

TABLE OF CONTENTS

MISSION STATEMENT	3
PURPOSE AND PHILOSOPHY.....	3
ADMINISTRATION	3
TEACHING STAFF	3
ENROLLMENT POLICY	3
WORSHIP AND SUNDAY SCHOOL ATTENDANCE.....	4
CURRICULUM.....	4
MEMORY WORK.....	4
CATECHISM CLASS.....	4
GRADING SYSTEM AND REPORT CARDS	5
SINGING IN CHURCH	5
SPECIAL SERVICES.....	5
CO-CURRICULAR ACTIVITIES	5
FIELD TRIPS	6
HOMEWORK AND STUDY HABITS	6
TESTING/SCREENING PROGRAM.....	6
MISSION PROGRAM	6
HOME-SCHOOL COMMUNICATION	6
DISCIPLINE.....	7
PARENTAL QUESTIONS AND CONCERNS.....	7
ATTENDANCE.....	7
DAILY ATTENDANCE.....	7
TARDINESS	8
MAKEUP WORK.....	8
STUDENTS THAT ARE ABSENT WILL HAVE ONE DAY PER DAY ABSENT TO COMPLETE ASSIGNED WORK. TEACHERS MAY WORK WITH PARENTS TO DEVELOP A MORE APPROPRIATE TIMELINE IF NEEDED. HOMEWORK WILL ONLY BE AVAILABLE AT THE END OF THE SCHOOL DAY UPON PARENT REQUEST.	8
WORK FOR PLANNED ABSENCES WILL NOT BE GIVEN EARLY. STUDENTS WILL BE AFFORDED THE SAME OPPORTUNITY AS IF ABSENT (ONE DAY PER DAY ABSENT) TO COMPLETE HOMEWORK.	8
TUITION AND REGISTRATION	8
TEXTBOOKS.....	9
LUNCH AND MILK PROGRAM	9
HEALTH AND SAFETY	9
DRESS CODE.....	9
CHILD ABUSE AND NEGLECT PREVENTION AND REPORTING	10
CELL PHONES AND ELECTRONIC DEVICES	10
SCHOOL HOURS.....	10

BEFORE AND AFTER SCHOOL CARE – HOMEROOM PROGRAM.....	10
<i>Fees and billing</i>	11
AFTER SCHOOL GUIDELINES.....	11
SPORTS ACTIVITIES	11
DETENTION HALL.....	11
SCHOOL INSURANCE.....	11
SCHOOL PROPERTY.....	11
SCHOOL TELEPHONE.....	12
SCHOOL PICTURES.....	12
SUGGESTIONS TO HELP YOUR CHILD	12
APPENDIX A – EXPLANATION OF THE ENROLLMENT POLICY.....	13
APPENDIX B – ENROLLMENT QUESTIONS, PROCEDURES, AND REQUIREMENTS	14
EXPLANATION OF APPLICATION FORM QUESTIONS.....	14
ENROLLMENT PROCEDURES.....	14
CONDITIONS FOR CONTINUED ENROLLMENT	15
APPENDIX D – REGISTRATION, TUITION, AND FEES	16
<i>Registration</i>	16
<i>Tuition</i>	16
<i>Child Care Program (“Homeroom” Program)</i>	16
APPENDIX E- TUITION COLLECTION POLICY	17
APPENDIX F – SPECIAL HOMEROOM CALCULATIONS.....	18
APPENDIX G – ILLNESS GUIDELINES	19
APPENDIX H – INCOMPLETE HOMEWORK POLICY	20
INCOMPLETE POLICY PHILOSOPHY	20
INCOMPLETE POLICY GUIDELINES	20

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 principal, 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. All Faculty, support staff, and volunteers who interact with and are in a supervisory role 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 16 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. 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. Faithful church and Bible class attendance is essential in setting a good example for children about the importance of God and His Word in their lives.

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. What is learned from God's Word is to be reflected in all 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. Apostles strives 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 twice per week during the school day. These classes, conducted by the pastors, represent the final course in our required religion curriculum. The students in both the seventh and the eighth grades are required to complete 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, life science, physical science, and earth science. (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 system is implemented that allows an advanced student to complete Geometry 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.
- **Middle School Electives** – economics, explorations, and lab skills.

Apostles also offers an **Academic Support Program** (for a small 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

Apostles uses a percentage based, A through F grading system, with any grade below 70% considered failing. Report cards are issued at the end of each academic quarter; progress reports are issued in the middle of each academic term. Grades are available online through the PowerSchool portal. After the first grading period, parents 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 children's progress, it is vital all work be done on time. All assignments due for a given day will be collected at 8:15a.m. Student work that is not ready for submission will be considered incomplete. This includes work which is not done at all, partially done, or done but left at home; incomplete assignments receive a permanent failing grade for that assignment. Parents will be notified of incomplete assignments according to the Incomplete Policy (Appendix H). Students will not be allowed to call home to ask a parent to bring a forgotten assignment.

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.

SINGING IN CHURCH

Worshipping in church is an essential part of Christian living which affords families the opportunity to meet God in His Word through readings, sermons, and songs. Our students regularly sing in church to meet the requirements of our music and religion curricula and to build to strengthen their relationship with Jesus. Therefore, students are required to attend and participate in worship services.

The classes sing in either the 8:45 a.m. or the 11:15 a.m. worship service on Sunday mornings. Classes also sing on a Lenten Wednesday evening service and are 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 Children's Christmas service, the Good Friday service (which is part of the school day), and the Children's Ascension 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), eaglets, and interscholastic athletics – flag football, basketball, and track for boys; and volleyball, basketball, and track for girls

Piano and instrumental 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. All students participating in and/or attending any co-curricular event will be expected to conduct themselves appropriately because they are representing their school.

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.

Athletics is a vital part of the whole curriculum. It is the goal of Apostles Lutheran School to grow students' self-esteem and sense of leadership and responsibility. We seek to provide such opportunities in safe, positive environments supervised by adult, Christian leaders and coaches. It is also our goal that the athletic program will serve as bridge to strengthen the relationship among home, school and congregation.

- **Eligibility** - Children who wish to participate in athletics must first demonstrate these additional activities will not hamper their academic performance. Any student who honors the commitment to the classroom, according to his God-given abilities, is eligible for participation in after-school sports. If extra-curricular activities begin to interfere, then the child may be deemed ineligible. The specific eligibility guidelines can be found in the Athletic Handbook.

➤ **Responsibilities** Each player is to:

1. Conduct himself in a God-pleasing manner.
2. Strive for academic excellence in accordance to God-given abilities, never using athletics as an excuse for poor classroom performance.
3. Contribute success to God's blessing and effective team play.
4. Recognize opponents as fellow children of God and treat them in such fashion.
5. Be gracious in losing and take responsibility for mistakes and shortcomings.
6. Attend all scheduled events and honor the commitment to the team.
7. Give thanks to God for the opportunities afforded through athletic competition.
8. Recognize that behaviors represent their faith, family, and school.

A more complete Athletic Handbook can be downloaded from the school website.

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 provide written permission for these trips and pay the associated costs. Parents may also be asked to drive and/or chaperon for a field trip under the guidelines set forth in the Apostles 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, it is our intent the amount of homework assigned will not dominate a child's time at home. Sufficient time is given during the day for students who use their time wisely to complete assigned tasks; however, the homework load increases as students advance in grades. Sixth, seventh and eighth graders will likely have more homework as they prepare for high school life. Parents should be aware of their child's study habits and can offer great assistance by reinforcing successful study habits at home.

There are times when it is appropriate for students to work together, and times when it is necessary the student work alone. Teachers and parents can use good judgment to determine these appropriate times.

Plagiarism and cheating are prohibited. Instances of plagiarism and cheating will be responded to in a case-by-case manner. In recent years, many students have not understood that copying content from the Internet is plagiarism. Parents can help prevent such instances by monitoring students' work and computer usage.

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 the school plan and adapt curriculum and help indicate the success of our instructional and curricular standards.

All incoming kindergarten students are screened. Students who transfer to Apostles from other schools are also tested. This enables our teachers to determine some of the strengths and weaknesses of our new students. These results also help determine grade or class placement.

MISSION PROGRAM

Apostles School supports home and world mission programs that spread the Gospel to areas it cannot. An offering is taken at each chapel service to help assist these mission programs. Students are encouraged to form good stewardship habits through these offerings – a pattern that will hopefully carry into their adult lives.

HOME-SCHOOL COMMUNICATION

A regular system of communication between the home and school is essential. There are multiple ways the school strives to communicate with families. The first is the annual Welcome Back Nights in August. During these events, teachers provide parents with pertinent information for the upcoming year. During the school year each teacher and the principal delivers a weekly newsletter that is emailed and posted online. Throughout the year, the teachers also send notes home and call when necessary.

An information exchange is vital for the student, parents, teachers, and school. Therefore, parents are encouraged to inform teachers if there is a situation outside of school that may affect school performance and/or behavior. Also, parents are welcome to contact the teacher for a current assessment of their child's school life.

DISCIPLINE

Proverbs 23:13 says, "**Do not withhold discipline from a child.**" Christian teachers assist parents in training the child, including discipline. Parents and teachers are God's representatives in performing this important responsibility. James 1:22 encourages all people to be "**doers of the Word, and not hearers only.**" Students are expected to display Christian conduct as taught by the 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 obligated to discuss those issues with parents and guardians.

If a child demonstrates 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, defiance, or disrespect, will be addressed by the teacher, parent/guardian, vice-principal, principal and pastor as necessary. 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, all cases of repetitive student misbehavior will be addressed. Especially important is confronting any aggressive or violent behaviors or words. If these behaviors occur, the 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 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. If such negative behaviors persist, the plan will be modified to address the continued misbehavior. At the principal's discretion, the school board will be kept 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 (including 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

Apostles teachers and administration maintain an Open Door Policy; parents are welcome and encouraged to speak with the principal, Board, or teachers about school 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. Teachers have responsibilities to the children directly before and after school; therefore, parents should avoid those times to discuss a concern. It is better 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 without the consent and presence of the child's parent.

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 8:05AM at 408-578-4800 ext. 206 to report the absence.

2. Provide a **written excuse when the student returns** to school. Students who miss more than three days due to illness must provide a doctor's note.

Classrooms open at 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 the assigned 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. Homework will only be available at the end of the school day upon parent request. Students who arrive two hours after the start of school or leave two hours prior to dismissal will be marked as half-day absent.

Parents/guardians are encouraged to schedule vacations and appointments during the school year outside of regular school time. Parents who wish to take extended vacations (4 school days or more) during the year will need to file a vacation request form with the school office.

Tardiness

The school day begins at 8:15am; as student is tardy if he/she is not in the classroom when the 8:15am bell rings. When a student is tardy, a phone call or written excuse is required from the parent/guardian.

Repeated tardiness impedes a student's progress, disrupts the classroom, and creates extra work for the teacher and school staff.

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 **2** tardies per quarter without consequence.
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 and notify the vice-principal.
 - On the **4th** tardy of the quarter, the teacher will arrange a meeting between the parents, the teacher and the vice-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. Families with excessive tardies will be handled on a case-by-case basis by the vice-principal.

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 vice-principal, principal or School Board.

MAKEUP WORK

Students that are absent will have one day per day absent to complete assigned work. Teachers may work with parents to develop a more appropriate timeline if needed. Homework will only be available at the end of the school day upon parent request.

Work for planned absences will not be given early. Students will be afforded the same opportunity as if absent (one day per day absent) to complete homework.

TUITION AND REGISTRATION

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

An annual enrollment fee is charged each family and is due by the last day of the current school year. The registration fee increases after the last day of school.

Parents may wish to pay the full tuition amount by August 1 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 the tuition and registration payment policy.

TEXTBOOKS

Parents purchase their children's religion books in hopes these materials will become treasured resources over the years. The school owns all other issued 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. The student's family will compensate for lost or damaged books.

LUNCH AND MILK PROGRAM

Apostles contracts with a 3rd party provider 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 the caterer's website. Milk is ordered on a monthly basis through the school.

HEALTH AND SAFETY

California state law requires all children to 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 in order 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 complete a medical emergency information form as part of the registration process.

Dispensing medications to children presents problems of safety and reliability for the student. Parents should make arrangements so 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 school, the family must submit a written and dated permission letter first. The medication must also be in the original container. If child has parental 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 not allowed, 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. No other facial or body piercings are allowed. 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 shirttails 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*. This 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 by the local law enforcement agency.

According to California law, education personnel (including staff members) are mandated reporters and have a legal obligation to report suspected abuse which includes the following: physical abuse, sexual abuse, and neglect (including failing to provide for a child's essential needs like food, clothing, shelter, and supervision). Reports are made to the Child Protective Services of Santa Clara County. Mandated reporters who fail to report suspected abuse can be charged.

CELL PHONES AND ELECTRONIC DEVICES

Students may have cell phones on campus, but they must be kept in a backpack at all times. They may only be used to call home at the end of the school day. Misused cell phones will be confiscated by school staff and picked up by the parent/guardian at the end of the school day.

Handheld games systems (such as a Nintendo DS) and music players (such as iPods and mp3 players) are not permitted on campus unless authorized by a teacher. Other electronic devices may only be on campus with teacher approval.

SCHOOL HOURS

- **Classroom doors open at 8:00 a.m.**
- The school day **begins at 8:15 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 3:15 p.m. on Tuesday and Thursday.**
- Children in **grades 1-8 dismiss at 3:15 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 **3:25 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 3:25 p.m. will be automatically checked into the supervised care program for which a fee is charged.** This ensures each child is properly supervised while on school grounds.

BEFORE AND AFTER SCHOOL CARE – HOMEROOM PROGRAM

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

The 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 and after school childcare program (“Homeroom” program)

- ◆ 6:30 a.m. until 8:00 a.m. for all students
- ◆ All students arriving on campus before 8:00a.m. report to the Homeroom Program.
- ◆ 11:45 p.m. until 3:25 p.m. for kindergarten students
 - ◆ At 3:15 p.m. children will be turned over to our Homeroom Program.
- ◆ 3:25 p.m. until 6:00 p.m. for all students
- ◆ Homeroom will be held in Room B1
- ◆ 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.
- ◆ **A note should be sent to the supervisor when someone not listed on your pickup form will be picking up your child.**

Fees and billing

- ◆ Cost is \$4.25 per hour
- ◆ Bills for the school’s childcare program are distributed after each month of service and paid to FACTS
- ◆ 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 D & F for further explanation and clarification regarding our special circumstances homeroom billing.

Late Pickup

For children not picked up by 6:00p.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.**

After School Study Period

An afternoon study hall is held each day from 3:30 – 4:30pm. This service provides students who are in Homeroom a quiet space to complete homework. Students in study period are charged the regular home room rate.

Students who intend to use the study hall must indicate their intentions to the Homeroom supervisor. The students are checked back into regular homeroom after study period.

AFTER SCHOOL GUIDELINES

Sports 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 3:15 p.m. - 4:30 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 4:40 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 will take individual student pictures during the fall of each school year. Information will be sent out prior to the time of picture taking. A school yearbook is produced yearly, which will be available for purchase during the school year.

SUGGESTIONS TO HELP YOUR CHILD

The following suggestions are provided for the benefit of all families and children:

- **Provide family Bible readings**, prayers and devotions every day in the home to model the importance of God and His Word in daily living.
- **Attend church** regularly as a family.
- **Encourage children** to respect and pray for their teachers at Apostles.
- **Teach 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 in the child's school life.
- **Remember** to look upon the school as an aid to the training and discipline provided at home. Remember, after God's Word, parental examples are the most powerful teaching tools. Also, do not expect the school to work out drastic changes in learning and/or behavior in a short time.
- **Help children** understand there are rules and regulations to be followed for good order and for their benefit.
- **Remember 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.

Appendix A – Explanation of the Enrollment Policy

Please first refer to page 4 to determine your family’s category number. As explained in the “*Purpose and Philosophy*” section of our parent handbook, Apostles exists to serve our congregation’s children as well as children of the community with no church home (categories one through three). This is not intended to offend members and active participants of other Christian denominations (category four). These families are already under the care of a church home. Since doctrinal differences may arise, the intent is to minimize confusion for the children or undermine the efforts of the child’s home church’s clergy. However category four families are always welcome to attend. During the enrollment procedures (Appendix C), the principal and pastor, at their respective visits, will discuss this topic to assist parents with deciding what is best for their children.

Class capacity for K1 is 16 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 before the start of school when two spots remain at the given class capacity. 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 the school’s mission to serve members of our congregation and those families who currently don’t have a church home.)

Appendix B further clarifies and explains the 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.

Appendix B – Enrollment Questions, Procedures, and Requirements

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?** This is certainly an intangible requirement. In general, it means the home and school will work together for the good of the children. When parents have concerns or questions about issues relating to the classroom or the school, 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?** Apostles is a nonprofit school, and every attempt is made to keep tuition rates affordable while offering the strongest educational program possible. It is vital that payments are made on time and in full. 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 parents with the religious instruction their children receive on a daily basis. This fourteen-lesson course (once per week) is offered twice each year. One course begins in September and one in January. In the Fall, a class is offered on Sunday 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 as well as Sunday mornings. There is no charge for these classes, and free childcare is offered for most sessions. Certainly all families 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 our 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 will provide a teacher recommendation and copies of pertinent records from the child's current school (including – but not limited to – recent report cards, standardized test scores, behavior documentation, etc.). In some instances, parents may be asked to grant permission to their child's school personnel to speak to staff 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 steps apply to applicant families who are not members of Apostles.

1. After receiving the application for enrollment, the principal will set up a visit with the applicant family to acquaint them with the school and answer questions. The visit is meant to be a helpful and informational service to help parents determine if Apostles will meet their family's needs.
2. 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 what we believe and teach from God's Word in the Bible.
3. 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.
4. If the parents desire to enroll at Apostles Lutheran School, the principal will present the application to the school board. The school board will decide whether or not to accept the applicant.
5. The principal will inform the family of 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 the following stipulations (one through four as listed on Appendix B) have been met as described.
 - ◆ The child has regularly attended singing engagements.
 - ◆ The family remains supportive of the school, its teachers, and policies.
 - ◆ The student(s) has been faithful in school attendance (including tardies).
 - ◆ All financial obligations have been met from the previous school year.
 - ◆ The parents have taken the BIC class within one year of enrollment.
- ◆ All member families are to meet the first four terms above.
- ◆ 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.

Appendix D – Registration, Tuition, and Fees

Registration

- ◆ The balance of the registration fees (book fee, t-shirt order, supplies, etc) is due on or before the last day of the previous school year (typically between June 5-10).
- ◆ The enrollment fee reserves the child's classroom slot. Discounted rates apply for multiple students.
- ◆ After the last day of the school year, the enrollment fee increases by \$150.

Tuition

Apostles utilizes FACTS Tuition Management for tuition collection. FACTS enrollment must be completed as part of the registration process for all new families. 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 1st.
 - Monthly payments –
 - August through May (10 months)
 - July through May (11 months)
- ◆ **Full year payment and monthly payments (all methods) are made through FACTS.**
- ◆ All tuition monthly payment plans conclude in May, including late registrants.
- ◆ Monthly tuition payments are made by check, ACH (automatic bank withdrawal), or by credit card on either the 5th or the 20th of the month.
- ◆ Payments made by credit card will incur a 2% convenience fee charged by FACTS.
- ◆ Payments not received 10 days after your selected due date will be assessed a \$15 late fee added. *(See Appendix E for additional important information.)*
- ◆ Payments should be mailed to the address on the monthly invoice, unless utilizing (ACH) or on-line payment options. Tuition payments should not be brought to the office or sent with the child to school.
- ◆ 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 and are invoiced by FACTS.
- ◆ Parents are billed for actual time served.
- ◆ Payments should be made **upon receipt** of the bill to FACTS. Payments not received 10 days after invoice date will have a \$15 fee added.
- ◆ A late fee is charged for pickup after 6:00 p.m. in the amount of \$1 per minute per child from 6:00-6:15. After 6:15, the fee increases to \$3 per minute.

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.
 - This includes tuition, enrollment fee, and any other registration fees, as well as any unpaid balances from the previous school year.
 - Students may not attend the first day of school unless all of the above payments have been made.
- ◆ Any payment (other than for childcare) received 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.

All fees are reviewed annually.

Appendix E- Tuition Collection Policy

Please read the information carefully and feel free to contact the school board chairman with any questions.

The following are the procedures that apply when tuition is not collected in a timely manner:

- ◆ If the payment is 10 days past due, the family will receive a notice from FACTS and a late fee will be applied.
 - Due 5th of the month – late fee assessed on the 16th of the month.
 - Due 20th of the month – late fee assessed on the 31st of the month (or first day of next month).

- ◆ In addition to notification letters from FACTS and late fees applied by FACTS, the school board will take the following actions:
 - The first time during a school year a family is late with a monthly payment, the family will receive notice from the school board noting the missing payment, and requesting that the family pay promptly or bring to the attention of the board any circumstances that are creating financial hardship.

 - The second time a family is late with a monthly payment (regardless of whether the late payments are for consecutive months or not), the family will receive a warning notice from the school board.

 - If a family is late with a payment for a third time (whether in consecutive months or not), the school board will indicate a deadline by which all late payments must be paid; failure to pay in full by the deadline will result in dismissal of the family's student(s) from school.
 - Example: Family 'A' is delinquent in September, December, and April. Even if they paid in full after Sept and Dec, they will receive a dismissal notice in April. Although family 'A' may reset their account financially, there is no reset on the delinquencies.

 - Any further late payments will be handled the same as the third late payment, with a deadline for payment in full and dismissal of student(s) if not paid by the deadline.

Appendix F – Special Homeroom Calculations

Homeroom fees are reviewed annually and are calculated beginning at 3:25 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 until the official ending time of that activity. See the following examples:

EXAMPLE: Child has a part in a musical. Practice starts at 3:30 p.m. and goes to 5:00 p.m. No fee is charged from 3:15 – 5:00 p.m. Any child not picked up by 5:00pm will be checked into Homeroom.

- 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 3:25 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 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.
- Students will not be permitted to walk home unless parent permission is on file with the school office.

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.

Appendix G – 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 all the children and staff in the school community. Any child that shows signs of infection or illness should be kept home until the child has been **without any of the following for at least 24 hours.** Parents should have a list of people who can care for an ill child if they are unable to do it 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 communicable illnesses' that must 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 a child becomes ill at school, the parents 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** 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.

Appendix H – Incomplete Homework Policy

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. Parents’ and teachers’ responsibility is not only to provide children with a Christ-centered education, but also to serve them academically according to their God-given abilities. A key factor in a child’s education is to instill the responsibility for beginning and completing assignments on time. Condoning or enabling incomplete work hinders a child’s educational development, which may inhibit the responsibility and accountability traits needed as an adult.

God’s Word encourages faithfulness in work and obedience to those in authority. Students have the opportunity to grow in these areas of Christian living through their schoolwork habits. It is expected that students will choose to fulfill their academic responsibilities as a response to what Jesus has done for them. 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 for submission 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.
7. Teachers will record the number of days and assignments of incomplete work, and ensure the incomplete work is completed.
8. Teachers will work with parents when persistent incompletes cause problems for the student.
9. Teachers will notify the assistant principal 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.