

## **CORE VALUES**

### **WHAT MATTERS TO GOD MATTERS TO US – SCHOOL CORE VALUES**

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

#### **THEREFORE ---**

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

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

#### **THEREFORE ---**

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

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

#### **THEREFORE ---**

- ⇒ **As members in Christ it is a privilege to be unique, using a variety of methods and opportunities, in educating our children and families.**
- ⇒ **We understand God’s plan of salvation and we desire to be part of that plan, using the gifts God has given us.**
- ⇒ **Each of us has unique gifts from God and we need to use them for His glory.**
- ⇒ **We need to use and promote the use of the gifts God has given to our staff, students, and families.**
- ⇒ **In using God’s gifts and promoting His Gospel message, St. John’s School needs the prayers and financial support of St. John’s Lutheran Church.**

### **ST. JOHN’S LUTHERAN SCHOOL MISSION STATEMENT**

*Leading our students to know and share Christ*

## **A PRAYER FOR OUR SCHOOL**

**Heavenly Father,**

**We thank you for St. John's Lutheran School. You have told us to nurture our children in the Lord. Make us mindful of the help that we receive through our Lutheran School. Bless our teachers in their work. Give our children receptive minds and hearts so that they may come to know You, the only True God, Father, Son, and Holy Spirit.**

**Grant us the will to bring great sacrifices for the welfare of our school as we realize that here we are building not with perishable materials but with immortal souls who are to live in Your Kingdom of Glory forever. May the truth of Your work always be taught.**

**Help us as parents to recognize our responsibility in the training of our children. Grant us the strength and grace to fulfill it.**

**All this we ask in Jesus' name.**

**Amen.**



## **FORWARD**

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

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

**St. John's Lutheran School Board of Education**

**ST. JOHN'S LUTHERAN SCHOOL**  
**27 1st ST. NW**  
**NORWOOD YOUNG AMERICA, MN 55397**

**TELEPHONE: 952-467-3461      E-mail: office@sjsnya.org**  
**FAX: 952-467-2937        Website: sjsnya.org**

**MEMBER OF THE LUTHERAN CHURCH - MISSOURI SYNOD**

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

**NATIONAL LUTHERAN SCHOOL ACCREDITATION**

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

**ST. JOHN'S LUTHERAN SCHOOL PHILOSOPHY**

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

## ADMINISTRATION

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

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

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

## APPEAL PROCEDURE--DUE PROCESS POLICY

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

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

## APPEARANCE CODE

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

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

## ATTENDANCE

When a student needs to be absent, the student's parent is to call the school office (467-3461) before 8:05 a.m. to notify the school of the student's absence. Parents need to report to the school office before their child will be released for any appointments during school hours. An absence for more than two hours will be recorded as a half day absence. Doctor, dentist and other medical appointments should be scheduled after school hours, if possible. A tardy is an unexcused late arrival.

As mandated by state law, all students are held to regular and punctual attendance. A doctor's statement will be required after four consecutive absences due to illness. In extreme cases of excessive absence, according to state law, the concern will be turned over to our county officials to handle. The Board of Education will be involved in all extreme concerns.

## BICYCLES

Students may ride their bicycles to and from school. All bicycles are to be placed in the racks provided on the school grounds. Riding bicycles during school hours is strictly prohibited. If students misuse their bikes, they will not be allowed to ride them to school. If students elect to secure their bicycles to the racks, they must provide their own bicycle lock.

## **CHAPEL SERVICE/DEVOTIONS**

Chapel worship services are usually held Friday morning at approximately 8:10 a.m. in the gymnasium. On other days of the week devotions are conducted in the classrooms. Parents are welcome to join their children during the chapel worship services.

## **CHILDREN'S CHORUSES**

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

## **CHRISTIAN DISCIPLINE**

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

All teachers, with individual classroom rules and regulations being posted or handed out, will observe general standards. Each student and his/her parents will be required to complete the St. John's Lutheran Student/Parent Code of Conduct acknowledging that they fully understand the rules of discipline.

## **CHURCH ATTENDANCE**

St. John's Lutheran School strives first and foremost to be a school dedicated and committed to offering a Christ-centered education based on Scripture. In keeping consistent with our philosophy of education in the Christian faith, your child's church attendance will be reviewed and recorded weekly. Part of the ministry and purpose of our school is to offer spiritual guidance and counseling to those who are negligent in their responsibility to attend church on a regular basis.

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

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

## **CLUBS**

Clubs are temporary interest groups. As students with similar interests surface, faculty members, or other adults may offer to (or be encouraged to) become club advisors. Clubs meet outside of class hours. Club advisors are responsible to, and report to the principal.

## COMPUTERS

Each classroom from preschool through eighth grade has computers for all students to use. A variety of educational software has been installed, and each student is also allowed Internet access with teacher supervision. Word processing and keyboarding are taught and have become an important part of the curriculum. Students cannot bring discs or games from home to install on the school computers.

## CURRICULUM/COURSE OF STUDY

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

**RELIGION:** Daily devotion and prayer, chapel service, Bible study, catechism, memory work, church history, religious application in our life. Confirmation instruction in grades 7 & 8.

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

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

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

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

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

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

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

**COMPUTER SCIENCE:** Lessons and skills are taught with a teacher or software (grades K through 5). Word processing and literacy courses are taught in grades 6 through 8.

**SPANISH:** DVD/Video courses are provided in grades 1 – 8.

## DAMAGE OF SCHOOL PROPERTY

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

**DISCIPLINE POLICY**  
**ST. JOHN'S LUTHERAN SCHOOL**

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

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

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

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

**CONSEQUENCES OF MISCONDUCT**

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

- Counsel and verbal reprimands from school authorities
- Loss of privileges for students, as needed.
- After school detention, as needed.
- Intervention plan worked out with parent, student and school authority.
- In-school suspension, removal from the classroom.
- Short term suspension from classes (stay at home 1-3 days).
- Expulsion from St. John's Lutheran School.
- In all suspension actions, it is the responsibility of the students and parents to make sure all assignment work is made-up and turned in to their teachers.

## **Specific Rules**

1. **Physical fighting is not tolerated.**
  - A. School authorities will administer discipline as deemed appropriate. Parents will be contacted each time any fighting occurs.
  - B. In all situations, Christian counsel will be given to all parties. It is the intent and purpose of St. John's School to promote repentance and forgiveness based on Scripture.
2. **Play areas are the playground, gymnasium, and ball fields. Students must remain in the play area during the entire play period unless the on-duty teacher or other authority gives permission.**
3. **Throwing snowballs or sliding on ice is not allowed because injury may occur.**
4. **We expect all students and teachers to use kind words with each other. Bullying and name-calling are unacceptable.**
5. **Respect for school property and one another is necessary.**
6. **Students are expected to use the abilities with which God has blessed them and to complete their assignments faithfully.**
7. **Radio, CD players, cameras, toys and other similar items are permitted at school at the teachers discretion.**
8. **Cell phones are to be turned off and kept in school bags during school hours.**
9. **Gum chewing is not permitted during the school day.**
10. **Weapons, drugs, tobacco, and alcohol will not be allowed or tolerated. Possession of these could result in immediate suspension or expulsion.**
11. **Permission to use the school phone must be granted.**

## **PROCEDURES FOR DEALING WITH MISBEHAVIOR**

1. **The teacher will give Christian counsel and guidance, attempting to resolve the problem with the Student.**
2. **The teacher will inform parents of the disciplinary problem and the concern the teacher has for the child. The parents and child will also be informed of the procedures that will follow if the child continues his/her offensive behavior.**
3. **If the situation does not improve, the teacher will consult with the principal. The principal will provide Christian counseling, reprimands or other disciplinary action and will notify the parents of the continuing problem. The child and parents are cautioned that a continuation of the problem may result in suspension from school and possible expulsion.**
4. **The principal has the authority to suspend any pupil whose presence in school is detrimental to the best interests of himself/herself, other students, teachers or staff. Verbal/written notice of such action shall immediately be given to the parent or guardian, the pastor and to the Board of Education.**
5. **A student may be expelled from school upon the recommendation of the principal and the Board of Education if the student's continued presence in school will be injurious to the health, morals, education of other students, or the welfare of the school. The parent or guardian shall be informed in writing by the principal of such recommendation. Parents will also be informed of the appeal procedure.**

Policy revised—2003

### **DRIVE DAYS**

St. John's Lutheran School may have school when the public school is not in session, and therefore public bussing will not be available. Such days will be designated as "drive days". On these days, parents will be asked to provide transportation for their children to and from school. Each year a minimum number of drive days is planned for the upcoming school year. The school office should be contacted if parents need help getting their child(ren) to school on a drive day. The office will help to make arrangements to transport those child(ren), if possible.

### **ELECTRONIC DEVICE POLICY**

All electronic devices including but not limited to cell phones, MP3 players, IPODS, pagers, etc. may be brought to school, but need to be turned off and stored in the students backpacks during school hours. It is the student's responsibility to ensure that his/her electronic devices are turned off and stored appropriately. Student violation is subject to disciplinary action including confiscation and return of the electronic device to the student's parent or guardian. St. John's School shall not assume responsibility for theft, loss or damage of electronic devices, or non-authorized calls made on a cell phone.

### **ENROLLMENT POLICY**

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

### **EXTENDED CARE**

Extended Care begins on the first class day of the 2009-2010 school year. Depending upon the needs of our parents, Care may begin as early as 6:00 a.m. After-school Care begins at 2:45 p.m., and continues as late as 6:30 p.m., if needed.

On non-class days (except holidays) Care is also available, as needed, from as early as 6:00 a.m. and until as late as 6:30 p.m. Contact the school office for a fee schedule, and for additional details.

### **EXTRA-CURRICULAR ELIGIBILITY POLICY**

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

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

1. Students who receive a failing grade or an incomplete on their report card or mid-term will be allowed to remain on the team and practice but only with permission from the parents, coach, and teacher, until that grade has become a passing grade.

2. These rules apply to all that participate in team or individual sport activities.
3. Students who are in sports will be disciplined under the discipline policy. Students should realize that they are representing St. John’s Lutheran School whether at home or away and their behavior reflects on everyone.
4. Academics should take precedence over any sport or activity.

### FIELD TRIPS

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

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

### FIRE AND TORNADO DRILLS

All drills are held regularly during the school year. Students are instructed during the first days of school as to the proper procedure for quick evacuation of the classroom and the proper directions to follow.

Drills and instructions in preparation for the event of other crisis situations are also held. For details, see our Emergency Procedures Plan.

### GRADING SYSTEM

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

#### Preschool

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

#### Kindergarten

Kindergarten uses the marks: S - Satisfactory, I – skill is Immerging, N – Needs improvement. These marks are then recorded quarterly on Spiritual Development, Relationships with the Teacher, Peer Relationships, Work Habits, Muscle Development, Routines and Rules, Self - Help Development, Language Development and Cognitive Development.

#### First Grade and Second Grade

First and second grade use the marks: O – Outstanding, S – Satisfactory, I – Improving, and U – Unsatisfactory. Each student is assessed on effort, achievement and participation in class. Any needs, strengths and recommendations are also annotated on the report to keep parents informed about the progress of their child.

#### Third Grade through Eighth Grade

Third through eighth grades use the following grading scale:

A = 100% - 92%	D = 74% - 65%
B = 91% - 84%	F = 64% - 0%
C = 83% - 75%	

Progress reports are completed weekly on students in grades 1 through 5 identifying areas of outstanding accomplishments and areas that need improvement. Parents are required to review these weekly progress reports, sign them and return them to the teacher. Students in grades 5 through 8 who attain an “A” or “B” average, are recognized by the teacher and principal with a certificate praising them for their grades for the past quarter.

### **GUM**

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

### **HARASSMENT POLICY**

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

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

### **HEALTH**

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

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

### **HOMEWORK**

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

### **HONOR ROLL**

The Honor Roll includes grades 5 through 8. All students who meet the A & B Honor Roll criteria will be posted quarterly. A certificate will be provided each quarter to those students who attain these academic standards. In addition, photos of honorees are taken and printed in the local newspaper to demonstrate the school’s desire to reward academic achievement.

### **LIBRARY/MEDIA CENTER**

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

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

## SCHOOL LUNCH POLICIES/PROCEDURES

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

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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

The prices for student lunches are \$ 1.80 per meal. Payment of \$ 30.00, per student, per month, is payable at the school office at the beginning of the month.

Families may apply for free or reduced lunches by completing the Application for Educational Benefits that is mailed to all homes at the beginning of the school year. These forms need to be returned to the school office. Families who experience a decline in their income during the school year, may apply at that time. The cost of "reduced" meals is \$ .40 per meal. Families who receive "reduced" lunches need to remit \$ 8.00, per student, per month, at the beginning of the month.

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

Near the end of the school year, a final billing will be made based upon the actual number of meals received by the student.

## MEDICATIONS

In accordance with the Minnesota Department of Health's recommendations, the school WILL NOT provide any medications (including Aspirin and Tylenol), except according to the following:

Prescription medications will be administered under these circumstances:

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

It is recommended that prescription medication be divided into two bottles that are completely labeled; one for home and one for school. Medication administration forms are available at school. The Health Coordinator or designated person will sign his/her initials that the medication has been given to the student along with the date and time.

Over-the-counter medications will be administered only if the following conditions are met:

- 1) medication must be accompanied by a parent's signature
- 2) medication must be brought in its original container and accompanied by specific instructions from the parent when medication is to be given
- 3) non-prescription medication will be given for a maximum of five days with parent permission. After that time, orders from a physician will be required.

## **MORNING BREAK**

Each class will have a morning break of ten minutes. This is the time designated for students to use the restroom and get a drink.

**Grades 1 through 2:** Snacks may be brought from home. They must be of the type and quantity that can be consumed in a few minutes. Any snack that has not been eaten by the end of the break will be discarded or put into the student's school bag.

**Grades 3 through 8:** Students may bring their own snack or can purchase one at school during break time.

**Kindergarten:** Kindergartners have their own snack arrangements made by the teacher.

## **PARENT - TEACHER CONFERENCES**

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

## **PARENT - TEACHER RELATIONS**

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

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

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

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

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

If there are differences that cannot be resolved, the principal should be consulted.

## **PTL-PARENT TEACHER LEAGUE**

All parents of St. John's students are members of the PTL. The PTL meets six times a year, in September, October, December, February, April, and in May. Various religious and educational topics are presented and discussed during the meeting. All parents are encouraged to attend and gain an insight of what is happening at school. PTL meetings also allow teachers and parents to discuss issues about school and build a strong Christian relationship. It is the purpose of the PTL to uplift and support the school and teachers in prayer and financial means.

## **PARTY INVITATIONS**

Party invitations are not to be distributed at school.

## **PHYSICAL EDUCATION**

The State of Minnesota requires that each student attending an elementary school must spend time each week in physical education classes. The state rule says that all students must participate unless a physician advises otherwise.

## **REPORT CARDS**

Report cards are issued after each quarter four times a year. Midterms for each quarter are handed out as well. Parents are asked to review the mid-term and the report card and discuss any concerns with their child's teacher. If there are no concerns or problems, parents are asked to sign the report card and return it to school.

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

When our school closes, starts late, or dismisses early due to inclement weather or other emergencies, the school announcement will be made over the WCCO, 830 AM radio station. This announcement will say: "Norwood Young America, closed, or will dismiss early or will start late." Be sure to listen to the times announced on the radio. If it is an early dismissal, our school dismisses 20 minutes earlier than the time announced so the busses have time to get our students to Central. This information is also available through the Internet and on local television stations. Central's school closing phone number is 467-7010. **PLEASE MAKE ARRANGEMENTS AND HAVE A PLAN FOR YOUR CHILD OR CHILDREN SO THEY KNOW WHAT TO DO AND WHERE TO GO IF SCHOOL IS DISMISSED EARLY.** Children will be sent home in the usual way, unless the school is informed otherwise.

Extended Care is available for children who normally participate in it. Others may also stay for Extended Care, but only by specific request from a parent.

## **SCHOOL HOURS**

School begins at 8:05 a.m. and will dismiss each day at 2:40 p.m. unless otherwise stated. The school doors open at 6:00 a.m. each morning for Extended Care. Students who arrive before 7:30 a.m. must be enrolled in Extended Care. When students arrive at 7:30 a.m. or later, they should go to their classroom and remain there until school starts. They should not leave the building or grounds during the school day unless accompanied by a parent/guardian. Students should leave the school property after dismissal unless asked to stay by a teacher or if they are participating in or attending an after school activity, or if they are enrolled in our Extended Care program.

## **SPORTS**

Flag football, volleyball, basketball, and softball events are held with other nearby Lutheran schools. Students staying after school for sporting activities must stay in the gymnasium or outside on the playground under adult supervision. St. John's students and visiting students must stay out of the classrooms and the adjoining hallway.

## **SPORTS PARTICIPATION RULES**

### **(GRADES 5-8)**

All students participating in inter-school sports must have a physical examination by a physician before participating in these activities.

Participation in the sports offered by St. John's School is encouraged. However, passing grades in all subjects is required.

## **STUDENT COUNCIL**

Student council provides opportunities for students of grades 5 – 8 to learn and experience leadership and meeting procedures and decorum. In addition, they choose to organize and host functions for the student body. They also generally host one, or more, activities that are “Mission” or “Service” oriented.

## **TARDINESS**

Excessive absences and tardiness are serious problems and prohibit students from being successful.

It is imperative that children are in school at the proper time.

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

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

- I. Students participating in sports or extra curricular activities:
  - A. First Offense: The principal shall notify the parent, and the student shall be suspended for two games or suspended for two weeks, whichever comes first.
  - B. Second Offense: Upon the second offense the student shall be suspended for six games or six weeks, whichever comes first. The student and parents must appear before the Board of Education, principal and the pastor for explanation of actions. Counseling will be encouraged.
  - C. Third Offense: The student athlete is prohibited from participating in any sport and will serve after school detention for five days.
- II. Students not participating in sports or extra curricular activities:
  - A. First Offense: The principal shall notify the parents.
  - B. Second Offense: The student and parents shall appear before the Board of Education, principal and pastor for an explanation of actions. Counseling will be encouraged.
  - C. Third Offense: The student will serve five days of after school detention.

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

## **TRANSPORTATION**

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





**Faculty and Staff**

<b>Pastor David Winter</b>	<b>Eighth Grade Confirmation</b>
<b>Pastor Scott Gustafson</b>	<b>Seventh Grade Confirmation</b>
<b>Mr. Dan Kimble</b>	<b>Seventh &amp; Eighth Grade</b>
<b>Mr. Dan Young</b>	<b>Sixth Grade</b>
<b>Mrs. Linda Knea</b>	<b>Fourth &amp; Fifth Grade</b>
<b>Mrs. Mary Balzum</b>	<b>Third Grade</b>
<b>Mrs. Marilynn Kimble</b>	<b>Second Grade</b>
<b>Mrs. Renee Bartels</b>	<b>First Grade</b>
<b>Mrs. Ann Young</b>	<b>Kindergarten</b>
<b>Mrs. Peggy Winter</b>	<b>Preschool</b>
<b>Mrs. Helen Schrupp</b>	<b>Preschool Aide</b>
<b>Mrs. Renee Panning</b>	<b>Secretary/Treasurer</b>
<b>Mr. Erlen Schroeder</b>	<b>Acting Principal</b>

**Special Services Personnel:**

<b>Mrs. Anne Stanek</b>	<b>Cook</b>
<b>Mrs. Laurie Noennig</b>	<b>Health Coordinator</b>
<b>Mr. Josh Winter</b>	<b>Custodian</b>
<b>Mrs. Kristen Sonju</b>	<b>School Counselor</b>

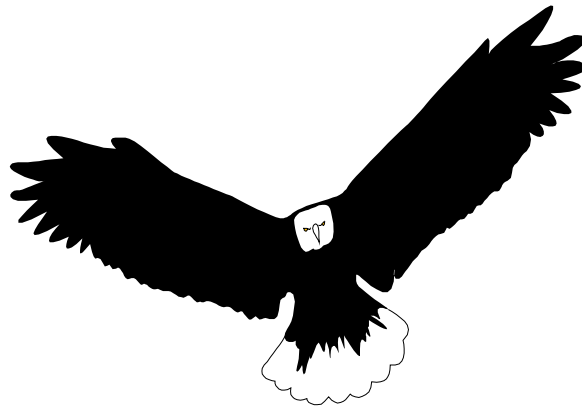
**Board of Education**

<b>Mrs. Leann Feltmann/Secretary</b>	<b>Term exp: Dec. 2009</b>
<b>Mr. Darrin Good/Chairman</b>	<b>Term exp: Dec. 2010</b>
<b>Mr. Brian Diedrick/Treasurer</b>	<b>Term exp: Dec. 2011</b>
<b>Mr. Kris Gustin/Vice-Chairman</b>	<b>Term exp: Dec. 2012</b>
<b>Mrs. Amy Corrigan/At Large</b>	<b>Term exp: Dec. 2013</b>

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*ST. JOHN'S LUTHERAN SCHOOL*  
*Norwood Young America, MN*  
*2009 - 2010*



*Parent - Student Handbook*

*Our Mission: Leading our students to know and share Christ.*

