

Shout for joy to the Lord.

- Psalm 100:1

Kindergarten through Grade 8 Student - Parent - Teacher Handbook

St. John's School - Early Learning Center and K-8
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INTRODUCTION	
St. John's Principal and the School Ministry Team (School Board)	3
GENERAL / HISTORY	
Mission Statement	4
Philosophy / Vision Statement	4
Objectives of St. John's School	5
History of St. John's School (K-8)	6
History of ELC and History of New Facility	6
Accreditation	7
Non-Discriminatory Policy	7
EDUCATION / ADMINISTRATION	
Administration / Leadership	8
Faculty	8
Student Teaching Program	8
Lutheran High School	8
Admission Standards and Procedures	8
Enrollment Policy	8
Re-enrollment Policy	9
Student Records Policy	9
Retention of Students	10
Attendance / Absences	10
Tardy/Punctuality	10
Graduation Requirements	11
Tuition Policy	12
CURRICULUM	
Program	14
Homework	14
Make-Up Work	15
High School Visitation	15
Pupil Progress	16
Standardized Tests	16
Honor Roll	16
DISCIPLINE AND BEHAVIOR	
Student Management Policy	17
Expectations	17
Students are expected to refrain from:	18
MAJOR Violations	18
Nuisances	19
Consequences	19
ReFocus Form (5-8)	20
Suspension	20
Expulsion	20
Appeals	20
Bullying	21
Harassment	21
Sexual Harassment	21
Personal Relationships	22

Dress Guidelines	23
Dress Code	24
Dress Code Notice Forms	26
Grades K-4 -- Dress Code Violation Consequences	26
Grades 5-8 -- Dress Code Violation Consequences	26
Property / Books	27
Playground Rules	27
SCHEDULE / LOGISTICS	
Holidays / School Closing / Snow Days / Drills	28
SCHOOL ACTIVITIES	
Athletic Teams	29
Music	29
Field Day	29
Parent / Guardian Expectations	29
Field Trips	30
Mid-Week Chapel Service	30
STUDENT SERVICES	
Awards	30
Food Services	31
Non-discrimination Statement	31
Lost and Found	31
Pictures and School Annual	31
HEALTH & SAFETY	
Accidents / Illness / Medication / Medical Restrictions	32
Lice Procedures	32
Health Regulations	33
Guidelines and Recommendations	34
Medication Form (sample)	35
COMMUNICATION - Between Home and School	
Parent / Teacher Communication	36
School Visitation	36
Telephone Policy	36
Volunteers	36
PROCEDURES AND SCHOOL CARE	
School Hours	37
Extended Care Program	37
Schedule Information	38
Safety	38
After School Hours	38
After School - 8th Grade Supervision Form	39
Transportation — Parent / Guardian	39
Transportation — Alternate	39
GENERAL INFORMATION	
Building Asbestos	40

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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.**

GENERAL / HISTORY

Mission Statement - CONNECT, NEIGHBOR, SERVE

The Mission Statement of St. John's Church and School is **"Connecting People with Jesus by creating a culture that values people and raising up people to love them."** We are a member congregation of the LCMS, following the synod's beliefs.

Philosophy / Vision Statement

- 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.

"St. John's School and Early Learning Center is a caring Christian learning community that inspires families to walk with Jesus and challenges each student to personal excellence."

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 landscaping.

To enhance St. John's learning environment, we completed the addition of two Creative Learning Systems STEMLabs for the school. Rather than teach the four disciplines as separate subjects, STEM integrates them into a cohesive learning paradigm based on real-world applications. This education model has consistently been praised for its ability to promote critical skills for today's globally competitive and technologically driven economy. Our STEMLabs are project-based STEM learning environments in which students utilize a wide range of applied technology to develop and document project work in a multidisciplinary context. STEMLabs are fully-integrated programs including hardware and software, media and test equipment, construction kits, curriculum and professional development.

Revised 03/2017

Accreditation

St. John's School and Early Learning Center was first accredited in 1991. This accreditation was once again renewed in 1998, 2005, 2012 and in 2017, 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 in education. 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).

Admission Standards and Procedures

Admission requirements for St. John's School include a complete enrollment application, all previous academic records, 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 that cannot be handled 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

- The order in which children will be enrolled in St. John's School is: students currently enrolled in St. John's Early Learning Center through seventh grade - up to a decided date. Following that, new students according to the order in which they register.
- *Enrollment Age:* 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. Parent(s) / guardian(s) must complete the online application, pay the registration fee through Smart Tuition, 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 space availability 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.

Re-enrollment Policy

Children are accepted for enrollment at St. John's for one school year. Re-enrollment procedures must be completed every year. Materials for re-enrollment are given to each school family in January. No student is allowed to re-enroll unless all tuition and / or fees are current and paid. Enrollment fees are to be submitted with the re-enrollment form to reserve a place for the child(ren) by the published deadline. Enrollment fees are non-refundable. When the deadline for re-enrollment of current students has passed, new applications will be considered.

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 are 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 F's or 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 / guardians 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 / guardians 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 / guardians 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, for pupils in grades 1 - 8, 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 / PRINCIPAL.**
- Parents / guardians are discouraged from planning family trips and activities which will cause their children to miss classes. If missing school is unavoidable, homework and tests will have to be made up.
- **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 9:15 a.m., it is to be counted as $\frac{1}{2}$ day of absence.**

Tardy Policy

Students arriving after the scheduled start of school cause a disruption to the classroom and a delay to the beginning of the school day. St. John's Lutheran School begins each day at 8:15am. There are some scheduled "Late Starts" which begin at 9:15am. A student will be considered tardy if they arrive at their classroom after 8:15am. (9:15am on Late Starts)

Each student is permitted four tardies without school consequence per trimester. There may be natural classroom consequences of missed or late work given out by the teacher. The homeroom teacher will communicate to the parent(s) if a fourth tardy happens in a trimester. If a fifth tardy would happen in a trimester, the school administrator will communicate with the parents(s).

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. Inclement weather days and travel conditions may be given "grace days," 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 (*see addendum.)

***Addendum - Retention of Students**

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

- four (4) or more F's or 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.

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. **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. Parents/guardians are asked to serve 20 volunteer hours.** Finally, 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.

To provide an orderly and timely payment of salaries and expenses, we depend on the regular payment of fees by our school families. The following policies for the payment of tuition and fees have been established:

1. The School Ministry Team of St. John's Church and School shall annually determine the tuition and fees.
2. A re-enrollment / enrollment registration fee is due with the annual application to St. John's School. This deposit is non-refundable, non-transferable and does not apply to tuition. Sports, band, outdoor lab fees, the cost of lunch, before and after school care, and other activity fees are paid separately.
3. Tuition Assistance is 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.
4. A parent / guardian may choose to pay tuition by one of the following two options:
 - a. Pay the entire year's tuition before **August 1** and receive a small discount **1%**
 - b. 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**.
5. **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.**
6. 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.
7. Trimester report cards will not be given until all semester fees have been paid or other obligations have been met.
8. A returned check or non-sufficient funds charge of \$30 will be assessed on any returned checks or nonsufficient 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.

St. John's has partnered with Smart Tuition, a 3rd party billing provider.

Smart Tuition will make it easy for you to:

Select a payment method that works best for you

- Choose to receive a monthly invoice
- Set up recurring automatic payments from your bank account
- Set up recurring automatic payments with your credit card. *Visa, MasterCard, Discover, and American Express* are accepted

Set up and access your account online or on your mobile phone

- There is an annual Smart Tuition enrollment fee
- Review account/payment history, transaction details, and print monthly invoices
- Edit your contact information, password, and payment method
- Make a payment or set up recurring payments

Receive payment and follow up reminders

- For recurring payments, a reminder is emailed 7-10 days before the due date
Smart Tuition will charge a \$40 a month late payment fee.

Speak with a customer service representative

- Families can access their accounts to check balances and make payments 24/7
- Call SMART TUITION toll free to make payments at (888) 868-8828
Smart Tuition payment address: Smart Tuition, PO Box 54228, Los Angeles, CA 90054-0228

Please remember the St. John's accounting team is here for you.

CURRICULUM

Program

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 religion, reading, language arts, spelling, 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, all are welcome. Residential outdoor education laboratory experience (off site) is provided in the sixth grade. 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 Policy for 4th and 5th grades

Homework is used to extend the educational experiences of the children. It is assigned to some extent in all grade levels, but more for those students who can work independently. The students are given opportunities in school to begin or complete many of their assignments under the guidance of the teacher. Work that is not finished during class time is sent home as homework. All assignments are due on the assigned due date at the beginning of the school day. Students whose homework is not completed by the due date, and who have no valid excuse from a parent, will be required to complete the work during the next school day, during recess, or as homework. If a student develops a pattern of incomplete/late assignments, parents will receive notification from the teacher.

Homework Policy for 6th, 7th, and 8th Grades

Late and incomplete assignments are defined as any homework or class work not 100% completed by the due date.

Any student who has a late or incomplete assignment (per definition above) will be required to attend a lunch study hall during the students' lunch period in order to complete the assignment. No points or percentages will be deducted from academic grade for late or incomplete assignments, but students are required to complete any missing, late, or incomplete work, thus the requirement to attend lunch study hall until assignment is completed. Students' habits in relation to work completion will be reflected in the Citizenship/Life Skills section of their report card. If a student develops a pattern of incomplete/late assignments, parents will receive notification from the teacher.

Lunch Study Hall - Students with any late or incomplete assignments will be required to attend a lunch study hall either on the day the assignment was due, or the next day if the class in which the work was due falls after their lunch period and the work was not completed at home that evening. This will be at the teacher's discretion as to when the student will attend the study hall. The purpose of this is to make sure students complete assigned work, and understand the importance of completing work by the assigned due date. Students will be allowed to eat their lunch while they are working on completing their assignments, and may leave the study hall once the monitoring teacher has confirmed that work has been completed.

Academic Lab

*Academic Lab may be available to students when requested. Please make arrangements with teachers.

*Academic Lab provides a quiet place to work with one or more middle school teachers present and available for questions. This is not a substitute for one-on-one tutoring.

*If you are interested in tutoring, please make an appointment to talk to a teacher to make arrangements or to receive referrals.

*Additionally, students are encouraged to communicate questions to teachers via email outside of regular school hours.

Make-Up Work

Students who are absent from school will be given one school day for each day's excused absence. Example: If a child is ill on Monday and returns on Tuesday, make-up work will be completed by Wednesday. Parents / guardians 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

Kindergarten

- 4 - Exceeds Standard
- 3 - Meets Standard
- 2 - Developing Understanding of Standard
- 1 - Emerging Understanding of Standard
- N/A - Not Assessed

Grades 1-8

- 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

K-8 PERFORMANCE LEVEL DESCRIPTORS - These indicators/descriptions are meant to show student progress toward grade level goals/expectations for learning standards and/or behaviors and skills. 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. 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.

4 – 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.

3 – 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 met grade level expectations.

2 - 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.

1 – 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.

NA – A “NA” indicates that the standard has not been adequately introduced, covered, or assessed during the marking period

- In grades 3-8, mid trimester reports will be sent home with students five to six (5-6) weeks into the trimester to give parents / guardians and students a general indication of pupil progress between report cards. Parents / guardians 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.
- All Middle School students will have a paper progress print out sent home every Thursday.

Standardized Tests

In addition to the homework, tests and other means of evaluation employed by the individual teachers throughout the year, national standardized 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 Test is given three times and the results are shared with parents / guardians. MAP scores will be one factor used in determining the Presidential Excellence Award at the end of the year.

Honor Roll

To be eligible for the honor roll, students in grades 6 - 8 must have a grade point average of 3.50 or above and no more than one (1) unsatisfactory grade in the minor subjects. Students may achieve one of two (2) levels of the honor roll in a given quarter as follows:

3.75 - 4.00 High Honors and 3.50 - 3.74 Honors

DISCIPLINE AND BEHAVIOR

Student Management Policy

The 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.”

Love and Logic 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.

Expectations:

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

- 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

Students are expected to refrain from:

- 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 of other objects that may harm or injure others, inside or outside
- All electronic devices must be turned off and kept in students' lockers, this includes iPods, cell phones and watches paired with a device in school. **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.**
- 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

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 ReFocus 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.

Please note: A detention is an after-school appointment from 3:30-4:30 pm. The nature of the detention is determined by the teacher, middle school advisor or principal.

ReFocus Form(5th - 8th grades)

A ReFocus form will be sent home to communicate with parents a concern for the student's behavior. The ReFocus form may be used as a simple communication tool or to inform of a consequence given. **Please sign and return the form the following day of school.**

In cases of recurrent behaviors, the following steps will be used:

Step 1: ReFocus form sent home to notify parents of the situation

Step 2: ReFocus form sent home with a consequence for said behavior

Step 3: ReFocus form sent home with a detention

Step 4: Meeting with Middle School Advisor and/or Principal

*A student's action can result in a loss of "step privileges" and consequences will be determined on an individual basis by the leadership team.

Middle School Policy for Classroom Disruption:

1) First disruption - a teacher will first issue a verbal warning to the student.

2) Second disruption - occurs consequence number 1 will be checked off on a daily discipline record sheet.

3) Third disruption - Check number 2 will be checked off. *Students will meet with the middle school advisor during the next break in academic classes. Students will then write an email home to their parents/guardians explaining why they received their checks and their plan to not receive another for the day. If both checks were received in the same class period, the student will be removed from the class until the principal or middle school advisor can discuss their behavior with them.*

4) Fourth disruption - Check number 3 will be checked off. *The parents will be notified either via email or phone call and the student will receive detention.*

Detention occurs on Wednesdays after school and is one hour long. During this hour, a student must work their way through developing and documenting a plan to identify and correct mistakes that merited the consequence. Three detentions in a school year = half-day in school suspension Four detention = full day in school suspension

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 and other forms of instruction are fair and justly administered. The following are guidelines for students wishing to make an appeal.

- 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.

Bullying

Bullying is defined as any written or verbal expression, or physical act or gesture, or pattern thereof, that is intended to cause distress upon one or more students in the school, on school grounds, in a person's home, or at school activities or sanctioned events. It may include, but not limited to actions such as verbal taunts, name calling, putdowns, texting, social media, extortion of money or possessions, and exclusion from peer groups within school.

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.

Whole-Hearted Learning - Social & Emotional Wellness

St. John's follows Biblical and Scriptural principles as the foundation for our Social and Emotional Learning. This includes mental, emotional, spiritual and social skills to recognize and manage emotions, develop care and concern for others, establish positive relationships, make responsible decisions, handle challenging situations constructively, resolve conflicts respectfully, manage stress, make ethical (God honoring) and safe choices. This area also examines internal and external influences on mental and social health; and identifies common mental and emotional health problems and their effect on physical health.

Dress Code Guidelines

This dress code guideline is designed to reflect our witness and distinctiveness as Christians and to encourage pride in one's grooming. Please use good Christian judgment in selecting and approving your child's clothing, shoes, hairstyles, jewelry, and makeup. All clothing and attire is to be neat, clean, and modest. Parents / guardians are encouraged to help their youngsters make thoughtful choices when dressing for school.

**Knowing that our bodies are the temples of the Holy Spirit,
We want to give Him only honor and glory with our appearance.
I Corinthians 6:19-20**

- The way we dress often reflects our feelings, attitudes, actions, and behavior.
- We must seek not to offend others in our dress.
- School clothing must be neat, clean, properly repaired, and in good taste.
- Nothing gang-related is allowed in the dress guidelines.
- Clothing should be appropriate for a Christian educational environment. The staff has the discretion as to what is appropriate.

If students come to school dressed in an unacceptable manner, their parents / guardians will be called and requested to bring appropriate clothing or a teacher will provide clothing. Decisions concerning questions of dress will reside with the teacher and the principal.

Items not listed on the guidelines for dress need to be pre-approved by the faculty. This dress code is designed to reflect our witness and distinctiveness as Christians and to encourage pride in one's grooming.

2021-2022 Dress Code Policy (K-8)

Shirts and Blouses

- Must have covered midriffs at all times even when reaching up or bending over
- No see-through clothing
- No oversized shirts or arm openings
- No off the shoulder shirts/blouses
- Girls must have straps or sleeves that are at least two inches wide. If less than two inches, a shirt must be worn underneath or overtop it.
- No halter tops.
- No backless shirts.
- Boys - Tank tops or sleeveless tops must be worn with a shirt underneath or overtop it.
- No slogan shirts with inappropriate wording, pictures or symbols (inherent or implied) that may be interpreted as disrespectful to self, others, or God

Pants and Shorts

- Length – must be modest and not be shorter than fingertip length
- Leggings and stretch pants must have a dress, skirt or shirt worn over them. Length of dress, skirt or shirt must be fingertip length or longer.
- Athletic, biker, running and spandex shorts not allowed
- No saggy, baggy or wide leg pants
- No frayed or torn pants
- No sweat pants, snap pants or any athletic style pants
- Jeans are ok

Skirts and Dresses

- Skirts and dresses must be fingertip length or longer; shorts or leggings must be worn under skirts and dresses
- Spaghetti strap dresses need a shirt under or over; modest necklines for girls
- Knee and ankle length dresses and skirts are encouraged for modesty

Makeup, Jewelry, and Miscellaneous

- Modest earrings for girls; one-two ear piercing max
- Boys, no earrings
- Modest and appropriate makeup for girls
- No temporary or permanent tattoos
- No body writing (markers, etc...)
- No body piercing

Hair

- Washed and clean and conservative in length
- Hair must be kept out of eyes
- No artificial hair coloring, unnatural hair cut or hair art

Hats and Sunglasses

- Worn only outside the buildings, not worn indoors during school day (8:15am – 3:15pm)
- Hoodie shirts may be worn, but the hoods may not be worn on heads when indoors.

Hygiene

- Students should keep healthy habits by showering, brushing teeth, wearing deodorant, etc.

Shoes

- Must wear shoes at all times, no bare feet allowed
- Shoes that protect the whole foot are recommended
- No heeies or roller-type shoes

Chapel Days

On chapel days (Wednesdays), children are encouraged to dress up, but it is not required.

Suggested clothing for chapel days:

- Girls: a dress, skirt, shorts, or pants, and a dress top or sweater
- Boys: dress pants or shorts, and a collared shirt or sweater

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

**St. John's staff will have the final say in the appropriateness of words, pictures, and/or messages.*

Dress Code Notice Forms

A Dress Code Notice (DCN) form will be sent home to communicate with parents a concern for the student's outfit. The DCN form may be used as a simple communication tool or to inform of a consequence given. **Please sign and return the form the following day of school.**

Grades K-4 - Dress Code Violation Consequences

- A dress code notice will be sent home to be signed by the parent / guardian and returned the next day.
- Teacher will contact the parent / guardian.
- A meeting will be scheduled between the student, parent and teacher regarding violations.

Grades 5-8 - Dress Code Violation Consequences

In cases of recurrent behaviors, the following steps will be used:

- Step 1: The classroom teacher will contact the parent / guardian by sending home a dress code notice. Please sign and return the next school day. This serves as a reminder to be in dress code during the school day.
- Step 2: A dress code notice will be sent home with the student. Please sign and return the DCN form the next school day. Students will also serve a lunch detention on that day for the second offense.
- Step 3: A dress code notice will be sent home and the student will serve an after school detention. Please sign and return the DCN form the next school day.
- Step 4: A meeting will be scheduled between the student, parent, teacher and Middle School Advisor / Principal regarding further consequences of dress code violations.

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
- ✓ Turn chains to shorten swings
- ✓ 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

SCHEDULE / LOGISTICS

Holidays / School Closings / Snow Days / Fire / Tornado / Lightning

Holiday Various events may be celebrated during the year at the discretion of each classroom teacher.

School Closings Please consult the school calendar for specific closure dates.

Snow Day dismissal for St. John's School will be announced over Channel 4, Channel 7, and Channel 9 TV stations, plus the school social media sites and email. If school is cancelled due to inclement weather, **programs / extra-curricular events are also cancelled.**

**The safety of students at St. John's School is a primary concern
to all personnel at the school.**

Rules and procedures to maintain safety have been established in the following areas.

Fire Drills A fire alarm and fire drill system has been established and is periodically practiced. At the fire alarm signal everyone obeys predetermined directions / routes and promptly leaves the building.

Tornado Alarm If a tornado has been reported as sighted in the area, children will be removed from the classroom immediately and taken to the church basement, if time allows, otherwise to the lower (first floor) level of the school. If time does not permit going to one of the lower levels, children will be taken to the nearest internal wall, where there are no windows.

Lightning Procedures Outdoor activities will be curtailed whenever the possibility of lightning storms exists. When lightning is sighted, all students and staff are required to go inside the building, regardless of how distant the lightning may seem.

Dismissal During Severe Weather In severe weather, parents / guardians are welcome to come and pick up their children. In the event that we are under a "weather warning," we may ask parents / guardians to wait with their children until the danger is past.

Evacuation In the rare case of the need to evacuate the school, St. John's school / student body and staff have permission from the Denver Fire Department and the City and County of Denver Department of Parks and Recreation to relocate to the Fire Station at Virginia and Franklin or the Washington Park Recreation Center, 303.698.4962.

Crisis Emergency Plan

The school has a crisis emergency and management plan to guide the school personnel in the event of an emergency, lockdown, or major event.

Lock Down/Lock Out System

The school has in place a Lock Down/Lock Out Procedure in place. A Lock Down is when school business and classroom activities cease and are quiet and out of sight. A Lock Out is when school activities continue as normal within the building. Exterior doors will be locked and no one will be allowed in or out of the building.

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 required. **Missing more than one event will affect the music grade.**
- The school hand bell choir is for interested students (audition for placement), A small fee is 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.
- The same academic standards apply for the school hand bell choir as for athletics.

Field Day

- St. John's participates in the annual Lutheran Schools Field Day which is held at Lutheran High School located at 11249 S Newlin Gulch Blvd., Parker, CO 80134 (303.841.5551.) All students in grades 1 - 8 are assigned to at least three (3) events. No classes (grades 1 - 8) are held on that day, and all children (grades 1 - 8) are expected to attend Field Day as it is a day of school.
- **Parents / guardians are responsible for arranging transportation and supervision for their children that day. The teachers are all assigned to an event and have that responsibility during the day.**
- **If Field Day is cancelled due to weather, there will be No School.**

Parent/Guardian Expectations

- Parents / guardians 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 / guardians 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 / guardians 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 / guardians are encouraged to attend these services, which generally begin at 8:30 a.m. on Wednesdays.

STUDENT SERVICES

Awards

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.

Major Subjects are Religion, English, Literature, Math, Science, and Social Studies.

Graduation is an important event in our school year with family, friends, and other students in attendance. Students **DRESS UP** 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,

1. Please go to www.wholesomefoodservices.com.
2. Select "Register Here" (No Charge or obligation)
3. Set up child's profile (select "add profile") - must have new teacher info to set up
4. Select "Order Now" to place orders. Orders may be placed by 1:00 pm the day before delivery and up to two months in advance.

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

Milk can be purchased every school day for 40 cents. A monthly milk card is available for purchase in the school office.

Non-discrimination Statement

This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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 / Guardian / Physician Statement.** Parents / guardians 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:

We team with you for the safety of your children. There are times when a child has an injury or non-contagious illness that requires limitations in their physical activity.

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.)

COVID-19 - Please check with the school office for updated protocols. The health and safety of our students and staff are of utmost importance to us.

Lice Procedures for St. John's School

Once lice has been found in a student...

Teacher Role

- 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

School Role

- 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

Parent Role

- Please notify the school if your child has nits or eggs so we can take proper action
- pick-up student from school
- students must remain at home for a full 24 hours after treatment
 - to return after 24 hours treatment must contain “Naturm Muricaticum 2x”
- treatment is required
 - purchase treatment from local drug store
 - a recommended treatment is “Licefree Spray” found at your local Walgreens, Walmart, and Rite-Aid
 - contact “Lice Clinics of America” (or similar clinic) for a professional treatment - 303.257.6574
 - daily checking of students hair
 - combing out of nits is required for a full 7 days after treatment
 - many times a second treatment will be needed on day two
- 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

Health Regulations

How sick is too sick to be in childcare?

Young children frequently become mildly ill. Toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can expect one to two gastrointestinal infections (vomiting and / or diarrhea) per year.

ASK A NURSE phone number is 303.777.6877, ext. 1

Deciding whether to keep your child home or when to send a child home can be difficult. It is important for parents / guardians / caregivers to discuss what observations have been made and agree on a plan of action.

Contact the school when your child is ill and describe the problem. If a specific diagnosis is made (such as strep throat, conjunctivitis, chicken pox, etc.), let the school know so other families can be alerted. Clearly there are instances when it is necessary for a child to remain at home.

**GOOD ATTENDANCE IS IMPORTANT, HOWEVER,
A CHILD THAT IS NOT FEELING WELL IS BETTER OFF AT HOME**

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

DISEASE:	EXCLUSION IS NECESSARY
Diarrhea <i>with</i> 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 6 th 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 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 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	
Stiff neck ear pain	
Fever (above 100axillary, under the arm)	

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

Reference: Kendrick AS, Kaufman R. Messenger KP, eds.

Washington D.C. National Association for the Education of Young Children; 1991.
(Forms are in the School Office)

St. John's School Medication Form

(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, and / 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.						

COMMUNICATION — Between Home and School

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 News (Constant Contact) is the official weekly newsletter of St. John's School that is emailed home and a copy is posted 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 8:00 am – 3:00 pm. Please set up appointments with teachers before 8:00 am or after 3:30 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 / guardians may visit classrooms or other instructional areas. Parents / guardians 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.

Under present COVID-19 circumstances - please check in with the school office when you arrive at the school.

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.

In keeping with this philosophy, the *Volunteer* enrollment procedure involves a **service time commitment of twenty (20) hours per family per year.**

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.

Thank you for following these steps.

- 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.
 - **Use the school East (main) entry only.** Please do not 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 / guardians 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. We hold our church's mission to "Connect People to Jesus" and our school's purpose to have "A caring Christian learning community that inspires families to walk with Jesus and challenges each student to personal excellence."

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 7:00 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 7:00 a.m and 8:00 a.m. **Parents / guardians 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.

**PLEASE DRIVE SLOWLY!
SPEEDS IN EXCESS OF 5 MPH ARE DANGEROUS
IN A SCHOOL ZONE.**

Transportation — Parent / Guardian

Drop Off and Pick Up procedures: (Please watch for protocols due to COVID)

- 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.
- **Students are not allowed, unless they are accompanied by a parent / guardian, to use the church doors to enter the building.** Please have students enter the building using the school entrance / door on the east side of the building.
- Please do not park your vehicle in the loading / unloading zone.

AT ALL TIMES, AVOID HAVING STUDENTS CROSS THE STREET COMING TO OR FROM A CAR.

- Only grades 7 and 8 (and siblings whom they are escorting to a vehicle) are allowed to cross the parking lot without an adult.
- **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 / guardians 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.

Transportation — Alternate

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

***Train a child in the way he should go,
And when he is old he will not turn from it.***

Proverbs 22:6

St. John's School

Early Learning Center & K-8

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

From: Board of Administration

Date: August 1, 2021

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.

Mr. Loren Otte
Principal

Mr. David Kjergaard
President of Congregation

St. John's Church and School 700 South Franklin Street Denver, CO 80209
Phone 303-733-3777, Ext. 119 Fax 303-778-6070 info@sjdenver.org
www.SJDenver.org