



**St. John's**  
Lutheran School

Developing Minds.  
Serving Communities.  
Growing In Faith.

# 2022-2023

# PARENT & STUDENT

# HANDBOOK



NLSA

National Lutheran  
School Accreditation

Phone Number: 336-725-1651  
Address: 2415 Silas Creek Parkway,  
Winston-Salem, NC 27103  
Website: [stjohnsfalcons.org](http://stjohnsfalcons.org)

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 the information in this handbook. The handbook will be available on the school 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,

Tiffany Banks, 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 conservative denomination that teaches and believes that the Bible is the very Word of God. Therefore, we have traditional teachings on prolife, adultery, marriage, gender, divorce and the doctrine of God as Creator. While this is what our church and school believes and teaches, we do not exclude or discriminate against families or children based on their beliefs. We also added the Family Life Center.

We are here to serve our families and to love them to the best of our abilities.

St. John's is accredited with NLSA.



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# 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.

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 a morning-only program for 3- and 4-year-old students was begun. This morning-only program became a full-fledged preschool 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. At that time the program served 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.

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



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

God has richly blessed St. John's Lutheran School of Winston-Salem and we trust He 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
- Teaches the Gospel of Jesus Christ as our only Savior and the necessity of faith in Him.

## 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 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.

## 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, religion, national or ethnic origin in its administration of its education policies, admissions, scholarship and loan programs, and athletic and other school-administered programs.

## TUITION

Tuition is due on the 1<sup>st</sup> of the month (**August through May**). A 10% late fee is applied to the parent's account if the payment is not paid by the 10<sup>th</sup> of the month. Auto Drafts are held on the 5<sup>th</sup> of each 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 Business Manager. 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.

## REGISTRATION

The re-enrollment of all current students for the next school year begins in January. Students will not be re-enrolled until accounts are current. This includes registration, curriculum, and supply fees. The first tuition payment for the new school year will be due **August 1st**.

## PERMANENT RECORDS AND CHANGES

The school office maintains a permanent record file for each student (Preschool through 5<sup>th</sup> grade). 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. St. John's acts in full accordance with the Family Educational Rights and Privacy Act (FERPA) with respect to the privacy of, and access to, all student records and information.

## TRANSFERRING TO ANOTHER SCHOOL

All transfer students require a school withdrawal form, available in the school office. 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 student materials must be returned 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 – 2022-2023

Kindergarten: 8:15 a.m. – 2:45 p.m.

Grades 1-5: 8:15 a.m. – 3:00 p.m.

**All students must be dropped off and picked up through the carline.**

*Arrival Procedures:*

Doors open at 7:50 a.m.

**K-5 students must enter through the rear door.**

**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 1<sup>st</sup> 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.

Kindergarten dismisses at 11:45.

Grades 1 - 5 dismisses at 12:00.

**\*\*NO HOT LUNCH IS PROVIDED ON EARLY DISMISSAL DAYS!\*\***

## **AFTER-SCHOOL CHILD CARE**

### *Extended Care (Kindergarten – 5th Grade):*

The school conducts after-school extended care programs. This is a service designed to help parents. Care is available from 3:15 p.m. – 6 p.m. after school (noon to 6 p.m. on early-dismissal days). Students not picked up by 3:15 p.m. will be taken to the Extended Care program and assessed the hourly drop-in 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.

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, DENTIST, ETC.**

**Please try to schedule such appointments after school hours or on Saturdays.** If appointments must be made during school hours, written notice is requested to the school secretary at least two days prior to absence.

### **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 COVID-19, 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, 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 in writing 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 are mandated reporters and are required by state law to report any suspected signs of child abuse or neglect to the Department of Social Services. This report may be made directly to DSS without first contacting the parents.

## 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 approximately 20-30 minutes and **parents are welcome to attend**. Chapel services are led by pastor(s), faculty, church leaders, 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.

## CELL PHONES/ELECTRONICS

St. John's is a cell phone free school during the school day. The school day is defined as the time students are dropped off until they are picked up. While students may have a cell phone in their possession, all cell phones should be turned off and must remain in their backpack to eliminate distractions, reduce stress, and maintain focus. If a device becomes a distraction, it will be confiscated and brought to the school office and will only be returned to a parent/guardian.

Parents who need to contact their child while they are on school property must call the school office. St. John's is not responsible for lost or stolen property.

***The use of cell phones is strictly prohibited in the carline for safety reasons by both parents and students.***

## **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.

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 with parental/guardian support. 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. **Administration reserves the right to adjust the dress code policy as needed;** the St. John's Lutheran School dress code is reviewed annually and any changes are implemented via the school website and school newsletters.

### ***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 administration. It should also be event appropriate for all school activities.
2. Clothing and accessories may not be imprinted with slogans, words, or pictures that are inappropriate or vulgar.
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 should be of naturally occurring hair colors. Hair should not be a style that might be considered extreme and therefore a distraction.
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.

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/pants not allowed:** biker, spandex, cutoffs, Gym shorts, sweatpants, jogging pants, wind pants, and boxer.

*Shirts and blouses:*

1. Shirts and blouses must have sleeves. Shoulders must be covered.
2. Shirts and blouses must have appropriate necklines (not revealing) and length.
3. No see-through tops are allowed. Under clothes should not be visible.

*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, slippers, 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.

For all dress code infractions, regardless of issue:

- 1st infraction- written warning sent home
- 2nd infraction - written warning sent home
- 3rd infraction - phone call home in order to get a change of clothes
- 4th infraction - phone call home in order to get a change of clothes
- 5th infraction- administrator/designee conference with student and parent/guardian

\*\* Habitual infractions may result in additional actions.

## DISCIPLINE

St. John's Lutheran Church and School is a family ministry centered on God and His redemptive action through His Son, Christ Jesus. We are called into a personal relationship with Him, which, in turn, is to be lived out in our relationships with each other. We are all strongly encouraged to make commitments to God, prayer, worship, spiritual growth, and a lifestyle that is reflective of a holy, loving God.

Discipline guidelines follow procedures developed to ensure all members of the school community have equal access to a well-rounded educational experience.

The purpose of Christian discipline should be a loving one that is Christ-centered and relational, and provides a structure to preserve and advance the educational quality of all teaching/learning pursuits. As we struggle against our own sinful nature, we recognize the need for guidelines to help control and guide the tendencies within us to do what is wrong. Rebuke, discussion, correction, forgiveness, and guidance are to be carried out in love for all involved in order for the discipline to be most effective.

There is an established set of "standards" to guide behavior as follows:

1. Respect the mission of St. John's Lutheran Church and School.
2. Respect the teaching-learning process.
3. Respect people.

4. Respect property.

Effective discipline is attained and maintained in the classroom and school when parents and students work cooperatively and with the school principal and teachers toward the attainment of class and school objectives.

Students may be suspended by the principal as part of the disciplinary process. Parents will be involved in developing and implementing a plan of action to positively address the concern. If a misbehavior continues and becomes a continuous disruption in the classroom or causes a threat to the safety to others or self, the school reserves the right to discontinue services to the child.

Bullying as defined as “unwanted aggressive behavior, observed or perceived power imbalance, and repetition or high likelihood of repetition” 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 stand up for each other.

Students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate.

**Students must never take pictures or recordings of classes, school activities, classmates, or school property without express written permission of the school administration and those whose pictures they take. Posting online or distributing in any other way pictures or movies of school classes, school events or classmates without permission is a violation of the code of conduct that warrants suspension and/or expulsion.**

## 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](http://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.

## VISITORS AND PARENTS

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 come to the office and sign out their children. Parents are NOT permitted to pick their children up from the classrooms, playground, or cafeteria. 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. 24 hour notice is required.

## 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" in Fast Direct must be taken care of within 2 weeks of the day grades are entered 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.

### *Homework Policy:*

Work that is not finished in school is considered homework, as are special projects, reports and the like. Memory work and Practice and Reading Logs are also considered homework.

It is expected that parents will be able to distinguish and respect the difference between assisting children in helping them to understand methods (encouraged) and actually doing the work for them (not encouraged). Parents can make homework a positive and successful experience by:

- providing a place for study that is conducive to that student's best learning style
- setting a time for homework and sticking to the schedule as closely as possible
- taking an active interest in what the child is doing and giving encouragement
- seeing that all required assignments are completed on time
- checking work for accuracy and neatness
- asking the teacher for specific tips with a subject matter that may be difficult

Daily homework expectations are as follows:

Kindergarten & 1<sup>st</sup> Grade: 10 - 20 minutes

2<sup>nd</sup> Grade: 15 - 30 minutes

3<sup>rd</sup> Grade: 20 – 40 minutes

4<sup>th</sup> Grade: 25 – 45 minutes

5<sup>th</sup> Grade: 30 - 55 minutes

Most papers collected from students are returned to them with a grade. An examination of these papers will give an indication to a parent of the child's progress in any subject during a grading period. Teachers are to be consulted for a more accurate description of a student's progress.

### *Absent Work*

Students have an obligation to complete assignments missed during illness or during absence(s) from school. Within three days of returning from any absence students/parents should have made contact with the teacher to get the missing work. Students, teachers, and parents can create effective timelines for student success that prohibits interruption of instruction in regard to make-up work. Students who miss assignments/test due dates because of an absence, when the assignment/test was previously announced will be expected to complete the assignment/test when they return to class assuming the student is prepared and able to complete the assignment/test.

## **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

<b>E</b>	= Excellent
<b>G</b>	= Good
<b>S</b>	= Satisfactory
<b>N</b>	= Needs Improvement
<b>U</b>	= Unsatisfactory

### Grades 2-5

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

## **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.

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.

## **EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES AND ELIGIBILITY**

Extracurricular activities (clubs, musicals, sports, etc.) are for varying ages and announced at appropriate times. Participating students are charged a fee to offset some of the costs of the program. An athletic handbook will be available for more information in the event that sports will resume.

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 (extracurriculars) 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.



## **SCHOOL LIBRARY**

The school library is open for circulation according to scheduling and availability. PreK - 5<sup>th</sup> 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.

## **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 and also underscores that we are to love all people unconditionally.

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 through Fast Direct. The cost of each lunch is \$5.50. IF students would like a drink provided the cost is \$0.50 for milk, juice, and bottled water. For students who wish to bring their lunch, the only beverages allowed are milk, water, and fruit juices. Drinks should not be in glass or can containers. Please remember to send utensils (forks, spoons, etc.) with the students if something in their lunch requires it. Students do not have access to microwaves. Students are encouraged to bring thermoses if they want to keep food warm.

## **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 picture orders have to be pre-paid.

## **YEARBOOK**

Each student will receive a yearbook during the last week of school. Parents of students, members of St. John's Church, and friends will be given an opportunity to become patrons when the publishing time approaches.

## **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.

## **CLASS TRIPS**

Field trips are scheduled throughout the school year in order to enrich the learning experiences of the students. The classroom teacher arranges transportation. If parents are driving themselves or others, they may need to provide a valid driver's license, proof of insurance, and any other forms required by the school. They may also be required to submit to a criminal background check. Volunteers should follow all instructions provided by the teacher or school representative including driving directly to the event and return directly to the school. "Side trips" are strictly prohibited. Smoking is prohibited in the presence of students. A fee may be charged to cover the cost of the trip. Permission slips must be signed and returned to the classroom teacher. Field trips are a privilege, not a right and participation is determined by the teacher and administration.

## **PARTIES AND BIRTHDAY CELEBRATIONS**

Preschool, Pre-K and Elementary classes 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, individually wrapped, and store bought.** 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. 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 instruct the student to place toys etc. in their backpacks to be taken home. If the toy etc. continues to be a distraction the teacher will confiscate the items. 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.

## **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 "Grievance" 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 SJLCS 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-academic hours (before 8:00am and after 3:00pm). 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 adequately addressed, 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, 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.

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I have read and agree to abide by the St. John's Lutheran School Parent Student Handbook 2022-2023.

I understand that this document could be changed at any time during the year and that I will be notified of any changes.

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Parent/Guardian Signature

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Date

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Student Name

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Grade