



St. John Lutheran School

145 North Fifth Street, Rogers City • sjlsrogerscity@gmail.com • 989.734.3580

2020-2021 Family Handbook

“Where Faith and Family Soar”

*...but those who hope in the Lord will renew their strength. They will soar on wings like eagles;
they will run and not grow weary, they will walk and not be faint. ~Isaiah 40:31*

Board Of Christian Education

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MISSION STATEMENT FOR ST. JOHN LUTHERAN SCHOOL

The mission of St. John Lutheran School is to serve God by leading His children to experience and know Jesus Christ as their Lord and Savior. Our theme is "Where Faith and Family Soar."

THE PARENT PLEDGE

TO HELP YOUR CHILD GET THE MOST OUT OF A LUTHERAN EDUCATION WE WOULD ASK THAT PARENTS PLEDGE THEMSELVES TO FULFILL THE FOLLOWING RESPONSIBILITIES

1. To pray for their child and all involved in his/her education;
2. To provide a Christian atmosphere in the home, which is the most vital influence in the child's life;
3. To attend worship services faithfully with their child and to involve the family in Bible study;
4. To encourage and admonish their child to obey rules cheerfully and promptly;
5. To cooperate with and to uphold the teachers in the exercise of Christian discipline and in the training of their child;
6. To go directly to the teacher in a Christian manner if questions or concerns arise (Matthew 18:15);
7. To take an active role in seeing that their child's assigned homework is completed, and to provide an opportunity for completing the task;
8. To take an active role in parent/teacher conferences, meetings, and other educational programs that provide parenting helps;
9. To take into account their child's extracurricular involvement and to encourage completion of these activities;
10. To fulfill their financial obligation to St. John Lutheran School, realizing the importance of prompt payment.

Purpose and Goal of St. John Lutheran School

St. John Lutheran School exists to assist and support parents and the church in bringing children up in the "nurture and admonition of the Lord." The school is one arm of the congregation's Christian educational process and mission, and as such is an integral part of the total parish program. We desire...

1. That through the power of the Holy Spirit, the child's faith in Jesus Christ as personal Savior will be nurtured and strengthened.
2. That the child will gain and exhibit a growing knowledge of the Triune God, the Holy Scriptures, and Lutheran Christian doctrine.
3. That the child will be surrounded by a loving Christian environment, and that he/she will gain and exhibit attitudes of love, acceptance, and forgiveness in his relationships with others, and a desire to live a life of Christian service toward others.
4. That the child will exhibit spiritual, intellectual, social, physical, and emotional growth, having been exposed to a continually upgraded and well-rounded elementary school curriculum, and having been provided the best possible instruction in all areas of that curriculum by competent Christian teachers.
5. That the child may become a "good citizen" of the church and the world by gaining and exhibiting wholesome attitudes and skills in such areas as Christian stewardship, Christian witness, self-discipline, respect for human dignity, courtesy, initiative, respect for authority, and cooperation.
6. That the child may develop a wholesome self-image, so that he exhibits a reasonable understanding of his own strengths and limitations, and a full understanding of what it means to be a sinner-saint in Jesus Christ.

May the Holy Spirit lead Christian parents to realize the tremendous benefits a full-time Christian education can be for their child's temporal and spiritual welfare.

CHRISTIAN MINISTRY EXPECTATION FOR PARENTS AND STUDENTS

Christian families agree to honor and respect the school's mission to prepare our students as children of God academically, physically, socially, emotionally and spiritually to serve in the world today and tomorrow, by striving to maintain a home environment where Christ is worshipped and God's Word is authoritative and by regularly worshipping as a family in a Christian church. We expect families who are not Christian to honor and respect the school's mission to "prepare our students as children of God academically, physically, socially, emotionally and spiritually to serve in the world today and tomorrow," by being supportive of this mission and, in conversation and action, not discouraging this mission in any way.

Students and parents are expected to respect and support the school's right to determine its Statement of Beliefs. Students, parents, and other family members may not, in a manner which damages the school, promote beliefs and/or behaviors contrary to those of the school or otherwise weaken the LCMS Christian atmosphere at the school. If a student, family member of a student, or applicant for enrollment challenges the school's statement of beliefs, the school may exercise its right to religious freedom that could result in disciplinary action up to denial or termination of enrollment.

ST. JOHN LUTHERAN SCHOOL STATEMENT OF BELIEFS

About God:

- We teach that God speaks through His Word, the Bible. We believe the Bible is the inerrant Word of God.
- We teach the Triune God – Father, Son and Holy Spirit.
- We teach that God created the earth in six days as described in Genesis.
- We teach that Jesus is both God and man. That he was born of the Virgin Mary, lived a life without sin, was put to death for our sins, and rose from the dead on Easter morning.
- We teach that the Holy Spirit is present and active in this world, nurturing the seeds of faith that are planted through the reading and hearing of God's Word.

About the Human Condition:

- We teach that people are by nature sinful (original sin); however, thanks to the sacrifice of Christ, that sin is forgiven. Unfortunately, sin still results in consequences that disrupt our lives.
- We teach it is important that we both hate the sin and love the sinner. In so doing we treat each other with dignity and respect even when it is necessary to confront sinful behavior.
- We teach that life begins at the moment of conception and ends at God's appointed time. All life is precious to God.
- We teach that God created humans, male and female, and to reject birth gender is not as God planned.
- We teach that sexual relations are a gift from God and part of his plan for us.
- We teach that God's intent is that these relations are appropriate only within a marriage between a man and a woman.

NON-DISCRIMINATION POLICY

St. John School will admit students of any national and ethnic origin, race, or color to all the rights, privileges, programs, and activities generally accorded or made available to students at St. John Lutheran School. The school has a policy of non-discrimination on the basis of race, color, national and ethnic origin, in administration of their educational policies, admission policies, and athletic and other school-administered programs.

ADMINISTRATION The Lutheran School system is an integral part of the American educational program. Lutheran Schools are not in competition with public schools; rather, they seek to work closely with the public schools in fulfilling the responsibilities of education in the community.

The responsibility for the educational program here at St. John rests in the hands of the voting members of the congregation. This body elects a Board of Christian Education consisting of eight lay persons to execute the desires of the congregation, to look after the welfare of the school, and to maintain and promote Christian education in all agencies of the church. The pastor and principal are also members of the Board of Christian Education.

Meetings are held on a scheduled night of each month of the school year, and special meetings are called when necessary. Matters pertaining to teachers, curriculum, textbooks, and major changes are carried out with the approval of the Board of Christian Education. The congregation places the immediate responsibility of supervision of the school on the principal. He/she, with the assistance of the faculty, suggests changes and policies for the welfare of the school and carries out the policies established by the congregation and the Board of Christian Education.

ATTENDANCE In accordance with state law, children are held to punctual and regular attendance. In case of pupil absence or tardiness, please telephone the school office by 8:30 a.m. stating the cause of the absence or tardiness. Students may be excused for medical or dental appointments, but all efforts should be made to schedule such appointments outside of school hours.

Requests to leave the school grounds during school hours must come **in writing** from the parents, including dental and medical appointments. Parents are required to come in to the school office and sign students out and in from appointments, etc.

BAND The band program at Rogers City Public Schools is also available to students of St. John Lutheran School in grades 6-8. All children electing to take band must follow the same policy that public school children are expected to follow:

1. Each child must attend class as scheduled for at least one semester after registration.
2. Children may not drop out of class until the end of that semester.
3. Absence from class must be pre-arranged by either parent or principal and **excuses for absence must be sent by the parent to the instructor.**

BICYCLES Bicycles may be ridden to school by children of all grades. Parents should be sure that children have adequate control of their bicycle and know the rules of riding a bicycle before allowing them to ride it to school. Bicycles must be parked in the bicycle racks and should not be ridden during the school day. Wearing a helmet is good bicycle safety.

BLOOD BORNE PATHOGENS POLICY In the event that it is needed, St. John Lutheran Church and School has a blood borne pathogen policy for teachers, staff, and students. A copy of the policy is available upon request.

BULLYING POLICY St. John Lutheran School has a well-defined bullying policy for teachers, staff and students. A copy of this policy is available upon request in the school office.

CHILDREN'S CHOIR Special opportunities for praising God through song are given through children's choir. The students in Preschool - 8 participate by singing periodically in a Sunday service at St. John, and they may also sing at Peace, Immanuel in Moltke, Faith in Hawks, St. Michael's in Belknap, or within the community at large. The weekly newsletter will inform the parents of the times when their children are asked to sing.

CHRISTIAN CONDUCT To insure good order in the hallways and washrooms, the following regulations will be observed by all students:

- Running is not permitted indoors, except in the gym with permission.
- Washrooms are to be used for their intended purpose only.
- Students are to exit hallways as soon as their business there is completed.
- Rude or rough behavior is unacceptable.
- Students are expected to show respect for the work going on in the classrooms and office by maintaining a quiet and calm demeanor in the hallways.
- Teachers will confiscate inappropriate articles brought to school and parents will be notified. Gum is not to be chewed at school without teacher permission.

COMMUNICATION A weekly newsletter is sent home on Friday (or the last day of the week). Please check your child's folder on that day for important information about school activities. Other notes may be sent home by your child's teacher. Please check your child's folder daily for notes and homework.

CURRICULUM St. John Lutheran School offers a complete secular course of study covering subjects – math, reading, language arts, science, and social studies – commonly taught at kindergarten, elementary, and junior high. Our school has consistently maintained high standards in its academic programs. Our school is staffed by qualified teachers who are trained and certified by the Lutheran Church and/or State agencies of education. Our teachers have always been known to give unselfishly of their time to parents and students who have special needs.

In keeping with the purpose of the school, the Bible forms the core upon which all instruction is based. Religious instruction in Bible stories, prayer, and a well-developed curriculum for religious instruction emphasizing every-day application of Christian principles and living is used.

Physical education programs with lead-up games, calisthenics, and basic skills are taught at each grade level. Developmental skills and appreciation are taught in the art and music programs.

DISMISSAL Parents must write a note to the teacher and/or call the school office when the child is not taking the usual transportation home. Parents/guardians bringing students to and from school at arrival/dismissal time are requested to use the parking lot. Students may be dropped off and picked up on the **west side** of the Fifth Street entrance so as not to cross over traffic. Please leave enough time in your routines to allow for safety. Students who do not ride the bus are dismissed after the busses leave. Siblings of students involved in after-school activities need prior permission from the classroom teacher to remain at school.

DRESS FOR SUCCESS Our students and teachers are required to have a polo shirt. These shirts, partially funded by the PTL, are the property of the student/family. Additional spirit wear may be also purchased by parents. We expect that a St. John shirt (polo or other item with school logo) and dress pants/skirt/dress shorts be worn on Wednesdays for chapel. Children should have an extra pair of gym shoes to keep at school for gym class and indoor wear. When the ground is wet or snow-covered, children without an extra pair of footwear for outdoor use may be restricted to the pavement area during recess.

The Board of Christian Education and faculty of St. John believe that good grooming and a neat appearance are a part of our witness to the world and to each other. As Christians we want our lifestyles and appearances to successfully witness to and spread the Good News of the Gospel message. It is our goal, therefore, for the students of St. John to appear neat, clean, well-groomed and tastefully dressed. We also believe that students should come to school to learn. When children come to school in their play clothes their mind set is on playing. When students dress for success they perform better and stay focused longer.

Appropriate dress is the responsibility of the parents. To assist parents in this decision-making process, the following guidelines are offered:

- All clothing is to be neat, clean, free of holes, and of an appropriate size (not too large or not too small)
- Any logos or decoration should reflect the Christian attitude that is expected of a St. John student
- All clothing should allow the student to be comfortable and able to carry out normal school activities
- Pants should not drag on the ground or be frayed or frizzled
- Shorts and skirts must reach or surpass student fingertips when standing with hands at side
- Flip-flops and slippers are not permitted except on special dress-up days
- It is permissible for girls to wear sleeveless shirts, but no low scoop necklines with very thin straps; bare midriffs, mesh tops and halters are not acceptable
- Blouse and sweater necklines must be monitored
- Boys' shirts are to have sleeves (short or long); bare midriffs are not acceptable.
- Shoes must be worn at all times
- Body piercing on students (other than ear piercing) is prohibited
- Visible tattoos are prohibited
- Pajama tops/bottoms are not allowed unless approved by the principal for a special class/school activity

The faculty reserves the right to make judgments concerning what they consider to be proper or improper dress. When necessary they will inform students and parents of inappropriate articles of attire, requesting that the particular item not be worn to school again. If necessary, the student will be removed from the classroom until parents bring a change of clothing.

DRILLS The state mandates a minimum of five (5) fire drills and two (2) tornado drills each school year. We practice 3 lockdown drills during the year with the assistance of the local police department. These drills are set up in August with the assistance of the school resource officer.

ELECTRONIC DEVICES All students are encouraged not to bring electronic devices to school. Electronic devices include cell phones, iPods, and hand-held games. An exception would be devices for medical purposes or as requested by a teacher. If such devices are brought to school, they need to be turned in to the school office in the morning before school begins and picked up after school. If a device has not been turned in, teachers will bring it to the office; a parent will need to claim that device.

ENROLLMENT Although St. John Lutheran School is maintained for the children of the parish, its doors are also open to other eligible children in the following order:

- Children of members of St. John Lutheran Church
- Children of members of sister congregations
- Children of parents preparing for membership in St. John Lutheran Church
- Children whose parents are members of other denominations
- Children whose parents have no religious affiliation

Children entering preschool must be 2.5 years old by September 1. Children entering Kindergarten must be five (5) by September 1 of that year. Children entering First Grade must be six (6) by September 1 of that year. A waiver is available for parents to sign if they feel their child is ready for kindergarten or 4-year-old preschool but does not meet the required age. All newly enrolled pupils must present a transfer of transcript from the school previously attended. Health records and a birth certificate must be presented to the school upon admission of the student.

GROUP CAMP Each year students in the upper grades 4 to 8 are involved in an outdoor education program, during the beginning of the school year. This outdoor education program enables the pupils to live at the site while they are involved in the study of the natural environment in an outdoor setting. Educational activities are held to help the children appreciate and learn firsthand the great outdoors God has provided for us.

HEALTH If a child shows signs of illness, parents are urged to keep the child at home until the condition improves. A child should not be allowed to return to school until he/she is well enough to participate in all phases of school activity. All children who are in school will be expected to play outside during recesses if the weather permits. A child who is able to be in school needs a few minutes of fresh air during the day. Please keep your child at home if signs of a cold or other infectious disease are present. In the event that a child becomes ill or has an accident during the school day, the parents will be notified. Parents are asked to complete an Emergency Information Card at the beginning of the year so those directions can be followed if the parents cannot be reached.

A medication permission form must be on file in the office for a student to take medication during school hours. Parents should notify the school office if their child is on medication, and if this child should take this medication while in school. If medication is to be taken in school, it must be kept in the school office, and be taken under the supervision of the teacher or school secretary.

The school keeps health records of each child. Each preschool and kindergarten child must meet the state's immunization requirements before entering school or an appropriate waiver can be completed by the family. A health appraisal form also needs to be completed and turned in to the office for all new students. The Health Department administers vision and hearing tests free of charge in the fall.

HOMEWORK The educational program at St. John Lutheran School does require that some study be done at home. This is necessary for accomplishing immediate goals and instills helpful habits for future education. Used effectively, homework will:

- provide essential practice of needed skills
- train pupils to use good work habits
- help to promote student self-direction
- enrich and extend the school experience
- teach students to budget their time
- assist students in developing personal responsibility

The amount of homework depends on the grade level and upon the ability and study habits of the child. Parents can help by providing encouragement, regular hours, and a quiet place for study. Providing too much help is to be avoided. A good rule to follow is 10 minutes of homework multiplied by the grade level. For all students in grades 3 – 8: For each day that an assignment is late, the grade will be negatively affected.

LIBRARY RULES/GUIDELINES

Basic Library Rule: Any student who is not quietly selecting their books or reading/studying will be asked to leave and return to their classroom.

Check-Out Policy: Preschool through grade 8: Three books may be checked out per student.

Books may be checked out only on designated library days.

Absence: If a student is absent on his/her library day, books are to be returned to the classroom teacher the first morning following the absence.

LOST AND FOUND A lost and found box is kept near the main entrance. Anything that is found on the playground or in the building will be placed in this box. Clothing and other belongings should be marked for easy identification so that they can be returned to the owner.

LUNCH DUTY A calendar is sent out monthly from the office to inform you of your day to assist. If you cannot be there on the day you are scheduled, you may exchange with another parent. When you are scheduled for lunch duty, you are asked to be here five minutes prior to the beginning of recess, approximately 11:25 a.m., and remain until the end of lunch recess at 12:15 p.m. When you arrive, check in at the office to sign in for the day. Then proceed to the gym to let the lunch aides know you have arrived. When the students arrive for lunch, monitor the microwave and lunchroom. Parents need to check off the milk taken by those who bring cold lunch. While students are eating, wipe down the inside of the microwaves and the microwave table. Then, prepare to go outside to assist the lunch aide with playground supervision.

PARENT-TEACHER LEAGUE The Parent Teacher League (PTL) is an organization composed of the parents of students enrolled in St. John Lutheran School and the teachers of the school. Parents of former students may continue their membership. The PTL is there to help the church, school, and home work together in the Christian nurturing and training of the children whom God has placed in our care. It serves to bring the home and school closer by conducting family educational programs and supporting the school program in both a service and monetary capacity. The PTL usually sponsors two breakfasts (fall and spring), an Italian Dinner/Auction (fall), and a garage sale in the spring. PTL also financially supports such activities as the Thanksgiving Feast, Grandparents Day, academic awards, assemblies for the children, etc. Check your weekly newsletters about upcoming PTL meetings.

RAZ-KIDS is an online reading program for students in and out of the classroom. It has animated and leveled books that correlate with interactive quizzes. This reading program allows the students to read books in three different ways: without support, with vocabulary and pronunciation support, and with the book read aloud to them.

REPORTING TO PARENTS Report cards are issued four times during the school year. These reports give an indication as to the academic and behavioral progress of each student. The report cards should be reviewed and discussed with your child.

Students in grades K - 2 receive marks of +, *, - on their report cards. Students in grades 3 - 8 use the following grading scale:

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70

A	96-100
A-	90-95
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
E	59 and below

St. John Lutheran School employs a fourfold method of reporting to parents:

1. Online grades – The grades of the students may be checked online via our school management system. If you do not have internet service at your home, please contact the school office to make arrangements to use a computer. Teacher email addresses and login information for the school management system will be made available at the beginning of the school year.
2. Bimonthly Progress Reports/Report Cards – Progress reports that outline the student's overall grades in each course as well as missing assignments will be sent out twice a month. Report cards will be sent home after each of the four quarters.
3. Parent Teacher Conferences – the scheduled parent teacher conference is a valuable means of reporting to parents. At the end of the first quarter, ten- to fifteen-minute conferences will be scheduled to talk about your child's progress and methods to aid your child's learning. Parents are encouraged to attend these conferences as the school partners with you in your child's academic and faith development.
4. Parent Teacher Communication – Parents and teachers may schedule a conference at any time. Teachers are always willing to meet the parents to discuss the welfare of the child. Please contact your child's teacher to arrange a meeting time.

SCHOOL CLOSING There are times when school will be closed or the starting time delayed due to inclement weather. St. John Lutheran School will follow the public school in the event of closing due to weather conditions. Announcements of school closings or delays can be heard on the following radio and television stations: 99.9 WAVE, 107.7 WHSB and 99.3 WATZ in Alpena, TV 7 & 4, TV 9 & 10 and Channel 99 or 994 – (City Hall in Rogers City), on Facebook, and with the Remind app. District officials ask parents and students to call the district telephone number 734-9123 for school closing or delay information. Another way to find out if school is closed or delayed is to check the Rogers City Area Schools' web page at www.rcas.k12.mi.us after 5 p.m. and go to the school closing or delay link. Parents may choose to join the office Remind group to have school closing information delivered to them via email or text message.

SPORTS PROGRAM Students in grades 5-8 are eligible to participate in extra-curricular sports at St. John with St. Ignatius School. These include basketball and volleyball for the girls and basketball for the boys. Pupils that participate in these activities have a special privilege.

Eligibility requirements are as follows:

1. Maintain at least a 79%, "C" in academic subjects or work to full ability from the beginning of the school term.
 2. Maintain at least a "B" in conduct from the beginning of the school term
 3. Eligibility during the playing season will be checked weekly. Players must be in school all day on game days (with the exception of medical appointments, funerals, or reasons of extenuating circumstances to be judged by the Lead Teacher).
- Teachers are to warn students and parents when academic performance, attitude, or conduct is inadequate.
 - If after the warning, the student does not adjust or improve, they will lose eligibility.
 - If there is a question on the eligibility of a student, the athletic director, teachers and the Lead Teacher will meet to settle the problem.
 - Length of ineligibility will be determined by the teacher for academic standing and/or of the non-academic offense with the Lead Teacher making the decision.
 - Ineligible students must be at all games dressed in uniform and sitting with the team.

Sportsmanship

The St. John and St. Ignatius athlete is expected to perform to the best of his/her ability at all times while also extending courtesy to all coaches, officials, opponents, spectators/fans, and school employees during all games and practices. Athletes are to arrive at all sporting events (both home and away) in school dress code attire. Athletes will not use offensive language or gestures at any time. Poor sportsmanship is cause for game suspension, ineligibility, or dismissal from team.

School detention

Athletic events do not come before school discipline. Students who need to serve a detention cannot use athletics as an excuse not to serve detention. If a student receives a detention and must miss a practice or game, it is up to the student athlete to inform the coach about his/her absence. Students who attend an athletic event rather than detention will be suspended from their next game, as well as serve the detention.

STUDENT BIRTHDAYS If a student desires to bring a treat for the class, he/she may do so. Many will bring a treat for the other teachers. Teachers may offer the birthday child a small gift if they wish. Parties need to be conducted at home, not during school time. Invitations to birthday parties should not be handed out to children at school unless offered to all students in the class.

SUPERVISION AND DISCIPLINE St. John Lutheran School is an agency of St. John Lutheran Church. That body controls all policies and activities. Supervision is vested in the congregational Board of Christian Education. Direct supervision is entrusted to the principal and members of the faculty. Our teachers sincerely try to treat children fairly in true Christian love in accordance with God's Word. On the other hand, pupils should respect and obey their teachers according to the Fourth Commandment. Pupils who refuse to respond to earnest admonition and reasonable correction or who rebel in a rude manner by word or deed against school authorities and regulations will receive disciplinary action, which will be in the best interest of all concerned. This could include detention, which will be administered out of love by the teacher or principal. Suspension or expulsion is a direct function of St. John's Board of Christian Education and is advocated by this body when necessary. Pupils also have the right and privilege to appeal privately to the teacher in a decent, orderly, and polite manner whenever they believe that they have received unfair treatment.

If a problem develops, the parents and teacher should consult together privately and directly. The principal, pastor(s), and Board of Christian Education are available to help find a peaceful solution. If a parent desires to obtain a complete set of problem-resolution guidelines set down by the Board of Christian Education they may do so by inquiring at the school office.

Our Code of Ethics

A promise to students and parents about the treatment of disciplinary situations.

1. I believe that every attempt should be made to maintain the dignity of both the adult and the student.
2. I believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
3. I believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
4. I believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
5. I believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
6. I believe that there should be a logical connection between misbehavior and resulting consequences.

TESTING PROGRAMS St. John Lutheran School participates in the NWEA (Northwest Evaluation Association) testing program titled Measures of Academic Progress (MAP) three times a year. This testing determines a student's instructional level and measures academic growth throughout the school year and from year to year in the areas of reading, mathematics, and language arts for grades K-8. The week of testing, students are encouraged to eat breakfast every day and get adequate sleep.

TRANSPORTATION The Rogers City School District furnishes transportation free of charge to St. John students in K - 12. Rules of Christian conduct apply also to bus riders. For the safety of all involved, the children are expected to keep order on the bus and to obey the driver. The bus driver has the authority to refuse a ride to a child if he/she does not have a note to give to the bus driver upon boarding. This note must be verified by both a parent and the classroom teacher. Please contact the school office for additional bus transportation guidelines.

TUITION Members of St. John Lutheran Church support the work of the church and school through weekly contributions. Member and non-member parents are required to make tuition payments. (This is a tuition fee under IRS rules and is NOT tax deductible.) Tuition is to be paid at the beginning of the school year or by automatic monthly withdrawal from a bank account. A Scholarship Fund is available to help those families who are not able to meet the payments. Scholarships are awarded at the beginning of the school year.

Tuition Policy

Adopted August 2016 by the Board for Christian Education

- A 5% discount will be given if tuition is paid in full by the end of the first day of school. This only applies to families paying entire tuition, with no scholarship or outside funding.
- Tuition installment payments are due by the 15th of each month for a period of 9 months, commencing September 15th. After the 25th of the month a late fee of \$25.00 will be added to the outstanding amount. The students may be excluded from attending classes beginning the 1st of the next month unless the monthly payment is made in full.
- Beginning in the fall of 2018, families that have an outstanding tuition or registration balance from the previous school year will not be allowed to register their children until that balance is zero.

TELEPHONE The telephone at school serves the school office as a business telephone. Pupils may use the telephone only in the event of an emergency and with permission of a teacher. Parent communications for teachers and students may be left with the school secretary or sent by email. Teachers and students will be called to the phone only in **cases of emergency**.

VOLUNTEERS St. John is **blessed** by the hundreds of hours of volunteer assistance provided by our school family. How grateful we are for your gift of time! We deeply appreciate our volunteers who assist us as room parents, teacher aides, drivers, librarians, office assistants, Parent-Teacher League workers, etc.

The St. John Lutheran Church Board of Christian Education has instituted a policy requiring that all SJLS families contribute and record volunteer time.

Volunteer time requirements are based on one child.

For each additional child add an extra 4 hours per family.

5 Day a Week Program = 10 hours a semester

4 Day a Week Program = 8 hours a semester

3 Day a Week Program = 6 hours a semester

2 Day a Week Program = 4 hours a semester

Scholarship (Tuition Assistance) = an additional 10 hours a semester per family

Hours should be recorded online via Gradelink, the student management system at Gradelink.com

More information about the Volunteer Policy is available in a separate document.

WORSHIP SERVICES Parents who desire a Christian education for their children five days a week should certainly desire to have their children grow in their love for their Savior by having them attend church and Sunday school regularly. Each teacher keeps a record of church and Sunday school attendance. Chapel services are conducted each Wednesday. These services are conducted on the level of the children and provide another opportunity for the children to come together to hear God's Word and worship Him in song and prayer. Offerings, which have been designated for various mission projects, are received at each service. Parents and friends are invited to attend chapel services.

PRAYER FAMILIES/BAPTISMAL BIRTHDAYS Each week a SJLS family is selected as the prayer family of the week. We include them in our classroom devotions and in our chapel service prayers. Students' baptism birthdays are acknowledged each week at chapel. Staff members also include school families in their personal prayers. Please know that you and your children are important to us and are being raised before our Heavenly Father regularly. Feel free to speak to any of the school staff with personal prayer requests.

2020 SJLS COVID-19 Preparedness and Response Plan

This plan is provided to be consistent with the Licensing and Regulatory Affairs to prioritize the health and safety of the children in our care. With the spread of COVID-19, new health and safety protocols are necessary to ensure children, families, and staff members are as safe as possible. The response plan includes:

- How we will monitor symptoms of COVID-19.
- How our programs practice social distancing, as developmentally appropriate.
- How we will ensure hygiene (including regular cleaning and disinfecting).
- How we will use safety equipment
- Communication protocol for families to report symptoms or a positive test and policies on when children will be excluded from care.
- Isolation procedure in case of symptoms or confirmed cases onsite.
- How to maintain required staff to child ratios in the event that a staff member(s) becomes ill.

Monitor Symptoms of COVID-19

We are required to check for COVID-19 symptoms when children and staff arrive. A staff member will take each child's temperature upon arrival. A re-check is required if an individual appears sick or displays symptoms for COVID-19.

Children

- Fever is the key indicator for young children. If a child's temperature is above 100.4 degrees, the child will be excluded from care. Cough and/or diarrhea in addition to fever is suggestive of coronavirus.
- Temperatures can be taken orally or by a body scan.
- Staff will continue to monitor symptoms throughout the day and monitor temperatures when children appear ill or "not themselves."
- Children with a fever alone, or a fever with a cough and/or diarrhea will be isolated from the group and their parents contacted for prompt pick up. Parents should contact their primary care physician/medical provider. (Staff will visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.)

Parents will be asked daily:

- Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.)
- Has your child felt unwell in the last 3 days? (persistent cough, temperature, difficulty breathing, cold, diarrhea and/or vomiting)

Staff

- When staff members arrive they will:
 - o Perform temperature checks with a body scanner or oral thermometers that will be cleaned and disinfected between uses.
 - o Screen for cough, shortness of breath, difficulty breathing, change in smell or taste, and diarrhea.
 - o Staff arriving with fever above 100.4 or other symptoms must be sent home.
- Staff will report contact with anyone outside of work who has had a documented case of COVID-19. Staff will be instructed to self-quarantine if they have been exposed to COVID-19.

Families

Families should tell a staff member about possible or confirmed cases of COVID-19. Families should report possible illness if anyone in their household shows symptoms or has tested positive for COVID-19, including the child or family members if they or their children experience possible symptoms or have a positive test.

Respond to Possible or Confirmed Cases of COVID-19

- We will send anyone who becomes symptomatic home immediately. If possible, children and staff will leave care right away if they are ill.
- We will isolate people who become ill while in care but can't leave immediately.
 - Children will be isolated in a safe location until the child can be picked up. Children will not be left alone
 - If a staff member begins to feel ill during the day, they will go home. If an individual is the only caregiver, they will put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.
- Report exposure. If a child, staff member, family member, or visitor in our child care becomes ill with COVID-19 symptoms, we will contact the local health department and licensing consultant for next steps. Staff and families of children in care are also required to report to a Summer Splash staff member if they become symptomatic or receive positive COVID-19 test results.
- If an individual in a classroom is identified with a positive test for COVID-19 the classroom will be closed, cleaned and everyone in that classroom will be quarantined for 14 days initially.

Guidelines for Returning to Care and Work

Staff members and children will stay home and self-isolate if they show symptoms of COVID19. It can be challenging to determine when to isolate young children because they are ill more often than adults, and the cause of a fever is sometimes unknown. If a staff member or child has a fever or a cough, we will follow the child and staff illness policy. At this time, it is recommended that children be fever free for 72 hours before returning to care (even if other symptoms are not present).

If a staff member or child exhibits multiple symptoms of COVID-19, you suspect possible exposure, or an individual tests positive for COVID-19, the individual must stay home until:

- Has been fever-free for at least 72 hours without the use of medicine that reduces fevers AND
- Other symptoms have improved AND
- At least 10 days have passed since your symptoms first appeared.

Most children and staff members can return to care/work based on improved symptoms and the passage of time.

Practice Social Distancing

We acknowledge that social distancing is very challenging in a child care setting. These best practices identify steps we will take to help.

Maintain Consistent Groups, Limiting Common Space

As much as possible, classrooms will include the same group of children and caregivers. Contact with external adults and between groups of children will be limited. Adhering to strict hand hygiene, social/physical distancing, no mixing of groups, and cloth face coverings recommendations are a must. Symptom screening and protocols on how to handle illness for staff and children will be followed and enforced.

Field trips or special events that convene larger groups of children or families will be avoided, unless within cohort. If common spaces remain in use, we will clean the space in between groups.

Drop Off and Pick Up Times

A hand hygiene station (hand sanitizer) is located at the entrances of our facility so parents can clean their hands. The hand sanitizer will remain out of the reach of children and be used under adult supervision. Please limit the number of people dropping off or picking up a child to one adult. Parents will avoid congregating in a single space or a large group.

Best Practices to Promote Hygiene

Hand Washing

We will reinforce regular health and safety practices with children and staff. We will wash hands often with soap and water for at least 20 seconds, especially important after blowing your nose, coughing, sneezing; going to the bathroom; and before eating or preparing food. We will use soap and water as the best option, especially if hands are visibly dirty. If we use hand sanitizer, it will be an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of hands and rubbing them together until they feel dry.

Cleaning and Disinfecting

We will continue to use robust cleaning protocols on at least a daily basis for items touched frequently.

- Common areas will be deep cleaned daily (for example, sinks, bathrooms, doorknobs, tabletops, and shared items).
- We will clean toys frequently, daily if possible

Items from Home

- Limit the number of items brought into the facility because this can be a way to transmit the virus. For example, children should be brought into the center without car seats.
- Consider leaving a pair of shoes or slippers at the facility for each child. If possible, they should be washed or sanitized weekly.
- Comfort items may be especially needed during this time of transition as they may reduce stress for children and staff members. To avoid these items coming into contact with many children, efforts should be made for these items to be placed in a cubby or bin and be used at naptime or as needed. If possible, a comfort item should remain at the child care facility to avoid cross contamination from another site. Items should also be washed at least weekly.
- Soft materials (such as blankets, soft comfort items, or clothing) will be washed daily, either at the facility or the child's home

Appropriate Safety Equipment

Masks or Cloth Face Coverings:

For Staff Members

Cloth face coverings for staff are not required by the state while in care of children, however, cloth face coverings are provided to the staff to wear when staff perform in person work. To attend to children's social emotional health, staff will use strategies to prepare children for seeing their caregivers in masks and attend to children's emotional responses to this new normal. Staff members may share a picture of themselves with and without the mask in advance of a child's return to care or use pediatric coverings.

For Children in K-8

- Children are required to wear masks.
- Please ensure your child can remove the face covering without assistance. Cloth face coverings should never be placed on young children under age 2, anyone who has trouble breathing, or anyone unable to remove the face covering without assistance. The American Academy of Pediatrics provides tips for how to help children be more comfortable wearing cloth face coverings and provides more information to inform your decision about whether to require children in your care, over age 2, to wear cloth face coverings.

Gloves:

It is recommended that providers wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, cleaning or when serving food). Gloves are not recommended for broader use.

Partnering and Communicating with Families

Our staff will actively contact families to determine when children will return to care and discuss new policies and procedures such as, but not limited to

- Determine when they will return to care.
- Discuss concerns or questions families have about returning to child care and how we can address them together.
- Discuss any health concerns/conditions which may make the child at higher risk for complications if exposed to COVID-19. Immunocompromised children and children with chronic respiratory conditions should only return to child care under the direction of their primary care provider. It is recommended that children should be up to date with current vaccination schedules to protect from vaccine-preventable infectious disease outbreaks, including influenza. If vaccines have been delayed as a result of the stay-at-home order, families should have a plan with their child's medical provider for catch-up vaccinations in a timely manner.

Support for Children's Social-Emotional Needs

Children should be prepared for the return to child care by parents and the child care provider. Video calls, role playing at home (e.g. placing masks on/off dolls, stories, and other activities) could help reduce the stress of re-entry to child care. Some resources include:

- Crisis Parent and Caregiver Guide, from the Michigan Children's Trust Fund
- Talking with Children about COVID-19, from the CDC
- Helping Young Children Through COVID-19, from Zero to Thrive (includes Arabic and Spanish translations)
- Georgie and the Giant Germ, from Zero to Thrive and Tender Press Books



St. John Lutheran School
Statement of Cooperation and Honor Code
2020-2021

Parents: Please read the following statements carefully and sign below to indicate your agreement.

St. John Lutheran School believes that a positive and constructive working relationship between the school and a student's parents or guardians and the student is essential to the accomplishment of the school's mission.

I hereby affirm that I have read the Parent/Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent/Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind St. John Lutheran School and is subject to change without notice by decision of St. John Lutheran School's governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

Parent/Guardian's Name (Print): _____ Date: _____

Parent/Guardian's Signature: _____

Student signature is only required for sixth through eighth graders. Please read the following statements carefully and sign below to indicate your agreement.

Additionally, students are expected to commit to the Honor Code, which states: "I pledge that all course work that I submit at SJLS is a representation of my own ability and effort and has been completed honorably. I also understand that assisting other students, by sharing academic information on graded coursework, is dishonorable. I will strive to act, in all situations, with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will strive to apply Philippians 4:8 to all of my endeavors while at SJLS: 'Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.'"

I hereby affirm that I have read the Parent/Student Handbook. I certify that I consent to, and will submit to, all governing policies of the school, including all applicable policies in the Student Handbook. I understand that this Handbook does not contractually bind St. John Lutheran School and is subject to change without notice by decision of St. John Lutheran School's governing body. I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Student's Name (Print): _____

Student's Signature: _____