

# AUGUST 2023

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

# OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

# DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

# St. John's Lutheran School

# 2023/2024 Calendar

Board Approved 06/13/2022

Teacher report August 7<sup>th</sup>  
Students report August 10<sup>th</sup>

## Holidays/Breaks/Prof Dev

Sept 4 Labor Day  
Sept 22 Lutheran Conf  
Oct 6 P/T Conf  
Oct 19-20 Fall Break  
Nov 20-24 Thanksgiving  
Dec 18-Jan 2 Winter Break  
Jan 3 In-Service  
Jan 15 MLK Jr Day  
Mar 15 P/T Conf  
Mar 18-22 Spring Break  
Apr 19 Good Friday  
May 21 Last Day  
May 22 Records Day

Students out of School

Teacher Prof Days

## 1<sup>st</sup> Semester

Instructional Days 83  
Professional Days 4  
87

## 2<sup>nd</sup> Semester

Instructional Days 92  
Professional Days 3  
95

Total 182

# JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18/25	19/26	20/27	21/28	22/29	23	24

# MARCH 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

# APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



## A Letter for Our Pre-School Families:

We are very excited to begin our 2023/2024 school year! The joys of greeting returning students and the adventure of making friends with our newest students is always a treat and we can't wait to get started.

Before we kick off our school year, we would like to remind our Pre-K parents of our potty-training policy. Our Handbook states that all three-year-olds attending our Pre-K program must be fully potty-trained before they can join us at St. John's. This has been a policy that has been overlooked in the past and because of that, our teachers spent more time changing pull ups than focusing on the students and their activities.

We do understand that accidents happen and will be prepared for such incidents, but we ask that as the summer continues you and your little one work on using the potty and washing hands. If diapers or pull ups are still required for any children over the age of two, they will not be accepted for the Fall Semester.

If you have any questions regarding this policy, then please do not hesitate to call. We hope you have a wonderful summer and we look forward to seeing you in the Fall.

Best Regards,

Principal Richards

405.794.8686

[lrichards@sj-ts.org](mailto:lrichards@sj-ts.org)

## **Preschool-Kindergarten drop off/pick up procedures**

### **Preschool & Kindergarten Drop off Procedure**

1. From 8:15-8:30 am parking lot drop off procedure will begin. Enter through the main entrance with blue card visible to staff member on duty. A sign with color coded arrows, near the main entrance, will assist in directing cars according to their colored card provided; Example: **Blue=Preschool through Kindergarten; Red=1<sup>st</sup>-8<sup>th</sup> Grade.**)
2. Park in the school parking lot
3. Escort your child through the west doors (main doors).
4. Upon entering the building sign in your child. Escort them to the gym to the staff member on duty.
5. Exit through the Pre-k/Kindergarten exit.

### **Preschool & Kindergarten Pick up Procedure**

1. From 3:30-3:45 pm parking lot drop off procedure will begin. Enter through the main entrance with blue card visible in windshield. A sign with color coded arrows, near the main entrance, will assist in directing cars according to their colored card provided; Example: **Blue=Preschool through Kindergarten; Red=1<sup>st</sup>-8<sup>th</sup> Grade.**)
2. Park in the school parking lot
3. Walk in through the west doors (main doors).
4. Upon entering the building you will sign out your child and escort them to your vehicle.
5. Exit through the Pre-k/Kindergarten exit.

**\*SJLS Staff will be waiting at the west entrance doors to ensure your child's safety upon leaving the school.\***

### **Parents with children in Pre-K/Kindergarten and 1<sup>st</sup> - 8<sup>th</sup> Grade**

Parents with children in this category will **follow the Preschool/Kindergarten drop off/pick up procedures.** The student in the 1<sup>st</sup>-8<sup>th</sup> Grade will walk to their siblings Pre-k/Kindergarten class and wait for their parent.



## SJLS DROP-OFF/PICK-UP PROCEDURE



This is our traffic flow chart for Drop-Off and Pick-Up. The [REDACTED] is for our Elementary students. Parents/Guardians will drop them off at 8:15am – 8:30am in the alley between the school and the church and pick them up in the same place from 3:30pm – 3:45pm. Then they will exit out through the church parking lot.

Preschool will follow the [REDACTED] line. Parents/Guardians will park in our lot, bring their littles inside, sign their child IN, then exit our lot going past the big playground. Pick up will be the same. Please do not forget to sign your children In & Out on the daily sign-in sheets.

# St. John's Lutheran School

## School Map & Key

★ Front Door

☙ Storm Shelters

6 Library

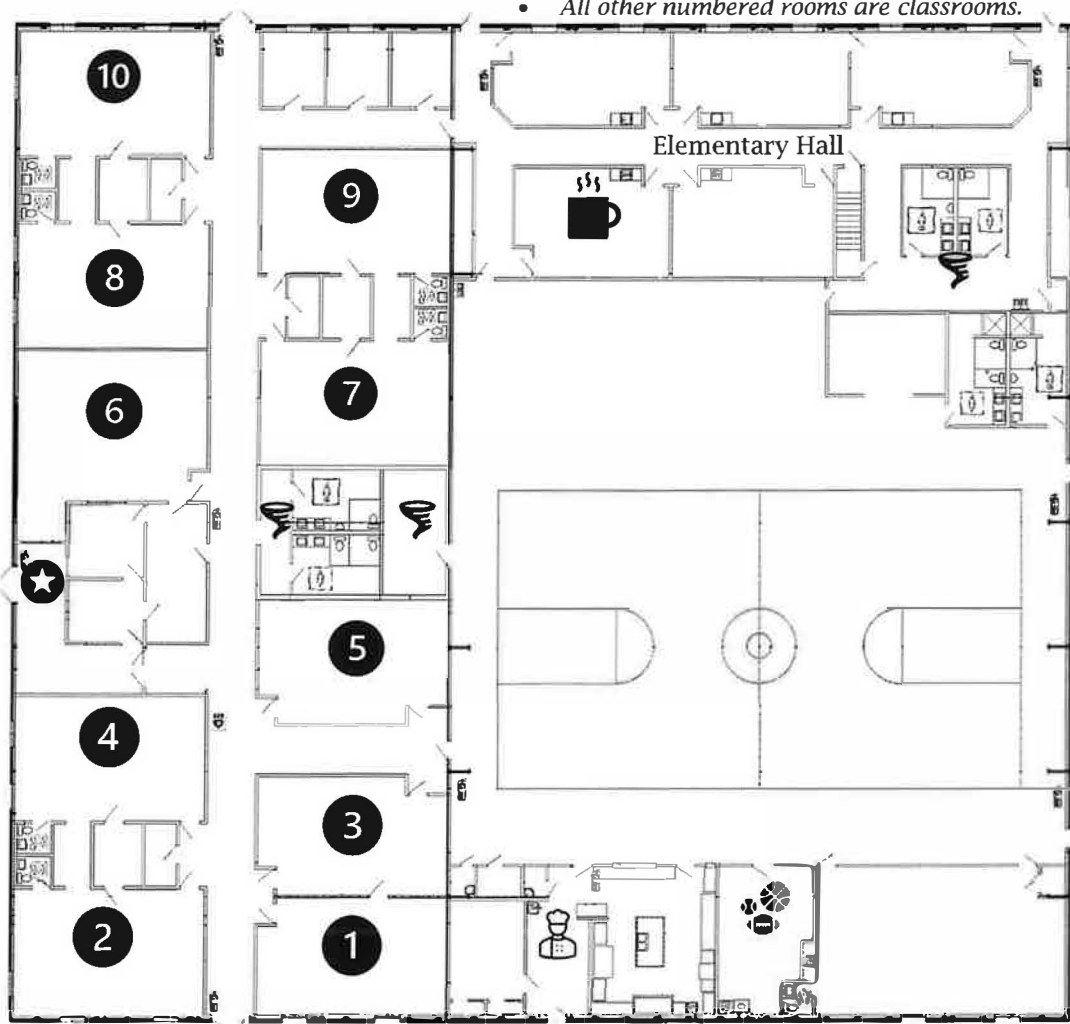
5 Sensory Room

☕ Teachers' Lounge

👨‍🍳 Kitchen

🏋️ Gym Equipment Storage

• All other numbered rooms are classrooms.





## St. John's Lutheran School's Knights Code of Chivalry

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1. Respond to adults with "Yes, ma'am" or "No, Sir"
2. Make eye contact when someone is speaking
3. Congratulate the winner or when someone does something well
4. Respect other students' comments, opinions, and ideas
5. If you win, do not brag. If you lose, do not show anger
6. Cover your mouth when you cough or sneeze and say excuse me
7. Do not show disrespect with gestures
8. Always say thank you when given something
9. When you receive something, do not insult the gift or the giver
10. Surprise others by performing random acts of kindness
11. Do not ask for a reward for doing what is expected of you
12. After dining in the cafeteria or elsewhere, be responsible for your trash
13. When meeting new people, shake hands and repeat their name
14. When offered food, take only your fair share
15. If someone drops something and you are close to it, pick it up
16. Hold the door for people other than letting it close on them
17. If someone bumps into you say excuse me, even if it was not your fault
18. On a field trip, enter the building quietly
19. On a field trip, compliment the place you are visiting
20. During an assembly, do not speak or call out to friends
21. While in the hall, keep quiet. Others are trying to learn
22. Treat others how you would like to be treated
23. Never be afraid to ask for help
24. Listen to your teacher – they are there for you
25. Never forget: mistakes are proof of learning.

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# St. John's Lutheran School

## UNIFORMS

We are going to implement a new uniform policy for our Elementary students but still want to keep it easy and affordable for our families. These items can be purchased from any store - we have no preferred brand. All we ask is that the clothing and colors follow our guidelines.

Tops will be collared polos in white, red, black, or grey. Sleeve length does not matter as long as sleeves are present.

Cardigans are acceptable when weather permits. Bottoms will be khaki or black and be pants, Bermuda shorts, skirts, or skorts. Jumpers and uniform material dresses are also acceptable.

There will be no denim, no jeggings, no leggings, nothing made of clingy or stretchy material, no t-shirts, and nothing with a logo or picture. We want our students to come to school clean and polished and ready to learn.

We take pride in being a Christian private school and it is time our students' outsides reflected that.







# St. John's Lutheran School

## ILLNESS POLICY

We at St. John's are honored that you have chosen us for your child's educational and developmental needs. When they are here, we take our responsibility to keep the children in our care safe and healthy very seriously. St. John's closely monitors our students in attendance to assure that they are aware and able to participate in daily activities. Together, we can prevent illness by teaching children healthy habits and keeping them home while they are ill.

In accordance with the Oklahoma Department of Health and the Department of Human Services, children will be excluded from school with the following signs and/or symptoms, unless a written Return Authorization from a licensed physician states a child does not require exclusion;

- Fever, defined as 100.3 degrees or higher
- Severe pain or discomfort particularly in joints, abdomen, or ears
- Vomiting and/or diarrhea
- Persistent, severe coughing
- A sore throat with a fever and/or swollen glands
- Jaundice (yellow) skin or eyes
- Eye discharge, defined as thick mucous or pus draining from the eye
- Undiagnosed skin patches/lesions or severe itching of the body and/or scalp
- Difficult or rapid breathing
- Undiagnosed body rash or body parasites
- Swollen joints, visibly enlarged lymph nodes, or stiff neck
- Blood/pus from ears, skin, urine, stool
- Unusual appetite, or confusion
- Symptoms of chicken pox, impetigo, lice, scabies, measles, pink eye or strep throat



- Signs or symptoms of possible illness such as lethargy, irritability, persistent crying, or any other unusual signs until a medical evaluation allows inclusion

St. John's is a licensed facility for child care and is not equipped to care for ill children. We understand that missing work can be difficult and an inconvenience, it is vital that sick children stay home. If a child is sick when they arrive, we will not be able to accept them into our care. If a child becomes sick during the day, a parent will be advised immediately and asked to pick their child up.

**Children who are sent home due to illness may not attend the following day.** Signs of the child's illness must be gone for 24 hours before they can return. The only exception will be if a doctor has seen the child and has indicated in writing that the child does not represent a health threat. In the event that we are notified of a confirmed communicable disease exposure or infestation, we will post a notice on our front door and send a message out via Remind.

The following information is to be used as a general guideline when determining if your child should be excluded from care.

ILLNESS	CAN MY CHILD COME TO SCHOOL?
Fever - any fever above 100.3 degrees	Must stay home until fever has been gone for 24 hours without the use of fever-reducing medications.
Pink Eye	Must stay home and be on doctor prescribed medication for 24 hours before returning. There must be no eye discharge.
Diarrhea and/or Vomiting	Must be symptom free for 24 hours without the use of symptom masking medication.
Strep Throat	Must stay home and be on doctor prescribed antibiotics for at least 24 hours.
Hand, Foot and Mouth	Must stay home until all blisters have scabbed over. Can not return if blisters or sores are present in mouth or if rash/blisters are spreading. (Typically 2-3 days)
Cold - CLEAR runny nose without any other signs of illness	As long as child is comfortable, able to participate in all activities with no exclusions and feels like attending school, they may come.
Flu (body aches, fever, vomiting, diarrhea, chills, etc.)	Child must stay home for at least 24 hours after all symptoms have stopped. Must have physician Return Authorization to return to school.

Discolored discharge from nose	Must stay home for at least 24 hours after receiving doctor prescribed medication. May return sooner if physician signs Return Authorization stating that child poses no risk to others.
Croup	Must stay home until a physician provides a Return Authorization.
Lice	Must stay home until all louse and nits are completely gone. May require a release from a certified professional stating child has been checked out and is louse and nit free.
Other rashes, blisters, etc	Contact your physician for proper diagnosis. Child will not be permitted to return to school without a physicians Return Authorization stating the rash, blisters, etc are not contagious. Never send your child to school with an unidentified rash.

The PALS origination here at St. John's Lutheran School is here to support the wonderful teachers and staff that spend so much of their time educating our children. We also handle the events that raise money to help benefit the school.

In the past, PALS funds have purchased supplies for the teachers, a school van, the LED sign along the road, and completed work on the HVAC system.

***We need our parent's support to make all this happen!***

PALS only meet *1 day a month for about an hour*. We do multiple fundraisers throughout the year and a PALS Snack Day on the last Friday of every month. Please fill out our Getting to Know You page and return to the Front Office to sign up for our monthly newsletter and receive fundraiser and meeting information!

For more information please contact our Front Office @ 405-794-8686.



## **P**arents **A**nd **L**utheran **S**chools

# P.A.L.S

## getting to know you!

Name\_\_\_\_\_

Student Name\_\_\_\_\_

Homeroom\_\_\_\_\_

Occupation\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_

### Fundraisers You Might Be Interested In:

- ☐ **Candy Bar Sale** (Before and After School)
- ☐ **Christmas Store** (8AM to Noon)
- ☐ **Valentine Gram Sale** (Before and After School)
- ☐ **Valentine Gram Assembly** (8AM to 1:30PM)
- ☐ **Valentine Gram Delivery** (1:30PM)
- ☐ **Scholastic Book Store** (Before and After School)
- ☐ **Spring Fling Auction**
- ☐ **Snack Days** (1:30PM)