

## **Mission Statement**

**“St. John Lutheran School in partnership with Church and home provides for the educational needs of each child in such a way as to proclaim in word and deed that Jesus is the Lord of Life...to emphasize the positive qualities in each student as a child of God and to equip the child for faithfulness and service to his/her Savior.”**

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

Christian education recognizes what many fail to learn...that this is still God’s world. He is the Lord and His world is in His hands. With His guidance, we can see more clearly and realize the possibilities for progress and improvement in life. As they come into a relationship of service to the living Lord, Christians acknowledge the authority and supreme truth of God in His Word. We continually search the scriptures for meaning, relevance to this life, and the Gospel promise of eternal life.

Christian education views the human being, in Psalm 139:14 as God’s creation, “fearfully and wonderfully made,” uniquely endowed with a rational mind and an impressionable personality. Education is a noble and highly complex calling, requiring an understanding of human growth and development, and a respect for the dignity, desires, and talents of each student. It provides for the needs of each child with mind, body, and spirit developing simultaneously. To accomplish this, each student’s physical, mental, social, emotional, and spiritual needs must be met with specific and intended care.

St. John Lutheran School recognizes that any individual can be best utilized when motivated and illuminated by God’s love. It recognizes that a loving relationship with God exists, and that growth in knowledge, skills, and attitude needs to be fostered in the lives of the students. To accomplish this, St. John Lutheran Church, established in 1869, supports the school both financially and spiritually. Most recently, the 1995 school renovation and 2002-2004 improvement projects affirm our belief and support in spiritual growth for the future.

We believe that God’s whole creation was designed to give Him glory and honor. By His design, humans serve God by serving others. St. John Lutheran School aims to proclaim that by God’s grace, the student learns to choose God over self. Christian education promotes growth in the child of God to prepare for life eternal. It serves to help people relate with love and faithfulness to God, to others, and to all of His creation, “for without faith it is impossible to please God.” (*Heb. 11:6*) To fulfill these needs, the Christian home and the Christian school can make the greatest impact. Their efforts need to be integrated and strengthened to prepare our children for life.

As an important ministry of the congregation, the St. John Lutheran School helps fulfill each of the following goals through our philosophy:

**Education** – to encourage and support students and teachers to strive for excellence through up-to-date learning materials and equipment.

**Worship** – to provide and develop worship experiences as students and staff grow in their prayer lives and through chapel, Bible study, music and church activities.

**Evangelism** – to bear testimony to one another and their community of the Good News of Jesus' love.

**Fellowship** – to provide a classroom atmosphere of love and joy, with each student encouraged by their teacher as a valued, accepted and respected part of the school.

**Service** – to encourage students to volunteer and help others. We also encourage and help parents in carrying out their responsibility in Christian education.

**Athletics** – to provide fellowship, with other area schools, foster good sportsmanship and develop teamwork.



## I. CODE OF CONDUCT

St. John Lutheran School has the right and responsibility to maintain a classroom atmosphere that is conducive to the learning process. Actually, the entire school setting which includes classrooms, lunch room, gymnasium, restrooms, hallways, playground, field trips, and class trips, must be places where students may pursue their educational training in a positive learning environment. As a Christian school we want to teach positive attitudes which include respect for others and their property, self-control, and orderliness. Our school philosophy of discipline will emulate Christ and His teachings through the application of Law and Gospel to discipline situations. We desire a school setting where children may “*grow in wisdom and stature before God and man.*”

Since Christian attitudes, self-control, and behavior cannot be achieved without the active support of parents, we view their support as a necessity when discipline difficulties are encountered.

The following are guidelines for student behavior while under school supervision:

- A. *Students will show respect for those in authority. (Fourth Commandment) It is expected that every student cooperate his/her utmost with the faculty and staff, and observe all regulations set by the school. Disrespect for those in authority shown by attitude, action, or words will result in disciplinary action.*
- B. *Students will not repeatedly make noise or act in any manner that would interfere with the teacher's ability to conduct class.*
- C. *Offenses such as fighting, cheating, or stealing will be treated with serious disciplinary action.*
- D. *Any willful breakage, destruction, or defacement of school / church property or that which occurs as a result of failure to observe rules will be paid for by those involved.*
- E. *Possession or use of drugs, tobacco, or alcohol on the school premises is prohibited.*
- F. *Students are not to tamper with or activate fire alarms.*
- G. *The use of profanity, coarse, or vulgar language will not be tolerated.*
- H. *Physical and/or verbal abuse of another student such as kicking, punching, name calling, etc., will not be tolerated.*
- I. *There is to be no gum chewing or eating of candy on school premises during class time.*
- J. *Students are not to arrive till after 8:15 A.M. Students must leave the school grounds by 3:20 P.M. unless staying for a supervised after school activity or with special permission of the Principal.*
- K. *Radios, cassette players, CD players, squirt guns, or similar devices which are out of place at school are not permitted on the bus (unless the driver gives permission), at school, or athletic events in the gymnasium unless an integral part of the athletic event.*
- L. *There is to be no running in the hallways.*
- M. *Outside winter activities will be permitted at the discretion of the principal.*

- N. There is to be no disorderly conduct in the lunch room.*
- O. No students are to be using the gym without adult supervision.*
- P. All students must wear gym shoes while on the gym floor.*
- Q. Students must have permission from a teacher to use the school phone and it must be done under the supervision of the secretary or another staff member.*

Discipline problems will be dealt with according to the seriousness of the offense, the factors surrounding the misbehavior, and the number of times the offense has been committed. Disciplinary actions may include but are not limited to verbal reprimand, writing assignment, teacher-student conference, note to parent, phone call to parent, detention after school, parent-teacher conference, conference with the Principal, short or long term suspension, or expulsion.

Pertaining to the disciplinary action concerning the following items A through G, any offenses dealing with these items will result in phone calls to the parents of all students involved. Those students at cause will be removed from school, at the Principal's discretion, for the remainder of the day. Removal will be the responsibility of the parents for the following actions:

- A. Willful breakage of school/ church property or destruction that occurs as a result of failure to observe the rules.*
- B. The use of profanity, coarse, or vulgar language.*
- C. Fighting, cheating, or stealing.*
- D. Physical and/or verbal abuse of another student.*
- E. Disrespect for those in authority.*
- F. Repeatedly making noise or acting in any manner that interferes with the teacher's ability to conduct class.*
- G. Possessing or using drugs, tobacco, or alcohol.*

Suspension or expulsion will be affected only as a last resort. Teachers, parents, Pastor, administrator, and students will all be involved in working toward a solution of a problem that might lead to more drastic action by the Principal or the Board of Education. Alternative means of disciplining will be tried before suspension or expulsion is considered. In order to ensure that the rights of each student are protected, due process procedures will be followed in dealing with suspensions and expulsions. The Principal is the only staff member authorized to initiate either suspension or expulsion of a student. The following are the rights of students regarding due process in the case of suspension or expulsion:

- 1. A student will be given specific notice of charges. (Suspension and expulsion)*
- 2. A student has a right to present evidence in his or her own behalf. (Suspension and expulsion.)*
- 3. A student has a right to a hearing before the Principal. (Suspension and expulsion)*
- 4. A student has a right to rebut adverse testimony. (Suspension and expulsion)*

5. *A student has a right to be represented by qualified counsel at a hearing. (Expulsion only)*
6. *A student has a right to appeal to the Board of Education. (Suspension and Expulsion)*
7. *Students will be held responsible for all school work missed due to suspension.*

The expression by students of their attitudes, ideas, and opinions is vital to education in a democracy. Classroom activities are often structured to encourage students to express, examine, and debate their thoughts and those of others. The opportunity to share ideas fosters the exercise of reason in forming, understanding, and defending individual beliefs. While students are encouraged to exercise their freedom of expression in the proper setting, the rights of others and the school must also be protected. Therefore, the distribution of obscene, libelous, inflammatory and/ or seditious literature is prohibited on school or church property.

Vacation plans must be discussed between parent, teacher, and Principal. Anything over five days is strongly discouraged. Class work must be made up within one week after the student's return to the classroom.

The Ohio Revised Code makes school attendance compulsory. Such attendance commences with the beginning of the school year as determined by the school board. Children not in the classroom by 8:25 A.M. will be marked tardy.

**Attendance** - A parent/guardian must call the school by 8:30 AM when a child will be absent. If no call is received, the school will call the parent/guardian. If the school is unable to contact the parent/guardian a note must be sent with the child when he/she returns as to the reason for the missed day(s). If we do not have contact with a parent/guardian by phone or note, the missed day will be **unexcused**. Children are allowed **12 absences within a school year** with a parent/guardian phone call or note. After your child has had 12 absences you will be required to provide a **doctor's note, funeral card, or legal notice for any further days that are missed**. If these are not provided, your child will be unexcused. Unexcused absence means that your child will not have the opportunity to make up work that was missed and will receive F's for those assignments/tests.

**Truancy Intervention Program:** Parents/Guardians of children who reach **10 tardies or 6 unexcused absences** will receive **official warnings for school truancy and be ordered to attend the Truancy Intervention Program**. The Truancy Intervention Program involves coming to **5 sessions** on Thursday evenings. Once you are ordered into the program, you must attend as **required by law**. Ohio Revised Code 2919.222: "No person required to attend a parental education or training program pursuant to a policy adopted under division (A) or (B) of section 3313.663 of the Revised Code shall fail to attend the program. **Whoever violates this section is guilty of parental education neglect, a misdemeanor of the fourth degree.**"  
**Violators of this law are subject to the following:**

- Up to 30 days in jail
- Up to a \$250 fine.

## II. APPLICATION AND ENTRANCE POLICIES

### A. Pupil Admission, Placement, and Withdrawal Procedures

**Admission:** Parents wanting to enroll their children in St. John Lutheran School are encouraged to schedule a meeting with the Principal. At that meeting the Principal and parents will discuss the mission and goals of the school and how the parents will support these goals in the home.

For entry into kindergarten at St. John Lutheran School a child must be five years of age by August first of the respective school year. Early entry will not be considered.

Students entering kindergarten must attend one of the kindergarten clinics provided in the area and also provide the school with all records required by the State of Ohio.

Children to be placed in any other grade must have successfully completed the previous grade at another school.

**Placement:** If there is any question as to grade level placement for a new student, the Principal will meet with the parents and teachers to review the records and recommendations of the previous school. Placement that will best serve the child will be made by the Principal on the basis of this meeting.

**Withdrawal:** Records for students transferring to another school will be sent at the written request of the new school. A parent/guardian is encouraged to sign this request.

### B. Enrollment Fees / Tuition Fees / Payments

All payments are due by the first day of school of the current school year. All outstanding fees must be paid by May 1<sup>st</sup> of the current school year for a child to be enrolled as a student of St. John Lutheran School for the upcoming year.

The enrollment and tuition fees will be evaluated on a yearly basis with the amounts being announced in the re-registration notice and published in the student handbook for the upcoming school year. Enrollment and tuition fees are due by the first day of school. A late tuition fee rate will be in effect if payment is made after the first day of school unless other arrangements have been made prior to the Principal or school board by September 15<sup>th</sup>. If a tuition family of four enrolls their children, the tuition for the fourth child is free. Tuition rates for kindergarten will be two-thirds the rate for Grades 1-8. Snack fee for kindergarten will be published in the parent handbook every year.

Tuition families enrolled in our school who are members from some of our area churches (St. Paul, Liberty Center; Emmaus, Wauseon; St. Luke, Wauseon) should check to see if special arrangements can be made to help them with monthly installments of their fees while attending St. John School.

Pastors of Missouri Synod churches will be charged on the same basis as our St. John members. This was adopted in 1998.

### **C. Order of Enrollment**

1. Children whose parents are members of St. John Lutheran Church.
2. Children whose parents are members of no Church (Mission prospect).
3. Children whose parents are members of sister synodical congregations.
4. Children whose parents are members of other Lutheran Churches and other denominations.

### **D. Physical Examination**

The regulations of the State of Ohio require all children entering school for the first time to receive a complete physical examination, also a dental examination recommended, before entering school in the fall of that year. The above requirements would ordinarily be fulfilled before the start of the kindergarten year. All 7<sup>th</sup> and 8<sup>th</sup> graders participating in athletics must have a yearly physical exam. 5<sup>th</sup> and 6<sup>th</sup> grade students are left to the decision of the parents.

### **E. Immunization**

All children entering school must have proper immunization as prescribed by the State of Ohio Health Department before they will be admitted to classes.

### **F. Racial Nondiscrimination**

The St. John Lutheran School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers, educational programs and athletics/extra-curricular activities. In addition, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

## **III. EDUCATION PROGRAM**

### **A. On Philosophy of Education and Educational Goals**

St. John Lutheran Junior High and Elementary School, Napoleon, Ohio, shall be governed according to the adopted philosophy of education and educational goals as set forth by the St. John Lutheran School Staff and its Board of Education. These shall be reviewed periodically.

### **B. On Curriculum and Instruction and the Evaluation of the Education Program**

The Curriculum of St. John Lutheran School shall be based on the Courses of Study developed by the Staff of St. John Lutheran School, approved by the State of Ohio Board of Education, and adopted by St. John Lutheran School Board of Education. The curriculum and instruction shall be evaluated and implemented according to the guidelines set forth in the Courses of Study.

## **IV. EDUCATIONAL RESOURCES**

### **A. On Certified Licensure Staff**

1. All teachers and substitutes must be properly certified or licensed by the State of Ohio.
2. Applications for certificates or license are available in the Principal's office.
3. After certificate application is completed, send the application and fee to the LPDC chairman who will forward everything to the Ohio District Office. It will then be sent to the Ohio Department of Education.
4. When the teacher receives the certificate or license, a copy of it should be filed in the Principal's office and the school office.

### **B. On Selection of Instructional Materials, Textbooks, Equipment**

Instructional materials, textbooks, and equipment shall support the attainment of objectives specified in the respective courses of study. These shall be elected with input from the staff with final approval given by St John Lutheran School Board of Education.

### **C. On Library Policy**

Library materials shall support and extend the curriculum. Materials shall be selected with input from the certified staff and students.

### **D. On Facilities**

Facilities should foster learning and be an aid to effective teaching, service, and administration. Periodic building and grounds inspections should be made by the St. John Lutheran Church Board of Trustees and the St. John Lutheran School Board of Education to ensure proper upkeep and safety.

### **E. On Health and Safety**

Pupil health is protected by an organized program of school health services under the supervision of the Henry County Department of Health. This program includes compliance with state immunization requirements and various health screenings. An emergency medical authorization system is on file for every student. Also emergency exits and drills are held according to state mandate. Proper reporting and supervision of students by staff also shows concern for the safety and well-being of our students. Policies adopted on the administering of medication to students by school personnel are as follows:

1. Administration of any drug, including aspirin, without the written order of the physician and parent/guardian is prohibited by law.
2. Written request from the physician and the parent/guardian must include instructions as to name of medication, dosage, time and duration of medication, and possible side effect.
3. The Principal shall appoint a responsible person to supervise the storing and dispensing of the medication.
4. New request forms must be submitted each school year and as necessary for changes in medication order.

5. The medication and the signed permission forms should be brought to the school by the parent/guardian.

#### **F. On Cumulative Records (Access)**

Cumulative records for each student are kept in the school office under supervision of the Principal. Access to the records shall be limited to certified staff and to parents/guardians upon written request to the Principal.

Student cumulative records shall include Permanent Data consisting of: information which will identify each student, cumulative attendance record for each year, and description of student progress. Personal data shall include scores obtained from standardized intelligence administered psychological tests and reports with parental permission forms attached and family background information; health data as gathered through the school Health Examination Record; and factual reports of serious or recurrent behavior patterns.

If a student transfers, records are forwarded to the school receiving the child upon written authorization from the receiving school. A parent/guardian must sign this request.

Any court of law or governmental agency acting with subpoena may have access. The student or parent will be notified in advance, if possible, of the compliance by the school and of the date for the production of such records. A non-custodial parent may view the permanent records of their child(ren) and secure a copy of their report card progress upon a scheduled visit to the school office, or upon a written request a copy of the report card progress will be mailed to the non-custodial parent.

#### **G. On Pupil Attendance and Conduct**

For maximum learning to take place, students should be present for the legislated number of school days each year. Conduct of the students shall be governed by the St. John Lutheran School Code of Conduct.

#### **H. On School Guidance and Conduct**

The School Guidance Plan of St. John Lutheran School shall serve as the guide and norm for students attending our school. The Guidance Plan shall be reviewed periodically by the Staff and Board of Education of St. John Lutheran School. (See Course of Study)

#### **I. On Pupil Activity Programs**

St. John Lutheran School strives to educate each child. Therefore, opportunities are provided both in and out of school to participate in religious, educational, cultural, social, and athletic activities. Students may participate according to parental decision, school recommendation, and student ability and interest.

## **J. On Evaluation Procedures**

Evaluation and planning are important to the effective growth and well being of St. John Lutheran School. Staff and material resources are to be evaluated on a yearly basis by the Principal and Board of Education of St. John Lutheran School. Goal setting, budgeting, and maintenance plans shall be made on a yearly basis.

## **K. On Non-Discriminatory Hiring Policy**

St. John Lutheran School's credentialed and classified staff shall be recruited, employed, assigned, evaluated, and provided professional development without discrimination on the basis of age, color, ancestry, race, national origin, gender, disability, or veteran status.

## **L. On Reference Check Policy**

Applicants to staff positions at St. John Lutheran School shall provide three references, with addresses and phone numbers. In addition the potential employee will state how long the reference has known the potential employee. All three references will be contacted by St. John Lutheran School.

# **V. GENERAL SCHOOL POLICIES**

## **1. Length of School Year**

The school year will consist of 180 days which includes two days for teacher/parent conferences.

The School Calendar sets forth the days' school will be in session, holidays and vacation periods, in-service training days, teacher orientation days, and days of reports to parents. In preparing the calendar, the Principal will consult with Napoleon Area School District. Napoleon Area School District will also provide the Principal opportunities for members of the staff to offer suggestions before recommending a calendar to the Board for final consideration and adoption. The number of days scheduled for students shall meet or exceed the requirements of state law. In its regular April business meeting, the Board of Education shall adopt the school calendar for the ensuing school year.

## **2. The School Day**

The school day for pupils in kindergarten through eight shall consist of scheduled classes, supervised activities, or approved educational options for at least six hours exclusive of the lunch period.

## **3. Payment of Fees Policy**

Enrollment Fees are due by the first day of school of the current school year. All tuition fees are due by the first day of school, after which there will be a late fee assessed. Tuition Fees may be paid in installments with prior approval to the School Board or the Principal in the form of a

written request. All outstanding fees from previous school year must be paid by August 15<sup>th</sup> of the current school year for a child to be enrolled as a student at St. John Lutheran School for the upcoming year.

#### **4. Non-Payment of Fees Policy**

For all graduating students and students who will not be returning to our school, all permanent records, including report cards of those students will be withheld until all fees are paid in full.

#### **5. School Emergency Closings**

Emergency closings include: disease epidemic, hazardous weather conditions, damage to school building, and other temporary circumstances due to utility failure rendering the school building unfit for school use. The superintendent of Lutheran Schools shall be notified in each case. In case of weather emergencies St. John Lutheran School will be closed when Napoleon Area Schools are closed. Such closing will be announced on WNDH 103.1 radio, Napoleon.

#### **6. Class Size**

Enrollment will be limited to twenty-five (25) students per teacher (average). This is according to state standards. No teacher will have more than two (2) grades per classrooms.

#### **7. Reporting Child Abuse**

If a staff member suspects CHILD ABUSE, they should notify the Principal who upon concurrent will notify the Henry County Department of Job and Family Services. If the Principal is not present, he/she shall make contact with the Chairman of the School Board and inform the Principal at the earliest possible moment.

#### **8. Grouping**

Since not all children are on the same level academically, it is recommended that teachers group children whenever possible. Although the lower grades need more grouping, experimental grouping in upper grades is encouraged.

#### **9. Homework**

The children are given opportunities in school to complete some of their homework. However, each grade school child may have between ½ to 2 hours of work to be done each evening. In cases where a child seems to have more than this amount of work to be done each day, the problem should be discussed with the teacher.

#### **10. Honor and Merit Roll**

Special recognition will be given at the end of each marking period to those students in Grades 4-8 who have shown special effort and accomplishment in their school work. Those students, who have earned a 3.5 through 4.0 grade point average, will have their names placed on the Honor Roll. Those students who have earned a grade point average of 3.0 through 3.4 will have their names placed on the Merit Roll. Only those subjects receiving a letter grade will be

considered. Each student who is on the Honor Roll all four quarters will receive an academic award and blue pin at the end of the school year. Each student who is on the Merit Roll all four quarters or a combination of Honor Roll/Merit Roll all four quarters will receive an academic award and a red pin.

### **11. Pledge of Allegiance (American Flag)**

The Pledge of Allegiance shall be recited daily by all grades, standing with hand over heart, observing the American Flag, and saying the Pledge from memory.

### **12. Dress Code**

The most important part of any dress code is parental discretion. Children should dress neatly and keep themselves neat and clean. Clothing that is injurious to furniture and floors, or disturbing to the class may not be worn. Shoes or sandals (but not flip-flops) must be worn. Boys and girls may wear blue jeans. Girls may also wear slacks. The wearing of shorts is permitted when temperatures reach 70° or above.

### **13. Field Trips**

Field trips are valuable to quality education. Teachers are encouraged to take the students on one or more trips throughout the year. All children must have signed permission slips from parents or guardian for each trip. All field trips must be approved by the Principal.

### **14. Transportation**

Since we use Napoleon Area, Liberty Center, Patrick Henry, Pike-Delta-York, and Wauseon school buses, their regulations must be followed.

### **15. Fire/Disaster/Safety Drills**

The Principal is responsible to have fire drills at least once a month. Disaster (tornado) drills shall be conducted at least once a month during the tornado season. (March – May) A safety drill shall be conducted annually.

### **16. On Selection of Instructional Materials, Textbooks, Equipment**

Instructional materials, textbooks, and equipment shall support the attainment of objectives specified in the respective courses of study. These shall be selected with input from the staff.

### **17. Purchasing**

The purchasing of all goods and services for St. John Lutheran School shall be done by requisition through the school office with the approval of the Principal. The chairman of the Board of Education or other designated Board Member shall approve when cost exceeds over \$200.00. Those items purchased with State Funds must be channeled through the Napoleon Area Schools and approved by them.

## **18. Acceptance of Federal and State Aid**

St. John Lutheran Church Voters' Assembly decided to accept funds and materials from State and Federal governmental agencies as they become available according to new laws. The school also promises to abide by the rules and regulations set by these agencies as long as they are in agreement with our philosophy and objectives. This policy shall remain in effect until such time as the Voters' Assembly rescinds this decision.

## **19. State Funding**

St. John Lutheran School receives funds appropriated by the Ohio Legislature for non-public schools. These funds vary in amount from year to year and are based on school enrollment. They are administered by Napoleon Area Schools.

The monies are used to provide some of the equipment and auxiliary services for our students including various audio-visual materials, class textbooks, speech and hearing therapy and remedial math and reading assistance, and non-ideological computer software. The funds may not be used for anything that can be easily diverted to religious use.

## **20. Administrative Cost Reimbursement (ACR)**

These are monies received from the State for tasks staff members must perform according to State Law. The Board of Education, along with the input of the Principal, shall determine how this fund is spent.

## **21. Public Relation Program**

Any newsworthy article or announcement will be sent to the Northwest Signal Newspaper, Napoleon, Ohio. All information related to the school needs to be approved by the Principal before going to the media.

## **22. First Aid**

Minor cuts and scratches can be taken care of by the teacher in the First Aid Room where a cabinet of first aid equipment is located. Written notification will be placed in a notebook placed in the cabinet by the teacher. In cases of major injuries, the parents will be notified and/or the doctor called and the child referred to him/her for help. No internal medicine will be given by teachers.

We are required by law to have a policy on the administering of medication to students by school personnel. Forms are provided with the Parent Handbook at the beginning of each school year. Our policy is as follows:

- A. Administration of any drug including aspirin without the written order of the physician and parent/guardian is prohibited by law.
- B. Written request from the physician and the parent/guardian must include instructions as to name of medication, dosage, time and duration of medication and possible side effects.
- C. The Principal shall appoint a responsible person to supervise the storing and dispensing of the medication.

- D. New request forms must be submitted each school year and as necessary for changes in medication order.
- E. The medication and the signed permission forms should be brought to the school by the parent/guardian.

### **23. Phone**

Teachers will be available to answer the phone only before or after school hours and when not in class during the day except for emergencies. Parents should call after school hours. Children are not to use the phone except for emergency reasons and then with permission of a teacher.

### **24. Extra-Curricular Activities (Eligibility)**

Some extra-curricular activities (athletics, cheerleading, etc.) are available. Students in Grades 7&8 participating in these activities must have passing grades. These students must maintain a 2.0 grade point average and have no F's on a mid-term or quarterly report. If this does occur, the student's work will be checked on a weekly basis to determine eligibility. Students participating in extra-curricular activities must have written permission from parents or guardians. Extra-curricular activities must take place after school hours.

### **25. Cheerleading**

The cheerleading squad will be made up of all girls who attend St. John Lutheran School and wish to participate, in the following order: First – 8<sup>th</sup> grade; Second – 7<sup>th</sup> grade; Third – 6<sup>th</sup> grade; Fourth – 5<sup>th</sup> grade; as needed to complete the squad. This policy is to be reviewed annually in September by the Cheerleading Advisor, Principal, and School Board to determine the size of the squad. The cheerleaders will be expected to cheer at the 7<sup>th</sup> and 8<sup>th</sup> grade boys' games, and the 5<sup>th</sup> and 6<sup>th</sup> grade boys' games, if possible.

### **26. Absence / Eligibility Policy**

A student must be in school the last half of a school day in order to participate in any extracurricular activities (this includes all sporting events and cheerleading) taking place that afternoon or evening. If the absence occurs on a Friday afternoon, the student will also not be allowed to participate in any extracurricular activities on Saturday. Sunday participation will be allowed if the student attends a church service that week-end. Students in Grades 4-6 may play on the 7<sup>th</sup> and 8<sup>th</sup> grade sports teams as needed.

### **27. Movie Policy**

*adopted* October 2008

- a. G movies – Okay for all grades
- b. PG movie – Grades 5-8 teacher needs to have previewed it;  
PS-4 See PG-13/R
- c. PG-13/R – Notify parents/guardians in writing; receive written permission for student to watch movie or if student is to be excused from watching movie
- d. No movies to be brought in/shown for birthdays
- e. Grades 5-8 may show movies for holiday parties, using guidelines above

There will be exceptions, such as showing a movie for academic purposes that fits in with the curriculum but guidelines still apply.

## **28. Course of Study**

All students enrolled in St. John Lutheran School must participate fully in all aspects of its courses of study. The courses of study for St. John Lutheran School shall include the following subjects:

*Religion, Reading, Language Arts, Math, Social Studies, Health, Science, Music, Art, and Physical Education.*

## **29. Personnel File**

A personnel file, including transcript of records and certification of teachers will be kept in the school office.

## **30. School Nurse**

Henry County Health Department contracts with St. John Lutheran School for school nurse – health services paid for with State Funds. This nurse visits St. John on a regular basis or whenever needed. The nurse will check health records and assist with health problems. Teachers are to consult with the nurse for any health concerns in the classroom. Also available to St. John Lutheran School are: *vision testing program, hearing testing program, scoliosis testing, and Kindergarten screenings.*

## **31. School Psychologist**

If psychological help is needed by students of St. John Lutheran School, the Northwest Ohio Educational Service Center will provide us with their services.

## **32. Interscholastic Athletics / School Activities**

There are to be no after school activities after 6:00 PM on Wednesdays during Advent and Lent, nor on any other date when there is a scheduled church service (*with the exception of the May – October Thursday evening services*). These services include, but are not limited to: Maundy Thursday, Good Friday, Confirmation Questioning, and Ascension. Realizing that conflicts result because of league commitments, tournaments, and other special problems, activities that will run in conflict with the previous restrictions must have prior approval of the Principal and Athletic Director.

## **33. Playground Duty**

- A. Teacher or Teacher Aide is to be in immediate vicinity of the children.
- B. Teacher or Teacher Aide on playground duty should be ever alert to all areas of the playground. Don't spend too much time with one group of children or in one area of the playground.
- C. Teacher or Teacher Aide should act in reasonable ways in which parents normally act; children's coats and jackets are to be on and buttoned in cold weather; children are kept out

- of water or wet fields; hazards of play and of the playground are looked for and eliminated. Children without boots for snowy conditions are to remain on the blacktop.
- D. When the temperature drops to 20° or below and is windy, (wind chills 0 degrees), it is advisable that the children be kept inside. Below 20° and no wind it may be possible, at the Principal's discretion after consulting with the teacher aide, to go outside.
  - E. At the bell marking the end of the recess period, the teacher or teacher aide will have the children line up at the door before entering the school.

### **34. Class Trip**

For the 8<sup>th</sup> grade class trip or the 7<sup>th</sup> & 8<sup>th</sup> grade class trip, only those students enrolled in the seventh and eighth grades of St. John Lutheran School at the time of the class trip and who have fully earned or paid for their portion of the class trip will be allowed to go on the eighth or seventh and eighth grade class trip. All monies earned are non-refundable.

### **35. Access To Student Cumulative Records**

Cumulative records for each student are kept in the school office under supervision of the Principal. Access to the records shall be limited to certificated staff and to parents/guardians upon written request to the Principal. Student cumulative records shall include Permanent Data consisting of the following: a) information which will identify each student, cumulative attendance record for each year, and description of student progress; b) personal data shall include scores obtained from standardized intelligence administered psychological tests and reports with parental permission forms attached and family background information; c) health data as gathered through the school Health Examination Report; and, d) factual reports of serious or recurrent behavior patterns. Student records are in a secure, locked system at the end of each school day.

If a student transfers, records are forwarded to the school receiving the child upon written authorization from the receiving school. A parent/guardian must sign this request. Any court of law or governmental agency acting with subpoena may have access. The student or parent will be notified in advance, if possible, of the compliance by the school and of the date for the production of such records. A non-custodial parent may view the permanent records of their child(ren) and secure a copy of their report card progress upon a scheduled visit to the school office, or upon a written request a copy of the report card progress will be mailed to the non-custodial parent.

### **36. Grading Scale**

The grading scale at St. John Lutheran School is as follows: *Superior – 100 to 93; Good – 92 to 85; Fair – 84 to 75; Poor – 74 to 65; Failure – Below 65.*

### **37. Classroom Closing and Opening**

No students will be allowed in the classroom after 3:30 PM (or when the teacher leaves for the day). The classroom doors will be locked and not opened until 8:00 AM the following morning. We are asking that parents refrain from going to a teacher's home to borrow the school key during evening hours.

### 38. Early Arrivals

Early arriving students will be placed in the Fellowship Hall until 8:20 AM. Our teacher aide will supervise. If there is a delay, early arriving students will be placed in the Fellowship Hall until dismissed by the teacher aide. We are once again reminding all students who ride bikes not to arrive at school until 8:20 AM.

### 39. Gym Shoes

In case of inclement weather, the gym is used for recess activities. Gym shoes will be required by all students playing on the gym floor. Students not wearing gym shoes will be asked to sit on the sidelines.

## VI. TESTING / MONITORING PROGRESS

### STANDARDIZED TESTING PROGRAM

Kindergarten	KRAL		August	Assessment
Grade 1	Iowa Test of Basic Skills	Level 7 Form A	End of April	Diagnostic
Grade 2	Iowa Test of Basic Skills	Level 8 Form A	End of April	Diagnostic
Grade 3	Reading and Math		End of April	Achievement
Grade 4	Writing, Reading, and Math		End of April	Achievement
Grade 5	Reading, Math, Science, Soc. Studies		End of April	Achievement
Grade 6	Reading and Math		End of April	Achievement
Grade 7	Reading, Writing, and Math		End of April	Achievement
Grade 8	Reading, Math, Science, Soc. Studies		End of April	Achievement

### POLICY PROCEDURE REGARDING THE PARTICIPATION OF HANDICAPPED PUPILS IN COMPETENCY BASED EDUCATION PROGRAMS

All children are required to participate in the locally developed competency based education programs except those who have been determined handicapped. Any student with a handicap shall meet with a committee consisting of a school psychologist, and / or family physician, administrator, teacher involved, and parent to determine the best procedure for the child. Individualized Education Program Provisions will be made for exemption of individual handicapped pupils from the requirements of the locally developed competency based education programs.

### POLICY PROCEDURE REGARDING INTERVENTION ACCORDING TO PUPIL NEEDS IN COMPETENCY BASED EDUCATION PROGRAMS

If through the administration of the Iowa Tests of Basic Skills (1-2), or State Achievement Tests (Grades 3-8), a student is identified as being one grade level below his current grade in the competency based education programs, recommendation to the parent may be made that the child enter the remedial and / or intervention program of the school.

## PROCEDURES FOR REPORTING TO PARENTS

### **A. Monitoring Pupil Achievement and Progress Reports**

The philosophy of the Board concerning academic achievement and children's social growth and development is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the Board feels it important that his/her teachers have as much and as accurate knowledge of each student as possible in order to assess his/her needs, his/her growth, and make instructional plans for him/her. Thus a sharing of information among parent, teacher, and student is essential. The Board supports staff efforts in finding better ways to measure and report student progress. It will require only that:

1. Parents be informed regularly, and at least four times a year, about the progress their child(ren) are making in school. After first quarter there will be a parent/teacher conference. After third quarter the parent or teacher may request a parent/teacher conference.
2. Parents be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration. This can be done through personal contact with the parents or through interim reports sent to the home.
3. Insofar as possible, distinctions be made between a student's attitude and his academic performance.
4. At comparable levels, the school system seek consistency in grading and reporting except as this is inappropriate for certain classes or certain students.
5. When no grades are given and the student is evaluated informally in terms of his/her own progress, the school staff also provide a realistic appraisal of the student's standing in relation to his/her peers when requested by parents.
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

### **B. Notifying Parents of Pupil Conduct or Attendance Problems**

In the event a problem concerning conduct or attendance arises, the following procedure should be used:

1. The Principal shall notify the parents through telephone and/or written communication.
2. If the problem cannot be solved on the initial contact, a meeting will be arranged to include parents/guardian, teacher, and Principal.
3. If no solution is found, the Board of Education will make personal contact.
4. Parents shall notify the school office when their child/children will be absent for the day. If notification of an absent student is not received by 10:00 AM, a call by the school to the home shall be made.

## VII. PLACEMENT POLICY AND PROCEDURES

### A. INTRODUCTION

One task assigned to the instructional and administrative staff is the appropriate placement of students. To that end, professional decisions need to be made that best defines a combined effort between the school and home for the good of a student. The curricula, developed by St. John Lutheran School, are designed to expand the “educational horizons” for the greatest good for the greatest number of students. Yet, we know through experience that students may meet or not meet our criteria for completion of our programs. Some students exceed our standards and others experience difficulties in maintaining minimums.

Common sense tells us that attention through carefully designed and individualized programs is the most appropriate means to determine placements. When students fall short or exceed our programs, educators need to reflect on methodology, curriculum, or materials in addition to the individual students.

Four main goals must be addressed:

1. That the student’s educational needs are adequately met by the placement.
2. Classroom activities are adjusted to the ability of the individual child.
3. All procedures benefit the student.
4. Intervention must prepare the student for successful achievement in grades that follow.

Overall, the aim of appropriate placement is to support pupil learning through systematic professional decisions.

### B. GUIDELINES PROCEDURES

1. The decision of appropriate placement of a student shall be determined by the school.
2. Provisions shall be made for students who experience learning mastery at a rate different from the “norm.”
3. The welfare of the child shall be the deciding factor in a placement decision.
4. In the event that a student is experiencing learning mastery at a rate different from the “norm,” the assigned instructor(s) shall implement the following:
  - a. Notify the parents
  - b. Compile samples of student work and review previous test date results
  - c. Schedule a parent/teacher conference
  - d. Initiate an intervention plan
  - e. Monitor student progress and report to parents
  - f. Maintain a file on this data or student

If the intervention plan has not proved successful, the instructor(s) shall:

- a. Notify the Principal
- b. Request the services of administrative, instructional, and support personnel
- c. Notify the parents

- d. Request a meeting of administrative, instructional, and support personnel to determine additional intervention services. The Principal shall make the final determination for changes in intervention/placement.

If in the opinion of the administrative, instructional, and support personnel that the appropriate intervention plan is to maintain current grade placement for another school term, the Principal shall schedule a parent-staff conference for the purpose of explaining the decision to the parents.

If in the opinion of the parents, that the best interests of the child are not served by the placement or intervention plans, then they shall have the right to discuss their concerns with the Principal and Board of Education of St. John Lutheran School.

5. **No student** shall be retained more than twice through grade five.  
**No student** shall be retained twice in the same grade.  
**No student** shall be retained more than three times through grade eight.  
**No student** shall be considered for retention having passing grades of D or above unless requested by the parent.  
**No conditional placement will be permitted.**
6. The following factors may be considered by the staff and parents in a placement decision for the student:
  - A. Academic level
  - B. Motivational level
  - C. Maturity
  - D. Test results
  - E. Academic achievement
  - F. Emotional makeup of the student
  - G. Overall ability
  - H. Physical maturation
  - I. Home conditions
  - J. Grade level
  - K. Age
  - L. Behavior
  - M. Attendance
  - N. Academic history
  - O. Requirements of special programs
  - P. Rate of progress
  - Q. Handicaps
  - R. Intervention history
7. Intervention plan options available to the staff and parents for the benefit of the student are:
  - A. Counseling
  - B. Tutoring
  - C. Repeat of grade level placement or courses

- D. Home assistance programs
- E. After school assistance programs
- F. Summer school programs
- G. Special programs
- H. Educational options
- I. Other

8. Special education programs are individualized, ungraded, and subject to specific state standards. Severe Hearing Impaired, Visually Impaired, Orthopedic, Severe/Multiple, Learning Disability, Severe Behavior Disorders, and Developmentally Handicapped students are placed in the least restrictive environments. Placement decisions are based on progress in the individualized education plans and placement team evaluation data.
9. Competency Testing – St. John Lutheran School students will be assessed through standardized and locally adopted tests in conjunction with adopted test materials that coincide with adopted texts. Nothing in this section should be interpreted to mean that completion of the requirements of the competency testing program is sufficient reason for placement. All other requirements established by the Board of Education must be met.

#### C. PROMOTION AND RETENTION CRITERIA

A student shall be promoted who has satisfactorily completed the required course of study for his/her grade level. A student shall be retained according to the following criteria:

If a student in grades 5-8 fails three or more major subjects or its equivalent, the student shall be considered for retention.

In all cases, it shall be the responsibility of the instructional staff, and the Principal to develop a “follow-up study” for students who have maintained placement or transferred to the next highest grade.

# **ST. JOHN LUTHERAN SCHOOL WELLNESS POLICY**

## **Philosophy**

St. John Lutheran School believes that children and youth who begin each day as healthy individuals can learn more and are more likely to have success in their education. St. John Lutheran School also believes that healthy staff can more effectively perform their assigned duties and model appropriate wellness behavior for students. This policy encourages a holistic approach to staff and student wellness that is sensitive to individual needs.

## **Nutrition Education**

Nutrition education, a component of comprehensive health education, will be offered every year to all students. Nutrition education topics will be integrated into the entire curriculum where appropriate. Our nutrition education program will address the following:

### Curriculum:

- Equips students to acquire the knowledge and skills needed to engage in sound nutrition behavior.
- Is aligned with state standards.

### Instruction:

- Aligns curriculum instruction, and assessment.
- Addresses the state guidelines for recommended instruction.
- Builds student confidence and competence in making healthy nutrition choices.
- Engages students in learning what prepares them to choose a healthy diet.
- Is taught by qualified teachers.

### Opportunity to Learn:

- Includes students of all ages and abilities.
- Provides adequate instructional time to build students' confidence and competence in health-enhancing skills.

## **Physical Education and Physical Activities**

Developmentally appropriate physical education will be offered to all students. In addition, physical education topics may be integrated into the entire curriculum when appropriate. Our physical education program will address the following:

### Curriculum:

- Equip students with the knowledge, skills and attitudes necessary for lifelong physical activity.
- Has a curriculum that promotes Christian standards and values.
- Influences personal and social skill development.
- Is aligned with state standards.

#### Instruction:

- Aligns curriculum, instruction, and assessment.
- Builds student confidence and competence in physical activities.
- Engages students in curriculum choices that prepare them for a wide variety of lifetime activities.
- Is taught by qualified teachers.

#### Opportunity to Learn:

- Has an age appropriate student-to-teacher ratio.
- Has enough functional equipment for each student to actively participate.
- Includes students of all abilities.
- Addresses the state guidelines for recommended instruction.
- Offer daily opportunities for unstructured physical activity (recess) for all students.
- Provide extra-curricular opportunities in the form of an athletic program for boys and girls.
- Parents, teachers, administrators, and students are encouraged to serve as role models in practicing healthy eating and being physically active.
- Opportunities such as Hoops for Heart and United Way Coming Alive are to be encouraged.

### **Healthy and Safe Environment**

St. John Lutheran School will strive to provide a healthy and safe environment for all. Safer schools promote healthier students. Healthier students do better in school and make greater contributions to their community.

- School buildings and grounds, structures, and equipment will meet all current health and safety standards, and be kept inviting, clean, and safe.
- St. John's school and playground will maintain an environment that is free of tobacco, alcohol, and other drugs.
- Training will be provided for teachers and students in preventing bullying behaviors.
- St. John Lutheran School will create an environment where all are respected, valued, and accepted.
- St. John Lutheran School will regularly conduct safety drills – fire and tornado – as directed by the State of Ohio Fire Marshall.

### **Health Services**

St. John Lutheran School will provide an effective health care system that provides a broad scope of services from qualified health care providers.

- Primary coordination of health services will be through a school nurse with the support and direction of the Henry County Health Department.
- St. John Lutheran School will collaborate with community health services to promote health and wellness for students and staff.

- A program of health services will be provided including vision and hearing screening, scoliosis screening, immunization review, and community health referrals.

### **Nutrition Guidelines**

St. John Lutheran School will offer healthy foods that support student growth and energy needs.

- St. John Lutheran School will offer school lunches that meet the meal patterns and nutrition standards established by the United States Department of Agriculture.
- The school cook will provide students with a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of the students.
- St. John Lutheran School will provide a clean and safe environment for lunch with adequate time to eat.
- Guidelines for reimbursable school meals will not be less restrictive than the regulations issued by the US Department of Agriculture.
- Nutrition services will support classroom activities in order to encourage good nutrition practices and to promote health and reduce obesity.

### **Implementation and Monitoring**

The Principal will ensure compliance with this nutrition and physical activity wellness policy.

- School service staff will ensure compliance with nutritional policies within school food service areas and will report to the Principal.
- Physical education and health curriculum will be aligned with St. John Lutheran School Courses of Study.
- St. John Lutheran School will comply with all applicable federal and state requirements.
- Records of annual inspections and reports will be available in the School Office.
- This policy is subject to on-going review and modification as necessary.

### **Family School, and Community Partnership and Planning**

Long term planning partnerships improve the implementation of health projects, standards, and events at St. John Lutheran School.

- Families, students, Board members, staff and administration will be included on an on-going basis in the school health and wellness planning process.
- The diversity of the school and community will be valued in planning and implementing wellness activities.

- Community partnerships will be developed and maintained as a resource for school programs.
- St. John Lutheran School will support the engagement of students, families, and staff in community health enhancing activities and events.