

St. John's Lutheran School

2025-2026

Parent Handbook



Accredited by:
The Western Association of Schools and Colleges and
National Lutheran School Accreditation

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INTRODUCTION

This Parent Handbook is intended to share school policies and procedures that allow for St. John's Lutheran School to operate the highest quality Christian educational program possible. The faculty and staff at St. John's try to hold ourselves to high standards, and we are committed to carry out these policies and procedures in a fair and appropriate manner. We expect parents to support our efforts by adhering to all policies and procedures of St. John's Lutheran School.

St. John's Lutheran Church and School Mission Statement

Leading People into a growing relationship with Jesus Christ, His followers, and His world.

St. John's Lutheran School is a ministry of St. John's Lutheran Church, and as such, adheres to and teaches according to the beliefs and practices of our congregation. St. John's is also a member of the Lutheran Church Missouri Synod, a national body of Lutheran churches whose headquarters is in St. Louis, Missouri.

The center of the Christian Faith is love – God's love for us and His call to love Him and one another. In keeping with this call to love one another, we seek to welcome and serve families regardless of their faith background. We do not expect that all students and families share the faith we confess. We do expect, however, that all of our students and families, regardless of their faith background, respect the Christian Faith that is taught and practiced at St. John's Lutheran School.

Here is a summary of our beliefs.

God: God is three persons in one: the Father, who created and sustains the world; the Son, who lived as a human being, died, and rose from the dead; and the Holy Spirit who works God's will in the world. These three persons are co-equal and are one God.

Humanity: All people are created in the image of God and are intended by God to be in an eternal relationship with him and to be like Him in character. But sin, disobedience to God, separates people from God. All people are sinners in need of God's forgiveness.

Jesus Christ: Jesus Christ is true God and true Man at the same time. He lived a sinless life and offered Himself as the perfect sacrifice and ransom for our sins by dying on the cross. He rose from the dead on the third day, victorious over sin, death and the devil. He ascended into heaven where He reigns as Lord of all. He will return in glory to judge the living and the dead.

The Good News: The Good News is that God has reconciled the world to Himself through the death and resurrection of Jesus Christ. Sin, death, and the devil have been defeated. Forgiveness, eternal life, and peace with God are freely offered by God and received through faith in Jesus Christ.

The Christian Life: Jesus calls those us to follow Him in a life of faith, service, witness and obedience. The strength to follow Jesus in this way is a gift of the Holy Spirit. We are not perfect; we stumble and fall in our daily walk with God. But our forgiveness has been won and paid for by Jesus Christ, who calls us to repent, to receive forgiveness from Him, and to continue following Him. The Ten Commandments serve as a guide to God's will for our lives.

The Mission of God: God's mission is to reconcile all people to Himself through faith in Jesus Christ. All believers in Christ are called as God's partners in this mission. We seek to grow as disciples so that we grow as witnesses and models to others, that they might come to know and follow Jesus as well.

Worship: Worship is the meeting place of God and His people. God gathers us into His presence that we might celebrate His goodness to us in Jesus, and receive from God gifts of His grace. We make use of historical forms of worship that have benefited Christians throughout the ages, as well as worship forms as new as today.

The Bible: The Bible is the Word of God. God was at work in the lives of the human writers so that the final product is exactly what God wants it to be for us. It is true in all of that it says. The purpose of the Bible is to reveal Jesus Christ to us as our Savior, so that we might believe in Him and follow Him.

Sacraments: Baptism and the Lord's Supper are gifts from God to the Church, through which is present and actively at work. God gives His grace in the Water of Baptism. Jesus gives us Himself, His body and blood, in the bread and wine of the Lord's Supper (Holy Communion).

Marriage: Marriage is the sacred union of a man and a woman. It is a gift of God by which He gives us a picture of the relationship between Christ and His bride, the church.

Gender: The Bible describes people as either male or female, making no distinction between biological sex and gender. As followers of Jesus, we use the same definition. Therefore in our school ministry we use pronouns, dress codes and restrooms and athletic teams that correspond with the biological sex of each person.

Sanctity of Life: All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.

What is "Lutheran"? Lutherans take their name from Martin Luther. He was a German priest who was expelled from the Roman Catholic Church in the early 1500s. Luther's writing and teaching sparked the Protestant Reformation. Through his study of the Bible, Luther helped the Christian Church rediscover the truth that God is loving and that He offers forgiveness and eternal life as a free gift because of Jesus Christ. Luther taught that people - no matter how hard they try- cannot earn God's forgiveness or a place in heaven. It is a gift that people receive through faith in Jesus Christ.

For more information about what we believe as a Bible based body of Christ, please feel free to talk with one of the pastors, principal, or teachers. Information is also available on our church website at www.stjohnslutheran.net. We have a parent information packet in the school or church office that explains more about our church and what opportunities are available for school parents at St. John's. More information is shared at a New Parent Orientation at our Back to School Night.

School Purpose Statement

All students will grow in their relationship with Christ and develop the knowledge and skills to be confident, academically capable individuals who serve Christ, His church, and His world.

Student Learner Outcomes

Based on our mission and purpose as a school, St. John's Lutheran School has established the following goals to guide and assist our planning and execution of our academic and extracurricular programs.

- **S- Striving for Excellence**
Students will understand the saving knowledge of Jesus Christ and **grow in their relationship with Him** through daily living in God's Word.
- **J- Joining Christ on His mission**
Students will become **confident individuals** as they identify, develop, and use their God-given gifts and abilities. Students will become **academically capable individuals** by obtaining the knowledge and skills needed to reach their potential and finding effective ways to apply what they learn to real life situations and challenges.
- **L- Learning to Lead**
Students will celebrate God's love by **serving Christ, His Church, and His world**

Contact Information

St. John's Lutheran School Office- 707-226-7970 ext 101
St. John's Lutheran School Fax- 707-226-7974
St. John's Lutheran School PALS- 707-738-7901
St. John's Lutheran Church Office 707-255-0119

ACADEMIC PROGRAM

St. John's Lutheran School has adopted Core Knowledge as the foundation for our written curriculum in Preschool through 8th grade.

PRESCHOOL:

St. John's Lutheran School operates a Christ-centered Preschool to meet the needs of children beginning at age three. The school operates on a half day and full day basis.

KINDERGARTEN:

The Kindergarten is a reading, writing kindergarten with the emphasis on phonics, reading readiness, developmental thinking, mathematical relationships, religion, beginning science and social studies skills and concepts. In general, we concentrate on the development of a meaningful academic program for future formal school success.

The child also develops skill in handling school peer relationships. The establishing of positive attitudes toward school and developing personal responsibility require parent and teacher dedication and consistent communication.

GRADES 1 – 8:

The education of the child in both the elementary and intermediate grades is based on the need for a firm foundation of basic knowledge to develop the tools necessary to function successfully in the broadened scope of education. Each classroom is essentially self-contained, with the classroom teacher responsible for instruction in most subject areas. Some departmentalization is in place in specialty areas like music, Spanish, and physical education. All subjects are presented using means which make education creative and meaningful. All subjects throughout the day are approached from a distinctly Christian point of view. A full range of academic subjects is included.

RELIGION

Bible Stories
 Bible History
 Christian Doctrine and Life
 Memorization

LANGUAGE ARTS

Phonics
 Reading
 English
 Spelling
 Vocabulary
 Handwriting

FINE ARTS

Music
 a. Vocal
 b. Instrumental
 Arts- 2 & 3 Dimensional
 Performing arts

SCIENCE

Life Science
 Physical Science
 Earth Science
 Outdoor Education (5-8)
 Science Fair/Exposition

SOCIAL STUDIES

Geography
 History
 Citizenship
 Current Events

PHYSICAL EDUCATION

Physical Development
 Physical Fitness
 Organized Games
 Rhythmic activities

Math

Computational
 Concepts
 Problem Solving
 Middle School Ability
 Level Grouping

Computer

Keyboarding
 Word Processing
 Spreadsheets
 Databases
 Multimedia
 Internet Research

Advanced Math Classes

Students gifted in mathematics have the opportunity to take advanced math classes. This means that students entering 4th through 8th grade who qualify are placed in the next grade level math class. Students who are in advanced math in 8th grade are placed in the Algebra I class. In order to be considered for advanced math classes, the following criteria will be used: score at least in the 90th percentile in math on the standardized MAP Growth test, earn at least 90% grade average in the previous grade's math class, complete a placement test, and be recommended by the previous grade's teacher.

Academic Eligibility

Students who participate in any extra-curricular activities must maintain a 70% minimum average in all academic subjects and not be failing in any one subject.

Promotion and Retention

Students advance to the next grade level at the end of the school year when the required course of study in the present grade level has been satisfactorily completed. Students will be retained if they do not demonstrate competence in the grade level standards as determined by St. John's Lutheran School. All areas of a student's progress, academic level, social and emotional growth, and physical development will be considered when determining promotion or retention. While a decision about a child's promotion will include parental input, St. John's Lutheran School staff reserves the right to make all final decisions about promotion, retention, or graduation of a student attending St. John's Lutheran School.

Educational Technology

Students in all grades are taught how to integrate technology into their learning environment. All classes have access to the use of an ipad cart and a chromebook cart during the day. Kindergarten through 5th grade classes have a weekly scheduled period in the computer lab. Students in 4th through 5th grade have access to a class set of chromebooks. Students in grades 6th through 8th grade are taught in a 1:1 computer

environment, where each student uses their own chromebook device throughout the day in their regular classes.

HOMEWORK

At St. John's Lutheran School, homework is an essential part of a child's academic development. Homework is designed to be a practice and reinforcement of work done in class. Most of the time, it is work assigned in class that needs to be completed at home. In the lower grades, practice in reading is assigned to help with fluency, expression, and comprehension. Homework is also a chance for parents to be involved in their child's education and be aware of what their child is doing in class. Homework expectations vary depending on grade level, though as a student progresses into higher grades, the amount of homework will increase. Each classroom teacher can best communicate their expectations for homework, but the following are some guidelines and suggestions for parents to make homework more effective. These guidelines will also make homework less stressful and more of a tool for learning.

- 1) Students should have a specific place set aside to do their homework (this location should be free of distractions and in a place that parents can monitor).
- 2) Students should have a specific time set aside to do homework, preferably earlier than later.
- 3) Students should keep a daily/weekly assignment sheet so students and parents know the specific assignment and when they are due.
- 4) Students should spend some of their daily homework time to work on longer term projects as well (this will spread out over time the work to be completed)
- 5) Students should keep their books and materials organized at school and at home.
- 6) Students should be encouraged to ask teachers for help when they don't understand an assignment before they take that assignment home to work on it as homework.
- 7) Parents should be available to answer questions and listen to oral reading, but not do their child's homework for them.

We do respect the value of extra-curricular and other activities for children, but part of enrolling at St. John's Lutheran School is making school work and homework a priority. Some students do need extra time and practice to be successful in their academics and all students will have times when schoolwork will require extra time and effort in the evenings and weekends.

LATE HOMEWORK POLICY

In order to foster responsibility for students at St. John's Lutheran School, late work will not receive full credit and work not turned in will not receive any credit at all. Teachers in Grades 5-8 will provide 50% credit for late work, but teachers will not give any credit for late work that is not given to the teacher in a timely manner. This does not apply to students who were absent on the day homework was assigned. Listed below are the qualities we want students to develop regarding homework.

- a) Organization: knowing what assignments are, when they are due, and bringing home the necessary materials to complete the assignments.
- b) Time management: setting aside adequate time in order to complete tasks.
- c) Responsibility: remembering to bring all necessary materials to school each day.
- d) Commitment: placing value on educational work by prioritizing time to complete tasks.

At their discretion, teachers may make exceptions to this policy.

ACCREDITATION

St. John's Lutheran School is accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and National Lutheran School Accreditation (NLSA), and our term of accreditation will run through June 30, 2024.

ADMINISTRATION

St. John's Lutheran School is a ministry of St. John's Lutheran Church. It is under the ultimate control and supervision of the congregation through an elected Board of Directors. This Board is responsible for setting and monitoring policies that allow for effective and efficient ministry at St. John's. It is up to the administrative staff of St. John's Lutheran Church and School to carry out the established policies. The Lead Pastor of St. John's is responsible for the smooth operation of the entire ministry of church and school, and the school principal is the primary individual responsible for the administration and operation of the school.

ASSOCIATION OF PARENTS AND TEACHERS

All parents of children enrolled in our school are automatically members of our APT. The purpose of this group is to bring about a closer relationship between the home and the school so that parents and teachers may cooperate more effectively in Christian training. Activities of the APT include various social and fundraising events during the year, such as Get On Track and the Country Fair. The APT also oversees the script program as a fundraiser and tuition assistance to parents. APT has assisted in funding many projects at St. John's that enhance the total learning experience for all our children.

Because APT is so vital to enhancing our program at St. John's, we do expect parents to actively support APT activities and fundraisers. We ask all of our parents to donate time to at least one of the annual APT events. We also ask that parents make every effort to participate in the APT events.

ATTENDANCE

St. John's Lutheran School emphasizes the importance and value of regular attendance for all students to enable them to benefit from the school's instructional program. Absence for any reason affects both individual student progress and instruction of the class as a whole. Therefore, absences should be kept to a minimum and students will be responsible for making up work missed.

Students (PS-8) are also expected to attend choir performances, drama performances, athletic events, or other activities that are a part of their participation on teams, choirs, or other groups. Absences from these activities can affect the quality and experience of the program and that of other students. A student's grade may be lowered if they are absent from a co-curricular activity.

Students in Preschool through 5th grade will have the opportunity to sing in church as a class choir. We do ask that parents allow their child to participate in these class choirs as they help enhance worship at St. John's Lutheran Church. Each class choir sings 3-4 times a year. This is a great opportunity for our students to learn how to perform in a public setting. While we ask all students to be at these performances, we understand that your family may have other commitments at church or other weekend events. We do ask that you give the classroom teacher at least 1-2 week notice if they will not be in attendance. Each child's participation may affect how well the choir can perform.

Absences

It will be the *responsibility of the parent* to notify school officials by telephone/email in the event of illness, injury, or other family emergency. Every effort should be made to contact the school prior to 8:30 a.m. Parents should phone the school office each morning the student will be absent. For prearranged absences, such as medical or dental appointments, written requests for dismissal from class during the school day should be given to the school office at least one day in advance. A written excuse should be given to the teacher upon a return to class.

The number of absences allowed per trimester is EIGHT (8). Upon the 9th absence in a given trimester, students may be denied credit for the class. Notices will be sent to the student's recorded residence after the fifth absence. Participation in a school-sanctioned activity will not be included in the absence total. They will be counted, but marked as "excused". All other absences, regardless of the reason, will be marked "unexcused".

Extenuating circumstances will be considered in only those cases where doctors' notes have been submitted at the time of the student's absence. Students who accumulate 12 or more absences in a trimester may be asked to withdraw from St. John's.

A student wishing to participate in school sponsored activities and sports must attend a minimum of three and a half (3 ½) hours the same day the event is scheduled, or the last school day of the week prior to SJL weekend activities.

Once arriving on campus, no student may leave before the close of the day without the written permission of a parent/guardian and notification of the school office. All students must sign out of the office if they leave school before the end of the day.

Absences for the reasons cited above will be considered excused absences and students will be given the opportunity to make up or complete any missed tests or daily work in a timely manner and will receive full credit.

Absences for family vacations or other voluntary purposes should be cleared with the classroom teacher **AT LEAST TWO WEEKS IN ADVANCE** in order for a student to make up and receive credit for any missed tests or daily work. All homework assigned prior to the absence is due on the day the student returns to school. If prior arrangements with the teacher are not made, the absence is unexcused and the student will not receive full credit for any homework or tests given. St. John's Lutheran School teachers do not provide independent study packets for students who will be missing a week or more of school. Classroom teaching cannot be replaced by work packets and we encourage all families to take vacations during school holidays. In the event that travel is unavoidable during school time, parents should encourage students to read for at least 30 minutes daily and complete all homework given.

It is important for families to realize the impact of extended absences on a child's education and academic development. Although time away from school is sometimes necessary and warranted, it can potentially have a negative impact on a student's academic progress. Therefore, we strongly discourage extended absences except when absolutely necessary.

Students who are absent due to illness or medical condition may not return to school until: 1) the day after they have been fever free for 24 hours; or 2) any communicable

condition is completely remedied according to accepted health practices and guidelines. Students who are absent may not participate in extracurricular activities until they have met the above guidelines for returning to school.

The administration reserves the right to review all attendance issues on a case-by-case basis. Any exceptions to the above attendance rules will be considered on an individual basis by the teacher and principal.

Tardies

Students will be considered tardy if they are not in their seats and ready for the school day by the 8:30 a.m. bell. Students, accompanied by their parent or a note from the parent, will need to report to the school office prior to going to class. We feel it is extremely important that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Tardiness not only affects the student's learning, but also the learning environment for the rest of the class. If a student is late for class, the consequence will be that the student will miss any activity or work that is available or graded during the time that the student was not there. Exceptions will be made for family emergencies or doctor appointments. If a student has five or more tardies during the school year, they will not be eligible for perfect attendance. Chronic tardiness is considered willful disregard of school rules and may result in disciplinary action in accordance with our Discipline Policy.

Tardies are counted on a trimester basis.

1. Notification and parent meeting after 5th tardy.
2. Detention after the 7th tardy.
3. After the 10th tardy for middle school, the student will be placed on Attendance Probation and parents will be required to meet with administration. \$10.00 fine is imposed for each tardy after 10 tardies have been logged per trimester.
4. 1-day suspension after the 12th tardy
5. 3-day suspension after the 14th tardy If any student received more than 15 tardies in one trimester may be asked to withdraw from St. John's.

CHAPEL

Once a week, all pupils assemble in the church for the regular chapel service. The worship service is conducted at the level of the children and is led on a rotating basis by the pastors of our church, the teachers, and the students themselves. An offering is taken to teach the children about Christian giving for the church, mission work and other charitable purposes.

Chapel Buddy relationships pair younger students (PS-3) with students in Grade 4-8 who serve as older mentors, and these relationships flourish year after year as each student grows. Our buddy program allows SJL students to work together throughout the year on faith and academic activities. Parents are not expected to provide gifts for their child's buddy at any point in the year. The classroom teachers will be incorporating this into the program.

COMMUNICATION

Communication between the school and family is extremely important for a positive and effective education for students at St. John's Lutheran School. The school has a website (www.stjohnsnapa.org) that includes our weekly newsletter and other valuable information for our families. We also use **Gradelink**, which is a web based system for administrative management of finances, communication, and an opportunity to monitor a student's grades and academic progress. Parents are given access to the system at the start of the school year.

CUMULATIVE RECORD

A cumulative record is kept for each child. The record gives, in concise form, personal information for a complete history of health, attendance, standardized achievement test results, scholastic achievement, personal history, and intelligence test results. The records are filed in the principal's office and are available to the teacher when he or she needs them. Parents may examine their child's file upon request.

DISCIPLINE POLICY

As students and teachers in a Christian School, we are expected to reflect the love of Christ, and therefore should show mutual caring for each other and for the group. Unfortunately, there are occasions when sin enters this relationship and the action of one child interferes with the teaching/learning process. Ordinarily, a word from the teacher to the student is sufficient to correct the problem. Occasionally, the problem may continue. It is to deal with this situation that the St. John's Lutheran School has adopted a Discipline Policy. It is our prayer that this policy will serve as an aid to parents and teachers as we work together to provide a Christian education for our children.

In order to establish clear guidelines for proper Christian behavior at St. John's Lutheran School, the following **BEHAVIORAL STANDARDS** have been instituted:

1. **Respect God and His Word** (for example: be an example to others by following the example of Jesus, use words and language that encourages others and builds them up)
2. **Respect the teacher and others in authority** (for example: respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground, obey the laws of the community while at school and while out in the community as a representative of your school)
3. **Respect the Teaching Learning Process** (for example: be regular in attendance and be on time to school, do your best with the gifts that God has given you, completing assigned work and turning in assignments when due, follow classroom rules and help classmates do the same)
4. **Respect the Rights of Others** (for example: recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened)
5. **Respect the Property of Others** (for example: take pride in your school, keep your school litter-free, protect personal and school property, follow all rules regarding the use of school computers and other technology)

The school's disciplinary response to inappropriate behavior may be applied in the following sequence: classroom disciplinary practices, restitution (if applicable), detention, suspension, and expulsion.

A CHRISTIAN APPROACH TO DISCIPLINE

As a Christian school, our approach to discipline is rooted in the desire for heart change and true repentance. Our goal is not simply to correct behavior, but to guide students toward understanding, accountability, and spiritual growth. While we extend forgiveness freely—just as Christ forgives us—this does not eliminate the need for appropriate consequences. Loving correction, paired with grace, helps children learn from their actions and develop wisdom, responsibility, and character.

St. John's Lutheran uses a Christian approach of admonition in disciplining, consistent

with our beliefs about Law and Gospel. This process involves Confrontation (explaining the seriousness of the improper action), Repentance (sorry for one's sins), Forgiveness (no longer held accountable for one's sins), and New Life (changed behavior).

Generally speaking, the steps in the admonition process are:

1. Admonishment by the teacher (parent contact, if necessary).
2. Admonishment by an administrator with consequences for the student. Parent/guardian contact will be made concerning the situation.
3. Suspension and a mandatory parent conference. Parents must come and pick up their student immediately.
4. Expulsion (depending on the gravity of the situation).

St. John's Lutheran may have occasion to contact a parent/guardian in the event of a disciplinary action. In those cases one of the parents/guardians listed as a main contact for the student will be contacted. SJL is not responsible for communicating to all parties listed as contacts for a student.

The school's disciplinary response to inappropriate behavior may be applied in the following sequence: classroom disciplinary practices, restitution (if applicable), detention, suspension, and expulsion.

CONSEQUENCES DEFINED

Detention

A 45-minute detention after school (3:00-3:45 p.m.) where the student will work on restitution or other tasks as assigned by the person who is administering the detention.

Suspension

The administration has the authority to suspend, not to exceed ten school days, any pupil whose presence in school is detrimental to the best interest of the student, other students or the school. Parents will be notified of suspensions by phone as soon as possible. Students who are suspended will be placed on behavior probation.

In-school suspension means a student attends school but is removed from their peers and withheld from classes.

Out-of-school suspensions are disciplinary actions where the student has lost the privilege of being in school for violations of the student code of conduct.

Students on suspension are ineligible for athletics and all other extra-curricular activities. School work or tests given during the time of the student's suspension will not receive any credit. All suspensions must be documented and will become part of the student's permanent record.

If a student is suspended two times, that student may be expelled from St. John's Lutheran School if the behavior demonstrates "continued willful disobedience that remains unresolved".

Probation

Students may be placed on probation for violations of the student code of conduct or for academic or attendance concerns. Students may be admitted to school on probation. A letter outlining the specific terms of a student's probation will be sent to parents/guardians. Violations of probation may result in a termination of the student's enrollment.

Expulsion

Immediate removal from the school environment.

Parents may appeal the decision to expel to the Lead Pastor only if the evidence upon which the decision was based is viewed as insufficient or inaccurate. The appeal must be in writing and presented to the Lead Pastor within 3 working days of expulsion. The decision of the Lead Pastor is final.

Due Process

Students suspended for more than one day of school are entitled to an informal hearing with parents or guardians present to discuss the reasons for and the length of the suspension. Students expelled by a principal for violations of the student code of conduct may appeal that decision to the Lead Pastor who will convene a hearing to review the circumstances leading to the expulsion. The decision of the Lead Pastor is final.

Harassment Policy

St. John's Lutheran School is committed to provide a learning environment that is free from harassment in any form (i.e. bullying, abuse, etc.). Harassment occurs when one or more individuals deliberately and repeatedly inflict physical or emotional abuse on another. Harassment of any student by another student or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

- **General Policy**

- Harassment by any student or staff member is prohibited.
- Allegations of harassment will be reviewed carefully, but a charge alone does not presume wrongdoing.
- Substantiated harassment will result in disciplinary action, up to and including expulsion.
- False or frivolous charges will also lead to disciplinary consequences.

- **Types of Harassment**
Bullying

- Hiding, damaging, destroying, or stealing belongings.
- Verbal abuse: name-calling, teasing, put-downs, or abusive language.
- Physical harm: hitting, pushing, or physical threats.
- Social exclusion: deliberately leaving someone out of a group.

- **Sexual Harassment**

- Unwelcome physical contact, touching, or brushing against someone.
- Inappropriate gestures, whistling, or sexually explicit comments.
- Offensive jokes or materials related to sexuality.
- Remarks about a person's sexuality.
- Excluding individuals based on gender.

- **Racial Discrimination**

- Degrading comments or gestures about someone's race, culture, or background.
- Racial name-calling or offensive jokes.
- Sharing offensive material based on race.
- Deliberate exclusion because of race.

Ability or Difference Harassment

- Degrading comments, jokes, or gestures about physical or intellectual abilities.
- Name-calling or ridicule based on ability or intellect.
- Excluding someone due to physical or intellectual differences.

Libel/Slander

- Spreading false rumors about someone or their family.
- Writing offensive notes or graffiti about an individual or group.

Electronic Harassment

- Using technology (e.g., messages, social media) to harass, offend, or threaten.
- Taking or sharing pictures or videos without consent.

Reporting & Consequences

- Victims should inform the offender that the behavior is offensive and must stop.
 - If uncomfortable doing so, they should report it to a teacher or administrator.
 - The school prioritizes conflict resolution and peer mediation before disciplinary action.
 - Retaliation against individuals who report harassment is strictly prohibited.
 - Consequences may include suspension, expulsion, or legal action, as appropriate.

Since harassment creates an intimidating and hostile environment, it has no place in any setting. The school is committed to ensuring a safe and respectful learning space for all students.

In order for the school to effectively address accusations of harassment, it is essential that students or parents report incidents to the teacher immediately. This allows school personnel to properly investigate the incident and resolve the problem promptly.

Academic Cheating Policy

Cheating will include the following behaviors:

1. Copying or allowing homework to be copied.
2. Cheating on quizzes or exams (i.e. stealing test materials, using cheat notes, copying answers or allowing answers to be copied).
3. Plagiarism - using ideas or words of someone else, including the use of artificial intelligence (AI), without giving proper credit (citation of sources). Regardless of how sources are used (direct quotation, paraphrase, or summary), credit must be given for the ideas and words of others. Plagiarism includes allowing others to do your work, copying the work of others as well as representing the ideas of others as your own. The use of AI chatbots to write entire essays and articles is considered a form of plagiarism. A paper that is written by AI is not considered original work.

The first offense dealing with homework, quizzes, or tests will be handled by the teacher observing the behavior, giving a "0 or F" on the assignment/quiz/test and initiation of the detention procedure.

Repeated occurrences of cheating will result in a parent conference and may involve suspension or expulsion.

Cell Phone/Smart Watch Policy

Cell phones, smartwatches and wireless headphones are *not* allowed to be out during school hours. Cell phones and smart watches should be powered off and stored in classroom provided storage, unless permission for use is granted by a teacher or administrator. Additionally, wireless headphones may not be used on campus during school hours unless permission is granted by teacher or administrator.

Students who are seen using their phone, wired or wireless headphones/earbuds/ear pods or smartwatches during an exam will receive a failing grade on that exam and are subject to the school's cheating policy.

Students who are seen having their phone, wired or wireless headphones/earbuds/ear pods or smart watches during the school day will have that item confiscated and the parent may pick it up at the end of the day. A detention will be issued.

If a reasonable suspicion arises, the school reserves the right to read text messages, listen to voicemail, and access the history of phone usage on student phones to ensure a safe and positive environment.

DRESS CODE

Students at St. John's are required to wear school uniforms during the school day. Lands' End is our primary uniform supplier. To purchase uniforms through Lands' End, you need to go to their website (www.landsend.com), and use our school code (**9000-4401-7**) to determine which items from Lands' End are approved. We do allow parents to purchase selected items from Old Navy and Target. These selected items are meant as a less expensive alternative. You may get a current list of those selected items from the school office or our website. Lands' End will have our St. John's Logo available for polo or sweaters for those who would like that option. Other St. John's logo sweatshirts are available for purchase at St. John's Lutheran School. Students in Kindergarten through Grade 8 wear the school uniform on all school days, unless a given day is designated by the school as a non-uniform day or a special free dress day. Clothing items may not be worn if they are torn, stained, faded, or are otherwise in disrepair.

School officials have the right to make any judgments necessary to assure compliance with the stated dress code. When students wear clothing that does not comply with the established dress code, they may receive a written warning and/or be removed from class and a parent will have to bring appropriate clothing to school before they will be allowed back in their classroom. When a student receives three written warnings, they will serve a disciplinary detention.

School Approved Colors: The allowed colors for Lands' End are specified when using the St. John's code. For polos: white, navy, red, blue, classic navy and evergreen are the approved colors. For bottoms: khaki and classic navy are the approved colors. For Old Navy or Target, an approved list of selected items and color options is available on our website.

Outerwear: Sweatshirts need to be navy or gray with no striping, brand names, or logos of any kind, with the exception of a St. John's logo. No other sweatshirts may be worn to school (even as a coat). Sweaters or cardigans may be worn as long as they are navy or gray in color. Gray is considered a school approved color for outerwear and shoes. There is no restriction on coats, however unless a coat is a solid school color with no striping, brand names or logos (except a St. John's logo), it may not be worn in the classroom. A "coat" is defined as outerwear that can be completely unzipped or unbuttoned in the front.

Pants: Pants must fit properly, and may not be too tight. Sagging and bagging are not allowed.

Shorts: Shorts may not be oversized and **may not be higher than three inches above the knee**. Shorts must be worn at the waist. Sagging and or bagging are not allowed.

Skirts and Skorts: The skirt length **may not be higher than three inches above the knee**. Skirts must be worn at the waist. Modesty Shorts must be worn under shirts/jumpers/dresses, not exceeding the length of the shirt/jumper/dress.

Tights: Girls may wear tights or leggings under skirts, skorts, or shifts and must be **solid** navy, black, or white. Leggings must reach the ankle.

Shoes and Socks: Only athletic shoes may be worn to school. An athletic shoe is defined as a sports *shoe* with a rubber bottom and a top made of leather, leather-type material, or canvas that can be tied or fastened by shoelaces or Velcro on top (e.g. tennis shoes, running shoes, sneakers). Shoes must be closed toe for safety reasons. Shoes need to be black, brown, gray, or predominantly a solid school approved color. No light-up shoes, "Heelies", or other shoes that are distracting or unsafe may be worn. Shoes must be properly fitting, and laced shoes must be tied. Socks must be in school approved colors.

Personal Appearance: Students are expected to be clean and neat in their personal grooming, observing standards of modesty, moderation, and good taste. Uniforms are to be clean and mended, if needed. Students failing to comply with uniform regulations may be sent home to change and may be subject to receiving an incident notice. The administration reserves the right to make individual determination affecting dress code policy.

Girls

Hair Accessories, including kerchiefs must be coordinated with the school uniform. Hair must be neat and clean and of a natural color (Not bleached). Students with unacceptable hair color will not be able to attend school or school functions until the hair has been returned a natural color. Headbands that are distracting will not be allowed (animal ears). Hats may not be worn in the classroom.

Boys

Hair- Boys hair must not be gathered with rubber bands or other devices, may not cover the eyes, and may not exceed the top of the collar. Hair may not have any inscriptions or designs cut into it. Mohawk-style haircuts are not allowed. Hair must neat and clean and of a natural color (Not bleached). Students with unacceptable hair color will not be able to attend school or school functions until the hair has been returned to a natural color. Boys may not wear earrings. Hats may not be worn in the classroom.

Eagle Wear Days (every Friday, unless otherwise noted in Blue Note):

Students will have the privilege of wearing spirit wear each Friday of the school year. The guidelines for Eagle Wear Fridays:

- All SJL t-shirts, shirts, sweatshirts, or hoodies may be worn.
- Dark blue jeans may be worn. Jeans must be in good condition and may not be torn or frayed. No designs may be present on the jeans. Jeans must be of one color.
- The rest of the dress code will remain the same: uniform bottoms (in lieu of dark blue jeans), socks, and shoes.

Free Dress / Spirit Days – THIS CODE WILL BE STRICTLY ENFORCED. Free dress is allowed on certain designated days. The Principal will determine the schedule for these days. Students are expected to come to school dressed appropriately. Parents are to assist the school in having their children adhere to the regulations in order that Free Dress/Spirit Days may continue. Any student that the teacher feels is improperly dressed will receive a detention, change in appropriate clothing, or call a parent/guardian for a change of clothing. The specifics of what is to be worn for Free Dress/Spirit Days will be determined by the Principal.

Rules: In keeping with the school Uniform Policy, the following rules will apply to free dress/spirit days:

- a. No spaghetti straps, tank tops, or off-the-shoulder shirts, dresses, or outfits; crop tops, mini-skirts, short shorts, sweats or pajama bottoms, yoga pants, compression shorts or other tight-fitting leggings worn as pants/shorts, cut-offs, frayed clothing, or beach-type shorts are permitted.
- b. The only type of collar-less shirt permitted will be of a T-shirt style.
- c. Shirts for boys and girls must be properly sized.
- d. Pants, shorts and skorts must be fitted and worn at the natural waistline.
- e. Length of pants, dresses, skirts, skorts and shorts for all boys and girls will be consistent with the uniform regulations.
- f. Colored socks that coordinate with the student's outfit may be worn.
- g. Shoe guidelines will be consistent with the uniform regulations~No Crocs or flip flops.
- h. Any item of clothing with inappropriate pictures, symbols or words may not be worn.
- i. Basic Rules applying to jackets will be enforced.

Personal Items

Students, not the school, are responsible for their personal property. Students are not permitted to use radios, camera, video recorders, skateboards, cell phones, smart watches, portable speakers, etc. on school grounds (except with permission or under special circumstances), which includes the PAL's program. When students are found violating this rule, these items will be collected and their parents will be asked to come to the school to pick up the item(s).

Cell phones and smart watches are not to be turned on and used at school or while under school supervision, unless the student has teacher permission.

EMERGENCY PREPAREDNESS

St. John's Lutheran School has developed an Emergency Preparedness Manual and Procedure to address emergencies and crisis situations. Our procedures are in line with Napa County schools and emergency agencies. The following guidelines are important for parents to know:

- School will remain open in case of an emergency. Students will be expected to stay at school until orderly dismissal takes place.
- If a child is injured, parents will be notified as soon as possible.
- Emergency Forms must be current in the school office.
- In the event of an emergency, tune into local radio for information (**KVON 1440**).
- **RELEASING STUDENTS:** the decision to release students will be made by the principal. If children are to be released, it will only be to the parent or an approved adult on the emergency form. It is critical that up-to-date emergency numbers (at least two) be on file in the school office. Students may be released to another adult if the adult has a note signed by the parents. Teachers will keep a record of students released, to whom they were released, and the time of release.

- In the case of an emergency or disaster, it is essential that we have children properly signed out, so that we can effectively manage the crisis at hand.

ENROLLMENT POLICY AND PROCEDURE

The purpose of this policy is to establish a system for acceptance and enrollment into St. John's that is consistent with the school's mission of providing a Christian Education to the children of our congregation and other children of the community.

St. John's Lutheran School admits students of any race, color, sex, age, national or ethnic origin or handicap to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, age, national or ethnic origin or handicap in the administration of educational policies, admissions policies, financial aid programs and athletic and other school-administered programs.

Acceptance Procedure

The Principal will use the following criteria in determining class enrollment.

1. Members of St. John's Lutheran Church
2. Members of sister Lutheran Church-Missouri Synod congregations
3. Members of other Lutheran churches
4. Brothers and sisters of currently enrolled students will be put at the top of the respective waiting list in their appropriate category.
5. Children of St. John's Lutheran School Alumni
6. Others that support and desire a quality Christian education for their child

Enrolled students in good standing have priority over any new applicants.

Any student may be dropped from enrollment for the following reasons:

- **Persistence of an un-Christian attitude or behavior**
- **Disciplinary problems**
- **Academic concerns**
- **Non-payment of tuition, PALS, application fee by due date or comprehensive fee by June 1st**
- **Lack of support for our program of Christian education**
- **Kindergarten through new Second grade students who do not demonstrate that they are developmentally ready through approved testing procedures**
- **Lack of school attendance**

Class Size

Kindergarten through 8th grade classes shall be limited to 26 students. This number may be increased with principal and teacher approval under special circumstances and when the additional enrollment is determined to be manageable for that particular class. Preschool classes shall be limited in size based on the State of California license requirements.

In the event that there are more than 26 returning students from our Preschool who qualify for Kindergarten the above criteria will be used for primary consideration, with the addition that the number of years a child has attended St. John's Preschool will then be a secondary criteria. The date of application will be used for final consideration.

Age Requirements

A child must be three years of age and toilet trained by September 1 for that school year to enter the preschool program.

A child whose fifth birthday occurs on or before September 1 may enter Kindergarten in September of the same year if he or she demonstrates developmental readiness through approved testing procedures.

Entrance Screening

New students entering Kindergarten through 2nd grade must have a Gesell screening to determine developmental readiness. New students entering 3rd through 8th grade must also take an entrance screening to help determine readiness and status for entering St. John's Lutheran School.

Enrollment Procedures

An ongoing admissions policy enables the prospective student to apply throughout the calendar year. Admissibility is based upon demonstration through previous achievement and testing that the individual will be successful in St. John's challenging academic environment.

This procedure is followed when making application for enrollment:

- A. Complete and submit the Application Form. These items must accompany the Application Form:
 - 1. Application fee (see Fee Schedule)
 - 2. Entrance Screening Fee (\$75 for K-2, \$25 for 3-8)
 - 3. Copy of most recent report card
 - 4. Copy of achievement test scores from within the last year
- B. An interview will be conducted by the principal or other designees to ensure that both the philosophy and mission of St. John's is understood.
- C. Notification regarding the status of the Application
- D. Upon acceptance (or by June 1st if for the following year) the comprehensive fee is due.

Applications for re-enrollment and appropriate accompanying materials must be returned to the school office by specified deadlines to be considered on a priority basis. If not returned by deadline, application will be placed in with new applications and ranked accordingly.

Waiting List

When applications exceed available space, applicants will be placed on a waiting list. The criteria for placement on the list are the same as for acceptance. If a spot becomes available and the spot is declined, the student is then removed from the wait list. A new application and fee must be submitted for future consideration. The date the new application is received will be used for determining place on the wait list. At no time will a spot be held for a child by paying tuition without the child attending school.

EXTRA-CURRICULAR ACTIVITIES

Athletics: Track & Field: 1-8 grades
Basketball: 5-6 grades
Basketball: 7-8 grades
Volleyball: 7-8 grades

Dance Team :5-8 grades

Musical Theater: 1-8 grades

Scholastic: Math Team: Grades 5-8
Science Team: Grades 5-8
Knowledge Bowl Team: Grades 5-8
Robotics: Grades 4-8

FACULTY

St. John's faculty, functioning within a framework of excellent academic programs and teaching facilities, provides an atmosphere in which individualized attention is the accepted standard. Each teacher in grades Kindergarten through 8th holds a bachelor's degree or greater from an accredited college or university. The majority of St. John's teachers have graduated from the Concordia University system. The preschool Teachers and Aides are trained in Early Childhood Education and meet California state requirements. Teachers are encouraged to further their education.

FIELD TRIPS

The majority of the transportation for field trips is through parent volunteers. Completed permission slips must be filled out and returned in order to participate in any off-site activities. In order for us to participate in these unique learning events and activities, we need parents who are willing to assist with driving, supervising, and chaperoning. St. John's Lutheran School is committed to ensuring the safest and most positive learning experiences on all field trips and other school events; therefore we ask parents who are driving or chaperoning students to take the role of supervisor very seriously. Any parent driving on a field trip must have a completed insurance information form on file with the minimum insurance coverage. All State regulations regarding seating, seat belts and car seats must be strictly adhered to. We also require background checks on all adults who drive or supervise students on field trips, class trips, or athletic events. This requirement for a background check includes parents or adults who are participating in that trip with the class or school group.

Also, to ensure safety, we ask parents, drivers, or chaperones in direct supervision of students to refrain from smoking or consumption of alcohol while they fulfill their role. This includes any overnight or out-of-town activities. Also, we ask that parents not carry dangerous materials or weapons (i.e. knives, firearms) on school trips or activities. It is expected that children will be under direct supervision in close proximity while driving and watching assigned students. It is important for parents to respect the authority of the teacher or designated St. John's staff member. We also ask that parents refrain from allowing students to watch inappropriate movies or listen to inappropriate music while in their car.

FIRST AID

A first aid cupboard is maintained in the school office. Staff will administer only basic first aid. In any emergency, parents are contacted. If they are unavailable, a responsible person will take the child to the hospital, or an ambulance will be called at the parents' expense. St. John's Faculty members maintain current CPR certifications.

GRIEVANCE PROCEDURE

When parents have a concern regarding their child they should follow this procedure when addressing the concern:

1. Talk to the teacher or staff member about the grievance.
2. If it is still not resolved, the parent addresses the grievance with the teacher and principal.
3. If it is still not resolved, the parent addresses the grievance with the teacher, principal and lead pastor. After this step, the decision of the staff is binding.

4. If the parent feels that the grievance was not effectively resolved, they may file a grievance letter with the St. John's Lutheran Church and School Board of Directors.

HEALTH AND IMMUNIZATION REQUIREMENTS

All students entering St. John's for the first time must have proof that they meet State requirements for immunizations. Children who have not received the required number of doses are required by law to be excluded from school until they have started to receive the vaccine needed.

All students entering Preschool and First grade are required to have a health check-up within eighteen months of entering school. A signed statement by the child's physician must be presented to the school office before the child can be allowed to enter school. Forms are available from the school office or from the doctor.

According to California state law, all students entering Kindergarten must have on file with our office proof that they have had their:

- 4 Polio vaccines
- 5 DtaP vaccines
- 2 MMR vaccines
- 3 Hepatitis B vaccines
- 1 Varicella vaccines (chickenpox)

According to California state law, all students entering Seventh grade must have on file with our office proof that they have had their:

- Pertussis (whooping cough) vaccine – Tdap
- 2 Varicella vaccines

All health services are available from the County Health Department if cost is a concern.

LIBRARY AND MEDIA CENTER

Our school maintains a library and media center. Individual students under the supervision of a teacher or volunteer librarian may check out books. Computers are for use by students during Computer class or with staff supervision.

LUNCHES

A hot lunch entrée is served as a fundraiser on most Tuesdays and Thursdays. These are fundraisers sponsored by school groups who oversee all aspects including the menu. Well-balanced meals are encouraged. Cost is at the current rate as published in the Eagles Wings. The fundraiser lunches may be purchased on the day of the fundraiser.

MEDICATION

In instances when a student needs medical attention, a member of the staff will call the parent or family doctor (in that order).

By State Law, legal drugs or medications of any kind **(including cough drops & chapstick)** given at school must have written permission from the family physician. Prescriptions must be in the original container. All medications brought from home must be kept in the school office. **Please do not send any medications in a student's lunch box. A Medication Form must be filled out for any medication given to a student by school officials. This form is available in the school office.**

NEWSLETTER

Each week, the school office puts out a newsletter entitled “On Eagles Wings” (Blue Note) that shares important news and information. This newsletter is the best and most important vehicle by which we can communicate with the families of St. John’s. There is often information in this newsletter that is essential for you to know about. Please be sure to read this newsletter each week.

PARENT EXPECTATIONS

We acknowledge and value the trust that parents place in our school. With that trust come certain expectations: that we will provide a high-quality education, support your child’s spiritual growth, foster healthy relationships, and treat each student with dignity and respect. We are equally committed to maintaining open, respectful, and timely communication with our families.

Faculty, staff, students and parents must be committed to and prepared for high standards. There can be no excuses and no shortcuts. We are fully aware of the effort it takes to achieve greatness. The strong academic program with high expectations for student conduct would not be possible without home and school working together. Enrollment at St. John’s Lutheran School is a privilege and not a right.

The St. John’s staff is committed to the success of each student and will work with you to ensure that students rise to meet the desired expectations. Parents and students must share this same commitment. Working together under God’s guidance, there is nothing that we cannot achieve.

In the spirit of partnership, the school also holds expectations of our parents. We ask that you demonstrate respect for our faculty, staff, and fellow parents, and that all interactions reflect Christian love, courtesy, and integrity.

Specifically, we ask parents to:

- Pledge to be an involved parent in your child’s education, with the goal is to help your child persevere and do their best in school in order to promote confidence and self-esteem, increase academic performance, achieve on-time promotion to the next grade and on-time graduation and promote leadership development.
- Support the school’s programs by ensuring that students honor their commitments to class activities, extracurricular teams, and other school-sponsored responsibilities.
- Prioritize punctuality and preparedness by ensuring that your child arrives at school on time and ready to engage in learning each day.
- Any concerns or disagreements related to school procedures or staff decisions can be addressed through the school’s established Grievance Procedure, with all communication conducted in a spirit of Christ-like humility, grace, and respect, while refraining from gossip or divisive conversation.

A strong and respectful partnership between home and school enables us to cultivate a nurturing, Christ-centered environment where all students can flourish.

The school, staff, parents, and children make a commitment to one another to accomplish the goal of Christian education each school year. Failure to keep these commitments will result in efforts to resolve the situation; however, it can eventually result in losing school privileges and a seat at St. John’s Lutheran School.

PARENT SERVICE HOURS

Each family must contribute at least 20 volunteer hours per school year, including 5 hours at the Main Event or Country Fair. Hours must be logged in Gradelink and submitted by the last day of school. Unmet hours will be billed at \$25/hour, or \$50/hour for Main Event/Country Fair hours. Eligible volunteers include parents, guardians, and grandparents. Hours may not be transferred between families. Only active service (e.g., setup, cleanup, hosting, classroom help, chaperoning, etc.) qualifies. Attending events does not count for credit.

PARKING LOT PROCEDURE

North Parking Lot: Students attending preschool are to use the north parking lot. This is to be used for drop off and pick up. No classes other than preschool are to use the north parking lot.

South Parking Lot: Students K-8 are to utilize this lot for morning drop off and afternoon pick up. If you are going to simply drop off your child use the northern most driveway, drive your care all the way up by the bell tower, let your child (ren) out, and continue driving slowly out through the center section. Do not cut through the interior of the parking lot areas as people may be using the crosswalks. When picking up your child(ren) after school please use the following guidelines. If you are coming from the north, use the northern entrance to the parking lot to pick up your child. If you are coming from the south, use the southern entrance to pick up your child. Go to where the children are standing and the teachers on duty will direct your child(ren) to your car. After your child is securely seat belted proceed slowly down the center row and exit turning **RIGHT ONLY** onto Linda Vista Avenue.

If you are going to walk your child(ren) to and/or from their classroom, please enter through either the northern most or southern most driveway, park within the two interior sections of the parking lot and have your child(ren) **walk with you in the crosswalk!** Please do not run and do not allow your children to walk outside the crosswalks. Please follow all directions, and abide by requests of the teachers on duty. They have a heavy responsibility to ensure safety for all students.

DO NOT park your car on Linda Vista Avenue between the church and school entrances! This blocks the view of those trying to exit out onto the street.

NEVER leave any small child unattended in your car while you are away. This is looked at as child endangerment and the school is required to notify the proper authorities. Please do not leave your car unattended while it is running. Also, please to not use cell phones while in line to pick up your child as this can be a dangerous distraction and is now against the law.

All students not picked up by 3:15 p.m. will be checked into PALS and charged appropriately.

PLAYING AND LEARNING STUDENTS

In order to serve our parents and students, St. John's Lutheran School operates a before and after school program called PALS (Playing And Learning Students). The goal of PALS is to provide quality childcare before and after school that is nurturing, dependable, and recognizes the special needs of the school age child whose parents work away from home.

The program hours are from 7:30 - 8:20 a.m. and 2:45 – 5:30 p.m. Students are charged per minute of use and billed via Brightwheel. Rates and other specific information about this program are available in the school office.

PALS will also be free of charge for parents who are attending an official church or school meeting.

REPORT CARDS AND PARENT-TEACHER COMMUNICATION

Report cards are issued at the end of each trimester. These report cards are used to inform the parents of their child's scholastic, behavioral, and social progress. Parent-teacher conferences are scheduled during the year to keep the parents in close contact with the child's progress and to foster home-school cooperation. Both parents are encouraged to attend these parent-teacher conferences, if at all possible. St. John's Lutheran School uses Gradelink, a web based service that allows parents to access their child's progress on line frequently throughout the school year. We recommend that parents review their child's grades on Gradelink at least weekly to stay well informed on their progress. Due to the limited number of grades in specialist classes, regular review of grades in these classes may be difficult. In addition to report cards and parent-teacher conferences, the Iowa Achievement Test is administered each year. The results of this test are used as an aid by teachers for evaluating the achievement of the pupils, and for measuring attainment in the various branches of learning. Such information is also used for guidance, placement, curriculum improvement, and future reference.

SCHOOL HOURS

Classes are held at the following times:

| | | |
|---|----------------|-----------------|
| PRESCHOOL | 1/2 Day Class | 8:30 - 12:00 PM |
| | ¾ Day Class | 7:30 – 3:00 PM |
| | Full Day Class | 7:30 - 5:30 PM |
| Kindergarten through 2nd grade | | 8:30 - 2:45 PM |
| 3 rd through 8 th Grade | | 8:30 – 3:00 PM |

The school classroom doors are opened at 8:20 a.m. We ask that students arriving before 8:20 a.m. report to morning PALS (Playing and Learning Services) in the gym. Students arriving to school prior to 8:15 am will incur PALS charges at the current rate. Students not picked up by 3:15 p.m. report to afternoon PALS, except when they are participating in a school-sponsored activity or by special arrangement with the teacher. Morning PALS is available at 7:30 a.m. and afternoon PALS is closed at 5:30 p.m. **Parents will incur a one-dollar per minute late charge after 5:30 PM!**

SCHOOL SUPPLIES

A composite pupil supply list is available in the school office. The items on this list should be brought to school on the first day of class and maintained throughout the year. Other supplies will be furnished by the school and are included in the Comprehensive Fees, unless a special need arises.

STATEMENT OF NON-DISCRIMINATION

St. John's Lutheran School admits students of any race, color, sex, age, national or ethnic origin or handicap to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, age, national or ethnic origin or handicap in the administration of educational policies, admissions policies, financial aid programs and athletic and other school-administered programs.

STUDENT SUPPORT SERVICES AND RESPONSE TO INTERVENTION

The purpose of Student Support Services at St. John's Lutheran School is to serve the academic needs of every student so that every student will achieve academic success in Reading and Math.

Response to Intervention (RtI) at SJLS is the process by which every student's math and reading learning is evaluated, supported, communicated, and monitored.

St. John's Lutheran will determine if an RtI plan will address a student's academic needs. In partnership and communication with parents, teachers will make recommendations for the student that may impact learning. Please note that parents need to meet with the child's teacher to begin the referral process.

What is Response to Intervention?

RtI is a multi-tiered approach for the early identification and support of students with learning needs. It is a process of documenting the performance of students as evidence of the need for additional accommodations that would not necessarily occur through their coursework at St. John's Lutheran.

What are the elements of RtI?

We will be using NWEA MAP Growth assessment to benchmark our students three times a year. This is a screening process that will aid our teachers in identifying: students who are able to learn through whole classroom instruction provided to all students (tier 1), students who may benefit from classroom modifications or small group supplemental instruction (tier 2), and students who may need intensive individualized support in certain academic areas (tier 3). Through the benchmarks the teachers can help deliver interventions based on demonstrated and documented levels of need. As accommodations are put in place, teachers and support personnel can use the progress monitoring probes to see if those accommodations are helping the student progress.

When are testing referrals made?

If a student is not adequately progressing after accommodations have been implemented, a teacher may suggest an evaluation from the NVUSD or a private assessment center. At that point, the teacher, parents, and Student Support Services Director will meet to review the benchmark and progress monitoring scores, as well as the accommodations that have been used. If further testing is needed, we will begin the evaluation process.

TUITION PAYMENT

It is the responsibility of the parents or legal guardians to make tuition payments on or before established due dates. Should payment of tuition be late, penalty fees may apply and a student's continued enrollment may be in jeopardy. Tuition may be paid annually, semi-annually, or monthly. Prepaid tuition is non-refundable if a family leaves during the school year. A schedule of tuition and fees is available in the school office.

TUITION ASSISTANCE

St. John's offers tuition assistance for those who present a financial need. St. John's uses a company called TADS for our application and financial assessment process. For more information on how to apply, please contact the school office. Donations can also be made to ***The Eagle Endowment***, which is an endowment fund established to provide tuition assistance to families who are in need.

VISITORS & VOLUNTEERS ON CAMPUS

The teachers and staff welcome people to come into their classrooms to volunteer. You are welcome on campus as long as you **prearrange** the visit with the teacher or the school office ahead of time. It is necessary that the visitor or volunteer report to the school office to sign in and receive a badge that must be worn while on school premises. We appreciate your cooperation with this procedure to assure a safe school environment.

WEB SITE

St. John's Lutheran School has a Web Site (www.stjohnsnapa.org) that is designed to share information about the school. It also has calendar information and the weekly newsletter. Each classroom teacher also has a website to share more information about their individual class activities.

PARENT STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have read the St. John's Lutheran School 2025-26 Parent Handbook. I understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. As a parent, I and my child will respect the beliefs and adhere to the policies of St. John's Lutheran Church and School. I understand that St. John's Lutheran School reserves the right to modify, supplement, or rescind portions of this handbook, as it may become necessary.

Please detach and return a signed Statement of Acknowledgement to the school office.

Name and Grade of Student

Name and Grade of Student

Name and Grade of Student

Signature of Parent

Date

Signature of Parent

Date

Date:

Date received in office: