

**St. John's Lutheran Elementary School**

# **Handbook**

**2017-18**



**Teaching God's Children for over 100 years, since 1913  
That we may know Christ, and make him known to the world**

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# Message to Parents

*A very wise man once said, "The soul of education is the education of the soul." St. John's Lutheran School was founded with that saying in mind. It is a school unlike many others. In it are taught the three R's - reading, 'riting, and 'rithmetic -, but also the fourth R, the most important one, religion. All the teaching and the learning are done with God's infallible Word as the basis of instruction. We teach and also firmly believe that, "The fear of the Lord is the beginning of wisdom." (Psalm 111:10)*

*St. John's Lutheran School is the agency for the Christian training of the youth of St. John's Lutheran Church. It is structured and designed to assist the parents in the Christian training of the blood-bought souls God has given into their care. It is not to replace the home, but to work hand-in-hand with it.*

*In order to promote the highest possible cooperation between the home and the school, this handbook was prepared as a guide. It's purpose is to present all the necessary information about the school to its parents and pupils. Please agree to all of the conditions set forth in it. After you have read it, keep it in a convenient location for future references. This handbook has been written for your convenience. If you read it carefully, it will answer many of the questions you may have about your school.*

*The faculty members of St. John's Lutheran School desire the greatest amount of harmony possible between the school and the home. We hope and pray that all concerned with this school will keep an open channel of communication. If you should have questions about the school or its policies, you will always find an open door and an open mind. We encourage you to remember that St. John's is your school. We welcome and encourage visits from parents. We hope that you will avail yourself of all the opportunities for the sharing of the task of the Christian training of your children.*

*All of us are human, and as such, we have our failings and our shortcomings. We pray that these will never interfere with the work God has given us to do. When our feelings cause problems, we hope that you will use this handbook as common grounds for discussion. We are confident that with God's Word as our basis, whatever problems should arise can and will be solved to His glory.*

*With an earnest and heart-felt prayer that God will bless every effort which we, both parents and school staff alike, put forth to give our children the best Christ-centered education possible, we may confidently look forward to serving you and working with your children.*

Feeding His Lambs,  
St. John's Lutheran School

# Faculty and Staff of St. John's

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Westland, MI 48186  
734-721-4650**

Pastor Craig Birsching Pastor, 7-8 Grade Confirmation Class St. John's, Westland membership	C: (253) 355-2574
Mrs. Lori Bartholomew Upper Grades; Principal; Athletic Director St. John's, Westland membership	C: (734) 576-1539
Mrs. Monica Schultz Intermediate Grades Peace, Livonia membership	C: (734) 722-8705
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# Board for Parish Education

*Michael Thompson, Chairman* C: (734) 673-5973 ([mdthomps3@gmail.com](mailto:mdthomps3@gmail.com))

Al Bogenschutz, Tod Bartholomew, Jeremiah Stockdale, and Gary Emery

## Purpose of St. John's Ev. Lutheran School

Christian parents and guardians should take their responsibility in bringing up their children seriously because they have a direct command from their God: *"bring up your children in the nurture and admonition of the Lord."* (Eph. 6:4) They should realize that some day they must give an account as to their stewardship of the souls entrusted to their care. Therefore, time, distance, convenience, school facilities, etc., will NOT be the deciding factor in choosing a school for their children. The most important question is: "Which school will better help me to bring up my child as God would have me to do?"

Our Lutheran School is maintained by St. John's congregation to serve as an agency to help parents and guardians in the Christian training of their children in accordance with the Scriptural command: *"Train up a child in the way he should go: and when he is old, he will not depart from it."* (Prov. 22:6) and Christ's own words: *"Feed My lambs."* (John 21:15)

The Word of God is taught not only during the religion classes, but it is applied throughout the day as the basis and guide for all learning and living. It is the aim of our school to take into account all the child's needs of body and of soul.

The chief objectives of St. John's Lutheran School are: To teach God's Word diligently in obedience to God's command that we make disciples of all nations (Matthew 28:19-20).

- ✠ To provide for the academic and spiritual welfare of the child by means of a complete Christian education.
- ✠ To build Christian character.
- ✠ To strengthen the Christian home.
- ✠ To strengthen the Christian congregation.
- ✠ To teach Christian citizenship.
- ✠ To teach children to evaluate all education from a Christian point of view.
- ✠ To promote Christian pupil-fellowship as one of the most influential factors in building character and training in Christian living.
- ✠ To maintain the highest possible standards in the entire curriculum as an aid for present living and necessary foundation for future education.
- ✠ To assist the parents in meeting the challenge of properly guiding their children.

Simply stated, it is the goal of the school to prepare the students for useful life as citizens in this world and, above all, to direct their attention to the lasting citizenship they are to share with fellow-Christians in heaven.

# **Financial Support from the Members of St. John's**

In general, it can be pointed out that the greatest majority of the church's budget is spent on the education of the children. Members of St. John's are expected to help meet this cost by their regular offerings for the Lord's work, because the goal of tuition is to cover only a third of actual costs per child of members. Non-members receive the member rate for their first year. Regular contributions are an important aspect in meeting the educational costs. Members of St. John's can only make regular contributions if they are in attendance in the Lord's house on a regular weekly basis. Obviously, the regular feeding of the member's soul with the Word of God is more important than what is given in the collection plate each week. But, it is also obvious that the school cannot exist without the regular, weekly contributions of its members. Members are therefore expected to give as the Lord has blessed them so that the work of spreading the gospel to his lambs can continue. There will also be times when our members will find themselves in a hardship situation due to a loss of income for any varying reasons. St. John's is your family of fellow believers, brothers and sisters in the faith. The school administration, pastor, and Board of Parish Education ask that you please make us aware of a situation such as this so that we can give you comfort and the assurance that we are here to lend a helping hand and keep you in our prayers until your situation improves.

## **Tuition Discounts**

Word-of-mouth advertising is one of the most credible forms of advertising because a person puts their reputation on the line every time they make a recommendation and that person has nothing to gain but the appreciation of those who are listening. St. John's has been blessed with many students because of word of mouth from our families. People truly are watching our examples as Christians. We come into contact with unchurched people regularly. It is very important that we let them know about our church and school. To encourage and thank these efforts, St. John's is offering present school families a discount for every new student that comes to St. John's because of your referrals.

For every family you refer, you will receive a 20% discount to be used toward your own tuition. This discount will not be deducted at the time of registration of the new family you have referred. Once the full year of education for the family is realized, you will receive that discount which may then be applied towards your next own tuition. If your child has graduated, you will receive a check for the discount amount.

## **Enrollment Policy and Procedures**

If, after initial contact with the Principal and/or Pastor, a definite interest in enrollment has been shown, and the parents agree to support the policies of the school, the child may be enrolled.

Since the main concern of both the school and the congregation is the salvation of souls, and since it is also necessary for parents to be informed as to the doctrinal instruction given to their children, parents who are not members of St. John's Lutheran Church, or one of its sister congregations are required to attend the Adult Information Class (AIC) taught by our pastor.

If no reason for refusal of enrollment is evident, an application will be given to the parents. The Principal will inform the parents that upon receipt of the completed form, the cumulative record of children will be ordered from their previous school, and the Board will temporarily place the child, pending formal approval of the application for Parish Education. The probationary period allows the school time to review



the child's cumulative record, to assess the child and his/her needs and/or problems, and to advise the Board of Parish Education as to the school's ability to meet those needs and/or problems.

After the discussion of the application, in consultation with the staff and the Pastor, the Board of Parish Education will notify the parents of its decision. It should be noted that the admittance of non-member tuition students is subject to approval each year, with careful attention being given to the student's participation in all the religious functions of the school and the worship services of a Wisconsin Evangelical Lutheran Church.

All school-aged children of St. John's Lutheran School entering Kindergarten must be five years old before September 1 of the year in which they enroll. In extreme cases, the immaturity of the child might make it necessary to postpone the child's entrance into kindergarten or first grade. Such decisions will be up to the teachers and the Principal after consultation with the parents.

A child may be admitted to the other seven grades upon receipt of the cumulative records from the previous school attended by the child, showing completion of earlier grades. The school staff will determine the grade placement of the child through special testing if this should appear necessary.

Before parents enroll a child, they should be ready and able to subscribe to the following provisions:

- 1) That parents are willing to have the child instructed in the doctrines of the Wisconsin Evangelical Lutheran Synod.
- 2) That the parents do not object to having the teachers or the Pastor inform the child of the erroneous doctrines of other churches.
- 3) That the parents will honestly endeavor to have the child attend services regularly in St. John's Lutheran Church or another church of the Wisconsin Evangelical Lutheran Synod.
- 4) That the parents will permit the child to take part in the usual school activities and church services throughout the year or present an acceptable excuse for the child's failure to participate.
- 5) That the child will attend the confirmation instruction classes that are conducted in the seventh and eighth grade.
- 6) An agreement of enrollment in the tuition payment plan for payment of the year's tuition, unless full payment is made at the time of enrollment.

St. John's Lutheran Church maintains a Lutheran Elementary School for the education, indoctrination, and Christian character-building of its youth. It is the policy of St. John's to enroll children according to the following priority:

1. First preference is given to children whose parents are members of St. John's Lutheran Church.
2. Children whose parents belong to sister congregations are accepted next.
3. Unchurched children (currently not attending any church) of parents who are mission prospects (who are currently not members of any church) are given third preference and are accepted at member tuition rates for their first year. Non-member rates apply thereafter. Those who are making a good-faith effort, but have been unable to attain membership during their first year, may be allowed to pay the Prospective member rate after the first year until they become members.
4. Those who are active members of another church will be expected to pay the Non-member rate after the 1<sup>st</sup> year.

## **Non-discrimination Policy Regarding Enrollment**

St. John's Lutheran School and Church admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at

the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, and athletic and other school-administered programs.

## Home and School Cooperation

The Lord through His Word has bound the home and the school together as a unit with one and the same aim or purpose when He said: "These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up" (Deuteronomy 6:6-7). Christian parents dare NOT give up this God-given responsibility when they send their children to our school. The Christian home and the Christian school are the most effective agencies for the training of our children. However, in point of importance and responsibility, the home stands first. Parents may not neglect the Christian training at home because their children attend a Christian school. It is the parent's child, and therefore, first the duty of the parents to give that child a Christian education. This privilege no one may take from them, nor may they forego it voluntarily.

The teacher's part is to give additional training so that the work of making our children "wise for salvation" (2 Timothy 3:15) may continue unhindered and uninterrupted. Parents and teachers must join hands so that nothing may rob our children of the crown of glory laid up for them in heaven.

## Policy Regarding Questions and Concerns

So that Scriptural principles are followed (Matthew 18) whenever a question or concern arises, the following procedures are to be followed:

- ✓ Questions and concerns are to be brought individually and not via group action.
- ✓ Questions and concerns are to be brought in a spirit of Christian patience and understanding with a desire for a quick resolution of the difficulty involved.
- ✓ The questions and concerns must be brought first to the teacher involved, at a mutually convenient time by appointment.
- ✓ In the event that there is no resolution of the problem involved, the following official channels may be approached, in this sequence:
  1. Principal
  2. Pastor
  3. Board of Parish Education
- ✓ Your concerns are between you and your child's teacher. ***Parents are to remember the 8<sup>th</sup> Commandment and keep their concerns private.***

## Home and School Society—HSS

The *Home and School Society* (HSS) is a Parent/Teacher cooperation organization which was organized to discuss matters of general interest pertaining to the various aspects of Christian education. If your child attends our school, you are an automatic member of this organization. Therefore, all parents are urged to

attend and participate in the four meetings of this organization held during the school year. Information regarding the dates and times of the meetings are posted on your yearly school calendar.

Your presence at these meetings can only give a greater assurance to your children that you and the teachers are truly concerned about them and are indeed truly working together to give them the best education possible.

**Current HSS Officers**

<b>President</b>	Gabrielle Burkett	734-818-0874
<b>V. Pres.</b>	Beth Favors	734-718-9418
<b>Secretary</b>	Sarah Emery	734-476-5500
<b>Treasurer</b>	Beth Last	734-377-6694

# Discipline

Although our children are daily taught the Word of God, they are not exempt from the temptations of the devil, the world, and their flesh. At times it becomes our duty to point out, admonish, correct, and even punish such sins with Christian love and concern for the individual.

Our students should try at all times to conduct themselves as Christian young people. When conduct is not of such a nature, God-pleasing discipline will be handed out. Detentions may also be meted out if the behavior warrants such a punishment.

Should there be an exceptional case of discipline problems, the teacher and/or the principal will consult with the parents and the child for further cooperative action. If problems continue it may lead to suspension and even expulsion from school with involvement from Board of Parish Education as outlined in the Incident Report Policy mentioned above (pages 7-9).

Our students must always remember that wherever they are, be it classroom, hallway, outside, gym, bus, or at another school, they are to "let their light (Christianity) shine."

# Incident Report Policy

## I. Accidents

Anytime a child is injured on school grounds, the supervising adult is to write out an injury report. One copy is to be sent home and the parent is called. Another copy will be given to the principal to be filed.

## II. Discipline

### A. Positive behaviors which we cultivate at St. John’s Lutheran School

1. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you. (Ephesians 4:32)
2. Be accepting of others, and as much as it depends on you live at peace with all people. (Hebrews 12:14)
3. Be honest in all things. (Proverbs 14:5a)
4. Speak the truth in love. (Ephesians 4:15)
5. Live a life worthy the calling you have received in Christ. (Ephesians 4:1)
6. Show respect for those in authority. (1 Thessalonians 5:12b)
7. Be faithful managers of the blessings God has given to our school and classmates. (Philippians 2:5)
8. Share the love of Jesus in all your words and actions. (Matthew 5:16)

9. Students will be taught to follow the steps of dealing with the sins others commit against them as our Savior teaches them in **Matthew 18:15-18**.

**In summary:** We seek to do more than control sinful conduct; we seek to change hearts and desires with the Gospel. Using this Gospel, we strive to eliminate sinful acts by eliminating the desire to do them. (Romans 12:2; Matthew 28:20)

## **B. Discipline Policy**

Being a Christian school, a Christian atmosphere need everywhere prevail. It should be understood that the Law and Gospel determine the discipline at our school. In the classroom and playground, proper respect is given to faculty, support staff, and classmates. *Faculty includes pastors, teachers and secretary. Support staff includes adults in charge of supervision during school and extra curricular events.*

Sinful behavior occurs among children. In following Jesus' instructions in *Matthew 18*, students will speak with those who sin against them to resolve the matter in Christian forgiveness and if necessary inform the teacher.

Perhaps you have also discovered that children may report these happenings from such a viewpoint that best justifies their own actions. If your child reports unchristian behavior, please inform the teacher *immediately*. It could be that the teacher is not aware of the situation. Our faculty and support staff will strive to get all the facts. Remember that the faculty and support staff want to maintain a Christian spirit among the students. Please remember also a student is innocent until proven guilty. The privacy of the families will be respected. In the event you have questions pertaining to disciplinary policy or action, we urge you to speak to the teacher immediately.

### **1. Discipline for minor transgressions**

Anytime a child or children are disciplined by the faculty or support staff, there must be a written incident report. One copy is to be sent home and the parent(s) is called. Another copy will be given to the principal to be filed. If a child receives three incident reports of minor transgressions, that child will be sent to the principal. A detention will be given as well as a phone call home from the principal.

If willful disobedience continues, another incident report will be written and the resulting punishment could be, but may not be limited to suspension. The parents must then meet with the principal to discuss modifying the misbehavior. The parent(s) will also be informed of the seriousness of willful disobedience and that this behavior may lead to suspension or expulsion. The principal will inform the pastor and the chairman of the Board of Parish Education of this step immediately.

Consultations with parents and students will seek a commitment to correct all inappropriate behavior. *"As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received"* (Ephesians 4:1). It is expected that parental support will be given to the faculty, support staff, and principal.

#### **What is considered a minor transgression?**

Examples of minor transgressions could include, but are not limited to such behaviors as: not respecting one another, defacing or destroying personal property, or willful disobedience of rules.

### **2. Discipline for major transgressions**

Certain offenses may be so serious in nature that just one occurrence may result in immediate suspension by the principal and expulsion may result after review by the Board of Parish Education. The principal will call the parent as well as informing the pastor and Board of Parish Education chairman. The Board of Parish Education will meet to discuss and determine further discipline. The parent(s) will be required to attend this meeting.

**Expulsion:** Christian love dictates that every effort is made to correct improper behavior for the welfare of the student(s) and the efficiency of the school. When such actions fail, the student will be expelled from the school, but the student(s) may fill out a new application and apply for re-admittance to the school, with assurances that the behavioral problem has been corrected. His/Her acceptance will rest with the Board of Parish Education.

### **What is considered a major transgression?**

Major transgressions could include, but are not limited to such behaviors as: Profanity, sexually inappropriate or vulgar gestures or language, fighting, bullying, harassment, stealing, defacing or destroying school property, skipping school, leaving during school hours or extra curricular school activities, or insubordination to faculty or support staff.

*Students are to remember that they are to let their light shine so that others may see their actions and give praise to God. So it is in that spirit that this policy will apply to all school sponsored activities both on campus and off.*

## **Helping Your Child at Home**

### **Spiritually**

- † Let the Word of God be the only guide in all phases of daily living and conduct.
- † Have regular family devotions and prayers.
- † Attend church regularly.
- † Encourage them to respect their teachers and all those placed in authority over them by their God.
- † Encourage them to be diligent in their prayers.

### **Educationally**

- 📖 See to it that the child is regular and prompt in school attendance.
- 📖 Discourage him/her from bringing any "off limits" items to school. (Toys, radios, etc.).
- 📖 Expose the child to many wholesome learning experiences.
- 📖 Get involved in homework, but don't do the homework.
- 📖 Refrain from being critical of school procedures and teachers in front of the child.

### **Physically**

- 🍴 Provide the child with well-balanced meals.
- 🍴 See to it that the child gets sufficient sleep for his/her age.
- 🍴 See to it that the child exercises on a regular basis.
- 🍴 See to it that the child is dressed properly for weather conditions & according to dress code.

# **Attendance at Worship Services**

St. John's Lutheran Church provides weekly worship services throughout the year in addition to special Advent, Lenten, and holiday services. Worship services give us an opportunity to praise and thank God for His many blessings, especially for our salvation, to publicly confess His name, and to strengthen our faith by hearing God's Word preached.

Regular, frequent worship is important for the spiritual growth of each member of the family. As parents, you need this for your spiritual development so that you can fulfill your responsibilities as Christian parents. Your children need your encouragement and example so that they can establish a worship pattern for life after they are out of school, whether it be for a summer or after they graduate.

Every effort will be made at school to encourage your child to attend worship services. Church attendance records will be kept in your child's cumulative record. It is through regular attendance in the Lord's house where we are given not only a knowledge of our doctrinal beliefs, but also where the Holy Spirit is able to move us to the desired life outcomes and Christian living our Lord expects. Church attendance is an extension of the religious instruction of the Pastor and teachers. Attendance is a requirement of any student who is seeking membership through confirmation as an 8<sup>th</sup> grade student. Church attendance will therefore be monitored by your child's teacher, the school principal, the pastor, and the Board of Parish Education. Let us join with the Psalmist who said, "I rejoiced with those who said to me, 'let us go to the house of the Lord'" (Psalm 122:1). This is our prayer for all our families.

We also strongly encourage that ALL of our children attend Sunday School. This is not a program only for those who attend the public school, but for all our congregational children. Sunday School and adult Bible classes are held at the same time so that the whole family can grow in spiritual knowledge. All classes are held at the school every Sunday after the Sunday worship service from 10:15 - 11:15am.

Children who are not accompanied to church by an adult are NOT to sit in the balcony area, but rather in the main downstairs section of the church with an adult. Children are reminded that the last several pews in the back of church are reserved for those parents in attendance with smaller children. In order to respect the worship of all our members and guests and to avoid distractions to our speakers, parents are asked to not allow their children to get into a habit of leaving church. In an effort to avoid distractions to worshippers we ask you to use discretion at appropriate times to leave church if necessary – such as during the offering or hymns.

# **Singing at Worship Services**

At various times during the school year, groups of our students will sing at our worship services. All students who are members of St. John's or prospective members are expected to be in attendance at these services (students who are members of sister congregations are not required to be there but are encouraged to be in attendance). To sing forth the praises of God and to beautify the worship services are among the chief reasons why the students of our Christian school sing at these services throughout the school year. The courtesy of a written excuse or email in advance by the parents of students who participate is requested. If the student is ill or an emergency arises, a written excuse from the parents must be brought to the teacher the next day the child attends school.

# **Weekly Morning Chapel**

On the last day of each school week (usually Friday) morning chapel is held in the church. A Pastor or HVL male faculty member leads these services with topics especially suited for children. These services are not intended to replace regular Divine Services (Contemporary Saturday or Traditional Sunday services), but rather to provide another opportunity for the children to hear of their Savior Jesus Christ. Parents are invited to attend these chapel services. Mission offerings are collected and children are asked to always use a mission envelope that has been provided for them. Each quarter of the school year has an assigned mission project. Our school newsletter, Leopard Tracks, will list these projects. The children are required to “dress up” as for church on the days these services are held.

## **Mission Program**

To impress upon the children their God-given responsibility to "Go and teach all nations," (Matthew 28:19-20) the children are given the opportunity to support mission work through their weekly donations. Weekly mission envelopes will be provided for this purpose. Training in systematic, free-will giving out of the love for Christ and His Church is one of the main purposes of this mission program.

## **Family Devotions**

Christians keep in communion with their God by prayer and by hearing or reading His Word. In order to carry out this fine Christian practice, we urge that all parents conduct a daily family devotion. One of the best times to do this is right after the evening meal when all or most members of a family are gathered around the table. A good book to use for this purpose would naturally be the Bible. Read a portion of Scripture, then close with a prayer or the Lord's Prayer, or both. Quarterly editions of the devotional book, *Meditations*, is offered at the church. A parent's library at the school is offered also, and you are welcome to use it.

## **School Hours**

Classes begin at St. John's at 8:15am. Those children who must arrive before 8:00 must quietly remain in the designated waiting area until the 8:00 bell has rung. There is to be no loitering or playing on the playground or parking lot before school in the morning. After the 8:00 bell has rung, all children in the building, and also those who enter the building between 8:00 and 8:15, are to go directly to their respective classrooms, be seated, be quiet, and prepare or review their work. A classroom atmosphere is to prevail at all times.

School ends at 3:15pm. All children are asked to leave the school grounds immediately after dismissal, if their transportation has arrived. Those students whose rides have not arrived at 3:15 are to await their transportation behind the cones on the southeast corner of the soccer field. This is not a time to play on the playground. At least one faculty member will be outside with the children until they are all picked up.

No pupils will be asked to remain after 4:15 unless it is for scheduled athletic activity, detention period, or for a previously arranged period of time for extra help from the teachers. Brothers and sisters of those staying for after-school activities, or for scholastic help, will only be allowed to remain at school if in a supervised classroom.

# Latchkey Services

St. John's offers a before school (starting at 7:00 am) and an after school (until 5:30) latchkey service. The cost is \$5 per hour/\$2.50 for any portion of a half hour. This is payable in cash or by check to the latchkey supervisor at the end of the school week. Payment must be made at the end of each week in order to be permitted this service the following week.

## Tardiness

Using one's time wisely is an act of good Christian Stewardship. The promptness of our students on a daily basis promotes the wise use of one's time. Tardiness is also harmful to the child in that bad habits are fostered. The late child is disruptive to the classroom by usually missing the opening devotion or chapel and causing a break in the classroom routine. Parents can help set an example when they make sure to have children here on time.

Teachers will record a tardy when a child is not in his/her classroom and ready for opening devotion by the opening bell (8:15 a.m.). (This does not include tardiness due to a late school bus or inclement weather.) Each child will be allowed 5 tardies per quarter. After a student has received 5 tardies, parents will be notified by a note regarding these tardies. Parents must sign and return this note the following school day. This signed tardy note **MUST** be filed in the students file. On the 6th tardy and on every 3rd tardy thereafter, grades K-8 student will serve a 30 minute detention. Detentions are served after school from 3:15-3:45. After 10 tardies the principal will contact the parents. If tardiness continues to be a problem, the matter will be sent to the Board of Parish Education for further action.

## Absences

By state law, all children are required to attend school every day that school is in session. Regular punctual attendance is important to the progress of the child and the maintenance of school standards. On the first day of the child's absence it is required that the parent phone the school or send written word along with a brother or sister. The child will be responsible for making up any missed assignments. If the illness keeps the child out of school for more than one day, parents are required to come in and get any work for that child so that the child does not fall too far behind. If no phone call or contact has been made regarding the absence of a child, the secretary will call the home to inquire as to the absence of the child. Please make sure to call the school office when you know that your child will be absent (721-4650).

Excused absences include, but are not limited to, illness, bereavement, and pre-approved absences. Un-excused absences will be handled at the discretion of the administration. Children will also be excused for medical, dental, or optometry services if arrangements have been made previously with the teacher. However, parents are encouraged to make such appointments with doctors and dentists during non-school hours or days. Your cooperation in this matter will be enthusiastically welcomed.

Absences by a child, both excused and un-excused, **are not to exceed 10 days within each of the four marking periods for the school year.** In the case of a child who has exceeded the maximum allowable absences for the quarter, the matter will be brought before the Board of Parish Education. The Board of Parish Education would then determine the status of enrollment of the child and the grade placement of that child for the next school year. Work that is not made-up in one quarter may not be carried over into the next quarter. Any work not completed in a quarter is considered an F. Reasonable time will be given to make up work for those students who are absent right at the close of a quarter. The usual standard is a



student will receive one day to make up work for each day that was missed, i.e. one day to make up one day of missed work, 2 days for 2 days missed, etc.

## **Curriculum**

Children attending St. John's Lutheran School will be required to participate in ALL of the religious training of the school. In addition to the regularly scheduled instruction offered by the individual teachers, the pastor will hold classes for the purpose of religious instruction prior to confirmation. When children have reached the age for this instruction, they must be found in regular attendance at these classes as well as faithfully attending worship services. Upon completing the instruction course and being able to show an understanding of the fundamental truths of the Scripture, these children will be confirmed into the Lutheran faith and will become a communicant member of St. John's Church.

Besides the religion taught in the regular Word of God classes, St. John's curriculum adheres to the standards established by the State of Michigan Department of Public Instruction. One important difference does exist, however. Instructors who, through their academic work, have a thorough Christian training teach ALL subjects in the light of God's infallible Word.

Therefore, our curriculum shall provide, as much as possible within the limits of the school, for the total needs of every child—the spiritual, the mental, the physical, and the social. This, our aim, is expressed in Luke 2:52, *"And Jesus increased in wisdom (mental) and stature (physical) and in favor with God (spiritual) and man (social)."*

In an effort to keep our curriculum current with modern trends in education, our staff attends summer school sessions, workshops, in-service sessions, conferences, and meetings as much as possible to constantly review and update the curriculum.

## **Shared Education**

Wayne-Westland schools provides educators in the following classes: Media/Computer Use, Art, Physical Education, and Spanish. Grades will be given in the second and fourth quarters of the school year. Each of these four grades make up ¼ of a full grade averaged on your child's report card for those quarters. Grades are based on attitude, participation, and overall respect towards the classroom teacher. Students are expected to show these educators the same respect that is expected of them in their regular classrooms. All pupils are expected to participate in activities during physical education classes unless they are excused by a doctor's written request. Students in 3<sup>rd</sup>- 8<sup>th</sup> grade must purchase a uniform to be worn during physical education classes.

## **Wayne/Westland Student Services**

Speech therapy is offered under the auspices of the Wayne-Westland School District. Children with problems in speech should be referred to the therapist through the school office.

A Learning Consultant is available through the Wayne-Westland School District to screen our students for any learning disabilities and give advice.

A Psychologist and Social Worker are also available for the students of our school who might be in need of counseling.

# Testing

A comprehensive testing program is maintained in a continual effort to measure the growth of the students and the effectiveness of our educational progress. Placement tests may also be given to new students entering St. John's. Standardized testing is done each fall in grades 3-8.

## Accreditation

In common with all schools, St. John's seeks to achieve the objectives of providing a thorough general education. Measured by the results of standardized tests and by later proficiency in high school and colleges, these objectives are achieved by our Lutheran schools. Children who adequately fulfill the requirements for graduation from St. John's Lutheran School may enter any secondary school without reservation or fear of being rejected.

## Report Cards

To inform the parents of the academic progress of their child, report cards are issued periodically. For the benefit of the parents, parent-teacher consultations are also scheduled.

It is advisable that parents inform the teacher of any condition that may affect the child's learning such as sight impairment, hearing difficulties, peculiar health problems, etc.

Christian parents and teachers alike should emphasize the following with children: don't do your work just to obtain good grades; rather, view your assignments as God-given, blessed tasks in this particular period of your life. Work faithfully, honestly, and to the best of the ability that God has given you. The Lord will certainly bless your efforts, including good grades, or shall we say—grades that properly reflect your effort and your ability.

Please keep in mind that the report card is an individual report. It would be an injustice to your child to compare his/her work and his/her report card with that of his/her classmates or even other members of your family. The Lord does not expect all students to be "A" students, because He has blessed them all in different ways. He does expect them all to work according to their gifts and abilities.

Encouragement is better than threats, should there be low marks. Please examine the report card carefully. If there are any questions, please feel free to discuss them with your child's teacher at any mutually convenient time. Please feel free to call the teacher so that an appointment can be arranged.

## Grading Scale used at St. John's

PERCENTAGE  
99-100

LETTER GRADE  
A+

95-98	A
93-94	A-
<hr/>	
91-92	B+
87-90	B
85-86	B-
<hr/>	
83-84	C+
79-82	C
77-78	C-
<hr/>	
75-76	D+
72-74	D
70-71	D-
<hr/>	
0-69	F

## Homework

It is understood that the Christian student will want to do his/her schoolwork to the best of his/her abilities and to the glory of God. This will necessitate the completion of assignments—at home if unfinished during the school day. There will naturally be a greater amount of homework as the child progresses into the higher grades. However, an excessive amount of homework should not be necessary unless the child has been absent, willfully neglects his/her work at school, or is not working up to grade level for other reasons. A certain amount of homework is necessary and will be assigned as determined by the teacher. Oral reading at home is especially helpful in the lower grades and for those who have reading difficulties.

When unfinished work is not completed at home, an explanation by the pupil must be given to the teacher BEFORE class time. This practice is not only courteous, but it is also EXPECTED.

It is essential for building character that children are regular in submitting their work on time, reliable in carrying out their assignments, and careful in preparing it properly and neatly. Parents should, and must, check their child's work regularly for the child's benefit and to see that it has been properly completed. Should it appear that the child is burdened with homework, be sure to contact the teacher at once.

## Memory Work

God gave us His Word to make us wise for salvation. As Christian parents and guardians, we should realize the importance of committing to memory these sacred truths now, so we don't forget them later on. Each child has the opportunity and privilege of learning these passages and hymns during the daily Bible lessons. Paul the Apostle tells us in 2 Timothy 3:15, *"From infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus."* Finally, we ask that parents make sure that their children know the assigned material before they come to school.

## Academic Detention Program

The students involved include all 4th - 8th graders. If a student has an incomplete or late assignment, that assignment will receive an F, the work must still be completed, and the student will miss some recess time.

Detentions are given when 3 assignments are late or incomplete during the period of one school week. This includes work that is not completely finished or work that is finished just to get done (simply filling in any answer). Tests are not included in this program.

Detentions will be served the following Monday (or the first school day of the week) until 4:15pm in a designated classroom. The students will report with schoolwork to do. If they have none, they must have something to read.

A detention note will be sent home on Friday telling the parent that the student will be serving a detention the following Monday. The note must be signed by the parent and brought in to school that Monday morning and given to the classroom teacher. Any student who is given detention is prohibited from participating in extra-curricular activities during the week that he attends the Detention Center (i.e. practices and games).

## **Eligibility Policy**

Eligibility for regularly scheduled weekly extracurricular activities is determined by the grade point average (GPA) on the report card. It must be 2.00\* (a C+ / C average) or higher. However, the classroom teacher may override this rule if the student is putting forth strong effort and working up to ability. This would apply to the sports of soccer, basketball, volleyball, track and cheerleading, and also the school play/musical, because it would involve after-school practices. The fourth quarter grade point average would carry over to the next fall and affect the eligibility status for that year's first quarter. A mid-quarter progress report can reinstate a student's eligibility subject to the classroom teacher's and principal's approval, but cannot make a student ineligible.

\*(When calculating the GPA the teachers will weigh some subjects differently because they may occur only once or twice each week.)

## **Playground Safety Rules**

- 1) No snowballs are to be made or thrown.
- 2) Balls and Frisbees are to remain on the west side of the school building.
- 3) Stay out of the neighboring yards.
- 4) Children are to remain INSIDE the playground fence.
- 5) Closed-toe shoes must be worn at all times on the playground.
- 6) Keep out of water puddles.
- 7) Do not throw stones, rocks, or sticks.
- 8) Playground supervisors will use their judgment in regard to teasing, fighting, arguing, etc.
- 9) Playground supervisors are to stay with the children while they are waiting to re-enter the school after the recess or noon hour.
- 10) There is to be no standing, twirling, twisting, or double swinging on the swings.
- 11) The swing supports are not to be used as monkey bars; they are provided elsewhere.
- 12) NO ONE is to push someone else on the swings except for willing playground supervisors.
- 13) Children are to go down the slide sitting down and forward only.
- 14) No food, candy, gum or toys from home (excluding sport's equipment) are to be taken onto the playground.
- 15) **NO GUM AT SCHOOL**

The conduct of a child of God will always be sympathetic toward his/her playmates and pleasing to our Savior. The children are restricted to the school area while at school.

All children are expected to make use of the playground during the recesses and noon hours. If a child is not to go outside for health reasons, a written note must be given to the child's teacher. The reason for staying in must be given and the length of time the child is to remain indoors must be stated. When children are to remain indoors for a recess or noon hour, they are expected to remain in the designated room and to engage in some quiet activity. Requests for permission to stay in which do not follow these guidelines will NOT be honored. Should the weather be inclement, the faculty will use good judgment as to whether or not the children will play outside. Those children who need cough drops or medicine must bring a note from home.

## **School Grounds**

While the children are at school, their safety is the responsibility of the school personnel. The school must insist that no child leave the school grounds during the regular hours of school time. Children will NOT be permitted to leave the school grounds to go to stores or restaurants during recesses, noon hours, or after school on a practice day.

## **Safety Drills**

Periodically throughout the school year the staff will conduct Fire, Tornado, and Lock-down drills.

## **Substance Abuse**

As Christian students who are responsible to protect and use their bodies to the glory of God because they are "*a temple of the Holy Spirit*" (1 Corinthians 6:19), it is important that our students use no substances such as tobacco, drugs, or alcohol. If it is discovered that any of St. John's students are using such substances while at school or while involved in school activities, strong disciplinary action will be taken.

## **Parent - Teacher Consultations**

Several means are being used in our school to bring about better understanding and cooperation between the home and the school. After the end of the first quarter, parents are given the opportunity to attend a private conference with the teacher for the purpose of sharing with the teacher in the evaluation of the child's progress. Such things are discussed as the children's general progress, their Sunday spiritual life, their attitude toward, and cooperation with, their fellow schoolmates, and their work or study habits. If later on in the year problems arise, the members of the faculty will be glad to schedule conferences as the need arises, but please contact the teacher first.

## **Forbidden Articles**

For the sake of good order, cleanliness, and the safety of the school, articles such as laser-pointing devices, matches, lighters, knives, or other weapons or weapon-related devices are prohibited on school property. Toys, radios, media players, chains (whether on wallets or not), hand held video games, and other items

not related to specific classroom projects are also prohibited. Gum chewing is not permitted in school or on school grounds during the school day.

Such items will be confiscated by the teacher and given to the principal. The matter will be brought to the attention of the principal and parents. The item will be given to the parent to keep at home. Should the item occur at school again, the school will confiscate the item until the end of the current school year. At this time the Board of Parish Education will be made aware of the situation. The Board of Parish Education will then determine the form of discipline to be used.

There will be a “0-Tolerance” policy regarding the possession of or the use of any dangerous weapon during school hours, on school grounds, on school buses, or during school-sponsored activities. The child will be immediately suspended from St. John’s School for a length of time to be determined by the Board of Parish Education. Any reported case of possession or use of a dangerous weapon will also be turned over to the appropriate law enforcement agency for investigation. Each incident involving a weapon or facsimile weapon will be subject to the appropriate state statutes.

## Cell Phones

No child at St. John’s is ever denied the use of one of the school phones when it is needed. You, as the parent are able to contact your child here for any reason you need them. If you insist your child carry a cell phone, it must remain your child’s backpack and off all throughout the school day. St. John’s will not be held responsible for the loss, theft, or damage of any cell phone if brought to school. Any unauthorized use of cell phones while at school or practices after school without an adult’s permission will be confiscated. The parent will be called and the cell phone will be given to the parent. If a student has a phone confiscated a second time, a detention will be given and the Board of Parish Education will be notified. This will result in the consequence of no phone allowed for the remainder of the school year.

## Dress Code

St. John’s School is very much a part of the Lord’s redeemed family. Just as the conduct and behavior of its students should noticeably reflect their high calling as Christians, so should their appearance. Proper attire often has a way of influencing proper behavior. As redeemed children of God, we want to honor him with our entire life. Since this lifestyle includes how we dress, we have an opportunity to honor God as we wear clothing, jewelry, and hairstyles that truly glorify him. Therefore any type of hair coloring or body-piercing, other than earrings, is not allowed. St. John’s Lutheran School has the following dress code:

- ***Polo shirts / dress shirts:*** any color—solids, stripes or plaids—short or long sleeved, with or without a logo, will be allowed. The logo may not exceed 3 inches unless it is a WELS affiliated logo. No other design or print is allowed.
- ***Hooded sweatshirts:*** Only St. John’s hooded sweatshirts are allowed.
- ***Sweaters, cardigans, and sweater vests*** may be of any color—again, solid, striped or argyle pattern only. No designs, words or pictures. No hoods. ***Note:*** *shirts worn under a vest or sweater must have a collar or be a turtleneck (unlike the picture below).*
- ***Slacks/capris/skirts/skortts/shorts:*** Khaki style means the cotton material of which these articles are made. Color must be solid only—no stripes down the sides, no plaid, no print. No jean material of any color. No pants that are so tight they appear to be tights. Length must be no shorter than finger tip length.

**Note: The season for shorts/skorts is from April 15<sup>th</sup> – October 15<sup>th</sup>.**

**Note: Leggings may only be worn under a dress or skirt of appropriate length –NOT AS PANTS**

- **Skorts:** If the skorts have a flap in front and in back, making them look like a skirt, they are allowed outside the “shorts season” if longer than finger tips.
- **Shorts:** Absolutely no athletic shorts and they must be longer than finger tips.
- **Dresses** must not be sleeveless nor have spaghetti straps. Dresses may be solid, plaid or have prints. No pictures or writing allowed. Jumpers are considered a dress. Many of these are uniform plaid or solid, which is acceptable. Shirts worn under jumpers must have a collar or be a turtleneck. Again, length requirements must be followed—no shorter than finger tip length.
- **Chapel Day:** Church attire is expected or the above dress code is acceptable. **Church attire for Girls:** slacks, skirts or dresses. **Church attire for Boys:** shirt and tie. **Note: Church attire is welcome any day of our school week.**
- **Neckties:** Ties may be solid or print. The only writing or pictures on a tie that are acceptable can only be Christian symbols or writing.
- **Shoes:** Any type of shoe is fine for our school day. No open toed shoes will be permitted on the playground. Students should have closed toe shoes or tennis shoes for the playground. This item is covered also under “Playground Safety.”



Polo Short Sleeve



Polo Long Sleeve



Cardigan



Sweater Vest



Khaki Pants



Skirts



Capris



Slacks

Any of these can be found at Target, Wal-Mart, K-Mart, Sears or a number of other local department stores or resale shops.

During the winter when the snow is on the ground, students are expected to have appropriate dress including hats, gloves, boots, and snow-pants during recess or physical education times. Hats should not be worn in the school building at any time of year.

A notice will be sent home with any student who is in violation of the school dress code. (In the case of an extreme violation, the parent will be called immediately to bring more appropriate clothing). The reason will be given for the violation. The parent is asked to sign the notice and return it to the child's teacher the following day. If the article is worn again, the parent will be called to bring a more appropriate choice of clothing to school. If the same violation occurs a third time, the parent will be called to come and take the child home. This would then be recorded as an unexcused absence.

## **Bus Transportation**

Bus transportation is provided by the Wayne-Westland Community School System for those living in the Wayne-Westland School District and who desire it for their children. Arrangements for this service should be made through the school. There is no charge for this service. Children should be at the loading zones promptly.

The children are expected to let their Christianity show forth in their conduct while riding the bus, and also after leaving the bus. Christian courtesy for fellow passengers and respect for the bus drivers are expected from each child using the bus facilities. The children's behavior must be impeccable and beyond reproach, lest they give a negative impression to the public of our church and school—thus defiling their Savior's name. Misbehavior, or conduct unbecoming a Christian, will be dealt with after consultation with the individuals involved and their parents.

The following set of rules must be closely followed:

1. After boarding the bus, the children are to take a seat and to remain seated for their own protection.
2. When children have reached their destination, they are to get off the bus in an orderly manner. No child should leave or board the bus while it is in motion.
3. Children are to **STAY OFF THE ROAD** while waiting for the bus.
4. Passengers are to remain absolutely quiet when the bus is approaching a railroad-crossing stop.
5. Passengers are not to make excessive noise or cause undue disturbance.
6. Older children are requested to help look after the safety of the younger and smaller children.
7. In case of a road emergency, all students are to remain with the bus.
8. Students are to respect the bus driver in keeping with the Lord's Fourth Commandment.
9. In General—students who attend St. John's Lutheran School and use the bus facilities are expected to show their Christian faith in their conduct toward the bus driver and fellow passengers.

## **Parking Lot – Pick-up/Drop-off Procedure**

### **Drop off/Pick up Procedure:**

- 1) **Entrance-** enter only between the trailer park and the church
- 2) **Drop-off-** the area in front of cones
- 3) **Exit-** exit only between church and Uht Funeral Home.
- 4) **NO PARKING ZONES:**
  - around the island
  - at church
  - along the fence in the morning for drop-off
  - when parking along the soccer field, leave the appropriate three feet in front of your vehicle



# Extra Curricular Activities

St. John's Lutheran School endeavors to provide numerous outlets for its students who have special gifts, talents, or interests. There are opportunities for students to participate in spelling bees, a math contest, forensic competition, an art fair, intramural sports activities, selected inter-scholastic sports activities, and various other avenues of expression. A student must be judged to be scholastically eligible to participate in inter-scholastic sports or any activity that involves after-school practices.

## Hand Bells

Students in grades 4-8 who wish to develop their musical skills on a higher level are able to join the hand bells. This group beautifies our church services and participates in concerts during the year. Those students wishing to be in the Hand Bell Choir are asked to make a commitment in writing. The students agree to participate at all dates for which they are scheduled to perform. Any absence must be excused in advance if possible or with a call to the director if ill. If more than one unexcused absence occurs, the student will be removed from the hand bell choir.

## Field Trips

Field trips may be planned during the course of the year to enrich the educational experiences of the children. Each pupil must obtain parental approval via a signed permission slip for each activity. Blanket consent for all trips cannot be accepted. Also, each pupil is required to attend such trips as part of the regular school curriculum. If a student must be absent, a valid reason, such as a signed doctor's excuse, must be presented. When a student is unable to attend the field trip, the teacher must be notified well in advance.

## Library / Computer Use

The use of a centralized library is made available to the students of our school. Children are allowed to browse and check out books on a weekly basis. Volunteer librarians are on hand to assist the children. Each teacher will give students time on the school computers each week at their discretion.

Purpose: the growth of technology over the past few years has opened up a wealth of information and opportunities for students. However, because of the world's sinful nature, this technology also brings challenges. Viruses and Internet content that is opposed to our Christian beliefs are very real concerns. To protect our students from this, and to ensure that our computer network will be available for everyone to use, St. John's Lutheran School will enforce the following guidelines regarding the use of its computers and networks.

### Guidelines:

1. Any abuse, misuse, or failure to follow these guidelines will result in a student forfeiting the privilege of using the school computers.
2. Students will use only their own personal *Accelerated Reading* account, and will not ask other students for their passwords.

3. The use of computers is **for schoolwork only** or for teacher designated programs. Internet usage will be limited to research **for school assignments only**. There will always be an adult supervising this activity. The adult supervising this activity will have verbal or written permission for a student to use this resource from the classroom teacher.
4. The purpose of the computers is for doing homework, research for class work, and designated class computer time.
5. Students will not download or install any programs on St. John's computers.
6. To protect the network from viruses, students will not use any disks, CD's, USB drives, or any other media containing files from outside the school on any St. John's computer unless the computer teacher first approves and scans for viruses.
7. Students will not delete or change any files or settings on St. John's computers to match their own preferences.
8. Students will avoid viewing or creating any content on the computer that is not fitting in our lives as sanctified children of God.
9. Students who use electronic media to bully, threaten, intimidate, or injure the reputation of another person will be held accountable under the *Discipline Policy* of the school handbook. ***Students will be held accountable whether this activity occurs on the school grounds, whether a written or electronic copy of such is brought onto school property, or whether the school becomes aware of such abuse that occurred off school property either during the school year or summer recess.***

#### **Consequences:**

1. Students who violate any of the above guidelines will lose all St. John's Lutheran computer privileges for a minimum of two weeks.
2. Students who violate this policy a second time during the school year will lose all computer privileges for at least a full marking period.
3. A third violation of this policy will result in the loss of all computer privileges for at least a full semester.
4. Violations of this computer policy may also have the added result of detentions up to expulsions.

## **Lunches**

Whenever hot lunches are offered for a nominal fee during certain days, those children who do not care to take advantage of the lunch service are obligated to bring their own lunch from home. Parents, who have volunteered, help with the dispensing of the food.

## **Milk Program**

Students may choose either white or chocolate each month by using the monthly school order forms. The order forms and money should be turned in to Mrs. Barber in the school office at the beginning of each month.

## **Illness and Medication**

If a student becomes ill during the day, the teacher or student will call the parents so that the child may go home. If parents can't be reached, the emergency contact person will be notified.

The State of Michigan has established laws relating to medication to be taken by a student during school hours. The school office can not give out any type of medication, including aspirin, without parental authorization. If a medication is sent from home and must be taken during the day by the student, the teacher must be made aware of this by a note, and then the teacher or secretary can administer the medication.

If you choose you may leave aspirin in the school office with a note attached giving the school permission to administer.

## **Emergency School Closing**

In the event of inclement weather, notification of school closing will be made by means of announcements on radio and television stations. The TV stations that will carry this information are Fox Channel 2, NBC Channel 4, UPN Channel 50 and the Radio station WWJ 950 AM. For special cases the staff will phone each family. Mrs. Bartholomew will also send out a school wide email if school is closed. Please Do Not Call the School! Our general rule of thumb for closing school is this: if the Wayne-Westland public schools are closed, St. John's Lutheran School will be closed also.

## **Lost and Found**

Lost and found items may be picked up from the bin provided for this purpose in Mrs. Bart's office. All parents are urged to check this collection from time to time and collect any items belonging to the children. Items not claimed in a reasonable span of time will be donated to a charitable organization.

## **Bicycles**

Bicycles are to be placed in the area designated for them. They are not to be used during the course of the school day by any student unless permission has been granted by the administration. It goes without saying that bicycles DO NOT belong inside.

## **School Telephone**

**734-721-4650**

In case it becomes necessary for the child to use the phone, permission must first be granted by one of the teachers or secretary. (Only the office phone is to be used) not personal cell phones. Any emergency calls will be made by one of the staff members. Except in the event of an emergency, parents are urged not to call the school to talk to a teacher and/or principal while classes are in session.

Suggested times for calling the school to talk to a teacher are 8:00 - 8:15am., during your child's noon hour or recess, and 3:30 - 4:00pm.

# **Asbestos Notification**

During the spring of 1988, a qualified inspector completed the required inspection and samples to comply with the AHERA Management Plan and a certified management planner drew up a management plan. The Michigan Department of Health in February of 1989 accepted this plan. The findings of this study indicate that there is no health danger to building occupants under normal conditions in that the asbestos found is limited to pipe wrapping in the boiler room, old classrooms, and new hallway; ceiling tiles in the kitchen, and hallways leading to the east entrance.

The ceiling tiles mentioned above should not be disturbed by jumping up and touching them. Some friable asbestos was removed from the boiler room as was suggested in the Management Plan. During June of 2004, a licensed contractor did the inspection required by law.

Following are procedural guidelines that St. John's Lutheran Grade School will follow as they pertain to notification:

The staff will be informed at the time of planning of any inspection, response action, re-inspection or surveillance compliance by means of faculty meetings or written staff communications.

Students and parents will be informed of inspections and response actions by means of the St. John's Lutheran School Newsletter, Leopard Tracks, and this handbook. People who clean will receive information regarding the above named activities by means of direct communication or by written statement to each of them prior to the start of any of the activities. Because this group will be directly involved with the cleaning of assumed ACM, they will be given information on the location of all known or assumed ACM.

For the benefit of parents, guardians, and the "church public" who wish to be more directly informed, the accepted management plan will be available in the St. John's Lutheran School office. Upon written request at the convenience of both parties, not to exceed three days upon the receipt of written request, the accepted management plan can be seen in the school office.

## **Payments and Fees**




### **Registration**

A registration fee as well as a tuition fee is charged to every pupil, whether or not his/her parents are members of St. John's. The current registration and tuition fees may be found on the cost sheet. The registration fee is designed to pay for the cost of books, workbooks, teaching materials, office supplies, and the general day to day operation of the school. In general, this registration fee is the annual budget the school will be working under. For this reason, this fee must be paid in full at the time of registration and is non-refundable.

The tuition fee is a fee that the parents pay for the daily operation the school (i.e. salaries, utilities, maintenance, etc.). Families are also encouraged to pay this amount in full at the time of registration. Families not paying in full are required to use the prescribed payment plan approved by the Board of Parish Education. This will be made available to you at the time of registration. Please remember that unlike your weekly contributions to church, tuition is NOT tax deductible.

# Pupil Owned Books

In addition to the textbooks rented by the children, the following books are necessary for their religious training and may be purchased through the school for the grades in which they are used:

-  The New International Version of the Bible (NIV) - gr. 3-8
-  Christian Worship - A Lutheran Hymnal - gr. K-8
-  Luther's Catechism - gr. 7&8

The cost for the purchase of these books may be found on the cost insert sheet.

## Book Damages

Book covers are required on all school-owned textbooks. Parents are given an active role in assessing the condition of used texts at the beginning of the school year. The child must reimburse the school for the loss of, as well as willful or careless damage to schoolbooks, desks, shelves, equipment, etc. All violators of this rule will be billed for the amount of the actual damage done.

The school will not be responsible for loss or damage done to unneeded items and obviously those items forbidden that students bring to school.

## In Closing...

Our Lord expects of His children that, out of love, we walk in His commandments and live lives pleasing to Him. It is the intent of the staff to help you instill the desire in your children to want to serve their Savior in this way.

The number of hours which we have your children during their elementary school career is 8.2 percent – only a fraction of their total life. We will do our very best to see that the authority and responsibility that you have delegated to us is used to the best of our abilities. By making God's word our daily guide, we, as parents and teachers, can, together with our children, praise and glorify our God now and in eternity.

It is our prayer that God will continue to bestow His bountiful blessings upon our school and the work done here. May the Christian education that our children receive in their homes, church, and school proves to be a lasting blessing to them as they walk their various pathways here on earth. May the Lord continue to increase the faith our children now have so that finally when their last hours come, they may enter the eternal home which God has prepared for all believers in Christ Jesus their Savior.

