

# St. John Amelith Lutheran School

## Parent/Student Handbook

Revised: August 2024



### MISSION STATEMENT

*Helping Children Grow in Faith, Knowledge, and Service.*  
(based on 2 Peter 3:18)

### SCHOOL PURPOSE STATEMENT

*The purpose of St. John Amelith Lutheran School is to instill in the hearts of our students a greater love and fear of God by providing a Christ-centered education environment. Our school provides an atmosphere in which Christian faith, values, character, and behavior are learned in the context of the daily routine. Each day should bring the students closer to the Savior and teach a healthy respect and love for God, themselves, and others.*

While St. John Lutheran School provides a program for systematic Christian instruction for its children, it does not intend to remove any obligation from the parents. We believe the primary responsibility for raising up and training a child comes from the home. Daily devotions and prayer, personal interest in church and school activities, and weekly church attendance are all ways parents can be excellent models of Christian living and influence the overall spiritual growth and training of a child.

We believe parents are the primary faith teachers. It is important for parents to take an active role in their child(ren)'s spiritual growth and educational journey. A positive home to school relationship is key to a child's overall success in school.

## **ADMINISTRATION**

St. John Lutheran School is a part of the Michigan District of the Lutheran Church Missouri Synod. St. John follows curricular standards comparable to public schools, but strives to maintain the foundation of our mission by embedding a Biblical worldview in all that we do.

St. John Lutheran Church has delegated the responsibility for the operation of the school to the Head Pastor and Principal.

The Board of Education formulates, implements, supervises, and evaluates all policies that pertain to the operation of the school. The principal is the administrative agent of the congregation and is responsible for the day-to-day operation of the school.

The policies and activities of the school are controlled and guided by the St. John Lutheran Board of Education, consisting of members of St. John Lutheran Church and the pastor (ex-officio). The Principal is an advisory participant. This committee, together with its teaching staff, is entrusted with the management and administration of the school and is held accountable to the congregation.

St. John Lutheran's Board of Education meets in general session each month. The dates are included on the school calendar. The meetings are open to the public and may be attended by anyone. The Chair of the board may call an executive session and all non-members will be excused, as the chair deems necessary. Parents should contact the chairman of the Board of Education one week prior to the upcoming meeting if they have a need to speak to or present a specific topic. Parents should notify the chairperson of the Board of Education if they wish to be put on a monthly agenda.

## **FACULTY**

Teachers at St. John Lutheran School are certified by the Michigan Department of Education as required by state law. While some members of our faculty have earned master's degrees, others continue to work on furthering education and/or certification with the Lutheran Church Missouri Synod.

In addition, St. John is blessed to have additional teaching resources available through the Shared-Time teacher program with Carrollton School District. These teachers are certified by the Michigan Department of Education. School administration is actively involved in the selection process of these shared-time teachers.

By God's grace, we have an extraordinary team of servants on staff. Each one has been called by God and we are committed to teaching and furthering the kingdom of Christ.

## **ADMISSIONS & ENROLLMENT**

### **Kindergarten Requirements**

As established by the St. John's Board of Education, children enrolling in kindergarten must have attained the age of 5 years before September 1st of the current calendar year. For Kindergarten, the child's birth certificate is required to be brought to the school at the time of registration. A copy of a birth certificate is not acceptable. Students who turn 5 between September 1 and September 30 will be tested and, if deemed ready, will be accepted into the St. John Lutheran's Kindergarten program if space is available.

### **ENROLLMENT POLICIES**

St. John Lutheran congregation maintains its Christian Day School to assist parents in fulfilling their God-given obligation of bringing up their children in the nurture and admonition of the Lord. (Eph. 6:4)

After prayerful consideration, St. John Lutheran's Board of Education has adopted the following policy for its school. This policy will be applied at all times in Christian love in order to bring more people to faith in Jesus Christ, their Savior, to a public confession of His Name and a devotion to the work of His Kingdom.

The Christian Day School will enroll the following:

- Children whose parents are members of St. John Lutheran Church.
- Children previously enrolled at St. John Lutheran School.
- Children whose parents are members of other Missouri Synod Lutheran churches without schools.
- Children whose parents are members of other Christian churches.
- Children whose parents are not members of other Christian churches.
- Acceptance or non-acceptance of a student is determined by the Christian Day School Committee as exercised by the office of the Principal. The Christian Day School will consider children for enrollment when parents meet the following criteria:
  - The parents should be primarily motivated by the religious features of St. John Lutheran School.
  - The parents and child must agree to adhere to the religious programs of the school.
  - The parents must give assurance that the home will cooperate with the school in the religious training of the child, including faithful worship and Christian stewardship.
  - Parents are expected to meet for an interview with the Principal of the school at the time of enrollment.
  - Families are expected to pay the tuition when due. Payments are created through the school portal, Fast Direct. When financial responsibilities are not met, communication will be made to the family.
  - A student transferring from outside the State of Michigan must have his/her immunizations updated and received a vision examination. (Michigan Law, Public Acts of 1970)
  - A child's acceptance is conditioned upon meeting the principles outlined above and upon the classroom space available.

## REGISTRATION DOCUMENTATION

St. John will send a Release of Records form requesting all records (CA 60, Achievement Tests, Special Education Evaluation, etc.) from the previous school. Acceptance is conditional upon the receipt of these records and indication of probable success in the grade for which the student is enrolling. St. John Lutheran School has all rights to final approval of student enrollment and registration requirements. All required forms must be completed and signed prior to a child attending class.

All students enrolled at St. John Lutheran School are accepted with a probationary period of 30 days. During this period:

- The classroom teacher monitors the student's conduct and academic progress.
- Communication between the parents and teacher is established.
- The teachers and Principal observe the student informally in the classroom, hallways, and outdoors.
- Inappropriate student conduct and/or academic progress will be reported to the Principal and parents according to the discipline matrix.
- A conference with student, parents, teacher, and Principal will be scheduled.
- With unsatisfactory progress, the conduct and/or academic progress of the student will be reviewed in a conference with the parent/guardian, classroom teacher, and principal. The feasibility of the student remaining at St. John Lutheran School will be discussed.
- With satisfactory progress, the probationary period is removed.
- A Christ-centered emphasis will be used in the administration of this policy to assist the student in becoming a member of the St. John Lutheran School family.

All completed registration forms will be considered a commitment and agreement of the above stated principles.

- Enrollment Application
- Birth Certificate (Official)
- Immunization Records
- Emergency Contact Forms
- Allergy Forms
- Health Forms with Doctor's Signature

## **VACCINATIONS AND IMMUNIZATIONS**

The principal is required under law to exclude children from school attendance who are out of compliance with the immunizations required by this act. A waiver is available in the office for parents that are opting out of immunizing their children. This is a requirement of the Bay County Health Department. The principal has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source confirms him/her of having a communicable disease or infection that is known to spread by any form of casual contact and is considered a health threat to the school population.

(More information on this can be found at <https://www.michigan.gov/mdhhs/adult-child-serv/childrenfamilies/immunization/providerinfo/providered/immunization-waiver-information>)

## **Vision and Hearing**

In compliance with State Law, Act 282, the Bay County Health Department in cooperation with the Michigan Department of Health will vision test preschool children. Information concerning the dates the screening technicians test at St. John and other area schools are available from the school office. The screening is usually done in the spring for the following year.

## **TUITION AND FINANCES**

St. John Lutheran School is operated through the generous contributions of the members of St. John Lutheran Church. More than half of the per pupil cost for education at St. John Lutheran School is covered by our generous congregation at St. John Lutheran Church who firmly believe in the mission of our school.

It is the policy of St. John Lutheran School that all families pay tuition. The annual tuition is divided into ten equal monthly payments. Tuition is collected by check to the office or through Fast Direct. The first tuition payment is due at registration. Subsequent payments are due on the 15th of each month, September through May. If there is outstanding tuition and/or fees at the end of the school year, report cards will be withheld and enrollment for future years may be delayed.

When a student withdraws from St. John, the current installment payment will be considered final payment. (Example: withdraws on October 15<sup>th</sup>, the October payment is considered the final payment.) No credit or adjustments are made for mid-month changes. All registration fees must be paid. Outstanding fees may hold up a student's record transfer.

Tuition rates are reviewed each year by the Board of Education. As with member families, community member families are encouraged to further support the educational program through contributions and gifts.

### **Additional fees:**

1. A registration fee is charged to cover the cost of books, testing materials, art supplies, technology, yearbook, and other items. No student shall be admitted to class unless registration fees are paid in full. No student shall be admitted to class at the beginning of the school year until all fees and fines have been paid from the previous school year. The registration fee is non-refundable and is separate from tuition.
2. The religious materials needed by the students are purchased directly from the school office. A needs list is distributed yearly by the classroom teachers.

Any check received with insufficient funds will be charged \$45 dollars. This charge covers our cost assessed by the bank as well as administrative costs.

## **DELINQUENT PAYMENT GUIDELINES**

The purpose of this is to detail the steps that will be taken to collect tuition when families have not met the tuition obligation. All tuition payments are to be made on a regular monthly basis unless payment is received in full by registration day in August. On-time payments are imperative to avoid accruing large additional fees. Special appeals due to extenuating circumstances will be referred to the Board of Education. The Board of Education can make exceptions to the policy as deemed appropriate.

- If payments are not made by the end of the month, they will receive a reminder from the principal.
- Quarterly, bi-monthly or other payment plans can be established between the principal and the family.
- If two consecutive months of non-payment occur, the principal and parents must draft a payment plan which is then approved by the Board. *Reference Payment Plan Form.*
- Final fourth quarter report card will not be released to families who have an outstanding balance. As well, student records may be held due to payment not being received in full.
- If payment arrangements are not made, unpaid balances may be forwarded to collections 90 days after the last day of attendance. Approval of the Board is required before outside collections action is taken.
- *Refer to Policy 2.18 in the St. John Amelith Lutheran School Master Handbook.*

## **FINANCIAL GRANT ASSISTANCE**

Those needing tuition assistance must apply prior to registration. Special circumstances will be addressed, if required. All applications are reviewed confidentially by the principal and two Board members.



## **INSTRUCTION AND CURRICULUM**

St. John Lutheran School acknowledges God as the source of all true wisdom and knowledge. We teach all subjects from a Christian perspective. The Bible is the basis for all instruction, and students are encouraged to pursue excellence as good stewards of the gifts God has given them.

The basic structure of St. John is a self-contained classroom with some departmentalization. One teacher provides most academic learning, but some departmentalization with Art, Music, and Physical Education is provided. The curriculum, from preschool through eighth grade, is designed to build on each student's earlier learning and to prepare for success at the next grade level.

All studies are presented in the light of God's Word. A well-integrated course of Bible study, doctrine, and memory work is required of every student. In the light of God's Word, all subjects become more meaningful to the children of God as ways of developing talents for greater service to a loving, redeeming God and His people. Devotions occur daily with opening and closing prayers.

All textbooks and materials are examined for effectiveness and adaptability to fit St. John's curriculum. We believe that a combination of dedicated Christian teachers moved by the Holy Spirit and the latest educational equipment and procedures can provide the best possible learning environment.

### **CURRICULUM**

At St. John, we fully believe that a Christian education is what sustains our students throughout their life. In keeping with the mission and vision of our school, St. John's curriculum is focused on the biblical truths provided in the Word of God. A biblical worldview is embedded in all instruction. Our curriculum meets the requirements of the State of Michigan in reading, science, phonics, English, spelling, mathematics, literature, geography, history, current events, music, art, writing, computer skills, and physical education. Furthermore, the curriculum is in alignment with the Michigan District LCMS, District Curriculum guidelines and the Michigan Benchmarks.

In keeping with the Christian philosophy of education and with respect to the requirements of the State of Michigan, our children receive a high quality education in the following areas:

Faith Studies

Reading and Language Arts

Mathematics

Science

Social Studies

Fine Arts, Physical Education, Technology, and Foreign Language

Our teachers carefully map out the curriculum for each content area. Using a variety of standards, instructional approaches, programs, and resources, our teachers develop a scope and sequence that ensures instruction in each of the core competencies expected at each grade level. These core competencies are then assessed through both formative and summative assessments. The NWEA Measures of Academic Progress is administered two times a year (September and May) to determine individual student growth. The data from this assessment is used to determine academic levels and to assist teachers in planning to meet individual student needs.

## **SPECIAL COURSES**

## **LIBRARY**

Our school has a large selection and variety of books from different genres.

Books purchased or borrowed outside of the school can be brought to school, but must contain content appropriately aligned with the vision and mission of St. John Lutheran School.

Teachers reserve the right to restrict books that may include questionable material. If school personnel questions content or is unsure of age/grade appropriateness, St. John personnel may request parent permission in writing for the student to read the book.

## **TECHNOLOGY**

St. John teachers and students use various innovative technology components throughout the school day. Students are expected to treat this equipment with care and respect their responsibility as users of technology. Use of technology is based on each individual teacher's discretion. Should a student misuse any hardware or software, loss of privileges will occur. Parents may be charged for replacement or repair accordingly. Every student and parent must sign a technology agreement each school year.

## **PHYSICAL EDUCATION**

The physical education program is aimed at the development of the child's physical strengths and coordination used in fundamental skills. Gym shoes are necessary for these classes, and may not be worn during school time in the classrooms, except under extraordinary circumstances.

## **MUSIC**

Each student in grades 5-8 has the opportunity to participate in the following:

- **Choir**

Students will learn the basic elements of voice and singing, and work together as a group to achieve a goal. Students will participate in concerts and church services as skill develops.

- **Band**

Students will learn to play an instrument. Some instruments are available through the school. If not available, students can opt to rent an instrument at a music center of their choice. The students will participate in concerts and church services as skill develops.

## FAMILY AND STUDENT EXPECTATIONS

The following section of the handbook covers the guidelines/policies/expectations of St. John Lutheran School and is organized in alphabetical order. Please contact the school office if additional information or clarification is needed.

### ABSENCE

Vacations during school time can often be challenging for the academic progress of a student. **Parents are asked to meet with the principal and teacher should the possibility arise.** Teachers will do their best to gather and provide upcoming assignments and share learning goals when vacation time is requested. We ask that work be completed upon return to school. Please communicate with the teacher if clarification is needed.

*Vacation Trips* - trips are strongly discouraged during the school year. Such absences adversely affect the quality of a student's education. If such a trip must be taken, classroom teachers must be notified as far in advance as possible. It is the parent's responsibility to communicate with the teacher concerning the work that will be missed during the vacation. Teachers are not required to prepare assignments in advance for completion during a vacation. Decisions about allowing advanced work are left to the individual classroom teacher. Not all work missed during the vacation may be available for make-up. Multiple vacation absences during a school year may result in a conference with the teacher and principal.

All work must be completed within one week after the student returns. (*Refer to Policy 5.01.1 in the St. John Amelith Lutheran School Master Handbook*)

### Communication of Absences

If your student is going to be missing for any reason, please contact the school office or communicate using the school portal Fast Direct as quickly as possible.

### ATTENDANCE

We want your child in school, and school attendance assists with school success. According to Michigan law, it is the responsibility of the parent to have their child in attendance whenever school is in session. Children who attend school regularly are most likely to be successful during their school life and beyond.

Regular attendance is essential if a student is to make use of the educational opportunities offered. Chronic absenteeism seriously hampers academic achievement.

## **Tardiness**

Tardiness impacts the beginning of the day for the student and can impact the flow of instruction for the whole class. Excessive tardiness will result in a mandatory meeting with the school principal. Likewise, excessive absences/tardies may have an impact on academic grades and grade level promotion. The principal and teacher reserves the right to review to request a meeting with the parents if a student has 9 or more absences per semester. (*Refer to Policy 5.01 in the St. John Amelith Lutheran School Master Handbook*)

The principal reserves the right to refer any student with an excessive amount of absences of ten or more per year to proper authorities that deal with student truancy / tardies.

A student is deemed to be tardy if arriving in the classroom after the 8:00 a.m. starting time. A student leaving before 1:30PM will be considered missing a half day.

Classroom instructional time begins promptly at 8:00 a.m. Repeated tardiness is a major disruption to the classroom. Students need to arrive early enough so they have time to put away their supplies and be in their seats by 8:00 a.m. Every tardy will be recorded on the child's report card. A total of three unexcused tardy arrivals will result in a ½ day absence.

Any tardiness due to medical/dental appointments or infrequent transportation problems may be excused at the discretion of the teacher or principal. A note from the parent/guardian or health care provider is required. It is understood that not all appointments can be made after school hours.

## **ACCIDENTS**

Every effort is put forth to prevent accidents. However, in case of an accident, the procedure is as follows:

- First aid is given by authorized school personnel.
- If it is serious or the child is uncomfortable, a parent is called.
- In all cases of accident or illness at school, every effort is made to contact the parents, but if unsuccessful and the child needs more than simple first aid, the school will follow the directions as specified by you on the enrollment and emergency forms.

## ADDRESS CHANGE

Please update any address or phone number changes for emergency contacts as soon as possible.

## APPOINTMENTS

We certainly understand the need to schedule appointments for doctors and dentists. Please try to arrange appointments outside of school hours whenever possible. If time is taken out of the school day for appointments, please contact your child's teacher and the school office.

## ASBESTOS

St. John Lutheran School conforms and complies with the United States Federal Environmental Protection Agency's rules and regulations concerning the presence of asbestos in the school building. The principal, with the Trustees, have independent inspections, regularly analyze and review the asbestos conditions within the school building according to the federal guidelines.

## ATHLETICS

St. John Lutheran School offers an athletic program which allows teams to compete in games with area Lutheran Schools and other schools. St. John competes in the following sports: volleyball, track, and basketball. The major goals of these teams include developing Christian sportsmanship and growth of students as a team player both physically and mentally. Academics remain our top priority, so students participating in athletics must maintain passing grades.

The athletic director supervises all athletics. Parental attendance is encouraged at athletic events. **Students must maintain an overall C- average to participate. Students absent from school (full day) are not allowed to participate in after-school activities on the day of absence.** Sports eligibility will be reviewed at mid-quarter and end of quarter.

Under the supervision of the athletic director, St. John Lutheran School offers a well-rounded athletic program. The primary objective of the program is to provide all students the opportunity to participate in a team sport. Practices are held after school or in the evening. Athletic eligibility involves several factors including the student's parents' approval, the maintenance of a C- average for grades, the health of the student, and the input of the coach. The principal, whose determination is final, may review a decision on eligibility.

**A sports physical is required each year prior to participation in that sport program.**

The athletic program at St. John Lutheran School has several goals. These goals include helping students learn discipline, cooperation, Christian sportsmanship, and fundamental skills. Participation in team sports also helps students understand that hard work, sacrifice, and cooperation often are necessary to achieve team goals in a competitive program.

Through practices and games, students learn to cooperate and play together as a team. Successful team play requires that students learn to sacrifice “self” for the benefit of the team. Students learn that through cooperation and sacrifice the team becomes successful, whether the game is won or lost.

Sportsmanship is taught at every practice and every game. Students are taught to work hard and play within the rules. Athletes are taught to graciously accept victory or defeat (according to the scoreboard). Students are always winners when they make their best effort and all are winners in Christ.

Coaches are expected to maintain these goals and values during practices and games. The actions of parents, players, and coaches are a reflection of St. John Lutheran Church and School and most importantly, Christ. As role models, coaches are to set an example for their players, other coaches, referees, parents, fans and the entire St. John community.

## **BOOKS**

Our textbooks and library books are an important part of learning and we entrust students to take care of these tools. Some wear and tear is expected, but we hope to keep all book bindings intact. All writing will be done on paper and not in the books. Fines will be collected for extensive wear and tear.

## **CHAPEL SERVICES**

Our weekly chapel service takes place in the church on Wednesday mornings. All students from Pre-4 through 8<sup>th</sup> grade attend. Our chapel services are led by our teaching staff as well as Pastor. Chapel gives the students and staff an opportunity to hear God’s Word and respond in prayer and song in a loving, Christian environment. Offerings are collected weekly to help support chosen missions.

## **CHILD PROTECTION POLICY**

St. John Amelith Lutheran School/Pre-School/Day Care will follow the State of Michigan Child Protection Law (Act No 238, Public Acts of 1975, as amended, Sections 722.621-722.636 (Michigan Compiled Laws)).

More information can be found at: [Child Protection Policy](#)

## **CHURCH and WORSHIP**

We sincerely care for and love our families, and so we strongly encourage regular church attendance. Worship is a way to grow your personal relationship with Jesus Christ, fellowship with other believers, and spend time in God's word. Students are not required to attend St. John Lutheran Church, but we invite anyone who may not have a church home to join us. If there is anything we can do to encourage or support you in your walk with the Lord, please contact the school office.

We do invite you to worship regularly at St. John and participate in church activities. Over the years, St. John has created a supportive community that is rooted in the word of God. Please join us as a regular part of your weekly routine. Children's sermons are part of the regular worship service. May the Lord continue to bless us as we grow and worship together!

Regular family attendance at church services is an essential part of the worship life of every Christian family. St. John Lutheran Church offers weekly services. Join us on Sundays at 9:30 AM for worship.

## **CLASSROOM VISITATION**

We invite parents to visit the classroom, thus enhancing the understanding of the child's progress and the nature of the activities in which he/she participates. Please contact the teacher ahead of time. All visitors must check in to the office and be on the approved pick up or emergency contact list.



## **BULLYING**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. “Bullying” means any written, verbal, or physical act, or any electronic communication, including, but not limited to cyberbullying that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly. Bullying includes but is not limited to the following: teasing, taunting, or ridiculing, and racial, socio-economic, or physical attacks, provocations intended to inflict emotional scars; spreading rumors intended to cause damage to another's reputation; exclusion of individuals or certain people from social activities; or any other communication that causes a student, faculty, or staff member distress.

Bullying at St. John Lutheran School is prohibited. Any person found to be engaged in Bullying will be subject to disciplinary action up to and including expulsion from St. John Lutheran School as outlined in the handbook.

St. John Lutheran School is committed to providing a comfortable and positive environment for children to learn.

## **DISCIPLINE POLICY**

*Refer to Policy 5.04 in the St. John Amelith Lutheran School Master Handbook.*

### **CATEGORIES OF MISCONDUCT REQUIRING OFFICE REFERRAL**

The specific categories of misconduct, which will result in a discipline referral to the principal, include without limitation the following:

- 1. Violations of the Conduct (Honor God, Honor People, Honor Property) – the act of not conforming one’s behavior to the basic rules of conduct and discipline, and principles of Christian love and respect for persons and property, as described above.**
2. Bullying – is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance.
3. Insubordination – the willful failure to obey a reasonable request by a staff member or other person placed in a position of authority.

4. Theft – the act of dishonestly acquiring, and/or knowingly and willfully having in possession, without permission or good cause, the property of another or others.
5. Arson – the intentional wrongful burning of, or attempt to burn, any building, contents, or property on school or church property, or at a school function.
6. Physical Assault/Battery – the act of intentionally touching another individual in a wrongful manner on school property, going to or from school, or at a school function.
7. Fighting – the act of quarreling, which may include fisticuffs or other wrongful bodily contact, on school property or at a school function.
8. Sexual Harassment – unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that substantially interferes with an individual's peace and happiness at school or at a school function, or which creates an intimidating, hostile, or offensive environment at school or at a school function.
9. Threats – the act of intentionally threatening another individual's mental or physical well-being, or willfully causing fear or apprehension in another, whether by words, graphic depiction, or conduct.
10. Vandalism—the act of willful destruction of school or church property or property belonging to another or others on school property or at a school function.
11. Profanity and Obscenity—the act of using profane or obscene language (oral or written), gestures, pictures, or conduct on school property or at a school function.
12. Weapons and Incendiary Devices—the possession of any weapon, using, or threatening to use any weapon, including but not limited to guns, knives, bombs, incendiary devices etc. is not allowed. A student found in possession of a dangerous weapon, as defined by the Board of Education, will be permanently expelled from St. John Lutheran School.
13. Controlled Substances—the possession, use, or transfer of drugs, alcoholic beverages, or other controlled substances as well as the wrongful possession, use, or transfer of other substances that alter behavior (e.g. glue-sniffing). Any substance that mimics a controlled substance (e.g. near beer) is also included. Students in possession of such substances may be suspended immediately and could face expulsion after a hearing with the St. John Board of Education..
14. Tobacco – the possession, use, or transfer of tobacco in any form. Vaping included.

15. Disruption—the continued disruption of the educational process or the continued disruption of orderly procedures involved in any school activity.
16. Cyberbullying – includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, defaming or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web-site postings (including blogs).
17. Academic Dishonesty-Cheating, plagiarism, or any falsification or altering of a student's original work.

## **RESULTS OF MISCONDUCT**

Suspensions and probations may be recorded on a student's permanent record by the school principal; however, this is normally only done when a behavior is habitual and improvement has not been noted.

## **ZERO TOLERANCE-WEAPONS POSSESSION**

A student found in possession of a dangerous weapon, as defined by the Christian Day School Committee, will be permanently expelled from St. John Lutheran School.

## **CONFLICT RESOLUTION**

No matter how much we strive for perfection, we will never reach it – and rightly so, because there are always legitimate suggestions that can be used as a basis for improving our program. Gossip and rumors about incidents with parents, students or teachers can cause much heartache to all concerned. Our Lord has given us direction whenever we do not agree with another person.

Matthew 18:15-17 says, “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 three witnesses, tell it to the church...” This is the Biblical principle that we practice to resolve conflict. (A 24-hour cooling off period is recommended unless it is an emergency situation)

The steps to conflict resolution include:

- Personally go and talk with the person.
- If you cannot agree, take another person along (Principal) to listen to both sides and attempt to come to some conclusion.

- If one still is not satisfied, tell it to the church (Christian Day School Committee) where they will listen to the complaint at the beginning of the meeting, dismiss the person, and discuss the item in question.
- If your problem or suggestion deals with the general operation or policies of the school, see the **PRINCIPAL**
- If it deals with a teacher, please make an appointment to discuss the problem with the **TEACHER**
- If a mutually beneficial solution is not found, see the **PRINCIPAL**

If, after these steps are followed, and a solution is not found, please contact the Principal or Chairperson of the Board of Education of St. John Lutheran School to resolve the situation at the first available opportunity. The Board of Education members have no authority individually. It is only when they are “in session” that decisions may be discussed and made.

## **DRESS CODE**

Keeping with the principle that God does set standards for Christian modesty and appearance in Holy Scripture, our school expects its students to avoid extremes in clothing that attract undue attention with the emphasis on neatness and good grooming. Parents need to take an active role in monitoring the clothing that their children wear to school. The enforcement of this code during school hours is the responsibility of the teacher and principal.

Procedures:

1. If children do not have the proper outer attire for the weather, then they may not be allowed to go outdoors.
2. Children should not wear clothing with print or pictures that are offensive for school attire including but not limited to alcohol and/or tobacco logos, skulls, and wording across the seat of the pants.
3. Tank top straps must be at least 3 fingers wide.
4. Midriff, chest/cleavage, and derriere, as well as undergarments such as camisole or bra straps are not to be exposed when the student goes through the normal activities of a school day (bending, stretching, raising their hand, sitting, jumping, etc.)
5. Clothes must not be frayed, ripped or dirty.

6. Pants need to be worn at the waist and may not be skin tight. Capri pants (cuffs below the knee) can be worn year-round. Leggings must be covered by a shirt, skirt or dress measuring six or fewer inches from the floor when kneeling and otherwise meet the dress code.
7. Shorts may only be worn in April, May, June and August, September, October. Shorts or skirt lengths must measure three fingers wide or less when kneeling on the floor.
8. Shoes for gym play must be athletic shoes or have a suitable sole that does not make marks on the floor.
9. If a student is in violation of clothing guidelines, other clothing will be provided.
10. Female students may wear pierced jewelry in their ears only. Male students shall not have any visible piercings. Male students must be clean shaven.
11. Additional infractions will result in the parents being called to bring appropriate clothing or the student being sent home.

*(Refer to Policy 5.05 in the St. John Amelith Lutheran School Master Handbook)*

## **ELECTRONIC DEVICES/CELL PHONES**

While cell phones and electronics have become popular with children of all ages, there are also some challenges that are associated with technology, particularly in a school setting.

Students may bring cellphones to school, but they are to be powered down during the school day and kept in the locker or backpack. Phones/devices should also be put away during after school functions such as athletic activities, plays, or concerts as they have the tendency to draw us from our interactions with those in our immediate community. Electronic equipment used during the day will be confiscated and the parent contacted. The second time, the student will not be able to bring the phone to school any longer. If the student does, it may be confiscated for the remainder of the school year. Permission may be given to use a cell phone, but must be sought from a staff member, and is considered for that time only. Urgent communication between parents and students should be performed through the office during the school day.

Watches must be put on airplane or school mode during class. Please understand that cell phones and other electronic devices are brought to school at your own risk. The school assumes no liability for lost or stolen personal property.

## **DRILLS-INCLUDING FIRE DRILLS, LOCKDOWN DRILLS, AND SEVERE WEATHER DRILLS**

Each classroom has on display a printed building diagram indicating fire and tornado routes for those in the building. The tornado safety area has designated areas. We have five (5) fire drills, two (2) tornado drills, and three (3) lockdown shelters in place during the year to prepare for something we pray never happens. The fire alarm indicates fire and the classroom PA system is used to announce a tornado or lockdown drill.

## **EMERGENCIES**

In the event of an Emergency (electrical outage, gas leak, water outage) or Natural Disaster that results in the evacuation of the facility, parents will be alerted by phone, text, or email by school personnel via the school messaging service. Please update the school office with **any** contact information changes for yourself or your designated emergency contacts.

### **Emergency Closing**

School closing due to inclement weather conditions, illness, or any emergency is announced in the early morning via announcements on local TV stations, by phone, text, or email by school personnel via the school's messaging system, the school's Facebook page. Should this happen during the school day, parents will be notified by phone, email, or text.

### **Emergency Evacuations**

If, for some reason, St. John students must evacuate the building, the following "Evacuation Plan" will be in effect. The student body will walk to St John Lutheran Church and assemble there. If the students are not able to return to the school for pick-up, students would need to be picked up from the church and parents or someone designated on the emergency card would need to park in the church's parking lot to come into the church to personally sign out their child. Parents will be notified via an emergency phone call.

If, for some reason, both St. John School and Zion Church would need to be evacuated, the student body of St. John school will be transported to an undisclosed place per the Bay City Police Department and Security Program. This is for the safety of your child(ren). Parents will be called by phone and notified when and where to pick up their child(ren). Parents or someone designated on the emergency card would need to personally sign out their own child.

## EMERGENCY CARD/FORM

At the start of each new school year, each child needs a new emergency card/form completed. It is important to list any and all individuals that you might want to have your child released into their responsibility. If a name is not on the emergency card/form, and a parent calls to release the child to that individual, we will not be able to comply with the request. The request must be in writing. This is a state law and also for the safety of your child.

## EXTENDED CARES

St. John Lutheran School wishes to provide a convenient place of Christian Care where safety and help may be found for those who need assistance in the supervision of their children outside our regular school hours. Extended care is only operational during the school year on days when school is in session. Extended Care includes before and after school care. If a student must attend before and after care, the price is \$13 a day and per session.

**Before Care:** 6:30am-7:45am-**The daily fee is \$3.50/morning.**

One teacher will be assigned to supervise the students in one classroom.

**After Care:** 3:00pm-6:00pm-**The fee is \$3.50/hour.** One teacher will be assigned to supervise the students in one classroom.

### After School Pick Up

Students not picked up by 3:15PM with no prior notification from parents will be sent to the Extended Care program, space permitting. Parents will be required to pay the accompanying fee.

## EXTRA-CURRICULAR ACTIVITIES

### General Rule:

A student participating in an extra-curricular activity is expected to perform (attitudinally, academically, and behaviorally) to an acceptable level in the classroom. In the case of academic responsibilities, this means to perform to the known potential and ability of the student.

- To be academically eligible to participate in extracurricular activities, a student who has an "F", "I", or two or more class grades lower than a "C-" may be ineligible for participation in extracurricular sports.
- Students who have outstanding work or unresolved HDs may not be eligible to participate in practices or games.

- Disciplinary problems deemed so by the teacher and the principal will result in a minimum of one week of ineligibility. After a clear demonstration of the student's improved behavior, the student will be declared eligible.
- The student athlete must attend school at least a ½ day on game dates to be eligible. In cases of emergency (e.g., funeral), the athletic director reserves the right to determine eligibility.
- An unsportsmanlike type of technical foul will result in the player being removed immediately from the game and not be permitted to play in the next scheduled game.

*(Reference: Policy 4.01 in the St. John Amelith Lutheran School Master Handbook)*

## **FIELD TRIPS**

Field Trips to plays, concerts, nature centers, museums, and events are arranged by the school and teachers as they seek to enrich student learning. Field trips generally serve as an extension of the classroom learning experiences and enrich the curriculum. Parents receive notice of the event by a special letter from the teacher. The school requires written consent of parents/guardians before a student is permitted to go on a field trip. Please note that in many instances, we must rely on parents for transportation. Attendance at class field trips is limited to the teacher, teacher aid, parent/guardians, and class members (siblings, younger or older, are not permitted to attend).

### **Field Trip Drivers are required to:**

- Have a valid driver's license
- The vehicle must have proof of current insurance
- Go directly to and return directly from the event
- Buckle all students into seat belts and boosters (MI Vehicle Code Section 257.710e Act 43, effective July 1, 2008, - children under age of 8 must ride in a properly installed car seat or booster seat, unless they are 4ft 9in tall) during each trip
- See that each student rides in the same vehicle both going to and coming from the field trip (changes may only be made by the teacher)
- Be responsible for student behavior in the vehicle; any discipline problem are to be reported to the classroom teacher
- Clear any audio or video played during travel time with the classroom teacher and they must be age appropriate
- Supervise all movement from vehicle to building
- No eating or drinking in the vehicle without the driver's permission



- Chaperones are not permitted to smoke while children are in the vehicle nor should they be under the influence of alcohol or any other substance
- Follow all traffic laws
- Complete an iChat volunteer form-Background Name Check
- As a chaperone, your primary responsibility is the safety of the students. A field trip chaperone is expected to model appropriate behavior. It is important to have a cell phone on you at all times in the event of an emergency.

*(Reference: Policy 3.05 in the St. John Amelith Lutheran School Master Handbook)*

## **FAST DIRECT**

St. John Lutheran School uses a web-based program for the purpose of communicating with parents. The FAST DIRECT program will keep track of a student's attendance, hot lunch records, report cards and financial records. FAST DIRECT provides constant and updated access to these records. The program also provides a means for parent and teacher communication. Log in information can be obtained from the school office.

## **GRADUATION**

After successfully completing the academic requirements of eighth grade, students are eligible for graduation. The date of graduation will be determined by the principal and pastor. The ceremony will be held close to the end of the school year.

## **HALLWAYS**

1. WALK at all times in the hall and the classrooms. Under no conditions are children to jeopardize the safety of themselves or others by running in rooms or hallways.
2. Keep to the right while walking in the hallways.
3. Walk single file when lining up for chapel or other class activities.
4. No loitering in the halls before, during, or after school.
5. Do not cut through or into the line of another class.
6. No loitering or playing in the restrooms.

## **HOMEWORK**

The Board of Education and Teachers at St. John Lutheran School believe homework fosters good study habits, independence, and responsibility for future education. Homework reinforces learned skills and helps to develop responsibility. The challenging curriculum at St. John Lutheran School requires some work to be completed at home. The amount of homework, however, depends on the grade level, the student's ability,

and study habits. Parents can aid the student by providing encouragement, materials, and a quiet place for study. If the student is unable to complete assignments for any reason, the parent or guardian should send an explanatory note, so the teacher may be informed and assist in the completion of the work. If the assignments are constantly burdensome, the teacher should be informed.

Homework can include a variety of activities and skills:

- Reading to find answers to specific questions
- Brief drills in math or spelling
- Collecting information
- Sharing ideas with parents
- Situations in which students engage in creative thought
- Explaining what is read or seen, classifying information, comparing and relating ideas, analyzing and applying principles, and experimenting with new concepts
- Homework may at times include projects which require home or community involvement.

## **HOT LUNCH**

St. John Lutheran School offers a milk, snack, and hot lunch program. There is a fee assessed for milk, snacks and lunches consumed. If an account goes unpaid for two consecutive months, the child(ren) will be required to bring a cold lunch and skip morning milk and snack until the account is paid. Parents can see their hot lunch balance on FAST DIRECT. If for some reason parents can't locate the balance, if parents inquire in the school office for a hot lunch balance, the secretary will email the information within one business day.

## **ILLNESS**

If your child is experiencing any one or more of the following, please do not send him/her to school for 24 hours:

- Cough (Productive)/Runny Nose
- Temperature of 100 degrees or higher
- Sore throat
- Diarrhea
- Vomiting

Any rash which may be contagious (e.g., strep throat and pink eye) requires 24 hours of prescription medication prior to returning to school, unless otherwise directed by your doctor.

A student should be fully recovered before being sent back to school. **Students should stay at home until they have been symptom free for 24 hours** (for fevers-without the use of fever-reducing medicine). Also, the ability to participate in all school activities including recess is a good measure of whether a student is ready to return to school. **If the cause of absence is a communicable disease, the school must be notified.** Please call the office each day your child will be absent for excused absences.

In the event a student becomes ill at school, the office will call parents. If parents are unable to be reached, the office will call the individuals listed on the emergency contact portion of the child information form.

All reportable communicable diseases will be reported to the Bay County Health Department. The Bay County Health Department asks all schools to report weekly on childhood communicable diseases. Therefore, we ask you to call the school office before 8:00 a.m. when your child will not be in school and report the nature of your child's illness.

## **INJURY**

Faculty and staff of St. John Lutheran School will take precautions to ensure the safety of all students in the classroom, the gym, on the playground, and around the school grounds. However, sometimes accidents do occur. The following policy applies to respond to and report accidents and/or injuries:

All accidents and major injuries occurring on school grounds or while under school supervision shall be reported immediately to the school office and the principal. A written accident report must be filed with the school office. The report should include the actions taken at the time and any other pertinent information regarding the incident.

Injuries will be given appropriate first aid. Small injuries like cuts or scrapes will be bandaged by the teacher or school staff. For more severe injuries, accidents or incidents, medical treatment will be sought and emergency personnel will be called if needed. St. John staff will also immediately attempt to reach parents.

Accident/injury reports will be filled out by the teacher and given to the parents.

## **INSURANCE**

The school maintains full liability insurance on the property.

## MEDICATION

**Definition:** Medication includes both prescription and non-prescription medications and includes those taken by mouth, taken by inhaler, which are injectable (epi-pen), applied as drops to eye or nose, or applied to skin.

If it is necessary for a student to take medication during the school day, this includes both prescription and non-prescription medications, parents must complete a Medication Form for trained staff to administer the medication. The child's physician must sign the medication form for any prescription or over-the-counter medication. All medications must be kept in the original labeled container with dosage and frequency of administration. This form will detail the teacher and principal instructions for proper administration. The medication will then be kept in the office and dispensed from there. The school does not accept the responsibility for timing of medication or any care beyond the common courtesy of giving the medication so that a parent does not have to come to school to administer the medication. **By state law, the school may not dispense any form of medication without direct permission of the parent.**

First aid supplies are stored in the school office. A child without a health care provider's written order may not take over-the-counter medication, including aspirin or its equivalent. An adult must supervise administration of any medication permitted only with a signed medical release form. The time, date, and name of medication taken during the school day will be documented and kept in the student's file as an ongoing list.

## NEWSLETTER

The weekly newsletter for parents is a primary means of communication. This weekly update is designed to help inform families about school and church events as well as other related activities. The newsletter is emailed home each week. The school also uses other methods of communicating information to the parents such as flyers, classroom updates, and field trip information.

## NON-DISCRIMINATORY POLICY

Believing that God has sent Jesus to redeem all nations, and that all believers are one in Christ, and because Christian education is preparation for Christian living, St. John Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made to students at this school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics and other school administered programs.

St. John Lutheran School will receive and use Federal funds and United States Department of Agriculture donated foods. No person because of race, color, nationality and ethnic origin, sex, age or handicap shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in our U.S.

Department of Agriculture donated food and child nutrition programs. Any person who believes they have been discriminated against should write immediately to the Secretary of Agriculture, Washington, D.C. 20250. Inquiries about the non-discrimination policies of Zion Lutheran School should be directed to the principal.

## **NON-EXEMPTION FROM RELIGION REQUIREMENT**

St. John Lutheran School is a mission of St. John Lutheran Church, a congregation of the Lutheran Church-Missouri Synod, and subscribes to all of the teachings of God as recorded in the Holy Bible. We believe this is to be the inerrant Word of God. No student will be exempted from learning these truths nor can a student be excused from any theological instruction.

## **PARENT-TEACHER CONFERENCES & COMMUNICATION**

Formal Parent-Teacher conferences are held during the first marking period and optional conferences during the third marking period. The Newsletter will provide details about parent-teacher conferences.

St. John Lutheran School exists to help parents with their God given responsibility of giving their children a Christian education. We are partners in this work! Close contact with the school through written communication, by phone, text, or email is encouraged. Appointments to discuss concerns can be arranged with the teacher, keeping in mind the school schedule to avoid disrupting classroom schedules, especially the routines at the beginning or end of the day. If concerns arise that cannot be addressed with a conference with the teacher, a conference with the teacher and the principal should be arranged.

Our teachers have lives and responsibilities outside of the classroom. Cell phones and email make it easy to reach out to our faculty and staff outside of school hours. We ask that you respect their family time. Our teachers are required to respond to text messages, phone calls, and emails within 24-48 hours. They will not be required to respond to parent communication (unless it is an emergency situation) after 5:00 p.m. on weekdays or on the weekends.

## **PLATFORMS FOR COMMUNICATION**

Multiple communication modalities will be used to provide up-to-date information to parents:

- **Classroom newsletters** will be used to share exciting classroom information and upcoming events.
- **The school website** will be used to share important information with all stakeholders.

- **FAST DIRECT** will be used to share quick reminders and updates via telephone and text messages.
- As always, **the school office personnel** are able to answer any questions you may have.
- **The School Newsletter** will be sent home electronically weekly.

School website: [www.amelith.org](http://www.amelith.org)

School telephone: 989-686-0176

Phone messages for students will be given to the student by a secretary or communicated to the teacher during the school day. We understand changes in routine do happen, but we appreciate after school arrangements be settled before the student leaves for school in the morning.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization (PTO) is a vital part of St. John Lutheran School. All parents and faculty members of St. John Lutheran School are members of the organization. Other interested family members or church members can participate by reaching out to the PTO President or the principal. Families directly benefit from the active support and attendance at meetings and activities. The PTL's purpose is to aid the Christian education program, to foster a working relationship and better understanding between parents and teachers, and to better equip the teachers and parents to do the work of raising God's children. PTO provides information on upcoming events and happenings in the school newsletter.

## **PARTIES AND BIRTHDAY TREATS**

Staff and teachers will determine which holidays and occasions are celebrated in their classrooms. Parents/guardians may not schedule parties without prior teacher approval. Parents/guardians may be invited/allowed to help with class parties and attend class parties. We ask siblings not to attend the class activities.

For birthdays, treats or healthy snacks may be brought in for each member of the class. They must be store-bought and not contain nuts or other known allergens for health and safety purposes. Please schedule with your child's teacher.

If an individual is having their own party, we request that invitations are not distributed at school unless every child in the classroom is receiving one; or if it is a girl having a party, then it could be all of the girls in that classroom; if it's a boy, then it could all the boys in the classroom. When only some of the students receive an invitation, there are hurt feelings. If you elect to only invite certain students, please distribute the invitations off school property.

## **PESTICIDES**

In accordance with state law, St. John Lutheran School is required to provide you with advance notice if a pesticide will be used in your child's classroom. The notice must be given at least 48 hours prior to the application of the pesticide. Notice will be given in two different ways. First, a sign will be posted at all entrances. Second, a note will be sent home with each individual student. You are entitled to receive the notification by first class mail. Please contact your child's classroom teacher if you would like to receive the pesticide notice in this manner. It is your option to keep your child home during the time the pesticide is being used. Under state law, a pesticide cannot be used in a classroom unless the room will be unoccupied for at least four hours (longer if required by the pesticide label). Please contact the school office if you have any questions.

## **PICTURES**

School pictures will be taken during the school year. Parents will receive notification of the date. Purchasing of pictures is optional for the parent. School pictures are purchased directly through the photographer.

## **PROMOTION/RETENTION**

Grade promotion and retention is decided based on a variety of both qualitative (teacher observation, teacher input, parent input) and quantitative data measures (chapter and unit tests, rubrics, MAP Data, learning software records such as Successmaker or Khan). Students are expected to demonstrate mastery of intended learning outcomes at their grade level or demonstrate at least one year's growth on the Measure of Academic Progress Assessment in the spring. Parents are notified regularly throughout the school year regarding student progress based on classroom assessments and teacher observation. If students demonstrate adequate progress and are meeting developmentally appropriate milestones, the teacher will recommend promotion to the next grade level. If a student is struggling to meet major milestones and master desired learning outcomes, the teacher will meet with the parents to discuss strategies for additional support and/or the possibility of grade retention. St. John Lutheran School desires to meet each child where they are at, provide them with the highest level of support, and help them to be successful in all areas of their education. If retention is being considered, the parents, teacher, and administration will meet to determine the best course for the student to ensure they are achieving to their highest potential.

If a parent or teacher feels there is a lack of progress for their child/student and might necessitate holding a child back in their current grade, communication is key. Proper procedures will be followed, including teacher, principal and parent review of current successes and needs of the child. The St. John Lutheran Board of Education will be informed of the proposed retention. Appeals to decisions can be made to the board.

## **REPORT CARDS**

Report cards are issued four times each year. For students in grades K-8, grades can be checked online via parent portal. Parents and children should review report cards together as this gives the opportunity to provide praise, encouragement, and direction in their child's education.

## **STEWARDSHIP**

At St. John, we strive to teach our students how to be good stewards of all of God's blessings. Each year there is a large accumulation of belongings that were not labeled and ended up being lost. Losses should be reported to the school office immediately. It is encouraged to label all backpacks, coats, snow pants, etc. for easy identification. Items not picked up by the end of the school year will be donated to a local thrift store.

All textbooks are rented from the school and they are included in the tuition. If textbooks are lost or damaged, students will be asked to reimburse the school for the loss as well as any damages. Students will be held responsible for any damage to school property or furniture which was defaced, damaged, or not properly cared for.

Our school is a gift from God and we cherish this special place. Willful destruction of property will be charged to the parents at full cost. Marred desks, defaced walls, cluttered floors, and messy desks are all obviously unacceptable. Home and school together must foster cleanliness, neatness, and respect for the property of others. It is the policy of the school to charge the parents a fee covering the cost of any loss or damage to our property caused by the negligence of the child, including broken windows and furniture, damaged or lost books, and the like.

## **TECHNOLOGY TOOLS**

Technology tools are provided to the students to use to enhance the learning process. These tools belong to the school. Students are responsible for taking extreme caution when transporting such tools to and from school and exercise care when using any technology provided by the school. If such resources are lost or broken, the student will be responsible for any and all replacement costs.

Students must also exercise sound judgment when operating technology tools such as mini iPads, laptop computers, and desktop computers. Only school approved apps, websites, and browsers can be used. If misuse occurs, the school reserves the right to terminate user privileges. Additional disciplinary actions may occur.



## **TESTING**

All students in grades K-8 participate in annual academic testing two times per year using the North West Education Assessment (NWEA). Grades K-8 are tested in the fall and spring. These tests are not part of the grade of a student but only serve as a measure of growth. They help to analyze student strengths and weaknesses in Math and Reading. Scores will be communicated with families at Parent Teacher conferences during the school year as well as with the final report cards.

## **VOLUNTEERS**

A volunteer is a person who supervises and/or works with the students. Examples of such volunteers include coaches of sporting teams, field trip drivers, adults who assist students with reading and other class opportunities. Information shared with a volunteer is confidential at all times. The volunteer will engage the trained professional staff regarding any discipline issues with a student. Volunteering or service is a model of the life of Jesus; He spent his entire life as a servant for all people. Volunteers must complete a Volunteer Information Form and a non-fingerprint background check. The procedure will be conducted by St. John's principal through an arrangement with the Michigan State Police and its criminal history files. The background check is valid for 24 hours from the time of the background check. The volunteer form will be kept on file for the school year. Depending on the number of times a parent volunteers, multiple background checks could be performed. The principal will contact the parent privately and directly with any background check issues. No one but the principal will have access to parental background checks.

## PLEDGE OF SUPPORT

The following pledge of support is required to be signed by all parents of children at St. John Lutheran School:

I/We pledge the following:

- *To actively support St. John Lutheran School and will seek to serve Christ through my/our participation in this educational endeavor.*
- *My child and I will faithfully attend weekly church services.*
- *As a parent, I will maintain faithful stewardship of my time, talents, and treasures to the Lord and will endeavor to teach the same to my child.*
- *I will do nothing to counteract or frustrate the Christian instruction of my child according to the standard of the Scriptures and the Lutheran confessions, but I will be supportive of such instruction.*
- *I will, in good faith, make every effort to lead my child to conduct himself or herself as a Christian and will support the teaching, administration, and discipline provided by the faculty.*
- *I will see that my child completes his/her daily assignments and is well prepared for class.*
- *I will see that my child complies with the rules and regulations of the school as set forth in the school's handbook.*
- *I will attend the orientation meeting of all parents to be held in the fall of the year.*
- *I will pay all fees and tuition promptly according to the established schedule for the school year.*

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Parent signature

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Date

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Parent signature