. One is in the fall, and the other is in spring.

### Kindergarten

Kindergarten uses the marks: E – Exceeds grade level expectations, M – Meets grade level expectations, N – Does not meet grade-level expectations, X – Not applicable at this time

### First Grade and Second Grade

First and second grade use the marks: E – Exceeds grade level expectations, M – Meets grade level expectations, P – Partially meets grade level expectations, N – Does not meet grade-level



expectations, X – Not applicable at this time

### Third Grade through Eighth Grade

Third through eighth grades use the following grading scale:

A 93-100	B+ 90-91.9	C+ 82-83.9	D+ 73-74.9
A- 92-92.9	B 85-89.9	C 76- 81.9	D 66-72.9
	B- 84-84.9	C- 75-75.9	D- 64-65.9

Grades are posted on [EDUCATE.TADS.COM](http://EDUCATE.TADS.COM), which is accessible through our website ([www.sjsnys.org](http://www.sjsnys.org)). Parents and students are encouraged to look at it frequently, as it gives the most current information about assignments and test results.

### **GUM/TREATS**

There will be no gum-chewing allowed on school grounds during school hours. There may be special times when a teacher or student provides special treats to the class, and it will be at the teacher's discretion whether to allow the treat in school.

## **HARASSMENT POLICY**

St. John's Lutheran Church and School prohibit racial and sexual harassment, violence and any other inappropriate behavior.

St. John's Lutheran Church and School will investigate all complaints regarding any harassment accusation. Appropriate action against any pupil, teacher, administrator, or other church or school personnel who are found to have violated this policy will be dealt with appropriately and in love for all individuals.

## **HEALTH**

The School Health Coordinator works in cooperation with the Carver County Nurse. Students are screened for vision, hearing, and other physical problems during the school year. The School Health Coordinator will inform parents if their child needs to visit a physician or needs to be re-tested for vision, hearing, or other concerns.

All students are required to have a physical examination upon entering kindergarten and are to have their immunizations up-to-date according to Minnesota State Law. These requirements are listed in the kindergarten packet.

The School Health Coordinator will inform parents of other immunizations that may be required according to Minnesota State Law. If you are a "conscientious objector" regarding immunizations, you must mark the form indicating this, have the form notarized and return it to school.

## **HOMEWORK**

All teachers allow time during the school day for students to do their work, but there will be times when a student will have work to do at home. We encourage our parents to provide a set time and place at home for students to complete their homework.

## **HONOR ROLL**

Students in grades 5-8 who meet academic standards will be honored for their academic achievement recognized by the following standards. Honor roll is considered for students who have a GPA of 3.25-3.74 for the quarter. High Honor roll will be for students who have earned a GPA of 3.75 and higher for the quarter. If a student is suspended they are not eligible for either honor roll for that quarter and subsequent quarters will be on a probationary basis for the school year.

Honor Roll is based on core academic subjects including Math, ELA, Social Studies, and Science, but also considers effort and attitude in Physical Education, Art, Spanish, Music, Confirmation, and Religion.

## LIBRARY/MEDIA CENTER

Our school is equipped with an excellent library/media center for all grades to use. Students must follow the procedures that will be explained by their teacher at the beginning of the school year. Students may check out books once a week. Library books and magazines should be returned by the date due or any additional library materials may not be checked out.

To facilitate the use of the Accelerated Reader program, all books are tagged with the reading level for easy identification.

## SCHOOL LUNCH POLICIES/PROCEDURES

St. John's Lutheran School is part of the National School Lunch Program run by the United States Department of Agriculture and regulated by the Department of Children, Families & Learning. It is the policy of St. John's Lutheran School to offer and provide quality meals in an efficient and fiscally responsible manner.

As required by Minnesota State Law, St. John's will provide lactose-reduced milk for lactose intolerant students upon a written request from the parent.

**USDA Nondiscrimination Statement:** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or

3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

During the 2023-24 school year our school will be participating in the free breakfast and lunch program. Please reach out to our head cook [CherieSmith@stjohnsny.org](mailto:CherieSmith@stjohnsny.org) if you have any questions about this program. If students choose not to take a hot lunch they can still purchase milk if they choose, and will need to keep their TADS balance up to date to cover the cost.

Families may apply for free or reduced lunches by completing the Application for Educational Benefits that is made available to all homes at the beginning of the school year. These forms need to be returned to the school office. Families who experience a decline in their income during the school year may apply at that time.

Our Title I program funding (for children with special needs) is based upon the number of students receiving free and reduced lunches. Therefore, all qualifying families are encouraged to submit applications.

By State regulations, lunch accounts must be kept current. Parents will be notified by TADS via email when their lunch account balance reaches \$10.00. Students will be allowed to eat up to ten meals with a negative balance, after which point they will be refused hot lunch. However, no child will go without food; a cheese sandwich and milk will be provided in a discreet manner.

## **MEDICATIONS**

In accordance with the Minnesota Department of Health's recommendations, medications will be administered under these circumstances:

Parents of students requesting that medication be administered during school hours are requested to provide for the school: 1) the physician's order 2) parental release and 3) medication supplied in the original bottle.

It is recommended that prescription medication be divided into two bottles that are completely labeled; one for home and one for school. Medication administration forms are available at the school in the health coordinator's office. The health coordinator or designated personnel will sign his/her initials that the medication has been given to the student along with the date and time. Only personnel who have been annually trained by the health coordinator in medication administration will be able to dispense medications.

Over the counter medications will be given under the following conditions: 1) medication must be accompanied by a parent's signature 2) medication must be brought in its original bottle and have specific instructions from the parent on the dose of the medication and how often it is to be given. 3) non-prescription medication will be given for a maximum of five days with parent permission. After that time, orders from a physician will be required. Aerosol inhalers may be

carried by the student and self-administered if the parent or guardian feels the child is capable and responsible. This medication is not required to be locked up.

## **PARENT - TEACHER CONFERENCES**

Parent/Teacher conferences are held twice a year. The conferences are scheduled after the first quarter and during the third quarter. Schedules will be sent home to parents a week before the conference. If a scheduling conflict exists, the teacher should be consulted. It is vitally important that all parents participate and attend their child's conference. Parents and teachers are encouraged to have good lines of communication with each other throughout the year.

## **PARENT - TEACHER RELATIONS**

Parents and teachers must mutually support each other to be most effective in the rearing of children whose conduct will be pleasing to God. To that extent, teachers will not discredit the child-rearing procedures of parents in the presence of their students, but will always be supportive of parents. Likewise, parents must not discredit teachers or their educational efforts, but must always be supportive in the presence of their children.

Good communication between home and school is a vital partnership for the effective education of our children. Parents and teachers should always look for positive areas of growth and improvement in children rather than simply dwelling on negatives. If there is a lack of understanding or a conflict between home and school, the following procedures should be followed:

Parents and teachers are encouraged to contact each other if they have questions or concerns about lessons, expectations, procedures, conduct, etc. This contact is best done on a personal basis but may also be done through a letter, phone call or email.

Parents are encouraged to discuss their child's progress by establishing a mutually agreeable conference time. Discussions of student's progress shortly before classes begin in the morning or in public locations are discouraged.

Teachers are not able to accept phone calls other than emergencies during the class day. Phone messages, emails or written messages to a teacher will be responded to as soon as possible. The teacher will make every effort to respond to the message before or within the next working day. If there are differences that cannot be resolved, the principal should be consulted.

## **PTL-PARENT TEACHER LEAGUE**

All parents of St. John's students are members of the PTL. The PTL usually meets seven times a year, in September, October, December, January, February, April, and May. All parents are encouraged to attend and gain insight into what is happening at school. PTL meetings also allow teachers and parents to discuss issues about school and build a strong Christian relationship. It is the purpose of the PTL to uplift and support the school and teachers in prayer and financial means.

## **PARTY INVITATIONS**

Party invitations are not to be distributed at school. Care should be taken to the extent that any students may feel excluded.

## **PHYSICAL EDUCATION**

The State of Minnesota requires that each student attending an elementary school must spend time each week in physical education classes. The state rule says that all students must participate unless a physician advises otherwise. Any physician notes excusing participation should be turned into the office on the next school day.

## **REPORT CARDS**

Report cards are issued after each quarter. Parents are asked to review the report card and discuss any concerns with their child's teacher. If there are no concerns or problems, parents are asked to sign the envelope or form and return it to school. Report cards are now available on TADS educate. The final report card will be filed in their record.

## **SCHOOL CLOSINGS/LATE START/EARLY DISMISSAL**

St. John's utilizes School Messenger, an automated phone messaging system, to inform parents of school closures, late starts, and early dismissals. Our general rule is that if Central schools have a change in their schedule due to inclement weather, we will follow suit. There is no extended day care if school is called off. In the event of a morning late start, extended school care will be available. Please make arrangements and have a plan for your child or children so they know what to do and where to go if the school is dismissed early. Children will be sent home by the usual means unless the school is informed otherwise. In early dismissal cases, extended care will be available until all children are picked up, but no later than 6:00 p.m. There is a form regarding this that must be filled out and returned to school so that staff knows each child's individual plan.

## **SCHOOL HOURS**

School begins at 8:00 a.m. and will dismiss each day at 3:00 p.m. unless otherwise stated. Extended Day will open as early as 6:00 a.m. This time must be scheduled with our provider. Students who arrive before 7:30 a.m. must be enrolled in Extended Care. When students arrive 7:30-7:45 am, they should go to the gym and remain there until 7:45. At 7:45am the front doors will be open and all students should report to their homeroom. Students should not leave the building or grounds during the school day unless accompanied by a teacher/parent/guardian. Students should leave the school property after dismissal unless they are asked to stay by a teacher, they are participating in or attending an after-school activity, or they are enrolled in our Extended Care program.

## **SPORTS PARTICIPATION (GRADES 4-8)**

Flag football (gr. 5-8), girls volleyball (gr. 5-8), cross country (gr. 3-8) and boys and girls basketball (gr. 5-8) are held with other nearby Lutheran schools. Students staying after school as a participant or a spectator of sporting activities must stay at the sporting event. St. John's students and visiting students must stay out of the classrooms and the adjoining hallway.

All students in 7th and 8th grades participating in inter-school sports must have a physical examination by a physician before participating in these activities per state guidelines, which is every three years.

Participation in the sports program offered by St. John's School is encouraged.

However, passing grades in all subjects are required to be eligible to practice and play.

## **TARDINESS**

Excessive absences and tardiness are serious problems and prohibit students from being successful. It is imperative that children are in school at the proper time.

## **TOBACCO, ALCOHOL, AND DRUGS POLICY**

The following policy has been approved and adopted by the Board of Christian Education: Use of alcohol, tobacco, or drugs of any kind shall not be permitted by students attending St. John's Lutheran School. Those students who use any of these substances and are properly identified shall be subject to the following:

- I. Students participating in sports or extracurricular activities:
  - A. First Offense: The principal shall notify the parent, and the student shall be suspended for two games or suspended for two weeks, whichever comes first.

- B. Second Offense: Upon the second offense, the student shall be suspended for six games or six weeks, whichever comes first. The student and parents must appear before the Board of Christian Education, principal and the pastor for an explanation of actions. Counseling will be encouraged.
- C. Third Offense: The student-athlete is prohibited from participating in any sport and will serve after school detention for five days.

II. Students not participating in sports or extracurricular activities:

- A. First Offense: The principal shall notify the parents.
- B. Second Offense: The student and parents shall appear before the Board of Christian Education, principal and pastor for an explanation of actions. Counseling will be encouraged.
- C. Third Offense: The student will serve five days of after-school detention.

Proper identification of a student violation must be made by an adult willing to confront the student and parents. Any violations must be reported to the principal.

### **TRANSPORTATION**

St. John's Lutheran School is privileged to use the buses of the NYA School District. The proper officials in the district do all scheduling. Any questions concerning bus information or policy should be addressed to the Director of Transportation at Central (467-7009).

### **TUITION AND FEES**

St. John's Lutheran Church subsidizes the actual cost of educating a child at St. John's School. The actual average cost to educate one full-time student in 2022-23 was about \$ 8000.00.

The [tuition schedule](#) is reviewed each year. Families may apply to [Tuition Aid Data Services \(TADS\)](#) for financial assistance.

A tuition agreement is arranged by TADS. Parents may choose how to pay when the agreement is completed.



## **ST. JOHN'S LUTHERAN SCHOOL - TUITION PAYMENTS POLICY**

St. John's Lutheran School is the responsibility of St. John's Lutheran congregation. It is the wish of members to support the school through contributions to the church. Therefore the members of St. John's are expected to make contributions through their regular offerings to church along with member tuition which will be approved annually by the Board of Education.

All those who are not members of St. John's Lutheran Church are expected to make a contribution in the amount approved by the Board of Education.

The following contribution schedule will be for all families who partner with St. John's to provide a quality Christian education for their children.

1. All families of St. John's Lutheran School will contribute the full amount of tuition which will be approved by the Board of Education. Those school families who are also members of St. John's Lutheran Church receive a tuition benefit.
2. For each additional child enrolled in a family, tuition shall be decreased by \$200.
3. The Board shall have the authority to review tuition annually and to revise it as necessary.
4. Any deviation from the above must be approved by the Board of Education.
5. Tuition may be paid in advance in full, two payments or on a monthly basis through TADS, our tuition management company.
6. Late tuitions will be handled accordingly: 2 months late – visit with/by the Board of Education or a representative at an agreed-upon location. 3 months late – enrollment will be terminated unless there is a payment plan in place, and there is active fulfillment of the plan.
7. Students will not be allowed to participate in extracurricular activities if tuition is more than 30 days late.
8. No student will be allowed to enroll for the new school year if there is a tuition balance due from the previous year unless there is a payment plan in place and there is active fulfillment of the plan.

(Approved by SJS BOE 12/09/2019 and to be in effect beginning January 1, 2020)

## **VACATION**

Vacations that necessitate extended absences from school are strongly discouraged. Parents are urged to teach their children responsibility by encouraging faithful attendance at school every school day.

## **VISITORS/VOLUNTEERS**

All parents are encouraged to visit the school and their child's classroom at any time. Visitors are encouraged to contact the teacher to make arrangements prior to their visit. Interested helpers can volunteer for any amount of time at any time. Upon arrival at the school, visitors and volunteers are asked to report to the office to sign in and sign out when leaving the building. This procedure is necessary to ensure the safety of our school students. It is really exciting to see supporters from all venues become involved in school and in the education of the children.

## **WEAPONS**

Minnesota State Law prohibits any person from possessing, storing, or keeping a dangerous weapon, replica firearm, or BB gun on school property. St. John's Lutheran School policy prohibits guns, knives, laser pointers, toy guns, and any explosive devices. If a student is found to have in possession of those items listed above, or an item that may be potentially dangerous, the student shall be suspended from the school for a period of time that is deemed suitable to the offense by the Board of Christian Education and principal. If the same student commits a second offense of this policy, the student will be expelled from school for the rest of the year.

**Faculty and Staff**

<b>Mr. Keith Traska</b>	<b>Principal &amp; 7-8 Math, and Gym</b>
<b>Pastor Josh Bernau</b>	<b>Grade 8 Confirmation</b>
<b>Pastor Josh Hoffman</b>	<b>Grade 7 Confirmation</b>
<b>Mrs. Kiah Switch</b>	<b>Preschool &amp; Pre-Kindergarten &amp; EC Director</b>
<b>Ms. Becky Bernau</b>	<b>Kindergarten</b>
<b>Mrs. Renee Bartels</b>	<b>Grade 1</b>
<b>Mrs. Lori Schroeder</b>	<b>Grades 3&amp;4</b>
<b>Ms. Emilee Gustin</b>	<b>Grade 2, Gr. K-8 Art</b>
<b>Mr. Jeff Angell</b>	<b>Grades 5-8 ELA &amp; Social Studies, Drama</b>
<b>Mr. James Switch</b>	<b>Gr. 5-8 Science, Gr. 5 &amp; 6 Math, GR 5 &amp; 6 Religion</b>
<b>Mr. Luke Alliger</b>	<b>Band</b>
<b>Mrs. Terri Bentz</b>	<b>LSEM Resource Room</b>
<b>Mrs. Helen Schrupp</b>	<b>Pre-K Aide-AM</b>
<b>Mrs. Sharon Jacobson</b>	<b>Office</b>
<b>Mrs. Leah Bernau</b>	<b>Librarian, Grades 5&amp;6 and 7&amp;8 Chimes</b>
<b>Mrs. Katie Litzau</b>	<b>Grades 5-8 Choir</b>
<b>Mr. Zeb Leimer</b>	<b>Grades K-8 General Music</b>

**Special Services Personnel**

<b>Mrs. Cherie Smith</b>	<b>Cook</b>
	<b>Health Coordinator</b>
<b>Mr. Stephen Bennett</b>	<b>Technology</b>

**Board of Christian Education**

**Mr. Jeremy Stender, Chair**  
**Mrs. Abi Johnson**  
**Mr. Matt Yaeck**  
**Mrs. Tracy Stephenson**  
**Mr. Rafael Lozada**

**Thank you for your support!**

**We give all PRAISE AND GLORY to our HEAVENLY FATHER!**