

Be A
Beacon
For The
Lord



2010-2011 Handbook

*St. John Lutheran School
1104 East Third Street
Merrill, WI 54452
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"Teaching, Training and Nurturing God's Children"

BE A BEACON FOR THE LORD

“This little Gospel light of mine, I’m going to let it shine. Let it shine all the time. Let it shine.” **Be a Beacon for the Lord** is the theme for the school year. When this phrase is said it should be a reminder of the children’s song.

“All around the neighborhood, I’m going to let it shine.” The theme is an extension of last year’s theme of Love is the Motive. Once love is in our hearts and minds, we as Christians need to be a guiding light for all people. We are going to cast a light for all the world to see, because of who we are and what we stand for. We are saved through Christ’s ultimate love. So what does being a beacon mean? Is it the traditional meaning to be a warning light for all people or does it mean people inspiring and guiding others? Knowing the love Christ has for us, most likely it would be the latter. Because of our faith in Christ, we no longer have to fear an eternal punishment. Why not inspire others to believe in the undying love of Christ? Why not help others who are in need? Why not encourage others to continue their walk with Christ?

“Hide it under a bushel? No! I’m going to let it shine.” This is not always easy to inspire others, to go against the societal norm, or our friends. There is a reminder however from Isaiah 6:8 which states, “Then I heard the voice of the Lord saying, ‘Whom shall I send? And who will go for us?’ And I said, ‘Here am I. Send me!’” It takes a very courageous person to say, “Here I am. Send me.” But with the help of the Holy Spirit, this can be achieved. God will always be with us no matter what we say or do. It may feel that many people know about Christ, but in fact, the United States is the third biggest country of non-believers in the world. Our community and country needs more lighthouses to guide and encourage.

“Don’t let Satan blow it out! I’m going to let it shine.” Because it is the hope of teachers and parents alike to create life-long disciples in Christ, we are going around the neighborhood to let our light shine. We again will be having the year-long food drive, the raking project in the fall, our chapel offerings will go to a Lutheran Church-Missouri Synod missionary, and many other items that will come up throughout the year to help our brothers and sisters in Christ.

Jesus did many other miraculous signs in the presence of his disciples, which are not recorded in this book. But these are written that you may believe that Jesus is the Christ, the Son of God, and that by believing you may have life in His name. (John 20:30-31). We do believe and we are encouraged and inspired to tell the story to all people. Here I am Lord, send me!

PARENT-TEACHER RELATIONS

It is the assumption of the current staff and administration of St. John Lutheran School that parents and teachers are on the same team, and that we all want to provide for our children a quality, Christian education in a safe and loving environment.

It is reasonable to assume that even among Christians and people who love and care for children, that differences of opinion may arise in how best to meet the needs of children. Then, too, our humanness and our sinfulness may strain the “team” concept between parents and teachers. What are we to do when parents and teachers seemingly find themselves at odds with each other?

Should teachers complain to other teachers about how difficult a particular student is? No! Should parents talk to other parents to see if they are experiencing similar problems? No! As tempting as it is for us to seek out someone else who may share or support how we feel, it is not right and it is not God pleasing.

The correct principle is to talk first and directly to the person with whom you may have a question, a difference of opinion, or even a perceived problem. Fortunately, the principle to follow was given by Christ Himself in the Gospel of Matthew. Read Matthew 18:15-17. In those verses the correct principles are laid out:

1. Go directly to the person with whom the problem exists.
2. Go with another to discuss the problem – this is still done in private.
3. Appeal to a higher authority.

How would we apply this principle in a school setting?

1. If a parent has a problem with a teacher, or vice versa, there is a basic need to communicate directly with the teacher/parent. (It would be hard to argue, in front of God, that the first step should be to complain/gossip to someone else!)
2. If in the communication between a parent and teacher, the difference cannot be resolved, either party may ask to meet with the principal. That is perfectly reasonable and acceptable. This should bring in a neutral third party who may be able to arbitrate and find a reasonable solution.
3. If the matter cannot be resolved even with the involvement of the principal, the final authority and the final place to appeal would be the Day School Board. At this level a group of fellow Christian members will look at the issue from all sides and make a determination based on the principles on which our school stands.

In theory, this is a three-step process. In reality it may be more complicated. It may be necessary and altogether fitting for the parent and teacher to communicate more than once. And it might take more than one meeting with the principal before understandings and adjustments satisfy all who are involved.

It must be said that this process does not lend itself to teachers or parents developing lists or pages of complaints in order to build a “stronger case”. If we deal with each other in Christian love, and if we deal with one concern at a time, there is a reasonable probability that we can find a satisfactory solution. But when there are multiple complaints to address, the process becomes almost unmanageable.

The ultimate goal and conclusion should be to treat each other with love and respect. That is why in Matthew 18 Jesus instructs us to talk first to the one with whom we have a problem and to keep it as a private matter.

MISSION STATEMENT

Teaching, Training and Nurturing God's Children

VISION STATEMENT

St. John Lutheran School, through rigorous academics, assisted from updated technology, church and school involvement, and dedicated staff and faculty will equip students as disciples and leaders for the 21st Century.

ST. JOHN LUTHERAN SCHOOL PROVIDES:

- Instruction in the word of God and the common school subjects by competent Christian teachers.
- A Christian interpretation of secular subjects.
- An education in a Christian environment.
- A daily Christian pupil fellowship.
- Support of Christian home training.
- Effective preparation for adult church membership.
- Thorough training in Christian fellowship.

Our school has these distinctive goals in addition to the usual goals of education:

1. A comprehensive and thorough understanding of God and His plan of salvation as revealed to us in the Scriptures.
2. A recognition and understanding of the nature of man with his sinfulness and need for a Savior.
3. A conscious, growing faith in and love for Jesus Christ as one's personal Savior.
4. The habit of self-examination in the light of the Word of God and daily sorrow for and repentance of sin.
5. A childlike reverence and love of the Heavenly Father, which leads one to rely on His mercy and to do His will.
6. A habitual and intelligent use of God's Word as the source and guide of one's Christian faith and life.
7. A regular and spontaneous practice of communion with God in public and private worship
8. A growing devotion to the church and a willing assumption of the stewardship, which such membership involves, including personal witness.
9. A method of attacking and solving one's personal problems in a Christian way AND an earnest endeavor to express one's Christian principles in all relationships.

ST. JOHN LUTHERAN SCHOOL MERRILL, WI

Christian Education is commanded by God: He tells parents that they are to bring up their children "in the nurture and admonition of the Lord." (Ephesians 6:4)

Through Christian Education we strive:

- A. To have the child grow in faith.
- B. To have the child live a life in proper relationship to God and fellowmen.
- C. To help meet all spiritual, physical, social, mental, and emotional needs of each child of God.

Christian parents must accept the Christian Day School as an **assisting** agency for the Christian training of their children in order to receive the greatest blessings.

Our Christian school will under God's grace, provide learning experiences in a totally Christ-centered program and assist the Christian home and church in meeting their great and wonderful responsibilities.

ADMINISTRATION

The school is operated by St. John Lutheran Church through its Day School Board, with final authority resting in the Voters' Assembly. The principal serves as executive officer of the school, and with the help of the faculty, is responsible for carrying out its policies and for recommending desirable changes.

ENROLLMENT

St. John Lutheran School enrollment policy requires:

1. the conduct of the student while at school or under the supervision of a school authority may not have:
 - a. endangered the health, safety or property of self or others
 - b. endangered the school or church property
 - c. repeated infractions of rules from a school.
2. that the student may not have brought a threat or false information regarding:
 - a. school property
 - b. the health, safety, or property of others on school property.
3. that the student may not have conducted themselves at any time or place, while under school supervision or not, which endangered the health, safety, or property of the student and others, including but not limited to other students, parents, teachers, school and church staff persons, chaperones, or school board members.
4. that the student may not have possessed, used or sold illegal substances, weapons, dangerous objects, or explosive devices on school grounds.
5. the family may appeal any of the numbers above by a hearing with the school board.

Failure to meet any of the criterion will prevent the school from enrolling any student.

St. John Lutheran School will admit students of any race, color, national and ethnic origin to all 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, admissions policies, and athletic and other school administered programs.

St. John Lutheran Church, in operating its Christian Day School and Preschool believes that educational opportunities and programs should be open to boys and girls on an equal basis, and that employment opportunities be available to men and women equally. This is also prescribed by Title IX of the Educational Amendments of 1972. We therefore do not discriminate on the basis of sex in administering our educational policies, programs, activities, and employment practices.

Inquiries about the nondiscrimination policies of St. John Lutheran Church in operating its Christian Day School and Preschool may be referred to Todd Pehlke, Principal, 1104 E. Third Street, Merrill, Wisconsin 54452.

PER PUPIL COST

Christian Education is a true blessing and gift from God. Through Christian Education children are enabled to grow closer to Jesus on a daily basis. But operating a Lutheran school is a costly endeavor. Currently it costs between \$4,500 and \$5,000 per year to educate each child at St. John. The majority of the money needed to operate our school comes from our congregation. It is that fact that makes it imperative that all St. John families take their membership very seriously.

A church is only as strong as its membership. Weak members create a weak church. And weak churches cannot support strong Christian education programs or schools like ours.

We ask our member families to support our church through prayer, faithful attendance, and sacrificial offerings.

PAYMENT POLICY

The following policy regarding payment of tuition has been established by the Day School Board to more efficiently address the fiscal responsibilities of St. John School.

With an effective date of July 2, 1991, tuition, relief and milk/juice fees **MUST** be paid on a semester basis.

First semester tuition, relief and milk/juice fees **MUST** be paid in the St. John School Office **prior** to the start of second semester.

Parents may still choose a payment plan that best fits their individual financial situation, provided that the above-mentioned guidelines are adhered to.

Failure to follow this payment schedule may result in your child/children not being allowed to start the second semester until full payment is made. Failure to pay the remaining balance **BEFORE** the last school day may result in school records and report cards being withheld until full payment is received. Children will not be re-enrolled until all delinquent tuition, relief and milk/juice fees are paid.

This policy will apply to all children enrolled in Kindergarten through Eighth grade.

TUITION

Member Tuition (Paid by member families and Trinity families)

1 Full Time Student	\$ 903.00
2 Full Time Students	\$ 1,632.00
3 Full Time Students	\$ 2,166.00
4 Full Time Students	\$ 2,410.00
5 Full Time Students	\$ 2,657.00

Tuition Fees for Members of Other LCMS Congregations:

1 Full Time Student	\$ 1,333.00
2 Full Time Students	\$ 2,426.00
3 Full Time Students	\$ 3,300.00

Tuition Fees paid by all other families

1 Full Time Student	\$ 1,877.00
2 Full Time Students	\$ 3,579.00
3 Full Time Students	\$ 4,930.00

This should be paid according to one of the schedules set up on the Payment Promise.

FAMILY RELIEF FEE

All families (members and nonmembers) are charged a Family Relief Fee which is given directly to the church to help defray the cost of operating our school. As announced in our family meetings in spring, this fee has been increased to \$200.00. This fee can be offset by the use of St. John Dollars. Information about this fee and about St. John Dollars are distributed at registration time and is always available in the school office. Families who earned a credit towards this fee by using St. John Dollars last year, will receive that credit up to a maximum amount of \$200.00.

Use of St. John Dollars allows families to offset the Family Relief Fee only. St. John Dollars may not be used to offset tuition.

HOT LUNCH

St. John participates in the federally subsidized lunch program. This means that we receive government commodities as well as government subsidy for each Type A lunch that we serve. In the lunch program we attempt to serve nutritious hot meals, to teach good eating habits, and to expand the child's knowledge of what makes up a balanced meal. Because we commit ourselves to using government commodities children will be exposed to a greater variety of foods than they may receive at home.

Free or reduced price lunches are available to those family units that qualify. Forms for this are distributed to the families and if their income level and family size make them eligible, the form is filled out and submitted to the school secretary for action. Families are informed by mail if the application is accepted for either free or reduced lunches. Meals are distributed in such a way that no one is aware of who receives free or reduced price lunches.

A Type A lunch contains five components. They are milk (2% white, skim white or skim chocolate), meat or meat alternative, two or more servings of vegetables or fruit or both and bread or bread alternative. In order for us to receive government reimbursement for these lunches, all students eating hot lunch must have these components on their tray before the secretary can check them off.

Although every effort is made to make hot lunches affordable to families, we have found it necessary to increase the cost of lunches this year. We also reserve the right to raise fees during the year if our costs increase.

The following procedure will be used in selling and accounting for hot lunches:

- A. The school secretary will keep a written record of each child's payments and participation.
- B. No lunch tickets will be sold. Students will bring payments to the school office **in the morning**. Lunch prices are: Daily - \$2.00; Reduced - 40¢; Adults - \$2.65.
- C. When a student's credit is used up the school secretary will inform you. Please assist us by paying for lunches in advance and keeping your account current. Statements are sent out monthly for families who owe.
- D. The school secretary will be at the end of the serving counter to check each child's tray for the 5 required components and then she will check their name off on the list.
- E. If your child is on a special diet or has food allergies, we **must** have a note from your doctor stating what foods your child can and cannot eat. Without a doctor excuse, we are required by law to place all 5 components on your child's tray. Forms for the doctor to fill out are available from Polly in the office.

If you have any questions, call the school office between 8:00 A.M. and 3:30 P.M. The teachers and church secretary will not be aware of any students who owe payments. Only the school secretary has that information.

"In the operation of child feeding programs, no child will be discriminated against because of race, color, national origin, age, sex or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C. 20250."

HOT LUNCH, MILK BREAK, AND NUTRITIOUS SNACKS

In order to promote healthier eating habits among our student body we are suggesting that when children bring snacks to school to share in their classrooms or at Milk Break, that they bring snacks with less sugar and more nutritional value. Some examples of foods to consider would include fresh fruit, string cheese, yogurt sticks, pretzels, dry cereal, or muffins.

Exceptions can be made for birthday treats and parties, but in general we would like to focus on nutritious foods that will enhance the diets of our student body and which will not have an adverse affect on their appetites when lunch is served at noon.

MILK AND JUICE

Children who would like a ½ pint of chocolate or white milk at break, may receive this during the school year. The charge for milk is \$12.50/quarter. Juice will also be available. The charge for juice is \$15.00/quarter. These fees are subject to change during the course of the year if prices we are charged rise significantly. Children who would like a ½ pint of milk with their cold lunch **must** purchase a milk credit in the school office **before school starts**. Juice cannot be taken with lunch.

ATTENDANCE POLICY/TARDINESS

Regular school attendance is essential for maintaining continuity in learning. For purposes of recording attendance, the following guidelines are used:

1. We do not count as absences: funeral attendance; school-sponsored activities such as the Safety Patrol trip; doctor or dentist appointments where no more than 2 hours of class time are missed.
2. Any partial absence, which exceeds 2 morning or afternoon hours, will be marked as a ½ day absence from school.
3. A certificate is given to all students who maintain perfect attendance throughout the school year. The certificate will be presented to all students with perfect attendance at the awards ceremony on the last day of school.
4. Student Tardiness: Excessive tardiness may result in students making up lost time after school at the discretion of the teacher. Parents will be notified in advance if time needs to be made up.

ABSENCES

Regular attendance is of the utmost importance to the educational development of the child and is required of all pupils. The faculty feels that excessive absences are detrimental to a child's education. Obviously, there are times when a child's absence is unavoidable. Nonetheless, excessive absences hurt the child's progress. Therefore, the faculty reserves the right to review the record of any child who misses more than 15 days of school in the course of a year. Excessive absences become a part of a child's promotion evaluation.

During the course of the school year, families are confronted with illnesses ranging from earaches to strep throat to flu. Parents and teachers are often confused as to when a child needs to be kept or sent home from school. If any of the following physical findings are present, the child will be sent home from school: Severe sore throat or severe cold, Fever of 100 degrees or higher, severe fatigue, vomiting and/or diarrhea, undiagnosed rash, head lice (until all nits are removed), or any other sickness preventing participation in school activities, such as headache, stomachache, earache. As a general guideline, when children are no longer contagious, are eating normally, have a temperature less than 100 degrees without Tylenol and have their usual level of energy, they may return to school.

If parents wish for their children to be dismissed from class for extra curricular activities like MAPS or city sports programs, piano or music lessons, skating or dance lessons, etc., we need parent permission (preferably in writing). In addition, students must meet the requirements outlined under "**Interscholastic Sports.**"

When students and parents know in advance that children will be missing school, it is expected that students will make every effort to complete their assignments in advance. For instance, if children will be missing school in order to participate in deer hunting, "Take Your Child to Work Days", or for vacations, they are clearly aware that these days are coming and should prepare assignments in advance accordingly.

The school should be notified by telephone **BEFORE** 9:30 A.M. on days your child is absent. The school will call parents - including at work - if a child is absent and we haven't been notified. Hopefully you understand we are doing this for your child's protection as well as your and our peace of mind. In today's society, we want to know where the children are.

Finally, it should go without saying that if children miss school they are not eligible for any after school activities.

DISCIPLINE (Philosophy)

At St. John, students are taught and guided into self-discipline relative to God's Word. The goal for each student is to:

- A. Respect and accept themselves.
- B. Respect and accept others.
- C. Be responsible for their work.
- D. Be unselfish in attitude and action.
- E. Accept forgiveness and share forgiveness with others.
- F. Exercise self-control in manners.

During school activities, certain guidelines, though minimal, are necessary so the team of parent, child, and teacher can work cooperatively to achieve the goal. Where disciplining action other than self-discipline becomes necessary, it is hoped that an understanding of the goal and guidelines will lead to a cooperative atmosphere in which the child can move forward in becoming a self-disciplined person.

BULLYING POLICY

St. John Lutheran School strives to provide a safe, secure and respectful learning environment environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in school, church, any buildings, property and educational environments. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the principal.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

There will be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

POLICY FOR STUDENTS WHO ARRIVE EARLY FOR SCHOOL

Please read the following carefully:

1. No student is to arrive at school before 7:30 A.M. Doors will not be open until 7:30 A.M. and no supervision is provided before 7:30 A.M.
2. Students who arrive between 7:30-7:55 A.M. should enter the building through door #5 and must report directly to the school cafeteria. There will be adult supervision in that area.
3. For children who walk, bike, or get dropped off, they should not arrive before 7:30 A.M. as mentioned above, and they shouldn't arrive any earlier than necessary. Children are allowed in their classrooms at 7:55 A.M., and that is the best time for children to arrive.
4. Good behavior and cooperation are necessary for a child to keep the privilege of early arrival.

BUS LOADING SAFETY! CHILD SAFETY ON OUR GROUNDS AFTER SCHOOL!

With the safety of our children as the motivating factor, we are asking parents to read this carefully and then to cooperate with us in protecting our children.

1. All students who are being picked up by parents should gather and wait to be picked up by the doors at the back of the school = the doors that face the northeast (Door # 5). This must be done in good order. This is not a play area.
Students should be picked up by 3:15 at which time there will no longer be supervision. The parents of any younger students who remain at the pick up area will get a courtesy phone call from the school.
Waiting or playing on the playground is not permissible for children who are to be picked up by parents.
2. NO STUDENTS are to be picked up on Third Street.
3. Parents who are picking children up should:
A: Enter the back parking lot on Fifth Street; the west entrance will be blocked.
B: Pick their children up at the sidewalk entrance, which faces east.
C: Drive through the covered entrance by the new addition.
D: Exit the school grounds on Fifth Street.
4. Parents do have the option to park in the back of school. However, they will then need to come into school (using the main office entrance by the drive through canopy) and physically walk their child/children from the school to their car.

Additional, general rules:

1. **Bus students** are to go directly to their bus lines: no running, chasing, or engaging in play that will endanger them or other children.
2. **Bus students** are to line up on the edge of the sidewalk that is farthest from the curb, and they should line up according to bus groups.
3. **Bus students** are never to run along side a moving bus, but are to wait until the bus has stopped and then walk to the front door.
4. **Bus students** should always tell the bus driver if they are getting back off the bus for any reason.
5. **Bus students** should never attempt to retrieve items that they may have dropped while near the bus or while they are entering or exiting the bus. Students should ask the bus driver for assistance in retrieving these materials.
6. Again, **children who are getting picked up by parents** should wait in or near the north entrance to the school. **No other students are to loiter in these areas.**
7. Children who walk home from school are to stay on sidewalks and are not to walk across the parking lot. They should never walk between cars. Parents and students should always cross the street at the corner; never jaywalk.

CHAPEL OFFERINGS

Each year our school adopts a mission project and money collected in chapel goes to support those missions. We have collected offerings for Lutheran World Relief, for a new Lutheran school in northern Wisconsin, for flood relief for a sister congregation in North Dakota, for mission work in China, for a building program at Camp Luther, for support of Lutheran Bible Translators, and for support of a new congregation in Upper Michigan.

This year we will dedicate our offerings to support LCMS World Missions. More specifically we are going to support Dennis Denow who is serving in SE Asia. There he assists with training of teachers, curriculum development, spiritual development, and outreach methodology. He is scheduled to come and visit the school in October and throughout the year we will have contact with him via Skype. Through the gifts given at chapel, we will be able to help Dennis train teachers with Bible courses and to aid in the spreading of God's Word throughout the world.

FUNDRAISERS

We will again have a fall food sale and a spring fundraiser. Dates for the fall sale are on the school calendar. It is through these sales that we are able to purchase some of the many "extras" that go into a school program. The profits help us keep fees as low as possible.

CUSTODIAL PARENT

The school must have a written form from parents about custody, placement, and visitation in the beginning of the year and any changes of the court during the year.

CHILD ABUSE AND THE LAW

One of the most heart breaking aspects of our society is the apparent increase of child abuse. Our government, in responding to this concern, has created laws designed to protect children. Some of those laws have been written specifically for schools. We do not intend this to be a legal statement or a legal interpretation of the law, but the following has been made very clear to us from a variety of sources:

“A person required to report shall immediately inform, by telephone or personally, the county department or the sheriff or city police department of the facts and circumstances contributing to a suspicion of child abuse or neglect or to a belief that abuse or neglect will occur.”

Teachers fall in the category of “persons required to report.” Failure to report even the “**suspicion**” of child abuse can result in heavy fines and even prison terms. As teachers, our first concern is the welfare of children. But we would be foolish to ignore “heavy fines and prison terms.”

The part that makes this a very demanding law (but also a very effective law) is the part that requires us to report even a “**suspicion**” of child abuse. My friends, that covers a lot of ground! And we are not permitted to do our own questioning or investigating, and we are not allowed to make judgments. If there is **any** suspicion we are required to report it.

To say that teachers sometimes are placed in awkward positions is a massive understatement. We find ourselves working with children and parents whom we love and whom we may have known for many years. If a parent is reported, one of the first questions a parent asks of us is usually “Why didn’t you tell me first before reporting it?” The answer is all too simple: We cannot. We have to report it immediately.

Please consider the following:

1. The law is very clear as to what a teacher **MUST** do.
2. If we make a referral to “Social Services”, we are not judging a parent as guilty. We have been told in no uncertain terms that we only report, we are not judging anyone.
3. In our school this year, we will have around 180 students, if you include preschoolers. It would be terribly inappropriate for us to think that abuse could not happen in one of **our** families.
4. The law is designed to protect children. Your teachers understand the intent of the law and sadly agree it’s a necessary law.
5. Our teachers need your prayers and your understanding on this sad issue.

SCHOOL RULES

We like to think of operating a Christian school with a minimum of rules. When rules are established we think in terms of the general welfare of all in accordance with previously stated objectives. In addition to the general guidelines, the following rules bear this principle in mind:

A. **APPROPRIATE DRESS:** Students of St. John Lutheran School are expected to be neat, orderly, and modest in the way they dress. The appropriateness of student appearance is essential to create and maintain a classroom environment conducive to learning. The suitability of student appearance will be at the discretion of the teacher. Thank you in advance for your support in following the dress code.

General Guidelines:

- Students are encouraged to make Chapel days special dress days.
- Any article of clothing or accessory with logos, words, or a style that promotes alcohol, tobacco, drugs, games, violence, bigotry, or sexual connotations is prohibited.
- No skin tight items.
- No tank tops, spaghetti straps, low cut, bare midriffs when arms raised, or bare backs unless a shirt is worn underneath.

- No white undershirts may be worn as outerwear.
- Hats are to be worn outdoors only.
- Please observe proper personal hygiene.

Shorts/Dresses: Shorts and dresses may be worn all year round.

- Shorts and dresses are to be no shorter than mid-thigh in length. (No Spandex shorts).

B. **JUNK FOOD:** Chewing gum, drinking soda or eating junk food is a definite nuisance in school. It can produce a maintenance problem. The rule is no chewing gum, drinking soda or eating junk food on school premises, also no food should be taken from the cafeteria. Children who bring their lunch from home will not be allowed to bring soda either. We expect kids who “brown bag it” to bring a nutritional lunch. At their discretion teachers may suspend this rule for special situations such as birthday treats, athletic activities, etc.

- C. **NUISANCE ITEMS:** Toys, dangerous implements, radios, walkmans, CD players, I Pods, MP3 players, and other items, which disturb orderly school atmosphere, are not to be brought to school. If these items are used on school grounds, teachers will confiscate such items, which will only then be given back to a parent. Exceptions to this rule may be special times or situations under the directions, or with the permission of teachers. Some school bus drivers do allow students to listen to music through headphones while the students ride the busses. That is certainly okay with us as well. But radios, walkmans, CD players, etc., may not be used on school grounds; that includes walking to and from the school/busses, in the cafeteria, in the classrooms, on the playground, etc. They simply are not allowed on school grounds.
- D. **CELL PHONES:** Cell phones are not to be used by students on school grounds. A phone is available for students to use in each classroom, with permission, in emergencies. Students need only ask their teacher for permission in order to use a school phone.
- E. **SNOWBALLS:** Snowballs can be fun, but city ordinances forbid snowballing on school grounds. We ask parents to cooperate with us in this respect while children are on their way to and from school.
- F. **LEAVING SCHOOL GROUNDS:** Since we feel that parents are entrusting their children to our care and supervision during school time, we want to know where the students are at all times. No pupil is to leave the school grounds at any time, except dismissal times, without previous permission from parents and/or teachers. Parents are asked to phone or send a note to the teachers to explain such a situation, so the teacher is informed before the student leaves. At lunch time, children may leave to go home for lunch or out to lunch if accompanied by a parent.
- G. **ROWDY BEHAVIOR:** Running, chasing, tag, throwing objects, or any behavior that endangers people and property in our buildings must be avoided. Similar, common sense rules apply on the playground. Rough play and “knock-down” games, which may result in torn clothes and even injury, will not be tolerated.
- H. **ILLEGAL SUBSTANCES:** Possession, use, or sale of illegal substances (drugs, alcohol) or weapons, while under school supervision or not, may result in removal from athletic participation, from participation in school events like field trips, suspension or expulsion from school.
- I. **POLICE REFERRAL:** Police referral will be made with anyone who uses, is in possession of, or sells alcohol, tobacco products, weapons, or other dangerous and/or illegal substances. Police referral will also be made for suspected sexual assault, assault, disorderly conduct, theft, and vandalism. Threats of any kind may result in a referral to police if they involve behavior which is clearly against the law.
- J. **PROPERTY:** Personal and school property is to be respected. Any damage to another’s property, whether done carelessly or maliciously must be paid for. Parents will also be billed for any damage to school furnishings, textbooks, etc. Parents must pay the full price for lost textbooks and will have to pay ½ the price if textbooks have torn pages, broken bindings, and the like. We also expect students to assist in keeping the school premises clean and free from litter.
- K. **SAFETY PATROL:** The safety of our students depends, in part, on our safety patrol. We expect our patrols to conscientiously perform their duties. We expect other students to obey the patrols directions.
- L. **BICYCLES:** Bicycles are to be used as transportation to and from school. At all other times they are to be kept in the bicycle racks provided.
- M. **ASSIGNMENTS:** Students are expected to have assignments completed by the times specified. Teacher discretion covers such situations as illness, funeral attendance, doctor appointments, etc. Assignment books are available in the office for \$4.00. These books are designed to help students keep track of their daily assignments. Some classroom teachers will require all students in their classrooms to purchase assignment books. In other cases, teachers may require individual students to purchase and use an assignment book if the students have difficulty organizing their work or getting their work done on time.
- N. **BOOK COVERS** are required on all hardcover books. This is designed to protect the books, add to their longevity, and ultimately save the school and parents the cost of replacing worn textbooks. **No adhesive book covers are to be used. Over the course of a year, adhesive book covers often ruin the finish on books and even materially damage textbooks.**
- O. **STUDENT LANGUAGE:** We ask our student body to make sure that Christ is “reflected” in their language at all times and in all places.
- P. **STUDENT WORKBOOKS AND TESTS:** Due to the temptation of cheating and the occurrence of such cheating, student’s workbooks may be collected and recycled after they have been used. Tests may also be collected at the discretion of the teacher. Parents have a right to review their child’s work before tests or workbooks are destroyed.

A COVENANT FOR CHRISTIAN EDUCATION

Because of what God has done for us, through Christ, we will want to respond to His love and receive the blessings He has in store for His people. For this reason, all students and parents at St. John are asked to fill out a covenant to be respectful to everything God has created. The covenant is a summation of all of the rules and policies.

TIME AND TALENT PROMISE

Because of what God has given to each and everyone of us, through Christ, we will want to respond to His love and receive the blessings He has in store for His people. For this reason, parents at St. John are asked to fill out a promise to protect, share, serve, and support the school and one's church faithfully.

COMING AND GOING

ST. JOHN SCHOOL ENTRANCE PROCEDURE: In an attempt to provide a safe environment for students, faculty, and staff, the following entrance procedures have been adopted:

- **7:30-8:00 A.M.:** The doors that face east on the north end of the building will be open (Door #5). This will be the only entrance open and is the only entrance through which students may enter the building.
- **8:00 A.M. – 2:50 P.M.:** The only school entrance open after 8:00 A.M. will be the main office entrance (Door #1) by the drive through canopy. **This is also the only entrance parents should use when picking up their children at the end of the school day.**
- **After School Events – Including Athletics:** The only entrance to use for after school events is the entrance that faces east on the north end of the building (Door #5).

MORNING: See policy on “Students Who Arrive Early” found earlier in this handbook.

AFTERNOON: Students are dismissed at 2:50 P.M. and must be out of the building by 3:15 P.M. Children will not be allowed to play on the playground or remain in our hallways after 3:15 P.M. Students excepted, are those involved in after school practices or activities that are under the direct supervision of a teacher or other adult leader.

PARENTS OF STUDENTS WHO RIDE SCHOOL BUSES: Please send a note indicating which bus your child is to board when departing school. This is important on the first day of school as it MAY help alleviate some of the confusion and may spare a child a ride on the wrong bus.

It is the responsibility of parents to notify the bus companies when your child will not be riding the bus after school. Bus drivers do not want to leave students behind at the end of the day, but they also do not want to wait unnecessarily for children who are not riding that day. If you notify the bus companies when your child is not riding, it will eliminate wasted time and make the job less stressful for the bus drivers. This includes students who ride the Merrill Go Round.

NOON RECESS: We have adopted a policy for noon recesses that is similar to a policy that has been in effect for years governing participation in gym classes: If a parent wishes a student to miss more than two consecutive noon recesses due to illness, an excuse from a doctor is required.

PLAYGROUND - AFTER SCHOOL HOURS: See policy on “Playground . . .” found earlier in this handbook.

COLD WEATHER: During the winter months we may experience extremely cold temperatures. When temperature and wind combine to create unsafe conditions, we will keep the children indoors during recess periods, gym classes, and noon hour breaks. We follow a chart provided by the national weather bureau to determine when conditions are unsafe. If conditions are considered safe, however, we expect the children to dress appropriately and to take part in outdoor activities.

INCLEMENT WEATHER CONDITIONS: Teachers request that parents consider the condition of the playground when sending their children to school. After the snows begin and when melting takes place, the playground is not a suitable place for children who are not dressed for the wet conditions. Boots, hats, and mittens sometimes, are absolute necessities.

WEATHER CANCELLATIONS; LATE STARTS; EARLY DISMISSALS

Every year, ice storms, snowstorms, and brutally cold weather cause us to make adjustments to our regular teaching routines. At times, weather conditions cause us to start the day later than usual, or end the day sooner than usual, or even cancel a school day altogether.

Because we are tied into bussing with MAPS, we have an understanding with MAPS that we will always follow their lead if adjustments have to be made in the normal school hours. We ask them and the radio stations to automatically include us when inclement weather forces Merrill schools to close.

Although the private schools in Merrill are not always included separately when announcements go out over the radio, please understand that when MAPS shuts down, we do too. On such days we ask you not to call school to see if our school is closing. Phone calls on days like that really tie up our phones when we need the phones to call out. The general rule is simply that we automatically are included in the Merrill schools when closings are announced.

POLICY AND ENFORCEMENT

Guidelines are not always kept. When students do not follow guidelines, they will be reprimanded. In most cases, a simple reminder is enough. If the student persists in disobeying, he/she is in reality showing a lack of respect for authority, and will be punished. Punishment is not meant to embarrass, hurt, or harm, but is given to emphasize the necessity of cooperation.

- A. The offender is counseled and/or punished by his teacher.
- B. A teacher may refer a child to the principal if inappropriate behavior persists.
- C. If the problem is not resolved, a conference may be scheduled between the teacher, the parent, and/or the child, and/or the principal.
- D. A child who willfully and consistently refuses to recognize the authority of the teacher and the principal may be suspended for a period of up to 5 days **(See Suspension Policy)**
- F. Continued failure to respond to Christian discipline may result in expulsion. **(See Expulsion Policy)**

If you feel a child is being treated unfairly please discuss the matter with the teacher involved. If the teacher seems unreceptive the matter should be taken up with the principal. If you are still not satisfied, you may bring the matter to the attention of the Day School Board.

SUSPENSION POLICY

The principal may suspend students for a period up to five days for any of the following reasons:

Any conduct while at school or under supervision of a school authority which:

- endangers school property; or
- endangers the health, safety, or property of others; or is a repeated infraction of the rules; or
- shows open defiance of teachers; or
- involves using severe abusive language or gestures; or
- involves the use of alcohol, tobacco products, drugs, or weapons.

Any threat or false information regarding a threat to:

- school property; or
- the health, safety or property of others on school property.

Any conduct at any time or place, whether under school supervision or not which endangers the health, safety, or property of any school employee.

The above list is not meant to be all-inclusive. The principal may suspend a child if a student's behavior warrants suspension whether the conduct is defined above or not.

If the infraction is of a severe nature, or if suspension is insufficient to modify conduct, the student shall be recommended for expulsion proceedings.

If a student is recommended for an expulsion hearing, the School Board shall hold a hearing within 15 school days of suspension.

EXPULSION POLICY

When there is inappropriate behavior involving a student, the school administration may recommend a student for an expulsion proceeding to the School Board.

The principal may recommend expulsion for a student for any of the following reasons:

1. Any conduct while at school or under the supervision of a school authority which:
 - endangers the health, safety or property of self or others
 - endangers the school or church property
 - is a repeated infraction of school rules.
2. Any threat or false information regarding a threat to:
 - school property or
 - the health, safety, or property of others on school property.
3. Any conduct at any time or place, while under school supervision or not, which endangers the health, safety, or property of the student and others, including but not limited to other students, parents, teachers, school and church staff persons, chaperones, or school board members.
4. Possession, use or sale of illegal substances, weapons, dangerous objects, or explosive devices.

Expulsion Policy continued:

A notice of expulsion recommendation will be sent to students and parents/guardians at least 5 days before the hearing. Suspension may not exceed 15 consecutive school days. The hearing must be held during the period of suspension. Board members should be given at least 5 days notice of a hearing.

Due process requires that the student be presumed innocent until proven guilty. The administration bears the burden of establishing the truth of the charges by providing competent evidence of the student's guilt. For the School Board to expel a student the Board must find that the charge made by the administration is true and that the interests of the school demand the student's expulsion.

The student is entitled to an unbiased School Board hearing. Any board members who could be viewed as being biased or as having an interest in the matter (e.g. relative of the student, or parent, or employer) should excuse themselves and not partake in any manner in the Board discussions, deliberations, or decision pertaining to the student's expulsion.

During and preceding the expulsion proceedings of a student, the parents/guardians and student are to be advised of the privilege of a hearing before the School Board and the privilege of being represented by legal counsel during the proceedings. The parents/guardians of the student have an option on the hearing process: they may proceed with the hearing or voluntarily withdraw their child from school. Upon recommendation and notice of expulsion proceedings, the statement of privilege, the cause for recommended expulsion, and the schedule of action will be sent to the parents/guardians and student in written form. The School Board retains discretion of who may attend all or part of the hearing.

The administration may expel students in part from school. Such expulsion may be from certain activities, such as athletic or bus transportation, rather than total expulsion from school.

When appropriate, St. John School Board will provide legal counsel for the school administration and staff and for the Board itself.

REPORT CARDS AND PARENT-TEACHER CONSULTATIONS

Report cards are issued quarterly. Grades are derived from the student's daily work, test scores, and class participation. The grading system is as follows: A – Excellent Achievement; B – Above Average; C – Average; D – Below Average; F – Failure; I – Incomplete; (✓) satisfactory effort; (+) outstanding effort; (-) unsatisfactory effort. An (X) is reported when a student makes a commendable effort but fails to achieve a passing grade. Letter grades are based on the following percentage scores: A+ = 100; A = 94-99; A- = 90-93; B+ = 87-89; B = 84-86; B- = 80-83; C+ = 77-79; C = 74-76; C- = 70-73; D+ = 67-69; D = 64-66; D- = 60-63; F = 59 and lower.

As important as the academic grades are the reports on behavioral guidelines that indicate the child's progress in becoming a self-disciplined and well-mannered individual. These are marked with numbers and can be interpreted by using the chart on the report card.

A parent note will be sent home with the report card at the end of each quarter. Parents must sign the note indicating that they saw their child's report card. Each student will be responsible to return the slip to his/her teacher.

Parent-teacher consultations are conducted at the close of the first quarter. At this time parents are welcome to come in and discuss the general progress of their child. Throughout the remaining months of the school term, parents are encouraged to consult with the teachers at any time a question arises concerning the progress of their child. Since the teachers are often involved with extra duties after school hours, it is best to call and make an appointment if a conference is desired. Parents are also welcome to visit classes during the school hours.

BAND PROGRAM

The school has an agreement with Jennifer Heisinger for instrumental instruction, including lessons, Beginning (Cadet) Band, and Intermediate (Concert) Band. Students may begin band lessons when they enter fifth grade, or any time thereafter. The program includes only band instruments – brass, woodwind, and percussion. Performance opportunities will include three evening concerts, a concert for the school, the opportunity of participation in a WSMA Solo-Ensemble Festival for students in grades six through eight, and playing for Chapel or any other appropriate occasions. Students will have a band rehearsal and one lesson each week.

An informational recruitment meeting is held in the spring for prospective students and their parents for the following school year. It will include an explanation of the instruments, the band program, and an instrument rental program of a local music store. Registration for band lessons is done the previous spring to facilitate ordering instruments and scheduling.

Tuition for the program is based on the school year @ \$360.00 for each child, with the school providing a subsidy (approximately \$180.00). Parent payment may be made on a 4-payment plan as billed quarterly. The school will not be responsible for collections or bookkeeping.

INSTRUCTIONAL MATERIALS CENTER

St. John School provides a fine IMC with an excellent study atmosphere for the purpose of individual and small group study. Books, magazines, and picture books on cassette as well as current Accelerated Reader listings and research materials are available for use.

Every effort has been made to make our IMC a quality facility. Updated materials, including quality literature, are continually added as resources permit. While the faculty looks for and desires excellence, it is not always possible to review all books before they are placed on the shelves. Therefore, if a student or parent finds a book with questionable or offensive content, it should be brought to the attention of any teacher or the librarian. It will then be reviewed by a faculty committee to determine if the book should be pulled from our shelves.

The library has an automation system. All books have been catalogued into a computer program designed to facilitate ease in library management, student and faculty use.

Students may have no more than 3 books checked out at any given time. (Exceptions may be made for research projects.) After the 3 week checkout period, a book may be renewed for an additional 3 weeks UNLESS that book is on hold for someone else. A student will not be allowed to check out another book if he or she already has 3 checked out, unless they return at least one book.

The library will be open to students from 9:00 A.M.-3:00 P.M. on Monday, 9:00 A.M.-1:00 P.M. on Tuesday and Thursday, and from 9:00 A.M.-3:00 P.M. on Friday. The school librarian will be available during these hours.

SCHOOL MUSIC PROGRAM – RECORDERS

Recorders will be used in Grade 3 as part of our music curriculum. We are using a higher quality recorder than we have in the past. We will purchase recorders for the children entering Grade 3. Keeping track of the recorder during the years it is needed is the responsibility of the child. If recorders are lost or broken, the family will be responsible for paying the cost of replacing the recorder.

STUDENT CHOIRS

The children's vocal and handbell choirs at St. John are organized at appropriate levels, often depending on class sizes. All choirs participate in our worship services, proclaiming God's Word in music and song.

CHURCH ATTENDANCE

The pastors, teachers, and staff at St. John continue to be concerned by the fact that some of our families fail to attend church on a regular basis. Since God commands us to worship and to keep the Sabbath holy, and because worship gives us an opportunity to hear the Word of God, praise God, and ask for and receive forgiveness of sins, we think it is critical that we attend worship as often as possible.

We continue to recognize students with perfect school attendance, but we also want to encourage and recognize those children who worship each week. To that end we will honor those children who maintain perfect worship attendance with a certificate at our annual awards ceremony at the end of the school year. Parents need to take the lead and set the example. Worship is not a chore or something we should feel forced to do; it is a privilege that has unlimited blessings attached to it.

Through regular worship, parents also have the additional blessing of participation in Holy Communion and all the benefits associated with it. Younger children often accompany their parents to the altar to receive a blessing, and older children who have Confirmation in front of them, see by example how important Holy Communion is to their parents. What a great opportunity for parents to be involved in the Christian education of their children

CHURCH ATTENDANCE AND SCHOOL CHOIRS

The choirs from the school are normally asked to sing once a month in worship services. **Choir schedules are published in the "Menu" approximately one month prior to the children singing, and parents are asked to mark their calendars accordingly.** Parents are strongly encouraged to bring their child to the worship service in which he/she is scheduled to participate. It is very disappointing for the choir and the director, as well as the congregation, when a choir does less than its best because of poor attendance. God does not deserve second rate praise; He does deserve our best effort. Through our choirs we desire to make worship services more meaningful for individual choir members and for the congregation. Your cooperation in bringing your child to services is greatly appreciated.

Your child's music teacher will send reminder notes the week of the scheduled time to sing in church. You will be expected to let your child's music teacher know, in writing, if your child will be unable to attend.

PHYSICAL EDUCATION Participation

All students are required to take Physical Education. They are to come to classes ready to actively participate in all phases of the program. If at a certain time they are physically unable to participate the following excuse procedures must be followed.

1. If the student must miss more than two consecutive classes, an excuse from a doctor is required.
2. If the student must miss only one, or at the most two class periods, a written excuse signed by the parent or guardian will be accepted.
3. Pupils unable to participate will either be asked to help with the activity (keep score, etc.) or sent elsewhere for supervision.

Rules

1. All students will be required to have a pair of gym shoes which are to remain at school and are to be worn at school for gym. In order to protect the floor, we will not allow our students to wear gym shoes that might have dirt or sand from the outdoors clinging to them.

Please buy tennis shoes that tie or have Velcro. No "Slip-on" tennis shoes are allowed. Also, please try to make sure that the shoes you buy do not leave black marks on our floors.

2. Grades K-8 should not chew gum in gym class.
3. Grades K-8 should never bring food or beverages into the gym.
4. Grades K-8 should put names on all clothing worn in gym class.
5. Grades 4-8 must have a change of clothes for gym class. Solid colored shirts without writing on them are required.
6. Grades 4-8 students must take gym clothes home on a regular basis for washing.
7. Grades 4-8 gym clothes, shoes, and other equipment must be kept in the baskets whenever class is not in session.
8. Grades 4-8 lockers are to be used during class periods only. Clothes and other equipment should not remain in lockers after class time.
9. Grades 4-8 may only use combination locks (which are provided by the school) on baskets.

PHYSICAL FITNESS TESTING

Students in grades 1-8 will participate in physical fitness testing. Awards are given to students who are able to reach specific levels of achievement on a number of physical fitness tests. The tests include the following:

1. Boys – **Pull-ups**; Girls – **Flexed Arm Hang** (Measures arm & shoulder strength & endurance)
2. **Curl Up** (Measures abdominal & lower back strength & endurance)
3. **50 yard dash** (Measures leg power, speed & muscle reaction time)
4. **Shuttle run** (Measures quickness, agility & muscle reaction time)
5. **Standing long jump** (Measures leg strength & power)
6. **Mile run/walk** (Measures cardio-respiratory endurance)
7. **Sit and reach** (Measures lower back & hamstring flexibility)

We want you to know that your child will be tested in the above areas so that you can let us know if there are any medical reasons why your child should not participate in the events listed above. For instance, most children should be able to participate in a "mile walk/run" however; a child with asthma or a child with a heart murmur should probably not participate or should participate only under guidelines suggested by a family physician. If there are medical reasons for holding your child back from testing in any of the above events, would you please notify us?

In general we want each child to do his/her best – make his/her best effort. However, no child should feel compelled to do more than he/she is physically capable of doing or more than he/she is physically prepared to do.

INTERSCHOLASTIC SPORTS

Programs in basketball and volleyball are currently offered to qualified students in the upper grades. The following rules are to be applied to any organized sports activities including cheerleading.

Sixth, Seventh or Eighth grade students wishing to participate in any of the above sports programs are required to have a physical examination. This policy is the same as the policy at MAPS, and it is designed to protect students who might have undetected health problems that would put students at risk if they participate in sports programs. Sports physicals are currently valid for two years.

To be eligible to participate in interscholastic sports, all student behaviors must conform to the Christian philosophy and principles of the school, and it follows that the student will obey school rules and regulations. Serious violations of school rules and regulations may result in suspension from participation in sports programs.

In addition, to be eligible to participate in interscholastic sports, all students must maintain a "C" average in the eight academic areas: religion, reading, math, English, science, social studies, health, and spelling, and there can be no grades of "F" on a current quarter's report card in these academic areas. Also, students earning an "F" in the fourth quarter at mid-term, may be removed from fourth quarter sports.

A student failing to have a "C" average by mid-term of a quarter will be informed in writing and put on a probationary status with the expectation that grades be improved by the end of the quarter.

A student failing to meet eligibility standards on a report card will not be allowed to participate in sports. The student can have eligibility reinstated on a probationary basis if the substandard grade has been improved by the next quarter's mid-term report.

If a child is deemed to be ineligible to participate in sports, his/her parents may appeal the decision. A hearing will then be held to determine if there are special circumstances that should be considered which could affect the student's eligibility to participate in sports. This can be a sensitive issue and the school will look at each case individually. If the school staff feels that a child is working up to his/her ability and is giving a 100% effort, the staff may permit a child to continue to participate in sports despite the fact that the child is technically academically ineligible. This is designed to serve the child who is not academically gifted, but who is using all of his/her God given ability.

A child will be permitted to participate in only one competitive sport at time. A sport ends when the final tournament has been played.

Parent permission slips must be signed in order for students to participate in interscholastic sports.

Finally, students are not eligible to participate in athletic games or practices if they have missed the school day because of illness or other excused absences.

OVERNIGHT FIELD TRIPS

Overnight field trips are part of the seventh and eighth grade experience at St. John. The nature of the field trips are such that it is impossible to maintain close supervision of all students at all times. It is necessary for all students to act maturely, responsibly, and in ways that warrant the trust of the supervising staff. Students who are unable to exhibit appropriate behavior, in school or outside of school, will not be permitted to participate in these extended field trips.

FIELD TRIPS

The school staff will plan field trips. Children will be transported by bus or by private autos. Prior to taking the trip, permission is to be secured from the parents.

TELEPHONE

The number of the school office is 536-7264. During regular office hours (7:45 A.M. – 4:00 P.M.) the phone will be answered by the secretary, however, you may receive Polly's voice mail if she is away from her desk or on the other line. The school phone may be used for emergency calls only. Teachers and students are not to be called out of class to answer the telephone. If the call is important the secretary will get the message to the student. Students must not use the phone to make calls unless they have first secured permission from a teacher. After 4:00 P.M., callers will hear an automated message with instructions on how to reach an individual or leave a voice mail message for a particular person.

SAFETY PATROL

The Safety Patrol is provided as a safety service for our school children. Students in the Fifth and Sixth grades are eligible to serve on the Safety Patrol upon: At the end of the two years of responsible service a patrol member is eligible to attend a year-end field trip

The Safety Patrol is on duty during the following times:

Morning: 7:40-7:55 A.M.

Afternoon: 2:45-3:00 P.M.

We request that students follow these guidelines:

1. Cross only at corners where patrol members are on duty.
2. Cross a street only after a patrol member has opened his/her flag.
3. Do not run across the crosswalk.
4. Obey and respect patrol members.

HEAD LICE

Students with head lice or nits will be sent home from school and will not be permitted to attend school until the lice and nits are gone.

ASBESTOS

St. John Lutheran School makes a serious attempt to comply with all government regulations that apply to asbestos. Over the years, asbestos containing building materials found to be hazardous have been removed or repaired. A management plan was developed to monitor the condition of all remaining asbestos containing building materials. The location of the plan is the school office of St. John Lutheran Church and School, 1104 E. Third Street, Merrill, WI 54452. The plan shows the location of asbestos containing building materials and the plan for monitoring them. The Principal, Todd Pehlke, is the person designated to work with the asbestos regulations and you may contact him if you wish to see the management plan or if you have related questions. In compliance with asbestos regulations, 6-month periodic surveillance checks are conducted each year in June and December. Results of these surveys are available at the address listed above.

ST. JOHN DOLLARS

St. John Dollars is a program initiated by the Day School Board to make the school more self-sufficient. St. John Dollars are gift cards that you buy and then use to purchase items at participating businesses. St. John School sells these gift cards at full face value (\$10 cash buys \$10 of St. John Dollars), so families do not incur any additional cost by using St. John Dollars. Each time a purchase is made at a participating business using St. John Dollars, 2% to 13% of the purchase is rebated directly to St. John School. All school families need to do, is make their usual purchases for groceries, gasoline and other items with St. John Dollars at participating businesses. A full list of participating businesses is kept on file in the school office. St. John Dollars can be purchased outside the school office following the Saturday evening service, between services on Sunday or in the school office during the week.

HALLOWEEN PARTIES

The majority of our parents want our students to be able to enjoy Halloween the way most of us did when we were kids. However, there are parents (and staff) who get concerned about the origins of Halloween. Some of the things that Halloween traditionally represents would not normally be promoted in a Lutheran school. We are asking all parents and students to be sensitive to these concerns and to follow these guidelines:

1. Please do not send your child to school in devil, witch, bloody henchmen, etc., type of costumes. There are lots of good ideas for costumes that keep things on the lighter side.
2. Please do not send your child to school with hair sparkle or messy make-up as they create a real mess in the bathrooms.
3. For the younger children, please keep costumes simple enough that the kids can dress themselves.

MEDICATION POLICY

1. Parents should notify the school secretary and the teacher whenever a student is required to take medication at school.
2. Whenever school personnel are requested to dispense **Prescription Medication** to a student there must be a **Consent and Instruction form** filled out and signed by the parent and the physician.
3. Whenever school personnel are requested to dispense non-prescription medication to a student there must be a Consent and Instruction form filled out and signed by the parent.
4. No medication will be given without a consent form.
5. The consent form must have specific times for medications. No PRN (whenever necessary) medication will be given. School personnel will not make judgmental decisions as to when medications are necessary.
6. Parents will be requested to provide prescription medication in a properly labeled bottle from the pharmacy including a child's name, name of medication, dose, frequency and duration as well as the physician's name.
7. Parents will be requested to provide non-prescription medication properly labeled in their original container.
8. School Personnel will supervise the taking of the medication.
9. The school nurse will have access to all medication consent forms.
10. New consent forms **MUST** be filled out each school year.
11. School personnel should under no circumstances provide prescription or non-prescription medication to students without following the procedures as outlined above.

Diagnosis and treatment of illnesses and the prescribing of medications are never responsibilities of the school.

CHILDREN WITH SPECIAL NEEDS POLICY

In order to better serve students with special medical needs, a policy has been established by the Day School Board detailing a plan designed to let parents communicate special medical needs of students. A copy of the policy follows. On the reverse side you will find a form to fill out if your child has a special medical need of which the school (teacher, gym teacher, teacher aide, school secretary, principal) should be aware. Please read the policy, fill out the medical plan if necessary, and return it to school. Please bring it to your child's classroom teacher so that a discussion can take place about the special needs. The classroom teacher will communicate with other staff if necessary.

Policy:

A medical plan will be established for children who are under a physician's care for their medical condition and need specific care at school to prevent and/or manage a health condition. The medical plan will identify the child's needs at school, any required modifications in the daily school routine, communication procedures between the school staff and parent(s), and emergency plan. The parent(s) and school staff will establish the medical plan cooperatively. If an agreement cannot be reached between the school staff and parents, the principal will review the situation and determine if the child's needs can or cannot be met at St. John School. If the child's needs cannot be met, the principal will advise the parents that they should seek other school arrangements for their child.

Procedure:

1. Parent(s) will request a conference with appropriate school staff – immediate teachers and school secretary. The parent(s) will obtain a physician's prescription for any medications to be given at school or activity restrictions prior to the conference.
2. The school staff and parent(s) will discuss the child's medical needs, and establish the medical plan prior to the start of school or prior to the implementation of the plan. The school nurse can be utilized as a resource for both the parents and the school staff if further information or education is needed in establishing the medical plan. The parents and any member of the school staff who has direct involvement in the implementation of the plan will sign the "Medical Plan" Form.
3. If the child becomes ill during a class or does not feel he/she can continue to participate in the class or activity, the teacher will excuse the child from the activity. The child will remain in the classroom or an area where he/she can continue to be monitored.
4. Parents will be informed by the school staff per the medical plan when incidents occur.

2010-2011 SCHOOL CALENDAR

September 1 – First day of School
September 6 - Labor Day (No School)
September 10 – Camp Luther – All School (Grades K-8)
September 27 – Fall Food Sale Begins
September 30 – First Grade to Brickyard School
October 1 - Teacher Inservice Day (No School)
October 11 – Picture Day
October 11 – Fall Food Sale Ends
October 28- 29 - Teacher Convention (No School)
November 4 - First Quarter Ends (School in Session)
November 5 - Teacher Inservice Day (No School)
November 8 – Second Quarter Begins (School in Session)
November 13 - Delivery of Fall Food Sale Items
November 24-26 – Thanksgiving Vacation
December 24 – Day School led Christmas Worship Service
December 24 – January 2 – Christmas Vacation
January 20 – Second Quarter Ends (School in Session)
January 21 – Teacher Inservice Day (No School)
January 24 – Third Quarter Begins
March 6-11 – Lutheran Education Week
March 14 – No School (MAPS is in session though)
March 24 – Third Quarter Ends (School in Session)
March 25 – Teacher Inservice Day (No School)
March 28 – Fourth Quarter Begins
March 30-April 8 – Achievement Testing
April 18-22– Easter/Spring Break
May 1 – Eighth Grade Confirmation
May 16 – Eastern Magic Assembly at 2:15 P.M.
May 30 – Memorial Day – No School
June 3 – Last day of school
June 5 – Eighth Grade Graduation **subject to change

SCHOOL HOURS

7:30 A.M. Doors Open
7:47 A.M. Children allowed in hallways
7:55 A.M. Children in Rooms
8:00 A.M. School begins
11:00 A.M. – 12:10 P.M. Lunch & Recess for Grades K-3
12:00 P.M. – 12:45 P.M. Lunch & Recess for Grades 4-8
2:50 P.M. Dismissal of Grades K-8

SCHOOL PHONE NUMBER – 536-7264**CHURCH PHONE NUMBER – 536-4722**

<u>OUR STAFF</u>		<u>EXTENSION</u>	<u>E-MAIL ADDRESS</u>	<u>HOME PHONE</u>
Principal - Grade 7 & 8	Mr. Todd Pehlke	225	tpehlke@stjohn.merrill.wi.us	536-4699
Kindergarten	Mrs. Theresa Smukowski	229	tsmukowski@stjohn.merrill.wi.us	536-7497
Grade 1	Mrs. Ruthann Breitwisch	230	rbreitwisch@stjohn.merrill.wi.us	539-9831
Grade 2	Mrs. Karen Fritz	232	kfritz@stjohn.merrill.wi.us	675-2132
Grade 3	Mrs. Kay Klug	231	kklug@stjohn.merrill.wi.us	536-9661
Grade 4	Mrs. Kathy Hahn	233	khahn@stjohn.merrill.wi.us	536-1073
Grade 5	Miss Anna Kramer	234	akramer@stjohn.merrill.wi.us	212-7418
Grade 6	Mr. John Breitwisch	239	jbreitwisch@stjohn.merrill.wi.us	539-9831
Teacher	Mrs. Laurie Germain	236	lgermain@stjohn.merrill.wi.us	536-9478
Teacher	Mrs. Sherry Koch	235	skoch@stjohn.merrill.wi.us	536-5723
School Secretary	Mrs. Polly Schneider	221	pschneider@stjohn.merrill.wi.us	536-7843
Teachers Aide	Mrs. Shari Samuelson	229	ssamuelson@stjohn.merrill.wi.us	539-2996
Librarian	Mrs. Jennifer Schoneman	238	jschoneman@stjohn.merrill.wi.us	539-8014
Cooks	Mrs. Nancy Porath Mrs. Julie Gehrman	228 228	nporath@stjohn.merrill.wi.us jgehrmann@stjohn.merrill.wi.us	536-7422 536-7045
Upper Grade Choirs	Judith Boldt	237	none	536-8079
Band Director	Mrs. Jennifer Heisinger	237	none	536-4180
Preschool	Mrs. Sue Catlin	285	scatlin@stjohn.merrill.wi.us	536-9356
Preschool Aide	Mrs. Dawn Wallace	285	none	536-1651
Pastor	Rev. David Szeto	224	dszeto@stjohn.merrill.wi.us	536-2960
Church Secretary	Mrs. Kathy Sheridan	222	ksheridan@stjohn.merrill.wi.us	536-5194
Church Finances	Mrs. Julie Losee	226	jlosee@stjohn.merrill.wi.us	536-5976
Custodians	Mr. Dave Schulz Mr. Carl Mewing	242	none none	536-7922 539-0767

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