

St. John's School

Early Learning Center & K-8

Kindergarten through Grade 8 Family Handbook 2024-25

He has told you, O man, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?

Micah 6:8 ESV

About this Handbook

This handbook is intended to be an aid to students, parents, and teachers. We hope that you find this handbook helpful. During the course of the school year, we may make modifications to policies and rules. While we have tried to cover the most important areas of school life, this manual by definition is not all-inclusive. If you have children enrolled in the Early Learning Center or Extended Care programs, be sure to review the information specific to each of these programs that are included in separate sections of this handbook.

If the information in this handbook conflicts with that in the St John's Church Constitution or school policy manual, it will be considered that the constitution and policy book takes precedence and is deemed correct.

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ST. JOHN'S CHURCH AND SCHOOL KEY INFORMATION

St. John's Church Key Personnel

Lead Pastor	Rev. Andrew Farhat
Renewal Campus Pastor	Rev. PJ Aarsvold
Director of Discipleship & Outreach	Mr. A.J. Vega
Youth Director	Mr. Matt Walton
Children's Ministry Director	Miss Kadie Cleveland

St. John's K-8 School and Early Learning Center (ELC) Key Personnel

ELC and K-8 Principal	Dr. Phillip Barnard
ELC Director	Miss Abi Newell
Extended School Care Director	Miss Gloria Roggow
K-8 Office Manager	Mrs. Cara Benton
K-8 Admission and Enrollment	Mrs. Molly Hanson
Elementary Advisor	Mrs. Lisa Lohmann
Middle School Advisor	Mrs. Marissa Owens
Director of Curriculum and Assessment	Mr. Jason Koester
School Ministry Team	Dr. Phillip Barnard Mr. Chris Hanson Mr. Jason Koester Mr. Matt Lazzeri Miss Abi Newell Mrs. Becky Newquist Mrs. Kristina Ziehler

St. JOHN'S SCHOOL BACKGROUND

The Mission Statement of St. John's Church and School is:

"Amidst distraction and misplaced hope, we walk together towards renewed hope and life in Jesus."

St. John's School and Early Learning Center cultivates an environment where children can Grow in Faith, Excel in Education, and Thrive in Community.

We are a member congregation of the Lutheran Church-Missouri Synod (LCMS), following the synod's beliefs:

- We believe that the Bible is God's Word. (2 Timothy 3:16-17)
- We believe that people come into a right relationship with God by grace through faith in Jesus. (John 3:16; Romans 3:28, 5:1)
- We believe that the Christian school exists to fulfill the great commission that Jesus gave His church to go into all the world and make disciples in the name of the Father, Son, and Holy Spirit and teach them to obey everything He commanded. (Matthew 28:18-20)
- We believe that a child's education, whether in the church, day or home schooling, is predominantly influenced by the family and that the Christian church and school exist to support, complement, and enhance the parental obligation to "Train up a child in the way he should go... (Proverbs 22:6)
- We believe that the Holy Spirit, working through the Word, brings children and families into a love relationship with Jesus. (1 Corinthians 6:11)
- We believe that the Scripture should be taught and applied to every situation in a person's life. (2 Timothy 3:16-17)
- We believe that all people are fearfully and wonderfully made and by the love of God are precious in His sight. (Psalm 139:14)
- We believe that Christian education equips people to live out the great commandment to love God and our neighbor. (Matthew 22:37, 39; Deuteronomy 6:6-7)
- We believe that Christian education contributes to personal spiritual growth and responsible citizenship. (Romans 12:1-2; Corinthians 8:1-7)
- We believe that it is important to teach people to be responsible stewards of time, abilities, income, influence, and possessions. (Matthew 25:14-30)
- We believe that parents and teachers working together are necessary for children to mature in

Christian character and purpose.

Statement of Belief

St. John's Church and School is part of the Lutheran Church-Missouri Synod (LCMS). The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God, Father, Son and Holy Spirit. We believe without reservation that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and of practice.

The Philosophy and Vision Statement does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Work of God that speaks with final authority concerning truth, morality, and the proper conduct for humankind, is the sole and final source of all that we believe. For purposes of our church and school's faith, doctrine, practice, policy and corporate spiritual discipline, our Board of Elders is our church and school's final interpretive authority on the Bible's meaning and application.

Objectives of St. John's School

St. John's purpose is accomplished when, in keeping with our stated mission, vision, and philosophy, the following objectives are established:

- To enlist, support, and retain a professional staff that models a faithful Christian witness.
- To assist the student in acquiring sound knowledge and understanding of the Holy Bible and Luther's Small Catechism.
- To encourage attendance and participation in worship and the study of Scripture.
- To equip students to live a Christian lifestyle.
- To equip students with positive attitudes, appropriate speech, self-control, and respect for authority for others.
- To develop an appreciation for God's creation and an attitude of responsibility for the care and protection of the earth and its resources.
- To challenge each student to personal excellence through quality curricula, extracurricular activities, and a capable Christian staff.
- To instill in students a desire to be lifelong learners.
- To instill a respect for all people and provide opportunities for service and interaction.
- To support the family by promoting mutual love, respect, and honor.

History of St. John's School (K-8)

The church originally opened and operated its own school on April 4, 1882. The school was conducted in the original church building located at 1846 Arapahoe Street. The school grew from an enrollment of 12 to 25. However, it was discontinued in 1884. The second school was conducted in the second church building located at West 5th Avenue and Cherokee Street and opened its doors in the fall of 1899.

The first actual school building was a one-room building in which grades one to seven were taught by a single teacher. It was located in the 300 block of Acoma Street. This building was dedicated on August 25, 1929.

The main portion of the present school building was dedicated on the 80th anniversary of St. John's congregation on December 21, 1959. In 1968 a gymnasium-fellowship hall was added. In 1999, we celebrated 100 years of Christian education provided by St. John's Lutheran School.

History of Early Learning Center (ELC) and History of the New Facility

The Early Learning Center at St. John's was started in 1986 as a community outreach. The school and church wanted to provide a safe place to love and nurture young children of families that required their mothers to work outside the home. Since those early years, the ELC has grown with a reputation of providing not only a safe, loving environment, but also a quality early childhood experience for the children enrolled. In 2001, St. John's completed a \$2 million building expansion project to provide five new classrooms for the ELC program, a large community room for the church, and church altar renovations. The continuing school vision is to provide a Christ-centered educational experience, serving children from toddler (age 18 months) through grade eight.

On September 8, 2013 St. John's dedicated Legacy Park, a fenced-in artificial turf field, playground, and basketball court offering a great place for our students to play. This addition also included additional parking and aesthetically pleasing landscape.

Accreditation

St. John's School and Early Learning Center was first accredited in 1991. This accreditation was once again renewed in 1998, 2005, 2012, 2017, and 2022 by the National Lutheran Schools Accreditation. The faculty meets state standards for teacher licensure. St. John's has a favorable reputation among local school districts, and its graduates are readily accepted into ninth grade by Denver area high schools. We continue to work toward excellence in serving the young people placed into our care. Re-accreditation from the National Lutheran Schools Accreditation is required every five years. In addition, each year a cumulative report is submitted for review.

Non-Discriminatory Policy

St. John's School admits students of any 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 race, color, national origin, sex, age or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

EDUCATION / ADMINISTRATION

Administration / Leadership

The administration of St. John's School rests primarily with the voting membership of St. John's Church, Missouri Synod. The congregation executes its will through this line of authority: St. John's Voters' Assembly, elders, School Ministry Team, principal, and teachers. St. John's School is the church at work.

Faculty

The teachers at St. John's School hold Bachelor's degrees. Some of our staff have earned Master's degrees in education. Teachers are licensed or in the process of being licensed by the State of Colorado. The dedicated and loving Christian teaching staff cares for students as individuals and is equipped to meet their needs. Our staff provides a quality education in a Christian environment.

Student Teaching Program

St. John's School has the opportunity of serving as an off-campus training school for colleges and universities. Occasionally student teachers are assigned to our school under the guidance of our experienced teachers to gain experience in the classroom and with other parish activities.

Lutheran High School

Christian education, as God directs, does not terminate after eighth grade. The Colorado Lutheran High School Association is supported by an association of Lutheran Congregations, including St. John's. Lutheran High School serves students in grades 9-12. Lutheran High School is located at 11249 Newlin Gulch Blvd., Parker, CO 80134 (303-841-5551). St. John's School enthusiastically supports students continuing their education at Lutheran High School.

Admission Standards and Procedures

Admission requirements for St. John's School includes a complete enrollment application, all previous academic records, behavioral records as appropriate, immunization records and an interview with the principal or his / her designee. The school has limited facility and personnel resources to serve children having specialized educational and disciplinary needs. Children with special needs who cannot be served through existing St. John's programs may be denied enrollment, or enrollment may be discontinued in order to encourage them to enroll at a school that can provide an appropriate program.

Enrollment Policy

At the School's discretion, the order in which children will be enrolled in St. John's School is:

- Current students, including students in ELC
- Siblings of current students
- Children of St. John's Church and School staff members
- Families committing to K-8 education at St. John's School
- Children of Alumni
- Children of St. John's Church members
- Special circumstances, at the discretion of the Principal
- Open enrollment in the order of reception

To enter kindergarten, a child must be five on or before September 15. Acceptance to grade 1 through 8 is dependent upon successful completion of the prior grade level.

Enrollment in the school will be conditional upon academic, social, and emotional adjustments. New students are enrolled on a probationary basis up to the first 45 school days of enrollment. Continuation

after that point will be based on the student's ability to be successful in St. John's program. Only students unable to continue will be notified. This decision will be made in consultation with the teacher, the parents / guardians, the principal, and the student (when appropriate).

To enroll, a family will request an enrollment packet, which contains information about the school and application procedures. Parents must complete the online application, pay the registration fee, provide copies of all previous academic records (i.e., report cards and standardized tests), and assert the truthfulness and completeness of the application by signing it. When the school receives an application and the registration fee, the school (office, administration, and teachers) will review the application, and the principal may schedule an interview with the family. Shortly after the review of the application and interview, the family is notified of a child's acceptance or denial of enrollment. If an application is accepted, the family is asked to submit appropriate materials (i.e. immunization, health forms), which will hold the child's place at the appropriate grade level. Registration fees are non-refundable. Applicants are admitted based on order of priority, and the child's ability to benefit from the educational and spiritual services the faculty and staff endeavor to provide.

Pupils leaving the school during the school year are to notify the principal ahead of the departure and make any necessary arrangements. All financial obligations must be met before school records are forwarded to the new school.

Continuous Enrollment

Beginning in 2024, St. John's School utilizes a Continuous Enrollment process to streamline the re-enrollment experience for our families. Once a student is enrolled, their enrollment automatically rolls over each year until graduation, unless the family notifies the school otherwise. This process eliminates the need to complete annual re-enrollment forms, ensuring a simple and efficient experience. Families will receive an annual reminder to review tuition rates, policies, and other important updates for the upcoming school year. Any changes to a family's enrollment status must be communicated in writing by the deadline provided in the annual communication. Continuous Enrollment allows us to focus more on delivering an outstanding education while simplifying administrative tasks for our families.

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. In general, schools must have written permission from the parent to release any information from a student's educational record. However, FERPA allows schools to disclose those records, without consent, to the following parties:

- school officials with legitimate educational interest
- other schools to which the student is transferring
- to comply with a judicial order
- others as listed in the law.

Parents have the right to inspect and review the student's educational records maintained by the school.

Retention of Students

A student's promotion may be questioned for the following reasons:

- four (4) or more failure to achieve academic goals;
- continual lack of effort;

- underdeveloped social skills;
- immaturity;
- a student is absent 20 days during a school year (at the discretion of the principal);

Counseling or summer school may be an option and staffing will be requested. If a child is at risk in any of the above, a staffing meeting will be held with the principal, teacher, and parents / guardians.

Attendance / Absences

If an absence is pre-planned, (i.e., family trips, doctor's appointments, dentist appointments, etc.) parents / guardians are to notify the child's teacher in writing at least three (3) days prior to the absence. It is always the option of the teacher to assign homework in advance or not. Parents are to be aware of your child's schedule and avoid scheduling absences when tests are given.

- Students who leave for a short time or arrive late because of a doctor's or dentist's appointment will not be counted absent or tardy, so long as the parents / guardians have provided proper notice, the student is absent only for the appointment, and a medical note is provided to the teacher.
- If a child is absent due to illness, the classroom teacher or school office must be notified by 9:00 a.m. daily. Parents are asked to immediately notify the school of any communicable disease the child has. Children should not return to school after an illness unless they have recovered sufficiently to participate in the regular school program.
- If a child is to leave school during the school day, the teacher should be notified in advance, preferably in writing. Parents must sign out their child in the school office.
- Pupils are expected to attend and participate in all functions sponsored by the school. Field Day is an attendance day on the school calendar.
- Students will be marked absent for that portion of the school day that they are not in school. Students absent for one-half ($\frac{1}{2}$) of the school day will not be allowed to participate in after-school practices, games or activities for that day. Exceptions may be made at the discretion of the teacher or principal.
- Parents are encouraged to plan family trips and activities around school breaks in order to minimize disruption to their child's learning. If missing school is unavoidable, classwork and assessments may have to be made up. As our teachers strive to ensure that no child misses out on crucial content, parents are asked to be considerate of the additional workload placed on teachers when a student is absent.
- Tardy/punctuality will be counted after the bell rings at 8:15 a.m. and the student is not in the classroom. If a student arrives after 11:15 a.m., or departs before 11:15am, it may be counted as a half day of absence.

Tardy Policy

St. John's School begins each day at 8:15am. Students arriving after the scheduled start of school cause a disruption to the classroom and a delay to the beginning of the school day.

There may be natural classroom consequences of missed or late work given out by the teacher. The teacher or administration may issue further consequences at their discretion for repeated tardiness.

If a student is tardy because of a medical and/or dental appointment, that tardy must be supported with a note from the healthcare professional. Healthcare tardies will not count toward the tardy policy. Parents are encouraged to schedule appointments after school hours or during vacations. Grace periods for inclement weather may be allowed, they will not count toward the number of tardies.

Graduation Requirements

Completion of studies at St. John's School is an achievement worthy of note. Eighth grade students must complete all required subjects to the satisfaction of their instructors and principal prior to receiving a diploma.

Tuition Policy

In 1899, St. John's Church established St. John's School to provide Christian education for church families. Through the years, St. John's has continued to encourage parents/guardians in the church and community to avail themselves of this avenue of building Christian values and family support. The congregation provides pastoral support and some administrative and financial support; however, St. John's School families are the primary contributors. The day-to-day expenses of school personnel salaries, office support, teaching and learning materials, plus extra-curricular expenses are provided by school parents/guardians in the form of tuition and fees. We encourage our families to enrich the many field trips, outdoor education and sports activities, service projects, and mission activities that contribute to each child's rounded education by volunteering their time and talent.

To provide an orderly and timely payment of salaries and expenses, we depend on the regular payment of fees by our school families. Tuition and fee policies include:

- The School Ministry Team of St. John's Church and School shall annually determine the tuition and fees.
- A re-enrollment / enrollment registration fee may be due with the annual application to St. John's School. This deposit is non-refundable, non-transferable and does not apply to tuition. Sports, outdoor lab fees, the cost of lunch, before and after school care, and other activity fees are paid separately.
- Tuition Assistance may be available to families who are not able to pay the full cost of tuition and who qualify. St. John's uses a third party for Tuition Assistance. The application link is available through the school office.
- A parent / guardian may choose to pay tuition by one of the following two options:
 - Pay the entire year's tuition before August 1 and receive a small discount 1%
 - Pay monthly using direct deposit from a bank account. The annual tuition is divided into payment. Most families have ten (10) equal payments. The first monthly payment is due on July 1. The last payment will be due on April 1.
- New applicants or re-enrolled students will be charged for the full month's tuition regardless of the date of enrollment. For example, a student who starts on October 10 will be charged for the entire month of October. Written notice of withdrawal needs to be given to the school office two weeks prior to withdrawal. Prepaid tuition (July and August) is non-refundable, whether withdrawal is voluntary or involuntary and tuition will be charged for the entire month for the month during the last day attended.
- School records, including report cards and transcripts, may be held for any student whose tuition or fees are in arrears or other obligations are not met. Graduating students will not receive their diplomas if their tuition and fees are not paid in full or other obligations have not been met.
- Report cards will not be given until all semester fees have been paid or other obligations have been met.
- A returned check or insufficient funds charge of \$30 will be assessed on any returned checks or non sufficient funds (NSF) notices.

We recognize that difficulties may arise with a family's financial situation during the year that makes payment difficult. It is the family's responsibility to contact the school principal when these difficulties arise, and every effort will be made to work with the family. Please understand that we want to pay our teachers and other expenses regularly and on time. Your cooperation is appreciated as we strive to

provide the best possible Christian education support for you and your family at an affordable cost. Thank you for your help.

CURRICULUM

Program

In accordance with Colorado statute, St. John's School adheres to the following requirements for curriculum content:

- "... (the) program shall include, but not be limited to, communication skills of reading, writing, and speaking, mathematics, history, civics, literature, and science."
- "... information concerning the honor and use of the flag (is) to be taught."
- "... the United States Constitution (is) to be studied. Instruction shall begin no later than the seventh grade and continue in high school."

Subjects in the curriculum of St. John's School are presented in the context of a Christian perspective and are supplemented by regular instruction in Biblical teachings and Lutheran doctrine. Subject areas include Bible, language arts (reading, writing, phonics, grammar, spelling & vocabulary), mathematics, social studies, science, physical education, art, music, foreign language, and technology. Confirmation instruction is given in the seventh and eighth grades through the church and all are welcome. St. John's staff strives to build your child's character spiritually and educate him / her to the best of his / her ability by these means in an age-appropriate manner.

Homework Practices

Our primary vehicle for instruction is 8:15am - 3:15pm. Any work outside of this time should thoughtfully build both learning and a love of learning. Children benefit greatly from unstructured play time and time with their family and friends. Homework should not impede on time with family and time spent pursuing independent interests.

The St. John's homework philosophy is as follows:

1. Outside of exceptional circumstances, homework should be limited to the '10 minute per grade rule':
 - a. 10 minutes in Kindergarten / 1st Grade
 - b. 20 minutes in 2nd
 - c. 30 minutes in 3rd
 - d. 40 minutes in 4th
 - e. 50 minutes in 5th
 - f. 60 minutes total (all subjects) in 6th - 8th.
2. Students should have at least one night per week without homework.
3. No homework should be given on major school events, such as performances and school trips.
4. A student's failure to complete homework may result in the student missing free time to complete the work, at the teacher's discretion.

Make-Up Work

Students who are absent from school will be given one school day, per each day's excused absence, to make up their work. Example: If a child is ill on Monday and returns on Tuesday, make-up work will be completed by Wednesday. Parents are discouraged from planning family trips and activities which will cause the students to miss classes. However, if parents / guardians must make such plans, they and their child(ren) have the responsibility to contact their teacher(s) in advance to make arrangements to make up the work that is missed at school. If more time than one day for each day of absence is needed to complete any make-up work, the parent or student should discuss this with the teacher.

High School Visitations

If a family chooses to take days for high school visits, all school work must be completed prior to the student missing school. Families are encouraged to limit the amount of class time missed by their child. Students will be given two excused days to visit high schools. Generally, students will take a field trip to visit Lutheran High School, during the school year.

Pupil Progress

Formal report cards are prepared by the teachers for each pupil after each trimester of the school year. The grades reflect the child's progress during the twelve-week period completed.

Grading Standards:

When letter grades are given, it is an indication of the following achievement:

A	93 - 100%
A-	90 - 92
B+	88 - 89
B	83 - 87
B-	80 - 82
C+	78 - 79
C	73 - 77
C-	70 - 72
D+	68 - 69
D	63 - 67
D-	61 - 62
F	60 below

When Standards Based Grades are given, it is an indication of the following achievement:

- A "4" indicates that the student's growth/progress exceeds the standard because she/he has demonstrated an advanced understanding of the standard and has been able to apply that understanding in ways that go beyond grade level expectations.
- A "3" indicates that the student has demonstrated an independent and secure understanding of the end of the year learning standard. This student requires little if any additional support or assistance in successfully demonstrating concepts learned and meeting grade level expectations.

- A “2” indicates that the student is developing an understanding of the learning standard and still requires intermittent support and assistance to meet the requirements of the standard for his/her grade level.
- A “1” indicates that the student is developing an emerging understanding of the grade level standard at this time. His/her current level of progress/growth is characterized as requiring consistent teacher support to make progress/growth.
- An “NA” indicates that the standard has not been adequately introduced, covered, or assessed during the marking period.

An indicator of “3” is the expected goal for students, which indicates that the student has demonstrated a Secure Understanding of his/her grade level learning expectations for the given standard. The expectation is that most students will achieve a “3” by the end of the year for each grade level.

In grades 6-8, mid trimester reports will be sent home with students five to six weeks into the trimester to give parents / guardians and students a general indication of pupil progress between report cards. Parents are encouraged to check with teachers at any time during the year regarding student grades. Parent teacher conferences are scheduled for all students at the end of the 1st trimester. However, if you wish to speak with a teacher at other times, please feel free to ask for a parent-teacher conference.

These indicators/descriptions are meant to show student progress toward grade level goals/expectations for learning standards and/or behaviors and skills. Please note we may also use half-steps (i.e. 3.5, 2.5, 1.5, etc.) to help show student progress toward meeting grade level standards.

Norm-Referenced Tests

In addition to the homework, tests and other means of evaluation employed by the individual teachers throughout the year, norm-referenced tests are given to show strengths and weaknesses of the school program and the individual students. The results help the school modify the program where necessary and to give the child guidance and assistance as indicated. In grades K-8, the MAP Growth Test is given three times and the results are shared with parents / guardians.

Middle School Honor Roll

At St. John's, we believe in recognizing and celebrating the hard work, dedication, and God-given talents of our students. Academic success reflects both perseverance and a commitment to excellence and growth. We are proud to honor students who demonstrate these qualities through their academic efforts. The Middle School Honor Roll is one of the many ways we acknowledge and celebrate student achievements, encouraging them to continue striving for their personal best.

Honor Roll Criteria

To be considered for the Honor Roll, students must meet the following minimum criteria:

- Students must receive a B- or above in all core subjects (Math, Science, ELA, Social Studies, Bible) to be eligible for Honor Roll or High Honor Roll (*updated for clarity on 1/30/25*).
- Behavior and attendance must reflect St. John's values (Perseverance, Appreciation, Worship, and Service).

Honor Roll Levels:

- Classes assessed by percentage or letter
 - Honor Roll: GPA of 3.0 to 3.49 or a combination of A's and high B's.
 - Percentages between 89%-93% (*updated for clarity on 1/30/25*).
 - High Honor Roll: GPA of 3.5 or above, with all A's.
 - Percentages between 94% or higher (*updated for clarity on 1/30/25*).
- Classes assessed on a standards-based system:
 - Honor Rolls: At least 90% of standards met with scores of 3 or above.
 - High Honor Roll: All scores of 3 or above.

DISCIPLINE AND BEHAVIOR

Background

The St. John's School discipline policy is based on Ephesians 6 and Colossians 3, both of which deal with matters of attitude and the relationship between parents / guardians and children, which also applies to interactions between teachers and students. In designing the discipline policy and procedures, we seek to provide a loving, firm, logical model that will guide the students to become godly, responsible, participating members of society. The discipline policy at St. John's contains both law and gospel. Teachers make every attempt to earn students' trust and respect through consistency and honesty, and to establish a positive relationship with each student. Teachers use positive reinforcement, praise, and encouragement on a consistent basis to increase students' positive behaviors.

“My purpose is that they may be encouraged in heart and united in love,
So that they may have the full riches of complete understanding.” Colossians 2:2.

Because discipline and love work hand in hand, St. John's staff models their relationship with students after God's relationship with man:

“The Lord disciplines those he loves.” Hebrews 12:6.

“Too often we forget that to discipline means to teach, not to punish. A disciple is a student, not a recipient of behavioral consequences. ~Daniel Siegel”

St. John's discipline policy is focused on teachable moments and opportunities to grow. Being a disciple of Jesus is a continual process of self-discipline as we aim to guide all students in developing. As Hebrews 12:11 says, “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.”

In the classroom, the main disciplinary objectives include:

- Maintaining a peaceful and productive learning environment
- Consistent application of the discipline method chosen by each teacher
- Protecting the safety and security of all
- Nurturing godly interpersonal interaction
- Proper application of law and gospel
- Encouraging excellent study habits and academic discipline

Though individual teacher's classroom rules may vary, these objectives are at the heart of them all. When violations to these objectives occur, teachers deal with individual students with compassion and logical consequences.

St. John's School Values: P.A.W.S.

In 2024, St. John's School developed and implemented a set of school values that reflect the ideals we believe to be important, worthy of upholding, and deserving of recognition and encouragement. These values were shaped through input from the entire St. John's community—parents, students, and staff. As members of the St. John's family, we chose the acronym **P.A.W.S.** to represent our core values.

P.A.W.S. stands for:

- **Perseverance**
"We grow stronger by facing personal and academic challenges with determination and persistence."
- **Appreciation**
"We are grateful for the blessings we receive from God and each other."
- **Worship**
"We honor God in all we do, expressing our love through our actions."
- **Service**
"We use our gifts to serve others, putting their interests above our own."

Much like a panther's paws help it hold strong and move forward, our **P.A.W.S. values** provide strength and direction as we journey through life. They guide our decisions and actions, helping us reach the goals God has set for us.

At St. John's, students are frequently recognized for displaying these values, whether in their academic work, social interactions, or spiritual growth. We believe that the **P.A.W.S. values** should be integrated into all aspects of student life. Therefore, behavior and conflict are also managed through the lens of these values, ensuring that each situation is approached with perseverance, appreciation, worship, and service.

School-wide Expectations:

St. John's School's expectations for all students include, but are not limited to:

- Respect and adhere to the School Values
- Arrive at school and to each class on time
- Be prepared with necessary materials to do assigned work in class
- Work in a way that is not disruptive to others
- Turn in assigned work as directed, and bring notes, permission slips, etc. to and from home as required
- Practice respect toward those placed in authority over them, including all teachers and staff members
- Practice respect toward their peers, including respect for sexuality
- Practice care for school and private property
- Observe rules of order and safety when on school property
- Observe the school dress code
- Behave with reverence and appropriate respect in the sanctuary and other areas of the church

Prohibited behaviors include:

- Any contradiction to the School Values
- Running in the classrooms, hallways, etc., riding bicycles or skateboards on school grounds

- Chewing gum or eating without permission
- Littering
- Being out of assigned areas
- Throwing snowballs, or throwing other objects that may harm or injure others, inside or outside
- Class disturbance
- Fighting or other violence
- Being out of class without permission
- Trading cards and play toys should not be in the classroom during the school day
- All students need to be supervised by an adult before and after school. This includes sporting events and after school activities.
- Bringing animals to school, unless approved by the school administration, for hygiene and allergy reasons

St. John's is a phone-free zone for students. All electronic devices must be turned off and kept with a teacher. This includes cell phones and watches paired with a device in school. A smartwatch is permitted so long as it is in school mode and is not a distraction. Items will be confiscated by the teacher if used between 8:15 am and 3:15 pm. Parents will need to pick up the items from the teacher or school office.

MAJOR violations include, but are not limited to:

- Consistent or severe class disturbance
- Any behavior that requires removing the student from the classroom
- Fighting or other violence
- Threatening, intimidating or harassing others
- Willful disrespect or disobedience of the person in charge
- Throwing objects in anger, throwing dangerous objects, or throwing in such a way as to endanger another person
- Vandalism of school or private property
- Stealing
- Use of profane language and / or other vulgar behavior
- Cheating
- Possession and / or use of smoking materials, drugs, alcohol, fireworks, weapons, or other similar items
- Lying or being willfully dishonest to any person in charge
- Inappropriate public displays of affection
- Inappropriate sexual behavior
- Cutting class or truancy
- Leaving school grounds without permission
- Any violation that becomes chronic

Actions that will require a meeting with the principal and parents, include but are not limited to, threatening behaviors, weapons, drugs, pornography, sexual harassment.

Nuisances

Nuisance items are anything that teachers feel are inappropriate for school or distracts students from their task. Examples of nuisance items include, but are not limited to, personal tape recorders / players, radios, CD players, games / toys, iPods, cell phones, watches, fidget spinners and electronic games. Nuisance items will be confiscated by the teacher if used between 8:15 am and 3:15 pm. Parents will need to pick up the items from the teacher or office. If there is any question regarding the suitability of an item, the student or parent should first ask their teacher. Trading cards and play toys should not be in the classroom during

the school day.

For hygiene reasons and out of concern for their welfare, NO animals should be brought to school, unless approved by the school administration.

Consequences

For minor infractions, students may receive a warning, a reflection form, teacher discipline, a detention notice and / or loss of privileges.

For major infractions, the administration, in consultation with the teacher(s) and parents / guardians, will determine the consequences, which may be teacher discipline, a detention notice, suspension, or expulsion from school.

Middle School Policy Supplement

Middle School students interact with various staff members daily. To promote consistency and fairness, the Middle School implements a system of Reminds to encourage positive behavior and address negative behavior.

- A Remind is issued by a teacher as a reminder to get back on track.
- 3 Reminds in a period leads to a 5-minute loss of time at recess or lunch. Student sits with a staff member during break.
- 2 losses of break in a day requires a reflection sheet, completed and taken home for the parent to sign.
- If the second loss happens after lunch, the student waits with a staff member in the Community Room for pick up.
- 5 losses results in a lunchtime detention and reflection sheet.
- 3 detentions result in a half day ISS.

Suspension

A suspension means that a student is not permitted to be in the classroom or to rely on a teacher for help in learning. These opportunities have been forfeited by the student's behavior and lack of cooperation at school or a school activity. Suspensions may be either in-school or out-of-school at the discretion of the principal. During in-school suspensions, the student will be assigned to the school office and will work on assigned work from the teacher or advisor. In case of out-of-school suspensions, students may not return to campus during the suspension time. Student work may be requested from the teachers in a predetermined and appropriate manner through the teacher and principal. The principal will determine the length of a suspension, and a parent/teacher or principal conference will be scheduled before the return to school. The student is not allowed to attend any school related extracurricular activity during the suspension.

Expulsion

Attending St. John's Lutheran School is a privilege. The principal may deny that privilege to a student who continues to resist correction and whose attitude is detrimental to the spiritual, academic and social progress of other students.

St. John's reserves the right to remove or expel students from the school. There are times when an offense is serious enough in nature wherein the principal believes the safety of other students and/or staff is in jeopardy and immediate expulsion is warranted. An expulsion may be appealed to the School Ministry

Team.

Possible grounds for expulsion include, but not limited to:

- Possession or use of any form of tobacco, alcohol, pornography, controlled substance, or any other illegal or forbidden products;
- Illegal drugs or controlled substances are in possession, used, bought, or sold on church/school property, or at any school sanctioned/sponsored event, or at Washington Park or at close proximity to the St. John's neighborhood,
- Bringing, possessing or using weapons (firearms, fixed blade knife, pocket knife, slingshot, etc...), fireworks, or any dangerous material(s) of any kind;
- Serious and/or willful destruction of school, church or private property;
- Threats of harm to students, staff, families or community members;
- Continual disruption of the educational process;
- Habitual behavior problems, or excessive tardies and absences;
- Setting off a false fire alarm or pulling a fire alarm station;
- Continual patterns of bullying and harassment.

Appeals

Students are allowed an appeal process to ensure that discipline policies and practices are fair and justly administered. The following are guidelines for students wishing to make an appeal.

For minor consequences, excluding suspension or expulsion:

- The appeal may only be made to the adult giving the instruction or administering the discipline.
- Adults will only entertain an appeal when the student comes in humility and willingness to comply.
- Adults will only entertain an appeal when the student has new information about the situation.
- An appeal can only be made once. In other words, a student may not repeatedly plead his/her case.

For suspension:

- Parents may appeal a decision to the Administration, who will consider their case.

For expulsion:

- Parents may appeal a decision to the School Ministry Team, who will consider their case.

Bullying

At St. John's School, we define bullying as intentional, hurtful, and repetitive behavior that is meant to harm, intimidate, or control another person. There is also an imbalance of power between the bully and the victim. Bullying involves actions such as physical acts, verbal expressions, or written gestures that cause distress to one or more students. It may include, but is not limited to, name-calling, taunting, putdowns, social media harassment, spreading rumors, excluding others from groups, or threatening behavior. These actions are carried out with the intent to harm or isolate the target, and they occur over a period of time, making it distinct from one-time conflicts or general poor behavior. At St. John's, we are committed to preventing bullying and fostering a safe and respectful environment where all students can learn and grow without fear.

Harassment

Harassment is considered to be words and/or actions directed toward an individual or group of individuals which intimidates, degrades and/or fails to respect another person's dignity. Harassment includes, but is

not limited to references made to a person or group based upon a person's age, gender, race, religion, or ethnic origin. Verbal comments, name calling, gestures, jokes, slurs and spreading rumors directed toward an individual or groups are also considered to be harassment.

Sexual Harassment

Sexual harassment consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples of conduct which may constitute sexual harassment include, but are not limited to:

- physical assault or contact such as patting, pinching, or constant brushing against another's body. (This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student.)
- graffiti or pictures of a sexual nature, sexual gestures or sexual jokes
- touching oneself sexually or talking about sexual activities
- spreading sexual rumors, making sexual propositions, or display of sexually suggestive objects

However, whether the examples above or any gender-oriented conduct rises to the level of sexual harassment will depend on a whole host of factors; such as, the surrounding circumstances, expectations, and relationships.

Students who engage in any act of bullying or any form of harassment are subject to appropriate disciplinary action, which may include suspension, expulsion and/or referral to law enforcement authorities. The severity and pattern, if any, of these behaviors will be taken into consideration when disciplinary decisions are made.

Personal Relationships

The staff, students, parents and volunteers of St. John's School are expected to be a positive Christian influence to each other and the greater community. Our whole lives reflect an attitude of Christ-like concern for the development and strengthening of each other as members of the family of Christ.

- Staff, students, parents and volunteers show love, concern, and respect for each other.
- All communication, oral, written or electronic, shows love and respect for all.

Within the Christian community, occasions of conflict, offense, and sin will occur. In order that we might deal with each other within God's prescribed Word, all members of this Christian community are expected to abide by the principles of Matthew 18:15-17.

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

Steps for conflict resolution:

- 1) Speak privately with the individual with whom there is a concern or conflict.
- 2) If necessary, both parties meet with the staff supervisor involved in the area, (i.e. teacher, coach, athletic director, advisor, etc...)
- 3) If necessary, both parties and the staff supervisor meet with the principal.
- 4) If necessary, both parties, staff supervisor, and principal meet with the School Ministry chairperson.
- 5) If necessary, both parties, staff supervisor and principal meet with the School Ministry Team.

It is assumed that this is not to be used for frivolous, personal, or petty matters. Everyone should be aware of the steps to deal with a concern or conflict. In all discipline and conflict resolution situations, every attempt should be made to maintain the dignity and self-respect of all parties involved in the steps and process.

Dress Code Guidelines

At St. John's, one of our goals is to foster an environment that promotes excellence and success. We encourage all students to dress neatly and modestly, as this helps set a positive tone for learning, promotes self-respect, and prepares them for future workplace expectations. Our clothing choices also impact the atmosphere in which others learn and play, so we ask parents to help instill the value of modesty in their children's attire, reflecting the Christian values we uphold in our community.

With these two goals in mind, our dress code is simplified. A small number of clothing items that will not be permitted are listed on the following pages, with some examples. Outside of these items, please feel free to dress your family in neat, modest and clean clothing of your choice. If you are looking for ideas, please consider collared shirts, khaki-style pants and neat jeans as an ideal way to reflect a scholarly and modest approach to our day.

Grades K-4

Above the waist:

- Tops should cover the shoulders and midriff, even when moving and stretching. Tank tops (including tank top sports jerseys) and crop tops are not allowed without additional covering.

Below the waist:

- Shorts, skirts and dresses should reach at least mid-thigh. Sweatpants, basketball-style and running shorts are not allowed.
- Neat athleisure and golf-style shorts and pants are permitted. Leggings are permitted in K-4 grades.

On the feet:

- Shoes should be worn at all times. Open-toed shoes, including Crocs and flip-flops are not allowed for safety reasons. Shoes with wheels are not permitted.

Other:

- Clothing with offensive language or images, or that is torn, is not permitted, as determined by St. John's School staff.
- Hats and hoods may be worn outside, but must be removed from the head when inside the building.

Students are expected to dress appropriately for physical education classes, which will require athletic shoes.

Grades 5-8

Above the waist:

- Tops should cover the shoulders and midriff, even when moving and stretching. Tank tops (including sports jerseys) and crop tops are not allowed without additional covering.

Below the waist:

- Shorts and skirts should reach at least mid-thigh.

- Sweatpants, basketball-style and running shorts are not allowed. Leggings are not permitted unless worn under appropriate shorts or skirts. Neat athleisure and golf-style shorts and pants are permitted.

On the feet:

- Shoes should be worn at all times. Open-toed shoes, including Crocs and flip-flops, are not allowed for safety reasons. Shoes with wheels are not permitted.

Other:

- Clothing with offensive language or images, or that is torn, is not permitted, as determined by St. John's School staff. Hats and hoods may be worn outside, but must be removed when inside the building.
- Grades 6-8 students must dress in the St. John's physical education attire for gym class, but return to dress code when not in gym class.

Suggestions for acceptable school dress to avoid dress code violation:

- Bring in your clothing item of question and ask beforehand to avoid any confusion
- Have an extra dress code approved shirt/outfit in locker as a backup

Dress Code Violations

For dress code violations, our teachers will partner with students and families to address and resolve any concerns, ensuring adherence to our school's expectations in a supportive manner. We understand that occasional oversights can happen, and our goal is to work collaboratively to promote understanding and compliance. However, in cases of repeated violations, appropriate consequences will be issued based on the student's grade level and the nature of the violation. These measures are intended to reinforce the importance of our dress code while maintaining a positive and respectful learning environment for all.

Miscellaneous

Property / Books

Students are required to pay for all damages to school property for which they are responsible. All hard bound and soft bound books, if damaged or lost, must be replaced at the publisher's price. All desks, lockers, and storage areas provided for the children on school premises remain the property of St. John's. These areas may be searched by the principal / teacher, whenever there is reasonable cause.

Technology

Students and parents are asked to sign a technology agreement and will be responsible for costs for loss or damage to all technology.

Playground Rules

- Snowballs, rocks, and hard balls are not to be thrown on school property.
- Students are to play in the teacher designated areas.
- Students are to use the equipment in an appropriate manner.
- Students are to play away from the building with balls and Frisbees.
- Some of our play equipment is restricted to certain ages.
- All students are expected to come to school prepared to go outside for recess.
- Students should be in an upright seating position when using the slide.
- Grades 6-8 are not allowed to use the basketball hoops that are under 10". This includes after school care as well.

- Playground rules are also to be followed before and after school.

More specifically, all students are to refrain from:

- Hanging from the basketball hoops
- No standing or sitting on the top of tables
- Playing in muddy areas
- Shouting at people or cars passing by
- Climbing on swing set bars or on fences
- Throwing anything over the fences
- Throwing snowballs or anything else which could injure someone
- Leaving the playground area

Threats to Self or Other

In the event that a student makes a threat of harm to themselves or others, our staff will conduct a threat assessment in accordance with staff training and Colorado best practices to ensure the safety and well-being of all members of our school community. Parents or guardians will be informed as soon as reasonably practical and invited to participate in the assessment process, unless circumstances make such involvement inappropriate. Additionally, the school may utilize other resources as needed, including contacting emergency services or calling 911, to ensure the immediate safety of all individuals involved. Our priority is to address such situations promptly and thoughtfully, providing the necessary support and interventions to maintain a secure and supportive environment for everyone.

Adult Code of Conduct when Working with Minors

At St. John's School, we are committed to providing a safe and respectful environment for all students. To ensure that our interactions with children uphold the highest standards, we have established a Code of Conduct that all paid staff members must agree to. This code outlines expectations for personal, physical, and verbal interactions, as well as the importance of transparency in all activities involving students.

In addition to our paid staff, for certain volunteer opportunities, parents and other volunteers may also be required to agree to a Families and Volunteers Code of Conduct. This version of the code ensures that all adults—whether paid or volunteer—follow the same guidelines and principles when working with children. By upholding these standards, we work together to create a safe and nurturing environment for every student at St. John's.

SCHEDULE / LOGISTICS

School Calendar

The school calendar is carefully prepared each year and released to families around March for the following school year. The calendar includes important information such as school closures, major school events, parent-teacher conferences, early dismissal days, and other key dates. It is distributed to families in paper form and is also available on our school website for easy access. Additionally, parents can subscribe to a digital version of the calendar to stay up-to-date on important dates—please refer to office communication for subscription links. We encourage families to review the calendar thoroughly and use it as a helpful tool for planning throughout the school year.

School Closures, Delayed Starts and Early Dismissals

St. John's School prioritizes the safety of our families, students, and staff during inclement weather. In cases where it is unsafe to operate on a normal schedule, we may implement one of the following plans:

- School Closures:

- o When local conditions make travel dangerous, both the Early Learning Center (ELC) and K-8 will close. All before and after-school activities, including Extended Care, will be canceled. No remote learning will be required on closure days.
- Delayed Starts:
 - o When early travel is unsafe but later travel may be possible, a Delayed Start of 90 minutes will be issued.
 - Before School Care will begin at 8:30am.
 - ELC doors will open at 8:45am.
 - K-8 School doors will open at 9:30am
 - K-8 School day will begin at 9:45am.
 - All school schedules will then run according to real time (ie if a class is normally scheduled to begin at 10:00am, it still begins at 10:00am. If a class is normally scheduled to begin at 9:00am, it is missed). Teachers may make small adjustments to the schedule as necessary.
 - ELC dismissal is at regular times. K-8 dismissal will remain at 3:15pm.
- Early Dismissals:
 - o If weather deteriorates during the day, an Early Dismissal may occur. Students should be picked up at the designated time, but staff will remain to supervise any students unable to leave early. All after-school activities and Extended Care will be canceled.

Communication

Families will be notified of closures, delays, or early dismissals via email by 6 a.m. for morning changes or during the day for Early Dismissals.

Decision Process

St. John's typically aligns with Denver Public Schools but will always prioritize the safety and unique needs of our community. Families are encouraged to make individual decisions based on their circumstances and notify the office if choosing to stay home.

These measures help protect our community during hazardous conditions while maintaining flexibility for our families.

Emergency Protocol: The Standard Response Protocol

At St. John's School, the safety of our students and staff is our highest priority. We follow the Standard Response Protocol (SRP), a nationally recognized framework for managing school emergencies. The SRP uses clear, standardized language and actions to ensure a coordinated response in any situation.

Standard Response Protocol Actions

- Hold ("In Your Room or Area"):
 - o Students and staff remain in their current location, keeping hallways clear. This is used for situations like medical emergencies or disruptions in common areas.
- Secure ("Secure the Perimeter"):
 - o Exterior doors are locked to protect against potential danger outside the building. Activities inside continue as normal.

- Lockdown (“Locks, Lights, Out of Sight”):
 - All interior doors are locked, lights are turned off, and students and staff move away from windows and doors. This action is taken when there is a threat inside or very near the school.
- Evacuation:
 - Students and staff leave the building quickly and safely, following designated routes, for situations like fire or structural concerns.
- Shelter:
 - Students and staff take protective action in designated safe areas during events like severe weather or hazardous materials.

Reunification Plan

In some situations, students and staff may need to relocate to a safe, alternate location before dismissal. A reunification can be a result of anything abnormal at the school that renders it unsafe to stay in, or an external issue in the area, such as a power or phone outage, weather event, hazmat incident, bomb threat, criminal activity, or active violence at the school. In these cases, students and staff will relocate to the Washington Park Recreation Center, located at 701 S Franklin St, Denver, CO 80209.

Families will be notified via email with specific instructions regarding pickup and reunification procedures. Our priority is to ensure the safety of all students and staff while facilitating a smooth and secure process for families during these situations.

Emergency Communication with Families

- In the event of a real or practiced Secure, Lockdown, Evacuation, or Shelter, families will receive communication via email. Families do not receive communication in the event of a Hold.
- For Lockdown drills, communication is always sent in advance to prepare students and parents. Students are reassured at the beginning that these are drills and that they are safe. Lockdown drills will never occur without prior notice. At the Principal’s discretion, the Denver Police Department may be invited to participate in a Lockdown drill.

Emergency Drills Schedule

- St John’s School follows Colorado best practice for conducting drills:
 - Evacuation drills are conducted within the first 10 days of school and then monthly, as conditions allow.
 - Lockdown drills are held twice per year, with prior notice given to all parents and students.

By following the Standard Response Protocol and maintaining clear, proactive communication, we ensure a safe and prepared environment for all members of our school community.

SCHOOL ACTIVITIES

Athletic Teams

- Generally, boys and girls in grades 5 - 8 may participate in inter-school athletics. Students may participate in soccer, volleyball, basketball, and track. A schedule of games with other schools in the Denver area is set up by the St. John’s Athletic Director. Participants will pay a fee to cover miscellaneous costs including referees.
- A student must maintain a proper Christian attitude and consistently assume responsibility for

completing assignments on time to be eligible for athletic practice sessions and games. Additionally, only students maintaining a 2.0 (“C”) grade point average or better and who have no failing grades are eligible to participate in athletic games for the following week and weekend.

Music

- All students attend music classes during the school year.
- Singing in worship services on Sundays and other special events, such as musicals and dramas, is an important aspect of music education and personal growth. Attendance is highly encouraged but no punishment or negative consequence is permitted for non-attendance.
- The school hand bell choir is for interested students (audition for placement). A small fee may be assessed for gloves.
- The School Choirs are formed to encourage the love of singing and praising God and to encourage musical growth and worship.
- Private piano lessons are given by an independent teacher who comes to the school. Time and payment arrangements must be made through the teacher. Information can be obtained in the school office.

Parent/Guardian Expectations

- Parents are not allowed to consume alcohol or drugs at any school sponsored events at which students are present.

Field Trips

- Field trips are a part of the educational program of our school. They are planned by the teacher in coordination with the instructional program of the class. Parents will be notified in advance of field trips. Generally, a minimum of four (4) field trips per year are taken by each grade. When parental consent is given for field trips, parents / guardians do so with the understanding that there are inherent risks involved in a field trip and they are willing to assume those risks. Field trip drivers must be 25 years of age or older.
- Prior to driving for a school activity, parents / guardians must provide the school office with a copy of their current and valid car insurance policy proving they have coverage for passengers and a copy of their driver’s license. Parents will not be allowed to drive and trips may have to be canceled, if this requirement is not met. Please do this well in advance.
- Drivers must assure that students are properly restrained and using appropriate car seats according to Colorado law.

Mid-week Chapel Service

Worship of the Almighty God is an important part of the life of the pupils at St. John’s. In addition to the daily room devotions, the pupils gather in the church one morning each week for a public service led by the pastor, teachers, or a guest speaker. All school musical groups take turns participating in chapel services. Parents are encouraged to attend these services, which generally begin at 8:25 a.m. on Wednesdays.

STUDENT SERVICES

Awards and Recognitions

At St. John’s, we celebrate the gifts God has given to our students in both achievement and character. Throughout the year, we recognize students during our Community Celebrations, highlighting their accomplishments and the ways they live out our school values. These recognitions include P.A.W.S. Awards for demonstrating our core values, Middle School Honor Roll, Athletic Achievement, and success in events like science fairs, spelling bees, and math competitions.

We also celebrate excellence through the Journey Wall, which honors one student per grade who has

produced exemplary work in areas such as Writing, Math, Science, Athletics, STEAM, Art, and Performing Arts. Journey Wall recipients will have their work featured on the Journey Wall alongside their photo, showcasing their dedication and achievements.

Parents are always welcome to join us for these special moments. Community Celebrations take place on the Friday mornings of half days at 8:20 a.m. in the Worship Center. These gatherings are a wonderful opportunity to honor our students and give thanks for their God-given talents.

Grade 8 Graduation

Toward the end of the school year, an awards program after chapel is held to present awards and / or special recognition to honor students for special achievements in the areas of music, athletics, scholarship, and other areas. In addition, the following awards will be given:

- Educational Scholarships - Lutheran High School will present a Scholarship to the Valedictorian and Salutatorian.
- Valedictorian and Salutatorian honors will be determined by using 6th, 7th, and 8th grade year major subject grades. Minor subject grades will be considered in case of a tie. Valedictorian and Salutatorian recipients should also exhibit Christian Citizenship qualities.
- Christian Character award, selected by a vote of the faculty. The award is based on attitude, school involvement, leadership and behavior.
- Graduation is an important event in our school year with family, friends, and other students in attendance. Students are expected to dress well for this special event.

Food Services – Lunch / Milk Program

The lunch schedule is operated in three shifts to facilitate the size of the lunchroom and grade levels. Nutritious meals are served by a qualified staff. All hot lunch orders are ordered online. Lunch can be ordered two months in advance and will start in August. For additional information or to order:

Lunch ordering access and additional information is also available on St. John’s web site - Please do not send any soda pop or candy for students.

Milk can be purchased every school day for 50 cents. A monthly milk card is available for purchase in the school office.

Lost and Found

All outer clothing, lunch boxes and possessions in general should be labeled with the student name, or marked for easy identification. If personal items are lost, your child is asked to assume responsibility for checking the LOST AND FOUND area. When you become aware of a missing item, please check for yourself and have your child look for it immediately. All items will be displayed in the lost and found area. Any unclaimed articles will be removed from school and given to a charitable organization on a regular basis.

Pictures and School Yearbook

Arrangements are made to have individual and class pictures taken each fall and parents / guardians have the opportunity to purchase photos from a variety of packet selections. The cost of the yearbook is covered by the registration fee.

HEALTH AND SAFETY

Accidents / Illness / Medication

Accidents

Most injuries occurring at school require minimal first aid, which will be administered by the office staff. If a child has a serious accident while at school, paramedics will be summoned. Every effort will be made to reach the parents / guardians at home or at work; failing that, we will call an emergency number (a designated friend or relative in the area) and / or the doctor listed on your emergency sheet. Keeping your phone number and your emergency number current is extremely important.

Illness

Our facilities for administering care to an ill child are limited. A child with a fever of 100 degrees or above will need to be sent home. We will make every effort to contact the parent / guardian or emergency number so that the youngster may be sent home to recuperate in a comfortable place. We ask that our families honor the fever free for 24 hours before coming back to school.

Medicine

As a rule, a student ill enough to require several doses of medication during the school day should probably stay home. Most medication schedules can be prescribed by your doctor for administration during non-school hours. If your child requires medication during school hours, medicines must be in clearly labeled pharmacy bottles with current date and accompanied by a written Parent / Physician Statement. Parents should also fill out the form in the office for giving medications at school. The medical release form must be signed in order for Tylenol or other pain killers to be dispensed. No over-the-counter type medicines will be given to the student without written parental permission.

When a Student has Restrictions for Physical Activity:

There are times when a child has an injury or non-contagious illness that requires limitations in their physical activity.

Our policy for Restricted Physical Activity

- A written note is required when the student arrives at school with an injury or illness.
- Specific physical activity restrictions need to be listed in the note. Doctor's note is expected for something that requires a doctor's treatment and supervision.
- The restrictions listed in the note for physical activity will be applied for all St. John's activities (P.E., Recess, Field Trip, Athletics, Field Day and any other activities under the supervision of St. John's.)
- Students may return to activity upon a written note of release (doctor's note will be required when the student is under the treatment and supervision of a doctor.)

Lice Procedures

In the event that lice has been found in a student, the following duties are assigned:

The teacher will:

- notify parents to pick-up student
- send email to classroom parents
- take precautions to stop lice from spreading

- bag up cloth items, headphones, etc. for a full 48 hours

The school will:

- contact “lice representative” to check the infected classroom and/or other students, staff
- contact Facilities Manager for proper cleaning of affected areas
- send email through constant contact of lice exposure in the school
- students will be rechecked by a school representative on the 3rd day and 7th day after treatment

The parent will:

- notify the school if you child has lice or eggs so we can take proper action
- pick-up student from school
- keep the students at home for a full 24 hours after treatment. To return after 24 hours, the treatment must contain “Naturm Muricaticum 2x”.
- check the student’s hair daily
- comb out nits for a full 7 days after treatment
- provide a second treatment if necessary
- follow proper precautions at home to ensure lice does not spread
 - wash all bedding, towels, and clothing
 - put all stuffed animals and hats, backpacks in a sealed bag for two weeks
 - disinfect any surfaces that not fabric - this includes couches, vehicles, car seats, etc

Medical Exclusion Recommendations

The following list gives guidelines & recommendations for exclusion from childcare.

DISEASE	IS EXCLUSION NECESSARY?
Diarrhea with illness (vomiting, fever)	YES
Diarrhea = stools that are watery and frequency is twice what is usual.	YES
Chicken Pox	YES - children with uncomplicated chickenpox may return on the 6th day after the start of the rash.
Conjunctivitis (Pink Eye)	YES - until 24 hours after treatment. If your health provider decides not to treat your child, a note is needed.
Strep Throat	YES - until 24 hours after treatment and the child has been fever free for 24 hours.

Impetigo	YES - until 24 hours after treatment.
Ringworm	The child may return after treatment is started.
Scabies	YES until the day after treatment.
Head Lice	YES until the day after treatment.
Herpes	YES if area is oozing and cannot be covered (such as mouth sores)
Vaccine preventable Diseases (measles, mumps, pertussis)	YES until judged not infectious by a health care provider.
Mild Cold Symptoms (Stuffy nose with clear drainage, sneezing, mild cough)	NO - student may attend if able to participate with activities
Upper Respiratory Complications (large amount of yellow / green nasal discharge)	YES you should seek medical advice and decide whether your child should be in childcare.
Extreme sleepiness	YES
Stiff neck, ear pain	YES
Fever	YES

Please remember, if your child is not well, he / she is more susceptible to other illnesses. Rest is very important for a complete recovery.

St. John's School Medication Form Template

For all prescription and non-prescription medication.

Please fill out the form each time medication is brought in for your child.

Date of Authorization:

Name of child:

Parent's, Guardian's, or Doctor's signature:

Medication:

Dosage:

Route: (circle one) oral inhalant topical injectable

Dates to be given:

To be given at these times (Please be specific.):

Needs refrigeration (check one): Yes No

Expiration date:

Possible side effects:

Possible adverse reactions:

For staff use only.

	Medication	Dose	Time given	Given by	Time given	Given by
Mon.						
Tues.						
Wed.						
Thurs.						
Fri.						

HOME: SCHOOL COMMUNICATION

Parent / Teacher Communication

Thursday Folders Every week students in grades K - 5 will bring home a folder with completed and graded assignments, tests, and announcements. Please review all the information in the Thursday folder. It is our way of helping you know what your child is learning and what's happening in the classroom and the school.

St. John's K-8 Panther Post is the official weekly newsletter of St. John's School that is emailed home every Friday. It is important to read this carefully each week. If you are not receiving these emails, please contact the school office.

Personal Communication is better than any other kind. Therefore we encourage teachers to contact the home when they have a question, a problem, or a joy to share. At the same time, if at any time you wish to express a concern or offer a suggestion, please feel free to share your thoughts with the person directly related to the issue, be it a teacher, coach, or principal. If after that conference your understanding is not complete, you may wish to arrange a meeting with the principal to explore the issue with additional input. After these steps have been explored, you are welcome to contact the School Ministry Team chair. The School Ministry Team is open to suggestions and ideas concerning policy and better communication at any time.

Please respect the teacher schedules during the school day and weekends. Messages left over the weekend may not be responded to until Monday. Teachers are professionally involved with students from 7:35 am – 3:35 pm. Please do not interrupt the educational setting during the school day. Messages during the school day for students should be left with the Administrative Assistant in the School Office (x 119).

School Visitation

Parents may visit classrooms or other instructional areas. Parents and all visitors are asked to check in at the school office before visiting a classroom. Please inform the classroom teacher of a planned visit prior to arrival. Teachers appreciate this courtesy. Families are always welcome / encouraged to attend the Wednesday morning chapel services.

Telephone Policy

In order to keep the school line open for important communications, it is imperative to regulate student use of the school telephone. If communication is necessary between home and a student at school, we prefer that parents / guardians CALL THE SCHOOL and leave a message with the classroom teacher or school office rather than have a pupil attempt to reach a parent / guardian. Free use of the telephone by students is restricted to EMERGENCY use. Cell phones are not allowed for students during the school day.

Volunteers

St. John's School believes that volunteering is an important ingredient in the growth and development of this community. We welcome volunteers and encourage families to help by contributing as many hours of service as their schedules permit. One of the most valuable gifts you can give to your children, your school, and your community is to recognize the gifts you have and then be willing to share them. Please consult your child's teacher or ask in the school office.

PROCEDURES AND SCHOOL CARE

School Hours

These procedures are in effect to help ensure the safety of all children, staff, and faculty. We must be able to account for all the children in our care during the day.

- School hours are from 8:15 a.m. until 3:15 p.m.
 - It is desirable that students arrive at school between 8:00 a.m. and 8:15 a.m.
 - The school doors will be opened at 8:00 a.m. and the tardy bell will ring at 8:15 a.m.
 - Students in K-4 should use the main school entry only. Students in 5-8 should use the Community Room Entrance.
- Students arriving at school before 8:00 a.m. or remaining after 3:30 p.m. must be in Before School Care (BSC) or After School Care (ASC) or supervised by an adult on campus so that they are properly supervised and to meet liability regulations. This includes all after school activities. Parents must register their child(ren) for these programs.
- Once a pupil has reached the school grounds, he / she may not leave unless written permission from his / her parent / guardian is presented to the school office. Students leaving during the day must be signed out through the school office.
- Students who are picked-up from school prior to 3:15 pm, or have school time appointments, or are going home due to sickness must be signed out in the school office. If your child (ren) must leave early, please come to the school office. No child (ren) will be allowed to meet anyone at the curb or exit through any other door.

Extended Care Program

The Extended Care Program is for St. John's School students who need care before and after school when their parents cannot be with them. The program is licensed by the Colorado Department of Human Services. This takes place under the loving and careful direction of the staff and is distinctively Christ-centered in policies and philosophy. The students will have many opportunities to join in activities, crafts, and active games.

In accordance with our mission and purpose, we have an after school program called, "After School Care," for the K-8 grades. Daily activities will include play, snack, homework, and a variety of centers with opportunities for your children to develop physically and cognitively. If you know of someone who may be interested in volunteering their time and gifts, please contact the Director of After School Care.

Schedule Information

- Before School Care begins at 7:30 AM and continues until the start of the school day at 8:00 AM.
 - The Before School Program of child supervision is MANDATORY for students arriving between 7:30 a.m and 8:00 a.m. Parents must register for this program as there are a limited number of spaces available. They also must sign in daily with their child(ren) on our KidCheck computer. Before School Care is in the school gym and cafeteria until 8:00 a.m. when the students can go to their classrooms.
- After School Care begins after the school day ends at 3:15 PM and continues until 5:30 PM.
 - Snacks will be served at After School Care and are included in the cost of the program.
- Extended Care will provide "School Day Out" on most school ½ days and most no school days scheduled on the school calendar. Care will be from 11:30 AM – 5:30 PM on ½ school days, and from 7:00 AM – 5:30 PM on no school days.

- NOTE: If school is canceled due to inclement weather, all programs and extracurricular events are canceled also.

Safety

- Parents or an authorized adult (authorized on the emergency form) who drop off or pick up a child MUST enter the school and check in/out the child through our KidCheck computers. This is a legal record of when your child was in extended care, who brought your child, and who picked up your child. If a person who is unfamiliar to our staff comes to check out a child, they may be asked to present a photo ID. Parents MUST grant permission in writing BEFORE the day of pick up. If a person needs to be added to the child's authorization list, the parents are asked to notify the Director of Extended Care and add the approved guardian to their KidCheck account. We want to assure you that your child will be safe while in our care,
- Please remind your children that they MUST go to Before School Care right when they arrive and go to After School Care right after the end of school so we are able to account for them and assure their safety. If your child does not come to either program to check in, our staff cannot be responsible for them. If we see a child on the property outside of school hours, we will ask him/her to come to Before School Care or After School Care, with the appropriate charge billed to your family, in order to keep your child as safe as possible.
- Children not picked up by 6:05 pm, will accumulate a late fee of \$1.00 per minute until the child has been picked up. Any child not picked up by 6:30 PM and no contact has been made between parents and childcare staff, will be placed into shelter care with the Denver Police and the Department of Human Services.
- Your children will be supervised at all times by qualified staff, with a legal ratio of at least 1:15. If you have any questions or concerns, please contact us as appropriate.

After School Hours

- School is dismissed at 3:15 p.m. At that time, all students are to quietly leave the building except those with permission from a teacher, those in After School Experience and those participating in a school activity.
- Only students who are waiting for rides may be outside the east school door until 3:30 p.m. Those in After School Experience, activities or riding a RTD bus must go directly to their designated area.
- Please enter the driveway from Exposition Avenue and exit on Gilpin Street or Ohio Street. You may walk up to the school to pick them up as well.
- If your child has parent permission to walk home, ride their bike home, take the bus, or go to the park a written note is required. These students are to leave the school grounds immediately.
- Students waiting for a ride are still under the care of St. John's staff. The staff member on duty has authority over students waiting outside. Students are expected to follow the rules and directions given by the staff member on duty. His / her job is to keep your child safe.
- The After School Program begins at 3:15 pm and is available for children who cannot be picked up immediately after school. The program is structured with time for study, snack, and play. Remember you have to sign child(ren) out.
- Once a pupil has left the school grounds (athletic practice, special case) he/she may not return to the building and grounds unless brought back by a parent / guardian or teacher.

TRANSPORTATION

Parent

Drop Off and Pick Up procedures:

- Please drop off / pick up students in the east parking lot of the school. Enter the school parking lot on Exposition Avenue in the morning and exit the lot on Gilpin Street or Ohio Street. This ensures

that traffic flows smoothly if everyone follows the same pattern.

- Please do not park your vehicle in the loading / unloading zone.
- If your child (ren) will be walking to / from school, riding a bicycle, or taking a bus, a written permission slip must be given to the school office so that supervisors will know which students are allowed to leave the school grounds without a ride. IF WRITTEN PERMISSION IS NOT ON FILE, THE STUDENT WILL NOT BE ALLOWED TO LEAVE THE GROUNDS WITHOUT A RIDE.
- Children signed into the After Care Program may be picked up at the south school door. A late fee will be charged for children picked up after the 6:00 p.m. closing time. Parents must sign their child (ren) out at pick-up time.
- There is no playground supervision for children not enrolled in Before School Care or After School Experience. Therefore, the playgrounds are off limits to such children before and after school.

Alternate

St. John's does not operate buses for daily pupil transportation. Parents are asked to cooperate in providing car pools. The school office is eager to assist in providing names for car pools.

NOTICE REGARDING ASBESTOS

To: All parents of students at St. John's School - Early Childhood Center & K-8

From: Board of Administration

Date: August 1, 2022

In accordance with EPA regulations, this church and school has been re-inspected for friable (easily crumbled with hand pressure) materials which contain asbestos. Friable asbestos containing-materials may cause health problems

Friable asbestos-containing material is present in St. John's Church and School in the following locations:

- Asbestos is only above the ceiling and behind walls throughout the church and school, and in the classroom ceiling tile mastic.

A record of the re-inspection, a diagram of the location(s) of friable asbestos-containing materials and a copy of relevant EPA regulations are available at:

St. John's School Office
700 South Franklin Street
Denver, CO 80209

The existence of these materials in their current form meets all regulatory requirements. At this time, nothing has been disturbed and we are still in compliance. For further information, interested persons should call 303-733-3777, ext. 119.

Dr. Phillip Barnard
Principal

Mr. David Kjergaard
President of Congregation