

St. John's Classical Lutheran School

Parent/Student Handbook

2024-2025 School Year

St. John's Classical Lutheran School Mission Statement

Committed above all to the Gospel of the Lord Jesus Christ, to all the teachings of Scripture, and to the Book of Concord of 1580 as a correct exposition thereof, St. John's Classical Lutheran School delivers a top-shelf education to qualified students in grades K-5 in matters secular and religious using classical curriculum and methodology.

The school delivers an education in the basics using a curriculum that unapologetically focuses on the best that has been thought, spoken, and written in Western culture and confessional Lutheran theology in an intellectually engaging and challenging manner. Through this education, St. John's Classical Lutheran School fosters the next generation of confessional Lutherans who, within their God-given vocations, "lead godly lives here in time and there in eternity." The school thus exercises preferential admission to qualified members of St. John's Ev. Lutheran Church and other Lutherans.

Wholly owned and operated by St. John's Ev. Lutheran Church of Topeka, Kansas, the school does not pretend to compete with secular public education on the latter's terms or with other sectarian models of education on theirs. The school refuses to be regarded as an educational alternative until it has been first countenanced as an entirely different education. As such, the faculty and the students and their families are wholeheartedly devoted to the theological commitments and to the means, goals, and aims of the classical education offered at St. John's Classical Lutheran School.

Classical Education

Classical Education might better be called "traditional education" because it is the type of education that predominated in the Western world for centuries prior to the mid-1900s. Classical education:

- Maintains that there is absolute truth that should be taught and learned
- Values history and seeks to learn from the great ideas of the best thinkers
- Believes that education should be teacher-directed rather than student-directed, and is therefore highly student-centered
- Promotes the mastery of fundamentals in every subject area it takes up
- Emphasizes the exchange and testing of ideas
- Teaches the student not only to know something but convincingly to put it into sensible words and to be persuasive
- Strives to develop Christians who serve their neighbor in all the spheres of their vocation throughout life
- Strives to develop well-rounded persons by emphasizing the fine arts, especially music, as well as physical education and academics
- Views the ultimate goal of education to be not merely conveying a body of information in certain subject areas but equipping the student with a love of and the tools for life-long learning.

Admission

Priority in student admission will be given in order as follows:

- Members of St. John's Evangelical Lutheran Church, Topeka, KS
- Members of sister Lutheran Church — Missouri Synod congregations
- All other applicants

New students must complete the following steps in the admission process:

- Complete an initial entrance interview with the Senior and/or Associate Pastor.
- Turn in all Admission paperwork to the church office, including a \$100 non-refundable registration fee
- Take a basic assessment. This test will be given to determine the correct grade level placement for new students.

Tuition and Fees

Tuition for St. John's Classical Lutheran School is \$7,900. Tuition payment plans are set up at the time of admission. Tuition may be paid annually, semi-annually, quarterly, or monthly. St. John's Classical Lutheran School reserves the right to call for the full payment of unpaid tuition balances in the event that tuition payments are late, or parents have demonstrated a history of tardiness in their tuition payments. Failure to pay tuition according to the agreed upon plan will result in the discharge of the student from St. John's Classical Lutheran School.

Tuition Assistance

Members in good standing at St. John's Evangelical Lutheran Church, Topeka, KS, receive tuition assistance in the form of a congregation subsidy making their tuition \$2,765.

Code of Student Conduct

Student rules are based on the concept of respect. They encompass respect for authority, for others, for self, for the learning process, and for an orderly environment.

Respect for authority:

- Students should address adults using Mr., Mrs., Sir, Ma-am, or Pastor and avoid using yeah, huh, or nope.
 - Backtalk, complaining, profanity, vulgarity, insults, teasing, and disrespect will not be tolerated.
- When an adult enters a classroom for the purpose of addressing the students, all students must stand. Either the teacher or the whole class will greet the guest by name.
- Students will courteously obey their teachers or other adult supervisors at all times.

Respect for others:

- Students must take care of property, whether it is the school's, another person's, or their own. Parents shall be financially responsible for any property damage caused by their child when it is the result of carelessness, negligence, or deliberate action.
- Students must stay out of other people's desks, supplies, personal storage units, and cubbies.
- Because most parents expect their children to eat what they pack for lunch, students may not trade food.
- Students may not distribute invitations at school to personal parties unless every student in the class receives one.

Respect for self:

- Students should be kept clean and well-groomed at all times.
- Personal grooming is restricted to restrooms.
- Students must keep their desks and supply areas orderly and clean.

Respect for the learning process:

- Students are expected to complete all work on time.
- Students are expected to apply themselves to their studies to the best of their God-given abilities.
- Students are expected to give their complete attention to teachers during classroom instruction.

Respect for an orderly environment:

- Students may not sit on tabletops, the tops of desks, or sinks.
- Students may not run in their classrooms or in the halls.
- Students may not play in the restrooms.
- Students may bring toys and athletic equipment to school only after receiving permission from the classroom teacher. Such items should be kept in back packs or a teacher's possession until such time as they are to be used appropriately and in keeping with the permission granted.
- No food may be eaten outside Luther Hall without permission.
- No items may be sold on the premises by either parents or students without permission from the Senior or Associate Pastor.
- Students may not enter the kitchen without permission.
- Students may not remain after school for extended care except by specific arrangements.
- Students may not use their cellphone during school hours.

Discipline Policy

Disciplinary action can be summarized in five steps:

- Reprimand: The teacher gives a reprimand to the student in private. Parents will be notified either by a telephone call or in person by the classroom teacher.
- Demerit: The student will be sent to the Pastor for discussion of the problem.
- Second Demerit: The student will lose recreation time (K-2) or serve an after- school detention (3-5).
- Suspension
- Expulsion

Depending on the severity of the offense or the attitude of the offender, steps one and two may be skipped at the discretion of the teacher in consultation with the Senior or Associate Pastor.

Detentions

Detentions will be held after school on Wednesday. The length of the detentions will be 5 minutes for K-2 students during morning recreation, 20 minutes for grade 3-5.

Overt/Serious/Chronic Misconduct

The following is a list of types of infractions which may result in immediately being given a detention, suspension, or expulsion from the school. This is not intended to be an exhaustive list, but merely to list examples of the types of offenses that fall under this policy.

- Chronic overdue and incomplete work.
- Willful disobedience or disrespect for authority.
- Harassment or bullying.
- Cursing, swearing, or using abusive or profane language.
- Serious and willful destruction of property.
- Reprehensible conduct that discredits the school and/or the Christian faith.
- Unlawful activity (e.g. stealing).
- Possession or use of fireworks, explosives, or weapons (including knives).
- Threats or use of physical violence.
- Immoral sexual conduct.
- Possession or use of alcohol, tobacco, or other controlled substance (e.g. marijuana)
- Chronic misbehavior.

In cases of overt, serious, or chronic misbehavior, any staff member may issue a disciplinary action. In the case of overt or serious misbehavior, the parent or guardian will immediately be called to pick up the child and have a conference with the Senior or Associate Pastor. In the case of chronic misbehavior, the parent or guardian will be called to arrange a conference with the Senior or Associate Pastor.

For overt or serious misbehavior, a two-day out of school suspension will be administered the next two days school is in session. These will be recorded as unexcused absences and the student will be expected to turn in all work on the day he/she returns to school.

A second occurrence of overt or serious misbehavior will result in Expulsion from St. John's Classical Lutheran School.

Academic Policy

Students receiving passing semester grades in all subjects will be promoted, and students with two or more failing semester grades will be retained. If, for any reason, a student does not demonstrate proficiency, it is the responsibility of the classroom teacher to recommend retention.

Grading

Kindergarten students earn the following grades for academic and non-academic work

+ (excellent/above average), S (average), - (unsatisfactory).

Grades 1-5 earn grades based on the following scale

A (93-100) Excellent/exceptional work

B (85-92) Above average work

C (77-84) Work is average/satisfactory

D (70-76) Passable work, indicating difficulty in understanding or lack of industry

F (below 70) The child requires re-teaching of the subject matter. Parents should provide additional help for the child.

Report cards are issued quarterly.

Withdrawal

When a child is withdrawn from school, parents are urged to make an appointment with the teacher and Senior and/or Associate Pastor to discuss the reason. Tuition must be paid to date before student records will be released. Textbooks remain the property of St. John's Classical Lutheran School.

Arriving at School

Students should arrive promptly between 8:00-8:25 a.m. to ensure time to drop off personal belongings and to be ready for Chapel by 8:30 a.m.

School Hours

School is in session from Opening Chapel at 8:30 a.m. through the end of Closing at 3:30 p.m. Students should be picked up promptly at 3:30 p.m. or may be enrolled in Extended Care. Extended Care is provided from 7:30-8:30 a.m. and 3:30-4:30 p.m.

Daily Chapel

All members of St. John's Classical Lutheran School will begin each day gathered for worship at morning Chapel. Matins will be utilized to teach the Catechism, the next Sunday's lessons, the Lutheran chorale tradition, and the Lutheran liturgical tradition. On Wednesdays during Lent and Advent, Chapel will begin at noon.

Office Hours

St. John's Evangelical Lutheran Church office hours are:

Monday-Thursday: 9:00 a.m. - 3:00 p.m.

Friday 10:00 a.m. - 2:00 p.m.

St. John's Classical Lutheran School office hours are:

Monday - Friday: 7:30 a.m. - 4:00 p.m.

Dress Code and Uniform Policy

St. John's Classical Lutheran School dress code and uniform policy were established to provide a neat and well-kept appearance that is consistent for all students. The dress code helps set the tone of academic rigor and hard work and also alleviates peer-pressure in matters of dress. Information regarding acceptable sources for uniforms are given to all parents when they enroll their children. An annual uniform exchange is held prior to the start of the academic year. Dress days will be announced at least one week in advance.

For students at St. John's Classical Lutheran School only the following approved uniform is allowed:

Boys: Grades K-5

Shirt: White or Navy polo; on dress days, oxford, buttoned down collar, long or short sleeve

Sweaters: Gray or Navy cardigan or pullover sweaters may be worn over polos or buttoned down shirts

Tie: only on dress days, Navy

Belt: Navy or Black

Pants/Shorts: Navy or Khaki

Shoes: Solid colored black, brown, or navy shoes

Girls: Grades K-5

Jumper: Navy or plaid split front or drop waist

Shirt: White or navy polo

Sweaters: White or Navy cardigan or pullover sweaters may be worn over polos

Pants/Skirt: Navy or Khaki; skirts should be at least fingertip length

Legwear: Navy or white tights or leggings, knee-highs, or crew socks

Shoes: solid colored white, black, brown, or navy shoes; white shoes are to be worn on dress days

Technology Policy

Students shall not have cell phones, laptops, handheld gaming systems, or any other portable electronic device on their person during the school day or during extended care. Students caught using these devices will receive disciplinary action and the device will be confiscated. Confiscated items will only be returned to a parent or guardian.

Computer and Internet Usage Policy

Use of computers, which includes the Internet, shall be in support of education and research that is consistent with the mission of St. John's Classical Lutheran School. Use of computers, although a valuable part of the school's program, is a privilege and not a right.

Parents must grant permission for their students to use the Internet by signing the "Computer Acceptable User Agreement" as part of enrollment. Only students whose parents have signed this form will be allowed to use the internet at St. John's Classical Lutheran School.

Rules of conduct for using computers and the Internet will include:

- Students are to keep their account passwords secret. They will be held responsible for any activity logged on their account.
- Students may only use the Internet for specific projects that are assigned and directly supervised by a teacher.
- Students are to report any offensive or inappropriate activity immediately.
- Students should not give out any personal information about himself, herself, others through only online forms or questionnaires.
- Students should not click on advertisements or make any online purchase.
- Students must obtain permission before downloading a file from the Internet.

The following actions are prohibited:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, degrading, or attacking others.
- Visiting or attempting to visit chat rooms.
- Visiting or attempting to visit any website containing pornography or other material inappropriate for educational use or which is morally offensive.
 - Hacking, destroying, or attempting to do damage to the computer system, the files or account of others, or the settings on the computer.
- Violating copyright laws. This includes plagiarizing, copying programs, or taking credit for someone else's work.
- Using, or attempting to use, another student or teacher's account.

Health Care Policy

If a student becomes ill during school, the student should notify the teacher who will help make appropriate arrangements for the student's care and parent notification.

Parents should not send their children to school when they show signs of illness, sore throat, or fever. After a prolonged absence from school due to illness, children should be examined by a physician before returning to school.

Prescription medication must be in the original container labeled with the child's name, a date, directions, and the physician's name. The school must administer the medication as stated on the label directions. Non-prescription medication needs to be labeled with the child's name and the date the medication was brought to the school. Non-prescription medication must be in the original container. The school must administer it according to label directions if approved in writing by the child's parent or guardian.

School-time accident insurance is provided for each student at St. John's Classical Lutheran School. In case of an accident on the playground, in the classroom, or during school-sponsored activities, please contact the teacher.

Student Arrival and Pick-Up

Students should be dropped off on the south side of the building and enter the church through the South Doors (by Luther Hall)

The school day ends at 3:30 p.m. Parents should pick up students using the parking lot between the District Office and St. John's.

Attendance

It is essential that students attend school regularly in order to provide continuity in the learning process and to enhance the probability of success. All absences should be verified by a call or note to the teacher from a parent or guardian by 8:30 a.m. on the morning of the absence. A student whose absence is excused will be allowed to make up missed work for full credit. The student will be given the number of days missed, plus one, to make up the missed work. A student whose absence is unexcused will be expected to turn in all work on the day he/she returns to school.

Students may be granted excused absences for the following reasons. First, a student will be given an excused absence for illness. Second, parents may request, in writing, an excuse for absence for special family events (travel, wedding, funeral, etc.) The right of parents to keep their children home for special family time will not be infringed upon, provided the total days missed (for any reason) does not exceed 10% of the total days school is in session. All other absences will be considered unexcused.

Students who are absent for five or more consecutive school days with an extended illness are required to bring a doctor's note prior to being readmitted to class. If a doctor's note is not provided, the absence will be considered unexcused.

When a student is absent from school, it shall be the student's responsibility to make up the necessary homework. The teacher will alert the student of the homework to be completed. However, it shall not be the teacher's responsibility to daily remind the student about the work that must be made up.

If the student must leave before the end of the school day, their parent or guardian must come to the office to sign-out the student. Students returning before the end of the day must be signed back in by their parent or guardian.

Lunch Time

Lunch is eaten in Luther Hall. Students will eat lunch from 11:10 to 11:30, with noon recreation time following lunch from 11:30 to 12:00. Lunches should be brought from home and will be stored in the kitchen and distributed during lunch time. Students should not enter the kitchen except when accompanied by a teacher or staff member. Students are expected to pick up after themselves and assist in keeping Luther Hall clean and neat. Lunchtime beverages may include milk, juice, or water; no soft drinks are allowed.

Morning and Afternoon Recreation

Physical activity is crucial for the teaching and learning process. Students need a portion of the day devoted to play and self-directed activity. Weather permitting, recreation time will be taken outside in the Mater Dei Catholic School playground. Luther Hall may also be utilized, especially during the winter months.

Field Trips

Several educational and cultural field trips are taken by each class during the year. Regular rules regarding conduct and dress apply to field trips, except when otherwise specified. Parents will be notified before each trip and may be asked to drive or chaperone.

Children are expected to participate in all learning activities of the school, whether on or off campus. Field trips are considered part of the curriculum. Students who do not attend field trips will be counted absent and will not be provided care at school. Parents who choose not to permit their children to attend a field trip should send a note in advance explaining why the child is not participating.

Class Parties

Various class parties are held throughout the year. Examples include Christmas, Easter, and End of the Year parties. Parents organize the activities and refreshments under the direction of the classroom teacher.

Homework

Students at St. John's Classical Lutheran School will have homework throughout the school year. These times will vary for each child. Parents who are concerned that their child is struggling with their homework load are encouraged to speak to their child's teacher.

Parent-Teacher Conferences

Two conferences, one during each semester, may be held each year to discuss a child's progress in school work, achievement, and classroom behavior. Parents are welcome to schedule additional conferences with the teacher through the school office.

Concerns

If you have concerns about something in your child's classroom, please use the following guidelines that have been established:

- Parents with a concern or complaint about something in the classroom should bring it to the attention of the teacher and try to work together to reach an agreeable solution. If satisfaction is not achieved, the parent may then bring the grievance to the Senior or Associate Pastor. A final appeal could be made in writing to the St. John's Classical Lutheran School Board of Education.
- If a parent has a grievance involving a teacher, the parent must first discuss the issue with the teacher. If no resolution is forthcoming, the matter will be referred to the Senior and/or Associate Pastor.

Emergency Plans and Drills

Fire Drills: Students will practice quick, safe exits from the building on a quarterly basis.

Tornado Drills: Students will practice tornado drills twice each year.

Lock-Down Drills: At least twice a year, students will practice lock-down drills in the event of a threatening emergency.

School Closing

On bad weather days, St. John's Classical Lutheran School will notify parents. Information concerning closings will be made available on websites [WIBW School Closing] and via phone.