



St. John's Lutheran School

Parent Handbook

2009-2010

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INTRODUCTION

This Parent Handbook is intended to share school policies and procedures that allow for St. John's Lutheran School to operate the highest quality Christian educational program possible. We at St. John's try to hold ourselves to high standards, and we are committed to carry out these policies and procedures in a fair and appropriate manner. We expect parents to support our efforts by adhering to all policies and procedures of St. John's Lutheran School.

Purpose Statement

All students will grow in their relationship with Christ and develop the knowledge and skills to be confident, academically capable individuals who serve Christ, His church, and His world.

Expected School-wide Learning Results

- Students will understand the saving knowledge of Jesus Christ and **grow in their relationship with Him** through daily living in God's Word.
- Students will become **confident individuals** as they identify, develop, and use their God-given gifts and abilities.
- Students will become **academically capable individuals** by obtaining the knowledge and skills needed to reach their potential and finding effective ways to apply what they learn to real life situations and challenges.
- Students will celebrate God's love by **servicing Christ, His Church, and His world.**

History of St. John's Lutheran School

St. John's Lutheran Church established its Christian Day School in the fall of 1938 to provide the children of the congregation and other children of the community with a Christian education in a Christian environment. The school endeavors to aid parents in following the Biblical command to bring up their children "in the nurture and admonition of the Lord" (Ephesians 6:4). We have grown from one teacher in one classroom to our present size of fourteen teachers, including a preschool and after school program.

Contact Information

St. John's Lutheran School Office- 707-226-7970
St. John's Lutheran School Fax- 707-226-7974
St. John's Lutheran School PALS- 707-738-7901
St. John's Lutheran Church Office 707-255-0119

ACADEMIC PROGRAM

St. John's Lutheran School has adopted Core Knowledge as the foundation for our curriculum in Preschool through 8th grade.

PRESCHOOL:

St. John's Lutheran School operates a Christ-centered Preschool to meet the needs of children beginning at age three. The school operates on a half day and full day basis.

KINDERGARTEN:

The Kindergarten is a reading, writing kindergarten with the emphasis on phonics, reading readiness, developmental thinking, mathematical relationships, religion,

beginning science and social studies skills and concepts. In general, we concentrate on the development of a meaningful academic program for future formal school success.

The child also develops skill in handling school peer relationships. The establishing of positive attitudes toward school and developing personal responsibility require parent and teacher dedication and consistent communication.

GRADES 1 – 8:

The education of the child in both the elementary and intermediate grades is based on the need for a firm foundation of basic knowledge to develop the tools necessary to function successfully in the broadened scope of education. Each classroom is essentially self-contained, with the classroom teacher responsible for instruction in all subject areas. Some departmentalization is used in grades 5-8 to take advantage of teachers' areas of expertise. All subjects are presented using means which make education creative and meaningful. All subjects throughout the day are approached from a distinctly Christian point of view. A full range of academic subjects is included.

RELIGION

Bible Stories
Bible History
Christian Doctrine and Life
Memorization

LANGUAGE ARTS

Phonics
Reading
English
Spelling
Vocabulary
Handwriting
a. Manuscript
b. Cursive
Spanish (K-8)

FINE ARTS

Music
a. Vocal
b. Instrumental
Arts- 2 & 3 Dimensional

SEX EDUCATION

Learning About Sex
Concordia Publishing House

SCIENCE

Life Science
Physical Science
Earth Science
Outdoor Education (G7-8)
Science Fair/Exposition

SOCIAL STUDIES

Geography
History
Citizenship
Current Events

PHYSICAL EDUCATION

Physical Development
Physical Fitness
Organized Games
Rhythmic activities

Math

Computational
Concepts
Problem Solving
Algebra (Grade 8)

Computer

Keyboarding
Word Processing
Spreadsheets
Databases
Multimedia
Internet Research

HOMEWORK

At St. John's Lutheran School, homework is an essential part of a child's academic development. Homework is designed to be a practice and reinforcement of work done in class. Most of the time, it is work assigned in class that needs to be completed at home. In the lower grades, practice in reading is assigned to help with fluency, expression, and comprehension. Homework is also a chance for parents to be involved in their child's education and be aware of what their child is doing in class. Homework expectations vary depending on grade level, though as a student progresses into higher grades, the amount of homework will increase. Each classroom teacher can best communicate their expectations for homework, but the following are some guidelines and suggestions for

parents to make homework more effective. These guidelines will also make homework less stressful and more of a tool for learning.

- 1) Students should have a specific place set aside to do their homework (this location should be free of distractions and in a place that parents can monitor).
- 2) Students should have a specific time set aside to do homework, preferably earlier than later.
- 3) Students should keep a daily/weekly assignment sheet so students and parents know the specific assignment and when they are due.
- 4) Students should spend some of their daily homework time to work on longer term projects as well (this will spread out over time the work to be completed)
- 5) Students should keep their books and materials organized at school and at home.
- 6) Students should be encouraged to ask teachers for help when they don't understand an assignment before they take that assignment home to work on it as homework.
- 7) Parents should be available to answer questions and listen to oral reading, but not do their child's homework for them.

LATE HOMEWORK POLICY

In order to foster qualities for students at St. John's Lutheran School, late work will not receive credit in grades 3-8. Teachers may still require students to complete the work. Listed below are the qualities we want students to develop regarding homework.

- a) Organization: knowing what assignments are, when they are due, and bringing home the necessary materials to complete the assignments.
- b) Time management: setting aside adequate time in order to complete tasks.
- c) Responsibility: remembering to bring all necessary materials to school each day.
- d) Commitment: placing value on educational work by prioritizing time to complete tasks.

At their discretion, teachers may make exceptions to this policy.

ACCREDITATION

St. John's Lutheran School is accredited by the Schools Commission of the Western Association of Schools and Colleges (WASC) and National Lutheran School Accreditation (NLSA), and our term of accreditation will run through June 30, 2012.

ADMINISTRATION

St. John's Lutheran School is a ministry of St. John's Lutheran Church. It is under the ultimate control and supervision of the congregation through an elected Board of Directors. This Board is responsible for setting and monitoring policies that allow for effective and efficient ministry at St. John's. It is up to the administrative staff of St. John's Lutheran Church and School to carry out the established policies. The Lead Pastor of St. John's is responsible for the smooth operation of the entire ministry of church and school, and the school principal is the primary individual responsible for the administration and operation of the school.

ASSOCIATION OF PARENTS AND TEACHERS

All parents of children enrolled in our school are automatically members of our APT. The purpose of this group is to bring about a closer relationship between the home and the school so that parents and teachers may cooperate more effectively in Christian

training. Activities of the APT include various social and fundraising events during the year, such as Get On Track and the Country Fair. The APT also oversees the script program as a fundraiser and tuition assistance to parents. APT has assisted in funding many projects at St. John's that enhance the total learning experience for all our children at St. John's.

ATTENDANCE

St. John's Lutheran School emphasizes the importance and value of regular attendance for all students to enable them to benefit from the school's instructional program. Absence for any reason affects both individual student progress and instruction of the class as a whole. Therefore, absences should be kept to a minimum and students will be responsible for making up work missed.

Absences

It will be the *responsibility of the parent* to notify school officials by telephone in the event of illness, injury, or other family emergency. Every effort should be made to call the school prior to 8:30 a.m. For prearranged absences, such as medical or dental appointments, written requests for dismissal from class during the school day should be given to school officials at least one day in advance. A written excuse should be given to the teacher upon a return to class.

Absences for the reasons cited above will be considered excused absences and students will be given the opportunity to make up or complete any missed tests or daily work in a timely manner and will receive full credit.

Absences for family vacations or other voluntary purposes should be cleared with the classroom teacher at least two weeks in advance in order for a student to make up and receive credit for any missed tests or daily work. All homework assigned prior to the absence is due on the day the student returns to school. If prior arrangements with the teacher are not made, the absence is unexcused and the student will not receive full credit for any homework or tests given.

It is important for families to realize the impact of extended absences on a child's education and academic development. Although time away from school is sometimes necessary and warranted, it can potentially have a negative impact on a student's academic progress. Therefore, we strongly discourage extended absences except when absolutely necessary.

Absences will be recorded as a half-day absence if a student is at school a minimum of three hours, but not a full day.

Any exceptions to the above attendance rules will be considered on an individual basis by the principal.

An EXCUSED ABSENCE may be given to:

1. A student who is temporarily ill or injured or whose absence is approved by the principal on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside normal school hours.
2. A student who is absent for an extended period due to physical, mental, or emotional disability.

3. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval from the teacher and principal.

An UNEXCUSED ABSENCE may be given to:

1. A student who has been suspended, expelled, or denied admission.
2. A student taking family vacations.
3. A student not meeting the excused absence criteria.

Tardies

Students will be considered tardy if they are not in their seats and ready for the school day by the 8:30 a.m. bell. Students, accompanied by their parent or a note from the parent, will need to report to the school office prior to going to class. After five tardies in a trimester, a student will receive a detention.. Students who have additional tardies in a trimester will be subject to the same disciplinary action as outlined in the Discipline Policy.

CHAPEL

Once a week, all pupils assemble in the church for the regular chapel service. The worship service is conducted at the level of the children and is led on a rotating basis by the pastors of our church, the teachers, and the students themselves. An offering is taken to teach the children about Christian giving for the church, mission work and other charitable purposes.

CUMULATIVE RECORD

A cumulative record is kept for each child. The record gives, in concise form, personal information for a complete history of health, attendance, standardized achievement test results, scholastic achievement, personal history, and intelligence test results. The records are filed in the principal's office and are available to the teacher when he or she needs them. Parents may examine their child's file upon request.

DISCIPLINE POLICY

As students and teachers in a Christian School, we are expected to reflect the love of Christ, and therefore should show mutual caring for each other and for the group. Unfortunately, there are occasions when sin enters this relationship and the action of one child interferes with the teaching/learning process. Ordinarily, a word from the teacher to the student is sufficient to correct the problem. Occasionally, the problem may continue. It is to deal with this situation that the St. John's Lutheran School has adopted a Discipline Policy. It is our prayer that this policy will serve as an aid to parents and teachers as we work together to provide a Christian education for our children.

In order to establish clear guidelines for proper Christian behavior at St. John's Lutheran School, the following **BEHAVIORAL STANDARDS** have been instituted:

1. **Respect God and His Word** (for example: be an example to others by following the example of Jesus, use words and language that encourages others and builds them up)
2. **Respect the teacher and others in authority** (for example: respond appropriately to directions given by your teacher or other school staff, whether in the classroom or on the playground, obey the laws of the community while at school and while out in the community as a representative of your school)

3. **Respect the Teaching Learning Process** (for example: be regular in attendance and be on time to school, do your best with the gifts that God has given you, completing assigned work and turning in assignments when due, follow classroom rules and help classmates do the same)
4. **Respect the Rights of Others** (for example: recognize and give value to the gifts and talents of others and refrain from actions or language that hurts others or makes them feel threatened)
5. **Respect the Property of Others** (for example: take pride in your school, keep your school litter-free, protect personal and school property, follow all rules regarding the use of school computers and other technology)

The school's disciplinary response to inappropriate behavior may be applied in the following sequence: classroom disciplinary practices, restitution (if applicable), detention, suspension, and expulsion.

Detention

When a student misbehaves in the classroom or in other class activities, a detention may be given to that student. When a student comes to detention, all behavior normally expected in the classroom applies to the detention room. The student is to come to detention at the assigned time and will complete a Detention Essay. No other homework or other work may be completed during this time. There is to be no talking. If the student misbehaves during detention, another detention will be assigned. Grades K through 4 shall serve 30-minute detentions. Grades 5 through 8 will serve 45-minute detentions. The assigning teacher, upon notice given to the parent/guardian, will determine detention day and time. The detention may be served before or after school. Behaviors that would warrant detention include, but are not limited to violations of the CODE OF STUDENT BEHAVIOR that each student and parent will receive at the beginning of the school year.

After a student has served three detentions in a trimester, if an additional detention is warranted, the student will receive a one-day suspension from school.

Suspension

A student may be suspended from classes for inappropriate actions or attitudes or repeated infractions of school regulations. Parents will be notified immediately by phone of the suspension. A suspended student will be reinstated to class at the discretion of the principal. A conference with the student, parents/guardian, and appropriate school personnel is required before a student may be reinstated in the class.

A suspension may assume either of the following forms or a combination thereof:

1. **On campus suspension:** The student may be required to report to a specific place on campus during school time. The student shall be assigned academic work to make up for the loss of class time.
2. **Home suspension:** The student may be sent home for the entire period of suspension. The student shall be assigned academic work to make up for the loss of class time.

Students on suspension are ineligible for athletics and all other extra-curricular activities. School work or tests given during the time of the student's suspension will not receive full credit. All suspensions must be documented and will become part of the student's permanent record.

If a student is suspended two times in the same trimester, that student may be expelled from St. John's Lutheran School if the behavior demonstrates "continued willful disobedience that remains unresolved".

Expulsion

Pupils at St. John's Lutheran School will be expelled at the discretion of St. John's Lutheran School, usually for a clear and serious cause. When a student is expelled, the student and parent/guardian will be notified of the reasons for the expulsion. Reasons for expulsion include, but are not limited to:

1. Use, sale or possession of narcotics, alcohol or tobacco.
2. Possession of a weapon at school or a school sponsored activity.
3. Vandalism or theft of school property.
4. Assault or battery or any threat of force or violence directed towards any school personnel or pupil.
5. Habitual truancy.
6. Continued willful disobedience of the school's behavior standards that remains unresolved by the above disciplinary measures.
7. Parents unsupportive of the staff or the rules and decisions of the school.

Parents may appeal the decision to expel to the Lead Pastor only if the evidence upon which the decision was based is viewed as insufficient or inaccurate. The appeal must be in writing and presented to the Lead Pastor within 3 working days of expulsion.

Academic Cheating Policy

Cheating will include the following behaviors:

1. Copying or allowing homework to be copied.
2. Cheating on quizzes or exams (i.e. stealing test materials, using cheat notes, copying answers or allowing answers to be copied).

The first offense dealing with homework, quizzes, or tests will be handled by the teacher observing the behavior, giving a "0 or F" on the assignment/quiz/test and initiation of the detention procedure.

Repeated occurrences of cheating will result in a parent conference and may involve suspension or expulsion.

DRESS CODE

This dress code is based on the Dennis Uniform Co. and Lands' End uniform styles. St. John's does not make it mandatory to purchase the school uniform from these stores; however, uniform items purchased elsewhere must match in style and color. This style **does not include** bell bottoms, hip huggers, oversized shorts, or clothing with any kind of printing or insignia other than St. John's official clothing logo. The approved colors and styles are available on the Dennis Uniform Co. and Lands End Uniform websites or at one of their stores. Dennis and Lands End will have our St. John's Logo available for polo or sweaters for those who would like that option. Other St. John's logo sweatshirts

are available for purchase through the St. John's Lutheran Athletic Department. Students in Kindergarten through Grade 8 wear the school uniform on all school days, unless a given day is designated by the school as a non-uniform day or a special "dress-up" day.

School officials have the right to make any judgments necessary to assure compliance with the stated dress code.

School Approved Colors and Fabrics: Navy Blue, Chambray Blue (light blue), Yellow, Dark Green (forest or hunter), Red, White for polos, solid White for blouses and shirts, Khaki, Navy blue, and Belair Plaid for pants, shorts, skirts, and skorts as specified. Students in Grades 5-8 may also wear black as a school approved color for polos, turtlenecks, sweaters, and sweatshirts. No denim is allowed. School Approved Color Swatch cards are available to help in choosing colors.

Shirts do not need to be tucked in if they have a straight bottom. However, they do need to be long enough to be tucked in and remain tucked in with normal movement. Shirts need to have collars and be one of the school approved colors with no striping or logos, with the exception of a St. John's Lutheran approved logo. Oxford shirts need to be in white or chambray. Blouses must be white and have a collar. Blouses with a V-cut front need to have buttons. Polos are allowed for both boys and girls.

Outerwear: Sweatshirts need to be a solid school color with no striping or logos of any kind, with the exception of a St. John's logo. Sweaters or cardigans may be worn as long as they are a solid school approved color. Polartech jackets and pullovers are available at both Dennis Uniform Co. and Land's End Uniform Co, but are not mandatory. However, any jackets or pullovers need to be a solid school approved uniform color.

Pants: Tailored pants with zipper front or pull on style for younger students. Navy blue and Khaki only; no jeans or denim. Cargo pants are allowed, but only if purchased through Dennis or Lands End. Corduroy pants are allowed, but only if purchased through Dennis or Land End. Girls may also wear Capri pants. Capri pants must be purchased from Dennis or Lands End, or match Dennis or Lands End styles. Pants must be worn at the waist. Sagging, bagging or dragging is not allowed.

Shorts must be of a Uniform Co. style. Solid navy blue or khaki is the only accepted colors. Cargo shorts must be purchased through Dennis or Lands' End. Shorts may not be oversized and may not be worn higher than half way up the thigh when sitting. Shorts must be worn at the waist. Sagging and or bagging are not allowed.

Skirts need to be a Dennis Uniform Co. or Lands' End Uniform style in navy blue or khaki solid color or Belair Plaid. The skirt length may not be higher than halfway up the thigh when sitting. Skirt must be worn at the waist.

Skorts may be worn and must be of a Dennis Uniform or Lands' End Uniform style in solid navy blue or khaki color. Plaid skorts must be purchased through Dennis or Lands End only. Corduroy skorts are also allowed, but must be purchased through Dennis or Lands End. Skorts may not be higher than halfway up the thigh when sitting and must be worn at the waist.

Shifts: Girls may wear a plaid, navy blue, or khaki shift. Belair plaid shifts must be purchased through Dennis or Lands End only. Shift lengths may not be higher than halfway up the thigh when sitting.

Tights: Girls may wear tights or leggings with skirts, shorts, or shifts as long as they are in a school approved solid color.

Shoes and Socks: The heels of the shoes must not be higher than 1", as measured by the back of the heel, and must have a back or back strap. Sandals or flip flops are not considered shoes and are not allowed. Shoes must be closed toe for safety reasons. Shoes need to be black, brown, or predominantly a school approved color. No "Heelies" are allowed to be worn while on campus. Shoes must be properly fitting, and laced shoes must be tied. Socks must be a school approved solid color with no designs or other logos on them.

Other Restricted Items – Hats or other head covering (while indoors), unusual coloring, hair nets, body piercing other than the ears, excessive jewelry, gang-related items, unusual belts, and other accessories that are determined to be distracting to the learning environment. All accessories must be in solid school approved colors. Hair must be kept neat, clean, and not worn in such a way as to be a distraction to the individual student or those around them.

Uniform Dress Code Suppliers: St. John's has accounts with both Dennis Uniforms (www.dennisuniform.com) and Lands' End (www.landsend.com). *Dennis will have our uniform styles and colors listed (School Code: WSJLS). Lands End does not list the items that correspond to our dress code on line, but if you call they can list them. The Lands End School Code (9000-4401-7) is used in the final steps of purchasing online. You may also purchase uniform items from Target, Mervyns, Sears, or JC Penny. They all have uniform lines that match up with the dress code guidelines. Mervyns has items in stock most of the year. Target, JC Penny, and Sears are more seasonal (Back to School time).

Non Uniform Days: On designated non-uniform days, students may choose any clothing as long as it is clean, neat, and appropriately represents the mission and philosophy of St. John's Lutheran Church and School. This means students need to refrain from such items as torn or frayed clothing, clothing that is too tight or inappropriately exposes midriff or cleavage. School officials will make necessary judgments on how "appropriate" a student is dressed on non-uniform days.

Final judgments of dress code compliance will be made by the classroom teacher or the principal. When students wear clothing that does not comply with the established dress code, they may be removed from class and a parent will have to bring appropriate clothing to school before they will be allowed back in their classroom.

Please remember to label your child's clothing so that it can be identified.

Personal Items

Students, not the school, are responsible for their personal property. Students are not permitted to use radios, CD players, pagers, stereos, skateboards, cell phones, etc. on school grounds (except with permission or under special circumstances), which includes the PAL's program. When students are found violating this rule, these items will be collected and their parents will be asked to come to the school to pick up said item(s). Cell phones may only be turned on and used on school grounds or at school activities with teacher permission.

EMERGENCY PREPAREDNESS

St. John's Lutheran School has developed an Emergency Preparedness Manual and Procedure to address emergencies and crisis situations. Our procedures are in line with Napa County schools and emergency agencies. The following guidelines are important for parents to know:

- School will remain open in case of an emergency. Students will be expected to stay at school until orderly dismissal takes place.
- If a child is injured, parents will be notified as soon as possible.
- Emergency Forms must be current in the school office.
- In the event of an emergency, tune into local radio for information (**KVON 1440**).
- **RELEASING STUDENTS:** the decision to release students will be made by the principal. If children are to be released, it will only be to the parent or an approved adult on the emergency form. It is critical that up-to-date emergency numbers (at least two) be on file in the school office. Students may be released to another adult if the adult has a note signed by the parents. Teachers will keep a record of students released, to whom they were released, and the time of release. In the case of an emergency or disaster, it is essential that we have children properly signed out, so that we can effectively manage the crisis at hand.

In the event of a major disaster and local telephone lines are busy; we have an outside emergency contact and information line set up with Peace Lutheran School in Bremerton, Washington. **The number is 360-373-2913.** Our contact person at that number is Rita Kubert.

ENROLLMENT POLICY AND PROCEDURE

The purpose of this policy is to establish a system for acceptance and enrollment into St. John's that is consistent with the school's mission of providing a Christian Education to the children of our congregation and other children of the community.

St. John's Lutheran School admits students of any race, color, sex, age, national or ethnic origin or handicap to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, age, national or ethnic origin or handicap in the administration of educational policies, admissions policies, financial aid programs and athletic and other school-administered programs.

Acceptance Procedure

The Principal will use the following criteria in determining class enrollment.

1. Members of St. John's Lutheran Church
2. Members of sister Lutheran Church-Missouri Synod congregations
3. Members of other Lutheran synods
4. Brothers and sisters of currently enrolled students will be put at the top of the respective waiting list in their appropriate category.
5. Others who support and desire a quality Christian education for their child

Enrolled students in good standing have priority over any new applicants.

Any student may be dropped from enrollment for the following reasons:

- **Persistence of an un-Christian attitude or behavior**
- **Disciplinary problems**
- **Academic concerns**

- **Non-payment of tuition, PALS, application fee by due date or comprehensive fee by June 1st**
- **Lack of support for our program of Christian education**
- **Kindergarten through new Second grade students who do not demonstrate that they are developmentally ready through approved testing procedures**
- **Lack of school attendance**

Class Size

Kindergarten through 8th grade classes shall be limited to 26 students. This number may be increased with principal and teacher approval under special circumstances and when the additional enrollment is determined to be manageable for that particular class. Preschool classes shall be limited in size based on the State of California license requirements.

In the event that there are more than 26 returning students from our Preschool who qualify for Kindergarten the above criteria will be used for primary consideration, with the addition that the number of years a child has attended St. John's Preschool will then be a secondary criteria. The date of application will be used for final consideration.

Age Requirements

A child whose fifth birthday occurs on or before September 1 may enter Kindergarten in September of the same year if he or she demonstrates developmental readiness through approved testing procedures.

A child whose sixth birthday occurs on or before September 1 may enter First grade in September of the same year if he or she demonstrates developmental readiness through approved testing procedures.

A child whose seventh birthday occurs on or before September 1 may enter the Second grade in September of the same year if he or she demonstrates developmental readiness through approved testing procedures.

A child must be three years of age and toilet trained by September 1 for that school year to enter the preschool program.

Entrance Screening

New students entering Kindergarten through 2nd grade must have a Gesell screening to determine developmental readiness. New students entering 3rd through 8th grade must also take an entrance screening to help determine readiness and status for entering St. John's Lutheran School.

Enrollment Procedures

An ongoing admissions policy enables the prospective student to apply throughout the calendar year. Admissibility is based upon demonstration through previous achievement and testing that the individual will be successful in St. John's challenging academic environment.

This procedure is followed when making application for enrollment:

- A. Complete and submit the Application Form. These items must accompany the Application Form:
 - 1. Application fee (see Fee Schedule)
 - 2. Entrance Screening Fee (\$75 for K-2, \$25 for 3-8)
 - 3. Copy of most recent report card
 - 4. Copy of achievement test scores from within the last year
- B. An interview will be conducted by the principal or other designees to ensure that both the philosophy and mission of St. John's is understood.
- C. Notification regarding the status of the Application
- D. Upon acceptance (or by June 1st if for the following year) the comprehensive fee is due.

Applications for re-enrollment and appropriate accompanying materials must be returned to the school office by specified deadlines to be considered on a priority basis. If not returned by deadline, application will be placed in with new applications and ranked accordingly.

Waiting List

When applications exceed available space, applicants will be placed on a waiting list. The criteria for placement on the list are the same as for acceptance. If a spot becomes available and the spot is declined, the student is then removed from the wait list. A new application and fee must be submitted for future consideration. The date the new application is received will be used for determining place on the wait list. At no time will a spot be held for a child by paying tuition without the child attending school.

EXTRA-CURRICULAR ACTIVITIES

Student Council

The student body (2-8th grade) votes for the student body president and vice president. Each class (5th-8th grade) votes for 2 class representatives. Student council meets about once a month. The council discusses, plans, and implements ways to improve St. John's from a student's perspective. A staff member acts as advisor to the group.

Athletics

- 5-6 grades
 - LSAA Basketball
- 7-8 grades
 - LSAA Basketball
 - LSAA Volleyball
- K-8 grades
 - LSAA Track meet

Clubs

- Engineering (Grades K-5)
- Science (Grades K-6)
- Art (Grades K-6)
- Chess (Grades 5-8)

Scholastic

- Math Team (Grades 5-8)

Science Team (Grades 5-8)
Knowledge Bowl Team (Grades 5-8)

7th and 8th grade Dances

Dances are planned by the Dance Committee. There are typically two dances a year (usually in the Fall and Spring) planned by this committee. Other dances are the 8th Grade graduation dance and one associated with the Napa Invitational Tournament. One staff member and a minimum of 10 adult chaperones attend the dance. Music, dance and dress will all be appropriate for a Christian school.

FACULTY

St. John's faculty, functioning within a framework of excellent academic programs and teaching facilities, provides an atmosphere in which individualized attention is the accepted standard. Each teacher in grades Kindergarten through 8th holds a bachelor's degree or greater from an accredited college or university. The majority of St. John's teachers have graduated from the Concordia University system. The preschool Teachers and Aides are trained in Early Childhood Education and meet California state requirements. Teachers are encouraged to further their education.

FIELD TRIPS

The majority of the transportation for field trips is through parent volunteers. Completed permission slips must be filled out and returned in order to participate in any off-site activities. In order for us to participate in these unique learning events and activities, we need parents who are willing to assist with driving, supervising, and chaperoning. St. John's Lutheran School is committed to ensuring the safest and most positive learning experiences on all field trips and other school events; therefore we ask parents who are driving or chaperoning students to take the role of supervisor very seriously. Any parent driving on a field trip must have a completed insurance information form on file with the minimum insurance coverage. All State regulations regarding seating, seat belts and car seats must be strictly adhered to.

Also, to ensure safety, we ask parents, drivers, or chaperones in direct supervision of students to refrain from smoking or consumption of alcohol while they fulfill their role. This includes any overnight or out-of-town activities. Also, we ask that parents not carry dangerous materials or weapons (i.e. knives, firearms) on school trips or activities. It is expected that children will be under direct supervision in close proximity while driving and watching assigned students. We also ask that parents refrain from allowing students to watch inappropriate movies or listen to inappropriate music while in their car.

In order to help parents who are willing to drive to various school events, the Association of Parents and Teachers has set aside some funds to help offset the rising cost of gas. If you drive and would like reimbursement, there is a gas voucher available to help with your fuel costs. This voucher is available through the teacher or school office.

FIRST AID

A first aid cupboard is maintained in the school office. Staff will administer only basic first aid. In any emergency, parents are contacted. If they are unavailable, a responsible person will take the child to the hospital, or an ambulance will be called at the parents' expense. St. John's Faculty members maintain current CPR certifications.

GRIEVANCE PROCEDURE

When parents have a concern regarding their child they should follow this procedure when addressing the concern:

1. Talk to the teacher or staff member about the grievance.
2. If it is still not resolved, the parent addresses the grievance with the teacher and principal.
3. If it is still not resolved, the parent addresses the grievance with the teacher, principal and lead pastor. After this step, the decision of the staff is binding.
4. If the parent feels that the grievance was not effectively resolved, they may file a grievance letter with the St. John's Lutheran Church and School Board of Directors.

HARASSMENT POLICY

St. John's Lutheran School is committed to provide a learning environment that is free from harassment in any form (i.e. bullying, abuse, etc.). Harassment occurs when one or more individuals deliberately and repeatedly inflict physical or emotional abuse on another. Harassment of any student by another student or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. Harassment can occur any time during school or school-related activities. It includes, but is not limited to, any of the following:

VERBAL HARASSMENT: Derogatory comments and jokes or threatening words spoken to another person.

PHYSICAL HARASSMENT: Unwanted physical touching, contact, assault, deliberate, impending, or blocking movements, or any intimidating interference with normal work or movements.

VISUAL HARASSMENT: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings or gestures.

EMOTIONAL HARASSMENT: Actions that intentionally exclude or isolate an individual.

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

HEALTH AND IMMUNIZATION REQUIREMENTS

All students entering St. John's for the first time must have proof that they meet State requirements for immunizations. Children who have not received the required number

of doses are required by law to be excluded from school until they have started to receive the vaccine needed.

All students entering Preschool and First grade are required to have a health check-up within eighteen months of entering school. A signed statement by the child's physician must be presented to the school office before the child can be allowed to enter school. Forms are available from the school office or from the doctor.

According to California state law, all students entering Seventh grade must have on file with our office proof that they have had their:

1. First of three Hepatitis B series immunizations.
2. Second dose of MMR.
3. Scoliosis screening

All health services are available from the County Health Department if cost is a concern.

LIBRARY AND MEDIA CENTER

Our school maintains a library and media center. Individual students under the supervision of a teacher or volunteer librarian may check out books. Computers are for use by students during Computer class or with staff supervision.

LUNCHES

Three days a week (Monday, Wednesday, Friday) a hot lunch is available at an additional cost for all students. This hot lunch is provided by Kinyon Catering. A hot lunch entrée is served as a fundraiser on most Tuesdays and Thursdays. These are fundraisers sponsored by school groups who oversee all aspects including the menu. Well-balanced meals are encouraged. Cost is at the current rate as published in the Eagles Wings. The Kinyon lunches need to be ordered each week on the Friday before. The fundraiser lunches may be purchased on the day of the fundraiser.

MEDICATION

In instances when a student needs medical attention, a member of the staff will call the parent or family doctor (in that order).

By State Law, legal drugs or medications of any kind (**including cough drops & chapstick**) given at school must have written permission from the family physician. Prescriptions must be in the original container. All medications brought from home must be kept in the school office. **Please do not send any medications in a student's lunch box. A Medication Form must be filled out for any medication given to a student by school officials. This form is available in the school office.**

NEWSLETTER

Each week, the school office puts out a newsletter entitled "On Eagles Wings" (Blue Note) that shares important news and information. This newsletter is the best and most important vehicle by which we can communicate with the families of St. John's. There is often information in this newsletter that is essential for you to know about. Please be sure to read this newsletter each week.

PARKING LOT PROCEDURE

North Parking Lot: Students attending preschool are to use the north parking lot. This is to be used for drop off and pick up. No classes other than preschool are to use the north parking lot.

South Parking Lot: Students K-8 are to utilize this lot for morning drop off and afternoon pick up. If you are going to simply drop off your child use the northern most driveway, drive your care all the way up by the bell tower, let your child (ren) out, and continue driving slowly out through the center section. Do not cut through the interior of the parking lot areas as people may be using the crosswalks. When picking up your child(ren) after school please use the following guidelines. If you are coming from the north, use the northern entrance to the parking lot to pick up your child. If you are coming from the south, use the southern entrance to pick up your child. Go to where the children are standing and the teachers on duty will direct your child(ren) to your car. After your child is securely seat belted proceed slowly down the center row and exit turning **RIGHT ONLY** onto Linda Vista Avenue.

If you are going to walk your child(ren) to and/or from their classroom, please enter through either the northern most or southern most driveway, park within the two interior sections of the parking lot and have your child(ren) **walk with you in the crosswalk!** Please do not run and do not allow your children to walk outside the crosswalks. Please follow all directions, and abide by requests of the teachers on duty. They have a heavy responsibility to ensure safety for all students.

DO NOT park your car on Linda Vista Avenue between the church and school entrances! This blocks the view of those trying to exit out onto the street.

NEVER leave any small child unattended in your car while you are away. This is looked at as child endangerment and the school is required to notify the proper authorities. Please do not leave your car unattended while it is running. Also, please to not use cell phones while in line to pick up your child as this can be a dangerous distraction and is now against the law.

All students not picked up by 3:20 will be checked into PALS and charged appropriately.

PLAYING AND LEARNING STUDENTS

In order to serve our parents and students, St. John's Lutheran School operates a before and after school program called PALS (Playing And Learning Students). The goal of PALS is to provide quality childcare before and after school that is nurturing, dependable, and recognizes the special needs of the school age child whose parents work away from home.

The program hours are from 7:30 - 8:20 a.m. and 3:00 – 6:00 p.m. Parents may pay an hourly rate or a monthly rate. If paying an hourly rate, you will pay a minimum of half-hour increments. Rates and other specific information about this program are available in the school office.

PALS will also be free of charge for parents who are attending an official church or school meeting. Prior arrangement for PALS must be made at least 24 hours prior to its use.

REPORT CARDS AND PARENT-TEACHER COMMUNICATION

Report cards are issued at the end of each trimester. These report cards are used to inform the parents of their child's scholastic and social progress. Parent-teacher conferences are scheduled during the year to keep the parents in close contact with the child's progress and to foster home-school cooperation. Both parents are encouraged to attend these parent-teacher conferences if at all possible. Mid-term progress reports are sent home at the mid-point of each grading period in grades 3-8. In addition to report cards and parent-teacher conferences, the Iowa Achievement Test is administered each year. The results of this test are used as an aid by teachers for evaluating the achievement of the pupils and for measuring attainment in the various branches of learning. Such information is also used for guidance, grouping, curriculum improvement, and future reference.

RESOURCE PROGRAM

The purpose of a Resource Program at St. John's is to better meet the individual needs of students who are struggling with math, reading, writing, and study skills in the classroom. This is accomplished in one of three ways: 1) Skills Remediation (pullout model); 2) Modified Curriculum (pullout model); or 3) Modified Curriculum (classroom model).

The process of identifying a student for Resource Program services begins with a referral from the classroom teacher. A conversation between the teacher and parent must take place before any referral may be submitted. Once the Resource teacher receives the referral, a formal or informal assessment of skills is done in order to determine specific areas of strength and weakness. From this assessment, a recommendation is made and parents are informed of the plan. The resource teacher is available to meet with families upon request.

RETENTION

It may become necessary to retain a child in a grade for another year when such action would be in the best interest of the child and the class environment. This is a decision that is normally made cooperatively between a teacher, the parents, and the principal. The school reserves the right to make a final determination on retention if agreement with the parent is not possible, especially when advancement of the child would have a significant negative impact on the dynamics of the rest of the class.

SCHOOL HOURS

Classes are held at the following times:

PRESCHOOL	1/2 Day Class	8:30 - 12:00 PM
	¾ Day Class	7:30 – 3:00 PM

Full Day Class 7:30 - 6:00 pm

GRADE Kindergarten through 8th grade 8:30 - 3:00 PM

The school classroom doors are opened at 8:20 a.m. We ask that students arriving before 8:20 a.m. report to morning PALS (Playing and Learning Services) in the gym. Students arriving to school prior to 8:20 am will incur PALS charges at current rate. Students not picked up by 3:20 p.m. report to afternoon PALS, except when they are participating in a school-sponsored activity or by special arrangement with the teacher. Morning PALS is available at 7:30 a.m. and afternoon PALS is closed at 6:00 p.m. **Parents will incur a one-dollar per minute late charge after 6:00 PM!**

SCHOOL SUPPLIES

A composite pupil supply list is available in the school office. The items on this list should be brought to school on the first day of class and maintained throughout the year. Other supplies will be furnished by the school and are included in the Comprehensive Fees, unless a special need arises.

STATEMENT OF NON-DISCRIMINATION

St. John's Lutheran School admits students of any race, color, sex, age, national or ethnic origin or handicap to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, sex, age, national or ethnic origin or handicap in the administration of educational policies, admissions policies, financial aid programs and athletic and other school-administered programs.

TUITION PAYMENT

It is the responsibility of the parents or legal guardians to make tuition payments on or before established due dates. Should payment of tuition be late, penalty fees may apply and a student's continued enrollment may be in jeopardy. Tuition may be paid annually, semi-annually, or monthly. Parents who pay prepay tuition annually receive a 5% discount. Prepaid tuition is non-refundable if a family leaves during the school year. A schedule of tuition and fees is available in the school office.

TUITION ASSISTANCE

St. John's offers tuition assistance for those who present a financial need. Applications may be picked up in the school office. There is a form that lists the policy and procedure for how to apply for assistance. Donations can also be made to ***The Eagle Endowment***, which is an endowment fund established to provide tuition assistance to families who are in need.

VISITORS & VOLUNTEERS ON CAMPUS

The teachers and staff welcome people to come into their classrooms to either observe the teacher or to volunteer. You are welcome on campus as long as you arrange the visit with the teacher or the school office ahead of time. It is necessary that the visitor or volunteer report to the school office to sign in and receive a badge that

must be worn while on school premises. We appreciate your cooperation with this procedure to assure a safe school environment.

WEB SITE

St. John's Lutheran School has a Web Site (stjohnsnapa.org) that is designed to share information about the school. It also has calendar information and the weekly newsletter.

St. John's Lutheran Church Information

CHURCH and SUNDAY SCHOOL ATTENDANCE

St. John's Lutheran School is not just another private school, but is a Christian school in which the Christian faith and living is taught. We believe, on the basis of the Bible, that parents are fully responsible for the religious training of their children. All children enrolled in our school will want to live their Christianity by regular church attendance. If the child has membership in another church, he/she may fulfill his/her church attendance privilege in that church. Families who don't have a church home are cordially invited to worship at St. John's with their children. Sunday school is also desirable and we encourage you to take your child to Sunday school regularly. Adult classes take place simultaneously.

YOUTH ACTIVITIES

4th – 6th grade- TGIS (Thank God it's Sunday): This group meets usually on the 3rd Sunday of each month to have fun and hear about how God loves them. Occasionally we will go off the campus to bowl, ice skate, or participate in other activities. This group is open for everyone who is in the 4th, 5th and 6th grades. Participants do not need to be members of St. John's Lutheran Church or students at St. John's Lutheran School.

Junior High: 7th and 8th graders have an opportunity to meet once a month for a fun evening of games and socializing. This usually happens on the 1st Friday of the month. This group is open to all 7th and 8th graders; you do not have to be a student at St. John's or a member of St. John's Lutheran Church.

Confirmation: Our confirmation ministry is primarily targeted at the junior high students of our congregation. But it is also open to those who are not members as well. The purpose of our confirmation ministry is to help our young people grow in their relationship with Jesus and with their brothers and sisters in Christ.

DISCOVERING THE CHRISTIAN FAITH

Our school can operate most effectively when the home, church, and school work together. To that end, we invite and encourage all parents, especially those who are not members of the Lutheran Church, to attend *Discovering the Christian Faith*, an introduction to the teachings of the Christian Faith in the Lutheran Church, to become better acquainted with the teachings of the Bible. With this training, the parents will be better equipped to understand and help their child with religious studies given in our school. This class is also part of the process of becoming a member of the congregation.

PARENT STATEMENT OF ACKNOWLEDGEMENT

This is to acknowledge that I have read a copy of the Parent Handbook, and have read the rules and procedures of St. John's Lutheran School. I understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. I further understand that St. John's Lutheran School reserves the right to modify, supplement, or rescind portions of this handbook, as it may become necessary.

Please detach and return a signed Statement of Acknowledgement to the school office.

Name and Grade of Student

Name and Grade of Student

Name and Grade of Student

Name and Grade of Student

Signature of Parent

Date:

Date received in office: