

**“A Christ-Centered School”**



ST. JOHN'S  
LUTHERAN SCHOOL

# Parent & Student HANDBOOK



(336) 725-1651 [www.stjohnsws.org](http://www.stjohnsws.org)  
2415 Silas Creek Parkway Winston-Salem, NC 27103

2006-2007 Edition

*St. John's Lutheran School assists parents with the Christian training and academic education of their children. Regardless of race, color, and national or ethnic origins, we strive to provide a high quality education enabling children to grow spiritually, intellectually, physically, and socially.*

Dear Parents and Students:

The staff of St. John's Lutheran Church and School welcomes you and wishes you God's blessings. It is our prayer to work together in harmony with you in the teaching of your child.

The material in this handbook has been formulated to assist in the operation of our school and to provide you with necessary information that will answer most questions that will arise throughout the year. It is essential that you familiarize yourself with all of the information in this handbook. Please keep it available at home so you may refer to it.

If you have questions or if you have concerns during the year, please do not hesitate to contact us personally or by telephone. Your child is our primary concern at St. John's Lutheran School and we want him/her to grow spiritually, academically, emotionally and physically as a child of God.

We pray that God will bless our efforts as we work together as parents and teachers to accomplish this goal.

God's richest blessings,

St. John's Lutheran School  
Staff and Teachers

*“Train a child in the way he should go, and when he is old he will not turn from it.”*



Proverbs 22:6

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## **BRIEF HISTORY OF ST. JOHN'S LUTHERAN SCHOOL**

### **Winston-Salem, North Carolina**

St. John's Lutheran School opened its doors for school year 1951-52, beginning with a half-day Kindergarten program, enrollment 18 students. The facility was located, with the church, at the intersection of Queen and Westwood Streets (approximate location of where the Baptist Hospital helicopter lands, if it could reach the ground). Over the years, grades one through three were added, having combination grades and a total enrollment of 100 for school year 1954-55. St. John's Lutheran Church and School relocated to its current property, on Silas Creek Parkway, in 1959, prompted by the expansion plans of Baptist Hospital. The 1961 enrollment was 132.

1964 was an expansion year for the school, as pertains to enrollment and programs offered. Grade four was added and one additional Kindergarten session was taught. The school consisted of three Kindergartens, grade one, and a combination grade of grades two, three, and four. This program continued until enrollment numbers required the deletion of grade four.

Construction of two classrooms in 1971 enabled a beginning of the progressive addition of one grade per year. Additional construction in 1973 of two more classrooms and a library finished the plan at that time and the school consisted of two morning Kindergartens and separate classrooms for grades one through six. Enrollment in 1976 was 204 students.

In 1979, one Kindergarten was deleted and a morning only program for 3-year old and 4-year old students was begun. This morning only program became a full-fledged day care in 1982, continuing to serve those 3-year old and 4-year old students.

In 1984, offices for the church and school were added. Anticipating the addition of grades seven and eight for the middle school program, doublewide trailers were put in the church parking lot in 1985. Grade eight was added with school year 1987-88. At that time, St. John's was serving students 3-year old through grade eight, enrolling 184 students. The computer lab was built in 1992, as technology became more important in the educational process.

The 1995 addition to the school, housing the upper school of grades five through eight, enabled the students to be in one building. The trailers were sold to give additional parking for the church. The school's current program serves 3-year old students through grade eight, having a total enrollment of approximately 190 students.

All classrooms and facilities are newly renovated including a new state of the art computer lab; new kitchen; new music room; and new library. Also with the new Family Life Center/Gymnasium, St. John's now enjoys having a true "home court" complete with hardwood basketball court, tournament ready volleyball and concession stand.

St. John's is registered with the North Carolina State Board of Education.

God has blessed St. John's Lutheran School of Winston-Salem richly and will continue to do so in the future!

## PURPOSE OF ST. JOHN'S LUTHERAN SCHOOL

The mission of St. John's Lutheran Church is to proclaim and witness in love to the Gospel of Jesus Christ according to the teaching of the Lutheran Church – Missouri Synod. The church has established and maintained a Christian school as part of this mission and vision in carrying out God's directives in Matthew 28:18-20 to "...make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit, and teaching them to obey everything I have commanded you..."

St. John's Lutheran School provides an education, which enables the child to grow spiritually, intellectually, physically, and socially as a Christian in today's world.

To achieve this objective, the school's aims are as follows:

- . To nurture the children in their faith in Jesus Christ as their Lord and Savior.
- . To provide an atmosphere where Christ and His redeeming love are a part of the student's daily life.
- . To provide an educational environment that is personalized, caring, and scholastically challenging.
- . To equip the students to become useful and productive citizens serving God and their fellow man.
- . To support and involve parents in the Christian education of their children.

## A COVENANT FOR CHRISTIAN EDUCATION

A **COVENANT** is a commitment made to remind people of the promises God has made to us. Because of what God has done for us through Christ we will want to respond to His love and receive the blessings He has in store for His people. As a member of St. John's Lutheran School Family and a **PARTNER** in the Christian education of children:

- . *I will show **RESPECT** for God and His Word. (Deuteronomy 11:18-21)*
- . *I will show **RESPECT** for those in authority. (Ephesians 6:1-8)*
- . *I will show **RESPECT** for my classmates and other people. (Colossians 3:12-17)*
- . *I will show **RESPECT** for my body and my God-given talents. (1 Corinthians 3:16-17)*
- . *I will show **RESPECT** for the learning process and the classroom environment. (Proverbs 16:16)*
- . *I will show **RESPECT** for my school and personal property and the property of others. (Philippians 2:4)*

## **WHAT DOES ST. JOHN'S EXPECT OF PARENTS?**

The school recognizes that God has given the parents the responsibility of providing the child's Christian training as stated in Proverbs 22:6 to "Train a child in the way he should go and when he is old he will not turn from it." As Christian parents who are interested in their child's spiritual, mental, emotional, physical, aesthetic, moral and social welfare, every parent will want to:

1. Attend Church and Sunday School faithfully, thereby setting the Christian example for your child.
  
1. Regularly attend the parent meetings offered by the school so you can become better informed as to what your child is being taught, and how you can further assist in your child's education.
  
1. Offer all concerns and suggestions for improvement first to your child's teacher, then to the Principal.
  
1. Support your child's teacher at home, recognizing the teacher as being God's representative.
  
1. Realize that your child will be taught Lutheran Church - Missouri Synod Christian doctrine.
  
1. Reinforce and support the Christian attitudes and conduct being taught at St. John's.
  
1. Look for the many opportunities there are to offer your services to the school. This will allow you to support St. John's School in every way possible.

## **CHAPEL SERVICE**

Chapel services are held each Wednesday at 8:30am. They last approximately 40 minutes and parents are welcome to attend. Chapel services are led by the pastor, the teachers and the Principal. Each grade also helps lead worship. The practice of regular church attendance is being established during their school years. Children are encouraged to bring a weekly offering. Offerings collected are used to support a variety of missions.

## **DRESS CODE**

Students are to dress in a God-pleasing and respectful manner. Acts 1:8 states, "You shall be my witnesses." We are to be God's witnesses in all we do, say, and think. This also applies to our appearance and dress. It is important for parents to guide their children's choice in clothing to show Christian respect for oneself and others. A dress code, no matter how strict, cannot replace good parental guidance and judgment.

A dress code is also a learning experience in the sense that it helps students become more responsible and accountable. It is the student's responsibility to know, understand and follow the dress code of the school. It is the parents' responsibility to educate their children as to appropriate dress for different occasions, to support the school's dress code, and to be aware of the clothing the student wears to school. Parents, teachers, and the administrator are responsible for enforcing the dress code.

It is our belief that some types of clothing are not appropriate for school. The basic standard for acceptable dress is: neat, clean, not ripped or torn, properly fitting, age and event appropriate for all school activities.

The dress code applies to all activities which represent St. John's Lutheran Day School, including after hours school functions which are sponsored by the school, such as sporting events.

Students in violation of the dress code will immediately call the parent for appropriate clothing. The first violation of the dress code will result in a written warning sent to the parents. Every offense thereafter will result in a detention of the student.

The following dress code policy strives to help guide students' clothing choices, reflect their faith, and show respect for God and school authorities.

*General Guidelines:*

1. Clothing must be clean and in good condition and should not be tight fitting, revealing, or inappropriately oversized.
2. Clothing and accessories may not be imprinted with slogans, words, or pictures that are inappropriate.
3. Frayed or torn clothing is not allowed.
4. Coats, jackets and hats are not to be worn inside.
5. Clothing should be appropriate for the weather because the students will go out for recess and physical education.
6. Hair styles should be clean and neatly trimmed. Unconventional cuts, colors, and styles are not acceptable.
7. Jewelry should not be excessive or offensive.
8. Body piercing jewelry and visible tattoos are not allowed.
9. Students must be dressed appropriately when they enter the building.

*Slacks, Pants, Shorts, Skirts, Dresses:*

1. Pants, slacks, and shorts must be hemmed.
2. Pants, slacks, skirts, and dresses must not drag on the floor.
3. Pants and shorts must be worn at the waist.
4. Shorts must be fingertip length or longer (Grades 4-8).
5. Short and pants may not have writing across the backside area.
6. Types of shorts not allowed are: biker, spandex, cutoffs, boxer, gym, soccer (Grades 4- 8).

## **DRESS CODE, CONTINUED**

7. Athletic attire such as sweatpants, jogging pants and wind pants are not allowed (Grades 4-8).
8. Skirts and dresses must be longer than mid thigh (Grades 4-8).

### *Shirts and blouses:*

1. Shirts and blouses must have sleeves (Grades 4-8).
2. Shirts and blouses must be appropriate (no scoop or plunging necklines).
3. No mesh or see-through tops are allowed.

### *Chapel Dress:*

Mandatory for grades 4-8 and optional for Preschool-3<sup>rd</sup> grade.

For grades 4-8 NO JEANS are to be worn on Wednesdays. Shirts must be tucked in on Wednesdays, throughout the entire school day.

### *Shoes:*

Casual or athletic shoes must have non-marking soles.

Shoe laces must be tied, shoes with straps must have the straps fastened.

Types of shoes not allowed are: hard-soled boots, sandals, clogs, flip-flops, thongs, jellies, slick-soled, open-toe, and crocs.

Tennis shoes/sneakers with non-marking rubber soles are required during Physical Education in the gymnasium. Street shoes are not allowed in the gymnasium.

The school expects the parents to assume responsibility for dress code conformity and to support the school personnel's enforcement of the dress code in a non-confrontational or defensive manner. The school administration and teachers reserve the right to make decisions regarding the appropriateness of any clothing.

## **DISCIPLINE**

The teacher is to be regarded as the God-appointed guardian while the child is in his/her care. This implies that the student is to obey and respect the teacher the same as he/she would or should his/her own parents. In the absence of such attitudes, reasonable punishment may be meted out to the child. In cases where the teacher is unable to obtain discipline from a student, the teacher will report such disobedience to the parents. If this does not produce the desired results, the matter will be referred to the Principal. Any student who proves to be a detriment to the welfare of the school and chooses not to follow our expectations will be suspended and/or expelled.

### **Upper School Discipline Policy Grades 5 – 8**

The following discipline policy is specifically designed to enhance the educational environment of the older students attending St. John's Lutheran School.

#### ***Procedures***

When a student in grades 5 through 8 exhibits inappropriate behavior, his/her name will be written on the board as a warning. If this student exhibits any other inappropriate behavior (of the same or different nature from the first offense), a check is placed by the student's name. This check will result in a consequence. If the student receives another check during that day, the student will be issued a detention and may be sent to the school office (or Principal), where he/she will remain until the end of the class period. If a student has more than one teacher during the course of a single school day, his/her name will carry over from teacher to teacher. The name may be written by one teacher and the checks be given by another teacher. The detention notification must be signed by the parent(s) and returned to the homeroom teacher the following school day. Failure to return the detention notification may result in an additional detention.

If, after his/her return to the classroom, a student receives an additional check during that school day, he/she will be returned to the school office and the parent(s) will be notified by telephone, and an immediate suspension will be assigned to be served the following day. The student will not be permitted to return to any classes for the remainder of the school day and all schoolwork missed must be made up.

Detentions will be served the day after they are assigned, unless the detention is assigned on Thursday or Friday. In those cases, the detention will be served on the following Monday. Detentions will be served on Mondays, Tuesdays, Thursdays, or Fridays from 3:20 - 4:15 p.m.

When a student receives a detention:

1.

The student may not participate in extra-curricular school activities on the detention day.

If a student misses detention, he/she will not participate in extra curricular school activities (i.e. sports, choir) until the detention is served.

#### ***Steps of Discipline***

The following sequence lists the steps that will be observed in the discipline policy:

1. 1<sup>st</sup> occurrence – detention
2. 2<sup>nd</sup> occurrence – detention
3. 3<sup>rd</sup> occurrence – detention
4. 4<sup>th</sup> occurrence – one-day suspension
5. 5<sup>th</sup> occurrence – two-day suspension
6. 6<sup>th</sup> occurrence – three-day suspension
7. 7<sup>th</sup> occurrence - expulsion

*After the first occurrence, a conference with the teacher, parent(s) and student is held to discuss the situation with the intent of changing behavioral patterns. After the second occurrence, a conference is held with the parent(s), student, teacher, and Principal with the same intent as the prior conference.*

### ***Examples of Inappropriate Behavior***

In cases involving overt misbehavior, there will be no warning: a suspension or expulsion could be issued immediately. The administrator will determine at what level the student(s) will be dealt with. Some of these actions would include the following: outright disrespect of a teacher or other adult, willful destruction of school or other person's property, fighting, use of profanity, cheating, and stealing. Students who use or are in possession of alcohol, drugs, tobacco, and weapons will be expelled.

When a student is suspended:

He/she will be prohibited from taking part in any extracurricular activities during the term of the suspension.

He/she will make up all assignments and tests.

## **ENTRANCE REQUIREMENTS**

Pre-school and Pre-Kindergarten - Children must reach the age of 3 or 4 years on or before August 1<sup>st</sup>, and be potty trained to enter the 3 or 4-year old classes.

School - Children must reach the age of 5 years on or before August 1<sup>st</sup> of the current school year to be eligible for entrance into the Kindergarten level of education. Students transferring from other schools must present documentation from the prior school attended, having compatible test scores and grades with St. John's students, as well as acceptable behavior.

## **ADMISSION**

All enrollments must be made through the school office. Application forms are available there.

Parents are required to have a conference with the Principal before the child is admitted to the school. The Geselle Test will be administered to students entering Kindergarten. There is a \$40.00 charge for the screening tests.

The first year of attendance at St. John's School is considered a probation year. Termination, should it be necessary, can be at anytime during the year.

St. John's Lutheran School admits students of any race, color, religion, 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 or ethnic origin in its employment practices, in administration of its education policies, admissions, scholarship and loan programs and athletic and other school-administered programs.

## **REGISTRATION**

The re-enrollment of all current students for the next school year will begin in January/February. **All fees and charges must be paid at registration.** The first tuition payment will be due in August.

## **CLASS LIMITS**

To do an effective job of educating the children in our care, the number of students in classrooms will be limited. Enrollment of children will end when the class has reached 12 in the Preschool class and 22 in Pre-Kindergarten, 25 in grades K-4 and 25 in grades 5-8. After the class has reached capacity all future applicants will be placed on the waiting list.

## **PERMANENT RECORDS**

The school office maintains a permanent record file for each student (Pre-K through 8). This record contains personal information, academic records, attendance figures and test scores. Parents need to make requests for these records to the Principal at least one day in advance.

## **CHANGES IN SCHOOL RECORDS**

Parents should notify the school office of any changes in address, telephone numbers at home or work, medical records, or any other essential information needed for the school records.

## **PHYSICALS AND IMMUNIZATIONS**

In cooperation with the area schools and in keeping with North Carolina State Law, St. John's school requires a health examination from each student entering school for the first time in Preschool, Pre-Kindergarten or Kindergarten. All new students must provide physical records. Each report must provide immunization records. This should be given to the school before the first day of each school year. Any student not complying will be denied admission. These forms are available in the school office and doctor's offices.

If there are any questions regarding physicals you may contact the school office.

## **TRANSFERRING TO ANOTHER SCHOOL**

Parents should notify the Principal beforehand if they move or plan to transfer their children to another school. The student's permanent records need to be sent to the new school. **All outstanding fees must be paid before records are transferred.**

## DAILY SCHEDULE

### Extended Care (Kindergarten – 8th Grade)

**7:00 a.m. – 8:10 a.m.:** Please be aware that students arriving before 7:45 a.m. will be assessed the daily Morning Only drop in fee \$6.25 per hour or part of an hour. There is no Extended Care charge for students who come in the Social all after 7:45 a.m.

**3:15 p.m. - 6:00 p.m.:** Please be aware, students remaining beyond 15 minutes after their class dismissal will be assessed the daily After School Only drop in fee of \$6.25 per hour or part of an hour.

**\*\*NOTE\*\*** If school is canceled due to bad weather, there will be no extended care of any kind. Extended Care is available only on scheduled school days.

**School** - 8:00 a.m. - beginning of school day, grades 6-8

8:15 a.m. - beginning of school day, K-5

8:30 a.m. – beginning of school day, PS & PK

2:40 p.m. - dismissal of students, PS, PK

2:40 p.m. - dismissal of students, grades K- 2

2:50 p.m. - dismissal of students, grades 3 - 5

3:00 p.m. - dismissal of students, grades 6 - 8

## ARRIVAL AT SCHOOL

Doors open at 7:00 a.m. Preschool and Pre-K students report to the Pre-K room before 9:00 a.m. Students K-8 arriving prior to 8:00 a.m. must wait in the social hall where there will be supervision. Children may be dropped off in the back by the social hall entrance after 7:00 a.m.. Siblings of children in grades 5-8 who come in before 8:00 must wait in the social hall.

## DISMISSAL PROCEDURES

All students who are being picked up by car should leave through the social hall exit and be picked up in the rear parking lot at their dismissal times. Students not picked up by 3:15 p.m. will be taken to the Extended Care program. Parents will be charged normal Extended Care fees. **No unsupervised students (regardless of grade level) may wait in the lobby or in front of the school.** On **Early Dismissal Days:** Preschool will run on their normal schedule. Grades K - 2 dismiss at 11:40; Grades 3 - 5 dismiss at 11:50; and Grades 6 - 8 dismiss at 12:00.

## BEFORE AND AFTER SCHOOL CHILD CARE

The school conducts before and after school child care programs for children in Preschool and Pre-K held in the Pre-K room, as well as for children in grades K - 8 who attend St. John's. This is a service for working parents. Care is available from 7:00 – 8:15 a.m. before school and from 3:15 – 6:00 p.m. after school (noon to 6:00 p.m. on early dismissal days).

**Mornings:** Doors open at 7:00 a.m. Grades 6-8 will be dismissed to classrooms at 7:50. Kindergarten - Fifth Graders must wait in the social hall until dismissed to their classes at 8:00 a.m. There will be no charge for children who come in the social hall after 7:45 a.m.

**After School:** Students not picked up by 3:15 p.m. will be taken to the Extended Care to ensure that they are properly supervised until the parent arrives. Cost will be \$6.25 per hour or any part of an hour. Extended Care Forms are available in the School Office.

## **AFTER SCHOOL LATE PICK-UP FEES**

Parents who pick up their children from Extended Care after 6:00 p.m. will be charged \$1.00 for every minute after the scheduled closing time of 6:00 p.m. These charges will be posted to the family's monthly account statement and will be in addition to the regular fees for Extended Care services.

## **ATTENDANCE**

In accordance with state laws, all students are held to regular and punctual attendance. Absences should be excused in writing by the parents. Written excuses are to be presented to the student's teacher following the period of absence. Students having unusually high absenteeism are subject to retention. GOOD ATTENDANCE AND SCHOOL PERFORMANCE GO HAND IN HAND. Please be reminded that students missing school with illness due to fever should be "fever-free" for 24 hours prior to their return. Any child who is absent may not participate in any extra-curricular activities the day of the absence.

## **ABSENCES - APPOINTMENTS: DOCTOR AND DENTIST**

Please try to schedule such appointments after school hours or on Saturdays. In the event that appointments must be made during school hours, written notice is required at least one day prior to absence.

## **ILLNESS / ABSENCE FROM SCHOOL**

Since school attendance is compulsory, St. John's School requires that all absences must be excused by phone before 9:00 a.m. by a parent. Absences for reasons other than illness (such as medical appointments and out of town trips) must be excused in advance, by written notice at least one day prior to absence through the school office and the teachers. Parents desiring homework for their child must make the request at least two days in advance.

If your child is to be kept in for recess periods and physical education because he/she is recovering from an illness or injury or some other reason a written request must be supplied by the parents or physician. A written report from the doctor is required when a child returns to school after recovering from the following diseases: strep throat, infectious hepatitis, scarlet fever, lice and pink eye.

The child who is absent has the same number of days that they were absent in which to make up assignments. It's the child/parent's responsibility to contact the teacher for missed assignments and tests. Assignments are due on the first day of child's return to school.

You must notify the school office if your child has chicken pox, head lice, strep throat, scarlet fever, pink eye, impetigo or anything else that may be transmitted to other children.

## **NOTE:**

If your child is, or has *within the last 24 hours* been **RUNNING A FEVER, VOMITING**, has **DIARRHEA** or, **ETC.**, please do not send them to school. For the protection of the rest of the children you will be called to pick your child up if they are displaying these symptoms.

## **TARDINESS**

Prompt arrival in class demonstrates respect for both the teacher and the rest of the class. It is important to be on time so that instruction is not interrupted. Students are expected to be **IN THE CLASSROOM** by the scheduled starting time, or they will be considered tardy. A student who is tardy must report to the school office to obtain a pass to enter the classroom.

The start times and tardy policies for the lower and upper grades are as follows:

### K - 5th Grades start time: 8:15 a.m.

- If 4 tardies are accrued in a quarter, parent(s) must meet with student's teacher.
- If 8 tardies are accrued, parent(s) must meet with the Principal.
- If 12 tardies are accrued, (possible 30 minutes detention to begin at 3:20).

### 6th - 8th Grades start time: 8:00 a.m.

- For EVERY 4 tardies that are accrued in a quarter, the student earns a detention.
- After the 8th tardy, another detention and a parent-teacher conference will be held.
- Subsequent tardies will warrant a parent-Principal meeting.

The accumulation of 3 detentions any time during the school year (from tardies OR other misbehavior) results in a 1-day suspension.

## **TRAFFIC FLOW**

For the safety of all involved, parents must follow the traffic flow pattern for arriving and leaving the school property. Teachers will share this information prior to the beginning of school. Your cooperation is greatly appreciated.

## **SCHOOL DISMISSAL – BAD WEATHER**

In the event that severe weather or mechanical failure would call for a school closing, an announcement will be made through these stations: **TELEVISION:** WXII (NBC) and WGHP (FOX). **RADIO:** WSJS 600 AM and WBFJ 98.3 FM. You can also check on-line for the school closing reports. St. John's WILL NOT necessarily follow the WSFC System. **In the case of inclement weather, the parent is responsible to make the final determination of the safest course of action for their child or children.**

## **SCHOOL OFFICE**

The school office is open each day from 8:00 a.m. – 4:30 p.m. If you wish to talk to the Principal, please make an appointment. On non-school days, please call first to make sure someone will be in the office.

## **TELEPHONE**

The number of our school telephone is 725-1651. Parents who wish to talk with the Teachers may call the school office and leave a message. School children will be permitted to use the phone only in cases of emergency and with the permission of their teachers. **Students should not have pagers or cell phones at school.**

## **PARENTS ENTERING THE SCHOOL BUILDING**

The back entrances are locked during school hours. If you need to enter the school building, you must use the front door by the school office. Parents must stop at the school office immediately after entering the building.

The following procedure must be followed to minimize classroom disruptions:

Parents who need to pick up their children during school for doctor's appointments, etc., must NOT go to the classrooms, but need to come to the office and sign out their children. The office will call the children to meet the parent so classes are not disturbed. **Students will not be called out of class until the parent arrives in the office.** All items being delivered to a child in school must be left at the school office.

Parents who want to visit the classroom must contact the office and the teacher to set up an appointment.

## **ACADEMICS**

We expect our students to strive to do their best academically. Each student should accomplish work of which they can be proud. With this goal in mind, we have developed the following academic standards. All students enrolled in St. John's are expected to comply with these standards:

1. Homework must be complete by the required time. "Incompletes" on report cards must be taken care of within 2 weeks of the day report cards are distributed or the incomplete on the card automatically changes to an "F".
  
1. Students are expected to make profitable use of all classroom time, including study periods and time before school starts.
  
1. Assignments have definite learning objectives. Therefore, each assignment should be done neatly and to the best of the child's ability.
  
1. At the teacher's discretion, a student may be kept after school the day following unsatisfactory work or unsatisfactory behavior. The parents will be notified and must arrange for transportation.

## **CURRICULUM**

St. John's Lutheran School was founded and is established on the firm foundation of God's Word. To meet the aims and purposes of our school, the chief subject is Religion. A well-integrated course of Bible history, doctrine and memory work based upon our Lutheran Confession is required of every student. All children participate in regular daily devotions and the weekly Wednesday morning chapel service. Religion is integrated in all aspects of the curriculum at St. John's.

The curriculum goals of St. John Lutheran School have been prepared and are in keeping with the National Lutheran School Accreditation and State of North Carolina Accreditation. The areas of instruction are:

*RELIGION:* Bible Study, Doctrine, Church History, Worship, Missions and Memorization

*LANGUAGE ARTS:* Reading, Phonics, English, Spelling, Writing, Speech, Literature, Grammar

*MATHEMATICS:* Basic approach to Arithmetic, Algebra, Geometry and related areas with an emphasis on the fundamentals

*SOCIAL SCIENCES:* Geography, History, Civics, and Current Events

*SCIENCE:* Concepts in Biology, Physical and Earth Sciences, Health, Safety

*MUSIC:* Singing, Music Appreciation, Theory, Rhythms, Piano, Tone Chimes

*PHYSICAL EDUCATION:* Skill Development, Group Games, Rhythmic Activities, Team Sports

*ART:* Drawing, Painting, Crafts, Art Appreciation, Art History

*COMPUTERS:* Keyboarding, Word Processing, Graphics, Computer Assisted Instruction

*DRAMA:* Creative dramatics, musicals

The school faculty is constantly striving to secure and employ the most efficient method and media for instruction through continued study, faculty workshops and in-service training at various seminars.

Textbooks used are the same as those found in public school and in other private and parochial schools. **SCHOOL LIBRARY**

The school library is open for circulation according to schedule. All grades will have a special time assigned for library service under the teacher's direction. The library is staffed by volunteers. Parents who are interested in helping in the library in this capacity are asked to call the school office. **MUSIC** Alleluia choir is voluntary and consists of children in grades 4-8. Rehearsals are held after school.

## **ATHLETIC ACTIVITIES**

Interscholastic athletic activities are available to students in grades 5-8. Activities are as follows: Basketball, Cheerleading, Soccer, and Volleyball. **Students must maintain appropriate grades.** Please also check the "Eligibility" section below. Additionally, participating students are charged a fee to offset some of the costs of the program.

## **TESTING PROGRAM**

Standardized achievement tests are administered annually to grades 3-8 to determine student, class, and teaching strengths and weaknesses. The North Carolina Writing Test is given to grades 4 & 7. The State Algebra and Computer tests are given to the 8<sup>th</sup> graders.

## **EXTRA CURRICULAR ACTIVITIES ELIGIBILITY**

Students are eligible to participate in the athletic and extra curricular activities as long as they:

1. Maintain a passing grade in all subject areas (C or above in all subject areas).

Complete all assigned work.

Maintain acceptable behavior.

### ***Procedure***

Each student will begin the quarter as eligible. At the mid-quarter and end of each quarter (or grading period) any student receiving a grade D or below in any subject will be determined as ineligible. Once the student is determined ineligible, he/she will not participate in any extra-curricular activities (practices, games, etc.). It is assumed that the student will use this time to improve upon his/her grades. A notice from the teacher will be sent home to inform the parent about the student's below average grade(s).

At the end of the next grading period (mid-quarter or quarter), the student's eligibility will be reassessed. If the student has raised his/her grades to C's or above, he or she will be allowed to participate in extra-curricular activities. If, however, the grades have not improved above a D, or if a D or F is earned in another subject, the student will be determined permanently ineligible for the ongoing/current activity. This will also be the case if a D or an F occurs at any subsequent grading period.

\*A student's ineligibility for one sport or activity does not mean he/she will be ineligible for an activity that is to occur later on in the school year. **Please remember a student may be ineligible at any time due to disciplinary reasons.**

## **STUDENT REPORT CARDS**

Report cards are issued four times during the school year. **Mandatory parent/teacher conferences are conducted at the end of the first quarter.**

A Kindergarten evaluation is sent home at the end of each semester. Grades 1 & 2 use a system of check, plus and minus to indicate acceptable progress. Grades 3-8 use a system of letter grades. Mid-term reports are sent home to assist the parent in staying informed of their child's progress.

The final report card will be mailed home to parents by mid-June.

One letter that may appear on a report card is an "I" meaning incomplete. Incomplete work must be completed within two weeks before a grade is given or it automatically becomes an F.

Parents who are behind on tuition or other fees will not receive their child's report cards at the end of a quarter. **These records will be released to the parents when payment is made.**

## **HONOR ROLL**

Honor Roll for grades 5-8 will be compiled and posted at the end of each grading period. Core subjects will be considered when grades are tabulated for inclusion on the Honor Roll. High Honor Roll will consist of those students with no grade below an A-. Honors will consist of those students who receive no grade below a B-. Any incompletes or grades below a B- will disqualify for either Honor Roll.

## TABLE OF QUALITY POINTS GRADE SCALE

|    | REGULAR CLASSES | HONORS CLASSES | Grades 3-4   | Grades 5-8 |
|----|-----------------|----------------|--------------|------------|
| A  | 4.00            | 4.50           | A+ = 100     | 100        |
| A- | 3.67            | 4.17           | A = 93-99    | 96-99      |
| B+ | 3.33            | 3.83           | A- = 90-92   | 93-95      |
| B  | 3.00            | 3.50           | B+ = 87-89   | 91-92      |
| B- | 2.67            | 3.17           | B = 83-86    | 87-90      |
| C+ | 2.33            | 2.83           | B- = 80-82   | 85-86      |
| C  | 2.00            | 2.50           | C+ = 77-79   | 83-84      |
| C- | 1.67            | 2.17           | C = 73-76    | 79-82      |
| D+ | 1.33            | 1.83           | C- = 70-72   | 77-78      |
| D  | 1.00            | 1.50           | D+ = 67-69   | 75-76      |
| D- | 0.67            | 1.17           | D = 63-66    | 72-74      |
| F  | 0.00            | F              | D- = 60-62   | 70-71      |
|    |                 |                | F = 59-below | 69-below   |

Students who are in advanced classes (i.e. math) will receive the honors point value.

## **PARENT ORIENTATION MEETING**

All parents are required to attend a mandatory meeting at the beginning of school in the classroom in which their child is a student. A schedule is designed to enable parents to attend the meeting for each of their children. The purpose of these meetings is to set the scene for the expectations of what the teacher will expect and the general “tone” for the classroom. A general meeting will be conducted to share general items of information.

## **PARENT & TEACHER COMMUNICATION**

Parents and teachers need to be acquainted with one another because knowing each other is the key to knowing the child. Relations between home and school are a two-way process of participation resulting in the exchange of information ideas, methods, and ideals leading to new insights, understandings, and cooperation. This is necessary for the proper development of the child. Parents are always welcome to visit the school, by appointment, for conferences on matters pertaining to their child's welfare. Inquiries should be made after school and **never** in the presence of the children.

## **GRIEVANCE**

***Managing conflict in a Christian manner is key to achieving the best resolutions for all concerned and for the overall atmosphere at St. John's. The Bible provides God's way for managing conflict in Matthew 18:13-17. Based on this passage, the following steps should be taken to resolve conflict:***

1.

***Speak directly to the person with whom you have a conflict.***

***If the issue is not resolved, take another individual and go back to the person with whom you have a conflict.***

***If the issue is still not resolved, take the matter to the appropriate board. That is, the Board of Servant Leaders for school matters and the Board of Elders for spiritual matters.***

***Example: In a situation involving a student, the parent would first speak to the teacher (step 1 as shown above). If the situation is not resolved, the parent would arrange a meeting with the teacher and Principal (step 2 as shown above). If the situation is still not resolved, the parent would contact the school liaison on the Board of Servant Leaders (step 3 as shown above). All parties involved would work toward a final resolution.***

***Following these steps of conflict management will restore relationships, and in doing so, promote an atmosphere of forgiveness, love and peace at St. John's.***

## **PARENT WEEKLY NEWS BULLETIN**

A weekly newsletter called “The Falcon” will be sent home with each child on Thursdays. Ask your child for “The Falcon” each Thursday. Announcements for “The Falcon” should be emailed to the school secretary, [rmcmahan@stjohns.org](mailto:rmcmahan@stjohns.org), or turned in to the school office by noon on Wednesday.

## **HEALTH AND SAFETY**

It is the responsibility of the parents to notify the school in writing if there are any special instructions regarding the application of first aid, special precautions concerning the student's health, or reasons why the child cannot actively engage in the Physical Education Program. All children must have immunizations as required by the state. For the sake of clarity, the school office must be notified regarding medications, prescribed and over-the-counter, to be taken by a child. **ANY MEDICATION that is to be given at school must go to the school office upon arrival in its correct pharmacy-labeled container with complete written instructions from the parents.**

To minimize the danger of spreading diseases, a child having the symptoms of a contagious infection should be kept at home. Please be reminded that fever should be absent for 24 hours. Should signs of an illness arise while the child is at school, the office will contact the parent or guardian, who will then make arrangements for transportation home. In cases of necessity, we are sometimes able to offer some help with transportation.

Students unable to go outside for recess or participate in Physical Education need to have a written excuse from the doctor.

Children will be as safe at school as they are at home. They are supervised at all times as much as is humanly possible. Fire drills are periodically practiced. Our school is examined each year for safety procedures by the local Fire Department. Also, inspections by the Health Department are made on a regularly scheduled basis.

In the case of an accident on school grounds, first aid will be administered to the child by the Teacher. In case of serious injury, the parent (or person designated by the parent) will be contacted and the child will be taken to a hospital. Emergency phone numbers are a necessity to properly administer this program. If your phone number at home, work, or any emergency number changes, notify the school immediately.

## **CHILD ABUSE**

The staff of St. John is required by state law to report any suspected signs of child abuse to the Department of Social Services. This report may be made directly to DSS without first contacting the parents.

## **BLOOD BORNE PATHOGENS**

The parent/guardian of any student enrolled or enrolling in St. John's Lutheran School who has contracted a blood borne pathogen (such as AIDS or Aids Related Complex) or has tested positive on a reliable test for such, must inform the Principal.

The identity of the child will be disclosed only to the classroom teachers of the child in question, if the Principal deems it necessary. Any teacher who is aware of a student who meets the above named criteria shall report this information to the Principal immediately. The Principal and teachers shall not disclose further information provided to them. The Principal may announce that a child infected with AIDS or ARC is in attendance at St. John as long as the child's identity is not revealed.

The Principal should announce presence to the rest of the school community. The student will be allowed to attend classes as long as there is no communicable threat to the rest of the school.

## **FIRE AND DISASTER DRILLS**

Regular drills are conducted for emergency exit of the building for fires or other emergencies. Disaster drills are also conducted within the classroom and within the building. Parents are assured that the children will be as safe as possible in the event of a disaster or fire.

## **HOT LUNCH**

A hot lunch is prepared on site for all children who wish to order it. Lunch tickets may be purchased in 10 or 20 lunch increments. (See price list in the back of this handbook.) If a lunch is “charged” it must be paid for at the special rate. It will not be punched off of a lunch ticket subsequently purchased.

Children are allowed to bring only milk and fruit juices. Drinks should not be in glass or can containers.

### **MILK PROGRAM**

Students in grades K-4 will have a morning milk break each day. Milk may also be purchased at lunchtime. A carton of milk is included with the hot lunch price. Milk is paid for by the year or may be purchased daily. Whole milk and 2% milk are available. Yearly rate for morning milk break (grades K-4) will be \$50.00.

### **SOFT DRINK & JUICE MACHINES**

Soft drink and juice machines are located at the middle school end of the hallway. Students are not allowed to use the soft drink and juice machines unless given special permission by their teacher.

### **SCHOOL PICNIC**

Each year, in the fall, the PTO sponsors a school picnic. Activities are provided for all age groups. It's a good time to enjoy Christian fun, food and fellowship. All school families are encouraged to attend.

## **SCHOOL PICTURES**

Student pictures are taken annually, usually in early October. Each child will have the opportunity to purchase pictures. The school will notify the children and parents prior to the date of pictures. All pictures have to be pre-paid.

## **CLASS TRIPS**

Field trips are scheduled throughout the school year in order to enrich the learning experiences of the students. Transportation is arranged by the classroom teacher. Usually parent drivers or the vans are used. A nominal fee is charged. Permission slips will be distributed to the children several days prior to the trip. They are to be signed by the parents and returned to the teacher before the child will be permitted to accompany the group. Children failing to comply will remain in school in another classroom.

## **YEARBOOK**

Yearbooks will be available for purchase at the end of the school year at a nominal fee due to the generous donations of patrons. Parents of students, members of St. John's Church, and friends will be given an opportunity to become patrons when the publishing time approaches.

## **PARTIES**

Preschool, Pre-K and grade students may have parties to celebrate holidays such as Thanksgiving, Christmas, Valentine's Day and Easter under the guidance of the teacher. Room parents should check with the teacher as to time, etc.

## **BIRTHDAY CELEBRATIONS**

Parents of all school children may treat their child's class to cupcakes, etc., providing the details have been worked out with the teacher. These treats, if provided, should be nutritious and simple in nature. Invitations may not be distributed at school unless the entire class is invited.

## **BIRTHDAY BOOK DONATIONS**

If you would like to donate a book to the library on your child's behalf, this book would be used in the celebration of your child's birthday by the teacher.

Please be aware that the treat and library books are not requirements. They are mentioned only as possible guidelines. Please notify the teacher, well in advance, concerning your plans. Your cooperation is appreciated.

## **PERSONAL PROPERTY**

The name of the student should be placed on all personal items such as workbooks, umbrellas, coats, and the like which may be easily lost or confused with the possessions of other children. St. John's is not responsible for lost or missing items.

## **TOYS/NUISANCES**

Toys, trading cards, and other personal items not related to subject matter being studied in the classroom should not be brought to school. (This includes before and after school care.). All items brought from home that are a nuisance will be confiscated by the teacher.

## **ROOM PARENTS**

Room parents assist the teachers by arranging the transportation for the various class functions and organizing the seasonal class parties. Inquiries concerning transportation, parties, etc. should be directed to a room parent. If you desire to be a room parent, please speak to your child's teacher.

## **FUNDRAISING**

Fundraising is a part of school life in both public and private schools. One reason St. John's does fundraising is to keep tuition costs down. The PTO is responsible for most of the school's fundraising efforts. Participation in all fundraisers is voluntary. We try to use fundraisers that do not require door-to-door selling.

## **TUITION & FEE SCHEDULE – 2008-2009**

Tuition and Fee rates and Payment schedule are available in the school office.

### **EXTENDED CARE PROGRAM, AVAILABLE ONLY ON SCHOOL DAYS**

Extended Care rates are available in the school office.

There will be an additional charge of \$1.00 for every minute per student after the scheduled closing time of 6:00 p.m.

Sometimes it is necessary for parents to make use of the Extended Care Program even though their child is not enrolled full time in the program. The charge for “drop in” students is \$6.25 per hour or part of an hour.

A one-month written notice is required for withdrawal from the Extended Care program.

*We do not offer Extended Care on days when school is not in session. On all early dismissal days, Extended Care will be open until 6:00 p.m.*

### **LUNCH / MILK PROGRAMS**

You may purchase lunches in 10 & 20 lunch increments @\$2.90 per lunch. Yearly rate for morning milk break (grades K-4) will be \$50.00.

### **FINANCIAL SUPPORT**

St. John's Lutheran School is not operated for profit; in fact, it is annually subsidized by St. John's Lutheran Church as a community project of mission. However, the school is dependent on tuition and fees; the rates vary from year to year, so that the subsidy of the congregation remains at an acceptable level.

Non-member – Tuition – non-members pay their tuition directly to the school. Tuition payments are due by the first of each month.

If tuition payments become overdue, the child may be dismissed from school. The Principal should be contacted if there are financial problems. We do not intend to prevent any child from receiving a Christian education.

### **SCHOOL TUITION & FEES PAYMENT POLICY & PROCEDURE**

School tuition and fees payment policy and procedure information is available in the school office or from the Business Manager.

## **Tuition Assistance**

It is our goal to offer a Christian education to all students who wish to attend St. John's Lutheran School and who are eligible. Realizing that circumstances beyond a family's control may lead to a change in their financial situation, St. John's Lutheran School provides some tuition assistance. In order to facilitate such assistance, we require that the parent(s) contact the Principal to schedule a meeting as soon as the need becomes apparent to begin developing an acceptable payment plan.

The Principal may suggest that the family apply for financial aid. To apply, parents must complete an application for PSAS (Private School Aid Service) to be given consideration for grants or tuition assistance. Forms are available in the school office. Copies of tax returns are required when applying for financial aid. Upon completion of all required materials, the Principal will consult with the Board of Servant Leaders to consider the availability of tuition assistance. All financial aid agreements will be made in writing and signed by both the Principal and the parent(s).

## **Donations**

St. John's Lutheran School is dependent on individual donations for the continued operation of the