

# *St. John Lutheran School*

*Excellence in education since 1854*

## *Parent Handbook 2024 – 2025*

*We are the St. John Eagles!*

*“...but those who hope in the Lord will renew their strength.  
They will soar on wings like eagles; they will run and not grow  
weary; they will walk and not be faint.”*

*Isaiah 40:31*

# **St. John Lutheran School**

## **2024 – 2025**

### **Parent Handbook**



**“Let us run with endurance the race that is set before us...”**  
*Hebrews 12:1b*

# *St. John Lutheran School*

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#### St. John Lutheran Church & School

##### 2024 – 2025

##### Faculty and Staff

##### Administration:

Michelle Binkley ..... Principal  
Tonya Neumeyer..... Secretary  
Rev. Perry Sukstorf ..... Pastor

##### Faculty:

Casey Forest..... Kindergarten  
Andrea Watson ..... First Grade  
Shannon Steele ..... Second Grade  
Teidra Fontenette/Kate Beard ..... Third Grade  
Joy Tregle ..... Fourth Grade  
Charlene Lauricella ..... Fifth Grade  
Gina Tabor/Kate Beard ..... Sixth Grade Homeroom / 6<sup>th</sup> - 8<sup>th</sup> Language Arts  
Conrad Lopez ..... Seventh Grade Homeroom / 6<sup>th</sup> – 8<sup>th</sup> Social Studies & Science  
Joel Henschen ..... Eighth Grade Homeroom / 6<sup>th</sup> – 8<sup>th</sup> Math & Religion

##### Support Staff:

Nancy Bowman ..... Music / Computer  
Moir Lester ..... Morning Care  
Cathy Henry ..... After Care  
Karen Sabatier ..... Cafeteria Manager  
Gwen Waters..... Lunch Server  
Sandra Koester..... Substitute  
Teidra Fontenette..... Substitute  
Lynn Stibrich..... Substitute

##### **Contact Information:**

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Website: [www.StJohnLutheranNOLA.com](http://www.StJohnLutheranNOLA.com)

FastDirect: [www.fastdir.com/sjlno](http://www.fastdir.com/sjlno)

Front Desk Email: [SJLNO.OFFICE@gmail.com](mailto:SJLNO.OFFICE@gmail.com)

Federal Tax ID Number: 72-0511577

## Introductory Information Table of Contents

Academics .....	4
Academic Records .....	6
Administration .....	2
Admission / Entrance Requirements .....	2
Attendance .....	8
Arrival and Dismissal.....	7
Books and Materials.....	9
Cell Phones.....	9
Communication Between School and Home .....	9
Conduct and Discipline.....	10
Conduct - General School Rules and Expectations.....	10
Dangerous and Nuisance Items .....	10
Discipline: Classroom Plans .....	10
Recurring Behavior Issues .....	11
Resolving Problems .....	11
Discipline: Serious Issues and Consequences.....	12
Behaviors Warranting Immediate Suspension or Expulsion .....	12
Behaviors Warranting Official Reprimands: Elementary Grades .....	12
Bullying Policy.....	13
Procedure and Consequences for Official Reprimands: Elementary Grades .....	13
Behaviors Warranting Official Reprimands: Kindergarten .....	14
Procedure and Consequences for Official Reprimands: Kindergarten .....	15
Discretionary Clause .....	2
Emergency School Closings .....	16
Extended Care .....	16
Extra-Curricular Activities .....	17
Family Involvement .....	18
Field Trips .....	18
Financial Policies .....	19
Grievance Policy .....	19
Hours of Operation .....	2

Lost and Found .....	20
Lunch .....	20
Medical Policies .....	21
Messages and Use of School Phones .....	21
Mission .....	1
Money Sent to School .....	22
Non-Discrimination Statement.....	1
Notes and Messages .....	22
Parental Misconduct .....	22
Parties Outside the Classroom.....	22
Publicity / Photos .....	23
School Purpose .....	1
Spiritual Development .....	1
Technology and Internet Policies .....	23
Uniform Dress Code Policies .....	24
Kindergarten Boys .....	25
Kindergarten Girls.....	26
Elementary Girls .....	27
Elementary Boys .....	28
Visitors .....	29

SPECIAL NOTICE: Enrollment of a child in the school indicates that parents will read this handbook and will agree to follow these policies. This guidebook is not intended to be all-inclusive for every situation and is subject to revision by the St. John Lutheran School Board without notice.

**Revisions adopted by the St. John Lutheran School Board, July 15, 2024**

**This institution is an equal opportunity provider.**

### **Mission**

The Mission of St. John Lutheran Church and School is to share the grace and love of Jesus through worship, education, and service to the world around us.

### **School Purpose**

Our unique purpose is to provide an excellent Christ-centered educational program in which children are given an opportunity to grow academically, spiritually, emotionally, socially and physically; developing their God-given potential with the help of dedicated and qualified educators.

We believe that as Christians, we respond to God's love for us by demonstrating that love in all aspects of our lives, therefore we teach the Gospel and encourage our students to show a love of God in appropriate behavior, words, actions, and lifestyle.

We intentionally teach and promote a school culture where the love of Christ sets the tone and students display a respect for others, a love of learning and most importantly, a strong faith in the Lord. "Train up a child in the way he should go and when he is old, he will not depart from it." Proverbs 22:6

### **Non-Discrimination Statement**

St. John Lutheran 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 of the organization. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other organization-administered programs.

### **Spiritual Development**

St. John Lutheran Church and School exists to assist you in carrying out your God-given privilege of bringing up your child in the "discipline and instruction of the Lord". We believe that the home, church and school are involved in a partnership of instilling distinctively Christian values and attitudes in our children. As parents, your example and attitudes make a powerful impact upon your child's growth as a Christian.

Since your child's involvement in the church is important to us, we encourage regular church attendance and Bible study. Our principal, teachers and pastor stand ready to assist you in meeting this parental responsibility. Our goal is to have all of our school families involved in active and joyful worship and study of God's word.

Chapel Services: Each Wednesday morning at 8:35 am, a chapel service for the students of our school is held in the church. Offerings are taken and given to various institutions or missions. Parents and grandparents are cordially invited to attend these services.

Sunday Worship Services: If you have no regular church home, we invite you to attend St. John and make it your church home. If you are interested, consult the pastor, principal, teachers, or any of our church members. Regular services are held on Sunday mornings at 9:15 am.

### **Administration**

St. John Lutheran School is owned and operated by St. John Lutheran Church. Final authority for all decisions of policy and property is vested in the Voter's Assembly of St. John Lutheran Church. The School Board and the school principal administer the affairs of the school.

Immediate supervision of the school rests with the principal. The principal must act as the executive director who, with the help of the faculty, suggests changes and policies for the improvement and welfare of the school. The principal administers the policies and wishes of the School Board and the congregation.

### **Discretionary Clause**

Although the rules set down in this handbook address the frequent violations of students today, the school reserves the right to vary the sanctions depending on the individual circumstances. The school also has the right to pass judgment on behaviors, not written down in these pages, which are clear violations of the values we established as a Christian / Lutheran school.

### **Hours of Operation**

School: The school day is from 8:25 am to 3:00 pm. Students may be dropped off as early as 8:15 am and must be picked up no later than 3:15 pm. Students dropped off before 8:15 or picked up after 3:15 will be checked into extended care.

Extended Care: Morning care opens at 7:00 am. After school care ends at 6:00 pm.

Office: Regular office hours are Monday – Friday from 8:00 am till 4:00 pm. The office may remain open later by appointment only. Summer and holiday office hours will vary.

## **Admission / Entrance Requirements**

**Admission to St. John Lutheran School is on a year-to-year basis.** Enrollment or re-enrollment applications will be reviewed by the School Board and the school principal each year. For returning students, the student's enrollment status for the up-coming year will be determined by the following criteria.

- Student's academic performance.
- Student's behavior and related disciplinary actions due to number of infractions.
- Parent's meeting financial responsibilities.
- Parental support of school decisions and cordial cooperation with faculty and staff.
- Parental support/participation in school related programs and activities.
- Parents' and/or student's agreement to follow school communication patterns as outlined in the Parent Handbook and/or by school administrator's verbal or written statements.

We reserve the right to examine all new pupils, as well as current pupils, for grade placement as we deem advisable. St. John Lutheran School is not equipped to serve as a disciplinary school or as a school for children with academic, neurological, or emotional problems that need specialized care.

Students entering preschool must be 3 years old by September 30<sup>th</sup>; students entering kindergarten must be 5 years old on or before September 30<sup>th</sup>. Students entering 1<sup>st</sup> grade must have attended a kindergarten program. Any child applicant born October 1-15 will be admitted on a case-by-case basis with special approval given by the principal.

Students are accepted at St. John Lutheran School based on a number of factors, including but not limited to, the results of St. John Lutheran admission test, academic records from previous school, standardized test scores and conduct and attendance records. Parents must provide all IEP Service Plans, psychological evaluations, and all pertinent medical records. Failure to submit the above information will delay the enrollment process or can result in immediate dis-enrollment at the school's discretion.

St. John Lutheran will accept transfer students after September 1<sup>st</sup> on a case-by-case basis. All enrollments apply to one school term only, and must be renewed each year.

Transfer students are required to meet the same standards for promotion as St. John Lutheran School students do. A transfer student may be retained if it is determined that the child is not ready for the next grade level at St. John. Any student testing lower than six months below current grade level will not be accepted into the current grade level.

Entrance Tests: Entrance tests are given to all children who apply for enrollment at St. John Lutheran School. Dates and times for the tests are scheduled through the school office. State or nationally recognized test scores may be used in lieu of testing.

Probationary Period: All new students are accepted on a nine-week probationary basis. The school, through the School Board, has the option to terminate the enrollment of a newly enrolled student if the student exhibits behaviors that impede the educational progress of the class or that were unknown at the time of enrollment. The school also reserves the right to terminate enrollment if the student is unable to meet the academic standards of the class. The school will, during this period of time, make every effort to help the parents and student to adjust to this new school environment and expectations.

Special Services: Speech Therapy is provided at St. John Lutheran with services provided by the Orleans Parish School Board for qualified students living in Orleans Parish. The availability of this service is provided at the Orleans Parish School Board's discretion thereby relieving St. John Lutheran from the obligation of providing speech therapy for qualified students should Orleans Parish amend its policy.

St. John Lutheran School is not a Special Needs / 504 school and therefore is not bound to provide special services as per 504 requirements that would require great hardship.



# Policies and Procedures

## Academics

### Achievement Tests:

Students in 3<sup>rd</sup> – 8<sup>th</sup> grades take the state LEAP test. Results of these tests are available to parents once they are obtained by the school.

### Grading Scale

The following grading scale is used in 1<sup>st</sup> – 8<sup>th</sup> grades:

A = 93% - 100%	(4.0 – 3.5)	+ = Above Average
B = 87% - 92%	(3.4 – 2.5)	
C = 77% - 86%	(2.4 – 1.5)	/ = Average
D = 70% - 76%	(1.4 – 1.0)	
F = 69% and below	(0.9 – 0.0)	-- = Below Average

A passing grade is defined as a 70 percent or above average for the year and for the second semester.

### Homework:

An important aspect of any elementary educational program is to have students develop good study habits and a sense of responsibility. One method of achieving these ends is through the assigning of homework. Students attending St. John may expect to receive homework assignments commensurate to their grade level. Teachers have adopted specific procedures for the handling of incomplete homework. These guidelines are shared with parents during orientation.

Parents are urged to provide a proper setting, a schedule and supervision for the child to complete the homework. Parents are not to do the child's homework for him/her. Children who do their own homework gain self-satisfaction and learn responsibility.

### Honor Roll:

Honors recognition will be awarded in 4<sup>th</sup> grade and above. Definite criteria have been developed to recognize academic accomplishments. The following subjects are used to determine honor roll recognition: religion, math, reading, language, spelling, social studies and science. Any student receiving a "D" or an "F" in conduct will not be eligible for the honor roll. Three different categories of recognition are used:

**Eagle Honors:** An “A” is achieved in all honor roll subjects and in conduct.

**Gold Honors** = A cumulative “A” average (93%) or higher is achieved and no more than two “C’s” are received in honor roll subjects. No letter grade of “D” or below is received in any subject.

**Blue Honors** = A cumulative “B” average (87%) or higher is achieved and no more than two “C’s” are received in honor roll subjects. No letter grade of “D” or below is received in any subject.

#### Progress Reports and Report Cards:

Progress reports are issued in the middle of each quarter in 1<sup>st</sup> – 8<sup>th</sup> grades. Report cards are issued every nine weeks in all grades.

The first report card will be issued during the parent conference scheduled at the end of the first quarter. This conference is mandatory. During this initial conference teachers and parents may share important information to ensure the student’s success.

The teacher or parent may request additional conferences at any time during the school year. Please message the teacher via FastDirect to schedule an appointment.

#### Promotion Policy:

It is the philosophy of St. John Lutheran School that each child is born with God given talents and abilities. The overall goal of our educational program is to challenge each student to achieve to the best of his or her abilities. High expectations for a student’s performance are important to that student’s achieving his or her maximum potential. To this end, the following guidelines for promotion to the next grade level are set:

- Kindergarten  
Students must be determined, **by the teacher and based on assessments and observations**, to be developmentally ready academically, socially, physically, and emotionally for success on the next grade level.
- 1<sup>st</sup> and 2<sup>nd</sup> Grades  
Students are required to pass both math and reading to be promoted to the next grade level. Summer tutoring will be recommended or required for students receiving a grade of “D” as it is this strong foundation that really determines success at the next level. St. John Lutheran School will not permit students to “make up” a failing grade in reading or math in summer school.
- 3<sup>rd</sup> and 4<sup>th</sup> Grades  
Students are required to pass math, reading, and language to be promoted to the next grade level. If one of these subjects is failed, the school will permit the student to attend a summer program to make up the deficit. No more than one failed subject may be made up in a summer program. Students receiving a “D” in ANY promotional subject will be required to seek remediation during the summer.

- 5<sup>th</sup> thru 8<sup>th</sup> Grades

Students are required to pass math, reading/literature, language, science, and social studies to be promoted to the next grade level. If one or two of these subjects is failed, students may attend summer school to “make up” the subject(s). Exception: A student may not “make up” two of the core subjects (math, reading/lit, or language) in summer school. Only one core subject plus another promotional subject may be made up in summer school. Students receiving a “D” in any subject are strongly encouraged to seek remediation during the summer months.

- Other Considerations

In addition to the academics, there are many other factors that are included in any decision to recommend or withhold promotion: effort, attitude, attendance, social and/or emotional maturity, and other developmental considerations. More detailed factors will be shared regarding these considerations in conference with parents.

#### Termination of Enrollment due to Academic Failure

Some students, in order to succeed, may need more resources than St. John is able to offer. Therefore a termination of enrollment policy has been established.

Any student, who has repeated a grade and is still unable to pass a promotional subject during the repeat year, will not be able to return to St. John for the following academic year.

Any student in 3<sup>rd</sup> – 8<sup>th</sup> grades receiving two or more “F’s” on his/her report card in one quarter will be placed on academic probation. A student receiving two or more “F’s” on his/her report card for two quarters in a row will be dis-enrolled due to failure to meet academic standards.

### **Academic Records**

Student records are updated and kept in the school. One complete set of records per student will be forwarded to another school or agency upon request. The cost for each additional set is \$5.00 for pre-k through 5<sup>th</sup> grade. Seventh and eighth grade students are allotted three sets of complete records with each additional set costing \$10.00.

No individual or agency outside the school is allowed to inspect any student’s records without parental consent except the state Departments of Education and Social Services. Parents may examine records after an appointment has been made with the school office. Any concern relating to accuracy, relevance, or propriety of any entry in a student’s record may be discussed with the principal. Parents may insert a reasonable statement setting forth their position on any disputed material in the file.

Records, grades, promotions, transcripts, etc. are not given or sent to anyone until all final unpaid balances are paid.

## Arrival and Dismissal

Arrival: Children, who arrive at school before 8:15 am, must go to the gym on N. Pierce St. and check into extended care. Students arriving between 8:15 am and 8:25 am report directly to their classrooms. Tardy students must report to the office.

Students may be dropped off at the breezeway or escorted to their classrooms by their parents.

Parents are asked not to distract the teacher, because at this time teachers need to direct their attention to the primary tasks of welcoming the children, helping the children prepare for class, and taking care of last minute duties. Instead of trying to have a conference with the teacher immediately prior to the beginning of classes, the school requires parents to send a message to the teacher that provides needed information or requests a conference or a phone call.

Dismissal: At 2:50 pm parents may enter the parking lot via Canal Street and form a car-line starting at the breezeway and extending back through the parking lot and on to Canal Street. Parents stay in their cars while students are brought to them. A sign with the child's/children's number(s) should be clearly visible in the front window. Cars will exit the lot onto N. Pierce Street. Parents who want to walk in should park on N. Pierce Street, clear of the driveway where our cars are exiting. Only preschool and pre-k parents may park in our parking lot.

Students will only be dismissed to a car with a pick-sign, a known parent or known family member. Parents must notify the office in writing that someone else will pick up their child. The designated person's full name must be included in this notification. Identification will be requested. Parents and/or students are not allowed back into the classroom building after 3:15 (end of dismissal) unless they have a meeting with a teacher. Students are expected to be responsible for listening to directions during "pack-up" time and to pack their schoolbags with the books they are instructed to take home.

**Early dismissal** must be handled through the school office. Early pick-ups must be preplanned with a written note sent to the classroom teacher. Written notes give the teacher time to gather homework assignments that may be missed due to leaving school early. Notification by phone will be accepted in emergency situations. Please make routine appointments outside of school hours. **No early dismissal after 2:30pm.**

**Any student checked out early without prior notice will not be given homework assignments that have not already been assigned. Teachers cannot stop teaching the rest of the class to help a student prepare to leave early. Advance notice is required in order for the teacher to prepare the student's work during recess.**

A child will not be permitted to leave school during school hours unless personally picked up by a parent, legal guardian or some other authorized individual.

## **Attendance**

Children are expected to be at school. The State of Louisiana requires regular and punctual attendance. State law requires that a student attend school at least 160 days per school year in order for the student to be promoted to the next grade level. The principal will make the final decision concerning promotion to the next grade level in cases where a student did not attend 160 days during the school year. Any student who misses more than 16 days in a school year and has previously been held back due to attendance will be expelled from school.

### Absences:

All reasons for absences must be made in writing by a parent. A written message must be sent to the teacher whenever the child returns to school after being absent. If a child is absent over three days, he/she must have a doctor's excuse. If an absence is known in advance, it should be communicated to the teacher and the school office in writing. Half-day absences are given if a child is not present 26% - 50% of the instructional day. Full-day absences are marked if the child is not present for more than 50% of the instructional day. (The instructional day is 5 hours and 30 minutes.)

### Extended Absences:

If a student exceeds three or more consecutive days absent, a doctor's certificate must be presented upon return, indicating that the student may safely return to class. If a student is confined to a hospital for an extended period, the parent and child must have a conference with the principal before the student is readmitted to school. During the period of absence, there must be communication between the parent and the school. It will be the responsibility of the parent to pick up and return the required work in order for the student to receive credit. All exams must be taken. Both parents and students should be aware of the consequences of being absent more than 16 days in a school year. The State of Louisiana requires each student to attend at least 160 days in order to be promoted.

### Planned Absences:

Teachers must be given a one week notice if assignments will be requested in advance of any planned absences. If a parent requests assignments in advance, the student will be expected to have these assignments completed upon return to school.

### Make-up Work:

Students who are absent will have the responsibility of collecting their own make-up work on the day they return to school. Students will be given two days for each day absent to complete and turn in any missed work. Work not turned in within that set time period will be given an "F" unless other arrangements have been made with the teacher.

### Tardies:

It is a matter of parental responsibility to see to it that their children arrive at school on time. A child who comes to class late disrupts the classroom, does not hear important information about the school day and misses instructional time.

If your child is going to be late you must call the school before 8:45 am. This helps with organizing hot lunch and helps in classroom planning.

Students are considered tardy if they are not on the campus at 8:25 am when the school day begins. Students arriving after 8:25 am must check in at the school office. Parents of the tardy student must sign the child in.

When the number of tardies reaches four in a quarter the parent will be required to have a conference with the principal. Students may receive a detention for excessive tardies.

### **Books and Materials**

Textbooks and workbooks are provided for student use. **Textbooks must be covered with a non-stick material.** If any book is lost or damaged beyond use during the year, the parent must pay for the cost of replacement. Assessments will be made at the end of the school year, where necessary, for other lost, damaged, or defaced materials.

### **Cell Phones**

Cell phones are allowed for use if the student walks, rides the bus or a van to and from school, or will be attending a school sponsored event held off campus. Other reasons will be given consideration. **Phones must be turned off and kept in a school bag while on campus.** Students may not take pictures with their phones while at school. Students not complying with cell phone policy will have their phone taken away and sent to the office. A parent will have to retrieve the phone and the student will receive a consequence. The school is **not** responsible for lost, stolen, **or broken** phones.

### **Communication: School & Home**

**St. John uses a web-based communication system called FastDirect.** Parents are given an account upon registering a child at the school. Parents are given login information shortly after registering and during Parent Night as part of the Parent's Homework Packet. Parents unable to logon to their account should contact the office for assistance. Financial information, student grades, report cards, teacher and administration bulletin boards, and messages from the school may be found on FastDirect. Parents may use the secure messaging on FastDirect to communicate with teachers, the principal, other parents and the office.

## **Conduct and Discipline**

St. John's faculty and administration will work hard with students to create a Christian atmosphere that promotes learning and positive social interactions. The goal is to reward good behavior and address misbehavior that interferes with the creation and development of a positive school environment.

Corporal punishment is not part of St. John's discipline policy. Corporal punishment will not be used on any student by administrators, teachers, or other staff for any reason.

### Conduct - General School Rules and Expectations

1. Students are expected to respect all faculty, staff, volunteers and fellow students.
2. Students are expected to follow directions the first time they are given.
3. Students are expected to respect all school and personal property.
4. Students are expected to be honest.
5. Students are expected to resolve conflicts without becoming physical, foul mouthed, or verbally abusive and without encouraging others to do these things.
6. Students are expected to remember they are not allowed in the classroom building after dismissal unless supervised by a teacher. Students are expected to pack needed supplies at the end of the school day. No one is allowed to retrieve forgotten homework items after 3:15 pm.
7. Students are expected to follow all cell phone, classroom, playground, gym and extended care rules.
8. Students are expected to "do what's right" and know that "two wrongs don't make a right" and that it doesn't matter who "did it first".
9. The school reserves the right to check students' school bags, purses, pockets, etc.

### Conduct - Dangerous and Nuisance Items:

Certain items are a nuisance and/or may be dangerous. Students are prohibited from bringing these items to school. Other items may be added to the list below as determined necessary by the principal.

1. Expensive jewelry, oversized watches, smart watches, etc.
2. Chewing gum and sunflower seeds
3. Fireworks, poppers, etc.
4. Magazines, comic books, trading cards
5. Toys / games (except for show and tell with teacher permission)
6. Electronic devices
7. Metal or wooden bats
8. Matches, lighters, cutting utensils
9. Pop guns, BB guns, toy guns, guns of any kind
10. Tobacco, vaping products

### Conduct and Discipline – Classroom Discipline Plans

Each teacher has a written behavior plan that is shared with parents. Behaviors in class that need to be corrected by the classroom teacher will be handled according to the classroom plan. Steps and procedures in each plan vary as appropriate with age groups. All plans include teaching expectations of conduct and skills of appropriate conflict resolution. Plans also include age appropriate consequences. In general, plans include:

First Correction of the Day: \*\*Verbal warning and points off behavior grade

Second Correction of the Day: One or more of the following may occur:

1. Points off behavior grade
2. Time-out / missed recess
3. Parent contact
4. Written assignment

Third (or more) Correction of the Day: One or more of the following may occur:

1. Points off behavior grade
2. Time out / missed recess
3. Parent Contact
4. Written assignment
5. \*Detention

\*After school detentions are served from 3:15 pm until 4:00 pm. Students in detention must be picked up promptly at 4:00 pm or go directly to extended care. When in detention, students sit quietly and are given special written work to do. Detention time is not a time for doing homework, reading, etc. Service work and/or other consequences may also be assigned during detentions.

\*\*Certain behaviors (pushing, spitting, etc.) may result in an immediate consequence without a warning.

Conduct and Discipline - Recurring Behavior Issues: When a behavioral problem arises, the teacher will deal with it first in accordance with his/her classroom behavior plan. If this is not successful, the teacher will contact the parent and then the principal for **support**. Parent-school cooperation and support is essential in matters of discipline.

Chronically violating any rule may result in an immediate consequence without continued daily warnings. It may also result in an official reprimand. Chronically misbehaving is not acceptable. Students receiving two or more "F"s in one week will receive an official reprimand.

Resolving Problems: If a parent questions a teacher's decision or action, they are encouraged to contact the teacher to hear the teacher's point of view and discuss it. **It is essential to work together and not undermine one another's efforts to improve behavior.** In the event that a parent or guardian feels that a teacher has not resolved a problem in the proper way, the parent should meet with the teacher to discuss the matter. This procedure is in line with God's directive as outlined in Matthew 18:15-17. The principal should be consulted only if the two parties are unable to resolve the matter. Spreading gossip or listening to hearsay does not solve problems. Direct communication with the individual(s) involved is the best way to come to mutual understanding and resolution.



## **Discipline – Serious Issues**

For more serious or chronic behaviors, St. John employs a disciplinary system that utilizes official reprimands. The principal, in consultation with the teacher(s), may give an official reprimand because of repeated or major misconduct. It must be understood that an official reprimand is a major consequence that could lead to suspension or expulsion. Students may also be immediately suspended or expelled for more serious behaviors.

### Behaviors Warranting Immediate Suspension or Expulsion

Weapons and Threats: The school principal will immediately suspend any student who threatens to bring a weapon to school or threatens to harm any student or adult with a weapon. Possession of a starter gun, stun gun, paintball gun or facsimile will also result in an immediate suspension from school. Parents will be immediately notified of the incident and the suspension. Police may be notified. The School Board will conduct a hearing for possible expulsion of the student.

Any student, who illegally carries, is in possession of or uses a firearm or dangerous weapon within the boundaries of school property or on a school bus, will be immediately expelled from school. Because this is a crime under the laws of the State of Louisiana, the police department will be notified immediately. The individual may be subject to criminal penalties per applicable state laws.

Tobacco, Vaping Devices, Matches, or Lighters: The school principal will immediately suspend any student who uses or is in possession of these items on a school bus, on school grounds, or at any school-sponsored activity. Parents will be immediately notified of the incident and the suspension. The School Board will conduct a hearing for possible expulsion of the student.

Substance Abuse: The school principal will immediately suspend any student who uses or is in possession of alcohol, a controlled dangerous substance, any mood-altering chemical, or any substance designed to look like or represented as such a drug, either on the school bus, on school grounds, or at any school-sponsored activity. Parents and police will be immediately notified of the incident and the suspension. The School Board will conduct a hearing for possible expulsion of the student.

### Behaviors Warranting Official Reprimands: Elementary Grades

1. Destruction of property or materials
2. Fighting, threatening or harassment including online threats or harassment
3. Forgery, cheating or stealing
4. Leaving school grounds without permission of a parent or school authority
5. Use of gestures or symbols related to gang membership or reference to other gang related activities or related to obscenities

6. Failure to serve a detention without excuse
7. Continued violation of a rule after parent notification and various unsuccessful consequences
8. The possession of dangerous items (listed on page 10)
9. Bullying (as defined below)
10. Other behaviors deemed serious by the faculty and administration

### Bullying Policy

The definition of bullying is when an individual or a group of people with more social or physical power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond.

Incidents deemed by the administration to be bullying will be handled through the official reprimand system or possibly with immediate suspension or expulsion.

The following are NOT considered bullying:

1. Single episodes of social rejection or dislike
2. Single episodes of nastiness or spite
3. Random acts of aggression
4. Mutual arguments, disagreements or fights

### Procedure and Consequences for Official Reprimands: **Elementary Grades**

#### First Offense Consequences:

1. Parent will be notified of the situation on an Official Reprimand form. The form will be sent home with the child and will also be sent via FastDirect.
2. Parent must sign the form and schedule a conference with the principal.
3. The student will be required to serve a detention.

#### Second Offense Consequences:

1. Parent will be notified of the situation on an Official Reprimand form. The form will be sent home with the child and will also be sent via FastDirect.
2. Parent must sign the form and schedule a conference with the principal.
3. The student will be required to serve a detention

#### Third Offense Consequences:

1. Parent will be notified of the situation on an Official Reprimand form. The form will be sent home with the child and will also be sent via FastDirect.
2. The student will be suspended from classes. The length of suspension (up to 5 days), and the type of suspension (in-school or out-of-school) will be determined by the principal.
3. The student must complete all missed class assignments within the time limits given by the teacher. The parents and student must meet with the principal and

the teacher before returning to class. A student who has been suspended from school may not participate in any extracurricular school activities during the suspension.

Fourth Offense Consequences:

1. Parent will be notified of the situation on an Official Reprimand form. The form will be sent home with the child and will also be sent via FastDirect.
2. The student will be suspended from class until a disciplinary hearing can be scheduled.
3. The principal will make a recommendation to the School Board concerning the student's continued enrollment at St. John. The seriousness of a fourth official reprimand may involve a recommendation for expulsion.
4. The School Board may hear a report from the teacher(s), parent(s), and/or student before a decision is made on the principal's recommendation.
5. The decision of the School Board is final.

Behaviors Warranting Official Reprimands: **Kindergarten**

1. Deliberate destruction of property or materials belonging to the school or another student.
2. Physical aggression with intent to harm another student or staff member.
3. Running out of classroom or away from designated play area.
4. Intentional inappropriate exposure of body or use of obscenities.
5. Second "rest of day suspension" for either disruption of classroom or disruption of nap. (\*see below)
6. Other inappropriate behaviors deemed serious by the teacher and principal.

## Procedure and Consequences for Official Reprimands: Kindergarten

### First Offense Consequences:

1. Parent will be notified of the situation on an Official Reprimand form and via FastDirect.
2. Parent must sign the form and schedule a conference with the teacher.

### Second Offense Consequences:

1. Parent will be notified of the situation on an Official Reprimand form and via FastDirect.
2. Parent must sign the form and return it to school.
3. Parent must schedule a parent-teacher-principal conference.
4. Student will have a 1 day suspension.
5. In the case of the official reprimand being for naptime disruption, student will have to leave at 12:30 pm for three consecutive days.

### Third Offense Consequences:

1. Parent will be notified of the situation on an Official Reprimand form and via FastDirect.
2. The student will serve a suspension of up to three days, as determined by the principal.
3. The parents and student must meet with the principal and teacher before the student returns to class.
4. The teacher and principal may make a referral to an outside professional.

### Fourth Offense Consequences:

1. The parent will be notified with an Official Reprimand form sent home with the child and via FastDirect.
2. The principal will make a recommendation to the School Board concerning the student's continued enrollment at St. John. The seriousness of a fourth official reprimand may involve a recommendation for expulsion.
3. The student will be suspended until the school board holds a discipline meeting.
4. The School Board may hear a report from the teacher(s), parent(s), and/or student before a decision is made on the principal's recommendation.
5. The decision of the School Board is final.

## **Emergency School Closing**

Notification of closing will be given to WWL-TV (Ch. 4) and notice will be placed on our website and on FastDirect. Every effort will be made by the school to further publicize this information. In the event that school is closed after the children have arrived; the school will call to arrange for the children to be picked up. Parents may call to request this information as well. Extra days have been added to the school to cover emergency closings.

## **Extended Care**

For the convenience of parents and families, St. John Lutheran School operates an extended care program from 7:00 am to 8:15 am and 3:00-6:00 pm. Children are supervised either in the Extended Care room, in the gym or in the schoolyard, weather permitting. For their own protection, students are not allowed to loiter unsupervised on or near the school grounds. Extended Care is provided on a paid basis. Accounts will be charged by Tuesday of each week for the previous week. Payment must be made weekly in order for families to use this service.

All students arriving before 8:15 am must sign into extended care. Students not picked up by 3:15 am will be sent to extended care. Charges begin at 3:15 pm.

Students may bring (prepared) breakfast to morning care. We cannot do any preparation. Candy and chips are not allowed for breakfast. Students may also bring a healthy snack to after care. No soft drinks or other caffeinated beverages are allowed in extended care. Gum and sunflower seeds are not permitted on campus.

### Late Pick-up:

Extended Care closes at 6:00 pm. Parents should call the school (488-6641) if they know they will pick up children later than 6:00 pm. If a child is picked up after 6:00 pm, there is a charge of \$10.00 for every 5-minute period he/she remains at extended care. All late fees are due on the next school day.

After TWO late charge fines, the student will be excluded from after care for a period of two weeks. If a parent has more than three late fees the principal will determine if the student should be excluded from Extended Care for the remainder of the semester.

## **Extra-Curricular Activities**

It is the aim of the extra-curricular programs to provide opportunities and experiences that help the student to grow physically, socially, emotionally, and spiritually. Students are encouraged to be the best they can be by doing the best they can do. It is the role of teachers, coaches, sponsors, administration, and parents to help facilitate growth and development in all areas. Parents are encouraged to volunteer to help with these activities.

### Clubs:

All students may participate in a club that is offered for their grade level. Students may be removed from the club for lack of participation or uncooperative behavior.

### Athletics:

A student athlete is a representative of his/her school and fellow students at all times. It is a privilege to participate and represent the school.

St. John is a member of the Lutheran Schools Athletic League and the Metro League. Fourth through eighth graders may participate in flag football, volleyball, cross-country, track, cheerleading and basketball.

Practice for all sports is scheduled for after school hours. Students need written permission from their parents to participate in athletics. Parents are required to arrange transportation for off campus games.

Families of students involved in athletics are required to transport students to events, work in the concession stand, take admission, or help at the scorer's table during at least one evening or one Saturday morning in our gym. It is expected that parents will assist for all of the games scheduled for play by any team throughout that evening or morning. A sign-up sheet will be part of the commitment form that players and parents are asked to sign. If a parent cannot serve on his or her assigned day or time, it is the responsibility of the parent to find a substitute. **All parents and players are expected to stay after the last game to help clean up after any event in our gym.**

### Eligibility for Participation in Athletics:

**Students must maintain at least a "C" average in all subjects and demonstrate appropriate conduct to participate in athletic activities.** Students who do not meet these standards at the beginning of a quarter will not be allowed to participate in a sport that begins in the same quarter. Students will be prohibited from practicing or participating in games during that period. Students who do not meet the eligibility requirements at the beginning of a quarter but meet all requirements at mid-quarter as evidenced on their mid-quarter reports, may participate for the remainder of that quarter. Eligibility for the first quarter of the school year will be granted to all students.

A student shall present a solid Christian witness in daily living. If a problem arises, the teacher shall encourage the student to improve the behavioral problem. Failure to note improvement in the student's behavior shall result in the teacher communicating this with the child's parent(s). This communication with the parent will result in an immediate probationary time frame. The time frame shall be established by the teacher in consultation with the school principal. If desired improvement is not realized, the student shall be removed from the team or performance/activity for a designated period of time.

Other considerations:

1. The child must be in attendance at school to participate in practice and games that day. Special exceptions may be granted by the principal in cases such as funerals.
2. Poor attendance at practice can result in removal from the team.
3. A student who is suspended is not allowed to participate in any extracurricular school activity during the suspension period.

## Family Involvement

The gift that only you can give – that of yourself and your time – is most precious to us. Adult volunteers, by example, emphasize every day to our students that they are part of a caring, sharing community. Volunteering involves you, as supportive family members, in the “family” of St. John, the school you have chosen to provide your children’s education.

Every family is asked to provide at least 5 hours of volunteer time each school year. Donations of time and talent are not limited to parents. Grandparents, aunts, uncles and other extended family members are welcome to help our school.

## Field Trips

Classes arrange for field trips according to availability and curriculum needs. One “blanket permission slip” is signed at the beginning of the school year. For each specific trip, a permission form is sent home. The student must return this form and any payment to the teacher.

Payment is to be made in exact amount only. No change will be given. **All money should be placed in an envelope labeled with the child’s name, grade, and purpose of payment (field trip).** This routine is necessary to ensure proper accounting for each student. If the teacher does not receive the field trip permission form and payment by the date stated on the form, the student may not be permitted to go on the field trip.

If a teacher has serious concerns about a student’s behavior, he/she may be excluded from the trip. Any child creating a problem on a trip may be excluded from the next trip. Students not attending the field trip are expected to attend school and will be given appropriate assignments. If a student does not attend school on the day of a field trip, he/she will be marked absent and given a make-up assignment to complete.

Buses, the street car, and private cars are used for field trips. Depending upon the trip, a limited number of parents may be needed to accompany the class. Drivers must be at least 22 years of age and provide the office with a copy of their insurance card and driver’s license. All cars used must have a seatbelt for each student.

## Financial Policies

The School Board has established the following policies:

1. Students whose financial obligations to the school are not current will not receive a final report card. They will also not be able to reregister for the next school year. These fees include, but are not limited to: Tuition, School fees, Extended Care, Lunch, NSF charges, Graduation fees, Book fees, and Athletic fees or Uniforms not returned.
2. Tuition payments are due monthly by the 1<sup>st</sup> or the prearranged date for bank loans. Students whose tuition accounts are one month overdue will be dis-enrolled until the accounts are made current. **In May, all tuition must be paid in full by the 5<sup>th</sup> or the student will be dis-enrolled on the next school day.**
3. There will be a \$25.00 charge for each check that is returned due to "Non-Sufficient Funds" (NSF). Checks will no longer be accepted if two checks are returned NSF.
4. Payments to cover NSF checks must be made in cash or by Money Order.
5. Prepaid tuition will be refunded to parents of students who transfer or are dismissed or expelled by the school. "Paid in full" discounts will be forfeited.
6. Tuition refunds will be prorated on a quarterly basis and any unpaid fees deducted. Tuition paid for the quarter in which the student leaves will not be refunded.
7. All fees are non-refundable.
8. Students enrolling after the start of a month will be charged for the full month.

If a family is in arrears and is unable to pay the full amount of tuition as stipulated above, the family should contact the school office. A written appeal may be submitted to the School Board.

## Grievance Policy

When a grievance arises, parents are expected to follow the Christian guidelines found in Matthew 18:15 – 17. *"If your brother sins against you go and show him his fault, just between the two of you...."* First speak to the person directly. If the grievance is with a teacher, speak directly to the teacher first. If the result is not satisfactory, ask for a conference with the principal and the other party involved. If you are still unsatisfied with the result, ask for a conference that will include the teacher, the principal and the chairperson of the School Board. If resolution is still not attained, ask for a meeting with the entire School Board. During all conferences and meetings, professional and courteous communication is expected from all parties.

Spreading gossip or listening to hearsay does not solve problems. Direct communication with the individual(s) involved is the best way to come to mutual understanding and resolution.



## Lost and Found

Because articles of clothing may be lost, **please label all articles with your child's name for easy identification.** The "Lost and Found" is located in the gym. All unclaimed, usable clothing is donated to a charity at the end of the school year.

## Lunch

Hot Lunch: St. John operates a school lunch program. Lunches are prepared off campus. Hot lunch is served daily; and monthly lunch calendars are provided to parents. Lunches must be paid for in advance by funding an online School Bucks account ([www.myschoolbucks.com](http://www.myschoolbucks.com)). The office cannot accept payments. Each lunch will be deducted from the account as it is purchased. Students may bring bottled water to drink with a hot lunch in addition to the milk provided. Only one lunch may be given on credit.

Free or reduced lunches are offered by the Federal School Lunch Program to those students who qualify. Applications may be found online at [www.myschoolapps.com](http://www.myschoolapps.com). No child may receive free or reduced lunch until his or her application has been completed and approved by the lunch program administrators. Parents are responsible for paying for lunches purchased before approval is given.

Students with food allergies must have a current note or form signed by their doctor stating what the allergies are. Alternative food or drink may be provided (if possible) by the food provider.

Cold Lunch: Students may bring their lunch from home. Cold lunches should include healthy choices! **No carbonated nor caffeinated beverages, no fast foods, and no candy may be consumed in the lunchroom during regular school hours.** Glass containers are not permitted in the cafeteria. Lunches must be "ready to eat". Students are not allowed to use the microwave or any other kitchen appliance. Gum and sunflower seeds are NEVER permitted on campus.

Lunch Delivery: Lunches may NOT be delivered by food delivery services, such as Door Dash, Grub Hub, Uber Eats or delivery from restaurants themselves.

Forgotten Lunch: If a student forgets a lunch they may call home for a parent/guardian to bring them their lunch or they may purchase a lunch from the cafeteria.

Lunchroom Manners: Lunch provides an opportunity to teach proper table manners and "restaurant" behavior. Students are expected to enter the lunchroom quietly and orderly. Students are to sit at the tables while they eat and not get up to leave without permission. Students are expected to speak in "inside voices" and are encouraged to ask for what they need using "please" and "thank you". Students are also expected to leave the lunchroom clean by picking up after themselves and by throwing away all their trash. After lunch, students are expected to line up quietly to be walked to the playground.

## Medical Policies

Cast Policy: Students wearing casts may attend school with a doctor's note as long as they are able to independently use the restroom and walk independently to necessary locations on campus such as their classroom and the lunch area in the gym.

Emergency Information: It is the parent's responsibility to notify the school office of any changes in a student's medical records, phone numbers, addresses, emergency contacts, etc. Also, please inform the school of anything pertaining to the general health of your child, such as: vision or hearing problems, allergies, medication needs, etc. It is necessary to keep school emergency information for each child current.

Illness at School: Sick children should stay at home. A child cannot learn if he/she is not feeling well. Contagious diseases can easily be spread throughout the entire school population by exposing students to a child that has a contagious illness. If a student is ill when he/she arrives or becomes ill during the day, the office will take the child's temperature and provide a place for the child to sit for a short period of time. If the child does not show improvement, a parent or another authorized person must pick up the child from school as soon as possible.

Medication: Prescription medication is administered to a child in school only upon a written, dated and signed request from a licensed physician or a child's parent. Such medication must be in the **original container**, labeled with the child's name, a recent date, instructions for administration, and the physician's name. Any exceptions to the above stated policy must be approved in writing by the principal. Medications that require special interventions or apparatus will not be administered by school personnel. Non-prescription medication, such as: aspirin, cough syrup, cough drops, etc. will be administered to the child only upon **written authorization of the child's parent. A form is available in the school office for both prescription and over the counter medication. We may not administer any Tylenol products.**

Parents should also send a measuring spoon or other measuring device if the school is to measure the medication. **No medication may be in the student's possession. It must be sent to the office.** Teachers must be informed if a child is taking any kind of medication that may alter behavior even if it is taken at home.

## Messages and Student Use of the School Phones

Only emergency telephone messages may be left for a student. Calling about a routine change of plans is discouraged. With permission from the teacher or extended care adult, a child may use the phone in the school office, the classroom or Fellowship Center to call home if circumstances warrant. If a student calls from a classroom, our fax number will show on the caller ID. Call backs must be made to 504-488-6641. Parents are encouraged to put this number in their phones so it will be recognized and available.

## Money Sent to School

All money for extended care, field trips, pictures, etc. must be sent to the school office. **All money sent with students should be sealed in an envelope labeled with the child's name, grade, and purpose(s) of payment.** This procedure is necessary to properly account for all money received by the school. Envelopes should be clipped inside of the communications folder and once in the classroom, given to the teacher to send to the office. One check may be used to pay multiple accounts but a breakdown of amounts for each account must be indicated (extended care, field trip, etc.)

## Notes and Messages

Children will bring home notes and/or correspondence from the school that may require action, involvement, or a reply from the parent. Prompt response to these matters is required. Encourage your child always to be responsible in carrying paperwork or correspondence between school and home.

Communication Folders: All students will be given a communication folder. Inside the folder, there is a pocket for items that need attention and must be sent back to school. There is another pocket for items that must be reviewed by the parent and kept at home. Parents must review their children's communication folders each and every evening.

## Parental Misconduct

The School Board reserves the right to dis-enroll any student whose parent cannot conduct him/herself appropriately while on school property and/or at school functions held at other locations. This includes but is not limited to inappropriate language, discourteous confrontations with others and refusal to follow school policies and/or procedures.

## Classroom Parties

We love to celebrate! Parents are welcome to drop off items, but may not come into the classrooms for parties. The teachers will distribute treats at a time convenient for the classroom schedule. For birthdays, students may bring cupcakes or pre-cut cakes and water/juice boxes. Teachers do not have freezers, so no ice cream.

## Parties Outside of the Classroom

Parties are a time of joy and celebration, but we need to be careful to prevent hurt feelings. **Invitations may be sent to school for distribution ONLY if ALL students in the class are invited.** Students may also distribute invitations to all boys only or all girls only. Please mail invitations if not inviting all students. Addresses may be found in the Buzz Book on FastDirect. If your child has given or received invitations by mail, please help him realize the importance of not announcing who has and has not been invited.

## **Publicity / Photos**

Photographs of St. John students may be used in publications and press releases, as well as on the school website and Facebook and Instagram page. Students will not be identified by name in any published photograph with the exception of the yearbook. If parents do not want photographs of their children used for publicity, please contact the office for instructions.

## **Technology and Internet Policies**

Internet access is available to all students at St. John Lutheran School. The Internet offers diverse and unique resources to students and teachers. St. John has a filtering system in place to prevent opening inappropriate sites. Our goal in providing this service is to facilitate resource sharing, innovation and communication.

With access to computers all over the world comes not only the benefits of such a resource but also the risk of availability of material that may not be considered to be of educational value in the context of the school setting. St. John has taken precautions to restrict access to controversial materials, and teachers will closely supervise all student work on the Internet.

Additionally, students will be advised of acceptable uses and the responsibilities they have when using the system. If an Internet user violates any of these provisions, his or her access will be terminated, future access could possibly be denied, and other disciplinary action may be taken. Proper Internet usage can greatly enhance the educational process for every student.

The same copyright laws that apply in the everyday world apply in cyberspace. That is, you cannot use others' work without giving them proper credit and providing appropriate compensation. Internet plagiarism includes utilizing or copying the work of others and pretending it is your own, original work. Plagiarism of any sort is strictly prohibited. Illegally downloading music (without making payment and without permission of the Computer Coordinator) or downloading inappropriate written or pictorial material will have serious consequences for students.

Individual students are not permitted to install copy or remove software programs without prior approval from the Technology Coordinator.

St. John prohibits online bullying or inappropriate behavior of any kind. Students are to always treat others in a respectful, positive and considerate manner. When online, students are to behave in a way that will reflect well on themselves, their family and the school. Students are not to wear St. John uniforms when posting pictures or videos of themselves to their personal accounts unless preauthorized by the office.

Parents are encouraged to talk with their children about computer ethics, stipulate rules of conduct for off-site computer/phone usage, and establish consequences for misuse of social media. Most importantly, we want to encourage parents to monitor their child's use of social media **and text messaging**. Instruct your children to never share passwords or communicate personal information online.

### **Uniform Dress Code Policies**

Students must wear an appropriate, approved uniform at all times while on the school grounds even if staying in extended care (An exception is when a child is involved in athletic practices). The description that follows sets forth the details and expectations of the school for wearing the St. John Lutheran School uniform with pride and uniformity.

All uniform items may be purchased from **Schiro's / School Time Uniforms**. The guidelines are provided at the store but this handbook states the official code.

#### Dress Code Violation Consequences

1. A verbal warning
2. A written warning
3. A detention
4. Continued disregard of the dress code will be considered a discipline issue and may result in more serious consequences. See "Conduct and Discipline".

#### General Dress Code Policies for All Students

1. Uniform Appearance
  - a. Must fit properly, be clean, neat and hemmed; no torn items
  - b. Belts must be fastened, shirts tucked in, and shoes properly tied
2. Jewelry
  - a. No expensive jewelry
  - b. Earrings must be simple posts; only one in each ear; NO HOOPS; no other piercings
  - c. Watches may be worn in first grade and up. **No Smart watches.**
  - d. Only one ring, necklace or bracelet may be worn at a time by students in first grade and above
  - e. No excessive jewelry that becomes a distraction
3. Hair
  - a. Must be neat and clean and not covering the eyes
  - b. No unusual styles permitted – such as Mohawks
  - c. No shaved designs in hair; no shaved eyebrows
  - d. No hair dying, woven colors
  - e. No beads in hair (safety issue)
  - f. Girls' hair accessories must be yellow, navy, black, white or khaki (school uniform colors only)
  - g. Boys hair must be cut or pinned above the collar and above the ears

Continued on the next page....

#### 4. Other

- a. No fingernail polish (other than clear); no fake nails permitted
- b. No makeup or tattoos
- c. Girls in 3rd grade and above may carry a small solid black, navy or brown purse
- d. All light weight jackets, sweaters and sweatshirts worn inside or outside must be solid navy blue or navy blue with St. John logo.
- e. Hoods and hats may not be worn inside.

#### Kindergarten Boys Uniform Dress Code Policies

- Pants or Shorts
  - Uniform style only; khaki, pleated or flat
  - Must have elastic waistband
  - No belts
  - Shorts must be no more than three inches above or one inch below the knee
  - Must fit correctly (not too baggy) and must be worn at the waist
- Shirts
  - Long or short sleeve navy, white or yellow “polo style” logo shirts with a collar may be worn with pants or shorts
  - Undershirts may only show at the neck, not under sleeves, and must be white (Black or navy may be worn under the navy uniform shirts.)
  - In cold weather, solid white or navy long-sleeved shirts may be worn under logo shirts
  - Preschool and Pre-K ONLY may wear the logo t-shirt option
- Shoes and Socks
  - Shoes must be black, white or navy athletic shoes
  - Shoes must have Velcro closures
  - Shoes may have a small (1/2 in.) name/logo imprint that is different in color other than black or white
  - Socks must be solid white, navy or black
  - Socks must show above the shoe
- Sweaters, Sweatshirts and Lightweight Jackets Worn Inside or Outside
  - Must be **solid** navy, with or without school logo
  - Sweaters must be cardigan style only
  - Only solid navy sweaters and sweatshirts (not jackets) may be worn inside
- Heavy Overcoats
  - May be any style or color
  - Must be clean and in good repair
  - May not be worn inside

## Kindergarten Girls Uniform Dress Code Policies

- Jumpers
  - Uniform jumpers must be worn with matching or solid navy shorts underneath
- Pants or Shorts
  - Uniform style only, khaki, pleated or flat
  - Must have elastic waistband
  - No belts
  - Shorts must be no more than three inches above or one inch below the knee
- Shirts
  - Long or short sleeve navy, white or yellow “polo style” logo shirts may be worn with pants, shorts or jumpers
  - Undershirts may only show at the neck, not under sleeves, and must be white
  - In cold weather, solid white or navy long-sleeved shirts may be worn under logo shirts
  - Yellow or white blouses (or turtlenecks) may also be worn under jumpers but not with pants or shorts.
- Shoes and Socks
  - Shoes must be solid black, white or navy athletic shoes or Mary Jane style
  - White shoes may have black trim and black shoes may have white trim
  - Shoes must have Velcro closures
  - Shoes may have a small (1/2 in.) name/logo imprint that is different in color other than black or white
  - Socks must be **solid** white, navy or black; anklet, crew or knee length
- Leggings – Tights
  - Solid white, navy or black leggings or tights may be worn under dresses
- Sweaters, Sweatshirts and Lightweight Jackets Worn Inside or Outside
  - Must be solid navy, with or without school logo
  - Sweaters must be cardigan style only
  - Only solid navy sweaters and sweatshirts (not jackets) may be worn inside
- Heavy Overcoats
  - May be any style or color
  - Must be clean and in good repair
  - May not be worn inside

## Elementary Girls Uniform Dress Code Policies

- Jumpers and Skirts
  - Grades 1 – 4: Uniform jumpers must be worn with matching or solid navy shorts underneath; length must be no shorter than 2 inches above the knee
  - Grades 3 and up: Uniform skirts must be worn with matching or solid navy shorts underneath; length must be no shorter than 2 inches above the knee
- Pants or Shorts
  - Uniform style only, khaki, pleated or flat
  - Uniform (St. John) plaid shorts
  - Shorts must be no more than three inches above or one inch below the knee
  - Belts are required beginning in fifth grade but may be worn starting in second grade
  - Belts must be plain navy, khaki, black or brown
- Shirts
  - Long or short sleeve navy, white or yellow “polo style” collared logo shirts may be worn with pants, shorts, jumpers and skirts
  - Undershirts may only show at the neck, not under sleeves, and must be white (or navy under navy shirts)
  - In cold weather, solid white or navy long-sleeved shirts or turtlenecks may be worn under logo shirts
  - Yellow or white collared blouses (or turtlenecks) may also be worn under jumpers (not with pants, shorts or skirts)
- Shoes and Socks
  - Shoes must be black, white or navy athletic shoes or Mary Jane style
  - **No high top shoes**
  - Shoes may have a small (1/2 in.) name/logo imprint that is different in color other than colors stated above
  - Shoelaces must be tied; Velcro is mandatory in **kindergarten and** first grade
  - Socks must be solid white, navy or black; anklet, crew or knee length
- Leggings – Tights
  - Solid white, navy or black leggings or tights may be worn under jumpers and skirts
- Sweaters, Sweatshirts and Lightweight Jackets Worn Inside or Outside
  - Must be solid navy, with or without school logo
  - Only solid navy sweaters and sweatshirts (not jackets) may be worn inside
- Heavy Overcoats
  - May be any style or color and must be clean and in good repair
  - May not be worn inside



## Elementary Boys Uniform Dress Code Policies

- Pants or Shorts
  - Uniform style only, khaki, pleated or flat
  - Shorts must be no more than three inches above or one inch below the knee
  - Must fit correctly (not too baggy) and must be worn at the waist
  - Belts are required beginning in fifth grade but may be worn starting in second grade
  - Belts must be plain navy, khaki, black or brown
- Shirts
  - Long or short sleeve navy, white or yellow “polo style” collared logo shirts may be worn with pants or shorts
  - Undershirts may only show at the neck, not under sleeves, and must be white, navy or black
  - In cold weather, solid white or navy long-sleeved shirts may be worn under logo shirts
  - **Shirts must be tucked in**
- Shoes and Socks
  - Shoes must be black, white or navy athletic shoes. NO OTHER COLORS.
  - Shoes may have a small (1/2 in.) name/logo imprint that is different in color
  - Shoelaces must be tied; Velcro is mandatory in first grade
  - Socks must be **solid** white, navy or black ankle, crew or knee
- Sweaters, Sweatshirts and Lightweight Jackets Worn Inside or Outside
  - Must be solid navy, with or without school logo
  - Only solid navy sweaters and sweatshirts may be worn inside
- Heavy Overcoats
  - May be any style or color
  - Must be clean and in good repair
  - May not be worn inside

## **Visitors**

All visitors, including parents, must enter through the office, register in the sign-in log, and receive a visitor's pass. Visitors are escorted by an employee while on campus. Anyone who does not work at St. John Lutheran Church and School or does not regularly volunteer is considered a visitor.