



*St. John's Purpose Statement:  
To nurture children academically and spiritually toward a life of  
witness and service in Christ.*

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# **ST. JOHN LUTHERAN SCHOOL**

**Where  
Children  
Soar!**

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*Through Nurture and Education*

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**Student/Parent Handbook**  
*Preschool – Grade 8*

August 2024

**ST. JOHN EV. LUTHERAN  
CHURCH & SCHOOL  
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## **WHY ST. JOHN?**

### **SOME GOOD REASONS**

Because Christian teachers teach your children the Word of God,  
Because children excel in a more structured environment,  
Because our Christian teachers have received degrees in Education and also Christian Education,  
Because of our approach to discipline,  
Because of our academic reputation,  
Because of the individual attention given to each child,  
Because we teach values,  
Because we offer a Christian approach to education,  
Because of the many academic and extracurricular opportunities offered in a small setting.

### **BUT THE BEST REASON**

There is a much higher calling for which the ministry of this school has been established. It is simply to teach the faith. It is to daily provide instruction in the Holy Scripture and share the Gospel message with each child so that they may be witnesses to each other, the community, and the world of the love and forgiveness won for all on the cross of Calvary.

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## **Statement of Nondiscrimination**

St. John Lutheran School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational

policies, admissions policies, scholarship programs, athletic and other school administered programs.

## **FORWARD**

The faculty and staff of St. John Lutheran Church and School along with the Board of Christian Education are dedicated to providing academic and spiritual guidance for all students. Our goal in teaching the Christian faith is the development and nurturing of a child as a member of Christ's body, the Church. Through a curriculum based on integrating the Christian faith into the syllabi of the State of New York, the school and home work in concert to develop a child's own uniqueness and an appreciation for the uniqueness of others. Teaching Christ-centered citizenship and social skills, reflects our concern for character development. At St. John School each child is being prepared to meet the challenges of life in the world, a life of service to our Lord in His Church and life eternal.

The school facilities include . . .

- Spacious classrooms
- Latest in technology
- Modern furnishings and equipment
- Science classroom and lab
- Full gym
- Lunchroom and kitchen
- Computers – networked, Internet.
- Classroom accessories essential to meet all curriculum requirements
- Outdoor facilities include a playground and soccer field

St. John is a contiguous part of a system of approximately 2,000 national and international Lutheran schools. Our school is nationally accredited and meets criteria set forth in standards established by the education department of The Lutheran Church - Missouri Synod. The school received its first accreditation in 1995 and was reaccredited in 2002, 2011, 2016 and 2021. The accreditation represents a collection of the highest standards of education. Integrated into these standards is the Christian faith. Every five years accreditation will be reviewed. Accreditation recognizes strengths and areas that are in need of improvement with recognition through certification. Recommendation for improvements is a part of the certification process as St. John continues to focus on current and best practices.

Academically, St. John is continually striving to give its students the highest quality education. Many of its students rank highly on state and national tests and have successfully completed high school, college, graduate school and other educational programs. Frequently our students and former students achieve scholastic, athletic and professional recognition. The curriculum at St. John reflects the requirements of the State of New York. Educational materials are reviewed annually and updated regularly.

The faculty has all received bachelor's degrees in education with most of them earning a master's degree. Of highest priority in Lutheran Schools is teaching the Christian faith. Many of our teachers graduated from Lutheran Church – Missouri Synod colleges and exceeded the standards set for public education by adding religion courses necessary to teach the faith. Teachers are encouraged to continue their education through conferences, workshops, seminars, and continuing education classes.

Kindergarten – 5<sup>th</sup> grade classrooms are primarily self-contained. Teachers assess students on a regular basis to differentiate instruction to support and enrich learning for their students. Departmentalization is included in the curriculum of Grades 6-8. These arrangements allow for the child to interact with several teachers. Students in Grades 6, 7 and 8 take Spanish as their foreign language. A Spanish Proficiency exam is given to graduating 8<sup>th</sup> grade students to determine high school placement. Advanced 8<sup>th</sup> grade

math students receive instruction in Algebra I, a high school course. All 8<sup>th</sup> graders receive instruction in Living Environments, a high school regent's course.

Religion plays an important part in the effort to "train up a child in the way he should go." (Proverbs 22:6.) Without this important aspect in a child's education, St. John has no real purpose to exist. Daily instruction in the Word of God and weekly chapel services assists the child in his/her understanding of the Word and the Good News of salvation in Jesus Christ. Through the power of this Gospel, the child develops a closer relationship to his/her Savior.

St. John welcomes the opportunity to serve you and your children and invites you to become a part of our family.

## **HISTORY**

The Lutheran School system is an integral part of American education.

The elementary schools of the Lutheran Church Missouri Synod date back to the decade between 1830 and 1840, when several Lutheran congregations were organized in Midwestern states and established Christian Day Schools for their children. The first of these schools is older than the public schools. Lutheran Schools are not in competition with public schools but seek to work closely with the public schools in fulfilling educational responsibilities in the community. The Bible's philosophical approach is much different in that the inspired Word of God is the source of truth.

St. John Lutheran School preceded the establishment of our congregation as a branch school of Holy Ghost Lutheran Church in Bergholz, New York. The school was opened here in the Johnsbury area in 1846 because of distance and travel hardships. Then in 1853, German settlers transferred their membership from Holy Ghost along with the teacher, August Hoge, and dedicated St. John Ev. Lutheran Church and School. The school had 82 students.

A second school was built in 1897 and remodeled in 1951. In September 1966 we moved into the present facilities which were remodeled in 1984 and 1986. In November of 2009, an expansion to the facility added a Science Room & lab, library, technology room, and 8<sup>th</sup> grade Language Arts room equipped with the most recent educational technology.

Until 1940 one teacher taught all eight grades. Today St. John employs a full-time administrator with a staff of about 30 full-time/part-time employees. We have a full day kindergarten and both three- and four-year-old preschool programs. Other curriculum additions are noted in this handbook. St. John has been privileged and blessed by God to have had numerous faithful and dedicated teachers since its beginnings in 1846.

God has also blessed our history with growth and a willingness to make changes as necessary to provide the best Christian education in meeting the academic, spiritual, social and emotional needs of the children in our care.

## **MISSION STATEMENT**

The mission of St. John Lutheran School is to nurture children academically and spiritually toward a life of witness and service in Christ.

# STATEMENTS OF BELIEF

## **STATEMENT OF BELIEF REGARDING MARRIAGE, GENDER, AND SEXUALITY and STATEMENT ON THE SANCTITY OF HUMAN LIFE**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that to preserve the function and integrity of St. John Lutheran School as the local Body of Christ, and to provide a biblical role model to the St. John community, it is imperative that all persons employed by St. John Lutheran Church and School in any capacity agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of St. John.

We believe that all human life is sacred and created by God in His image. Human life is of an estimable worth in all its dimensions, including preborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life.

Parts taken from *Protecting Your Ministry: A Legal Guide for LCMS Congregations, Schools, and Ministries*

## **ENROLLMENT**

### **Eligibility**

St. John School is operated for the Christian training of the children of St. John Lutheran Church and encourages enrollment of children in the surrounding communities.

### **Enrollment Procedures**

Parents of children seeking admission for the first time are asked to do the following:

1. Call or visit the school to arrange an interview with the administrator.
2. New K-8 students are encouraged to schedule an appointment and attend a shadow day at St. John.
3. Schedule a time for an ELA and math assessment to be administered to the new K-8 student.
4. Fill out all registration forms given in the information folder.
5. A Kindergarten Readiness test is given to all new enrollees in kindergarten.
6. Enrollment procedures for the Early Childhood Education Programs are outlined in a separate handbook.

### **Entrance Requirements**

Kindergarten: Enrollees must have reached the age of 5 years by December 1st. Any student entering school must have written verification by personal physician or clinic of immunization to meet New York State requirements, prior to entrance to school as follows:

**Immunization Requirements by Grade** are given at registration.

### **Health Services and Provisions**

Free school health services are supplied under the direction of the Niagara Wheatfield School District. A school nurse is assigned one day/week to St. John School, providing district support services that all children in the district receive.

New York State Education Law requires a physical examination for all new students as well as students in Kindergarten and Grades 2, 4 and 7. Physical forms are available on the Fast Direct. Physicals are acceptable if completed during the 12 months preceding the year they are required. The physical examination should be submitted to the school office each time a physical is received.

**Sports Physicals** are required for all students participating in any of the sports' programs. Parent permission forms must also be completed for each sport.

### **Shadowing Program**

Arrangements can be made for a prospective student in grades K-8 to spend a day at St. John. He/she will be paired with a student from their class and "shadow" them.

### **Registration**

There is a nonrefundable registration fee that is paid by all students enrolled. This fee covers school insurance, some consumable workbooks, textbooks, art supplies, weekly news publications, and other consumables. The fee is published prior to the school year and is subject to yearly review.

### **Tuition**

St. John Lutheran School is supported through the voluntary offerings of the members of St. John Ev. Lutheran Church. These offerings help in covering school operation and pupil costs. Tuition, along with the subsidy of congregational members, minimal funding from NYS mandated services and federal grant, PTL & school fundraisers, memorials, special gifts, and tuition assistance cover the full cost of the educational program for each student. If a parent/guardian chooses to withdraw his/her child(ren) at any time from St. John Lutheran School, they are responsible for tuition costs through that marking period/quarter of the school year. Parents should expect an exit meeting.

The following are options for payment of tuition.

- 1) **Full Payment Discount Plan:** Cash or check must be submitted to the office no later than July 5, 2024 to receive a 2% discount on tuition.
- 2) **Four Quarter Payment Plan:** Cash or checks must be submitted to the office no later than August 12, 2024, November 12, 2024, February 12, 2025, & May 12, 2025. See tuition policy for late payment fees.
- 3) **10-Month Payment Plan:** Deducts tuition payment automatically from a checking, savings, or credit card account each month, **August - May**. An Authorization form must be filled out and turned in, no later than July 24, 2024. A 2% non-refundable enrollment fee is added to the first of the 10 monthly payments for enrollment in this option. See tuition policy for late payment fees.

### **Tuition Policy**

I agree that accounts with unpaid balances after the tuition due date shall be considered in a state of default. A grace period of two weeks will be allowed to make this payment. If the payment is not made at this time, a \$25.00 fee will be added to the payment due and an additional two weeks given to make the payment. Parents will be notified in writing of the final due date. If the payment is not made at this time, the student will be suspended from class until the payment is made. All grades and records shall be frozen and ineligibility for any further registration will remain in effect until such time as the financial obligation has been paid. All costs and expenses incurred by the school in the enforcement of collection of past due accounts including, without limitation, attorney's fees shall be the responsibility of the parent or guardian.

**Any hardship cases will be considered on an individual basis and must be brought to the attention of the Board of Education in writing prior to the payment due date.**

This policy of the Board of Education is written due to previous issues with late tuition payments. We have a fiscal responsibility to both you as a parent and to the congregation of St. John. Every effort will be made to consider the needs of each family.

\*Please Note: Tuition fees are subject to yearly review by the Board of Christian Education and are published prior to the school year. Current rates are available on the website.

### **Bison Fund**

The Bison Fund offers financial assistance to families to attend Christian schools. All applications must be in by the April preceding the school year. A continuous waitlist will be taken after that date. More information can be found at [www.bisonfund.com](http://www.bisonfund.com).

### **Tuition Assistance**

The Board of Christian Education is aware that for some families the payment of tuition may cause a financial hardship. Therefore, a tuition assistance program has been developed under the direction of the Tuition Assistance Committee. Information for this program and application forms are available on Fast Direct.

## **STUDENT ACTIVITIES**

### **Field Trips**

Field trips are considered part of the curriculum of the school because they contribute directly to the student's education. Field trips conducted on school days are mandatory attendance days according to



New York State law. If absent, an excuse is required. In all cases, children are prepared for field trips in advance and parents are informed. At times a nominal fee may be charged to defray actual costs. Students are to be transported from school to the location by bus only in order to attend a class field trip.

### **Washington DC**

Every other year, our 7<sup>th</sup> and 8<sup>th</sup> grade students attend a class trip to Washington DC. This trip is a part of the education given at St. John and it is important that all students participate. The trip is paid for by their family and fundraising for the student will be available if they choose to participate. Parents of students are also asked to lead and/or support opportunities for their class as a whole. Students in Grades 6-8 have a number of fundraisers for specific field trips in Grades 7-8 and all profit is credited to individual student accounts. Money left in student accounts after a student transfers or graduates may be credited to a sibling; otherwise, it is used to help defray the general field trip expense of all students.

### **School Choirs**

St. John is interested in developing the musical talents of children who demonstrate an aptitude in that area. "Little Lambs" is a choir for pre-K through gr. 1, "Gospel Lights" is the choir for grades 2 -4, and the "Soaring Singers" are a select choir of students in grades 5-7. The choir sings occasionally at worship throughout the year and the Christmas and Spring Concerts. A schedule is provided at the beginning of the school year. Attendance is mandatory at choir functions in order to remain a member of the select choir.

### **Instrumental and Piano Lessons**

Students in grades 4-8 may choose to participate in our instrumental music lessons. Details are shared at the beginning of each school year. There is an additional cost for this program, which includes playing in ensembles during services and concerts during the school year.

### **Music**

Each student at St. John will receive music instruction. This includes music appreciation, theory, and singing. Older students may be invited to participate in recorder or hand bell groups.

### **School Programs**

All students participate in the Christmas and Spring Concerts. Every year the school performs a musical. There is a small musical fee to participate as a cast or crew member. In the event a student cannot participate, a note must be submitted to the teacher prior to the event. Students participate in other events that are a part of the academic schedule at various times of the year as well, such as STREAM Night.

### **Athletics**

St. John is a member of the Western New York Conference of Lutheran Schools and participates in the following:

Field Day	Grades K-8	
Boys' & Girls' JV & Varsity Basketball		Grades 4-8
Co-ed soccer (JV & Varsity)	Grades 4-8	
Co-ed Volleyball	Grades 7-8	
Girls' Cheerleading	Grades 4-8	

A satisfactory academic average must be maintained in order to participate in any of the above.

### **Sports Participation Policy**

Students in Grades 4-8 are eligible to participate in the sports programs offered by our school – soccer (4-8), basketball (4-8), cheerleading (4-8), volleyball (7-8). An information form reviewing the **SPORTS PHYSICAL PROCEDURE** and the St. John School "**Participation in Sports Program**" form is included in

the portfolio, which needs to be returned with a signature both of a parent and the student participating. Please review the information. Parents are responsible for making sure all necessary paperwork is completed.

### **Rules for Participation**

1. According to New York State Law, each participant is required to have a sports physical.
2. Players must attend every practice unless excused by a parental note or absence from school.
3. Attendance will be taken at each practice. Players must be in attendance at school ½ day in order to participate in practice or games.
4. Students absent from school due to illness or for an unexcused absence are not allowed to participate in practices or games that day.

If a student in attendance does not participate in physical education class, they are also ineligible that day.

### **Rules of Eligibility and Conduct**

1. In accordance with the “Sports Participation Policy”, the student will have a current physical checkup and an Interim Health History form filled out for the current sports season on file in the school office. If this paperwork is not on file, the student will not be allowed to practice or play.
2. Please do not make medical appointments on practice or game days. Participation in practices is important to the success of the team. Players will attend every practice unless excused by a parental note or speaking to the coach prior to practice.
3. More than two D’s or having one F on a five-week report or on a report card will result in not being permitted to participate on an athletic team, or extracurricular activities for a minimum of three weeks. After the three-week period, the eligibility of the player will be reevaluated.
4. If a child becomes a discipline problem in school or practice, he/she will be suspended from the team for a minimum of one game.

Remember, the purpose of these rules is to develop a team concept and responsibility to each other.

### **Sports Fee**

The PTL along with our school fund support all of our sports programs. The cost of equipment, uniforms, referees, and awards for all of our sports have increased while participation and profits in fundraising events have decreased. Therefore, the Board of Christian Education has established a policy requiring a fee of \$40/child per sport and \$35 for each additional child per sport. The fee must be paid prior to practicing for that sport. Support in school and PTL fundraisers will help these fees remain minimal.

## **TESTING**

St. John complies with the New York State testing mandates for public schools. The following tests are administered yearly:

1. The NYS Assessments for Grades 3-8 in ELA and Math
2. The NYS Assessments in Science for grades 5 & 8
3. A Kindergarten readiness test is given to all students entering Kindergarten. This test is administered in August of each year.
4. Scholastic Testing is given in grades K-2.
5. Advanced math students are given the 9<sup>th</sup> grade Algebra I Regents
6. The NYS Living Environments Regents Exam is given to the 8<sup>th</sup> grade students
7. The Spanish 1 Proficiency Exam is given to the 8<sup>th</sup> grade students(TBD)

## **TRANSPORTATION**

## **Bus Transportation**

Bus transportation is made available to residents of the Niagara-Wheatfield School District as well as other non-city school districts. Bus service is limited to students who are five years of age or over by December 1. Students must live within the state designated 15 miles radius of the school. Transportation requests must be submitted to the Transportation Department of the respective school districts by April 1 for the following year. City school districts in our area do not provide transportation e.g. Niagara Falls, North Tonawanda.

If a child is not a resident on April 1 or enrolls after that date, transportation requests are submitted to the Districts' Superintendent and will be considered by the District Board of Education at a regularly called meeting. Those moving into a new school district have 30 days to submit a request.

A mailing or phone call from your school district will inform you of the time and place of pick-up. Families should ask their home district transportation department when they will and will not provide transportation throughout the school year. Please keep a copy of their calendar for your reference. It is the parent's responsibility to keep informed of busing availability for their child. Articles may be left on the buses -- jackets, sweaters, hats, gloves, book bags, books, lunch boxes, keys, eye glasses, wallets, etc. Please **MARK ALL ITEMS** with NAME, SCHOOL, GRADE OR ADDRESS.

## **Bus Conduct**

Each and every day many of our students will travel to and from school in a district-operated bus. We cannot overemphasize the importance proper student behavior has in ensuring a safe and efficient ride each day to and from school. The bus rules and regulations for students to follow must be clearly understood and adhered to by ALL STUDENTS.

## **Behavior on the Bus**

- Older students are expected to treat younger students - especially those in the elementary grades with a high regard for their safety and well being.
- There will be NO FIGHTING or horseplay.
- No use of foul language or immoral acts.
- No excessive noise which is distracting and detrimental to the bus driver will be tolerated.
- Spitting is not allowed on the bus or out the window.
- No parts of students' bodies should be extended out of the windows.
- Students must not throw paper or other garbage on the floor, out the window or on the bus from the outside.
- Any damage caused by an act of misconduct will be charged against the parent and will be payable on demand.
- No eating, drinking or smoking. No smoking or open fires allowed. This is in violation of the New York State criminal law and will be dealt with as a criminal offense.

## **Bus Safety Rules and Regulations**

The following guidelines have been established by the State Education Department, the Department of Transportation, the Department of Motor Vehicles, the Niagara Wheatfield Board of Education, and the St. John Board of Christian Education.

The bus driver stands in place of the parent and shall have entire authority while students are on his/her bus. The driver's instructions shall be followed. Imprudence or disrespect of any nature could be sufficient reason for the student's forfeiture of bus privileges.

## Tips for Safe School Bus Riding

- Students should be out waiting for the bus approximately 10 minutes before the schedule of the bus.
- Students should stand back fifteen (15) feet from the road or driveway edge.
- A student, when exiting the bus, must stop on the bottom step and look out the door in all directions before stepping out onto the road.
- Students who cross must do so at least ten (10) feet in front of the bus and wait for the driver to signal. Upon EYE contact with the driver, proceed to the edge of the front bumper, look for traffic in both directions, and AGAIN make EYE contact with the driver to proceed across the street.
- The bus horn is for EMERGENCY USE ONLY. When you hear the sound of the bus horn while crossing, a hazardous situation is present. Please look to the driver for instructions.
- Board the bus in an orderly manner - take a seat, stay there. All movement in and out of the bus will be done in an orderly fashion - no pushing, shoving, horseplay, etc...
- Students may not reserve seats for other students.
- Seats assigned by the driver MUST be sat in until the student is moved by the driver.
- Students are to remain seated on the bus until it stops. They are then to proceed from their seats and exit by the front exit.
- Do not touch the emergency exits unless there is an emergency situation.

## Students are allowed to ride buses only within their own school district.

- You will NOT be allowed on ANOTHER BUS, unless you have a note or pass signed by the administrator and a parent.
- You will NOT be let on or off the bus at a STOP OTHER THAN YOUR OWN unless you have a note or pass signed by the administrator and a parent.
- **Items Brought on the Bus:** Live animals, glass containers and medications should never be brought aboard the bus; these items should be brought to and from school by the parent.
- Hockey sticks, golf clubs & bags, lacrosse sticks, baseball bats and hockey skates may NOT be brought aboard the bus unless they are completely enclosed in a bag which is made of heavy duty padded material especially for the item and can be held on the student's lap or stand on the floor between the student's knees.
- Musical instruments are allowed only if the instrument can be held on the student's lap or stand on the floor between the student's knees.

## **TRANSPORTATION SUSPENSION SEQUENCE POLICY – GRADES K - 8**

**1st Violation** of Disciplinary Code . . . . .  
WARNING

(If the infraction is deemed to be of a serious nature, the student may be suspended immediately from riding the bus for up to five days.)

**2nd Violation** of Disciplinary Code.....BUS SUSPENSION - 3  
DAYS

**3rd Violation** of Disciplinary Code.....BUS SUSPENSION - 5  
DAYS

**4th Violation** of Disciplinary Code.....BUS SUSPENSION - 10  
DAYS

**5th Violation** of Disciplinary Code.....SUPERINTENDENT'S  
HEARING

Parents are reminded that riding the bus is a privilege and children are expected to behave in a Christian manner. Discipline problems are reported by the bus driver to the administrator and disciplinary action is taken.

School hours are from 8:20 am– 2:45 pm. A school calendar is given to families and is also available on Fast Direct. Bus transportation is provided every day that the school district you reside in, is in session. Parents are responsible for transportation on the days they are not in session.

## **CURRICULUM**

St. John Lutheran School has adopted curriculum established by:

1. The Education Department of The Lutheran Church Missouri Synod
2. The State of New York.
3. The Niagara Wheatfield Central School District.

St. John School Lutheran complies with the school evaluations of The Lutheran Church Missouri Synod and its Eastern District. It has on file the latest New York State subject syllabi and works cooperatively with the Niagara Wheatfield School District and its curricula. In addition, St. John teachers attend Lutheran School workshops, conferences and seminars and also appropriate workshops prepared by the New York State Education Department and administered by Erie I BOCES. Classrooms are primarily self-contained in grades K-5. Grades 6-8 are departmentalized.

In addition to State curriculum requirements, St. John offers instrumental lessons for students in Grades 4-8. Students are offered lessons once a week on various instruments of the band and orchestra by a qualified instructor. The school is a member of the New York State Music Association (NYSSMA), and Niagara County Music Education Association (NCMEA), and students compete in various county and regional competitions. A lesson fee is charged for each instrumental lesson.

Ninth grade Algebra I, Living Environments and Spanish I (TBD) are offered as advanced math, science, and foreign language courses, respectively, to qualified students. The Regents/Proficiency Exams are given on campus in June.

Emphasis is placed on studying God's Word and living a life of faith in Jesus. The living Word affects every subject that is taught and is an integral part of the everyday lives of each of our students.

### **Homework**

Although most of the children complete their work during school hours, it is often necessary to complete some assignments at home. It has been suggested by a prominent learning center that the expected amount of homework a child receives can be determined by the following formula (15 min. x the grade).

## **CONDUCT AND DISCIPLINE**

Every student is to exhibit a positive spirit of Christianity in his daily living both in and out of school. This will be evidenced in the way the student interacts with other children, and responds in a respectful, obedient manner to the entire staff.

The school reserves the right to discipline, and if necessary, to suspend or expel a child if the behavior is not in harmony with the policies of the school as a Christian institution. Upon suspension, a student forfeits all rights and privileges as a student for the suspended period. Parents are informed of behavior problems that occur repeatedly and are contacted when these situations arise. This subject is specifically covered again in this handbook.

### **Lutheran Approach to Discipline**

Discipline is a system of rules governing conduct, together with prescribed consequences, set up to structure, correct and bring order to human behavior. It is necessary because, as God's Word tells us,

every human is sinful by nature, which is the root of misbehavior. A code of conduct helps maintain an orderly environment by telling the student what behavior is acceptable and what is not, and by motivating good behavior, either because the student wants to avoid being held accountable or wants the approval of the teacher, parents, etc.

With greater maturity, the student learns to motivate himself/herself more and more to do what is right from within him/her, from a sense of duty and responsibility. This is what we call self-discipline. Good behavior is performed more for its own sake, because it is good, though the elements of consequences still remain. So good conduct is maintained, control of behavior being motivated by the rules, either from outside or from within the student.

The goal of our Lutheran schools is not simply to maintain the outward discipline, which lies in the area of law. Such outward obedience, whether motivated from within the student, is not of itself God-pleasing, Christian behavior.

The obedience which God desires is the spontaneous obedience of faith which is motivated not by any rule or law, but by the Spirit of God living and working in the student, apart from any prompting or urging of the rules, outside or within the student. This willing, glad and free obedience is what God's Word calls the fruits of the Spirit, and is produced by the Holy Spirit, Who creates and motivates such behavior only by the gospel, the Word of God, that our sins are completely forgiven for the sake of our Savior Jesus Christ.

This, then, is the ultimate purpose and goal of Lutheran education that makes it unique, that we present Jesus Christ to our students as their loving God and Savior. It is vital that we not simply give the Gospel a place in our teaching, but that it predominates and has full sway in all our teaching and relationships with our students, for only the Gospel has the power to produce God-pleasing behavior, and this it does automatically, apart from any law or rule.

Therefore, it is also true that while enforcement of a code of conduct is necessary because we are still sinful, such enforcement dare never be an end in itself; namely, to create acceptable behavior. Rather, it is our desire to help the student understand that breaking the rules is an offense against our heavenly Father, Who is the source of all authority, with the goal that when wrongdoing occurs and the student realizes his offense, we may speak to him/her the wonderful Word of forgiveness which comes from Jesus Himself. The response which God desires and which He Himself produces is faith in the Gospel, which results in willing and free obedience, by its very nature.

In evaluating our school's discipline, we must realize that the rules and regulations, important as they are, are never as significant as the way in which they are applied and enforced. It is vital that we never contradict by our words or actions, the Gospel for which we stand. We are called to apply discipline in a spirit of love and concern for the student, remembering that he/she is a redeemed child of God. With that in mind, we may finally extend to him/her the forgiveness won by Jesus on the cross.

### **Student Code of Conduct**

It is necessary in our school community that an atmosphere of order and stability be created and maintained to make possible the achievement of educational goals.

Toward that end, the degree of discipline must be appropriate to maintain proper order and respect for authority. A policy has been developed which we believe will establish this order and every effort will be made to inform parents, students, and staff members concerning the steps in the disciplinary procedures as they apply at St. John Lutheran School.

Further, it is understood that the administration, parents, and staff have an on-going responsibility to reinforce these procedures as it is an equal responsibility for the students to keep informed of the disciplinary policy and procedures listed below.

The following is a list of rules and procedures that will act as a guide for proper and acceptable behavior by all students of St. John Lutheran School. It is understood that all students have both the responsibility to follow the agreed-upon rules and also to help others do the same. These rules apply regardless of whether they are in school, anywhere on the school grounds, at home learning, on the school bus, or involved in school activities.

## **1. Respect the physical and emotional rights of all persons at St. John Lutheran School**

**YOUR RESPONSIBILITY:** Treat others as you want to be treated.

Obedience to the **Fourth Commandment:**

*Honor your father and your mother. WHAT DOES THIS MEAN? We should fear and love God so that we do not despise or anger our parents and other authorities, but honor them, serve and obey them, love and cherish them.*

Obedience to the **Fifth Commandment:**

*You shall not murder. WHAT DOES THIS MEAN? We should fear and love God so that we do not hurt or harm our neighbor in his body, but help and support him in every physical need.*

Obedience to the **Eighth Commandment:**

*You shall not give false testimony against your neighbor. WHAT DOES THIS MEAN? We should fear and love God so that we do not tell lies about our neighbor, betray him, slander him, or hurt his reputation, but defend him, speak well of him, and explain everything in the kindest way.*

### **BEHAVIOR TO AVOID:**

- Participation in fighting or assault
- Name calling/abusive language
- Slanderous talk
- Running
- Horseplay
- Unacceptable behavior (i.e., throwing food in the cafeteria)
- Insubordination: flagrant disobedience to any adult authority
- Bullying

## **2. Respect school and personal property**

**YOUR RESPONSIBILITY:** Treat school property and other people's personal property as though it was your own. Our School's appearance is a reflection of all of us.

Obedience to the **Seventh Commandment:**

*You shall not steal. WHAT DOES THIS MEAN? We should fear and love God so that we do not take our neighbor's money or possessions, or get them in any dishonest way, but help him to improve and protect his possessions and income.*

### **BEHAVIOR TO AVOID:**

- Stealing and theft

- Writing on walls, desks, lockers, and other personal property
- Deliberate damage (vandalism) to school property, students' personal property, or any adult's personal property.
- Littering of halls, classrooms, cafeteria, lockers, school grounds or school buses.
- Misuse of electronic equipment

### **3. Respect everyone's right to achieve at the highest possible level**

**YOUR RESPONSIBILITY:** Take it upon yourself to help rather than hinder your classmate's desire to learn. Respect other student's abilities and ideas.

Obedience to the **Fourth, Fifth, and Seventh Commandments** (as previously stated).

#### **BEHAVIOR TO AVOID:**

- Disturbances in class that will interrupt teaching and learning.
- Using other student's work (cheating) or copying their assignments instead of doing your own work, or plagiarizing
- Use of cell phones, cameras, electronic games, etc., or any other items that will disturb others

### **4. Follow necessary building procedures and schedules.**

**YOUR RESPONSIBILITY:** Students are to be in class, seated, and ready for class on time.

Obedience to the **Fourth Commandment** (as previously stated).

#### **BEHAVIOR TO AVOID:**

- Lateness to school and class (please refer to the section on Tardiness).
- Truancy -- A student illegally absent from school without a parent's knowledge of whereabouts.

### **5. We follow the rules set down by the State and Local authorities.**

**YOUR RESPONSIBILITY:** To be aware of Local and State rules and to practice good citizenship in school.

Obedience to the **Fourth and Fifth Commandments** (as previously stated).

#### **BEHAVIOR TO AVOID:**

- Strictly prohibited are the following: Smoking, vaping, use or possession of any tobacco substance, matches or lighters
- Use, sale, or possession of drugs (controlled substances).
- Use or possession of alcoholic beverages.
- Use or possession of any form of firecrackers or fireworks.
- Behavior, activities or games which are incompatible with the Christian confession (i.e., Ouija board, Dungeons and Dragons, video or cell phone games or music
- Association with students who are involved in the practice of the above unacceptable behaviors.

### **6. Reverence and respect for the Lord in Chapel (behavior and participation.)**

**YOUR RESPONSIBILITY:** To be attentive to the person leading Chapel and participate fully in the liturgy, songs, and prayers.



**Obedience to the First Commandment:**

*You shall have no other gods. WHAT DOES THIS MEAN? We should fear, love, and trust in God above all things.*

**Obedience to the Second Commandment:**

*You shall not misuse the name of the Lord your God. WHAT DOES THIS MEAN? We should fear and love God so that we do not curse, swear, use satanic arts, lie, or deceive by His name, but call upon it in every trouble, pray, praise, and give thanks.*

**Obedience to the Third Commandment:**

*Remember the Sabbath day by keeping it holy. WHAT DOES THIS MEAN? We should fear and love God so that we do not despise preaching and His Word, but hold it sacred and gladly hear and learn it.*

**BEHAVIOR TO AVOID:**

- Talking with those around you.
- Noise-making or disruptive behavior.
- Horseplay of any kind.
- Misuse or abuse of hymnals, Bibles, or other church furnishings.

**7. To play responsibly and safely**

**YOUR RESPONSIBILITY:** To play safely and help others to play safely in our school's play areas.

**BEHAVIOR TO AVOID:**

- Throwing stones or wood chips
- Aggressive behavior - pushing or pulling on equipment.
- Not following the teachers' rules for the playground.
- Not staying within sight of the teacher.
- Not staying on school property.

**The power that motivates us to follow these guidelines is the Gospel (the forgiveness of sins through Jesus our Savior).**

## **PROCEDURE FOR RESOLVING PARENTAL/ STUDENT COMPLAINTS**

The Board of Christian Education of St. John Lutheran School has found it necessary to adopt a formal procedure for parents of students to communicate their ideas, concerns, and criticisms in an orderly and Christian manner.

**STEP ONE:** Parents must discuss the situation with the student's teacher. The teacher, the parent, and the student need to make every effort to resolve the complaint or situation.

**STEP TWO:** The parent and the teacher meet the administrator to resolve the complaint or situation. If attempts at the above two levels have failed to resolve the complaint or situation, it will be necessary for the parent to submit IN WRITING their complaint to the Board of Christian Education.

**STEP THREE:** The parent submits IN WRITING the complaint or situation to the Board of Christian Education. The written submission must include a detailed explanation of the complaint, the resolution

attempts in STEP ONE and the resolution attempts in STEP TWO.

**STEP FOUR:** The Board of Christian Education, at a regular session, will review the written complaint/situation. After consultation with the administrator and/or the Pastor, the Board of Education will render a decision and communicate with the parent or guardian.

**STEP FIVE:** In the event that a parent/guardian refuses the decision of the Board of Christian Education, the child's enrollment at St. John will be suspended or terminated.

### **Disruptions in the Classroom**

Disruptions in the classroom may be handled by the teacher in the manner listed below. This is not an exclusive listing for teachers' handling disruptions.

1. Students will be removed to a designated area.
2. The teacher will discuss consequences with the student at an appropriate time.
3. A detention may be given depending on frequency and/or severity of misbehavior. See **DETENTION POLICY**.

### **Detention Policy**

Detention is the result of failing to meet the rules of the **Student Code of Conduct Policy**.

1. Detentions will be served during their lunch period or after school from 3-4 pm.
2. Detentions may be assigned by a teacher or the administrator.
3. Parents will be notified by phone or in writing as to the date and time of the detention.
4. Parents/guardians are required to speak with the teacher at the end of the detention.
5. If a parent/guardian is unable to meet with the teacher at 4 pm (The end of the detention time allotted), the student will be placed in the Latchkey Program until the parent/guardian arrives. The parents are responsible for the Latchkey Program fees.
6. Repeated detentions may result in a SUSPENSION from school.

### **Discipline Procedure**

We expect that the student will practice acceptable behavior. In the event that the student does commit a SERIOUS OFFENSE can include, but is not limited to involving any of the following: theft, firework, dangerous weapons, fighting, drugs, alcohol, gambling, abusive language to faculty/staff, threats to property or a person, or vandalism/defacing property; the following actions will be taken:

1. The student will IMMEDIATELY be suspended.
2. The length of the suspension will be determined by the administrator.
3. The suspension may be an IN-SCHOOL suspension.
4. During the period of suspension, the student is required to complete all assignments. He/she will still receive a zero in each subject area.
5. The legal authorities may be contacted if the administrator deems it necessary.
6. The student may be required to attend weekly counseling sessions after school hours with the Pastor.

### **Discipline Sequence Suspension**

First Suspension: 1-3 Days

Second Suspension: 3-5 Days

Third Suspension: Determined by The Board of Christian Education

When a student is suspended for the third time by the administrator, the Board of Education will review the situation and determine whether or not an Expulsion from St. John Lutheran School would be appropriate.

### **Expulsion Policy**

An offense would require expulsion only after consultation with the Board of Christian Education.

# **ATTENDANCE**

Each student's attendance at school is very important. Absence from school is costly because it means a student has missed class instruction and the opportunity to learn. Also, if it occurs frequently, it may mean retention. A good attendance record will benefit the student and is an excellent endorsement in any letter of recommendation. According to State attendance laws, regular attendance at school is required of all children between six and sixteen years of age.

The following reasons for absence/tardiness are **valid/excused**:

1. Personal illness
2. Sickness or death in the family
3. Weather conditions making travel unsafe
4. Quarantine
5. Authorized religious observance
6. Attendance at health clinics or when required to be in court.

The following are **INEXCUSABLE** absences/tardiness in accordance with State Laws:

1. Truancy
2. Suspension
3. Missing the school bus
4. Shopping
5. Hunting, fishing or attendance at games
6. Birthday or other celebrations
7. Vacations

## **WHEN TO KEEP YOUR CHILD HOME: (Subject to change upon NYSDOH or NCDOH)**

### **ILLNESS**

**Any fever**

### **WHEN TO RETURN TO SCHOOL**

When fever is gone for **24 hours** without medication (i.e. Tylenol, Ibuprofen)

**Vomiting or diarrhea**

When symptoms are gone for **24 hours**

**Strep throat/scarlet fever** 24 hours after start of treatment, with medical note

**Pinkeye**

medical note

When eyes are clear or have been treated with antibiotics for **24 hours**, with

**Any undiagnosed rash**

When symptoms are gone for **24 hours**, with medical note

**Head lice**

When head is treated and free of lice as determined by the school health office (students must be cleared before riding the bus)

### **In regard to attendance at school, please note:**

1. If you know your child will be absent from school, bring this to the attention of his/her teacher, preferably between 7:45-8:20 a.m. If you know your child will be absent due to surgery, extended illness, or family death, it may be possible to make arrangements with the school for such absences to get their missed assignments in advance. Teachers are not required to provide work for unexcused absences.
2. Every absence must be accounted for. All absences for grades K-8 are to be explained in a written excuse signed by the parent/guardian. An excuse, giving the date(s) of the absence, must be presented no later than two days after the pupil is readmitted to class; otherwise, all absences will

- be marked unexcused.
3. Pupil attendance criteria for “perfect attendance” at the end of the school year are:
    - a. Enrollment in school the entire school year.
    - b. In attendance for instruction at least one-half day.
  4. During the period of any unexcused absence, the student is responsible for learning/understanding the material covered in class. Upon the student’s return he/she must be prepared for taking any missed tests. The teacher is not required to give missed assignments out early nor is the teacher responsible for missed classroom instruction during an unexcused absence (example: vacation). Parents will be asked to read and sign a Planned School Absence Form which can be found as a link on Fast Direct.
  5. Punctual and regular attendance cannot be over-emphasized in a child’s growth. All students are to be at their desks and ready for classes to begin at 8:20 am. Students who are habitually late, who miss more than 15 consecutive days excused or unexcused, or who have missed more than 20 nonconsecutive days excused or unexcused, will have their attendance record examined by the Board of Christian Education. Appropriate steps will be taken by St. John Lutheran School, which may include retention at the same grade level. All missed work during an absence is to be completed by the student in a timely manner.

### **Tardiness**

- 1) A Logbook is available at the entryway.
- 2) **The Parent/Guardian must sign the Logbook upon arrival after 8:20 am.** The STUDENT’S name, the date, the time, and the reason for tardiness are to be recorded.
- 3) By State Law, all tardiness must be documented with a tardiness slip.
- 4) An excuse form should be signed by the parent stating the reason, date, and time of the tardiness and given to the teacher.

### **Dismissal/Return Procedures**

Students requiring an early dismissal from class during the school day or arriving late for any reason should bring an excuse form signed by their parent stating the reason, date, and time of the tardiness. When the student must be dismissed early, the parent/guardian must sign the Log Book prior to leaving school. The parent should use the intercom system and wait outside for their child to be paged. If the student returns to class later in the school day, the parent/guardian must again sign the Log Book. An excuse form should also be given to the homeroom teacher.

### **Gym Excuses**

Any student who is injured (in or out of school) and requires medical care from their physician or an Emergency Room must have a note from the treating physician stating clearance to return to school. If crutches are required during the school day, medical authorization must be provided. A medical note is also required to excuse a student from physical education or recess due to injury and to authorize their return to physical activity.

### **Emergency School Closings**

Should there be cause to close the school earlier than the regular dismissal time due to inclement weather, a mechanical breakdown or some other unforeseen emergency, the student should know where to go if you are not at home and the house is locked. If parental contact cannot be made, students will be placed in the Latchkey Program. Parents are responsible for all Latchkey charges. Please refer to the Latchkey Handbook.

If the school is closed on a regularly scheduled day due to inclement weather or there is to be a delayed

opening, the announcement will be made over local TV stations and posted on Fast Direct usually between the hours of 5:45 through 8:45 a.m. St. John School closings will be in concurrence with Niagara-Wheatfield School District. Fast Direct and the Remind app will be used for contacting the parents or guardian.

## **DRESS CODE**

1. No item that constitutes a threat to the health, safety, or education of students at St. John Lutheran School is allowed.
2. No matter what is accepted in public or recreational areas, parents have the main responsibility for ensuring proper dress habits for their children in a school setting.
3. Cleanliness, good personal hygiene, and clean clothing are expected.
4. Boys and girls will wear solid khaki, navy, or black pants (**cargo pants acceptable**) skorts, skirts, or jumpers. No jeans, **except for Fridays. No sweatpants and no stretch pants (leggings) except under skirts or jumpers.** Collared polo shirts or dresses with long or short sleeves in any color may be worn. Quarter size pocket emblems are acceptable as are all St. John emblems. Writing on shirts is not acceptable. Solid colored T- shirts or turtlenecks may be worn under polos. A St. John fleece is the only appropriate garment to be worn over a polo shirt.
5. Sneakers are acceptable daily footwear. Sneakers must be worn on the playground and the gym. All shoes must have a back or a back strap.
6. Hats, hoods, coats, gloves, and scarves **SHALL NOT BE WORN IN SCHOOL** unless there is a heating problem. The teachers will determine if this action is necessary.
7. Proper length for skirts, dresses and shorts: determined by the end of the student's fingertips when arms are held down at the side. Cut-off shorts of any length are **UNACCEPTABLE.**
8. Pants are to be worn above the hips. Belts may be necessary.
9. Hair must be of natural color.
10. Students who break dress code for the first time may miss recess and a note will be sent home or a phone call made. For any future offenses, a change of clothing will be required. Students will wait near the office for a change of clothing and return to class when the child is properly dressed.
11. On special dress days, only jeans or school bottoms are to be worn
12. Make-up is not permitted through 5<sup>th</sup> grade.

### **Formal School Events (Awards Night, Graduation, Concerts, Plays)**

- No pictures or writing on clothing. Only collared polos and oxford shirts (button down shirts) will be permitted. All colors are acceptable.
- Girls may wear modest dresses (not form fitting, no cut-outs, straps must be 3 fingers wide)
- School Dress Code is acceptable.
- Students not in compliance will not be able to participate.

## **Gym Dress Code**

Gym Dress Code: For ANY activity in the GYM, SNEAKERS ARE THE ONLY ACCEPTABLE FOOTWEAR. Grades 6-8 must change for Physical Education. Students must wear a plain t-shirt/St. John t-shirt, shorts, socks, and sneakers. This does not apply to recesses. Students who fail to come appropriately dressed for PE will sit out of class and their PE grades will be affected.

## **St. John Wear Fridays**

The yearly theme shirts and jeans (jean shorts) or school bottoms only on Fridays.

## **\$1 Dress Down Days**

### **Acceptable**

Warm-up pants or sweatpants  
Appropriate Writing or Pictures  
Jeans/Pants  
Fingertip length shorts, and dresses or skirts (girls)  
Hoodies  
Leggings/Yoga pants can be worn under a skirt or dress

### **Not Acceptable**

No pajama pants  
Offensive Writing or Pictures  
Ripped Jeans/Shorts/Pants/etc.  
Short dresses or skirts (girls)  
Under garments showing  
Tank tops that are less than a width of 3 fingers

## **Spirit Wear**

Any St. John logo apparel with proper dress code bottoms.

\*Please Note: The Board of Christian Education reserves the right to change expectations to the dress code at any time.

## **GENERAL STUDENT POLICIES**

The following is a list of general policies which affect students at St. John. Please review these policies as they pertain to each individual. If you have any questions with regard to these procedures, please refer to the parent/student complaint section of this Handbook.

1. ALL subjects at St. John, including religion classes, will be attended by ALL students.
2. Students are not to arrive at school before 8:00 a.m. and must leave the school by 3:15 p.m., unless detained or assigned to an organized school activity or Latchkey. Parents are REQUIRED to sign their child into the Latchkey Program if they are arriving earlier than 8:00 a.m. All students who remain after 3:15 p.m. will go into the LATCHKEY PROGRAM. If the bus drops students off prior to 8 am, the bused students will not be charged. Parents are responsible for Latchkey Program fees. No parents will be permitted in classrooms before school. Please schedule appointments with the teacher or administrator to address any issues or concerns.
3. Parents are responsible for purchasing the required course materials.
4. The faculty, with the concurrence of the Board of Christian Education, requires participation in "all school" activities.
5. During the school day or sanctioned school activities, children ARE NOT permitted off the school grounds for any reason (except school-sponsored field trips) or in the event of an emergency.
6. Students MUST have signed permission slips for all field trips. Those students who do not have one will remain at school.
7. Bathrooms are to be kept clean. All personal clothing MUST be kept in gym bags or hung up. Shared spaces must be kept organized and neat. Any clothing, books, or notebooks left or not

properly put away will be placed in the lost and found container. Loose papers will be recycled or thrown away.

8. Electronic devices are not permitted in school, which includes before or after school activities. Upon entering the school, the student must hand their phone and smart watches into their classroom box. They may be reclaimed upon leaving the school premises. Students not adhering to this rule will have the device confiscated and it will be returned to the parent with their child present. Future defiance of the rule may result in detentions or suspensions from school.

### **Pupil Reporting**

Report cards are given to the children on a quarterly basis or four times per school year in all grades (K-8). Five-week reports are available at mid quarter. Each teacher monitors all student work carefully.

### **Parent- Teacher Consultations**

Conferences with teachers or the administrator may be scheduled at any time in addition to the required conference that is scheduled once a year. The required conference is after the first ten week marking period and a second conference for those needing academic attention may be held at the end of the second quarter. The intent of these conferences is to discuss current progress and encourage academic growth. Open communication is encouraged at any time during the school year.

### **Promotions/Retention**

Promotions are granted by action of the Board of Christian Education on the basis of the recommendation by the administrator and faculty. If a child is to be retained, parents are informed of this possibility by the third quarter. The sole purpose of retention is for the child's academic success and the emotional growth throughout his/her school life.

### **Board of Christian Education**

Members of the Board of Christian Education are duly elected officers of St. John Ev. Lutheran Church, serving the best interests of our school.. The Board meets regularly to make policy and recommend action to St. John congregation for approval which relates to the St. John Lutheran School.

### **Board of Christian Education Meetings**

Board of Christian Education meetings are typically held the first Monday of every month at 6:30 pm. Any changes will be announced in the Monday Memo.

A public input session may be scheduled at the beginning of any regularly scheduled Board of Christian Education meeting for the purpose of permitting anyone to address a policy issue or agenda item with the Board members. Such input may be limited to the number of respondents and time. Public input at a Board of Christian Education meeting is limited to the beginning session; no public input or discussion is permitted during the meeting.

Parents must submit agenda items to the administrator five days prior to scheduled meetings. If the agenda item is a grievance, parents are encouraged to follow the Procedure for Resolving Parent/Student Complaints in the Parent Student handbook.

**Philippians 2:1-5** If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. Do nothing out of selfish ambition or vain conceit, but in humility value others above yourselves, not looking to your own interests but each of you to the interests of others. In your relationships with one another, have the same mindset as Christ Jesus.

## **Technology**

The purpose of computer technology at St. John is to attain and apply computer literacy in a variety of curriculum areas; more specifically to develop students' skills in order to use it as an educational resource in the areas of research. It is, therefore, our intention to teach each student accurate keyboarding and to familiarize them with the skills of word processing and to use search engines and the Internet as sources of information. Students at the lower level, K-5, use programs to enhance the core curriculum. Grades 6-8 learn how to prepare spreadsheets, the skills of powerpoint, coding and various internet skills. There is a yearly technology fee charged for each student at the beginning of the year.

## **Parent Teacher League**

An important part of St. John Lutheran School is the ParentTeacher League. Membership includes all parents of children in the school. Meetings are held regularly during the school year. A special program or speaker often highlights the meeting designed to help parents in parenting. Other programs are centered on the parents and their children promoting family activity. Here parents and teachers also become better acquainted. Through fundraisers, the PTL purchases or helps to purchase educational materials for the classrooms and library and playground equipment, etc... St. John PTL depends on the combined efforts and support of all parents. The PTL hopes that every parent participates in and feels a part of this very worthwhile organization.

## **Insurance**

School insurance is required, and the payment is a portion of the registration fee. The policy covers any injury claim in school or at school related events that is not covered by your insurance.

## **Property Damage**

In the event of loss or damage to books or property, children/families will be billed for the amount of loss or damage incurred.

## **School Lunch Program**

Our school participates in the federally funded lunch program for Preschool to Grade 8 and operates every day except on half days. Lunches must be prepaid or paid for in cash or with a check daily. Student lunches are \$3.25 and include milk. Milk alone is \$.75. Menus will be available on Fast Direct before the first of each month. Snacks are available to students in grades 3-8 when they have finished their lunch. We are proud to offer these nutritionally balanced lunches to our students each day. Information is included outside the office and on Fast Direct regarding eligibility, criteria and application procedures for the federally funded free and reduced price meals. Applications for those families who qualify for free or reduced lunches are accepted at any time during the school year.

Children may bring sack lunches. For those not participating in the school lunch program, the 2% white milk and 1% chocolate milk is available daily at an extra cost. Lunch can be prepaid weekly or monthly by placing payment in an envelope with your child's name and grade and placing it in the lock box outside of the main office. The funds will be added to your child's lunch account and can be seen on your Fast Direct. Charging is not allowed unless a child has forgotten their lunch.

\*Please Note: The full Lunch Policy and Meal Charge Policy can be seen under links on Fast Direct.

## **St. John Meal Charging and Prohibition Against Meal Shaming Policy**

St. John Lutheran School believes no child should go hungry throughout the school day. If a student comes to school without a lunch or money to purchase a lunch, the student will be served a meal that is charged to his or her lunch account. Parents/guardians will be notified that a student's lunch account balance is exhausted and has accrued meal charges within 3 days of the charge and then weekly



thereafter. Payment is expected the following day after notification. School staff will communicate any repayment deadlines with parents/guardians of students with five or more unpaid meal charges. Unpaid meal charges that remain unpaid after any set deadline will be forwarded to the St. John Lutheran board of Christian Education for further action.

\*The full lunch policy and meal charging policy can be seen under links on Fast Direct.

### **Chapel Services**

Chapel services are generally held each Wednesday during the school year. They are led by the pastor, administrator, teachers, special guest speakers or visiting groups. Parents and friends are encouraged to attend these meaningful services. Offerings received at the services are designated for missions at home and abroad. Baptism birthdays are celebrated in chapel to stress the importance of this Sacrament.

### **Latchkey Program**

Morning and Afternoon Latchkey is organized to provide St. John students enrolled in Grades PreK-8 before and after school supervision. Morning sessions are 7 a.m.-8 a.m. and afternoon sessions are offered from 2:45 p.m.-5:30 p.m. A Latchkey Handbook is available on Fast Direct. Please refer to that for regulations and fees.

### **Volunteers**

St. John Lutheran School depends on volunteer help from parents and friends. A volunteer form is included in the Parent Portfolio which is given to parents at the beginning of each school year; however, you may offer your help at any time during the school year.

### **Fundraising**

In addition to fundraising by our Parent-Teacher League the school has an annual fall sale. Profits for this sale are used to purchase teacher materials, administrative supplies and equipment for the school.