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SECTION I - BASIC INFORMATION

HISTORY

The members of St. John Lutheran Church have placed an emphasis on the Christian education of our membership from early childhood through adult education, since the foundation of the church and school in 1864. Our professional staff and trained volunteers effectively administer our programs of Christian education and growth.

PHILOSOPHY

At St. John Lutheran School we believe and teach the doctrine of the Triune God. God the Father is our Creator. Jesus, God's son, is our Savior and Lord. The Holy Spirit calls us to faith through the Sacrament of Holy Baptism and keeps us in that faith.

We believe that God calls us to respond to His love through word and deed in our lives. God commands us to **worship** regularly; to **witness** our faith to others; to **share** with others the gifts of time, talent, and treasure which God has given us; to **love** our neighbor as ourselves; to **live** in obedience to his commands; and to **serve** others in need.

God commands us in Deuteronomy 6:4 to teach His commands to our children. We respond as a church by heeding these words from Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it." This is implemented each day as children are taught the core academic subjects. In addition, daily religion classes and a weekly chapel service teach the Lutheran Christian faith. We approach a child's education believing that each child is blessed with unique talents and skills, helping each child to reach their potential as they develop their individual gifts. We provide a well-rounded education that meets the spiritual, intellectual, physical, emotional, and social needs of each child.

We believe that as home, school, and church work together to provide quality, Christ - centered education to the children of our congregation and community, we can make a difference in the lives of the children and the families that we serve. We enlist the support of parents as partners in the education of their children. Therefore, through active prayer and active support of one another, God will be glorified and Christian growth will be exemplified.

STATEMENT OF MISSION

"St. John Lutheran School is dedicated to promoting the Gospel Through exemplary educational instruction, opportunities for witness and worship, and experiences in Christian living."

ADMINISTRATION

The final authority in the control of Saint John School rests in the Voters' Assembly. To carry out the philosophy and objectives of the school, the Voters' Assembly elects a Christian Day School Board (CDSB) to supervise the functions of the school. Major changes in the school are carried out only with the approval of the Board and the Congregation.

The pastor serves as shepherd and overseer of the school in the same capacity as he does over all the other agencies of the church by virtue of the authority vested in him by the congregation through his call.

The principal of the school acts as executive officer, and with the help of the faculty, suggests changes and policies for the improvement and welfare of the school. It is the principal's obligation to see to it that the policies of the Christian Day School Board and congregation are carried out.

ACCREDITATION

St. John Lutheran School is one of over 1,000 Missouri Synod Lutheran Elementary Schools in North America and one of over 100 in the state of Michigan. These schools collaborate together by attending regular teacher's conferences, principal workshops, and are coordinated by the office of the Superintendent of Schools of the Michigan District of the LCMS, Ann Arbor, Michigan.

St. John Lutheran School is administered according to the State of Michigan's required standards of elementary education. Accreditation has been received by the Michigan District of the LCMS. Teaching personnel are certified by the State of Michigan.

TEACHER CERTIFICATION

St. John Lutheran School operates within the statutes of Michigan School Law and is under the jurisdiction of the State Superintendent of Public Instruction. Our teaching personnel are certified with the State of Michigan through the Lutheran School Office of the Michigan District, LCMS.

ENROLLMENT POLICY

While St. John is maintained primarily for the children of the congregation, its program is also available to non-member families who desire a Christ-centered education for their children. Non-member families are admitted on space availability.

Spaces in the classrooms are filled according to the registration priority indicated below:

1. For 5 year olds, members of good standing at St. John.
2. Students currently enrolled in the program. (Y5, K, 1-8).
3. Sibling(s) of students currently enrolled.
4. New application from St. John Lutheran Church.
5. New application from sister congregations (Hope, Redemption)
6. New application from an unchurched family.
7. New application from families with a church home of another denomination.

STEPS FOR APPLICATION

A. For New Families

1. Complete the attached application form and return it to the school office. A \$160 non-refundable application fee is required to process the application. The student can be placed on a waiting list with a \$20 non-refundable deposit.
2. After notification that there is space available for a child, an appointment for a personal interview with the administrator is required. At the same time an appointment may be made for a short testing procedure for the child (Y5, K, 1-8). The applicant's prior school may be contacted. The school reserves the right for final placement of a student into its program.
3. Notification of a new applicant's interview will be sent after the re-enrollment of current students has been completed to determine classroom space for the next school year. The deposit fee will be applied to the registration costs.

B. For Returning Families

1. Parents will receive the registration packets in the spring for early registration. An enrollment application and accompanying forms needs to be filled out and returned with the current family educational fee. All fees and tuition balances must be current in order for the application to proceed. Special scholarships and financial needs are to be submitted to the CDSB.
2. Early re-enrollment for a returning student needs to be submitted to the school office by the due date. The current education fee needs to accompany the form(s).

Parents are reserving their child's place for the following year. Applications after the established due date will be assessed a \$15 late fee. Please be advised that openings after the established due date can be filled by new applicants. Payment of registration fees and tuition for the upcoming academic year is encouraged during the summer break.

ENTRANCE REQUIREMENTS

Birthdate/Birth Certificates:

A child's age for kindergarten must be five years old on or before September 1st. All children who will turn 5 by December 31st will be given a school readiness assessment. Upon age five, the school must photocopy a child's original birth certificate at registration (one that has an embossed seal). All immunization requirements must be fulfilled before the first day of school.

Five Year Old Placement:

A five-year old student's place in the Young Five or Kindergarten classroom is based on several factors. During the month of March, students being registered for a 5 year-old program will have the Gesell Developmental Assessment instrument administered. This educationally recognized assessment will permit observations and data for determining a child's developmental age and readiness for young fives and kindergarten. Using the information provided from the Gesell, as well as prior preschool feedback and teacher observations, a recommended placement will be made for a student. A deadline date will be given for the child's final placement. For the general welfare and progress of the class and the student, the school reserves the right to make final placement of a child in its program.

Immunization/Health Requirements:

St. John Lutheran School works cooperatively with the Macomb County Health Department to enforce and adhere to the Michigan Public Health Code (Act 368 of 1978 as amended) for prevention, control, and containment of illnesses and communicable diseases.

Students are expected to be in compliance with the required immunization schedule when registering. All children must show evidence, including date (month and year) of having been adequately immunized against diphtheria, whooping cough, tetanus, polio, measles, rubella, and mumps. Parents must submit to the school a record (a form is available to the school office) including dates (month and year) regarding the immunization status of their child. A doctor's signature is required on all health forms. The principal is required under law to exclude children from school attendance who are out of compliance with the immunizations required by this act. Schools are also required to assess and report the immunizations status of all 6th grade students. The series of vaccinations must be met for enrollment.

TUITION

All St. John school families should be mindful of the fact that it will cost St. John Lutheran Church in excess of \$5,400 to educate each child for the school year. St. John Lutheran Church financially supports all member and non-member families, as the school is the largest arm of outreach operated by the congregation. St. John member families will have on file, or will submit a St. John commitment/pledge card during the registration process to charitably support the Lord's ministry. Families who are not members of St. John Lutheran Church are obligated to pay a tuition fee on a per pupil basis to help defray the cost.

Tuition Payment Schedule:

To aid in the payment of the yearly tuition assessment, a time schedule has been established for 10 monthly payments.

1st Payment: At August Registration
2nd Payment: September 15th
3rd Payment: October 1st
4th Payment: November 1st
5th Payment: December 1st

6th Payment: January 1st
7th Payment: February 1st
8th Payment: March 1st
9th Payment: April 1st
10th Payment: May 1st

If a student is withdrawn from St. John, the current installment payment will be considered the final payment. There is no credit or adjustments made for mid-month changes. (Example: A student is withdrawn from school on October 15th; the 3rd full payment is considered the final payment.) Tuition is considered late after the 10th of the month and a late fee is assessed. If tuition or fees are outstanding, a child's attendance or enrollment status can be affected.

Registration and education fees must be paid at the start of school and are non-refundable. Until all fees are paid, report cards and diplomas will not be issued or permanent files will not be released. Examples of fees include band, lunch, milk, kindergarten snack, book damage fees as well as monies due from fund raisers. The school assesses a non-sufficient funds fee on returned checks and must be paid first on an outstanding bill.

REGISTRATION AND EDUCATION FEES

1. Registration Fee: Per family annually, due at the time of (re)enrollment, non-refundable.
2. Education Fee: Covers the use of textbooks, workbooks, art supplies and other materials
3. Religious Books Needed: NIV Bible (grs. 2-8), All God's People Sing (grs. 2-8), Catechism (grs. 5-8)
4. Band Fee: Beginning and Advance Bands assessment.
5. Recorder and Recorder Book
6. P.E. Clothing: Students in grades 5-8 must purchase uniforms needed for Physical Education classes.
7. Snack Fee: Y5, K

We encourage all families to make payments during the summer months, either by mail or in person, *to ensure that all fees are paid by the first day of school.* Families have the opportunity to utilize electronic funds transfer for tuition, SACC, and hot lunch.

FEES DURING THE COURSE OF THE SCHOOL YEAR

1. Class Trips: The 6/7th grade attend outdoor education. The 8th grade travels to Washington D.C. These are not optional events and compliment the school curriculum. The cost will be determined and communicated during the course of the year. 8th graders have fund raisers available to defray the cost.
2. Hot lunch: This is an optional expense. Parents may be purchase meals as needed based on federal guidelines; family income can determine if the family could qualify for free or reduce meals.
3. Athletic Fees: Deposits on uniforms and participation fees may be assessed during the course of the school year.
4. Field Trips: Each classroom attends field trips as part of their learning experience.

MEMBER IN GOOD STANDING

St. John Lutheran Church operates St. John Lutheran School to provide quality, Christ - centered education to children of the congregation and the community. In enrolling children at St. John parents are reminded of their partnership in a Christ - centered education and are asked to sign a letter of commitment indicating a willingness to attend church and Bible class regularly, to attend the Lord's Supper regularly and support the congregation's work with their time, talent, and treasure.

Members are to be faithful in church attendance, understanding that church and school life go hand in hand. Members are to attend worship services as often as possible, and certainly no less than 75% of the time (3 of 4 Sundays or 4 of 5 Sundays each month).

Members are to be regular at the Lord's altar, knowing that this is one more means of building faith in Christ the Savior. Members are to be committed to the study of God's Word, devotions and prayer, continually exercising their faith as they seek to grow and serve the Lord. Members should strive to return to the Lord through His church a God-pleasing portion of time, talents, and treasures as an act of praise and in full awareness that all is His. Members understand and accept fully their spiritual and financial responsibilities in this regard, and indicate this by means of a signed commitment as all members are asked to do through the congregation's annual stewardship programs.

Members seek to witness by maintaining a loving, caring Christian relationship with all brothers and sisters of the church and wherever they go. These activities are expected to be fulfilled during summer months as well as during the school year.

Members who are not members in good standing as defined by the above description will be required to pay 100% of the current non - member tuition. Church attendance is monitored through the use of the red book which is signed each church service. Monthly reports are made to the Christian Day School Board and the Board of Elders.

ST. JOHN EARLY CHILDHOOD DEPARTMENT

St. John operates a preschool to meet the needs of those families with young children. The objective of the preschool is to contribute effectively to the child's spiritual, social, intellectual, emotional and physical well being. The preschool is licensed by the Department of Consumer and Industry services. The Christian Day School Board works with the preschool director and the principal to establish policy for the preschool.

The St. John five year-old student has two opportunities for educational growth. Both classes, young fives and kindergarten have Jesus time, language arts, mathematics, science and social studies as content. Some students show readiness to handle paper and pencil and more structured learning for a kindergarten setting. Some students developmentally need more time to strengthen social, emotional, and physical skills in young fives, before a more formal setting like Kindergarten. The established curriculum and its sequence build from preschool, to young fives and finally kindergarten. A kindergarten student who successfully completes the course of study will be promoted to grade one. A Young Fives student who successfully completes the course of study will be promoted to Kindergarten.

A young fives or kindergarten child who attended school regularly and achieved a satisfactory growth rate will be promoted to the succeeding level. In consultation with the parents and given consideration of a child's chronological age, mental age, social age, achievement age and physical development a decision may be made to retain the child in the current level. The child's welfare will be paramount in this decision making process. The school retains the right for final placement of a student in its program.

SECTION II - GENERAL INFORMATION (ALPHABETICAL)

ACADEMIC HONORS

At St. John, outstanding scholarship by our students is recognized and encouraged through an academic honor roll. Students in grades 5, 6, 7, & 8 are eligible for these honors. The Honor Roll is done quarterly.

ACCIDENT INSURANCE

St. John Lutheran School does not provide accident insurance for students while on school property. It is the responsibility of parents to secure their own coverage. The school does request student insurance coverage information on registration forms each year. It is strongly recommended that a child have health coverage when participating in extra-curricular sports.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office. A written record of the accident will be kept on file in the office. Each child is to have an updated emergency card on file in the office. These are to be filled out at registration. This information is needed in cases of illness or accident when parents cannot be reached. In the event of illness or accident school personnel will only give limited emergency care. Parents are responsible for any additional care.

ATTENDANCE

Regular and punctual attendance is very important to the progress of the child and the maintenance of high standards in school. Children who are tardy by 1/2 hour or more will be considered absent for 1/2 day. Children should be kept home only for valid reasons, such as sickness, contagious disease, or death in the family. Should your child be out of school for any reason, **please notify the school office at (586) 294-8740, by 9:00 am on the first day absence the cause of the absence and note any symptoms, such as fever, in the message.** If a child is absent because of illness, he is not to return to school until an acceptable period of time to prevent infecting others or until a fever has not been present for a 24 hour period. A temperature of 100 is considered a fever. If your child has a temperature of under 100 with any other symptoms, such as headache, muscle aches, sore throat, nausea, vomiting and diarrhea the child should not attend school. On the day your child returns to school, a written excuse signed by a parent or guardian must be given to your child's teacher. A written excuse from your child's doctor will be required if your child is absent for 3 or more days. Promotion decisions involving children with 30 or more absences for the year are at the discretion of the Christian Day School Board.

- Any dismissal (this includes doctor, dentists, orthodontics, etc.) during the school day will be recorded as an absence.
- Missing up to 3 hours is a 1/2 day absence.
- Missing 3 or more hours will be considered a full day absence.
- Parents must report to the office to sign out their child before any such appointments, and sign them in at the office when returning after said appointment.

All children are expected to be in their classroom by 8:00 A.M. When a child arrives at school after the 8:00 tardy bell has rung, the adult bringing the child to school must accompany the child to the office to explain the reason for the tardiness, and to obtain a tardy slip for the child. A child who is tardy **will not be allowed into the classroom without such a slip.**

Late arrivals are recorded tardy as:

- Within the first 30 minutes of the school day.
- If you arrive late to school, **adult** and child must report to the office to receive a tardy slip.

AUXILIARY SUPPORT SERVICES

It is sincere desire for the school to meet the total needs of the child. In the academic area, school officials work with the Fraser Public School District to identify specific student problems and needs. The first step in the process is teacher interventions with parental assistance. When outside resources are required to address mild learning difficulties, Fraser

Public is invited to assist in teacher support and direct teaching. When more serious learning difficulties are present, Fraser Public Schools assists in the diagnostic and evaluative services. If specific, serious obstacle(s) are identified, an individual program is designed. Students with severe learning needs would require another educational setting outside St. John.

The following services are provided by Fraser Public Schools:

- a. Learning Disabilities Diagnosis
- b. Speech Correction
- c. Psychological Evaluation
- d. Teacher and Student Support

The following service is provided by the Macomb Health Department:

- Vision and hearing Screening

Further clarification of these services and programs may be obtained from the principal.

BAND

Students in grades five through eight may participate in band. Beginning Band is for first year band students who are just beginning to play an instrument, usually those students in the 5th grade. Advancing Band is for students who have at least 1 year of experience on their instrument. Two or three band concerts are planned for the year, with additional opportunities for solo and ensemble work. **Attendance at these events is expected of all participating students.**

BEFORE AND AFTER SCHOOL PROCEDURES

Students may enter their classroom between 7:45 and 8:00. If a student must be dropped off at school prior to 7:45, he/she will be required to go to the S.A.C.C. room. Parents will be responsible for this cost. Students are excused from school at 2:50. Those riding home by car, riding their bikes, or walking must leave the school grounds by 2:55. Students not picked up from school by 3:05 will be taken to S.A.C.C. to be supervised until their ride arrives.

Supervision is provided for students who stay after school for school sponsored activities. Handbells, grades 6-8, will be held after school on (2) to be determined days. Students in handbells will need to go directly to handbells.

Athletic practices will begin at 3:30 unless otherwise announced. Students who are staying for an athletic practice and who are not in band or handbells must go directly to study hall. No supervision for siblings will be available other than the option of the S.A.C.C. program. The computer room is open from 2:50-3:30 for upper grade students who have homework assignments requiring the use of the computer. Prior permission and supervision are required.

Students involved in 3:30 sports practices after school WILL NOT be allowed to leave school property after school even if they have a note from the parent. Questions should be referred to the principal.

Students who are not in band, handbells, athletic study hall, or computer room MUST go to S.A.C.C.

PICK UP PROCEDURES

All students are to be picked up from the drive on the east side of the building. Parents arriving early may park along the fenced east side of the drive or join the line around the building heading south. Students will be directed to remain on the sidewalk until their ride enters the pick up zone along the sidewalk OR their driver accompanies them through the moving line of traffic to their parked car.

- THERE SHOULD BE NO PARKING ALONG THE SCHOOL BUILDING'S UPPER GRADE CLASSROOM PARKING SPOTS AT THE END OF THE DAY.
- DRIVERS PARKED ALONG THE FENCED EAST SIDE OF THE DRIVE ARE TO LEAVE THEIR CAR AND ACCOMPANY THEIR CHILDREN THROUGH THE LINE OF MOVING TRAFFIC TO THEIR CAR.
- CARS, WITH OR WITHOUT PASSENGERS, SHOULD NOT BE LEFT RUNNING AND UNATTENDED WHEN PICKING UP YOUR CHILD.
- CONES INDICATE NON-PARKING AREAS.
- EIGHTH GRADE STUDENTS HAVE PERMISSION TO CROSS THE CAR LINE UNATTENDED. ALL OTHER STUDENTS NEED AN ADULT'S ASSISTANCE CROSSING THE CAR LINE.

Parents, please heed the procedures above. At all times the safety of each child needs to be foremost in our minds.

BOOKS AND BOOK CARE

Books are loaned to the student by the school. They are to be taken care of and treated with respect. All hard cover books should be covered. Any damage to the books must be paid for by the student or parent before report cards will be issued or records transferred. The principal is the final judge of book damage, repair and or replacement cost.

BUILDING AND PROPERTY

GENERAL CARE OF BUILDING AND PROPERTY

St. John School is owned and operated by the members of St. John Lutheran Church, many of whom have children enrolled in the school. Caring for the school building is, in essence, caring for something which already belongs, in part, to each family. Students are not to break or deface school property for obvious reasons. An effort should be made to help students become good stewards of something which God has given to us for our wise and responsible use. Final financial responsibility for damaged property shall belong to the parents.

DAMAGE OR DESTRUCTION OF PROPERTY

Parents will be held responsible for any damages done to church or school property by their children. Damage to teacher's cars or personal property will be repaired. The Board of Education will make the final decision concerning the responsibility for the damages.

BUILDING USE POLICIES

- a. Restrooms - Restrooms are not play areas, areas to loiter, spend a recess, or stay in before classes begin in the morning. They are to be used for their intended purpose only.
- b. Cafeteria - The school cafeteria is to be used for meals each day. Students are expected to conduct themselves in a mannerly way as they eat their lunches.
- c. Gymnasium - Playing in the gym with street shoes on is not permitted. Only gym shoes may be worn when participating in gym activities. Gym equipment must be obtained by the teacher. No food or drink is permitted within the gymnasium.

CHAPEL

Chapel services are conducted on Wednesday of each week. This is an opportunity for students and staff to gather as a family, to sing, pray and praise our Lord. Each quarter a mission project is chosen by the faculty and/or students. Students learn about the mission

and are encouraged to bring in an offering. This gives the children the opportunity to practice Christian stewardship of the gifts God has given us to use for others. **Children are encouraged to dress up for chapel.** Parents are encouraged to attend chapel services.

CHOIRS

Christian education seeks to help the student develop into a mature Christian person. Music's many facets contribute to this development. It is an effective means of helping a child gain deeper spiritual understanding and offers opportunity for religious expression.

Students in grades Y5 – 4 are required to be in choir. Students in Young Fives, Kindergarten are members of **Cherubs**, grades 1, 2 are members of the **Joyful Sounds**, grades 3, 4 are members of the **Singing Saints**. The **Jubilate** is a group for students in 5-8 who wish to pursue singing at a higher level. **Choristers** of Jubilate will meet regularly one day a week (to be determined) Each of these groups contributes to the worship life of the parish by singing at Sunday and weekday services.

The opportunity to take part in the worship experiences of the parish is very important. Worshipping together strengthens our faith. **It is expected that children will attend all worship services for which their choir is scheduled to sing. Attendance will be taken. This expectation is the same for member and non- member families.** We encourage our non-member families to worship with us when their children are scheduled to sing. There are also 1-2 concerts per school year that the vocal groups participate in. **Attendance at these events is expected of all children and the attendance is noted as part of the grade given to the student.**

CURRICULUM

St. John Lutheran School is committed to quality Christian education. The Word of God is the central focus upon which all other instruction is based. The curricular areas meet all requirements set by the state of Michigan. St. John teaches Integrity the Christian faith in the following subject areas:

- RELIGION - Worship, Bible study, Christian doctrine, Bible history, church history, memory work, confirmation (grade 8)
- LANGUAGE ARTS - Reading, phonics, english, spelling, literature, speech, handwriting, and composition
- MATHEMATICS - Number readiness, basic number concepts, problem solving, equations, basic algebra, basic geometry, metric system
- SCIENCE/HEALTH - General science, health & safety, physical science, earth science, life science, reproductive health, outdoor education
- SOCIAL STUDIES - History, geography, current events, government, citizenship, basic economics
- FINE ARTS - Music education, choral singing, band, art history, criticism, production and aesthetics
- PHYSICAL EDUCATION - Fundamental skills, physical fitness, motor skills, games
- COMPUTER EDUCATION - Tutorials, keyboarding, word processing, data base, spreadsheets

D.A.R.E.

D.A.R.E. (Drug Abuse Resistance Education) is a program sponsored and staffed by the local law enforcement agency, and is presented to the 6th grade class each year. It teaches our students about the decisions that are made in life regarding the use of legal and illegal drugs. It trains the student in dealing with peer pressure and builds self-esteem. For Christians, this reinforces what has been taught through all grades: our bodies are a temple

of the Lord, to be used for His glory. An officer from the D.A.R.E. program presents a lesson once a week for 17 weeks and culminates with a graduation ceremony. Parents as well as local dignitaries are invited to attend this ceremony.

DISCIPLINE

Christian discipline is training that develops self-control, character, orderliness, and efficiency. This allows the classroom environment to be one that encourages and enhances education. Good discipline originates in the home and is continued at school.

A PARENT SHOULD:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child God's Word, respect for authority, and consideration for others rights and belongings.
3. Work with the school in carrying out recommendations made in the best interest of the child, including consequences when difficulties arise.
4. Arrange for prompt and regular school attendance.
5. Show an interest in the child's school activities, as well as his/her report cards and daily progress.

TEACHERS:

1. See each child as a precious soul for whom Christ shed His blood.
2. Guide, lead and properly discipline each child so that he/she will receive the best possible education.
3. Recognize levels of development.
4. Channel actions when necessary.
5. Stop any inappropriate behavior or conduct that interferes with the learning activities.

DETENTIONS:

After school detentions may be given for flagrant or repeated concerns related to a student's conduct. Detentions may be given for any of the following items of misconduct:

1. tardiness to school or class
2. absence from school or class
3. deliberate disruption of a class or school function
4. any form of physical aggression
5. intimidation or interference of other students or staff
6. insubordination (lack of respect) for authority
7. vandalism
8. profanity, vulgarity, or desecration of God's House or God's Word
9. repeated dress code violations

All detentions will be served on one designated day of the week. On the day a child receives a detention, he/she will bring home a form signed by the teacher and principal, detailing the infraction. Also included will be the date and time that the detention will be served. This form **must** be signed and returned to the office the following morning. An in-school suspension will result if:

- * three (3) detentions for the same offense are given in 1 quarter, or
- * a total of 5 detentions are given in 1 quarter.

Each infraction thereafter, for the remainder of said quarter, will result in an in-school suspension.

SUSPENSIONS:

When normal disciplinary measures fail to correct disruptive or defiant behavior, order will be restored by removing the problem student from some or all of the school's functions for a definite period of time. Suspensions may take any of the following forms; in-school suspension, social suspension and out - of - school suspension. The principal and teacher will decide on which will be a fair and effective means for correcting the behavior. The following behaviors may result in a suspension:

- ~ Incurring 3 detentions for the same offense, or a total of 5, within 1 quarter
- ~ deliberate disruption of a class or a school function
- ~ any form of physical aggression
- ~ intimidation or interference of other students or staff
- ~ insubordination or lack of respect for authority
- ~ vandalism
- ~ profanity, vulgarity, or desecration of God's House or God's Word
- ~ substance abuse
- ~ smoking
- ~ theft

Other offenses may arise which, in the opinion of the principal, warrant suspension. Such offenses would be those that put a student or staff member in danger; or those behaviors which place a student's or staff member's possessions at risk. The principal is given discretionary authority in such cases to take what he deems necessary action.

THE RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS

Due process safeguards must apply in any instance where behavior or rights of students are being evaluated. The student must always be treated with Christian fairness in light of total circumstances. Thus:

1. The student has the right to be fully informed about his or her breach of behavior.
2. The student must be given the opportunity to respond to such charges.
3. If the student's misconduct is to be reviewed by others, he/she should be informed or the opportunity of such a review.
4. Any permanent record that results from the student's actions or consequences should clearly state whether the charges were or were not substantiated.

THE PROCEDURE FOR EXPULSION

After an offense has been reported to the principal, and it is determined that the nature of the offense is of such severity that expulsion of the student is a possibility, the following procedure will apply:

1. Upon notification of parents, the student will be excluded from school until such time as a hearing is held and final determination of guilt or innocence is made.
2. The hearing shall be held within three days after the exclusion of the student.
3. The hearing committee shall consist of three Christian Day School Board members, including the chairman.

HEARING PROCEDURE

1. The student shall be present along with parents or guardian and may be accompanied by an advisor.
2. The staff person(s) making the charges must be present at the hearing.
3. The principal must be present at the hearing.

Both sides may present their case before the hearing committee, calling witnesses to support their position as they deem necessary. After arguments for both sides have been completed, the hearing committee will make a decision:

- a. That the student is guilty and expulsion is required.
- b. That the student is guilty, but only exclusion is required.
- c. That the student is innocent.

The determination of the hearing committee shall be considered final, and a synopsis of the hearing shall be placed in the student's record.

Because of the severity of the offense, a student caught committing one of the following offenses will be automatically suspended: **premeditated false fire alarm or bomb threat, possession of weapons (guns, knives, etc.), selling illegal substances.** These offenses may lead to expulsion.

DRESS CODE

St. John Lutheran School is interested in the spiritual and academic growth of each student. As a Christian school we emphasize cleanliness, neatness, and appropriate dress in an effort to promote an environment for learning and a focus on healthy living.

The following dress code guidelines are not all inclusive due to new trends and styles that may be viewed as inappropriate. Modesty is important and should be followed by all students attending St. John. Any clothing that gives a sloppy appearance is inappropriate. Students should choose to wear items that comply 100% within the guidelines suggested.

The dress code is in effect while the student is at school. This includes both before the day begins and after the school day concludes. St. John "Jeans Days", "Spirit Wear (St. John Logo's)", and "Formal Dress" are exceptions to the daily dress code. Chapel Wednesdays provide students the opportunity of formal dress that is above the standard dress guidelines. As the standard dress limits the choices of dress students have on a daily basis, formal dress provides choices to the student. St. John sweatshirts and logo wear are not intended to be worn over formal dress.

Athletes may be expected to dress formal on days of athletic competition: Boys = shirt Girls
= skirt or dress

The principal will determine jeans days within the school calendar, the spirit wear (St. John logo) approved to be worn, and is the final authority for the standard and formal dress code. The St. John Dress Code will be reviewed on an annual basis. Dress code violations with consequences will be published for the school community at the beginning of each academic year. Non-compliance with the dress code can affect a student's classroom attendance. The Christian Day School Board supports Policy #460.00 Student Dress Code as it is written.

DRESS CODE GUIDELINES FOR BOYS

Socks & shoes – Socks are to be worn at all times. Dress shoes or tennis shoes are acceptable. Light-up, sound/novelty shoes, shoes with wheels, crocs, slippers, and flip-flops are not permitted.

Pants – Solid, navy blue, black, or tan pants may be worn. Dockers style dress pants, pants with 100% cotton or cotton polyester blend, or corduroys, may be worn. Pants are to fit properly and be worn at the waist at all times. Denim (of any color), leather, nylon, form fitting, or riveted pocket, style pants may not be worn. Pants that have rips, frays, holes, etc. may not be worn. If pants have belt-loops, a belt MUST be worn at all times (Grades 4 and up).

Shorts – Solid, navy blue, black, or tan hemmed dress shorts may be worn April through October. Shorts are to be worn at the waist at all times and are to fit properly. Denim (of any color), leather, or nylon shorts may not be worn. Shorts that have rips, frays, holes, etc. may not be worn. If shorts have belt-loops, a belt **MUST** be worn at all times (Grades 4 and up).

Shirts – Any striped or solid color polo, oxford, turtleneck, mock-turtleneck, dress shirt with short or long sleeves may be worn. All shirts for grades 5-8 must be tucked in, grades 4 and under shirts must be tucked in unless shirt has a straight hem at the bottom. Logos are permitted if they do not exceed a 2x2 inch square. T-shirts are not acceptable in any form unless approved by the principal as a special day for all students. All St. John logo and Christian wear shirts may only be worn on Friday.

Sweaters/Sweatshirts – Solid color, long or short sleeve crew, V-neck, pullovers, cardigans or vests may be worn over an approved shirt (not instead of a dress code shirt). Names, emblems, sweatshirts with hoods (pullover or zip-up), frayed designs, or fleece are not permitted. St. John logo sweatshirts may be worn.

Hair – No extreme haircuts or coloring, unnatural hair colors, designs, or tails are permitted. Hair must be short enough that it does not touch the shirt collar and should not fully cover the ear. Hairstyles should leave hair out of the eyes (the eyebrow should be fully visible). Boys will be clean shaven at all times.

Miscellaneous – Earrings, hats, or sunglasses are not to be worn in the building. No tattoos may be visible. Camouflage clothing and bandanas are not permitted.

DRESS CODE GUIDELINES FOR GIRLS

Socks & shoes – Closed toe and heel is expected. Examples of appropriate footwear would include: loafers, Dockers, oxfords, tennis shoes or shoes with a rubber sole. Light-up, sound/novelty shoes, shoes with wheels, crocs, clogs, boots, slippers, and flip-flops are not permitted. Heels should be no higher than 1 ½ inches. Socks, tights, or hose are required.

Pants – Solid, navy blue, black, or tan pants may be worn. Docker's style dress pants, pants with 100% cotton or cotton polyester blend, or corduroys, may be worn. Denim (of any color), leather, nylon, form fitting, side zippers or riveted pocket, style pants may not be worn. Pants that have rips, frays, holes, etc. are not permitted. No tight fitting pants! If pants have belt-loops, a belt **MUST** be worn at all times (Grades 4 and up).

Skirts – Skirts, skorts, gauchos, and jumpers made with 100% cotton/polyester blend, wool, or corduroy may be worn in navy blue, black, or tan. Skirts must be four inches from the floor when kneeling. Solid color leggings are permitted to be worn with the above described skirts.

Shorts – Solid, navy blue, black, or tan hemmed dress shorts or Capri's may be worn April through October. Shorts are to be worn at the waist at all times and are to measure at least 4 inches from the floor when kneeling. Denim (of any color), leather, or nylon shorts may not be worn. Shorts that have rips, frays, holes, etc. are not permitted. If shorts have belt-loops, a belt **MUST** be worn at all times (Grades 4 and up).

Shirts – Any striped or solid color polo (sleeveless polo's with shorts are permitted April through October), oxford, turtleneck, mock-turtleneck, dress, or peter-pan collar with short or long sleeves is acceptable. Shirts must be long enough that the midriff is not exposed when raising the arms. Shirts must be tucked in unless it has a straight hem at the bottom. Logos are permitted if they do not exceed a 2x2 inch square. T-shirts are not acceptable in any form unless approved by the principal as a special day for all students. St. John logo and Christian wear shirts may only be worn on Friday.

Sweaters/Sweatshirts – Solid color, long or short sleeve crew, V-neck, pullovers, cardigans or vests may be worn. Sweaters may be hooded but are not to be worn in class. An approved shirt must be worn under sweaters. Names, emblems, sweatshirts with hoods (pullover or zip-up), frayed designs, or fleece are not permitted. St. John logo sweatshirts may be worn.

Hair/Make-up– No extreme haircuts or coloring, unnatural hair colors, or designs are permitted. Hairstyles should be conservative in color and length. Make-up in good taste and moderation may be worn by seventh and eighth grade girls only. If any staff member feels the make-up application is excessive and/or distracting it is considered a violation and will be addressed in writing to the parents. Make-up should be applied at home and not brought to school.

Miscellaneous – Jewelry may be worn in moderation; earrings can be no longer than the bottom of the ear lobe. Piercings may only be in the ear. Hats and sunglasses are not to be worn in the building. No tattoos may be visible. Camouflage clothing and bandanas are not permitted.

EIGHTH GRADE CLASS TRIP

The 8th grade class trip is a privilege for all students whose behavior and conduct has met expectations set by school policy throughout the school year. The activities will be coordinated to the curriculum and an element of fun will be present as students enjoy the trip as a culminating activity of their years at St. John. The teacher, parents and students offer fund-raising events enabling students to earn their trip. The teacher, with student input, puts together an acceptable itinerary. Site, cost, and transportation for the trip varies with the size and make up of the class.

EMERGENCY SCHOOL CLOSING

Should the weather or some unforeseeable event dictate the closing of our school, notices will be given on TV and radio stations. The following public stations will be directly contacted for closing school: Radio WWJ 950 AM; Radio WJR 760 AM; and WDIV channel 4 television. St. John will be announced separately. Every attempt will be made to have a decision made by 6 am in the morning regarding the school's closure for that day. Please do not call the staff at home about school closings.

During national, state, or local emergencies, the school's operation will continue unless directed by government authorities. The school's goal is to maintain a normal, learning environment. The school's plan is to be cautious and observant during a national incident. Students are kept on the premises and supervised. The building's population would not evacuate unless there were structural damage or imminent internal danger. The school's regular routines and familiar setting are very reassuring to children during difficult times and will be maintained during national events.

If the decision to close during the school day is made, the media will be contacted. Regular routines will continue and teachers will remain with their students until final closure. Parents are expected to keep the school office informed on phone and cell number changes. The school will not release a student to an adult unless their name appears on the emergency card kept in the school office. Keeping the school phone lines free will allow us to serve everyone if there were an immediate emergency.

FAST DIRECT

The school has an internet-based based program to help manage information and communication with the school and families. Each family will be issued access to the system. The following services are provided:

- Financial records: Hot lunch, tuition, registration fees, SACC charges will be posted.
- Report cards: Student progress will be posted by the teacher and monitored by the parent.

- Communication: Classroom calendars, hot lunch menus, email access to the school is available.

This service is provided to help parents to easily access information and stay current. It is the parent's responsibility to establish the account (no charge) with a user name and password. The specific procedures may be accessed from the school office. Reduction of paper and timely information accessibility benefits everyone. Parents that are interested in electronic funds transfer for tuition may register with the school office.

FIELD TRIPS

During the course of the school year each class has the opportunity to take field trips which enhance and/or support the curriculum. These experiences allow the student to get better acquainted with community resources as well. All trips must have the approval of the principal. Permission slips must be signed by the parent or guardian for each field trip. **Verbal permission will not be accepted.** Students with no permission slip will remain in school.

Transportation is provided using private vehicles. The driver must be at least 21 years of age and hold a valid driver's license. All children must be restrained by a safety belt. Individuals who provide private transportation must be covered with adequate "No Fault" automobile insurance and medical coverage for the driver and passengers as approved by the State of Michigan. All chaperones must fill out a volunteer information form which is kept on file in the school office. **Smoking** by chaperones is **not allowed** and no unscheduled stops may be made during travel times.

FUND RAISING

St. John parents and students want to strengthen and enhance the learning opportunities by raising funds that can be designated for particular projects. The Parent Teacher League as well as the school does some of the fund raising efforts. Below are tentative list of the fund raisers, which group does it and where the raised funds go.

Bagels	8 th Grade Washington Trip
Book Fair	Library
Comerica Park	PTL
School Magazine Sales	Athletic Department
Scrip	School Supplies
Flower Sale	PTL
Market Day	PTL
Mom to Mom Resale	PTL/Library
Pizza Kits	PTL

HANDBELLS

The **Eagle Ringers** is a handbell choir offered to students in grades 6-8. This group meets after school two afternoons each week. The group performs for church services, chapels and other school-related functions throughout the school-year. Due to the nature of a handbell choir, the group is limited in size to 15 students. Any student wishing to join the Eagle Ringers will need to complete a consent form, explaining expectations, etc. Students from 8th grade will be given first priority, followed by 7th, and then 6th graders.

HARASSMENT

It is the policy of St. John Lutheran to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for any member of the Christian Day School Board, faculty, staff, volunteer, or student to harass a faculty, staff, volunteer, or student member of St. John Lutheran School through conduct or communications.

HEALTH/MEDICINE CONSIDERATIONS

GENERAL HEALTH

A student's health is a valuable gift from God. Efforts to maintain a safe and healthy environment for the St. John learning community will be a high priority. The principal has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms the individual of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health threat to the school population. Such a student shall be excluded unless their physician approves school attendance or the condition is no longer considered contagious. All reportable communicable diseases are sent weekly to the Macomb County Health Department.

When reliable evidence or information from a qualified source confirms that a student is known to have a communicable disease or infection that is known not to be spread by casual contact (i.e. AIDS, Hepatitis B and other like diseases), the decision as to whether the affected person will remain in the school setting will be addressed on a case by case basis by a review panel to ensure due process.

In compliance with State Law, Act 282, the Macomb County Health Department in cooperation with the Michigan Department of Health test children for vision defects. Information concerning the dates the screening technicians test at St. John is available from the school office.

If a child has a special health consideration, please notify the office of the concern. If a student is unable to have milk as a beverage for hot lunch, a medical exemption from a doctor is needed. The school will then provide an alternate beverage for the child at no additional charge. Please inform the teacher of a special consideration that may be needed during physical education class.

MEDICATION

No medication of any kind, prescription or over-the-counter, will be dispensed by school personnel without written consent. A medical permission form must be completed and kept in the school office and a copy given to the classroom teacher. These permission forms are available in the office. If medication must be taken before a form can be obtained, please send a note giving the name of the medication, dosage, and time it is to be taken. All medication is kept in a locked location and will only be given by designated office personnel. Cough drops may be brought by the student to school and kept under the teacher's control.

Over the counter drugs have to have the child's name labeled on the dispenser. The student's name is to be labeled on the box and the dispensing of cough drops will be done by the teacher. Please do not send medication in envelopes or a unlabeled container to school. Unidentified medication is subject to destruction. When a child is on a field trip, the teacher is to carry the medicine in the original container (please, on envelopes/non-medical containers). Medication not claimed at the end of the year will be destroyed in one week if arrangements aren't made with the office.

State Public Law 631 allows a student who requires an inhaler, to keep it on his/her person if the following conditions have been met: 1) The pupil has written approval to possess and use the inhaler from the pupil's physician or other health care provider and parent, 2) The school has an extra inhaler on hand for emergency use, and 3) The homeroom teacher has a copy of directions for administration.

CONCUSSION

State Public Acts 342 and 343 of 2012 require all students and parents to sign a document stating awareness of head concussions and facts related to head injuries. Teachers and coaches have taken concussion awareness training. Specific protocols have been established for when head injuries occur at school especially on the playground and during sports.

HOMEWORK

Children will profit by developing the habit of home study. Generally, homework is the completion of work not finished in school or work on a special project. Homework serves to reinforce skills, enhance and enrich learning in the classroom, provide extra practice, and it helps children develop a sense of responsibility and accomplishment. Homework is the sole responsibility of the children. Parents can assist in the development of this responsibility by regularly reviewing their child's work. As a rule of thumb, parents can expect an average of 10 minutes of homework a night times the grade level of their child. For example; a 3rd grade student should be expected to bring home about 30 minutes worth of homework on most nights. The use of a daily assignment book is also a useful tool. Replacement assignment books are available for purchase in the school office. Late work may be graded down at the discretion of the teacher.

A family vacation is discouraged while school is in session. If this can't be avoided there are two methods to be applied for homework:

- If a parent would like homework prior to a vacation, they must send a **written request a minimum of 1 week prior to the vacation asking for the student's work.** Teachers will do their best to honor this request. **Giving homework before the student's absence is at the total discretion of the teacher.** It is the nature of whole group instruction, work load, and other factors that some lesson assignments may be modified during the absence and different follow-up work may be necessary. It is the responsibility of the student to complete the requested homework independently during the absence. **If the home work is provided before the student's vacation, the work is due upon the first day of return, no exceptions, for full credit.**
- Homework will be given to a student when they return to school and must be made up within the number of days a student was absent to receive full credit. (ex: If a student missed 3 school days, he/she will have 3 school days to complete upon return.)

HOME VISITS

Harmonious and cooperative relations between parent and teacher can best be accomplished by personal contact between both parties. The accomplishment of this personal contact can be made through the joy of partaking in church and school activities, thus, a home visit to an established family by the teacher may not be necessary. Should parents desire a teacher home visit, a phone call to the school office will ensure a visit.

HOT LUNCH PROGRAM

St. John provides a balanced and nutritional lunch program on a daily basis. Lunches meet the criteria set by the Michigan Department of Education. A parent from each family is scheduled to help in the cafeteria about 5 times a year to assist in preparation of that day's meal. Substitutes are available to work in your place for \$20/day. Scheduled no-call/no-shows will be assessed a penalty fee that's doubled the current substitute fee.

St John participates in the Free and Reduced Lunch Program, provided through the Michigan Department of Education. Information on this program can be obtained in the school office.

LIBRARY

St. John maintains a central library collection with a holding of more than 6,000 volumes. Books are carefully selected to give the children the best possible literature that the publishing field has to offer. The purpose of the library is to provide wholesome, up-to-date material, to supplement the curriculum, and provide enjoyable reading experiences for the student. The library is staffed by a support person who is aided by volunteer helpers. Each class has a weekly time scheduled for library use. Books are checked out for a period of one week. Should a book be returned late, a fine of \$.10/school day will be charged. A student is not charged a fine if he/she was absent on the day the book was due.

LOST AND FOUND

PLEASE BE SURE TO PUT YOUR CHILD'S NAME ON ALL CLOTHING, BOOKS, ETC. A lost and found is kept for items that are lost. Most items are brought to the office and kept there for a short time. If they have not been claimed, they are turned into the lost and found kept by the custodian.

OUTDOOR EDUCATION

Our sixth and seventh grade, accompanied by teachers, will spend 3 to 4 days at a camp in Michigan in a nature oriented learning situation. This program is a part of our planned curriculum. Therefore all students are to be in attendance. All areas of the curriculum are touched during this experience. Units of study take on a new meaning and there is a deeper appreciation for each other's needs as students live out a 24 hour day together. Chaperones accompany the students to ensure proper supervision.

PARENT - TEACHER COMMUNICATION

In order to achieve closer cooperation between parents and teachers for the benefit of the students, parents are urged to speak with their child's teacher on any questions concerning the pupil. We, as you, are vitally interested in your child's temporal and eternal welfare. Please do not disrupt the classroom by trying to see the teacher before school, or during the day, but rather, set up an appointment which will allow for an adequate period of time for discussion, as well as insuring privacy. Strive to be Christ-like in all your dealings, refrain from contributing to any problem by availing yourself to gossip.

To further parent-teacher communication, please notify in written form any school absence due to dental, doctor, or other appointments 1-3 days prior to the absence.

Many teachers send home a regular note explaining current assignments, field trips, special projects, etc. Watch for these items during the week.

PARENT TEACHER LEAGUE

Every parent having a child enrolled in St. John is automatically a member of the P.T.L. and is encouraged to become involved in all the activities associated with this vibrant group. The purpose of P.T.L. is threefold:

- ~ To provide educational opportunities for parents & teachers
- ~ To provide opportunity for fellowship
- ~ To support our school financially through various fund-raisers

The P.T.L. meets regularly during the year. Opportunities exist for volunteers in a wide variety of areas. Please read the weekly WINGS newsletter and the PTL MEMO for up-to-date announcements.

PROMOTION

A child who attended school regularly and achieved a satisfactory growth rate will be promoted to the succeeding grade. In consultation with the parents and given consideration of a child's chronological age, mental age, social age, achievement age and physical development a decision may be made to retain the child in the current grade level. The child's welfare will be paramount in this decision making process. The school has the right for final placement of a student in its program.

PUBLICATIONS

The "*Wings*" is sent home to each family in the school every Friday or on the last day of the school week. This weekly paper includes upcoming dates, communication from the principal, P.T.L. events, along with other pertinent information.

RECESS

The outdoor recess or break time is an important opportunity for all students to be outside, to exercise, and to learn to play with others. Students in grades 1-4 are expected to wear clothing appropriate for the weather outdoors. The recess duty teacher will determine when an indoor recess is necessary because of the weather. Teachers have varied duties during the noon recess. If your child must stay indoors, a written excuse, stating the reason, is necessary.

REPORTING TO PARENTS

The key to a positive relationship between home and school is in the maintenance of open lines of communication. Formal written reports on the work and progress of each child are sent home. Below are listed the ways parents are reported on the child's progress.

1. **The Report Card:** St. John issues report cards four times a year. Both achievement and effort are noted. Grades 1-8 will use the A,B,C,D,F marks when appropriate.

The following grade scale is applicable to subject areas where letter grades are given.

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = Below 60%

Credit given to certain classes and student incompletes are noted. Students are not promoted when an incomplete grade has not been removed on their report card. Parents will sign a receipt for the report card and return to the teacher at the end of the 1st, 2nd and 3rd quarter.

2. **Parent-Teacher Conference:** A scheduled parent-teacher conference is very valuable and expected by all parents at the end of the first marking period. Each child's progress and needs are discussed. Optional conferences by the parents and the teacher may be requested at the end of the 2nd and 3rd marking periods.
3. **Parent-Teacher Consultation:** There comes a time when the parent or teacher needs to discuss pressing problems and progress. Parents are invited to meet with the teacher at an appropriate time.

SAFETY DRILLS

Lockdown, fire and tornado drills are held to develop safety practices that will help students move in a quick and orderly manner to pre-designated safety areas during an emergency. Complying with state law, the school records and publicly displays the record of safety drills on its web site.

SCHOOL AGE CHILD CARE

St. John operates a School Age Child Care program licensed by the Michigan Department of Consumer and Industry Services. Open Monday through Friday from 6:30 a.m. to 6:00 p.m., any child registered in the preschool through grade 8 program may attend this child care program. The staff provides a safe and caring environment, as well as providing a variety of planned activities and an opportunity for study. Snacks are provided daily. For specific details of cost, policies and administration, speak to the director for a current handbook and materials.

SCHOOL ATHLETICS - EXTRA CURRICULAR ACTIVITIES

GENERAL POLICY

Extra Curricular Sports and activities are provided to enhance student development and growth. Standard physical education rules exist yet the privilege to participate means a student commits to the following responsibilities.

Opportunities to participate in competitive athletics are provided through a variety of sports. Boys have the opportunity to participate in soccer, cross country, basketball, and track. Girls have the opportunity to participate in cross country, soccer, basketball, volleyball, softball, track, and cheerleading.

Participation is a privilege for students who demonstrate Christ-like attitudes, skill, and interest in a given sport. The intention of all extra-curricular athletics is to model and develop Christian character, sportsmanship, physical skills and mental discipline.

All uniforms must be turned in at the end of a sports season. Those children who do not turn in a uniform will not receive their report card until said uniform has been returned.

ATHLETIC ELIGIBILITY

It is important that participation by a student in extra-curricular athletics does not interfere with the student's academic progress. Refer to the athletic eligibility policy found in the St. John Athletic Handbook for specific details.

SCHOOL HOURS

Kindergarten:

K Morning Session Daily 8:00 - 11:00

Young Fives Daily 8:00 – 11:00

Grades 1 - 8 Daily 8:00 - 2:50

Dismissal time for a half-day session is 11:30 for K-8 grade classes.

SCHOOL OFFICE

The school office will be open officially from 7:45 a.m. to 4:00 p.m. Monday through Friday on all school days. The secretary joins the rest of the staff for morning devotions from 7:30 - 7:45 a.m. The secretary is out of the office during lunch from 11:00 to 11:30 a.m. A telephone answering machine will be available during that time if you desire to leave a message. Summer hours during June and August are from 9 a.m. to 1:00 p.m.

SCHOOL PHYSICAL EDUCATION CLASSES

GENERAL POLICY

Physical Education is a regular part of the daily learning experience. As such the rules, regulations, and routines for the classroom and school also apply to physical education class.

SPECIFIC GUIDELINES

A. All students are required to participate in physical education.

- B. To be excused from physical education class a written excuse signed by parent or guardian (or physician) must be given to the physical education teacher prior to class.
- C. Students must wear “gym” shoes to participate in activities in the gym. Suitable shoes must be worn for outdoor activities. Gym uniforms (Grs. 5-8) are purchased from the school and are to be worn during class.
- D. A student injured during gym class must immediately report the nature of the injury to his/her physical education teacher.
- E. Safety is a primary concern in physical education activities. Watches, rings, necklaces, earrings, high heels, and the like are not to be worn during class. The teacher will make the final decision of safety matters and proper dress.
- F. A student may never leave physical education class without permission.
- G. A student’s behavior may make it necessary for the teacher to remove him/her from the activity or class so the activity may continue.

SECURITY

Parents seek a safe and secure learning environment when their children attend school. To make an orderly and secure campus, please note the following items:

- All visitors, including parents are to report directly to the school office while school is in session (8:00-2:50). A visitor’s badge may be issued by the school office.
- Parents are to accompany a tardy student to the school office and fill out a tardy sheet.
- Individuals not listed on the emergency card will not be permitted to pick up a student during school.
- Individuals who are picking up students during the school day are to report to the school office and sign the child out. The student will be sent to the school office for pick up for the parent.
- Parents may escort their child to the classroom door from 7:45 – 8:00 am. Tuesday after Labor Day, students in grades 1-8 will be unescorted inside their classroom. Starting Oct. 1, kindergarten and Y-5 students will be unescorted inside their classroom.
- Preschool parents must escort their child to the classroom as required by state regulation.
- A parent interested in visiting a student’s class is to seek the teacher’s permission first. A parent interested in sitting at lunch with a child needs to first make arrangements with the teacher and check in with the school office.
- Parents are highly encouraged to attend the school’s chapel service every Wednesday at 8:10 am. Adult seating is available under the church balcony.
- School begins at 8:00 am for all grades. Parents are asked to leave the building by 8:20 am.
- Parents are requested to keep children at or near the sidewalk in front of school after dismissal.
- If parents observe suspicious individuals or unusual activity are asked to report these items to the school office or faculty member.
- The school’s east main doors will be locked from 8:15-2:45. Entry to the school during school hours is done in the front entrance.
- Please use the school’s eastern entrance for school business and the church entrance for church business.

Thank you for helping to make this a safe, comfortable learning environment for your child and family by respecting these procedures.

SPECIAL PROGRAMS

During the school year various programs involving the students are presented. Not all of the programs described below are presented every year. The intention is to enhance and compliment the curricular goals.

- A. Children's Christmas Program
- B. Spelling Bee
- C. Music Festival
- D. Talent Festival
- E. Science Fair
- F. Meet the Teacher Night
- G. Outdoor Education
- H. 8th Grade Washington Trip
- I. Talent Show
- J. Special Assemblies
- K. Lutheran Schools Week
- L. DARE program
- M. Rainbows for God's Children

STUDENT AWARDS

Students receive awards for accomplishment in many areas. Some areas are athletic, academic, and graduation. The purpose is to recognize and affirm the efforts and abilities of students and to encourage their continued work in the future. The weekly Wings newsletter will remind parents of when the appropriate assembly or banquet will occur.

STUDENT BEHAVIOR

In every community there is a need for guidelines. There are some specific behavior or situations that students should avoid. It would be helpful if the student and parent discuss and review these guidelines for successful relations with others and God. Please review the topic on discipline in this handbook to understand the purposes and procedures used in handling infraction.

BRINGING UNNECESSARY ITEMS TO SCHOOL

Cards, toys, comic books, matches, knives, radios, tape recorders, walkman radios, electronic games, etc., are not to be brought to school. Any items not necessary for the classwork done at school will be turned in to the teacher. The first time this occurs, the item will be collected and may be returned at the end of the school day and the student will be asked not to bring the item to school again. The second time, the item shall be retained by the teacher until the end of the school year and then returned to the student.

Students who plan to use an object for a class that isn't part of the normal instruction must receive prior approval from the teacher.

BICYCLES

Children who ride bicycles to school should make arrangements with the principal. No bicycle should be ridden on the school playground except when arriving at school or returning home after school. The police suggest locking all bikes when not in use.

SNACKS AND REFRESHMENTS

Students have the privilege of having a nutritious snack or refreshment during the day at appropriate times and places for comfort and need. The following are the understandings and guidelines to maintain this privilege:

REFRESHMENTS DURING SCHOOL HOURS

1. Nutritious, well-packed snacks and drinks will be utilized. Carbonated beverages (pop), candy, chips, and such are neither nutritious nor permitted. Granola bars, fruits, fruit juices, bottled water and such are acceptable and encouraged. Bottled water and liquid refreshments must have a securable top or spill-resistant. Box drinks are acceptable when handled properly.
2. Only students in 5th-8th grades are eligible for snacks at 10:20-10:30. Students do not have the right to sell food. Snacks are to be consumed in the classrooms. Wrappers and packaging are thrown away. Items stored in the locker must be sealed to prevent critters from eating the material.
3. Teachers will have specific rules regarding classroom procedures. Snack time is not a brunch time. Small amounts of food are acceptable. This activity is not to be a substitute for hot lunch.
4. During noon lunchtime, students will have a meal. Pop is not permitted. Cold lunches should show signs of a balance meal components of the food groups.

REFRESHMENTS AFTER SCHOOL HOURS

1. Outside school hours, all food needs to be sealed and kept in lockers or desks. Refrigerated snacks are not acceptable. Used cans are not to be stored in lockers.
2. During study hall time, healthy snacks are allowed. The cafeteria will be kept neat and clean. Athletes must follow their coach's guidelines about snacks before practices or games.
3. Gum chewing is not allowed anywhere, anytime on the school grounds.

STUDENT GENERAL RULES

- A. Cards, toys, comic books, matches, knives, radios, tape recorders, walkman radios, electronic games, cell phones, etc., are not to be brought to school. Any items not necessary for the class work done at school will be collected by the teacher. The first time this occurs, the item will be collected and may be returned at the end of the school day and the student will be asked not to bring the item to school again. The second time, the item shall be retained by the teacher until the end of the school year and then returned to the student. Students who plan to use an object for a class that isn't part of the normal instruction must receive prior approval from the teacher before bringing the item to school.
- B. Throwing snowballs is strictly forbidden.
- C. Glass pop and juice bottles, fast food beverages (slurpees), and other messy refreshments are not to be brought into the school building.
- D. During recess, once a student leaves the building to play they must have permission from the outside supervisor to re-enter the building.
- E. When students participate in school sponsored activities such as field trips, sporting events, etc. they are expected to abide by the guidelines in this handbook.
- F. St. John operates a closed campus. Students are to remain on the school grounds from the time they arrive in the morning until they are dismissed or have finished with school sponsored activities at the end of the day. Leaving school grounds is not permitted without a written note from the parent and then only in limited cases. All students staying for after school activities are to be in the designated area until the activity begins.
- G. St. John is not responsible for personal items, including musical instruments, that are left on the premises.
- H. Rough actions, teasing, or other inappropriate behavior will not be tolerated inside or outside the building.
- I. Fast food meals, (McDonalds, Arby's, etc.) during lunch are discouraged. Meals brought to school will be consumed away from the student's peers.
- J. Read the weekly newsletter for changes in routings and policies
- K. Cell phones or electronic communication devises should not be brought to school.

If a parent wants a child to have a phone for after school arrangements, the cell phone must be stored in the student's locked locker. Under no circumstances is a cell phone used during school session or SACC hours. All outside communications during school must be handled through the school office.

SUBSTANCE ABUSE POLICY

DEFINITION OF THE OFFENSE:

Any St. John student caught using, selling, in the possession of, or under the influence of alcoholic beverages or illegal drugs on school property or at any school related event.

PUNISHMENT FOR OFFENSE:

The use of drugs of any kind may result in permanent, physical, or psychological damage, and is usually the first step toward drug addiction. **Any student found using, in the possession of or under the influence of any drug or alcohol will receive a suspension.** Any unlawful act taking place on the school property or at school - related events makes the student subject to penalties which the courts may prescribe.

TEACHER AIDES

Parents with a varied amount of education and possibly professional training are invited to serve voluntary on a part-time basis. Teacher aides, sometimes referred to as para-professionals, are used to assist teachers in carrying out educational tasks (i.e. special tutoring, specialized instruction, etc.). Various classrooms use part-time teacher aides during the school year. While the school doesn't rule out parents helping in their child's classroom, clerical work that involves evaluation of student work inside that child's classroom will not be permitted. Library helpers are always needed! More specific information is available to those parents who are interested.

TECHNOLOGY UTILIZATION

A 21st Century education requires the use of new tools and techniques. Technology has permitted learning to become unique, special and individualized. With new tools and opportunities comes responsibility. The school provides internet services for its students. At the beginning of the year, upper grade students and parents will sign a letter regarding internet usage. The "Internet Acceptable Use Policy" explains the rights and responsibilities a student a student accepts at St. John when using the internet.

The Middle School Digital Asset Program is designed specifically for grades 6, 7, and 8th. The overall program design is for a student to personally receive a netbook. This netbook is to compliment the various topics covered in the core curriculum and also be a main tool in instructing the computer class. The student will be leasing the netbook device yearly, with the possible ownership at the end of the 3rd year. All students registering into 6, 7, and 8th grades must secure the netbook from the school at the prevailing rate at registration time. The equipment is under the school's control and will be monitored. All requirements and policies are outlined in the document "St. John Middle school Digital Asset Program". This document is signed by both the parent and student when receiving the machine to validate compliance.

TELEPHONE CALLS

Teachers and students should not be called out of class except in cases of emergency. Forgotten books, lunches, and the like would be left at the school office instead of interrupting a class.

TESTING PROGRAM

Students are tested on a regular basis in all subject areas, allowing teachers to assess progress, as well as areas of strength and weakness. In addition, all students in grades 1 - 8

take the Stanford Achievement Test each year. Students in grades 2,3, and 6 take the Otis Lennon at the same time as the S.A.T.

VISITORS

Having a safe, secure environment is a high priority for parents sending their children to St. John. The following procedures will be followed:

- Anyone, including parents after 8:15 am, wishing to visit the school must check in at the school office.
- The only person(s) that your child is released to are those who are listed on the emergency card. This individual will be asked to produce identification.
- Parents are welcome to visit the classrooms during the year. Please call ahead to make arrangements.
- Parents wishing to eat lunch need to make prior arrangements.
- If a school age child wishes to visit the classroom during the day, parents must contact the principal three days in advance to make arrangements. The principal and the teacher will make a decision on the request.
- Volunteers – while we welcome your participation in the classroom, we do ask that you do not bring younger children with you when you volunteer. Thank you for your assistance. Without you, our volunteers, we would have a difficult time getting things done.

YEARBOOK AND STUDENT PICTURES

A school photographer will come during the school year to take individual student pictures. Parents are not obligated to purchase the pictures; however, pictures are available in packages with different price ranges. The yearbook is included in the price of the picture package. Individual yearbooks may be available on a first come basis.

SECTION III – NOTIFICATIONS

ASBESTOS

St. John Lutheran School conforms and complies with the United States Federal Environmental Protection Agency rules and regulations concerning the presence of asbestos in the school building. The principal, with the Board of Trustees, have independent inspections, regularly analyze and review the asbestos conditions within the school building according to federal guidelines. A copy of the management plan is available for individuals to review in the office. A personal copy of the plan will be made available for the cost of photocopying.

DRUG FREE SCHOOLS

The Drug-Free Schools and Communities Act of 1996 (amends Michigan Public Health code) Public 174 of 1994 states that the “drug-free zone” surround school property is 1000 feet. Any individual who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the 1,000 foot drug-free zone around the school property shall be punished by at least two years in prison and up to three times the term of imprisonment and fine-or both-that would otherwise apply. “School Property” is defined as a “building, playing field, or property used for school purposes to impart instruction to children in grade kindergarten through 12, when provided by a public, private, denominational, or parochial school.” St. John school building is a smoke-free environment.

GRIEVANCE/COMPLAINT PROCEDURES FOR TITLE VI AND TITLE IX

If any person believes that St. John Lutheran School has inadequately applied the principles and/or regulation of (1) Title VI of the Education Amendment Act of 1972; (2) Title IX of the Education Amendment Act of 1972; and (3) Section 504 of the Rehabilitation Act of 1973,

he/she may bring forward a complaint, which shall be referred to as a grievance, to the Civil Right Coordinator, the Principal. This procedure is used for resolving issues related to the Federal hot lunch program and special education services.

NON-DISCRIMINATION POLICY

St. John Lutheran School does not discriminate on the basis of race, color, sex, age, handicap, or national origin in the administration of its educational policies, admissions policies, athletic or other school-administered programs.

PEST MANAGEMENT PLAN

At time, there may be a need to apply pesticides for control purposes. A parent has the right by Federal law to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but a public announcement will be provided in the school's newsletter, postings on doors, email or flyers that are sent home. If a parent desires prior notice notification, a parent needs to submit a note stating that request and the contact numbers.

WEAPON FREE SCHOOL POLICY

Michigan School Law defines a "dangerous weapon" as "a firearm, dagger, dirk, stiletto, or knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles." Such items are not permitted on school property. State law requires the school principal to report to a parent or guardian and the local law enforcement agency if a dangerous weapon is found in the possession of a pupil.

When students are found to be in the possession of a gun:

1. The gun is removed from the student and is locked in a secure, safe place.
2. Parents and law enforcement officials are contacted immediately.
3. Expulsion is mandatory. The length/permanency of the expulsion is determined by the Christian Day School Board on a case by case basis (Gun Free Schools Act of 1994, Federal Law)

THE ABC'S OF A SUPPORTIVE PARENT/STUDENT RELATIONSHIP

- A. **A**ttend all the school functions you can as a parent.
- B. **B**e aware of the damage that you can cause by telling your child that he or she is stupid. The child might believe your mistake.
- C. **C**ommunicate the importance of education to your child.
- D. **D**o not criticize a teacher, textbook or school in front of your child as the child may well adopt your attitude.
- E. **E**ncourage your child to discuss what happened at school today.
- F. **F**ix your child a good breakfast each day.
- G. **G**ood readers are made, not born. Read to your child for at least 10 minutes every day.
- H. **H**elp your child get organized for school the night before.
- I. **I**mpress your child with the importance of good attendance.
- J. **J**oin the parent-teacher organization at your child's school.
- K. **K**eep up with what is happening at your child's school.
- L. **L**ying for your child is wrong. Do not write false excuses for a child not doing homework or missing a day of school
- M. **M**onitor the amount and type of television your child watches.
- N. **N**ever do your child's homework or projects for her or him. Instead, help your child with homework and projects.
- O. **O**bserve the work your child brings home from school each day.
- P. **P**raise something in the work that your child brings home from school, even if you only mention how neatly it is written.
- Q. **Q**uiet corners in your home encourages study. Set up a special study area for your child

- R. **Request** conferences with teachers or counselors when trouble begins. Do not wait until a full-grown problem develops.
- S. **Send** a happy, well-rested, well-organized and appropriately dressed child off to school each morning.
- T. **Take** your child to the library on a regular basis.
- U. **Understand** that learning is not always easy and that your child may need help at times.
- V. **Value** your child as an individual. Never compare a child to a brother, sister or another child.
- W. **Work** with your child's teachers and school. Consider yourself a partner of your child's teacher rather than an adversary.
- X. **X** is often an unknown ingredient. It is the Xtra special things you do to help your child **succeed in school.**
- Y. **You** are your child's most important teacher.
- Z. **Zip** it all up with love. For Love is what gives meaning to a child's learning and life!

RESOURCE GUIDE FOR FAMILIES AND CHILDREN WITH SPECIAL NEEDS

This section is designed to meet special or immediate needs for a family. For sections I and II of counseling, these are possibilities and not recommended exclusively by St. John. Individuals need to make their own personal decision of which resource is to be utilized. List source: Fraser Public Schools.

1. COUNSELING - SLIDING FEE SCALE

Macomb Family Services
2 Crocker, Suite 202
Mt. Clemens, MI 48043 1-586-468-2656

Macomb Family Services
45445 Mound Rd., Suite 109
Shelby, Twp., MI 48317
Site Supervisor: Mary Kinzie 1-586-254-5660

First Resources and Treatment, North
43740 Groesbeck, Clinton Twp., MI 48036 1-586-469-6375
(Ability to pay and accepts Medicaid)
*Intakes only through Access Center 1-586-948-0222

First Resources and Treatment, Southeast
25401 Harper
St. Clair Shores, MI 48081 1-586-466-6912
(Ability to pay and accepts Medicaid)
*Intakes only through Access Center 1-586-948-0222

Catholic Services of Macomb
12434 Twelve Mile, Suite #201
Warren, MI 48093
(Accepts Medicaid for Substance Abuse only:
also sliding fee scale) 1-586-558-7551

Macomb Child Guidance Clinic
44211 N. Gratiot
Clinton Twp., MI 48036 1-586-463-5844
Can call Ginnie at MCGC,
Sterling Heights in billing regarding payment 1-586-978-2476

Counseling Clinic
23823 15 Mile Rd.
Clinton Twp., MI 48035
Director: John Barbara 1-586-792-5260

Psychologist

Northland Clinic

Jessica Jenkins, Psychologist
200 Diversion St. Suite 10A
Rochester Hills 48307 1-248-608-9740

II. COUNSELING - OTHER

Eastwood Community Clinic, Corp. Office
20811 Kelly Rd., Suite 1
Eastpointe, MI 48021 1-586-773-2300
(Will help them find an Eastwood Clinic near their home)

Eastwood Community Clinic
35455 Garfield
Clinton, Twp., MI 48035 1-586-792-5335

Evergreen Counseling
19900 Ten Mile Rd.
St. Clair Shores, MI 48081 1-586-776-2949

Dr. David Villaneuva, Psychiatrist
D & E. Medical Building
5528 Metropolitan Parkway
Sterling Hts. MI 48310 1-586-795-3232

Dr. Marvin Faust, Psychiatrist
22811 Greater Mack
St. Clair Shores, MI 48080 1-586-777-1170

III. EMERGENCY EVALUATIONS

Havenwyck Hospital
1525 University Drive
Auburn Hills, MI 48326 1-248-373-9200

St. Joseph East Hospital
215 North Avenue
Mt. Clemens, MI
(18 years or older, Medicaid accepted)
24 hours a day, 7 days a week 1-586-466-9895

First Resources North
43740 Groesbeck
Clinton Twp., MI 48036
(Screening for hospitalization and/or
for removal of the child from the home) 1-586-469-7629

Harbor Oaks Hospital
35031 23 Mile Rd.
New Baltimore, MI 48047
(24 hour assessment is free, payment arrangement and Medicaid
accepted if hospitalized) 1-586-537-7924

IV. OTHER IMPORTANT RESOURCES

Macomb County Crisis Center 1-586-307-9100

Attention Deficit Disorder Evaluations:
Children's Hospital of Michigan
Psychiatry/Psychology
Dept. 8D/University Health Center
3901 Beaubien Blvd.
Detroit, MI 48201
(Add Clinic: Dr. Robin and Dr. Siegel) 1-313-745-4878

Attention Deficit Disorder Awareness
Movement 1-586-574-1418

Local Alateen Groups (ages 5-18)
Grace Episcopal Church
115 S. Gratiot at Church St.
Mt. Clemens, MI
(Wednesday at 8 p.m.)
Alanon-alateen Meeting Directory 1-586-779-3111

C.H.A.D.D. (Children and Adults with
Attention Deficit Disorders) Hotline 586-447-2845

C.A.R.E. (ADD/ADHD Support Groups) 1-586-412-0088
Has parenting classes available for parents of young or been children.

Substance Abuse/Mental Health Student Evaluations
Student Assistance Center (C.A.R.E.) 1-586-412-0077

Alcoholics Anonymous: Main number 1-313-541-6565

New Haven Teen Clinic (low cost medical treatment for
all Macomb County students, all ages)
57737 Gratiot
New Haven, MI 48048
1-586-749-5173

Families Anonymous (A 12 step, self-help program
for those affected by the alcohol, drug, or other behavioral
problems of a loved one) 1-586-736-9805
Local Chapter: Roseville/St. Athanasius School
Friday's 7:30 p.m. Contact Nancy or Joe 1-586-286-0455

Sand Castle (Grief support for children
coping with loss) 1-313-874-6881

V. OTHER CRISIS HOTLINES (24 HOURS)

Runaway Assistance Hotline (for youth who have run away or
are at risk of running away.) 1-800-292-4517

Family Help Hotline (domestic violence counseling
and referrals) 1-800-996-6228

Parent Help Hotline (counseling and referrals
related to child management issues) 1-800-942-4357

Sexual Assault Hotline (counseling and referrals
related to sexual assault) 1-877-666-3267

Common Ground (suicide prevention hotline) 1-800-231-1127

AIDS 1-800-342-2437

Dyslexia Society 1-800-222-3123

Eating Disorders 1-800-255-1818

Epilepsy 1-800-332-1000