

# ST. JOHN'S LUTHERAN SCHOOL



*2017-18*  
*PARENT HANDBOOK*



**Accredited by:**  
**The Western Association of Schools and Colleges and**  
**National Lutheran School Accreditation**



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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. The faculty and staff 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.

### St. John's Lutheran Church and School Mission Statement

***Leading People into a growing relationship with Jesus Christ, His followers, and His world.***

St. John's Lutheran School is a ministry of St. John's Lutheran Church, and as such, adheres to and teaches according to the beliefs and practices of our congregation. St. John's is also a member of the Lutheran Church Missouri Synod, a national body of Lutheran churches whose headquarters is in St. Louis, Missouri.

The center of the Christian Faith is love – God's love for us and His call to love Him and one another. In keeping with this call to love one another, we seek to welcome and serve families regardless of their faith background. We do not expect that all students and families share the faith we confess. We do expect, however, that all of our students and families, regardless of their faith background, respect the Christian Faith that is taught and practiced at St. John's Lutheran School.

Here is a summary of our beliefs.

**God:** God is three persons in one: the Father, who created and sustains the world; the Son, who lived as a human being, died, and rose from the dead; and the Holy Spirit who works God's will in the world. These three persons are co-equal and are one God.

**Humanity:** All people are created in the image of God and are intended by God to be in an eternal relationship with him and to be like Him in character. But sin, disobedience to God, separates people from God. All people are sinners in need of God's forgiveness.

**Jesus Christ:** Jesus Christ is true God and true Man at the same time. He lived a sinless life and offered Himself as the perfect sacrifice and ransom for our sins by dying on the cross. He rose from the dead on the third day, victorious over sin, death and the devil. He ascended into heaven where He reigns as Lord of all. He will return in glory to judge the living and the dead.

**The Good News:** The Good News is that God has reconciled the world to Himself through the death and resurrection of Jesus Christ. Sin, death, and the devil have been defeated. Forgiveness, eternal life, and peace with God are freely offered by God and received through faith in Jesus Christ.

**The Christian Life:** Jesus calls those us to follow Him in a life of faith, service, witness and obedience. The strength to follow Jesus in this way is a gift of the Holy Spirit. We are not perfect; we stumble and fall in our daily walk with God. But our forgiveness has been won and paid for by Jesus Christ, who calls us to repent, to receive forgiveness from Him, and to continue following Him. The Ten Commandments serve as a guide to God's will for our lives.

**The Bible:** The Bible is the Word of God. God was at work in the lives of the human writers so that the final product is exactly what God wants it to be for us. It is true in all of that it says. The purpose of the Bible is to reveal Jesus Christ to us as our Savior, so that we might believe in Him and follow Him.

**Marriage:** Marriage is the sacred union of a man and a woman. It is a gift of God by which He gives us a picture of the relationship between Christ and His bride, the church.

**Sanctity of Life:** All human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.

**The Mission of God:** God's mission is to reconcile all people to Himself through faith in Jesus Christ. All believers in Christ are called as God's partners in this mission. We seek to grow as disciples so that we grow as witnesses and models to others, that they might come to know and follow Jesus as well.

For more information about what we believe as a Bible based body of Christ, please feel free to talk with one of the pastors, principal, or teachers. Information is also available on our church website at [www.stjohnslutheran.net](http://www.stjohnslutheran.net). We have a parent information packet in the school or church office that explains more about our church and what opportunities are available for school parents at St. John's. More information is shared at a New Parent Orientation at our Back to School Night.

### **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.

### **School-side Learner Outcomes**

Based on our mission and purpose as a school, St. John's Lutheran School has established the following goals to guide and assist our planning and execution of our academic and extracurricular programs.

- 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 **serving Christ, His Church, and His world.**

### **Contact Information**

**St. John's Lutheran School Office- 707-226-7970 ext 101**  
**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 written curriculum in Preschool through 8<sup>th</sup> 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 most subject areas. Some departmentalization is in place in specialty areas like music, Spanish, and physical education. 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  
Spanish (5-8)

#### **FINE ARTS**

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

#### **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  
Middle School Ability  
Level Grouping

#### **Computer**

Keyboarding  
Word Processing  
Spreadsheets  
Databases  
Multimedia  
Internet Research

### **Advanced Math Classes**

Students gifted in mathematics have the opportunity to take advanced math classes. This means that students entering 3<sup>rd</sup> through 8<sup>th</sup> grade who qualify are placed in the next grade level math class. Students who are in advanced math in 8<sup>th</sup> grade are placed in the Algebra I class. In order to be considered for advanced math classes, the following criteria will be used: score at least in the 90<sup>th</sup> percentile in math on the standardized ITBS test, earn at least 90% grade average in the previous grade's math class, complete a placement test, and be recommended by the previous grade's teacher.

### **Academic Eligibility**

Students who participate in any extra-curricular activities must maintain a 70% minimum average in all academic subjects and not be failing in any one subject.

### **Promotion and Retention**

Students advance to the next grade level at the end of the school year when the required course of study in the present grade level has been satisfactorily completed. Students will be retained if they do not demonstrate competence in the grade level standards as determined by St. John's Lutheran School. All areas of a student's progress, academic level, social and emotional growth, and physical development will be considered when determining promotion or retention. While a decision about a child's promotion will include parental input, St. John's Lutheran School staff reserves the right to make all final decisions about promotion, retention, or graduation of a student attending St. John's Lutheran School.

### **Educational Technology**

Students in all grades are taught how to integrate technology into their learning environment. All classes have access to the use of an ipad cart and a chromebook cart during the day. Kindergarten through 5th grade classes have a weekly scheduled period in the computer lab. Students in 4<sup>th</sup> through 5<sup>th</sup> grade have access to a class set of chromebooks. Students in grades 6<sup>th</sup> through 8<sup>th</sup> grade are taught in a 1:1 computer environment, where each student uses their own chromebook device throughout the day in their regular classes.

## **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.

We do respect the value of extra-curricular and other activities for children, but part of enrolling at St. John's Lutheran School is making school work and homework a priority. Some students do need extra time and practice to be successful in their academics and all students will have times when schoolwork will require extra time and effort in the evenings and weekends.

### **LATE HOMEWORK POLICY**

In order to foster responsibility for students at St. John's Lutheran School, late work will not receive full credit and work not turned in will not receive any credit at all. Teachers in Grades 5-8 will give 50% credit for late work, but teachers will not give any credit for late work that is not given to the teacher in a timely manner. This does not apply to students who were absent on the day homework was assigned. 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, 2018.

### **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.

Because APT is so vital to enhancing our program at St. John's, we do expect parents to actively support APT activities and fundraisers. We ask all of our parents to donate time to at least one of the annual APT events. We also ask that parents make every effort to participate in the APT events.

### **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.

Students (PS-8) are also expected to attend choir performances, drama performances, athletic events, or other activities that are a part of their participation on teams, choirs, or other groups. Absences from these activities can affect the quality and experience of the program and that of other students. A student's grade may be lowered if they are absent from a co-curricular activity.

Students in Preschool through 5<sup>th</sup> grade will have the opportunity to sing in church as a class choir. We do ask that parents allow their child to participate in these class choirs as they help enhance worship at St. John's Lutheran Church. Each class choir sings 3-4 times a year. This is a great opportunity for our students to learn how to perform in a public setting. While we ask all students to be at these performances, we understand that your family may have other commitments at church or other weekend events. We do ask that you give the classroom teacher at least 1-2 week notice if they will not be in attendance. Each child's participation may affect how well the choir can perform.

### **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.

Students who are absent due to illness or medical condition may not return to school until: 1) the day after they have been fever free for 24 hours; or 2) any communicable condition is completely remedied according to accepted health practices and guidelines. Students who are absent may not participate in extra-curricular activities until they have met the above guidelines for returning to school.

Any exceptions to the above attendance rules will be considered on an individual basis by the teacher and 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 trips or 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. We feel it is extremely important that students are in their classrooms ready to learn at the start of the school day and at the beginning of each class period. Tardiness not only affects the student's learning, but also the learning environment for the rest of the class. If a student is late for class, the consequence will be that the student will miss any activity or work that is available or graded during the time that the student was not there. Exceptions will be made for family emergencies or doctor appointments. If a student has five or more tardies during the school year, they will not be eligible for perfect attendance. Chronic tardiness is considered willful disregard of school rules and may result in disciplinary action in accordance with our 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.

## **COMMUNICATION**

Communication between the school and family is extremely important for a positive and effective education for students at St. John's Lutheran School. The school has a website ([www.stjohnsnapa.org](http://www.stjohnsnapa.org)) that includes our weekly newsletter and other valuable information for our families. We also use **Fast Direct**, which is a web based system for administrative management of finances, communication, and an opportunity to monitor a student's grades and academic progress. Parents are given access to the system at the start of the school year.

## **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 BEHAVIORAL STANDARDS.

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.

### **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.

In order for the school to effectively address accusations of harassment, it is essential that students or parents report incidents to the teacher immediately. This allows school personnel to properly investigate the incident and resolve the problem promptly.

### **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**

Students at St. John’s are required to wear school uniforms during the school day. Lands’ End is our primary uniform supplier. To purchase uniforms through Lands’ End, you need to go to their website ([www.landsend.com](http://www.landsend.com)), and use our school code (**9000-4401-7**) to determine which items from Lands’ End are approved. We do allow parents to purchase selected items from Old Navy and Target. These selected items are meant as a less expensive alternative. You may get a current list of those selected items from the school office or our website. 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 at St. John’s Lutheran School. 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. Clothing items may not be worn if they are torn, stained, faded, or are otherwise in disrepair.

**School officials have the right to make any judgments necessary to assure compliance with the stated dress code.** When students wear clothing that does not comply with the established dress code, they may receive a written warning and/or be removed from class and a parent will have to bring appropriate clothing to school before they will be allowed back in their classroom. When a student receives three written warnings, they will serve a disciplinary detention.

**School Approved Colors:** The allowed colors for Lands’ End are specified when using the St. John’s code. For polos: white, navy, red, blue, classic navy and evergreen are the approved colors. For bottoms: khaki and classic navy are the approved colors. For Old Navy or Target, an approved list of selected items and color options is available.

**Outerwear:** Sweatshirts need to be a solid school color with no striping, brand names, or logos of any kind, with the exception of a St. John’s logo. No other sweatshirts may be worn to school (even as a coat). Sweaters or cardigans may be worn as long as they are a solid school approved color. Gray is considered a school approved color for outerwear and shoes. There is no restriction on coats, however unless a coat is a solid school color with no striping, brand names or logos (except a St. John’s logo), it may not be worn in the classroom. A “coat” is defined as outerwear that can be completely unzipped or unbuttoned in the front.

**Pants:** Pants must fit properly, and may not be too tight. Sagging and bagging are not allowed.

**Shorts:** Shorts may not be oversized and may not be higher than two inches above the knee. Shorts must be worn at the waist. Sagging and or bagging are not allowed.

**Skirts and Skorts:** The skirt length may not be higher than two inches above the knee. Skirts must be worn at the waist.

**Tights:** Girls may wear tights or leggings under skirts, skorts, or shifts and must be **solid** navy, black, or white.

**Shoes and Socks:** Only athletic shoes may be worn to school. An athletic shoe is defined as a sports shoe with a rubber bottom and a top made of leather, leather-type material, or canvas that can be tied or fastened by shoelaces or Velcro on top (e.g. tennis shoes, running shoes, sneakers). Shoes must be closed toe for safety reasons. Shoes need to be black, brown, gray, or predominantly a solid school approved color. No light-up shoes, “Heelies”, or other shoes that are distracting or unsafe may be worn. Shoes must be properly fitting, and laced shoes must be tied. Socks must be in school approved colors.

**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.

**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, too short, or inappropriately exposes midriff or cleavage. School officials will make necessary judgments on how “appropriate” a student is dressed on non-uniform days.

**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 the item(s).

Cell phones are not to be turned on and used at school or while under school supervision, unless the student has 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 churches
4. Brothers and sisters of currently enrolled students will be put at the top of the respective waiting list in their appropriate category.
5. Children of St. John's Lutheran School Alumni
6. Others that 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 1<sup>st</sup>**
- **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 8<sup>th</sup> 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 must be three years of age and toilet trained by September 1 for that school year to enter the preschool program.

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.

### **Entrance Screening**

New students entering Kindergarten through 2<sup>nd</sup> grade must have a Gesell screening to determine developmental readiness. New students entering 3<sup>rd</sup> through 8<sup>th</sup> 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 1<sup>st</sup> 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 (2-8<sup>th</sup> grade) votes for the student body president and vice president. Each class (5<sup>th</sup>-8<sup>th</sup> 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**

K-8 grades  
Track & Field  
5-6 grades  
Basketball  
7-8 grades  
Basketball  
Volleyball

### **Dance Team**

5-8 grades

### **Musical Theater**

K-8 grades

### **Scholastic**

Math Team (Grades 5-8)  
Science Team (Grades 5-8)  
Knowledge Bowl Team (Grades 5-8)  
Chess Team (Grades 5-8)  
Robotics (Grades 4-8)

## **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 8<sup>th</sup> 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. We also require background checks on all adults who drive or supervise students on field trips, class trips, or athletic events. This requirement for a background check includes parents or adults who are participating in that trip with the class or school group.

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. It is important for parents to respect the authority of the teacher or designated St. John's staff member. 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.

### **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 Kindergarten must have on file with our office proof that they have had their:

- 4 Polio vaccines
- 5 DtaP vaccines
- 2 MMR vaccines
- 3 Hepatitis B vaccines
- 1 Varicella vaccines (chickenpox)

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

- Pertussis (whooping cough) vaccine – Tdap
- 2 Varicella vaccines

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 Supertime. 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 Supertime 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. It is also found on our website.

### **PARENT EXPECTATIONS**

We understand that parents have expectations of us as a school. You expect us to educate your child and help them grow in their faith and relationships with others. You expect us to treat your child respectfully and communicate with you respectfully. As a school we have expectations of our parents. As parents, we expect you to respect our staff members and treat one another in Christian love and respect.

We ask our parents to be supportive of our program. This includes making sure your child fulfills their commitments and responsibilities to school activities, whether they are involved in class choirs, extracurricular teams, or other school groups. We also expect you to have your child at school on time ready to learn.

When you have a disagreement with a school procedure or staff decision, we expect that you will use our Grievance Procedure to address your concerns in a Christ-like and respectful manner.

### **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, behavioral, 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. St. John's Lutheran School uses Fast Direct, a web based service that allows parents to access their child's progress on line frequently throughout the school year. We recommend that parents review their child's grades on Fast Direct at least weekly to stay well informed on their progress. Due to the limited number of grades in specialist classes, regular review of grades in these classes may be difficult. 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, placement, curriculum improvement, and future reference.

### **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
Kindergarten through 8 <sup>th</sup> 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 8:15 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.

### **STUDENT SUPPORT SERVICES AND RESPONSE TO INTERVENTION**

The purpose of Student Support Services at St. John's Lutheran School is to serve the academic needs of every student so that every student will achieve academic success in Reading and Math.

*Response to Intervention (RtI)* at SJLS is the process by which every student's math and reading learning is evaluated, supported, communicated, and monitored.

St. John's Lutheran will determine if an RtI plan will address a student's academic needs. In partnership and communication with parents, teachers will make recommendations for the student that may impact learning.

*What is Response to Intervention?*

RtI is a multi-tiered approach for the early identification and support of students with learning needs. It is a process of documenting the performance of students as evidence of the need for additional accommodations that would not necessarily occur through their coursework at St. John's Lutheran.

*What are the elements of RtI?*

We will be using Aimsweb to benchmark our students three times a year. This is a screening process that will aid our teachers in identifying: students who are able to learn through whole classroom instruction provided to all students (tier 1), students who may benefit from classroom modifications or small group supplemental instruction (tier 2), and students who may need intensive individualized support in certain academic areas (tier 3). Through the benchmarks the teachers can help deliver interventions based on demonstrated and documented levels of need. As accommodations are put in place, teachers and support personnel can use the progress monitoring probes to see if those accommodations are helping the student progress.

*When are District referrals made?*

If a student is not adequately progressing after accommodations have been implemented, a teacher may suggest an evaluation from the NVUSD. At that point, the teacher, parents, and Student Support Services Director will meet to review the benchmark and progress monitoring scores, as well as the accommodations that have been used. If further testing is needed, we will begin the evaluation process with the district.

Please note that parents need to meet with the child's teacher to begin the referral process.

### **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. 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. St. John's uses a company called TADS for our application and financial assessment process. For more information on how to apply, please contact the school office. 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](http://stjohnsnapa.org)) that is designed to share information about the school. It also has calendar information and the weekly newsletter. Each classroom teacher also has a website to share more information about their individual class activities.

## **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**

Club 56 is our group dedicated to helping 5<sup>th</sup> and 6<sup>th</sup> grade students grow in their faith and relationship with their Lord and Savior, Jesus Christ. Club 56 meets once a month, typically on Wednesday evenings from 6:00-7:30. Here, students hear how the Word of God can be applied to their lives in a way that can hit home with someone their age. These events also include snack and games. Club 56 is an open group where friends are always welcome to join.

Ablaze is our youth group specifically for students in 7<sup>th</sup> and 8<sup>th</sup> grade. Ablaze meets once a month on Fridays from 6:00-7:30. At Ablaze, students participate in Bible studies that are aimed at the challenges of navigating life in junior high as a child of God. We aim to make Ablaze a space where students can come together to explore their faith before entering the world of high school. Ablaze events often include food and activities. Ablaze is an open group where friends are welcome to join.

Confirmation is also offered to students in 7<sup>th</sup> and 8<sup>th</sup> grade. Confirmation is the process of leaning and proclaiming the beliefs of the Lutheran Faith. This is a two-year program that meets 3 out of 4 weeks a month on Wednesday evenings from 7:00-8:30 between the months of September and May. Students in this group come together for lessons but also have time in small groups where they are able to dig deeper in discussion.

If you would like to learn more about the faith based activities provided by St. John's, please contact Pastor Mike ([pastormike@stjohnslutheran.net](mailto:pastormike@stjohnslutheran.net))

### **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 make use of the *Discovering the Christian Faith* online class. The content for this class is available on the church website ([www.stjohnslutheran.net](http://www.stjohnslutheran.net)). This is 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 the St. John's Lutheran School 2015-16 Parent Handbook. I understand that it is my responsibility to read, understand, become familiar with, and comply with the standards that have been established. As a parent, I and my child will respect the beliefs and adhere to the policies of St. John's Lutheran Church and School. I 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.

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Name and Grade of Student

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Name and Grade of Student

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Name and Grade of Student

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Name and Grade of Student

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Signature of Parent

Date:

Date received in office: