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MISSION STATEMENT

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

PURPOSE AND PHILOSOPHY

Apostles Lutheran School (ALS) assists parents with the God-given responsibility to train their children in the Word of God. ALS provides an excellent academic and co-curricular education with a Christ-centered focus within a caring family environment and in doing so assisting and supporting the congregation's mission of nurture and outreach.

God charges parents to provide Christian training for their children in Ephesians 6:4, **"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."** ALS assists parents with this vital responsibility. Christian parents welcome the opportunity to provide the Christ-centered education they so vitally need. The Lord's command and promise as written in Proverbs 22:6 provides comfort for this daunting task: **"Train up a child in the way he should go; even when he is old, he will not depart from it."**

Accordingly, ALS strives to make disciples of Christ through quality, Christian education following Jesus' command 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."** Apostles Lutheran Church and School seeks and welcomes opportunities to serve those who don't have a church home.

Families who are active members of another Christian church should identify the differences in doctrine since Biblical teaching permeates all areas of school life. ALS does not intend to cause confusion for children who are already under the care of a Christian church.

ALS educates and equips children for lives of Christian service and strives to prepare them for the glory that awaits them in heaven. As a member of the Wisconsin Evangelical Lutheran Synod (WELS), ALS teaches the Bible and provides an errorless standard and guide for Christian faith and life. ALS teaches the fundamental Biblical truths of Law and Gospel: All people are by nature sinful, unable to earn God's favor and salvation; however, God's own Son, Jesus Christ, has redeemed all people from sin by virtue of His suffering, death, and resurrection. Through faith in Him as the Savior, salvation is granted. ALS students hear this vital truth each day.

EXPECTED SCHOOL-WIDE LEARNING RESULTS

Equipped and empowered by the grace of God, Apostles students strive to be **E.A.G.L.E.S.**

Evangelize:

Our students evangelize as they, “Go into the world and preach the Good News to all Creation”. (Mark 16:15)

Achieve:

Our students achieve academic excellence in accordance with their God-given gifts and abilities. (Proverbs 1:1-7)

Glorify:

Our students glorify God through sports, music, art, friendships, attitudes, and all that they do. (1 Corinthians 10:31)

Lead:

Our students lead by example, modeling their leadership after their Savior, Jesus Christ. (1 Corinthians 11:1)

Express:

Our students express the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, and self-control. (Galatians 5:22-23)

Serve:

Our students humbly serve one another, as Jesus humbled himself and served his disciples by washing their feet. (John 13:1-17)

ACCREDITATION

Apostles is proud to be fully accredited by the schools commission of the Western Association for Schools and Colleges (WASC). Accreditation certifies that Apostles meets and maintains standards for accountability and excellence in education.

Grounded in self-study and peer evaluation, the process of accreditation is a valuable one, enabling schools to develop and pursue clearly defined goals and objectives for the future. Accreditation addresses institutional integrity and resource management while respecting differences in school populations, missions, and cultures.

Apostles was initially accredited in 2007 and earned another full six year term of accreditation in 2012 which extends through June 2018.

ADMINISTRATION

The voting members of Apostles Lutheran Church (ALC) have final authority concerning all ministries of the church, including the school; however, the governing of the school is delegated to the School Board elected by the congregation.

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 have been professionally trained in both religious and secular fields. They diligently work to provide a well-rounded, Christ-centered education from transitional kindergarten through the eighth grade.

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:

- Transitional Kindergarten students are four years old on or before September 1st.
- Kindergarten students are five years old on or before September 1st.
- First Grade students are six years old on or before September 1st.

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 15 students in Transitional Kindergarten, 25 students in Kindergarten, and 25 students per class 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.)

PARENTAL AGREEMENT FOR RELIGION INSTRUCTION

Parents will permit their child to be instructed in the doctrines of Holy Scriptures as taught by the Wisconsin Evangelical Lutheran Synod and will respect these teachings. Apostles' core purpose is to teach the whole of God's Word as commanded by Jesus (Matt. 28:19).

WORSHIP AND SUNDAY SCHOOL ATTENDANCE

Worship is an essential part of Christian living and God encourages regular worship in Hebrews, "... **do not give up meeting together (to worship) as some are in the habit of doing, but let us encourage one another.**" Therefore, all students and their families are encouraged to attend church services and Sunday School faithfully. Faithful church and Bible class attendance demonstrates a model for children regarding the importance of God and His Word.

CURRICULUM

God's Word is the underlying theme and motivating force behind all learning. Religious classes are very important and are a part of each day's instruction. However, Biblical truths and points of view are reflected in all classes. Secular subjects, textbooks, and materials are similar to those used in the public schools; however, the subject matter is taught from a Scriptural viewpoint whenever applicable. Apostles strives to provide an excellent education while addressing the spiritual, mental, physical, and social needs of each child. Following is a summary of the curriculum:

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

Memory Work

Memory work is a vital part of a child's training in God's Word. Parents should 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

ALC pastors instruct the seventh and eighth grade students in catechism classes twice per week during the school day. These classes represent the final course in our required religion curriculum. Students in both the seventh and the eighth grades are required to complete 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.

Special Church Services and Singing Attendance

As stated, worship is an essential part of a Christian's life; therefore, ALS students regularly sing in church to meet the requirements of the religion and music curricula and strengthen their own relationship with Jesus. **Students are required to attend and participate in these services.**

Classes sing in either the 8:45am or 11:15am service on Sunday mornings. An annual singing schedule is distributed at the beginning of each year and published on the website. *A written excuse should follow any missed service and singing attendance is reported on the students' quarterly report card.*

Certain dates set aside during each school year for special worship services – Reformation, Christmas, Lent, Good Friday and Ascension. All students participate in the all-school Children's Christmas, Good Friday, Ascension, and Graduation services.

- **Language Arts** – phonics, reading, writing, spelling, speech, grammar, creative writing, penmanship, and literature
- **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, techniques of art expression, and crafts
- **Mathematics** – A system is implemented that allows students in the middle grades to complete Pre-Algebra, Algebra, and Geometry by eighth grade based on ability.
- **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
- **Foreign Language** - introduction to Spanish, video lessons, guided instruction, and Rosetta Stone
- **Middle School Electives** – economics, explorations, art history, computer programming, yearbook, and lab skills

ACADEMIC TUTORING

ALS offers one-to-one tutoring for an additional fee. The school team will meet with parents to determine a plan for students who need individualized assistance. Faculty may also direct parents to outside programs as an option to seek help for their children if needed.

GRADING SYSTEM AND REPORT CARDS

Apostles Lutheran School uses a percentage based, A through F grading system, with any grade below 60% considered failing.

100% = A+	79-77 = C+
99-94 = A	76-73 = C
93-90 = A-	72-70 = C-
89-87 = B+	69-67 = D+
86-83 = B	66-63 = D
82-80 = B-	62-60 = D-
	59-0 = F

Report cards are issued at the end of each academic quarter. Grades are published online through the PowerSchool portal and can be viewed daily. Parent-teacher consultations are scheduled after the first grading period; however, parents and teachers are encouraged to arrange other conferences if necessary. Year-end report cards are issued after the Graduation Service. If students do not attend the service, they will be available for pickup in the office. Year-end report cards will not be issued if families have any past-due financial balances.

It is vital all work be done promptly. All assignments due will be collected at 8:15a.m. Student work that is not finished will be considered incomplete. This includes work which is not done at all, partially done, or left at home (even if done); incomplete assignments receive a permanent failing grade for that assignment. Parents will be notified of incomplete assignments according to the Incomplete Policy. Students are not allowed to call home for a forgotten assignment. *Appendix I defines the Incomplete Policy.*

The eighth grade student with the highest cumulative grade point average through the third quarter will be the class valedictorian. In cases of ties, there will be co-valedictorians.

PROMOTION AND RETENTION

Students are promoted to the next grade when they fulfill all the academic and attendance requirements for their grade level. Failure to meet the necessary curriculum standards and/or attendance requirement may result in a student being retained. If retention is a possibility, the teacher will work closely with the parents and the principal to determine the best course of action.

CO-CURRICULAR ACTIVITIES

ALS offers various opportunities to glorify their Lord with their gifts through participation in the following co-curricular activities: children's choir, junior choir, musicals, drama, boy and girl pioneers (a church-run program), eaglets, robotics, chess club, 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 is given during the school day; however instructors are not employed by Apostles Lutheran School. Private instructional fees will be paid directly to the instructor.

Children who faithfully work to their potential in their schoolwork and who regularly demonstrate proper conduct are encouraged and welcome to participate in co-curricular activities. Students who are not meeting academic requirements (as determined by parents and/or teachers) 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 as representatives of their school.

School absence 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 and can develop students' self-esteem, sense of leadership, and responsibility. ALS provides such opportunities in safe, positive environments supervised by adult, Christian leaders and coaches. The athletic program strengthens the relationship among home, school, and congregation.

- **Eligibility** -

Children who wish to participate in athletics or any other extra curricular activity must first demonstrate additional activity will not hamper academic performance. Students who honor the commitment to the classroom according to their God-given ability are eligible for participation in extra-curricular opportunities. The specific eligibility guidelines for the athletic program are defined in the Athletic Handbook which is published on the website or available from the Athletic Director.

- **Fees** -

ALS charges an athletic fee for participation in interscholastic sports – flag football, volleyball, and basketball. The fee is \$40 per athlete for each sport. Fees are also charged for participation in robotics, track, the fine arts, and chess club. Parents will be notified in advance for all fees associated.

- **Responsibilities** Each participant is to:
 1. Behave 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. Attribute success to God's blessing and effective team play.
 4. Recognize opponents as fellow children of God and treat them as such.
 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.

FIELD TRIPS

Teachers plan field trips so that children can 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 chaperone 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 the principal.

Students represent Apostles Lutheran Church and School on field trips and are expected to behave accordingly. Failure to do so means forfeiting the privilege to attend field trips.

HOMEWORK AND STUDY HABITS

ALS intends that 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 some of the assigned tasks; however, homework load increases as students advance in school. Sixth, seventh, and eighth graders will have more homework as they prepare for high school life. Parents should be aware of their child's study habits and offer assistance by reinforcing successful study habits at home.

At times it is appropriate for students to work together. Teachers and parents can use good judgment and confer with one another 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 (without proper citation) 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 as well as 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 may also help determine grade or class placement.

MISSION PROGRAM

Apostles supports home and world mission programs that spread the Gospel to areas it cannot. An offering is taken at each chapel service to 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 Night in August during which, teachers provide parents with pertinent information for the upcoming year. During the school year each teacher and the principal deliver a weekly newsletter that is emailed and posted online. Throughout the year, the teachers also send notes home and call when necessary. In cases that call for quick notification we use the Power School announcement system that goes out via text, email, and/or automated phone messages.

Email is the primary form of communication at Apostles Lutheran School. Each family is strongly encouraged to provide the faculty and school with an active email address for school communication. This system allows our teacher to use their time wisely while still effectively communicating with parents.

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

God encourages proper discipline of children in Proverbs 23:13, "**Do not withhold discipline from a child.**" Christian teachers assist parents as 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 behavior which is contrary to God's Word will be reported to parents/guardians and may result in expulsion (as determined by ALS). 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. The goal is that students demonstrate respect for classmates, teachers, and property.

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.

All cases of repetitive student misbehavior, especially aggressive or violent behavior, will be addressed. ALS strives to respond proactively and in a timely manner. The teachers and Homeroom staff 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 may include, but not be limited to, meetings with involved parents and staff, detentions and/or 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 will informed as necessary, and will become directly involved when appropriate. ALS does not engage in corporal punishment.

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 may be 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.)

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.

In accordance with Matthew 18, 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. 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.

PARENTS & TEACHERS of APOSTLES (PTA)

The PTA will meet regularly. Meeting times will be published on the school calendar and in the weekly e-news. The PTA will be led by an Executive Committee comprised of a school board member, a faculty member, and a group of parent volunteers.

The mission of the Parent-Teacher Group will be to:

1. Promote. Promote and support the ministry of the school and its staff.
2. Communicate. Communicate information on the school's ministry.
3. Serve. Provide service opportunities for parents and teachers.

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 8:05 AM at 408-578-4800 ext. 206 to report the absence.
2. Provide an excuse to the school within 24 hours. An excuse may be verbal, a written note, email, or phone call to the teacher or school office. Students who miss more than three consecutive days due to illness must provide a doctor's note.

Classrooms open at 8:00 AM. If students arrive before 8:00 AM, they will be checked into Homeroom and be charged the regular Homeroom rate.

Pursuant to the California Education Code (EC 48200), every school-aged child is required to attend school regularly in order to make a successful transition to the next grade level and to graduate.

Excused Absences

Students shall receive excused absences for the following (EC 48205):

- Child's illness
- Quarantine under the direction of a verified medical official
- Medical and dental appointments
- Attend funeral services of immediate family members
- Religious observance
- All other reasons for absence must be approved by the teacher to be marked as excused

All absences are to be excused by verbally telling the teacher, office, or principal, a written note, phone call, or email to the child's teacher or school office within 24 hours. Absences due to illness of three consecutive days or more are to be accompanied by a doctor's excuse. ***Failure to notify the teacher or school office within 24 hours of an absence is considered unexcused.***

Extended Absences

Parents are to make every effort to schedule family vacations outside of school times; however, Apostles realizes this may be impossible for some families. Families must obtain prior approval by submitting a Vacation Request Form to the school office for any planned absence of 3 days or more.

Make-up Work

A student who is absent for the above excused or extended absences will be allowed to complete all assignments and tests missed upon return to the classroom for full credit. The child's teacher will determine which tests and assignments will be reasonably equivalent to, but not necessarily identical to, the tests and assignments that were missed.

Students 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.

Parents are encouraged to speak to the child's teacher regarding all work missed during absences. However parents should not expect that work for extended absences will be given early. Students will be afforded the same opportunity as if absent (one day per day absent) to complete homework.

Unexcused absences:

- **Any absence not excused within 24 hours.**
- Any absence which does not qualify for an excused or extended absence.

Absences Defined

A child is marked half-day absent if he/she arrives two hours late or leaves two hours early during full days of school. A child is marked full day absent if he/she misses 3.5 hours or more during the school day.

Absence Consequences

Any child accumulating three or more unexcused absences in a school year is considered truant (EC 482600). Truant absence will be reported to the parents and the school board and will be recorded in the child's permanent file. Repeated truancy will result in a referral to the principal and/or school board for possible discipline action and determination of credit. The situation may also warrant referral to the district's truancy office and/or the county's district attorney.

If a child has excessive excused absences (more than 15 in a school year), the family may be required to provide a doctor's excuse for each absence and may be referred to the principal and/or school board for possible disciplinary action and determination of credit.

Tardiness

Tardiness disrupts the classroom environment and impedes a child's development. Children who are not in their classroom by 8:15 are tardy. Children who are excessively tardy (more than three per quarter) will be subject to referral to the vice-principal, principal, and/or school board as follows:

- Tardies are recorded for each quarter and the total shall restart at the beginning of each quarter.

- On the 3rd tardy, the teacher will contact the parents and notify the vice-principal.
- On the fourth tardy, the family will meet with the child(ren)'s teacher(s) and the vice-principal and sign a commitment contract pledging to bring their child(ren) to school on time.
- The fifth tardy will result in a letter being posted to the child's permanent file indicating the truant attendance and the commitment pledge has not been upheld.
- The sixth tardy will result in referral to the school board for possible disciplinary action and determination of credit.

Excessive tardiness (more than 12 in a year) is detrimental to a child's progress and will result in suspension and referral to the principal and/or school board for further disciplinary action and/or determination of credit. The case may also be referred to the district's truancy office and/or the county's district attorney.

There may be special situations involving medical or other reasons that cause tardiness or absence to occur. The application of the Policy may be adapted after a meeting with the vice-principal, principal, or school board on a case-by-case basis.

DROP OFF AND PICK UP

Drop off and pick up traffic on campus is one-way. Cars enter campus from Santa Teresa Blvd and exit onto Blossom Ave. During drop off and pick up times, cars should not exit onto Santa Teresa.

It is vital that all drivers are cautious and respectful during drop off and pick up. At times the campus can become congested causing delays and difficult sight lines. Practicing the proper care, caution, and respect will ensure all people remain safe.

The gate on Santa Teresa opens at 2:50 pm each day. Cars should refrain from trying to enter campus until then. For the safety and security of our students, parents do not have permission to open the gate when it is closed.

TUITION AND REGISTRATION

Registration for the upcoming school year generally begins in March at which time all new and returning families are required to register for the following school year. (Returning families by the April 30th deadline will receive an early re-enrollment credit of \$150.00).

An annual enrollment fee is charged to each family through their FACTS account due payable in July through their FACTS account.

ALS uses FACTS Tuition Management to collect tuition and other fees. All tuition and fees are to be paid directly to FACTS and not in the school office.

Parents may choose an 11 month (Aug - Jun 5th) or 10 month (Aug - May) tuition payment plan through FACTS, or parents may pay the full tuition amount by August 1 and receive a 4% discount. All tuition plans end no later than June 5th.

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 religious materials and consumable materials 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. ALS provided student hard cover textbooks are required to be covered within the first couple of weeks of the school year. The student's family will compensate ALS for lost or damaged books.

MILK PROGRAM

Milk is not required; if ordered it is done so on a quarterly basis through the school.

HEALTH AND SAFETY

California state law requires all children to be immunized against certain diseases. Immunization records are checked prior to the first day of school to make sure each student is current. Students entering transitional kindergarten and seventh grade must have the necessary mandated immunization records on file with the school in order to attend school. California State Law requires that all students must have a Report of Health Examination completed up to eighteen months prior to entry into first grade or within ninety days thereafter. Parents complete a medical emergency information form as part of the registration process.

Dispensing medications to children presents problems of safety and reliability. 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 at school, the family must submit a written and dated ALS medication form first. The medication form can be found on the ALS website or picked up in the school office. The medication **must** be in the original container. If a child has parental permission to take medication on his/her own, the medication must be kept by the teacher or school office along with an ALS medication form with an explanation from the parent and doctor. If a child should require Tylenol or other pain relieving medication, parents will be telephoned for verbal authorization prior to dispensing. The child **may not** carry any medication under any circumstances, (prescription or over the counter) in their backpack, lunchbox, or anywhere on their person.

If a child becomes ill at school and is unable to complete the day, parents will be contacted to make arrangements for transportation home. If parents are unavailable, the office will call the emergency contacts in the call order parents provided at the time of registration.

Children are instructed in proper procedures for fire, earthquake, and lock-down drills. Parents are to provide an emergency kit for their children at the start of the school year. A form is provided in the orientation folder parents receive at the Back to School Orientation in August.

Please see Appendix G for detailed health guidelines.

Please see Appendix H for detailed medication policy.

DRESS CODE

Christian parents will ensure their children observe a modest, God-pleasing attitude in manners of dress and hairstyles. It is impossible and impractical to create a rule for every possible clothing or hair style issue; therefore, the enforcement of the rules is left to the discretion of the classroom teacher.

Children's clothing should be comfortable and modest. 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. Mini-skirts, low-cut, or bareback dresses are not 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. Pants with holes are not allowed. Sweat suits 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.

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.

Consequences for repeated behavior. If a student arrives at school wearing clothing that is not in line with our dress code, then a note will be sent home to the parents. The note must be signed and returned to the child's teacher on the next school day. Depending on the infraction, a child may be given Apostles athletic gear to change into for the remainder of the school day. If the problem persists the student may be referred to the principal and/or school board for possible disciplinary action.

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 called "Keeping Kids Safe." 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 fingerprinted and background checked by the local law enforcement agency.

According to California law education personnel (including staff members) must receive annual training (EC 44689) and are mandated reporters (PC 1165.7) who have a legal obligation to report suspected abuse which includes the following: physical abuse, sexual abuse, emotional/verbal 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 turned off and kept in a backpack at all times. They may only be used to call home from 3:15 until 3:25 or with special permission. All students must have special permission from a member of the school faculty to use their phones as a camera or video recorder on campus or at school sponsored activities. Misused cell phones will be confiscated by school staff and picked up by the parent/guardian at the end of the school day. If a student shows an inability to use a cell phone according to the policies listed, they may lose their privilege to have a cell phone on campus at any time, and they may be referred to the principal and/or school board for possible disciplinary action.

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 **Transitional Kindergarten program dismiss at 11:45 a.m. each day.**
- Children in our **Kindergarten program dismiss at 3:10 p.m.**
- 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.**
(Kindergarten is dismissed at 11:45 p.m.)

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. **Students on campus before 8:00 a.m. or after 3:25 p.m. will be automatically checked into Homeroom for which a fee is charged.** Parents are billed monthly through FACTS for childcare fees. 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. All children are automatically enrolled in the homeroom program at the time of registration to make use of as needed.

The Homeroom program is offered as an optional service to the families we serve. Our Homeroom program is served by members of our congregation and/or school who are fingerprinted, background checked, and 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 8:00 a.m. report to the Homeroom Program.
- 11:45 p.m. until 3:00 p.m. for Transitional Kindergarten students
- At 3:15 p.m. Transitional Kindergarten students will begin paying the standard Homeroom fee.
- 3:25 p.m. until 6:00 p.m. for all students
- Homeroom will be held in Room B1
- Students must be checked out of Homeroom by their parent or authorized person 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.**
- Children will not be released to individuals who have not been pre-authorized by the parents/guardians. Identification will be requested for non-authorized persons, and the parents will be contacted for confirmation.

Fees and billing

- Cost is \$6.50 per hour
- Bills for the school's childcare program are invoiced 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 due net 15 days.

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

Late Pickup

For children not picked up by 6:00 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.

After School Study Period

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

After School Activities

1. Students participating in after-school activities will be under the supervision of the Apostles staff. (Practices/activities typically end between 4:30 and 5:00). Students not picked up 10 minutes after the scheduled end of the activity will be sent into Homeroom and charged accordingly. This also includes home games.
2. On away game days students will be under the supervision of their coaches or event leaders until their rides arrive.
3. Students must seek the permission of their supervisor to use a phone after the activity.

Detention Hall

1. Detention Hall will run from 3:15 p.m. - 4:30 p.m.
2. Since parents will have been notified 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.
4. For less serious infractions, teacher may also issue a PM. This is a shortened detention (3:15 - 3:35) that is led by the classroom teacher and not the vice principal.

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

Children will 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. Should a child graduate or transfer schools after damaging school property, his/her records will be withheld until restitution can be made.

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 Administrative Assistant and given to the children.

SCHOOL PICTURES

A professional photographer takes individual student pictures during the fall of each school year. Information is sent out prior to the time of picture taking. A school yearbook is produced yearly which is 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 3 to determine your family’s category number. As explained in the “*Purpose and Philosophy*” section, Apostles exists to serve ALC’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 neither cause confusion for the children nor undermine the efforts of the home church’s clergy. However, category four families are always welcome to attend. During the enrollment procedures (Appendix C), the principal and/or pastor, will meet and discuss this topic to assist parents with deciding what is best for their children.

Class capacity for Transitional Kindergarten is 15 students. Capacity for Kindergarten 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.

EXPLANATION OF APPLICATION FORM QUESTIONS: Stipulations of Enrollment

1. **Do you agree to have your child worship with his/her class when scheduled to sing in church?** Singing in worship services is part of the music and religion curricula. These opportunities are 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. Some classes also sing on a Wednesday evening service during the season of Lent and participate in the Christmas, Good Friday, and Ascension services. Families are provided a schedule for the full year in the orientation folder at the welcome back night in August.
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 results 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 an 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. 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 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.

ENROLLMENT PROCEDURES

The following two steps apply to all applicants:

1. Along with submitting the one-time 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, immunization records, 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 (TK-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 desire to enroll at ALS, the principal will present the application to the school board. The school board will decide whether or not to accept the applicant.
3. 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 year to year.
- All nonmember children will be reenrolled each year if the following stipulations (detailed in 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 families, including Apostles Lutheran Church 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 (enrollment fee, book fees, t-shirt order, etc) is due in July.
- Discounted rates apply for multiple students.

Tuition

Apostles utilizes FACTS Tuition Management for tuition and fees 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)
 - August through June 5th (11 months)
 - **Full year payment and monthly payments (all methods) are made through FACTS.**
- All tuition monthly payment plans conclude no later than June 5th, 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 directly to FACTS.
- Payments made by credit card will incur a 2% convenience fee charged by FACTS.
- Invoices not paid in full within 10 days of the selected due date are 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 as well as phone calls will be made 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. Invoices not paid in full within 15 days are assessed a \$15 late fee.

- 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 p.m., the fee increases to \$3.00 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, any other registration fees, homeroom fees, tutoring fees, and any other misc. 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.
- Payments received will be applied to the oldest outstanding amount due for any account(s).
- Checks with insufficient funds are assessed a \$25 fee. ACH payments refused by the bank are assessed a \$25 fee. 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.
- Records will be withheld for graduating or transferring students who have unpaid balances until the outstanding amount is paid in full. Year-end report cards will be withheld for students who have outstanding balances until the past due amount is paid in full.
- Records will be withheld for any graduating or transferring students who have damaged school property until restitution can be made in full.

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 a letter 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 may 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 number of 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 5:10 p.m. 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 (408-578-4800 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 email address, cell phone numbers or persons, or persons authorized to pick up your children.

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 without the aid of medication.** 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** – oral temperature of 100 F (37.8 C) or higher, armpit temperature of 99 F (37.2 C) or higher, rectal, ear or temporal temperature of 100.4 F (38 C) or higher.
- **Bronchitis** – a cough without mucus secretion, fever, sore throat, and runny nose.
- **Diarrhea** – more than twice a day.
- **Vomiting** – until vomiting and other digestive or flu like symptoms have not been present for 24 hours without medication treatment.
- **Cold** – with green or yellow nose drainage, fever, or sneezing.
- **Severe cough** – a wet, wheezy cough with mucus secretion.
- **Rashes of the skin** – identified by a physician.

There are several communicable illnesses' (infectious diseases) that are required to be reported to the school. The following is a very short list of 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 and one day of antibiotic treatment.
- **Impetigo** – one day of antibiotic treatment and the sores are dry and healing.
- **Head Lice** – after treatment and no other nits 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, and ensure they are local with the ability to pick your child up should there be a need to do so. *(The family information form completed at registration will indicate those whom the school may contact as well as the order in which to contact them.)*

The state **mandates** parents notify the school if they or their children contract a communicable disease. 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 in the event they contract the illness. A comprehensive list of communicable diseases (also referred to as infectious diseases) that require school office notification can be found on the Santa Clara County Public Health website.

Appendix H – Medication Policy

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

Apostles Lutheran School shall administer medication in accordance with California State Education Code Sections noted at the bottom of page 4 of this document. Apostles Lutheran School may administer any prescription medication to a student in compliance with the written instruction of a practitioner or professional health provider and written consent from the student's parent or legal guardian.

Administration of nonprescription medication requires the written instruction and consent of the student's parent or guardian. Substances, which are not FDA approved (i.e. natural products, food supplements), will require the written instruction of a practitioner or professional health provider and written consent from the student's parent or guardian. Students with asthma may, under the supervision of an Apostles Lutheran School faculty member, self-administer a metered dose or dry powder inhaler with the written approval of the student's physician and parent or guardian.

Medication administration may be delegated by a school staff member to any school employee with proper training, supervision, and evaluation. Determining such individuals will be the responsibility of the school principal. The school employee who is authorized to administer medication is immune from civil liability for his or her acts or omissions in administering medication to a student unless the act or omission constitutes a high degree of negligence. Apostles Lutheran School administrator or principal who authorizes an employee or volunteer to administer an over the counter drug or prescription drug to a student will be immune from civil liability for the action authorized, unless a court determines that the action constitutes a high degree of negligence.

No school employee may be required to administer medication to a student by any means other than oral ingestion.

Procedures for obtaining and filing written instructions and consents for medication administration, and the protocols for storage, administration, and documentation are delineated in this policy.

MEDICATION ADMINISTRATION TO STUDENTS

Procedures

I. Consent to Administer

A. Prescription Medications (also see Appendix K)

A signed Medication Authorization form from the parent/guardian and, when required for a prescription medication, signed Prescription Medication Authorization form, from a medical health care provider or practitioner must be on file at the school authorizing school personnel to administer any medication. The form must include:

- Student name, date of birth
- Medication name, dose, route frequency, time/conditions, duration
- Reason for medication
- Precautions, possible untoward reactions, and/or interventions
- Name of practitioner
- Parent/guardian signature, practitioner signature, date

Requests must be renewed each year or more often if changes in dosage occur. Prescription medications must be supplied in the original pharmacy-labeled container indicating the student's name, the name of the medication, the dosage, and administration instructions.

The school principal shall be informed by school personnel of all students receiving medication and any changes in dosage. The principal will review the medication record periodically and use professional judgment in contacting the practitioner, school personnel, or parents to resolve inconsistencies in administration directions.

B. Non-prescription Medications (also see Appendix J)

Non-prescription medication (over-the-counter) which is FDA approved can be administered. A signed Over-the-Counter Medication form from the parent/guardian must be on file at school authorizing school personnel to administer.

Non-prescription drugs must come to school in the original manufacturer's packaging with ingredients and recommended therapeutic dose. Non-prescription medications must be supplied by parent in the original container with the student's name affixed.

Any non-prescription medication intended for long-term use on a daily basis must be accompanied by a health provider or practitioner's signature.

All medication must be supplied by the parent. This includes, but is not limited to, ibuprofen, acetaminophen, and any other pain or headache relief medication. All medication is to be kept by the teacher or in the school office. Students may not carry medications on their person, in their backpacks, in their lunch boxes, or store them in their desks.

C. Food Supplements, Natural Products

For the safety and protection of students, food supplements and natural products will not be given in the school setting unless approved by the FDA or prescribed by a practitioner. The following criteria must be met:

- An original container is provided.
- Use for student is indicated.
- Appropriate dosing for student is clearly stated on the label/packaging insert.
- Possible negative/side effects are listed.
- Signed parent/guardian Over-the-Counter Authorization form.
- Signed health provider or practitioner consent if non-FDA approved.

Parents/guardians may come to school to administer natural products.

II. Self-Administered Medication

A. Under the supervision of Apostles Lutheran School staff, students with asthma may self-administer metered dose inhalers or dry powder inhalers for the purpose of preventing or alleviating the onset of asthmatic symptoms. The student must have the Asthma Inhaler Authorization form (see Appendix I) completed and signed by the student's physician as well as the student's parent or guardian. A copy of this approval will be present in the student's school and maintained in the medical record. The asthma inhaler authorization form is valid for 12 months from the date the health provider signed it. Should an inhaler continued to be required; a new form must be completed.

III. Medication Storage

Medication will be stored in a secure location. Medication which needs to be accessible to the student will be stored in an appropriate location per student need (i.e., emergency medications). Medication will be stored to maintain quality (i.e., refrigeration).

The parent/guardian shall pick up unused portions of medication within seven days after the completion of the school year or when medications have been discontinued. After which medications will be disposed.

IV. Documentation

An accurate individual student record of administered medication will include:

- Demographic data such as name, birthdate, level/grade, school year.
- Medication name, dose, date/time given.
- Signature of person administering.
- Dose changes, dated, with the signature of designee.
- Documentation of medication errors must be completed immediately. An incident report should be completed along with phone notification of parents and health care provider of student involved.

The Student Medication Record(s) will be maintained in the student medical record after discontinuation of the medication.

V. Rights and Responsibilities

Designated school personnel have the responsibility to:

- See that the medication is given within 30 minutes before or after the time specified by parent and practitioner.
- Maintain the medication administered at school in a secure place which also maintains medication quality (i.e., refrigeration for liquid antibiotics).
- Report to the school nurse any dose changes, inconsistencies, or medication side effects.
- Keep a copy of the Medication Policy in an accessible spot for immediate reference.
- Document all medication administered or reason medication may not be administered (absent, refusal).
- Report errors and or missed medications to the school principal immediately.

Designated school personnel have the right to refuse to administer medication to students when the medication administration procedures as described in Section II above have not been completed.

VI. Distribution of Policy and Liability Waiver

- All school employees or volunteers who are authorized to administer drugs to a student shall receive a copy of this policy and shall be advised that they are immune from civil liability for any acts or omissions in administering a drug or prescription drug to a student in accordance with this policy unless the act or omission is found by a court to constitute a high degree of negligence.

Appendix H – Medication Policy continued

- The School administrator who authorizes an employee or volunteer to administer a drug or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence.

Relevant laws and regulations: California Education Code (EC) sections 33031, 44871, 44873, 44874, 44875, 44876, 44877, 44878, 49400, 49414, 49422(a), 49423, 49423.6, and 49480; Government Code (GC) Section 815.2(a); Code of Federal Regulations (CFR), Business and Professions Code (BPC) sections 1625, 2051, 2052, 2472, 2746.51, 2836.1, 3041, and 3502.1; CCR, Title 5, sections 600, 601(b)(e)(f)(h), 603, 604, 606, 607, 608, 3051, 12(b)(1)(E) and Title 16, Section 1443.5(6) B; Title 21, Section 1300.01

Approved by the California State Board of Education, May 2005

Appendix I – Inhaler Policy

Student's Name: _____ D.O.B: _____ School/Grade: _____

Diagnosis: _____

In order for the student to receive the asthma relieving medication for asthma:

- Asthma inhaler administration authorization form **must** be completed **and** signed by parent **and** medical provider. Form must be given to school administrator.
- Asthma inhaler medication **must** be in the original container and labeled by the pharmacist or health care provider have the student's name, name of medication, directions for use, and date.
- Asthma inhaler medication **must** be kept by the teacher or in the school office. Student's may not carry medications on the person, in their back packs, or store in their desks.
- Authorization of asthma relieving medication **must** be updated annually (this form valid for a 12 month period).

The student has the skill, knowledge and my authorization to use an asthma relieving medication in the following manner:

_____ Self-administer asthma relieving medication under the supervision of a faculty member. Student will seek the care of school personnel if medication is unsuccessfully controlling his/her asthma.

_____ Student needs assistance with administration of their asthma relieving medication with the medication available as needed in the office.

_____ Activity restrictions: _____

At all Times: _____ During Asthma disturbances only: _____

Drug name:	Dosage:	Route:	Frequency:	Start date:	Stop date:	Side Effects:
1.						
2.						

School personnel may contact the medical provider of the medication for clarification regarding indication for use, medication, dosage, side effects, successful and treatment failures.

Physician's name:	Clinic/Phone:
Physician's signature (or Dr. office stamp):	Date:
Parent/Guardian signature	Date:

School Administrator Authorization: _____ Date: _____

Appendix J – Over the Counter Medication Form

Student's Name: _____

D.O.B.: _____

Apostles Lutheran School does not provide full-time nursing coverage in its school. Therefore, the administration of medication during school hours should be limited whenever possible. When no other plan is feasible, school office personnel will cooperate in the giving of medication at the request of the child's parent.

ALL medication **must** be kept by the teacher or in the school office. Student's may not carry medications on their person, in their back packs, in their lunch boxes, or store in their desks. This includes, but is not limited to, ibuprofen, acetaminophen, and any other pain or headache relief medication.

As the parent and guardian of the above mentioned student, I give Apostles Lutheran School permission to administer the following medication(s) to my child for the following reason or diagnosis

Medication/Dosage (mg, cc, ml, etc)	How it is to be given	How often	Start Date	Stop Date	Considerations/ Side Effects
1.					
2.					
3.					

If medication is to be dispensed during the school day, this form must be completed and signed returned with the medication in the original container and must be clearly marked with the student's name, directions for use, and date.

I hereby authorize the school personnel to administer the medication as described above.

Parent/Guardian signature	Date:
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School Administrator Authorization: _____ Date: _____

Revised 03/21/2017

Appendix K – Prescription Medication Form

Child's Name: _____

D.O.B.: _____

Address

(Doctor's Stamp)

Doctor Phone

Apostles Lutheran School does not provide full-time nursing coverage in its school. Therefore, the administration of medication during school hours should be the responsibility of the parent.

When no other plan is feasible, school personnel will cooperate in the giving of medication at the request of the child's physician and parent.

Name of Medication: _____

Dosage: _____

Length of time to be given (for long term prescriptions a request must be renewed **every** NEW school year):

If medication is to be dispensed during the school day, this form must be completed and signed by the prescribing doctor and returned with the medication in the original container and labeled by the pharmacist or health care provider have the student's name, name of medication, directions for use, and date

I hereby authorize the school personnel to administer the medication as described above.

Physician's name:	Clinic/Phone:
Physician's signature (or Dr. office stamp):	Date:
Parent/Guardian signature	Date:

School Administrator Authorization: _____ Date: _____

Apostles Lutheran School Homework 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. It is the parents’ and teachers’ responsibility to not only 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 and in accordance with the gifts God has given to them. 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 school work habits. It is expected that students will choose to fulfill their academic responsibilities. It is our hope that this is done out of thankfulness for what Jesus has done for them. The following section provides guidelines for the cooperative efforts of the teachers, parents, and students in our care.

Homework Guidelines

1. Students are expected to have their assignments completed and brought to school on time (8:15 a.m. or when they arrive if late).
2. Serious and unexpected family emergencies (medical emergencies, death in the family, etc.) that result in a student being unprepared for school should be communicated from the parents (or an adult representative) 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. However, a parent should only request a homework extension in extreme and unavoidable situations.
3. Students who do poorly on an assignment may receive a grade lower than 50%. However, if a teacher gives a student a grade lower than a 50%, they will also provide an opportunity for the student to redo all or some of the work to raise that grade up to at least 50%.
4. Any assignment, written or oral, that is not finished on time or is not present, will be considered an incomplete.
5. In grades TK-2nd, parents will be contacted if a child is unprepared for school. Especially in grades 1 & 2, it is important that students complete all daily assignments and submit them to the teacher in accordance with the given directions.

The following guidelines apply to grades 3-8

6. If a student has an incomplete 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.
7. The student will receive an “F” (0%) for the incomplete assignment. (All assigned work must be completed). This grade may be raised to a 50% after the work has been completed and submitted to the teacher.
8. Teachers will record the amount of incomplete work, and ensure the incomplete work is completed.
9. Teachers will work with parents when persistent incompletes cause problems for the student.
10. 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.
11. 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.
12. 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.
13. 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.
14. Taking all this into consideration, each teacher has the freedom to take steps to ensure that the needs of the individual child are met; for example, it may not be possible 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.
15. 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.