

St. John's Lutheran School

300 Fourth St. East

Chaska, MN 55318

(952) 448-2526

www.sjschaska.org

DAILY HOURS OF OPERATION

School Office Hours	8:30 AM – 4:30 PM	Daily
Report Absences by Phone	8:30 AM – 9:30 AM	Daily
School Doors Open	9:00 AM	Daily
Classes Begin	9:20 AM	Daily
Classes Dismissed	3:50 PM	Daily
Chapel	9:30 AM	Thursdays
Full Day Kindergarten	9:20 AM – 3:50 PM	

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THE PHILOSOPHY OF CHRISTIAN EDUCATION AT ST. JOHN'S LUTHERAN CHURCH & SCHOOL

OUR MISSION STATEMENT

***St. John's Lutheran School provides excellence
in education, gathering in an environment of
compassion, reaching out and serving others with
the love Christ.***

ST. JOHN'S LUTHERAN CHURCH AND SCHOOL DESIRES:

To teach children about the love of Jesus Christ, that through the Holy Spirit, they may come to know Jesus as their Lord and Savior.

To assist parents and cooperate with them in the task of educating their children in becoming useful and productive Christian citizens.

To allow each child the chance to discover his/her God-given talents and abilities, and to allow those talents and abilities to flourish.

To provide the children of our school with a challenging, motivating, and innovative curriculum, taught by teachers who care about the children's best interests.

To provide a warm, safe, and caring environment in which our children can learn and develop.

To build an atmosphere of caring and sharing, where children learn to respect one another and build the necessary social skills that will enable them to attain success.

To build within our children an understanding of God's great love for them and a desire to be witnesses of that love and good news as they share it with others around them.

To utilize the abilities of teachers, parents, students, staff, and others to achieve these goals.

OUR BELIEFS

At St. John's Lutheran Church and School, we believe that God is the creator of the world. We believe that God, in His love for mankind, sent His Son, Jesus, to suffer, die, and rise again for our sins and salvation. We believe that through God's grace we are forgiven and loved children of God. Those who hold to these truths will, as the *Bible* says, be raised to life on the last day to a glorious reunion in heaven. Therefore, a "total" education includes teaching children that they are, in fact, loved by God and precious in His sight.

THE PURPOSE OF ST. JOHN'S LUTHERAN SCHOOL

St. John's Lutheran School is maintained and supported by St. John's Lutheran Church to aid parents in fulfilling their God-given charge (Ephesians 6:4) to bring up their children in the training and instruction of the Lord. The school strives to meet the needs of the whole child by teaching needed physical and mental skills, and by teaching the child to use his/her life in the honor and service of his Lord and Savior, Jesus Christ.

NATIONAL LUTHERAN SCHOOL ACCREDITING ASSOCIATION

St. John's Lutheran School is a member in good standing with the National Lutheran School Accrediting Association. St. John's meets the national criteria and high standards of the NLSAA.

PART ONE:
THE OPERATION OF ST. JOHN'S
LUTHERAN SCHOOL

ADMINISTRATION

Because St. John's Lutheran School is maintained by St. John's Lutheran Church, the final control of the school rests with the congregation and its governing body, the Voters' Assembly.

In order to achieve greater efficiency and ease of administration, the Voters' Assembly has established a Board of Education. The Board is composed of lay members, an Elder representative, faculty, along with the principal serving as an ex-officio member. The Board of Education establishes major school policies. Members of the Board of Education are ready to listen to concerns parents may have about policies and school procedures. Board members for the current school year are listed on the back cover of this handbook.

ADMISSION POLICIES

DEFINITION OF A ST. JOHN'S MEMBER

Member families are defined as those families where one or both parents and/or legal guardian, along with the enrolled child, are listed on the membership rolls of St. John's Lutheran Church, Chaska. St. John's desires that all members of her church home grow in faith and discipleship.

Active member families will consistently receive God's grace through the many opportunities for spiritual nourishment which come by means of Word and Sacrament. Active members worship faithfully with their families at St. John's. Active members take every opportunity to study God's Word by regularly attending Bible studies and encouraging their children to attend Sunday School. Active members put their faith into action and build up Christ's Church through daily prayer; joyful stewardship of time, talents, and treasures; and support of each other in Christian fellowship. As a responsibility of St. John's Church and School leadership, we will assist you in your daily walk with the Lord. We look forward to our partnership in the ministry God places before us.

CHANGES IN MEMBER/NON-MEMBER STATUS

Any family that begins the school year with non-member status, but then becomes a member during the school year, will have their status changed for tuition purposes. The member status will be effective the month following your formal recognition as members of St. John's Lutheran Church. Requirements for membership can be obtained in the church office or by speaking to our pastor(s). Formal recognition of member status at St. John's Lutheran Church could include a letter of authorization from the pastor to the principal indicating that all requirements for membership have been met.

At the beginning of that month when a family is officially recognized as members, the billing will be changed to reflect the monthly tuition rate for the remainder of the school year. If the entire non-member tuition was paid at the beginning of the school year, then that new member will receive a tuition reimbursement at the beginning of each of the remaining months that will reflect the portion of tuition that is over and above the monthly member tuition charge for the remaining months.

ENROLLMENT PROCESS

If a child has attained the age of five years on or before September 1st, he/she may apply for enrollment in St. John's Lutheran Kindergarten. A child may enter Grade 1 should he/she become six years of age prior to September 1st. Procedures for enrollment include:

1. an interview with the principal and/or the director of the Kindergarten,
2. the completion of all registration materials, and
3. in some cases, a screening test or other similar testing may be administered in order to evaluate academic, social, or emotional development and readiness.

Upon acceptance, health record forms must be completed for the child's permanent record. The transfer of records from the child's previous school will be requested by the principal and included in the child's current file at St. John's Lutheran School. These records are available for parental review, but are to remain in the files at St. John's Lutheran School.

The principal will review all applications for admissions and make appropriate recommendations to the Board of Education for acceptance into St. John's Lutheran School. Registration for the upcoming school

years will begin in January. Registration for the next school year will be the last Monday of January. Enrollment will be open to the public which includes current students, church members and new enrollees.

WAITING LIST POLICY

All students on the waiting list will be required to have a registration form filled out and on file in the school office. The registration fee will be due within one week of the date the student has been notified of acceptance for enrollment.

STAFFING GUIDELINES

The following staffing guidelines provide the framework for staffing related decisions in support of St. John's current mission, vision, educational policies and educational objectives.

1. Utilize the current overall class configuration model for determining staffing needs. This model includes utilizing single tracked or double tracked 1st through 5th grades as appropriate to enrollment and 6th through 8th grades being team taught in a Junior High setting.
2. Staff 1st through 5th grade such that grade levels with 27 or fewer students will be single tracked and 28 or more students will be double tracked.
3. Provide an aid in any single tracked 1st, 2nd or 3rd grade class with at least 24 students.
4. Maintain staffing in the 6th through 8th grade Junior High setting such that the student to teacher ratio remains between 24:1 and 27:1.

TUITION

The Board of Education has a Christian obligation to accept and encourage the enrollment of the children from member and non-member families into St. John's Lutheran School. Such evangelism is pleasing to God. It is also true that this congregation has a Christian duty to exert a wise stewardship over the operation of our day school. Thus, it is reasonable to expect families to assist in the financial support of this institution. To provide for this support, families will be charged tuition for each child attending the school. The following policies relate to tuition matters:

1. Schedule of Fees – Tuition fees are determined in January to coordinate with registration for the upcoming school year.
2. Payment of tuition – Tuition payment for Kindergarten through 8th grade are due in 12 monthly installments from July through June. All families, except those wanting to make full payment in advance, are required to enroll through the TADS program. You choose the day of the month you want your tuition payment to be withdrawn from your account. When an account is 30 days overdue, a contact will be made with the parent or guardian by phone and/or mail. See TADS on our website (www.sjschaska.org) for our financial agreement.
3. Tuition assistance is available through the “Little Lambs Tuition Fund.” Applications must be filled out through TADS by April 15th.
4. **The registration fee that accompanies the registration form is non-refundable.**

*(Or until satisfactory arrangements have been made, in writing, with Administration and/or Board of Education.)

CURRICULUM

Recommended courses of study from the Lutheran Church Missouri Synod and the State of Minnesota form the foundation for the curriculum at St. John's Lutheran School. These governing bodies set the standards of preparation for graduates of St. John's Lutheran School. Students are well prepared for secondary education at any Lutheran or public high schools.

The curriculum at St. John's Lutheran School is designed to be challenging, exciting, and motivational in nature. Classes are taught in an atmosphere of warmth and caring, holding to the truth that children who feel safe and happy will also be better learners. Caring and nurturing teachers provide students with the skills necessary to succeed in school, feel good about themselves, and develop a healthy attitude about learning.

St. John's Lutheran School begins and ends each day with prayer. We instruct our students in Christian morals and values. We teach what God's Word has to say to them in a practical way so that the children can learn Christian discernment and application in their daily life.

CONTENT

St. John's Lutheran School has a printed Curriculum Guide for parents and staff. A copy can be requested in the school office. This guide details the curriculum selection process and addresses each area of curriculum taught in each grade level. A summary of content of the curricular studies at St. John's Lutheran School follows:

Religion	worship, <i>Bible</i> study, <i>Catechism</i> instruction, memory work, and confirmation
Language Arts	reading and literature, English grammar, spelling, research, creative writing, public speaking, and handwriting
Mathematics	number concepts, computation skills, problem solving, and foundations for algebra and geometry
Social Studies	elementary sociology, cultures, geography, history, citizenship, and current events
Science	laboratory experiences and foundations for physical science, life science, earth science, and chemistry
Health	God-pleasing attitudes about oneself, mankind, God's gift of sex and sexuality, and the environment
Physical Education	basic movement, rhythms, tumbling, and a variety of activities, games, fitness, and team sports instruction
The Arts	art and music appreciation, choir, elements of instrumental music, drawing, painting, and crafts
Computer Studies	basic computer knowledge, keyboarding skills, word processing, research skills, and appropriate use of the internet
Spanish	Spanish is offered to students in grades K-8

To supplement our curriculum, St. John's Lutheran School schedules special events such as musicals, choral and instrumental programs, class trips, guest speakers, and outdoor education opportunities.

CONFIRMATION

A two-year period of special instruction in the fundamentals of Christian doctrine is given to all children in grades 7-8. It is intended as a preparation for confirmation into church membership. Confirmation classes meet weekly from September through May. Confirmation will be held on Wednesday afternoons from 2:45-3:45 pm and Sunday mornings from 9:30-10:30 AM.

TEXTBOOKS AND SUPPLIES

All textbooks are loaned to students. Some textbook assistance, requested by parents, is available through the Block Grant from the State of Minnesota. Materials with religious content are not included in this program. Not all textbooks and materials are provided through this program. Many supplies and books are purchased through the budget of St. John's Lutheran Church.

Children are expected to take good care of the materials. Fines will be assessed for damaged textbooks. Parents will be expected to pay for lost books.

A list of school materials to be supplied by families throughout the school year will be made available prior to the start of each new school year.

REPORT CARDS

At the end of each quarter, parents will receive a summary of their child's achievement for that quarter on the Fast Direct website. Teachers will also include a summary of behavioral and social skills. This report is intended to serve as a help and guide in best serving the needs of the child. It is in no way intended to put down the child or frustrate the parent. Parent-teacher communication is a key element to success and happiness.

HONOR AND MERIT ROLL

After report cards are issued each quarter, the school will publish an Honor and Merit Roll for students in grades 6-8. Students who have achieved a 3.7 and above Grade Point Average (GPA) on a 4.0 scale will be placed on the Honor Roll. Students who have earned a GPA of 3.25 -3.69 will be placed on the Merit Roll.

GRADING SCALE FOR GRADES K-2

We at St. John's Lutheran School feel that competition for academic grades in the primary grades is not healthy. In this special grading system, the students are not graded based on the performance of other students, but rather on their own ability and progression through the year.

KINDERGARTEN

- C Shows consistent progress in skills; has good grasp of the materials
- I Show improving progress in skills; could use extra practice or improvement in the skills or habit
- B Shows beginning skills; will continue to work on them
- Blank No mark indicates that the skill was not assessed this grading period

GRADES 1-2

- E: Given in cases where a student has shown exceptional work.
- S+: Given when a student has put extra effort into his/her work and is showing great improvement.
- S: Given when a student is working to his/her potential.
- S-: Given when a student is not working to his/her potential. Students are always expected to improve in this area during the next grading period.
- N: Given when improvement needs to be shown by the student.
- U: Given when a student has done unsatisfactory work. The student will need to redo the unacceptable work.

GRADING SCALE FOR GRADES 3-8

A	100-95% (4.0 GPA)	C	77-75% (2.0 GPA)
A-	94-91% (3.66 GPA)	C-	74-71% (1.66 GPA)
B+	90-88% (3.33 GPA)	D+	70-68% (1.33 GPA)
B	87-85% (3.0 GPA)	D	67-65% (1.0 GPA)

B- 84-81% (2.66 GPA)
C+ 80-78% (2.33 GPA)

D- 64-61% (.66% GPA)
F 60% OR BELOW

BEYOND CURRICULUM

CHAPEL SERVICES

Every Thursday morning, the children in grades K-8 worship together in a service led by the pastor, a faculty member, or a guest speaker. An offering is collected each week in support of a specific Christian mission project. The principal and teachers welcome suggestions for such projects. You are welcome and encouraged to worship with your child at these chapel services.

CHOIR

The children's choirs assist St. John's congregation in worship services by sharing the Gospel message in song. Participation in choir is part of the music curriculum for all students in grades K-8.

BAND

St. John's contracts with Mayer Lutheran High School to offer weekly lessons in instrumental music. Students receive instruction in music theory and playing technique. More information about the band is available in the school office.

ATHLETICS

The opportunity to participate in athletics is available to students in grades 5-8. Younger children may be included on teams to fill rosters as needed. St. John's Lutheran School competes primarily with Lutheran grade schools in Carver County, as well as in tournaments and other special contests. Sports such as flag football, cross country, volleyball, basketball, track & field are offered.

A separate Athletic Policy Handbook will be distributed which outlines procedures and policies for participation. A special parent meeting is held at the beginning of each school year with the athletic director.

A parent must accompany students in grades Kindergarten through 5th staying for the athletic events. Students in grades 6th – 8th must have

written permission to stay and remain in the gym with appropriate behavior.

CROSSING GUARD POLICY

A hand-held “STOP” sign should be used by a supervising teacher or designated student when any students are attempting to cross at any intersection during the school day. The sign should also be used when any students are attempting to cross any streets while students are on a school-sanctioned walk or field trip.

TRANSPORTATION POLICY FOR FIELD TRIPS

A licensed school bus driver and bus will transport students on field trips depending on size of class and distance during the school day. Trips that are within walking distance will not require the use of a bus. Transportation for after school sports events and other after school activities will not require a bus. All class trips and outings that take students off school grounds require parent notification and a signed permission form.

All chaperones for fieldtrips need to be age 21 or over. Chaperones on fieldtrips will be responsible for assigned groups of students, their safety and their whereabouts.

No siblings are allowed on class fieldtrips. All drivers will need to have a copy of their Driver’s License and Proof of Insurance in the school office before they are allowed to drive.

LUNCH

A school hot lunch program is served on a daily basis at St. John's Lutheran School. Children also have the option of bringing their own lunch. The cost of each lunch will be determined by School District 112 and includes milk. **Any parent or siblings wishing to eat lunch with their child should call and order their meals before 10:00 AM.**

The food is provided to us from District 112 and prepared in St. John’s Lutheran School kitchen. The menu will be published in the *St. John’s News & Notes*.

Under the National School Lunch Program, free and reduced price lunches are available for those families that meet eligibility guidelines.

Any interested party may review copies of this policy. Please contact the school office.

Checks should be made out to “**District 112 Food Service**” and either brought to the school office or mailed to:

District 112 Food Service
11 Peavey Rd.
Chaska, MN 55318

If you have further questions, please call District 112 Food Service at 556-6150.

RECESS

Scheduled recess will take place most school days for students in grades K -8. Students will need to wear jackets, boots, gloves, and hats that match weather conditions for that day. Inappropriate dress for outside may result in not being allowed outside for that day. In case of low-degree temperatures, snow, high winds, or rain, recess will take place indoors. In the event your child has a temporary medical condition requiring his/her exclusion from recess, a note from your family physician will be required with the reason and length of exclusion. Children who remain inside during recess will be expected to work independently on a quiet activity. Children are allowed to bring athletic equipment from home with parental permission which includes the following: basketballs, soccer balls, tennis balls, footballs, mitts. Any sporting equipment that has a handle will not be allowed! The school is not responsible for lost or stolen equipment or injury. NO flip-flops or backless sandals are allowed on the playground.

LIBRARY

Students have the privilege of being able to have 2 books checked out at a time throughout the school year. In the last 2 weeks of school, if a student has overdue books, they will receive notice to return the books by the following week. By the final week of school, if your child has an overdue book, a fine will be assessed and the money will be due by the end of the school year. Also note, if a book is damaged more than normal wear and tear, a fine may be assessed.

AWARDS

At the close of the school year, awards will be presented to students at specially designated events. Awards are given to recognize scholastic achievement, school attendance and co-curricular participation.

SCHOOL-HOME COMMUNICATION

Parent-school communication is critical to the success of our partnership. Ideally, communications are frequent and written. Several mechanisms exist to keep this process ongoing. These include the *St. John's News & Notes*, Fast Direct, the school calendar, parent-teacher conferences, School Reach, email, and the monthly church newsletter.

ST. JOHN'S NEWS & NOTES

A school newsletter will be posted on the website (www.sjschaska.org) and sent to homes through email. The *St. John's News & Notes* communicates upcoming events and acknowledges student achievements. Parents and students are encouraged to let the school office know about special accomplishments and notices in order that they can be included.

FAST DIRECT

St. John's utilizes Fast Direct for attendance, report cards and missed assignments. Please familiarize yourself with Fast Direct and use it often. Access codes will be given to parents by the school office.

SCHOOL CALENDAR

A projected school calendar for the next school year will be distributed in the Spring before the new year. Established dates in the calendar may be revised.

PARENT-TEACHER CONFERENCES

During the first academic quarter, parents and teachers will meet to discuss each child's progress. It is hoped that this conference will foster positive home-school partnerships while sharing insights and information about each student's spiritual, behavioral, and academic growth. Optional spring conferences will be available in April. These

conferences will be set up either by the teacher or parent request. For other conference needs, contact may be made to or from the individual teachers. For special circumstances in which contact and conference efforts have been unproductive, the Principal may be asked to assist.

SCHOOL CLOSING INFORMATION

In the event of bad weather, WCCO radio (AM 830) and television (Channel 4) will broadcast this information. This judgment is made by District 112, which provides our bus transportation. When Eastern Carver County Schools OR “St. John’s Lutheran, Chaska”, is announced as closed, **all school events** will be cancelled for that entire day. You will also be notified of school closings through the “School Reach” phone system.

FIRE & TORNADO INFORMATION

FIRE PLAN

Fire drills will be conducted an average of once per month, weather permitting. The alarm will sound with one continuous tone. Prior to the drills, students will be instructed in a plan of action that will ensure that everyone leaves the building in an orderly fashion. Pushing and shoving will not be allowed. Students will be advised by their teachers as to the location where they are to gather outside in the event that an alarm sounds. The individual escape route map is near each classroom door.

TORNADO PLAN

During tornado season, students will participate in tornado drills and preparedness. All teachers will instruct their students as to the proper procedure for responding to the tornado alarm. Students will proceed to the designated areas (as instructed by their teachers), kneel or crouch down facing the wall, lock their hands on their heads, and wait for directions from the teachers or principal.

SAFETY PROCEDURES

St. John’s has a detailed school crisis intervention / safety procedure manual. Parents may review this manual by making an appointment to do so with the school secretary.

PART TWO: **PARENTAL PARTNERSHIP**

Though several methods are used for regular, weekly communications between home and school, a need may arise for parents to be in immediate contact with their child's teacher. To facilitate this, contact through emails. For needs of a non-emergency basis, you may call the school office and be transferred to the teacher's voicemail. Messages may be left and the teacher will contact you as soon as possible. You may also send your request in note form with your child. Teachers likewise will be attempting to communicate by notes and calls when an immediate need for discussion arises. Please insure school-home contact by filling in information on the TADS and Fast Direct websites. Include an up-to-date set of phone numbers where someone can be reached in the event of your child's illness or injury.

HOMEWORK

It is requested that parents check with their child on a daily basis about what assignments are due and what they involve. Though students are given opportunities during the day to complete many daily assignments, special projects and homework will be a natural part of school life. If you find your child bringing home large amounts of homework on a daily basis, you may wish to discuss this with the classroom teacher. On average students should not have more than 10 minutes of homework per grade level per day. (*Example: 3rd Grade = 30 minutes*)

When students have make-up work due to excused absences, the teacher will communicate all assignments missed. For each day absent the student will have 1 day to make-up work, for example; if a student is gone 2 days they will have 2 days after their return to make up the missing assignments. After the allotted time, the work becomes late. For homework that is not handed in on time, the student will receive 10% off each day for 3 days. After 3 days, the score for the homework becomes a Zero. Missed assignments can be viewed on Fast Direct after teachers have entered the assignment in the grade book. Those requesting planned absences must communicate a minimum of 1 week prior to departure.

Sometimes because of extended illness or other reasons, you may receive an "incomplete" for a grade at the end of a marking period. Generally, you will have two weeks to complete the work in that class

and change the incomplete to a grade. Failure to complete the work results in zero credit for the incomplete assignments. No credit leads to a lower grade and a lower grade may result in failing the class for the year.

SCHOOL ATTENDANCE

St. John's Lutheran School is required to keep track of absences and tardiness and report cases of educational neglect and truancy to the proper authorities. In the event that a student is absent for more than 10 days, St. John's Lutheran School will contact the family. If absences continue, Social Services will be notified. The State of Minnesota recognizes the following as legal, excused absences from school:

1. Sickness of the child.
2. Death in the immediate family.
3. Quarantine.

If your child will be absent from school for any reason, **PARENTS** (not students) **MUST** contact the school office by 9:30 AM. This is for the safety of the children. The school makes the final decision on whether an absence is excused or unexcused even though a parent/guardian has sent an explanation for the absence.

If the child has a medical or dental appointment, the child will be excused. The school does request, though, that appointments be scheduled for times other than school hours if at all possible. **St. John's Lutheran School recognizes that family time is very important but we recommend that family vacations be taken during times when school is not in session. Although planned, these will be counted as unexcused absences. All school work must be made up.**

If a child is not in school by 12:00 pm they will not be allowed to participate in an extracurricular activities i.e. games, concerts, plays. Any child that leaves school early will not be allowed to come back for any after school activity.

STUDENT TARDINESS POLICY

Tardiness can interfere with a child's progress in school. Tardiness also interferes with classroom activities and instruction during the day. Children should arrive a few minutes before the start of the school day

to prepare for the day's planned events. A student will be considered tardy if he/she is not seated in his/her chair by the official start time, currently 9:20 A.M.

In the event that a student is tardy 5 times during a quarter, a letter will be sent home to the parents of the student. This will alert the parents to the concern of the school and encourage the parents to make every attempt to get their children to school on time.

In the event that the student is tardy and the parents continue to allow the child to arrive late to school, the principal and parents, will meet in order to resolve the problem in a Christian manner. If no resolution is reached, the matter could be turned over to the social services department. The option of expulsion could also be exercised.

Note: Any student arriving after the scheduled start time should be checked into the school office by the parent before going to their classroom. Any student leaving school prior to the scheduled dismissal time MUST BE CHECKED OUT OF THE SCHOOL OFFICE BY THE PARENT OR LEGAL GUARDIAN BEFORE LEAVING THE BUILDING.

REQUIRED PARTICIPATION

Your child's participation in designated, special, school-sponsored events is an indication of the strength of our partnership and the degree of support of St. John's Lutheran School. Required participation events typically include choir performances, school fairs, and plays. Special consideration will be given to those who excuse their absence ahead of the scheduled event.

CLASSROOM VISITATION

Parents and prospective students are welcome and encouraged to visit while school is in session. Anyone wishing to visit the school should call ahead and must register in the school office upon arrival. Advance notice is appreciated by classroom teachers and school staff. Special visiting days during the school year will also be scheduled and announced.

CHURCH AND SUNDAY SCHOOL ATTENDANCE

Attendance at church and Sunday school is a practice vital to your child's total education at St. John's Lutheran School. For this reason, families are encouraged by our teaching staff to attend church and Sunday school at their home congregations. Your child's attendance is recorded on a weekly basis by his/her classroom teacher.

PARENT-TEACHER LEAGUE (PTL)

Every parent whose child attends St. John's Lutheran School is a member of the Parent-Teacher League. It is the intent of the PTL to use the talents and resources of parents to support the school. Parents will be invited to serve on committees, to become involved in certain projects, and to participate in informative and fun monthly meetings and/or events. Special topics will serve to help our school and homes work to raise up our children in the best way possible. PTL meetings and events will be advertised in the *St. John's News & Notes*.

FUNDRAISING

Several fundraising efforts occur during the school year which are organized by the school or the PTL. Funds earned from these projects are contributed to a worthy cause or are used to purchase non-budgeted items for school use. Your support of these projects enriches the program of Christian education at St. John's Lutheran School, and helps us to purchase much needed educational items that enhance our curriculum. A few of the on going fundraising opportunities at St. John's are Campbell Soup Labels, Boxtops for Education, Target Take Charge of Education and Matson Marketing – recycling used ink cartridges. The PTL typically organizes two major fundraising projects per year.

Fundraising to support our annual 8th grade trip to Washington DC, 6th & 7th graders will participate in four voluntary fundraisers throughout the year.

In the Spring there is an “*All for One*” Dinner and Auction event which raises money for the school.

We recognize that fundraising is a reality in our Lutheran church and school. Although we appreciate everybody's willingness to participate in fundraising efforts it is important to have a process. Because of IRS

laws and regulations, we require that all fundraisers obtain prior approval from the administrative team along with St. John's Lutheran Church treasurer. This will allow us to control the "fundraising market" while at the same time being current with IRS laws.

THRIVENT CHOICE DOLLARS

Policyholders with Thrivent Financial for Lutherans are able to make donations to the school each year that is matched by this organization. Check with your Thrivent Financial for Lutherans representative for more information. Details are also available in the school office.

Parents are encouraged to support St. John's Lutheran School through any work-sponsored matching gift programs.

ARRIVAL AND DISMISSAL

Parents should drop their children off in the morning no earlier than 9:00 AM. Please do not drop off your child(ren) before 9:00 AM unless prior arrangements have been made with a specific teacher or your child is attending before school care. All students, whether they arrive by bus or by car, will enter through the front glass doors (all other entrances will be locked), and must immediately proceed into the school. Students may proceed to their classrooms at 9:00 AM. Any student arriving before 9:00 AM will be sent to the Before School Program and be charged the \$8.00 fee.

Any child not picked up by 4:00 PM will be sent to the After School Program and charged the \$8.00 fee. Students will not be allowed to loiter or roam around the school after classes are dismissed for the day.

PLEASE NOTE: To avoid confusion and for the safety of our students, any changes to a student's after school transportation plans (e.g. not ride the bus as usual, go home with someone else, etc.) must be in written form, signed by the parents or legal guardian. Parents making changes to their child's end of day plans need to call the school office. Teachers DO NOT always have the opportunity to read emails at the end of the day and the class may have a substitute who does not have access to the email. No calls for a change of arrangements for after school transportation will be taken after 3:20 P.M. for that day. Any bus student who says he or she is not to ride the bus, but has no written note indicating so, will be sent home on the bus.

Students who do not ride the buss will go to the “walkers line”. Students will be escorted to the designated pick-up spot to meet parents. Parents should **NOT** pick up children in any location other than the designated area.

PARENTS AND VISITOR IN THE BUILDING

Parents may escort children to classrooms and lockers until 9:20 am. At 9:20 the school day is “in session”. While school is in session (9:20 am- 4:00 pm) the following protocol will be followed.

- All parents and visitors will sign in and check out in at the welcome desk or school office.
- All parents and visitors will be given a badge that **MUST** be worn while they are in the building.

DRESS CODE

One clear area of parental partnership with the school is the appearance of our students. Parents should use good judgment and discretion in what their child wears to school as well as to their physical appearance. Our bodies are God’s temple and we want our students to reflect that in their appearance. Our school dress policy is based on the premise that a student wearing clothing that is clean, in good repair, and appropriate for the weather, the child’s age and the child’s body is best able to focus on learning **The following should guide student dress and appearance during the school day and at any school function:**

Clothing should be appropriate for the weather.

Sunglasses and hats should be removed inside the building.

Undergarments (e.g. boxers, bra straps) should remain *under the garment!*

Clothing that displays offensive, distasteful or un-Christian messages is not acceptable.

Clothing should allow for only minimal and appropriate skin exposure (midriff, shoulders, chest, thigh).

The length of shorts and skirts should be tasteful. Fingertip length when the arms hang at the side is a good guide.

Shoes and sandals should allow for children to play safely. Sandals worn outside should have backs. No flip flop sandals will be allowed outside for recess. No shoes with wheels will be allowed.

With the exception of pierced ears for girls, body piercings are not appropriate for our students, nor are permanent tattoos.

A school dress policy cannot take into consideration every aspect or style of dress and appearance. Judgments regarding proper appearance shall remain the responsibility and privilege of the classroom teachers.

Any style of dress or appearance that the teachers or administrators find to be inappropriate will not be allowed.

For physical education classes, children must have non marking soled tennis/athletic shoes used solely for gym class. Students in grades 5-8 are required to wear a St. John's Lutheran School P.E. shirt for gym classes. P.E. shirts are available for purchase at the school office.

LOCKERS

Students in Preschool through Grade 8 will receive a locker. Lockers can be used for storage of school items and can be decorated on the inside if done in good taste. All materials used to decorate lockers must be removable without leaving residue (no permanent markers) or damaging lockers. Anything used to decorate lockers must be removed at the end of the year.

No student will be allowed to enter another student's locker without permission. In the event that this happens, the offending student will lose all locker privileges for a specified period of time as designated by the Superintendent and/or principal. The student may also be placed on the school discipline step system.

All lockers are the property of St. John's Lutheran School. **St. John's Lutheran School reserves the right to search any locker at any time.**

STANDARDIZED TESTING

Iowa Test of Basic Skills assessment is administered in the spring to grades 2-8. The *Dynamic Indicators of Basic Early Literacy Skills (DIBELS)* and the *DIBELS Math* are brief sub-tests administered 3 times per year (September, January, and May) to track student progress and skill mastery. The *Explore* placement test is given to eighth graders prior to entering High School. Results of these tests are sent home to parents.

STUDENT ILLNESS AND INJURIES

Sick or injured children will be sent to the school office. There is a school nurse on duty each day. If the nurse is not on duty, the office personnel will evaluate the situation, treat the student as needed, and contact the parents and/or doctor's office as needed using the emergency information supplied by the parents. **Under no conditions are students to leave or be taken home during the school day without first checking out through the school office.** . In the event your child has a temporary medical condition requiring his/her exclusion from recess and Physical Education class, a note from your family physician will be required with the reason and length of exclusion.

TO SEND OR NOT TO SEND

If your child has had a fever of 100 degrees or more, he/she should stay home for 24 hours AFTER the temperature returns to normal (this is without being medicated). If you child has vomited or had diarrhea, the child should not return to school until 24 hours after the last episode. If your child has an undiagnosed rash, please contact your doctor before sending him/her to school.

MEDICATIONS

Any student requiring prescription OR over-the-counter medication during the school day **must** have a consent form signed by the physician and parent **before** the medication can be dispensed at school. This form is available through the school nurse. The school nurse will administer medications. In the event that the nurse is not available, other staff, as designated by the Principal, will dispense the medication. No medication is to be kept in student desks or lockers.

All medication (prescription, over-the-counter and homeopathic medication should be **in the original bottle or package**. **Medications sent to school in envelopes or baggies will not be dispensed.**

SPECIAL OCCASIONS / BIRTHDAYS

All snacks and/or treats brought to the classroom for special occasions by the students must be store bought and packaged. It is advised that if you bring birthday invites to school they include ALL students, otherwise please mail them.

NUISANCE ITEMS – (RADIOS, CELL PHONES, TOYS, GUM, & CANDY)

No electronic devices may be used during school hours.
No gum may be chewed at school. Other food items should be eaten only at snack time or lunch unless the teacher gives special permission.

Cell Phone/Electronics Policy

When a child enters the building all phones/electronics should be turned OFF and put into the backpack until 4:00 pm. If a child needs to use their phone/electronic they need to ask permission from a teacher.

Consequences for choosing not to follow this policy:

1st time: Will result in a warning and the child will be told to put it away.

2nd time: The child's device will be taken away until the end of the day.

3rd time: the Child's device will be taken away and given to the Principal. A parent must come to the office during school hours to pick-up the device. There will be a \$10.00 fee paid at this time.

**Continued abuse of this policy will result in a meeting with parents and principal.

GRIEVANCE POLICY

As a Christian School we are instructed in God's Word (Matthew 18: 15-20) to conduct ourselves in a caring, loving manner as it relates to conflict. The following process will be used when necessary.

It is imperative that any concern or grievance be directed to the teacher. If the matter is not resolved to the parent's satisfaction, then the grievance should be submitted to the school administrator in writing. The administrator will set up a meeting between the teacher, the parent and administration. If the matter is still not resolved, the parent should contact the Chairperson of the Board of Education.

After reviewing the grievance, the Board of Education, along with the Principal and possibly Pastoral staff will exercise their authority in making a final decision.

The time line of this process will not exceed 2 weeks.

DISCIPLINE & STUDENT BEHAVIOR

Discipline at St. John's Lutheran School is intended as a complement to learning as well as a plan for developing Christ-inspired behaviors. The purpose of the discipline plan is to assure a learning environment that is safe, enjoyable, and conducive to learning. Rules are communicated clearly and frequently. Positive behavior will be recognized and rewarded with positive consequences. The whole idea is to expend more effort recognizing the positive behaviors than the negative.

Children at St. John's Lutheran School are expected to act like Christian citizens. They should exhibit Christian conduct and sportsmanship at school, extra-curricular activities, on the bus, and in their home communities and neighborhoods.

BULLYING PROHIBITION POLICY

A safe environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, contracted service providers (bus drivers, food service workers, etc.), and volunteers should demonstrate appropriate behavior, treat others with civility and respect, and respond to incidences of bullying. St. John's believes that positive behavioral expectations must be set, and requires the development of a Bullying Prevention Program and its implementation at school.

The term bullying includes, but is not limited to, intimidating, aggressive, humiliating behavior or intentional "harm doing" by one person or group. It may be a single incident or carried out repeatedly over time. It may be targeted toward an individual or group.

Bullying behavior includes, but is not limited to:

- Verbal, written, or electronic; such as insulting someone or making threats
- Psychological; such as spreading rumors or shunning the individual
- Inappropriate physical behavior; such as gestures, punching, or hitting the person

CONDUCT IN THE CLASSROOM

Your child's classroom teacher will communicate acceptable classroom behaviors, expectations, and consequences for good and bad choices. Students are expected to show respect to their teachers, parents, other staff members, volunteers, and each other. A few of the general classroom rules include following directions, keeping hands and feet to oneself, and always showing respect to others. Any damages to school equipment incurred by students will be the responsibility of their parents.

CONDUCT IN THE HALLWAYS

Students will walk quietly and safely in the hallways. No running, pushing, skipping, or sliding on the railings will be allowed in the hallways or stairwells.

CONDUCT AT RECESS

- A. Students will wait inside the building by the designated door for the playground supervisor before exiting for recess. The entire recess will be observed by the supervising teacher and volunteers to insure safe play.
- B. Students using the north field will wait at the stop sign and walk through the crosswalk only with the playground supervisor's direction. Students will return in the same manner.
- C. Students will play without striking or disturbing classmates on the playground so as to assure a relaxed and safe play period. Students who play too aggressively will be removed from the activity until they can agree to play properly.
- D. All equipment will be used in the manner it was designed for. Proper care of play equipment is essential for use and enjoyment throughout the year. Damaging equipment through improper use will result in assessing full replacement price to the student's family.
- E. Students can contact the supervising teachers or volunteers if problems arise during play and request help in solving the problem.
- F. No throwing of rocks, snowballs, sticks, or any other objects (balls, Frisbees, etc. are exceptions) during any part of the school day.

- G. Failure to behave properly during recess may result in a loss of playground privileges.

CONDUCT IN THE BATHROOMS

When students use the bathroom, hands should be washed and lights should be left on before leaving. There should be no loud talking or “horse play” at any time. Paper towels should be placed in the waste cans. Any problems with faucets or toilets (leaking, overflowing, etc.) or any other emergencies should be reported to the teacher immediately.

CONDUCT IN THE CAFETERIA

During lunch, the students are encouraged to visit quietly and enjoy one another’s company. No loud talking, “horse play”, or throwing of food will be allowed. Any student who damages the school’s silverware will be billed the full replacement price for each item. We discourage students from sharing or trading food to help limit the spread of germs. Teachers and lunch supervisors will monitor the lunchroom to ensure the safety of all students.

CONSEQUENCES FOR NEGATIVE CONDUCT

In the event that a student consistently and intentionally chooses not to follow the classroom rules, the teacher will send the student involved to the Principal, and the following steps will be taken to correct the problem:

Discipline Step Program

1. **First Violation:** Repentance and forgiveness are exchanged in the presence of the Principal or another staff member. Parents will be notified of the situation. In the event that repentance is not demonstrated, the student/s will automatically move to step 2.
2. **Second Violation:** The Principal will meet with the student to rectify the problem. Repentance and forgiveness will be exchanged in the presence of the Principal. The Principal will alert the parents of their child’s status in the program by phone and/or letter.
3. **Third Violation:** The Principal will meet with the student to discuss the problem. A meeting will be set up that will include

the Principal, the student(s) involved, parents, and a pastor. A two-day suspension will occur, and **the student will be placed on probationary status for the remainder of the school year.** The Board of Education will be officially notified. Parents will receive a summary letter.

4. **Fourth Violation:** The Principal will meet with the student. **The student will be temporarily suspended pending Board of Education action.** The Principal will notify the parents by phone and letter, and the Board of Education will meet in special session. The Board will listen to any concerns expressed by the parents before a final decision on expulsion is made. A final report will be sent to the parents.

These consequences were developed to encourage students to work together, and to lead lives as Christ would have us lead. These consequences will be implemented impartially and consistently. Failure to follow through with a consequence will result in an automatic move to the next step.

Very rarely do we see a student consistently and intentionally exhaust all of the above steps. In most cases, when rules are clear and consistent, teachers rarely have to go beyond step 3. **Parental support is clearly the key!**

Records of any student on step 1 or 2 will be cleared at the mid-term of the school year. Records of students on step 3 will not be cleared, and those students will remain on probation for the remainder of the school year.

Note: Additional consequences may be required in some cases. Consequences may be increased or modified at the Principal and Board of Education's discretion. All actions will be generated in a Christian spirit, with proper use of Law and Gospel.

THERE ARE SOME UNACCEPTABLE BEHAVIORS THAT COULD AUTOMATICALLY PLACE A STUDENT ON STEP 4, BYPASSING STEPS 1-3. POSSIBLE EXPULSION FROM ST. JOHN'S LUTHERAN SCHOOL COULD RESULT. THESE MIGHT INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- A. Physical assault against another person.
- B. Being cited, arrested, or convicted of a criminal act on or off school property.
- C. Drug, tobacco, or alcohol use or possession.
- D. Stealing.

- E. Vandalism.
- F. Truancy.
- G. Excessive tardiness.
- H. Disrespect or defiance displayed to those in authority.
- I. Harassment of others physically, racially, religiously, sexually, or in any other manner.
- J. Violation of the weapons policy of St. John's Lutheran School.
- K. Improper use of the school's computers or internet service.

WEAPONS POLICY

All weapons or instruments that have the appearance of a weapon are prohibited within St. John's Lutheran School and Church including school buses, field trips, or any other school-related activity. Weapons include, but are not limited to: firearms, knives, clubs, tazers, metal knuckles, numchucks, mace, explosives, etc. Any violation of this weapons policy will be met with quick and immediate action. Consequences for such violations will include, but not be limited to, the following steps:

1. Any weapon will be confiscated immediately.
2. The violation will be immediately reported to the police.
3. Parents will be contacted immediately.
4. A suspension will begin immediately.
5. A meeting between school officials and the parents will take place to determine a course of action.
6. If a suspension occurs, the student will not be allowed back into school without a written report from a counselor.
7. A plan of spiritual guidance and Christian support would be made available to the family by way of the pastor, Principal, and the Board of Elders of St. John's Lutheran Church.
8. All decisions and consequences set forth will be carried out with the best interest and safety of all students in mind, and only after prayerful thought, deliberation, and a good measure of Christian guidance from our loving Lord and Savior.

Note: A more detailed description of the above policy is available in the school office.

DISCRIMINATION/HARASSMENT POLICY

St. John's Lutheran School has a written discrimination, harassment, violence, and abuse policy in place. A complete copy of the policy is available through the school office. Below are sections 6-10 of that policy:

6. Therefore, on the basis of Scripture, St. John's Lutheran Church and School will not tolerate any discrimination or harassment of persons relating to a person's race, sex, national origin, age, or handicap.
7. Discrimination or harassment of any nature is a serious offense and will not be tolerated. Retaliation against a person who makes charges of discrimination or harassment will also not be tolerated.
8. Those persons who believe they have been a victim of any type of discrimination or harassment should report the incident to the administrative pastor, visitation pastor, Principal. These servants then have the responsibility to document the incident and take appropriate action.
9. The action taken by the above servants will be determined based on the incident and as mandated by Scripture, the guidelines of which are stated above.
10. This policy applies to all staff, students, and sub-contracted workers while acting under the auspices of St. John's Lutheran Church and/or School.

STUDENT EXPECTATIONS AND RESPONSIBILITIES ON SCHOOL BUSES

The school bus driver is responsible for the orderly entry, transport, and exit of the school children. The driver will enforce the following regulations as established by Independent School District 112, and endorsed by the Board of Education of St. John's Lutheran School.

SAFETY AND BUS MANAGEMENT

1. The bus driver is the responsible authority on the bus.
2. Students will board and leave the bus only at specified stops.
3. Students will remain at a safe distance from the bus when buses are arriving or departing from their stops.
4. Pick-up times are established, and students will be on time at designated stops.
5. Students will go directly to their seats. Students will stay seated when the bus is moving.
6. Backpacks, musical instruments, and other large items must be handled by students in such a way as to not come in contact with other students or obstruct aisles.
7. For safety and cleanliness, food and drink are prohibited.

8. Only authorized students may ride the school buses. Written permission must be secured if non-regular riders are to be admitted to buses.
9. Drivers will assign seats to all students when necessary.
10. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.
11. Students will not engage in noisy or boisterous conduct that might distract the driver.
12. Students will not use profane or indecent language.

STUDENT BEHAVIOR ON THE BUS

1. Students will not tamper with emergency doors or safety devices.
2. Students will not throw, shoot, or spit objects out, in, or at the bus.
3. Students will not damage or deface the buses in any manner.
4. Students will not possess or use alcohol, tobacco, or any other type of illicit substance on the bus.
5. Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
6. Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
7. Students will not harass others physically, racially, religiously, sexually, or in any other manner.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Students in violation of any of these rules will be warned by the driver and the bus owner. Repeated violations following the warning will result in exclusion from riding the bus in accordance with the following schedule:

1. **First Offense:** The student will be excluded from the bus for up to 2 school days.
2. **Second Offense:** The student will be excluded from the bus for 2-5 school days.
3. **Third Offense:** The student will be excluded from the bus for 5-10 school days.
4. **Fourth Offense:** The student will be recommended to the Superintendent or designee for extended removal from the bus up to the remainder of the school year.

5. **Severe Behavior:** Consequences may be increased at the Principal(s)'s discretion.

St. John's Lutheran School students who are reported by the bus company as having violated bus rules and regulations will also be subject to placement on St. John's Lutheran School discipline step system as outlined previously in this handbook.

Teachers will cover appropriate behavior, bus safety rules, and expectations during the first weeks of school. Parents and students will also be asked to sign a "Bus Ridership Agreement" form that indicates that all parties understand that bus riding is a privilege as well as part of the school day, and that everyone understands his/her responsibilities, the rules, and the consequences while riding the bus. All students in Preschool 4yr. Old through 8th grade must sign these forms in order to ride the bus for fieldtrips.

PARENTAL RIGHTS & LEGAL ENTITLEMENTS

TRANSPORTATION

Students who live within the boundaries of District 112 are provided bus transportation. There is no charge for this service.

FREE AND REDUCED HOT LUNCHES

Under the National School Lunch Program, free and reduced price lunches are available for those families that meet eligibility guidelines. Copies of this policy, as well as application forms, may be requested through the school office. All applications and requests will be kept in strictest confidence.

EDUCATIONAL SERVICES

Educational screening and testing through District 112 is available to students upon the recommendation of a child's classroom teacher or parental request. With parental consent, children undergoing academic, social, and/or emotional difficulties in school are tested by professionally licensed District 112 staff. Various services are offered at St. John's through special education. These services are available for students who have been identified as having special needs in the areas

of speech, language, emotional or behavioral disorders, learning disabilities, physical or mental handicaps or other health impairments. Over and above our District Services, St. John's has an additional Special Education Teacher and School Psychologist.

HEALTH SERVICES

Children attending St. John's Lutheran School have the services of a part-time nurse through funds provided through the State of Minnesota. It is the duty of the nurse to maintain health records for each child; conduct hearing, vision, and scoliosis screenings; perform yearly height & weight checks; and supervise all immunizations given to students at school. The school nurse will also administer first aid as needed, maintain the school medical supplies, and act as a resource person to teachers in health education.

COUNSELING SERVICES

St. John's Lutheran School does have a part-time psychologist available to work with individual students as well as groups. He/she will be available to help in a variety of situations and is a good source for referral to other resources. The State of Minnesota also provides funds for this service. If you are interested in having you or your child meet with the school psychologist please contact the school office.

SCHOOL RECORDS AND THE RIGHT OF PRIVACY

School records, while remaining the property of St. John's Lutheran School, are under the jurisdiction of the parents of each student. Should your child transfer to another school, the new school's request to transfer ownership and records to that school will be granted. Records of graduated students will be transferred the summer before they enter high school. **Student records, (excluding health records), of any student wishing to transfer to another school, will be held by St. John's Lutheran School until all tuition and other outstanding balances due St. John's Lutheran School are paid in full.** Your child's confidential records are available for personal review at any time before or after school, or during specially scheduled conferences. Please make arrangements through the school office.

Each family is different and unique; however it is the parent's responsibilities to communicate with each other regarding their child's

education. Please utilize the school web site for most communications. If hard copies or forms are required, one copy will be sent home per child. (Unless requested by both parents)

NON-DISCRIMINATION POLICY OF **ST. JOHN'S LUTHERAN SCHOOL**

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

BOARD OF EDUCATION

Jim Vangerud (Chairman)
Paul DeRocher (Elder Rep.)
Al Dutcher (Faculty Rep.)
Laura Stender (Faculty Rep.)
Gayle Degler
Barb Ewing
Angela Fransen
Mike Hoernemann
Miles Voehl
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