



St. John's
Lutheran School

Developing Minds.
Serving Communities.
Growing In Faith.

2024-2025

FAMILY & STUDENT

HANDBOOK



NLSA

National Lutheran
School Accreditation

Phone Number: 336-725-1651

Address: 2415 Silas Creek Parkway,
Winston-Salem, NC 27103

Website: stjohnsfalcons.org

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

Dear Families 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. It may be changed at any time during the year. You will be notified of any changes. Please be aware that the St. John's Lutheran School Family Student Handbook is a guidance document for school, student, and family expectations, but is not intended to (and, in fact, does not) create a binding or enforceable contract between families and St. John's Lutheran Church and School.

At the back of this packet, you will find the Family Agreement. You are required to read and sign the Family Agreement and return it to the office before your child starts their first day of the school year. 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, School Principal
Emily Beck, Preschool Director
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 views on prolife, adultery, marriage, gender, divorce, and the doctrine of God as Creator. While this is what our church and school believe and teach, we do not exclude or discriminate against families or children based on their beliefs.

We are here to serve and love our families.

St. John's is accredited with NLSA.



TABLE OF CONTENTS

Brief History of St. John’s Lutheran School	4
Purpose of St. John’s Lutheran School	4
A Covenant for Christian Education	4
What Does St. John’s Want Families to Know?	5
Admission	5
Registration	5
Tuition	6
Academic Records and Changes	6
Transferring	7
Physicals & Immunizations	7
School Hours	7
Extended Care	8
School Office	8
Attendance & Absences	8
Tardiness	9
Appointments	9
Illness	9
Lice	10
Health & Safety	10
Child Abuse	10
Fire and Disaster Drills	10
Chapel Service	11
Cell Phones/Electronics	11
Dress Code	11
Outside Play	12
Inclement Weather	12
Visitors & Families	13
Volunteers	13
Academics	13
Honor Roll & Grading	14
Report Cards/FTCs	15
FACTS	15
Extracurricular Activities & Eligibility	15
Computer Use Policy	16
School Library	16
Testing	16
Toileting Policy	16
Preschool Rest Time	17
Lunch	17
Snack	17
Yearbook	18
School Pictures	18
Class Trips	18
Parties & Birthday Celebrations	18
Personal Property	18
Fundraising & Donations	19
Family & Teacher Communication	19
Falcon Family Meeting	19
Code of Conduct	19
Discipline	20
Grievances	21
Family Agreement	23

BRIEF HISTORY OF ST. JOHN'S LUTHERAN SCHOOL

St. John's Lutheran School opened its doors for the 1951-52 school year at the intersection of Queen and Westwood Streets. St. John's Lutheran Church and School relocated to its current property, on Silas Creek Parkway, in 1959. St. John's Lutheran School currently serves children ages 2 to 5th grade.

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



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

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.

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 FAMILIES TO KNOW?

The school recognizes that God has given families 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 families 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 Falcon Family 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 family 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.

REGISTRATION

The re-enrollment of all current students for the next school year begins in February. 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 5th**.

If enrollment is submitted after August 11th, the first day of school for the student will be 3 days after enrollment packets are received in order to ensure a smooth entry for the student.

Students entering the Preschool classroom through Kindergarten must be 3, 4, or 5 years of age on or before August 31 of that year. Two-year-old students must be 2 before their first day of attendance. Students entering the Preschool classroom must be fully potty trained.

Non-Refundable Fees:

Application fee: \$22

Registration/Enrollment Fee: \$260 (Due at the time of enrollment)

Curriculum Fee (2's-TK): \$175

Curriculum Fee (K-5th Grade): \$300

TUITION

Tuition is due on the 5th of the month (**August through May**) according to the payment schedule selected by the family in the FACTS Family Portal. A late fee of \$25 is applied to the family's account if the payment is not paid by the due date. Auto Drafts are held on the 5th of each month. Checks that are returned from the bank are subject to an additional returned check charge. Families experiencing financial difficulty in meeting these due dates are asked to communicate these circumstances with the Business Manager.

Annual Fees:

Application Fee for New Students: \$22
Registration Fee for All Students: \$260
Curriculum Fee (2's-TK): \$175
Curriculum Fee (K-5th Grade): \$300

Annual Tuition:

2's - \$7750
Preschool - \$7500
Transitional Kindergarten - \$7250 **Half Day 2's-TK - \$5500 (8:00am-12:00pm)*
K-5th Grade - \$6500

*Discounts are at the administration's discretion.

Enrollment after the first day of school: If a student enrolls after the first day of school. The Registration, Curriculum, and first tuition payment must be made before the student's first day.

Past Due Accounts: 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.

Withdrawal: If a student withdraws from school before the end of the school year, families will be billed the full monthly tuition for any months attended that school year. All charges including tuition can and should be viewed through the FACTS Family Portal.

ACADEMIC RECORDS AND CHANGES

The school office maintains an academic record file for each student (Preschool through 5th grade). This record contains personal information, academic records, attendance figures, and test scores. **Families 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 as well as update that information in the FACTS Family Portal.** 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. Families 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. In the event of student withdrawal after registration all accounts must be paid up to and including the month in which the student was withdrawn. If the full year was paid in advance, only the equivalent remaining tuition installments are refundable. There are no refunds of any kind after March 1st.

PHYSICALS AND IMMUNIZATIONS

In cooperation with the area schools and in keeping with North Carolina State Law, St. John's requires an up-to-date Children's Medical Report in a format approved by the North Carolina Department of Health and Human Services from each student entering school for the first time in Preschool, Transitional Kindergarten or Kindergarten. All new students must provide physical records. Each student must provide up to date immunization records or exemption notices. These should be uploaded in the enrollment packet through the FACTS Family Portal, 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

School Hours for all students are 8:00 a.m. – 3:00 p.m.

Arrival Procedures:

Doors open at 7:30 a.m.

K-5: Students must enter through the rear cafeteria door. All elementary students must be dropped off and picked up through the carline.

2's - Transitional Kindergarten: Pre-School families park in the front parking lot and walk their child to their classroom. All Pre-School students must be signed in and out each day on the designated clipboard.

*If you have both Pre-School and Elementary students you may walk them all in through the front door.

Dismissal Procedures:

All people picking up students must be on the pick-up list in the office and on the FACTS Family Portal. 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 in writing by legal

guardians. No unsupervised students (regardless of grade level) may wait in the lobby or in front of the school.

Early Dismissal Days:

2's-5th Grade dismisses at 12:00.

Extended Care will still be available on these days at the regular extended care rate. (See Below)

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

EXTENDED CARE

Extended Care (2's – 5th Grade):

The school conducts after-school Extended Care. This is a service designed to help families. Care is available from 3:00 p.m. – 6:00 p.m. after school (noon to 6 p.m. on early-dismissal days). Students not picked up by 3:15 p.m. will be admitted to Extended Care and assessed the hourly drop-in fee of \$7.00 for each hour or portion thereof. These fees are billed monthly through the FACTS Family Portal.

****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.

****THERE IS NO EXTENDED CARE ON THE LAST DAY OF SCHOOL, MAY 30th.**

Late Pick-up Fees:

Families who pick up their children from Extended Care after 6:00 p.m. will be charged an additional fee of \$1.00 for every minute after the scheduled closing time of 6:00 p.m. These charges will be posted to the family's monthly account statement and will be in addition to the regular fees for Extended Care services. Habitual late pick up will result in a meeting with administration and possible loss of Extended Care privileges.

****Child Protective Services and Law Enforcement may be contacted if students are left after hours.****

SCHOOL OFFICE

The school office is open from 7:30 a.m. – 3:30 p.m., Monday-Friday, during the school year, following the school calendar. If you wish to speak to the Principal, please schedule an appointment with the front office.

ATTENDANCE & ABSENCES

In accordance with state laws, all students are held to regular and punctual attendance. Families should be aware that good attendance and academic success go hand in hand. Students having unusually high absenteeism may need to repeat the grade the following year. **St. John's considers over 10 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 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, missing more than ½ the school day, for other than one of the above reasons will be considered unexcused.

Please be reminded that students missing school with illness due to fever (>100.1°F) 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.

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.

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 start time**, or they will be considered tardy. Elementary families are expected to sign their child in to the office if they are tardy. If a pattern of tardiness develops, families will be called for a conference to identify the problem and find a possible solution. 10 tardies will equal 1 unexcused absence.

APPOINTMENTS: DOCTOR, DENTIST, ETC.

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

ILLNESS

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 (100.1 or higher without fever-reducing medication), VOMITING, HAVING DIARRHEA, ETC.,** please do not send them to school until they are symptom free without medication for 24 hours. 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 being treated with an antibiotic, they must have been on the antibiotic for 24 hours before returning to school. (This includes pink-eye medication, even if the eye is clear.)

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 families or physician. If a student has missed school due to a serious communicable disease (such as strep throat, chicken pox, measles, or pink eye) the school may require a note from the student's doctor before allowing the student to return to the classroom.

Families will be called to pick up their child immediately if they have a fever over 100.0, more than one occurrence of diarrhea, suspected lice, or pink eye, or one instance of vomiting.

LICE

The classroom will be notified if any student has been found to have Lice. Staff may conduct visual lice checks as needed. Children who have had lice will need to be kept out of school until his/her family provides the school with proof that the lice have been treated (i.e. proof of purchase of delousing kit) and the child has reported to the office for a visual lice check.

HEALTH AND SAFETY

It is the responsibility of the family to notify the school in writing via the FACTS Family Portal 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. The school office must be notified in writing regarding medications, prescribed, to be taken by a child. The guardian must complete the Medical Action Plan and Medication Administration Permission 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 physician. 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 per the permission to treat clause in the enrollment packet, and an incident report will be completed and sent home. Preschool families will need to sign the original incident report. In case of serious injury, guardians (or person designated by the guardian) 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, neglect, or dependency to the Department of Social Services and law enforcement. This report may be made directly to DSS without notifying families.

FIRE AND DISASTER DRILLS

Regular drills are conducted for emergency exit of the building for fires or other emergencies. Lock-Down and other disaster drills are also conducted within the classrooms and within the building.

CHAPEL SERVICE

Chapel services are held each Wednesday at 8:15 a.m. Occasionally, chapel days will vary based on special occasions. Chapel lasts approximately 20-30 minutes and **families are welcome and encouraged to attend**. Chapel services are led by pastor(s), faculty, church leaders, students, and the principal. 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 guardian. Families 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 families 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.

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 to be appropriate for the day's activities and to glorify God. **Administration reserves the right to adjust the dress code policy as needed.**

General Guidelines:

1. Clothing must be clean and in good condition.
2. Clothing and accessories may not be imprinted with slogans, words, or pictures that are vulgar or politically charged.
3. Clothing should be appropriate for the weather because the students will go out for recess and Physical Education.
4. Hats/hoods are not to be worn inside. (Except on designated days, set by Administration)
5. Hair and jewelry should not distract from the learning environment.

Specific Requirements:

1. All undergarments must be covered.
2. No bare midriffs.
3. Shirts must have sleeves. Shoulders must be covered. (Capped sleeves are acceptable.)
4. No short shorts or miniskirts.
5. No holes above the knee.
6. Tennis shoes/sneakers with non-marking rubber soles are required during Physical Education in the gymnasium.

**Administration reserves the right to determine whether the dress code has been violated.

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 guardian

** Habitual infractions may result in additional actions.

All Preschool and Kindergarten students must provide a complete change of clothes, in a labeled ziplocked bag, to be kept here at the school. As the seasons change and your child grows, please update the change of clothes.

****Please LABEL ALL OUTERWEAR with your child's name.****

OUTSIDE PLAY

Weather permitting students will play outside every day. Please dress your child appropriately for the weather of the day.

INCLEMENT WEATHER

In the event that severe weather or mechanical failure would call for a school closing, an announcement will be made via FACTS text messages (Parent Alerts) and email and possibly 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, text, and phone call through FACTS.)

St. John's WILL NOT necessarily follow the WS/FCS System. **In the case of inclement weather, the family is responsible to make the final determination of the safest course of action for their children.**

If the school chooses to enforce a 2-hour delay all students, preschool included, would report to school at 10:00am.

There is no morning care on delayed-start days and no extended care on cancelled school or early dismissal days due to inclement weather or mechanical failure. In the event of school closure, after the start of a school day, you are expected to pick up your child within 45 minutes of the

school closure notice. There are no refunds or reimbursements for days that school is closed due to inclement weather, utility/maintenance issues, or illness.

VISITORS AND FAMILIES

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

The following procedure is implemented in order to minimize classroom disruptions:

Elementary families needing to pick up their children during school for doctor's appointments, etc., must come to the office and sign out their children. Elementary family members 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 family member so that classes are not disturbed. Students will not be called out of class until the family member arrives in the office. All items being delivered to a child in school must be left at the school office.

Teachers will notify families of classroom visit opportunities. Individual classroom visits will be approved on a case-by-case basis. Families who want to visit the classroom individually must contact the office and the teacher to set up an appointment. 24-hours' 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, families and other adults who wish to volunteer for activities must have a cleared Criminal Record History on file with the school. The Criminal Record History is valid for 1 year. Families 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:

Homework is complete by the specified due date. "Incompletes" in FACTS must be taken care of within 2 weeks of the day grades are entered or the incomplete in the system changes to a "0".

- Students are expected to make profitable use of all classroom time, including study periods.
- 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, studying, and Reading Logs are also considered homework.

It is expected that families 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). Families 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 & 1st Grade: 10 - 20 minutes

2nd Grade: 15 - 30 minutes

3rd Grade: 20 – 40 minutes

4th Grade: 25 – 45 minutes

5th 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 family of the child's progress in any subject during a grading period. Grades are updated weekly in the Student Information System. Teachers can 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/families should have contacted the teacher to get the missing work. Students, teachers, and families can create effective timelines for student success that prohibits interruption of instruction regarding 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 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

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

Grades 1-5

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

REPORT CARDS/FTCs

Report cards are issued four times during the school year. Family/Teacher Conferences (FTC) are conducted at the end of the first quarter for all students including preschool.

FACTS

SJLS uses a data base management software called FACTS to compile student information such as family account records, grades, attendance, and announcements. To view information, families and students may log on to FACTS. Our District Code is "sjls-nc". Should you have any questions or need assistance please contact the school office. Your FACTS password protected account will enable one to view personal information. This helpful tool facilitates school-home communication. Information will be updated in a timely manner. Families are encouraged to review their child's information frequently and always keep their information up to date. Information provided on FACTS includes the following and more:

Attendance
Financial Account Information
Grade Book
Report Cards
Web Forms

EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES AND ELIGIBILITY

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

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 families 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 become ineligible at any time due to disciplinary reasons.

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 LIBRARY

The school library is open for circulation according to scheduling and availability. K - 5th grade will have a special time assigned for library service under the teacher's direction.

TESTING

The Iowa Test of Basic Skills (ITBS) is administered annually to grades 3-5 to determine the strengths and growth opportunities of each student and class. The Measures of Academic Progress (MAP) testing is administered three times a year to students in Grades K-5. This test measures achievement and growth and informs instruction in the classroom. Ages and Stages is the assessment used by the 2's-TK to assess developmental progress of students. This is done in conjunction with the families.

TOILETING POLICY

Staff Guidelines: Students are encouraged to use the bathroom as they need. Staff will verbally assist students who have soiled their clothes to get properly cleaned and changed. If students require additional support, staff will provide assistance as needed to ensure the cleanliness of the child.

2's Classroom – Families will supply labeled diapers, labeled wipes, and changes of clothes and sheets. Diapers will be changed every two hours or as needed. Families and staff will work together to begin potty-training. Families are to take a leading role in this process. Families will be informed when diapers, wipes, and clothes are in short supply. Children should be dressed in clothing conducive to self-help skills. Children must be fully potty-trained before entering the Preschool Class.

Preschool/Transitional Kindergarten – Students in preschool must be fully potty-trained. If your child begins to regress, a meeting will be had with administration to determine proper steps moving forward. Students may be asked to remain home until they no longer require staff assistance. If accidents continue after the student returns, he/she may be asked to leave for the remainder of the school year without reimbursement.

PRESCHOOL REST TIME

NC Child Care regulations require Preschool children to observe a rest time after lunch. Families will need to supply two crib sized sheets each week. Children may bring a blanket and a soft comfort item to pull out during rest time.

Children are not required to sleep; however, they will need to remain quiet for the other students who do sleep for the time periods that follow:

2's – 2 hours

PS – 90 mins

TK – 45-60 mins

****Students are not permitted to have pacifiers during the school day.****

LUNCH

School Lunch: School Lunch must be purchased through the FACTS system, prior to the 25th of the previous month. School lunch for Preschool students is \$5.00 (1% milk included) and for Elementary students the cost is \$5.50 with the option to add milk or juice at an additional cost of \$0.50. School lunches are made to meet the USDA guidelines for nutrition.

Home Lunch: If students do not wish to have school lunch, families must send a lunch from home with their child. This lunch should also strive to meet the USDA guidelines to ensure that students are receiving proper nutrition to support their academic endeavors.

Drinks should not be in glass containers and should have a resealable lid. 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 wish to keep food warm.

PRESCHOOL STUDENTS: Opt-Out forms are available for students with severe allergies who will not be able to meet the USDA guidelines for Nutrition. Please speak with the Preschool Director if you need to discuss this option further.

SNACK

Preschool students are provided a morning snack that meets the USDA guidelines included in their tuition. (If an opt-out form has been signed, families must provide snack for their child.)

Elementary students will have a snack time in their classroom. If your child wishes to have a snack, they will need to bring one from home. This snack should work to meet the USDA guidelines.

Students who remain on campus as part of Extended Care after 3:30pm will be provided an afternoon snack that meets USDA guidelines. If your child is on campus after school hours as part of a club or extracurricular activity, they will need to be provided a snack from home if they are hungry.

YEARBOOK

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

SCHOOL PICTURES

Student pictures are taken annually. Each family will have the opportunity to purchase pictures. The school will notify the children and families prior to the date of pictures.

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 family members are driving themselves or others, they 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. Drivers should ensure their gas tanks are full and that their cars are in good working order before embarking on a field trip. 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 and Elementary classes may have parties to celebrate holidays such as Thanksgiving, Christmas, Valentine's Day, and Easter, etc., under the guidance of the teacher. Volunteers should work with the teacher when coordinating events. Families of all school children may treat their child's class to snacks, etc., provided the details have been worked out with the teacher. **These treats, if approved, should be nutritious, individually wrapped, and store bought. Classroom teachers will provide information about upcoming celebrations and classroom food allergies.** 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 item(s). St. John's is not responsible for lost or missing items. Lost & Found is located in the hallway across from the restrooms nearest the front lobby.

FUNDRAISING AND DONATIONS

The Falcon Family 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.

FAMILY AND TEACHER COMMUNICATION

It is important that families and teachers be acquainted with one another because knowing each other is the key to knowing the child. Relations between home and school are ideally a **two-way** process of participation and communication resulting in the exchange of information and ideas leading to new insights. This is necessary for the proper development of the child. Families are welcome to visit the classroom, by appointment, for conferences on matters pertaining to their child's welfare. Appointments should be made outside of instructional hours or via email or phone, and never in the presence of children. Please allow one business day for faculty to respond to emails and phone calls.

A newsletter called *The Falcon* is published monthly. The office will e-mail *The Falcon* to all families through FACTS. *The Falcon* will also be published on the school website. Announcements for *The Falcon* may be emailed to the School Secretary.

Faculty and staff will communicate with families using many avenues, including newsletters (print or electronic), emails, phone calls, and text messages.

FALCON FAMILY MEETING

Falcon Family Meetings are typically held on the first Wednesday of the Month at 6:00pm. They may be via Zoom or in person. These meetings are a time for families and staff to come together and discuss upcoming events and to plan out the next month or two. Family participation is highly encouraged!

CODE OF CONDUCT

Classroom teachers and school administrators may adopt and enforce reasonable rules. The purpose of the classroom and school rules should be to set a school-wide standard for behavior, or "Code of Conduct," that promotes the following values:

1. Respect for the mission of St. John's Lutheran Church and School.
2. Respect for the teaching-learning process.
3. Respect for yourself and others.
4. Respect for your own property and property belonging to others.

Families should be aware of behaviors that do not conform to the values stated in this Code of Conduct. This policy is not intended to describe every form of misbehavior or unacceptable conduct, but children should be aware that aggressive or distracting behavior will not be tolerated.

The Code of Conduct is not intended to suppress dissenting opinions of political or doctrinal issues, as long as they are expressed in a manner that is respectful and appropriate to the listener's age and circumstances. 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 families 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, as stated in the GRIEVANCES policy.

Students will be encouraged to love and support their classmates, and to stand up for each other.

Unfortunately, there are times when disrespectful expression rises to the level of bullying. Bullying is defined as a pattern of communications (written, verbal, or electronic) or physical acts that makes a student feel in danger, or creates an objectively hostile environment, which interferes with a student's education. The school administrator will decide whether behavior constitutes bullying and whether disciplinary action is appropriate. Bullying will be considered a threat to our safe environment and will not be tolerated.

Acts of disruption or aggression, including threats, yelling, and/or inappropriate physical contact involving a family, a teacher, pastor, student, church leadership, or a staff member will not be tolerated and will result in immediate action including, but not limited to, removal from school or church grounds.

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. The purpose of Christian discipline should be a loving one that is Christ-centered, 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.

When members of the community fail to adhere to the CODE OF CONDUCT set forth in this handbook, discipline may be imposed. Discipline guidelines follow procedures developed to ensure all members of the school community have equal access to a well-rounded educational experience. Preschool families, please see the document titled Discipline and Behavior Management Policy in the Enrollment Packet.

“Effective discipline is attained and maintained in the classroom and school when families and students work cooperatively with the school principal and teachers toward the attainment of class and school objectives. Therefore, the school will attempt to involve families in developing and implementing a plan of action to positively address disciplinary concern(s). If misbehavior continues and becomes a continuous disruption in the classroom or causes a threat to the safety of others or self, the school reserves the right to withdraw the child or take other disciplinary action.

Disciplinary action could include any of the following or combination thereof:

- Phone calls/emails home

- Family/Teacher/Administrator Meeting
- Family Shadowing
- Sitting out of an activity
- Loss of privileges
- In School Suspension
- Out of School Suspension
- Restitution

Other appropriate disciplinary actions may be taken as needed. It is important to note that the school is not required to engage in progressive discipline and can immediately withdraw a student who is a danger to themselves or others. Similarly, administration will evaluate the need for disciplinary action on a case-by-case basis and is not required to impose disciplinary action when mitigating measures are present. Mitigating measures may include, for example, the student's forthrightness, remorse, or evidence of consequences imposed outside of school.

GRIEVANCES

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

1. First speak directly to the person with whom you have a conflict.
2. 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 suggestions for conflict management when completing the steps above will help restore relationships, and in doing so, promote an atmosphere of forgiveness, love, and peace at St. John's:

1. 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.
2. It is strongly urged for family members who have an issue with a teacher, a staff member, church leadership, Pastor, or another family 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.
3. 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.
4. It may be appropriate to notify your child's teacher about the problem, particularly if it involves another student in the classroom. If so, it is recommended that a scheduled time be made to discuss the concern outside of academic hours. Pick-up and drop off time are not an appropriate time to discuss issues. You can contact the school office to make an appointment with your child's teacher.

5. If your conflict is with a co-parent or another family member concerning a child, the matter should be resolved privately, as a family matter, outside of school. If the family cannot resolve the dispute privately, however, and the conflict involves the school, the Principal will meet with the family members and make a decision about how to resolve the conflict based on St. John's policies and/or the best interests of the child.
6. Acts of disruption or aggression, including threats, yelling, and/or inappropriate physical contact between a family, a teacher, pastor, student, church leadership, or a staff member will not be tolerated and will result in immediate action including, but not limited to, removal from school or church grounds.
7. Anyone with a grievance should refrain from making their grievances public through gossip, social media, texting, email, web communication, and other unproductive and indirect modes of complaint.
8. To resolve a grievance, it is often important to discover the truth of a situation. Anyone involved in a grievance should avoid any disparaging or misleading statements.

Our Statement of Faith mentions the LCMS beliefs and underscores that we are to love all people unconditionally. However, if a family, student, or employee has a grievance against a member of the St. John's Lutheran School community and feels unsafe managing the conflict with that person directly, the grievance should be shared with the Principal, Pastor, or Chairman of the St. John's Lutheran Church Board.



FAMILY AGREEMENT

This Family 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 in helping your child to reach their full potential as a student at St. John's Lutheran School in Winston-Salem, NC. For our part of the Family Agreement, St. John's Lutheran School pledges and aspires to provide your child throughout this school term, through its trained and loving faculty and staff, all of the following:

1. A foundational Christian education in the core academic subject areas, PE, Art, Computer, and Music and to the knowledge and love of God through Jesus Christ as is found in the Bible, God's Word.
2. 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.
3. 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.
4. Academic excellence and standards to challenge each student to achieve their God given potential in a more direct application to their learning needs.
5. Transparent and clear communication to families on a regular basis for progress and assessment of a student's learning with both challenges and accomplishments.
6. 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.

As a person responsible for a child enrolled at St. John's Lutheran School, I pledge and aspire to give my best, as I am able, with the help of God:

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" policy in the Family/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 family/teacher conferences when they are scheduled.
10. To read the SJLCS Family/Student Handbook and to adhere to all school rules and regulations therein.

In exchange for St. John's Lutheran Church and School enrolling my child for the 2024-2025 school year, I renew the pledge stated above and acknowledge and agree to all the following:

1. I will fulfill my financial obligation to St. John's Lutheran Church and School in its entirety when due, unless other arrangements have been made through the Principal.
2. I understand and accept that St. John's Lutheran Church and School will use debt collection services for any unpaid financial obligations that are owed.
3. I understand my child may be denied certain extracurricular experiences or benefits until my family's financial obligations are fulfilled.
4. I understand I should address my conflicts with St. John's Lutheran Church and School according to the Grievances policy and will refrain from using any form of social media, texting, email, web communication, or other public communication methods to disparage or malign St John's Lutheran Church and School, its leadership, employees, or agents.
5. I have read and agree to abide by the St. John's Lutheran School Family Student Handbook 2024-2025. I understand that this document could be changed at any time during the year and that I will be notified of any changes. I further understand that the St. John's Lutheran School Family Student Handbook 2024-2025 is a guidance document for school, student, and family expectations, and is not intended to (and, in fact, does not) create a binding or enforceable contract between myself, my child, or my family and St. John's Lutheran Church and School.

Parent/Guardian Signature

Date

Student Name

Grade