



APOSTLES LUTHERAN
SCHOOL

Parent Handbook

2009 - 2010

A SPIRE

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Commit to the Lord
whatever you do, and your
plans will succeed.

Proverbs 16:3

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MISSION STATEMENT

Apostles Lutheran School serves families of our congregation and community with excellence in Christ-centered education.

PURPOSE AND PHILOSOPHY

Apostles Lutheran School exists to assist parents with their God-given responsibility to train their children in the Word of God. At Apostles Lutheran School, we strive to provide an excellent academic and co-curricular education with a Christ-centered focus within a caring family environment. We work to assist and support our congregation with its mission of nurture and outreach.

God gives parents the responsibility to provide Christian training for their children. God says to parents in Ephesians 6:4, "**Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.**" Our school assists our congregation's parents with this vital responsibility. As Christian parents, we should welcome this opportunity to give children the Christ-centered education they so vitally need. We take great comfort in the Lord's command and promise as written in Proverbs 22:6 which says, "**Train up a child in the way he should go; even when he is old, he will not depart from it.**"

Flowing from this purpose, we strive to make disciples of Jesus Christ through quality, Christian education. Jesus commands us in Matthew 28:19, "**Therefore go and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit, and teaching them to observe everything I have commanded you.**" Our congregation, of which our school is a part, seeks and welcomes opportunities to serve those not currently in the care of a church home. Our school, therefore, also welcomes the opportunities to minister to those not under spiritual care in a church home.

Families who are active members of another Christian church will want to be sure that our school is the right fit in light of the differences in some or many Biblical teachings. Because our beliefs from God's Word permeate all areas of school life, we do not want to cause confusion for children who are already under the care of a Christian church.

Our school works to educate and equip children for lives of Christian service as well as to prepare them for the glory that awaits them and all believers in Jesus after their time of grace on earth has ended. As a member of the Wisconsin Evangelical Lutheran Synod, we conduct this education with the conviction that the Bible provides an errorless standard and guide for everything that pertains to Christian faith and life. We impress upon children the Biblical truth that all people are by nature sinful, unable to earn God's favor, and salvation. The children then hear daily the joyful message that God's own Son, Jesus Christ, sent as a free gift, has redeemed them and all people from sin by virtue of His suffering, death and resurrection. Through faith in Him as their Savior, salvation is granted.

We also strive to impart all knowledge and skills that belong in a curriculum of elementary and junior high education. We work to encourage cultural interests, promote physical health and education, and develop the special gifts and talents of the individual child.

ADMINISTRATION

The voting members of Apostles Lutheran Church have final authority concerning all ministries of the church, including the school; however, the governing of the school is delegated to the congregationally elected school board members.

The principal is responsible for the management of the school. The school board, principal, assistant principals, faculty, and parents suggest changes and policies for the improvement and welfare of the school, and the principal ensures that policies and directives established by the school board are carried out.

TEACHING STAFF

Teachers and pastors who have been divinely called and who have been trained in both religious and secular fields teach the students of Apostles Lutheran School. They diligently work to provide a well-rounded, Christ-centered education from junior kindergarten (K1) through the eighth grade. Remedial teachers, teacher aides, substitute teachers, resource teachers, coaches, childcare workers, and volunteers who interact with and are in a supervisory over children are also active members of Apostles Lutheran Church or sister congregations in the Wisconsin Evangelical Lutheran Synod.

ENROLLMENT POLICY

Apostles Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

Following are age requirements for enrollment:

- Enrollment in K1 is determined by age (generally birthdays after Sept. 2nd) and evaluation results.
- To enter our K2 program, children must be five years old on or before September 2nd.
- To enter first grade, children must be six years old on or before September 2nd.

Apostles Lutheran School will enroll children in four categories on the following priority basis:

1. Children of members of Apostles Lutheran Church.
2. Children of members of sister congregations of the Wisconsin Evangelical Lutheran Synod.
3. Children of families with no church home.

4. Others

Class size is limited to 12 students in K1, 24 students in K2, and 25 students in grades 1– 8. *Please see appendices A, B, C for further explanation and clarification regarding our enrollment policy and procedures. (Appendix C also includes requirements for continued enrollment at Apostles.)*

WORSHIP AND SUNDAY SCHOOL ATTENDANCE

Naturally, we are vitally interested in the spiritual welfare of the children in our school. A Lutheran Elementary School education supplements family worship; it does not replace it. God tells us in Hebrews "**not to give up meeting together (to worship) as some are in the habit of doing, but let us encourage one another.**" Because worshipping in church is an essential part of Christian living, all students and their families are encouraged to attend church services and Sunday School faithfully. Parents are reminded that faithful church and Bible class attendance on their part is essential in setting a good example for their children about the importance of God and His Word in their lives.

PARENTAL GROWTH OPPORTUNITIES

Just as people in all professions are blessed by training and growth opportunities, so it is with parenting. Parenting is a daunting challenge, and parents would serve themselves and their children well by taking advantage of opportunities to improve parenting skills. Our congregation regularly offers Bible classes intended for parents to assist them with the very real issues facing families. In addition to parenting Bible classes, parents are encouraged to access solid parenting resources to assist them in their most important roles.

CURRICULUM

God's Word is the underlying theme and motivating force behind all learning. Word of God classes are very important; however, we don't wish to imply that these are simply classes taught at designated times each day. We want what is learned from God's Word to be reflected in our studies of the academic subjects. The secular subjects, textbooks and materials are similar to those used in the public schools; however, the subject matter is taught from a Scriptural viewpoint where applicable. We strive to provide an excellent education as we address the spiritual, mental, physical and social needs of each child. Following is a summary of our curriculum:

- **Religion** – Bible history, church history, catechism, hymn study, use of Bible, memory work, catechism class and special church services.

Memory Work

Memory work is a vital part of a child's training in God's Word. We urge parents to help their children in this required work so they can be well prepared for class, but more importantly, so that each child knows Biblical passages and truths from memory

so that he or she can readily use what he or she has learned to strengthen, comfort, entrust, guide or admonish himself or herself as well as others in various aspects of daily life.

Catechism Class

Seventh and eighth grade students will participate in the catechism instruction classes, which are scheduled twice per week during the school day. These classes, conducted by the pastors, represent the final course in our required religion curriculum. One of the requirements of this course is that the students, in both the seventh and the eighth grades, do twenty church service sermon summaries each school year. (These classes also provide the training necessary for those who wish to become confirmed members of the congregation).

- **Language Arts** – phonics, reading, writing, spelling, speech, grammar, creative writing, penmanship and literature.
- **Introduction to Spanish**
- **Social Studies** – history, geography, social studies, civics, current events and California history.
- **Science** – general science and health. (a science/art lab helps support our science curriculum).
- **The Arts** – music theory, music appreciation, singing, art appreciation and techniques of art expression, and crafts.
- **Mathematics** – a two-track system is implemented in seventh grade that allows an advanced student to complete Algebra I in eighth grade.
- **Physical Education** – physical fitness training as well as experiences in a variety of sports through skills training, games and intramural sports.
- **Computer** – computer literacy, computer history, computer-assisted instruction, keyboarding, word processing, spreadsheet, and Internet applications.

Apostles also offers a ***Remedial Reading Program*** (no fee). The school team will meet with parents to determine a plan for students who need special help. We will also help direct parents to programs outside of our school so that they are aware of a number of options when seeking help for their children.

GRADING SYSTEM AND REPORT CARDS

Our school uses the "strict percentage," A through F grading system, with any grade below 70% considered failing. Report cards are issued every nine weeks, four times in a school year. After the first grading period, parents come to the school to meet with their child's

teacher for a scheduled consultation; however, parents and teachers are encouraged to arrange other meetings if necessary.

Since teachers and parents are concerned about the children's progress at school, it is essential that all work be done on time. All assignments due for a given day will be collected at 8:30 a.m. of that day. Students who have an incomplete assignment – meaning not done at all, partially done, or done but left at home – will receive a failing grade, an incomplete and will call to notify their parents. The completed assignment will be brought to school the following school morning with a parent's signature on it. Students will not be allowed to call home to ask a parent to bring a forgotten assignment. A failing grade because of an incomplete assignment remains permanent.

Please see Appendix H for detailed information about our Incomplete Policy and guidelines.

The eighth grade student who has the highest cumulative grade point average through the third quarter (the grades of each of the first three quarters of the eighth grade year are used to develop the cumulative GPA) will be the eighth grade class valedictorian. In cases of ties, there will be co-valedictorians.

GUIDELINES FOR THE USE OF VIDEOS

Apostles School is committed to offering the best quality education for our students. There has been a growing concern, supported by recent research, over video/TV use and exposure for children. The following guidelines have been established to demonstrate our commitment to a beneficial use of such tools in our school.

- **Educational Videos** - The use of educational videos in the classroom can be a beneficial tool and enhance the curriculum. They may be used as often as the teacher feels necessary to support the curriculum. They may be shown any time during the school day, however the use of them at meal/snack time should be minimal. An example when used during mealtime would be when an educational video couldn't be finished in the time right before the meal and meal time is used for the sake of continuity or other examples determined by the classroom teacher.
- **Recreational Videos** - Recreational videos should not be used on a regular basis. They may be used during snack/meal times occasionally for a special treat (holidays, special day, etc.)
Exceptions to this policy will be handled on an individual basis with the principal.
- **Home Room** - Home Room (kindergarten or after school) may use videos occasionally. Videos should not be used during snack/meal time or rest time.
- **Content** - All recreational and educational videos, both in the classroom and home room, should have a "G" rating or non-rating. Any "G" rated or non-rated video should be age

appropriate and geared to the sensitivity of the age group watching it. All videos will be screened for violence, any inappropriate language and behavior, and for spiritual values contrary to Biblical values and beliefs. This will be left to the discretion of the teacher/homeroom supervisor. In the classroom, if a teacher feels showing a video rated other than “G” or non-rated is necessary, approval should be received from the principal and written notification sent home to the parents which should be signed by them and returned beforehand.

SINGING IN CHURCH

Because worshipping in church is an essential part of Christian living, because sharing God's Word in song is a gratifying and rewarding privilege, and because singing in church is an integral part of our religion curriculum and school music program, singing as a class as part of the worship service is part of our school’s music and religion curricula. These opportunities are, on average, about once every five or six weeks, students are required to attend and participate in worship. The classes sing in both the 8:00 a.m. service (and the very beginning of the 9:30 a.m. service), or the 11:00 a.m. worship service on Sunday mornings. Classes also sing on a Lenten Wednesday evening church worship service, and are also scheduled to sing at other special services throughout the school year, as described below. Families are given a schedule for the full year at the beginning of the school year.

SPECIAL SERVICES

Certain dates are set aside during each church year for special worship services commemorating important events such as Reformation, Advent, Christmas, Epiphany, Good Friday, Ascension, etc. All students attend and participate in the Christmas service as well as the Good Friday service, which is part of the school day. The Ascension service is also required for all students since the school plays a major role in that service. We certainly encourage participation in all other special worship services. Children's chapel services are held on Friday mornings at 8:35. Parents are invited to attend these and all special services at Apostles.

CO-CURRICULAR ACTIVITIES

Apostles offers its students in various grade levels the opportunity to participate in the following co-curricular activities: children’s choir, junior choir, musicals, drama, boy and girl pioneers (a church-run program), and interscholastic athletics – flag football, basketball, and track for boys; and volleyball, basketball, and track for girls

Piano instruction is offered by private instructors for a fee. Instruction will be given during the school day; however instructors are not employed by Apostles Lutheran School.

Children who faithfully work to their potential in their schoolwork and who regularly demonstrate proper conduct will be encouraged and welcomed to participate in co-curricular

activities. Students who are not meeting their academic requirements (i.e. parents and/or teacher determines that a student is not working up to potential) and/or who don't display proper conduct will be ineligible to participate in extra-curricular activities.

Missing large amounts of school may jeopardize a child's participation in co-curricular activities, especially those activities that involve much after school practice and preparation.

All students participating in and/or attending any co-curricular event will be expected to conduct themselves appropriately because they are representing their school, but more importantly, because this will enable them to "let their lights shine" in school and in the community.

ATHLETIC GUIDELINES

- **Purpose** - The purpose of Apostles' athletic program is to provide:
 - A. A healthy environment for learning good Christian sportsmanship.
 - B. An opportunity for our young people to develop their God-given physical abilities.
 - C. An atmosphere where our boys and girls can mature as well as grow in their relationships with their Christian peers.

- **Eligibility** - Children who wish to participate in athletics must first demonstrate that these additional activities will not become a burden to them and detract from their studies. Our first concern is, of course, for the educational growth of the child. A student who displays a positive attitude toward his work, carries out his assignments faithfully, and performs up to his God-given abilities in the classroom is eligible for participation in after-school sports. If extra-curricular activities begin to interfere, then perhaps a child's time can be better spent on things of greater importance.

- **Responsibilities** Each player is to:
 1. Conduct himself/herself in a Christian manner both on and off the playing area.
 2. Respect and follow the directions of the coach.
 3. Accept all calls of the officials unquestionably. Never show disgust in any way.
 4. Play to win in a sportsmanlike manner.
 5. Play as part of a team, and not for self-glorification.
 6. Be a gracious winner or loser.
 7. Be courteous and friendly to opponents. Opponents should leave with a good impression of you.
 8. Be respectful of equipment both in our school and in opponents' schools.
 9. Be a faithful steward of any uniforms entrusted to his/her care.
 10. Be present at all practices unless something important hinders it.

11. Excuse, to the coach, in person, when not able to attend a practice. If a child is unable to attend a game, the coach should be notified as far in advance as possible. Remember, to become a member of an athletic team is to make a commitment. Each child should feel a sense of responsibility to his coach and especially to his fellow teammates.
12. Use his/her God-given talents to the utmost at all times, during both practices and games.
13. Never display any form of cockiness, but give the Lord credit for all accomplishments.
14. Conduct himself/herself in a manner, which is beyond reproach while under the supervision of parent drivers to and from games.
15. Maintain an academic level in keeping with his/her God-given abilities. Athletics is never to be used as an excuse for poor or incomplete work in school.

A more complete Athletic Handbook will be supplied during the school year.

FIELD TRIPS

To enhance the learning process, our teachers plan field trips that enable the children to grow culturally, expand their awareness of their state, and motivate them to further study. Parents need to provide written permission for these trips and pay associated costs. Parents may also be asked to drive and/or chaperon for a field trip under the guidelines set forth in the Apostles Lutheran Church Youth Worker Policy. For questions or concerns regarding the Youth Worker Policy, please contact one of the Apostles pastors.

Students are reminded that they are representing Apostles Lutheran Church and School while on such trips and are expected to behave accordingly. Failure to do so means forfeiture of the privilege to attend field trips.

HOMEWORK AND STUDY HABITS

Although all children have different ability levels and varying concentration skills, it is our intent that the amount of homework assigned to students is not such that it requires a great amount of time at home. There is sufficient time at school for a student who uses his or her time wisely to complete a majority of the work; however, the level of homework does increase as a student moves from grade to grade. Sixth, seventh and eighth graders will most likely have more work to take home because of their departmentalized schedule as they prepare for high school life.

Parents should be aware of the study habits of their children at home, and they can offer great assistance to their children by helping to reinforce good study habits at home.

There are times when it is appropriate for students to help each other with homework, and there are times when it is beneficial for them to work together on an assignment or a project. Teachers and parents can use good judgment to determine these appropriate times.

However, plagiarism and cheating are prohibited. Instances of plagiarism and cheating will be responded to in a case-by-case manner.

TESTING/SCREENING PROGRAM

Our school administers standardized tests to our students in grades 4 – 8 in the fall of each year. These tests, scored on a national norm, help us in curriculum planning and give us indications that our school is maintaining high standards of instruction.

We screen all incoming kindergarten students. We also test students who transfer to Apostles from other schools. This enables our teachers to determine some of the strengths and weaknesses of our new students. These results also help us in determining grade or class placement.

MISSION PROGRAM

Our school sends mission money to a home or world mission, who helps support the efforts of those doing mission work on our behalf that is, "**preaching the Gospel to every nation.**" Students are encouraged to form good stewardship habits through these offerings – a pattern that we hope will carry into their adult lives.

HOME/SCHOOL COMMUNICATION

A regular system of communication between the home and school is essential. There are a number of things we as a school do to keep the lines of communication open. Families with children in kindergarten through grade five will be visited by their child's teacher in August. The parents of sixth, seventh, and eighth graders attend an orientation evening in August. During the school year Apostles Lutheran School sends weekly school newsletters through e-mail. Throughout the year, the teachers also send notes home and call when necessary.

We also appreciate a flow of information from the parents. For the good of the child, it's helpful if parents let the teacher know if there is a situation outside of school that could affect school performance and/or behavior. Also, parents should feel free to contact the teacher to get a current assessment of their child's school life.

DISCIPLINE

Proverbs 23:13 says, "**Do not withhold discipline from a child.**" Our Christian teachers are assisting the parents in training the child, including discipline. Parents and teachers are God's representatives in performing this important duty. As we are instructed in James 1:22, we are to be "**doers of the Word, and not hearers only.**" Students are expected to display Christian conduct as taught by Apostles Lutheran School. Willful or regular behaviors and actions deemed by Apostles Lutheran School to be contrary to God's Word can result in expulsion although Apostles Lutheran School is responsible to discuss those issues with parents and guardians.

If and when children demonstrate irresponsibility and lack of respect for classmates, teachers, or property, the correct use of the Law and Gospel must be the root of the discipline. The teacher, acting in the stead of the parents, will strive to wisely apply the Law and Gospel for the benefit of each individual child.

Persistent discipline problems, especially those involving consistent disruption and/or defiance and disrespect, will be dealt with by teacher, parental, vice-principal, principal and pastoral. If the situation is not resolved in an acceptable time period, the principal may choose to suspend the child. The principal also has the authority to suspend a child for an incident that may not have been part of an ongoing problem. The school board has the authority to expel a student should that action become necessary.

Because of Christ's love for each individual student, our school will address all cases of repetitive student misbehavior. Especially important is addressing any aggressive or violent behaviors including words. If these behaviors occur, our school will respond proactively and in a timely manner. The teachers and homeroom staff members will communicate instances of these behaviors to the assistant principal and/or principal. Each instance will be handled individually. A discipline/consequence plan will be developed and documented. The plan will contain items that help the student and will also contain the school's discipline responses. Elements of such a plan could include, but not be limited to, meetings with involved parents and staff; suspensions from school; requirements for the seeking of professional support; or expulsion from school. In the event these and/or other negative behaviors persist, the plan will be modified to address the continued undesired behavior(s). At the principal's discretion, the school board will be kept will informed as necessary, and will become directly involved when appropriate.

Apostles Lutheran School has a zero-tolerance policy for its students with regard to tobacco products, illicit drugs, alcohol, and weapons (includes items not normally considered weapons, but used as weapons) on the school campus or at school functions. The same is true for items portrayed as – or represented to be – the previously listed items.” (See the “Health and Safety” section of the parent handbook for guidelines on prescription and nonprescription medication).

Apostles Lutheran School does not engage in corporal punishment.

PARENTAL QUESTIONS AND CONCERNS

Questions or concerns related to school policy should be presented to the principal. If the principal fails to address the situation adequately, the issue should be brought to the attention of the school board chairman.

Parents should contact the classroom teacher if the concern is related to the classroom or the teacher. The teacher is familiar with the child and can address the question or concern from direct observation. The principal or others would not have the advantage of direct involvement. Immediately before or after school are times during which the teacher has responsibilities to the children; therefore, we would ask that parents avoid those times to discuss a concern. We ask parents to contact the teacher and set a time convenient for all to discuss a question or concern. If, the matter is still unresolved, parents should contact the principal. The principal will work with the parents and the teacher to bring about a God-pleasing resolution.

If parents have a complaint about another student, they should voice it to that child's teacher. The teacher will work with the necessary parents to resolve the situation in a God-pleasing manner. Parents should not approach the other child to discuss the situation with him/her without the consent and presence of the child's parent.

Because we share the same goals for the children – that they learn of Jesus as their Savior and that they be equipped for lives of Christian service – we can be confident that a God-pleasing solution will result from working together to solve a problem.

ATTENDANCE

Daily Attendance

All students are expected to attend school regularly and punctually. When a student will be absent, the parent/guardian must:

1. Call the School Office by 8:20AM at 408-578-4800 ext. 206 to report the absence.
2. Provide a **written excuse when the student returns** to school.

Students should not arrive to school prior to 8:00AM. If students arrive before 8:00AM they will be checked into Homeroom and be charged the regular Homeroom rate.

Absence from school does not excuse a student from completing his/her work. Missed work will be done according to the time frame established by the teacher. Parents are encouraged to pick up work for absent students so work can be done as efficiently as possible.

Parents/guardians are encouraged to schedule vacations and appointments during the school year outside of regular school time.

Tardiness

When a student is tardy a phone call or written excuse is required from the parent/guardian.

Repeated tardiness hurts a student's progress and disrupts the flow of the classroom.

These guidelines are to be followed concerning tardiness:

1. Tardies are recorded for each quarter and the total shall restart at the beginning of each quarter.
2. Each student is allowed **3** tardies per quarter.
3. On the third tardy, and any subsequent tardies, the following shall apply:
 - On the **3rd** tardy of the quarter, the teacher will call the parents.
 - On the **4th** tardy of the quarter, the teacher will arrange a meeting between the parents, the teacher and the principal.
 - On the **5th** tardy of the quarter, a letter will be sent home from the School Board and included in the student's permanent record.
 - On the **6th** tardy of the quarter, the parents will meet with a School board representative.

Excessive tardies may cause a student to be retained, expelled, or unable to enroll for the following year.

There may be special situations involving medical or other reason that cause such tardies to occur. The application of the Policy may be waived after a meeting with the principal or School Board.

TUITION AND REGISTRATION

Registration days are held in April for the upcoming school year at which time all new and returning families are required to register for the following school year. (New families enrolled after the April registration days will register with the school office on an individual basis.)

An annual registration fee is charged each family, which is due on July 15. Parents may wish to pay the full tuition amount by August 15 and receive a 4% discount. All others will pay according to the payment plan selected through the facts program.

Please see Appendix D for detailed information about the FACTS Tuition program as well as our tuition, registration payment policy.

TEXTBOOKS

Parents purchase their children's religion books. We hope that these materials will become treasured resources over the years. The school owns all of the other textbooks and lends them to the students for their use. Student hard cover textbooks should be covered within the first couple of weeks of the school year. Students should take good care of the books. The student's family will compensate for lost or damaged books.

LUNCH AND MILK PROGRAM

Apostles uses Uncle Ray's Catering for hot lunch service. Hot lunches are provided Monday through Friday with the exception of collaboration days. Student purchases are made by pre-order through Uncle Ray's web-site (www.unclerays.net). This program also offers milk a separate milk program, pre-ordered through Apostles.

HEALTH AND SAFETY

By state law, all children must be immunized against certain diseases. Medical records will be checked to make sure each student's immunizations are up to date. Students entering kindergarten and seventh grade must have the necessary mandated immunization records on file with the school to be able to attend school. Students must have a Report of Health Examination completed up to eighteen months prior to entry into first grade or within ninety days thereafter. Local health personnel make a yearly visit to our school to provide hearing tests, vision and color screening, and Scoliosis screening for our students. Parents will need to fill out medical emergency information as part of the registration process.

Giving medications to children in school presents problems of safety and reliability for the student. The parents should make arrangements so that it is not necessary for school personnel to administer medication. If a child needs to take an antibiotic or other short-term medication, parents should ask their health care provider to plan doses around the school day. If it is absolutely necessary for a teacher or staff person to administer medication at the school, Apostles must first have written and dated permission from the parents and must have the medication in its original container. If the parent gives the child permission to take medication on his/her own, the medication should be kept by the teacher or staff person along with a note of explanation from the parent. If a child should require Tylenol or other pain relieving medication, parents will be telephoned for verbal authorization.

If a child becomes ill at school and is unable to complete the day, parents will be contacted to make arrangements for transportation home.

Children are instructed in proper procedures for fire, earthquake, and lock-down drills. Parents are to provide an earthquake emergency kit for their children at the start of the school year. A form given to parents in August spells out what must be included in that kit.

Please see Appendix G for detailed health guidelines.

DRESS CODE

In the exercise of Christian liberty parents will ensure their children observe a modest, God-pleasing attitude in manners of dress and hairstyles. Because it's impossible and impractical to create a rule for every possible clothing or hair style issue, the judgment and enforcement of the rules is left to the discretion of the classroom teacher.

Children's clothing should be comfortable and modest. Tight-fitting clothing is not appropriate. Proper undergarments should be worn and not exposed. Clothing or property which advertises such things as alcoholic beverages, any music groups, etc. are to be avoided, nor should obscene or suggestive language and/or pictures be any part of a student's clothing or property.

No facial make-up is allowed. Jewelry that is distracting to learning or unsafe may not be worn. Earrings may not extend below the ear lobe. Boys are not allowed to wear earrings.

Modest sundresses are acceptable. No mini-skirts, low-cut, or bareback dresses are allowed. **The midriff should not be exposed.** Children will not be allowed to tie the ends of blouses or shirrtails to expose the midriff area of the body. Tank tops, tube tops, halters and half-shirts may not be worn.

Neat, clean and well-kept jeans and slacks may be worn. No pants with holes are allowed. Sweat suit outfits may be worn. Many of the sweat pants and tops that have pockets are presentable for school. Sweat pants and tops that are baggy and give the appearance of dressing down are not allowed; however, sweats may be worn for physical education class.

Neat, well-kept shorts may be worn. Tight-fitting shorts and skorts, including compression shorts (biker shorts), are not allowed. Cutoffs and sweat shorts are not allowed. The shorts/skorts should end at or below the halfway point between the waist and the knee. When inappropriate shorts/skorts are worn, the parent may be contacted to bring a different set of clothing, or the teacher may give the child sweat pants to wear during the day.

Hair must be kept clean and well groomed. Students should avoid extremes in haircuts and hairstyles. Haircuts and styles should display appropriate modesty and should not draw undue attention. Students should not make significant changes to their hair color.

Appropriate footwear should be worn at all times. High-heeled shoes should not be worn except for special dress-up occasions. All roller skates and shoes with wheels are prohibited. **All sandals worn at school must have ankle straps.** Socks or nylons must be worn at all times. Tennis shoes are needed for physical education class as well as for participation in the interscholastic sports program.

CHILD ABUSE AND NEGLECT PREVENTION AND REPORTING

Apostles Lutheran Church and School has a comprehensive *Youth Worker Policy*. The policy requires all who work with Apostles School youth to take a yearly training class. The policy also requires all who drive youth for church and/or school events to fill out a form as part of compliance with the policy. All hired and called workers are finger printed.

Under California law, some people are mandated to report suspected physical and/or sexual abuse and certain forms of neglect such as a failure to provide necessary food, clothing, shelter, health care and supervision. Reports must be made to Child Protective Services of Santa Clara County. Educational personnel, such as teachers and staff members, are mandated reporters. A person who is required to report, but fails to do so, can be charged.

SCHOOL HOURS

- **Classroom doors open at 8:00 a.m.**
- **The school day begins at 8:30 a.m. for all students.**
- **Children in our K1 program dismiss at 11:45 a.m. each day.**
- **Children in our K2 program dismiss at 11:45 a.m. on Monday, Wednesday, and Friday; and they dismiss at 3:05 p.m. on Tuesday and Thursday.**
- **Children in grades 1-8 dismiss at 3:05 p.m. every day.**
- **Children are dismissed at 12:00 p.m. on teacher collaboration days.**

Students should not arrive earlier than **8:00 a.m.** unless they plan on utilizing the before-school childcare (homeroom) program. Students are expected to be off the school grounds by **3:15 p.m.** unless they plan on utilizing the after-school childcare program. (Kindergarten childcare begins at noon). **Students arriving before 8:00 a.m. and are at school at 3:15 p.m. will be automatically checked into the supervised care program for which a fee is charged.** We do this so no child is left unsupervised while on school grounds.

HOMEROOM PROGRAM

Apostles School provides childcare for the welfare of parents and the well being of students. We need the parents' on-going cooperation to make this program a continuing success and pleasant experience for all involved.

Please read the following after school policies and go over them with your child. This is especially important for students in grades 6, 7, and 8.

BEFORE AND AFTER SCHOOL CARE PROGRAM

We provide a before and after school childcare program (“homeroom” program)

- ◆ 6:30 a.m. until 8:00 a.m. for all students
- ◆ 11:45 p.m. until 3:05 p.m. for kindergarten students
- ◆ 3:05 p.m. until 6:00 p.m. for all students

Fees and billing

- ◆ Bills for the school's childcare program are distributed after each month of service
- ◆ Parents are billed for actual time served
- ◆ An extra late fee is charged when children are picked up after 6:00 p.m.
- ◆ Payments are to be made upon receipt of the bills

Please see Appendix F for further explanation and clarification regarding our special circumstances homeroom billing.

Our homeroom program is offered as an optional service to the families we serve. Our homeroom program is served by members of our congregation who are provided training in supervision, parent communication, and first aid/CPR. Yet, because our workers are not formally trained as educators, and because the homeroom program has less structure than the classroom setting, students must exercise self-discipline. Students unable to act appropriately during homeroom may lose the privilege of being served by the homeroom program.

BEFORE SCHOOL HOMEROOM

- 6:30-8:00 a.m. supervision for students in K-8.
- Cost is \$4.25 per hour for those arriving between 6:30 a.m. and 8:00 a.m.
- All students arriving on campus before 8:00a.m. are to report to the Before-School Homeroom Program. Those arriving after 8:00 a.m. will not be charged.
- Before-School Homeroom is held in Room B1.

AFTER SCHOOL HOMEROOM

1. Homeroom hours: 3:15 - 6:00 p.m. (11:45 - 6:00 for kindergarten children). Additional hours will be available on early dismissal days. You will be informed when this occurs.
2. Homeroom will be held in Room B1.
3. Students must be signed out of Homeroom by their parent or driver at the end of each day's stay. This is important for both the safety of your child and also for accurate billing.
4. A note should be sent to the supervisor when someone not listed on your pickup form will be picking up your child.
5. Homeroom fees will be **\$4.25 per hour for each child**. Parents will be charged only for the portion of the hour their child is in Homeroom. **For children not picked up by 6:00 p.m., a late fee of \$1.00 per minute per child will be charged from 6:00 p.m. to 6:15 p.m. and \$3.00 per minute per child thereafter.**
6. Bills will be sent home on a monthly basis and are due upon receipt. You may pay daily or weekly if you prefer. Please pay with a check made out to Apostles Lutheran School

if possible and please always write out a separate check for Homeroom. *Please do not* include it with tuition, field trip, milk, etc.

Please see Appendix D for further clarification of Homeroom billing.

KINDERGARTEN AFTERNOON HOMEROOM

- 11:45 a.m. - 3:05 p.m. supervision for Kindergartners.
- Cost is \$4.25 per hour.
- Kindergarten Homeroom is held in Room B1.
- At 3:05 p.m. children will be turned over to our After-School Homeroom Program.

We are happy that we are able to provide this childcare for our Apostles School families. If you desire to participate in this program on a regular basis or only occasionally, we ask you to please fill out a *Family Information* form.

AFTER SCHOOL GUIDELINES

SPORTING ACTIVITIES

1. Students participating in after-school sports' practices will be under the supervision of their coaches until 5:00 p.m. (practices end at 4:45 or 5:00). Students not picked up by 5:00 p.m. will be sent into Homeroom and charged accordingly.
2. On game days students will be under the supervision of their coaches until their rides arrive.
3. Students will not be allowed to use the phone before and after practices. They will be allowed to use the phone after games.

DETENTION HALL

1. Detention Hall will run from 3:05 p.m. - 4:20 p.m..
2. Since parents will have been notified at least one day in advance, Detention Hall students will have no need to call home.
3. Students not picked up by 4:30 p.m. will be sent into Homeroom and charged accordingly.

Please see Appendix F for further explanation and clarification regarding our special circumstances homeroom billing.

SCHOOL INSURANCE

School insurance is provided for the children while at school during school hours and who are at school-sponsored events such as field trips and athletic contests. The insurance protection carried by the school is secondary to the personal policy carried by the student's parents.

SCHOOL PROPERTY

We expect children to show respect for all school property – buildings, grounds, furnishings, books and equipment, etc. In cases of neglect, damage, or destruction, the cost of restitution will be the responsibility of the student's parent or guardian.

SCHOOL TELEPHONE

Children are not to use a church or school telephone without permission from a teacher, pastor or other staff member. Children are not to receive calls during the school day. Messages will be taken by the secretary and will be given to the children.

SCHOOL PICTURES

A professional photographer near the beginning of each school year will take individual student pictures. Information will be sent out prior to the time of picture taking. Also, a school yearbook is produced yearly, which will be available for purchase near the end of the school year.

SUGGESTIONS TO HELP YOUR CHILD

For the benefit of your entire family, here are some suggestions you can use:

- **Provide family Bible readings**, prayers and devotions every day in your home to show your children the importance of God and His Word in your daily living.
- **Attend church** regularly as a family.
- **Encourage your children** to respect and pray for their teachers at Apostles.
- **Teach your children** to be regular and prompt in attendance.
- **Provide a daily schedule** for activities such as homework, free time and home chores. Teach them to budget their time for work and play.
- **Take time to listen** and show interest to your children about their school life.
- **Remember** to look upon the school as an aid to the training and discipline you provide at home. Remember, after God's Word, your example is the most powerful teaching tool you possess. Also, do not expect the school to work out drastic changes in learning and/or behavior in a short time.

- **Help your children** understand that there are rules and regulations to be followed for good order and for their benefit.
- **Remember that children**, like all people, are sinful and will make mistakes. Lovingly, firmly if necessary, and forgivingly correct them.
- **Knowing that teachers** also are subject to human mistakes, do not criticize the school or the teachers in front of your children; instead, speak to the teachers to address a concern.

EXPLANATION OF ENROLLMENT PHILOSOPHY

Please first refer to the bottom of page 2 to determine your family’s category number. As explained in the “*Purpose and Philosophy*” section of our parent handbook, we exist to serve our congregation’s children as well as children of the community with no church home (categories one through three). We don’t intend this purpose to offend members and active participants of other Christian denominations (category four). We are glad they are under the care of a church home. Since there would be differences in teachings, we don’t want to cause confusion for the children or undermine the efforts of the child’s home church’s clergy. We don’t, however, close the door on category four families. During the enrollment procedures (Appendix C), the principal and pastor, at their respective visits, will discuss this topic thoroughly to assist parents with deciding what is best for their children.

As mentioned in the Enrollment policy on page 2, class capacity for K1 is 12 students. Capacity for K2 is 24 students. Capacity for grades one through eight is 25 students per room. Category four children will not be enrolled in K1 when enrollment reaches 10. Category four children will not be enrolled in K2 when enrollment reaches 22. Category four children will not be enrolled when a classroom in grades one through eight reaches 23. The last two spots in each room will be left open to enroll potential students in categories one through three throughout the summer or into the school year. If there is no spot open because the classroom limit has been reached, the applicant family may ask to be placed on a waiting list in the event an opening occurs.

(Exceptions: Category one and two children may be enrolled even if the classroom is at capacity; Category three children will be enrolled, where appropriate, on a case-by-case basis, if a classroom is at capacity. These exceptions fit our mission in that we are here to serve members of our congregation. We also are here to serve families with the Gospel who currently don’t have a church home.)

Appendix B further clarifies and explains our requirements as seen on the school application form, and Appendix C addresses procedures for enrollment and conditions for continuation at Apostles within a school year as well as from year to year.

EXPLANATION OF APPLICATION FORM QUESTIONS

- 1. Do you agree to have your child worship with his/her class when scheduled to sing in church?** As the *Singing in Church* section in the parent handbook indicates, singing as a class as part of the worship service is part of our school's music and religion curricula. These opportunities are, on average, about once every five or six weeks. The classes sing in either the 8:45 a.m. service or the 11:15 a.m. worship service on Sunday mornings. Classes also sing on a Wednesday evening service during the season of Lent. They also participate in the Christmas, Good Friday and Ascension services. Families are given a schedule for the full year at the beginning of the school year.
- 2. Do you agree to be supportive of the school, its teachers and its policies?** We recognize that this is one of those hard-to-measure, intangible "requirements." In general, it means that the home and the school will strive to work together for the good of the children. When parents have concerns or questions about issues relating to the classroom or the school as a whole, they will follow the steps as listed in the *Parental Questions and Concerns* section of the parent handbook. A close and cooperative partnership between the home and the school will only result in blessings for the child.
- 3. Do you agree to be prompt in making tuition and other school-related payments?** Ours is a nonprofit school, and we work hard to keep our tuition rates affordable while offering the strongest educational program we can. It is vital that payments are made on time and in their full amounts. Late and delinquent payments cause a negative ripple effect throughout the school. **Appendix D provides detailed monetary information.**
- 4. Do you agree to complete, within one year of enrollment, the Bible Information Class?** This is a most important requirement for our category three and four families. (Category one and two families have already completed this class). The class is conducted by an Apostles pastor and is intended to acquaint both mothers and fathers with the religious instruction their children would receive if they attend Apostles Lutheran School. This is a fourteen-lesson course – one lesson per week offered three. One course begins in September, one in January, and one in April. In the Fall we offer Sunday classes from 10:00a.m. – 11:00a.m. as well as Wednesday evening classes from 7:00p.m. – 8:30p.m. Winter classes are Thursday evenings from 7:00 – 8:30 p.m., and Spring classes on Wednesday evenings. There is no charge for these classes, and free childcare is offered for all sessions. We realize that the parents we serve are very busy and find it difficult to commit to a fourteen-week class; however, it is vital that parents learn what their children will be taught. Parents who attend the class find it interesting, nonthreatening, and very worthwhile. You will receive a free bible as out gift to you as well.

ENROLLMENT PROCEDURES

The following 2 steps apply to all applicants:

1. Along with submitting the application for enrollment, parents of students transferring to Apostles from a different school should also supply the principal with copies of pertinent records from the child's current school (including – but not limited to – recent report cards, standardized test scores, behavior documentation, etc.) so that we can help the parents determine whether our school will be a good fit for their child. In some instances, parents may be asked to grant permission to their child's school personnel to speak to personnel at Apostles. (Kindergarten applicants with no previous school need only to submit the application for enrollment.)
2. All incoming students (K1-8) are tested/screened. This testing helps our teachers prepare for individual students and for classrooms as a whole.

The following 6 steps apply to applicant families with no church home (category 3) and other families, such as those who have a church home (category 4). (See the “Enrollment Policy” section on page 2 of the parent handbook for category descriptors):

1. After receiving the application for enrollment, our principal will contact the applicant's parents to set up a visit at their home to acquaint them with the school and to answer questions. He will fully explain the parent agreement questions listed on Appendix B. The visit is meant to be a helpful and informational service to help parents determine if Apostles will meet their family's needs. Of course, parents are invited to ask questions and/or visit the school before applying.
2. After the visit by the principal, the parents will decide if they want to continue the enrollment process at Apostles Lutheran School. When ready, they will inform the principal as to their decision.
3. If the parents wish to continue considering Apostles, the pastor will contact the parents to set up a home visit. The purpose of this visit, like the visit from the principal, is to serve the parents with information about our school. He can also provide more thorough information as to what we believe and teach from God's Word in the Bible.
4. After the pastor visit, parents will make their final decision as to their desire to be served by Apostles. When ready, they will inform the principal as to their decision.
5. If the parents desire to enroll at Apostles Lutheran School, the principal will present the application to the school board at its next monthly meeting. The school board will decide whether or not to accept the applicant.
6. The principal will inform the family as to the school board's decision.

CONDITIONS FOR CONTINUED ENROLLMENT

- ◆ All students must display appropriate academic effort and overall conduct as a prerequisite for continued enrollment within one school year as well as from year to year.
- ◆ All nonmember children will be reenrolled each year if stipulations one through four as listed on Appendix B have been met as described.
- ◆ All member families are to meet stipulations one through three as listed on Appendix B.
- ◆ Potential new students who are siblings of category four families do not have a guaranteed spot in a classroom but are subject to the enrollment policy as written.

REGISTRATION, TUITION AND CHILD CARE FEES POLICY

Registration

- ◆ A non-refundable \$50 per family registration deposit will be paid at registration in April. (Families may pay the full registration amount at registration if they wish.) This reserves their children's classroom slot.
- ◆ The balance of the registration is due on or before July 15.
- ◆ A **5% late fee** will be assigned to any unpaid portion of registration after July 15.

Tuition

Apostles' school utilizes FACTS for Tuition Management Service. A FACTS family enrollment form must be completed as part of the registration process. Additional questions should be directed to the school office.

- ◆ Families have two tuition payment options:
 - Full year payment with 4% discount if the **full tuition amount** is paid on or before August 15.
 - Monthly payments – due payable by check, ACH, or credit card (on-line only).
 - August through May (10 months)
 - July through May (11 months)
- ◆ Monthly tuition payments made by check or on-line are due on the 1st of each month. ACH payments are due on the 5th or the 20th.
- ◆ Payments not received by the 10th day after your selected due date will have a \$15 late fee added. *(See Appendix D, Page 2 for additional important information.)*
- ◆ Payments should be mailed to the address on your monthly invoice, unless you are utilizing Auto Payments (ACH) or on-line payment options. Tuition payments should not be sent with the child.
- ◆ Late notices will be sent to families who have past due accounts.

Child Care Program ("Homeroom" Program)

- ◆ Bills are distributed the first part of each month for the previous month's service.
- ◆ Parents are billed for actual time served.
- ◆ Payments should be made **upon receipt** of the bill.
- ◆ A late fee is charged for pickup after 6:00 p.m. in the amount of \$1 per minute per child.

All fees are reviewed annually.

Full and timely payments are vital for the effective operation of our school. It is for this reason that the following policies are implemented:

- ◆ All financial obligations to the school must be met for the child to be considered registered and enrolled for the following school year.
- ◆ Any payment (other than for childcare) received by the school will be applied to the oldest outstanding amount due for any account(s).
- ◆ Checks with insufficient funds will have a \$25 fee assessed to your account. ACH payments refused by your bank will have a \$25 fee assessed. A second check with insufficient funds within the same school year will mean that the school will no longer accept checks; for the balance of that school year, all payments will have to be made with cash or certified funds.

TUITION COLLECTION POLICY

The following policy is a tool to help the school board track and classify each family's tuition situation in an objective manner. Each family will have a certain status, and each status has a definition. Please read the information carefully and feel free to contact the school board chairman with any questions.

Normal Account Status – Families who are up-to-date on tuition payments will be classified as having “normal account status.”

Warning Account Status – Families who do not pay their monthly tuition by the 30th of the month in which it is due will be classified as having “warning account status.” The School Board Chairman will contact these families.

Termination Account Status – Warning account status families will be reclassified as having “termination account status” if the outstanding tuition isn't paid in full by the 30th of the month following placement as warning status. These families will be notified as to their status and will then have until the 30th of the following month to pay outstanding tuition. If tuition is not paid in full by then, the child(ren) will be dismissed from school the following school day.

Families having warning or termination account status will return to normal account status when all outstanding tuition is paid in full.

Possible Situations

- Tuition due August 1st and considered late after August 10th.
- If payment hasn't been paid by August 10th, a family will have **warning account status**.
- If August's payment hasn't been paid by Sept. 30th, a family will have **termination account status**.
- If August's payment hasn't been paid by October 30th, the student(s) will be **dismissed** as of the next school day. Families of students who have been dismissed may reapply for admission. One condition for reenrollment will be the full payment of outstanding tuition and any other outstanding school fees.

If there are special individual circumstances surrounding a family's inability to keep tuition current, the family should contact the school board chairman.

SPECIAL CIRCUMSTANCES FOR HOMEROOM CALCULATIONS

Homeroom fees are reviewed annually and are calculated beginning at 3:15 p.m. until the minute the child is signed out. If a child is involved in an after-school activity (sports, musical, bell choir, etc) fees are not accrued the official ending time of that activity. See the following examples.

EXAMPLE: Child has a part in a Christmas play. Practice starts at 3:30 p.m. and goes to 5:00 p.m. No fee is charged from 3:15 – 3:30 p.m.

- A student whose parent is involved with driving for a school activity during after school hours will not be charged for Homeroom during those hours.

EXAMPLE: Dad is driving for son's football game. Sister stays at school in Homeroom. No fee will be charged.

- Children will not be allowed to wait for or meet their ride on Blossom Ave. or Santa Teresa Blvd. The overall safety of the children is best served by their being picked up in our parking lot.
- When the 3:15 p.m. bell rings, **all** students not involved with an organized after-school activity or whose ride is not on campus are expected to report directly to Homeroom.
- Students are not allowed to use the phone after school except under special circumstances. Children should make arrangements to go home with friends ahead of time so they need not use the phone for that purpose.
- No students under school supervision will be allowed **off campus** after school unless accompanied by teacher/coach.
- If you, as a parent, are on campus for a sporting event, teacher conference, or any other reason during Homeroom hours, your child is expected to be with you or follow homeroom directives. The student may visit Homeroom without charge during this time if you alert the supervisor to the fact that you are on campus.
- Students in sports please note Sporting Activities 1 in the After-School Guidelines section of the Parent Handbook.
- A student who has left campus after school will not be allowed to return later on in time for his/her ride home or to check in late to Homeroom. The school cannot accept responsibility for any student under these circumstances.

- If you know you will be arriving after 6:00 p.m., please call the school (578-4800 ext. 211) to notify the Homeroom Supervisor and to alert your child of your late arrival.

Please notify the school office to update your *Family Information* form as needed, with changes in phone number or persons authorized to pick up your children.

ILLNESS GUIDELINES

Because communicable infections quickly spread among children in school, the following guidelines serve as help to parents in determining whether or not to send a child to school. This is for the good of the all children and staff in our school community. If a child shows any signs of infection or illness, the child should be kept home until the child has been **without any of the following for at least 24 hours.** Parents should have a list for themselves of people who can care for an ill child if they are unable to do it themselves because of work schedules.

- **Fever** – 100 degrees or higher (orally) or 99 degrees (armpit).
- **Bronchitis** – a cough without mucous secretion, fever, sore throat, and runny nose.
- **Diarrhea** – more than twice a day.
- **Vomiting** – until vomiting and other digestive or flu like symptoms are no longer present.
- **Cold** – with green or yellow nose drainage, fever, or sneezing.
- **Sever cough** – a wet, wheezy cough with mucous secretion.
- **Rashes of the skin** – identified by a physician.

There are several illnesses' that need to be reported to the school. The following are the most common.

- **Strep throat** – two days of antibiotics, fever and other symptoms are no longer present.
- **Conjunctivitis (pink eye)** – yellow or green drainage, crusted mucous discharge or redness symptoms disappear.
- **Impetigo** – one day of antibiotic treatment and the sores are dry and healing.
- **Head Lice** – after treatment and no other eggs are seen.
- **Chicken pox** – seven days after onset of the rash and if all the blisters are dry.

If your child becomes ill at school, you will be notified and arrangements must be made to pick-up your child, within one hour. If neither parent is able to pick up an ill child, the parents are to contact one of their pre-approved persons to pick up the child. If the school cannot contact either parent, the parent will have given approval for the school to contact a

pre-approved adult. Please be sure that parent-provided names and numbers are always current. *(The family information form completed at registration will indicate those whom the school may contact.)*

The state **mandates** that parents notify the school if they or their children contact a communicable disease such as chicken pox, hepatitis, measles, etc. The school will notify parents if their child is exposed to a communicable disease while at school. A form from the County of Santa Clara Health Department will be sent home explaining the symptoms to watch for and when they may return to school.

INCOMPLETE POLICY PHILOSOPHY AND GUIDELINES

Incomplete Policy Philosophy

“So whether you eat or drink or whatever you do, do it all for the glory of God.” This passage, I Corinthians 10:31, provides a solid Biblical principal for Christian living. This passage is applicable when considering schoolwork responsibilities of students. Our goal as parents and teachers is not only to provide our children with a Christ-centered education, but also to provide them with an education that will best serve them academically according to the abilities with which God has blessed them. A key factor in a child’s education is to instill the ability to accept and have ownership of the responsibility for beginning and completing assignments on time. The condoning or enabling of incomplete work in any way hinders a child’s educational development, which may inhibit the responsibility and accountability traits needed as an adult.

We learn from God’s Word that we are to be faithful in our work and that we are to obey those in authority. Students have the opportunity to grow in both of these areas of Christian living through their schoolwork habits. It is our prayer that students will choose to fulfill their academic responsibilities as a response to what Jesus has done for them and all people when He paid for the sins of all on Calvary’s cross. The following section provides guidelines for the good of the students in our care.

Incomplete Policy Guidelines

1. Students are expected to have their assignments completed and brought to school on time (8:30 a.m. or when they arrive if late). Legitimate excuses for incomplete work should be communicated from the parents to the teacher by a phone call, note, or e-mail the evening before school or the morning of the day the assignment was due.
2. Written assignments will be collected by each teacher as part of the start of the day routine.
3. Any assignment, written or oral, that is not finished on time or is not present, will be considered an incomplete.
4. If a student is incomplete in an assignment, the parents will be notified that same day through an incomplete notice, which they must sign and return the next school day. The incomplete notice will also provide an up-to-date record of incompletes for the quarter.
5. The student will receive an “F” for the incomplete assignment. This grade cannot be changed.

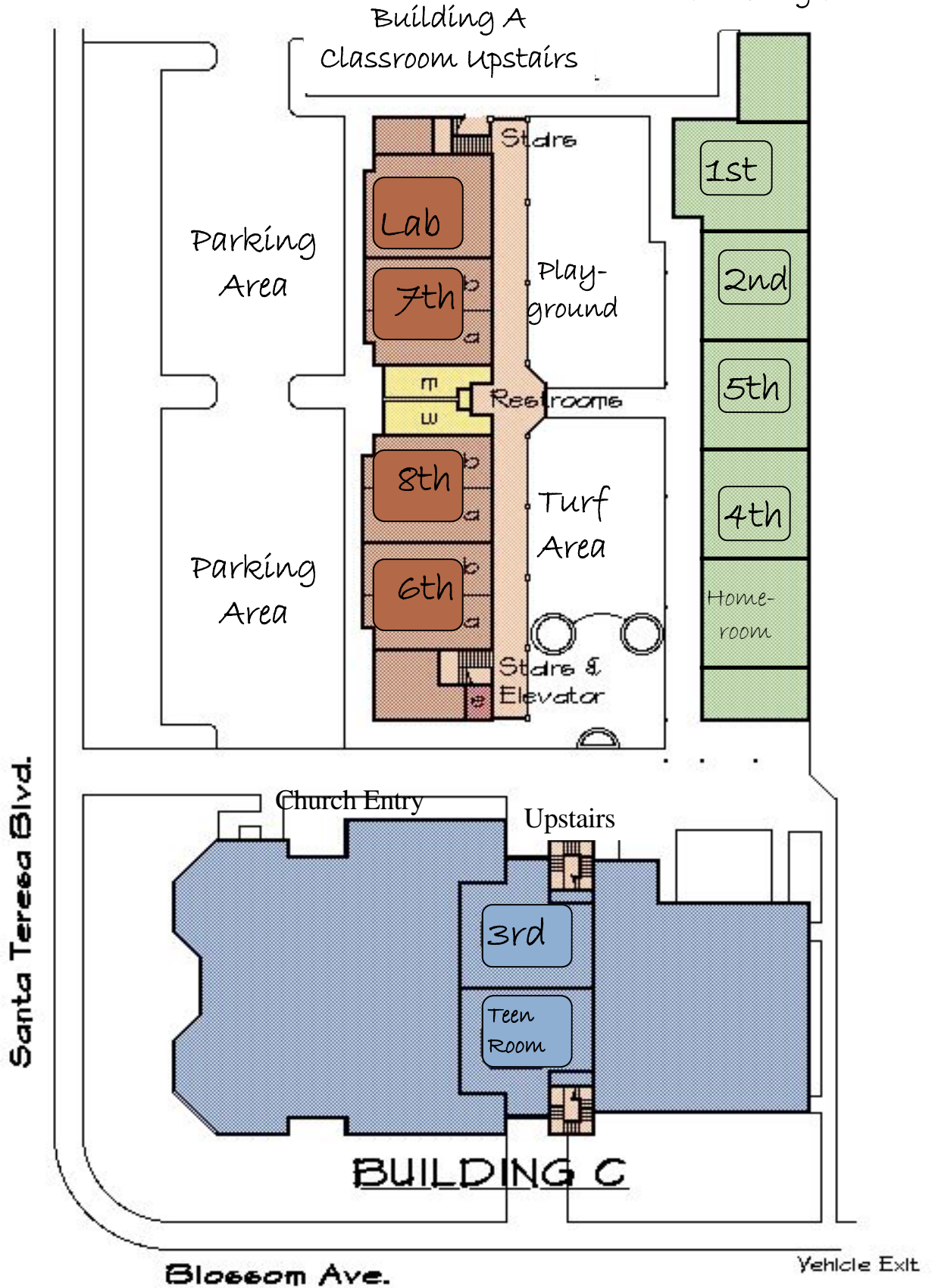
6. The student must complete the incomplete assignment outside of school hours; have a parent or guardian sign the accompanying incomplete notice, and bring it to school to be turned in with the other assignments the next school morning. If this is not done, it will be treated as another incomplete (not another “F”), and will be handled the same way. Students may not use school time to do work that was incomplete.
7. The teacher will record the number of days and assignments that each student has incomplete work. The teacher will also track incomplete work to ensure that it is being done and turned in.
8. The teacher will begin working with parents when seeing signs of a developing problem with incomplete assignments.
9. The teacher will notify the assistant principal for curriculum and instruction of any students developing ongoing problems with incompletes. The assistant principal will notify the principal accordingly, although the teacher is free to call upon the principal to discuss any situation dealing with incomplete work.
10. If parent-teacher interaction fails to lead to an improvement in the situation, the assistant principal, principal and pastor will be brought into the meetings with parents, as circumstances require.
11. During meetings at any level – teacher, assistant principal, principal, pastor – with the parents, consequences for future incompletes will be discussed. Possible consequences would include – but not be limited to – suspension or removal from extra curricular activities, detentions, School Board involvement, suspension and expulsion from school.
12. All who become involved in a child’s incomplete problems will keep the child in their prayers. As in all difficult situations at school that a child may encounter, great effort will be made to assist the parent and the child.
13. Taking all this into consideration, each teacher has the freedom to take steps to insure that the needs of the individual child are met; for example, it may not be impossible for a certain student to meet a certain expectation. In a situation like this, the teacher will confer with parent and with the principal to work out a plan realistic for that child.
14. For academic purposes, teachers may require “do-overs” or corrections on assignments that were finished but received failing or other low grades. These “do-overs” or corrections are simply to make sure the student learns the necessary material. They only become incompletes if they are not turned in the following school day with the rest of the assignments due that day.

SCHOOL MAP

SECOND FLOOR DIRECTORY PLAN

Vehicle Entrance

Building B



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