



Operational Policies 2025-26 School Year

Mission Statement

Know Jesus, Make Jesus Known through Academic Excellence and Christian Character

Welcome

Train up a child in the way he should go; even when he is old, he will not depart from it.

-Proverbs 22:6

Welcome to St. John Lutheran School! We are so excited that your family will make this journey with us! At St. John Lutheran School we know that parents are a child's first teacher, and we are honored that you chose us to walk alongside you in the spiritual and academic upbringing of your child.

We encourage parents to be involved in school events and welcome your feedback. Your child's success will depend on our partnership.

School staff are trained and experienced but also know that we never stop learning. They are prepared to continue their education and Biblical studies to help make them better educators and Christians.

This is going to be a great school year with lessons, field trips, community service, holidays and interactive chapel lessons being some of the things we have in store!

Philosophy

St. John Lutheran Church's mission to Know Jesus and Make Jesus Known springs from the Great Commission (Matthew 28). Finding places and spaces to proclaim the good news of Jesus Christ is what we are about!

The North American Lutheran Church (NALC) embraces four core values which shape our common life: Christ Centered, Mission Driven, Traditionally Grounded, and Congregationally Focused. We are a church centered on the unique Gospel of Jesus Christ, animated by missions, evangelism, grounded in the 2,000-year tradition of Christian faith, and organized to chiefly serve our congregations.

In creating a school, we join a long history where "Lutherans continue to value and promote education. The family is still seen as the first and primary place where faith is taught and nurtured." However, "Each day Lutheran schools support families in the task of teaching and nurturing faith in their children, as the school becomes a workshop of Christian love. In these

schools, children experience God's love and forgiveness, even as they learn math, history, language, science, and arts." (Lutheranism 101)

Where God's Word is lived and taught, Christ's presence is experienced. As Luther said, "Whenever God's Word is taught, preached, heard, read, or meditated upon, then the person, day and work are sanctified. This is not because of the outward work, but because of the Word, which makes saints of us all. Therefore, I constantly say that all our life and work must be guided by God's Word, if it is to be God-pleasing or holy."

Let us proclaim God's Word as we help children learn to read the Scriptures so that they might have a relationship with the Word, Jesus; the Word who became flesh. May we help students discover God's incredible creative order so that we might worship and glorify His name in all that we are and in all that we do.

State Licensing

State Licensing

Texas Health & Human Services Intake Line 210-337-3399

Parents may review a copy of the minimum standards and most recent licensing inspection report upon request.

Childcare.hhs.texas.gov

Child Abuse Hotline 1-800-252-5400

Enrollment

Enrollment at St. John Lutheran School is open to students from age 3 through 5th grade. A child turning 3 during the school year can be admitted with the Director's approval. Enrollment shall be granted without regard to a student's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age, national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their student in St. John Lutheran School by completing the online enrollment application and paying the \$225 application fee. The application fee is nonrefundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed tuition agreement, application and supply kit fee, immunization and health records, signed statement of faith and signed parent handbook receipt.

The enrollment application and tuition agreements are not meant to serve as contracts guaranteeing service for any duration.

St. John Lutheran School reserves the right to dismiss any parent or student at any time with or without cause.

Continued enrollment at St. John Lutheran School is contingent upon the parents', emergency contact persons' and student's adherence to the policies and procedures of St. John Lutheran School as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify St. John Lutheran School immediately, should any of the information collected at the time of enrollment or any time thereafter changes. Failure to do so may result in the student(s) being dis-enrolled from the school and forfeiture of any deposit.

Tuition

All custodial parents and/or legal guardians are required to sign a tuition agreement prior to enrollment of their student in St. John Lutheran School. Parents are required to indicate to whom all billing information and correspondence are to be addressed.

Cash, check, money order, or credit card may be used to pay tuition. Receipts will be given for tuition payments made by cash or credit card. All cash payments must be handed directly to the Director. Your canceled check will serve as your receipt for payments made by check. There will be a \$25 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited; parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by cash, certified check, money order or credit card.

Tuition includes fees for field trips and extra-curricular activities.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the school. Timely payments are essential for continued enrollment at St. John Lutheran School; however, if you anticipate difficulty paying on time, please discuss the matter with the Director immediately. If alternative arrangements for payment are approved, you will be notified by the Director.

St. John Lutheran School does not accept childcare subsidies.

St. John Lutheran School offers scholarships and discounts based on funds available to families who meet our qualification guidelines. For a copy of the scholarship application and guidelines please ask the Director.

Confidentiality

Within St. John Lutheran School, confidential and sensitive information will only be shared with employees of St. John Lutheran School who have a "need to know" in order to most appropriately and safely care for your student. Confidential and sensitive information about faculty, other parents and/or students will not be shared with parents, as St. John Lutheran School strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information of anyone associated with St. John Lutheran School.

Outside of St. John Lutheran School, confidential and sensitive information about a student will only be shared when the parent of the student has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of St. John Lutheran School, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the confidentiality policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a student when a parent is prohibited from accessing school property.

You may observe children at our school who are disabled or who exhibit behavior that may appear inappropriate (i.e., biting, hitting, and spitting). You may be curious or concerned about the other student. Our confidentiality policy protects every student's privacy. Employees of St. John Lutheran School are strictly prohibited from discussing anything about another student with you.

Mandated Reporting of Suspected Child Abuse and/or Neglect

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of St. John Lutheran School are considered mandated reporters, under this law. The employees of St. John Lutheran School are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at St. John Lutheran School take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of St. John Lutheran School cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Parent Code of Conduct

St. John Lutheran School requires the parents of enrolled students to behave in a manner consistent with decency, courtesy, and respect at all times. One of the goals of St. John Lutheran School is to provide the most appropriate environment in which a student can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of St. John Lutheran School but, is the responsibility of each and every parent or adult who enters the school. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional

information regarding dis-enrollment of the student when a parent is prohibited from accessing school property.

SWEARING/CURSING: No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a student or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the school staff, church staff, or church visitors.

THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADULTS ASSOCIATED WITH ST. JOHN LUTHERAN SCHOOL OR CHURCH: Threats of any kind will not be tolerated. In today's society, St. John Lutheran School cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT SCHOOL: While St. John Lutheran School does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the school facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or Director's attention. At that point, the teacher and/or Director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

SMOKING: For the health of all St. John Lutheran School employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of St. John Lutheran School. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

VIOLATIONS OF THE SAFETY POLICY: Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, students, and associates of St. John Lutheran School. Please be particularly mindful of St. John Lutheran School entrance procedures. We all like to be polite, however, we need to be careful not to allow unauthorized individuals into the school. Holding the

door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful and immediately report any breaches to the Director.

CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF ST. JOHN SCHOOL AND CHURCH: While it is understood that parents will not always agree with the employees of St. John Lutheran School, Church, or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

VIOLATIONS OF THE CONFIDENTIALITY POLICY: St. John Lutheran School takes very seriously the responsibility of maintaining the confidentiality of all persons associated with St. John Lutheran School. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their student or family, but all children, families and employees associated with St. John Lutheran School. Any parent who shares any information considered to be confidential, pressures employees or other parents for information, which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

St. John Lutheran School is a gang free zone.

Parent's Right to Immediate Access

Parents of a student in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at St. John Lutheran School, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) St. John Lutheran School must be provided with a **certified copy** of the most recent order and all amendments thereto. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with St. John Lutheran School, **both** parents shall be afforded equal access to their child as stipulated by law. St. John Lutheran School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, St. John Lutheran School suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. St. John Lutheran School staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the Director and are allowed in the school facility only at the discretion of the Director. An employee of St. John Lutheran School will monitor visitors at all times throughout the premises.

St. John Lutheran School will dismiss any student whose parent is prohibited from entering onto school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, St. John Lutheran School cannot have a student at the school when the student's parent is prohibited access. St. John Lutheran School will not agree to any request to

maintain a student's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
 - The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.
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Dismissal

St. John Lutheran School reserves the right to dismiss any student at any time, with or without cause. The Director or designee will assist the parents in gathering their student's belongings at the time of dismissal, and parents are required immediately to leave school property in a calm and respectful manner. St. John Lutheran School will request assistance from local police should any parent become disruptive and/or uncooperative while gathering the student's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or student who harasses, threatens or in any manner causes harm to anyone affiliated with St. John Lutheran School or Church by calling, writing, or any other means, will be prosecuted to the fullest extent of the law by St. John Lutheran School.

Tuition refunds will not be granted unless specifically requested to the school board in writing. Refund requests will be reviewed and only approved based on family hardships. No refunds will be given for registration and supply kit fees.

Withdrawal

A two weeks written notice is required when withdrawing a student for any reason. Tuition refunds will not be granted. Refund requests directed to the school board may be reviewed and only approved based on family hardships. No refunds will be given for registration and supply kit fees. School supplies may be returned to the student. Supply kits and their contents are property of St. John Lutheran School.

The parents and student, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the Director. A withdrawn student and his/her parents are required to call and request an appointment with the Director if they wish to return to school property following the last day of enrollment at St. John Lutheran School. Appointments are made at the discretion of the Director and are not a right of the withdrawn student or parent.

Parents who wish to change their pre-k child's days of enrollment at St. John Lutheran School, must submit a request to do so two weeks in advance of the proposed change. The Director will notify the parents in writing if the new schedule is available. A schedule change will not be considered final until a new tuition agreement is signed. If the schedule change requires additional fees, the change will also be contingent upon payment of these monies. If the requested schedule is not available, parents may choose to either continue with the current schedule until such time as the requested schedule becomes available, or may withdraw their child from the school. The date the Director receives the request for a schedule change will be used to toll the two-week notice required for withdrawal.

Inclusion/Expulsion

St. John Lutheran School is proud to work with the individual needs of our students and will work with the parents whose children may need additional support. When applicable, we will make referrals to outside support services including, but not limited to, early intervention, speech, occupational and physical therapy, and other types of services, and participate in IEP (Individual Educational Plan) meetings when appropriate to best meet the needs of students.

St. John Lutheran School will make reasonable accommodations to our policies, practices, and procedures as appropriate in accordance with applicable federal and state laws. St. John Lutheran School is not required by law to fundamentally alter or change the services provided for a student displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

St. John Lutheran School will allow outside resources/therapists into the school to work with any student as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the Director and the resource/therapist works cooperatively with staff to meet the needs of the student. The presence of the resource/therapist must mitigate any and all safety risks the student presents to themselves and to others and must be collaborative and complimentary to the school. Should the resource/therapist be disruptive to the school or not have the authority or

ability to mitigate, through appropriate therapeutic methods, the student's dangerous behaviors, the student may be excluded from the school.

Any student who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the school if the dangerous behavior cannot be eliminated through reasonable accommodations provided under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the student or others while any appropriate evaluations are completed and/or while securing the appropriate support services from appropriate agencies.

St. John Lutheran School will at all times provide written documentation to the parents of any student that is subject to referral for outside support services for any behavior, developmental delay, or disability. Further, through formal and informal conferences with the teachers and Director, written incident and accident reports and letters, St. John Lutheran School will communicate with parents/guardians of students exhibiting behaviors that are dangerous to themselves or others, the steps taken to accommodate the student and notification that the student will not be able to return to the school until support services are in place.

Court Orders Effecting Enrolled Students

In cases where an enrolled student is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) St. John Lutheran School must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with St. John Lutheran School administration, both parents shall be afforded equal access to their child as stipulated by law. St. John Lutheran School cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, St. John Lutheran School suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, St. John Lutheran School is obligated to follow the order for the entire period it is in affect. Employees of St. John Lutheran School cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. St. John Lutheran School will report any violations of these orders to the court.

Arrival Procedures

Upon arrival at St. John Lutheran School parents are asked to pull into the drop-off line in the parking lot. School staff will provide assistance to students exiting, sign them in and escort them to their classrooms. Some students exhibit separation anxiety at drop-off. St. John Lutheran School believes it is best for parents to tell the anxious child upon arrival in the parking lot they may take off their seat belt, give their parent a kiss and hug, and say goodbye to the child in the vehicle. This will prepare the child for their departure. The school staff will comfort and assist the

child through the anxious time. Parents are asked to leave the parking lot after drop-off. The professional employees of St. John Lutheran School are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

Upon arrival, parents are required to follow the Medication Policy if a student must receive medication during the course of the day.

Parents are required to notify the teacher or Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the teacher or Director. These special instructions include but are not limited to: early pick-up, an alternative pick-up person, health issues over the previous night which need to be observed and/or any general issues of concern which the teacher should be aware to best meet the needs of your child throughout the day.

St. John Lutheran School does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at St. John Lutheran School.

Notification of Absence

Parents are required to inform the school as soon as possible if a student will not be there on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

If your child is ill, we request that you notify the Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school can be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. John Lutheran School will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the school as soon as possible. If your child is late, please park your car and escort your child to the church office.

Right to Refuse Admission

St. John Lutheran School reserves the right to refuse admission to any student at any time with or without cause.

St. John Lutheran School strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.

2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic situations that present a safety risk to the child, staff or other children enrolled at St. John Lutheran School if the child were to be present at the center.
5. Parents' failure to maintain accurate, up to date records.
6. Parents' failure to complete and return required documentation in a timely fashion.
7. Parents' failure to pay tuition up to date.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Pick-Up Procedures

The pick-up line will form in the same place as the morning drop-off line. Staff will assist students getting into vehicles. School staff may NOT strap children into car seats or fasten seat belts. If your child needs assistance with strapping in, we ask that you pull into a parking spot after your child is picked up in the line so that you can help them.

Due to church events (for example, funerals) the pick-up location may need to move to a different location in the parking lot or parents may be asked to park and come into the classroom for pick-up. Parents will be notified in advance when alternate pick-up procedures will be in place.

Parents are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. A telephone conference may be scheduled if the parent(s) is unable to meet at pick-up.

It is the parent's responsibility to ensure that someone (either a parent or emergency/alternate pick-up person) is available to pick-up the student on time. If there is an extenuating circumstance that causes you to be late for pick-up, you are asked to call the school office immediately. **If a child continues to be picked up late, the parents will be required to meet with the school board to address the issue.**

Persons Appearing to be Impaired by Drugs/Alcohol at Pick-Up

The staff of St. John Lutheran School will contact local police and/or the other custodial parent should a parent appear to the staff of St. John Lutheran School to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, St. John Lutheran School staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick up a child and appears to the staff of St. John Lutheran School to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of St. John Lutheran School will contact the child's parents, local police and Child Protective Services to notify them of the situation.

Emergency/Alternate Pick-Up

At enrollment, parents will be asked for the names of persons allowed for emergency/alternate pick-up. Parents are encouraged to include any, and all persons who, in the course of events, may at one time be asked to pick-up their child from St. John Lutheran School. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the student, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the school.

Parents do not need to be listed as emergency contacts. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick up their child.

Parents will be asked to determine which persons (if any) on the emergency/alternate pick-up list have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the student's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the emergency/alternate pick-up are only afforded the right to pick up the student. Staff are not permitted to discuss the student's day with them.

The persons on the emergency/alternate pick-up list will be required to provide a government issued photo ID prior to the school releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the emergency/alternate pick-up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions.

St. John Lutheran School reserves the right to refuse/ban any person listed on the emergency/alternate pick-up list for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate pick-up list of the policies/procedures contained herein.

Emergency Closing and Inclement Weather Information

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing electronically, including but not limited to, email, phone tree messaging, school app. St. John Lutheran School will follow all BISD weather closings.

Should the school need to close in the middle of the day, the school staff will attempt to reach the students' parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick-up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call of the pick-up location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the school need to close for any reason, tuition will not be refunded.

Curriculum

St. John Lutheran School uses a blend of Abeka curriculum and hands-on experiences.

Abeka's mission is to support and equip students and teachers by providing amazing academic resources based on biblical values. Abeka's teacher-directed framework empowers teachers to focus on students' attention on the material they need to learn – in a context and sequence that will help them learn it best. As students begin to grasp what's being taught, newly acquired concepts and skills are fortified time and again using a method called spiral learning. Students growing mastery of subject matter is strengthened because of comprehensive design of the curriculum. Material taught in one subject is reinforced in other subjects. At every step of the way, students learn, apply and master new concepts and skills.

Abeka's aim for each student is to grow intellectually, morally, and spiritually. Each day students will spend time in their classrooms with lessons, in daily chapel and outdoor recess. Supply kits and their contents are property of St. John Lutheran School.

Parent/teacher conferences will be held at scheduled times during the year but can be scheduled any time at the request of a parent.

As part of our curriculum, Christian religious holidays will be celebrated school wide. Birthdays also will be celebrated, and parents are encouraged to discuss their child's birthday with the classroom teacher.

Part of our curriculum includes 60-90 minutes of daily vigorous activity. Students will participate in these activities throughout the day in the classroom, on the playground and in the gym. Parents can find specific activities on the posted teacher lesson plans in each room.

Discipline

At St. John Lutheran School we believe that the Christian and intellectual formation of our students is best achieved when parents, teachers and students share a common understanding of the schoolwide learning expectations. Working together, we can achieve these goals. As a faith community, with Jesus as our Master Teacher, we prepare students to become responsible Christian citizens by providing a Lutheran environment where faith and learning thrive.

Our Schoolwide Learning Expectations are:

- To be Faith-filled People.
- To be Enthusiastic Learners.
- To be Cooperative Learners.
- To be Socially Responsible People.

To achieve these learning expectations, we ask students to commit themselves to the following:

- treat my parents and all adults on campus with dignity and respect.
- strive to do my best to achieve the expectations set for me.
- obey the school and classroom rules, not reluctantly, but willingly, promptly and without argument.
- accept correction for my behavior when it is not suitable and not appropriate in a Lutheran school.
- communicate with my parents and teachers about my academic progress and ask for assistance when necessary.
- make every effort to contribute to a positive, Christian, safe, and caring learning environment.

- strive to see Jesus in my classmates and all members of the school community, including others and treating them as my brothers and sisters.
- avoid any conversations or written communications that are derogatory of others or of the school, particularly in public places such as social media sites.
- participate reverently in prayer and devotional events daily.
- help to build a faith community in my classroom.

Together, we support the **development of the whole person**; that is, we work together to build the physical, intellectual, moral, psychological, social, aesthetical, and spiritual talents of each student in the school. We concentrate on building a strong foundation upon which each student will eventually become a mature, autonomous, adult Christian person involved with all sectors of society including the family, the neighborhood, the Church, the work world, the civic area, and the national and international community.

Items from Home

Due to the risk of damage, sharing issues, and loss, students are not permitted to bring toys or electronics from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their student. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents repeatedly fail to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the item.

Students in pre-k classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All items brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by St. John Lutheran School staff for safety and appropriateness and may be prohibited at the sole discretion of St. John Lutheran School.

Dress Code

Student Clothing: Students are engaged in various activities during the day; some of these activities can be messy, and/or athletic in nature. Additionally, students are engaged in outdoor play daily, weather permitting. Due to these activities, students are required to be dressed in seasonably appropriate, comfortable, modest clothing. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Parents are prohibited from dressing young children in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months.

Children in pre-k classes are required to have one complete seasonably and size appropriate change of clothing at the school at all times. A complete change of clothing includes, shirt, pants, underwear, socks, and shoes. Teachers will send reminders for parents to update changes of clothing as the weather begins to change. All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. St. John Lutheran School is not responsible for lost or damaged items of clothing.

Parents Clothing: Parents are required to be dressed in appropriate clothing while at St. John Lutheran School, or involved in any St. John Lutheran School sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Field Trips

St. John Lutheran School frequently supplements the in-class curriculum with off premise field trips. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost for additional adults or siblings, and mode of transportation.

If parents wish to attend the trip with their child, they should discuss attending with the classroom teacher. St. John Lutheran School provides all required supervision for all field trips, but always invites and welcomes parents to attend.

Parents will not be permitted to transport any child, other than their own or child they bring to school, on a St. John Lutheran School sponsored trip.

If your pre-k student is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with the teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class and the signed permission slip will be due prior to the date of the trip.

Parent Participation/Volunteering

Parents are invited and encouraged to be involved in their child's school activities. Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

St. John Lutheran School reserves the right to make volunteer assignments. St. John Lutheran School does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Health and Safety

Each student is required to complete a pre-enrollment packet of information. This packet is to be returned to the school's office prior to the student's first day of attendance. All students are required to have a complete, up-to-date immunization record on file at St. John Lutheran School.

Immunizations may be waived for certain reasons. Please discuss this with the Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver or affidavit on file in place of an immunization record, so that the school can maintain compliance.

All pre-k students are required to have a physical examination form filled out by a licensed medical professional, in order to attend St. John Lutheran School. The form must indicate the child's fitness to attend St. John Lutheran School, must be completed by a licensed healthcare professional and returned to the school office within the first 30 days of enrollment. All four year old children must have vision and hearing screening results on file with the school within 30 days of their fourth birthday.

If your child has a severe allergy, parents are required to provide a signed copy of the "Authorization for Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out completely by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines related to the prevention and treatment of the child's allergy. This form can be obtained by request from the school office.

Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases St. John Lutheran School from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided St. John Lutheran School exercises reasonable care in taking such actions. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

St. John Lutheran School follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Students will be excluded from participation if they exhibit symptoms of any communicable disease. They will not be permitted to return to school until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. St. John Lutheran School reserves the right to refuse to allow a student to return if the Director or designee believes the student to be too ill to participate.

Students excluded from school due to a fever may not return until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more.

Students are required to be excluded from school for loose bowels or diarrhea which occur 3 or more times in a 24-hour period of time. Students may return to the program when normal bowel movements resume.

If your student will be absent due to illness, we request that you notify the Director. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Director, so that the parents of the children in the school can be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. St. John Lutheran School will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Students may occasionally be involved in a biting incident. For children who bite, the staff will use discipline procedures, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Parents will be notified by incident/accident report that a biting incident occurred during the day. The staff may not discuss with either parent the identity of the other student involved in the incident. This information is confidential and cannot be disclosed. The staff of St. John Lutheran School cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

St. John Lutheran School will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. St. John Lutheran School will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form for each medication to be dispensed. Medication Forms can be found in the school office. Medication Forms, doctor's notes and medication are to be turned into the school office.

St. John Lutheran School will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name. (One note and bottle of fever reducing/pain medication is required per child.) Prior to administering fever reducing/pain medication, staff will contact a parent or person listed on emergency contact form, if a parent cannot be reached, to inform them of our need to administer the medication. Staff will also inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

St. John Lutheran School conducts monthly fire and emergency/evacuation drills. Parents, staff, and students will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not pick up their children from or drop them off to school. Parents must wait until the drill is complete and students have returned to the building to drop their children off or pick them up. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Director or designee will inform each classroom teacher that the school will be closing. At this time, any parents waiting to drop their child off will have to leave the premises with their child. All other parents or emergency contact persons will be notified of the situation. As with the sick child pick-up policy, children must be picked up within 45 minutes of the notification.

Parents wishing to take their child out of the school during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is having a real fire/emergency situation, parents will be asked to wait until the Director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

Should the administration of St. John Lutheran School or any emergency services personnel determine the building which houses the school to be too dangerous to be occupied, the staff and children will be taken to the county courthouse. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick-up. As stated before, children must be picked up within 45 minutes of the telephone call.

Should your child be involved in an incident/accident during the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in a sealed envelope and sent home. Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up.

Parents are required to send a snack and a lunch from home each day. All food items must be labeled with your child's name. St. John Lutheran School does not permit children to share or exchange food items. St. John is not responsible for the nutritional value of food brought from home.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instructions for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (e.g., lactose intolerance, vegetarian diets, wheat free/gluten free diets).

St. John Lutheran School never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Food can be used by teachers as a reward for good behavior and/or for classroom lessons. Snacks and lunches will be served with the students sitting at tables, to promote good manners,

eating habits and socialization skills. Staff will encourage students to eat their main entrée first, followed by healthy snacks. Candy and junk food will be reserved for a “dessert” when an adequate amount of their lunch has been eaten.

St. John Lutheran School curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a drink. St. John Lutheran School will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. Parents should limit junk foods to a minimum in their child’s lunch. All uneaten food will be placed back in the child’s lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child’s lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

St. John Lutheran School does not allow full size candy bars, sodas, or full-size candy treats such as Skittles, Starburst or gum, in a child’s lunch. If you wish for these foods to be a part of your child’s diet, please give them to your child at home. One or two miniature sized candies are permitted in a child’s lunch as a treat. However, St. John Lutheran School staff will prohibit a child from consuming these treats if the child is having a particularly overactive, excitable day. Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should be in an insulated lunch box with an ice pack. Lunches will not be heated. All food items provided in your child’s lunch must be labeled with your child’s name. St. John Lutheran School is not responsible for the nutritional value of snacks and lunches brought from home.

St. John Lutheran School will consider allergies and has the right to make a classroom or the whole school peanut free if peanut allergies exist within enrolled students.

Parents are permitted to send breastmilk for consumption by their child. Any parent who wishes to breastfeed may come to campus anytime to do so and will be provided with a comfortable chair in a private room away from the classroom.

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on school property for any reason. Violation of this policy will result in immediate dismissal from the school.

Clients Employing Staff

Parents who employ St. John Lutheran School staff assumes all risks associated. St. John Lutheran School does not represent any employee outside of school hours who perform similar job duties. Employment refers to any relationship outside of the school’s services which involves an employee of St. John Lutheran School interacting with a current or former client of St. John Lutheran School. Such relationships include but are not limited to baby-sitting, house-sitting, mother’s helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

School Hours

Staff must be on campus from 8:00am-3:30pm; students are on campus from 8:30am-3:00pm. School is in session August through May and our campus is closed on major holidays.

Outdoor Physical Activity

Children benefit from being outdoors both physically and emotionally. All children will get a morning and afternoon unstructured recess in addition to indoor structured physical education class each day. If weather conditions (extreme heat above 100 degree or extreme cold below 32 degrees) prevent outdoor play then the indoor gym will be used for an indoor recess time.

Children needing bug spray or sunscreen will need a medication form from the parent. All insect repellent and sunscreen must be labeled with the child's name.

Emergency Procedures

Fire Drill Procedures – At the sound of the fire alarm school staff will line children up and take them outside to designated place on playground. Emergency information must be brought with the class. Once all children are lined up in designated spot outside, staff will take roll by name (not by count). If playground is not available, the alternate gathering spot is the lawn in front of the historic chapel across the street.

Tornado Drill Procedures – At the signal staff will bring children to hallway bathrooms on first floor. Children must be crouched down with hands covering the back of head. Staff will need to bring emergency information and take roll by name once children are in designated spots.

Lock-down Procedures – At the signal staff will lock the classroom door and get children away from windows and doors. Staff must take roll by name. Children must remain quiet. We will follow current lock-down drill procedures and staff will be trained by the sheriff department.

Relocation- In the event of an emergency that requires students to relocate, teachers will walk students to the Kendall County Courthouse, 201 E San Antonio Ave. Emergency information must be taken and staff must conduct roll by name multiple times before, during and after the walk. In the event that authorities request that students relocate to another location, we will follow their direction. In this rare case, children will be loaded into staff cars for transport. All staff must carry their cell phone on them at all times during a relocation.

Shelter-in-place- When notified by the authorities, students and staff will shelter-in-place in the downstairs bathrooms. The director will take the emergency disaster supplies. All staff must carry their cell phones on them. Emergency information must be brought to the bathrooms and children must be accounted for by name. Once everyone is in the bathroom, staff will cover the door with plastic wrap and duct tape, sealing all openings.

*For any child with disabilities (wheelchair, other mobility issues) the floating staff will help evacuate the class with the child with disabilities.

All staff and children will follow instructions from emergency authorities when given regardless of the school's emergency plan.

Shared Space

St John Lutheran School will use the 2nd story of the education wing, the gym, playground, and nursery classrooms on school days. Both wings will be locked with security doors that need a card reader for entry. The playground will be closed to the public when in use by school children. Visitors must sign in with the school director. In the event of a funeral, staircases will be blocked with removable ropes; school director will stay in hallway and visible areas, pre-k children will be brought to upstairs wing, St. John Lutheran Emergency Response Team will be present and on duty. Children will be supervised at all times and teachers will take roll by name often.

Contact Information

St John Lutheran School
315 Rosewood
Boerne, Texas 78006

School Office 830-375-5321
Church Office 830-249-3651

Director of Children's Ministries
Tiffany Jureczki tiffany@stjohnlutheran.com