

# **St. John Lutheran School Family Handbook 2025-2026**



## **Mission Statement:**

**“St. John Lutheran School Exists to  
Nurture Children in Faith and Intellect,  
Equipping Them for Christian Lives of Service.”**

*Based on Romans 12:2*

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(Revised 07/2025)

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Dear Parents,

We thank you for giving us the opportunity to show you with this handbook what a great privilege we believe it is for us to teach children. In these pages we would like you to see:

- We value our children and want the best for them,
- We care for our children's safety - in body, heart, and soul,
- We prepare our children for the future - to succeed in this world and to be welcomed into heaven, and
- We value parents as active partners in making our children's school experience a joy and success.

As you see our love for children, we hope you also see our love for you. As a school and as a congregation,

- We value our families and want what is best for you,
- We care for our families' safety - seeking to equip our families for their battles between right and wrong, and extending the protecting hand of our Savior,
- We meet our families in the present, recognizing the struggles we all face, and move forward in the promises of our God - promises for blessing today and heaven forever, and
- We value our families as partners together in making our school and congregation a joy and blessing.

As you learn more about us, we hope that you also learn more about the wonderful Savior we have - forgiving, providing, protecting, guiding, and strengthening us for this life and saving us for the better life.

If you ever have any questions about our congregation, our beliefs, our God and Savior, please ask!

In the name of Jesus our Savior,

Pastor Kevin Raddatz

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Dear Parents,

You are encouraged to take a few minutes to read this Parent/Student Handbook, which is intended to overview our school's mission, policies, procedures, offerings, facilities, and schedule. This resource lays out what you can expect from the school and what the school expects from you. Since you will not likely remember every detail as you read, I would suggest that you keep this handbook in a spot that can be accessed easily for reference when needed. When procedures need to be clarified or policy decisions need to be made, this handbook will serve as our guide.

Educational studies confirm that children prosper in well-balanced schools where parents actively participate. Our teachers and staff welcome open dialogue with you and your participation in school. Whether you wish to discuss this handbook, an incident at school, or a new educational idea, we are confident that you will find our teachers and administration open to your thoughts and passionate about our ministry. We believe that continuous communication with you is a key to your children's success, and we wholeheartedly encourage you to reach out to us early and often.

We are thankful for the opportunity to provide a well-rounded, Christian education for the children in our school. Our job is not to be the parents but to assist you as parents with the God-given role you have in bringing your children up in the training and instruction of the Lord. It is a privilege for us to serve you in carrying out that responsibility. Our focus on Jesus is what makes our school unique and special. We pray that the Lord guide and bless all that we do as we educate the children in our care.

In Christ's Service,  
David Retzlaff - Principal

## Preface

Please know that as you read through our Parent & Student Handbook, you will see that the ministries and policies of St. John Lutheran School are carried out with the unerring Word of God as our guide. Our purpose is to offer families not simply a private education but a distinctively Christian education for their children.

Before applying for admission to our school, please read this handbook, which will introduce you to many of the school's policies, procedures, and expectations for both parents and students.

The first several pages of the handbook explain our religious purpose, mission, and beliefs. This school unabashed believes, teaches, and practices a literal interpretation of the Word of God that does not change to fit the times but rather calls us to change to fit to the heart and will of God as expressed in the Bible.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence but also to teaching students how to apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, St. John will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate your child in God's truth.

This is a living document and changes may occur without notice. This handbook serves as a guide and not a contract.



## **Section 1 • Mission Statement & Purpose; Statements of Belief & Philosophy**

### **School Mission Statement and Purpose**

St. John Lutheran School exists to nurture children in faith and intellect, equipping them for Christian lives of service.

### **School Statements of Belief and Philosophy**

Education at St. John starts here: there is one God, the Triune God, Father, Son, and Holy Spirit.

In love He reveals Himself to us through His Word, the Bible. As the Word of God, the Bible is Truth, unchanging, and without error. Also, as Truth, God's Word is the foundation on which all our teaching stands. In God's Word we find the purpose for the education we provide to nurture children in faith and intellect, equipping them for Christian lives of service. In God's Word we find the standard for the education we provide; where God's Word and today's views (e.g. on science or morality) conflict with God's Word, God's Word stands as the standard of Truth.

God's Word also shapes our approach to the children entrusted to us and with the families who partner with us. God's Word shows us that we are all alike – we are all born into this world with sin, with a sinful nature that fights against God and causes hurt and harm through our thoughts, words, and actions. God's Word also shows us that we are all alike in God's love – in Jesus, God frees us from the power of sin, forgives our guilt, and empowers us to put evil in its place and serve Him by serving His world with love.

This understanding leads us to apply both Law and Gospel, that is, to expose sin for what it is, to share forgiveness with patience and love, and then to encourage thankful, confident living in Jesus. While we are all alike under God's law and in God's promise, we recognize that each of us is unique and that God has blessed us with different gifts and abilities. We will seek to assist and nurture children to do their faithful best with their God-given abilities.

This statement of faith does not exhaust the extent of our beliefs (Further information may be found at [www.stjohnslib.com/what\\_we\\_believe.phtml](http://www.stjohnslib.com/what_we_believe.phtml) and [wels.net/about-wels/what-we-believe](http://wels.net/about-wels/what-we-believe)). The Bible itself, as the inspired and infallible Word of God, speaks with first and final authority concerning truth and morality and is the sole and final source of all that we believe. If you have questions about what we believe and teach, or how we interpret and apply Scripture, please ask.

## **Section 2 • Spiritual Principles & Practice**

### **Principles**

St. John presents God's Word in the Bible as His inerrant revelation and instruction to us. We believe God speaks to us through His Bible, and the Holy Spirit gave each word of the Scriptures to the biblical authors. We believe that the Bible has the complete message of our salvation in Jesus Christ along with God's guidance and power for our daily lives (2 Timothy 3:16,17). We intend to teach the Old and New Testaments in our course of study and, since the Word of God is relevant in all aspects of our lives, we apply scriptural principles in all subjects when appropriate.

It is not St. John's intention to draw families from other churches into our own but rather to instruct the children and their families in Biblical doctrines. Although we will seek to answer the students' questions about our beliefs, the purpose of the religion classes in our school is to instruct the children, not debate the differences in the doctrines of other churches. If a student has questions about such differences, he or she will be encouraged to speak with the teacher, principal, or pastor after school and to discuss the matter with his or her parents.

By enrolling your child in our school, you are indicating your acceptance of our belief that Christian education is important and are committing yourself and your children to our entire curriculum (see Section 16 "Getting Involved").

### **Church Attendance**

We join David in saying: "I was glad when they said to me: 'Let us go to the house of the LORD.'" We encourage you, as parents of children who are precious to our Lord, to take advantage of every opportunity offered to hear God's Word and sing His praises. Member families are expected and partner families are invited to join us for our worship services.

### **Weekly School Chapel Service**

Each week we have a short chapel service for our students. Parents, family, and friends are invited to attend this unique worship that emphasizes growth in relationship to Christ, love for one another, thanksgiving and gratitude to the Lord for His grace, and songs of praise. The children will have an opportunity to show their gratitude to God and share His love through a weekly offering envelope supporting various special mission projects.

### **Singing in Church**

Music and singing in church are an established and important part of the curriculum at St. John School. (See Section 3). At St. John, we teach our students the close relationship that exists between music and worship. We teach that God wants us to use music to publicly praise him, to beautifully carry his Good News to human hearts, and to enhance our worship services.

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Throughout the year, various groups of St. John School children sing for St. John church services. Through singing in the public worship setting, our students:

- reflect the joy they have in hearing God's Word on a daily basis,
- learn the joy of assisting and leading the congregation in song,
- teach new music that is unfamiliar and/or might be used in the future,
- encourage the congregation in the school ministry they support, and
- experience the importance of gathering together to worship Jesus.

No matter what age group sings, their music is carefully selected to complement and strengthen the particular theme of the day. The quality of the students' presentation in public worship greatly suffers when, after diligent rehearsal, students fail to attend the service.

### **Singing in Church (Advent and Lent Wednesdays)**

During Advent and Lent, special worship services are offered. Wednesday afternoons at 3:30 and evenings at 6:30. When our school children sing at the 3:30 PM service, their class will go to church as a group with their teacher. Children not involved in singing will be dismissed from school as usual. If you are unable to join us for worship but would still like your children to attend the 3:30 PM service, please arrange for your child to be under the care of a trusted parent.

### **Sunday School**

All St. John children are encouraged to regularly attend Sunday School. St. John Lutheran Church offers Sunday School during the school year at 10:30 each Sunday morning as part of our "Family Bible Hour." Our summer schedule varies.

## Section 3 • Academic Philosophy & Curriculum

The principles of education at St. John Lutheran School were developed through a study of educational best practices understood in the light of Christian belief. By combining time-tested core principles together with up-to-date teaching practices, we offer a quality Christian education to our children.

The following are the guiding principles of education at St. John Lutheran School:

- **Christ-Centered:** As children of God, we know and recognize that the Word of God is relevant to every aspect of life. Our teachers are trained in contemporary educational practices to teach a modern curriculum while integrating God's Word into all disciplines of the curriculum.
- **Multi-Age:** At St. John our students benefit in many ways from being part of a multi-age classroom. The multi-age philosophy is represented through various curriculums that are taught with the grades combined. The multi-age classroom:
  - Encourages children to learn cooperatively rather than competitively
  - Provides a setting that is student-centered and rich in diversity
  - Allows for peer teaching and flexible learning opportunities (Children can find satisfaction in their accomplishments as well as in their peers.)
  - More closely resembles real life situations and encourages children to develop their own expertise while becoming skilled nurturers (Older students often assume the role of more knowledgeable, experienced, and responsible learners. In that role, they are continually reinforcing their knowledge while being challenged to advance to a new level. Younger children in a mixed age group have opportunities to learn from their older peers and to teach their "elders.")
  - Allows students who remain in the same class for two or more years to benefit greatly from being with a teacher who knows each child's learning style, strengths, and weaknesses
  - Enables students who are working at their grade level to be challenged by being included in a class above their grade level
- **Life-Long Lessons:** During a child's years at St. John, they are taught more than just facts and morals but how to apply what they have learned here to be positive, God-pleasing influences in their families and society. These life skills and habits will later enable them to be successful in high school and beyond, allowing them to be shining examples of Christ's light.
- **Multiple Intelligences:** As the educators at St. John create their lesson plans, instruct, and assess students' abilities, they make sure that they incorporate the use of multiple intelligences including: verbal linguistic, musical rhythmic, logical mathematical, visual spatial, bodily kinesthetic, interpersonal, and intrapersonal. When applicable, teachers will teach with a thematic and integrated curriculum.

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- **Performance-Based Assessment:** Because all students learn differently, students are assessed using multiple means, other than just paper and pencil tests. Some examples of these alternative assessments may include student demonstrations, writing projects, drawing or building projects, developing portfolios, and giving oral presentations.
- **Technology:** Just as the role of technology has changed life in the workplace, technology has also changed life in schools. Technology has now become as much of an essential tool for learning as paper, pencils, and textbooks have been in the past. Chalkboards of the past are now interactive “CleverTouch” screens connected to the internet. As age-appropriate, our classrooms are set up to provide one-to-one technology with newer computers, Chromebooks, up-to-date programs, and limited and controlled internet connections. Perhaps more importantly, students are also taught to be discerning with information and data found on the internet.

*Note: The policies, procedures, and information within this document that address technology apply to all technology used at St. John Lutheran School, including any device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classrooms.*

- **Parental Involvement:** Parents and caregivers are the most influential people in a child’s life. We offer a variety of opportunities for parents and caregivers to volunteer both in and outside of their child’s classroom. Illinois gives parents certain “school visitation rights.”  
If workplace restrictions are making it difficult for parents to participate in their child(ren)’s school activities, parents may want to review their school visitation rights at 820 ILCS 147/ - School Visitation Rights.
- **Family Environment:** Children learn best when they feel that they are loved, safe, and accepted. For this reason, we value the family-like atmosphere that we have within the classrooms and throughout the school here at St. John. Not only do we have the students gather for activities, but we also encourage parents and families to be active and involved in the school, church, and other various activities.
- **Differentiated Instruction:** Teachers at St. John differentiate their instruction to ensure that what students learn, how they learn, and how they demonstrate that knowledge is a match for their readiness level, interests, and preferred style of learning.

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### **Music at St. John**

Every student enrolled at St. John receives music instruction since music comprises an important part of our worship and curriculum. As children progress through grade levels, they receive increasing instruction in proper singing technique, music theory, and developing music listening skills. We place such high value on music because our Lord places a high value on music.

For students who are interested, we have outside specialists who offer instrumental lessons in the area of woodwinds, brass, percussion, strings, and piano lessons. A junior choir is also available based on student interest.

### **St. John Singing Policy**

By enrolling your child at St. John, you agree to follow our curriculum. Our St. John music curriculum includes musical performances, both in church and in other musical events (i.e. Entertainment Night, special PTP nights). Singing grades are determined by a combination of class participation, class assignments, and performance participation.

If for some reason there is a valid excuse for missing a singing date, please communicate that excuse to your child's teacher for consideration as an excused absence. We communicate these singing dates through the "Eagle Express," teachers' weekly notes, and written reminders the week of the event. Singing dates are also published on our website (St. John School calendar) starting in August.

### **Junior Choir**

St. John offers a junior choir, based on student interest, that meets twice a week during school hours. The choir's chief purpose is to glorify God by proclaiming the message of the gospel in St. John worship. We strive to present this priceless message in the most artistic manner possible. Choir members achieve this by learning and applying proper vocal techniques. They also learn about the basic elements of music. The choir is exposed to various styles of music, especially the music of our Lutheran heritage. The group also presents music for secular events inside and outside of St. John. Since each child's voice is an important part of the choir, commitment to singing dates is imperative.

Those students not involved with the junior choir remain active during rehearsal times through various activities. These may include non-junior choir students reading to students in the lower grades and preschool classrooms.

## Section 4 • Academic Program & Grading

### Grading Scale

Where percentage grading applies, the following grading scale is used in grades 1-8:

A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	0-59%

Where percentage grading does not apply, A+ through F grades or the following will be used:

E = Excellent  
S = Satisfactory/Good  
N = Needs Improvement  
U = Unsatisfactory

In our early childhood setting of preschool and kindergarten, we use ongoing observational assessments backed by formal assessment forms. For this reason, in our preschool and kindergarten classrooms, we use a grading scale that describes the progress the individual child is making and how that child is progressing in the curriculum.

### Progress Reports & Parent/Teacher Consultations

Knowing that active participation and communication between school and home is vital to a child's education, our teachers welcome any communication with the parents of their students. If you have any questions concerning your child's progress or his or her learning experience at school, please contact your child's teacher to schedule a meeting time that is convenient for all parties involved.

Each week, students in grades 3-8 receive progress reports. Parent/teacher consultations are scheduled two times during the school year. The first trimester and second trimester reports are discussed in individual conferences between parents and teachers. Parents of students in grades 1-8 may access their child's progress at any time on [teacherease.com](http://teacherease.com). Additional consultations are held throughout the school year as requested by parents or teachers.

### Academic Credit

Our Father in Heaven created each of us uniquely; we all learn differently, and we all have different academic goals. Our faculty is committed to work with our families to assist individual students reaching their unique academic goals. Since students respond differently to various assessments, assignments, and tasks, we look for the opportunity to meet their needs. For this reason, our teachers make themselves available to assist students who may need additional support throughout the day, while also providing our families with additional resources to further the performance at home.

In some instances, it may be appropriate to offer substitute academic credit (extra credit) for a student. The decision for giving substitute academic credit must be discussed and agreed upon

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by the student, parents, and the teacher. Please see your child's teacher to learn how this may apply to your child.

### **Incomplete Work**

Incomplete work consists of assignments that are not completed or are hastily completed and unacceptable with respect to the student's ability. Incomplete work could also include absent work that was not made up in the time designated at the teacher's discretion.

An essential part of children's education is learning to complete their work on time and to the best of their God-given ability. Work that is lost or left at home is not considered complete until it is turned in. We will seek to work with parents to help their children develop the organizational skills and self-discipline needed for faithful work that is completed on time and to the best of their ability.

We hope to teach our students that late and unacceptable work has consequences we want to avoid. We also want to motivate our students to improve their work ethic by using the gifts and abilities God has given to them. In order to help a student who continues to produce incomplete work, a meeting with the parents, the student, the teacher, and the principal may be scheduled. This meeting will help to provide ways to the student to get back on track and discuss the possibility of grade retention or discontinued enrollment.

### **Extracurricular Eligibility**

In order to promote the proper balance between extracurricular activities and academic achievement, students must complete their schoolwork diligently and punctually to be eligible for extracurricular activities. The teacher and principal, after consulting with the parent, have final determination as to whether the student meets the criteria for participation.

Ineligibility may occur under the following circumstances:

- Student has an "F" in any subject,
- Student has below a "C-" average, or
- Student has shown persistently poor conduct or attitude.

### **Learning Excursions/Field Trips**

As part of our registration process, learning excursions/field trips are pre-approved by the student's parents/guardians. If you have concerns about a particular field trip, please speak with your child's teacher. Preschool and kindergarten students will primarily use bus transportation, while parents may be asked to furnish transportation and assist with supervision for grades 1-8. A child under the age of eight must be in a car seat as required by Illinois State Law.

<b><i>Note: Professional bus transportation is the preferred method for educational field trips.</i></b>
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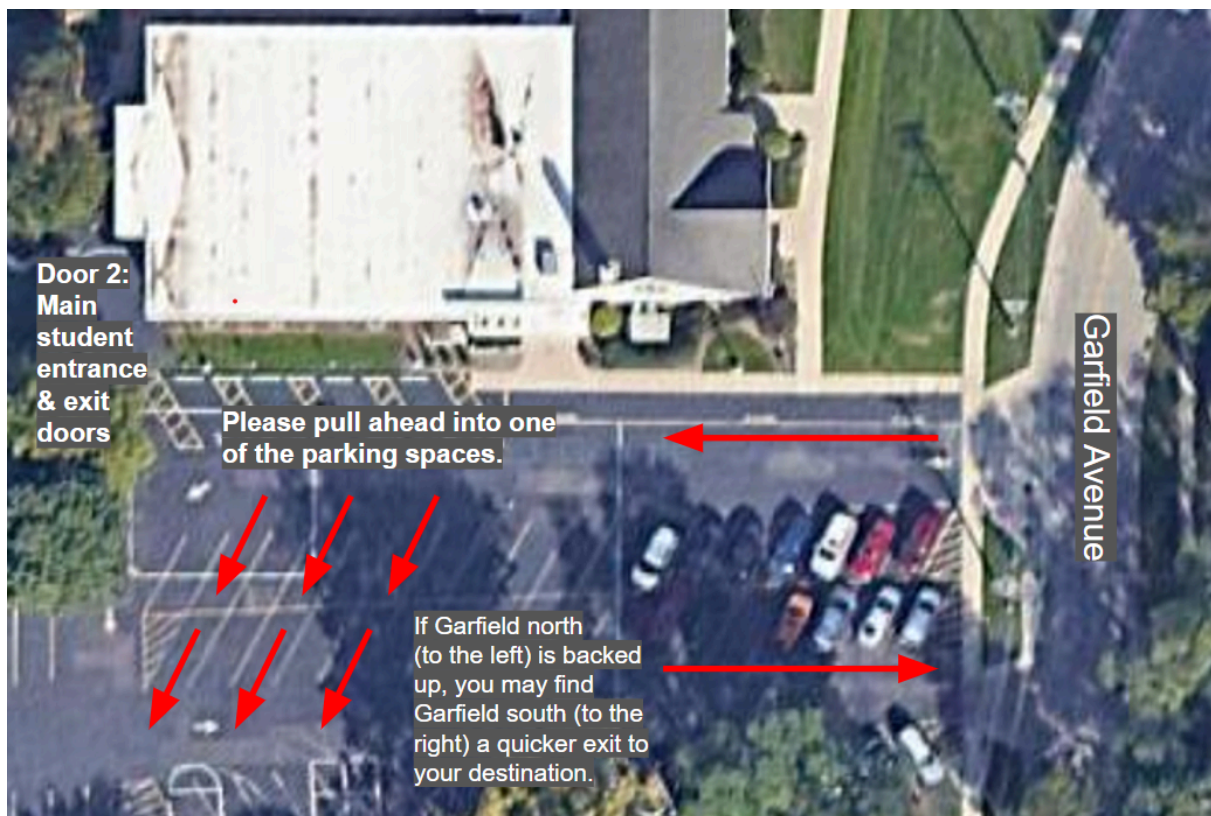
## Section 5 • Arrival & Departure Access & Attendance

### Arrival and Access

For the safety of students, faculty, and staff of St. John, outside doors to the building will remain locked during the school day and through ESS hours (6:30 AM to 6:00 PM).

- Our main student entrance is door #2.
- A “black-button” buzzer is available at door #1 for visitors or other individuals who desire access during office hours.
- A “Ring” buzzer is also at door #1 for ESS arrivals and departures.
- **Please, if you do not recognize an individual as a parent of St. John, do not hold the door or prop it open for him or her.** While this may seem rude, this practice is in place to help ensure the safety of all students. We do not ask or expect you to hold people out. If people unknown to you enter the building by tagging along with you or someone else, please notify the office.

For the safety of our students and families, **please** pull into a parking space as you drop off and pick up your child. It is very difficult for other drivers to see around vehicles that are “parked” in the driving lanes. If you plan on staying at school during the school day, please park on the east side of the blue line, as the parking lot is used during our recess time.



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## **Cell Phone/Parking Lot Reminder**

As a reminder, a person, regardless of age, may not use a wireless phone at any time while operating a motor vehicle on a roadway. This state law applies to the St. John parking lot as well.

## **Arrival and Departure Times**

All classes at St. John School begin at 8:15 AM. Classrooms will be open to students at 7:50 AM. All students arriving at school prior to 7:50 AM must report and be signed in by an adult to Extended School Supervision (ESS). At 7:50 AM, students are dismissed from ESS to go to their classrooms.

All classes conclude at 3:15 PM. All students should be picked up at 3:15 PM unless they are under the supervision of the teacher or other adult for an after-school program or activity. Any child not picked up at 3:15 will be taken to ESS and parents will be billed (see Section 13 for billing information).

*Note: If someone other than a parent or other previously authorized person will be picking up your child from school, you must inform your child's teacher or the school office.*

## **Tardiness**

Experience shows us that regular and punctual attendance is a prerequisite for satisfactory academic performance and that learning the value of punctual and reliable attendance will serve your children well throughout life. We further believe this value is taught by the example we show and the expectations we set for our children.

### **We encourage punctuality because students arriving late:**

- Begin the day at a disadvantage. They start unsure of what is happening in the classroom. They start behind what other students have already begun. And, they miss the morning devotion that starts the day right with God's Word.
- Are disruptive to classroom teaching and the educational process for students who arrive on time. They also require catch-up time with the teacher, taking the teacher away from those who do arrive on time.
- Develop behavioral patterns that are undesirable in school and employment.

For all of these reasons, in Preschool through Grade 8, we will start our school day promptly at 8:15 AM. All students who are not ready for class at the 8:15 AM bell will be considered tardy.

## **Chronic Tardiness**

Because tardiness is extremely disruptive to teachers and their entire classroom, chronic tardiness may result in disciplinary actions for the child, a parental meeting with the school board, and, at the sole discretion of the principal and school board, may be considered sufficient grounds for suspension, non-promotion, or expulsion.

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### **School Attendance**

Students who are enrolled at St. John are required to attend classes at St. John daily. Absences and tardies are noted on permanent records. Parents need to provide an oral or written excuse giving specific reasons for every absence. Please call the school by 7:45 AM if your child will not be attending school that day.

### **Absences**

Student absences for any reason other than illness are discouraged. Vacations and doctor, dentist, or other appointments should be arranged for times when school is not in session. The absence of a student from a class or lesson can never truly be made up and should be avoided whenever possible.

Responsibility for making up assignments rests with the student. Unnecessary absences may result in detention, loss of extracurricular activity, lowered grades, or school board action. Any significant amount of absences (and tardies) results in loss of instructional time and, therefore, the likelihood of lowered grades.

Children are not permitted to leave school grounds without prior notice to their teacher or the school office by their parent/caregiver. If for some reason you need to take your child off the school property during the school day, please make sure to notify the teacher or office beforehand.

### **Snow Day**

If for any reason there is an unscheduled school closing, you will be contacted by the One Call Now notification system. To ensure you are notified, please make sure your contact information is up-to-date in the office.

Cancellation of school will also be announced online at [www.emergencyclosings.com](http://www.emergencyclosings.com).

## Should My Child Come to School?

### The 24-Hour Rule

We want all children to attend school, **but home is the best place for a child who is ill.** The best way to prevent the spread of illness in our school is for children to stay home when they are sick.

- **If your child will be absent, you MUST call/email to notify the office by 7:45 AM.**
- **If your child is sick with a diagnosed communicable disease, please notify the school as soon as possible.** All cases of contagious disease (i.e. strep, pink eye, chicken pox, flu, COVID) or conditions such as head lice MUST be reported promptly to the school office so that parents of exposed children may be notified as soon as possible.

**Important Note:** Make sure the school has accurate phone numbers where you can be reached during the school day in the event of an illness or emergency. In the case of a seriously ill or injured child, the uncertainty and timeliness of voice mail is not helpful. Please provide phone numbers of a co-worker or supervisor who would be able to get a message to you quickly. If your workplace is located more than 45 minutes from school, please provide the number of someone who would be able to accept responsibility for your child.

Below is a list of the most commonly seen illnesses and the exclusion time from school:

### Fever

Any child with a temperature of 100.4 degrees or more should not be brought to school. Children must be **Fever-Free** (temperature below 100.4 degrees) for a **full 24 hours without the use of fever-reducing medicine, BEFORE returning to school.** Children's temperatures do not remain constant throughout the day. It is important to check your child's temperature a few times throughout the day, not just in the morning or at night, to be certain he/she has completely recovered from the illness.

### Vomiting and/or Diarrhea

Children with stomach viruses often do not have a fever. It is difficult to know whether a child's vomiting or diarrhea is caused by a virus, something they ate, or some other reason; therefore, any child who vomits or has diarrhea should not be brought to school. Children who vomit or have diarrhea should remain home until they have **not vomited or had diarrhea for a full 24 hours.** Children should be tolerating regular meals without discomfort before returning to school.

### Cough

Children who are coughing continuously should remain home if the cough is such that it interferes with their ability or the ability of others to concentrate on school work, even if they are fever-free. A written note from a doctor indicating that the cough is from a non-contagious cause may allow the child to return to the classroom. Written permission from the parent is required in order for children to have cough drops in school.

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### **Strep Throat**

Children diagnosed with strep throat need to be on **antibiotic therapy for a full 24 hours** before returning to school. They must also be **fever-free for a full 24 hours** before returning to school.

### **Pink Eye**

Children diagnosed with bacterial conjunctivitis need to be on **antibiotic therapy for a full 24 hours** AND have no purulent discharge from the eye(s) before returning to school.

### **Influenza-Like Illness (ILI)**

Children with any combination of fever, cough, fatigue/achiness, cold symptoms, and sore/scratchy throat are considered to have ILI. Children with ILI must stay home and not go into the community (except to seek medical care) for **AT LEAST 24 HOURS** after being fever-free without the use of fever-reducing medicine. Children should feel well enough to perform regular school activities before returning to school.

*Note: If a student has a signed physician's note as it relates to season allergies, asthma or other underlying, pre-existing conditions, this will be taken into consideration.*

### **Infectious Skin Conditions**

Children must be on medical treatment prescribed by their physician for a **full 24 hours** prior to returning to school. For open and/or draining lesions, exposed areas must remain covered while in school. A physician's note stating the condition is no longer contagious may be required for the student to return to school.

### **Chickenpox**

Children diagnosed with chickenpox may return to school after they are fever-free for a **full 24 hours** and all lesions are dry and crusted.

### **Return to Learn**

If a student is suspected of suffering a head injury during the school day or is suspected of experiencing concussion symptoms, we will work to notify the family and provide a head injury informational guide. We may encourage or require that the family pick up the child immediately from school. We may encourage or require the child to see a doctor before returning to school. While the student is at school, we will apply return-to-learn protocols and accommodations as we deem necessary.

If a student is diagnosed with a concussion (whether a school-related injury or not), we will follow the doctor's written medical care plan for any return-to-learn concussion protocols and accommodations.

**Many children return to school before they have recovered from an illness. Children who are not fully recovered from an illness may still be contagious and able to infect others. Children who are not feeling well have difficulty performing well in school.**

*Note: A note must be sent to the teacher if your child is to stay inside due to illness.*

## Section 6 • Extracurricular & Co-curricular Activities

St. John seeks to enrich each child's educational experience through extra-curricular activities. Many of these activities/athletics are coordinated through Shoreland Lutheran High School.

### Activities

- **Academic Fairs:** Our students have the opportunity to compete with students from the other Shoreland Lutheran WELS grade schools each spring in several areas: math, spelling, art, science or social studies in alternating years, and a Geography Bee or Knowledge Bowl in alternating years. In preparation for this, St. John faculty may schedule local art, science, and social studies fairs.
- **Reading Programs:** Students may compete in sponsored reading programs such as the Six Flags Reading Program at the teacher's discretion.
- **Charity Fundraiser:** St. John chooses from a variety of charity fundraisers to assist various community organizations.
- **Music Lessons:** Piano lessons (offered by a private contractor) and band lessons (offered through Shoreland Lutheran High School) are available on site during the school day to interested students. There is a separate cost for these lessons.
- **Parent Teacher Partnership (PTP):** This parent group sponsors educational and social events throughout the year.
- **School Spirit Day:** The entire school assembles monthly for fun activities and a treat.
- **Forensics:** Students in grades 5-8 can participate in public speaking through a variety of categories. After a few weeks of practice, students then go on to Shoreland Lutheran High School to compete with students from other WELS schools in the area.
- **After School Activities:** A variety of programs may be offered, including activities such as Spanish, Robotics, or Cooking.

### Athletics

The following athletics programs are offered based on student interest:

- Girls' Volleyball
- Co-Ed Soccer
- Co-Ed Basketball
- Co-Ed Track and Field
- Co-Ed Cross Country

Any student who is involved in any athletic activity must have read and signed the concussion form.

In accordance with IL Law, St. John Lutheran School allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values, or modesty preference.

## Concussion and Return to Play/Activity Protocol

St. John and the St. John Concussion Oversight Team (which is made up of the Athletic Director and a designated teacher) adhere to the following concussion protocols:

Whenever an individual is suspected of a concussion, he/she must be evaluated by a physician or athletic trainer before resuming play/activity. If it is determined that an athlete has sustained a concussion, he/she will automatically be barred from any athletic activity/participation until completing full Return to Activity (RTA) clearance protocol.

- **Under no circumstances may an individual return to participation in any capacity the same day as a concussive event.**
- Under no circumstances is a parent's consent sufficient in clearing an individual for participation when a concussion is suspected or has occurred.

**Once an individual has sustained a concussion, he/she will be withheld from all activities. Individuals are restricted from active participation until fully cleared from the concussion. Once an individual is asymptomatic, the individual will visit a Certified Athletic Trainer or MD for clearance. If clearance is granted, the individual will begin the RTA progression program.**

The following protocol will be followed - after clearance from an appropriate medical professional - in returning the individual to activities. **There are no exceptions to this protocol, and it may not be accelerated for any reason.**

There should be approximately 24 hours (or longer) between each stage. Progression to the next stage will only occur if an individual remains asymptomatic. If the individual has any symptoms during any of the states, the process will return to the previous step with a minimum of 24 hours of rest before resuming the sequence.

### **RTA Progression Protocol for Athletics**

Day 1 : Light Aerobic Exertional Exercise

Day 2 : Moderate to Heavy Aerobic Activity

Day 3 : Sports Specific Drills and Light Contact

Day 4: Full practice participation with full contact

Day 5: Cleared for RTA

**This protocol is implemented to comply with:  
IHSA Return to Play Policy,  
IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions,  
Illinois HB 0200.**

## Section 7 • Student Discipline & Conduct

“God so loved the world that He sent His one and only Son, that whoever believes in him shall not perish, but have eternal life” (John 3:16). This moves us to want to show our love to God. As Jesus taught us in John 14:15, “If you love me, obey what I command.” As redeemed children of God, the love of God is foremost in the minds of teachers and students. Therefore, we desire to demonstrate our love for God and our appreciation for God’s love to us by modeling Christ in everything we say and do. Teachers and students will do this by respecting everyone and the school that God has given us.

Behavior such as running, loud talking, and boisterous actions in the halls, classrooms, cafeteria, and restrooms, which detract from the learning process, will be corrected. Disrespect and any other behavior that does not reflect a Christ-like attitude will also be corrected. Disobeying school and classroom guidelines is sinful and works against Christian discipline. To help students overcome their sinful nature and to know the peace of forgiveness and the joy of living a Christian life, the teachers will apply both Law and Gospel to nurture students into a stronger relationship with their Lord. This may include one-on-one counseling, isolation, detentions, meetings with parents, and suspensions.

In cases where these strategies are ineffective, the school board may review the child’s continued enrollment. Every attempt is made to maintain Christian discipline at all times in accordance with God’s Word. In keeping with the Fourth Commandment, children and parents should understand that children owe obedience and respect to all in authority.

### **Personal Appearance**

A person’s appearance tells others what he or she is like and what is most important to him or her. We as Christians recognize that our bodies are temples of the Holy Spirit and that the way we present ourselves reflects on our Father in Heaven. Clean clothes and clean bodies have a positive influence on the attitude and work habits of children. They also tell others that our school is a place where children do their work to give God glory and honor.

In compliance with applicable federal and state law, St. John will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

#### • **What is Acceptable?**

- o sleeved shirts, sweaters or sweatshirts
- o slacks, blue jeans, capris, and denims in good condition
- o skirts, skorts, and dresses of a modest style
- o attire with pictures or slogans of a positive nature
- o most clothing with manufacturer trademarks and recognized sports teams



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- **What is Not Acceptable?**

- oversized or distracting clothing
- bared midriffs or any other immodest clothing
- spaghetti strap tops for girls
- sleeveless shirts for boys
- clothing that is excessively tight or that exposes undergarments
- clothing and accessories that cause disturbances or distractions in the classroom
- clothing and accessories that represent ideas that oppose Christian principles
- hats and hoods worn in the classroom or chapel
- ripped, fashion jeans

***Note: Any clothing that is inappropriate in the opinion of administration or faculty will be prohibited. The administration will make the final determination on what is acceptable and not acceptable.***

Any time a problem occurs, the student will be told not to wear the clothing and a suitable replacement will be provided if available. Parents may seek an explanation from the staff involved. Parent cooperation in meeting these guidelines will help strengthen the partnership between parents and teachers to train our children in values and habits that reflect our relationship with Christ.

### **Cold Weather Clothing**

The students do go outside for recess during the winter months and are expected to dress appropriately. Children in grades K-8 remain inside if the wind chill or temperature is below 0 degrees. If the wind chill or temperature is 10 degrees or lower, the preschool students will remain inside. Different dress is appropriate for different age levels.

Appropriate clothing for playing *in the snow* is as follows:

- Gloves or mittens (all preschool children are to bring mittens, not gloves)
- Hat
- Jacket
- Snow pants
- Boots (or extra pair of shoes for older students)
- No scarves (for safety reasons)

We ask that all age levels label all articles of clothing left at school.

### **Items Not Allowed at School**

Any item that is considered distracting to normal classroom operations is not allowed during school hours. The use of all electronic devices, toys, trading cards, skateboards, roller blades, and electronic games are prohibited on school grounds unless the teacher or supervisor grants specific permission. Failure to follow this policy will result in confiscation of the item by the teacher or staff. Parents may retrieve confiscated items from the student's teacher or school office. Enforcement of this policy outside of school hours may vary with the personnel and

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circumstances. Each child is expected to cooperate and respect the judgment of the responsible adult in the enforcement of this policy.

### **Drugs, Alcohol, Weapons, and Illegal Substances**

We have a responsibility to ensure that your child learns in a safe environment. Therefore, drugs, alcohol, weapons (real or pretend), and tobacco products are not allowed in student possession on school grounds. Any of these items brought to school will be confiscated and may result in the student's immediate expulsion. St. John reserves the right to inspect students' desks or lockers at any time.

- If a firearm is found or if there is a firearm incident, local law enforcement will be notified immediately. St. John will also immediately notify the parents/guardians of any student in possession of a firearm.
- If drugs are found or if there is a drug incident, local law enforcement will be notified immediately. St. John will also notify the parents/guardians of any student in possession of drugs.
- St. John will notify the Illinois State Police of both firearm and drug incidents through the School Incident Reporting System (SIRS) in IWAS.

### **Threats, Bullying, Intimidation, and Discrimination (2.27.18)**

St. John Lutheran School accepts the following definition of "bullying" from the Illinois State Board of Education:

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- placing the student or students in reasonable fear of harm to the student's or students' person or property
- causing a substantially detrimental effect on the student's or students' physical or mental health
- substantially interfering with the student's or students' academic performance, and
- substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, as defined in this subsection, may take various forms, including without limitation one or more of the following: harassment, discrimination, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

### **Cyberbullying**

Cyberbullying can include all of the above, as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos. Neither the technology of St. John nor the broader internet (whether accessed on-campus or off-campus, either during or after school hours) may be used for harassment. All forms of cyberbullying are unacceptable.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting

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inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs).

Those who feel they have been victims of such misuse of technology should not erase the offending materials. They should save a copy of the content and immediately report the incident to the school administration.

### **Working Toward a Safe Environment**

The faculty and parents of St. John believe that every student learns best in an environment that is free of persistent harassment or harm through physical, verbal, visual, or electronic means.

Therefore, the faculty, parents, and principal are committed to the maintenance of a safe school, free from this behavior. To that end, the following three elements are in place:

- Students (or their parents) who are aware of suspected bullying, discrimination, or any other listed above should report it to the teacher first and the principal second, in a spirit of Christian love to provide the opportunity for investigation and action. Matthew 18 encourages this action to be done privately.
- Teachers (and/or the principal) will investigate the report and take appropriate action should the report prove accurate:
  - **First offense** – warning, behavior report sent home, and possible detention
  - **Second offense** – behavior note sent home, detention, and a meeting with the parents and teacher
  - **Third offense** – behavior note sent home, detention, meeting with the teacher, principal, and parents, and an individual behavior plan put in place
  - **Any offense** may result in advanced action (for example, a meeting with teacher, principal, and parents after the first offense), suspension, or expulsion from St. John School, at the discretion of the school board.
- St. John will regularly educate its staff and school regarding awareness and prevention of school violence, bullying, its effects, and preventative measures.

### **Battery Against School Personnel**

The principal shall immediately notify local law enforcement officials of written (including email) complaints from school personnel concerning instances of battery committed against school personnel; and the principal shall notify the Illinois State Police within 3 days of each incident of such battery through the School Incident Reporting System (SIRS) in IWAS.

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### Telephone Use and Multimedia Use (2-17-12, revised 2/21/2023)

Multimedia devices (cell phone, MP3 player, iPod, iPad, etc.) have become an integral part of our society. They have also become an important way for our parents and their children to communicate. However, multimedia device usage during school hours can create problems. These devices can ring during school hours and be quite a distraction. Students may send harassing and unkind messages or use camera phones to take and publish pictures and videos of classmates online. Due to the misuse of these devices, we have the following policy for students at St. John. These rules **will** be strictly enforced to keep our school a safe environment for our families.

St. John has adopted the following guidelines:

- With teacher approval, a student is welcome to use the phone in the main office to call their parents.
- If a parent needs to get a message or talk to their child or child's teacher, they should call St. John at 847.362.4424 and relay their request through the office staff.
- St. John takes no responsibility for lost or broken multimedia devices that are brought to school.
- All multimedia devices will be collected at the beginning of each day. They **may not** be kept in possession of the child. They need to be turned off and turned in to the classroom teacher upon arrival; they may not be taken into other parts of the school (bathrooms, etc.) before being turned in. Children may pick up their devices at the end of their school day. Use of multimedia devices is also not allowed during ESS. If use or possession of multimedia devices becomes an issue during ESS, the devices will be collected by the ESS workers and then returned to the child's parent at pickup time.
- If a student is caught using or in possession of their multimedia device outside of the main office, they will be subject to the following consequences:
  - **First offense:** The multimedia device will be sent to the Principal for the day, and a parent must come to school and pick up the device. Only a parent will be able to retrieve the device.
  - **Second offense:** The multimedia device will be sent to the Principal and the student will not be able to bring multimedia devices into the school for a full month. Only a parent will be able to retrieve the device.
  - **Third offense:** The multimedia device will be sent to the Principal and the student will no longer be able to bring multimedia devices into the school for the remainder of the school year. Only a parent will be able to retrieve the device.

*Note: Situations that involve the invasion of privacy of others may also result in criminal charges and will be handled by the appropriate authorities. Multimedia devices may be examined by the administration.*

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## **Social Media**

Social media has become ingrained in today's society. The wide variety of social networking tools presently available provides students easy access to share important news and events with each other. However, social media can also disrupt the school environment when inappropriate social media postings occur. Using these communication tools inappropriately can have negative physical, mental, or emotional consequences, especially if unkind words or threats are used with the intent to hurt others.

Specifically prohibited behaviors include, but are not limited to, the following: sexually explicit, profane, lewd, indecent, racial or defamatory language or actions; derogatory language regarding school personnel or other students; comments designed to harass or bully students and/or school personnel; nude, sexually-orientated, or indecent photos, images, or altered pictures.

Social media behavior should instead defend our neighbor, speak well of them, and take words and actions in the kindest possible way.

## **Working Together Toward a Safe Environment**

It is unlikely that the world as we know it will ever be free from the dangers and misuse of social media. We also know that it is impossible to know all the social media activity of our children and their friends or classmates. However, at St. John we are committed to doing what we can to provide a safe environment for our children and to teach our students how to be discerning and caring in their use of social media.

We also encourage parents of students to monitor their child's social media activity at home and help them adhere to these standards and guidelines. There are many ways activity can be kept secret, such as deleting messages or phone applications. To the best of your ability, please help your child adhere to the social media guidelines and principles in this handbook.

## **Social Media Notice**

As required under Illinois law (105 ILCS 75/15), students and parents and guardians are notified that St. John:

- may not request a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website;
- may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on social networking website that violates a school disciplinary rule or policy; and
- may require, in the course of an investigation, the student to share the content that is reported in order to make a factual determination.

## Section 8 • Disciplinary Actions

### General Information

All students are expected to demonstrate good citizenship in St. John School. School is a society in which children come together to learn from teachers. Such a society, even of Christian people, must be governed by rules of good order so that the purpose of the group can be most efficiently fulfilled. The same love which brought this school into being makes us willing to accept these rules of order, for the good of others, even when they might limit some of our own wishes. Should it become necessary for the teachers to correct a child's behavior, we ask you to remember that they do this out of loving concern for the child as a citizen of this school and as a fellow member of God's family. Each teacher has a discipline plan for his or her classroom. If there are questions, please see that specific teacher.

### Suspension or Termination of Enrollment

As part of a disciplinary action, the principal or board may suspend a student from one to three days. The principal will contact the parents, and a letter of suspension will be sent to parents. A copy of that letter will be placed in the student's permanent file.

A child may be suspended if:

- His/her actions make the school an unsafe environment for one or more students, faculty, or staff;
- He/she is disobedient repeatedly or the degree of disobedience is extreme;
- He/she is disrespectful of authority repeatedly or the degree of disrespect is extreme;
- His/her behavior breaks God's commands and the behavior requires a consequence that is significantly more than the norm; or
- He/she is chronically tardy or absent.

A second suspension, within a single school year, amounts to an expulsion for the duration of the school year. If the parents desire the reinstatement of their child, a request must be placed before the school board. The school board may then meet with the classroom teacher, principal, the parents, and possibly the expelled student.

If a reinstated student is again suspended (that is, receives a third suspension within a school year), it will be considered an expulsion for the remainder of the school year and subject to ratification by the school board without parental appeal.

## **Section 9 • Governance**

### **School Board**

The school is administered by the school board, which consists of elected representatives from the congregation. The school board is the chief policy-formulating agency of St. John School. As such, it reviews the administrative function of the principal and guides him in his efforts to effectively carry out school policy. This board represents the school to the church council and voters.

The principal is the administrative head of the school and is responsible for carrying out the policies of the school and the school board. He carries out this responsibility through his supervision of the instructional program and the faculty; in his relationships with parents, governmental and church agencies; and in his dealings with students, staff, and volunteers.

If parents have a question or concern regarding the administrative implementation or enforcement of school policy, their concerns should be addressed to the principal as the administrative head of the school or to the preschool director as head of the early childhood program. If parents feel their concerns are not satisfactorily addressed, they may direct their issues to the school board.

The school board functions as the final appeals committee.

### **Discontinuation of Enrollment**

A student's enrollment may be discontinued if:

- It becomes apparent that the academic, physical, or psychological needs of that student significantly exceed the professional capabilities such that the student's needs cannot reasonably be met by our program or staff;
- His or her actions significantly disrupt classroom instruction or endanger students;
- Parents set an example contrary to God's instruction; or
- The student is chronically tardy or absent.

Ultimately, in order to fulfill the mission of our school, the School Board reserves the right to terminate the enrollment of any child as it deems necessary.

It is the responsibility of administration to recommend any enrollment changes. The school board may issue a letter of termination upon the recommendation of the principal.

Re-admittance to St. John may be considered upon receiving a new enrollment form if sufficient evidence is presented to the school board that the student's special needs or behaviors have been adequately overcome.

### **Other Supportive Boards and Committees**

Other boards and committees are established to help with the daily functions of St. John School. For current board/committee members and functions, please stop by our office for more information.

## Section 10 • Admissions

### **Non-Discriminatory Policy**

St. John School welcomes students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

It does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, administration policies, scholarship and loan programs, and athletic and other school programs. The St. John School Board is responsible for ensuring compliance with all applicable nondiscrimination policies.

St. John Lutheran School accepts children whose parents are interested in a quality Christian education. We recognize that not all of our students' parents are Christian or familiar with what Lutherans teach.

We want you to know what we will teach your children. This is especially important in the area of spiritual values. Therefore, we offer an overview of what we teach and believe as a Lutheran school. Parents of families who are not members of St. John congregation (or active in a sister WELS congregation) are required to attend a Welcome to St. John presentation to better understand the purpose of the school's ministry.

Families who are not active in a church are strongly encouraged to take our Bible Information Class (BIC).

St. John School complies with applicable federal and State of Illinois laws, including, but not limited to, applicable sections of the Illinois school code [105 ILCS 5], relevant case law including *Plyler v. Doe*, 457 U.S. 202, 102 S. Ct. 2382 (1982) and 23 Ill. Admin. Code Part 425.

### **Standards for Evaluating Prospective Students**

- Spiritual Considerations
  - Spiritual commitment of parents and student
  - Willingness of parents and student to be supportive of St. John's philosophy of education
  - Willingness of parents and student to support the administration and faculty in carrying out the goals and programs of St. John
- Behavioral Considerations
  - History of acceptable citizenship in previous school experience
  - Agreement of student to abide by the behavior standards established by St. John
- Academic Considerations
  - Documented record of acceptable grades in previous school experience
  - Acceptable scores on achievement tests



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- Personal Considerations
  - o Student's special interests, talents, and skills
  - o S. John School makes no distinction in its admission policy on the basis of race, color, or national and ethnic origin

### Preschool Enrollment Requirements

A child attending St. John preschool must be at least 3 years old, completely toilet trained, and current on all immunizations. If your child turns three during the school year (and they meet the other requirements), you may register them at that time, space permitting. Illinois State Law requires a physical of all children entering school. Each child must have these forms on file with the office and be current on all immunizations.

### Kindergarten Age Enrollment Requirement

St. John Lutheran School (SJLS) complies with Illinois law which specifies that, to enter kindergarten, children must be five years of age by September 1 of their kindergarten year. Parents considering enrolling a kindergartner who will not be age 5 before the September 1 deadline, must contact their public school district or their health care professional to arrange for an official early entrance assessment. The costs associated with that assessment are the responsibility of the parent. Results of the assessment must be forwarded to SJLS before a final decision is made.

### Priority of Admissions

In accord with our mission - to nurture God's children and to reach out to the unchurched - we have the following priority for admissions:

1. Established St. John Church members
2. Returning St. John School families:
  - Unchurched
  - WELS – other congregations
  - Churched (Non-WELS)
3. Transfers to St. John Church (in that school year) from other WELS congregations
4. New families to St. John School:
  - Outreach/unchurched
  - WELS – other congregations
  - Churched (Non-WELS)

A completed registration form, an emergency contact form, and the state medical/dental forms are required for all students upon registration. The school office must be kept updated with any changes in this information.

### Enrollment by Transfer

Students may be admitted to St. John Lutheran School by transfer from another school or home school, provided that all entrance requirements listed are met: all health, grade, and attendance records are requested from the previous school, and the school staff sees no exceptional need or condition which might exceed the staff's professional competence. ***The school board will review each new enrollment. New students may be given an evaluation test if it is deemed necessary, and the recommendation will await the transfer of records.***

In order to ensure that the needs of the new student as well as the needs of his/her classmates are being met, all new students will be accepted on a provisional basis for the first half-year of

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their enrollment. The principal and classroom teacher will make periodic reviews of the student's progress.

### **Student Records**

St. John follows the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) to protect and maintain education records and student records.

An education record is any information recorded in any way, including handwritten documents, electronic files, or video or audio recordings that contains information directly related to a student; and is maintained by the district/school.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored.

"School Student Records" under ISSRA fall into two categories: "Student Permanent Record" and "Student Temporary Record."

Student Permanent Records consist of basic identifying information, including:

- Student's name and address, birth date and place, and gender, and the names and addresses of the student's parents
- Certified copy of student's birth certificate or equivalent proof of student's identity;
- Academic transcript
- Attendance record
- Health record
- Record of release of permanent record information
- Scores received on all State assessment tests administered at the high school level;
- Honors and awards received
- School sponsored activities or athletics, offices held in school sponsored organizations

Student Temporary Records include all information contained in a school student record not contained in the student permanent record.

*Note: Full and complete copies of the laws, rules, and regulations on student records are on file in the school office.*

### **Student Privacy Protections**

Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent.

- Student records will be forwarded at the request of a school in which the student seeks or intends to enroll.
- Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons.

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Whenever possible, parents will be notified prior to the releasing of student records in either above situation. All other releases of information require the informed written consent of the parent, legal guardian, or eligible student.

### **Destruction of Records**

St. John shall maintain student permanent records and the information contained therein for not less than 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

St. John shall maintain student temporary records and the information contained in those records for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school.

***Note: Parents/guardians and eligible students have the right to inspect records scheduled for destruction and may have copies transferred to their custody.***

### **Directory**

St. John prepares and maintains a student/family directory, which includes:

- Student's name and current grade level
- Address
- Father and/or mother's name, email addresses, and phone numbers

If a parent or guardian should desire not to have his or her child listed, he or she must submit a written statement to this effect.

## **State of Illinois School Health Requirements**

The State of Illinois Certificate of Child's Health Examination form is due on October 15 of the current school year. Your child will be excluded from school starting on October 15 of the current school year until all forms have been completed and turned in, or if you provide a signed notice from your child's physician of the scheduled appointment date.

**HEALTH EXAMINATION for Pre-K, Kindergarten, sixth, ninth, and new transfer students from out of state will need a health examination turned in by October 15 of the school year. New students to the district from out of state have 30 days from the first day of school to submit a health exam. Health examinations shall be conducted within one year of the start of school for students from out of the country who attend classes, regardless of stay, and at other intervals as required by Part 665 of the Child Health Examination Code.**

IDPH new vaccine requirements for 2021-2022 school year and following years: requirement consists of one dose of meningococcal conjugate vaccine (MCV4) for 6<sup>th</sup> grade entrance, and two doses of the vaccine for 12<sup>th</sup> grade entrance. If the first dose of MCV4 vaccine was given on or after the 16<sup>th</sup> birthday, then only one dose is required. This is a progressive requirement.

### **Kindergarten**

- Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history completed

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and signed by a parent.

- Eye Examination must be performed by a licensed optometrist within one year prior to the first day of school and submitted before October 15 of the school year.
- Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May 15 deadline.
- Lead Screening is required one time prior to entering kindergarten for students six years or younger. There is a portion on the Physical Examination that needs to be completed to document this requirement.

### **2<sup>nd</sup> Grade**

- Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May 15 deadline.

### **6<sup>th</sup> Grade**

- Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history completed and signed by a parent.
- Proof of one dose of Tdap vaccine and one dose of MCV4 (meningococcal conjugate vaccine) vaccine on or after the 11<sup>th</sup> birthday.
- Dental Examination must be performed by a licensed dentist and submitted prior to May 15 of the school year. Dental exams must be completed within 18 months prior to the May 15 deadline.

### **New Students from Out of State**

- Physical Examination must be completed within one calendar year prior to the date of entry. The exam must include up-to-date immunizations and medical history completed and signed by the parent.
- Physical exams are due within 30 days of the first day of school. If an exam is not submitted within 30 days, the student may be excluded from school per Illinois Law. An out of state health exam that is comparable to the Illinois Health Examination requirements, may be accepted at the time of first entry into an Illinois school.
- Eye Examination must be performed by a licensed optometrist within one year prior to the first day of school and submitted before October 15 of the school year.
- Vision and hearing screening is mandated per IDPH & ISBE for transfer students from out of state. Please put in writing to the school nurse if you do not want your child screened for vision and hearing.

### **Students Transferring from Other Illinois Schools**

- Transfer of current Illinois school health records (physical exam with up-to-date immunizations, dental exam and eye exam).
- School health requirements for grade level as noted above.

### Sports Physicals

- A yearly sports physical is required for all athletes to participate in school sponsored athletic programs.
- **The required physical exam for grades 6 and 9 can be used as a sports physical, but a sports physical cannot be used as a physical exam.**
- Sports physicals are required for grades 7, 8, 10, 11, 12 to participate in any school-sponsored athletic program.
- Sports physicals are good for 395 days from the date of the physical.

### Waivers

- A waiver form may be submitted in place of an eye exam by completing the State of Illinois Eye Examination waiver form.
- A waiver form may be submitted in place of a dental exam by completing the State of Illinois Dental Examination waiver form.

### Medical Objection

A statement from a MD, DO, APN, or PA indicating that an **immunization is medically contraindicated** is acceptable and needs to be attached to the student's physical exam form. In case of a disease outbreak, the student must be excluded from school for 14 to 21 days of school, mandated by the Illinois Department of Public Health. Should the condition of the child later permit immunization, the requirement will then have to be met.

### Religious Objection

**Religious exemption for immunizations** requires an **Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form** completed by the parent and student's MD or PA and must be within one year prior to the first day of school. In case of a disease outbreak, the student must be excluded from school for 14 to 21 days of school, mandated by the Illinois Department of Public Health.

## Section 11 • Tuition & Fees

### Tuition

Tuition is charged to all children attending St. John Lutheran Preschool and Elementary School. Tuition finances a portion of our school costs with St. John congregation covering a significant portion of the costs of our school ministry.

### Preschool and Kindergarten Program Divisions and Descriptions

St. John offers a program that prepares the children for their school years ahead. Preschool is the beginning of your child's school experiences. Preschool children will experience many new, exciting, and challenging activities. These activities will include themed units, art, science, music, math, reading, social studies, and more. They will also learn to know Jesus as their Savior and His love for them. St. John offers two different classrooms for different age levels. Along with the different classrooms, based on a student's age level, different days and times are available for program options.

#### **PreK-3 (younger)**

Monday through Friday - Full-day or Half-day Programs

#### **PreK-4 (older)**

Monday through Friday -- Full-day or Half-day Programs

#### **Kindergarten**

Monday through Friday -- Full-day Program

### Books and Supplies

Textbooks and some school supplies are furnished as part of school tuition. The following religious books must be purchased and will become personal property of the student:

- grades 7-8: EHV Luther's Catechism
- grades 3-8: Hymnal
- grades 3-8: Bible (English Heritage Version)

*Note: Parents may be charged for property damage to books, facilities, or other people's property caused by their children.*

### Tuition/Fee Payments

Tuition/fee payments can be made by paying:

- The entire amount on Registration Day
- Monthly through FACTS on either the 5<sup>th</sup> or the 20<sup>th</sup> of each month (Bi-monthly payments are available through FACTS for an additional fee). Longer-term payments, to reduce monthly costs, can start prior to the school year.
  - **Payments for tuition must be paid in full before the end of the current school year.**
  - The official, signed intent to pay, is on the family's Tuition Worksheet.
- Bi-annually through FACTS (Payments for tuition must be completed by January 20 of that school year.)

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*Note: Any outstanding fees from previous years must be paid in full before re-enrollment can take place. At school board discretion, student records might not be released if payment is delinquent.*

### **Refunds of Tuition and Registration Fees**

Tuition may be refunded on a prorated basis. Fees are not normally refundable. Special circumstances may permit the school board to make allowances. Parents may apply for adjustment to the school board by a written request explaining circumstances.

### **Active Congregational Member Parents**

"Membership has its privileges." Membership also has its responsibilities. Members of some organizations may participate as little or as much as they wish. With some organizations people may join to receive some benefit but otherwise may have little interest in the organization. Membership in a Christian congregation, in Christ's Church, is different. As individuals join St. John, they declare that they believe St. John teaches God's Word, God's Way with truth and love. Individuals join St. John because they see themselves as part of Christ's Church, they want to grow in the blessings He works at St. John, and they want to be partners in Christ's ministry at St. John.

A St. John member is someone who takes ownership by being:

- Faithful in congregation worship life;
- Faithful in congregation Bible Study for parents and children (Sunday School);
- Faithful as managers of the time, talent, and treasure God entrusts to their management, faithfully supporting Christ's Church with their offerings and work projects and work days (even families with limited finances can model good stewardship);
- Faithful partners with our school, cooperating with our teachers and staff, encouraging faithfulness in their child's Christian living and homework; and
- Faithful in seeing opportunities to share their faith and sure hope in the Lord, reaching out to encourage one another.

## **Section 12 • Facilities**

### **Security**

For the security of our students, faculty, and staff, outside doors to our facility will remain locked during the school day. Please refer to our security policy on page 16.

### **Church/School Building and Grounds**

The Lord has made us stewards over the school and church properties of St. John. He expects us to always honor and value these properties. At all times, children are expected to be good Christian stewards of our property.

### **Emergency Procedures and Drills**

Emergency plans are in place for fire evacuation, tornados, and lockdowns. We strive for safety and security throughout our school. By having plans in place and routinely practicing them with the student body, we ensure that we are prepared in case of such an event. Our emergency procedures are practiced at intervals throughout the school year in compliance with state law. The classroom teacher will give the students detailed information. Each year, we practice a lockdown drill with local law enforcement and a fire drill with the fire department. Illinois state law gives parents the right to opt their child(ren) out of the lockdown drill.

### **Asbestos Disclosure Statement**

The United States Environmental Protection Agency requires that all public and private schools inspect all their school buildings for the presence of asbestos and develop a management plan which identifies, defines procedures for managing, and schedules re-inspection for all asbestos present in the schools. The asbestos management plan is available in the office upon request.



## Section 13 • Extended School Supervision (ESS)

### General Information

St. John ESS is available to school students before school, beginning at 6:30 AM, as well as after school until 6:00 PM. ESS is a prepaid service. This program provides adult supervision, activities, and, in the afternoon, a snack. This time may also be used to read or complete homework.

For the security of all students, doors are always locked.

Registered students will be billed at an hourly rate.

Students arriving before 8:00: AM must go directly to ESS and must be signed in by the adult bringing them to school.

When the bell rings at 8:00 AM, students in grades 1-8 will be dismissed to go to their own classrooms. Students in preschool and kindergarten will be walked to their classroom and signed in by the ESS caregiver.

All students remaining at school after 3:20 PM will be taken to ESS, and parents will be billed.

For more information about ESS, please see our ESS Handbook.

<p><i>Note: Parents wishing to make use of the ESS Childcare Program must complete a registration form and a Parental Agreement. Forms are available in the school office.</i></p>
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## Section 14 • Student Services

### Health

Our health procedures follow the recommendations established by the state of Illinois. Please see sections 5 and 10 for more details.

### Medication Administration

The administering of medication is not a function of our school faculty or staff. We recognize, however, that a child may be prescribed medication for use during the school day. In these rare cases, it is necessary to have a safe and proper procedure to ensure that the child receives the prescribed medication at designated times during school hours. With the exception of the self-administration and self-carry of asthma medication or an epinephrine auto-injector as set forth below, no medications may be kept in the children's school bags, cubbies/lockers, or in the classrooms. Our medication policy is as follows:

- Parents must assume responsibility for the administering of the medication.
- If the parents are unable to dispense the medication during school hours, school personnel may store and administer the medication. Parents must complete and file with the school a document entitled "Medication Authorization and Waiver Form." This document includes consent and written instructions for the administration of medication. No prescription medications may be administered without this document on file.
- All medications brought to school and administered at school should have written directions from the physician and be in its original package from the pharmacy with dosage information, expiration date, and the child's name printed clearly on the label.

### Asthma Medication and Epinephrine Administration

St. John School permits the self-administration and self-carry of asthma medication by a pupil with asthma and the self-administration and self-carry of an epinephrine auto-injector by a pupil, provided that the parents or guardians of the pupil provide to the school:

- Written authorization from the parents or guardians for (a) the self-administration and self-carry of the medication or (b) the self-carry of medication,
- Written authorization from the pupil's physician, physician assistant, or advanced practice nurse; and
- The prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered,

The information provided shall be kept on file in the school office. (105 ILCS 5/22-30)

### Medical Cannabis Administration

As required by Illinois law (ILCS 5/22-33(b)), St. John School may authorize the self-administration of a medical cannabis infused product by a student who is a registered qualifying patient if the self-administration takes place under the direct supervision of a school administrator (Principal, Assistant-Principal, Preschool/ESS Director, Athletic Director or Office Administrator) or the parent/guardian of the student.

### **Over the Counter Medication Administration**

Any **over the counter** medication not prescribed by a doctor such as cough drops (age 6 and over), Tums, and Tylenol must be brought into the office by an **adult** in the original packaging, with the student's name, name of medication, and dosage instructions. Medication repackaged into bags (etc.) will **not** be accepted. **Students will not be given over the counter medication without a completed Medication Consent form which has been signed by the parent/guardian.**

### **Vision and Hearing Screenings**

- Annual vision screenings are mandated per IDPH and ISBE for Preschool, Kindergarten, 2<sup>nd</sup> grade, 8<sup>th</sup> grade, Special Education students, transfer students, and teacher referrals.
- Annual hearing screenings are mandated per IDPH and ISBE for Pre-school, Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade, 3<sup>rd</sup> grade, Special Education students, transfer students, and teacher referrals.

If the parent/guardian does not want their child screened, submit your request to the office in writing.

### **Milk**

Milk is available for purchase for snack and lunch times at per-carton cost. Please contact the school office for current pricing.

### **Food and Drink Statement**

Soda, energy drinks, excessive candy, and gum are prohibited during school hours and for those students using ESS. ESS will provide snacks for the participants as part of their charge. The teachers or staff may make exceptions for classroom parties or students' birthdays. Please coordinate with the classroom teachers for these occasions.

Parents are responsible for ensuring that their child's lunch is in a container that will keep it in an appropriate condition until the appointed lunchtime. A helpful resource when packing a healthy lunch for your child can be found at [www.choosemyplate.gov](http://www.choosemyplate.gov).

## Section 15 • Home & School Cooperation

### Home Visits

The teachers may make home visits each new school year. Home visits are an excellent way for you to get to know your child's teacher and the teacher to know your child outside the classroom.

To gather further classroom information and meet other classroom parents, all families are invited to attend an Orientation Night prior to the start of school.

### Communication Tools / Resources

- **St. John School Family Handbook:** A comprehensive guide to important information for St. John school families. Please be sure to read it!
- **School Directory:** This lists school families who approved sharing their contact information including addresses, phone numbers, and email addresses when available.
- **Eagle Express:** Our school's weekly e-newsletter, typically emailed to each family on Wednesdays. Please make a point of reading it. It includes information about St. John events and important dates for the upcoming week.
- **Classroom Communication:** All of the teachers distribute a classroom communication plan to ensure that you are communicated with in the most effective way possible.
- **Red Folders:** Every Friday (or last day of school in a week) your child receives their graded work and progress report in a red communication folder. All parents are asked to read through classroom newsletters, review student work, check progress reports, and return the signed form to the classroom teacher the following school day.
- **School "Master" Calendar:** Our school calendar of important dates and events is available on the website. Please keep in mind that this is a "working calendar" and subject to change. You will be updated of any changes through the *Eagle Express*. Also, watch for other important dates as they become available (i.e., those involving extracurricular activities and other church/school functions). All important dates will be listed weekly in the *Eagle Express* and will be on the school website.
- **Email:** Please feel free to contact the school via email with any questions or concerns. However, please don't expect our teachers to monitor their email as they teach. Call the office with urgent information as teachers supervise your child's classroom. Be aware that emails sent or received using St. John communication equipment may be monitored or read by people other than your intended recipient.
- **Teacher Ease:** For students in grades 1-8, St. John offers a website called TeacherEase ([www.teacherease.com](http://www.teacherease.com)). Parents can follow their child's progress by checking daily assignments, grades, attendance, etc. over the Internet. Login information is emailed to the parents of new students in grades 1-8 before the start of each school year. Returning families keep the same account year-to-year. If you need your account password reset or provided to you again, please contact your child's teacher or the Technology Director.
- **Website:** [www.StJohnsLib.com/school](http://www.StJohnsLib.com/school)
- **One Call Now:** A telephone/email/text alert system we use to notify you of upcoming events and school cancellations.
- **Parent/Teacher Conferences:** These conferences are formally offered twice a year as an opportunity for parents and teachers to discuss the progress their child is making. Conferences may be scheduled at other times throughout the year at the request of a teacher or parent.

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### **Due Process**

An open relationship exists between parents, teachers, students, principal, and pastor at all times so that we may mutually assist each other in understanding and assisting students to meet their spiritual, educational, and social needs.

Some positive ways for parents to build strong home and school cooperation are showing interest in their child's school work and school activities, assisting their child in understanding and using the abilities God has given him or her, setting a Christian example to support Biblical instruction, and worshiping at home and in church.

If problems arise, parents should make contact in the following order, seeking the direction of God's Word and especially using Matthew 18:15-18 as a guide:

<sup>15</sup> "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over."<sup>16</sup> But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.'<sup>17</sup> If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

<sup>18</sup> "Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."

1. Contact the teacher first and discuss the matter.
2. If the matter is not satisfactorily resolved, contact the principal.
3. If the matter is not resolved or being adequately addressed, contact the parent relation member of the School Board.

The above procedure assumes parents will address needs which their children bring to them. If students themselves find the need to address matters to others beyond their parents and teacher, they would follow the same order as above.

## Section 16 • Getting Involved

### Parent Participation Program (PPP)

St. John is a small, private Christian school that relies on parents' time and talents to enhance and enrich students' learning experience. All families are encouraged to complete 40 hours of service during the school year. There are several ways to serve, either at school or from your home. If you are looking for ways to serve, please look in the weekly classroom newsletters, the *Eagle Express*, or speak with your child's teacher about opportunities that he or she may have. Remember, you can serve in other classrooms—even if you do not have a child in that room—or even do other work for the congregation! \$800 will be assessed to each family at the time of registration. As services are rendered, hours will be credited. Upon completion of hours, the \$800 fee (or prorated amount) will be credited to your FACTS account or by a check if FACTS was not used. This fee is not meant to be a burden but a means to offset the real-life cost of running a private school in order to keep our school affordable.

### Parent-Teacher Partnership (PTP)

All parents and teachers are welcomed members of the PTP. An executive committee has been set up within the PTP to help carry out the following objectives:

- To promote the Christian welfare of the children and youth in church, home, school, and community;
- To foster a Christian relationship among the congregation, pastors, teachers, students, and parents and to promote a spirit of pride in our school;
- To assist in the planning and organizing of special school activities; and
- To help establish an interesting and educational program for the members of the organization.

### Financial Support Opportunities

St. John School also welcomes financial gifts, which may be given to help support a specific program or to purchase “extras” for the school. Congregation members may give these gifts through the offering plate and receive credit on their offering statement. Others may direct their gifts through the office and request a receipt for tax purposes.

St. John also participates in several programs that help raise funds for our school. If you have questions about the following programs, contact the school office.

- Tuition Grant Fund
- St. John School Gift Account
- “RaiseRight” gift card program
- Seasonal Fundraising Opportunities

## **Section 17 • St. John Safe Child Program, Faith's Law, and Employee Code of Conduct**

### **St. John Safe Child Program**

"Let the little children come to me: do not stop them..." (Mark 10:14).

Our Lord and Savior loves children. He lived for them, died for them, and today he lives to offer them the blessings of his kingdom. He offers those blessings through faith in his promise. As the people and church of Christ, we share the heart of Christ: We love children with a love that wants them to know and trust the love and promise of Jesus. Therefore, we are committed to providing a caring and trustworthy environment for our children to learn of Jesus and to trust his way. We do this for the good of the children Jesus entrusts to us and for the glory of our Savior.

By implementing the St. John Safe Child program, our goal is to provide an environment where the children and youth of St. John Church and School are protected from incidents of misconduct or inappropriate behavior while our staff and volunteers are protected from false accusations.

For complete program information, please inquire with the office.

### **CODE OF PROFESSIONAL CONDUCT FOR SCHOOL EMPLOYEES**

Pursuant to Illinois' Faith's Law requirements, St. John adopts this Code of Professional Conduct for School Employees. The provisions below are contained in existing policies and rules for St. John employees but are restated as a Code of Conduct for School Employees to comply with the law.

#### **Educator Code of Conduct**

Pursuant to recent Illinois law, St. John adopts the relevant portions of the Illinois Educator Code of Ethics:

#### **Principle 1: Responsibility to Students**

- Educators are committed to creating, promoting, and implementing a learning environment that enables students to achieve their highest academic potential and succeed as responsible members of society.
- Educators are committed to embodying standards of professionalism in the learning environment by:
  - Respecting the inherent dignity and worth of each student by assuring that the learning environment is characterized by respect for each student;
  - Maintaining a professional relationship with students at all times;
  - Providing a curriculum based on high expectations for students;
  - Fostering in each student the development of attributes that enhance skills and knowledge necessary to be a contributing member of society.

## **Principle 2: Responsibility to Self**

- Educators are committed to establishing high professional standards and striving to meet those standards through their performance.
- Educators are committed to assuming responsibility and accountability for their performance and striving to demonstrate proficiency and currency in both content knowledge and professional practice by:
  - Developing and implementing personal and professional goals with attention to professional standards through a process of self-assessment and professional development;
  - Representing their professional credentials and qualifications accurately and;
  - Using sound professional judgment.

## **Principle 3: Responsibility to Colleagues and the Profession**

Educators are committed to:

- Collaborating with colleagues and other professionals in the interest of student learning and to meet state educational standards;
- Working together to create a respectful, professional and supportive school climate for educators to maintain their individual professional integrity;
- Seeking out and engaging in activities that contribute to the ongoing development of the profession;
- Encouraging promising candidates to enter the education profession and;
- Supporting the preparation, induction, mentoring and professional development of educators.

## **Principle 4: Responsibility to School Parents and Families**

Educators are committed to:

- Collaborating, striving to build trust, and respecting confidentiality with school parents and families
- Striving to develop and maintain professional relationships with school parents and families and;
- Promoting collaboration and supporting student learning through communication with parents and families.

## **Principle 5: Responsibility to the ISBE**

Educators are committed to:

- Supporting Administrative and School Codes, state and federal laws and regulations, and the Illinois State Board of Education's standards for highly qualified educators, as they apply to St. John School
- Providing accurate communication to the Illinois State Board of Education concerning all certification matters by:
  - Maintaining appropriate certification for employment and;
  - Complying with the state and federal codes, laws, and regulations, that apply to St. John School.



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### **Sexual Misconduct**

Our *St. John Safe Child Policy: For the Prevention and Reporting of Child Abuse*, prohibits child and sexual abuse of minors by all those who serve our children, whether called workers, employees, or volunteers. Pursuant to Faith's Law, St. John has amended its Safe Child Policy to add additional definition of acts constituting sexual abuse of a minor:

Sexual misconduct, defined by Faith's Law as any verbal, nonverbal, written, or electronic communication or physical activity directed toward or with a minor for the purpose of establishing a romantic or sexual relationship with the minor, including but not limited to a sexual or romantic invitation; dating or soliciting a date; engaging in sexualized or romantic dialog; making sexually suggestive comments that are directed toward or with a minor; self-disclosure or physical exposure of a sexual, romantic, or erotic nature; and/or a sexual, indecent, romantic, or erotic contact with the minor (Illinois' Faith's Law, Public Act 102-0676, (105 ILCS 5/22-85.5).

Grooming behavior, defined by Faith's Law and the Illinois Criminal Code as knowingly using a computer online service, internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, or performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, or another person believed by the person to be a child, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

### **Expectations of School Employees**

As stated in our *St. John Safe Child Program*, school employees are expected to maintain professional relationships and boundaries, recognizing the age and the developmental levels of the students with whom they interact.

These expectations are set forth in more detail in the *St. John Safe Child Program*.

### **School Employees are Mandated Reporters**

As stated in our *St. John Safe Child Program*, all St. John School employees shall report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services.

Pursuant to the Illinois Abused and Neglected Child Reporting Act, (325 ILCS 5/4), school employees are required to make a report suspected child abuse and suspected child neglect to the Illinois Department of Children and Family Services by calling the hotline number at 1-800-25-ABUSE (1-800-252-2873) whenever the employee has reasonable cause to believe that a child known to the employee in the employee's professional or official capacity may be abused or neglected.

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This requirement is contained in the following:

- *St. John Safe Child Program*;
- Illinois DCFS Acknowledgement of Mandated Reporter Status form;
- Illinois DCFS's Recognizing and Reporting Child Abuse: Training for Mandated Reporters

### **Employee Training Related to Child Abuse and Educator Ethics**

St. John requires its employees be trained bi-annually in their obligations as mandated reporters and in the *St. John Safe Child Program*.

### **Transporting a Student**

- All *St. John Safe Child Program* policies must be followed
- Can only be done with approval by the Administration
- Can only be done with a signed permission slip from a parent or guardian
- Is allowed in an emergency situation

### **Taking or Possessing a Photo or Video of a Student**

Taking and using photos/videos of students is only allowed for educational purposes, with student and parent/guardian consent, while abiding by student records laws, policies, and procedures.

### **Meeting with a Student or Contacting a Student Outside of the Employee's or Agent's Professional Role is Allowable Only When:**

- Inviting students who need additional instructional support to a classroom for such additional support
- Conducting one-on-one student conferences in a classroom with the door open
- Meeting with a student off campus with parent/guardian knowledge and/or permission, e.g., when providing prearranged tutoring or coaching services
- Limiting communication to what is necessary for educational and/or extracurricular activities
- Using St. John-approved methods for communicating with students
- Using Google Classroom or the Remind App for communication between students and teachers

### **Educators are Mandated Reporters**

School personnel (including administrators) are Mandated Reporters. Child abuse is the mistreatment of a child under the age of 18 by:

- A parent or their romantic partner
- An immediate relative or someone living in their home
- A caretaker such as a babysitter or daycare worker
- Any person responsible for the child's welfare, such as a health care provider, educator, coach or youth program volunteer

The mistreatment can either result in injury or put the child at serious risk of injury. Child abuse can be physical (i.e. bruises or broken bones), sexual (i.e. fondling or incest) or mental (emotional injury or psychological illness).

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Neglect is the failure of a parent or caretaker to meet “minimal parenting” standards for providing adequate supervision, food, clothing, medical care, shelter or other basic needs.

The Illinois Department of Child & Family Services Acknowledgement of Mandated Reporter Status form must be completed by all Mandated Reporters upon employment.