

“I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.”

Philippians 3:14



**PARENT / STUDENT HANDBOOK
2008 - 2009**

**ST. JOHN'S LUTHERAN CHURCH AND SCHOOL
LCMS**

**154 S. Shaffer Street
Orange, CA 92866-1690
(714) 288 - 4406
Fax: (714) 997-4521
www.stjohnsorange.org**

TABLE OF CONTENTS

<i>SUBJECT</i>	<i>PAGE</i>
Introduction	3
Mission Statement and Purpose Statement	3
Expected School wide Learning Results (ESLR's)	4
Objectives	5
<i>I. GENERAL INFORMATION</i>	
Accreditation	6
Administration of the School	6
Admission Requirements	7
Auxiliary	9
Baptism	7
Church Attendance	7
Church/School Partnership	6
Enrollment Procedure	7-8
Faculty	6
Financial Requirements	8-9
Health Office	10
Home/School Partnership	6
Little Slices of Orange	10
Parent Involvement Program	10
Probation	7
Re-Enrollment Procedure	8
School and Office Hours	9
School Directory	10
THINK (school age care)	10
<i>II. ACADEMIC INFORMATION</i>	
Chapel Services	11
Curriculum	11
Grading Scale	11-12
Graduation Requirements	14
Homework Policy	12
Honor Roll/Merit Roll	13
Honor Society	14
Instructional Areas by Grades	11
Music / Choirs	13-14
Library	11
Parent/Teacher Conferences	13
Progress Reports/Report Cards	12
Promotion/Retention	13
Resource Program	12
Standardized Testing	13
<i>III. CO-CURRICULAR ACTIVITIES</i>	
Athletics	15
Cheerleading	15
Eligibility for Grades 6, 7 & 8	14-15
Student Leadership	15

<i>SUBJECT</i>	<i>PAGE</i>
<i>IV. SCHOOL POLICIES</i>	
Attendance Information	18
Arrival and Departure	17
Behavioral Challenges	16
Bicycles/Skateboards/Roller blades/Scooters	23
Bullying	15
Care of School and Personal Property	22
Cell Phones/Electronics	22
Classroom Discipline	15-16
Classroom Visitation	19
Distribution of Promotional Literature	24
Elevator Use	23
Emergency Procedures	24
Evening Activities	24
Expectations of Parents	15
Extended Classroom Experience	23
Field Trips and Permission Slips	23
Free Dress / Spirit Days	21
Gum / Eating in classrooms	22
Home Party Invitations	24
Leaving School Grounds during School Hours	18
Lockers	22
Lost and Found	23
Neighborhood Considerations	24
Off Campus Conduct	15
Online Technology Behavior	16
Parent - Initiated Inquiries	24
Participation in Service or School Activities	24
Personal Items	22
Pets	25
School Insurance	24
Searches	23
Suspension and Expulsion	16-17
Tardiness	18
Telephone Use	22-23
Uniform Policy	19-22
Vacations and Extended Holidays	18
<i>V. APPENDIX</i>	
Child Abuse Reports	28
Harassment Policy	26
Release of Directory Information	26
Sexual Harassment	27-28
Student Records	25-27
School/Home Agreement	29

INTRODUCTION

Dear Parents and Students of St. John's Lutheran School,

We are truly living in exciting times! We look around and see evidence of new accomplishments, new discoveries, new treatments and new cures. Our world is filled with individuals who wish to "make a difference" in the lives of people! There is one individual who not only made a difference but who changed this world forever---Jesus Christ. Through his birth, death and resurrection He paid the debt for our sins and promised eternal life for all who believed. Thus the mission of St. John's Lutheran Church and School, "to help people see, believe and receive Jesus and to serve Him with their lives." Our mission here at St. John is about making a difference in the lives of people, both earthly and eternally.

St. John's Lutheran School is here to partner with parents for the purpose of equipping students to make a difference in the world in which we live. Our school is committed to providing students with a learning environment where they learn about Christ's saving promise and experience firsthand the love of Jesus Christ. We are here to equip students with the knowledge and skills that will help them lead productive lives within our community. Lives that make a difference in our city, state, country and world! But even more importantly than that, we equip students to live in the joy of knowing they have eternal life and they are called to share that joy with others. Yes - called to be leaders and to make a difference in the eternal lives of others!!

It is both a joy and a privilege to have your children attending St. John Lutheran School. This handbook is intended to provide you with vital information on the operation of the school. It is essential that it be read carefully and thoroughly. We would ask you to share this information with your children so that school will be both a benefit and joy for them. Should you have any questions, please contact any school staff person for clarification.

This school year is going to be amazing! A year filled with blessings beyond our imagination! May God bless all of us as we fulfill our responsibilities of raising Godly children to make a difference!

Joy in Christ,

Randy H. Einem
Principal

MISSION STATEMENT

The mission of the congregation is to help people see, believe and receive Jesus and to serve Him with their lives.

PURPOSE STATEMENT

St. John's Lutheran School, as an extension of St. John's Church, is committed to a Christ-centered and academically challenging learning environment where students grow spiritually, intellectually, physically and socially.

Expected School wide Learning Results

(ESLR's)

As life-long learners, St. John's Lutheran School's students will:

1. Develop a personal relationship with Jesus Christ as their Lord and Savior.

Value their self-worth as forgiven children of God - Be *disciples* of Jesus by:

- a) Actively participating in church
- b) Enthusiastically sharing their faith
- c) Showing respect for others
- d) Realizing their bodies are gifts from God

2. Communicate with effectiveness and confidence.

- a) **Read** with comprehension and appreciation
- b) **Write** with clarity and completeness
- c) **Speak** with articulation
- d) **Listen** critically and respond

3. Utilize problem-solving techniques.

- a) Incorporate **analytical, critical, and logical** thinking and questioning skills
- b) Apply technology to access data and relay information
- c) Possess intellectual curiosity

SJLS

4. Demonstrate knowledge, respect, and an understanding of God's world.

Explore, Experiment, and Observe

- a) Life, earth, and physical features
- b) Languages and cultures
- c) Environmental awareness
- d) Creative expression through appreciation of the fine arts.



THE ROLE OF THE TEACHER

It is the objective of St. John's Lutheran School that the teachers will:

1. Daily teach the Christian faith by sharing God's Love and His plan of salvation as found in the Holy Scriptures and explained in the Lutheran Confessions.
2. Nurture the development of students' faith by:
 - Encouraging students through instruction and by example to live a life of faith, prayer, and service to Christ.
 - Fostering compassionate and forgiving Christian relationships between students.
 - Modeling an acceptance of students, parents, and fellow staff members as unique, redeemed children of God.
 - Encouraging by example a life of regular worship.
3. Pray regularly for self, student and parents.
4. Foster attitudes of responsibility and self-discipline in students.
5. Maintain high but realistic academic standards while being sensitive to individual differences.
6. When appropriate refer children to specialized help and/or counseling.
7. Provide a positive and stimulating learning environment.
8. Inform parents of student progress and/or special needs.
9. Through continued education, grow as educators.

THE ROLE OF THE PARENT

It is the objective of St. John's Lutheran School that the parents of students will:

1. Train their child in the way of the Lord.
2. Nurture the development of their child's faith by:
 - Encouraging their child through instruction and by example to live a life of faith, prayer, and service to Christ.
 - Fostering compassionate and forgiving Christian relationships between their child and others.
 - Modeling an acceptance of their child (ren), fellow parents, and staff members as unique, redeemed children of God.
 - Encouraging by example, a life of regular worship.
3. Pray regularly for self, family and school.
4. Take an active and involved interest in the education of their child by:
 - Supporting the policies of St. John's Lutheran School and the classroom teacher.
 - Reinforcing in the home what is taught at school.
 - Communicating with the teacher.

THE ROLE OF THE STUDENT

It is the objective of St. John's Lutheran School that the students will:

1. Bear faithful witness, in word and action, to living a life committed to Christ.
2. Live out a life of faith by:
 - Displaying compassionate and forgiving Christian relationships with fellow students.
 - Modeling an acceptance of fellow students, parents and staff members as unique redeemed children of God.
 - Participating actively and regularly in worshipping the Lord in classroom devotions, weekly chapel services and Sunday worship services.
3. Pray regularly for self, family and school.
4. Display an attitude of responsible citizenship and patriotism.

5. Use God-given talents to the best of their abilities.

SECTION I - GENERAL INFORMATION

ADMINISTRATION OF THE SCHOOL

St. John's Lutheran School is an extension of St. John's Lutheran Church and has been in existence since 1883. It is one of approximately 2,000 schools under the auspices of the Lutheran Church Missouri-Synod and is specifically a part of the Pacific Southwest District. These Lutheran Schools have offered an excellent Christian and academic education for over 150 years.

The Council of School Ministries (School Board) governs St. John's Lutheran School. The School Board is comprised of members of St. John's Lutheran Church and selected by the congregational assembly to facilitate the operation of the school. The Council of School Ministries consists of six elected members and the following advisory people: The President of the School Auxiliary and the School Principal. They meet monthly to review and establish policy and monitor progress.

The school is under the general supervision of the Principal. The Principal is responsible for the day-to-day operation of St. John's Lutheran School, Kindergarten through 8th grade.

The school reserves the right to make or not to make exceptions, on a case-by-case basis, as the school deems fit in its sole and absolute discretion. At no time are the parent(s) of student(s) promised any exception for any reason whatsoever, notwithstanding the fact that an exception may have been previously granted or subsequently granted to another parent or child under the same or similar circumstances.

FACULTY

The teachers are employed by St. John's Lutheran Church and accountable to the School Board. They are teaching ministers of the church. Faculty members have earned degrees in education. Many have earned advanced degrees and/or continuing education credits.

Our teachers are the main strength of the school. Their Christian instruction and guidance is a ministry to children and parents. They teach and evaluate, plan and prepare, relate and counsel, pray and care. Their communication with parents is key to effective education. Pray for them, support their decisions, and give them respect, love and encouragement.

ACCREDITATION

St. John's Lutheran School has completed a rigorous accreditation process and has received accreditation from the Western Association of Schools and Colleges and National Lutheran School Accreditation from the Lutheran Church-Missouri Synod. Our accreditation's are reviewed regularly and maintained as a significant endorsement of the high quality educational program available at St. John's Lutheran School. Annual reports must be made on the school's progress on their school improvement plan.

THE HOME-SCHOOL PARTNERSHIP

The strong partnership between the school and the home is an essential element in educating the whole child. The school and home must work closely together for the welfare of the child. The spiritual, academic, emotional, physical and social growth of children begins in the home. Parents are the primary role models and educators for their children. The St. John's Lutheran staff is committed to working with families in helping to nurture the development of the whole child. It is the purpose of the school to be an extension of the home in Christian training. We wish to work with children and parents who are willing to walk with us in oneness of spirit and purpose. This oneness is based on a common value system, support for one another and cooperation. In the event that this oneness cannot be maintained due to differing value systems, non-support or non-cooperation, it may be necessary to dissolve the partnership.

THE CHURCH-SCHOOL PARTNERSHIP

St. John's Lutheran School is a vital component of the ministry of St. John's Lutheran Church. The church plays an essential role in supporting the school children and parents. St. John's Lutheran Church funds a portion of the school

budget. It also helps the partnership through Bible classes for all ages, youth ministries, care ministries, counseling, music, and men and women's ministries.

CHURCH ATTENDANCE

An integral part of Christian training is participating in worship services. Parents are encouraged to serve as role models for their child(ren) in worship attendance. Each classroom teacher keeps a record of attendance at Sunday morning church services and Sunday School. Award certificates are presented to students at each quarter reporting period. Awards are given for perfect church attendance, perfect Sunday School attendance, and perfect school attendance. Perfect Sunday School attendance will not be affected if a student is absent from Sunday School because they are singing with their class choir or Church Mouse Choir at the 9:30 a.m. worship service. At the end of the year in the Awards Assembly awards are given for the total year for the three previously mentioned areas as well as outstanding Church attendance and outstanding Sunday School attendance. Outstanding is defined as attending 85% of Church attendance or 85% of Sunday School Attendance.

BAPTISM

In Matthew 28:19 our Lord tells us "to make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit." If your child has not been baptized we would invite you to consider the possibility of having him/her baptized at St. John's Lutheran Church. If you would like to inquire further about the blessings of baptism, please contact your child's teacher, the school principal or the pastoral staff.

ADMISSIONS REQUIREMENTS

Our school is open to all that desire a Christian education for their children. The school admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs and activities made available to students at the school. The school does not discriminate on the basis of race, color, racial, national, or ethnic origin, in the administration of its educational policies, scholarships, intramural programs and other school administered programs. First consideration is given to those who are members of St. John's Lutheran Church.

To be eligible for Kindergarten a child must show proof of age by presentation of a birth certificate prior to admission. Each Kindergarten student must be five years old before September 1. Students whose fifth birthday is in July or August, and students not attending Lamb's Lot Preschool, will be required to take a readiness test for screening purposes. Parents will be responsible for any required fees.

Prior to entrance, students transferring from other schools, along with their parents, must confer with the principal. Parents must present a copy of the child's latest report card and standardized test results. A student recommendation form must be completed from the student's present school and returned before acceptance. Students applying for first grade who did not attend St. John's kindergarten may be required to pass a readiness test prior to acceptance.

St. John's Lutheran School requires that the academic information provided by the parents on the application be complete, factual, and without misleading content. In signing the application, the parents assert the truthfulness and completeness of the information, and are in agreement with the enrollment requirements and the "Parent-Student Handbook". Violations of any of the above are conditions for non-acceptance or dismissal of the student any time during the school year.

PROBATION

As a general rule each and every student admitted to the school is on an academic and behavioral probation. For students with no known aberrant behavioral problems, this probationary period is one quarter, approximately nine weeks, in duration. Students with behavioral or academic problems may be admitted to the school with a longer period of probation. The probationary period will be discussed between the parent, student and principal, and specifically indicated in the enrollment form. If your child has behavioral or academic problems, we will work with and pray for you and your child. At the same time, it is specifically understood by you and your child that the school is not an institution that specializes in the correction of aberrant behavior. At any time during this period, the school may rescind its acceptance of your child for any reason. This rescission will be effective immediately and the parent and child will be expected to peaceably abide by the decision of the school in this regard.

ENROLLMENT PROCEDURE FOR GRADES 1-8

Information about St. John's Lutheran School should be requested from the school office. Complete and return an application for admission along with the application fee to the school office. The school office will contact you to schedule an interview with the principal and a tour of the campus. Have a Student Recommendation form completed by the student's current teacher. Bring your child's last report card and standardized test results to the interview. Shortly after completion of the interview, you will be notified of your child's acceptance. Upon acceptance registration fees are due and are non-refundable unless the family moves from the area. If a child is denied admission the registration fee is returned in full.

RE-ENROLLMENT PROCEDURE

Children are accepted for enrollment at St. John's Lutheran School for one year. Re-enrollment procedures must be completed each year. Re-enrollment materials will be distributed in January for the next school year. Registration fees are to be submitted with the re-enrollment form to reserve a place for your child. Forms and checks are accepted at the school office. Current students are registered prior to the acceptance of new students. St. John's reserves the right to deny re-enrollment to any student who has excessive, unexcused absences or tardies.

CLASS ASSIGNMENTS

Recommended class lists are submitted by the teachers to the principal. The lists include rationale for placement of students. The principal makes the final determination of classes and the assignment of teachers to the classes. Parental requests may not be honored because of the educational rationale used to determine classes.

FINANCIAL REQUIREMENTS

FEES: All fees are non-refundable unless the family moves out of the area normally serviced by the school.

Application Fee	\$30.00 (Due with application)
Annual Registration Fee	\$375.00 (Due upon enrollment)
Kindergarten Readiness Testing Fee	\$45.00 (Due at time of testing)
Earthquake Preparedness Fee	\$25.00 (Due upon enrollment)
One-to-One Laptop Fee	\$1500.00 (One annual payment or 10-month payments)
Athletic Fee	\$50.00 per sport (Due prior to the beginning of each season)

ANNUAL TUITION RATES

MEMBER	NUMBER OF CHILDREN	NON MEMBER
\$4,115.00	One Child	\$5,325.00
\$7,965.50	Two Children	\$10,540.00
\$11,555.00	Three Children	\$15,570.00
\$14,834.00	Four Children	\$20,490.00

THREE (3) PAYMENT PLANS ARE AVAILABLE:

- 1. ANNUAL PAYMENT PLAN:** Full payment of yearly tuition is payable on or before August 1, 2008. A \$100.00 late fee will apply after August 5, 2008 or if a check is returned by the bank for non-payment. **VISA and MASTERCARD are accepted.**
- 2. SEMESTER PAYMENT PLAN:** Payment of tuition twice a year. A \$50.00 late fee will apply to each semester tuition payment after August 5, 2008 and January 5, 2009 or if a check is returned by the bank for non-payment. **VISA AND MASTERCARD are accepted.**
- 3. MONTHLY EFT PAYMENT PLAN:** Tuition is paid monthly by Electronic Funds Transfer (EFT) over a 10-month period, which begins in August and ends in May. A \$30.00 service fee will apply to each monthly tuition payment returned by the bank for non-payment. Full tuition will be due and payable when two (2) or more EFT's are returned by the bank for non-payment.

RETURNED PAYMENTS:

There will be a \$30.00 service fee for all returned items, either monthly EFT or checks. Each return item will be recleared one time only. Items that do not clear the bank after the second time will be considered past due and the Tuition Review Committee will be notified.

Seriously delinquent accounts are referred to the Tuition Review Committee. This group has been organized to assist in collection of any delinquent fees and to award any grants in aid from the School Endowment Fund, Porter Memorial Scholarship Fund, Tuition Assistance Fund and undesignated gifts. St. John's School Endowment Fund has been established to help aid families who may need tuition assistance. Giving to this account allows us to provide assistance to those students who would otherwise not have a Christian education available to them. Please consider donating to this fund as we seek to extend the many blessings of our school to as many students and families who might require this aid. Applications for grants in aid are available in the school office.

The Tuition Review Committee was organized in November of 1994 by action of the St. John's Lutheran Church Congregational Assembly and functions under the supervision of the Council of Trustees. The Tuition Review Committee has been vested with the responsibility to discontinue any member or nonmember student for nonpayment of tuition and /or fees. Families can initiate contact with the Tuition Review Committee through the principal's office.

If all financial obligations are not completely fulfilled by the last regular day of school, neither a final report card nor diploma will be issued. Financial obligations include, but are not limited to, tuition, all fees, library fines, damage to textbooks, damage to or not returning athletic uniforms, etc. Grades will be released to the parents upon full payment of all tuition. Students will not be allowed to re-enroll for the subsequent school year until all previous financial obligations are completed.

ESTABLISHING TUITION RATES

Tuition rates, based on the actual cost of educating each pupil, are established in conjunction with the annual church budget. The school principal recommends a tuition rate to the School Board for approval. The School Board chairman will then present the rates to the Trustees for approval and then the President of the congregation will present the tuition rates along with the church budget to the Congregation for final approval. Final approved tuition rates are published for all parents following the Congregational Assembly.

Tuition rates are established using the following School Funding Formula:

- a) Determine the total operating expenses for the fiscal year.
- b) Divide the total operating expenses by the total number of students. This is the per pupil cost.
- c) Add a surcharge of up to 10% to the pupil cost to establish nonmember tuition and fees.
- d) Multiply the nonmember students' tuition and fees by the total number of nonmember students. Subtract the total nonmember tuition and fees from the total operating budget.
- e) Divide the result of d) by the total number of members' students. This establishes the member per pupil tuition and fees. The church's contribution will be a percent of this cost, and the members' tuition and fees will be the remainder of the cost.

SCHOOL HOURS AND SCHOOL OFFICE HOURS

Kindergarten - Grade 8	8:15 a.m. - 3:00 p.m.
Before School Care	6:30 a.m. - 8:05 a.m.
After School Care	3:00 p.m. - 6:00 p.m.
School Office Hours	Monday - Thursday 8:00 a.m. - 4:30 p.m. Friday - 8:00 a.m. - 3:30 p.m.

The school grounds do not open and are not supervised until 7:55 a.m. Students brought to school prior to 7:55 a.m. must be checked into THINK (school day care). Students not picked up 15 minutes after school dismissal will be checked into THINK.

For all the reasons of liability and lack of supervision, students are not to be playing on any of the playgrounds before or after school. For the same reasons students should not be playing on the playground equipment if there is no teacher supervision.

AUXILIARY

Parents or guardians of St. John's students are automatically members of the Auxiliary. Many hours are donated by the Auxiliary members toward making St. John's Lutheran School the best possible school for our children.

The Auxiliary is extensively involved in raising funds for school needs. They have provided equipment, furnishings, and supplies throughout the entire school.

PARENT INVOLVEMENT PROGRAM (PIP)

Each family is required to donate a minimum of 20 service hours to St. John's Lutheran School. (More than 20 hours will be gladly accepted, but cannot be carried over to the following school year!) Single parent families will be required to donate a minimum of 10 service hours. One-half (1/2) of your required PIP hours may be from the Other Ministry Service Areas. At least one-half (1/2) must be from the School Service Areas. The persons donating the hours may include parents, grandparents or any family member over the age of 18.

The person donating the hours will be responsible for having their service slips filled out and turned into either the individual teacher or to the school office. Parent Involvement Program (PIP) hours must be completed by the last, regularly scheduled day of the school year. Report cards and graduation diplomas will not be issued until hours are completed or funds for hours not completed have been received by the school office. Students are not allowed to enroll for subsequent school years until all financial obligations have been satisfied.

Service hours not completed will be billed at a rate of \$20.00 per hour. All funds received through the PIP will be held in a separate account, to be administered by St. John's Lutheran School Board.

THINK Together (School Age Care)

Beginning at 6:30 a.m. until classrooms open at 8:05 a.m., care is available. After school care is available until 6:00 p.m. For more information, please visit their website at www.thinktogether.org. Our program is specifically designed to assist working parents desiring care for their children. THINK fees are available from the Director, 288-4408.

HEALTH OFFICE

A registered nurse is on duty from 10:00 a.m. – 3:00 p.m. during the regular school day for preschool through grade 8.

- A. ALL PRESCRIPTION MEDICATIONS must be administered by the school nurse or other designated school personnel.
- B. According to California Educational Code, medication can be given at school only under the following conditions:
 1. Medication must be prescribed by a physician.
 2. A written statement from the physician must be on file at school stating:
 - a. method of administration
 - b. amount of medication
 - c. time schedule for administration
 3. Written statement from the parent/guardian requesting assistance in administering medications per doctor's orders.
 4. Medications will be kept in the nurse's office or nurse's station in the preschool - **no medications will be permitted to remain in a student's possession.**
 5. Physician/dentist forms are available in the school office.
 6. The above regulations apply to over-the-counter medications such as aspirin, Tylenol, cough syrup, etc.
- C. A student choosing to take NON-PRESCRIPTION medication by himself/herself with or without parent permission will be doing so at his /her own risk and the school assumes no liability for possible complications which may arise.
- D. AT NO TIME is a student or unauthorized faculty or staff member permitted to provide or administer prescription or non-prescription medication to a student.
- E. A student needing to leave the premises during the school day due to illness shall FIRST report to the nurse or school office, which will then contact the parent/guardian for clearance or permission to leave.

LITTLE SLICES OF ORANGE

The primary communication publication of St. John’s Lutheran School is a weekly newsletter posted on the school website, www.stjohnsorange.org, every Friday. It can also be accessed through Angel, the school online learning system.

SCHOOL DIRECTORY

Every family will be given a school directory listing the officers of the Auxiliary, schedule of meetings, school calendar, and the names, addresses and phone numbers of school families and teachers. This directory is not for business use. It is not the desire of our families to be approached for promotional or sales presentation through the use of this directory.

SECTION II - ACADEMIC INFORMATION

CURRICULUM

The primary focus of each day is the study of God’s Word. All subjects are taught in the light of His Word. Every child regularly participates in worship services, daily devotions, and other religious projects.

St. John’s Lutheran School offers a balanced curriculum in compliance with guidelines of the California Department of Education. St. John’s students are high achievers on nationally recognized achievement tests and are prepared for entrance into high school.

In addition, subjects are supplemented with a number of activities such as plays, musicals, musical concerts, athletic events and learning fairs, which provide students with a variety of rich learning experiences.

The greatest benefit at St. John’s Lutheran School is the inherent Christ-centered nurturing given to our students as they work toward the academic success appropriate to their God-given abilities.

INSTRUCTIONAL AREAS BY GRADES

	K	1	2	3	4	5	6	7	8
Art									
California History									
Computer Education									
English									
Exploratory Classes									
Handwriting									
Laptop Program (1-to-1)									
Library Skills									
Mathematics									
Pre-Algebra/Algebra									
Memory Work									
Music/Choirs									
Physical Education									
Reading / Literature									
Religion									
Science / Health									
Social Studies									
Spanish									
Spelling									
U.S. History/Constitution									
Writing									

LIBRARY

The school library is available to students at specified times during the school day. Students may check out books for personal reading at home. Books not returned by the due date result in fines assessed at the rate of \$.10 cents per day, including weekends and holidays. Fines are assessed for damaged and lost books at the rate of \$15.00 for hardcover, (unless the replacement value is greater), and \$6.00 for paperback books. Both teachers and students use the library to enrich instruction and reference topics being studied. Library hours are from 8:00 a.m. to 4:00 p.m.

CHAPEL SERVICES

All students participate in regular morning devotions in the classrooms and in weekly, Wednesday chapel services. Parents are encouraged to attend these services. Weekly chapel services are not a substitute for regular family worship attendance. Chapel offerings are used for special projects throughout the school, church, community, and world.

GRADING SCALE

At St. John's Lutheran School we strive to measure total student performance by looking at the overall display of class work, homework, evaluative testing of performance, class participation, and special projects. To keep students and parents informed of student progress, written grades are given in grades 1-8. Kindergarten uses outstanding, satisfactory, needs improvement or shows improvement. Students are expected to do their best, using the talents God has given them.

ST. JOHN'S LUTHERAN SCHOOL GRADING SYSTEM:

Grade	Percent	GPA Points
A+	100%	12
A	99-93%	11
A-	92-90%	10
B+	89-88%	9
B	87-83%	8
B-	82-80%	7
C+	79-78%	6
C	77-73%	5
C-	72-70%	4
D+	69-68%	3
D	67-63%	2
D-	62-60%	1
F	59 - 0%	0



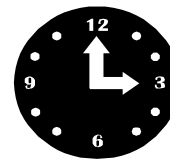
HOMEWORK POLICY

Research consistently shows that parents are a key factor in students' achievement at school. Thus it follows that parents must play an important role in the homework process.

Homework is required of students to assist in lessons taught during the school day. All homework has been explained by the teacher and is to be completed by the student. Excessive or non-existent homework over a long period of time may indicate a problem, and parents should contact the teacher.

Students in grades 4-8 complete a daily assignment notebook. A daily signature is required from a parent/guardian. To avoid last minute rush efforts to complete long-range projects or assignments, students should carefully plan ahead. Recent research has demonstrated that homework is beneficial both for the student's learning as well as the involvement of parents. The average time spent on daily homework should not exceed the following:

Grades K, 1, 2, 3	30 minutes
Grades 4, 5	60 minutes
Middle School	2 hours



If a child is having more homework than this on a consistent basis, it is essential that the **parent immediately notify** the classroom teacher to determine the problem and plan or implement an appropriate intervention, or individualized homework plan/program.

RESOURCE PROGRAM

The Resource teachers will work with teachers and administration to identify and provide academic support for students with special learning needs. Students will work with the resource teachers to improve study habits, academic performance, and provide accommodations and modifications to the curriculum when necessary. Individualized Education Plans will

be written for some students and testing will be coordinated when necessary. The Resource teachers will function as student advocate when consultation or testing with public agencies is required.

PROGRESS REPORTS / REPORT CARDS

Mid-quarter progress reports are mailed to students halfway through each quarter of the school term. Not all students in grades kindergarten through 5 receive mid-quarter progress reports. However, all students in grades 6 through 8 receive these progress reports.

Report cards are distributed four times each year. Report cards are handed to the parents at the end of the first quarter. Middle School report cards are mailed home at the end of the first quarter. At the end of the other quarters, the report cards are sent home with the children in grades kindergarten through 4 and are mailed home in grades 5 through 8.

PROMOTION / RETENTION

Students advance to the next grade level at the end of the school year after satisfactorily completing the course of study required in their present grade. Students who do not demonstrate competence in their grade level standards as determined by St. John’s Lutheran School curriculum are to be retained, repeat the grade. All areas of a student’s development are taken into consideration including academic achievement level, social and emotional growth and physical development when making the decision for promotion or retention.

PARENT / TEACHER CONFERENCES

At the end of the first quarter and in the third quarter, Parent/Teacher conferences are held. Attendance at these conferences is mandatory. These conferences provide communication between the teacher and parents/guardians on current progress as well as areas where reinforcement at home would be helpful. Any time a parent, student, or teacher recognizes a need, parent-teacher conferences are recommended. While parents are in the conference, children should not be left unattended outside.

STANDARDIZED TESTING

The Iowa Test of Basic Skills (ITBS) is administered in the Fall to each student in grades 1-8 to determine scholastic progress as well as strengths and/or areas of weakness. Cognitive Abilities Tests (CogAT) are administered in the Fall in grades 1, 3, 5, and 7. The Quall’s Early Learning Inventory (QELI) is administered throughout the year in Kindergarten.

On occasion the home - school partnership needs to be expanded to include other professionals. During the school year, further individualized or diagnostic testing may be required if an academic or psychological difficulty is experienced. Initial screenings have proven extremely valuable and provide a road map for students, teachers and parents in charting a course of positive action to further educate the whole child.

HONOR ROLL / MERIT ROLL

In order to recognize outstanding academic achievement in grades 6, 7 and 8, guidelines have been established for achieving Honor Roll or Merit Roll status.

Honor Roll and Merit Roll awards are based solely on the student’s Grade Point Average (GPA) at the end of each quarter. Students earning a GPA of 10.0 or above (no rounding) qualify for Honor Roll. Students earning a GPA of 8.0 – 9.9 (no rounding) qualify for Merit Roll.

Each letter grade receives a number of GPA Points specified in the grading system earlier in this handbook. Academic subjects included in the calculation (along with their assigned weight) are listed below:

Subject	Weight	Subject	Weight
Christian Learning	1.0	Spanish	1.0
Literature/Spelling	1.0	Music	1.0
Mathematics	1.0	Writing	0.4
History	1.0	Grammar	0.4
Science	1.0	Art	0.2
Physical Education	1.0		

MUSIC / CHOIRS

The music program at St. John's is made up of classroom choirs at all grade levels, and one auditioned choir for girls in grades 6-8. The choirs practice 1-2 times per week during school and sing in different church services several times per year. Attendance is required of all students.

ALLELUIA CHOIR: Alleluia is made up of all students in third grade. They rehearse once a week and sing six times during the school year

HOSANNA CHOIR: Hosanna is made up of all students in fourth grade. They rehearse once a week and sing six times during the school year

KANTATE CHOIR: Kantate is made up of all students in fifth grade. They rehearse twice a week. This choir sings in church services and local programs. In the spring they perform a Christian musical complete with soloists, actors, costumes and choreography.

SANCTUS SINGERS: Sanctus Singers is a choral group made up of girls in grades 6 – 8. This choir meets twice a week. Students will audition for this choir early in the school year. Sanctus Singers sing a variety of sacred and secular music at events throughout the school year.

HONOR SOCIETY

Honor Society is established for grades 6, 7 and 8 to recognize academic achievement and Christian citizenship. Honor Society is awarded after the end of each quarter.

There are three requirements that must be met to qualify for Honor Society. First, the student must earn a GPA of 10.0 or above (no rounding).

Second, the student must not have any negative marks in conduct or regarding effort on the quarterly report card. Third, the student must satisfactorily complete a service project assigned by the advisor.

Honor Society Trip: Students qualifying for Honor Society for 3 quarters and earning a GPA of 10.0 or above (no rounding) at Mid-Quarter 4 are eligible to attend the Honor Society Reward Day.

The Honor Society Reward Day will occur during a regular school day designated by the administration. Only students fulfilling the requirements may attend.

Only 8th graders who have attained Honor Society status during their 8th grade school year will be allowed to wear the Honor Society cords at graduation.

GRADUATION REQUIREMENTS

Students must complete all required subjects to the satisfaction of their instructors, principal, and School Board prior to the granting of a diploma. The student must pass each class in eighth grade with a D {GPA=2.00} or higher grade. This is determined by averaging the grades for the individual class for the four quarters. The cumulative Grade Point Average for all classes for eighth grade must be 4 .00 or higher, C-.

- ❖ All detentions must be served.
- ❖ All library books, textbooks and other school property must be returned.
- ❖ All financial obligations [eg. tuition, fines] must be fulfilled.

If the above requirements are not satisfied, the student will not be eligible to graduate and the final report card and diploma will not be issued.

SECTION III - CO-CURRICULAR ACTIVITIES

Co-curricular activities are defined as athletics, clubs, cheerleading, yearbook, Student Leadership and its sponsored activities such as school dances.

ELIGIBILITY FOR GRADES 6, 7, & 8

The School Board has adopted a policy that requires a student to earn the minimum of a “C” average in order to participate in co-curricular activities. A student receiving an “F” in any subject will be declared ineligible. A student receiving a “U” (unsatisfactory) for conduct or an “Effort is Unsatisfactory” in the comment section for any subject will be declared ineligible. A student receiving an “N” (needs improvement) for conduct or an “Effort Needs Improvement” in the comment section for two or more subjects will be declared ineligible.

The intent of this policy is to encourage high academic achievement and not to discourage participation in co-curricular activities.

The teacher will alert parents of any grade that falls below “C” through the mid-quarter progress report or the quarterly report card. This policy does not carry grades over from year to year. Students declared ineligible have two weeks to show substantial improvement in deficient areas. [One week is defined as five school days.] During these two weeks the student must clear all of the deficient marks that made the student ineligible. At the end of the second week, if deficiencies have not been corrected, the student will become ineligible until the next reporting period indicates these deficiencies have been corrected, and no new problems have surfaced. A notice of ineligibility will be sent home by the principal.

ATHLETICS

An athlete, who is not in attendance at school for at least the second half of the school day due to illness, is not allowed to participate in any games or practices that day or on the weekend if the absence was on Friday. The beginning of fifth period in the middle school schedule is considered to be the halfway point for the school day. An athlete also may not participate if the absence is unexcused.

Boys and girls in grades 5 through 8 have many opportunities to participate in after-school sports.

FALL	WINTER	SPRING
Boys - Flag football grades 5-8	Boys - Basketball grades 5-8	Boys - Volleyball grades 7&8
Girls - Basketball grades 5-8	Girls - Volleyball grades 5-8	Girls - Flag football grades 7-8
Girls - Cheerleading grades 7&8	Girls - Cheerleading grades 7&8	Boys/Girls - Track grades 5-8

STUDENT LEADERSHIP

Students in grades 7 & 8 can be elected to the Executive Board of the Student Leadership Team (President, Vice President, Secretary, and Treasurer). Executive Board members must have a cumulative grade point average of 8.0 or above and be in good standing in conduct and citizenship.

Grades 6, 7 and 8 will each elect two male and two female representatives. Students wishing to run for Representative must be in compliance with the school Eligibility Policy prior to being placed on the ballot. The Eligibility Policy applies to all students elected to the Student Leadership Team in order for them to retain their elected offices during the school year.

SECTION IV – SCHOOL POLICIES

All students contribute to the spirit and environment of St. John’s Lutheran School. Enrollment in the school implies that both parents and students are in agreement with the purpose of the school. Our purpose is carried out in an atmosphere of Christian love, forgiveness, and self-discipline. The environment necessary to foster academic success is one of respect for one’s self, others, including all in authority, God and His Word, and the need for responsibility. A positive and cooperative school climate is free from disruption and reflects characteristics of honesty, perseverance, and Christian values.

EXPECTATIONS OF PARENTS

There are three times during the school year that it is mandatory for the improvement of home - school communication that parents attend.

- *Family Visit:* This is a time in August when the teacher visits with their students and parents to share information and facilitate clear communication.
- *Parent Orientation:* These occur in the evening during the first weeks of school. Parents meet with the Principal and then proceed to their students' classroom for a presentation by the teacher.
- *Parent/Teacher Conferences:* These occur twice a year. The purpose is to discuss the progress of their student.

CLASSROOM DISCIPLINE

Each classroom teacher presents their individual classroom procedures to their students and again, to parents, at Parent Orientation Night. Christian parents need to view the necessity for discipline as a Scriptural principle. Discipline is not punishment. It is a set of guidelines, rules and procedures, similar to those in every Christian home, which help shape the nature and character of the individual. There is room for the Law, rules and consequences, and there is the appropriate time for the Gospel - after repentance comes forgiveness. When we are motivated by the Gospel, we can then start anew.

Behavior that in any way disrupts the learning environment of any student or the teacher's instruction is unacceptable. Whenever a student chooses to disrupt the learning climate, the teacher must take action. The classroom teacher must use professional discretion to employ appropriate consequences. The student shows an attitude of Christian cooperation and conscience by accepting without excuse or argumentation, the necessity for consequences to unacceptable behavior.

Bullying, demeaning, taunting, intimidation, threats of violence and other disruptive behavior on our campus will not be tolerated; that is, all reports of incidents will be taken seriously and will be dealt with appropriately. Reports of incidents should be made to the supervisor in charge. Such behavior can include oral or written statements, gestures or expressions that communicate a direct or indirect threat of harm.

Note: In attempting to encourage high standards of Christian behavior and morality, no public display of affection is acceptable for students at St. John's Lutheran School.

OFF CAMPUS CONDUCT

The Christian code of conduct applies to your child's behavior at school or anywhere else, at any time, associated with a school sponsored activity. Violations can cause your child to be disciplined, suspended, or expelled, as the school deems fit.

ONLINE BEHAVIOR AGREEMENT

Let your online behavior be an example for others, and reflect the values and beliefs we share as followers of Jesus. *Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about such things. Whatever you have learned or received or heard from me, or seen in me-out it into practice. And the God of peace will be with you. Phil 4:8-9.*

Respect the rights and property of others.

- If you use someone else's writing, video, images, or sounds be sure to get permission and/or give them credit.
- Don't log on to someone else's account, even if they give you permission. Watch out for the safety of others.
- If you discover someone else's password, let them know and encourage them to change it.
- Never pretend to be someone else while online.
- When communicating online using instant message (IM), e-mail, discussion boards, chat, or text message, remember to always be respectful. Use your words to build others up. Do not be mean, or hurtful.

Protect yourself. Not everyone online shares our values and beliefs. There are people out there looking to take advantage of you or maybe even harm you, so protect yourself while online.

- Protect your passwords. Do not share them with others.
- When you are posting something that could be viewed publicly, never give out any personal information that could let someone you don't know be able to find you.
- If inappropriate material should appear on your computer screen, tell an adult immediately.

- If someone sends you inappropriate material, tell an adult immediately.
- Do not communicate with a stranger. If you are contacted by an unfamiliar user, tell an adult immediately.

BEHAVIORAL CHALLENGES

The following guidelines will shape the nature of disciplinary procedures.

- Teachers counsel with students in private conference.
- Teachers will call on the home-school partnership by meeting with parents and student.
- Teachers will call on the administration for a conference including the principal (may include teacher or be private with student). The principal conducts the conference with the parents, the student and the teacher.

SUSPENSION AND EXPULSION

Behaviors of the students that violate the Christian trust of the home-school partnership include:

- continued disobedience of school rules and policies
- language or actions which present an attitude of defiance of those in authority
- stealing
- cheating or allowing one to cheat from your work
- inappropriate or non-Christian language or gestures
- smoking on campus and at school sponsored activities
- forging or using forged material or signatures
- persistent truancy
- fighting
- drugs, firearms or any other weapon
- any form of harassment or bullying
- immoral behavior
- inappropriate use of technology
- any behavior specifically prohibited by the California State Educational Code

Parental refusal to accept school-imposed consequences for their children signals a spirit of non-cooperation, breaking down the home-school partnership necessary to foster oneness of spirit and purpose.

Middle School students and their parents will be given a list of specific policies in regard to discipline of students in grades 6, 7, and 8. See the Middle School Handbook.

The privilege of attending school may be temporarily denied a student who is in violation of school or classroom rules. The principal may suspend a student from the school for periods not to exceed three days. A suspended student may not attend classes or participate in any school activities until the suspension is ended. Students are responsible for completing all work that was missed during the suspension. The principal will notify the parent/guardian in writing of the terms of the suspension. The parent/guardian of the suspended student must personally meet with the principal before the student may return to school.

When other methods of discipline and control do not result in improvement of behavior or in the case of severe misbehavior, the principal may recommend to the School Board to expel a student from the school. Expulsions will be done at a School Board meeting upon the recommendation of the principal. Prior to bringing any expulsion cases to the Board, the parent/guardian must receive at least three days advance notice that such termination action is possible. Expelled students may not return to classes or participate in any school activities.

ARRIVAL AND DEPARTURE

Any student being picked up before the end of the regular school day must be signed out in the School Office. Any person not listed on a student's pick-up authorization form, will not be permitted to take a child without written consent from a child's parent or legal guardian. Identification verification will be required.

If it is believed by an employee of St. John's Lutheran Church and School, that a person picking up a student from our campus is under the influence of alcohol or a controlled substance, the employee will inform them that they believe they are not in a condition to drive and that the child's welfare is in danger. The employee will offer to call a taxi or someone listed on the child's emergency forms. If this person refuses, the staff member notifies this person that the police will be called and given the license number of their vehicle along with their belief that they are under the influence.

Every opportunity will be given for the parent / adult to cooperate and decide on their own not to operate the vehicle. Police will be called as a last resort.

The school grounds do NOT open and are not supervised until 7:55 am. Students brought to school prior to 7:55 a.m. must be checked into THINK. Students not picked up within 15 minutes after school dismissal will be checked into THINK.

For the reasons of liability and lack of supervision, students are not to be playing on the playgrounds before or after school. For the same reasons students should not be playing on the playground equipment unless there is teacher supervision.

Please be mindful of the basic rules of safety. These need to be taught to all children and modeled by all adults. Remember that a public street divides our campus. The crosswalk is to be used for crossing during arrival and pickup times. Children should never be allowed to jaywalk. **PARKING AND STOPPING IN A RED ZONE IS PROHIBITED.**

Avoid crossing Shaffer at Almond during pickup hours. Traffic is less congested if crossing Shaffer between campus buildings is confined to the crosswalk. Vehicle traffic does not back up into the crosswalk area if cars can proceed through the intersection without waiting for pedestrian traffic.

There is no parking on Shaffer or Center Streets from 7:30 a.m. - 8:30 a.m. and 2:30 p.m. – 3:30 p.m. This is a City of Orange regulation. Do not park and leave your cars on these streets during these times. These zones have been identified to expedite the flow of traffic around campus. Your cooperation will benefit both you and other parents, as well as, insure the safety of our students.

Faculty is assigned various locations after school to help assure student pickup and safety. Please respect any directions these staff members offer in an effort to maintain a safe situation.

ATTENDANCE INFORMATION

Regular and punctual school attendance is expected and important for a student's success in school. Punctuality assists the classroom teacher in maintaining a daily routine. It is also a necessary lifetime habit of responsibility and courtesy.

ABSENCES

1. **Absences and tardies must be excused by telephoning the school office at (714-288-4406) before 9:15 a.m. on the day the student is out.** Parents should phone the school each morning thereafter until the student returns to school. If no call is received the school will contact the parent to confirm the situation.
2. Excused absences are generally limited to student illness, medical/dental appointments, bereavement, and court appearances.
3. A student must be checked in by 11:15 a.m. or attend school for 3.75 hours to be considered present for that day in order to be eligible for perfect attendance awards.
4. Parents who plan to be out of town should send a note to the school office which indicates the name, address, and telephone number(s) of the individual(s) responsible for the student during the time of their absence.
5. Homework – If a student is absent from school, parents may request homework through the student's teacher in grades K – 5 or the homeroom teacher in Middle School via e-mail or voice mail. For voice mail, phone the school office at 714-288-4406 and request the teachers' voice mail. Teacher's e-mail addresses are located in the School Directory.
6. A suspension is considered an unexcused absence.
7. It is recognized that a parent has the right to withhold a student from school. However, the decision as to whether an absence is "excused" or "unexcused" is made by the Principal.
8. Excessive absences can have a negative effect on grades as well as the benefits the student derives from the classroom. Re-enrollment may be denied if it is determined by the administration that there is a spirit of non-support and non-cooperation of the absentee policy.

TARDIES

Classes begin at 8:15 am. Students are tardy if they are not in their seats when class begins. Classroom doors may be closed at 8:15 am. Students arriving after this time must gain admittance by obtaining a pass from the school office. Please accompany your child to the school office to obtain this pass before delivering them to their classroom. If a student is tardy 3 times during a month, a phone call will be made by the teacher to enlist parental attention to the situation. If a student is tardy a total of 5 times during the month, the teacher will establish a contract with the student and parents to

correct the problem. Parental cooperation and responsibility in remedying this situation is a necessity for formation of the habit of punctuality. Student learning and forming of proper habits is adversely affected when tardiness is habitual. Re-enrollment may be denied if it is determined by the administration that there is a spirit of non-support and non-cooperation of the tardy policy.

LEAVING SCHOOL GROUNDS DURING SCHOOL HOURS

St. John's School maintains a closed campus. Unless prior arrangements are made, a student is not allowed to leave the school grounds during school hours. The parent, legal guardian, or their designate must present himself/herself to the office first (not the classroom). Only adults listed on the Authorization to Pick-up Sheet which is kept in the school office may sign a student out. If there is a court order prohibiting someone to see or pick up your child, a written copy of the order must be in the office.

All students in grades kindergarten through 8th must be first signed out in the school office. A Student Release Slip will be given to an authorized adult to present to the classroom to pickup students. Please do not merely arrive at your student's classroom and signal your child to leave with you. Any alternate arrangements for release must be made with the principal.

The school assumes no liability in cases where students leave the premises in violation of the above policy.

VACATIONS AND EXTENDED HOLIDAYS

Parents who remove their children during the school session for vacations or extended holidays are NOT COMPLYING with California school attendance regulations and those of St. John's Lutheran School. All vacations and extended holidays will show as an unexcused absence on report cards.

Children, who are absent due to extended weekends and vacations, are expected, on their own initiative, to complete all missed assignments. Failure to do so will result in an automatic "F" for the work not completed. Parents and students cannot expect advance assignments in these situations.

CLASSROOM VISITATION

Parents are welcome in our classrooms. As a courtesy, however, to teachers and students, advance notification or arrangements need to be made through the school office. Students may not bring visitors to school without prior approval of the principal, teacher and parent. All visitors to the campus should report to the office. If you are going to spend some time on campus, a visitor's badge should be obtained from the office.

UNIFORM POLICY

1. PHILOSOPHY OF THE DRESS CODE

The School Board believes that a student's appearance has an impact on his/her attitude or behavior. Respect for the school community, for the students themselves, and for what the school is giving to the student is manifested by an attitude of "dressing up" rather than "dressing down" for school. The dress code is also designed to help students develop a sense of modesty and decorum. It should educate them in what is appropriate dress for the proper place and time.

2. DRESS CODE – THIS CODE WILL BE STRICTLY ENFORCED.

The primary purpose of our school uniform code is to assure that the students of St. John's Lutheran School are neat, clean, and well groomed for all school activities, thus advancing an organized, prepared approach to successful academic accomplishment. Uniforms provide uniformity, thus eliminating the distraction of competition and emphasis on dress. Students are expected to be in full uniform at all times, except on designated non-uniform days. If there is an after-school athletic event or any school sponsored activity on campus, Monday through Friday, students who are spectators need to be in their school uniform. Students attending school dances must abide by the free dress code. The free dress code is required for all school functions when the uniform is not required. Parents are responsible to see that their children are dressed in accordance with this code. Disregard for the uniform policy (including Free Dress/Spirit Days) will result in the student being sent home to dress according to the policy.

3. OTHER UNIFORMS FOR BOYS AND GIRLS

Approved uniforms of groups affiliated with St. John's Lutheran School (i.e., Scouts, Choirs, and Cheerleaders) may be worn on appropriate days.

Basic Rules

A. Shirts

1. Each student must have one light blue polo shirt with a school logo.
2. All shirts and blouses must be tucked in.
3. The school logo may be worn on any shirt (otherwise, shirts are to be plain)
4. Plain white turtlenecks may be worn on cold days.
5. A plain white undershirt may be worn under a uniform shirt

B. Pants/Shorts/Skorts/Skirts

1. Pants, shorts, skorts, and skirts must be worn at the natural waistline and above the knee. They may not be shorter than fingertip length when standing. No sagging pants, shorts, skirts or skorts.
2. Belts must be worn with pants and shorts that have belt loops.
3. Belts must be plain black, brown, navy or khaki with a plain buckle.

C. Shoes and Socks:

1. Tennis, athletic, slip-on, or oxford (Girls – also T-strap or Mary Jane style) may be worn. The basic color of the shoe must match uniform colors. Shoes may not have lights, characters, or wheels of any kind on them.
2. Laces must be white or match the shoe color.
3. No open-toes, backless shoes, or boots.
4. Shoes must be laced and tied tightly outside the shoe.
5. Students may not write, draw, or color on their shoes.
6. White socks must be worn at all times.

D. Sweatshirts, Sweaters and Jackets:

1. Only Vicki Marsha or St. John's Auxiliary-produced sweaters and sweatshirts (including zipper sweatshirts) may be worn on campus during school hours.
2. The school emblem may be worn on school-approved sweaters and sweatshirts.
3. A student's first OR last name may be embroidered on uniform sweaters and sweatshirts in block or script letters (same type-styles, colors, size and placement as available at Vicki Marsha Uniforms).
4. Jackets of any other style may be worn outside, but are not to be worn in the building.

E. Grooming, Accessories, and Make-up:

1. Student grooming, accessories, and make-up, which disrupts the educational process or draws undue attention to the wearer is prohibited. Hair must be the student's natural color. Lightening, highlighting, coloring, or accenting of the hair is not allowed. Hair may not have any inscriptions cut into it. Mohawk-style haircut is not allowed.
2. Boys' hair must not be gathered with rubber bands or other devices, may not cover the eyes, and may not exceed the top of the collar.
3. Hair accessories, including kerchiefs must be coordinated with the school uniform.
4. Wrist accessories - no more than 2 items (excluding a watch) per wrist.
5. Boys may not wear earrings.
6. Students may not have visible tattoos.
7. Gang-related apparel (i.e. metal neck chains and wallet chains) may not be worn.
8. No makeup of any kind is permissible for students in grades K-6. Girls in grades 7 and 8 are allowed to apply light make-up in moderation. This is in keeping with the image of a young Christian lady.
9. Hats/Caps are not allowed to be worn in the classroom.

Boys Uniforms:

ITEM	COLOR / FABRIC	PLEATED	FLAT FRONT
Shorts	Dark Navy or Khaki twill	Yes	Yes

Pants	Dark Navy or Khaki twill	Yes	Yes
	Dark Navy corduroy	N/A	Yes
Polo Shirts – Mesh Knit Short Sleeve	White, Light Blue, Yellow or Navy		
Mesh Knit Long Sleeve	White, Light Blue, or Navy		
Polo Shirts – Jersey Knit Short Sleeve	White, Light Blue, Yellow or Navy		
Jersey Knit Long Sleeve	Only available in White		
Oxford Shirts short or long sleeve	White, Light Blue		
Aloha Hawaiian Design shirt short sleeve	Navy, Mesh Knit		

Girls Uniforms:

ITEM	COLOR /FABRIC	PLEATED	PLAIN FRONT
Jumper (K – 4 th grade) *	Plaid – Bib-Top w/ 2 Pleat Skirt	2-pleat style	
Skirt (4 th - 8 th grade) *	Plaid	2-pleat style	
Skirt (6 th - 8 th grade) *	Navy gabardine or Khaki twill	2-pleat style	
Skorts (K - 8)	Dark Navy or Khaki twill		
Culottes (K - 8)	Plaid, Dark Navy or Khaki twill		
Capris	Dark Navy or Khaki twill	N/A	Yes
Shorts	Dark Navy or Khaki twill	Yes	Yes
Slacks	Dark Navy or Khaki twill	Yes	Yes
	Dark Navy corduroy	Yes	N/A
Blouse, round collar, short sleeve	White, Light Blue, or Yellow		
Blouse, Oxford, short sleeve	Only available in White		
Polo Shirts Mesh Knit Short Sleeve	White, Light Blue, Yellow or Navy		
Mesh Knit Long Sleeve	White, Light Blue, or Navy		
Polo Shirts Jersey Knit Short Sleeve	White, Light Blue, Yellow or Navy		
Jersey Knit Long Sleeve	Only available in White		
Aloha Hawaiian Design shirt short sleeve	Navy, Mesh Knit		

* Black or Navy lycra shorts may be worn under skirts/jumper, not exceeding the length of the skirt/jumper.

* White or Navy leggings/tights may be worn on cold days under skirt/jumper.

Sweatshirts, Sweaters and Jackets:

Must be approved by St. John's Lutheran School prior to the start of each school year, using the following guidelines:

ITEM	COLOR / FABRIC	WEAR IN CLASSROOM	WEAR OUTSIDE
Sweatshirt from Vicki Marsha	Crew Neck with logo, Navy or Royal Hooded Pullover with logo, Navy	YES	YES
Sweaters from Vicki Marsha	Cardigan, V-Neck Pullover, or Vest Navy	YES	YES

Sweatshirt from Auxiliary sale	School Theme Emblem	YES	YES
Zipper Sweatshirt from Auxiliary sale	School Theme Emblem	YES	YES
Jackets	Vicki Marsha or any other jacket	NO	YES

* Belts, socks and shoes that follow the Uniform Policy may be purchased anywhere.

ITEMS THAT MAY BE PURCHASED FROM THE UNIFORM DEPARTMENT OF MERVYN'S

- a. Twill pleated walking shorts, Navy or Khaki
- b. Twill pleated long pants, Navy or Khaki
- c. ALL white shirts

These items must be the same fabric and style as the items sold by Vicki Marsha (including collar and sleeve style).

ALL OTHER UNIFORM PURCHASES ARE TO BE MADE FROM VICKI MARSHA UNIFORMS OR THE USED UNIFORM SALES SPONSORED THROUGHOUT THE YEAR BY THE SCHOOL AUXILIARY.

Vicki Marsha Uniforms
 5292 Production Drive
 Huntington Beach, CA 92649
 Phone: (714) 895-6371
 Fax: (714) 890-9959

FREE DRESS / SPIRIT DAYS – THIS CODE WILL BE STRICTLY ENFORCED.

Free dress is allowed on certain designated days. The Principal will determine the schedule for these days. Students are expected to come to school dressed appropriately. Parents are to assist the school in having their children adhere to the regulations in order that Free Dress/Spirit Days may continue. Any student that the teacher feels is improperly dressed will receive a detention, change in appropriate clothing, or call a parent/guardian for a change of clothing. The specifics of what is to be worn for Free Dress/Spirit Days will be determined by the Principal.

RULES:

In keeping with the school Uniform Policy, the following rules will apply to free dress/spirit days:

- a. No halter tops, tank tops, short crop tops, mini skirts, short shorts, sweats or pajama bottoms, cut-offs, frayed clothing, or beach-type shorts are permitted.
- b. The only type of collar-less shirt permitted will be of a T-shirt style.
- c. Shirts for boys and girls must be properly sized.
- d. Pants, shorts and skorts must be fitted and worn at the natural waistline.
- e. Length of pants, dresses, skirts, skorts and shorts for all boys and girls will be consistent with the uniform regulations.
- f. Colored socks that coordinate with the student's outfit may be worn.
- g. Shoe guidelines will be consistent with the uniform regulations.
- h. Any item of clothing with inappropriate pictures, symbols or words may not be worn.
- i. Basic Rules applying to jackets will be enforced.

CARE OF SCHOOL AND PERSONAL PROPERTY

We are stewards of God's gifts and therefore strive to keep all school property neat, clean and in good repair. All books and furnishings, which belong to the school, are to be handled with respect. Loss or damage beyond normal wear will be charged to the student. These charges need to be cleared before the end of the school year. Any student who willfully damages, defaces, or destroys school property shall be liable for payment.

LOCKERS

Lockers are provided for most students to store their belongings. These lockers remain the property of the school. They may, at the discretion of the principal, be inspected without notice. Inappropriate pictures or personal items may not be displayed in lockers. Each student is responsible for the neat, clean organization of the locker issued for the year. Fellow students are NEVER permitted access to another's locker without the express permission of the student who was issued that locker. Entering another student's locker without permission is considered a criminal offense.

PERSONAL ITEMS

Personal items belonging to students, such as sweaters, jackets, and lunch boxes, are safest when labeled with the student's name. Please do not bring money to school unless it is to be turned in to a teacher or the office. Items of value to individual students are brought to school at the student's own risk. Teachers should be consulted for approval of toys or athletic equipment brought to school. Athletic equipment belonging to an individual student may become "lost" among school items. Parents are encouraged to not permit their child to bring such items to school. Also, space in lockers is limited. ANY item that becomes a distraction in the classroom may, at the teacher's discretion, be confiscated. Classroom teachers require parental support for focused attention to the instruction being provided. Teachers may allow students to claim such an item at a later date. Items which should not be brought to school include: beanie babies, double wrapped chains, wallet chains, electronic toys (Gameboy's, virtual pets, etc.), hard balls, yo-yos, tennis rackets.

CELL PHONES / OTHER ELECTRONICS

Cell phones may not be used on campus during the school day under any circumstances. If a cell phone is brought to school, it must stay in the student's backpack or locker and be turned off or on silent. Electronic toys, I-pods, cell phones, pagers, etc. will be confiscated if used or visible during the school day. The confiscated item can be picked up by the student's parent/guardian.

GUM IS NOT PERMITTED ON SCHOOL GROUNDS AT ANY TIME!

THERE IS TO BE NO EATING IN THE CLASSROOM, UNLESS PERMISSION HAS BEEN GRANTED BY THE TEACHER .

SEARCHES

The school takes the responsibility for your child's safety very seriously. The school reserves the right to search, at any time for any reason. This right includes but is not limited to: backpacks, purses, wallets, school bags, pockets, lockers, and desks on St. John's property. The school may search whether or not the child or parents are physically present. All searches will be directed solely by the school Principal.

BICYCLES / SKATEBOARDS / ROLLERBLADES / SCOOTERS

Children are required by law to wear a helmet when riding a bicycle. **No bicycle, skateboard, roller shoes, rollerblade or scooter riding is permitted on the school grounds. Skateboards are NOT allowed on campus.** Rollerbladers must observe all safety regulations including showing courtesy to sidewalk pedestrians and crosswalk rules. For this reason, we ask rollerbladers to wait to use their equipment until they have vacated the school and church campus. All bicycle riders must walk bicycle across any crosswalk.

TELEPHONE USE

Telephones have been installed in all classrooms. Each teacher is responsible for their students' necessary phone calls to parents or guardians. Students should refrain from coming to the office to make telephone calls. Forgetting homework or PE clothes does not constitute a situation in which a teacher must allow student access to a phone. The student may not use his/her or other students' cell phones during school hours.

ELEVATOR USE

Students are not permitted to use the elevator in the Chapman Avenue building unless prior permission has been received from the Principal, Assistant Principal, or Middle School Assistant Principal.

LOST AND FOUND

When student possessions are marked with the student's name, the property is easily returned through the classroom teacher. Unmarked items found on school property are to be turned in to a teacher who places them in the Lost and Found cabinet by Building A, on the table next to room 206 in the Middle School Building or in the school office. Articles left in the Lost and Found are periodically displayed for owners to claim. If left unclaimed, they are donated to the Lutheran High Thrift Shop or other agencies.

FIELD TRIPS AND PERMISSION SLIPS

Field trips are considered an important addition to the overall program of St. John's School. These are scheduled at various times of the year. Many of the field trips are "yearly favorites" anticipated well in advance and integral to that grade's curriculum. A student's participation is expected on school-sponsored field trips, but is dependent on written parental consent. Permission slips are sent home for signature in advance of each field trip. Students without written permission to participate in an off-campus activity must remain on campus. Permission given over the telephone is not acceptable. Drivers for field trips are not permitted to make any other stops along the way for snacks, personal errands, treats, etc. Permission slips do not allow for any stops between school and the field trip destination. No videos may be shown in vehicles when transporting students to or from school field trips. Only Approved Adult Chaperones who have completed the Volunteer Worker and/or Transportation Worker forms may accompany students on field trips.

EXTENDED CLASSROOM EXPERIENCE

Students in grades 4, 6, 7 and 8 participate in an Extended Classroom experience each year. The fourth grade classes go to Sacramento. The sixth grade classes go for an outdoor education experience to Arrowhead Lutheran Camp. The seventh grade classes go for an outdoor education experience to the Catalina Island Marine Institute. The eighth grade classes go to Washington D.C. and New York City. Generally these trips are a week long. In addition to St. John's teachers, additional adult chaperones or other St. John's Lutheran staff may be needed for these experiences. Parents may volunteer to be a chaperone for some of the Extended Classroom trips. Forms for volunteering to be a chaperone for an Extended Classroom experience will be distributed to all parents in the respective grade. The teachers and school administration will determine which of the volunteers will be selected for the specific experience for that grade. The order in which the forms were received does not determine any priority or qualification for choosing the chaperones. Each individual grade will determine specific qualifications and expectations for their specific extended classroom experience. School administration will approve these qualifications and expectations.

PARTICIPATION IN SERVICE OR SCHOOL ACTIVITIES

All activities designed as part of the extended school curriculum (field trips, class trips, service activities, and scheduled worship participation) require student participation. Students unable to participate will be required to submit a written excuse to their classroom teacher. If it is required that a choir member must leave in the middle of the worship service, permission must be granted by the teacher in charge as to an appropriate time to leave.

EVENING ACTIVITIES

A parent, a responsible adult, or a designated counselor must accompany any St. John's student attending an evening activity sponsored by the school. It is not the teacher's or principal's responsibility to supervise children when the parent is in attendance at these activities.

HOME PARTY INVITATIONS

Invitations to home parties should be mailed. This is in consideration of every student's feelings.

DISTRIBUTION OF PROMOTIONAL LITERATURE

No one is permitted to distribute promotional literature, advertising, pamphlets, invitations or other material to classmates or other students without the direct knowledge and consent of the school principal.

NEIGHBORHOOD CONSIDERATIONS

We are part of a neighborhood and have responsibilities to those that live around us. As part of the community we have a responsibility to abide by the laws and demonstrate good manners and courtesy as representatives of St. John's School. We are significantly challenged with regard to parking space for arrival and pickup. St. John's parents need to represent well the capacity for patience and cooperation. Safety is our primary concern, but we also need to be aware of the model we present to our children as well as to our community neighbors. Let Christian forbearance be our goal. Please park only in properly marked areas. Do not block neighborhood driveways. On the surrounding streets, be mindful of safety first and convenience last.

There is no parking on Shaffer or Center Streets from 7:30 a.m. - 8:30 a.m. and 2:30 p.m. – 3:30 p.m. This is a City of Orange regulation. Do not park and leave your cars on these streets during these times. These zones have been identified to expedite the flow of traffic around campus. Your cooperation will benefit both you and other parents, as well as, insure the safety of our students.

SCHOOL INSURANCE

Each student is covered by a student accident policy. This is a secondary policy, paid for by the school. This policy covers students during school hours and while participating in all school activities. Claim forms may be obtained from the school office when needed.

EMERGENCY PROCEDURES

Fire and earthquake drills are held regularly. Teachers discuss exit procedures with their classes the first week of school. Students should know exit procedures for all parts of the building. Each student will purchase an earthquake kit through the school office. Should a community-wide disaster occur, which cause streets to be impassable or walking to be hazardous, all children will remain on the St. John's campus under the supervision of the staff. Only a parent or responsible adult may claim a child.

PARENT-INITIATED INQUIRIES

Teachers are willing to meet with parents at any time mutually agreed upon to discuss the progress of their children. Communications can take the form of notes between parent and teacher; telephone messages (voice mail is available for reaching teachers during school hours) e-mail messages or scheduled conferences. Parents who drop in before or after school, unannounced, need to be sensitive to the possibility of the teacher having made previous commitments.

PETS

Students and parents are not allowed to bring pets onto campus. This is a safety and health issue. With the permission of the Principal individual classrooms may have a special "Pet Day."

SECTION V – APPENDIX

STUDENT RECORDS

Administrators shall take care to preserve both the integrity and the privacy of the required school records. These records should be retained permanently at the school site.

Each student's permanent cumulative record must include the minimum permanent personal data necessary for operation of the educational system such as: directory information, academic work completed, grade or level placement, enrollment and attendance data, standardized test results, discipline and permanent health record.

If applicable, a copy of any court orders relevant to custody rights **MUST** be submitted to the school office.

EMERGENCY CARE INFORMATION

The principal shall have a readily accessible card file containing emergency care information for each student. Emergency care information shall be available to School Age Care personnel.

ACCESS TO STUDENT RECORDS

Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children, which are maintained by school districts or private school. The editing or withholding of any such records, except as provided for in this chapter is prohibited. (Education Code 49069)

Via the Parent/Student Handbook the school shall fully inform parents of their right of access to their child's records and of the individual school's procedures for review of student records.

The school has 15 days to comply with requests to inspect student records, but should make every reasonable effort to comply with dispatch.

School professional and certified personnel shall have access to student records for legitimate educational interests only. The student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated.

Designated clerical staff shall have access to student records for the purpose of making entries or maintaining records, under the supervision of the principal.

PROCEDURES FOR CHALLENGING THE CONTENT OF THE RECORD

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through proceedings at the local level.

1. The parent of a student may file a written request to the principal to correct or amend any information in his child's permanent records which he/she alleges to be: inaccurate, an unsubstantiated personal conclusion or inference, and/or a conclusion or inference outside of the observer's area of competence, or not based on personal observation.
2. If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or designated school official. After the hearing is concluded, the principal or official shall inform the parents in writing concerning the conclusion reached.
3. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

RELEASE OF DIRECTORY INFORMATION

Directory information includes: students' name, address, telephone listings and parents' names. Parents not wishing this information printed in the annual School Directory should notify the school office, in the month of August. The school is never permitted to furnish a list of student names and addresses to be used for commercial purpose nor shall the school allow photographs for publication without parental consent.

RELEASE OF STUDENT RECORD INFORMATION TO SCHOOLS

Student records shall be released as soon as possible to requesting schools. Parental signatures shall be required before records are sent to anyone. Typically, the requesting school has had the parent sign a consent form and St. John's receives an official request for transcripts.

RELEASE OF RECORDS TO PERSONS OR AGENCIES OTHER THAN SCHOOLS

Each school shall maintain a record with the education records of each student, which will indicate all parties who have obtained access to a student's records. It will indicate the legitimate interest that the eligible party had in seeking the information and it shall be available only to parents of the student and to school officials responsible for maintenance of the records.

The school must comply with a court order to release information concerning a student. However, the student's parent should be notified in advance of compliance if it is lawfully possible within the requirements of the judicial order.

The school may not, without the written authorization of the parents, permit access or release written transcripts to any person or agency. An authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for the release, and the names of the parties to whom the records will be released.

HARASSMENT POLICY

THE PHILOSOPHY OF ST. JOHN'S LUTHERAN CHURCH AND SCHOOL

St. John's Lutheran Church and School are committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to an atmosphere that promotes equality and is free from discriminatory practices.

We are so committed because God views our bodies, souls and all that makes us up as sacred to Him. He calls us "Temples of the Holy Spirit" and people who belong to God (I Cor 6:19-20). We have been purchased with the blood of Jesus, and set aside to honor the Lord in word and deed. Most particularly as people who now love the Lord and desire by His Spirit to honor His will, there is not to be even "a hint of sexual immorality or any kind of impurity" among God's people (Eph. 5:3). This is to include "obscenity, foolish talk- or coarse joking which is out of place." Further, because we are God's possession and His holy ones (I Peter 2:9- 10) we are rather to live as children of the light (Eph. 5:9) who show the fruit of 'goodness, righteousness and truth.'" Therefore, the Church strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical or environmental by anyone. Anyone who violates this policy will be subject to discipline, up to and including termination.

The church encourages the prompt reporting of all incidents of sexual harassment, regardless of who the offender may be or the offender's relationship to the Church. Individuals should be aware of the time limits imposed by local state and national governmental agencies for the filing of complaints of harassment of discrimination; these time limits are posted on the official notices which are prominently displayed at the church office, the school office and in the faculty workroom. The Church assures that an individual who reports an incident of sexual harassment will not be retaliated against and that the Church will keep the matter as confidential as possible.

The Church recognizes the degree of complexity and emotional turmoil often involved in the confrontation between a harasser and a victim of sexual harassment. Thus, if possible, the Church encourages individuals who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome. Consider Matt. 18:15-20 as you inform the offender. However, if such a confrontation is impossible or ineffective for any reason, individuals should promptly follow the steps below.

CONFIDENTIALITY

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

RETALIATION

The Church forbids retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

DEFINITION OF SEXUAL HARASSMENT

For purposes of this policy, sexual harassment is defined as including but not limited to, unwelcome sexual advances, requests for sexual favors, repeated derogatory sexist remarks, and other verbal, visual or physical conduct of a sexual nature directed toward a student under any of the following conditions:

1. Submission to or toleration of sexual harassment is an explicit or implicit term or condition of any services, benefits or programs sponsored by the Church.
2. Submission to or rejection of such conduct is used as a basis for an academic evaluation affecting students.

3. The conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or of creating an intimidating, hostile or offensive learning environment.

EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment includes, but is not limited to:

1. Verbal: Sexual demeaning comments, sexually explicit statements, questions, slurs, jokes, anecdotes or epithets.
2. Written: Suggestive or obscene letters, notes or invitations.
3. Physical: Sexual assault, touching, impeding or blocking movement.
4. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons or posters.
5. Continuing to express sexual interest after being informed that the interest is unwelcome.
6. Making reprisals, or threats of reprisal following a negative response to sexual advances, or following a sexual harassment complaint.

A single incident of sufficient severity may constitute sexual harassment. In determining whether a specific act or pattern of behavior violates this policy, the circumstances surrounding the conduct shall be considered together with the above definition "reasonable person" of the same sex as the victim.

EMPLOYEE TO STUDENT SEXUAL HARASSMENT

1. Employee to student harassment is prohibited at all times whether or not the incidents of harassment occur on school property or at school sponsored events.
2. To prevent sexual harassment, amorous relationships between a student and an agent or employee of the Church are strictly prohibited.
3. Any employee or agent of the Church who participates in the sexual harassment of a student is subject to disciplinary action including but not limited to verbal warnings, letters of reprimand, transfer, reassignment, suspension without pay and dismissal

STUDENT TO STUDENT SEXUAL HARASSMENT

1. This policy prohibits student to student sexual harassment whenever it is related to school activity or attendance, and occurs at any time including but not limited to any of the following:
 - a. While on school grounds.
 - b. While going to or coming from school
 - c. During the lunch period whether on or off campus.
 - d. During or while going to or coming from a school sponsored activity.
2. Any student who engages in the sexual harassment of another student is subject to disciplinary action including verbal warnings and reprimands, counseling, suspension and expulsion.

COMPLAINT PROCEDURE

Step One: Students who feel aggrieved because of conduct that may constitute sexual harassment should directly inform the person engaging in such conduct that such conduct is offensive and must stop. If students do not feel comfortable doing this or are unable to do so, they shall direct their complaint to the school principal or assistant principal. These persons have been designated to assist in resolving sexual harassment complaints and are bound by the highest degree of confidentiality. They are required to complete a training program prior to serving as a designee. The person receiving the complaint will inform the alleged harasser that the offensive behavior must stop.

Step Two: If the complaint is not resolved by actions taken in Step One, students may appeal to the Administrator of Support Services or designee by filing a written complaint. Complaint forms are available to students at the principal's office and at the office of the Administrator of Support Services. The student must file the complaint in the principal's office or the office of the Administrator of Support Services or designee shall hear the appeal within ten (10) working days. Both parties shall be afforded a full and fair opportunity to present their side of the issue in a hearing before the Administrator of Support Services or designee. Within five (5) working days after the hearing, the Administrator of Support Services or designee shall render a decision in writing, which shall be sent to both parties. The decision shall

include the findings and disposition of the complaint, the rationale for the decision, and a recommended course of action, if any.

Step Three: Both parties shall have the right to appeal the Administrator of Support Services or designee decision to the Chairman of the Council or elders by filing a written notice thereof. Appeal forms are available to students at the offices of the Principal or Administrator of Support Services. The appeal shall be directed to the Chairperson of the Council of Elders and must be filed with the Council of Elders within twenty (20) days of the date upon which the Administrator of Support Services or designee issued a written decision.

The Council shall, upon receipt of the appeal notice, review the prior proceedings and the action taken. The Council may, within its discretion, conduct further investigation. The Council may, upon completion of such review, make its determination and shall have the right to:

- a. Affirm the action reviewed; or
- b. Reverse the action reviewed; and/or
- c. Modify the action taken; and/or
- d. Modify the penalties imposed, if any.

The decision of the Council shall be made within twenty (20) working days from receipt of the appeal and shall be in writing and sent to each of the parties. The decision shall include the findings, disposition of the complaint, the rationale for the disposition and collective action, if any.

CHILD ABUSE REPORTING OBLIGATIONS

In accord with California law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities that would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

A teacher is not required to first consult with the school administrator prior to making such a report.

SCHOOL / HOME AGREEMENT

For and in consideration of enrollment at St. John's Lutheran School, I hereby agree as follows:

As parent or legal guardian of a student enrolled at St. John's Lutheran School, I promise to encourage him/her to obey the rules of St. John's Lutheran School and foster an attitude of respect for the Christian culture and life that are maintained at St. John's Lutheran School. I promise to abide by the school's attendance and disciplinary policies, as outlined in the Parent-Student Handbook. I will support the administration in maintaining the decorum of the school with respect to my children. I will promote unity between home and school. If I have a concern I will address the concern in the spirit of Matthew, Chapter 18, by going to the persons most directly involved in the conflict.

If after speaking to the person most directly involved with the conflict, an understanding is not reached, a conference may be needed with the two parties and the Principal, who may be able to propose a solution. If a dispute remains unresolved, the parent involved may contact the Council of Schools Chair who will attempt to settle the dispute according to Council of Schools Policy #320.00.

Concerns must be presented to those who are in a position to resolve them. Discussing concerns in an open forum with those who are not directly involved promotes misunderstanding, misrepresentation, and gossip. It easily leads to a situation where false witness may be accepted as truth. In Christian obedience to the commandment against bearing false witness, we should be sure that we are heeding Martin Luther's admonition to "put the best construction on everything."

The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of 1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement, including statutory claims, shall be settled by Biblically based arbitration.

AS A TEACHER / ADMINISTRATOR / SCHOOL BOARD MEMBER, WE PLEDGE TO PROVIDE:

- Fundamental Christian training on the basis of God's Word;
- Christian Training which leads toward a Christian life, serving God in Church and State;
- Opportunities for Christian pupil fellowship and school activities experienced in a Christian school environment;
- Training of the soul as well as the mind;
- Training in necessary fundamentals of secular knowledge, taught in the light of God's will and design.