

St. John's Lutheran School



Parent & Student Handbook

St. John's Lutheran School

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 in meeting 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 a “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.

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St. John's Lutheran School

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ADMISSIONS

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 e-mail 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 upon 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 practice 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 hampered 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 in resolving 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 e-mail or by telephone each day to the school office before 9:30am 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 be on time. 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 **8:30am**, 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 12:00pm and 2:15pm, 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 month of school.

SCHOOL ACCOUNTS

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 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, 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 school may be cancelled (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

Tuition assistance may be available to patrons of SJLS through a limited line-item of the school budget. Applicants must:

1. Fill out an enrollment form.
2. Pay the enrollment fee in full.
3. Fill out the tuition assistance application and submit it to the school office by June 15th (for financial assistance on the upcoming school year).

DELINQUENT ACCOUNTS

Any account that is delinquent for 30 days, as well as, any account that has been late for a total of 3 months since the beginning of the school year will result in the student being administratively dismissed from SJLS, therefore, un-enrolled. In order to have the child attend 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 \$1,000.00 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 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, extended care and lunch fees will be refunded if a student withdrawal's 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 %:

1st Quarter = 75%, 2nd Quarter = 50%, 3rd Quarter = 25%, 4th Quarter = 0%

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

STUDENT RECORDS

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

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) require an exemption certificate, please see the school office.

HEALTH & EMERGENCY PROCEDURES

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 and may NOT be readmitted to school until they have been fever-free for 24 hours.
- Vomiting and/or Diarrhea free (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 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 transported to GFF Foods, located across the street from the school. 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 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 e-mail, 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.

SJLS CURRICULUM

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 for 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.

DRESS CODE

UNIFORMS

We are implementing a new uniform policy for our Elementary students. Uniforms will be worn as we wish for our students to show pride of 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 grey. 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 same as the boys; polo tees in the colors of red, black, white, and grey. Long or short sleeve is acceptable but no tank tops. A blazer, cardigan, or sweater vest, in those same colors, will also be appropriate.

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.

DRESS CODE VIOLATION

If a student violates 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

Every Friday is Knight's Spirit Day. We encourage students to wear their SJLS t-shirt or hoodie proudly and show off your SCHOOL SPIRIT! T-shirts and hoodies will be available to order early in the school year through SJLS PTA.

DISCIPLINE

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 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 Principal and develop strategies in 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 are highly encouraged between home and school.
- If misbehavior persists, 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 ~~approach~~go directly to 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.

DAILY PROCEDURES & INFORMATION

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 and Spring Fling Auction Winners' 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 an elementary age and preschool aged children. The adult must park and walk the children inside and sign in the preschool child. In addition, vehicles may not be left unattended in the elementary drop-off.

Elementary Students (Kindergarten – 8th Grade):

- 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 not eligible to use the drop-off/pick-up. At the end of the school day, those Elementary students will be placed in their younger sibling's classroom and will remain with them until their parents/guardians arrive to sign them out.
- Vehicles are never to be left unattended in the drop-off/pick-up line.

EARLY PICK-UP

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

LATE PICK-UP

Students not picked up by 3:45pm shall be placed in PM care and charged accordingly. Any student not picked up by 6:00pm 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 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 7:45-8:15 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 parent/guardian including the times. No exceptions.

BREAKFAST, LUNCH & SNACKS

A state-approved nutritional 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, 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.

A nutritional snack will be provided during PM care, though snacks during the day must be provided by the parents. Parents may purchase a snack card for \$5, which will allow your child(ren) to "buy" snacks as needed.

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, 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 school) for Early Childhood/Pre-Kindergarten students and the south fenced playground (in front of school) for Pre School 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 ear shot 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 which 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 backwards and no walking up the slide.
9. No rocks should ever be thrown for any reason.

BIRTHDAYS

Parents/guardians may bring treats to their child's class on their birthday after 2:30pm to avoid interfering with instructional time.

TOYS & ELECTRONICS

Toys or electronic devices at school are at the teacher's discretion. Children in extended care may bring electronic devices and/or toys in accordance with extended care rules and teacher discretion.

PALS

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, class parties, 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: _____