



A Christ-centered education since 1885

Family Handbook

2026-2027

Infant Program

Toddler 1

Preschool 2, 3, 4

Kindergarten thru Grade Six

2019 South Buerkle Street Stuttgart, AR 72160

870-673-7096

BLUE INDICATES CHANGES FOR THE 2026-2027 SCHOOL YEAR

TABLE OF CONTENTS

Absence/Tardy/Early Check out K-6	15
Accreditation - ECE & K-6	2
Achievement Tests - K-6	11
Admission Policies - ECE & K-6	3
Athletics - K-6	10
Auto Draft Policy - ECE & K-6	4
Basis for Authority - ECE & K-6	1
Birthdays - ECE	29
Birthdays - K-6	16
Biting Policy - ECE	28
Brightwheel - ECE	22
Chapel Services - ECE & K-6	5
Classroom Placement - ECE	28
Clothing & Personal Care - ECE	29
Control & Government - ECE-K-6	2
Copy Request Fee - ECE & K-6	6
Curriculum - ECE	24
Curriculum - K-6	10
Deliveries - ECE & K-6	6
Discipline Policies - ECE	28
Discipline Procedures - K-6	18
Dress Code - K-6	19
Enrollment Policy - ECE	21
Enrollment Policy - K-6	9
Extended Care - K-6	12
Faculty - ECE & K-6	2
Fees - ECE	21
Fees - K-6	9
Field Trip Policy - K-6	16
Financial Support - ECE & K-6	3
Good Citizen - K-6	11
Grading Scale - K-6	11
Handbook Acknowledgement Form	31
Handbook Acknowledgement	6
Health - ECE	23
Health - K-6	14
History - ECE & K-6	1
Honor Roll - 3-6	11

Inclement Weather - ECE & K-6	5
Kindergarten/New Student Screening	11
Leaving Campus After School Hours K-6	12
Library - K-6	12
Lunch and Snacks-ECE	26-27
Lunch Program - K-6	13
Mission Statement - ECE & K-6	1
Newsletter - ECE & K-6	5
Nondiscriminatory Policy-ECE & K-6	2
Outside Play - K-6	10
Outside Play - ECE	25
P.E. Requirements - K-6	13
Parent Code of Conduct	8
Parent-Teacher Conferences - PS4-6	5
Parent-Teacher League - ECE & K-6	6
Parents/Visitors/Guardians - K-6	13
Parking Procedures - ECE & K-6	7
Philosophy - ECE & K-6	1
Preschool 3 & 4 Screening	28
Promotion	6
Rest Time - ECE	25
Report Cards & Progress Reports K-6	13
Safety	6
School Calendar - ECE & K-6	30
School Class Announcements - ECE & K-6	6
School Hours - ECE	22
School Hours - K-6	12
Semester Tests - 5 th & 6 th	10
Sign-In/Sign-Out Policy/Pick-Up -ECE	22
Snacks - K-6	13
Star of the Week - PS2-PS4	25
Student Code Conduct - K-6	17
Student Electronics - K-6	15
Student Records - K-6	14
Summer Program - K-6	9
Summer Program - ECE	22
Teacher Communication -ECE & K-6	5
Withdrawal Notice - K-6	9
Withdrawal Notice - ECE	21

*Handbook subject to change upon approval from the Board of Christian Education.

**EARLY CHILDHOOD
EDUCATION INFORMATION
INFANT PROGRAM,
TODDLER 1,
PRESCHOOL 2, 3, 4
AND
KINDERGARTEN
THRU
GRADE 6
INFORMATION**

PAGES 1-8

MISSION STATEMENT

The mission of St. John's Lutheran School is to provide an excellent Christ-centered academic education.

PHILOSOPHY

"Train up a child in the way he should go; and when he is old, he will not depart from it." Proverbs 22:6

At St. John's Lutheran School we believe ...

The true purpose of this life is founded and developed in God as Creator, Redeemer and Sanctifier. God's unconditional love results in service to others.

Each child is loved and accepted as a child of God and is encouraged to identify and develop his or her God-given talents.

Our team, consisting of church, home and school works together for the total development of the child. Teachers and staff are committed to being exemplary models in their love of Christ, children and families.

Parents are their child's first teacher and must be responsible for the Christian education of their children.

An excellent academic education must be provided for all children in order that they may reach their highest potential.

BASIS FOR AUTHORITY – GOD'S WORD

Authority in our school is based on the Word of God, the Law and the Gospel. It is the Gospel which is the motivating force. The Law shows Christians their shortcomings, gives goals to strive for, and also gives direction. The reason for submitting to authority or using authority stems from the Gospel of Jesus Christ. Obedience developed in Christian education develops from faith in God and love for God.

HISTORY

The Lutheran School system is an integral part of the American educational system. The elementary schools of the Lutheran Church – Missouri Synod date back to the decade between 1830 and 1840, when a number of Lutheran congregations were organized in the Midwestern states and established Christian day schools for their children. The first of these schools is older than the public schools in most states.

Lutheran schools are not in competition with the public schools. Rather, they seek to work closely with the public schools in fulfilling the responsibilities of education in the community. St. John's Lutheran School follows the same curricular standards as the local public schools. St. John's strives to meet and exceed the educational standards of the Arkansas State Department of Education.

Convinced that a Lutheran school is the most important agency for training the young and strengthening the home, church, and nation, St. John's Lutheran School joins with over 2000 other Lutheran schools across the nation. At St. John's Christ is the goal and center of instruction. St. John's Lutheran Church has operated a Christian Day School since around 1885. We offer classes beginning with infant care through grade six.

ACCREDITATION

St. John's Lutheran School is an Associate Member of ANSAA (Arkansas Nonpublic School Accrediting Association).

FACULTY

All elementary teachers have earned a Bachelor's degree or beyond from a nationally accredited college or university. The Lutheran elementary teachers were trained in an accredited synodical college supported by the Lutheran Church – Missouri Synod. All other elementary teachers are certified. The Infant, Toddler 1, and Preschool staff obtains 15 hours of in service training each year in early childhood education.

NONDISCRIMINATORY POLICY

St. John's 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 at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, athletic policies, and other school administered programs.

CONTROL AND GOVERNMENT

Full and final authority, responsibility, and control of the school is the responsibility of St. John's Lutheran Church. In regulating this authority, the Voters' Assembly must abide by the constitution of the Lutheran Church – Missouri Synod and the constitution of St. John's Lutheran Church.

The congregation elects six members to the Board of Christian Education. The Pastor, Principal and Preschool Director are ex officio members of his board. These individuals are entrusted with all matters pertaining to the school and Christian education in the school.

The school is also under the supervision of the Department of Education of the Mid-South District of the Lutheran Church – Missouri Synod. The Executive Secretary makes periodic visits to the school to offer support and guidance to the staff and the Board of Christian Education.

The school also makes every effort to conform to the guidelines and regulations of the State of Arkansas.

Therefore, The Eagles' Nest is required to inform you of the following:

1. Your child may be subject to interviews by the licensing staff, child maltreatment investigators or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent.
2. Licensing compliance forms (DCC-521) are maintained in the building for three years. Parents may request to review the licensing compliance forms.
3. St. John's Eagles' Nest has an open door policy and parents may drop by the center at any time throughout the day.
4. Getting Ready for Kindergarten – Link:
https://humanservices.arkansas.gov/images/uploads/dccece/DHS_RICalendar.pdf
5. Shaken Baby Pamphlet – Link:
<https://humanservices.arkansas.gov/images/uploads/dccece/Shaken%20Baby%20Brochure%20English.pdf>

FINANCIAL SUPPORT

St. John's Lutheran School is a mission outreach maintained by members of St. John's Lutheran Church. The combined costs of teachers' salaries, utilities, services, books, equipment, and other expenses represent a large amount of money, both as a school and on a per capita basis. All members of St. John's Lutheran Church support the school financially, whether or not they have children enrolled. The cost to educate one elementary school child for one school year exceeds \$8,700.00. The difference is subsidized by St. John's Lutheran Church, fundraisers, and gifts. Every member of St. John's is encouraged to contribute to the operating costs of the church and school so that the important work of building God's Kingdom may be accomplished.

ADMISSION POLICIES

Closed Enrollment

St. John's Lutheran School and ECE conducts a period of closed enrollment during the months of January and February. Closed enrollment allows for currently enrolled students to re-enroll for the upcoming school year.

Open Enrollment

Once the closed enrollment period is over, St. John's Lutheran School and ECE will enroll new students in the following order. If a class is full, a waiting list is established. Should a vacancy occur, selection from the waiting list is made in the following order:

1. All children whose parents are *active members of St. John's Lutheran Church at the time of open enrollment.
2. All children whose parents are *active members of other LCMS churches.
3. Siblings of children enrolled in our school for the upcoming school year.
4. Children whose parents are inactive members of LCMS churches or are members of other Christian denominations.
5. Others/Community members
*As defined by St. John's Lutheran Church – The child or children and their adult guardian must attend 24 regular Sunday worship services a year at St John's Lutheran Church, Stuttgart, Arkansas, to be considered an active member.

Enrollment procedure for all new students:

1. A parent conference and/or tour is held with the principal. (K-6)
2. Parents/guardians submit the enrollment application. (ECE & K-6)
3. The student's most recent report card and achievement test results are reviewed. (1-6)
4. New students are strongly encouraged to visit the school during the day. (ECE & K-6)
(Students in kindergarten through six may be given a placement test.) (K-6)
5. Upon acceptance, parents/guardians complete required paperwork, auto draft form, birth certificate and immunization records are provided by the family. (ECE & K-6)
6. While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities, and the resources available to the school in meeting the student's needs.

The enrollment of all children other than members of St. John's Lutheran Church is subject to the approval of the Board of Christian Education and the application is renewable annually.

The infant program accepts infants age 6 weeks until eligible for the Toddler 1 program. The Toddler 1 students must be one year old on or before August 1. Preschool 2 students must be two years old on or before August 1, Preschool 3 students must be three years old on or before August 1, Preschool 4 students must be four years old on or before August 1, and Kindergarten students must be five years old on or before August 1.

All students must submit a copy of the birth certificate, the social security number, and a copy of the current immunizations record. Immunizations must be kept current throughout the year. St. John's must be able to verify that the child has been immunized as required by the Arkansas Department of Health and Human Services and the child must keep current per their age within 15 days of required immunizations or the child cannot remain in care at St. John's.

AUTO DRAFT POLICY

St. John's Lutheran School requires mandatory monthly drafts for all students Infant – Grade 6. We require families to complete the Authorization Agreement for Bank Draft Payments Form. Payments will be drafted according to the information provided in this policy.

PARTICIPATION REQUIREMENTS: Monthly auto draft is mandatory for all K-6 students. ECE students will be drafted every two weeks. The only exception is semester or yearly payments. Annual and fall semester payments are due at Registration, spring semester payments are due December 1. In this instance we will accept checks or cash. The school office must be notified if a family will be paying by semester. Notification of semester payment not received 10 days prior to the August draft will be drafted the monthly fee. **Auto draft information will still be required to be on file even if paying by semester or yearly.**

Extended care, lunches, and other miscellaneous charges will be billed separately at the end of each month. Parents may sign up for auto draft for these charges. All outstanding charges will be automatically drafted on the 15th day of each month if not paid by the deadline.

AUTO DRAFT SCHEDULE for 2026-2027

Kindergarten – Grade 6:

August 3, 2026	December 1, 2026	April 1, 2027
September 1, 2026	January 4, 2027	May 3, 2027
October 1, 2026	February 1, 2027	
November 2, 2026	March 1, 2027	

Infant – Preschool 4:

August 3, 2026	October 26, 2026	January 19, 2027	March 29, 2027
August 17, 2026	November 9, 2026	February 1, 2027	April 12, 2027
August 31, 2026	November 30, 2026	February 16, 2027	April 26, 2027
September 14, 2026	December 14, 2026 (1 week)	March 1, 2027	May 10, 2027
September 28, 2026	January 4, 2027	March 15, 2027	May 24, 2027 (1 week)
October 13, 2026			

SUMMER 2027

June 1, 2027	June 28, 2027	July 26, 2027 (TBA when the school year begins)
June 14, 2027	July 12, 2027	

NSF PAYMENTS: If tuition and/or child care payment is returned due to insufficient funds in the account being drafted, a returned check fee of \$30 will be applied and a cash payment for both the NSF and tuition/child care must be paid in full to the school office within 5 days after notification or your child will not be able to return to school. Three (3) NSF occurrences in a semester will require a meeting with the Principal/Director and a school board representative and may result in the removal of your child from St. John's Lutheran School or ECE program.

CHAPEL SERVICES

Parents, friends, and relatives are welcome to attend weekly chapel services that are held, usually on Wednesdays, at 8:15 AM in the school gym. An offering will be taken at each chapel service. These gifts of love are in turn sent to various charitable local, national and international organizations.

INCLEMENT WEATHER

During the winter months, school may be dismissed due to inclement weather. Parents will be alerted on the Brightwheel app and Church 360 messaging system. St. John's follows the Stuttgart Public School inclement weather dismissals. If a tornado warning is issued during school hours, the office will CLOSE so staff can take cover. The door will NOT be answered until the warning is lifted.

NEWSLETTER

A school newsletter is published on Wednesdays. The school newsletter is available in an electronic format. The Wednesday newsletter contains important infant, toddler 1, preschool, and K-6 information about current and upcoming school activities and policies. Weekly newsletters are posted on the school/church app.

TEACHER COMMUNICATION

Parents are encouraged to first communicate with the teacher whenever a question, concern, problem, or misunderstanding occurs. Matters requiring further action should be brought to the attention of the principal/ECE director. If a satisfactory solution is not reached with the teacher and the principal/ECE director, the matter should be taken to the Board of Christian Education. The Board of Christian Education is the final authority. Parents need to follow this progression of procedures in dealing with issues, as most concerns directly involve the classroom teacher and are easily resolved at that level. The Seesaw App/GroupMe is the PREFERRED methods of communication. Emails and/or phone calls will be returned during school hours.

Texting is an optional form of communication not to be used during school hours (8:00 AM-3:00 PM). If you must reach a teacher during this time, please call the school office or Seesaw/GroupMe a message. After school hours, it will be at the teacher's discretion whether calls are answered.

PARENT-TEACHER CONFERENCES PRESCHOOL 4 – GRADE 6

Successful school achievement of your child(ren) depends upon the cooperation of home and school. Parents should take responsibility for receiving information on their child's progress. Mandatory parent-teacher conferences are held at the end of the first quarter and the end of the third quarter. Information regarding scheduling will be sent home prior to the parent-teacher conferences in the fall and spring of the year.

PARENT-TEACHER LEAGUE

All parents are members of the Parent-Teacher League (PTL). Business meetings will be announced.

Yearly fees:

Dues per child \$10.00

Teacher/Staff Appreciation per child \$20.00

Dinner/Auction Basket per child \$20.00

There is a direct link between student success and parental involvement in the school. All parents are strongly encouraged to support their child's education and be active in the PTL.

SCHOOL/CLASS ANNOUNCEMENTS

All correspondence (including birthday invitations) sent home with students from parents must be initialed by the principal or preschool director BEFORE they are passed out to the students. A copy of all notes sent home through the school will be on file in the principal's office. Notes containing personal advertisements, political endorsements, Santa Claus, Easter Bunny, etc. will not be permitted.

DELIVERIES – SPECIAL OCCASIONS

Special deliveries (birthday, etc.) for students may be delivered to the school office and will be given to the student at the end of the school day.

Valentine deliveries for students will not be accepted.

HANDBOOK ACKNOWLEDGEMENT

The Handbook Acknowledgement form **MUST** be completed and returned to the school office no later than **Friday, August 21**. The form is attached to the back of the handbook. Failure to do so will result in your child not being allowed to attend school.

SAFETY

St. John's Lutheran School is a tobacco free and gun free school.

COPY REQUEST FEE

A charge of \$.10 per copy will be assessed when copies are requested for personal use such as: student's records, sign-in/sign-out sheets, birth certificates, immunizations, duplicate paperwork, field trip forms, bible verse sheets, lunch menu, etc. Copies be emailed free of charge.

Extra Family Handbooks will cost \$3.00 per copy or can be e-mailed with no charge.

Extra Summer packets will cost \$2.00 per copy or can be e-mailed with no charge.

PROMOTION

Promotion to the next grade level is based on adequate student growth in spiritual, academic, social, emotional, and physical developmental areas.

Promotion to kindergarten from preschool 4 is based on the above plus a kindergarten readiness checklist.

Promotion to grades 1-6 is based on an annual passing grade average of 65% in at least 4 of the five following classes: Religion, Math, English, Social Studies, and Science.

Failure to be promoted can be made up by attending approved summer classes. Records of the summer coursework must be submitted to the principal.

Students enrolling from a Homeschool program will be evaluated for proper grade placement.

PARKING PROCEDURES

St. John's Way is a **ONE WAY STREET** flowing west to east. Please follow the posted one way signs.

REMINDER: Per Arkansas State Law ALL school zones are CELL PHONE FREE.

Kindergarten Thru Grade Six

Morning drop-off will be in the gym parking lot on the west side of the building. Parents are to enter through the south entrance off of Buerkle Street in a single file car line and proceed north pulling next to the side walk to drop-off. Children are to exit on the right side of the vehicle. For safety purposes there should be no children exiting from the drivers/left side of the vehicle. When leaving the parking lot vehicles **MUST** turn right (east) onto St. John's Way. There is **NO PARKING** in the gym lot during drop off. If additional time is needed, use the north parking lot.

7:00-7:30 AM – Students arriving at this time, must enter through the preschool and be walked in by a parent so the appropriate preschool teacher can sign them in and they will be charged accordingly. At 7:30 AM they will go to the Extended Care in the lunchroom.

7:30-7:45 AM – Students arriving at this time must use the gym entrance and will go to Extended Care and be charged accordingly.

7:45-8:00 AM – Students arriving at this time must use the gym entrance and will go to the classroom.

8:00 AM – Students arriving after 8:00 AM, must enter through the north elementary/office entrance and must be walked in by a parent and be signed in at the office.

3:05 PM Students in kindergarten-first grade will exit through the west doors.

3:10 PM Students in second grade will exit through the west doors.

3:10 PM Students in third-fourth grade will exit through the north office doors.

3:15 PM Students in grades fifth-sixth will exit through the north foyer doors.

The parking lot on the west side of the school is a one way. Enter or exit following the one way signs.

For safety reasons, students are not permitted to cross a street unattended. Do not park on the street across the street in the French Seam parking lot, or use the lot as a cut thru/turn around.

We encourage everyone to consider safety and courtesy to promote a smooth and orderly departure.

The south lot of the gym parking lot and the north parking lot will be available for Wednesday chapel parking during drop off. After 8:00 AM the gym lot may be used for chapel parking.

For special events all St. John's lots (south gym lot, gym lot, north lot, and staff lot) are available.

Do not use private businesses parking, such as the French Seam or park on the street.

Infants Thru Preschool 4

Parents will enter off of Buerkle Street and proceed east. Parents must pull into a parking spot. There is **NO PARKING** on the street. All preschool students must be walked in and will be signed in/out each day using the Brightwheel app. When leaving the school, parents must go east on St. John's Way.

The south lot of the gym parking lot and the north parking lot will be available for Wednesday chapel parking.

For special events all St. John's lots (south gym lot, gym lot, north lot, and staff lot) are available. Do not use private businesses parking, such as the French Seam or park on the street.

PARENT CODE OF CONDUCT/ROLE OF THE PARENT

St. John's Lutheran School recognizes the importance and value of a mutually supportive relationship between the school and parents. The education of a child is best served when the school and parents share a commitment to collaboration, open lines of communication, mutual respect and when roles, responsibilities and expectations are clearly defined. It is an expectation that parents will address any concerns in a positive manner, avoiding public reactions or criticism detrimental to St. John's Lutheran School or its employees. We require that you adhere to the following guidelines:

- 1) Recognize that the education of each child is the joint responsibility of the parent, student, and staff.
- 2) Refrain from negative gossip or criticism on Facebook or any other social media platform.
- 3) Seek to clarify a child's version of events with the school's view in order to avoid any misunderstanding and to bring about a successful resolution to any dispute.
- 4) Contact the teacher or school directly when clarification is needed on a school matter rather than depending upon the interpretation of parents or other non-school officials.

In addition to the guidelines listed above we also ask that you do the following:

- 5) Pray for and with your child every day. (If you do not have a church home, you are welcome to join us at St. John's.)
- 6) Praise your child each day. Show enthusiasm for and interest in your child's work.
- 7) Make sure your child is on time for school each day and is prepared for class.
- 8) Call the school by 8:15 AM if your child will be late or absent.
- 9) Notify the school of any changes in address, phone number or email address.
- 10) Keep all accounts current (lunches, extended care, etc.)

Anyone not respecting the above guidelines may be asked to leave school premises. The school reserves the right to call a meeting with parent, teacher(s), director, principal and/or school board for any issues that arise.

PARENT CODE OF CONDUCT ACKNOWLEDGEMENT FORM

The Parent Code of Conduct form MUST be completed and returned to the school office no later than Friday, August 21. The form was included in the back to school packet. Failure to do so will result in your child not being allowed to attend school.

**KINDERGARTEN
THRU
GRADE SIX
INFORMATION**

PAGES 9-19

Education Freedom Accounts (EFA)

The Education Freedom Account (EFA) Program provides flexible funding to families who find that a traditional public school does not meet their student's specific educational needs. Families who chose to participate in this program will have 90% of their child's state education funding deposited in an online Educational Freedom Account. Parents can then use that funding to pay for approved school expenses, such as tuition at an eligible private school. For the 2025-2026 school year, any K-12 student that is an Arkansas resident will qualify for the program.

St. John's Lutheran School has been approved to participate in the EFA program beginning with the 2026-2027 school year. For more information, please contact the school office.

WITHDRAW POLICY K-6

A two week written notice and an auto draft deletion form is required if you choose to withdraw your student from our program for any reason. The notice is not effective until given to the school office. If not received, monthly tuition will be charged after you have left the program. Permanent records will NOT be sent until all fees have been paid. All fees must be paid before the students last day. Any unpaid fees will be drafted. Payment schedule can be found on page 4.

NON-REFUNDABLE FEES

All EFA participant fees (enrollment, curriculum, technology and testing) for Kindergarten – 6th Grade are due at the time of the first EFA quarter payment and are non-refundable if you decide to attend another school in the area.

EFA REFUND POLICY

If a student withdraws during a quarter, any required refund of EFA funds will be pro-rated based on the student's last day of attendance and returned to the student's Class Wallet Account in accordance with ADE regulations. Refund amounts will be determined by the ADE.

FEES K-6 – 2026-2027

Registration Fee - \$275.00. This fee covers the cost of books/workbooks and is non-refundable. Tuition for the school year is divided into ten payments. The Board has established the following monthly rates which are due on the first of each month (August–May–10 payments):

\$2000 per child per year (can be paid monthly, by semester or annually)

Lunches will be \$4.85 per lunch (price subject to change)

Drinks will be \$.55 for extra

Extra Entrées will be \$1.50 (price subject to change)

Dress Down Fee \$36.00

Field Trip Shirt - \$12.00

Classroom Supply Fees - \$20

6th Grade Recognition Fee - \$10.00

Kindergarten Graduation Fee - \$30-\$40 (price subject to change)

PTL Dues \$10.00 per child

PTL Teacher/Staff Appreciation \$20.00 per child

PTL Dinner/Auction Basket \$20.00 per child

PTL Snack Stand \$40 (optional)

Mandatory auto draft will occur on the first of each month for Kindergarten thru Grade six tuition. Auto draft applies to additional monthly cost and beginning of the year fees, lunches/drinks, extended care, etc. The annual Registration Fee will NOT be drafted. All outstanding charges will be automatically drafted on the 15th of each month.

ENROLLMENT POLICY K-6

To reserve a spot for your child in kindergarten thru grade six, you must pay the registration fee. This fee is to be paid when application is made for the upcoming school year. If for some reason the child does not attend school after they have been accepted, the enrollment fee is non-refundable, unless just reasons can be provided for the child not attending.

SUMMER PROGRAM

The summer program may be offered to all St. John's students in Kindergarten and 1st grade if staffing is available and an adequate number of students are enrolled. A list of fees will be publicized in the spring.

ATHLETIC ELIGIBILITY POLICY

At mid-quarter and quarterly grading periods, the grades of all students participating in athletic extracurricular activities will be reviewed. Any student who does not maintain a 75% or higher in each subject area (not an average) will be ineligible to participate in athletic activities for two weeks. After the two week period, if the grades are brought up to 75% or above in each subject, the student will be allowed to participate in athletic extracurricular activities. (Basketball and Archery) School subjects are any subject that receive a percentage grade on the mid-quarter and/or report card.

If a student is absent from school, they are not allowed to participate in the afternoon or evening events.
Students absent on Fridays will not be allowed to participate in Saturday events. Students must be in attendance all day to participate in after school activities. If a student is absent due to a previously scheduled doctor's appointment, a doctor's note must be provided. Unsatisfactory conduct may also result in athletic ineligibility. Parents will be informed when students become ineligible to participate in extracurricular athletic activities.

CURRICULUM K-6

The religion curriculum taught at St. John's Lutheran School is based on Scripture. It is not the intention of St. John's to convert students to Lutheranism but rather to present God's Word to all. Students are expected to fulfill all religion academic requirements regardless of their church affiliation.

St. John's works in consultation with the Stuttgart Public Schools in areas of curriculum, school calendar, professional development, and other matters which concern the community in general.

The curriculum is set up so that it provides a thorough course of instruction as is required by the State of Arkansas. Teachers base curriculum decisions on State Standards. Technology is integrated into the curriculum on a daily basis. All students attending St. John's take all course subjects.

Lost/damaged books/Bible/materials will result in a fee.

FIFTH AND SIXTH GRADE SEMESTER TEST POLICY

Each fifth and sixth grade student will be required to complete a semester exam in the core subject areas (English, Math, Science, Social Studies, and Religion). The semester test schedule will be set in advance. Students missing semester exams must have a doctor's note or he/she will receive a zero. Missed exams will be made up at the principal's discretion.

OUTSIDE PLAY

We do not go outdoors if the temperature is below 35 degrees (or chill factor is below 35 degrees). Please send jackets, hats, and gloves for children in colder months. Please label all clothing.

We do go outside even if the heat index is above 90 degrees, outdoor play will be scheduled during early morning hours or length of time spent outdoors will be reduced.

GRADING SCALE K-6

Kindergarten uses a standards base assessment to show progress. The following scale is used for Kindergarten:

- M (Mastery)
- NM (Near Mastery)
- X (Expected Development)
- T (Needs more time to develop)

The following scale is used for grades 1–6:

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 - Below

No grade over 100% will be given.

REPORT CARDS AND PROGRESS REPORTS - K-6

Report cards are issued on a quarterly basis. Midterm results are sent home approximately in the middle of each quarter. Please see a copy of the school calendar for specific dates.

ACHIEVEMENT TESTS K-6

Achievement/standardized tests will be administered throughout the year to students in Kindergarten thru grade 6. Results will be shared with the parents.

KINDERGARTEN/NEW STUDENTS SCREENING

All kindergarteners and new students may be screened for language and developmental needs.

HONOR ROLL 3–6

Students in grades three through six are eligible for the honor roll, which is stated quarterly and yearly. The honor roll is based on the grade point average for the following subjects: Religion, Reading, English, Spelling, Mathematics, Social Studies, and Science.

- Principal's Honor Roll 95% and up (in each subject area; not an average)
- “A” Average Honor Roll
- “B” Average Honor Roll

GOOD CITIZEN

In an effort to reinforce Christian character traits and good conduct, St. John's teachers have established the Good Citizen Program. The Good Citizens are announced each Wednesday morning at chapel from the previous week and will receive a Good Citizen ribbon. All students who have been identified as a good citizen during the quarter are eligible for a special drawing for a prize sponsored by the PTL. It is at the teacher's discretion to inform the parents.

SCHOOL HOURS K-6

7:00-7:45 AM extended care for K-6 students

7:45 AM students may go to the classrooms

8:00 AM School begins. Students arriving after 8:00 AM will be counted tardy

3:05 PM Kindergarten-Grade 1 dismissal

3:10 PM Grades 2, 3, 4 dismissal

3:15 PM Grades 5-6 dismissal

3:15-5:30 PM extended care for K-6 students.

Please see Extended Care for information.

No unsupervised changing of clothes for extracurricular activities will be permitted.

PARENTS/VISITORS/GUARDIANS ON CAMPUS

Family members are encouraged to take an active role in their child's education and are always welcome on our campus. Parents wishing to visit the classroom should make arrangements with the teacher to schedule visits. For safety reasons, we require that all parents/visitors/guardians stop by the office and sign-in so that our school personnel can account for each individual in the building. Whether picking up a child for an appointment, having lunch with your child or bringing a forgotten item, stop by the office. Office personnel will take care of each situation.

LEAVING CAMPUS AFTER SCHOOL HOURS K-6

Parents/guardian must fill out an "off campus" permission form for students not staying in extended care or not riding with a parent/guardian after school. "Off campus" permission forms are located in the school office. Students will not be allowed to leave campus if this form is not completed. St. John's will not be responsible for students once they leave campus.

EXTENDED CARE K-6

St. John's offers before and after school extended care for our students in grades K-6, when in session from 7:00-7:45 AM and 3:15-5:30 PM. K-6 students are to enter the Preschool building doors if they arrive before 7:30 AM. K-6 arrivals after 7:30 AM are to enter the main school entrance. If school is closed due to holidays or inclement weather, extended care will also be closed. Children unaccompanied by a parent or adult on school property prior to 7:45 AM or after 3:15 PM will be automatically placed in extended care and charged accordingly.

Extended Care charges are **\$8.00** per hour with time rounded to the quarter hour and charged accordingly. A late fee of \$25.00 per child will be charged from 5:30-5:45 PM and \$5.00 for every 15 minutes thereafter payable at pick up time.

Accounts should be kept current. After 2 months of non-payment, students will not be allowed to use extended care until fees are paid. All outstanding charges will be automatically drafted on the 15th of each month. Statements will be emailed or sent home monthly. Make sure a current email address is on file in the office.

Each extended care student must be signed out by the person picking them up. Students who attend are expected to follow extended care rules. Students and parents will sign an extended care agreement. Students who fail to follow the agreement repeatedly may be denied the privilege of attending extended care.

No personal electronic devices are allowed in Extended Care. Students are discouraged from bringing personal items such as toys, stuffed animals, etc. to extended care. St. John's is not responsible for lost, stolen or damaged items.

LIBRARY

St. John's operates a central library for its students. Students will be allowed to check out books weekly. It is the responsibility of the student/parent to make sure the books are returned. Overdue/lost/damaged library books will result in a fee.

P.E. REQUIREMENTS K-6

All students participate regularly in physical education. Children are required to wear tennis shoes on PE days. PE days are Mondays and Tuesdays. A written note from the parent or guardian is needed if their child is to be excused from participation in P.E.

SNACKS K-6

Students may bring a healthy snack of their choice for break time/recess. Suggestions: crackers, pretzels, fresh fruit, carrot sticks, nuts, popcorn, cereal without sugar, yogurt, pudding, fruit cups, raisins, Jello cups. Do NOT send chips, Cheetos, candy bars, suckers, candy, etc. Students will eat their snacks on the playground or outside the gym. Students are expected to throw away all trash. Leaving trash on the playground may result in loss of snack privilege.

LUNCH PROGRAM – K-6

Students have the option to bring a lunch from home or order a school lunch. The office tracks the number of lunches, extra entrée's and extra drinks your student orders. A detailed statement of what your student has ordered will be sent home on the last school day of the month. Parents must inform the office or teacher if they are bringing lunch to eat with their student by 8:30 am. Students will be charged for a lunch if the school or teacher is not notified. Extended care, lunches, and other miscellaneous charges will be billed separately at the end of each month. Parents may sign up for auto draft for these charges. All outstanding charges will be automatically drafted on the 15th day of each month if not paid by the deadline.

Students not ordering a school lunch are to bring a sack lunch from home when they come to school.
Late sack lunch deliveries should be properly labeled and left in the office by 8:30 am.
Soft drinks, and candy/gum are not allowed.

Parents are allowed to bring restaurant/fast food ONLY if staying and eating with their child. No fast food deliveries/drop-off will be accepted.

Visitors may purchase a meal for \$4.85 (price subject to change) if the office is informed in advance no later than 8:15 am. Lunch portions served by the caterer for visitors are the same as lunch portions served for 6th graders, so parents may wish to order an extra entree for a \$1.50 (subject to change).

Students arriving later than 8:15am, will not be ordered a school lunch unless the parent has informed the school office.

STUDENT RECORDS

Parents or legal guardians have the right to inspect their child's permanent record file. This can be done by scheduling an appointment with the school principal.

Official transcripts must be mailed to the receiving school or may be delivered by a school official. These records can never be given to parents or students for delivery to another school. More information involving the transfer of student records is available from the office.

School accounts must be current in order for any student records to be transferred to another school or district.

HEALTH

All students must have satisfactory evidence of current immunizations required by the State of Arkansas on file in the school office. All students must submit a copy of the current immunizations record or documentation of a medical exemption from the Arkansas Department of Health. Philosophical and/or Religious exemptions will not be accepted. Immunizations must be kept current throughout the year per their age within 15 days of required immunizations or the child cannot remain in care at St. John's. An immunization schedule can be found on the Arkansas Department of Health website.

All medicines must be administered by the school staff and are properly stored in the school office. All medications, including non-aspirin, cough drops, etc. must be brought to the school by the parent or guardian in the original container appropriately labeled by the pharmacy or physician. Please bring an accurate spoon or cup along with the medication, as we do not keep any on hand. Office staff will only administer medicine brought from home with clear written instructions.

Students are NOT allowed to have medicine of any kind in their backpack. Medicines of any kind MUST be turned into the office upon arrival.

Parents will be notified if their child becomes ill at school, so they can be picked up promptly. If you can't be reached, we will notify the person you have designated to contact in case of an emergency. Please make sure your emergency contact persons are able to come to the school if needed. For the safety and well-being of our school community, we require you to keep your child at home for any of the following:

Parents must report any of the following to the school office:

1. **Fever (over 100 degrees).** A child should be free from fever without taking a fever reducer for at least 48 hours before returning to school.
2. **Vomiting.** Students should not return to school until the vomiting has completely stopped for 24 hours.
3. **Contagion.** A child should remain at home for any condition that may be spread to others, such as conjunctivitis, lice, impetigo, scabies, chicken pox, hand foot and mouth, strep throat, pink eye, flu, COVID etc. All sores MUST be covered until scabbed over. **The child should remain at home for at least 48 hours.**
4. **Head Lice.** Students should remain at home until the morning after the first head lice treatment. Parents will be required to sign a slip verifying their child was treated for head lice and show proof of treatment (over the counter receipt or doctor's note).
5. **Strep Throat.** Students must be on antibiotics for 48 hours and be fever free without taking a fever reducer for at least 48 hours before returning to school.
6. **Pink Eye.** Students should remain at home until their eyes are no longer crusty or oozing and after they have been on antibiotic drops for at least 24 hours.

Students must be symptom free for 48 hours before returning to school.

ABSENCES, TARDIES, EARLY CHECK OUTS K-6

ABSENCES

Regular, punctual attendance is expected of students. Any absence, even for part of the day, should be communicated by the parent to the teacher and the office. Students must be in attendance at school until 11:30 AM in order for the day to be counted as a half school day.

EARLY CHECK OUTS

Early checks outs will follow the same procedure as tardies. Students getting checked out at 2:30pm or later will be recorded as an early check out. FOUR early check outs count as one day of absence, eight early check outs as two days of absences, and so on. Early check outs are cumulative.

On early dismissal days (1:15 PM), students must be in attendance until 10:30 AM in order for the day to be counted as a half school day and 12:45 PM in order for the day to be counted as a full school day. In case of an emergency and a child needs to leave during the school day, please call the school office in advance if possible. Doctor's notes will need to be provided for all absences if applicable.

Any work missed due to an absence will be required to be made up. Work turned in after the teacher's deadline will receive reduced credit, at the teacher's discretion. Students will follow their teacher's procedures for missing assignments or how to make up work. Make up work will not be ready until 3:15 PM.

After 5 absences, a note will be sent home to the parent/guardian informing the parent/guardian of the days missed.

After 10 absences, a conference with the principal will be held and an absence contract will be signed.

After 15 absences, the student and parent/guardians will be required to appear before the Board of Christian Education before the student may return to school.

VACATIONS/EXTENDED ABSENCES

Because we value your child's learning, extended family vacations while school is in session are discouraged. Please give one week written notice (prior to when you leave) to the office and your child's teacher, that work is needed. If work is not done before an extended absence, students are still held accountable for the missed work as well as current work. Teachers will work with students on a schedule for turning in work.

TARDIES

Students are expected to be in their classrooms by 8:00 AM. When the 8:00 AM bell rings, the teacher starts class. A tardy is recorded if students arrive after 8:00 AM. FOUR tardies count as one day of absence, eight tardies as two days of absence, and so on. Tardies are cumulative.

STUDENT ELECTRONICS

Personal electronic devices (Cell phones, smart watches, iPads) are not allowed at school. If a student must bring a personal electronic devices, that device **MUST** be turned into the school office. Students/parents in extended care can pick up their device from the ECE assistant director upon sign out.

1st violation - Will be held in the principal's office until claimed by the student's parent/guardian by the end of the day.

2nd violation – Will be held in the principal's office for 2 days until claimed by the student's parent/guardian.

Exceptions for medical needs or other purposes must be cleared through the principal.

St. John's Lutheran School is not responsible for a personal electronic device that is brought to school or a school event. Anyone bringing a personal electronic device to school or to a school event does so at his/her own risk. **St. John's will not be responsible for lost, stolen or damaged devices.**

FIELD TRIP POLICY

Field trips will be planned in advance by the teacher and approved by the principal. Field trips involving traveling time of 1 ½ hours or more away from the school will be approved by the Board of Christian Education. All educational field trips will count as a grade. Signed permission forms are required for students to attend the field trip.

Any parent accompanying a class on a field trip is expected to assist by supervising the class group assigned to them by the teacher. No St. John's school age students (K-6) may attend another grade's field trip. Any student not going on the field trip will be counted absent. Students are expected to wear their field trip shirts on ALL out of town field trips. Students will not be allowed to attend the field trip without specified attire.

Students leaving school early after a field trip, must be signed out by the parent/guardian. If leaving the field trip and not returning to school, a written note must be given prior to the student's teacher. Students are financially responsible for all fees associated with each field trip.

BIRTHDAYS K-6

Private party invitations may be sent home in the classroom as long as every student is invited. Invitations need to be handled in another way if all students in the class are not invited.

Classroom teachers will decide the date and time for student birthday parties. There will only be one party per month per class. Parents may get together, make arrangements with the teacher in advance, and provide a snack if desired.

Teacher birthdays will NOT be celebrated during a class party. Individual students may purchase gifts for his/her teacher.

STUDENT CODE OF CONDUCT

The general school wide rules are as follows:

1. Model Christ-like behavior that reflects Christian values.
2. Take responsibility for one's own actions, decisions and accept the consequences for those decisions.
3. Students will show respect for teachers, adults, other students and their property, and school property at all times.
4. Students will use appropriate language and behaviors.
5. Students will comply with staff directions.
6. Keep hands, feet, and other objects to oneself.
7. No gum allowed at school.
8. Assignments and homework are expected to be completed and turned in on time.
9. Comply with dress code.

Christian discipline is the application of self-control and orderliness, as a result of Christian attitudes. The school recognizes the mutual responsibility shared by teachers, administrators, and parents in the maintenance of student discipline and control. To this end, the Board of Christian Education wishes to make it known to all parents and children that they support the teachers and the administration in their efforts to maintain orderly conduct, in accordance with God's Word. Students are privileged to attend our school. This privilege will be taken away if persistent problems occur. This code of conduct extends to field trips and extended care as they are an extension of the school day.

Students displaying totally unacceptable behavior (such as assault, fighting, insubordination, using profanity, vandalism, harassment, arson, false fire alarms, false bomb threats, possessing dangerous weapons or explosives) will be sent directly to the principal for discipline.

Arson, False Fire Alarms or False Bomb Threats – Setting fire or attempting to set fire to school or private property, set off a false fire alarm, or reporting a false bomb threat.

Assault – Verbal threats with intent to do injury to another person or create apprehension of imminent personal injury to another person.

Bullying – Any pattern of behavior by a student or group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying will not be tolerated or accepted.

Disorderly Conduct – Causing disorder, making a disturbance, breaking rules, unruly behavior, stealing, cheating on a test or assignment (including plagiarism)

Fighting – Physical injury caused to a person by one or more students.

Harassment – To harass, annoy, or alarm another person without good cause, usually through means of offensive physical contact or obscene language or gestures.

Insubordination – Disobedient to authority and/or refusing to follow directions.

Profanity – Use of obscene language or gestures towards other students or staff. Explicit or verbal pornography.

Vandalism – Intentionally destroying or damaging school property.

Weapons, Explosives – Anything that can be used in such a manner as to inflict injury or damage to a body or personal property.

DISPLINARY REFERRAL PROCEDURE

Teachers will develop classroom guidelines for respect, responsibility, self-discipline and proper behavior. At all times, students are expected to cooperate with the expectations of the teacher and St. John's Lutheran School. It is the goal of St. John's Lutheran School for each child to recognize the rights of others and show love and respect for his/her teacher(s), fellow students and all staff members. Each teacher exercises supervisory responsibility over his/her classroom and the entire student body as the need arises.

Teachers work closely with each student on a case by case basis. If the student must be sent to the office, the principal, when issuing consequences will take into consideration the nature of the infraction, damage done (if any), the discipline history of the student and any other relevant information.

Consequences may involve:

- Parent contact
- Missing recess
- Separation from the classroom or classmates
- Loss of privileges
- Parent conference
- Physical task to complete (pick up trash, scrub tables, etc.)
- Detention
- Behavior plan
- Suspension (In-school or out-of-school)
- Expulsion
- Other consequences deemed appropriate

Depending upon the severity of the offense, the principal, under the direction of the Board of Christian Education, may accelerate the consequences listed above when deemed appropriate.

DRESS CODE POLICY K-6

The dress code policy is intended to emphasize modesty, neatness, cleanliness, and Christian values in student appearance. All final decisions are at the sole discretion of the administration of St. John's Lutheran School.

Dress Down Friday – Students will be allowed to dress down on Fridays for \$1.00. The following may be worn: athletic shorts of appropriate length (3" inseam or longer), jeggings, any shirt that is school appropriate (no bare shoulders, tank tops, sleeveless or midriffs). The funds will be designated to the Technology Fund. Leggings/biker shorts or yoga pants are not allowed.

Butterfly/flowy athletic shorts are NOT allowed.

Dress Down Day - Students whose parents attend the PTL meetings will be allowed a dress down day the following day after the meeting. Additional dress down days may be announced. The following may be worn: athletic shorts of appropriate length (3" inseam or longer), jeggings, any shirt that is school appropriate (no bare shoulders, tank tops, sleeveless or midriffs). Leggings/biker shorts or yoga pants are not allowed. Butterfly/flowy athletic shorts are NOT allowed.

GIRLS:

Shirts

- Polo style knit shirts – long or short sleeve (any solid color or striped)
- Peter Pan button down shirt – long or short sleeve (any solid color or striped)
- Any sweatshirt or t-shirt with the St. John's Insignia may be worn
- Only small emblems, symbols, or logos

Pants (colors: khaki, navy, black, or grey) (no yoga pants or leggings, all pants must have pockets)

- Slacks, Capris – uniform plain, pleated or cargo

Shorts, Skorts, Skirts, Jumpers (solid colors: khaki, navy, black or grey) must be uniform style

- **NO BUTTERFLY/FLOWY ATHLETIC SHORTS**
- LENGTH MUST EXTEND TO BOTTOM OF FINGERTIPS

Dresses (polo style - any solid color)

- Biker/sliding shorts/bloomers MUST be worn under dresses
- LENGTH MUST EXTEND TO BOTTOM OF FINGERTIPS

Socks/Leggings: Color will not be regulated. Leggings must be worn under dress code bottoms. Leggings/biker shorts as pants are NOT allowed.

BOYS:

Shirts

- Polo style knit shirts – long or short sleeve (any solid color or striped)
- Button down collared shirts – long or short sleeve (any solid color or striped)
- Any sweatshirt or t-shirt with the St. John's Insignia may be worn
- Only small emblems, symbols, or logos

Pants (colors: khaki, navy, black or grey)

- Slacks, shorts – uniform plain, pleated or cargo

Earrings are not permitted.

ALL STUDENTS:

Jogger style pants (solid colors: khaki, navy, black or grey) NO SWEATPANTS, no stripes or large emblems, symbols or logos.

Belts: (optional) solid black, brown, navy or khaki, no emblems or symbols, no large buckles

Shoes: Please wear athletic shoes which are appropriate for activity and/or P.E. (P.E. Days are Mondays or Tuesdays)

All shoes must be firmly attached to the foot and non-marking or non-scuffing

No athletic slides, cleats, house shoes, thong sandals or platform shoes are permitted

No distracting shoes (music or noise) or heels are permitted

Glitter, sequin or applique shoes are allowed, but parents must check frequently to be sure they are firmly attached, these may damage the flooring

Boots are allowed if soles are non-marking

Color or material are not regulated

Outerwear: Parents may use discretion in outerwear selection – hoods are not allowed to be worn inside the building. Hats are only allowed on special dress up days.

Students may not wear clothing that is baggy, frayed, ragged, and excessively faded, too tight or has holes. Field Day, field trips, programs, and assemblies dress will be determined by staff. Parents will be notified in advance.

**EARLY CHILDHOOD
EDUCATION
INFORMATION**

**INFANT PROGRAM
TODDLER 1
PRESCHOOL 2
PRESCHOOL 3
PRESCHOOL 4**

PAGES 21-30

FEES

	<u>Infant Program</u>
Monday thru Friday	Weekly Fee \$215.00 - Registration \$200.00
	<u>Toddler 1 Program</u>
Monday thru Friday	Weekly Fee \$210.00 - Registration \$200.00
	<u>Preschool 2</u>
Monday thru Friday	Weekly Fee \$200.00 - Registration \$200.00
Monday, Wednesday, Friday	Weekly Fee \$130.00 - Registration \$200.00
Tuesday and Thursday	Weekly Fee \$110.00 - Registration \$200.00
	<u>Preschool 3</u>
Monday thru Friday	Weekly Fee \$190.00 - Registration \$200.00
Monday, Wednesday, Friday	Weekly Fee \$130.00 - Registration \$200.00
Tuesday and Thursday	Weekly Fee \$110.00 - Registration \$200.00
	<u>Preschool 4</u>
Monday thru Friday	Weekly Fee \$185.00 - Registration \$200.00
Monday, Wednesday, Friday	Weekly Fee \$130.00 - Registration \$200.00
Tuesday and Thursday	Weekly Fee \$110.00 - Registration \$200.00

The weekly fee is required even if the child is absent for the entire week. For days when the Eagles' Nest is closed the full weekly fee is still due, except for the following: November 23rd-27th (closed for Thanksgiving), December 18th – January 4 (closed for Christmas), the week before the new school year begins. There will be no charges for these weeks.

Mandatory auto draft will occur every two weeks for students enrolled in the Early Childhood Education program. Auto draft applies to the weekly fee and the annual fees listed below. Auto draft schedule may be found on page 4. All outstanding charges will be automatically drafted on the designated day after each semester. Parents will be notified of the day.

Additional fees to be collected at Orientation in August:

Supply Fee	\$15.00 per child
Technology Fee	\$15.00 per child
PTL Dues	\$10.00 per child
PTL Teacher/Staff Appreciation	\$20.00 per child
PTL Dinner Auction Basket	\$20.00 per child

ENROLLMENT POLICY - INFANT, TODDLER 1, PRESCHOOL 2, 3 & 4

The registration fee for the upcoming year is required to reserve a spot for your preschool child. This registration fee is to be paid when application is made for the upcoming school year. If for some reason the child does not attend school after they have been accepted, the registration fee is non-refundable, unless just reasons can be provided for the child not attending.

WITHDRAWAL - INFANT, TODDLER 1, PRESCHOOL 2, 3 & 4

A two week written notice and an auto draft deletion form is required if you choose to withdraw your child from our program for any reason. The notice is not effective until given to the director. If not received, the weekly fee will be charged after you have left the program, until such written notice is received.

ECE PROGRAM HOURS

7:00 AM – 5:30 PM

A late fee of \$25.00 per child will be charged from 5:30-5:45 PM and \$5.00 for every 15 minutes thereafter payable at pick up time. Fees not paid will be drafted.

SIGN-IN AND SIGN-OUT POLICY PICK-UP

All preschool students must be walked in/out and will be signed in/out each day using the Brightwheel app. Parents MUST walk children to the assembly room or their classroom each day. For your child's protection, a teacher must know that your child is present. Safety and security are of prime importance to us. Children are not allowed to be dropped off in the hallway or outside of the building.

St. John's has no legal authority to refuse either parent the right to pick up his/her child, unless a court has stipulated otherwise. A copy of the legal papers must be presented. These will be kept confidential.

Children will only be dismissed to those persons whose names appear on that child's information form. **Parents must notify the school in writing if someone different will pick your child up. We will check the identification of anyone we do not know.**

The person must bring a picture I.D. and present it to the staff member in charge of dismissal if this person has not been formally introduced to our staff.

BRIGHTWHEEL

Brightwheel is a free app that is used to communicate with the parents. Parents will be able to check in with the teachers daily if desired. Teachers will be able to communicate directly with the parent as well. Information will be provided on Open House night in August. This service is paid for by the Parent-Teacher League.

INFANTS - Every morning we ask that you take a few minutes and write down how your child's night was, how the morning is going, when your child last ate, and any special instructions you may have for the care giver. This information will help your child's care giver anticipate your child's special needs and make the day easier for them both.

SUMMER PROGRAM

A summer care program (optional) will be offered to currently enrolled St. John's students. If room exists, spaces will be opened to the community.

HEALTH

All students must have satisfactory evidence of current immunizations required by the State of Arkansas on file in the school office. All students must submit a copy of the current immunizations record or documentation of a medical exemption from the Arkansas Department of Health. Philosophical and/or Religious exemptions will not be accepted. Immunizations must be kept current throughout the year per their age within 15 days of required immunizations or the child cannot remain in care at St. John's. An immunization schedule can be found on the Arkansas Department of Health website.

St. John's will NOT administer any pain or fever reducer (Tylenol, Ibuprofen, Motrin, Pediacare, etc.).

We will only administer prescription antibiotics if required more than twice a day.

All medicines must be administered by the school staff and are properly stored in the preschool rooms. Medication must be brought to the school by the parent or guardian in a container appropriately labeled by the pharmacy or physician. Preschool parents must fill out a medication form detailing the name of the drug, dosage, and the time interval in which the medication should be administered. Please bring an accurate spoon or cup along with the medication, as we do not keep any on hand. Cough drops are not administered to the preschool children due to choking hazards.

DO NOT PUT MEDICINES, OINTMENTS OR FOOD SUPPLEMENTS IN LUNCH BOXES, CHILDREN'S DIAPER BAGS, BACK PACKS, OR IN LOCKERS. GIVE ALL MEDICINES DIRECTLY TO YOUR CHILD'S CARE GIVER.

Parents will be notified if their child becomes ill at school so they can be picked up promptly. If the parent or guardian can't be reached, we will notify the emergency person listed. Please make sure the emergency contact persons are able to come to the school if needed. Sick children are expected to pick up within 1 hour after being contacted or a fee of \$25.00 will be due. For the safety and well-being of our school community, we require you to keep your child at home for any of the following:

Parents must report any of the following to the school office:

- 1. Fever (100 degrees or higher). A child should be free from fever without taking a fever reducer for at least 48 hours before returning to school.**
- 2. Vomiting.** Students should not return to school until the vomiting has completely stopped for 24 hours.
- 3. Diarrhea.** If frequency exceeds 2 or more watery/runny stools in a 3-hour period. Students should not return to school until the diarrhea has completely stopped for 24 hours. Children on antibiotics will be handled on a case by case basis.
- 4. Contagion. A child should remain at home for any condition that may be spread to others, such as conjunctivitis, lice, impetigo, scabies, chicken pox, hand foot and mouth, strep, flu, COVID etc. The child should remain at home for at least 48 hours. ALL sores MUST be covered until scabbed over.**
- 5. Head Lice.** Students should remain at home until the morning after the first head lice treatment. Preschool parents will be required to sign a slip verifying their child was treated for head lice and show proof of treatment (over the counter receipt or doctor's note).
- 6. Special Health Care Needs.** Children with special health care needs (ex. asthma, seizures, diabetes, etc.) who require scheduled daily medications or medications to be given on an emergent basis (Benadryl, EpiPen, rescue asthma medication, etc.) shall have a care plan. Care plans shall have clearly stated parameters, directions, and symptoms for giving the medications. Care plans must be completed no later than two weeks after admission and shall be updated as needed, but at least yearly.
- 7. Strep Throat. Students must be on antibiotics for 48 hours and be fever free without taking a fever reducer for at least 48 hours before returning to school.**
- 8. Teething.** Teething may occasionally cause discomfort to your child. These symptoms may include an occasional loose stool or a low-grade fever. However, if your child runs a temperature of 100 degrees or higher or has at least two water/runny stools within in a 3-hour period, we must assume more than teething. You will be asked to come and get your child and keep him/her at home for 48 hours.
- 9. Ear Infection(s). Ear infection(s) may cause discomfort to your child. Students must be on antibiotics and be fever free without taking a fever reducer for at least 48 hours before returning to school.**
- 10. Pink Eye.** Students should remain at home until their eyes are no longer crusty or oozing and after they have been on antibiotic drops for at least 24 hours.

CURRICULUM

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone says; it requires active thinking and experimenting to find how things work and learn first-hand about the world we live in. Children can express feelings and experiment with many different learning challenges. Activities are designed to be hands on and recognize each child's uniqueness and individuality. These activities build a positive self-concept for children as well as meeting the children's spiritual, social, physical, emotional, and intellectual needs.

St. John's provides effective learning experiences in:

- *Jesus Time - Simple Bible stories, Christian attitudes
- *Language Development – Stories, puppetry, finger plays, discussion, dramatic play
- *Pre-Reading Skills – Sorting and classifying, sequencing, story-telling storybook reading and discussion, exposure to letters and their sound in ways appropriate to the developmental age of the child
- *Pre-Math Skills – Counting, measuring, calendar time, exposure to numerals and their value
- *Music Exploration – Singing, playing simple musical instruments, rhythms, creative movement
- *Large Motor Skills – Indoor games, outdoor activities, movement exploration
- *Discovery Art – Colors, blending colors, crafts, many media experiences
- *Fine Motor Skills – Cutting, lacing, finger painting, stencils, tracing
- *Sensory Investigation – Science experiences, nature walks, cooking
- *Walking field trips and guests provide additional enrichment

St. John's is committed to:

- *Providing opportunities for children to come to know Jesus as their Savior and friend through formal lessons, worship, and informal learning experiences.
- *Providing opportunities and activities to help children have a healthy self-concept, which includes accepting themselves, their limitations, and their God given talents.
- *Providing experiences and activities, which will fulfill the children's basic individual needs. (Spiritual, emotional, social intellectual and physical).
- *Providing guidance as children become less self-centered and start taking part in small group and large group activities.
- *Providing opportunities for children to explore their environment at school and in the community.
- *Providing opportunities for children to show and participate in creative experiences.
- *Providing interests and experiences, which broaden the children's aptitude for future schoolwork.

The following will be used in each classroom.

Infants – Frog Street Infants and One in Christ Infant and Toddler

Toddler 1 – Frog Street Toddler, One Christ Infant and Toddler, Foundations

Pre School 2 – Frog Street 3, One Christ Infant and Toddler, Foundations

Pre School 3 – Handwriting Without Tears and Voyages, Foundations

Pre School 4 – Foundations (Phonics program) and Voyages

REST TIME

Infants - Infants nap according to their own schedules. If an infant should fall asleep while being rocked, lightly bounced, or taken for a walk in a stroller, he/she will be put in their crib to continue their sleep. Note that it may take some time for sleeping habits to adjust to a new situation. The teachers use many of the techniques used at home, including loose swaddling, loose wrapping, and patting, to help your child sleep, if needed, and we will work closely with you to establish good sleep habits for your child. When a child turns 1 year-old, they will be transitioned to a mat and 1 rest time a day. This will assist especially in the transition from the infant room to the toddler room when that time comes. Infants will be placed on their back for sleep unless otherwise recommended by physicians.

The infants are provided with a firm, tight-fitting mattress in a crib that meets current safety standards. Parents are to provide a clean, fitted crib sheet for his/her mattress/mat and a blanket. There will be no pillows, quilts, stuffed toys, or other fluffy products in the crib. Children should not bring their own toys and belongings to school unless requested by the teacher. Security items will be allowed at nap time only if they do not cause undue disruptions.

Toddler 1, PS 2, PS 3, PS 4 - A supervised rest period of at least one hour but not to exceed two hours is scheduled after lunch according to the Arkansas Minimum Licensing Requirements for Child Care Centers Handbook. Each child will have a labeled mat provided by the school. Parents are to provide a fitted crib sheet for his/her mat and blanket. Sheets and covers are to be washed at least once a week. Children may bring one small soft stuffed animal or security item to sleep with at rest time. DO NOT send flashlight pets, light up or glow animals for your child. All students 1 year-old or older will sleep on a mat. Children should not bring their own toys and belongings to school unless requested by the teacher. Security items will be allowed at nap time only if they do not cause undue disruptions (pacifiers for Toddler 1 only).

OUTSIDE PLAY

We do not go outdoors if the temperature is below 35 degrees (or chill factor is below 35 degrees). Please send jackets, hats, and gloves for children in colder months. Please label all clothing.

We do go outside even if the heat index is above 90 degrees, outdoor play will be scheduled during early morning hours or length of time spent outdoors will be reduced.

STAR OF THE WEEK

In an effort to reinforce Christian character traits and good conduct, St. John's preschool has established the Star of the Week Program. The Stars of the Week will receive a certificate at the Wednesday chapel service. All students who have been identified as a star of the week during the quarter are eligible for a special drawing for a prize sponsored by the PTL. It is at the teacher's discretion to inform the parents. Infant and Toddler 1 students do not participate.

LUNCH AND SNACKS

Infant lunches are to be called into the school office by 8:30 A.M. or by using the Brightwheel app. Please DO NOT text teachers about ordering a lunch for your child.

Infants - Young infants will be fed according to their own schedule. As they grow and start eating solid foods, their eating needs will change and the eating times will be adjusted toward the group schedule. During lunch, infants not yet eating table food will be served food provided by the parents.

If your infant (eating table food) or toddler should have a food allergy or food intolerance, please notify your child's teacher immediately. A doctor's note must be provided stating exactly what foods cannot be given to your child.

St. John's will serve infants food that is provided by his/her parents. Jars of baby food not eaten within the day will be disposed of. Jars unfinished in the morning are refrigerated until the next meal. Food will not be shared among children using the same dish or spoon. Solid food shall not be fed in a bottle or in an infant feeder unless the child has specific written instructions from a health professional to do so.

All jars of baby food must also be marked with initials. Please mark the jar as well as the cover. This will help avoid confusion in preparing bottles and food, returning used bottles, and storing unused portions of baby food in the refrigerator. The care givers will rinse used bottles and put them in either your child's diaper bag or cubby for your convenience. Care givers do not wash or sanitize bottles. We suggest that each child be brought in with a minimum of four bottles per day.

When your child is able to have the items on the menu, or when the parent chooses, you have the option of placing him/her on our lunch program. There is no additional cost. Our lunch program consists of a hot lunch each day that is prepared and delivered by Los Locos. See your child's teacher for a menu when you are interested in ordering.

Bottle Feeding - Parents of bottle-fed babies will need to provide 3-4 clean, labeled bottles, nipples, and lids on a daily basis. When bottle feeding, caregivers shall either hold infants or feed them sitting up. Infants who are unable to sit shall always be held for bottle-feeding. St. John's care givers will offer children fluids from a cup as soon as they are developmentally ready. Children may be able to drink from a sippy cup as early as 5 months of age while for others it is later. Weaning a child to drink from a cup is an individual process, which occurs over a wide range of time. The American Academy of Pediatric Dentistry (AAPD) recommends weaning by the child's first birthday. We encourage the weaning of bottles at this time as well as there are NO bottles allowed in the Toddler 1 room.

- If you are breast-feeding your child, all breast milk must be dated and have your child's name on it. Due to limited spacing in freezer a one week's supply may be kept at school. Unused breast milk stored in freezer/refrigerator not picked up each Friday will be discarded.
- St. John's encourages and supports breastfeeding. We will have a designated place set aside for breastfeeding mothers who want to come throughout the day to breast-feed.
- Unused expressed breast milk or unused formula shall be discarded after 48 hours if refrigerated.
- Breast milk from a mother shall be used only with that mother's own child.
- Bottles and infant foods shall be warmed in a bottle warmer or a container of hot water. After warming, bottles shall be mixed gently and the temperature of the milk tested before feeding. Infant foods shall be stirred carefully to distribute the heat evenly. All bottles will be taken home daily by the parents. Clean/sanitized must be brought daily.

Toddler 1 – Two (2) clean sippy cup must be brought each day. Cups must be labeled with the child's name. Please pick up the dirty cups at the end of each day. The cups will be placed on your child's locker. NO bottles allowed.

Toddler 1, PS 2, PS 3, PS 4 - A nutritious, well-balanced lunch with milk is catered daily. Breakfast is not provided. Children are expected to have breakfast before they arrive. Please do not send food for breakfast. Morning and afternoon snacks are served. The weekly fee includes lunch and morning snacks. NO bottles allowed.

Parents are expected to call their lunch order in, or send a Brightwheel message by 8:30 AM each day. Students will need to bring a home lunch if they arrive after 8:30 AM or if their parents do not call in their lunch order before 8:30 AM. Please DO NOT text teachers about ordering a lunch for your child as they do not have their phones with them.

Students not eating the school lunch should bring a nutritious sack lunch from home. The Childcare Meal Pattern guide can be found in the DHS Licensing Manual. Late lunch deliveries should be properly labeled and given to a preschool teacher.

Parents are allowed to bring restaurant/fast food ONLY if staying and eating with their child. No fast food deliveries/drop-off will be accepted. Soft drinks, and candy/gum are not allowed. Visitors may purchase a meal for **\$4.85 (price subject to change)** if the office is informed in advance no later than 8:30 AM. After 8:30 AM visitors will need to provide their own lunch if they wish to eat with the students.

All food brought from outside sources shall come from Health Department approved kitchens and shall be transported as per Health Department requirements, or the food shall be in individual, commercially pre-packaged container. (This does not include individual sack lunches brought from home).

BIRTHDAYS

Private party invitations may be sent home in the classroom as long as every student is invited. Invitations need to be handled in another way if all students in the class are not invited. If you would like to do something special for your child's birthday at school, please make arrangements in advance with your child's teacher.

All food brought from outside sources shall come from Health Department approved kitchens and shall be transported as per Health Department requirements, or the food shall be in individual, commercially pre-packaged container. (This does not include individual sack lunches brought from home).

DISCIPLINE

During the preschool years children are learning social skills and how to interact with others. These are skills that will affect them throughout their lives. At St. John's we view discipline as a process of teaching children and at all times discipline will be Christ-centered. Students are privileged to attend St. John's. This privilege will be taken away if persistent problems cannot be resolved.

1. The children will be encouraged to settle disputes using words, rather than hitting or biting.
2. The child will be reminded of rules in a positive way. (i.e. walking feet while inside)
3. The child will have the situation explained. (After you pick up the blocks you may play with the puzzles).
4. INFANT & TODDLER 1 – A brief separation from the group is acceptable when the child's behavior places the child or others at risk of harm.
5. PRESCHOOL 2, 3, 4 - The child may be asked to sit on a chair until composure is gained. When "thinking time" is used, the separation shall be brief and appropriate for the child's age (one minute for each year of child's age -- 2 minutes for a 2-year-old, etc). When the child is separated from the group, the child will be within the sight of an adult in a lighted, ventilated area.
6. Persistent discipline problems will be brought to the attention of the parent and the director. An individualized discipline plan will be developed.
7. The goal is self-discipline, and we begin at this early age to help a child take responsibility for his or her own behavior. Simple basic rules with a positive attitude and approach makes this possible with the preschool child.

BITING POLICY

Biting is a normal age appropriate behavior for most children. We will work with the family of the biter to try to find individual solutions for that particular child. We also feel the need to make sure that every child enrolled is offered a loving, safe environment. If biting becomes a continual issue, a meeting will be set up with the parents, teacher, and director to set up an individualized biting plan.

PRESCHOOL 3 AND PRESCHOOL 4 SCREENING

All preschool 3 and 4 students will be screened for language and developmental needs.

CLASSROOM PLACEMENT

All students are promoted yearly based on the August 1 deadline. Parent wishing to have their student repeat a grade must notify the school before closed enrollment begins. Once the school has been informed of the parent's wishes, the teacher, preschool director and parent will meet to determine if repeating is in the best interest of the child. The final decision is at the discretion of the school.

CLOTHING AND PERSONAL CARE

INFANT

- Parents are expected to provide an adequate supply of disposable diapers.
- Diaper creams/ointments must be supplied by the parent and should be labeled with the child's name. A medication permission form allowing us to apply the diaper cream/ointment must be completed.
- Three (3) sets of clothes must be kept in the child's locker.

TODDLER 1

- An adequate supply of disposable diapers or "pull-ups" (velcro only, no elastic/underwear pull-ups) and two (2) changes of clothes must be supplied by the parent. Please place each set of clothes in a ziplock bag clearly labeled with your child's name on the outside of the bag.
- Please use good judgment in dressing your child for class. Simple, easy to manage washable clothing that allows participation in active play is needed. One-piece jumpsuits should not be worn.
- Diaper creams/ointments must be supplied by the parent and should be labeled with the child's name. A medication permission form allowing us to apply the diaper cream/ointment must be completed.
- Backless shoes (slides, clogs, flip-flops), cleats, and shoes that make noise are not permitted.

PS 2

- Children in the PS 2 class are moving towards toilet training and parents are expected to provide an adequate supply of disposable diapers or "pull-ups" (velcro only, no elastic/underwear pull-ups). Two (2) changes of clothes in a ziplock bag clearly labeled with your child's name on the outside of the bag is to be placed in the child's locker. Please use good judgment in dressing your child for class. Simple, easy to manage washable clothing that allows participation in active play is needed. One-piece jumpsuits should not be worn.
- Backless shoes (slides, clogs, flip-flops), cleats, and shoes that make noise are not permitted.

PS 3 and PS 4

- We desire for all children to be toilet trained in PS 3 and PS 4 classes. Teachers are willing to work with your child on a trial basis through the potty training process; however, we will individually evaluate the process if we see that your child is not developmentally ready and accidents occur frequently. If still using "pull-ups" use velcro only, no elastic/underwear pull-ups.
- One (1) change of clothes in a ziplock bag clearly labeled with your child's name on the outside of the bag is to be placed in the child's locker. Simple and easy to manage washable clothing that allows participation in active play is needed. One-piece jumpsuits should not be worn.
- Backless shoes (slides, clogs, flip-flops), cleats and shoes that make noise are not permitted.

Please label all outerwear. Take the current weather into consideration when dressing your child for the school day and when sending extra clothes for your child's locker.

Children should not bring their own toys and belongings to school unless requested by the teacher. Security items will be allowed at nap time only if they do not cause undue disruptions (pacifiers for Toddler 1 only).



St. John's Lutheran School Calendar 2026-2027



July 2026				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

July
 3rd: CLOSED 4th of July Holiday
 24th: Last Day of Summer Care
 July 27th-July 31st: CLOSED
 July 30: ECE Open House (Times TBA)

January
 5th: First Day 2nd Semester
 8th: K-6th Report Cards
 18th: CLOSED Martin Luther King Jr. Day
 25th-29th: Lutheran Schools Week

January 2027				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

18(105)

August 2026				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August
 3rd: First day of ECE
 6th: K-6th Open House (Times TBA)
 10th: First day K-6th (no Chapel)
 12th: Opening Chapel

February
 4th: Dinner Auction
 8th: Mid-Quarter Grades
 15th: CLOSED President's Day

February 2027				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

19(124)

September 2026				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

September
 7th: CLOSED Labor Day
 11th: Mid-Quarter Grades

March
 10th: End of 3rd Quarter (45 Days)
 16th: Parent/Teacher Conference
 16th: K-6th Early Dismissal (1:15 PM)
 19th-25th: CLOSED K-6th Spring Break
 26th: ALL CLOSED Good Friday
 29th: ALL CLOSED Easter Monday

March 2027				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

16(140)

October 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October
 6th: End of 1st Quarter (41 Days)
 8th: Parent/Teacher Conference
 8th & 9th : K-6th Early Dismissal (1:15 PM)
 12th: K-6th Student Holiday

April
 21st: Mid-Quarter Grades

April 2027				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22(162)

November 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

November
 9th: Mid-Quarter Grades
 20th: PS3, PS4 & Kinder Thanksgiving Prgm
 20th: K-6th Early Dismissal (1:15 PM)
 23rd-27th: CLOSED Thanksgiving Break

May
 6th: Preschool 4 Promotion (9:00 AM)
 7th: 6th Grade Recognition (9:00 AM)
 7th: Kindergarten Graduation (12:30 PM)
 12th: Final Chapel
 13th: Field Day
 17th: Awards Assembly
 18th: K-6th Water Day

May 2027				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

13(175)

December 2026				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

December
 10th: Christmas Program (GPC)
 15th, 16th, 17th: K-6th Early Dismissal (1:15 PM)
 17th: End of 2nd Quarter (46 Days)
 Dec. 18th - Jan. 4: CLOSED Christmas Break

17th, 18th, 19th: K-6 Early Dismissal (1:15 PM)
 19th: K-6th Last Day/End of Quarter (43 Days)
 27th: Last Day of ECE
 28th & 31st: CLOSED

June
 1st: 1st Day of Summer Care

June 2027				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Testing Window: Throughout the year

13(87)

 School Closed

 School Event

*Please note other important dates throughout the year other than school closings (yellow) and school events (blue).

*Subject to change.

**Total Days 175- Any days missed up to ten (10) days use to inclement weather or natural disaster will be made up using "Alternative Method of Instruction (AMI)".

2026-2027 ST. JOHN'S LUTHERAN SCHOOL
HANDBOOK ACKNOWLEDGMENT FORM

The Handbook Acknowledgement form MUST be completed and returned to the school office no later than FRIDAY, AUGUST 21. Failure to do so will result in your child not being allowed to attend school.

I acknowledged that I have received a copy of the 2026-2027 St. John's Lutheran School Handbook by email, hardcopy, or have read it on the school app.

I understand that it is my responsibility to read and abide by it. Please list the name and grade of each child in St. John's.

Please print.

Name & Grade

Name & Grade

Name & Grade

Signature of parent/guardian

Date

