

# Parent/Student Handbook 2017-2018

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*Dear Parents,*

*It is a pleasure to welcome both you and your child to the St. John Lutheran family. The school was established in 1987 as an outreach ministry of St. John Lutheran Church.*

*Our purpose is to provide a Christ-centered school experience for your child.*

*We look forward to sharing with you in his or her growth and development, and join in partnership with you as together we work to plan appropriate and effective ways to nurture your child's spiritual, social, emotional, intellectual and physical development.*

*Thank you for sharing the information you provided on your child's enrollment form. Please share significant indicators of development you observe in your child with us. If you have any comments, questions or concerns, please feel free to discuss them with your child's teacher, our administrator, Linda Tripp, our Director of the Board of Christian Education, Lori Huntley, or our Pastor, Gary Clark.*

*Again, we welcome you to our family of faith.*

*May God Bless You,*

*Lori Huntly, Director*

*Board of Christian Education*

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## Organization

St. John Lutheran School is a ministry of St. John Lutheran Church in Eagle Point, Oregon and is governed by the church Board of Christian Education, which determines the policy of the school. This board is comprised of members of the congregation of St. John Lutheran Church.

### Personnel School Staff

Administrator	Peter Anderson
Administrative Assistant	
Teacher - 1 <sup>st</sup> / 2 <sup>nd</sup> Grade	Jean Anderson
Teacher - Kindergarten	Linda Tripp
Teacher - Pre-Kindergarten	Jamie Dusing
Teacher - Pre-Kindergarten	Sherri Ross
Teacher - Preschool	Jamie Dusing
Custodian	Kelli Bretvich

### Board of Christian Education Members

Lori Huntly, Director	
Peter Anderson, Administrator	Rev. Gary Clark, Pastor (Ex Officio)

## Philosophy

St. John Lutheran School is an integral part of the mission and ministry of St. John Lutheran Church. It serves a vital purpose in providing a safe, secure environment for the children enrolled in Preschool, Pre-Kindergarten and Kindergarten through Fifth grade. Guided and empowered by the Holy Spirit, St. John Lutheran School provides Christ-centered training in God's Word, integrated with excellence in education. The school seeks to develop basic skills of learning, thinking, solving problems, making value judgments and decisions, respecting self, others and property.

## Mission Statement

The mission of St. John Lutheran School is to reach children and families through a program of Christ centered, quality education; to equip them academically, socially, emotionally and physically for life; and to enable them to know Jesus Christ as their personal Lord and Savior, so that they will grow in Christian maturity and boldly share their faith with others.

## **Purpose and Values and Practice**

St. John Lutheran School is committed to:

- building a faculty and staff who are professionally prepared and personally sensitive to youth;
- appreciating the value of the individual through God's eyes and a willingness to help students and colleagues grow in their faith toward Christ Jesus;
- a variety of creative educational methods designed to serve student needs;
- an integrated and academically rigorous curriculum which reflects the best of educational standards for increasing school excellence;
- a growing ministry of education within our church and civic community.

As a Christian school we:

- believe in the Triune God and His redemptive activity confessed by the one, holy and apostolic Church;
- value our Lutheran heritage with the church universal;
- depend on the forgiveness of sin purchased by Christ on the cross and strive to share this freedom in our interpersonal relations;
- facilitate the freedom of the individual Christian so he or she may responsibly serve others.

## **Goals**

St. John Lutheran School carries out its philosophy by encouraging each student and staff member to:

- grow in awareness of the grace of God through Jesus Christ;
- facilitate commitment to the Lord and the Church;
- appreciate Christian, Lutheran and American heritage;
- live as responsible citizens;
- develop ability in critical thinking;
- develop constructive physical, recreational, social and vocational skills;
- increase the ecological awareness of, and responsibility toward the created world.

St. John Lutheran School strives to:

- serve families by assisting parents in assuming their parental responsibilities in Christian education;
- promote a close relationship between school and home;
- recognize that the school exists as the secondary partner in the Christian and overall development of children and encourages parents to provide the primary training of their children.

# GENERAL INFORMATION

## Admission Requirements

1. Each child must meet the appropriate age requirement by September 1:  
Preschool - 3;  
Pre-Kindergarten - 4;  
Kindergarten - 5;  
First grade - 6;  
Second grade - 7;  
Third grade - 8;  
Fourth grade - 9;  
Fifth grade - 10.
2. All enrollment forms must be completed and accompanied by the child's birth certificate.
3. Immunization forms must be completed and up to date.
4. The registration fee must be paid prior to admission.
5. The child must be toilet trained.

St. John Lutheran School is open to all children who might benefit from our programs, regardless of race, nationality, gender or religion.

## Admission Priorities

Enrollment priority is based on the following criteria and begins the last week of January for current students and in March for new students:

1. Currently enrolled students
2. Siblings of currently enrolled students
3. Members of St. John Lutheran Church's congregation
4. Open enrollment

## Curriculum

The core curriculum will include instruction in Reading/Literature, Writing, Phonics/Grammar, Spelling, Mathematics, Social Studies, Science, Health, Physical Education, Basic Spanish, Art, Music, and Christian Education taught in a traditional classroom format and from a Christian perspective. The curriculum is consistent with, or higher than those prescribed by the Common Core Curriculum Standards. Current textbooks and related materials are utilized as the content of the curriculum. Choice of textbooks is made by the Board of Christian Education, based on teacher recommendations and assessment of needs. Our religion curriculum is based on the *One In Christ* series from Concordia Publishing House. Daily classroom prayer and devotions are also part of our Christian training. A copy of the curriculum goals for each grade level is available to parents.

## Daily Schedule

Classes are held Monday through Friday according to the following schedule:

Preschool	Tue & Thu	Session A	8:30 -11:15 am
PreKindergarten	Mon., Wed. & Fri	Session A	8:30 -11:15 am
PreKindergarten	Mon., Wed. & Fri	Session B	12:00 - 2:45 pm

Kindergarten	Mon - Fri.	A.M. Session	8:20 -11:20 am
1 <sup>st</sup> - 2 <sup>th</sup> Grades	Mon.- Fri.		8:20 - 2:45 pm

Children need to be picked up promptly by the end of the session. **If your child is picked up late 3 times within a grading period, there will be a late charge of \$5.00 after 15 minutes and \$10.00 after 30 minutes.**

## **Tuition and Registration**

Tuition is based on the actual cost of operation and used to pay salaries, insurance and to purchase materials and equipment. The cost per child for the year has been divided into ten equal payments. Tuition may be paid monthly or yearly. Payments may be mailed or dropped off in the payment box at the school. All payments will be given a receipt. ***Tuition is due and payable by the 1<sup>st</sup> of each month beginning on August 1<sup>st</sup>.*** Checks should be made payable to St. John Lutheran School. A late fee of \$20.00 per student will be assessed if payment is not received by the 10<sup>th</sup> of the month. If payment has not been received by the end of the unpaid month, your child will not be allowed to attend until the past tuition and upcoming month is paid in full. Any problems or concerns about tuition may be addressed by contacting the school administrator. The bank fee will be assessed for all returned checks. Registration fees are required upon enrollment. It guarantees your child a place at school and is **non-refundable**. This fee covers materials and curriculum needed throughout the year.

### **Tuition Rates 2017 - 2018**

<b>Tuition Rates</b>	<b>Yearly</b>	<b>10 Month payments</b>
3yr Preschool Tues & Thurs	\$ 1,650.00	\$ 165.00
4yr Pre-K Mon.-Wed.-Fri.	\$ 2,170.00	\$ 217.00
Kindergarten Half Day	\$ 3,180.00	\$ 318.00
1st - 5 <sup>th</sup> Grade	\$ 4,390.00	\$ 439.00

The 10 month payment plan begins August 1st and ends May 1st. Families enrolling after school starts will have their tuition recalculated. Payments are due by the 1st of each month; a late fee of \$20 per student will be assessed after the 10th of the month.

10% of every student's tuition is funded by the members of St. John Lutheran Church. 15% of all tuition is paid for with fundraising and other outside sources.

For families with multiple students enrolled, \$20 per month or \$200 yearly shall be deducted from the eldest child's tuition enrolled during the same school year.

## **Teacher Certification**

St. John Lutheran School is registered with, and recognized by, the Oregon State Department of Education as a private school. The current SJLS faculty consists of an Administrator, classroom teachers and school aides. All teachers from Kindergarten and above are currently certified with the state of Oregon. All teachers participate annually in staff development programs designed for school improvement and professional growth as required for license renewal.

## **POLICIES, PRACTICES AND PROCEDURES**

### **Attendance/Absences/Tardiness**

Regular school attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his or her academic achievement. Parents share in the responsibility of teaching this vital life skill to their children.

#### **Student Sign In/Out**

All preschool and pre-kindergarten students are to be signed in and out of school. **Any student leaving school during the day** will need to be checked out at the school office as well.

#### **Excused Absences**

Elementary age students are required by law to attend school, if not being home schooled. Absences due to personal illness, serious family illness, deaths in the family, and medical or dental appointments that cannot be scheduled outside of the school day, are considered excused absences. Assignments and exams missed during excused absences may be made up in a reasonable amount of time (generally one day for each day of absence). Excessive absences may affect a child's grades or promotion to the next grade level. Excessive absences are defined by St. John Lutheran School as more than 5 absences per trimester.

Extended absences are discouraged but may occur because of family vacations during the school year. Work missed during that time is to be made up, and is due in the number of day's equivalent to the time lost (example: 3 days out-work due 3 days after return). **Teachers are not expected to prepare assignments in advance for completion during vacation.**

**Parents are expected to call the school office by 9:00 am if their child is going to be absent.**

Since it is essential that we monitor all children under our care, each teacher will report the names of absent students to the office and the school will contact the home if the parent has not reported the absence. This calling procedure applies only to kindergarten through fifth grade, since preschool and pre-kindergarten students must be signed in and out of classes.

#### **Tardiness**

All students not in their assigned seats in their classroom at the published time shall be counted as tardy by the classroom teacher. Habitual tardiness shows disrespect and causes disruption to the teacher and other students, resulting in a loss of instructional time to those students who

have arrived on time and are prepared to begin the day.

### **School Closures/Class Cancellation**

In the event of inclement weather or other emergency, SJLS consults with District 9's recommendation for school closures. However, we make our own decision based on safety for families and staff. Information will be on local T.V. stations should school be canceled or opening late. You may also check our website, Facebook page, or call the school and listen to the message as those will be updated in the event of a closure. If schools are opening one hour late, we will have morning PreSchool, PreKindergarten and Kindergarten classes. If schools are opening two hours late, those AM classes will be cancelled.

### **Chapel**

All students attending school on Wednesday will attend Chapel. Children should wear their school shirt on Chapel day. Parents are encouraged to send a chapel offering with their child. The amount need not be large. This will instill the importance of caring for others and reaching out with the love of Jesus Christ to those in need. The offering gathered will go to the mission project selected for the school year by the school staff. Preschool students who attend on Tuesdays and Thursdays will have their Chapel day on Thursday and should also wear their school shirts on that day.

### **Child Abuse Reporting Obligations**

Even though the climate of the Lutheran school is loving, caring, warm, and comfortable, a child may suffer abuse which prevents the child from benefiting from that environment. Because school is a caring place, teachers are concerned about what happens to their students both in school and away from it. In accordance with ORS 418, school staff members are obligated, under penalties of fine and imprisonment, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of **reasonable suspicion** of abuse be made to the proper authorities for their investigation and review.

If you feel you need help with abuse issues, please contact your clergy or the school administrator for referral to an agency that can help. These requests will be kept in the strictest confidence.

### **Communication**

SJLS's board and staff are very interested in knowing what you think about how we are doing and what we can do better. Open and regular communication greatly enhances our educational partnership. The weekly newsletter, *The St. John Lutheran Star*, is our primary form of school to home communication. It contains valuable information on current and future events, and parents are encouraged to read it thoroughly and keep it for future reference. The school and teachers also communicate in the form of class newsletters, our website ([www.stjohnep.org](http://www.stjohnep.org)), conferences, report cards, notes and weekly folders sent home with the children. We feel that it

is of utmost importance that parents feel comfortable contacting the administrator and/or the teacher as problems or concerns arise. To arrange a conference, please call the office and leave a message for the teacher. **Please be aware that during the 15 minutes before and after school, the teacher needs to be interacting with students.** This is not the best time for discussing concerns.

The Board of Christian Education of St. John Lutheran Church routinely holds its **board meeting** the 1<sup>st</sup> Tuesday of the month at 6:30. Parents are invited to attend with questions, concerns, or ideas. Please contact the office to be placed on the agenda. In the event of agenda items that pertain to the church or are “executive” in nature, visitors will be asked to leave and the meeting will be “closed”. Minutes of the meetings will be filed in the church office. Copies are available upon request.

To resolve a conflict with a teacher or other staff member, parents are asked to:

1. Speak first directly to the teacher or staff member involved. If a resolution is not found-
2. Speak to the administrator. If an acceptable resolution is still not arranged-
3. See Grievance Procedures found on page 11 of this handbook.

All questions regarding school matters should be discussed with your child's teacher or the administrator. In the spirit of Matthew, chapter 18, concerns should be discussed directly with the person involved first, not other members of the staff or other parents.

**We invite and encourage parents to visit your child's classroom** to enhance your understanding of your child's progress and the nature of the activities in which he or she participates. So that the educational process is not interrupted, we ask that you make arrangements with the teacher in advance of your visit. Small children should be left at home when visiting. Visitors are required to check in at the office to receive a visitor's badge.

## **Cumulative Records**

Cumulative records will be kept on each student. These records will be made available only to the teaching staff and to office personnel charged with the responsibility of maintaining these records. Parents and legal guardians have the right to inspect their child's permanent record in the presence of the administrator by appointment. The Family Educational Rights and Privacy Act gives parents the right to inspect, correct, and control access to their child's cumulative file. Parents have the right to have records corrected if they are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the child. If parents are not satisfied with informal proceedings concerning removing or changing a portion of their child's records, they are entitled to a hearing. If the outcome of the hearing is that the information, in the opinion of the parent, is not accurate, parents have the right to put a statement in their child's records commenting on the contested information.

ORS 107.154 provides that, unless otherwise ordered by the court, an order of sole custody to one parent shall not deprive the other parent of the right to inspect and receive school records, and to consult with the staff concerning the child's welfare and education, to the same extent as the custodial parent may inspect and receive such records and consult with such staff.

The above statute requires that the educational records that relate to the student will be shared with

non-custodial parents upon their request unless the school is presented with a court order to the contrary.

**If you wish to restrict the visiting rights of the non-custodial parent, you must present the**

**school with a valid court order denying such right. All court orders in our possession will be enforced as written until new court orders are presented to the school office.**

## **Damage Responsibility**

Families will be required to reimburse the school for loss (careless or willful) of property, damage to school or lost library books. Students will also be held responsible for school property, equipment, furniture, and the property of other students which are carelessly or deliberately damaged, defaced, or marred. Willful damage of school property can result in disciplinary action.

## **Discipline and Conduct**

### **Relationships**

Christ-honoring relationships are encouraged at SJLS. Relationships shall demonstrate common courtesy, openness, friendliness, and a positive attitude. We focus on learning and demonstrating the six pillars of character as laid out in the Character Counts! Curriculum put out by the Josephson Institute. These traits include trustworthiness, respect, responsibility, fairness, caring, and citizenship. We encourage the display of these traits in adult-child relationships, adult-adult relationships, and child-child relationships. We also teach children to apologize in a sincere manner when needed and offer forgiveness when someone apologizes to them.

*Colossians 3: 12-14 Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity.*

### **Philosophy of Discipline**

The goal of SJLS is to positively build a child's self-respect and to encourage him/her to accept responsibility for his/her actions. It is important for each child to exhibit self-control and to respect the rights of others while learning in a safe and caring environment. The staff of SJLS will guide the children in a firm but loving manner toward self-control. This will be accomplished through the demonstration of Biblical principles and the character traits. Discipline is not punishment, but a means to encourage self-control and responsibility. It is nurturing and educational. Good discipline is based on caring, honesty, respect and trust. The staff will listen to children and help them to deal with their feelings. Positive behavior will always be promoted first through routines, effective commands and reinforcement of good behaviors. We adhere to many of the techniques described in Discipline with Love & Logic by Jim Fay and Foster Cline.

The four basic principles of this style of discipline are:

1. The student's self-concept is always a prime consideration.

2. The child is always left with a feeling that he/she has some control.
3. An equal balance of consequences and empathy replace punishment whenever possible.
4. The student is required to do more thinking than the adult.

We take seriously the directive in Proverbs 22:6 *Train a child in the way he should go, and when he is old he will not turn from it.* One of our goals in 'training a child' is to provide choices within limits when solving a problem.

As a staff we try to construct logical consequences for misbehavior. For example if a child makes a mess, the child will clean it up. If a child hurts someone else he/she will apologize and think of more appropriate actions with friends. Consequences may also include a ban from certain equipment or games, time-out, parental involvement, or suspension.

Safety is a high priority. If a child is behaving in an unsafe manner, staff will intervene immediately until the situation is made safe.

Each classroom has rules and behavior expectations that are modeled and reinforced by the teacher. Consequences are age-appropriate and clear.

Playground rules for safe play have been developed. These are introduced at the beginning of school and reinforced as needed throughout the year.

Students generally get a warning to stop inappropriate behavior. If the behavior persists the child will be given a time-out. This can be in another part of the classroom, on a bench if during recess, or in the school office if the behavior is too distracting or unsafe for other students. Continued misbehavior will result in a meeting with the school administrator where clear expectations of behavior will be written out for future reference. Staff may contact parents for collaboration as well. Parents will be contacted when inappropriate behavior results in injury, is ongoing, or becomes a distraction or deterrent to our learning environment.

The time intervals associated with the progression from warning to timeout to parent contact is not fixed; the progression interval will depend on the severity of the problem, the frequency of the inappropriate behavior, and the level of effort put forward by the student to change.

SJLS and the Board of Christian Education are committed to providing a positive and productive learning environment for all students, staff, and community volunteers. To preserve our mission any behaviors not aligned with our philosophy such as harassment, intimidation, bullying, or acts of cyberbullying by students, staff, and third parties toward students is strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action.

Definitions:

Harass: to trouble, torment, or confuse by continual persistent attacks, questions, etc.

Bully: a person who hurts, persecutes, or intimidates weaker people over a period of time

Procedures:

1. Student and/or staff will fill out an incident report if harassment/bullying is experienced or witnessed
2. An investigation of the incident will take place
3. Parents will be contacted

4. Conflict resolution will be implemented while stressing the Biblical principles of repentance and forgiveness.
5. Discipline referral and student behavior expectations will be clearly laid out in written form

You, as a parent/guardian are encouraged to work mainly with your child's teacher in deciding how to resolve inappropriate behavior; however you can schedule an appointment to discuss an issue with the Administrator at any time.

## **Dress Code**

Parents are urged to be certain their child is appropriately dressed before they arrive at school. Clothing should reflect a wholesome Christian lifestyle and be God pleasing. Please mark your child's jackets, sweaters and coats, as well as any changes of clothes left at the school, with their name.

- Students should wear their school shirts on Chapel days and for field trips.
- Neat, clean jeans or pants worn at the waist are acceptable.
- Clothing with logos, symbols and designs must be of a wholesome nature.
- Tank tops with spaghetti straps are not acceptable. A two-finger width is a good measure. The midriff must be covered.
- Shorts and skirts must be of an appropriate length. While standing straight with arms at sides, skirts and shorts should come down to or past the tips of your child's fingers.
- Tight fitting clothing is not appropriate.
- Hats may not be worn indoors.
- Shoes must be worn at all times. For safety reasons, sandals must be worn with socks. No flip flops.
- Either tie-on or Velcro strapped running shoes are required for P.E.
- Any extreme attire is not acceptable for school.

## **Electronic Devices**

Students are not permitted to use electronic devices from home during school hours unless supervised by a classroom teacher. These devices will not be allowed at recess breaks. If a device is on the school grounds and not in use, it must be in a backpack at all times.

## **Emergency Forms**

It is critically important that each child have a current Emergency Form on file in the office. This form indicates the procedure you would like us to follow in case of an injury to your child, as well as emergency contacts in the event your child becomes ill at school. **Please list people as emergency contacts who are generally available during the school day.**

## **Field Trips**

Teachers will plan learning experiences through field trips for the children throughout the year. Assistance with needed transportation is always appreciated. Parents who are driving for field trips will need a current background check and to provide a copy of their driver's license and proof of insurance with a liability limit of at least 100/300/25. Students are covered under the church insurance policy any time they are attending a school function. Parents are to be given advance notification about any planned field trips as soon as the event is planned with a minimum of ten (10) days notice. Permission slips will come home with your student for each field trip. **Students who do not return a signed field trip permission slip will not be allowed to go with the class.** Students should wear their school shirt on field trips. Parents/guardians must provide a proper and legal child restraint for their children who are under 8 years of age or under 4' 9" tall. The name of the child must be on the booster seat. **Siblings are NOT ALLOWED on any field trips.** Teachers and chaperones must be able to give their full attention to the students in our care.

## **Grievances**

If a student and his or her parent feel aggrieved on account of any policy of the SJLS Board, the administrator, or a teacher, the parent will use the following procedure:

1. Contact the school administrator and set forth in detail, either written or verbally, the action or policy that is the basis for the grievance. The administrator will be responsible for solving the problem.
2. If the grievance is not settled within a reasonable time (the parent and the administrator will mutually agree on the time-frame), or to the satisfaction of the parent, he/she will contact the SJLS Board Chairman. The Board Chairman may either refer the matter back to the administrator or arrange for a meeting between him or herself, the administrator, the parent and other appropriate parties.
3. If the grievance is still not settled, the parent may file a written statement with the Board and request a meeting with the whole Board at the next regularly scheduled meeting. The Board Chairman may, at her or his discretion, call for a special Board meeting. The Board will meet with the parent (s), and all parties involved in the dispute.
4. Following the conference, but not later than the next regularly scheduled meeting, the Board will communicate its decision in writing, together with supporting reasons, to all parties involved. The Board's decision is the final step in the procedure.

In administering this policy:

1. A parent and/or student will never appear before the Board without the offending person also being present and given a chance to defend him/herself.
2. No reprisals of any kind will be taken by any party to this procedure against any party in interest, any witness, or any other participation in the procedure.
3. The procedure above is the sole and only course available to any aggrieved person.
4. All parties concerned will treat the grievance as confidential information.
5. All grievances will be processed as rapidly as possible.

## **Illness**

Oregon public health law mandates that persons who attend school who are diagnosed with certain diseases or conditions be excluded from school until no longer contagious. However, diagnosis often presumes a physician visit and specific testing, and schools must often make decisions regarding exclusion based on non-diagnostic, but readily identifiable, signs or symptoms.

Students should be excluded from school if they exhibit:

- fever greater than 100.5
- vomiting
- stiff neck or headache with fever
- any rash with or without fever
- unusual behavior change, such as irritability, lethargy, or excessively sleepy
- jaundice (yellow color of skin or eyes)
- diarrhea (3 watery or loose stools in one day with or without fever)
- skin lesions that are weepy (fluid or pus-filled)
- colored drainage from eyes
- brown/green drainage from nose with fever greater than 100.5
- difficulty breathing or shortness of breath, serious, sustained cough
- symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without the presence of fever or student requires more care than the school staff can safely provide.

Only a licensed health care provider can determine a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school.

Students needing exclusion due to illness should be separated from other students while waiting for transportation from the school setting.

OAR 333-019-0010 states that to protect persons who attend schools one shall not attend or work at these facilities whilst in a communicable stage of any restricted diseases unless authorized to do so.

Restrictable diseases include: diphtheria, measles, Salmonella type infection, STEC infection, hepatitis A, tuberculosis, open or draining lesions infected with staph or strep, any illness accompanied by diarrhea or vomiting, chickenpox, pertussis, rubella, scabies, the communicable stages of Hepatitis B, and pediculosis.

SJLS staff will call parents during the day if a child exhibits symptoms such as those described above to arrange for the student to be picked up.

## **Immunization**

Oregon law requires that each child's immunizations be up-to-date, and a copy of their immunization record be on file in the school office before being admitted to school. The form must show the month, day and year the child received each dose of the required immunizations and must be filled out by the student's parents or guardians. *Please note that an individual doctor's record which lists a child's immunizations cannot be used in place of the state form. A*

list of necessary shots is available in the school office. As of March 1, 2014, if you wish to claim an exemption from immunizations you must provide a Vaccine Education Certificate signed by your child's doctor.

## **Library**

SJLS has a small library of books and reference materials for student and parent use. Books may be checked out for one week. A fee equal to the cost of replacement will be charged for lost or damaged books.

## **Lost and Found**

To prevent the loss of clothing and other articles, please label them with your child's name. All unmarked articles found at school will be kept in the office. At the end of the school year unclaimed items will be donated to a charitable organization.

## **Lunches**

Lunches may be brought from home or purchased through SJLS. Lunches are **\$2.50** and can be purchased in the office. As the lunch count must be passed on early to our lunch preparer daily, elementary students and after school care students who have paid for lunches will advise their teacher if they are planning to have a hot lunch each day. The hot lunch program is available to the staff and volunteers, but must be ordered and paid for daily or in advance. **No child may have more than five lunches on credit at one time.** If sending a cold lunch from home with your student, please provide a balanced, nutritious lunch **that your child will eat.** Candy and soda are not permitted. Students may purchase a beverage for \$0.25. If a student arrives at school without a lunch, he or she will be permitted to charge lunch for that day. **All full day students must eat lunch.**

## **Medical Emergency Procedures**

At the beginning of each school year, parents are required to fill out an Emergency Medical Form indicating their wishes for medical treatment. In the event of minor scrapes and bumps, a school staff member will administer ice packs, ointments, and band-aids. In the case of non-emergency illnesses, the family or emergency contact will be telephoned and requested to pick up the student.

In the event of an emergency, unless other desires are indicated on the Emergency Medical Form, the following procedures will be followed:

1. Emergency first aid will be administered to stop bleeding, restore breathing and/or heartbeat, or prevent shock.
2. Parents will then be notified. If they can be consulted **immediately**, the school will abide by the parents' wishes **unless**, in the opinion of the school representative in charge of the situation, a sufficient emergency exists that might threaten the life or welfare of the student.
3. If deemed necessary, transportation will be arranged to the emergency room.

4. A school representative will remain with the student until a parent assumes responsibility.

## **Medication**

Oregon law allows school personnel to assist a student in taking prescription medication provided the necessary written forms have been signed by a student's parent or legal guardian. **When a child must take medication at school, either prescribed or "over-the-counter," the school will be required to sign a "Permission to Dispense Medications" form.** Any time a prescription drug is dispensed a Record of Medication Dispensed form must be completed. This record may contain multiple entries for the same medication. Under statute ORS 30,800 and 30,807, all medication must be in a prescription container clearly labeled with the child's name, the type of medication, the dosage and the times (both am and pm).

## **Nondiscrimination**

SJLS admits students of any race, color, national and ethnic origin with all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, or scholarship programs

## **Parent-Teacher Conferences**

Teachers will schedule conferences with parents at least twice a year, to review the student's academic, spiritual and social progress at school. This is an important time of sharing for both parent and teacher. We also encourage both parent and teacher-initiated conferences during the school year if there are any concerns about student progress or behavior. Please contact the teacher at least one day in advance if you desire to schedule a conference.

## **Party Policy**

SJLS will use a Christian approach and emphasis to all holidays and celebrations. Special classroom activities may be planned for Thanksgiving, Christmas, Valentine's Day, and Easter. Teachers may request parent participation in the celebration events. SJLS does not celebrate or promote the celebration of Halloween.

Children enjoy celebrating birthdays. Parents may wish to provide treats for the class on their child's birthday or half-birthday. If this is the case, please contact the teacher. These celebrations will take place during class with the time to be determined by the teacher. Please consult your child's teacher in advance if you are planning to bring birthday treats.

If your child is going to have a private party, please give consideration to the feelings of the other children. **If your child cannot invite all the children in the class, the invitations should be mailed.** Private party invitations may be distributed at school only if all students in the classroom are being invited. An exception may be made when a party is for boys or girls only. In this case, all the boys or girls in the class must be included. **Invitations should be given to the teacher for distribution.**

## **Rights and Responsibilities**

### **Student Rights**

- ❖ To receive respect and consideration as a unique and valuable child of God.
- ❖ To be provided an educational environment where he or she can develop to his or her highest potential.
- ❖ To expect the rules to be reasonable and applied fairly.
- ❖ To receive caring assistance from all school personnel.

### **Student Responsibilities**

- ❖ To know and comply with the rules and guidelines of the school.
- ❖ To be diligent in study. Specifically, this means:
  - ❖ Be regular and punctual in attendance.
  - ❖ Pay close attention to instruction.
  - ❖ Exhibit Christian character and citizenship at all times.
  - ❖ Accomplish school work and homework to the best of one's ability.
  - ❖ Demonstrate a cooperative manner and spirit.
- ❖ To respect and submit to teachers and others in authority.
- ❖ To willingly cooperate with school personnel in the interest of self-improvement.

### **Parental Rights**

- ❖ To receive respect and consideration as a child of God.
- ❖ To expect teachers and administrators to provide an educationally sound, spiritually oriented instructional program.
- ❖ To be regularly informed of the academic, social, and spiritual status/progress of the student.
- ❖ To expect the school staff to communicate potentially serious problems.

### **Parental Responsibilities**

- ❖ To raise their children in "the nurture and admonition of the Lord." (Ephesians 6:4)
- ❖ To cooperate fully with the school staff by supporting and following the school rules, policies, procedures, and guidelines.
- ❖ To be sure that all required student forms are complete and current.
- ❖ To notify the school of situations in the classroom and/or the home which could have a negative effect on the child and her or his behavior or performance.
- ❖ To diligently reinforce the work and mission of the school in the home.

### **Teacher Rights**

- ❖ To receive respectful consideration as a child of God.
- ❖ To have a classroom environment which guarantees an efficient and productive school day.
- ❖ To impose disciplinary controls within the classroom which are fair and reasonable, and to expect obedience from students.
- ❖ To be given the tools to provide a quality instructional program.

### **Teacher Responsibilities**

- ❖ To accept each student as a unique and valuable child of God.

- ❖ To set an example of Christian love, patience, kindness, diligence, self-control, gentleness, service, and forgiveness to all.
- ❖ To conduct a well-planned and effective Christ-centered classroom program.
- ❖ To implement classroom regulations that facilitate respect and effective learning, and to apply them with love, fairness, and understanding.
- ❖ To keep parents informed of the academic, social, and spiritual progress of their students, and to request input from them in the most effective methods of guiding their children.

## **Safety & Security**

**Doors** - The front doors will be locked during school hours. An exception to this is when morning-only classes are being dismissed. If you wish to enter when the doors are locked please press the doorbell and a staff member will open the door for you.

### **Drills/Emergencies**

Fire, earthquake, lockdown, and security drills, as well as special emergency procedures, are covered in the school policy and procedures manual and Emergency Book. Drills are practiced according to state requirements. All employees have been certified in CPR and First Aid.

### **Dropping Off & Picking Up Students, Parking**

Kindergarten through fifth grade students may be dropped off and picked up in front of the building. **PLEASE DRIVE SLOWLY WHILE ON SCHOOL GROUNDS.** Drop off your K - 5<sup>th</sup> grade student(s) beginning at 8:05 at the main door. They may then enter the building and proceed to the large group room where an adult will be supervising students until classroom doors are open. Please park in the section closer to the road at all other times. Students are not allowed to be in the parking lot when cars are moving without an adult at any time. A list of persons authorized to pick up your child from school must be submitted in writing. Additions/deletions to the list can be made during the year by contacting the office. Preschool and Pre-kindergarten students must be signed in and out daily and must be accompanied into the building by an adult. In case of emergency, where you need to have your child picked up by someone who has not been preauthorized, the **code word** you supplied will be required of the individual picking up your student, as well as picture identification.

### **Smoking**

Smoking is not permitted at the school during school hours. When school is not in session, smoking by adults is only permitted outside the building.

### **Wheels Day**

In the spring students are allowed to bring bikes, skates or scooters for “wheels days.” As this is a physical education activity, and for the safety of all students, motorized equipment is not allowed for these special events. ***Helmets are required for participation.***

### **Visitors**

Visitors and/or parents are required to sign in at the front desk and will be assigned a “Visitor’s

Badge.” Parents are always welcome in the classroom, but are asked to check in at the office when arriving during school hours. Messages or items to be delivered to a student during class are to be dropped off in the school office. Siblings who are not attending the school are not to be allowed to wander into the classroom during school hours, as this may be disruptive to classroom activities.

### **Volunteers**

Volunteers in contact with students must have a current background check. See the secretary for information about having a check completed and the cost. Sign in at the front desk each time you volunteer and pick up your “Volunteer Badge.”

### **Toys**

Personal toys, games, etc. are **not allowed** at school except for the purpose of scheduled “Show and Tell” or as specifically requested by the teacher. When they are brought, they are to remain in your child’s backpack, cubby or wherever designated, before and after show and tell. They are **never** to go out with your child at recess.

### **Weekly Newsletter**

One of the main ways for the school to communicate information to parents is through the weekly newsletter. Most information which needs to be relayed to parents will come in this form. Please take a few minutes each week and read this important bulletin. You can receive the newsletter by email, hard copy, or by viewing it on our website.

### **Worship**

The worship life of your child and your family is very important. At SJLS your child will have many opportunities for meaningful worship, ranging from simple classroom prayers and devotions, to midweek Chapel services, which families are invited to attend. Regular Sunday worship is a blessing to the entire family. We encourage you to worship each week in your own church. If you have no regular church home, you are warmly invited to worship at St. John

Lutheran Church, 42 Alta Vista Road, Eagle Point.

**Sunday**

8:00 a.m.      Worship  
9:15 a.m.      Sunday School for all ages  
10:00 a.m.      Fellowship time  
10:30 a.m.      Worship

**Wednesday**

5:30 - 7:00      Youth group for children ages 8 years old and up