

2) **Annual Golf Tournament:** This is another major fundraiser that benefits our school program. Parents are invited to serve on the golf committee as well as participate in this year-end event.

3) **Scrip:** A certificate program to use for purchasing groceries, gasoline, and other items at retail stores in Bakersfield. There is no charge to you and a percentage of what you spend is split between St. John's and you.

4) **Albertson's Community Partnership Program:** Enables you to make a contribution to St. John's with the swipe of your Albertson's card when you check out your groceries. There is no charge to you.

5) **Classroom Participation:** Welcomed at the teacher's discretion and request. Some teachers ask for help with preparation of materials, library checkout times, special projects and driving for field trips.

6) **Parent Café Network:** Throughout the year, a variety of social opportunities are provided for your participation. Feel free to pick and choose which events sound like fun for you and/or your family.

ST. JOHN'S LUTHERAN SCHOOL CALENDAR 2009-2010
(Subject to change)

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lunches and milk tickets for the upcoming month. Please keep a copy of this calendar for your records. Menus are also available on the website and on *FastDirect*.

Microwave ovens are not available for preparing individual student's lunches. Nutritionally balanced lunches and snacks are important to help students maintain focus throughout the day, therefore, we discourage highly processed, prepackaged, or fast food.

PHYSICAL EDUCATION CLASSES

All students are required to take part in physical education classes unless excused, in writing, by a physician for temporary or permanent medical disability. PE uniforms are required for students in grades 4 - 8 (see page 18). Failure to dress out on the appropriate days will lead to a lower grade in PE. No exceptions to the PE uniform will be allowed.

CHURCH ATTENDANCE

Children are encouraged to worship regularly at their family's place of worship. If your family does not belong to a church family, you are welcome and encouraged to worship at St. John's Lutheran Church. A variety of worship styles and opportunities are offered for your spiritual life development. Services are on Saturday at 6:00 PM and on Sunday at 8:00, 9:30 & 11:00 AM. Sunday School for children is also offered at 9:30 AM. Adult Bible Study is offered at 9:30 and 11:00 AM.

PARENT INVOLVEMENT

Parent involvement is welcomed and encouraged at several levels at St. John's:

1) **Fall Festival and Saints' Gala:** These two events are the major fundraising events for our school. Parents are invited and encouraged to participate. In addition, parents are encouraged to assist in the event by donating items to be auctioned, volunteer to serve on planning committees, and/or assisting in set-up or clean-up. The funds raised from these events help to cover the cost of education not covered by tuition and to provide financial aid to qualified students.

- Teachers will send home a weekly newsletter. This is your avenue for classroom news, upcoming events and special notices.
- Even with the best communication, there will be times when you have concerns about classroom or school procedures. As a Christian school, we follow a process for resolving issues as described in scripture (Matthew 18:15-17). This means:

First, speak with the staff member involved to seek understanding and possible solutions.

Second, speak with your child and allow time to let the matter get resolved.

Third, if the matter persists, speak with the teacher and Instructional Pod Leader.

Fourth, if the matter continues, and only if you have engaged in the previous three steps, set a time to speak with the superintendent.

PHOTOGRAPH/PUBLICITY DISCLAIMER

From time to time we may make use of pictures taken of students and parents engaged in campus activities. We will assume your permission to use such likenesses in periodicals and media opportunities and, at times, include identification of individuals portrayed. If you do NOT want us to do so, please notify the school office in writing and we will honor your request.

LUNCH PROGRAM

St. John's Lutheran School offers a Hot Lunch program, which will provide lunches for the children at a reasonable price. The lunches will be prepared each morning by the cafeteria staff. You have the choice of packing a lunch for your child or purchasing the school prepared lunch. With either option you can send the drink of your choice (no carbonated drinks) or buy milk. The cost of each hot lunch is \$2.50. Milk costs \$0.10.

School lunch menus are prepared a month in advance and sent home with the students. These menus are also used to order



2009 - 2010

ST. JOHN'S LUTHERAN SCHOOL

4500 BUENA VISTA ROAD
BAKERSFIELD, CA 93311
(661) 664-8090
(661) 664-1327

A MINISTRY OF ST. JOHN'S LUTHERAN CHURCH

Mr. Stephen Dinger - Superintendent
sdinger@sjlchurch.org

Ms. Patrice Appold - Principal, Lower School (K-3)
pappold@sjlchurch.org

Mrs. Cynthia Spiva - Principal, Upper School (4-8)
cspiva@sjlchurch.org

FOREWORD

St. John's Lutheran School is one of more than 1000 elementary schools operated by churches of the Lutheran Church - Missouri Synod. The chief administrator of the school is the Superintendent who works with the School Advisory Board, in reviewing and establishing operational policy and procedure. This Board reports to the Voters Assembly, which is the chief governing body of the Congregation.

This handbook is prepared to acquaint parents and pupils with various policies and practices of St. John's Lutheran School.

MISSION STATEMENT

"To be a premier educational center where Christian faith is nurtured, high educational standards are valued and meaningful relationships are fostered."

WHY DOES ST. JOHN'S LUTHERAN CHURCH OPERATE A SCHOOL?

1. Because of God's commands:

- A. "Teaching them (children) to observe all that I have commanded you;..."(Matthew 28:20)
- B. "Fathers...bring them (your children) up in the discipline and instruction of the Lord."(Ephesians 6:4)
- C. "And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children..." (Deuteronomy 6:6-7)

2. Because God promises blessings:

- A. "Train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6)
- B. "But seek first His kingdom and His righteousness, and all these things shall be yours as well." (Matthew 6:33)

Because we love our children, we want them to learn of and experience the love of Jesus in a school dedicated to seeking His will and striving for excellence.

WE BELIEVE AND TEACH:

1. Man was created perfect and holy, with a free will, by a loving God. (Genesis 1:27-31 and Genesis 2:16-17)
2. Sin entered the world through Adam and Eve's disobedience and spread to all their offspring through the inheritance of a sinful nature. (Romans 5:12)
3. Because of His boundless love for us, God rescued us through the redemptive act of Jesus Christ from the punishment we and all people deserve by virtue of our sinfulness. (Romans 5:8)

(i.e., sports practice or game, study hall, tutoring) with the permission and in the presence of the supervising adult. Electronic devices include but are not limited to cell phones, iPods, portable music players, PDAs, and hand held electronic games. Items are brought at your own risk. The school is not liable for theft or damage. Items confiscated due to misuse may be picked up from the school office by the parent, and additional consequences may apply.

HOME/SCHOOL COMMUNICATION

- Communication between parents and the school is essential to the child's success at St. John's.
- Telephone conferences, after-school meetings, written messages and e-mail are channels for keeping in touch and are welcomed.
- *FastDirect*, our online school communication tool is available for parents to track their student's progress regarding grades and behavior and may also be utilized for communicating directly with teachers. Parents of students new to the school will be given access information early in the year.
- During the school day, students may use the telephone for communication only with written permission from the classroom teacher.
- Please, only in the case of extreme emergency should a child be called to the telephone. Urgent messages will be given to him. Please do not call your student on his/her cell phone. (See cell phone policy above.) All arrangements for transportation and after school activities should be made before the child leaves home in the morning.
- Incoming calls for teachers will be conveyed to them, and they will return your call at their earliest convenience.
- Twice each month, *Notes to Parents*, our all-school newsletter is sent home with the youngest child. It is an important avenue of information about school news, upcoming events, and special notices. It is also available on the school's website: www.sjlschool.org.

treatment or a school environment which is hostile or intimidating. The target of the harassment and the perpetrator do not have to agree about what is happening. Harassment may occur at any time during school-related activities and includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes or threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault; deliberate, impending or blocking movements; or any intimidating interference with normal work or movements.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.

Emotional Harassment: Actions that intentionally exclude or isolate an individual.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal physical conduct of a sexual nature.

Cyber Bullying/Harassment: Online social cruelty or electronic bullying by sending cruel or threatening messages by e-mail, cell phone, instant messaging, web pages, web blogs, chat rooms, and other information communication technologies.

NUISANCE ITEMS

Toys, balls and comic books, may not be brought to school without the teacher's permission. Wheeled shoes are not allowed at school. NO GUM is allowed at any time. Candy may be shared on party days.

CELL PHONES/ELECTRONIC DEVICES

Students should, at no time have electronic devices on their person (must be in backpack) while on campus. Given that school phones are available in every teacher's classroom, the office, Extended Care, and the gym, cell phones are not needed. If a cell phone is brought to school, it must be kept in the backpack and be turned off. The only time a student may use their cell phone is following an after-school activity

4. It is by the Spirit-created faith in the Lord Jesus Christ as our own personal Savior that we receive forgiveness of sins as a free gift from God. (Romans 8:8-9)
5. As Spirit-filled Christians, we seek the total leadership of Jesus in every part of our lives. This is "Growing in Grace" (2 Peter 3:18) and we strive for such growth to happen in our school.

GOALS

Spiritual

Our school exists to provide opportunities for children and families to discover and strengthen their relationship with Jesus as their Lord, Savior, Teacher, and Friend and then to reach out to others with the same Good News.

Academic

We are proud to offer high quality educational programs that educate children to become literate and productive Christian citizens while they discover and develop their own God-given talents and grow in their understanding of God's world.

Social

We provide opportunities for children to interact with one another as well as others in the Bakersfield community and the world, to share God's Good News through Christ-like acceptance and respect for others.

Physical

We pledge to educate the whole child. Physical activities for play and recreation as well as encouragement for positive physical fitness in the future will be part of each child's experience at St. John's.

Emotional

This is a place for Christian fellowship and forgiveness centered in the Word of God. Individual student strengths and abilities will be recognized and a community of support will be developed to encourage one another as each student grows in discipleship.

EXPECTED SCHOOLWIDE LEARNING RESULTS

As a Christian school, St. John's Lutheran will prepare life-long learners who are:

Responsible citizens who

- Make decisions based on God's Law and Gospel
- Are collaborative workers who recognize and develop individual strengths and abilities
- Are positive contributors to society
- Are aware of and respect diversity
- Demonstrate competent, responsible use of technology

Effective communicators who

- Communicate and reflect God's love and forgiveness
- Demonstrate literacy
- Demonstrate listening skills
- Articulate ideas constructively, clearly and creatively

Intrinsically motivated students who

- Maintain a personal relationship with Christ
- Maintain a balanced, healthy lifestyle
- Demonstrate a positive vision in setting goals
- Appreciate culture and the arts

Problem solvers and critical thinkers who

- Apply God's word in their daily lives
- Develop and implement strategies to solve various problems
- Analyze and apply new information
- Demonstrate research and study skills

GUIDEPOSTS FOR POSITIVE SCHOOL BEHAVIOR

1. Respect the teachers and all others in authority.

Students are to follow all directions, procedures, and guidelines given by those in authority.

2. Respect the rights of others.

Students are to listen when a teacher, another adult or fellow student is speaking. Fighting, name calling,

CHEATING/PLAGIARISM

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. The student who allows the cheating to take place is as guilty as the student who cheats, and both parties share in the responsibility and possible consequences.

Plagiarism is the act of taking credit for someone else's work. Plagiarism most often occurs when a student is researching information for a project and passes it off as their own without citing the information accurately.

Neither cheating nor plagiarism exemplifies Christian character development. Because work resulting from cheating and/or plagiarism is not a true reflection of a student's ability, the consequence may be complete or partial loss of credit on the test or assignment for the student(s) involved. Depending on the nature of the assignment, it may also need to be redone. The teacher will notify parents if their child is involved in cheating and/or plagiarism. Chronic incidents may be subject to additional action by the administration.

HARASSMENT POLICY

St. John's Lutheran School is committed to providing a learning environment that is free from harassment in any form (i.e. bullying, abuse, etc.). Harassment occurs when one or more individuals inflict physical or emotional abuse on another deliberately and repeatedly. Harassment of any student by another student or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner following the four step process outlined in the aforementioned discipline section.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action, up to and including expulsion. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to

continual behavioral problem:

- Step 1 Student and teacher conference
- Step 2 Student, teacher, parent conference
- Step 3 Student and administration conference
- Step 4 Student, administration, parent conference

SUSPENSION - EXPULSION - NON-RENEWED ENROLLMENT - DISCONTINUED ENROLLMENT

Normally, a student is considered "in good standing" unless any of the following offenses have occurred:

1. Language or behavior which is seriously immoral, profane, vulgar or obscene.
2. Injury or harm to person or property or threat to cause injury or harm.
3. Theft or habitual dishonesty.
4. Unauthorized absence or continued tardiness.
5. Disobedience, insubordination, or disrespect for authority and the school.
6. Behavior that is inappropriate or that is detrimental to the classroom and inhibits the learning of others.

Infractions of any of the above may put a student's re-enrollment in jeopardy.

Suspension or expulsion will occur for these offenses:

1. Use, sale, distribution or possession of drugs, alcohol, or any other illegal substance.
2. Assault with or possession of a deadly weapon: gun, knife, etc.
3. Any action that threatens the safety or physical or emotional well-being of staff or students.

In the event that a gross infraction occurs, the student will be immediately suspended from the classroom to the school office to await a parent conference to determine continued attendance at St. John's.

teasing or pestering are not permitted. Talking back to a teacher, arguing with a teacher, striking a teacher or showing other disrespectful behavior towards a teacher is not permitted and may warrant suspension or dismissal.

3. Respect the property of others.

Students are not to deface, misuse, break or destroy school property or the property of others.

4. Respect the learning and teaching process.

Behavior that continuously stops a teacher from teaching or another student from learning will be considered unacceptable.

ENROLLMENT PROCEDURES

St. John's Lutheran School is open to serve the whole community and admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students. St. John's also has a nondiscriminatory policy regarding its administration of educational policies, admission policies, financial aid program, athletic and other school administered programs.

Classroom space is limited; consequently, an enrollment policy is followed. Students of St. John's Lutheran School and Children's Center who are enrolled in the current school year and their siblings have priority in registration for the next year, but must meet re-registration requirements and deadlines.

Since some grade levels have multiple classrooms, students will be assigned to the classroom deemed most appropriate. Careful and thoughtful evaluation will occur to create the best overall classroom environment.

The enrollment process for incoming new students will be fulfilled when the following steps have been successfully completed:

- One-on-one family interview by the Lower or Upper School Principal.

- Kindergarten enrollees must participate in the Gesell testing process to help establish readiness.
- Other enrollees will be screened in order to assess overall academic ability. This screening includes reviewing current report cards and standardized testing results as well as an academic assessment.

The school will notify the family in writing when the enrollment process has been successfully completed.

A six-week probationary period will be in effect for all new students to assure a positive adjustment of the applicant to St. John's program.

St. John's is neither intended nor equipped to serve as a "disciplinary school" or a school for children with special needs. We will admit students who we believe have the potential and desire to be successful. In order to determine this, full disclosure of pertinent medical and psychological information by the parents is expected.

All applicants must be self-sufficient regarding communicating, toileting, feeding and dressing or have special arrangements to accommodate unique needs.

Children must meet health requirements of the State of California. New Kindergarten entries must have a physical examination before Kindergarten enrollment is completed. The physical examination must take place **after March 1, 2009** and before the first day of school. Immunizations must be up to date or a waiver must be in place.

AGE REQUIREMENTS

1. Typically, children entering Kindergarten must be five (5) years old before September 1, 2009 in order to apply for enrollment.
2. Proof of date of birth must be established at the time of the first registration.
3. Normally, children entering first grade must be six (6) years old before September 1, 2009 in order to apply for enrollment.

no time should undergarments or the midriff area be exposed.

DISCIPLINE

The purpose of discipline is to DISCIPLE children in the Lord's way. While punishment looks back, discipline addresses the future. Discipline molds, shapes, corrects and inspires appropriate behavior. Discipline provides the opportunity to redirect children.

Discipline at St. John's is guided by God's Word and administered in Christian love. St. John's school rules are used as tools to build and instill self-control and responsibility. Each disciplinary event is therefore viewed as a learning experience and an opportunity to grow. The following guidelines are deemed necessary in providing a safe and orderly learning environment and in establishing a climate where students make strong decisions to stand for Jesus Christ.

Students must be willing:

- To learn respect for authority.
- To develop self-control that reflects respect for all of God's children and creation.
- To set one's ethical values by studying the Scripture and observing others who are models of faithful behavior.
- To acknowledge that there are consequences for our actions.
- To experience God's love and forgiveness in spite of our failures.
- To learn that forgiveness does not necessarily eliminate the consequences of our sinful actions.

The staff and administration fully understand that discipline is a continuous growth process characterized by normal occurrences of poor judgment. This understanding is evidenced by a generous display of love and forgiveness. However, effective teaching and discipline demands consistent application of clearly established rules and appropriate consequences. These steps will be taken to help correct a

- **Pants, shorts, skorts, scooters, capris or jumpers must be black, khaki or SJLS plaid (girls only).** The approved items must be purchased from Dennis, Lands' End, JC Penney or can be the French Toast, Dickie No-label, Arrow, or Cherokee brand.
- **Shoes** must be appropriate for school activities. For **safety reasons** during the school day, shoes should be closed toe and the heel and should fit in such a way that they do not come off easily. Shoes should have a flat sole with a heel height of no more than ½ inch. No wheeled shoes are allowed at any time. Athletic shoes are required for participation and credit in PE classes.
- **Socks and Tights** are to be school colors - red, white or black.
- **Sweatshirts, Jackets and Sweaters** must be black, red, white, or tan/khaki. No logos, wording or other embellishments (other than St. John's) are allowed.
- **Belts** must be worn when belt loops are on the garment.

Shirts must be tucked in at all times (except girl's straight bottom cut button-up blouses.)

Clothing must be a size that is appropriate to the child's body. Pants and shorts are to be worn at waist level. Students are expected to follow habits of cleanliness and make modest appropriate grooming choices concerning haircuts, hair color, nail polish and make-up. Hair may only be natural colors and must be kept out of the face. Grooming choices should not cause a distraction. Except for earrings, students may not wear body piercings. Boys may not wear earrings to school or school-sponsored functions.

Free/Theme Dress Days occur periodically. We depend on parents to monitor what the children wear on non-uniform days. Clothing must be appropriate to school activities.

The following **are not allowed**: "spaghetti straps," shirts and jeans with holes, short shorts, mini-skirts, T-shirts with questionable sayings, tight-fitting pants, shorts or tops, or any other apparel deemed inappropriate by the Administration. At

FINANCIAL SUPPORT - TUITION - REGISTRATION FEE - CAPITAL USE FEE

All revenue for the operation of St. John's Lutheran School is generated through St. John's Lutheran Church, registration fees, tuition, and contributions made by the many friends of SJLS. An annual registration and book fee is charged for book use, workbooks that accompany the texts, art supplies, PE supplies and test fees. The registration fee also reserves a position for your child in the school.

Tuition is due on the first of each month, August through May. Checks should be made payable to: St. John's Lutheran School.

A capital use fee is assessed annually to each student and is used to cover depreciation of the building and equipment, building repair and replacement, and future capital expansion. Refunds will be disbursed **only** if your child is not accepted as a student at SJLS or if the classroom fills before your child's application can be considered.

LATE PAYMENT SERVICE FEE ASSESSMENTS

A late charge of \$15.00 is assessed if payment is not received by the 10th of the month. No refunds are given for illness. A \$15.00 service fee will be assessed for any returned check. If the check is returned by the bank after the 10th of the month the payment is considered outstanding. Therefore, all tuition and fees due because of the returned check will be assessed a \$15.00 late fee in addition to any bank charges.

Families whose accounts are 60 days overdue are subject to dismissal unless specific arrangements have been made with the school office. Accounts that are delinquent for two consecutive months will constitute a breach of contract. A certified letter will be sent to the responsible parent/guardian informing him/her that unless the amount due is paid within 10 days of the letter's receipt, the student status of the recipient's child/children will be forfeited by the parent/guardian and the child should be enrolled in another school.

All students participating in graduation ceremonies of St. John's must have all tuition and fees paid in full prior to the

day of graduation. Failure to comply with these conditions forfeits the student's privilege of participating in the graduation ceremonies.

If for any reason your child cannot continue to attend St. John's, any tuition will be pro-rated, but not to include registration fees. A two-week notice is required to qualify for any refund. See the registration and tuition form for the complete list of school fees and multiple child discounts.

ABSENCES AND ILLNESS

Regular and punctual attendance is required to achieve success in the school setting. Frequent absences for vacations or special interests rob the child of the benefit of the classroom experience (e.g., class discussions, lectures, projects, field trips) and instruction and foster poor habits for the future. Please plan vacations and outings at times other than school days.

Excused Absences are recorded for:

- illness
- death in the immediate family

We do not record absences for medical appointments when a note from the doctor is provided. Please try to schedule such appointments outside of school hours.

Absences due to vacations, extra sleep, outside school competitions or activities, etc, are considered unexcused. Parents and/or students are responsible for making arrangements with all teachers prior to the absence in order to make up missed work or tests. In the event that prior arrangements are not made, the opportunity to receive full credit for missed assignments may be in jeopardy.

Students who miss the school day due to illness will not be allowed to participate in after school activities on the day of the absence. Students must be present for an academic half-day following lunch to be eligible for extra-curricular activities—practice or play—on that day. An excuse issued by a medical professional will waive this requirement.

As required by law, parents must keep a student home if the child has a communicable illness. We encourage you to

fingertip length is acceptable.

A prescribed uniform serves to externally equalize all students. Uniforms provide accepted standards of modesty thus eliminating conflicting interpretations of dress codes. Parents cite the fact that uniforms simplify the tug-of-war over what to wear even though there are several selections available. Uniforms create a team spirit and foster a spirit of cooperation and participation. Uniforms provide neatness, remove "label competition", provide an improved self-image and help to reduce behavior problems.

You will be notified either in writing or with a phone call when your child is not wearing the appropriate school uniform and, depending on the frequency, additional steps may be taken. Please check your child's clothing before leaving the house.

Acceptable uniform items are available from the Dennis Uniform Company, Lands' End Uniform Catalog, and JC Penney Uniform Catalog. Please be aware that some uniform items available from Lands' End and JC Penney are not approved SJLS uniform attire. Other *uniform* brands (Dickie No-label, Arrow, Cherokee) are acceptable as long as they follow the same style and color of Dennis Uniform or Lands' End. Some *non-uniform* brands may be acceptable as well—please check with the school office before purchasing. See the detailed uniform guide below for acceptable items.

NOT ALLOWED: manufacturer's logos or other embellishments, corduroy or poplin material, cargo or carpenter style.

PE uniforms for students in Grades 4-8 must be purchased from Dennis Uniform Company. Sweats for PE must be solid black or with the SJLS logo purchased from Dennis Uniform.

The required uniform must adhere to the following:

- **Polo shirt** must be solid red, white or black without a manufacturer's logo. (Polo shirts may be purchased from any store.)
- **Blouses** (white) purchased from Dennis, Lands' End, JC Penney, or the French Toast, Arrow, or Cherokee brand.

GRADING SCALE

In those grades and classes that receive letter grades, the following scale is used:

Percentage	Letter Grade	Grade Point Value
100%	A+	4.2
93-99%	A	4.0
90-92%	A-	3.8
88-89%	B+	3.2
83-87%	B	3.0
80-82%	B-	2.8
78-79%	C+	2.2
73-77%	C	2.0
70-72%	C-	1.8
68-69%	D+	1.2
63-67%	D	1.0
60-62%	D-	0.8
0-59%	F	0.0

HONOR ROLL

Students in grades 4-8 achieving a grade point average (GPA) of 3.0 or higher at the end of each quarter receive a certificate and special recognition at a school assembly. Three categories are designated:

Principal's List: 4.0 and above
First Honors: 3.5-3.99
Second Honors: 3.0-3.49

In grades 4-6 only core academic subjects are considered for the award, whereas, in grades 7-8 all subjects receiving a letter grade are figured into the GPA using a weighted system depending on the subject matter.

DRESS CODE/UNIFORM REQUIREMENTS

St. John's seeks to create a school environment that will promote learning and discipline. To help achieve these goals, **school uniforms are mandatory**. Appropriate clothing for all students will reflect modesty, moderation and neatness and must be a size that is appropriate to the child's body. Pants, shorts, etc. are to worn at waist level. Appropriate length of shorts, skirts, etc. will be at the teacher's discretion; normally

consult with a physician regarding the time period that your child might be contagious. If your child has a communicable illness, please notify the school immediately.

A child must be kept home, or will be sent home, if any of the following symptoms are evident, until a health care provider determines the child is well enough and is not contagious:

1. Fever, defined as having a temperature of 100° Fahrenheit or higher. A child must be free of a fever 24 hours before returning to school. This means the child is fever-free without the aid of fever reducing medication.
2. Vomiting 2 or more times in a 24 hour period
3. Rash with fever or behavioral change
4. Pink eye with discharge of white or yellow, may be accompanied by crusts in the corner of the eye
5. Itching that may be extreme, on the head or body, noticeable mite, lice, or other infestation

If a child has received any of the following diagnoses from a health care provider, they must remain at home until treated and/or no longer contagious:

1. Infectious conjunctivitis (pink eye)—until 24 hours after treatment has begun
2. Scabies, head lice, or other infestation—until 24 hours after treatment and child is free from nits
3. Impetigo—until 24 hours after treatment is begun
4. Other communicable illnesses as determined by the physician and/or department of public health

In the event of a major outbreak of disease the policy of SJLS is to remain open unless there is a magnitude of faculty or student absences that interferes with the school's ability to function.

Please call the school office before 8:30 AM if your child is out of school for any reason.

TARDY POLICY

In addition to the disruption caused by late arrivals, it is important that students are on time for school and remain for the duration of the day. Besides promoting responsibility for

the “real world,” students that are on time for classes are able to be adequately prepared for the day and not rushed. They also do not miss out on important learning activities.

School gates and doors open at 8:00 AM and class begins promptly at 8:15 AM. Gates close at 8:10 AM; students arriving after 8:10 AM or later must enter through the office. Students arriving after 8:15 AM must check in at the office to receive a pass to class. Students will be marked tardy if they are not in their classroom and prepared to work by 8:15 AM.

Students who are tardy or absent due to a doctor’s appointment are excused ONLY if they produce a note from the doctor to the office. These excused absences will not be recorded. A student who accumulates the equivalent of 10 full day absences in a semester may be recommended to repeat the current grade level.

EXTENDED CARE PROGRAM

St. John’s Lutheran School provides Extended Care before and after school as a convenience for parents. The program operates on days when school is in session. The hours are from 7:00-8:00 AM and from 3:00-6:00 PM. When children are enrolled in the Extended Care program, they are enrolled on a full-time basis only. Hourly use is reserved only for family emergencies.

Children who arrive before 8:00 AM or remain on the school grounds fifteen minutes after their class or activity is dismissed, and are not enrolled in Extended Care, will be placed in the Extended Care program and charged at a rate of \$4.00/hr. for any part of an hour. The Extended Care program closes promptly at 6:00 PM. Pick-up past 6:00 PM will be subject to an additional fee at the rate of \$1.00 per minute with a minimum of \$5.00 charge.

When dropping off or picking up students for Extended Care, please use the designated parking stalls directly west of the Extended Care building.

All of the policies and procedures of St. John’s Lutheran School apply to the Extended Care Program.

met:

- 1). Cumulative 8th grade GPA of 1.5 (unless special circumstances warrant)
- 2). Passing semester grade in all classes for both 8th grade semesters
- 3). Positive recommendation from junior high faculty.
- 4). All bills/fees paid, books and other items returned.

CLASSROOM VISITATION POLICY

Comment: Please check it for readability. policy here.

Parents may visit our classrooms to observe their children in their learning environment. For the protection of all the students in our care, we must know who is visiting the classroom and for what reason they are there. We, therefore, ask you to follow the procedures listed below:

1. Call the school office to make arrangements with the teacher, who will set up an appointment for an appropriate time for visitation.
2. When visiting a class, parents should only sit and observe. If you wish to consult the teacher about your child’s progress, an appointment must be made at a time other than during school hours to avoid disrupting effective learning in the classroom.
3. If a friend or relative wishes to visit the classroom of your child, arrangements must be made by the parent on their behalf.

REPORT CARDS

Report Cards are issued four (4) times each year at the end of each quarter for grades 1 - 8. Kindergarten report cards are issued two (2) times each school year at the end of each semester. Scheduled Student/Teacher/Parent (STP) Conferences are held twice during the year (end of 1st and 3rd Quarters) with additional conferences scheduled by the parent or teacher as the need may arise.

Parents: Please do not discuss your child’s progress with his or her teacher in public or during casual meetings. We ask that you please make an appointment with the teacher and meet at the school for this purpose.

Comment: Please check it for readability. statements.

Homework may occur as one of four types:

- **Practice** - review or reinforcement of skills or concepts previously taught, learned or introduced, including unfinished class work.
- **Preparation**- for upcoming lessons, discussions, or tests
- **Extension** - applying knowledge to real-life situations; making connections between concepts, information, and skills learned over a period of time.
- **Creation/Integration** - applying creative ideas or critical thinking skills to an assignment.

Students may be given opportunities in school to work on their assignments. In cases where a child seems to bring home an excessive amount of homework, parents should arrange to discuss the problem with the teacher. Parents should show their interest and concern in the child's work by frequently checking and discussing it with the child. **Children should prepare their work neatly and accurately and submit their assignments on time.**

GRADE LEVEL ADVANCEMENT/RETENTION

It is our desire for every student to be successful. Academic development is important at St. John's and staff and administration take special care to be sure each student has developed appropriately before advancing to the next grade level.

It is our policy that a student's academic, social, and emotional development is taken into account in determining advancement into the following grade. Such decisions are not made in isolation but with input from the classroom teacher(s), Lower or Upper School Principal, and parents. Every effort will be made to communicate concerns as early as possible, and no later than Third Quarter. All parties concerned should not hesitate to communicate when concerns arise. Final decisions regarding grade level placement at St. John's will be at the discretion of the administration.

GRADUATION EXPECTATIONS

In order to receive a diploma, the following criteria need to be

SCHOOL HOURS

School begins at 8:15 AM, and students in Kindergarten - third grades are dismissed at 3:00 PM. Students in grades four through eight are dismissed at 3:15 PM. Students are not to arrive before 8:00 AM and must be picked up within fifteen minutes after release. Any students that arrive before 8:00 AM or remain past 3:30 PM (or 15 minutes after the dismissal of an after school activity) will be directed to the Extended Care program, and parents will be charged accordingly.

DROP-OFF/PICK-UP

Students may be dropped off in the morning by using the drive-through loop or parking and accompanying student(s) to the school building. If parking, K-6 families should use the main (south) parking lot. Families of junior high students may use the northwest parking area.

The drive-through loop will be closed from 2:45-3:30 PM and will not be accessible. Those picking up K-6 students should park in the main (south) lot and retrieve students from the exterior door of their classroom. Parents of junior high students may do the same or pick up students from the northwest lot.

When dropping off or picking up students for Extended Care, please use the designated parking stalls directly west of the Extended Care building.

CURRICULUM

The curriculum is established by the faculty and Superintendent. In keeping with the mission of the school, teachers relate instruction and activity to life in Jesus Christ.

St. John's course of study is aligned with the Core Knowledge Curriculum and the California State Department of Education Standards. State law requires California public schools to accept credit granted by St. John's Lutheran School.

St. John's is accredited by the Western Association of Schools and Colleges (WASC) and by the National Lutheran Schools Accreditation (NLSA).

The areas of learning are:

Religion: Study of the Old and New Testament, Church History, Memory Studies, and Basic Lutheran Christian Doctrine

Language Arts: Reading, Phonics, Grammar, Spelling, Literature, Writing, and Oral Language

Mathematics: Numbers, Arithmetic, Pre-Algebra, Algebra, and Elementary Geometry

History/Social Studies: Geography, History, Citizenship, U.S. Constitution, and Current Events

Science: Concepts in Life Science, Earth Science, and Physical Science

Other: Visual and Performing Arts, Physical Education, Spanish, Computer/Technology

SPORTS/ACTIVITY ELIGIBILITY

Students are welcome to participate in extra-curricular activities (e.g. sports, student council, worship team, Valley Achievement Center volunteer) when applicable fees have been paid and as long as they are eligible. To be eligible, students must maintain a 2.0 grade point average or better for the duration of the activity and also may not be failing any subject. If a student becomes ineligible, participation in the activity will be forfeited until clearance has been given by the teacher(s). Ineligibility may also occur due to behavior; the administration holds the final authority on eligibility.

Under normal circumstances, a student who is ill on the day of an activity may not be allowed to participate (see p. 11).

BUILDING AND PROPERTY CARE

Responsible students treat property with care and respect. Students are held responsible for any intentional or accidental damage to school property. Textbooks and other materials become the student’s responsibility when issued. While normal wear is expected, students will be charged replacement costs when unnecessary damage (or loss) occurs. Students are required to cover their textbooks with a suitable (non-adhesive) book cover to reduce wear.

ACCEPTABLE USE POLICY

Students are encouraged to use available technology to support their learning. Students in grades 4-8 will only be allowed access to on-site technology tools when the student and a parent/guardian read and sign the Acceptable Use Policy.

STANDARDIZED TESTING

In addition to regular subject material testing, the Iowa Test of Basic Skills (ITBS) is given to students in grades 1 - 8 in the fall. Individual and class results of these tests are utilized for the guidance of the individual child and for evaluation of the curriculum planning. The results of these tests are given to the parents.

HOMEWORK

Homework Philosophy

Homework is a natural and integral part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child’s educational progress.

Generally, parents can expect students to spend the following amount of time on homework (in addition to any nightly reading required by the teacher):

- Grades K-2 30 minutes
- Grades 3-5 40-60 minutes
- Grades 6-8 60-90 minutes

The amount of homework will depend upon the courses the student is taking, the specific units being covered, and an individual student’s ability and work habits.

Purpose of Homework

Homework is meaningful and quality work assigned to students to increase student learning and success while fostering the development of such character traits as: responsibility, self-motivation, self-discipline, and independence along with promoting study habits and time management skills.