

# St. John's Lutheran School

## 2021/2022 Calendar

Board Approved 00/00/0000

Teacher report August 9<sup>th</sup>  
Students report August 12<sup>th</sup>

### Holidays/Breaks/Prof Dev

- |           |               |
|-----------|---------------|
| Sept 6    | Labor Day     |
| Sept 17   | Lutheran Conf |
| Oct 8     | P/T Conf      |
| Oct 13    | School Trip   |
| Oct 14-15 | Fall Break    |
| Nov 22-26 | Thanksgiving  |
| Dec 20-31 | Winter Break  |
| Jan 3     | In-Service    |
| Jan 17    | MLK Jr Day    |
| Mar 4     | Academic Bee  |
| Mar 11    | P/T Conf      |
| Mar 14-18 | Spring Break  |
| Apr 1     | School Trip   |
| Apr 15    | Good Friday   |
| May 19    | Last Day      |
| May 20    | Records Day   |

- Students out of School
- Teacher Prof Days

### 1<sup>st</sup> Semester

Instructional Days 82  
Professional Days   5  
87

### 2<sup>nd</sup> Semester

Instructional Days 90  
Professional Days   3  
93

**Total 180**

### AUGUST 2021

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### SEPTEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### OCTOBER 2021

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
/31						

### NOVEMBER 2021

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### DECEMBER 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JANUARY 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
/30	/31					

### FEBRUARY 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
/27	/28					

### MARCH 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### APRIL 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### MAY 2022

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# St. John's Covid Procedures for the 2021/2022 Academic Year

Due to the pandemic, St. John's will be continuing its Covid policies and procedures for this school year.

1. Parents and families will not be allowed to go into the building past the Front Office. Drop Off and Pick Up procedures will be changing, and parents will not be allowed to walk their pre-k student to their classroom - this will be done by a staff member.
2. All temperatures will be taken of students and employees and will be logged daily. If anyone has a temperature of 100.4 or higher, or is showing any symptoms of illness, they will be asked to leave.
3. After entering the school, all hands will be sanitized. If for some reason a person cannot use hand sanitizer, they will instead wash their hands with soap and warm water.
4. No unnecessary personal items will be allowed in the classrooms. All blankets and sheets will be washed weekly, and all mats sanitized daily.
5. Face masks are not required but are encouraged.
6. All lunches will take place in the classrooms and will be individually plated by our cook. Hands will be washed before lunch is served.
7. The water fountains will be out of order until this pandemic has ended. All students MUST bring a water bottle and the refills will be done by a staff member.
8. Rise & Shine will take place in the classrooms until we can safely end social distancing.
9. Chapel will take place every Wednesday - the classes will be spread throughout the sanctuary at safe distances.
10. All employees will have daily cleaning checklists to ensure that their classrooms, toys, doorknobs, light switches, etc., are being disinfected properly using either wipes or a bleach solution.

## Drop Off/Pick Up Procedures

### Pre-School

1. Parents will no longer be allowed to walk their child to their classroom. Instead, they will be "dropped off" similarly to the Elementary students. Parents should

pull up in front of the school and stop in front of the Entrance door. Please help your child out of their car seat. A staff member will come to you, sign your child in for you, take the child's temperature, spray their hands with sanitizer, and a second staff member will walk them to class.

2. If your child is DHS, you will need to park and come to the Front Office. Yours and the child's temperature will be taken and logged, both of your hands sprayed with sanitizer, and your child will be escorted to class.

### Elementary

1. All students will be dropped off along the side of the building as usual. Their temperature will be taken and logged, their hands sprayed with sanitizer, they will put their belongings away, and they will proceed to their classroom.

Any student that is late will be asked to ring the front bell and wait outside until a staff member can assist them.

These procedures are being put into place for your child's safety and there will be zero exceptions made for students or staff. We understand that this is going to be tedious and difficult, so we ask that you please work with us for the sake of our students and staff. Please direct any and all questions you might have to our Front Office.

Thank you for assistance and we pray that this will be a great academic year!

# St. John's Lutheran School

## Tuition Collection Procedures

St. John's School Board is implementing a new tuition policy for the 2021/2022 academic year. To ensure that all tuition payments are made in a timely manner, we are requiring that each family put a credit card on file. If your account has gone delinquent past 30 days, the card will be run to cover your fees and keep your child enrolled. Please see the updated procedures below.

5 Days Before the 1<sup>st</sup> of Each Month: Tuition invoices are emailed.

1<sup>st</sup> Day of Each Month: Tuition is due.

2<sup>nd</sup> Day of Each Month: A friendly reminder is sent if tuition has not been paid.

6<sup>th</sup> Day of Each Month: A late fee is added and another reminder sent.

30 Days Past Due: The credit card on file is run. (including 5% fee)

If the card on file does not cover the cost of tuition, you will receive a notice of your child's un-enrollment. To re-enroll, your balance must be fully paid, and the Enrollment Fee must be paid again.

Please fill out the accompanying form and return it to the Front Office. It will only be used in the event of a past due account, or if the card owner would like to run a payment before overdue.

St. John's Lutheran School

\*Credit card information only to be run on invoices past the 30 day limit or with the express permission of card owner.

Student Name: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Card Exp Date: \_\_\_\_\_

Card Security Number: \_\_\_\_\_

By signing this, you agree to let St. John's Lutheran School run your credit card in the event that your tuition account has been past due by 30 days or more.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# St. John's Lutheran School

## School Map & Key



Front Door



Storm Shelters



Library



Sensory Room



Teachers' Lounge

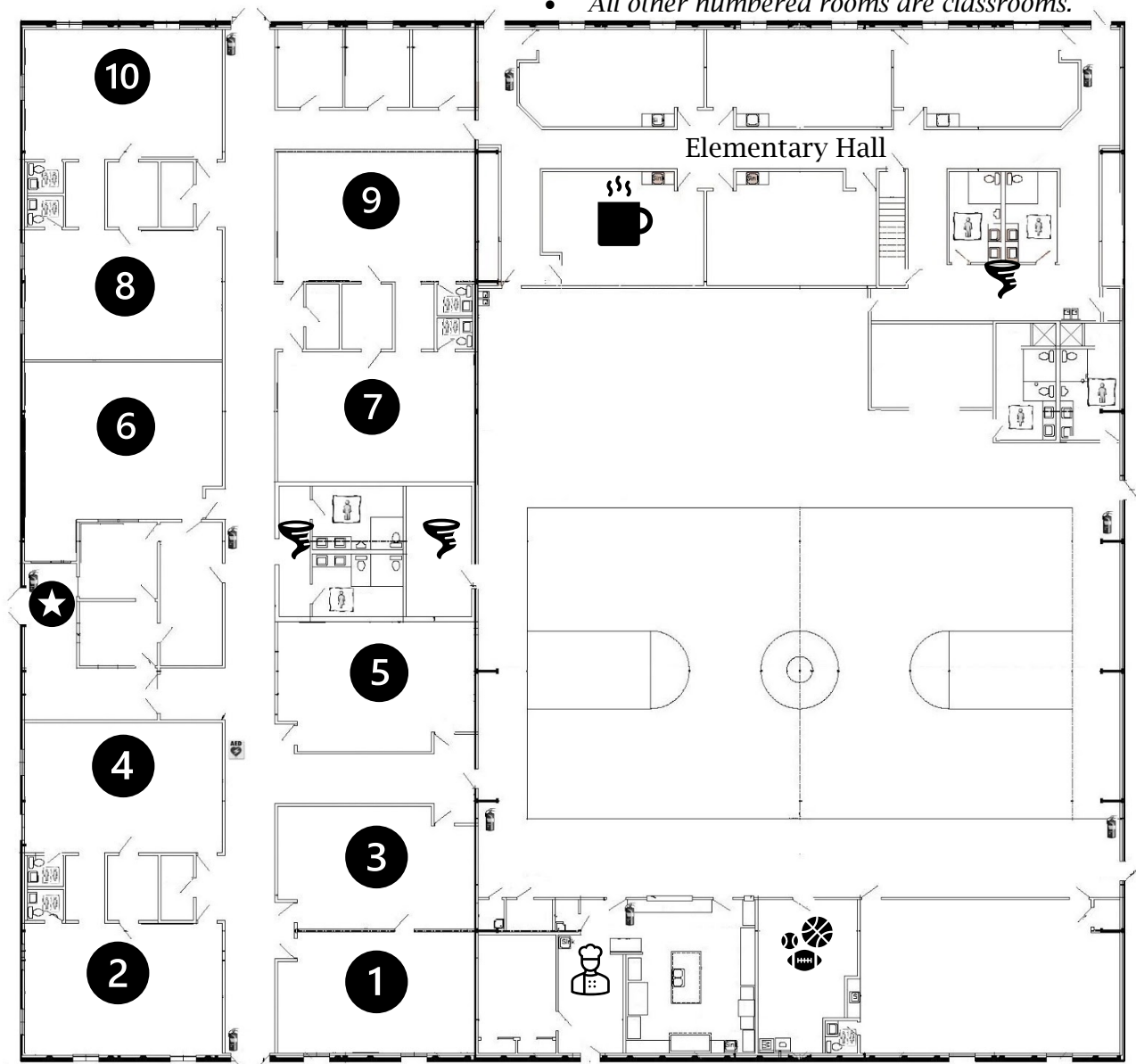


Kitchen



Gym Equipment Storage

• All other numbered rooms are classrooms.



## SJLS DROP-OFF/PICK-UP PROCEDURE



This is our traffic flow chart for Drop-Off and Pick-Up. The **GREEN** is for our Elementary students. Parents/Guardians will drop them off at 8:15am – 8:30am in the alley between the school and the church and pick them up in the same place from 3:30pm – 3:45pm. Then they will exit out through the church parking lot.

Preschool will follow the **BLUE** line. Parents/Guardians will park in our lot, bring their littles inside, sign their child IN, then exit our lot going past the big playground. Pick up will be the same. Please do not forget to sign your children In & Out on the daily sign-in sheets.

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# St. John's Lutheran School

## UNIFORMS

We are going to implement a new uniform policy for our Elementary students but still want to keep it easy and affordable for our families. These items can be purchased from any store - we have no preferred brand. All we ask is that the clothing and colors follow our guidelines.

Tops will be collared polos in white, red, black, or grey. Sleeve length does not matter as long as sleeves are present. Cardigans are acceptable when weather permits. Bottoms will be khaki or black and be pants, Bermuda shorts, skirts, or skorts. Jumpers and uniform material dresses are also acceptable.

There will be no denim, no jeggings, no leggings, nothing made of clingy or stretchy material, no t-shirts, and nothing with a logo or picture. We want our students to come to school clean and polished and ready to learn.

We take pride in being a Christian private school and it is time our students' outsides reflected that.







# St. John's Lutheran School

## ILLNESS POLICY

We at St. John's are honored that you have chosen us for your child's educational and developmental needs. When they are here, we take our responsibility to keep the children in our care safe and healthy very seriously. St. John's closely monitors our students in attendance to assure that they are aware and able to participate in daily activities. Together, we can prevent illness by teaching children healthy habits and keeping them home while they are ill.

In accordance with the Oklahoma Department of Health and the Department of Human Services, children will be excluded from school with the following signs and/or symptoms, unless a written Return Authorization from a licensed physician states a child does not require exclusion;

- Fever, defined as 100.3 degrees or higher
- Severe pain or discomfort particularly in joints, abdomen, or ears
- Vomiting and/or diarrhea
- Persistent, severe coughing
- A sore throat with a fever and/or swollen glands
- Jaundice (yellow) skin or eyes
- Eye discharge, defined as thick mucous or pus draining from the eye
- Undiagnosed skin patches/lesions or severe itching of the body and/or scalp
- Difficult or rapid breathing
- Undiagnosed body rash or body parasites
- Swollen joints, visibly enlarged lymph nodes, or stiff neck
- Blood/pus from ears, skin, urine, stool
- Unusual appetite, or confusion
- Symptoms of chicken pox, impetigo, lice, scabies, measles, pink eye or strep throat

- Signs or symptoms of possible illness such as lethargy, irritability, persistent crying, or any other unusual signs until a medical evaluation allows inclusion

St. John's is a licensed facility for child care and is not equipped to care for ill children. We understand that missing work can be difficult and an inconvenience, it is vital that sick children stay home. If a child is sick when they arrive, we will not be able to accept them into our care. If a child becomes sick during the day, a parent will be advised immediately and asked to pick their child up.

**Children who are sent home due to illness may not attend the following day.** Signs of the child's illness must be gone for 24 hours before they can return. The only exception will be if a doctor has seen the child and has indicated in writing that the child does not represent a health threat. In the event that we are notified of a confirmed communicable disease exposure or infestation, we will post a notice on our front door and send a message out via Remind.

The following information is to be used as a general guideline when determining if your child should be excluded from care.

ILLNESS	CAN MY CHILD COME TO SCHOOL?
Fever - any fever above 100.3 degrees	Must stay home until fever has been gone for 24 hours without the use of fever-reducing medications.
Pink Eye	Must stay home and be on doctor prescribed medication for 24 hours before returning. There must be no eye discharge.
Diarrhea and/or Vomiting	Must be symptom free for 24 hours without the use of symptom masking medication.
Strep Throat	Must stay home and be on doctor prescribed antibiotics for at least 24 hours.
Hand, Foot and Mouth	Must stay home until all blisters have scabbed over. Can not return if blisters or sores are present in mouth or if rash/blisters are spreading. (Typically 2-3 days)
Cold - CLEAR runny nose without any other signs of illness	As long as child is comfortable, able to participate in all activities with no exclusions and feels like attending school, they may come.
Flu (body aches, fever, vomiting, diarrhea, chills, etc.)	Child must stay home for at least 24 hours after all symptoms have stopped. Must have physician Return Authorization to return to school.

Discolored discharge from nose	Must stay home for at least 24 hours after receiving doctor prescribed medication. May return sooner if physician signs Return Authorization stating that child poses no risk to others.
Croup	Must stay home until a physician provides a Return Authorization.
Lice	Must stay home until all louse and nits are completely gone. May require a release from a certified professional stating child has been checked out and is louse and nit free.
Other rashes, blisters, etc	Contact your physician for proper diagnosis. Child will not be permitted to return to school without a physicians Return Authorization stating the rash, blisters, etc are not contagious. Never send your child to school with an unidentified rash.



# St. John's Lutheran School's Knights Code of Chivalry

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1. Respond to adults with "Yes, ma'am" or "No, Sir"
2. Make eye contact when someone is speaking
3. Congratulate the winner or when someone does something well
4. Respect other students' comments, opinions, and ideas
5. If you win, do not brag. If you lose, do not show anger
6. Cover your mouth when you cough or sneeze and say excuse me
7. Do not show disrespect with gestures
8. Always say thank you when given something
9. When you receive something, do not insult the gift or the giver
10. Surprise others by performing random acts of kindness
11. Do not ask for a reward for doing what is expected of you
12. After dining in the cafeteria or elsewhere, be responsible for your trash
13. When meeting new people, shake hands and repeat their name
14. When offered food, take only your fair share
15. If someone drops something and you are close to it, pick it up
16. Hold the door for people other than letting it close on them
17. If someone bumps into you say excuse me, even if it was not your fault
18. On a field trip, enter the building quietly
19. On a field trip, compliment the place you are visiting
20. During an assembly, do not speak or call out to friends
21. While in the hall, keep quiet. Others are trying to learn
22. Treat others how you would like to be treated
23. Never be afraid to ask for help
24. Listen to your teacher – they are there for you
25. Never forget: mistakes are proof of learning.

The PALS origination here at St. John's Lutheran School is here to support the wonderful teachers and staff that spend so much of their time educating our children. We also handle the events that raise money to help benefit the school.

In the past, PALS funds have purchased supplies for the teachers, a school van, the LED sign along the road, and completed work on the HVAC system.

***We need our parent's support to make all this happen!***

PALS only meet *1 day a month for about an hour*. We do multiple fundraisers throughout the year and a PALS Snack Day on the last Friday of every month. Please fill out our Getting to Know You page and return to the Front Office to sign up for our monthly newsletter and receive fundraiser and meeting information!

For more information please contact our Front Office @ 405-794-8686.



**P**arents  
**A**nd  
**L**utheran  
**S**chools