

Table of Contents

STATEMENT OF PURPOSE	2
SPIRITUAL, SOCIAL, MENTAL, AND PHYSICAL DEVELOPMENT	2
SCHOOL ADMINISTRATION	3
THE TEACHER’S CALL	3
HOME, SCHOOL, AND CHURCH	4
PROCESS FOR RESOLVING ISSUES	5
ENROLLMENT POLICY	5
ENROLLMENT PROCEDURE	6
CURRICULUM	7
ATHLETICS/EXTRA CURRICULAR	7
TUITION AND FEES	7
ATTENDANCE	7
HEALTH	7
EXCUSES/ABSENCES	8
TARDY/EARLY DISMISSAL	8
TRANSPORTATION	9
SCHOOL CANCELLATION	9
DISCIPLINE	9
TERMINATION OF ENROLLMENT	9
DRESS CODE	10
RESPONSIBILITY BEFORE AND AFTER SCHOOL ACTIVITIES	10
LUNCH PROGRAM	10
EDUCATIONAL AIDS FOR PUPILS ATTENDING NONPUBLIC SCHOOLS	10
LIBRARY	11
CELL PHONES AND ELECTRONIC DEVICES	11
TOYS AND PERSONAL POSSESSIONS	11
GUIDELINES FOR CHILDREN’S USE OF BUILDING AND GROUNDS	11

STATEMENT OF PURPOSE

The purpose of St. John's Evangelical Lutheran Christian Day School (CDS) is to help parents with the Christian Education of their children, to the end that they may be faithful and well-trained disciples of the Lord and Savior, Jesus Christ. Children need to be trained in the way they should go, namely, in the Lord's way (Proverbs 22:6). Therefore, they need the correction, guidance, discipline, security, and encouragement that only the Bible – God's inspired and inerrant Word – can give. Our goal is not chiefly to produce "smart" children; rather, we want to make them "wise for salvation through faith which is in Christ Jesus" (2 Timothy 3:15) and encourage them by this same wisdom to serve their God and their neighbor all their earthly lives.

SPIRITUAL, SOCIAL, MENTAL, AND PHYSICAL DEVELOPMENT

Specifically, our objectives for our students may be stated as follows:

1. In the area of spiritual development, we want our students to:

- a. understand themselves in relation to the two chief doctrines of Holy Scripture – Law and Gospel/Sin and Grace;
- b. have a working knowledge of the Bible, so that they may feel comfortable in handling, reading, and meditating upon it;
- c. have a knowledge of God and respect the absolute authority of His Word – the Bible;
- d. feel certain of God's love and forgiveness for them in Christ;
- e. feel secure in the care and protection of God in all the trials of this life;
- f. make the fullest use of the gifts God has given each of them;
- g. develop a daily prayer life; and
- h. face the future with confident hope that any day the Lord shall return to take His children home.

2. In the area of social development, we want our students to:

- a. recognize that every other individual is also an object of God's love in Christ;
- b. realize that they are truly their "brother's keeper" and as such, ought to show consideration, understanding, tolerance, admonition, and love toward others;
- c. be forgiving, since they have been forgiven for Jesus' sake;
- d. respect the individuality and privacy of their peers;
- e. realize that Christian service and love toward others is a fruit of true faith in Christ; and
- f. be aware of their responsibilities as witnesses concerning the only Savior of mankind.

3. In the area of mental and physical development, we want our students to:

- a. realize that they have been redeemed with the precious blood of God's own Son;
- b. honestly recognize their mental and physical limitations, as well as their individual gifts and potential abilities, as part of God's plan for them;
- c. understand their importance as a functioning member of Christ's Body – the Church;
- d. know that their own bodies are a "temple of God", and in line with the concept, practice those mental and physical health habits that reflect the dedication of one's entire being to God;

- e. practice, with the help of God, such discipline and balance that they may look at life with a feeling of security and confidence in spite of frustrations and even failures; and
- f. develop their individual physical and mental abilities and talents in every area possible as gifts of God to be used to the fullest possible extent.

SCHOOL ADMINISTRATION

St. John's Evangelical Lutheran Church (St. John's) is the sponsor of our CDS and is responsible for the welfare of both faculty and students. The School Board consists of three men elected by the congregation, whose task it is to develop the policies under which the school is run. The welfare of the teachers and students is part of their concern. The duties of the School Board are listed in the congregation's constitution.

School Board

Jim Kazemba (507-360-3655; jkkazemba@mvtvwireless.com)

Lloyd Kalfs (507-329-0273; kalfs.lloyd@gmail.com)

Steve Winters (507-360-4673; swinterswoods@outlook.com)

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Pastor Samuel Rodebaugh (414-534-7279; sam.rodebaugh@gmail.com)

Lana Strike, Upper Grades (507-360-9491; plstrike7@aol.com)

Ruth Eigenberg, Lower Grades (507-360-7225; jreig12@gmail.com)

Lori Ruthenbeck, Part-time teacher (507-329-5239; ruthenbeck6@aol.com)

Jill Liepold, Part-time teacher (507-822-2208; jillliepold@gmail.com)

St. John's has two called full-time, and two part-time teachers for grades K-8. Others have volunteered their services in various capacities. Our teachers and staff are responsible to the School Board and the members of St. John's congregation.

THE TEACHER'S CALL

Every Christian has the call to preach the Gospel. The public ministry is another matter. The public ministry is carried out on behalf of the Lord our God and in the name of fellow Christians in the areas of responsibility prescribed by them.

The call may be extended only to those sharing the same confession. The call is not a contract. In a call, God confers the ministry on a person. A call is in effect until God decides otherwise. The diploma of vocation outlines the area of work and what the called person is obligated to do. It also outlines what the congregation is obligated to do for the called person. The relationship of the teacher and congregation is one of love.

1. In extending a call to a teacher, the congregation solemnly obligates the teacher to:

- a. teach the students in the spirit of the Gospel in the area of learning called to teach;
- b. maintain Christian discipline in class and to assist in maintaining Christian discipline in the school;
- c. serve the congregation as an example of Christian conduct;
- d. endeavor earnestly to live in Christian harmony with the Pastor and staff; and

- e. submit to the supervision of the Pastor, School Board, and others who are responsible for the conduct of the school, and with the help of God, do everything within the limits of the call for the general advancement of the Kingdom of Christ.
- f. encourage the proper concern for Christian education inside and outside the congregation, especially by gaining pupils for the Christian Day School and pointing out its benefits; and
- g. be a good caretaker of the teacherage property, with the assistance of the Trustees as necessary.

2. In extending a call to a teacher, the congregation solemnly promises to:

- a. receive the teacher as a servant of Jesus Christ for their children and to accord the teacher the honor and love which they owe the teacher as a servant of Christ;
- b. support the teachers' work among the congregation with their prayers and personal assistance;
- c. send our children to school punctually and regularly;
- d. aid the teacher in maintaining proper Christian discipline; and
- e. provide for the teachers' proper maintenance according to the congregation's ability and in compliance with the Word of God and to pay the teacher a salary promptly and regularly.
- f. encourage the proper concern for Christian education inside and outside the congregation, especially by gaining pupils for the Christian Day School and pointing out its benefits.

HOME, SCHOOL, AND CHURCH

Our School Board, teachers, and Pastor ask all parents to take an active part in the education of their children, as the Lord commands in Ephesians 6:4, *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* Cf. also Deuteronomy 6:5-7. We anticipate and expect the full support of the parents in helping their children attend church regularly. We seek to instill in our children love "for preaching and His Word." We expect parents to demonstrate this love by their example.

Report cards are sent home periodically. If a child is working below his or her ability, a notice will be sent home prior to the report card date. Meetings will be held with the parents in connection with the report cards whenever it is necessary. These serve to bring school and home closer together in working out problems and fulfilling the task of educating the child.

The following report card grading system will be used in grades 1-8:

98-100	A+	73-77	C
93-97	A	70-72	C-
90-92	A-	68-69	D+
88-89	B+	63-67	D
83-87	B	60-62	D-
80-82	B-	0-59	F
78-79	C+	I	Incomplete

Please keep in mind that a report card is an individual report. The Lord has blessed all students in individual ways. He does not expect them all to be “A” students. He does, however, expect them all to use their abilities faithfully. We ask parents to evaluate each report card carefully and to discuss it with their child for the purpose of encouraging faithfulness in school work. If a problem arises, the parent should contact the teacher directly.

PROCESS FOR RESOLVING ISSUES

“Let all things be done decently and in order.” 1 Corinthians 14:40

1. Process for resolving issues at school

- a. Concerns that affect individual students (homework, discipline, etc.), the parent should:
 - i. First, speak with the teacher
 - ii. Then, speak with the principal
 - iii. Then, speak with the Pastor and principal;
 - iv. Finally, address the matter to the School Board
- b. Concerns that affect the entire student body (e.g. policy decisions) or when one or more parties disagree on an issue affecting the entire student body:
 - i. The responsibility for making decisions rests with the School Board, for it is:
 1. elected to function for the congregation, and is
 2. accountable to the congregation.
 - ii. The School Board needs to make a decision that is:
 1. in accord with Scripture and the Constitution of St. John’s, and
 2. is in the best interest of the church and school, after considering pertinent information (which includes faculty consultation and parental concerns).
 - iii. The School Board’s decision should be presented to the school parents.
 - iv. The School Board’s decision should be reported at the voters’ meeting.

2. Process for resolving disagreements over the decisions made above:

- a. Disagreement with the School Board should be handled by:
 - i. addressing the School Board (set up a personal meeting with the School Board) or
 - ii. meeting with the School Board and chairman of the congregation
- b. If there is still disagreement with the School Board’s decision, the matter should be settled by a majority vote in the voters’ meeting

ENROLLMENT POLICY

All children of our CDS are encouraged to enroll in our school. Children enrolling in kindergarten must be five years old on or before September 1st. Those entering Grade One must be six years old on or before September 1st.

As space and circumstances permit, we also welcome the children of those who are not members of our church and whose parents are willing to place them under our spiritual care. We are always thankful for the opportunity to share with others that which our Lord has so generously given us. “Under our spiritual care” means that these children are expected to take part in all religious teaching in our school, and to attend our special church services regularly. The children will be under our spiritual care only during the school day.

We do not require that non-member parents/legal guardians join our church. However, we strongly encourage them to join the child in the attendance of our church with the aid of our Pastor so that they might better know and understand what their children are learning at school; and if the Holy Spirit leads them to **agree with** our religious teachings, to become members of our congregation.

Parents/legal guardians are expected to take sufficient interest in our school so that every effort is made to help the children learn that which is expected and to encourage them to do their very best to attain a good education.

Our school is not equipped to handle every special student. There may be some who present particular difficulties which place them beyond the scope of our staff and facilities. The School Board reserves the right to deny enrollment in such cases.

It should also be noted that all scriptural directives relating to the nature and scope of the call of a Christian congregation will be observed by staff and students as the Lord grants His enabling grace.

ENROLLMENT PROCEDURE

To enroll a student who is a member of St. John's, the parents/guardians need to contact the school principal. After reading this booklet and meeting with the principal, the student's name will be given to the classroom teacher to add to the home call list.

To enroll a student who is not a member of our congregation, the parents/guardians need to contact the school principal and read this booklet. Then, the following steps are in order:

1. A meeting with the school principal about the school itself.
2. A meeting with the pastor of St. John's to discuss the spiritual character and doctrinal position of our church and school, relative to its impact on the student.
3. Must provide copies of transcripts from the previous school for review by the teacher/principal.
4. If finances are a problem, a meeting with a member of the School Board may be scheduled.

When the above steps have been completed, and all is positive, the student will be considered enrolled and the classroom teacher may make a home visit. An Initial Registration Form, signed by the necessary people, will guide the applicant through the registration process.

The following forms must be completed to finish the enrollment process:

1. Student Registration Form (one per pupil)
2. Pupil Request Form (one per pupil) for participation in Educational Aids for Pupils Attending Non-public Schools
3. Health information – either:
 - a. Annual Health Census (one per child)
 - b. Immunization Record/Per-School Physical History (one per pupil enrolling in Kindergarten or a Minnesota school for the first time)
4. Home Language Questionnaire (one per pupil enrolling in Kindergarten or a Minnesota school for the first time)
5. Initial Registration Form (if enrolling at our CDS for the first time)

CURRICULUM

Our curriculum meets, or exceeds, the academic requirements of general education. In addition, our curriculum emphasizes Christ and God's saving love. Academic classes taught include: reading/literature, language, spelling arithmetic/mathematics, social studies/history, science/health, physical education, music, handwriting, art, and computer keyboarding. Religious classes include: catechism/doctrine, memorization, Bible history, and hymnology.

ATHLETICS/EXTRA-CURRICULAR

Our public school district superintendent and school board have been very cooperative in this area. CDS students (grades 5-8) are able to participate in the public school athletic programs, as well as in band and other activities as long as they meet HLO academic and other requirements. Students who desire private lessons, however, may need to contact an instructor on their own.

TUITION AND FEES

1. There is a \$50 tuition fee for those students who are members of St. John's. Parents of these students are also encouraged to support our CDS with their prayers, special offerings, and labors, as the Lord enables them.
2. Tuition for non-member students is \$500 per year for the first child of a family and \$250 per year for each additional child. One half of the tuition is payable in advance of registration. The balance is due January 1. Tuition for Kindergarten is one-half of the grade 1-8 student rate.
3. All tuition and fees are nonrefundable.

ATTENDANCE

St. John's seeks to partner with families to provide a quality education for students. Attendance plays a critical role in the school's ability to identify and meet each individual's understanding of essential academic material. Although students who are absent can make up missing assignments, our curriculum is not designed to fit all learning into the context of these assignments alone. There is a great deal of learning that is irretrievably lost each day a student is not in attendance. Please avoid scheduling family trips during school time. There are many instances when school is not in session to plan these trips.

Students missing 2-4 hours of a school day will receive a half day's absence. Students missing more than 4 hours of a school day will receive a full day's absence. Students are not to have more than 15 absences per semester. Students who are not in attendance for the minimum number of days will need to have their parents schedule a meeting with the teacher and principal to discuss the situation.

HEALTH

In order for a child to enter school, the necessary immunization forms must be completed, signed, and on file prior to admission. Our school receives public health services through Cottonwood-Jackson Community Health Services (similar to those offered for public schools). Parents are urged to keep their children home when they are ill, for the sake of the child, classmates, and the teachers.

When a child complains of not feeling well on a school day, a decision must be made as to whether the child stays home or goes to school. Guidelines that may be helpful are listed below:

- A fever of 100 degrees or more. A fever is a warning sign that all is not well with the body. A child must be fever free for 24 hours before returning to school.
- A child vomiting or having diarrhea should be kept home and not return to school until symptom free for 24 hours.
- A rash may be the first sign of one of childhood's many illnesses. Do not send a child with a rash to school until your doctor has said that it is safe to do so.
- A communicable disease: pink eye, chicken pox, impetigo, etc. If your child has a communicable disease, please contact the school. The student can return to school after being cleared by a physician.
- If your child receives medication from the physician for a communicable disease, the school requires that the child has been on the medication for 24 hours before returning to class.

Parents will be contacted if their child becomes ill or injured at school to determine the next steps of care.

EXCUSES/ABSENCE

Parents/guardians should notify the school by phone no later than 7:45 a.m. on the morning that a student will be absent (notifications from siblings will not be accepted). Absence due to sickness may need to be explained in a signed note at the discretion of the teacher. Absence for reasons other than illness should be discussed with the teacher in advance so that homework and lessons may be given to the student in advance. Known absences of five or more days need to have approval of the school board before the absences occur.

TARDY/EARLY DISMISSAL

To help ensure the safety of our students, the doors of our school will be locked during the school day. Doors will be unlocked during student arrival time beginning at 7:40am. Students are expected to be ready to begin the day at 8:05am, at which time the doors will be locked. Please allow your child(ren) enough time to be settled in at school before the start of our day. In the event of a late arrival, the principal is to be notified no later than 7:45 a.m. Habitual tardiness will be dealt with on a case-by-case basis. The principal will first meet with the parents. If the problem is not solved, the next step is to involve a School Board member. The next step would be to involve a School Board member and the Pastor. Every five tardies in a semester will equal one absence.

Early dismissal from school, other than illness or family emergency, should be reported to the principal the day prior to the absence. Students will be responsible for any class work that is missed due to an early dismissal. Those early dismissals that are not reported will be treated as unexcused tardies. In the case of after school extracurricular or sports, teachers may refuse an early dismissal if it is not reported as described above.

TRANSPORTATION

Students of our CDS may use the Heron Lake-Okabena (HLO) public school buses for transportation to and from school. Parents of students outside HLO may arrange a location on the edge of the district as a pickup point. Adjoining school districts are required by state law to pay for the costs of transporting students to the edge of the HLO district.

SCHOOL CANCELLATION

Closing and late-start determinations made by the public school district superintendent and busing authorities shall apply to our CDS. Notification of school closing or late starts due to inclement weather will be communicated by the student's teacher.

DISCIPLINE

The faculty of our CDS will carry out the education and discipline of its students according to the biblical standards of Christian love. Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school property and while attending or engaged in school activities.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which (1) disrupts or interferes with the educational program, (2) disrupts the orderly and efficient operation of the school or school activities, (3) disrupts the rights of other students to obtain their education or participation, or (4) interrupts the maintenance of a disciplined atmosphere.

1. The teacher will handle most normal and routine discipline and enact reasonable discipline. The teacher will also notify the parents when such notification is appropriate.
2. When, by the determination of the principal, a serious infraction has been committed, the School Board will become involved. Serious infractions include, but are not limited to: disrespect for the teacher, violent behavior, obscene language or conduct, bullying classmates, and so forth. The punishment for the first serious infraction will be a one-day, in-school suspension. The parents of the student will also be required to meet with the teacher and a representative of the School Board to discuss the infraction.
3. The second infraction of a serious nature will result in a two-day suspension from school. The parents will be required to meet with the teacher, School Board, and Pastor before the student can return to classes.
4. If there is any further serious infraction, discipline will be determined by the School Board in consultation with the teacher. This discipline may include expulsion.

TERMINATION OF ENROLLMENT

A student's enrollment in our CDS may be terminated at any time when:

1. the student is considered by the School Board to be a detriment to our school or student body;
2. the faculty and/or School Board conclude that our program is no longer serving as a benefit to the student; or
3. financial arrangements are not kept current or are disregarded.

DRESS CODE

Proper personal appearance is conducive to a business-like attitude toward learning. Students need to be dressed in a modest manner that is in good taste.

1. The faculty or the School Board reserves the right to counsel any students or parents regarding inappropriate or immodest dress or unacceptable hygiene and grooming.
2. Students are not to wear clothing with inappropriate wording, emblems, or designs during the day or while attending school-sponsored activities.
3. Tattoos, male earrings, inappropriate body piercing, and the like are not allowed.
4. Parents are asked to provide an inexpensive pair of “indoor” shoes to be worn by their child while they are in the school building. Students need to have a pair of laced shoes for outside recess.
5. Shorts of an appropriate length will be allowed during the months of August, September, and May, provided the student has a pair of pants in his/her locker in the event there is a cold day during these months.
6. A student’s hairstyle must be clean, neat, without permanent coloring, and demonstrate good grooming.

Students must have warm clothes including coats, snow pants(lower grades), boots, hats, mittens, etc., to wear when it is cold outside. Students will play outside during the recess break unless the wind chill factor is below 0. Students who are properly dressed will be allowed to play in the snow.

RESPONSIBILITY BEFORE AND AFTER SCHOOL ACTIVITIES

Students are not authorized to leave the school grounds during the school day, except for school-sponsored activities. Because of this, parents shall assume all responsibility for their children when the children are off school property for activities which are not sponsored by our CDS, whether before, during, or after the school day. Once a school activity has ended, the parents/guardians are responsible for the student and for any activity that may take place after the school activity.

LUNCH PROGRAM

Our CDS will participate in the government hot lunch program, administered at the HLO High School. Information about free and reduced price lunches will be provided to parents/guardians by the HLO public schools administrative office.

EDUCATIONAL AIDS FOR PUPILS ATTENDING NONPUBLIC SCHOOLS

The State of Minnesota has authorized local public school districts to loan and/or provide certain materials and services to pupils enrolled in nonpublic schools within their districts, so that these pupils can share educational benefits provided to public school pupils by the State of Minnesota.

1. The first area is “textbooks, standardized tests, and individualized instructional materials” for all students.
2. The second area is “district pupil health services” and includes the nursing service provided by District 330 for all students.

LIBRARY

St. John's maintains a library for our CDS. The library is to be used by the school students under the guidelines developed by the school faculty and staff. We welcome donations of books to our CDS library. All donated books are subject to approval by the School Board.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones may not be used at school during the school day. Phones may be kept in the student's locker until the end of the day. Any electronic devices (aside from those needed for medical reasons) used without permission during the school day will be given to the principal to be returned to the student at the end of the day. St. John's is not responsible for damage to or theft of electronic devices brought to school.

TOYS AND PERSONAL POSSESSIONS

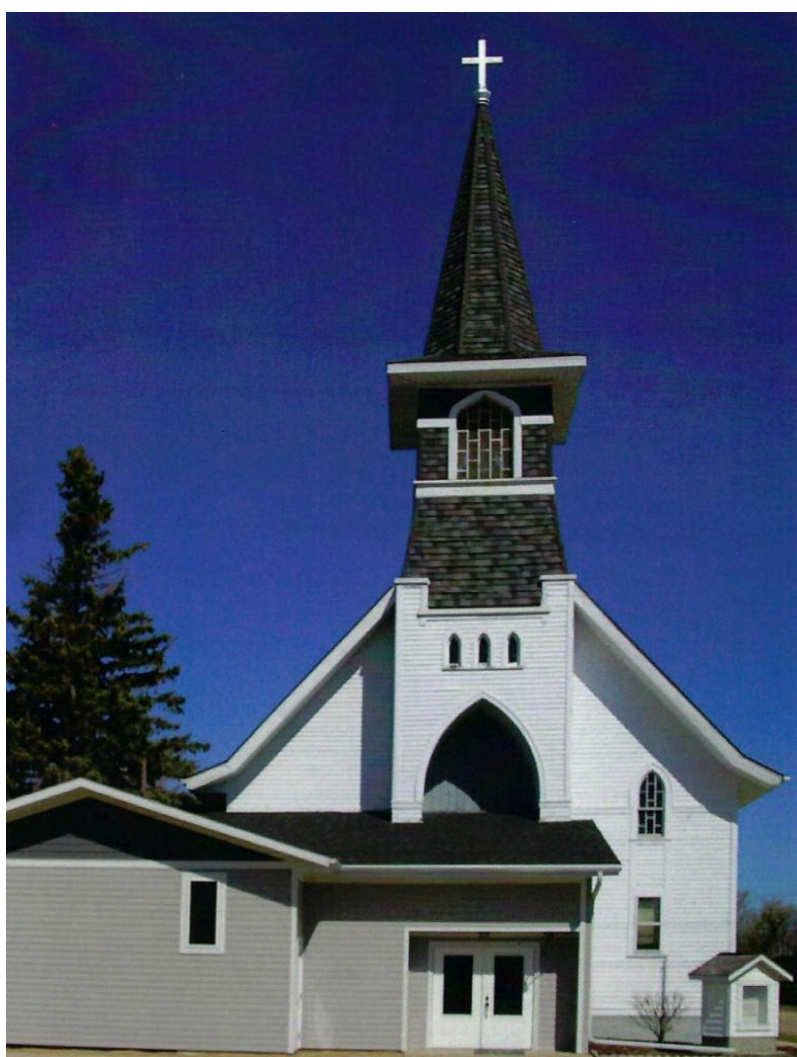
When personal possessions are brought to school they tend to get damaged, lost, or stolen. Children may not bring toys or electronic devices to school unless they have prior permission from their teacher or principal. Various cards may be shown but not traded by students. Toy weapons may not be brought to school. Any items brought to school for before or after school use must be kept in the student's backpack or locker.

GUIDELINES FOR CHILDREN'S USE OF BUILDINGS AND GROUNDS

Children are expected to:

1. Walk quietly in the building.
2. Enter the school building promptly on arrival, drop off belongings in your locker, then go immediately to your classroom.
3. Help keep the building and grounds clean by picking up trash and litter.
4. Watch events scheduled in the building instead of running around in other parts of the building or sanctuary.
5. Refrain from chewing gum or eating candy during the school day, unless given permission from the teacher.
6. Refrain from throwing snowballs, shoving, tackling wrestling, etc. at any time during the school day.
7. Refrain from bringing matches, knives, squirt guns, real weapons to school.
8. Pay for the cost of repairing or replacing school property if it is carelessly or maliciously damaged or destroyed.

St. John's Evangelical Lutheran Christian Day School Handbook



2026-2027 School Year