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To Parents:

This booklet has been formulated to answer some of the questions you may have concerning St. John's Lutheran School. It is important that both parent and child become familiar with the contents of this handbook. If every parent understands the aims, the organization, and the function of our school, the adjustment of the child, parent, and the staff will be made easier.

Parenthood is a sacred trust from the Lord, and the duties thereof constitute a very responsible stewardship. St. John's Lutheran Church and School is anxious to help you in fulfilling your duties as responsible Christian parents, by providing you with the finest opportunities for Christian Education as we can with the help of God.

It is our sincere wish and desire that your children be taught a Christ-centered way of life. This faith in Christ, the Savior of the world, endows them with the ability to love their fellow man, and instills in their young hearts and minds the moral principles which make noble lives.

To that end, it is our sincere hope that you will take every opportunity to utilize the services of the school, staff, and the school facilities to share with us in this great endeavor, not just for a time, but for eternity.

Please feel free at anytime to consult the faculty, principal, School Board members, or pastors to find the common ground upon which we may strengthen the ties between the school, home, and church. May the Lord bless us all as we begin a new school year.

In His Service,

School Board
St. John's Lutheran School

**Objectives for the Task of
Christian Education**

Children of God as Persons

Children entrusted to our care will grow up to know what it means that God, in their baptism, has named them his own through Jesus Christ. They will recognize that everything they are and have comes to them as a free gift from the Father's creating and redeeming love. They will catch the vision and hope of the Father's promises of life each day and forever – beyond the limits of their own desires and fears. They will know they are called to the joyful adventures of serving God in everything they are and do.

Children of God will know that their bodies and powers are a marvel of God's creation – to be celebrated, enjoyed, cared for, and used with all energy in praise of The Creator.

Children of God will know that their minds are holy and precious gifts. They will be challenged to stretch their minds in the love of knowing, with imagination and curiosity, and with freedom to be critical of their own thinking – all this in celebration and service to God The Giver.

Children of God in the World

Children entrusted to our care will know how to receive, use, enjoy and belong to the world God has created for them, and into which He has placed them.

They will look upon the world as God's created gift, accept its beauties and pleasures in a spirit of wonder, and respond to God with praise and thanksgiving.

They will see their own capacity for creativity as an image and extension of the creativity of God. In union with God's wisdom, will, and calling, they will develop imagination of mind and skill of body toward using wisely and gladly what God has made. They will enjoy the satisfactions of work as coming from God and not abhor the sweat.

They will learn also to accept and to bear with courage and hope any burden of disability, hardship, disadvantage and suffering that belongs to a calling. They will know their continuing dignity in God's sight. They will trust His love, wisdom and promises, without falling into self-pity or bitterness.



The purpose of St. John's Lutheran School (Staff, Parents, Church and community) is to provide a positive and caring learning environment for our students which enhances a

child's self-worth, stimulates respect for others, and encourages mastery of basic academic and life skills needed for continual learning. All of this is done through the aid of the Holy Spirit to benefit each person who is affected through the outreach of St. John's Lutheran School and Church ministry.

School Purpose

The purpose of St. John's Lutheran School is to:

- A. Provide thorough instruction in God's Word so that students know, trust, and believe in Jesus Christ as their Savior; to learn to know what He expects of them; to conduct themselves in a manner pleasing to Him.
- B. Cooperate with the Christian home and the church in educating children to follow Jesus so that they may be a credit to their home, an asset to the church, and worthy citizens of their community.
- C. Provide thorough instruction in all the required elementary subjects in harmony with God's Word, thereby aiding the children to live successful lives in a God-pleasing manner.

St. John's Lutheran School's Eight Common Principles

Intellectual Focus

The students at St. John's Lutheran School will be able to put knowledgeable facts into meaningful ones.

Simple Focus

The students at St. John's Lutheran School will master basic skills in social behavior and academic knowledge.

Universal Goals

The goals set for St. John's Lutheran School will apply to all of the students enrolled.

Personalization

The faculty, staff, and volunteers will use various teaching styles and methods to help meet the individual needs of the student.

Student as a Worker

The student will demonstrate responsibility by cooperating with the faculty, staff, and volunteers, and by actively participating in all educational endeavors.

Diploma by "Exhibition"

The faculty at St. John's Lutheran School will assess students' mastery of knowledge through a variety of evaluation techniques and demonstrations of the students' learning.

School Climate

The atmosphere of St. John's Lutheran School will be positive and encouraging and will stress values of trust, mutual respect, and decency through Christian values. The attainment of these goals and the educational programs will require collaboration of students, faculty, staff, volunteers, parents, and congregation in and with God's guidance.

Staff

The faculty at St. John's Lutheran School is spiritually, personally, and professionally committed to the entire educational program.

Mission Statement

The mission of St. John's Lutheran School is to joyfully celebrate the good news of salvation through Jesus Christ.

Philosophy

Our Savior's command, "Go ye, therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, teaching them to observe all things that I have commanded you. . ." was given to His church. We, the members of St. John's Lutheran congregation, seek to carry out this Great Commission and are anxious to help parents fulfill their obligations as stated in Ephesians 6:4, "Bring them (your children) up in the discipline and instruction of the Lord."

The members of St. John's endorse this philosophy not only because they want the secular subjects taught well, but also because they want the children to become loyal and useful citizens. The most important goal is that the students become and remain citizens of the kingdom of heaven.

Our school is willing to assist parents in the parental obligation of teaching and training children. The school can never assume the parent responsibility, nor can it achieve its purpose without parental cooperation. So that God's Word may be accomplished, parents should set a good example for their children by providing a Christian home life and by leading a wholesome prayer and church life.

Home-School Relationships

The home is and always will be the chief agency for the Christian training of the child. A Christian Day School does not relieve the parents of their God-given obligations. The purpose of our school is to serve as an aid and extension of the home in the vital work of Christian training. "Teach a child how he should live, and he will remember it all his life". Proverbs 22:6. When the home and school are both Christ-centered, a child is indeed receiving quality education. Experience has shown that when the parents and teachers work together in Christian love, misunderstandings and disagreements seldom occur.

The Lutheran School System

"Lutheran elementary schools are maintained to fulfill the God-oriented purposes of Christian teaching and nurture. There is no other valid reason why congregations should support a parallel system of elementary school. . . The Lutheran elementary school is woven into the fabric of American history. The first known Lutheran School on American soil was Swedish, probably established in 1640. . . The German Evangelical Lutheran Synod of Missouri, Ohio, and other states (the original name of the Lutheran Church-Missouri Synod) was formed in 1847 with twelve charter congregations. . . Their ideal was a Christian school in every congregation. In fact, the Synod's constitution expressly stated that one of the Synod's objectives was to promote parochial schools and to pool resources and efforts in the training of teachers and the publication of school books. One of the conditions for synodical membership was that a congregation provide a Christian education for its children. . . This was something new and wholesome on the American scene. . . So thorough and articulate was this early and continued emphasis on the need for and value of schools that by 1871 there were 408 schools in the 419 congregations of the Synod, with an enrollment of 26,455 children"

From Lutheran Elementary Schools in Action – by Victor Krause, 1963, pp. 8, 12-

Statistics for the year 1997 reveal that there were 264,967 students enrolled in 2,266 Lutheran Schools throughout America. In the Indiana District, there are 81 schools with an enrollment of 8,579 students.

St. John's Lutheran Church and School were founded in 1857. The present building was completed in 1969. The congregation built a full gymnasium that was completed in 1980.

Access to the building

All Parents and visitors are required to sign in at the school office after 8:00 a.m.

Accreditation

St. John's Lutheran School is fully accredited by the Lutheran Church Missouri Synod. St. John's Lutheran School went through a three-year self-study for National Lutheran School Accreditation, and the Lutheran Church Missouri Synod National Accreditation Board has granted St. John's Lutheran School accreditation status as a result of this self-study. As a result of the National Lutheran School Accreditation status, St. John's Lutheran School is now working through a schedule of improvements over a six-year plan. St. John's is also accredited by the Indiana State Board of Education since May, 2006.

Administration

The administration of St. John's Lutheran School rests primarily with the voting membership of St. John's Lutheran Church of the Lutheran Church Missouri Synod. The congregation executes its authority through an elected School Board. The principal is directly responsible to the School Board, which in turn is accountable to the Voter's Assembly of St. John's Lutheran Church. This board meets regularly each month and holds additional meetings as needed.

Admissions

Although St. John's Lutheran School was primarily established for the children of St. John's Church and sister congregations, it continues to exist as a mission and service to the community.

After School Activities

Children who participate in games, practice, or other after school activities are the responsibility of the school until the activity is completed. **All students** are to be picked up **immediately** following the activity or be checked into Extended Care and billed accordingly. **Brothers and sisters who remain after school while others are in after school activities MUST go to Extended Care and be billed accordingly, unless under adult supervision.** Children who remain as spectators must comply with those regulations, which have been set down by the school's administration. Failure to do so will result in at least temporary withdrawal of such privileges.

Appointments For Students During School

Your child's teacher is to be notified in advance if your child will be leaving early for such things as doctor or dental appointments. Please inform the school office if someone other than the parent/guardian has permission to take your child. **Parents, please remember that you must come to the school office to pick up your child to sign him/her out when he/she leaves early.** When returning your child to school, make sure that you sign your children back in at the school office.

Athletic Eligibility Policy

Athletic eligibility will be reviewed twice every grading period. A student will be considered eligible for athletic activities if he/she has a minimum of a C- or 74% average on the report card or midterm report. If the student has a failing grade on the report card, that student is not eligible to participate in any athletic activities. The student will remain ineligible until the mid-quarter report time. If the student has improved his/her grades on this report and meets eligibility standards, he/she will be reinstated on the team. If not, the student will remain ineligible until the next report is issued or the current season ends. Ineligible students may participate in tryouts for sports that fall in subsequent eligibility periods. **Athletes who are absent due to illness are not eligible to participate in sports practice and/or games on that day unless they return to school by 12:00 p.m.**

Athletic Program

St. John's Lutheran School offers boys' basketball, girls' volleyball and basketball, and co-ed soccer. Students in fifth through eighth grade are eligible to participate. An annual sports physical is required and must be on file with the athletic director or school office before the student can participate in any practices or games. To help defray the cost incurred in operating the Athletic program, a nominal athletic fee is assessed for any student who participates.

Attendance and Absence

All students are expected to attend school and be on time for classes in order to derive maximum benefit from instructional programs and to develop habits of self-discipline and responsibility. Moreover, students who miss a class will never be able to completely retrieve that learning experience. The interaction with the teacher and fellow students can never be duplicated effectively.

When it is necessary for a student to be absent from school, **a parent/guardian must call the school office by 8:30 a.m. each day that the student is absent.** The school office needs to verify all absences and will call to document if the parents do not call. School begins at 7:55 a.m. and students should be on time.

All absences fall into two categories:

Excused Absences (school work will be able to be made up) are defined as missing class or school for one of the following verified reasons:

1. State excused absences (excused by State Law).
 - a. Disability – any student found to be mentally or physically unfit for school attendance. This provision includes absences due to medical or dental appointments (appointments should be scheduled before or after school whenever possible).
 - b. Extenuating Educational Reasons – serving as a page in the State Legislature; working for a political candidate at the polls on Election Day, etc. Advance notification by the parent/guardian is required.
 - c. Religious observances – Advance notification to the principal or designee by a parent/guardian and a church official is required.
 - d. Issued a subpoena to appear in court as a witness in a judicial proceeding.
2. Death of a family member.
3. Other highly extenuating circumstances which the principal or designee shall decide upon.

Unexcused Absences (school work must be made up but will not count for credit) are defined as missing class or school under the following circumstances:

1. Without an excused reason (see above).
2. Any absence that has not been verified.
3. Absences which require prior approval, and approval has not been obtained.
4. Out of school suspensions or expulsions.

Before leaving for any school-time vacation, the absence must be discussed with your child's teacher.

Provisions to complete schoolwork missed due to any excused absence should be arranged by the student or parent with the teacher(s). The amount of time necessary to complete make-up work is left to the discretion of the teacher(s). For unexcused absences the student should make up all missed assignments. *The student will receive no credit for all assignments and a failing grade on all quizzes and tests for the work missed during an unexcused absence.*

Any student who misses in excess of twenty (20) days of school in one school year will be considered a candidate for retention. **This is a state law.**

Tardy to School in the morning is defined as coming into the classroom after the 7:55 a.m. bell has rung. Any student arriving after the 7:55 a.m. bell **must** sign in at the school office. Tardiness to school slows down and interrupts the teaching. We strongly encourage you to make sure that your child arrives at school on time.

1. On the 5th tardy to school in a semester, a letter will be mailed from the school office.
2. On the 6th tardy to school in a semester, a letter will be sent home with the student.
3. On the 7th tardy to school in a semester, the student will serve an After-School Detention.
4. For grades 4-8, the student will continue to serve After-School Detentions after the 7th tardy and each successive tardy during that semester. Further consequences for students in K-3 will be left to the discretion of the teacher.

Attire and Appearance – Dress Code Policy

St. John's Lutheran School has established a dress code that creates an effective Christian learning environment. The Dress Code will apply to grades K-8. Uniforms will be logo free except for St. John's logo apparel.

SHIRTS:

Color: Any solid color

Style: Short or long sleeve shirts free of differing color of piping or edging; also free of stripes or insignia; of length capable of being tucked in. Tucking shirts is encouraged. Cold weather sweatshirts and sweaters worn as classroom apparel follow the same guidelines ... no tucking in necessary.

Restrictions: NO TANK OR SPAGHETTI STRAP SHIRTS. NO SKIN SHOULD BE SEEN BETWEEN SHIRT AND WAISTBAND OF SLACKS, SHORTS, OR SKIRTS.

SLACKS:

Color: Shades of tan, navy blue, or black

Style: Docker style or slacks style; chino, capri or corduroy. No denim material, oversized, baggy condition, leggings, stirrup, stretch pants, or warm-up pants. Pants are to be worn at the waist, preferably with a belt. Students wearing sagging pants are subject to consequences.

Restrictions: NO LABELS ALLOWED OTHER THAN EXTERNAL FACTORY WAIST AND POCKET SMALL TABS. NO TORN PANTS ARE ALLOWED.

Exceptions: Grades 2 and under will be allowed to wear sweat pants in accordance with color limitations.

SHORTS:

Color: Shades of tan, navy blue, or black

Style: Walking shorts: No shorter than mid-thigh -no longer than mid calf. Rules pertaining to slacks apply here.

SKIRTS, SKORTS, JUMPERS, DRESSES (Note Chapel Exceptions):

Color: Shades of tan, navy blue, or black

Style: Mid-thigh or below

ACCESSORIES:

Belts: Black, brown, tan, navy . . . free of insignia buckles

- Shoes: Dress or athletic shoes. Sandals with a heel strap or clogs allowed.
- Restrictions: NO MORE THAN 2-INCH HEEL . . . NO BEACH TYPE FLIP FLOPS. NO TATTOOS. FOR BOYS, NO EARRINGS.
- Cosmetics: No make-up should be worn below grade 7. If make-up is worn in grade 7 and 8, it should be in moderation and in good taste.

CHAPEL DRESS:

- Boys: Collared shirts are encouraged . . . or follow the Standard Dress Code.
- Girls: Dresses of modest choice . . . or follow the Standard Dress Code.

DRESS DOWN FRIDAYS:

Solid color restrictions eliminated . . . Denim is allowed, but all other style restrictions remain in effect. No insignia or words allowed.

ENFORCEMENT:

The principal and teachers will enforce the Dress Code. Interpretation of the Dress Code is at the discretion of the principal and faculty. Consequences will be accumulated quarterly and a clean slate will apply to the next quarter. Consequences are as follows:

- 1st Offense: Written warning to be sent home to parent for signature and return.
- 2nd Offense: Parent will be called to bring appropriate attire for child.
- 3rd Offense: In-School suspension.
- 4th Offense: One day out of school suspension with failing grades for that day. All work will be made up to avoid incomplete status. Continued noncompliance will result in School Board action.

Awards

Awards and/or recognition will be given and may include the following: Valedictorian and Salutatorian of the eighth grade class...8.5 GPA or higher to qualify. Chorus and Drama, National Geography Olympiad, Spelling Bees, Sports, Perfect Church Attendance, Perfect School Attendance, President's Physical Fitness Program, Christ Care, Citizenship, and various academic awards.

Behavior Standards – Discipline

The School Board of St. John's Lutheran School has the authority to make reasonable and necessary rules governing the conduct of students enrolled at St. John's Lutheran School. These rules and discipline procedures have been established for the benefit of the entire student body and all students are expected to obey these rules. They will apply to the students while they are on school property, during any school related activity, or while the student is otherwise under the jurisdiction of the school.

The School Board also wishes to make it known to all parents and children that they totally support the teachers of St. John's Lutheran School as they maintain orderly conduct in the school. It is the School Board's position that the students attending St. John's Lutheran School are privileged to have the opportunity to participate in this type of Christian education. This privilege will be taken away by suspension and/or expulsion if chronic discipline problems occur. A few cannot be allowed to disrupt the orderly educational process.

In the event that a parent or student feels that a teacher is not conducting something properly, **he/she should approach the teacher directly** to discuss the matter. This is in keeping with the directive of God as outlined in Matthew 18: 15-17. If, after meeting with the teacher or person involved, and an agreement cannot be reached, one or more of the following should be consulted (in order listed): the

Principal, the President of the School Board, and lastly, the Pastor. The final hearing agent for resolving problems will be the School Board, who will take action judiciously and expediently.

St. John's Lutheran School expects its students to exemplify a high standard of Christian conduct since our behavior standards are based upon the Christian principles of Law and Gospel. We believe that in order for students to meet the challenges of life, the development of self-control and individual responsibility are essential.

Finally, all parents and students must sign the Classroom Management Plan for their classroom, which will be the guide for the student's behavior at St. John's Lutheran School.

Each teacher will continue to utilize the Classroom Management Plan in his/her classroom. The plan includes classroom rules, consequences, rewards, and a severe clause. Parents will be given two (2) copies of this plan - - one to sign and be kept in the file at school and the other to be kept at home. Please familiarize yourself with the plan, and be supportive of the teachers in its implementation.

School wide rules:

1. Students are to respect the rights of others by their speech and actions.
2. Students are to follow the directives of teachers and supervisors.
3. Students are to show respect for property and are to utilize facilities and equipment in the manner for which it was intended.
4. Students are to abide by the rules as stated in the school handbook.
5. When a student is suspended, whether it is in-school or out-of-school suspension, the student is not eligible to participate in any extra-curricular activity or practice during the day of the suspension.

Severe Clause: We do reserve the right to skip the warning procedures and “lesser” punishments for instances such as lying, stealing, malicious acts, disrespect towards teachers or supervisors, use of foul language, bringing cigarettes, drugs, knives, or **any** look-alike items to school.

Students who express or demonstrate harmful threats and/or actions against any student and/or school personnel through any medium (verbal, written, electronic, etc.) are subject to immediate suspension and/or expulsion.

St. John's Lutheran School has a “NO TOLERANCE POLICY” for gang-related activities, guns, and vandalism. This means that on the first offense, students will be expelled permanently.

All corrective measures are used with the long range goal of helping students make a wholesome adjustment to present and future environments and impressing upon them that they are responsible for their actions and will bear the fruits and/or consequences of their actions.

Detentions

Lunch/Recess Detention – This detention will be held during the lunch/recess period for grades K-8. Students will be separated from other students to eat their lunch and remain away from their peers for the lunch hour and recess. Students will not be allowed to talk or read magazines during lunch/recess detention (this is part of the discipline plan). If a student misbehaves during lunch/recess detention, another lunch/recess detention will be added. Upon receiving the lunch/recess detention, it will be served at the next lunch period. The Staff supervises Lunch/recess detention.

After School Detention -- An after school detention will be from 2:30 – 3:00 p.m. (30 minutes) or until 3:15 p.m. (45 minutes). Students should report to the detention room by the time the bell rings at 2:30 p.m. If the student is late, another after school detention will be assigned. Students will not be

allowed to visit with one another. Students will not be excused from after school detention because of personal or school related extracurricular activities. **Parents will be notified on the day the infraction occurs. Detention will then be served either that day or the next day; any extenuating circumstances will be left up to the teacher's discretion.** If a student chooses not to attend detention after parent notification, two after school detentions will be assessed. When a student receives detention from more than one teacher per day, detention will be served on consecutive days.

In-School Suspension – The student will come to school, but he/she will report immediately to the school office and will be assigned to an area for the school day. The student will not be allowed to participate in regular school activities. The student will not be allowed to participate in any extracurricular activities or attend any school events on the days of suspension.

Out-of-School Suspension – The student will spend a designated period of time at home with the loss of school privileges. The student will not be allowed to participate in any extracurricular activities, nor attend any school events beginning on the day the out of school suspension decision was made and lasting through the end of the day (11:59 p.m.) in which the suspension was served. **This also means that the student is not to be on school property until the suspension is complete (except for worship services and Sunday School).**

Teachers will complete an assignment sheet of all the work to be completed during the suspension period. This will be placed in the school office and is to be picked up by the parent when the suspension begins. All assignments must be handed in the morning that the student returns to class. If assignments are not satisfactorily completed, an **Incomplete** will be given in that subject. Report Cards and promotion will be held pending the satisfactory completion of the assignments. Since all days out of school suspension are unexcused, all work during the out of school suspension will be recorded as **failing grades**.

All of the days a student is on Out of School Suspension are counted as unexcused absences.

Books and Supplies

The students rent all textbooks and workbooks. The cost is already calculated in the Book Rental/Registration Fee. Each child will be held responsible for the proper care of these books. Children do, however, need to purchase their Bibles and Catechisms from the school office.

Parents are furnished with a list of their child's required supplies for school prior to the beginning of each school year. Please purchase what is on the list for your child. The teachers make up this list and your child will need these items.

Bullying

Bullying, according to the State of Indiana in July, 2005, means overt, repeated acts or gestures, including:

1. verbal or written communications transmitted;
2. physical acts committed; or
3. any other behaviors committed;

(by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student)

Policy

It is the goal and mission of St. John's Lutheran School to have a bully-free school environment.

Procedure

1. Teachers will teach lessons the first month of school on identifying bully behavior, sharing facts about bullying, naming bully behaviors, and sharing stories about bullying.
2. A parent letter will be sent home during the first quarter of the school year to share with parents the mission of having a bully-free school environment.
3. Each classroom teacher will conduct a survey on bullying which will be used to identify bully behavior in the classroom and to be used as an on-going tool for classroom teachers.
4. Students will sign a bully-free pledge that will be displayed in a prominent place in the classroom.
5. If a teacher or staff member is made aware of a bully situation, they will act immediately by:
 - a. Talk to the victim and the bully separately.
 - b. Talk with other teachers, administrators, or staff.
 - c. Contact the parents or guardians of both the bully and the victim.
 - d. Continue to communicate with colleagues, parents, and students until the situation is clearly resolved.
6. Keep written records along the way of conversations, actions taken, follow-through, etc.

Bus Transportation

Our students, grades K through 8, have the privilege to participate in the La Porte Public School Bus Transportation System. Questions regarding scheduling your child for this service should be made directly with the Transportation Garage at 201 8th Street (phone 362-1023). Each year our school calendar differs slightly from that of the La Porte Community School Corporation. Therefore, there are usually some days when bus transportation will not be provided. On those days parents will need to make other arrangements for transporting their children to and from school.

Proper behavior is expected while riding the bus. If there are any behavior problems while riding the bus, loss of the privilege of riding the bus and possible discipline action at school could result. Bus students are to maintain a single line prior to the afternoon bus arrival and while boarding. Only students who ride the bus are allowed to leave school at 2:20 p.m. unless the parent provides a note.

Damages

Each student will reimburse the school for the loss or willful or careless damage to textbooks, library books, or other school property. A book list is passed out at the first of the year to determine the condition of the textbook. Fines are assessed according to the condition of the book or school property after student use. See "No Tolerance Policy" for further information.

Daycare and Extended Care

The Daycare will operate under the following guidelines:

1. Hours of operation will be from 7:45 a.m. until 2:30 p.m.
2. Only those attending Pre-Kindergarten or Preschool at St. John's Lutheran School will be eligible for this service. Hours of operation will be relative to number of applicants.
3. Parents must fill out an application for all students who participate in Daycare.
4. The Daycare will be staffed by competent Daycare providers.
5. Billing for Daycare will be processed weekly and sent home. Payment must be received within 10 days or an automatic late fee of \$10 will be assessed and the student will not be allowed to use the Daycare facility until full payment is received.

The Extended Care will operate under the following guidelines:

1. Hours of operation will be as follows

Before school hours – 6:30 a.m. to 7:45 a.m.

After school hours – 2:30 p.m. to 5:30 p.m.

When there is a 2-hour school delay, the opening of Extended Care will also be delayed by 2 hours. When school is closed early because of severe weather, Extended Care will be closed at the same time.

2. Parents must fill out an application for all children who participate in the Extended Care program. If a student needs to stay after school and does not have an application filled out, the principal will be notified, the student will still be required to stay in Extended Care, and the parents will be notified and charged accordingly.
3. Billing for Extended Care will be processed weekly and sent home with the student. Payment must be received within 10 days or an automatic late fee of \$10 will be assessed and the student will not be allowed to use the Extended Care facility until full payment is received.

Endowments and Gifts

Parents and friends of St. John's Lutheran School from time to time desire to make additional financial gifts, as well as to give specific items to the school. These thoughtful and welcomed gifts are much appreciated. It is through these generous gifts that we have been able to maintain our high level of education. St. John's Lutheran School also participates in the Thrivent Gift Plus program. If you are a member of Thrivent, please let us explain how this productive program works for St. John's Lutheran School.

Enrollment Policies

1. All pupils must re-enroll each and every year. Enrollment begins during the spring semester.
2. Parents of students in Grades 1 to 8, whose children were not enrolled at St. John's Lutheran School the previous year, are requested to have an interview with the principal or school board representative. See "Transfer Student" for further details.
3. The acceptance of any new student after the school year has started must be approved by the School Board.
4. To ensure your child's enrollment at St. John's Lutheran School, all registration fees must be paid in full by May 1st. No refunds of the registration fee will be made unless the School Board declines to accept a student for enrollment.
5. State law requires that a certificate of immunization be provided for the child's records prior to the beginning of the school year for all students entering **Kindergarten**. State law requires that a child entering the **sixth grade** must have had the MMR immunization at least twice prior to entering the sixth grade, and a copy of the records must be in the student's file. State law requires that a physician administer a physical examination before entering the **fifth grade**, and a copy of the physician's report must be in the student's file.
6. It is not the policy of St. John's Lutheran School to accept a student who has a poor department (behavior) record at their previous school.
7. Age requirements:
 - A. Preschool – All children who have reached their 3rd birthday on or before August 1st are admitted to Preschool.
 - B. Pre-Kindergarten – All children who have reached their 4th birthday on or before August 1st are admitted to Pre-Kindergarten.
 - C. Kindergarten – All children who have reached their 5th birthday on or before August 1st are admitted to Kindergarten.
 - D. First Grade – All children who have reached their 6th birthday on or before July 1st or have completed Kindergarten are admitted to First Grade.

Under-age children will not be admitted to St. John's Lutheran School. Proof of date of birth must be presented prior to enrollment. Those students transferring from other schools should bring their last report card and achievement test scores when they enroll.

8. Any new student enrolling at St. John's will be subject to an academic probationary period.
 - a. The student will be on probation for a nine-week period from the date of the first class attendance.
 - b. At the end of the nine weeks, the principal and teacher will review the student's academic achievement and school conduct and will recommend to the School Board whether the student be allowed to continue at St. John's or whether he/she be transferred to another school.

9. If space is available during the period from the start of the school year through the re-enrollment date for the next school year, new enrollments will be accepted according to the following priority:
 - a. Children of members of St. John's Lutheran Church
 - b. Children already enrolled at St. John's Lutheran School
 - c. Children of non-members having a sibling already enrolled at St. John's
 - d. Children of other Lutheran congregations
 - e. Unbaptized / unchurched children in the community
 - f. Children of parents who hold membership in other church denominations.

10. It is the priority of St. John's Lutheran Church and School that all children have the opportunity to succeed in school. It is also the responsibility of St. John's Lutheran Church and School to be good stewards of the resources God has given us in terms of time, personnel, and money. Class size at St. John's Lutheran School is based on the two premises of student success and stewardship. For St. John's Lutheran School to successfully provide an affordable quality educational program, a ratio of total staff to pupils should be at 1 staff per 22 (full time) pupils. Preschool classes will be limited to 12 students in each session. Pre-Kindergarten classes will be limited to 16 students each session. The maximum class size for Kindergarten will be 22 students. First, second, and third grades will not exceed 25 students. Fourth grade will not exceed 28 students. Fifth through eighth grades will not exceed 30 students.

Field Trip Supervision

The following guidelines are in place for school sponsored field trips:

1. Adult supervision on field trips should consist of at least one male and one female. The minimum adult-student ratio for field trips is as follows:
 - A. Pre-Kindergarten to 4th Grade = 1 adult for 6 students
 - B. 5th to 8th Grade = 1 adult for 12 students
2. Teachers need help on field trips to maintain safety, as well as good and proper Christian conduct. We therefore urge adults supervising students on field trips to use their authority to help provide such conduct and safety.
3. Students will be assigned to an adult supervisor.
4. Since adults are on field trips to supervise students, adults are **not** to bring other children along.

Parents should be able to demonstrate proof of financial responsibility and/or insurance. By School Board policy, if parents choose to drive school children other than their own children, they must bring a copy of their **current** insurance policy to the school office, showing individual liability

insurance of at least \$100,000 per person for every person riding in their car. However, this amount is the minimum requirement. It is recommended to have coverage of \$300,000 per person.

Financial Support Policies & Fees

The benefits resulting from a Christian education are priceless. The combined cost of capital investments, improvements, salaries, utilities, custodial service, books, and supplies represents a large expense. St. John's Lutheran School is maintained and supported by the members of St. John's Lutheran Church. Through their regular contributions all members are helping to support the school, whether they have children enrolled or not.

Each year all students entering St. John's Lutheran School are assessed a **Book Rental Fee**. This fee covers book rental, tests, and workbooks, and most curriculum-related supplies (art, music, physical education, AV, and current events magazines). This fee is to be paid before an application for enrollment can be fully approved and accepted. Students' tuition is based upon church membership.

1. Tuition fee and education fee must be paid by one of the following payment options:
 - A. Payment in full on or before registration.
 - B. 50% due on or before registration with the balance due by the 1st day of the 2nd semester.
 - C. The St John's Tuition Management monthly program.
2. Fees and payment information will be given to families at the time of enrollment.
3. If payment is not received on or before registration, the family will be contacted to remind them of the policy. If the family cannot pay, the principal and/or a member of the School Board have the authority to set up a St. John's payment plan with the family.
4. If payment is not received or a written plan has not been agreed to, the child will be denied admittance on the first day of school.
5. Contact will be made during the 2nd quarter reminding parents of the tuition/education fee amount that will be due by the first day of the 2nd semester.
- *6. Accounts 30 days in arrears will be notified. Full payment or the creation of a payment plan is required.
- *7. Delinquent accounts of 60 days, without a payment plan, will result in the child not being allowed to attend school.
8. All delinquent accounts must be paid in full prior to re-registration for the following school year.
9. Tuition and/or education fee refunds at the time of withdrawal will be pro-rated.
10. Book Rental fees are refundable before the beginning of the school year only when the student moves out of the La Porte School Corporation or been denied enrollment by the School Board.
11. Registration fee is due by May 1st or at the time of application to reserve a place for the student.
12. A fee of \$25 per family for late payment of Book Rental fees will be assessed after June 15th.
13. Information regarding fees will be given to families at the time of registration outlining the tuition amount and the methods of payment.
14. An application for enrollment must be submitted, along with the Book Rental fee, in order to be considered enrolled for the current school year. No refunds of the Book Rental fee will be made unless the School Board declines to accept a student for enrollment.

*updated August 7, 2008

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY **QUICK REFERENCE** **2007-2008 SCHOOL YEAR**

IMMUNIZATIONS:

Immunizations are required by Indiana State law. When a child enrolls in E-VSC schools for the first time or any subsequent time and at any level, the parents/guardians must show written proof of immunizations or have on file a current religious or medical exemption. The immunization waiver for a medical exemption requires a written diagnosis by a physician stating that a student has a medical condition that precludes receiving certain vaccines. The immunization waiver for a religious exemption requires a signed letter from the parent/guardian concerning religious objections. Both waivers must be updated yearly. No child shall be permitted to attend school beyond the first day of school without furnishing written proof of immunizations. See [Minimum Immunizations for School Entry](#). If you need assistance or have any questions, please call Health Services & Wellness at 435-8279, or Student Services at 435-8463.

A second dose of measles-containing vaccine is required for children in grades six through twelve. Students in ungraded classrooms who are 11-17 years of age are also required to have two doses of measles-containing vaccine. To obtain the current immunization requirements, please call Health Services & Wellness at 435-8279 or Student Services at 435-8463. Immunization policy follows .

HEALTH REQUIREMENTS
E-VSC IMMUNIZATION PROCEDURE

Policy Approved by the Board of School Trustees January 27, 1997
I.C. 20-8.1-7-10.1 Statement of Immunization History

I. C. 20-8.1-7-10.1 Sec. 10.1.

(a) Each school shall require the parents of a child who has enrolled in the school to furnish no later than the first day of school a written statement of the child's immunization, accompanied by the physician's certificates or other documentation, unless a written statement of this nature is on file with the school.

(b) The statement must show....that the child has been immunized... The statement must include the child's date of birth and the date of each immunization.

(c) A child may not be permitted to attend school beyond the first day of school without furnishing this written statement unless:

(1) The school gives the parents of the child a waiver*; or;

(2) The local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

1. A child may not be permitted to attend school beyond the first day of school without furnishing written proof of immunization.
2. If a waiver is given to the parent/guardian by the school, the child may attend school for a period not to exceed twenty (20) days. Waivers are:
 - A. *Medical-individual has been diagnosed with a medical condition which precludes receiving certain vaccines.
 - B. Religious - requires signed letter from parent(s) concerning religious objections.
3. Non-immunized children will be suspended from school for failure to comply with Indiana law.
4. A Pre-Referral Conference will then be held. Parents/guardians who fail to take the appropriate steps to ensure their child/children attend school will be:
 - A. Referred to Child Protective Services for Educational Neglect.
 - B. Referred to the Vanderburgh County Prosecutor charged with violation of I.E. 8-3-34.

I.E. - 8.1-3-34. Sec. 34

Compulsory Attendance for Full Term; Duty of Parent. It is unlawful for a parent to fail, neglect or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools. This section does not apply during any period when the child is excused from attendance under this chapter.

When a student enrolls in a school corporation, for the first time or any subsequent time and at any level, his parents must show either that he has been immunized or that a current religious or medical objection is on file. Parents must provide the School Corporation with complete immunization records prior to the beginning of the school year.

MINIMUM IMMUNIZATION REQUIREMENTS FOR STUDENTS ENROLLED AT PRE-KINDERGARTEN:

- 4 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT) or any combination of the three are required;
- 3 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination;
- 1 dose of measles (rubeola) vaccine, on or after the first birthday;
- 1 dose of rubella (German measles) vaccine, on or after the first birthday;
- 1 dose of mumps vaccine, on or after the first birthday

MINIMUM IMMUNIZATION REQUIREMENTS FOR STUDENTS ENROLLED IN KINDERGARTEN OR GRADE ONE and Under 7 Years of Age

- 5** doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) **or 4 doses are acceptable if the 4th dose was administered on or after the 4th birthday;** (Under 7 Years of Age)
- 4** doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination, **or 3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday;**
- 2** doses of measles (rubeola) vaccine, on or after the first birthday;
- 1** dose of rubella (German measles) vaccine, on or after the first birthday;
- 1** dose of mumps vaccine, on or after the first birthday; and
- 3** doses of hepatitis B vaccine for all Kindergarten and Grade 1 students
- 1** dose of Varicella (Chicken Pox) on or after the first birthday or record of disease. **Parental history of chickenpox disease is acceptable** as proof of immunity

(no vaccine needed). A written statement from the parent/guardian indicating dates of disease and signed is all the documentation needed. Documentation by a physician is not necessary.

MINIMUM IMMUNIZATION REQUIREMENTS FOR STUDENTS ENROLLED AT GRADE TWO, THREE, FOUR, FIVE, and SIX:

- 3 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT) or Tetanus-diphtheria (Td); (grades listed above and/or 7 Years of Age or Older)
- 4 doses of any combination of IPV or OPV by age 4-6, or **3 doses of all OPV or IPV are acceptable if the 3rd dose was administered on or after the 4th birthday;**
- 2 doses of measles (rubeola) vaccine, on or after the first birthday;
- 1 dose of rubella (German measles) vaccine on or after the first birthday;
- 1 dose of mumps vaccine, on or after the first birthday;

MINIMUM IMMUNIZATION REQUIREMENTS FOR STUDENTS IN GRADE 7-12 and for Students in Ungraded Classrooms Who are 13 Years of Age or Older on August 1st of the Current School Year.

- 3 Doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), pediatric diphtheria-tetanus vaccine (DT); or Tetanus-diphtheria (Td);
- 3 doses of Polio vaccine
- 2 doses of measles (rubeola) vaccine on or after the first birthday;
- 1 dose of rubella (German Measles) vaccine on or after the first birthday;
- 1 dose of mumps vaccine on or after the first birthday.

ALL NEW STUDENTS (K – 8) ENTERING ST. JOHN’S LUTHERAN SCHOOL MUST HAVE A PHYSICAL BEFORE THEY CAN ENROLL.

Student immunization records must be current by the first day of attendance or by State Law the student cannot attend classes. **You may call the County Health Department (326-6808) for more detailed information and for immunization clinic dates, times, and fees, if any.**

Diseases (Contagious): Children with contagious diseases should be kept at home until a physician releases them to school. **Under no circumstances should children with a fever be sent to school.** If a child develops a fever at school, the parents will be called from the school office. If the parents

are called to take the student home, the parent must sign the student out from the school office. A STUDENT NEEDS TO BE FEVER-FREE FOR 24 HOURS BEFORE RETURNING TO SCHOOL.

*****Student Illness*****

If your child complains of illness or is ill at home before school starts, please check for fever, rash, or valid problems and do not send to school. Sending sick children to school exposes other children and school employees to their illness. This could cause others to become ill and miss school days. It could also possibly start or perpetuate an epidemic such as in the instance of flu or any of the contagious diseases.

When in school, the criteria used to send ill students home is: (one or more of the following)

1. **Vomiting.**
2. **Temperature is abnormal: below 97 or above 100.**
3. **An undiagnosed rash or skin eruption.**
4. **Very enlarged tonsils, sore throat.**
5. **Enlarged glands in neck, under arms, or in groin.**
6. **Normal temperature but skin color is pale, skin is cool and moist, dizziness, nausea, chills. (One or a combination of several.)**
7. **The school staff asks your cooperation. Good health and happiness generate a good school atmosphere and promote school success.**
- 8.

Leaving School Grounds

Students, who need to leave school anytime during the day for good reasons other than emergencies, **MUST** have permission of their parents in writing as well as the permission of the principal (or teacher in the principal's absence). Whenever such permission has been granted, full responsibility then rests with the students and the parents. Before leaving school, the students must be signed out in the office. Students must report to the office and be signed back in if they return to school that day. **ANY STUDENT LEAVING SCHOOL WITHOUT PERMISSION WILL RECEIVE AN OUT-OF-SCHOOL SUSPENSION.**

Library

A central library is available for all students. We encourage students to make use of the library, but do urge, however, that caution be used when books are checked out, since they are rather expensive to replace. The student must pay for library materials that are abused or lost. There is a five cent (\$.05) fine per day for books returned more than one week late. (A one-week grace period is given.) There is a fifty cent (\$.50) fine per day for videos, up to \$3 beginning from the due date of the item. These fines need to be paid to the school office or librarian. On the envelope, please note student's name and what the fine is for (book, video, etc.). Each individual classroom also has its own smaller library collection.

A display of books from our church library collection can be found on a table across from the church office. Students and parents are welcome to check out these books. Adults should fill out a registration card. Use the blue book card in the back of the book to sign out a book. Please do not take out books without signing a registration card and signing the card in the back of the book.

We welcome donations of appropriate library materials in good condition. Donations are subject to the approval by the librarian. If we do not use the donated materials, we will either return them or give them to St. John's Thrift Shop. Monetary donations are welcomed and books purchased will be acknowledged with a plate bearing the donor's name.

Lost & Found

All lost and found articles are to be turned in to the office or placed in the fiber drum outside of the GYM marked "Lost and Found". The owner may recover valuable articles at the office after properly identifying them. **Valuables (such as large sums of money other than school payments, expensive jewelry, or family keepsakes) should not be brought to school.** Unclaimed lost and found items will be given to the Thrift Shop at the end of each semester.

Lunch Program

Our school offers a hot lunch program that meets requirements and standards set forth by the Federal Government. School lunches must be purchased through the school office. The School Board sets meal costs. Applications for free and reduced lunches are available.

ALL MEALS MUST BE PURCHASED IN ADVANCE BY PLACING YOUR PAYMENT IN THE WHITE BOX OUTSIDE OF THE BOOKKEEPER'S OFFICE.

After the student charges lunches for 5 days, the student will receive lunch of a peanut butter sandwich and a carton of milk for the price of a hot lunch. Notices noting Peanut Butter Sandwich will begin being processed after the third charge. Any student with more than 5 milk charges will not be allowed to have an extra milk with either a hot or cold lunch.

Parents are welcome to join students for lunch. Please contact the school office or kitchen **in advance** so that meals can be planned accordingly. Payment must be made in the school office. Summaries of students' accounts are sent home each month so that parents can monitor use and send payment in advance of charging. Menus can be obtained in the school office and are sent home with the last newsletter of the previous month.

Carbonated drinks are not allowed during the lunch hour. If your child is allergic to certain foods, a letter from the child's physician is required listing such items so that it is noted on their record. Please do NOT bring "fast food" items to your child during the lunch hour. This is not allowed because of the Federal Lunch Program.

Medicine Policy

St. John's Lutheran School will dispense medicine to students under the following guidelines:

Long Term Medication:

1. Written orders are to be submitted to the school from a physician detailing the name of the drug, the dosage, and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school with a minimum of once each school year.
2. A list of possible side effects and an emergency number where the parents or guardians can be reached must be on file in the office.
3. All medication must be brought to school in a container appropriately labeled by physician, pharmacy, or parent. The medication must be current. The labeling must include the child's name, physician's name and phone number, the medication's name, the dosage, and the administration directions.

Short Term Medication:

1. All medication must be brought to school in the original container appropriately labeled including the child's name, the medication's name, the dosage, and the administration directions.
2. The classroom teacher may dispense cough drops/ lozenges, and the like, if there is a written note from the parent.

All medication (with the exception of cough drops), whether short term or long term, will be kept in the school office and a record will be kept when a dose is dispensed.

Music – Choir Programs

Various choir opportunities are available for the students. The Christus Chorus is for fifth through eighth grade students. The King's Kids is comprised of grades 1-4. The choirs provide special music at worship services, chapels, and other special occasions throughout the school year. Choir rehearsals are during the school day, except for the Christmas Concert and Spring Musical. Faithful attendance and cooperation are necessary.

Newsletter

Each child will bring home a school newsletter twice a month. The purpose of these newsletters is to inform parents of various events taking place at our school and in the community at large.

Nuisance Items

Comic books, matches, squirt guns, skateboards, scooters, roller blades, radios, video games, toys, and the like, are not to be brought to school. If any toys or similar items are needed for course work, the teacher will request them and give special permission for them to be brought to school. **Nuisance items will be confiscated and are subject to permanent confiscation. St. John's is not responsible for the loss, destruction, or theft of any objects brought to school.**

Payments

All checks are payable to St. John's Lutheran School. Payments for whatever purpose may be combined on one check (NOT INCLUDING FUND RAISER MONEY, FIELD TRIP MONEY, OR CLASSROOM BOOK ORDERS!!). However, a notation on the check or envelope must include how funds are to be applied. ***THESE PAYMENTS WITH THE EXCEPTION OF FUND RAISER, FIELD TRIP OR CLASSROOM BOOK ORDER MONEY MUST BE PLACED IN THE WHITE BOX OUTSIDE OF THE BOOKEEPER'S OFFICE*** **There is a \$25 fee for all returned checks that have been written to the school for whatever purpose (i.e. lunch, registration, tuition, daycare, fundraiser, etc.)** The school office will contact the signer of the returned check to inform them of the fee and also charge their account accordingly.

Physical Education

All students will engage in organized physical education at least twice weekly. Excuses for non-participation should be signed and dated by a parent. For prolonged non-participation, a note from a physician should be submitted. During the course of the day, a student may occasionally develop certain symptoms that may not allow them to participate that day. However, if this occurs with regularity, parents will be notified.

Fourth through eighth grade students are required to have gym shoes and sweat socks. They must also have a reversible green and gold PE shirt (available at La Porte Sporting Goods) and Board-approved green shorts that can be purchased at Registration. Sweat suits may be worn on cold days in gym class only.

Playground Rules

1. No students should be on the playground without adult supervision at any time during the day.
2. All children are to be outside if weather permits and at the teacher's discretion.
3. Stay on the playground to the east of the school.
4. No chasing games near playground equipment.
5. No ball throwing at students on any equipment.

Recess Rules

I. Outside

Equipment Area:

1. Swings
 - a. Only swing straight.
 - b. No standing, lying down, twisting, or sideways swinging.
 - c. Only one student per swing.
 - d. No jumping off of swings.
2. Slides
 - a. No standing or walking up or down the slide.
 - b. Slide down the slide while seated, one at a time.
 - c. Wait for other students to arrive at bottom.
3. Teeter-Totter
 - a. Only one at a time per end.
 - b. Stay away from the center.
4. Monkey Bar Equipment
 - a. No standing on top of the monkey bars, arch, or the dome.
 - b. No pulling children off the bars.
 - c. No hanging or swinging by the legs.
 - d. No jumping off the bars.
5. Chin Up Bars

No gymnastic moves are allowed.

II. Inside

- A. School Rules apply to the use of the gym.
- B. DO NOT play on the gym curtain or existing gym equipment (i.e., volleyball nets, etc.).

III. Miscellaneous

- A. No throwing of sticks, baseballs or hard balls of any kind, rocks, or anything that may injure another student or teacher (this includes NO SNOWBALL THROWING!).
- B. One person can go through the gate to retrieve a ball that has gone over the fence. DO NOT climb over the fence to get the ball.
- C. No playing behind the bike rack or the shed.
- D. No playing by gym entry doors.
- E. No playing on the parking lot north of the playground.
- F. Special toys or games should be played away from the doorways.

Report Cards, Evaluations, and Testing

Report cards are issued quarterly. If a report card is lost, there is a \$5 fee to reissue another copy of the report card. Parent conferences are held at the end of the first quarter. Either parent or the teacher may request additional conferences. ISTEP tests are administered annually in grades 3-8 with the results being distributed to the parents when available. Grade two will take the CTBS achievement test during the ISTEP time.

Teachers, principal, and clergy are available for general counseling. When a child displays signs that he/she may have special problems, we may refer him/her to the La Porte Public Schools Special Services for testing. Specialists who help determine what a child's problems are and how he/she can be helped do this testing. These specialists may include speech therapists, social workers, psychologists, and teachers of disabled children. At no time is a child tested without the parent's permission.

Grading Scale

100	A+	(Each subject getting a letter grade is used as part of the Grade
95-99	A	Point Average for Honor Roll.)
92-94	A-	All A's - - Honor Roll
89-91	B+	Honor Roll - - 10.0 or higher GPA
84-88	B	Honorable Mention Honor Roll - - 8.5 or higher GPA
81-83	B-	<u>GPA...year end GPA will be determined by the average</u>
78-80	C+	<u>of the four quarterly GPA's.</u>
73-77	C	Valedictorian and salutatorian will be calculated from these
70-72	C-	GPA's from gr. 5-8...new students must be full time from
68-69	D+	gr.7 and 8 to be considered for this recognition.
63-67	D	
61-62	D-	
60	F	

Room Parents

Each teacher has room parents to assist in special projects and activities during the school year such as parties, class trips, and other events. They are a valuable resource for the teacher and are appreciated. **All room parent planned activities must be approved by the classroom teacher.**

School Calendar

The school calendar is presented to the School Board by the principal for approval. School calendars are available in the office. The calendar shows all school holidays, vacation recesses, teachers' conferences, and report card days. With few exceptions, our calendar will follow that of the La Porte School system.

School Hours

School hours are 7:55 a.m. to 2:25 p.m. with bus students being dismissed at 2:20. Students arriving before the 7:45 a.m. bell should report immediately to Extended Care. Unless a student is involved in an after-school supervised activity, they should be off school property by 2:40 p.m. Students who are here after 2:40 p.m. will be sent to Extended Care. This also applies to students who remain 15 minutes after the conclusion of an athletic practice or any other kind of extra-curricular activity or school function. The school is held legally responsible for all students of the school and they must be supervised.

School Pictures and Yearbook

Individual student photographs are taken each year in the early fall. Parents will have an opportunity to purchase various types of packages. Individual pictures are included in our School Yearbook. The cost of the Yearbook is included in the cost of the picture package purchase.

School Work and Assignments

Even though students are normally given opportunity in school to complete most of their assignments, the challenging program at St. John's requires that some study be done at home. This is necessary not only for the accomplishment of immediate goals, but also develops helpful habits for future education. When a student consistently brings home large amounts of work, parents should arrange to discuss this with the teacher. Parents are urged to show interest and concern in their child's work by frequently checking and discussing it with him/her. Students should prepare their work neatly and accurately and submit assignments on time. Parents can also assist their children by helping them schedule their homework efficiently and by providing a quiet and comfortable place for study.

Telephone

Parents are kindly asked to use judgment in making calls to students during the school day. We ask that students use the phone **ONLY IN CASE OF AN EMERGENCY**. Students are to use the phones within their classroom when calls must be made. Permission should be obtained from a teacher.

Transfer Students

All students wishing to transfer into St. John's Lutheran School must abide by the following procedures. An interview will be held with the parent and principal or School Board member with the appropriate information to discuss attendance at St. John's Lutheran School. Acceptance can occur only when proper records are obtained. There is a possibility of placement testing for any new student coming into St. John's Lutheran School. Students who wish to transfer into St. John's must bring their latest report card and the latest achievement scores. Health, academic, and other necessary records will be requested from the student's previous school. A release form is available in the school office.

Transportation

Bike riders are to park their bikes in the bike rack. We would encourage students to use a lock.

Parents who bring their children to school are to enter the parking lot at Monroe Street by the church and exit at Kingsbury Avenue. This is for the safety of all of our children. Please do not stop and block traffic. Please **do not** leave your car in a traffic lane to pick up or deliver your child. We will deliver your child to your car at the designated area.

Volunteers

Volunteer Policy

Definition: A St. John's Lutheran School volunteer is an adult who is a member of St. John's Lutheran Church, La Porte, IN or a family member of a student at St. John's Lutheran School. This person works directly with a group of children on a non-paid basis. This person is trusted to work with this group of children without the constant supervision of a teacher or the principal. All volunteers must complete a criminal history form and submit it to the office.

Purpose of this policy

To establish the guidelines for volunteers so that they understand what is expected of them and understand what they can expect from the school personnel. This will assist the volunteers in maintaining the loving, secure, Christian environment of St. John's Lutheran School.

Volunteer Jobs

1. Provide transportation and supervision on field trips
2. Enhance learning by working with small groups within the classroom
3. Coaching
4. Assisting at all-school sponsored activities such as Book Fair, Craft Fair, library, lunchroom supervision, room parents

Weather Closings

Since so many of our students rely on La Porte Public School bus transportation, it is our school's policy to close school, or dismiss students early, whenever the La Porte Public Schools close because of severe weather. Radio stations WLOI (1540 AM) and WCOE (96.7 FM) of La Porte are the official stations to receive weather closing information. If St. John's is not announced but the La Porte Community Schools are delayed or closed, St. John's will follow suit. If there is a delay in morning bus service, morning Pre-Kindergarten and Pre-School sessions are canceled for that day.

Withdrawal Policy

When a student withdraws from St. John's Lutheran School, pending review of the school accounts, his/her report card will be sent to the parent or guardian. The new school should write to St. John's for official records. The parent should come to the school office to fill out a withdrawal form, explain the reason(s) for withdrawal, and to clear all accounts. Prepaid education fee or tuition may be refunded on a prorated basis if the student is withdrawn before the end of the school year. Any refund due will be mailed at the end of that month's billing cycle.

Kindergarten Arrivals and Dismissals

Kindergarten hours are 7:55 to 2:25 p.m. The students may arrive between 7:45 and 7:55 a.m. After 7:55 a.m. they will be considered tardy. Any child brought to school before 7:45 a.m. will need to go to Daycare, and if necessary, billed according to Daycare Policy.

At 2:25 p.m. all children will be dismissed and taken to the school entrance by the teacher. Children going to Daycare will be taken there and signed in by the teacher. Any child not picked up by 2:40 p.m. will be taken to Daycare and charged according to the Daycare Policy.

Your child will be dismissed only to the parent unless otherwise specified by you. In this case, we must have on file all other persons who may pick up your child. We will request identification if we are not familiar with the person picking up your child. We must also have a phone number on file where you may be reached if we have any questions or in case of an emergency.

Snacks

Children will take turns supplying snacks for children enrolled in Kindergarten. Helpers will be listed in the monthly newsletter. Appropriate snacks would be pretzels, fruit snacks, fruit, popcorn, etc. If you are unsure of the appropriateness of a particular snack, check with the teacher.

Goal and Mission

Teaching and learning do not just happen—both must be carefully planned and encouraged. The staff of St. John's Lutheran School believes that the Kindergarten program should provide experiences for children that enable them to develop their individual potentials in an atmosphere that promotes spiritual growth and positive self-concept. The emphasis is not upon formal programs of skill instruction, but upon introducing and developing readiness behaviors in an informal but structured fashion built on the natural inclination and curiosity of children to explore. Accordingly, the purposes of the Kindergarten program are to:

- ❖ Provide an atmosphere and activities conducive to the individual's spiritual development;
- ❖ Provide group interactions and use of social behaviors in an educational setting;
- ❖ Provide readiness experiences which will facilitate the individual's accomplishment in a more formal academic learning program in later years;
- ❖ Determine individual levels of performance and behavior to provide for success at those levels;
- ❖ Promote the physical development of the individual in terms of fine and gross motor movements;
- ❖ Promote parent involvement with the school and educational program for their child promoting a smooth home to school transition for the child;
- ❖ Increase the child's awareness of the cultural, physical and aesthetic aspects of the environment in which he/she lives.

Curriculum

Religion—to provide opportunities for and develop skills in personal and group worship and prayer; to develop the knowledge that Jesus is the child’s personal Savior and that God is the Creator and Giver of everything; to promote living as a child of God; to promote the child’s awareness of Bible stories, hymns, songs, and Bible passages as a means of learning about and worshipping God.

Reading/Language Development—to provide experiences with books and the printed word through story time and individual exposure; to promote experience in receptive and expressive use of language and language patterns; to develop auditory perception skills; to provide experiences with the organization of print and discrimination between units of the written word; and to develop a positive attitude toward reading, speaking, and the printed word.

Mathematics—to provide experiences with the concepts of classification, comparison, and numeration through concrete application and examples.

Socialization Skills—to promote children working together productively in group settings and in an organization context.

Science/Social Studies—to promote the child’s awareness of the physical environment in terms of plants, animals, and matter as well as his/her geographical/cultural environment in terms of the neighborhood and community.

Aesthetics (Music/Art)—to promote the child’s awareness of cultural and aesthetic value of the fine arts areas.

Physical Education—to provide for development of fine and gross motor skills.

Personal Learning Skills—to develop skills in attending to tasks, completing tasks independently, following simple directions successfully, and using the computer to learn.

Above all, the concept of providing success for each child at his/her level of development is crucial in developing a positive self-concept that will carry the child forward to continued success in later academic programs.

Parental Involvement

You and your child’s teacher can work together to make the school year pleasurable, rewarding, interesting, and fulfilling beginning with that very first day. Be aware of the different activities at school. Participate whenever possible in school and church related functions. Attend parent meetings, volunteer to be a room parent, and participate in church/parent/child activities. Help create a positive attitude toward school. Keep the lines of communication open between yourself, the teacher, the school, and your child.

Remember to praise your child for accomplishments. Be honest in your praise and constructive in your criticism. It is our goal to help your child develop his/her fullest potential and to become a well-rounded Christian adult. With a solid partnership between home and school we can work together as a team in the Spirit of Christ Jesus, beginning with that VERY FIRST DAY.

Preschool and Pre-Kindergarten

Tuesday/Thursday	7:55-10:45 a.m.	$\frac{3}{4}$ year old Preschool program
Tuesday/Thursday	12:00 – 2:30 p.m.	$\frac{3}{4}$ year old Preschool program
Monday/Wednesday/Friday	7:55-10:45 a.m.	4/5 year old Pre-Kindergarten program
Monday/Wednesday/Friday	12:00 – 2:30 p.m.	4/5 year old Pre-Kindergarten program

Goal and Mission

It is the goal and mission of St. John’s Lutheran Preschool to prepare its students for Kindergarten spiritually, socially, physically, and academically. This preparation will take place in a friendly, fun, and safe Christian atmosphere. The teaching will follow the Lutheran doctrine, and the learning will take place through age appropriate hands-on experiences.

Arrivals and Dismissals

The students may arrive between 7:45 a.m. and 7:55 a.m. for morning Pre-Kindergarten and Tuesday/Thursday Preschool. Any child brought to school before 7:45 will need to go to Daycare, and be billed according to Daycare Policy. Afternoon Pre-Kindergarten students may arrive between 11:45 a.m. and noon. Any child brought to school before 11:45 will need to go to Daycare and be billed according to Daycare Policy.

At 10:30 a.m. all morning classes will be dismissed and taken to the Preschool hall by the teacher. Children going to Daycare will be taken there and signed in by the teacher. Any child not picked up by 10:45 a.m. will be taken to Daycare and charged according to the Daycare Policy.

At 2:30 p.m. all afternoon classes will be dismissed and taken to the Preschool hall by the teacher. Children going to Daycare will be taken there and signed in by the teacher. Any child not picked up by 2:45 p.m. will be taken to Daycare and charged according to the Daycare Policy.

Classroom Discipline

Our understanding of Christian discipline recognizes:

- ❖ Jesus’ unconditional love and forgiveness for all.
- ❖ Jesus’ call to follow Him in obedience, responsibility, and service.

We offer children a stimulating environment where the teacher encourages the students by example to develop self-discipline and respect for others. If a child does not respond to encouragement and forgiveness, the child may lose privileges, (such as “time-out” during play time) or may be removed from the group to talk with the teacher. If necessary, we will contact the parents to develop together a cooperative approach to discipline.

The Preschool teacher will set a simple set of classroom rules that must be followed by the students. In the case of misbehavior, the school’s discipline policy will be enforced.

- Step 1- -----Verbal Warning
- Step 2- -----“Time Out” – 5 Minutes
- Step 3- -----“Time Out” – 10 Minutes
- Step 4- -----“Time Out” – 15 Minutes

Parents will be notified of repeated offenses.

Dress Code

Your child will be more comfortable and happy wearing clothing suitable for active (and sometimes messy) play. Also, make sure that the clothing is easy for him or her to manage independently, minimizing the help needed from the teacher. You should mark your child's name on clothing, boots, coats, etc. . . anything that will come to Preschool.

We will be playing outside as frequently as possible. Make sure to provide outer garments appropriate for the weather, including boots, mittens, and hats. We would ask that the clothes that the students wear would reflect a Christian attitude and appearance.

Curriculum

St. John's Lutheran Preschool and Pre-Kindergarten uses "Voyages" series which is designed to teach the Christian faith in classrooms to meet the goals of an effective Christian education.

Parental Involvement

We welcome the involvement of any parents of children participating in St. John's Lutheran Preschool. For example, we will need parent volunteers to drive when we take field trips. We also welcome visits from parents who have special skills or experiences to share. Some parents may have a talent with crafts and can help us in our art projects.

If you would like to visit your child's class or join us on a field trip, please call the teacher to set up a convenient time. To help keep you informed, the school sends home a newsletter twice a month. The Preschool also sends home its own newsletter describing activities and centers completed during the week. This will make it easier for you to follow up on our themes and activities at home

Snacks

Children will take turns supplying snacks and juice for children enrolled in Preschool and Pre-Kindergarten. Helpers will be listed in the weekly Preschool newsletter. Appropriate snacks would be pretzels, fruit snacks, fruit, popcorn, etc. If you are unsure of the appropriateness of a particular snack, check with the teacher.