

ST. JOHN'S LUTHERAN SCHOOL



PARENT HANDBOOK

INTRODUCTION

This handbook has been prepared to help you in establishing a closer relationship between home and school. In the handbook you will find objectives, policies, and other information that will be of value to you during the school year. Please know that some policies or procedures may change during the year; changes will be announced in the school newsletter.

Please take some time to read this handbook with your child and retain it for reference throughout the school year.

ABOUT OUR SCHOOL

MISSION STATEMENT: St. John's Lutheran School prepares students for service, mission, and leadership through its academic strength, partnership with parents, and Christ-centered environment.

VISION: The end desire for St. John's Lutheran School is to be "a great school for teaching and learning", providing students with a meaningful, quality preparation for life in a caring and passionate way, producing children who live productive Christian lives of service to our Lord and mankind.

PHILOSOPHY: To reach our vision, our students will develop into responsible, Christ-centered citizens, who make good decisions and witness their faith to others. We want our professional educators to be well-prepared to teach students in a digital age and have a great understanding of Christian doctrine and practice; the School Board and administration share in the responsibility to ensure that adequate staff development is provided to help keep teachers current and professionally prepared. And our commitment to a quality education program allows St. John's to be a "school of choice" for many students and families, providing opportunities for every child in our school to grow, learn, and find success in school.

Developing a spirit of trust, partnership, and collaboration with parents plays a vital role in the education of students and within our entire school community. Teachers must show love and respect for the many different family situations, accepting the various learning needs of students and appreciating that not all students will have the same talents, skills, or aptitudes. Being flexible and adapting to meet the individual needs of students is critical to the academic success and spiritual development of all students. Parents must also be cooperative and supportive of the efforts of our faculty and staff and handle conflicts and all situations with Christ-like love.

As partners, it is important that all stakeholders within the St. John's community (parents, students, faculty, and congregation) display a positive attitude toward our school ministry. Concerns and opportunities for improvement should be addressed in productive ways through the proper channels. All members of the school community play the role of "advocate for the school" and should share our

common mission, core values, purpose, and vision. They are responsible for sharing the strengths and positive components of our school ministry to the people of Arnold and beyond.

SCHOOL AND HOME PARTNERSHIP

SCHOOL RESPONSIBILITY: St. John's Lutheran School offers up-to-date learning and teaching materials. Students receive support, encouragement, and instruction to live in service to Christ, family, community and the world. The educational program offers a balanced, comprehensive and success-oriented curriculum. The program supports a sensitive, caring and supportive learning environment, which aids students in developing positive self-esteem and self-worth.

PARENTAL RESPONSIBILITY: The home is and always will be the chief agency for the Christian training of a child. A Christian Day School does not relieve parents of their God-given obligation and responsibility. Rather, the purpose of our school is to serve as an important aid and extension of the home in the vital work of Christian training and living. If the home and school are working together, your child is receiving the full benefits of a Christian education.

Worship. To carry out the objectives and philosophy of our Christian education, regular worship attendance is not only desirable, but also most necessary. Regular worship attendance is an essential part of the faith development and is monitored by the teacher and school. Most children cannot and do not come to church service alone, therefore parents must assume their God-given responsibility to see to it that their children attend worship regularly,

OUR PARTNERSHIP: To maintain open communication and deal with concerns, parents and students are encouraged to:

1. First contact the teacher to discuss the concerns.
2. If the concern is not resolved with the teacher, then contact the Head of School for assistance.
3. Should the previous steps fail to produce open communication and resolution; the Head of School will arrange a meeting with a pastor or School Board of all persons involved.

COMMUNICATION: Resolving Conflict

Misunderstandings and disagreements occur even in good schools. Good communication between parents, teachers, and students is a key to a successful school. In cases where you feel you have a complaint or serious disagreement with a teacher, please follow these guidelines:

1. Arrange a time to talk to the teacher individually and explain your concerns. Many problems can be quickly and easily straightened out this way. (Please do not attempt to come to the classroom unannounced. The teacher cannot discuss serious individual matters while busy with students.)

2. If you are still dissatisfied, contact the Head of School and explain your concern. If it appears desirable, a joint parent-teacher-Head of School conference can be scheduled.
3. If the matter remains unresolved, a parent may appeal the Head of School's decision to the chairman of the Board of Christian Education. (See also, BOARD OF CHRISTIAN EDUCATION)

There are, unfortunately, some unproductive (and even harmful) ways to deal with concerns, including these:

- Talking negatively about the teacher or school with other parents.
- Using social media to express dissatisfaction with the teacher or school.
- Complaining about the teacher or school in front of your child.
- Skipping one of the important steps listed above.
- Allowing frustration to grow by not dealing with your concern appropriately.

It's important to remember that we are working together as partners toward the same goal: your child's quality Christian education. Disagreements will happen, but they can be appropriately handled and resolved.

ADMINISTRATION

St. John's Lutheran School is operated by St. John's Lutheran Church as an educational arm of the congregation. A School Board oversees the policies and personnel of the school; the Head of School is responsible for the day-to-day management and administration of the school.

ACCREDITATION: St. John's holds to a high standard of education, and as such, the school seeks to meet national and state standards and has a strategic plan for ongoing improvement. Our school has earned accreditation from two agencies:

- National Lutheran School Accreditation
- Missouri Nonpublic School Accreditation

BOARD OF CHRISTIAN EDUCATION (School Board):

The congregation of St. John's Lutheran Church has delegated the governance of its school to a Board of Christian Education. It is the board's responsibility to establish policy for the governing of the school and to provide for the resources needed to carry out the school's mission and long-term vision.

The board is not normally involved in the daily management of the school, but instead oversees the work of the Head of School, who is entrusted with the day-to-day management of the school and supervision of the staff.

When questions or concerns arise, please follow our communication procedures. If all the proper steps have been followed and you feel the matter is unresolved, you may contact the School Board chairman to appeal the Head of School's decision.

APPLICATION, ENROLLMENT and FAMILY COMMITMENT

- **Application of New Student** is completed when the necessary online forms at www.factsmgt.com have been completed and the application fee has been paid. The application fee is non-refundable unless enrollment is denied, or for other special circumstances.
- **Enrollment of a New Student** is the official acceptance of the student to our school by the Head of School and the subsequent completion of online enrollment by the parent or guardian. If enrollment is denied, the application fee will be refunded.
- **Continuous Enrollment of Returning Students** is automatic unless parents inform the school office in writing by a predetermined date that their child(ren) will not be returning to St John's for the next school year; exact dates will be announced.
- **Previous Unpaid Charges:** Non-payment of tuition previously owed, fees, or other school charges may be grounds for not accepting the application of a student or for not granting enrollment.
- **Special Needs Students:** St. John's reserves the right to limit or restrict admissions or re-enrollment if the school cannot offer services that adequately serve children with certain learning disabilities, limited achievement, or behavioral and/or emotional concerns.
- **Application and Enrollment Priorities:** Families who already have children attending St. John's have the first opportunity to apply for their other children for the coming school year before applications are open to the general public; exact dates will be announced.

ENTRANCE REQUIREMENTS

- **Preschool** students are accepted based on their birthdates, screening, toilet training and available space.
- **Kindergarten** students are accepted based on their birthdates (must turn five years-old on or before July 31), readiness testing and available space.
- **Grades 1-8** students are accepted based on an interview with the parent(s) and student, educational progress testing results and available space.
- **Medical Records and Exams:** All students must meet the state requirements for immunizations appropriate for their age as required by state law. Health information must be updated for all students in Kindergarten and Grade 8. Students not in compliance with this state law may be excluded from attending until the requirements are met.
- **Student and Parent Commitment:** Students are accepted for enrollment on the premise that they will apply themselves to the ability God has given them, conform to the rules and expectations of the school, and respect Scriptural teachings as interpreted by the Lutheran Church-Missouri Synod.
- St. John's expects that parents will cooperate with school policies and respect Scriptural teachings.
- Parents are also encouraged to be supportive of the educational program at St. John's by becoming actively involved in the life of the school, regular in prayer for the school and its staff, and faithful in church attendance with their children.

NON-DISCRIMINATION: St. John's Lutheran School admits students of any race, color, national and ethnic origin to all rights, privileges, program, and activities generally accorded or made available to students at the school. It does not discriminate on race, color, national and ethnic origin in administration of its educational policies, admissions policies, or any other administered program.

St. John's reserves the right to deny or terminate enrollment of a child whose family member leads a lifestyle that is not consistent with or is contrary to Holy Scripture and the doctrinal positions of the Lutheran Church – Missouri Synod. Any behaviors determined by the administration to be disruptive to the school atmosphere and learning environment may result in termination of enrollment at the sole discretion of St. John's Lutheran School.

POLICIES: The Board of Christian Education is responsible for developing school policies to guide the administration of the school.

The Parent Handbook is intended to share important information about our school policies and procedures with you. This handbook is reviewed annually, and its statements are considered interpretations and procedures that reflect board policy.

POLICIES NOT COVERED: Any school or classroom procedure not specifically discussed in this handbook shall be left to the discretion of the teacher or Head of School.

ACADEMICS AND CURRICULUM

AWARDS: Several academic, attendance, and activity honors and awards are available per pre-determined guidelines. Students may be recognized for their various achievements both in school and out of school; such recognition may be after chapel services, at school assemblies, or in the school newsletter.

COMMUNICATION: Reporting Student Progress
Parents receive regular reports, both formal and informal, about the student's progress in academics and other areas. Formal reports include quarterly report cards and midterm progress reports.

The FACTS SIS (Student Information System) online program gives parents an opportunity to keep tabs on their child's ongoing progress in Grades 3-8.

Formal parent-teacher conferences for all students are scheduled for the end of the first quarter. Additional conferences may be scheduled during the third quarter, but it's understood that parents or teachers may schedule additional visits with each other as frequently as the need arises.

CURRICULUM: Our curriculum is based on the standards that the Christian faith forms the center for all teaching and learning.

Each day students will participate in Christian devotion, prayer, instruction, and experiences. Students also attend chapel services once each week. The faith development curriculum objectives vary by grade level and include work in the Bible, catechism, hymns, and memory selections as well as practical application of one's faith.

SUBJECT AREAS: The courses of study that make up the curriculum of the St. John's Lutheran School comply with the standards of the Missouri Department of Education and the LCMS Missouri District. Our faith is actively integrated in each course of study at each grade level. The areas of learning are:

- Religion: Bible stories, Bible teachings, memory work, worship, service
- Computer Education
- Fine Arts: Music, choir, art, drama
- Health: Sex education, nutrition, health
- Language Arts: Reading, literature, creative writing, grammar, spelling, handwriting
- Mathematics: Arithmetic, problem-solving, pre-algebra and algebra
- Physical Education: Fitness, exercise and movement, basic games, team sports
- Science: General science, biological science, earth science, physical science
- Social Studies: Citizenship, history, Missouri history, geography, government, cultures, current events

Textbooks and other curricular materials are regularly reviewed and updated by the faculty.

PROMOTION AND RETENTION: A student is promoted to the next grade level if he or she is considered ready to succeed at that level. In making that judgment, the staff takes several measures into consideration, such as the grade point average, end-of-year-test scores, general maturity level, and previous academic history. In all cases the student's long-term welfare is a high priority.

HOMEWORK: Homework is treated seriously at St. John's. An important part of a student's responsibility in the learning process is to complete all assigned schoolwork and turn it in as directed. Homework assignments that are not turned in according to directions are treated as disciplinary infractions. The amount of schoolwork that a student will need to complete at home each night will vary because:

- Some students work faster than others.
- Some students use their study time during school hours more industriously than others.
- Some nights a student will have more work to complete than other nights.
- Some students are better at planning their long-range projects, while others wait until the last possible day.

A rule of thumb is that students should spend about 10 minutes per grade level working on homework. If a student consistently spends more time than that, the parents and teachers together need to determine what the problem is. Learning how to complete schoolwork independently, efficiently, and successfully is a skill that students will need for success in high school and beyond. Absent students are

expected to complete assignments and missed tests. Students are generally given one day per absence to complete missed work.

SCHOOL TESTING: We administer the NWEA Map Growth, a national-normed test to students in Grades K-8 to determine their academic growth, as well as scholastic strengths and weaknesses.; the online test is given three times each year (fall, winter, spring).

RESOURCE CENTER: In partnership with Lutheran Association for Specialized Education (LASE), we offer a program that provides individual, small group, and classroom strategies to help students maximize their God-given learning potential.

DISTANCE LEARNING/AT-HOME LEARNING: In the event of an extended school closure, our teachers will implement distance learning plans to continue academic learning from home. The school will specify teaching and learning expectations to ensure our continued pursuit of excellence in meeting (an exceeding) the respective learning standards.

e-LEARNING DAYS: On “no school” days due to inclement weather or other emergency, teachers may send to parents a message with homework or activities that children can do at home (with or without parent help). These e-Learning lessons may include some at-home paper-and-pencil activities and craft ideas ... and may include some web-based lessons and activities. Overall, the e-lessons are intended to keep student attention and focus on learning and help them stay on track and be prepared for when they return to school.

ATTENDANCE AND HOURS

Regular attendance is a vital factor in any student’s academic progress, the responsibility for such attendance rests with the parent.

School administration records and monitors student attendance patterns throughout the school year, counting full-day and partial-day absences, as well as any late arrival (tardy) or early departure. Such attendance is recorded on the student’s official attendance records.

School administration shall assume leadership for all matters relating to school attendance. As the school’s “attendance officer”, the Head of School is obligated to report on and follow-up on suspected cases of habitually absent, tardy, or truant students. Such administrative action will be based on the available evidence and facts for each individual case. A high absenteeism rate will result in administrative action through the school office.

ATTENDANCE

- A student who is in the classroom ready to participate in the classroom activities at 8:15am is on time. A student arriving in the classroom after 8:15am is **tardy**.

- A student arriving after 10:00am is considered tardy and is counted **absent** for at least a part of that day.
- Please phone the office by 9:00am to report an absence.

ABSENCES

Excused absences are:

- **Personal Illness:** Students are excused when they are sick and attendance would hurt their well-being and/or the health of other students. We may require a physician’s statement.
- **Death in the Family:** Students may be excused an extended period in the event of a death in their family.
- **Personal Appointments:** Students who are absent for a good cause—doctor or dental appointments which cannot be scheduled at times other than school hours, court appearances, etc.—may receive prior approval for an excused absence.
- **Excessive absenteeism** may result in a truancy referral to the juvenile court or Division of Family Services.

TARDY: An excellent educational experience includes being prepared at the right place at the right time. Excessive tardiness causes problems for classmates, teachers, office staff, and the student.

- A student arriving in the classroom after 8:15am is **tardy**.
- Because we value on-time arrival and preparation for school, students who are tardy more than four (4) times in a school calendar quarter will be assessed a fee of \$5.00 per tardy thereafter. Students who continue arriving late to school (after school office warnings) may be assessed a higher tardy fee and/or be subject to other administrative action.
- A student arriving late needs to pick up a tardy slip at the office before going to the classroom.

SCHOOL HOURS: Classes begin at 8:15am and end at 3:15pm.

- **Preschool Children** registered for before school care may arrive after 6:30am. After school care ends at 6:00pm.
- **K-8 Children** are automatically enrolled in the Extended Care program from 6:30-8:00am and 3:30-6:00pm. See also EXTENDED CARE.

ARRIVAL AND DISMISSAL PROCEDURES

The safety of students during arrival and dismissal times is unquestionably one of the most important aspects of our school security. Parents must follow our procedures to ensure the safety of all children.

- **Arrival:** Morning Traffic Procedure
 - Drivers get into the car line and remain in their cars while the students enter the school.
 - Drivers of children needing special assistance (preschool, students with special projects, etc.) should pull into a parking space. Please do not block other families in the car line.
- **Dismissal:** Dismissal Traffic Procedure @ 3:15pm
 - Drivers get into the car line.
 - As the car approaches the gym doors, drivers hold up or place the student’s name sign in the car window.

- Teachers and upper grade student assistants will escort the child to the car. The driver then exits the school property.
- Drivers are expected to stay in their cars.
- After 3:30pm, students may be picked up in the Extended Care program.
- The school will provide a name sign. Parents may use additional name signs as needed.

EXTENDED CARE: Students who participate in school-sponsored activities (sports, clubs, etc.) before or after regular school hours, or who serve a scheduled detention, are supervised by the teacher or adult leader until 10 minutes after the scheduled end of the activity, after which the student may be sent to Extended Care where normal charges will apply.

WALKING OR BIKE RIDING between home and school is permitted if written permission from a parent is on file in the office. Students having permission to walk or ride bicycles home from school will be escorted from the school grounds by a staff member.

LEAVING SCHOOL GROUNDS at any time during the school day or school sponsored activities requires written permission from the parent.

IS MY CHILD TOO SICK FOR SCHOOL? Please use these guidelines in deciding whether a student suspected of being ill should be sent to school:

- Students with symptoms of vomiting or diarrhea are not eligible to attend school until symptom-free for 24 hours.
- Students with fever above 100.4°F may not attend school. They may return to school when they are fever-free for 24 hours without taking fever-reducing medication.

If, during the school day, your child becomes too ill to remain at school, you will be contacted so that you can arrange to have him/her picked up.

HOMEWORK FOR SICK STUDENTS: The teachers will try to have homework assignments and books ready for pickup by a parent shortly after 3:15pm. Teachers may be unable to have materials ready before that time.

DISCIPLINE AND CONDUCT

Discipline in our school is Christian discipline. Therefore, it is not administered in a spirit of vengeance, nor with a thought of retribution, but rather with the thought in mind that the child be guided toward the achievement of behavior controls which make him the kind of person who will “grow in favor with God and men”. Christian discipline always has the good of the child uppermost in mind. We believe that whatever a teacher does, even in the matter of discipline, is to be done in the spirit of love for Jesus and love for the child. The school recognizes the worth and value of various means and methods of discipline, and therefore, trusts the discretion of the individual teacher in the employment of

such means and methods within the framework of Christian love.

Students have a responsibility for avoiding any behavior that is detrimental to their own or other students' achievement of educational goals. Students must cooperate in maintaining reasonable orderliness in the school and classroom, take reasonable care of books and other instructional aids, and encourage a climate where learning is cherished.

Students have a responsibility for showing respect for the knowledge and authority of the teaching and support staff. Students must obey reasonable directions, use acceptable and courteous language, avoid actions that show contempt, and appeal decisions only through appropriate channels.

In agreement with the School Board's recognition of the need to make and enforce rules and regulations as are necessary to ensure efficient operation of the school, the members of the administrative and teaching staff of the school are authorized to administer necessary corrective discipline, excluding corporal punishment, so that such rules and regulations are adhered to by the students, and to do as would reasonable and prudent Christian parents. Parents and non-parents are to respect the decision of school personnel in handling such matters.

GUIDING PRINCIPLES

Rather than having an exhaustive list of negative behaviors and consequences, our Discipline Policy focuses on three specific principles or “BE” statements (behavior expectations). Each principle has an “I will” statement that clearly identifies the behaviors that are expected as they correlate to each Guiding Principle.

- **BE RESPECTFUL.** I will respect God, others, myself, boundaries, and property. “Treat everyone you meet with respect. Love your spiritual family. Love God. Honor those in authority.” (1 Peter 2:17, MSG)
- **BE RESPONSIBLE.** I will accept responsibility for my choices. “So, whether you eat or drink, or whatever you do, do all to the glory of God.” (1 Corinthians 10:31, ESV)
- **BE SAFE.** I will choose to protect the safety of myself and others. “Let each of you look not only to his own interests, but also to the interests of others.” (Philippians 2:4, ESV)

CODE OF CONDUCT: The school has established a Code of Conduct to provide guidance in handling discipline issues. The code is posted on the school website for reference.

MINOR OFFENSES: Teachers and staff members are encouraged to handle minor discipline infractions lovingly and quietly, making a record of them and referring them to the school office only if they become repetitive or seem deliberate. Parents are contacted if the child is not able to contribute to its resolution, the offense continues, or if the offense endangers others.

MAJOR OFFENSES: The Head of School may enact administrative action in cases when student misbehaviors consist of multiple infractions which violate the discipline

code (especially repetitive violations) or where the offense jeopardizes the safety of any person or property. The level of administrative action for any violation will depend on a variety of circumstances. The school reserves the right to suspend or expel any student for a major violation or persistent disregard of the school rules.

BULLYING: St. John's Lutheran School is committed to providing a learning and teaching environment that is free from bullying. Our school atmosphere should be such that all individuals and groups are treated with respect and dignity.

Our school defines bullying as overt acts or gestures that are unjustified and repeated. Bullying exists when a student with more social and/or physical power deliberately dominates or harasses another who has less power.

Bullying is different from conflict or "not getting along". Two or more students can have a disagreement, conflict, or say or do mean things to each other. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending himself or herself.

HARASSMENT AND RESPECT: Because St. John's is committed to an environment in which all individuals are treated with respect, harassment of any type—including sexual, ethnic, or gender—will not be tolerated. Students or staff who believe they have been subjected to harassment should contact the Head of School. If the Head of School is involved in the complaint the chairman of the Board of Christian Education should be contacted.

CORPORAL PUNISHMENT is not used at St. John's. Physical restraint may be used by staff members as needed in "out-of-control" incidents, when a student needs to be protected from himself/herself or poses a threat to other individuals or to school property.

BEHAVIORAL EXPECTATIONS OF PARENTS: St. John's Lutheran School is a Christian organization that expects anyone who enrolls a child to respect Christian values. This includes adult behavior in the school and during any school-related function, held on/off the St. John's campus. Any behavior that is disruptive, disrespectful, uncooperative, or that otherwise contradicts Christian living will be dealt with at the discretion of the school administration, applying those actions necessary to control behavior.

VIOLENCE: Incidents of actual or threatened violence should be brought to the Head of School's attention. Because of concerns about school violence in our American society and elsewhere, the St. John's staff must take seriously any comments about school violence, shooting, etc., even if the comments were intended as jokes.

DRESS CODE

There is a positive relation between a neat, appropriate appearance and a good learning environment. All students are encouraged to take pride in self and in their schoolwork. To create the optimal setting for students, the following guidelines reflect the concern of St. John's Lutheran School for student dress, and they emphasize neatness, modesty, good grooming and good taste. We ask both parents and students to support the school in our attempt to create a positive learning environment. The dress code is posted on the school website for reference.

Parents purchase uniform shirts from St. John's. Pants, shorts, skirts and jumpers that conform to the specific styles, standards, materials, and colors selected for the dress code may be purchased from the parents' retailers or choice.

The school is responsible to enforce the dress code. St. John's reserves the right to reject any clothing article worn to school by students if the article is inappropriate or does not conform to the dress code standard.

FINANCIAL INFORMATION

Quality Christian Education requires support of parents and church members. Members of St. John's Lutheran Church recognize the vital importance of Christian education in the lives of children, and therefore support the school as part of the church's overall mission program. The combined costs of salaries and benefits, supplies, books, materials, equipment, maintenance, insurance, and facilities are a considerable commitment made by the congregation. St. John's Lutheran Church provides financial support through scholarships and subsidies to keep fees as low as possible, enabling more families to enroll in the school.

FINANCIAL AID: We offer financial aid to families on a financial-need basis as funds allow; the assistance is applicable to students enrolled in Grades K-8. Interested parents may submit an online application through FACTS, the company St. John's uses for confidential financial assessment. A link to the FACTS is on the St. John's website, www.stjohnsarnold.org.

LESA. The Lutheran Elementary School Association (LESA) offers scholarships to students attending Lutheran schools in the St. Louis metropolitan area. One application and fee in FACTS covers both St. John's for financial aid and LESA for scholarships.

FACTS: St. John's uses the FACTS tuition management program for automatic withdrawal of tuition payments and incidental fees. All families are required to setup a FACTS account and payment plan for school tuition and incidental fees. Creating a FACTS account and payment plan is part of the enrollment process and must be completed before the child may attend school.

TUITION: Current tuition rates are available on the school website and through the school office. Tuition is to be paid on time by all families; variations to the payment schedules

must be approved by the school. Failure to pay the tuition or school fees on time may result in a temporary suspension from school attendance until payment arrangements are made.

SCRIP: All school families benefit from the Scrip program, so we expect everyone to participate in the program.

All families (PS-8) must purchase Scrip cards from the school; average \$300 per month (for 10 months). The Scrip cards profits are used to offset budget expenses. Families may "buy out" of the Scrip card program by paying \$75 per semester.

FUNDRAISERS: The school and PTL sponsor fundraisers to provide extra funds for school and classroom resources and equipment. Families are encouraged to participate in the fundraisers.

PAYMENTS: The school accepts cash, check, debit and credit card payments for tuition, school fees, and miscellaneous purchases.

1. CARDS: Tuition and school fees may be paid through FACTS using Visa, MasterCard, and Discover cards only (NOTE: FACTS will charge a convenience fee for credit/debit card payments).
2. St. John's charges a convenience fee of 80¢ for every \$25 (or any part of \$25) paid with a credit or debit card to cover our bank fee when parents make payments at the school office.

HEALTH AND HEALTH SERVICES

COVID-19: St. John's Lutheran School has developed a Health and Safety Plan for providing educational ministry in response to the COVID-19 pandemic; the plan is posted on the school website for reference.

The plan reflects our effort to institute best practices and consideration for the guidance and recommendations of health officials and education leaders, and it is designed to prioritize the health and safety of our children, families, and staff as we offer a "safe and responsible" in-person teaching and learning environment.

While St. John's is acting responsibly in developing this plan, school leaders recognize that the plan must be fluid to allow the school to respond to potential changes in local health-related regulations, which may result in less restrictive or more restrictive procedures. We will continue to monitor our Health and Safety Plan and if health conditions warrant a change in the plan, we will make appropriate changes as needed. We will inform staff, children, and school parents of any significant changes to our plan.

To best protect the health and safety of our students, St. John's will consult with the Jefferson County Health Department (JCHD) and other governmental agencies, and we will implement any recommendations we determine safe and responsible. Whatever the circumstances, we remain

committed to providing a loving Christian environment which supports the whole child.

COMMUNICABLE DISEASES: Students may not attend classes or other school sponsored activities if the students are known to be liable to transmit any contagious or infectious disease unless the staff has determined, based on medical evidence, that:

1. the student is no longer infected or liable to transmit the disease, or
2. the student is afflicted with a chronic infectious disease that poses little risk of transmission in the school environment.

Students with contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. (See also, MEDICATIONS)

FIRST AID AND INJURY: The teacher or school office personnel will administer first aid in cases of minor injuries. In the case of major or serious injury, an ambulance will be called, and the parents will be notified.

MEDICATIONS: Parents must complete a medication form at the beginning of each school year to authorize the school to administer prescription and non-prescription medications; the medication form is available in the school office and on our website.

- Prescription Medication:** Please schedule medications to be given at home whenever possible. Only those medications specifically prescribed to be given during school hours will be given at school.
1. To administer prescription medication, a signed form is needed that includes both the physician's and the parent's signatures. Other important information includes name of the medication, reason for medication, route of administration, adverse effects, and emergency instructions that may be applicable. Forms, which must be renewed at the start of each school year, are available in the school office and on the school website.
 2. Medications must be brought to school in a container appropriately labeled by the pharmacy or physician. The instructions should indicate that the medication is to be given during school hours.
 3. The school secretary is the staff member designated and trained to administer student medications.
 4. All medication will be kept in a locked cabinet or drawer. Exceptions may be made for inhalers or EpiPens.

Over-the-Counter Medications

Note: This category includes common items such as ointments and cough drops.

1. To administer non-prescription medicine, a signed form is needed that includes parent's signatures.
2. The medication must be supplied by the parent and in the original container and it will be kept by

the teacher or other school staff until needed by the student.

3. Appropriate non-prescription medication, considered necessary by school personnel for routine first-aid measures to treat minor injuries, will be administered unless written objection by the parent/guardian is on file at the school.

SCHOOL INFORMATION

ASSEMBLIES AND PROGRAMS: School assembly programs may be scheduled during the year to extend student learning or foster school spirit.

BIRTHDAY BOOK CLUB: Celebrate your child's special day (birthday, half-birthday, baptism) by donating a book to our school library. Children are recognized in chapel and receive the book. Contact the school office for info.

CALENDAR: Go to our school website to see the official school calendar, monthly activity calendar, and sports calendar. Check back often ... we update the calendars throughout the school year.

CAPP (Child and Adult Protection Program): Our church and school utilizes guidelines that protect and care for our children and at-risk adults. The CAPP program is designed to provide a safe learning and work environment for children, staff members, and volunteers.

All employees and volunteers who work with children at St. John's Lutheran must comply with the CAPP certification guidelines. The certification process for staff and volunteers includes but is not limited to a selection process used to secure employees and volunteers, background checks, training on child abuse and reporting procedures, and signed statements that they will abide by church and school policies.

CELL PHONES AND ELECTRONIC DEVICES: We encourage students to use electronic devices for learning purposes and to help provide a positive school learning setting, we have some general school guidelines to provide a safe and more productive learning environment for students. The technology guidelines are posted on the school website for reference.

CHANGE OF ADDRESS, PHONE, EMAIL, FAMILY STATUS, AND HEALTH RECORDS: Parents are asked to notify the school office when a change of address, phone number, and/or email occurs, enabling our school administration to keep our roster and mailing list current.

CHAPEL services are held each week for all K-8 students; preschool children attend a chapel chat on a regular basis.

Parents and friends are encouraged to attend the school chapel services, which begin each Wednesday at 8:30am in the church sanctuary. Chapel services are worship services, but they are not intended to substitute for weekend church services.

Offerings gathered at these chapels are designated for various mission projects.

COMMUNICATION: News & Updates

- **School Newsletter:** The Wildcat Weekly is posted on the school website. Parents are notified by text when the newsletter is posted.
- **Classroom News** is typically available from each classroom teacher on a regular basis.
- **School Website:** www.stjohnsarnold.org.
- The School **Facebook** page is a way for parents and teachers to communicate reminders and helpful hints. (For conflicts or concerns, please see COMMUNICATION: Resolving Conflict above.)
- The **School Directory** information is available through the FACTS Family Portal. Parents may search for student and family contact info.

CONTACTING A TEACHER: Teachers may be contacted in person or by telephone or email. When meeting in person, always ask the teacher if he or she has time to talk at that moment, or better yet, when it might be convenient for him or her to do so. Don't expect to have an extended conversation during drop off and pick up; consider 8:00am-3:30pm to be "sacred time" for the teacher. Mornings, recess, lunch, and after school can be quite hectic times; teachers may appear to be free, but they are not. Ask the teacher for the best time to talk.

COUNSELING SERVICES: A counselor may be available to work with individual students and with groups of students, and may be available for consultation with teachers, parents, and (with signed parent consent) with outside professionals.

CUSTODY NOTIFICATION: Please inform the school office and teacher(s) concerning any special parental rights and privileges.

FACTS SIS: Parents (Grades 3-8) can access the FACTS SIS (Student Information System) gradebook to see their child's academic progress throughout the year.

EMERGENCY CANCELLATIONS and DISMISSALS:

When snow or ice comes, we announce any school delay or closing by:

- SCHOOL MESSENGER 67587: Text message
- TV: KMOV 4, KSDK 5, FOX 2

We try to make our announcements as early as possible (by 6:00am) or the night before. If you do not see or hear an announcement, school starts at our regular time at 8:15am.

NOTE: We do not always follow the public school closings or delays; listen and watch for our school.

Even if school is in session, parents should use good judgment about driving to school based on road conditions. Parents can pick up a child early if road conditions worsen during the day.

SCHOOL CLOSED. The school is closed when weather conditions do not allow for safe travel, or if a building emergency exists.

SCHOOL DELAY. We may delay the start of our school day to give our parents better visibility and allow roads to clear of traffic and snow or ice. **NOTE:** Morning extended care hours will also change if we delay the start of the school day; watch for information.

EARLY DISMISSAL. We rarely close early, unless we face extreme weather conditions or conditions within the building became hazardous (no heat, water, power). Parents may pick up a child early if road conditions worsen during the day. Afternoon extended care will be closed if we have an early dismissal.

EXTENDED CARE PROGRAM (Grades K-8)

The before-school program opens at 6:30am and ends at 8:00am. The after-school program begins with the end of carline at 3:30pm and closes at 6:00pm. Contact the school office for the hourly extended care fee.

We recognize that an occasional circumstance may prevent a parent from arriving for pickup before 6:00pm. Because we value on-time pickup and we value our staff personal time, we will assess an additional \$5.00 fee for the second late pickup and each succeeding late pickup in a school calendar quarter (charged to the family FACTS account). Students whose parents persist in a late arrival for pickup after 6:00pm (after school office warnings) may be assessed a higher late fee and/or be subject to other administrative action.

The Extended Care program is generally available on all days when school is in session. If school is called off for severe weather or other emergencies, the Extended Care program will also be closed.

Cell phone use by students is not allowed while in Extended Care.

FAMILY VACATION TIME: Families sometimes have little control over when vacations can be taken, and we recognize the value of families spending time together. Please talk with your child's teacher before making vacation decisions. For the sake of the student's learning, we encourage families to avoid extended absences during the school year whenever possible.

Teachers will try to help ease the student's difficulties as much as possible when extended absences occur, but teachers are neither obligated nor always able to prepare work in advance or afterward that will really be a substitute for school time lost.

FIELD TRIPS: Field trips are scheduled by the teacher to provide educational experiences and learning activities outside of the structured classroom. Students must have a signed permission form by the parent or guardian to attend the trip.

All students are expected to participate in field trips and class trips. Such trips are considered part of our curriculum and a regular activity of the day.

FIRE, TORNADO, AND LOCKDOWN DRILLS: The school participates in fire drills, tornado drills, and other emergency drills that are required by state law. Students are expected to cooperate and follow teacher directions. St. John's follows all state requirements regarding the frequency of these drills.

FOOD, CANDY, GUM, AND SODA: Healthy snacks may be brought to school for consumption during appropriate times as indicated by classroom teachers.

- Gum chewing is not allowed on school premises during school hours.
- Candy should not be brought to school (exceptions will be made in the case of birthdays and special events).
- Food and snacks consumed on the playground area are monitored by the teachers.
- Classroom treats should be store-bought and individually wrapped ... or purchased through the school lunch program.

HOTLINE REPORTING: Teachers are "mandated reporters" who are **required to report reasonable suspicion of child abuse or neglect.** In addition to our legal responsibility, we have an ethical Christian responsibility:

- We act primarily in the best interest of the child, not the adult. If there is suspected abuse, the child may have no one else acting on his/her behalf.
- Teachers are not required to investigate but only to report reasonable suspicion.
- As a Christ-centered organization, we believe that uncovering the truth, although unpleasant, can lead to forgiveness and healing. Leaving the truth covered will only continue to harm a child.

LIBRARY: Our school maintains a library that is open to all students on a regular basis. Trained volunteers and staff members assist students in finding appropriate-level and appropriate-interest books. Students will be assessed a fee for lost or damaged books.

LUNCH PROGRAM: St. John's offers a nutritionally balanced lunch program at an affordable cost. Monthly menus are published in advance.

Each lunch includes an entrée, two sides, dessert and one carton of milk. Students may purchase milk to accompany a sack lunch or to supplement the hot lunch.

Students who bring a lunch from home are encouraged to bring nutritious drinks and food items. In accordance with our lunch program guidelines, soda is not permitted to be a lunch beverage.

Nut-Sensitive. To maintain the safest environment possible for all the children, we strive to avoid serving any lunch products containing peanuts and we ask parents and students to avoid sending any food items to school containing peanuts for snack, lunch, parties,

etc. If no one in a classroom has a peanut allergy, peanut products are allowed. We depend on parents and staff for their efforts and cooperation in ensuring the safety of all children.

PARENT TEACHER LEAGUE (PTL): Parents, teachers, and administrators plan special events and projects to enhance the school's learning program and provide family-building activities. All parents having a student at St. John's are encouraged to participate in this organization.

PICTURES, YEARBOOKS, and MEDIA RELEASE AUTHORIZATIONS: During the school year, photos of students in various activities may be taken and used in newsletters and/or for marketing purposes. If you do not choose to have your child's photograph used for newsletter or media purposes, please notify the school office in writing.

The school yearbook contains photos of St. John's students and faculty each year. All grade levels and staff members are represented.

PLAYGROUND AND RECESS: Students are provided with at least one recess period per day, supervised by staff members. Students are encouraged to use this time to visit and play with friends and classmates, practicing Christian sportsmanship on the playground. Students are encouraged to treat fellow playmates with respect.

PUBLICATION or DISTRIBUTION OF MATERIALS: The school facilities may not be used to promote any group or vested interest without the school's approval.

SAFETY AND SECURITY

- **Front Door Entry:** All exterior doors are kept locked during the school day. Parents and other visitors who wish to enter the building during the school day must ring the bell at the front door. An intercom system allows school office staff to communicate with visitors before unlocking the door.
- **Visitors:** Parents and other visitors must enter at the front door and check in with the office. Visitors should not expect to go directly to a classroom without receiving permission.
- **Sign Out:** Students who are dismissed early for medical appointments or other reasons must be signed out in the office. Parents should inform the school if someone else will be picking up their child. School personnel may ask for identification before releasing a student to an adult other than the parent.

SCHOOL MESSENGER 67587: The school office uses School Messenger, an online communication program, to text parents with school news, announcements, and reminders. To ensure proper communication, it is important that at least one parent in each household receives the messages; contact the school office for info.

SEARCH AND SEIZURE: Schools may conduct reasonable searches that are motivated by reasonable suspicion; such search may be targeted toward a specific student or group of students. School officials may search student lockers and desks since lockers and desks are the exclusive property of

the school. School officials, too, may search student clothing and book bags if "reasonable suspicion" exists.

SOCIAL MEDIA: We encourage teachers and parents to use a variety of social media to communicate school news, announcements, and reminders. In doing so, we remember that social media should be used in a manner that adds value to the St. John's Lutheran ministry. If the use of social media builds a sense of community; if it helps members, staff, students, and parents communicate and solve problems; if it honors Christ and His body; if it helps to improve knowledge or skills; if it contributes directly or indirectly to the improvement of instruction or student performance; or if it helps to promote the St. John's mission and ministry, then it adds value.

TELEPHONE USE: Students may use the school phone or their cell phone when they have permission from their teacher.

TEXTBOOKS: Textbooks, workbooks, and other instructional materials remain the property of the school and are made available to the student for purposes of learning. Fines may be assessed to students for loss of or damage to these materials beyond normal wear and tear. The replacement cost will be charged for books or other materials that are lost or rendered unusable.

TOBACCO, DRUGS, ALCOHOL: Students are not permitted to use or have in their possession tobacco, alcohol, drugs, or other illegal substances while in school or at school activities. (For use of prescription drugs, see MEDICATION – Prescription and Non-prescription).

Parents and other adults are not permitted to smoke on the St. John's campus or while accompanying field trips.

VISITING THE SCHOOL: For security purposes, parents and other guests visiting the school must sign in and out at the school lobby desk during school hours.

VOLUNTEERS: Volunteers are concerned and dedicated persons, and they are one important way that the school and families work together. Volunteers enhance the learning of students by assisting in a variety of ways.

A volunteer serves as an assistant to the teacher and not as a replacement. The classroom teacher is responsible for the educational program of the classroom, and it's important for volunteers to take their direction from the teacher or staff person in charge of the activity.

WEBSITE: We want our school website to be a resource tool for parents. Keep us informed ... let us know if we should add info to our site.

SCHOOL ATHLETICS

SPORTS: As a member of the St. Louis Lutheran Schools League, St. John's offers an interscholastic sports program for upper grade students in soccer, volleyball, cross country,

basketball and track and field. Interscholastic sports are generally available to students in grades 5-8, with 4th graders occasionally having the opportunity to participate.

CYC: St. John's Church and School offer sports opportunities for boys and girls in our church and school in Preschool-Grade 4 (sports vary by grade level and season) in the local church youth sports program. Info is available in the school lobby.

CHRISTIAN SPORTSMANSHIP: The ideals of good sportsmanship, Christian behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by Christian generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by St. John's as a concrete measure of the understanding and commitment to fair play, Christian behavior, and integrity.

For more information, see the SPORTS HANDBOOK.

LUTHERAN HIGH SCHOOL SOUTH

Our classes end at 8th grade at St. John's, but our education continues at Lutheran High School South. LuSo is "our" high school ... it's not on our campus, but it is conveniently located just a few minutes away.

For over 55 years, Lutheran High School South has been preparing students for success in college, career, and life. LuSo is a co-educational, private, Christian high school serving over 500 students in grades 9 through 12 who live in St. Louis City, St. Louis County, and the surrounding areas. While about 85% of students come from area Lutheran congregations, LHSS welcomes the diversity brought by students from other Christian denominations.



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