
Christ-St. John's Lutheran School
School Handbook

500 Park Street, West Salem, WI 54669
Ph: 608.786.1250 | Fax: 1-844-432-9863 | www.christstjohns.org

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Christ-St. John's Lutheran School — Contact Information

500 Park Street, West Salem, WI 54669

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BOARD OF CHRISTIAN EDUCATION

Christ Lutheran	Carl Rick	790-1652	Co-Chairman (Christ)
	Nathan Jordan	769-3598	
	Scott Kaiser	304-4330	
St. John's Lutheran	Mike Dummer	386-6558	Co-Chairman (St. John's)
	Paul Kohlmeier	738-6474	
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CSA – CHRISTIAN SCHOOL ASSOCIATION

President	Justin Groth	1-608-567-9263
Vice President	Steve Wichman	1-920-216-1786
Treasurer	Lisa Black	608-786-4304
Secretary	Kathy Braaten	608-792-2978

Section 1 — Purpose & Mission Statement

HANDBOOK INTRODUCTION: This booklet provides information about the policies, procedures and regulations in effect at the school. Please review these pages to familiarize yourself with the educational and administrative procedures CSJ has in place. If you should require clarification about anything herein, please contact the school at (608) 786-1250. May these pages lead all to a better understanding of the Christian Education provided here at Christ-St. John's.

WHAT IS CHRIST-ST. JOHN'S LUTHERAN SCHOOL? Our school is an institution of Christian learning supported by the members of Christ Lutheran Church, West Salem, and St. John's Lutheran Church, Barre Mills. During their early history, both congregations were concerned about their children's Christian education. They sought to meet their obligation by accurately and efficiently teaching and training their children in accordance with the Savior's command written in Matthew 28:19-20: *"¹⁹Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit ²⁰and teaching them to obey everything I have commanded you . . .";* and in John 21:15 when Jesus told Peter, *"Feed my lambs" (children).*

Our school is a place where children can work and live in the presence of God, and under the influence of His Word during every hour of their school day. By this influence and with the Holy Spirit's help, the children will learn to live a life that is God-pleasing and governed by the Word of God. Since they study all subjects in the light of God's Word, the children learn to know their Creator, their Savior from sin, their Sanctifier, and the kind of life they are expected to live while under the power and influence of God. In this way, children are prepared not only for this life and this world, but for the life and the world to come as God has prepared it for them.

We pray that the Lord's blessings would rest upon our school and that another generation might be raised up in order to live in the fear and wisdom of the Lord. We also hope that the parents and children will do all they can to support this important goal.

MISSION: Christ-St. John's Lutheran School's mission is to assist parents by providing a Christ-centered education to meet the spiritual and academic needs of our children now and for eternity.

OBJECTIVES:

- To uphold the full truth of God's inspired and inerrant Word as confessed in the Lutheran Confessions.*
"If you hold to my teaching, you are really my disciples. Then you will know the truth, and the truth will set you free." John 8:31-32 (2 Samuel 22:31)
- Promote spiritual growth and maturity through the proper use of God's Law and Gospel.
"Blessed are they who keep his statutes and seek him with all their heart." Psalm 119:2 (Colossians 3:16)
- Encourage and train our students to live their lives in keeping with God's Word.
"You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it in stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven." Matthew 5:13-16 (Hebrews 10:24, 25; Proverbs 22:6)
- Enable students to develop their God given talents through academic excellence, life skills, and activities.
"So whether you eat or drink or whatever you do, do it all for the glory of God." 1 Corinthians 10:31
- Seize every opportunity to assist and encourage parents in raising their children as believers in Christ Jesus, their Lord and Savior.
"And let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another - and all the more as you see the Day approaching." Hebrews 10:24, 25 (Hebrews.4:12)
"Therefore go and make disciples of all nations baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matthew 28:19-20

* Lutheran Confessions — The Augsburg Confession, Apology of the Augsburg Confession, The Smalcald Articles, Luther's Small Catechism, Luther's Large Catechism, Formula of Concord and the Three Ecumenical Creeds

Section 2 — General Information

NOTICE OF NONDISCRIMINATORY POLICY: Christ-St. John's Lutheran School admits students of any race, color, nationality 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic or other school-administered programs. We encourage informal resolution of complaints under this policy. Please contact the Principal's office if there is an indication of a violation regarding this policy.

Anyone entering the building should report to the office. This is an important and required safety precaution. No student will be permitted to leave the building with a visitor unless approval has been received through the school office.

ASBESTOS: Our building is asbestos free.

PROHIBITION OF TOBACCO: Senate Bill 142, 1989 Wisconsin Act 209 - "Tobacco products are prohibited in our school building, on the school buses, and on school property." Your cooperation is appreciated.

WELLNESS POLICY: To encourage good eating habits for our children, we encourage snacks and drinks that are healthy and reinforce the Wellness Choose My Plate.gov. Please help by providing your child(ren) with healthy choices they can bring from home for their snack.

SCHOOL PICTURES: Pictures are taken early in the school year. Parents will receive a form with options and package choices. These pictures will be used in the yearbook.

SCHOOL LUNCHES: While some students carry sack lunches, hot lunches and milk are available at a reasonable cost as part of the Cougar Café lunch program. Check payments can be made out to Cougar Café or Christ-St. John's Lutheran School. When there is a low or negative balance, a text message is sent out to the family through Fast Direct. We ask that if you receive these notices, you make a deposit to the lunch account as soon as possible.

Free and reduced lunches are available for those families that qualify (forms are available from the school office).

Section 3 — Faculty & Support

FACULTY: The teachers here at CSJ are dedicated to the successful spiritual and academic growth of your child(ren)! Please keep in contact with them regarding your child(s) progress.

PRINCIPAL: The principal of the building is called by the Joint Voters Assembly of Christ Lutheran Church and St. John's Lutheran Church. For more information, please contact the school office at 786-1250.

CHRISTIAN SCHOOL ASSOCIATION (CSA): The Christian School Association is a joint parent-teacher group. Every parent with a child in our school is automatically a member! We urge all families to be active participants. This shows your children (and teachers) that you are interested in our educational program. Meetings are typically the third Tuesday of the month, and scheduled in the months of September, November, February, and April. The meetings begin with a short devotion, followed by an educational topic and then the business meeting.

BOARD OF CHRISTIAN EDUCATION: There are a total of six voting members with three lay members from Christ Lutheran Church and three lay members from St. John's Lutheran Church. One Pastor from each congregation and the principal shall be advisory members. There will be a co-chairman from Christ Lutheran Church and a co-chairman from St. John's Lutheran Church elected by the Joint Board. For more information, please contact the school office.

Section 4 — Facilities & Features

LIBRARY: Our school library has a wide variety of books. Should a student require additional resources, we also encourage the use of the West Salem Public Library, Main Library in La Crosse or other county libraries. Using the library as a resource enables students to refine their ability to research topics and prepare for assignments given during their high school years. The CSJ Library asks that students remember that returning books on time is important.

LOST AND FOUND: If you are missing an item, come to the school office to see if it has been dropped in the Lost and Found. Marking items such as mittens, lunch boxes, coats and backpacks will help us return items to the correct owner.

USE OF SCHOOL FACILITIES: The Multi-Purpose room and Gymnasium can be reserved, as well as the schools tables and chairs. If you would like to utilize any of these resources, please stop by the office for the appropriate form. There is a fee required for their use.

SURROUND CARE PROGRAM: The Surround Care Program is available for all children of the school (3K through 8th grade). We are open on school days only (no holidays, snow days, etc.) from 11:30 a.m. to 6:00 p.m. Monday through Friday. Surround care is available on our early release days. The actual hours of operation may change depending on the schedules submitted the previous Thursday. Please contact the school office for rate and fee information.

Section 5 —Curriculum & Activities

The curriculum or course of study in our school prioritizes religion as the most important subject of all! Religion is not merely taught as a separate subject, but integrated throughout the entire curriculum.

RELIGION	ARTS & INTERESTS	ACADEMIC STUDIES	LANGUAGE
Bible History	Art	Civics	Language
Catechism	Music	Current Events	Phonics
Church History	Penmanship	Geography	Reading
Hymnology	Physical Education	History	Spelling
Martin Luther	Computers	Mathematics	Spanish
Memory Work		Science & Health	
Synod Study			

RELIGION CLASSES: All students are required to attend religion classes and to complete assignments required by the classroom teacher. This includes confirmation classes taught by the pastors.

MISSION DAY: On most Wednesday's, our school day begins with chapel. This is an opportunity for children to actively worship and grow in God's Word, and support various WELS programs with their offerings. This is not intended to substitute regular family worship.

HOMEWORK: We feel an appropriate amount of homework for different age groups is an important way to reinforce the learning of the child, expand their mental capabilities, and support the development of memory and good study habits. It is also an important step in establishing the core value of accountability.

MEMORY WORK: God's Word is important. We are to learn, ponder, and proclaim it to others. We have our pupils learn portions of the Bible that are appropriate for their age level. Parents are asked to help their child learn these important passages.

COMPLETING WORK: One of the most serious problems today is that students do not complete their work on time. Parents, please ensure your child is developing good study habits and is completing his/her work on time. Catching up on late work can be frustrating for the student, parent and teachers. Remember, our school can only develop the accountability that you begin to instill in your child.

CONFIRMATION CLASS: The pastors of Christ and St. John's Lutheran Churches will conduct confirmation classes for the seventh and eighth graders, during morning hours, three days a week beginning in September.

REPORT CARD AND PARENT CONSULTATIONS: Report cards are prepared on a quarterly basis. Opportunities for parent/teacher conferences are scheduled in November and January. A fifteen minute session is scheduled for each pupil. If additional time is needed, parents/guardians may meet with teachers by appointment. Our school is concerned about the progress each child makes. Please feel welcome to contact your child's teacher or the principal to discuss thoughts or concerns regarding your child's education at any time.

GRADING SYSTEM: In Pre-Kindergarten through Grade 2nd grade we use a grading system of S (Satisfactory), N (Needs Improvement), or U (Unsatisfactory) with pluses and minuses to help indicate where students are academically. Grades 3rd – 8th use a letter grade of A, B, C, D, F. Generally, a grade below 70% correct is failing. Additional marks include I (Incomplete), U (Unsatisfactory), and NI (Needs Improvement).

FIELD TRIPS: At various times throughout the year, teachers will schedule field trips for their students. These trips are a fun and valuable supplement to classroom studies and a benefit to students. Parents will receive notices of these trips well in advance and be asked to sign a permission form. Sometimes a fee is requested to help defray the costs. Parents are encouraged to attend the field trip with their child(ren).

EXTRA CURRICULAR STUDENT ACTIVITIES

Band	Basketball	Cheerleading
Field Trips	Hand Bells	Junior Choir
Science and Fine Arts	Softball	Student Play Production
Track	Volleyball	

BAND: Christ-St. John's band program is supported and paid for by the parents of those who use the program. Our instructor is provided by Luther High School. If you are interested in getting your child involved, stop by the office and pick up a cost schedule.

LALSAC: Christ-St. John's Lutheran School is a member of the La Crosse Area Lutheran Schools Athletic Conference (LALSAC). Boys' and girls' programs include softball, basketball, volleyball, and track. Students in grades 5th through 8th are included in this program.

HANDBELLS: Students in grades 5-8 are invited to participate in the hand bell choir. This group plays several times throughout the school year for Morning Chapel services.

JUNIOR CHOIR: Every student here at CSJ is a member of the Junior Choir and performs at a variety of worship services throughout the year.

SCIENCE AND FINE ARTS FAIR: This event takes place several times throughout the school year. Students are invited to share their interests in a wide variety of venues including science, social studies, arts, music and literature.

STUDENT PLAY PRODUCTION: Each May the students perform a play. All children in grades Kindergarten through 8th are involved! Parents, family and friends are all invited to the performance.

Section 6 — Registration & Tuition

Christ-St. John's Lutheran School exists primarily for the benefit of the children of WELS and ELS members. However, non-members may also be admitted. Incoming families of non-members are required to meet with the principal or with one of our pastors so that all questions in doctrine can be answered. Final decisions for enrollment are made by the Board of Christian Education. Non-members will be admitted under a one-month probationary period.

Christ-St. John's Lutheran School exists to provide children with daily exposure to the powerful Word of God and its saving message of Jesus Christ. We enroll children with that purpose in mind. We consider it a blessing to do this.

Motivated by Christ's saving love, the parents of our students understand, appreciate and support this philosophy of education. They value their children's eternal souls above all. They know that their sacrifices of time, talent and treasure are not loss, but spiritual gain.

For these reasons, parents or guardians of children enrolling for the first time at Christ-St. John's Lutheran School in Pre-K through 8th grade are required to attend and complete the church's Bible Introduction Class during the first year of involvement in school. This is to be sure that parents are clear on the teaching of what their children are being taught in school. Parents who do not follow through with this requirement will jeopardize further enrollment of their child(ren).

Because our school depends on a strong and active relationship between parents, school and church, Christ-St. John's Lutheran School reserves the right to discontinue school enrollment based on our philosophy of Christian education.

Space limitations and class sizes may make enrollment limitations necessary. Decisions on enrollment are based on the enrollment priority established by the Board of Christian Education.

ENROLLMENT PRIORITIES: Christ-St. John's Lutheran School accepts enrollment on the following priority basis:

- First: Members of Christ and St. John's Lutheran Churches.
- Second: Members of sister WELS congregations (*if room permits*)
- Third: Mission prospects (*if room permits*)
- Fourth: Nonmembers (*if room permits*)

AGE REQUIREMENTS: 3K students must be age 3 by September 1st, 4K students must be age 4 by September 1st; Kindergarten students must be age 5 by September 1st.

EDUCATION FEE SCHEDULE: This form is completed annually as your child(ren) enters another year of school here at CSJ. This form will outline the fees for the year (education, book and enrollment). Several payment options are listed for you to choose from. The School Board asks that the Enrollment/Book fees be paid by the start of the school year. The remaining balance may be divided into whichever payment schedule you desire.

Unpaid school fees or tuition that remains unpaid by the start of the following school year may preclude that family's children from future enrollment (unless alternate arrangements are made with the School Board).

Payments can be made out to: Christ-St. John's Lutheran School.

PRE-REGISTRATION FORM: Returning families will be asked to complete this form during the 4th quarter of a school year to help determine material quantities for the next school year.

REGISTRATION FORM: Families who are new to the school will be asked to complete this form for our records. If a transfer is involved, a form for obtaining records is available at the office.

TUITION ASSISTANCE: The Word of God is for all people. Therefore, we have a Tuition Assistance program available for those who would like to send their children to CSJ, but are unable to afford the cost. Please contact the principal for more information.

Section 7 — Forms & Information

BUS TRANSPORTATION: State law requires the West Salem School District to transport students who attend Christ-St. John's Lutheran School and live in the district. We expect Christian behavior from all students while riding the bus. Poor behavior **will** lead to the loss of this transportation privilege.

Please inform the office manager if there is a change in arrangements for transportation home (this is especially important for younger children). Please contact the school office or send a note with your child if there is any deviation from your child's normal routine.

CHANGE OF ADDRESS/TELEPHONE: It is extremely important for the school office to have a current record of student's parent/guardian, address, work and home telephone numbers, email addresses, and emergency contacts. Please notify the school with any changes.

FREE/REDUCED LUNCH PROGRAM: Families who qualify for free or reduced lunches are asked to complete the necessary forms. These forms are available in the school office.

MEDICATION/TREATMENT FORM: This form is necessary for the school to have on file in the event that your child needs medication for treatment of asthma, allergies, headache, etc. Please be sure to complete your child's form and return it to the school office.

EMERGENCY CONTACT: This form is necessary for the school to have on file in the event for parent contact. Forms are available in the school office.

Section 8 — Health & Medical Information

IMMUNIZATION LAW: Immunization requirements by age and grade are set by the State of Wisconsin. We must have this information in our files. If you need a copy of these requirements please contact the school office.

PHYSICAL EXAMINATION: It is necessary for students in grades 5–8 to have a physical examination before they participate in athletics. Forms are available at the school office.

VISION/HEARING SCREENING: In early fall, hearing and eye tests are given to grades Pre-K, Kindergarten, 1st, 3rd and 5th grade. Children will be screened if referred. If your child seems to have hearing or vision problems, consult with the teacher as the first step in helping your child.

FIRST AID: First Aid will be administered by the teacher when necessary using techniques that follow Federal regulations. If there is a serious injury, efforts to contact the parents will be made for their advice.

ILLNESS: If a student becomes too ill to remain in class, we will telephone a parent/guardian and recommend they be picked up. If your child is ill, (vomiting, diarrhea, fever) please do not send him/her to school for 24 hours after the symptoms subside (this is in accordance with state standards). A child with a contagious condition (pink eye, ring worm, head lice, chicken pox, etc.) will be sent home from school and must remain home until the condition or disease has subsided.

When to Keep Your Child Home:

Fever: Greater than 100 degrees. For fever and flu symptoms, a student should not return to school until the fever has been gone for 24 hours without the use of medication.

Vomiting: Return 24 hours after vomiting stops.

Diarrhea: Return 24 hours after diarrhea stops.

Rash: Rash that is open and draining or a rash with a fever.

Contagious Diseases: This includes strep throat, impetigo, pink eye, etc. A student may return after 24 hours of treatment with antibiotic.

Nuisance Diseases: Head lice, scabies, ringworm – these must be treated before returning to school.

Chicken Pox: Child may return to school 5-7 days after onset of rash, with all sores dry and scabbed over.

Please notify the school office if your child is absent due to illness or injury.

If your child has a serious illness or injury that affects school participation, please notify your school principal so a plan can be implemented to meet your child's needs.

Please give medications at home whenever possible. However, if medication is needed during the school day, the following is necessary:

- Medication forms are available at school or local clinic. Your doctor may also fax the medication form to the school. Fax number is (608) 786-1105.
- Students may not carry or keep their own medication at school with the exception of prescription inhalers with a doctor's written permission.
- Parents/guardians are requested to please deliver medication to the school office.
- A new medication form is needed each time the medication is changed.

Prescription Medication: (Drugs that your child's physician prescribes.) A medication form must be on file for each medication with the following requirements:

1. A doctor's signature with written instruction for the medication including medication name, dose and time to be given.
2. Written consent from the parent for the school to give the medication.
3. Medications must be in a properly labeled prescription bottle and will be kept in the school office.

RESTRICTED PHYSICAL ACTIVITY: If a child has an injury that requires them to restrict their physical activity, please advise their teacher. Generally, the staff will ask for a doctor's written direction to accommodate this request.

MEDICAL INFORMATION: There are many new regulations in place for administering medications at school. For example, we are unable to provide medications for your child without proper forms on file. Additionally, the school cannot administer any medications that are not provided by you. This includes cough drops and headache medicines. If your child receives regular scheduled medications, or you would like to have medications available should your child have an unexpected ailment, you must complete a Medication Treatment Form. These forms must be completed annually or as medical changes arise. This form will be kept on file in the office and medications received will be documented by the administrator of the medication. All medications will be kept in the school office and administered by the school office manager.

INSURANCE: Student accident insurance for incidents occurring at school or en route to school is available at a reasonable price, during the first week of school. While safety precautions are taken at our school, when a number of students are grouped in one place, accidents can still occur. Considering the price of medical care today, this would be a wise investment for any parent. Please check your family policy.

Section 9 —Policies & Procedures

ATTENDANCE/ABSENCES: Daily attendance at school is extremely important. If a student is absent because of an emergency or illness, contact the office before 8:00 AM. on the day of the absence (786-1250 or lblack@christstjohns.org).

Absences are expected from time to time. Notification of a child's absence is required by 8:00 AM. Acceptable absences include: illness, a death in the family, medical appointments, school related absences, and absences prearranged with the teacher or principal. Please avoid planning long trips during the school year.

Whenever possible, we urge parents to make arrangements with the teacher to collect the child's assignments so they may avoid falling behind.

TARDINESS: We expect that this will happen on occasion. However, excessive tardiness is not acceptable. Afterschool detention will be assigned to students with five tardies. Student arriving late due to bussing or bad weather will not be marked as tardy.

COMMUNICATION AND CONCERNS: If there are problems or suggestions, or complaints please follow the directions of Matthew 18:15-19: *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven."*

Each individual teacher strives to improve his/her teaching and their willingness to listen to input from parents.

CONFLICT RESOLUTION PROCEDURE: During the course of a Christian educational experience academic and disciplinary conflicts may arise. It is important that such conflicts be settled through proper communication between the people involved according to Mathew 18:15ff. The following procedural steps should be followed:

- A. Encourage parties involved to discuss the matter and work toward a God-pleasing resolution. Inform the principal of the outcome.
- B. Should it not be feasible for the parties to discuss the matter, they should use the principal as a liaison to moderate the discussion between the concerned parties as together they work toward a God pleasing resolution.
- C. If the parties are unable/uncomfortable to discuss the matter using the principal as liaison, a Senior Member of the Board of Christian Education will serve as liaison. The Principal will be informed as to the outcome of this meeting.

In all cases it is hoped that Christian care and concern will be displayed by all parties in the best interest of the student's well being. In all our dealings we should heed the words of Jesus, *"As I have loved, you, so you must love one another."* (John 13:34)

CARE OF SCHOOL AND PERSONAL PROPERTY: God has given us a beautiful building. We try to instill in our students that they can show their thanks to God by doing all they can to keep the facility and equipment in good condition. The property of others is protected by the Seventh Commandment. We try to train the pupils to respect the possessions of others. Textbooks are a loan from the school; normal wear is expected. Destruction of any of school property must be paid for. Unreturned or excessively damaged materials will be billed to the parents/guardians.

PERSONAL APPEARANCE AND DRESS CODE: Since Christian love and respect should be reflected in all that we say and do students are expected to dress in a God-pleasing manner. Modesty, good taste, cleanliness and neatness must be important factors to consider when getting ready for school or any school function. I Corinthians 6:15 reminds us: *"Do you not know that your bodies are members of Christ himself?"*

The Board of Christian Education gives the following specifics when it comes to this policy:

- Shirts, sweaters or sweatshirts, slacks, blue jeans and denim in good condition may be worn.
- Skirts, skorts and dresses of a modest style are welcome (Leggings/shorts for lower grade students recommended).
- Clothing with pictures or slogans of a positive nature may be worn.
- Shorts may be worn during the months of August, September, and May, or as authorized by the administration. (Shorts should extend past the fingertips when the arms are held comfortably at the sides.)
- Shoes must have covered toes and a heel (heel strap). Shower shoes (flip flops), bedroom slippers, and clogs without heel straps are not allowed. All children must wear stockings with their shoes. A separate pair of shoes for gym use is required.
- Skirts must be no shorter than four inches above the knee.
- Oversized or distracting clothing, bared midriffs, low-rise pants, pajama pants, tank tops or spaghetti strap tops may not be worn. Clothing that is excessively tight, or that exposes undergarments may not be worn. Clothing that represents ideas or expressions that oppose Christian principles may not be worn.
- Hats may not be worn in the building.

Two teachers on staff will confer about any dress code issue. Any outfit in question should not be worn again, or should be modified so that it complies with Christ-St. John's dress code.

If a student is in violation of the dress code, the student will immediately be sent to the principal's office and their parent/guardians contacted. Parents must bring a change of clothing for the student immediately to correct the violation or the school will provide clothing to correct the infraction for the remainder of the day. Faculty members will be responsible for reviewing their students' compliance with our dress code each morning. Violations of the dress code must be corrected by the students' lunch period or disciplinary action will be taken.

LEAVING SCHOOL GROUNDS: Students must remain on the school grounds during the designated school day. If you need your child to leave school grounds, please send a note to the school office explaining the request and your permission for them to leave.

PHONE: Please call the school office any time between 7:45 AM and 3:30 PM to leave messages for students, staff, faculty or pastors. Non-emergency messages can be left on voice mail for the recipient. Urgent messages can be left with the office manager. No phone calls or texts should be made to teachers during the school day. Calling directly to the classrooms causes disruption.

Students need the teacher's permission to use the telephone. Permission will not be given for a child wishing to make after school arrangements – these plans must be made some time before school is in session.

SNOW/COLD WEATHER CANCELLATION: If one of the area radio stations announces an early dismissal or no school in the West Salem District, this announcement also applies to Christ-St. John's Lutheran School. Have arrangements made for your child for such an event. Please listen to the radio or check a reliable, local website when the weather is very cold, there is freezing rain, or snow conditions exist. A late start means school will begin at 10:00 AM. Tune into any of the following stations for information concerning school closings or delays:

WIZM 1410 AM	WFBZ 105.5 FM	Z-93 93.3 FM	WKBH 1570 AM
WRQT 95.7 FM	WCOW 97.1 FM	WKTY 580 AM	WKLJ 1290 AM
WLXR 104.9 FM	KHTW 74.7 FM	WQCC 106.1 FM	WXOW TV 19
WLFN 1490 AM	WKTW TV 8	WKBH 100.1 FM	

We will try to have Christ-St. John's Lutheran School posted by name on TV channels 8 and 19.

CELL PHONES, TABLETS AND ALL OTHER ELECTRONIC DEVICES: All student cell phones and electronic devices are to be turned in at the office upon arrival at school. They may be picked up upon dismissal after 3:00 PM.

VISITORS: Parents are always welcome to visit the school; enjoy lunch with your child, observe classroom activities, or participate in a scheduled classroom event. Each classroom is on a schedule for each day of the week. Please take this into consideration and contact teachers to let them know your plans. They will inform you when there are times better suited to a visit.

TIME OF ARRIVAL AND DEPARTURE: School doors open at 7:40 AM with classes beginning at 8:00 AM. We encourage students to arrive no less than 15 minutes before classes begin. When students enter school, we expect quiet hallways as students use this time to study. At the end of the day we normally expect all students to leave within 15 minutes of dismissal time. Students remaining at school after 3:30 PM. will be sent to Surround Care.

HOME/SCHOOL CO-OPERATION: The Lord, through His Word, has bound the home and school as one unit; united with the same goal. 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

Parents dare not, do not, and cannot give up this God-given responsibility merely by sending their children to school. The teacher's responsibility is to give parents help so the work of making our children wise unto salvation might continue uninterrupted and unhindered!

Parents and teachers must join hands and work together for the common good of our children, so nothing on earth might rob them of the crown of glory laid up for them in heaven. In order to bring about that co-operation which is the great and awesome task the Lord has given us, we must be sure that our method of training your children is found in God's infallible Word. Jesus says: *"Whoever serves me must follow me;"* John 6:26.

Christian parents and teachers must dedicate themselves to an even greater study of God's Word, so that they might become more proficient in carrying out their God-given task in a God-pleasing manner. We hope the suggestions following may be helpful to parents who are eager to co-operate with the school, and in that way give their children every possible help.

HOW PARENTS CAN HELP THEIR CHILD

1. Bring your child to church regularly as a matter of family practice. Discuss the sermon.
2. Have regular family devotions around the supper table. Use table and bedtime prayers.
3. Make the Word of God an important consideration in making decisions regarding your child.
4. Consult regularly and frequently with your child's teacher, especially if a problem or important questions arise.
5. See that your child is regular and prompt in school attendance.

6. Encourage your child to eat well-balanced meals.
7. Make sure your child gets adequate sleep.
8. Encourage your child to play games suitable to his age and skill.
9. If practical, urge your child to WALK or BIKE to and from school as often as possible.
10. Expose your child to wholesome experiences. (Family outings to zoos, museums, sites, etc.)
11. Train your child to be considerate and courteous at home – on their way to, from and at school – and, if applicable, when riding the bus!
12. Have your child wear appropriate clothing for all seasons so that they may be comfortable during outside recess.
13. Don't be critical of school personnel and procedures in your child's presence. It is damaging to the relationship your student has with faculty/staff.
14. Train your child to be successful; namely, acting wisely before God.

Section 10 — Conduct & Discipline

- I. **Policy:** It is the policy of Christ–St. John's Lutheran School that disciplinary action is taken during those instances when students have violated rules of conduct that disrupt or contradict the mission or objectives of the school.
- II. **Background:** All of God's children are expected to lead God-pleasing lives by following the Bible's directives; discipline goes hand in hand with God's will. Since it is impossible to do God's will perfectly as He demands, we must also use Christian discipline to strengthen children when they fall into temptation. We expect Christian behavior from our students in the classroom, before school, after school, on the playground, and at extra-curricular events.
- III. **Objective:** To establish parameters for conduct and disciplinary action that includes:
 - A. The responsibilities of the student, parents/guardians, teachers, principal, school board and pastors
 - B. Rules for conduct
 - C. Disciplinary procedures and records

IV. **Responsibilities:**

STUDENT To conduct themselves in a manner that is consistent with God's Word. This includes respect for God and His word, for those in authority, other students, the property of the church and school, and the property of others.

PARENTS/GUARDIANS Pray that the Lord would grant you comfort and guidance, while searching the Scriptures for His direction.

- A. Consider the implications of the offense and of the teacher's correction.
- B. Be sure to know the facts (both sides of the story), avoiding any hasty conclusions.
- C. Try to understand what moved the child to act as he/she did. Why the teacher or person in authority responded the way they did. (If there are any questions or concerns, immediately contact the adult involved about your child's incident).
- D. Explain to the child what sin has necessitated the correction. Tell them the punishment is being given to help control their sinful nature, not to satisfy God's justice or earn God's forgiveness. Jesus already has done that.

TEACHERS Make the Law and Gospel clear in devotions and religious lessons by means of practical applications and provide God-pleasing instructions and activities that are meaningful, interesting, and challenging for the child.

- A. Set good examples of fairness, honesty, orderliness, courtesy, and kindness.
- B. Tell the child the rules of proper behavior and the consequences of disobedience. Be fair, firm, consistent, and give reasonable consequences for misconduct.
- C. Public sins affecting others should be publicly reproved. An offense that affects only the individual should be dealt with privately. Use care in distinguishing between sins of weakness and intentional sins.
- D. Explain to the child what sin has necessitated the correction. Tell them the punishment is being given to help control their sinful nature, not to satisfy God's justice or earn God's forgiveness. Jesus already has done that.

PRINCIPAL To support students, teachers and parents in their roles and offer advice and mediation in accordance with God's Word. To involve others as needed to correct and eliminate problems.

- A. By carrying out and following the Mission and Objectives of Christ–St. John's Lutheran School.
- B. By communicating with the child the seriousness of their behavior and actions.
- C. By communicating with parents/guardians about the students' misconduct, discussing the situation and what actions should be taken if misconduct continues.
- D. By communicating with the Pastor(s) and School Board members and carrying out the decisions of those in authority.

SCHOOL BOARD To offer support, direction, and decision for teachers, students, parents/guardians and staff.

- A. To review on an annual basis the disciplinary policy of the school.
- B. To remain informed of any disciplinary actions for violation of school rules/policies.
- C. To give direction to the principal in matters of disciplinary action.
- D. Any student who has been disciplined by reprimand, suspension or expulsion has the right to appeal to the School Board.
- E. Any decision rendered by the School Board is final.

PASTOR Serve as spiritual leader, monitoring actions of all members and students, offering advice and counsel, as he deems appropriate.

V. Rules of Conduct:

STUDENTS We ask that they attend classes and conduct themselves in a manner that is consistent with the guidelines in God's Word and published in this handbook. They must demonstrate respect for those in authority, their peers, and school property; and should report inappropriate activity to someone in authority.

PARENTS/GUARDIANS Not only teach, but to train our children by providing educational opportunities and conducting ourselves appropriately. Take corrective action at the earliest opportunity, involving other parents, teachers, school board members and pastor, considering the seriousness of the activity and entire circumstance.

PARENTS/GUARDIANS Provide our children with educational opportunities and conduct ourselves in a Christ-pleasing manner. When necessary, take corrective action at the earliest opportunity – involving other parents, teachers, school board members and pastor, concerning the seriousness of their actions.

TEACHER Supplement, not substitute, the role of the parent/guardian. This includes taking steps toward reasonable discipline; notifying the parents and/or principal of issues, and involving pastor, school board or others when the offense is redundant or serious in nature.

PRINCIPAL Respond to concerns of students, parents/guardians, and teachers. Determine corrective action and take immediate steps to address inappropriate activity. When necessary, this includes notifying parents/guardians, and informing the school board of discipline issues of either redundant or serious nature. Additionally, making recommendations and soliciting assistance for handling disciplinary measures may be necessary.

SCHOOL BOARD Seriously consider all reports, recommendations and requests for assistance that are received. Support the principal, teachers, parents/guardians, and students, when making determinations for consequences during disciplinary proceedings. Ensure that appropriate records are kept for all disciplinary cases.

VI. Disciplinary Procedures and Records:

LEVEL 1 TEACHER ADMONITION – Examples are, but not limited to:

- Showing disrespect for God and God's Word, those in authority, other students, church/school property, and the property of others
- Talking excessively in class
- Out of seat when asked to be seated
- Violation of appearance and dress code
- Disruptive behavior

ACTION 1st Offense: Teacher will remove student from class and discuss behavior in the hall. Student will remain in hall for a time-out from class. The teacher is to correct the problem as quickly as possible. If unable to be corrected, the child will be sent to office to meet with the Principal.

2nd Offense (in the same day): Loss of recess during which time the student will be placed in the Teacher Work Room or other designated area. A discipline report will be filled out.

LEVEL 2 SENT TO PRINCIPAL'S OFFICE | PARENT/GUARDIAN CONTACTED – Examples are, but not limited to:

- Two or more Level 1 offenses in a 30-day period
- Repeated cheating, tardiness, cursing and/or foul language
- Inappropriate apparel and dress
- Failure to do assignments (or not done on time)
- Disruptive behavior

ACTION

- Immediate removal from the class for the remainder of that day and all extra-curricular privileges revoked for that day
- The principal will contact parents the same day as the offense
- Restitution (if needed) will be the responsibility of the students/parents
- Discipline report will be filled out
- Meeting will be scheduled with parents, teacher, and principal. *(Meetings will address inappropriate behavior and strategy for correcting the behavior. We are here to work with the family to help find a solution to the problem. Every effort will be made so that the next level of discipline can be avoided. Open communication is necessary so that expectations and consequences can be set and clearly documented to prevent misunderstanding.)*
- Principal will contact the Board of Christian Education concerning discipline issue

LEVEL 3 PRINCIPAL INFORMED | PARENT /GUARDIAN INFORMED | STUDENT(S) RECEIVE DETENTION

Examples are, but not limited to:

- Repeated Level 1 or 2 offenses
- Abuse of the technology policy, fighting, acts of physical violence, excessive teasing and/or stealing
- Defacing of school or other personal property
- Deliberate disobedience, insubordination or disrespect
- Distribution or abuse of "over-the-counter" medication or drugs

ACTION

- Parents called and student is suspended for the duration of that day.
- One-day suspension the following school day.
- Any participation in extra-curriculum activities will be prohibited.
- Student will not return to class or any extra-curriculum activities until a meeting has been scheduled with pastor, parents, student, teacher and principal.
- Discipline report will be filled out.
- Principal will contact Board of Christian Education to update and provide documentation of a situation and receive input prior to this meeting.
- Meeting will address the severity of Level 4 to the student and parents and also clarify the consequences for continued offenses against the discipline policy.
- Expulsion from school will be clearly explained.
- Principal and pastor will determine if any or all extra curricular activities will be revoked for the remainder of the school year.
- Restitution (if needed) will be the responsibility of the student/parents.
- Lessons missed due to suspension will not be re-taught and student is responsible for making up the work to the best of his/her ability and will be turned in immediately upon returning to school.

LEVEL 4 PASTOR AND SCHOOL BOARD INVOLVED (SUSPENSION) – Examples are, but not limited to:

- Repeated Level 1, 2, or 3 offenses
- Having any weapons (knives, etc.) in possession at school or school activities
- Gang activity
- Indecent exposure
- Making a bomb threat
- Tampering with a fire extinguisher, setting off firecrackers or incendiary devices in school.
- Coming to school under the influence of controlled substances, use of tobacco, alcohol, or other controlled substances on school property or in connection with school events.
- Purposeful destruction of school property, teacher property, or the personal property of others.

ACTION

- Three-day suspension or expulsion
- Police contacted if applicable
- Discipline report will be filled out
- Board of Christian Education contacted to discuss potential expulsion or notified of expulsion.
- The student will not return to class or any extra curricular activities until principal, pastor, parents, student, teacher, and the Board of Christian Education meet to discuss next plan of action. Please understand that if suspension is not effective in changing this improper behavior, expulsion will take place per decision of the Board of Christian Education.
- Restitution is the responsibility of the student/parents.
- Lessons missed due to suspension will not be re-taught and student is responsible for making up the work to the best of his/her ability to be turned in upon returning to school.

VII. REFERENCES

Matthew 18:15-19 | Mission and Objective Statement | Technology Policy | Athletic Policy

*"Do not work for food that spoils, but for food that endures to eternal life, which the Son of Man will give you."
John 6:27a*