

St. John's Lutheran School



Parent & Student

Handbook

Our Mission:

Through our School Ministry, we:
Educate with quality Christian Academics,
Evangelize to the community in a Christ-centered environment &
Enrich families, the church & the community.

Our Purpose:

Is to create an educational environment where a child's growth is centered on serving as a disciple of Jesus Christ in all aspects of their lives, all in accordance with the Confessional Standard of the Lutheran Church – Missouri Synod.”

Our Philosophy:

St. John's Lutheran School is centered on the belief and practice to educate, evangelize, and enrich the community around us. Our school serves as a beacon of hope, committed to an ongoing partnership with all students, parents, and volunteers within our community.

We believe that:

- Anyone who shares the same commitment to our mission and purpose is considered part of our SJLS family.
- All members of our SJLS family are valuable and each member's time, talents, and efforts are special gifts that are to be appreciated, respected, and never taken for granted. ▪ We will never fail to strive to meet each child's spiritual, emotional, physical, social and/or academic needs.
- With our mission, purpose, philosophy, objectives, and curriculum being Christ-centered, we are truly providing “complete” education to all children within our community.

NON-DISCRIMINATION POLICY

SJLS does not discriminate based on race, color, sex, age, handicap, religion, political belief or national/ethnic origin in the administration of its educational policies. Periodic evaluation of policies and practices in relation to equal opportunities shall be made.

St. John's Lutheran School St. John's Lutheran Church

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ENROLLMENT PROCEDURE

1. Parents/guardians of a prospective student must acquire and complete an enrollment form from the school office or website and submit it, along with:
 - Copy of Immunization Record
 - Copy of State Certified Birth Certificate
 - Any additional documentation required by law or requested by SJLS
 - A working email address
2. Pay the enrollment fee. No enrollment or re-enrollment is final until the enrollment fee is paid.
3. New enrollments must schedule a time for placement assessment.

ENROLLMENT PRIORITY

Enrollment priority will be given in the following sequential order:

1. Members of SJLC
2. Returning students of SJLS and their siblings
3. Waiting list
4. Open enrollment

ADMISSION STANDARDS

Admission to SJLS shall be based on the following*:

1. Early Childhood Programs (Pre-School)
 - 2-Year Olds: All students must be 2 years of age on or before September 1 of the current school year.
 - 3-Year Olds: All students must be 3 years of age on or before September 1 of the current school year.
2. Pre-Kindergarten Program
 - All Students must be 4 years of age on or before September 1 of the current school year.
3. Kindergarten
 - All students must be 5 years of age on or before September 1 of the current school year.
4. 1st Grade
 - All students must be 6 years of age on or before September 1 of the current school year.

The placement of all students will be made by the administration and staff based on entrance assessments and observations. All students enrolled in Kindergarten through 8th Grade must provide evidence of successful completion of the last school grade in the form of report cards and/or standardized testing results. In cases where proper placement is in doubt, students may be required to have an entrance test administered and/or a developmental assessment.

*The Principal reserves the right to determine the final grade placement of any/all accepted students.

PROBATION

Each student who enrolls at SJLS will be accepted on a probationary basis for a period of 4 weeks, beginning the 1st day the student attends school. At any time during this period of probationary status, a student may be removed from the school if they do not meet the following expectations:

- Must have the ability to perform satisfactory work at the assigned grade level.
- Must show acceptable behavior in the classroom and on the playground.
- Must show respect for fellow students, staff, and other adults in the building.
- Must maintain a cooperative spirit in the classroom and school.
- Must have good attendance.

If a student has not demonstrated satisfactory progress in any of the above areas, the following steps will be taken (not necessarily in order):

- The teacher will give a written report to the Principal explaining the difficulty. ▪ The Principal will select a person to observe the student and provide a written report. ▪ The parents/guardians will be notified of any difficulty before the end of the probationary period.
- The Principal will have a conference with the parents/guardians, the teacher, and any others involved. The Principal will report any relevant information about the conference with the parents/guardians to the School Board.
- The School Board will receive a copy of all written reports. Upon review, the School Board may then exercise any of the following options:
 - a) Remove the child as a student from SJLS.
 - b) Extend the probationary period for a certain amount of time and request another evaluation at the end of that time. This extension may be dependent upon certain requirements being met, such as further counseling, etc.
 - c) Accept the child as a regular student at SJLS.

IF YOUR CHILD IS REMOVED FROM THE SCHOOL AT THE RECOMMENDATION OF THE SCHOOL BOARD AT ANY TIME, NO FEES WILL BE REFUNDED.

If problems arise following the acceptance of a student after the initial probationary period has expired, procedures will be followed as outlined in this handbook. The School Board reserves the right to remove a student from the school at any time during the school year if difficulties arise and are unable to be resolved.

ABSENCES/TARDIES

According to Oklahoma State Law, children between the ages of 5 and 17 years old must be enrolled in school and present at least 80% of the days that school is in session. If a student continues to be absent for reasons other than sickness or death in the family, the Principal will contact the parents/guardians. To maximize educational opportunities, students must be in school during the designated school hours. Students who are tardy or who leave early experience hinder learning and disrupt the learning environment for other students.

Teachers keep records of daily attendance. Perfect school attendance requires no absences or tardiness. Regular and punctual attendance contributes to a student's success in school and later in life. Statistics have shown that absences have a direct relationship to achievement. When there are concerns regarding attendance or punctuality, the Principal will contact the parents/guardians to resolve any issues. Students having more than the allowed unexcused absences will have appropriate documentation turned over to the proper authorities.

Absences must be reported in person, through email, or by telephone each day to the school office before 9:30 a.m. as a safety precaution for the student. Any student who is absent must plan with their teacher to make up any missed work upon returning to school. For excused absences, the student will have 2 days to make up any missed work for each day absent. Students may not be considered for advancement to the next grade level if they have more than 10 absences per semester unless approved in advance by the Principal.

Early Childhood/Pre-Kindergarten Students:

While students will not necessarily be held back due to excessive absences, it is important that they be present at school and on time.

All Pre-K students **must** arrive by 9:00 unless the student has a doctor's note due to an appointment. Classroom learning and activities are built around a schedule that can become disruptive if a student is consistently late or leaving early.

Kindergarten/Elementary Students:

If students arrive after 8:30 a.m., they must check in with the school office. An accumulation of 3 tardies will result in 1 full day absence. If a student arrives more than 30 minutes after class begins, the student is counted as a ½ day absent. If a student leaves between 12:00 pm and 2:15 pm, the student will be counted as a ½ day present. If the student must leave 10 or more minutes prior to dismissal time, a written excuse or phone call must be submitted to the school office prior to their departure.

SUSPENSION

The Principal has authority to suspend a student for up to 5 days, and additional days as needed during which time the School Board will be notified to review the case.

EXPULSION

The School Board shall make the final decision on any recommendation for expulsion made by the Principal. The Principal may call a special meeting of the School Board to consider such action.

GRADE LEVEL CHANGE

If a student is within the 6-month to 1-year window and the parents/guardians believe that the student should be placed at a different grade level, the parents/guardians will need to schedule a conference with the teacher. There will be a 3-week window starting the 1st week of school in which the student will be given a formal or informal assessment, depending on their age. If the teacher concurs with the grade level change, they will inform the Principal. Once the assessment is completed, a meeting will be scheduled with the parents/guardians, the teacher, and the Principal to discuss the results. The Principal will make a recommendation based on testing (formal or informal), observation of the student, and any other relevant data. Any changes that are decided upon will be made in order to place the student appropriately within the 1st.

FEES/TUITION/REFUNDS

The School Board shall review all fees and tuition charged by the school annually at the time of budget planning. Any changes in fees and/or tuition shall be communicated in writing to all patrons of SJLS. A modest increase in fees and/or tuition can be expected each year, at least on par with the rate of inflation. The cost of tuition and any fees for the school year are listed on the enrollment form. All patrons of SJLS shall read, sign and date the contract agreement included in the enrollment form.

PAYMENT METHODS

Payments are to be made directly to SJLS and will be accepted in the form of a personal check, cashier's check, money order, credit card, or ACH debit from your bank account. All payments are due on the 1st of each month and are considered late if not received by the 5th of each month. A late fee of \$50 will be assessed for payments made after the 5th of the month. Payments for tuition may be made in 10 equal monthly payments, August through May. Please note, that the school schedule (breaks, holidays, etc.) has been considered in the establishment of all fees/tuition and will not, therefore, be adjusted or pro-rated. The tuition is an established "school year" amount divided into 10 equal monthly payments for your convenience. The cost of tuition is NOT based on the number of school days in each month. There are NO REFUNDS for missed days, scheduled holidays, and/or additional days when the school may be canceled (snow days, funerals, professional days, etc.) or early withdrawal.

TUITION DISCOUNTS

SJLS offers the following discounts to qualified patrons:

ACTIVE CHURCH MEMBER TUITION DISCOUNT – 15%

Patrons requesting the active church member tuition discount must be on the rolls of SJLC Moore, Oklahoma as verified by the Pastor or head Elder. A family attending less than 50% of regular services will NOT be considered an active church member. Only the cost of tuition is affected by the SJLC membership – all other fees must be paid in full.

- Patrons who transfer from sister Lutheran Church-Missouri Synod congregations to SJLC shall immediately be granted the active church member tuition discount.
- Patrons who attend the Pastor's instruction class and are received into membership at SJLC through adult confirmation or reaffirmation of faith shall be granted the active church member tuition discount the next month following his/her/their public confirmation or reaffirmation of faith.
- Members of SJLC who are removed from membership by the Board of Elders or who transfer to another congregation shall be charged full tuition rates.

ACTIVE MILITARY TUITION DISCOUNT – 10%

Patrons requesting the active military tuition discount must provide SJLS with a valid active military ID. No others will be considered.

MULTIPLE CHILDREN TUITION DISCOUNT – 5%

Patrons requesting the multiple children tuition discount must have 2 or more children enrolled at SJLS.

PAYMENT IN FULL TUITION DISCOUNT – 5%

Patrons requesting the payment in full tuition discount must pay the full year's tuition prior to the beginning of the school year.

TUITION ASSISTANCE

St. John's utilizes the following programs for tuition assistance:

Oklahoma Department of Human Services for Pre-K students and Extended Care participants.

Lindsay Nichole Henry Scholarship for any public school student who has a current IEP (Individualized Education Program) or any student adopted through the Oklahoma Department of Human Services.

Child Care Aware provides child care fee assistance for military families.

DELINQUENT ACCOUNTS

Any account that is delinquent for 15 days will have their filed credit card run to cover the cost. Any account that has been late past the 15 days without an approved payment plan, and their filed credit card has not covered the invoice amount, will result in the student being administratively dismissed from SJLS and, therefore, administratively withdrawn. In order to have the child return to SJLS in the future, parents/guardians will have to pay the delinquent account in full, including all late fees and charges, as well as re-enroll the child, paying the annual enrollment fee again. The only exception would be a School Board approved payment plan.

The property of any student with a delinquent account (report cards, transcripts, personal materials, photographs, etc.) will be held by the school until the account is paid in full by cashier's check, money order, or cash. In the event payments are to be made by multiple parties, it is the sole responsibility of the primary or custodial parents/guardians to ensure that all funds due are paid in full and in a timely manner, including any assessed late fees. Any accounts that have an outstanding balance of \$200.00 or higher, will be turned into collections at the expense of the primary or custodial parents/guardians.

RETURNED CHECK FEES

SJLS is initially charged a fee when a check is returned by our bank, at which time the bank will attempt to re-process the check. If the check is returned a second time, SJLS is charged an additional fee plus the amount of the returned check. Therefore, there will be a \$30 service charge assessed for returned checks to cover any bank fees. If a patron has 2 returned checks in a school year, future payments for that school year must be made in the form of a cashier's check, bank check, or money order as personal checks will no longer be accepted.

WITHDRAWALS

Withdrawal from school requires 2 weeks written notice and fulfillment of any tuition, extended care, and/or other fees incurred through the end of the month following the 2-week notice period. Fees are not refunded or credited for absences and there are no provisions for making up missed days. If you have pre-paid your tuition for the entire year or semester, please refer to the refund schedule below.

REFUND POLICY

Tuition and Extended Care fees will be refunded if a student withdraws in accordance with the withdrawal procedures outlined within this handbook. Note: This policy only applies to those who have prepaid their tuition in full by August 1 of the current school year, not to those making monthly tuition payments. Following receipt of a written notice of withdrawal, the balance of the prepaid tuition payment showing in our system will be refunded on the following schedule:

QUARTER REFUND %:

1stQuarter = 75%, 2ndQuarter = 50%, 3rdQuarter = 25%, 4thQuarter = 0%

No refunds will be given for a student that has been asked to leave our school for any reason.

AVAILABILITY

SJLS keeps any/all student records (portfolios, cumulative folders, birth certificates, shot records, etc.) in a locked file cabinet, which is only accessible to the Principal, Office Manager, and Secretary. Teachers can access records upon request, only after documenting the following on the sign-in/sign-out sheet for each corresponding student:

1. Name of the person checking out the records
2. Reason records need to be viewed
3. Date/time of check-out and the date/time of check-in upon return of records
4. Signature of the person viewing the records

IMMUNIZATIONS

Upon enrollment, all students must present an accurate and up-to-date health and immunization record. The Oklahoma State Health Department requires that your child(ren) have all listed immunizations at their appropriate ages to be eligible for enrollment. Refer to the Guide to Immunization Requirements in Oklahoma on file in the school office if you have any questions. If for any reason your child(ren) requires an exemption certificate, please see the school office.

ILLNESS

SJLS does not assume responsibility for illness or care of sick children. The following criteria stated by the Oklahoma State Health Department will be used but not limited to the determination of excluding a child from attending SJLS: UPON NOTIFICATION OF ANY OF THE FOLLOWING CONDITIONS, WE ASK THAT PARENTS MAKE ARRANGEMENTS TO PICK UP THEIR CHILDREN WITHIN 30 MINUTES TO LESSEN THE POTENTIAL COMMUNICABILITY OF SAID ILLNESS:

- 100+ degree fever. Children who are sent home with a fever of 100+ degrees may NOT be readmitted to school until they have been fever-free for 24 hours.
- Vomiting and/or Diarrhea (with or without fever)
 - Diarrhea will be considered contagious until it has ceased for 24 hours or more. Any child with diarrhea will not be readmitted to school until the child has been diarrhea-free 24 hours or more.
 - Vomiting children will be sent home. Vomiting will be considered contagious until it has ceased for 24 hours or more.
- Colored nasal discharge with fever. Children with green, yellow, or bloody nasal discharge with fever must be sent home.
- Severe cough with discharge. Children with a severe cough accompanied by high-pitched whistling sound and difficulty breathing will be sent home.
- Inflammation of eyes or eyelids.

Children with any of these conditions should be seen by a doctor. Any communicable disease or condition will require a doctor's note in order to be readmitted to school. Examples of communicable diseases include chicken pox, strep throat, measles, impetigo, open sores, pinworms, roseola, conjunctivitis, pink eye, head lice, etc.

SJLS follows the guidelines in the [GOOD HEALTH HANDBOOK](#) distributed by the Oklahoma State Health Department. This book consists of a listing and description of the most common diseases found in childcare settings, how they are recognized, how they spread, exposure time, prevention/precautions, and when re-admittance is acceptable. Parents will be notified immediately when a child exhibits any of the above symptoms or any other indications of illness. Our goal is to have happy, healthy children at school.

MEDICATION

Medication will not be given to a student without written consent from a parent/guardian. ALL medications must be given to the school office, accompanied by a medication consent form (over-the-counter or prescription). Prescribed medicines MUST HAVE THE LABEL FROM THE PHARMACY. Medications will be administered by SJLS staff, as specified on the consent form. SJLS staff will maintain a medical log with records of all medications dispensed to students. Any medications brought from home must be in the original container and marked clearly with the child's name and date. This includes Tylenol, Motrin, and other over-the-counter medications.

MEDICAL EMERGENCY

In the event of an emergency, SJLS will first attempt to contact the parents/guardians. If the parents/guardians cannot be reached, the emergency contacts provided on the enrollment form will be contacted. If SJLS is unable to contact a parent/guardian or emergency contact and your child needs immediate care, they will be transported by ambulance (subject to the condition of the child as determined by the Principal) to the closest appropriate Emergency Room.

CHILD ABUSE

Any person working with children is required by law to report any suspected child abuse to the Oklahoma State Department of Human Services (DHS). If any SJLS staff member suspects child abuse, they are to immediately notify the Principal, who will then notify DHS.

EMERGENCY SITUATIONS

SJLS will schedule, carry out, and document monthly emergency drills. Evacuation plans are posted in each classroom. In the unlikely event that the school and church buildings are severely damaged and declared unsafe, students will be moved to a safe location. That location will be disclosed to parents via email, text message, and Remind. Parents will be contacted by phone as quickly as possible if an evacuation is necessary.

SJLS has 4 safe rooms in the school building for use during severe weather. Should such an emergency occur that requires students to seek shelter in a safe room, students will not be released until the danger has passed. Any safe room occupied by children in the care of SJLS will not be unlocked until the danger has passed. Parents and other caregivers who may be picking up their child(ren) will be given the opportunity to seek shelter within additional safe rooms in the building.

A copy of our emergency procedures is available for viewing with any SJLS staff member. For safety reasons, it is not published on the website or distributed to the student body at large. Emergency procedures are updated annually.

SNOW DAYS/CLOSINGS

As a rule, SJLS is closed if/when Moore Public Schools are closed. When possible, the major television and radio stations will list SJLS with the other schools in the area. If the closure is due to situations unique to the public school system, the Principal reserves the right to deviate from the public school district. SJLS can only request the publication of school closures. It is at the discretion of the individual television and/or radio station(s) whether publication is made. SJLS will notify all parents/guardians of any school closings by email, phone call, text message, and/or Remind.

FIELD TRIPS/TRANSPORTATION

Each school year, SJLS coordinates 2 "entire-school" field trips. SJLS will be officially closed on these days, therefore, any students not attending the field trip must find proper care elsewhere. It is the sole responsibility of the parents/guardians to transport their child(ren) to and from the specified destinations. All parents/guardians must remain with their child(ren) for the duration of the field trip. SJLS will not transport students for any reason.

CURRICULUM

We take very seriously the responsibility our parents/guardians have given us for educating their precious children. Each is God's unique creation in His image, so we must always strive to meet the high standards set by our parents/guardians – and those set by our Lord in Proverbs 22:6 – *“Train up a child in the way he should go, and when he is old, he will not depart from it.”*

Our curriculum is the very heart of our efforts to provide excellence in Christian education. It provides the instructional framework for our teachers and principal – think of it as the skeleton, with the various textbooks and supplementary teaching materials completing the body of instruction. That's why all should be clear about the purpose of this curriculum and understand that it's an evolving document that can and should be strengthened and reviewed regularly to best meet the needs of our students and fulfill our ultimate obligation in equipping the next generation of young leaders.

The easy route for us to take at SJLS would be simply adopting secular educational standards and textbooks – sprinkle in a few Bible stories and Chapel once a week and call that a “Christian education.” However, we have a higher calling. Our students will be taught in accordance with all the standards and course subjects mandated by the State of Oklahoma, but along the way, the students will be taught the critical thinking skills required to analyze and challenge material presented in a secular worldview. With God's guidance and a strong partnership with our parents/guardians, our curriculum is designed to aid in students developing a Christian perspective that can guide them throughout their lives.

GRADES (1ST – 8TH GRADE)

Report cards will be handed out each quarter to the parents/guardians of students in 1st – 8th grade. The following marking system will be used on all report cards:

A = 100-90%, B = 89-80%, C = 79-70%, D = 69-60%, F = 59-0%

Grades (PK2 - Kindergarten)

Report cards are handed out quarterly and based on a standards-based grading system.

Student progress is monitored throughout the year by the teacher. If there are any circumstances that arise to cause concern, the teacher will contact the student's parents/guardians. If the student's parents/guardians have concerns about their progress, they are welcome to schedule a conference with the student's teacher at any time. Report cards are issued quarterly (see school calendar for end-of-quarter dates) and the school shall maintain master copies for each student.

PRINCIPAL'S HONOR ROLL & HONOR ROLL

SJLS shall recognize students in 1st – 8th grade who achieve academic excellence by placing their names on the Honor Roll or Principal's Honor Roll. For placement on the Honor Roll, students must achieve only A's and B's in all subject areas on their report card. For placement on the Principal's Honor Roll, students must achieve only A's in all subject areas on their report card.

UNIFORMS

Uniforms will be worn as we wish for our students to show pride in their private education.

BOYS

Slacks or dress shorts in khaki or black are required for our boys. Tops will be either short or long sleeve polos in the colors of red, white, black, or gray. A blazer, cardigan, or sweater vest, in those same colors, will also be appropriate during colder weather.

GIRLS

Slacks, dress shorts, skirts, skorts, and jumper dresses in the colors of khaki or black are required for girls. White tights and knee-high socks are acceptable. Tops will be the same as the boys; polo shirts in the colors of red, black, white, and gray. Long or short sleeves are acceptable but no tank tops. A blazer, cardigan, or sweater vest, in those same colors, will also be appropriate.

Students' shoes must be appropriate for inside and outside play, no sandals, flip flops, slides, or high heels. Students may not wear winter boots or rain boots inside the school. If your elementary student has not learned to tie shoes please opt for shoes that do not need to be tied.

DRESS CODE FOR PRE-SCHOOL

Students are expected to present a neat, clean, and modest appearance. Cooperation of the parents/guardians is expected in order to maintain high standards in the appearance of the students at SJLS. Students' shoe wear should be safe for inside and outside play. No sandals, flip-flops, heels, rain boots, or winter boots.

DRESS CODE VIOLATION

If a student violates the dress code in any way, they will be asked to change. If the student does not have a change of clothes available, the parents/guardians will be contacted and asked to bring the necessary clothing.

SPIRIT DAY

Knight's Spirit Day will be the last Friday of the month. We encourage students to wear their SJLS t-shirt with uniform pants proudly and show off your SCHOOL SPIRIT! T-shirts and hoodies will be available to order early in the school year through SJLS

POLICY

SJLS shall maintain a disciplined environment where positive incentives are given for appropriate behavior and consequences are given for negative behavior. Each teacher will have a detailed discipline policy posted in their classroom. SJLS reserves the right to discharge any student for behavior deemed to endanger the health, safety, and/or welfare of other students or staff members. The 4 main standards for each classroom at SJLS shall be:

1. Obey all teachers, caregivers, and the Principal.
2. Respect property.
3. Respect others.
4. Respect the teaching/learning process.

Our students are expected to put their Christian faith into practice in all areas of school life. Disobedient, disrespectful, and/or disruptive behavior will be corrected by the teacher with the spirit of Christian love and concern for the student and his Christian development. We use a positive approach and a list of "I Care Rules" for our behavior management. Each teacher will explain his/her adaptation of this method for his/her classroom:

1. Jesus gave us our ears to listen to Him and to each other.
2. Jesus gave us our hands to help each other.
3. Jesus gave us our feet for walking in school and at church.

4. Jesus gave us nice words to use.
5. Jesus wants us to be responsible for ourselves and our property.

Discipline will be handled with Christian love. We believe in giving a few clear rules and then giving the student responsibility for their own actions by choosing to obey or disobey, thus resulting in rewards or consequences.

Behavior and guidance are an ongoing process. Methods are determined by the student's understanding and stage of development. At no time will a student be subjected to physical or emotional punishment, verbal abuse, humiliation, or threats. If a death, divorce, separation, or a move has happened in your child's life, please notify us as major family changes can affect behavior.

Our program recognizes the stages of cognitive, social, and emotional development of children. However, there are occasional instances of persistent behavior by children in group settings. These persistent behaviors, as measured by the teacher and Principal, will be handled in one or more of the following ways:

- The teacher will employ natural and logical consequences, redirection, limits, distraction, reasoning, and/or time-out.
- The teacher will meet with the Principal and develop strategies for helping the student who is misbehaving. The Principal will observe the student in a group setting.
- Parents/guardians will be notified by the teacher concerning the methods being used to handle the misbehavior. Consistency of guidance strategies is highly encouraged between home and school. ▪ If misbehavior persists, a consultation will take place between the teacher, parents/guardians, and the Principal. Suspension will follow if the behavior continues. Dismissal from SJLS will be the result if the behavior continues to be an issue after all other means have been exhausted.
- At the cost of the parents/guardians, further consultation with an outside professional may be sought if all previous procedures have failed to resolve the misbehavior.
 - In situations where a student is physically aggressive and intentionally hurts another student or staff member, the student will be immediately suspended from school. The length of suspension will be determined by the Principal based on the severity of the act. A conference

with the Principal and the parents/guardians will be required within the next school day before the student can return to school.

- Students of parents/guardians who do not wish to work with us cooperatively and follow our philosophy will be asked to leave our school within 10 days of written notification from the Principal.

Behavior and guidance are necessary components of any healthy, successful life. Our goal is to help students learn self-control and feel they are best helped by a firm, but gentle, matter-of-fact, and consistent approach.

PARENT COMMUNICATION

SJLS welcomes parents/guardians into the classrooms at any time to observe the learning process. For security purposes, the school asks that visitors please sign in at the school office before going into the classroom. In the case of families with divorced parents, the school will follow the orders of the court according to the specified visitation schedule. Communication is essential and may be provided through phone calls, in-person meetings, or in writing. Any communication will be dealt with in a timely and professional manner and is essential to the success of the school. Appointments may be made with your child's teacher during non-instructional times or with the school administration at any time. We are here to be partners with you and your child(ren). SJLS will not utilize social networking sites such as Facebook or Twitter to communicate child-specific issues.

Each Early Childhood/Pre-Kindergarten teacher will have a class newsletter. Newsletters will contain important information regarding the student's classroom activities and learning. Elementary students will have organizational notebooks or agendas. Classroom schedules, daily themes, etc. will be posted in the classrooms. All teachers will utilize the Remind app for timely communication.

CONFLICT MANAGEMENT

The SJLS School Board is a group of 5-7 persons elected by the Voter's Assembly of SJLC. Officers include Chair, Vice-Chair, Secretary, Treasurer, and Trustee Liaison. The School Board meets on a monthly basis and the meetings are open to any interested individual. If you wish to have an item on the agenda, please meet with the Principal or e-mail your request to lrichards@sj-ls.org to schedule a time.

If you are having difficulty with a teacher you are encouraged to speak with the teacher and try to resolve the problem. If you do not feel the problem has been resolved, you then take the issue to the Principal. We believe school issues should be dealt with by the Principal/Director. If, for some reason, a problem cannot be resolved by the SJLS Administration then the School Board can be contacted.

DROP-OFF/PICK-UP PROCEDURES

Early Childhood/Pre-Kindergarten Students:

- For safety reasons, please park in the parking lot when dropping off or picking up your child(ren). Remember to reserve the Handicap reserved parking spaces for their intended users. We also ask that you enter the parking lot at the north driveway (closest to NW 12th Street) and exit at the south driveway (across from Taco Bueno on Santa Fe).
- We will NOT release your child to anyone other than the primary or custodial parents/guardians or to those specified on the child(ren)'s enrollment form. ▪ Drop-offs and pick-ups at the front door are not permitted at any time - a signature is required!
- Parents/guardians may not use the elementary drop-off when having both elementary-age and preschool-aged children. The adult must park and walk the children inside and sign in to the preschool child. In addition, vehicles may not be left unattended at the elementary drop-off.

Elementary Students (Kindergarten – 8thGrade):

- Drop-off – On the north side of SJLS (next to the alley between the church and school), there are 2 single doors and a set of double doors. When dropping your child(ren) off, enter the parking lot at the north driveway (closest to NW 12th Street), towards the set of double doors on the north side of the building, and wait in line. When you arrive at the double doors, you may release your child(ren) to the staff on duty. Continue through the alley and exit through the north parking lot.
- Pick-up – When picking your child(ren) up, enter the parking lot at the north driveway (closest to NW 12th Street), towards the middle door on the north side of the building, and wait in line. When you arrive at the middle door, your child(ren) will be released to you by the staff on duty. Continue through the alley and exit through the north parking lot.
- Elementary students with siblings in Early Childhood/Pre-Kindergarten are eligible to use the drop-off/pick-up only if you move forward to the east parking lot to secure your student in their safety seat.. At the end of the school day, those

EARLY PICK-UP

Students who arrive prior to 8:15 a.m. shall be placed in AM care and charged accordingly.

LATE PICK-UP

Students not picked up by 3:45 p.m. shall be placed in PM care and charged accordingly. Any student not picked up by 6:00 pm shall pay an additional \$1 per minute, per student, until the student(s) is/are picked up.

LATE ARRIVAL

Students arriving after school begins must be signed in at the school office by an adult.

EARLY PICK-UP

Students being checked out of school prior to the end of the instructional day must be signed out in the school office by an adult.

AUTHORIZATION OF OTHERS TO PICK UP YOUR CHILD

In the case that someone other than those listed on the enrollment form will be picking up your child(ren), a signed written permission slip must be given to the school office in order to release

your child(ren) to that person. A phone call will suffice in the case of an emergency, though the parents/guardians may be asked to verify the information to establish identity if a positive voice ID cannot be made. Persons picking up any child(ren) that is/are unfamiliar to our staff will be requested to present a photo ID before the child(ren) can be released.

EXTENDED CARE PROGRAM

AM Care: 7:00-8:15 am (Breakfast Provided From 7:30-8:00 am)

PM Care: 3:45 pm-6:00 pm (Snack Provided Between 4:30-5:00 pm)

*Refer to the enrollment form for pricing information.

Students must be signed in and out by their parents or guardian including the times. No exceptions.

BREAKFAST, LUNCH & SNACKS

A nutritious breakfast and lunch will be served daily unless a special event has been scheduled.

Sack lunches are allowed, however, please make sure it contains all nutritional needs as required by the state. The lunch must be fully self-prepared and in a safe, non-perishable container. Cooling, reheating, and microwaving will not be permitted. If a student's lunch does not contain all necessary nutritional needs, SJLS is required by law to provide the student with a lunch that does contain all necessary nutritional needs.

A nutritious snack will be provided during PM care, though snacks during the school day must be provided by the parents.

P.E.

If your child will not be participating in P.E. for more than 1 day, they MUST have a written, signed note from their doctor regarding their inability to participate.

- Students should be able to move comfortably for active play.
- Students wearing skirts and/or dresses must have shorts underneath.
- Students must wear socks with tennis shoes.
- Students may bring an extra pair of tennis shoes to leave at school if desired. Based on the safety of the activity planned, it is at the discretion of the P.E. teacher to allow a student to participate if he/she does not have appropriate shoes.

RECESS

Students have at least one outside playtime per day if weather permits. Students must wear weather-appropriate clothing and shoes, or they will be excluded.

PLAYGROUND RULES

1. The play area designated for students of SJLS consists of 2 areas: the north-fenced playground (behind the school) for Early Childhood/Preschool students and the south-fenced playground (in front of school) for Pre-Kindergarten and Elementary students. Any outside play is restricted to these areas.
2. Students are not allowed to play outdoors unsupervised by SJLS staff at any time.
3. Students are to always remain within sight and earshot of SJLS staff.
4. Games and activities played during non-organized recess periods are the student's choice. Unnecessarily rough or dangerous games will not be allowed, including games that include mock hitting, punching or kicking. During organized games and activities, all students are expected to participate.
5. Playground equipment including balls, jump ropes, swings, bars, slides, etc., are to be used in the manner for which they were intended.
6. It is assumed that students well enough to attend school are well enough to take part in all activities, including outside play.
7. At all times, students are to play and interact with others in a good Christian manner.

8. Slides are to be used properly. This means children go down facing forward and on their bottom. No standing or sliding down backward and no walking up the slide.
9. No rocks should ever be thrown for any reason.

BIRTHDAYS

Parents/guardians may send treats to their child's class on their birthday. Teachers will serve the treat during a time that does not interfere with class instructional time.

TOYS & ELECTRONICS

Student electronic devices, games, cell phones, and smartwatches are prohibited. Students must have mobile phones turned off and stored in the child's backpack during school hours.

PARENT - TEACHER ASSOCIATION (PALS)

PALS shall be recognized as the parent-teacher association for the school. Every parent, grandparent, guardian, and other interested party is encouraged and invited to be a part of PALS. This group supports the school to include students, teachers, and staff via volunteering for events in and outside the classrooms, fundraising, and special holidays, to name a few.

VOLUNTEERS

Volunteers are always valued and appreciated at SJLS.

All volunteers should be reminded of the following:

1. SJLS is a Christ-centered school. ALL activities and relationships should reflect Christ-like behavior and should promote Christian discipleship in our students and staff.
2. Volunteers should always check in at the Front Office.
3. Volunteers should abide by all school policies and procedures.
4. Confidentiality is important. Volunteers are asked to respect the confidentiality of students and staff. Concerns about the program or individual students should be discussed with the teacher or the administration.
5. We want our volunteers to feel appreciated and affirmed. Please help us make this experience enjoyable by sharing any questions or concerns you may have.
6. Affirming our students and earning their respect is very important to us. When volunteers feel unable to do this, they should seek guidance from the Administrator or Pastor.

Parents/guardians volunteering in Early Childhood/Pre-Kindergarten classrooms will be allowed to bring their additional child(ren) into the classroom during their volunteer time after meeting with the classroom teacher to determine feasibility. Parents/guardians volunteering during instructional time in Elementary classrooms will not be allowed to bring additional children. This does not include special events. For further information, refer to the Volunteer Handbook.

St. John's Lutheran School

Parent & Student Handbook Agreement

I/We have read, understand, and agree to abide by the policies and procedures set forth in the Parent & Student Handbook.

Student Name: _____ Grade/Teacher: _____

_____ Student Name: _____

Grade/Teacher: _____ Student Name: _____

_____ Grade/Teacher: _____

Parent/Guardian Name

(Please Print)

Parent/Guardian Signature _____ Date: _____

St. John's Lutheran School



Summer Camp

Addendum

To the Parent & Student

Handbook

Our Summer Camp program has been developed to meet the needs of children from ages 2 years old through 12 years old. Because of the large age span difference, we have planned our program into two different age group schedules.

- The Monkees - Ages 2 years old through 5 years old or Pre K 2 through Kindergarten
- Rolling Stones - Ages 6 years old through 12 years old Going into 1stGrade-6th Grade

During Summer Camp, all St. John's Lutheran School handbook rules & guidelines apply apart from the following:

Scheduling Summer Camp Days

Summer Camp cost is \$35.00 a day with a minimum of 2 scheduled days a week (even if you are not able to attend because of vacation or such). Full weeks are broken down by age:

PreK-K - \$125.00 weekly

1st-6th grade- \$150.00 weekly

We need your scheduled days by May 31 so that we can invoice you for the correct amount.

Payment Method

Families will make all payments directly to St. John's Lutheran School. A secured payment box is located on the office door for convenience. Payments will be accepted in the form of personal checks, cashier checks, money orders, or automatic bank drafts. Please note the school **DOES NOT** accept cash.

Two payment plans are available: Monthly camp payment is due on the 1st of each month (June & July) and is considered late if not received by the 5th of each month.

Late payments will be assessed a \$50 late fee on the 6th of the month. Full payment must be received by the 15th of each month. If payment is not made by the end of camp on the 15th your student will be administratively withdrawn from St. John's Lutheran School Summer Camp.

There are NO REFUNDS for missed days, scheduled holidays, and additional days when summer camp may be canceled (weather-related, funerals, etc.).

**Tuition fees are not refundable under any circumstances. The School board may approve a tuition fee refund if a family is moving from the commuting area before summer camp begins. Proper documentation of the move will be asked for before approval of refund is given by the School Board.*

Summer Camp Hours

Our summer camp runs Monday through Friday from 8:30 am to 3:30 pm. We also provide Before and After Care to meet the needs of our families at no additional charge from 7:00 am to 8:30 am and 3:30 pm to 6:00 pm.

Our instructional activities and field trips will not begin until 9:00 a.m. and all campers are expected to arrive at that time unless the student has a scheduled appointment. Late arrivals: When dropping off a camper later than 9:00 a.m. on a field trip day, the camper will stay at the school with the Monkees.

Any child not picked up by 6:00 p.m. will be charged a late fee of \$1.00 per minute.

We will NOT release your child to anyone other than those authorized to pick up your child.

Important Dates

St John's Lutheran School Camps will begin Monday, June 3, 2024, and end on Friday, July 26, 2024.

SJLS will be **CLOSED** on Wednesday, June 19, 2024, in observance of Juneteenth and Thursday, July 4, 2024, in observance of Independence Day.

Drop Off and Pick Up

For safety reasons, please park in the parking lot when dropping off or picking up your child(ren). Please Reserve the handicapped parking for those with a legal handicap placard. We also ask that you enter the parking lot at the north driveway (closest to NW 12th Street) and exit at the south driveway (across from Taco Bueno on Santa Fe).

We will NOT release your child to anyone other than the primary or custodial parents/guardians or to those specified on the child(ren)'s enrollment form.

Drop-offs and pick-ups at the front door are not permitted at any time - a signature is required!

Parents/guardians may not use the elementary drop-off or pick-up line during the summer. The adult must park and walk the children inside and sign the campers in or out.

Parents who receive DHS benefits must sign their children in and out each day or risk being charged a daily attendance rate.

Sign-In and Sign-Out Procedures

For the safety of your child(ren), we require the parent/legal guardian to accompany their child(ren) into the camp to sign in every day. Parents must also sign the child(ren) out at the end of the camp day. Proof of Identification will be required if the person on the release list is unfamiliar to the staff.

Only authorized persons may sign a child(ren) out.

A photo ID may be required for the release of your child/children.

Late Pickup Policy

St. John's Lutheran School Summer camp staff enjoy having your child(ren) attend activities at our recreation center. Our program ends at 6 p.m. Please make necessary arrangements, including a call to the recreation center, if you know you are going to be late.

A fee of \$1 per minute will be assessed if you arrive after 6 p.m.

Program Rotations

The daily activities will be structured around a rotation schedule utilizing various areas of the facility. Groups will rotate daily between indoor and outdoor areas. We ask that all participants bring a water bottle to help keep them hydrated throughout the day. Children are encouraged to participate in the many exciting activities and events that are provided during Summer Camp.

Custody Matters

It is St. John's Lutheran School Summer Camp's intent to meet the needs of the children, especially when their parents/guardians are experiencing a difficult situation such as divorce, separation, or remarriage. However, the center cannot restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the center has been provided with current legal documents restricting the parent from having access to the child(ren). Copies of the court documents will be kept in the child's file.

Change of Emergency Information

It is important that Saint John Lutheran School maintains current and accurate records on each child so that parents can be contacted in case of an emergency. This information includes address, phone numbers, email, and names of individuals authorized to pick up your child(ren). It is extremely important to your child's safety and well-being that we be informed of changes. It is the responsibility of the parent/guardian to make any necessary updates if changes occur.

Medications

Any time your child needs medications during the program (including Tylenol/Motrin), we request that you bring the medication to the camp director and fill out a medication form. This form will include the following information below:

1. Name of medication(s).
2. Time(s) that the child is to receive the medication(s).
3. Dosage amount for each time provided.
4. Signature and date of a parent or guardian.

A doctor's prescription is required for our staff to oversee the administration of any medication, including over-the-counter medication. Medications will be kept on a weekly basis only and must be stored in their original container. A photo of your child must accompany the medicine and form.

Communication

Please communicate any questions, comments, or concerns you may have for camp staff. Keeping open communication between parents/guardians and staff is key to the successful summer program.

Parents/ guardians must inform the staff when:

- Household contact information should be updated (i.e. change in phone number, email, address, emergency contact, etc.)
- Someone other than those listed on your child's registration will be picking up your child. This information must be in writing, and the designee will be asked to show valid identification.
- Your child cannot be picked up on time or your child will be late.
- If your child is ill.

Parents/guardians will be notified when:

- Your child is injured or ill.
- Your child is having a hard time meeting expectations.

Communicable Illness

No child will be allowed in our program if they have a communicable (contagious) illness. This is for the safety and well-being of each child in our care.

Your child cannot attend the program if:

- Your child is sick
- Your child is symptomatic
- Your child has been told to quarantine

Symptoms include but are not limited to:

- Diarrhea
- Vomiting
- Fever
- Sore Throat
- Stomach ache
- Headache

Children must be symptom-free for 24 hours before returning to the program. A doctor's note may be required. If your child is sent home with head lice, they will need to be nit-free and receive clearance from a staff member before returning to camp.

First Aid

In the event of an injury, Saint John Lutheran School Staff will take necessary steps to keep children calm. Staff will seek emergency medical care as warranted. The following actions may include but are not limited to:

1. Provide immediate first aid.
2. Attempt to contact a parent or guardian.
3. If a parent or guardian cannot be reached, we will attempt to contact others listed on your registration forms.
4. In the case of serious injury, appropriate emergency medical assistance will be contacted (911 will be called).
5. If we are unable to reach you or the authorized person on your medical release form, the emergency staff will transport the child to the nearest hospital.

When a medical emergency warrants that the child will be taken to the nearest hospital, transport fees will be the responsibility of the parents or legal guardian. We will contact you and inform you of the EMS staff recommendation. A Saint John Lutheran School staff member will remain with the child until the parents or another authorized adult arrives.

Summer Camp Supplies

The Monkees (2-5 yrs. old): To ensure that your camper has the most positive experience possible, please pack the following items into a backpack (one per child) each day. *It is very helpful to mark all these things with their names to prevent loss or mix-ups.*

1. Tennis Shoes and socks, or any closed-toe shoe.
2. Sunscreen - Please make sure your child is covered each and every morning
3. Swimsuit
4. Towel
5. Extra, healthy snacks (no sugary items, please)

Pre-K students will require the following items:

6. Extra change of clothes; shirt, pants/shorts, underwear & socks. Labeled with the child's name!
7. Blanket & if needed, 1 (one) sleep helper - stuffed animal for nap time.
8. One pack of diapers and one pack of wipes
9. One 2-inch nap mat
10. Spill Proof cup/bottle with water throughout the day & while outside.
11. Forms to Sign and return before camp:
 - Handbook Agreement
 - Sunscreen Form
 - DHS Compliance File Form
 - * DHS Daily Attendance Requirement

Sunscreen

Saint John Lutheran School staff recommends that participants wear sunscreen each day. It is the parent/guardian's responsibility to provide sunscreen for their child. If your child needs staff assistance in applying sunscreen, you will need to complete the sunscreen policy form. Our goal is to protect each child and prevent any occurrence of sunburn.

Rolling Stones (6 -12 yrs. old): To ensure that your camper has the most positive experience possible, please pack the following items into a backpack (one per child) each day. *It is very helpful to mark all these things with their names to prevent loss or mix-ups.*

1. Tennis Shoes and socks (no sandals or high platform shoes); there will be a lot of walking.
2. Sunscreen - Please make sure your child is covered each and every morning.
3. Swimsuit
4. Towel
5. Extra, healthy snacks (no sugary items, please)
6. Water - (Please send 1 case of plastic, bottled water the first week of the program).
7. Forms to Sign and return

- Sunscreen Form
- DHS Form
- Swimming Form

Meals

Breakfast is served until 8 am.

A DHS-approved, nutritionally balanced, lunch will be provided for your child each day. There is no extra charge for our childcare lunch program during Summer Camp. Students are allowed to bring their own lunch however, please make sure it contains all nutritional needs as required by the state. The lunch must be fully self-prepared and in a safe, non-perishable container.

Cooling, re-heating and microwaving will not be permitted. If a student's lunch does not contain all necessary nutritional needs, SJLS is required by law to provide the student with a lunch that does contain all necessary nutritional needs.

No discount will be given for those not eating St. John's provided lunch.

Change of Clothes

Send your child in comfortable clothing. Shorts, t-shirts, sneakers, and hats are recommended **(No open-toed shoes/sandals/crocs)**. Shorts should be of appropriate length and bellies should not be exposed. Please label all belongings with your child's name.

Labeling Items

We require that you label all of your child's items: cups, clothing, blankets, nap mats; EVERYTHING you leave here for your child. We are not responsible for the loss or damage of items that your child may bring to camp. Lost and Found not claimed within a reasonable amount of time will be donated to charity.

Sunscreen

We spend a lot of time outside in the sun. It is very important that each child arrives at camp each day with sunscreen on. During the course of the day, we will reapply sunscreen. Please make sure your child is covered each and every morning with sunscreen prior to coming to camp. A copy of the sunscreen release form is attached. Please fill it out and return the first day of camp.

Absences

Please call the office and let us know if your child is going to be absent. If your child is absent, we do not refund funds for the days missed. If your child is absent for two consecutive weeks without notification, we have the right to release your child. All money owed will be due upon release.

In addition, each student is required to attend camp at least 2 days each week. In the event your child is absent and does not attend camp on a given week you will be billed for 2 days.

Field Trips (Rolling Stone Campers Only)

For safety reasons, DHS requires that children under the age of 8 use car seat boosters. If your child is under 8 you will need to bring a booster for your child to use and it will be returned to you at the end of each day. *All campers must wear a Summer Camp t-shirt on all field trips.* This allows for greater visibility when traveling in a group. Late arrivals: When dropping off a camper later than the field trip departure time on a field trip day, the camper will remain at the school with the Monkees.

Each camp will distribute a calendar listing the planned field trips and will provide permission slips. The times listed on the calendar are the estimated times the bus is leaving/returning to the facility. Please make sure your child is at camp early enough for attendance and trip announcements. Signed permission slips must be collected by staff prior to the child's authorized attendance. When returning from camp, children will need to be accounted for by camp staff being signed out.

Admission for the field trip is included in your camp registration. Children may bring their own money for snacks and additional activities if they choose to do so.

Please be reminded that field trips are a privilege. Based on a child's attitude and behavior displayed at camp, they may be held back from a field trip by staff.

Summer activities may include some of the following field trips, upon availability:

If an activity is unavailable, we reserve the right to add another activity of equal interest. The following are examples of places we will go:

- Swimming
- Bowling
- Zoo
- Park
- Museums
- Nature Park
- Movies
- Library

Toys/Electronic Devices

We request that participants do not bring personal belongings to the site. Electronic devices (cellphones, earbuds, Bluetooth, electronic games, iPads, etc.) are not allowed during program hours and should not be brought to the sites. Saint John Lutheran School is not responsible for lost or damaged personal property. Only bring essential items.

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power — such as physical strength, access to embarrassing information, or popularity — to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

We are committed to providing a caring, friendly, and safe environment for all of our participants that allows them to interact in a relaxed and secure environment. Hillsborough County will not tolerate bullying behavior in our centers. If bullying does occur, all children should be able to tell staff and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is occurring is expected to tell a staff member.

Saint John Lutheran School is committed to addressing concerns that fall under bullying immediately and fairly, informing parents about bullying and disciplinary policies, and stressing to all participants the importance of choosing respect when interacting with one another.

The Lord's Prayer

Our Father in heaven, hallowed be your name. Your kingdom come, your will be done, on earth as it is in heaven. Give us this day our daily bread, and forgive us our debts, as we also have forgiven our debtors. And lead us not into temptation but deliver us from evil.

St. John's Lutheran School

Parent & Student Handbook Agreement

I/We have read, understand, and agree to abide by the policies and procedures set forth in the Parent & Student Handbook and the Summer Camp addendum which includes:

- Code of Conduct
- Anti-bullying Policy
- Sunscreen Policy and Parent/Guardian Request Form
- Parent/Guardian Request for Administering Medication.

I understand that this policy supersedes any other policies I may have received during my participation in the Saint John Lutheran School program.

I understand that it outlines my privileges and obligations as a participant in this program. I will familiarize myself with the information herein, which describes the policies of the Saint John Lutheran School Program.

Student Name: _____ Grade/Teacher: _____

_____ Student Name: _____

Grade/Teacher: _____ Student Name: _____

_____ Grade/Teacher: _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

Date: _____

St. John's Lutheran School

Sunscreen Permission Form

Child's Name (Please Print) _____

The staff of St. John's Lutheran School Summer Camp Program may apply sunscreen to exposed skin surfaces, prior to sun exposure, for my child. Sunscreen will not be applied to any broken skin or if a reaction is observed. Any reaction observed by staff will be reported to the parent/guardian.

Sunscreen Policy

Saint John Lutheran School does not provide sunscreen. If requested and authorized, staff will assist in applying parent/guardian-provided sunscreen as a courtesy and in the best interest of the child.

Saint John Lutheran School's policy on applying sunscreen is as follows: Each child will apply parent-provided sunscreen to his/her skin personally. When necessary and as requested by a parent/guardian, a Hillsborough County staff member will assist a child that may be unable to personally apply his/her own sunscreen. If assistance is requested and parent/guardian authorization is provided, a staff member will apply sunscreen on only the exposed parts of the child's skin and, when possible, while another staff member is present. Children will be requested to apply sunscreen along their suit lines.

_____ I will provide my child with his/her own sunscreen. *Mark the sunscreen with their name!*

Brand of Sunscreen provided: _____

Parents, please apply sunscreen to your child before your child arrives at St. John's Lutheran School in the morning. We will reapply sunscreen for the afternoon outside playtime and /or during outdoor field trips.

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

Date: _____

St. John's Lutheran School

Swimming Form

FOR ROLLING STONE CAMPERS ONLY

Child's Name (Please Print) _____

Has your child ever participated in swim lessons?

• YES - What level was completed?
_____ • NO

Does your child require a floatation device or any other assistance?

• YES - what type of device?
_____ • NO

• OTHER – Please explain. _____

Parent/Guardian Name

(Please Print)

Parent/Guardian Signature _____ Date: _____ 30

St. John's Lutheran School

Anti-Bullying Form

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another either physically or emotionally. Bullying may include a pattern of:

- Name calling, being pushed or pulled about
- Being forced to hand over money or possessions
- Having personal items taken or thrown about
- Being attacked, teased, or called names because of your religion, sexuality, gender, appearance, and/or abilities

Bullying happens when a person or group of people want to have power over one another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of emails, text messaging, instant messaging, social media, and other less direct methods. This type of bullying can also lead to camp participants being hurt, especially when persons are targeted through exclusion.

In Saint John Lutheran School, bullying is inexcusable. Our philosophy is to ensure that every camper has the opportunity to have a positive experience. We work together as a team to ensure that camp participants gain self-confidence, make new friends, and go home with lasting positive memories.

Our camp leaders are trained to address all incidents of bullying. We encourage staff to promote communication with camp participants so campers will be comfortable alerting us to any problems.

The discipline associated with bullying is as followed:

- 1st occurrence – Communication Form in the child's file and discussion with a parent. The severity of bullying could result in up to a week suspension
- 2nd occurrence – May include up to a two-week suspension.
- 3rd occurrence – May include up to a month suspension.
- 4th occurrence – Removal from camp.

Parent/Guardian Signature _____ Date: _____

St. John's Lutheran School

Code Of Conduct

This Code of Conduct program is divided into four disciplinary groups to reflect the degrees of severity of misconduct. The disciplinary measures shall include replacement costs of any vandalized equipment or facility. Discipline decisions will take into consideration any past records on the participant from a full calendar year prior to the incident.

Each participant will be considered individually in light of all available facts. All individuals will be expected to follow the rules.

A. All behavior infractions should be communicated by a staff member to the director.

B. Any concerns a staff member may have with a participant's behavior must be communicated to a parent or legal guardian as soon as possible, preferably when the parent picks the child up at the end of the program. If the parent does not pick the child up, both telephone and written contact must be made with a parent or guardian.

C. If, upon a telephone or written request, the parent or guardian fails to contact us to discuss the participant's behavior, then an automatic suspension will take place within the next two days.

D. Refusal to abide by disciplinary guidelines in Groups 1-3 will result in automatic suspension.

E. Participants must serve the suspension within 3 business days after being notified by staff.

F. Refunds or payment adjustments will not be made for participants who have been suspended for violating the Code of Conduct.

GROUP I - The types of prohibited actions include, but are not limited to:

1. Being in the office or building without permission.
2. Misuse of equipment which includes, but is not limited to: throwing or kicking any equipment, children standing on swings, etc.
3. Running in a building.
4. Sitting on tables.
5. Disturbing presentations, groups, or activities while they are in progress.
7. Unauthorized use of personal cell phones.
8. Not following directions.
9. Name calling and/or teasing others.

The following guidelines are set up for disciplinary measures in this group:

- 1st Occurrence - Verbal counseling of the participant and parent notification.
- 2nd Occurrence - Verbal counseling with a time-out (no longer than 1 minute per year of age) and parent notification.
- 3rd Occurrence - One-day suspension.
- 4th Occurrence - Two-day suspension.
- 5th Occurrence - Three-day suspension.

GROUP II - The types of prohibited actions include but are not limited to:

1. Climbing on trees, fences, etc.
2. Engaging in scuffling, kicking, wrestling, pushing others in line, or similar types of disorderly conduct.
3. Deliberately refusing to follow directions as given by a staff member or a volunteer.

4. Violating a safety rule of practice; i.e. throwing rocks, being in a restricted area, jumping off swings, or the playground apparatus.
5. Cursing or using foul language.
6. Acts of cruelty; i.e. acts against insects, reptiles, and birds.
7. Racial slurs, and obscene gestures

The following guidelines are set up for disciplinary measures in this group.

1st Occurrence- Verbal counseling with a time-out (no longer than 1 minute per year of age) and parent notification.

2nd Occurrence- One-day suspension.

3rd Occurrence- Three day suspension.

4th Occurrence- One-week suspension.

5th Occurrence- Two week suspension.

GROUP III - The types of prohibited actions include, but are not limited to:

1. Being disrespectful, using abusive language, or cursing at staff, or volunteers.
2. Threatening, intimidating, or bullying other participants, staff, or volunteers.
3. Provoking or instigating a fight; fighting at any time on County property or at County events.
4. Deliberately stealing, misusing, destroying, or damaging another participant's property.
5. Vandalism; i.e. putting rolls of toilet paper in commodes, defacing walls, deliberately breaking bottles, climbing on buildings, etc.
6. Indecent exposure; i.e. mooning, urinating in public or on bathroom walls or floors.
7. Deliberately spitting on and/or biting on another participant
8. Smoking; or use of any tobacco products or E-Cigarettes and/or vaporizers (if under 18 years of age).
9. Deliberately and intimately putting hands on another person.
10. Leaving the park and/or property without permission.
11. Using racial slurs or obscene gestures (9 years and up).
12. Making false 911 calls.

The following guidelines are set up for disciplinary measures in this group:

1st Occurrence - Parent notification and one-week suspension.

2nd Occurrence - One-month suspension.

3rd Occurrence - Three months suspension.

4th Occurrence - Six months suspension.

5th Occurrence - One-year suspension.

Group IV - The types of prohibited actions include, but are not limited to:

1. Theft or removal of St. Johns property without proper authorizations.
2. Possessing narcotics or intoxicants or being under the influence.
3. Weapons are not allowed. A participant or visitor shall not possess, handle, or transport weapons. Participants or visitors violating this policy are subject to suspension, expulsion, and/or arrest. Weapons include: guns, knives, razor blades, explosives, toy guns, or anything that resembles or could be considered by staff to be a weapon.
4. Provoking or instigating a riot.
5. Acts of violence against humans or animals.

A Group IV violation will result in immediate suspension of a duration to be determined by the camp Director.

The Director or the designee is responsible for discipline and determines the level of the offense and its appropriate consequences. Camp teachers are to use the Code of Conduct as a guide. When serious action

or offenses that fall under Group IV take place, the Director must consider the safety of the participants when more severe disciplinary action may be warranted.

Miscellaneous Rules

1. A suspended participant will be denied involvement in Saint John Lutheran School-sponsored or operated programs, events, and activities.
2. Any other behavioral problems that are of a more private nature will result in an immediate meeting with parents and staff to discuss solutions. If the parent/guardian agrees with disciplinary action, there will be no further contact. If the parent/guardian does not agree, he/she should contact the appropriate Recreation Manager at the Administrative Office: (405) 794-8686 or via email: administration@sj-ls.org.

Field Trips

Please be reminded that field trips are a privilege. Based on a child's behavior displayed at camp, they may be held back from a field trip by staff.

St. John's Lutheran School

Parent/Guardian Request for Administering Medication

Child's Name: _____ Camp Location: _____

NOTE: Saint John Lutheran School will accept medication that is to be administered to your child during the hours of camp under the following conditions:

1. If your child is to take medicine prescribed by a doctor, the original prescription label must be on the medicine (the label must include the child's full name, medication name, dosage, frequency of administration, doctor's name, and pharmacy's name and phone number). If any instructions on the original prescription label differ from the instructions you provide below, the medicine will not be administered to your child until a doctor's note authorizing the change in the prescription's instructions is provided.
 2. If your child is to take over-the-counter medicine, the medicine must be in its original (store-labeled) container, and it must also be marked with your child's name. All over-the-counter medication requires a doctor's note including the child's full name, medication name, dosage, frequency of administration, doctor's name, and phone number.
 3. Regardless of whether the medicine has been prescribed, or is over-the-counter, the medicine must accompany this form, and both must be handed directly to the site supervisor, or individual acting on their behalf, at the above-named camp locations.
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Saint John Lutheran School staff will not administer medication to your son/daughter if the above procedures are not followed, and if this form is not completed in its entirety.

I request that my child, _____, be administered the following medication.

Name of Medication	Dosage	Time of Day to be Given	Special Instructions	Known Side Effects	Dates to be given

Furthermore, I understand that, should my child need medication on an "as needed" basis, then said medication will be administered at the discretion of the area supervisor, or an individual acting on their behalf, and in cases of an emergency, that I may not be consulted before my child is given his/her medication. However, I also understand that Saint John Lutheran School does not employ medical professionals to administer the above named medication to my child and that all medication will be administered by someone without experience. As a result, I will not hold the County, or any members of the County staff, responsible or liable for information not contained on this form.

Parent/Guardian (Print Name) Parent Guardian Signature Date

Work Phone: _____ Home Phone Number: _____

Cell Phone: _____ Doctor's Phone Number: _____