



St. John's
Lutheran School

Developing Minds.
Serving Communities.
Growing In Faith.

2020-2021 Parent and Student Handbook

St. John's Lutheran School
StJohnsFalcons.org
Phone 336-725-1651
Fax 336- 725-1603



NLSA
National Lutheran
School Accreditation

2415 Silas Creek Parkway
Winston-Salem, NC 27103

St. John's Lutheran School is a ministry of St. John's Lutheran Church.

Dear Parents and Students:

The faculty and staff of St. John's Lutheran Church and School welcome you and wish you God's blessings. The students are our primary concern and we want them to grow spiritually, academically, emotionally, and physically as children of God.

The material in this handbook has been formulated to assist in the operation of our school providing you with necessary information and answers to most common questions that arise throughout the year. It is essential that you familiarize yourself with all of the information in this handbook. The handbook will be available on the school website. **Note:** Please see specific COVID-19 Guidelines on our website.

If you have questions or concerns throughout the school year, please do not hesitate to contact us. We pray that God will bless our efforts as we work together as parents and teachers to accomplish this goal.

God's richest blessings,

Nathan Kottowski, Principal
St. John's Lutheran School Faculty and Staff

STATEMENT OF FAITH

St. John's Lutheran School is a ministry of St. John's Lutheran Church; therefore, the church's theological beliefs guide both church and school. St. John's Church is a member of the Lutheran Church - Missouri Synod (LCMS). The LCMS is a very conservative denomination that teaches and believes that the Bible is the very Word of God. Therefore, we have very traditional teachings on abortion, adultery, marriage, divorce and the doctrine of God as Creator.

Regardless of any disagreements members of our school community may have on these issues, the staff and faculty of St. John's are committed to loving and accepting each child and his or her family. We are here to serve our families and to love them to the best of our abilities.

St. John's is accredited with NSLA. 

This is our traditional handbook.
COVID-19 has changed the way we are having to operate, and there are several elements that do not apply due to COVID-19 measures that have to be taken.
Please refer to StJohnsFalcons.org/Covid-19-Update for additional information.

TABLE OF CONTENTS

Brief History of St. John's Lutheran School	4-5
Purpose of St. John's Lutheran School	6
A Covenant for Christian Education	6
What Does St. John's Want Parents to Know?	7
Admission, Tuition & Registration	7-8
Permanent Records, Changes, & Transferring	8
Physicals & Immunizations	8
School Hours	9
After-School Child Care	9
Attendance & Absences	10
Tardiness	11
Health & Safety	11
Child Abuse	12
Blood-Borne Pathogens	12
Fire and Disaster Drills	12
Chapel Service	12
Dress Code	13-14
Discipline	14-15
Classroom Behavior	15
Computer Use Policy	15
School Dismissal – Bad Weather	15
School Office	15
Telephones	16
Visitors & Parents Entering the School Building	16
Volunteers	16-17
Academics	17
Extracurricular Activities & Eligibility	17-18
Student Report Cards	18
School Library	18
Testing Program	18
Honor Roll & Grading	19
Parent & Teacher Communication	19
Grievances	19-20
Parent Weekly News Bulletin	20
Hot Lunch, Milk, Soft Drink Machines	20-21
School Pictures	21
Class Trips	21
Yearbook	21
Parties & Birthday Celebrations	21
Personal Property	21
Toys/Nuisances	22
Room Parents	22
Fundraising & Donations	22
The Parental Pledge and Parent Code of Conduct	23
Parental Pledge	23
Signature Page	26

BRIEF HISTORY OF ST. JOHN'S LUTHERAN SCHOOL

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

1964 was an expansion year for the school. Grade four and an additional Kindergarten session were added. The school consisted of three Kindergarten classes; 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 new classrooms in 1971 enabled the beginning of the progressive addition of one grade per year. The additional construction of two more classrooms and a library completed the plan in 1973. The school consisted of two morning Kindergartens and separate classrooms for grades one through six.

In 1979 one Kindergarten was deleted and a morning-only program for 3- and 4-year-old students was begun. This morning-only program became a full-fledged day care in 1982, continuing to serve those 3- 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 in the school year 1987-88. At that time, St. John's was serving students from age 3 through grade eight with a total enrollment of 184 students. As technology became more important in the educational process, the computer lab was built in 1992.

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 provide additional parking for the church. The school's current program serves 3-year-old students through grade eight.

In 2005 classrooms and facilities were renovated including a new state of the art computer lab, new kitchen, new music room, and new library. Also, with the addition of the new Family Life Center/Gymnasium, St. John's now enjoys having a true "home court," complete with hardwood basketball court, tournament-ready volleyball court, and concession stand.

In 2017 the computer lab was updated with 25 new iMac desktops, and in 2019, smart projectors were installed in all the elementary rooms.

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

In 2020, the middle school grades were eliminated as the school turned its focus to elementary school grades only.

In 2019 St. John's Lutheran School become accredited with NLSA. 

God has richly blessed St. John's Lutheran School of Winston-Salem 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 help one more person get to heaven by pointing them to Jesus Christ. 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 that enables the child to grow spiritually, intellectually, physically, and emotionally as a Christian in today's world.

The mission of St. John's Lutheran School is to provide a Christian education that:

- Creates life-long learners by helping students discover their God-given potential.
- Works to develop integrity of character and strength of body.
- Generates service opportunities that put faith into action.
- Stays true to the Gospel of Jesus Christ through the beliefs of the Lutheran Church – Missouri Synod.

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 the 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 classmates and other people. (Colossians 3:12-17)*
- *I will show **RESPECT** for myself 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, personal property, and the property of others. (Philippians 2:4)*

WHAT DOES ST. JOHN'S WANT PARENTS TO KNOW?

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." St. John's desire is that all Christian parents who are interested in their child's spiritual, mental, emotional, physical, aesthetic, moral and social welfare will strive to:

- Attend Church and Sunday School faithfully, thereby setting the Christian example for your child.
- Regularly attend the PTO 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. We strongly encourage parental involvement. We want you here!
- Offer all concerns and suggestions for improvement **first to your child's teacher, then to the Principal.**
- **Support your child's teacher at home, recognizing the teacher as being God's representative.**
- Reinforce and support the Christian attitudes and conduct being taught at St. John's.
- If parents of one student are offended by the beliefs of another student/family, they should be directed to follow Matthew 18 and reach out to that other family personally.

ADMISSION

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

TUITION

All parents are billed on the 1st of the month (**August through May**), with payment due on the 10th. A \$25 late fee is applied to the parent's account if the payment is not paid by the 20th of the month. Checks that are returned from the bank are subject to an additional returned check charge. Parents experiencing financial difficulty in meeting these due dates are asked to communicate these circumstances with the Principal. The Board of Directors of St. John's Lutheran Church and School passed the following policy concerning payment of fees:

- If in arrears after 30 days, will receive a notice.
- If in arrears after 60 days, the student will not be permitted to return to class until fees are paid.

If a student withdraws from school before the end of the school year, parents will be billed the full monthly tuition for any months attended that school year. Tuition is billed on a monthly basis.

REGISTRATION

The re-enrollment of all current students for the next school year begins in January. If a current student does not pay the registration fee by July 1st, they will need to reapply for the following school year. Students will not be re-enrolled until accounts are current. The first tuition payment will be due in **August**.

PERMANENT RECORDS AND CHANGES

The school office maintains a permanent record file for each student (Preschool through 5). This record contains personal information, academic records, attendance figures, and test scores. 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.

TRANSFERRING TO ANOTHER SCHOOL

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

PHYSICALS AND IMMUNIZATIONS

In cooperation with the area schools and in keeping with North Carolina State Law, St. John's requires a health examination from each student entering school for the first time in Preschool, Transitional Kindergarten or Kindergarten. All new students must provide physical records. Each report must provide immunization records. These should be given to the school before the first day of the 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.

SCHOOL HOURS – 2020-2021

Grades K-2: 8:00 a.m. – 2:45 p.m.

Grades 3-5: 8:00 a.m. – 3:00 p.m.

Arrival Procedures:

Doors open at 7:30 a.m.

K-5 students must enter through the front door and will be directed according to COVID-19 guidelines.

Preschool and Transitional Kindergarten students report directly to their classrooms from the front sidewalks prior to 8:15 a.m.

Dismissal Procedures:

All people picking up students must be on the pick-up list in the office. If a person is unknown to teachers, the teachers will ask to see that person's I.D. If someone is picking up and is not on the list, the student will not be allowed to leave with said person, unless the school office is notified. No unsupervised students (regardless of grade level) may wait in the lobby or in front of the school.

- Preschool & Transitional Kindergarten dismiss from the same doors they entered
- Kindergarten and 1st Grade dismiss from exterior door in back to cars
- Grades 2-5 dismiss from cafeteria doors in back to cars

Early Dismissal Days:

Preschool will run on their normal schedule.

Grades K - 2 dismiss at 11:45.

Grades 3 - 5 dismiss at 11:50.

AFTER-SCHOOL CHILD CARE

Extended Care (Kindergarten – 5th Grade):

The school conducts after-school child care programs. This is a service designed to help parents. Care is available from 3 p.m. – 6 p.m. after school (noon to 6 p.m. on early-dismissal days). Students not picked up by 3:30 p.m. will be taken to the Extended Care program and assessed the hourly drop-in fee. As a service to parents, and a help to St. John's in scheduling workers, we offer a reduced monthly fee.

****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.

Late Pick-up Fees:

Parents who pick up their children from Extended Care after 6 p.m. will be charged \$1.00 for every minute after the scheduled closing time of 6 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 & ABSENCES

In accordance with state laws, all students are held to regular and punctual attendance. Parents should constantly be aware that good attendance and school performance go hand in hand. Students having unusually high absenteeism may need to repeat the grade the following year. **St. John's considers over 10 unexcused absences in one school year to be unusually high. After 10 excused absences, a doctor's note will be required.** While unusual circumstances may be considered in the decision regarding promotion, leniency should not be expected. Students may be excused for the following reasons:

1. Personal illness or attendance in school that endangers a student's health or the health of others;
2. A serious illness or death in their immediate family necessitates absence from school;
3. The observance of religious holidays, necessitating absence from school;
4. Conditions rendering attendance impossible or hazardous to student health or safety;
5. A scheduled medical, dental or eye examination of the student;
6. Visiting a parent or legal guardian who is in the military service in the armed forces and has been called to duty or is on leave from overseas deployment to a combat zone or combat support post.

A student who is absent, checks-in late, or checks-out early for other than one of the above reasons will be considered unexcused. **Three unexcused late check-ins or early check-outs will be considered one unexcused absence.**

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.

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 requested at least one day prior to absence. Parents should request homework for their child from the teacher at least two days in advance.

ILLNESS

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's responsibility to contact the teacher for missed assignments and tests. For questions regarding due dates, please contact the child's teacher.

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: See COVID-19 Guidelines at [StJohnsFalcons.org/covid-19-update/](https://www.stjohnsfalcons.org/covid-19-update/)

NOTE: If your child is or has *within the last 24 hours* been **RUNNING A FEVER, VOMITING, HAVING DIARRHEA, 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.

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.

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. Parents are expected to sign their child in to the office if they are tardy. If a pattern of tardiness develops, parents will be called for a conference to identify the problem and find a possible solution.

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. The parent must complete the authorization for medication form. The form may be picked up in the school office.

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. Students should not keep any medication in their backpacks.

In the case of an accident on school grounds, first aid will be administered to the child. 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's 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 meeting 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. Lock-Down and Disaster drills are also conducted within the classrooms and within the building. Parents are assured that the children will be as safe as possible in the event of a fire, intruder threat, or other disasters.

CHAPEL SERVICE

Chapel services are held each Wednesday at 8:30 a.m. Occasionally, chapel days will vary based on special occasions. Chapel lasts 20-30 minutes and parents are welcome to attend. Parents are invited to gather for fellowship prior to chapel. Chapel services are led by pastor(s), faculty, and the Principal. Each grade also helps lead worship at some point during the year. 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 choices 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 their student wears to school. Faculty and the administrators are responsible for enforcing the dress code. If students are out of dress code, depending upon the severity, they may be asked to go to the office to call home for a change of clothes.

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 or any type of dress deemed inappropriate by the faculty. It should also be age and event appropriate for all school activities.
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 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 neat. Unconventional cuts, colors, and styles are not accepted.
7. Jewelry should not be excessive or offensive.
8. Body piercing jewelry and visible tattoos are not allowed (except for girls' ears).

Specific Requirements:

Slacks, Pants, Shorts, Skirts, Dresses:

1. Pants, slacks, skirts, and dresses must not drag on the floor.
2. Pants and shorts must be worn at the waist.
3. Hem of shorts, skirts, and dresses must be no shorter than fingertip length. (no short shorts)
4. Shorts and pants may not have writing across the backside area.

5. **Types of pants not allowed are:** leggings and stretchy-material pants. (These may be worn under an appropriate length dress or skirt only.)
6. **Types of shorts not allowed are:** biker, spandex, cutoffs, and boxer. Gym shorts are allowed for PE/athletic participation.
7. Athletic attire such as sweatpants, jogging pants, and wind pants are not allowed, **except for PE classes and athletic events.**

Shirts and blouses:

1. Shirts and blouses must have sleeves.
2. Shirts and blouses must have appropriate necklines (not revealing) and length.
3. No see-through tops are allowed.

Shoes:

1. Casual or athletic shoes must have non-marking soles.
2. Shoe laces must be tied. Shoes with straps must have the straps fastened.
3. Types of shoes not allowed include the following: hard-soled boots, sandals, clogs, flip-flops, jellies, slick-soled, open-toe, and Crocs.
4. Tennis shoes/sneakers with non-marking rubber soles are required during Physical Education in the gymnasium. Street shoes are not allowed on the gym floor.

Chapel Dress:

The faculty's desire is that students learn to show respect for our worship time by dressing in a "presentable" manner. However, our primary concern is the heart of the student and their spiritual growth in worship. Therefore, Chapel Dress is suggested.

DISCIPLINE

The teacher is to be regarded as the God-appointed guardian while the child is in his or her care. The student is to obey and respect the faculty and staff. In cases where the teacher is unable to obtain discipline from a student, the disobedience will be reported to the parents. If this does not produce the desired results, the matter will be referred to the Principal. Any student who disrupts the learning environment will be dealt with on a case-by-case basis.

Discipline and Safety:

Providing a safe environment is our number-one priority. Therefore, any behaviors that are threatening to the safety and well-being of students, teachers, and staff, including the student committing the acts to himself/herself, will be dealt with in the strictest manner. Student intent (or no intent to harm) is often cited as an excuse for some behaviors. However, there will be no tolerance for certain types of conduct regardless of the student's intent.

These behaviors include involvement in drugs, alcohol, fighting, weapons, threats, and bullying.

Bullying will be considered a threat to our safe environment and will not be tolerated. Students will be encouraged to love and support their classmates, and to learn to stand up for each other.

CLASSROOM BEHAVIOR

Many behaviors are consistent from classroom to classroom, such as respect for the teacher, respect for fellow students, and being on time. Each classroom teacher is responsible for communicating his/her distinct classroom expectations.

COMPUTER USE POLICY

St. John's has technology in place to protect students while they are using computers in the building. The use of the network/Internet is a privilege, not a right, and may be revoked if abused. Any action by a student that is determined by St. John's to constitute an inappropriate use of the network or Internet will result in disciplinary action and/or loss of access to or use of these resources. A student will be required to reimburse St. John's for any losses or damages caused by inappropriate use.

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) (usually ABC & CBS also).

WEBSITE: www.stjohnsfalcons.org (When possible, we will also try to send a broadcast e-mail through Fast Direct.)

St. John's WILL NOT necessarily follow the WS/FCS 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 7:30 a.m. – 3:30 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.

TELEPHONES

The number of our school telephone is 336-725-1651. Parents who wish to talk with their child(ren) may call the school office and leave a message. School children will be permitted to use the office phone with the permission of their teachers.

Cell Phones:

Students are not allowed to use cell phones and other portable electronic devices (earbuds, iPods, electronic games, etc.) without permission from their teacher or coach. Therefore, cell phones must be **OFF** and stored in a student's backpack during school hours. If a teacher sees a student with a cell phone it will be taken immediately, and the student will be issued an after-school detention. If a cell phone is taken, it will need to be picked up by the parent in the school office. Subsequent infractions may result in students being asked to no longer bring the cell phone to school. Teachers reserve the right to look through students' backpacks if a cell phone is heard. Students choosing to bring phones do so at their own risk as St. John's Lutheran is not responsible for any loss or damage.

VISITORS AND PARENTS ENTERING THE SCHOOL BUILDING

All 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 and visitors must stop at the school office immediately after entering the building to sign-in and receive a visitor badge.**

The following procedure must be followed to minimize classroom disruptions:

Parents needing 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 classroom to ask that the child be dismissed to meet the parent so that 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.

VOLUNTEERS

St. John's is grateful for the help and dedication of volunteers—volunteerism is vital to the continued success of the school. Those wishing to volunteer in a recurring capacity that involves contact with students (e.g., as a librarian, recess monitor, classroom aide, athletic coach, etc.), must submit to and pass a background check. Due to accreditation standards, liability issues, and for the protection of our students, parents and other adults who wish to

volunteer for activities can either submit a Criminal Record History or pay the current cost for the school to obtain that history (if the expense causes undue financial strain, the potential volunteer should notify the Principal to see if alternative funding is available). The Criminal Record History is valid for 5 years. Parents will be notified of their approved status.

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:

- 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".
- Students are expected to make profitable use of all classroom time, including study periods and time before school starts.
- Assignments have definite learning objectives. Therefore, each assignment should be done neatly and to the best of the child's ability.
- 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.

Middle School late policy

Students are expected to turn homework in on time. Assignments that are one day late will result in a 15% deduction in points before the assignment is graded. After two days, the assignment is counted as a zero. If late assignments become a habit, students will be asked to stay after school to make up assignments at a reduced percentage.

EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES AND ELIGIBILITY

Interscholastic athletic activities are available to students in grades 4-5, and Track & Field days are for students in grade 5. Other extracurricular activities (clubs, musicals, etc.) are for varying ages and announced at appropriate times. Some of our athletic activities are as follows: Basketball, Cheerleading, Cross Country, Soccer, and Volleyball. Participating students are charged a fee to offset some of the costs of the program. An athletic handbook is available for more information.

Students are eligible to participate in the athletic and extracurricular activities as long as they remain in good standing with the school. St. John's views activities outside of the classroom as an important part of the education of a child. Therefore, we do not have a policy that removes a child from one learning activity (athletics) because the child is struggling in

another (academics). However, the parents and school together may determine, on a case-by-case basis, whether a student needs to be removed from an activity.

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. Parent/teacher conferences are conducted at the end of the first quarter.

Grades K - 1 use a system of E, G, S, N, and U (see grade scale in Honor Roll and Grading section below) to indicate acceptable progress. Grades 2 - 5 use a system of letter grades.

One letter that may appear on a report card is an "I," meaning incomplete. Incomplete work must be completed within two weeks of the report card being posted, or the grade automatically becomes a 0%.

FastDirect is an online service that St. John's provides to show grades, assignments, attendance, lunch counts, report cards, and other information for parents. Parents are assigned a User ID and Password, and they should regularly login to stay informed of their child's progress. FastDirect will also be used for all parent/teacher communication. Parents are contacted as needed to offer more detailed information regarding their child's progress.

The final report card will be mailed home to parents in June.

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.

SCHOOL LIBRARY

The school library is open for circulation according to schedule. PreK - 5th grade will have a special time assigned for library service under the teacher's direction. Volunteers staff the library. Parents who are interested in helping in the library in this capacity are asked to call the school office.

TESTING PROGRAM

The Iowa Test of Basic Skills (ITBS) is administered annually to grades 3-5 to determine the strengths and weaknesses of each student and class.

HONOR ROLL AND GRADING

Honor Roll for grades 2-5 will be compiled and posted in *The Falcon* at the end of each grading period. Core subjects will be considered when grades are tabulated for inclusion on the Honor Roll. "A" Honor Roll will consist of those students with no grade below an "A-." "A/B" Honor Roll 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.

GRADE SCALE:

Grade K-1

E	= Excellent
G	= Good
S	= Satisfactory
N	= Needs Improvement
U	= Unsatisfactory

Grades 2-5

A+	= 100
A	= 93-99
A-	= 90-92
B+	= 87-89
B	= 83-86
B-	= 80-82
C+	= 77-79
C	= 73-76
C-	= 70-72
D+	= 67-69
D	= 63-66
D-	= 60-62
F	= below 59

PARENT AND 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.

GRIEVANCES

Managing conflict in a Christian manner is vital 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:

First 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 authority. That is the Principal for school matters and the Pastor for spiritual matters.

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.

Our Statement of Faith mentions the LCMS beliefs on hot-topic issues, but it also underscores that we are to love all people unconditionally.

If a student breaks stated rules of conduct (hitting, swearing, hurtful words, etc.), then St. John's faculty members step in and address the situation with love. This is part of our stated job: we are to protect the emotional and physical safety of the students in our school, and we have documented discipline expectations to assist in this.

If students express dissenting opinions of political or doctrinal issues, we do not seek to censor them, and we do not have a rule against sharing opposing beliefs. Rather, we encourage them to engage in a healthy and respectful dialogue, and we demonstrate the importance of listening to others and developing articulate ways to express and defend one's own beliefs in a respectful manner.

If the parents of one student are offended by the beliefs of another student or family, we hope they will follow Matthew 18 and reach out to that other family personally, with an open heart.

PARENT WEEKLY NEWS BULLETIN

A weekly newsletter called *The Falcon* will be published. The office will e-mail *The Falcon* to all parents through FastDirect. *The Falcon* will also be published on the school website. Announcements for *The Falcon* may be emailed to the Administrative Assistant.

HOT LUNCH

A hot lunch is prepared on site for all children who wish to order it. All lunch fees will be charged to the student account (K-5). The cost of each lunch is \$4.50. A carton of milk is included with the hot lunch price. For students who wish to bring their lunch, the only beverages allowed are milk, water, and fruit juices. Microwaves are provided for students in grades 4th - 5th to use. Drinks should not be in glass or can containers.

MILK PROGRAM

Students in grades K-5 will have a morning snack/milk break each day. The yearly rate for morning milk will be \$90. Milk may be purchased daily for \$0.50 at morning milk breaks or lunchtime.

SOFT DRINK MACHINES

A soft drink machine is located in the gym. Students are not allowed to use the soft drink machine until after 3:30 p.m. unless given special permission by their teacher.

SCHOOL PICTURES

Student pictures are taken annually. 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

(COVID-19 Guidelines currently do not allow field trips)

Field trips are scheduled throughout the school year in order to enrich the learning experiences of the students. The classroom teacher arranges transportation. Usually parent drivers are needed. A fee may be charged to cover the cost of the trip. Permission slips must be signed and returned to the classroom teacher. Children failing to comply will remain at the school in another classroom.

YEARBOOK

Yearbooks will be available for pre-order at the beginning of the school year from the school office. Parents may elect to have the cost added to their account and be billed. 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 AND BIRTHDAY CELEBRATIONS

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

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. Lost & Found is located in the closet across from the bathrooms nearest the front lobby.

TOYS/NUISANCES

Toys, trading cards, and other personal items not related to subject matter being studied in the classroom should not be out during school hours. The teacher will confiscate all items brought from home that are a nuisance.

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 AND DONATIONS

The PTO is responsible for most of the school's fundraising efforts. The funds raised enhance the quality of education at St. John's. Participation in all fundraisers is voluntary but strongly encouraged. St. John's is dependent on individual donations for the continued operation of the school including building expansion and upgrade of the facilities. Unlike many other private schools, St. John's Lutheran School does not mandate additional contributions above and beyond tuition and normal fees. However, we encourage every school family to prayerfully consider giving to the school over and above normal giving.

THE PARENTAL PLEDGE AND PARENT CODE OF CONDUCT

The Parental Agreement is an essential part to our partnership of school and families working together for your child's education in both academics and in the love of Jesus. Your signature of this document gives your pledge of working with us and your child's teacher for reaching their full potential as a student at St. John's Lutheran School in Winston-Salem, NC.

The Parental Pledge is connected directly to these tenets of education with which St. John's Lutheran School will daily provide to your child throughout this school term by our trained and loving teachers.

We, St. John's Lutheran School, do so promise to provide:

- A. A foundational Christian education in the core academic subject areas, PE, Art, Computer Lab, and to the knowledge and love of God through Jesus Christ as is found in the Bible, God's Word.
- B. Christ-centered principles and values which instructs students toward a God pleasing life of purpose and service to each other and the community at large.
- C. Daily social interaction with students and staff in a Christian school setting, supervised by caring Christian teachers who will both model and guide toward a safe and caring educational environment.
- D. Academic excellence and standards to challenge each student to achieve their God given potential in a more direct application to their learning needs.
- E. Transparent and clear communication to parents on a regular basis for progress and assessment to a student's learning with both challenges and accomplishments.
- F. Dedication by our teachers and staff to give our best each day for the benefit to your child's education as expressed in the light of God's will and design to form a positive school community.

PARENTAL PLEDGE

I will give my best, as I am able, with the help of God, to hereby pledge myself to the following:

1. To ensure my child arrives to school on time and prepared for the day with good rest, with clean clothes, with a good breakfast, and with positive encouragement for their day of learning.
2. To regularly attend my church's Sunday worship and Bible class, and to seek a Christian life in conformity with God's Word.
3. To teach and be an example to my child for the Christian values of love, respect, service, and forgiveness, in addition to, their responsibility and accountability for their actions.
4. To cooperate with and uphold the teacher and school/church leadership, in the exercise of Christian discipline and in the training of my child while at school.
5. To fulfill my financial obligation to St John's Lutheran Church and School, realizing the importance of prompt payment.
6. To take issues, as they arise, directly to the teacher/administrator in a Christian manner and follow the "Due Process for Concern" and "Personal Conduct" policies in the Parent/Student Handbook.
7. To allow my child to participate in St John's Lutheran Church worship services when their class has a program to present, i.e. a Christmas Service or other programs planned by the teacher.

8. To pray for my child, the teachers, the school, and the administrators for knowledge and wisdom to perform their work in a productive manner for the success of my child's education.
9. To attend parent/teacher conferences when they are scheduled.
10. To read the STLCS Parent/Student Handbook and to adhere to all school rules and regulations therein.

ST. JOHN'S LUTHERAN SCHOOL CODE OF CONDUCT

To ensure a productive dialog with teachers, administration, and our pastor for resolutions to issues as they come up during the year, it is necessary for St. John's Lutheran School to have this policy of Due Process of Concern with our school families.

The Due Process of Concern will be handled by staff and school parents/guardians as follows:

1. Your first contact should always be with your child's teacher to discuss the problem. Contact will only be made during non-school hours (before 8:00am and after 3:30pm). It is recommended that a scheduled time be made to discuss the concern. Pick-up and drop off time is not an appropriate time to discuss issues. You can contact the school office to make an appointment with your child's teacher.
2. Your discussion should be made in a calm and reserved manner and away from others, including children. This will most likely secure cooperation, help, and a resolution to the problem in a Christian manner.
3. If you feel your concerns were not met with the teacher, you may contact the school principal to discuss it further. It is recommended that an appointment be made by contacting the school office.
4. If your child has a problem with another child in the school, again the teacher should be contacted first to determine a resolution. Please respect confidentiality with students and families who are involved.
5. If a parent has a problem with another parent in regards to the school classroom or other school matters, discussion of the problem should again begin with the classroom teacher to be handled in a calm and reserved manner and away from others, including children. If the problem cannot be resolved with the parent and classroom teacher, then it is recommended that a scheduled appointment be made with the school principal to address the situation for an agreed upon resolution.
6. It is strongly urged for parents who have an issue with a teacher, a staff member, church leadership, Pastor Clocker, or another parent not to discuss it at home in front of their children. Children are sensitive to conflict and not always clear as to all the issues of the situation. This may affect their schoolwork, their relationships with their classmates, their mental well-being, or their spreading of misinformation. We follow Jesus' words for conflict in Matthew 18: 15-20.
7. If your discussion takes place in a school meeting or congregational meeting, the discussion should always be done in a Christian and reserved manner to ensure cooperation, help, and a resolution to the problem.
8. Yelling and/or physical contact of any type between a parent, a teacher, pastor, church leadership, or a staff member will not be tolerated and will result in an immediate discussion with the principal or pastor. Any form of "bullying" directed at students, parents, teachers, staff,

administration, or church leadership will not be tolerated and will also be addressed by the principal and/or pastor and could result in several levels of action, as listed in item #10.

9. Parents and families are to fulfill their financial obligation to St John's Lutheran Church and School in its entirety when due, unless other arrangements have been made through the principal or pastor. Parents/Guardians will understand and accept that St John's School will use debt collection services for any unpaid financial obligations that are owed to St John's. Additionally, parents/guardians understand that student's grades and/or report cards will be held until all financial obligations are fulfilled.
10. By signing this document, you hereby acknowledge and agree to its terms, and will refrain from using any form of social media, texting, email, web communication, facsimile, written documents, video, or telephony methods to disparage, communicate or miscommunicate, any information, related to your disagreement with St John's Church, School, its leadership, members or other parents.

The main purpose of this document is to support and encourage a healthy Christian dialog for a strong partnership between our school families, students, staff, administration, Board of Directors, and our pastor, and we must insist on a close adherence to the Parental Pledge and the Codes of Conduct. Inappropriate conversations or discussions outside of these steps will be brought to the principal's attention and could result in several levels of action which may include but not limited to student suspension, student withdrawal, forfeiture of paid tuition, legal counsel, or legal action.

SIGNATURE PAGE

I acknowledge that I have received the Parent Student Handbook. I understand that it is my responsibility to read it and comply with the expectations contained therein.

Parent Signature

Parent Signature

As parents, I(we) will assure that my (our) child, as well as us (parents), will abide by items listed in the Parental Pledge above, to enable all students to grow in a safe, pleasant and Christian school environment.

I also agree to handle, any school issues or conflicts in the manner stated herein this document, and prayerfully submit, and agree to abide by the St. John's Lutheran School Code of Conduct.

Student's Name(s) _____

Two signatures are required:

Parent/Guardian Signature

_____ Date: _____

Other Parent/Guardian or significant family member Signature

_____ Date: _____

Please print and sign the Signature Page for the school office.

Thank you.