



St. John's  
Lutheran School

# Parent Handbook

2023-2024

Approved by Board of Christian Education  
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## **PREFACE**

St. John's Lutheran School is dedicated to the God-pleasing objective of building Christian citizens. In this educational process, we elevate Christ to the central focal position. From Him, we receive not only our aims and objectives, but also the inspiration for our forward march. It is our prayer that Christ would grant us a passion for educating His lambs, and that they would grow daily in wisdom and stature and in favor with God and man.

Accordingly, our school is concerned that children should read intelligently, write clearly and perform the mathematics necessary in everyday living. We are concerned that our young people can face realistically and deal wisely with the problems of the world in which they live. We also realize that in today's complex world, a person must develop and possess qualities which are founded upon Christ's Word; such as self-discipline, a high sense of moral and spiritual values, proper motivations, good human relations, sound judgment, and many other skills of living over and above the mastery of the three R's. Therefore, at every grade level we are interested in the all-around, wholesome and Christian development of each boy and girl.

To achieve these purposes, our curriculum endeavors to meet the maximum educational standards of the State of New York. Lasting educational strength and qualities in all phases of the child's developmental growth patterns are accomplished through our distinctive approach of placing Christ in the center of our educative process.

## **MISSION STATEMENT**

The Mission of St. John's Lutheran School is:

To excel in academic achievement and to grow in our relationship with the Triune God as well as one another.

## **A BRIEF HISTORY OF ST. JOHN'S LUTHERAN SCHOOL**

St. John's was founded in 1952, when Dr. Norbert Leeseberg and a student teacher conducted a school with 28 pupils enrolled. By the end of the first year, St. John's had grown to 44 pupils. In September 1954, there were 130 children present with a staff of 4 teachers. The present gym, or all purpose room, had dividers in it, permitting the facility to be used for classrooms.

In September of 1956, there were 193 children accepted for enrollment. There was a staff of six and the school space was expanded to include the use of the church property at 9 Catherine Court for the kindergarten. September of 1957 began with an enrollment of 216 students, 6 teachers and a full-time principal. During 1957, the old pool building was converted into a kindergarten room and later a lunchroom. The year 1958 saw an enrollment of 230 children with no increase in staff. In 1959, with 320

children enrolled, the staff grew to 9 teachers and a full-time principal, each grade now being under one teacher.

The main school structure, which now houses 8 classrooms, a medical room, a conference room and offices, was erected in 1959. The addition, which currently houses the church offices, pre-school room, and the kindergarten room, was erected in 1967.

In 1967, Dr. Leeseberg assumed a position in the Education Department of Wagner College, and Mr. Howard Houren, who had been a teacher on staff, became the second principal of St. John's Lutheran School.

### **OBJECTIVES OF CHRISTIAN EDUCATION**

The basic objective of the Christian education at St. John's Lutheran School is to equip the students for growth in wisdom and stature and in favor with God and man. As the child grows in these areas, important relationships and inter-relationships are established.

- I. **The child grows in his relationship to God by:**
  - A. Accepting God as the Creator
    1. Recognizing his identity as a created child of God.
    2. Developing a growing responsibility to conserve, control and use wisely the creation of God.
  - B. Acknowledging his sinfulness
    1. Confessing his sins to a living God.
    2. Receiving forgiveness through the Grace of God.
  - C. Developing an increased understanding, greater appreciation, and regular use of God's means of Grace, the Word and Sacraments.
  - D. Accepting and trusting in Jesus Christ as his personal Savior.
  - E. Recognizing the presence and the power of the Holy Spirit in his life.
  - F. Responding in worship and service to the Triune God.
    1. Utilizing his individual talents and resources.
    2. Expressing his love to God.
- II **The child grows in relationship to himself by:**
  - A. Living the sanctified life of the Christian.

- B. Accepting and understanding his body and using it responsibly in service to God.
- C. Developing logical, critical, and creative thinking skills.
- D. Increasing in social awareness.
- E. Becoming cognizant of his emotional needs and attempting to direct his emotions positively.

**III The child grows in relationship to his environment by:**

- A. Perceiving a realistic picture of the world as a Christian in this world:
  - 1. Recognizing the identity of all children as created by God and showing consideration for their rights and well being.
  - 2. Expressing his love to others in a community and throughout the world through acts of worship.
- B. Developing communication skills in order to live and relate to others:
  - 1. Respecting all authority as a God-given aspect of life and acting responsively as a member of the Earthly family.
  - 2. Witnessing the love of God to others.
- C. Gaining knowledge of his American and Christian heritage and accepting his privileges and responsibilities as a citizen of the community, nation, and world:
  - 1. Transmitting and transforming his culture and government.
  - 2. Living in the Christian hope of life everlasting.

## **ADMINISTRATIVE ORGANIZATION**

### **INTRODUCTION**

In speaking of St. John’s Lutheran Church and St. John’s Lutheran School, one must always remember that these two are not separate organizations. We are one. Church and school are separated for business procedures only.

St. John’s Lutheran Church owns all properties currently being utilized by the school for its program.

It is our sincere belief that the strength of the parish school depends on the continued financial as well as moral support of our mother body. To this end, congregational activities will at times be held in our classrooms, gymnasium, and library. This might result in minor inconveniences to classroom teachers as well as the overall program. The cooperation and understanding of everyone is anticipated and appreciated.

Tuition is charged to all parents with children attending school. In addition, there is a yearly registration fee and student fee. These charges are reviewed annually by the Board of Christian Education and updated in time for registration for the next school year.

## **SYNOD**

St. John's Lutheran Church is a congregation of the Lutheran Church-Missouri Synod. As such, St. John's is pledged to support and promote the purpose of the synodical organization by word, deed, and in accordance with the Word of God, recognizing the congregation's right to judge the expediency of any directive in its application in the local condition. As a member of the Synod, the congregation participates in all synodical decisions. In keeping with the objectives of the Synod to further Christian education through parochial schools, St. John's Lutheran Church operates a Christian Day School.

## **THE ATLANTIC DISTRICT**

The Lutheran Church-Missouri Synod (LC-MS) working in the geographical area is the district that carries out all the resolutions of the LC-MS within the confines of the Atlantic District. The Atlantic District covers an area that includes Long Island, Metropolitan New York City, and a small section of the State of New York. St. John's Lutheran Church is a member of the Atlantic District. The District may act on its own resolutions when they are not in conflict with those of the Synod. The local congregations vote in all District decisions. The Atlantic District office is located on the campus of Concordia College in Bronxville, New York.

## **PASTORAL OFFICE**

As Shepherd of the entire congregation, the Pastor of St. John's is the spiritual counselor and religious leader of our school. To give the spiritual tone and inspiration to the staff of the school is the prime responsibility of the Pastoral office, in school matters. He oversees all aspects of the Christian educational life.

## **PRINCIPAL**

The Principal is directly responsible to the Board of Christian Education, and has been delegated responsibility for the entire school program. It is the function of the Principal to provide leadership for the educational program of the school. The Principal is, therefore, responsible for the curriculum, methods of instruction, schedule of

activities, supervision of activities and supervision and improvement of instruction. The Principal has been charged with the supervision of all personnel necessary to maintain the educational program of St. John's Lutheran School. The Principal is also delegated the responsibility of procuring new personnel when and wherever they are needed. The decisions concerning additional personnel are to be discussed and approved by the Board of Christian Education.

## **ST. JOHN'S VOTERS ASSEMBLY**

The Voters Assembly of the congregation is the governing body of St. John's Lutheran Church. They, by the grace of God, have come to recognize Christian education as one of the primary functions of the congregation's existence and have therefore, given wholehearted support to this program.

The Chairman of the Board of Christian Education gives a report of the activities and plans of the Board and Faculty. The Principal may be called upon by the Board Chairman to explain in greater detail a specific item of the report. Members of the Faculty who are members of St. John's Lutheran Church are encouraged to become voting members of our congregation.

## **BOARD OF CHRISTIAN EDUCATION**

The Board of Christian Education meets monthly and can, when there is need, call special meetings. The Board consists of 7 members elected by the Voters Assembly. One of those 7 members will be elected to the position of Chairman. The Principal serves as the executive officer for the Board and the Pastor as the spiritual advisor.

## **Communication Procedure**

Communicate with the classroom teachers first  
If necessary, seek the intervention of the principal  
If you wish to communicate with the Board of Christian Education, it must be put in writing and submitted to the Chair person.  
The full Board will evaluate the information and respond as they feel appropriate.

## **POLICIES & PROCEDURES**

### **ACCREDITATION**

On February 23, 1962, the Board of Regents for and on behalf of the State Education Department granted to St. John's Lutheran School an absolute charter. Since that charter was granted, St. John's has maintained a curriculum and a quality of teaching that permits it to remain an accredited school by the State of New York.

## **ENROLLMENT AND ADMISSION**

St. John's Lutheran School admits students of any religion, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, race, color, national or ethnic origin in administration of its educational policies, admission policies, athletic or other school administered programs.

## **ENTRANCE REQUIREMENTS**

St. John's Lutheran School is open to all children of parents who are communicant members of St. John's Lutheran Church. Children of parents who are not members of this congregation are also accepted providing there is room. All students must subscribe to the course of study laid down by St. John's Lutheran Church's Board of Christian Education. The children will be permitted to remain pupils of St. John's as long as their conduct is not detrimental to the school. All new students are on probation for one marking period (until the first report card).

## **APPLICATION PROCEDURE**

1. Return to the school office a completed application, a copy of the latest standardized achievement test results, and a copy of the most recent report card.
2. An interview with the Principal.
3. Applicants for Grades K – 8 must take an entrance exam.
4. St. John's Lutheran School provides five full day, free PreK for All classes. Preference for registration is given to those students who have siblings that currently attend St. John's.

## **TUITION**

Payment is expected on the agreed date with the Blackbaud system each month. If we do not receive payment on time, a late fee will be charged. If tuition is not paid by the last day of the month, your child will not be allowed back in school until payment is made. The Board of Christian Education will oversee and monitor the timely collection of tuition. The Board reserves the right to expel or suspend any and all children whose accounts are not current. No report cards will be issued to those who owe outstanding tuition. All tuition must be paid a week before report cards. The school board may employ an outside agency to assist in tuition collection, such as the company Blackbaud.



## DRESS CODE POLICY

### Uniforms – ALL GRADES K-8

. Sneakers are to be worn only on gym days or Dress-down days.

Jewelry must be conservative. Only stud earrings are for girls: Only uniform shirts, pants, shorts, skirts, skorts, jumpers, bolero vests and sweaters are allowed. *Length of skirt must be to the top of the knee or longer.* No sweatshirts on non-gym days, **especially Wednesday.** Girls must wear knee socks or tights, which can be navy blue or white. Boys' socks can only be navy blue or black.

No facial make-up is permitted.

Hair must be appropriate and well groomed as determined by the Principal. Hair color must be natural. No colors of the rainbow.

Our uniform company is French Toast. Orders can be purchased online at [www.frenchtoast.com](http://www.frenchtoast.com) ; or by phone: 1-800-373-6248. Uniforms may also be purchased at Kids Place.

Boys in K-4 have the option to wear pants or shorts, weather dependent; long or short sleeve polo shirts, and v-neck cardigans or sweater vests.

Boys in 5-8 have the option of wear pants or shorts, long or short sleeve polo shirts or short or long sleeve oxford shirts WITH school tie, and v-neck cardigans or sweater vests.

Girls in K -8 have the option to wear long or short sleeve polo shirts; shorts, pants,, skort or skirt; blouse with Peter Pan collar for grades K-4 WITH a vest or sweater; oxford shirt for Grades 5-8 WITH a vest or sweater.

Coats, jackets and sweatshirts are for outside wear and are not to be worn in the classroom unless deemed necessary by the teacher. No hats or caps are to be worn in the building.

Gym uniforms are sold by Kids Place. Gym shorts (with logo) may be worn instead of sweatpants. Gym uniforms are to be worn all day on gym days - unless otherwise specified.

The Board of Christian Education has instructed all teachers and the Principal to enforce the code. One written warning may be issued. The second warning will be grounds for parental notification. The third time will be grounds for disciplinary action.

**Jeggings and Leggings are not acceptable. They must be slacks.**

**PLEASE NOTE: THE PRINCIPAL AND BOARD OF CHRISTIAN EDUCATION HAVE FINAL SAY AS TO WHAT IS ACCEPTABLE ATTIRE.**

## **CLASS SIZE**

The Board of Christian Education desires no class to exceed 25 students in grades 1 through 8; 20 students in grade K; pre-school classes are not to exceed 18 students. Each grade may not exceed its designated number of students without the approval of the Board of Christian Education.

## **CURRICULUM**

As a fully accredited school chartered by the State of New York, explanation of all subjects would prove of little value since they do conform to those taught by other schools in New York. St. John's Lutheran School has adopted the New York State Next Generation Standards.

The following subjects are arranged under department headings:

### ***Religion –***

Bible History and Literature  
Catechism  
Memory Work  
Bible Study  
Chapel  
Church History  
Lutheran Doctrine

### ***Social Studies-***

History  
Geography

### ***Mathematics-***

All NYS Next Generation Standards according to grade level are followed. May include an advanced grade 8 Regents math for those students whose test scores indicate a readiness.

### ***Computer-***

Part of the curriculum of students in grades Kindergarten through Eighth: May include keyboard skills, internet research, Google applications such as Docs, Slides and Sheets at grade appropriateness. Other programs may be used at the discretion of the Principal and Computer Teacher.

### ***Language Arts-***

Reading  
Literature  
Phonics  
Grammar  
Spelling

Composition  
Handwriting  
Speech

***The Arts-***

Music and, School Choir

***Science-***

General Science, Earth Science, Life Science, Physical Science, Related Labs.

***Physical Education-***

Structured Physical Education classes, supervised play.

The Board of Christian Education and Faculty know the importance of curriculum evaluation and thus each year, members of the Faculty will be evaluating two different curriculum areas. The Faculty will make recommendations that will best enable them to meet the curriculum needs.

## **SCHOOL CALENDAR**

St. John's meets the state required 180 school days each school year. The school calendar will be distributed with the registration packet. Additional copies may be requested from the school office. \*Parents are asked to cooperate by planning their vacations so as to minimize the number of days their child(ren) will be absent.

## **Attendance**

School personnel are **Mandated Reporters**. Excessive absence from school has a tendency to cause problems with proper instruction and learning, therefore, any student absent for more than 18 days may be considered for retention and or be reported to ACS as required..

Excessive tardiness (2 in a 1 week period) results in morning detention. It is disruptive to proper instruction and discipline to all students in a class. Therefore, parents should see that their children are present for school on time.

**Parents are required to call the school if a child is absent and state the reason for the absence.**

Parents must explain in writing all absences and tardiness on the day the child returns to school, as required by state law. If a child does not return a note, the absence will be recorded as illegal.

Homework and class work assignments will be available **after** dismissal. Teachers are not obligated to give homework ahead of time for students who know they will be absent.

Parents are required to fill out an emergency medical form at registration. Parents are encouraged to keep the telephone numbers and names on the forms current.

**Authorization in writing is required for a child to be signed out/picked up by someone other than the parent.**

Accident reports are kept on file in the school office. Parents are notified of all head injuries.

School personnel cannot administer any medication to a student.

All medication and treatment for long-term (chronic) health problems must be approved by a Department of Health Medical Doctor. A Medical Form (504) must be completed by the child's doctor and kept on file.

### **Medical Requirements**

Medical exams are required for the first time student, or when they have been out of state more than one year. Additionally, Pre-Kindergarten and Kindergarten students must have an annual physical until they are six years old. Any other requirements required by the Department of Health must be met.

Students failing to comply with New York State requirements cannot be accepted as students at St. John's Lutheran School. This is in keeping with New York State health laws.

### **Mandated Reporting**

St. John's Lutheran school's faculty and staff are mandated reporters and are legally obligated to report any suspected abuse to the proper authorities.

## **SEXUAL HARASSMENT**

### **What is it?**

Sexual harassment is a form of sex discrimination prohibited by federal and state law. It is any unwanted conduct of a sexual nature. It is the imposition of unwelcome and/or unwarranted sexually oriented acts that creates a hostile, intimidating or offensive academic or work environment.

### **Our Policy:**

St. John's Lutheran Church & School is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. St. John's Evangelical Lutheran Church & School prohibits any form of sexual harassment or sexual violence.

It shall be a violation of this policy for any student or employee at St. John's Evangelical Lutheran Church & School to harass a student or employee through conduct or

communication of a sexual nature defined by this policy. St. John's Ev. Lutheran Church & School recognizes that sexual harassment can originate from a person of either sex or against a person of the same or opposite sex, and from classmates as well as adults.

It shall be a violation of this policy for any student or employee at St. John's Ev. Lutheran Church & School to be sexually involved with a student or employee. Any relationship involving romantic or sexual overtones with a student is strictly prohibited and will certainly result in immediate dismissal. Relationships between consenting employees may be a form of sexual harassment if the participation of any individual is not entirely voluntary. This is particularly true where one of the participants is in a supervisor capacity. Any person who in any way feels pressured into a relationship with a co-worker should report it immediately to the School Administrator or Pastor and will present the investigated incident to the Board of Christian Education or the Board of Elders. Furthermore, any employee with supervisory responsibilities who enters into a social relationship with a subordinate must exercise extreme care to ensure that the participation of the subordinate is entirely voluntary, or the superior will risk being found guilty of harassment.

St. John's Evangelical Lutheran Church & School will act promptly to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee at St. John's Evangelical Lutheran Church & School. Any person reporting in good faith any act of perceived sexual harassment will be protected from retaliation of any type of nature whether or not harassment is found.

## **Worship**

In addition to daily classroom devotions and prayers, chapel services will be conducted weekly. Parents are invited to attend. Offerings will be designated as planned.

All students are encouraged to worship regularly in their home churches. We sincerely hope that as our children grow in their relationship with the Lord, they will be developing good, regular worship habits.

School-related activities are to be scheduled so as not to conflict with worship service.

## **FIELD TRIPS**

Field trips are planned as an educational experience to further enhance the learning that is already taking place in the classroom. Field trips are not for the purpose of entertainment or as a diversionary tool. Each trip will reinforce the curriculum as it is being taught in the classroom.

All field trips must be approved by the Principal at least two weeks before the trip occurs. The teacher is responsible for all details of the trip including: parental permission, transportation, reservations, instructions for parent supervision, etc...

Class members are responsible for all costs involved. Students simply bring from home the necessary funds needed.

## **SPECIAL EVENTS**

Christmas Programs – Christmas Concert programs scheduled during December are mandatory.  
A Spring Concert is also planned for the end of the school year

## **HOMEWORK**

Homework assignments are given regularly by each teacher. The amount of homework is determined by the educational needs of the classroom and by the methods of instruction that the teacher is employing. Homework is to be done by each student. Parents are not to do their child's homework, but they may review the homework to see that it is complete. One purpose of homework is to aid the children in developing a sense of responsibility for their own actions.

If a student is absent from school and a parent wishes to pick up his homework, parents are requested to message the classroom teacher or call the school office. Parents are further advised that homework will not be available for pick up until the conclusion of the school day, after 3:30 PM. Teacher are not required to prepare work for a student who is absent due to vacation.

Teachers are responsible to be in the classroom at 8:30 AM. Parents need to message, or make an appointment through the office in order to meet before 8:30 AM or after 3:30 PM.

## **REPORT CARDS**

Communication regarding student achievement is vital to a good school program. Therefore, the following means will be used to report a student's progress.

1. Report Cards will be issued each quarter – Parents should check their child's grades through our school's on line Gradewizard system
2. Parents may request meetings with the teacher at any time during the quarter if they wish to check up on their child's progress. A teacher may issue personal notes in addition to the quarterly report card.

Parent/Teacher Conferences will be held with all parents at the conclusion of the first quarter. At the end of the second and third quarters, teachers may request some parents to come in for a conference. Parents may also request a special conference.

Report Cards will be available at the end of each quarter.

## HONOR ROLL

Criteria: Grades 3 through 8 by quarter.

**Principal Honors:** A student must have a 95% to 100% grade average and exhibit average or above average citizenship and effort in all classes. The student must have no failing grade in any subject area. There can be no “U” listed anywhere on the report card. Excessive lateness cannot exceed three for the entire marking period.

**1<sup>st</sup> Honor Roll:** A student must have a 90% to 94% grade average and exhibit average or above average citizenship and effort in all classes. The student must have no failing grade in any subject area. There can be no “U” listed anywhere on the report card. Excessive lateness cannot exceed three for the entire marking period.

**2<sup>nd</sup> Honor Roll:** A student must have an 85% to 89% grade average and exhibit average or above average citizenship and effort in all classes. The student must have no failing grade in any subject area. There can be no “U” listed anywhere on the report card. Excessive lateness cannot exceed three for the entire marking period.

**Certificate of Merit:** A student must have an 80% to 84% grade average and exhibit average or above average citizenship and effort in all classes. The student must have no failing grade in any subject area. There can be no “U” listed anywhere on the report card. Excessive lateness cannot exceed three for the entire marking period.

## TESTING

Teachers are encouraged to use appropriate tests as an integral part of the instructional program.

State Exams will be administered annually to all students in grades 3 through 8. Parents are encouraged to meet with the teachers after the results have been returned, so that together they may plan and evaluate the student’s future academic progress.

## PROMOTION AND RETENTION

The final decision regarding promotion rests with the classroom teacher and Principal.

Retention in a grade will be based on failure of major subjects and/or standardized test results.

Retention may be based on a student’s reading level.

Retention may be considered for a student absent more than 18 days, who does not keep up with academic expectations of the class.

Please note: all of the above criteria will be considered. Retention will not be based solely on one guideline. There is no promotion on a trial basis. The final decision as to retention rests with the Principal based on input from the classroom teacher. In some situations, a student may be asked to attend an accredited summer program to avoid retention.

## **LIFESTYLE OF THE CHRISTIAN STUDENT**

The Christian student should live a lifestyle in accordance with proper Biblical principles, remembering that they are God's representative in their relationships toward each other, their teachers, and those who do not know them. Students whose lifestyle or conduct at school is disruptive to the class or other students must change their behavioral patterns. When a teacher deems it necessary, a special conference will be called with the student and parent to discuss the necessary changes to be made. Should this not effect a behavioral change that enables better classroom instruction to take place, the teacher will schedule a second conference with the parent and student and including this time, the Principal. It is assumed that after this conference acceptable behavior will be noted. However, should the conduct of the student continue to be disruptive to the learning process in the classroom, the parents will be asked to remove their child from St. John's Lutheran School, so that the remainder of the class may continue in a secure educational environment.

Students show good stewardship of God-given talents by their proper study habits. Wasting time shows lack of appreciation of the talents God has given them and causes an undue burden upon the teacher's classroom time.

## **DISCIPLINE**

**This is the general philosophy of our discipline policy.** The basic obligation for the discipline and behavior of a student remains with the parents in the environment of the home. The members of the faculty of St. John's Lutheran School are not surrogate parents. The function of St. John's Lutheran School is to educate the child, and the school will act only in the light of this basic philosophy.

At St. John's Lutheran School we will endeavor to develop a discipline that is faith directed. That is, doing what is right because as children of God: obedience first to God's command is the rule; and a child of God obeys because he wants to. "If you love Me, keep My Commandments" (John 14:15); "By love, serve one another" (Galatians 5:13). At the same time, the school will provide competent supervision, guidance and direction.

Discipline is essential to any learning environment. The school seeks to work within a Christian framework of discipline, which strives to teach each child to become self-disciplined. Self-discipline cannot be achieved by merely imposing restrictions upon children. We encourage an atmosphere that will make each child feel important and respected because we believe such an atmosphere will help them develop respect for themselves and others.



Discipline in a Christian setting includes the proper application of both Law and the Gospel in our daily living experience. Disciplinary offenses include, but are not limited to the following:

- Physical violence
- Threats, insults, or other excessive verbal communication
- Disrespectful behavior
- Improper language
- Excessive or dangerous student interaction
- Misuse of other people's property
- Possession of alcoholic beverages
- Possession of drugs and drug paraphernalia
- Possession of smoking materials
- Possession of weapons, matches, or other dangerous items
- Use of personal electronic devices during school hours
- Improper use of or damage to school materials, property, or buildings.
- Failure to follow the instructions of a faculty member.

Appropriate discipline, within the sole and absolute discretion of the School Board, will be administered to each student found to have committed a disciplinary offense.

Parents will be responsible to make restitution (bear the cost of repair or replacement) of damage to school or other people's property, such as computer equipment, etc.

Disciplinary sanctions include, but are not limited to, reprimand, probation, suspension and expulsion. In no event will corporal punishment be used.

Probation gives the student and parents an opportunity to correct the problem while remaining in school. A conference will be held with the parents, student, teacher, and the Principal, to give notification and explanation of the probation. If, during a probationary period, a student does not improve to a satisfactory level, as determined by the teacher and Principal, the student may be expelled.

Suspension requires that the student not attend school during the suspension period. If during the suspension period a student does not meet any conditions required, the student may be expelled. Some offenses for which suspension may be imposed include truancy, non-payment of tuition, and excessive misbehavior.

All students being admitted to St. John's Lutheran School for the first time are automatically on a first semester probationary period; and may be expelled at the end of the period if it is determined, through the school board's absolute discretion, that such child, for any reason whatsoever, does not meet the standards required for attendance at St. John's.

All disciplinary actions involving Probation, Suspension, or Expulsion must be approved by a majority vote of the School Board.

## **TRANSPORTATION**

Parents may bring their children to school each day if they wish. They are not to arrive at school prior to 8:30 AM, unless they are utilizing the morning program. Morning care registrants are to enter via the parking lot. All other parents should leave their children off at the curb by the main school entrances on Reon Avenue or Sommers Lane. Parents are not to accompany children into the classroom.

Bus transportation is provided by the City of New York. Metro Cards are also available for those who qualify and subject to their regulations.

## **CONFERENCES**

Teachers need the time before school to meet with students and in some cases give additional assistance. Therefore, no conferences can be held after 8:30 AM. Throughout the school year, conferences need to be made by appointment. All conferences must be scheduled ahead of time, by phone or note or E-mail. **No parent should congregate in the teachers' classrooms or hallway.**

## **FIRE DRILLS**

Fire Drills will be conducted throughout the school year. This will enable our children to respond in an orderly, quiet way, in the event that we ever have a fire. Each year the Fire Department visits our school in the fall to inspect our fire extinguishers, exits, etc...to ensure that our buildings always meet the code and safety requirements of a school. In the event of a true emergency evacuation, students will be moved to St. Theresa's located on Victory Blvd.

## **BUS DRILLS**

Three bus drills a year are required by the state of New York. All grades that use a bus, be it for transportation or field trips, must participate.

## **Shelter Drills**

Shelter Drills are conducted several times a year. Students and teachers are prepared to take the assigned position to protect from outside danger such as a storm.

## **Lock Down Drill**

Lock Down Drills are conducted several times a year. Teachers and students are prepared to take their assigned positions in the event of an intruder.

## STUDENT RECORDS

Records of the following nature will be kept for each student:

1. End of the year subject grades.
2. Results of annual standardized achievement tests
3. Discipline report violations
4. Health records as specified by governmental agencies
5. IESP/504 (if applicable)

Teachers will supply information for the first three matters to be entered into the permanent record. Parents will supply information needed for the health records. School records will be forwarded to another school upon the written request of the forwarding school or parents.

## LUNCH PROGRAM

Parents have the option of packing a nutritious lunch for their children or they may purchase a hot lunch from the school. Please discuss the importance of eating a good lunch with your child(ren). We need to reduce the large amount of food thrown away each day. Children are not to bring soda or fast food to school, or any beverages in a glass bottle. Students cannot use the Snapple machine outside of their scheduled lunch period.

Ordering take out to the school for your child is prohibited.

## ARRIVAL AND DISMISSAL POLICIES

Students are not to arrive at school prior to 8:30 AM. The school day begins with homeroom organization at 8:50 AM, when attendance will be taken. Classroom instruction starts at 9:00 AM. In the event that a parent must bring their child before 8:30 AM, the student is to report directly to the morning care room. Excessive lateness (2 in a 1 week period) will result in morning detention.

**Dismissal is at 3:15 PM each day.**

**Any child remaining on school grounds 15 minutes after dismissal and not engaged in an authorized extracurricular activity will be sent to After Care and the parent will be billed accordingly**

Students who ride buses will be dismissed to the school parking lot. Students cannot travel on a school bus other than the one for which they are registered. Students who are picked up by parents or walk home alone are dismissed through the Reon Ave. exit, from their classrooms. Students wait to be dismissed in the classroom of their eldest sibling. Students are required to leave for home or be picked up by their parents immediately. Students not picked up by parents by 3:30 pm will be sent to After Care. A fee for After Care service will be charged. Any change of dismissal must be done in writing.

Pre-School will be dismissed from the Sommers Lane exit at the appropriate times.

Early dismissal requires that a parent/guardian sign the early dismissal request book in the school office. Reasons for early dismissal are: medical appointments, dental appointments, and family emergencies. As a general rule, early dismissal for non-school related extra-curricular activities is discouraged.

### **EMERGENCY CLOSING**

Occasionally it is necessary to close school. In cases such as this, the following policy will be followed: If New York City Public Schools are closed due to weather or emergency conditions, St. John's will be closed. However, there are times when St. John's may choose to close. If this should happen you will receive a message or email.

### **LATE ARRIVAL**

The following procedure will be strictly adhered to for late student arrival:

1. All breezeway doors will be locked at 8:50 AM, students are to enter through the school's main entrance on Reon Avenue. A Late Pass is then needed from the office, before continuing to class.
2. If you arrive late, you must use the Reon Avenue entrance. Parents are not to knock on the classroom windows. (If you do, you will be ignored.)  
**PLEASE DO NOT RING THE BELL FOR THE CHURCH OFFICE.**

### **EXTENDED CARE:**

#### **MORNING CARE**

Morning Care will be provided for children who must arrive early due to the work schedules of their parents. Parents may drive into the schoolyard. Children will meet in the school building. Morning care hours extend from 7:00 AM – 8:30 AM. Parents should fill out their Extended Care calendar schedule.

#### **AFTER CARE**

An After Care program is available. Participating children may report to the After Care teacher immediately after dismissal and remain until 6:15 PM. Parents interested in utilizing the program may obtain an application and fee structure from our website. Parents should fill out their Extended Care calendar.

## **THE SCHOOL YARD / PARKING LOT**

Parents are requested not to drive into the schoolyard after 8:30 AM and not before 3:30 PM. The gate will be locked during regular school hours. During the hours of 8:30 AM to 3:15 PM our schoolyard is frequently used by the children for play. Therefore, for the children's safety, you are required to cooperate in this effort. No one can park in the center of the parking lot during school hours, except during Chapel.

## **PLAYGROUND**

The school playground is located across Reon Avenue, in front of the school. This playground has an athletic field area as well as a playground equipment area. Students are permitted on the playground after lunch and during gym classes. Students must always be supervised by a staff member. Parents, grandparents, or other relatives, are not permitted to communicate with the children or teachers during recess or After Care, while they're on the playground. Sometimes the school parking lot is used as an alternate playground.

## **VISITORS**

All visitors to the school, whether it is a parent, relative or friend, are required to register in the school office. Anyone entering the building must visibly wear a Visitor's Pass at all times. When you leave the building, you must return the pass and sign out. The only exception will be for those attending Chapel Services or Meetings. Volunteers who work in the lunch program, plant sale, wrapping paper sale, etc... must obtain and wear a Pass.

## **TOYS**

We understand that children in Kindergarten through 4<sup>th</sup> grade may wish to bring a toy to play with at recess time. In keeping with the guidelines of each classroom, toys may be permitted. St. John's Lutheran School is not responsible for these items.

## **Electronics**

Please see the internet policy. All personal devices including Smart Watches are strictly prohibited.

If found on your persons, it will be confiscated and only returned to a parent.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are an important and necessary component of our educational program. These programs are valued only as they remain a part of our whole educational process. In order to develop a sound mind and a healthy body, the students who wish to participate in the extra-curricular activities must not neglect their first

responsibilities, namely behavior and studies. The following rules and regulations will be strictly adhered to and apply to all participants in extra-curricular programs.

1. Three cases of misconduct and disrespect in regard to school personnel and school regulations may result in suspension from extra-curricular activities. A decision will be made by the Principal and the school personnel involved.
2. Any student absent from school is forbidden to participate in all extra-curricular activities, on the day of the absence.
3. All necessary medical consents will be turned in to the school, by the parents/guardians. Children cannot participate in these activities, unless all criteria are met.
4. Coaches for all extra-curricular activities will be interviewed and approved by the Principal, and the Athletic Board. All personnel that will be working with our students will be recommended by the Principal and approved by the Board of Christian Education and will be subjected to a background check.
5. An Athletic Board will operate the program in conjunction with the Principal.
6. Children attending games must be chaperoned by an adult at all times. \*
7. Registration and participation in any extra curricular activity cannot occur unless tuition payments are up-to-date.
8. Students with failing grades may not be permitted to participate in extracurricular activities. Participation will be determined by the teacher(s). Students with failing grades will be evaluated using a set criteria. This includes but is not limited to: good behavior, completed homework and class assignments. Parents will receive copies of all paperwork.

### **Fundraising Policy**

Two or three large fundraisers are scheduled during the school year. Parents and families are expected to take an active role in these endeavors to raise additional needed funds to cover expenses and to accomplish new goals.