

St. John's Lutheran School
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SCHOOL HANDBOOK



I lifted you on eagles' wings and brought you to Myself. Exodus 19:4

ST. JOHN'S LUTHERAN SCHOOL HANDBOOK FOR PARENTS AND TEACHERS

PHILOSOPHY

Our purpose at St. John's Lutheran School rests firmly on the foundation of Christ, His work of salvation, and His mission for us. We exist to enable children and members of their families to deepen their relationship with Christ so that through the ministry of the Holy Spirit they see His truth, reflect His Word, discover His gifts to them, and respond to His love by witnessing to others with depth and maturity.

As a Christian school, motivated by God's love and direction, we also offer a program of academic excellence which encompasses all aspects of the curriculum. We want to prepare each student for future academic success and for being a productive member of society.

GOALS

Goals are targets at which we aim our lives. We must always be aware that they can never be so distant that they are beyond our reach and, therefore, unattainable. Nor should they be so close at hand that they are met with little effort, thus eliminating any opportunity for growth. Our goals are only as realistic and applicable as we effectively practice our philosophy of Christian education.

Because of God's work in the lives of His people, we believe the goals of this Christian school are to:

1. Provide an opportunity for families and individuals to grow in a personal faith relationship with the Lord Jesus Christ.
2. Provide the appropriate atmosphere for teaching God's Word and nurturing a faith in Christ.
3. Serve as an effective tool in equipping young people to share their faith and demonstrate it through their service to the church, the community, and the nation.
4. Develop values and morals based upon the Holy Bible.
5. Work closely with the home in order to properly educate each child.
6. Recognize the uniqueness of each child and develop that potential spiritually, emotionally, intellectually, and physically.
7. Provide a program of academic excellence that best challenges, trains, and prepares the learner for a productive life.

OBJECTIVES

- A. The Faculty will:
1. Teach God's Word in its truth and purity.
 2. Provide opportunities for students to develop a living faith and to grow in Christ, thus giving purpose to the present life and the life to come.
 3. Inspire in students a sense of Christian mission.
 4. Provide the highest quality education possible by ensuring a positive learning experience in which children develop to their full potential, meeting or exceeding standards set by the state of California.
 5. Support and provide for the spiritual and emotional needs of school families.
 6. Regard each child as a unique creation of God and provide for the child's individual needs.
 7. Instill within the child a desire to grow and develop in every way possible.
 8. Provide opportunities for Christian service.
 9. Encourage future involvement in the life of the congregation and in the community.
 10. Provide opportunities for Christian fellowship.
 11. Pray regularly for and with students and families.
 12. Develop, implement, and evaluate an annual professional growth plan for each teacher.
 13. Remain knowledgeable of current academic trends and research.
 14. Review annually and update student-centered criteria for high academic and social standards.
 15. Use testing procedures throughout the curriculum which are clear, criteria-oriented, and provide student self-assurance.

B. The Student will:

1. Understand the saving Gospel of Jesus Christ.
2. Understand the Law and its importance for successful living.
3. Live a joyful life, knowing they are loved and accepted for who they are; express a sense of dignity and worth.
4. Respond as a Christian in academic and social areas of responsibility.
5. Exhibit academic growth in all areas of the curriculum by mastering basic skills and meeting or exceeding guidelines set forth by the teachers and the Board for Parish Education.
6. Develop a prayer life and study the Bible through reading and memorization.
7. Attend a Christian church where worship, prayer, and giving of time, talent and treasure are encouraged.
8. Seek Christian friends and counselors in order to make Godly choices.
9. Respect authority; possess self-control, and respect rights and privileges of others.
10. Participate in the life of the school through extracurricular activities in order to develop God-given abilities.
11. Support the family unit by loving each member of the family, respecting parents, and sharing in the responsibilities and privileges of family life.
12. Develop a sense of responsibility towards God's creation.
13. Achieve basic objectives as outlined in the curriculum guide regarding Religion, Math, The Fine Arts, the Sciences, and Physical Education.
14. Be evaluated on the basis of yearly standardized tests as well as by classroom performance tests.
15. Exhibit knowledge of emergency procedures, including fire, earthquake, and lockdown.

HANDBOOK PURPOSE

The purpose of this handbook is to:

1. Familiarize the students and their parents who are new to our school with the program, policies, and routines of daily living as part of the St. John's family.
2. Re-acquaint and inform students and their parents who already are a part of our family.
3. Encourage support for what the Lord is accomplishing through His people in this place.
4. Be a guide to daily living at St. John's.

CONFLICT MANAGEMENT

Cooperation between the home and the school is imperative as both work together for the benefit of the children. Even in the best of situations problems do arise. Most of the time a problem is due to miscommunication and it is solved quickly. It is our goal to serve the student and family as quickly and efficiently as we can.

The following is the procedure to follow in expressing concerns or issues:

1. Parents meet with the teacher.
2. Parents meet with principal, if concerns not met.
3. Parents meet with pastor, if concerns not met. If the principal is related to the pastor, the pastor will excuse himself from this procedure and the Head Elder will take over.
4. Parents meet with Board of Parish Education, if concerns not met.

Meeting face to face to solve a problem is imperative. Phone messages and e-mails are ways to ask for a meeting, not to air the concern. Teacher's phone numbers, extensions, and office hours are located in the back of this handbook. They also can be reached through the school WEB site at www.stjohnsoxnard.org.

I. ORGANIZATION OF THE SCHOOL

- A. **ADMINISTRATION** – The school, which began its operation in 1950, is owned and operated by St. John's Lutheran Church. It is one part of the church's total program of Christian education. The school functions under the educational guidelines of the State of California. However, it seeks to provide a Christian philosophy and education which the public system by its very nature is unable to provide.

The school is also part of a total Lutheran School system in the United States. The Lutheran Church – Missouri Synod operates its own training schools for placing Lutheran teachers into its system. Since its beginning in America in 1847 the LCMS has continued to train and provide professional church workers. The school is now one of several hundred operating in the Pacific Southwest District.

- B. **THE BOARD FOR PARISH EDUCATION** – The governing body of the school. It makes policy and initiates action as matters are brought to its attention by the principal, members of the church, faculty, and other concerned individuals. The Board consists of elected members of St. John's Lutheran Church who are encouraged to become voting members of the congregation. It also includes the principal and the pastor. The Board meets regularly. Faculty members also attend the Board meetings as needed.
- C. **FACULTY** – The teachers are part of the ministry team of St. John's Lutheran Church and are accountable to the congregation's Board for Parish Education. All faculty members have graduated from fully accredited teacher-training institutions. They form the very heart of the program.
- D. **PARENTS AND TEACHERS IN LUTHERAN SCHOOLS** – The Parents and Teachers in Lutheran Schools (P.T.L.S.) is a vital organization of the school and functions in much the same way as public education's Parent-Teacher groups. Its major concern is to provide meaningful educational experiences for parents, to help them become better acquainted with teachers, and to aid the school in carrying out ongoing projects such as hot lunches, enrichment programs, and selected fundraising activities. All school parents automatically become members of the PTLs and are encouraged to attend scheduled meetings.

II. ADMISSIONS AND RE-ENROLLMENT POLICIES

- A. **ENTRANCE REQUIREMENTS** – St. John's Lutheran Church maintains the school primarily for the Christian education of its member children. Children of parents who are not affiliated with St. John's are accepted, space permitting, provided they express their willingness to walk with members of the congregation in oneness of spirit and purpose. Applications for enrollment are given the following priority:

1. Children of St. John's congregation members
2. Those previously enrolled
3. Siblings of those previously enrolled
4. Members new to St. John's Lutheran Church, enrolling for the first time
5. Prospective members of St. John's Lutheran Church
6. All others

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

A child entering Kindergarten must be at least five years old on or before September 1 in the school year he or she is applying. All students entering St. John's are required to take a test for enrollment and placement. Parents must also present a copy of the child's latest report card along with standardized test results and proof of immunizations as required by the state of California.

- B. **RE-ENROLLMENT** – Re-enrollment information for the next school year is mailed to parents. The registration fee is due with the completed form. Acceptance of enrollment is for one academic year only.
- C. **PAYMENT OF TUITION, FEES, AND REGISTRATION** – The school operates on a sound financial base. Please note the following procedures:
1. Current tuition and registration fee information is available in the school office.
 2. Tuition is due at the first of each month and is considered late if not received by the tenth. Payments are made in 11 equal payments, due on the first of each month August – June.
 3. Tuition payments which are 10 days late are considered delinquent and assessed a late fee of \$25. If accounts are more than 30 days late, the child may be removed from the classroom by the principal.
 4. Various curriculum fees are assessed according to grade level.
 5. A \$25.00 fee is assessed when a check is returned for non-sufficient funds. After two returned checks for non-sufficient funds, payments are required in cash or money order for the balance of the school year.
 6. Registration fees are paid with the enrollment or re-enrollment papers. Registration fees are not refundable.
 7. All financial obligations for the current school year must be met by June 1.

III. **ACADEMICS**

- A. **CURRICULUM** – St. John’s offers those subjects commonly taught at the elementary and junior high school levels in compliance with the California Department of Education. In addition, the school also follows the guidelines set forth in the Curriculum Guide for Lutheran Schools, as approved by our Board for Parish Education. Subjects include Bible instruction, memory work, mathematics, reading/literature, language arts, science, social studies, music, art, physical education/health, and computers.

Basic to the curriculum is the study of God’s Word. Through this study the child is led to see the Holy Spirit’s guiding influence and the way of salvation made sure in the work of Jesus Christ, and he/she draws closer to the Father. Each child takes part in such religious experiences as the weekly chapel service, daily devotions, and other Christian worship and service projects. All secular subjects are taught with a Christian approach and from a Christian viewpoint. Additional programs such as concerts, assemblies, athletic events, field trips, an academic fair, etc. provide a variety of learning experiences.

- B. **HOMEWORK** – Students have the opportunity to complete many of their daily assignments in the classroom. Homework consists of various curriculum items, special assignments, and long-term projects. Students should complete all work on time, neatly and thoroughly. An excessive amount of work or very little homework is cause for parents to contact the teacher.

Work with no name, no heading, etc. in the 5th-8th grades will be given the following grades: 1st Trimester: 10% off, 2nd Trimester: 20% off, 3rd Trimester: 30% off. Missing assignments in grades 4th-8th will have one day to turn in at 50% grade, and 2 + days will be given a grade of 0%.

Special considerations are given to students who are ill or absent. These students may have one day for every day of absence to complete missed assignments. Tests may be made up at a time convenient for and at the discretion of the teacher. Any homework not completed on time receives a grade of F. The teacher may extend the time allowed.

Black out dates for homework coincide with school vacations, spiritual events, Youth group night, etc. Middle school teachers coordinate so important tests do not fall on the same day.

- C. **GRADING SCALE**

A = 100-90

B = 89 – 80

C = 79 – 70

D = 69 – 60

F = Below 60

D. **REPORT CARDS** – The school year is divided into three Trimesters; promotion takes place in June. Reports of pupil progress are issued three times during the year. In addition, these are supplemented by Mid-Trimester Progress Reports. Parent-Teacher conferences are scheduled for the first and second Mid-Trimesters. Appointments are made directly with the teacher. Parents receive end-of-year report cards in the mail.

E. **HONOR ROLL** – Students in grades 5 – 8 achieving a report card grade point average of 3.5 or greater with no D's or F's in any subject, both major and minor are given special recognition for their academic success. These students receive a certificate and become a part of St. John's Honor Roll. The Honor Roll is published at the beginning of the following trimester.

Grade Point Average (GPA), given in grades 5-8, is derived by first averaging all minor subject grade points and then including that single average with the average of all major grade points. Thus, the minor subject average is valued as only a small portion of the GPA. Minor subjects (infrequently meeting classes) include Spelling, Memory, Music, Art, Physical Education, Health, and Handwriting. All other subjects are major subjects (frequently meeting classes).

F. **CONTINUED ENROLLMENT IN THE SCHOOL** is contingent upon satisfactory progress in course work, as determined by the teacher and principal. Continued enrollment is also contingent upon the mutual respect, support, and cooperation between parents, students, teachers, and administrators. It is vital to keep the lines of communication open between the teachers, student, parents, and principal, especially when the student is not showing progress in an academic area. The faculty, principal, and Board for Parish Education strive to help every child succeed.

G. **EXTENDED PROGRAMS** –

1. Field trips supplement classroom learning.
2. Extended programs of outdoor education have traditionally been made available to students in grades 6 and 8. These programs are mandatory as lessons cannot be duplicated in the classroom. Unexcused absences will result in failing grades for one week in the appropriate subjects. Payments for these programs are an additional charge.

H. **SCHOOL LIBRARY** – The school library is open regularly to serve the needs of the boys and girls at St. John's through parent volunteers. It is equipped for general reading. Appropriate book donations are gratefully received.

I. **MUSIC ENSEMBLES** – The main purpose for the performance of school music ensembles is to share the gift of music in Christian witness and worship. Performances and/or tours outside the school day are scheduled on a regular basis. Singing for worship services is part of that schedule and all children involved in school music ensembles are required to attend these worship services.

J. **GRADUATION REQUIREMENTS** – Students must maintain a minimum of a 2.0 cumulative average in the first 2 trimesters of the 8th grade in order to participate in the graduation ceremony, and have their diploma signed. Grades of F in two trimesters of any one subject are unacceptable. A letter will be sent to all 8th grade parents outlining this requirement, and signed by the parents. This requirement is examined at the end of each trimester. With the exception of Extended Day Care bills, all financial obligations must be met by June 1.

IV. **SCHOOL ENVIRONMENT**

A. **GUIDANCE AND DISCIPLINE** – All staff members actively promote a caring attitude toward others. Students must know what is expected of them so that they may experience the success that it provides. Rules and regulations are designed to promote the safety and well being of all students at St. John's. The guiding principles of the school promote positive Christian attitudes and appropriate behavior. All students are expected to:

1. Respond to God's love by showing love to others.
2. Show respect and obedience to teachers and others in authority, including the pastor, office personnel, aides, and volunteer helpers.
3. Respect the rights and property of others.

Cooperation between the home and the school is imperative as both work together for the benefit of the children. The Lord expects this of us according to Ephesians 6:1, 4: "*Children, obey your parents in the Lord, for this is right; honor your father and mother. Parents, do not treat your child in such a way as to make them angry. Instead, raise them with Christian discipline and instruction.*"

B. BEHAVIOR – ACADEMIC AND SOCIAL

1. When behavioral problems arise, corrective actions may include:
 - Verbal reprimand;
 - Visual correction;
 - Removal from the classroom to another classroom or other properly monitored area;
 - Loss of privileges;
 - Private consultation with the child concerning acceptable and unacceptable behavior.

2. A **REQUEST FOR IMPROVED BEHAVIOR** is given to students in Kindergarten through Grade 8 for continued classroom disturbance and disruption, defiant/disrespectful behavior, or placing themselves or another person in an unsafe situation. This alerts the parents to a problem that has occurred at school. It is a tool to continue the correction of behavior and also a tool to help the child regain trust. A conference with parents may occur when it seems correction has not been achieved. A pattern of **REQUEST FOR IMPROVED BEHAVIOR** notices places the student at risk of probation or suspension.
 - a. Probation and suspension from school by the principal can occur for safety issues, defiant/disrespectful behavior, repeated classroom disruptions, or for other serious disregard of rules. The principal determines the number of days of suspension.
 - b. Expulsion from St. John's Lutheran School is an action taken to maintain a level of respect and discipline. The principal informs the parents, the student, the teacher, and the Board for Parish Education of the decision. The principal, in conjunction with the faculty, and the Board Chairperson, reserves the right to expel any student who is guilty of:
 - Overt misbehavior, such as not being safe.
 - Defiance and disrespect expressed toward another student or those in authority.
 - Possession of any kind of weapon.
 - Acts of vandalism.
 - Smoking and/or possession of cigarettes or other tobacco products.
 - Alcohol or drug possession and / or use.
 - Exhibiting pornographic materials or possession of same.
 - Other blatant acts that demonstrate lack of respect for Christian principles and school rules.

C. ACADEMIC – Students are given a Missing Assignment Notice, signed by the teacher, notifying the parents that an assignment is missing. Partially finished work is graded. Parents are notified when the assignment has not been completed. Behavior modification contracts are encouraged for use by the students, teachers, and parents.

D. ELIGIBILITY – In order for a student to be eligible to practice or participate in any school-sponsored activity (sports, clubs, etc.) in any single trimester, the following standard must be met:

1. A cumulative subject average of 2.0 with no individual subject grade being an F in the Core subjects.

2. Eligibility will be monitored by the teachers in 5th-8th grade and the principal. The Athletic Director will contact the teachers for the names of students who are ineligible on Monday morning.

CONSEQUENCES OF INELIGIBILITY

1. A five school day suspension from extra-curricular activities begins with the day the report is given. If at the end of five school days, the student has not become eligible, the student is suspended from extra-curricular activities for an additional five school days. This pattern will continue until the student becomes eligible or the activity concludes.
2. It is the responsibility of the student to inform their coach and parents of their standing. All questions of eligibility are directed to the principal.

- E. **DRUG ABUSE** – The primary responsibility of St. John’s Lutheran Church and the Board for Parish Education is to ensure that its students receive a quality education in a Christian environment. Therefore, the congregation, through the Board for Parish Education, is committed to provide an environment that is safe and supportive. Since drug/substance abuse constitutes a significant threat to the spiritual, academic, social, emotional, and physical health of the students, the Board makes every reasonable effort to reduce the threat of abuse, to discipline the offender, and to assist the students of St. John’s through counseling and drug education.

The principal may suspend or expel any student possessing, using, or selling any kind of drug, including alcohol and tobacco, or drug paraphernalia.

V. SCHOOL LIFE

- A. **ATTENDANCE** – Since many subjects are sequential in nature, students must attend school regularly in order to succeed. Parents are expected to contact the office each day the child is absent and to explain all absences in a signed and dated note to the teacher. State law forbids the excusing of any child from class for any reason other than illness, medical appointments, or family emergency. Children absent from school, upon their return to school, are allowed one day for each day absent to regain current status in all scholastic areas. Although special family excursions are important in order to promote family relationships and morale, an excursion during the school session can have a detrimental effect on a student’s academic progress. Students who are absent due to extended weekends or vacations must complete all missed assignments. Failure to do so results in grades of F for work not completed. Teachers are not obligated to assign homework in advance of absences. A student may not participate in extra-curricular activities if he/she has been absent from school on the day of the event.
- B. **SCHOOL HOURS** – School begins promptly at 8:30 a.m. and concludes at 3:00 p.m. Students remaining on campus after 3:15 p.m. are expected to check into the Extended Day Care program. On certain scheduled days, school is in session only until noon. On these minimum days children must leave the campus by 12:15 p.m. Extended Day Care is offered on these days from noon until 6:00 p.m.
- C. **SICKNESS** – Parents are contacted immediately when the child becomes ill at school. Parents should then pick up the child as soon as possible or arrange for pick up. The school has no facility to accommodate a sick child. No staff nurse is on campus. If a child has a fever or has vomited, parents should NOT send the child to school. Parents are asked to wait 24 hours from the time of an incident before the child returns to school. When a student has been absent, a valid written excuse must be presented to the teacher upon return to class.
- D. **ABSENCE** – All parents are asked to call the office and/or teacher by 8:30 on the day of the child’s absence. The teachers contact the office to report the child’s absence; likewise, the results of the

office telephone calls are forwarded to the teacher. If no phone call from a responsible adult is received by either the office or teacher to report the child's condition, St. John's may call a parent at home and/or work to inquire about their condition.

- E. **TARDIES** – Students should be in the classroom by 8:25 a.m. so that class can begin at 8:30 a.m. They are tardy if they are not in their seats by 8:30 a.m. A student is considered absent ½ day if he / she is not present by 10:30 a.m. When a student is late to school, the parent must accompany the child to the office. It is important that a parent signs the child in and the student takes a late pass to class.
- F. **SCHOOL AGE CARE** – St. John's offers before and after school care. Hours are from 7:00 a.m. until 8:10 a.m. and 3:15 p.m. until 6:00 p.m. Guidelines are available from the principal. Parents **MUST** sign their children into Eagle Care in the morning and sign them out. Those who are not properly signed in or out are automatically charged 1 hour for that morning or 3 hours for that afternoon. Extended care fees are \$5.00 per hour, billed in increments of \$1.25 for each 15 minutes or part thereof.
- G. **GENERAL SCHOOL RULES** –
1. Before and after school – Children go directly to their classroom upon their arrival at school. Those arriving prior to 8:10 a.m. must go to the Day Care program and remain under adult supervision until dismissal. Children should leave campus no later than 15 minutes after school dismisses unless they are involved in a school-sponsored activity or under adult supervision. If a child is in the Extended Day Care program, he/she should go to that designated area.
 2. Students may not bring the following items to school: drugs, tobacco, alcohol, or any kind of weapon; toys (unless allowed by a teacher for a specific purpose), inappropriate literature of any kind, or anything else that interferes with the educational process or poses a possible danger to the student or others.
 3. Skateboards, roller skates, or roller blades are not allowed on campus at any time.
 4. Drinks – Carbonated soft drinks or glass containers are not permitted at school.
 5. Fast food lunches are discouraged.
 6. Leaving school grounds:
 - a. No child may leave the school grounds without parent and teacher permission.
 - b. Students must go to the School Office to meet the parent or designated person who is picking up that child. The parent or designated adult must sign out the student upon departure and then sign back in upon their return to campus.
 - c. Students may not climb over walls or onto the roof of the classrooms to retrieve playground equipment.
 7. Restricted areas – Any classroom without adult supervision, storerooms, the teachers' lounge, supply rooms, and any other area mentioned by teachers are off-limits to students. At certain times this also includes restrooms in the Fellowship Center unless students receive permission.
 8. Textbooks – School textbooks are on loan; students are responsible for lost or damaged books. Children are also responsible for any damage to school property (furniture, equipment, etc.). Parents are notified regarding damage and are billed for repair or replacement of the item.
 9. Gum chewing is not permitted before, during, or after school-related activities.
 10. Students may not bring any electronic device to school without permission. Electronic devices may be used before or after school only by permission by an adult supervisor. Before or after school use is by adult supervisor permission only.
 11. Cell phones must be kept in backpacks during school hours. If a student is caught using a cell phone without permission, they will be asked to put it in their backpack. If they are caught using it a second time, the teacher will remove it and turn it in to the office, where the student's parent must come to claim the phone.
 12. Students may use the Internet under teacher supervision. Teachers will instruct students about particular Web sites they may use. Use of unauthorized Web sites violates school rules.
 13. Please refer to the BYOD Handbook for information about 6-8th grades bringing their own device.

- H. **SPECIFIC PLAYGROUND RULES – THE STUDENT WILL:**
1. Play safely by swinging only from one bar to another.
 2. Play safely by refraining from acrobatics or daring moves.
 3. Play safely by watching out for the safety of others.
 4. Play safely by not playing tag.
 5. Play safely by going only down the slides.
 6. Leave the playground flooring where it is, no digging or throwing of the chips.
 7. Wear a cap only when authorized by a teacher or parent.
Safety is a priority. Any student who breaks these rules is asked to leave the playground for a time determined by the supervising adult.
- I. **CHURCH ATTENDANCE** – Since our philosophy stresses worship, all parents are asked to indicate at which church their family worships regularly. Teachers may ask parents about their family's worship habits at Parent-Teacher Conferences.
- J. **CHAPEL** – All teachers and students participate in a chapel service each Wednesday morning at 8:35 a.m. Parents and friends are invited to attend.
- K. **TELEPHONES** – Students may use the telephone only when supervised by a teacher or coach.
- L. **CAMPUS VISITS** – Parents are welcome to visit classes with permission from the principal. Visitors must check in at the office. Only people with PASSES from the office are allowed on campus. These passes identify the person as a 'safe' person to the students and faculty.
- M. **INSURANCE** – St. John's Lutheran School is enrolled in an insurance plan of limited coverage. Participation is mandatory and is included in the registration fee.
- N. **CIVIL DEFENSE AND EMERGENCY PROCEDURES** – Early each year the school reviews its civil defense and emergency procedures. Drills are practiced once each month.

Parents are reminded of the possibility of emergency conditions which may necessitate the release of school children at times other than the regular dismissal time. In all circumstances children are dismissed only when the conditions at school present greater possibilities of physical danger than going home at an unscheduled time. Some of the conditions are enemy attack, earthquake, flood, smog, fire, riot, lack of adequate school personnel, etc. We will use all available means to alert parents of such an emergency. The normal plan is to keep children at school during an emergency, not to send them home. In the event of such an extenuating circumstance, PLEASE DO NOT CALL THE SCHOOL OFFICE. Phone lines must remain free for school personnel.

We recommend that all parents discuss this type of a situation with their son or daughter should early dismissal be necessary, so that they may plan where their child will go. Children will be held at school until it is safe to return home by normal means. School staff will supervise and coordinate drill exercises and in, in the event of actual disaster, will remain with students to assure maximum assistance and student care and supervision.

In the event of a national disaster, earthquake, or rain day, St. John's will ordinarily follow the direction of the Oxnard School District regarding the opening or closing of the school.

Families fill out an EMERGENCY FORM at the time of registration each year. These cards are kept separately in the school office to allow for systematic release of each child from the school grounds and for necessary emergency care. It is imperative that parents notify the office of any changes in information on these emergency forms.

Emergency Kits are provided for each student in case of emergency. Emergency information is included at the end of the handbook.

- O. **PRIVACY AND ACCESS RIGHTS** – California State Law requires that the school ask your permission before your address or your telephone number may be published in the school directory. With the exception of teachers and the office staff, others who may have access to such information are the parents in our Parents and Teachers in Lutheran Schools who call you for various volunteer projects. **SHOULD YOUR ADDRESS OR PHONE NUMBER CHANGE DURING THE COURSE OF THE YEAR, IT IS VERY IMPORTANT THAT YOU NOTIFY THE OFFICE IMMEDIATELY. IT IS ALSO EXTREMELY IMPORTANT TO KEEP WORK AND EMERGENCY INFORMATION CURRENT.**
- P. **DRESS CODE** – Students are required to be neat and clean in appearance. A universal guideline is to select clothing that does not draw unnecessary attention and does not disturb the classroom setting. The Dress Code is reviewed annually by the faculty. A copy of the Dress Code is at the end of this handbook.
- Q. **LOST AND FOUND** – Please mark your student’s clothing with the student’s name. All found items are placed in the Lost and Found box located in the Extended Day Care Office. All items left at school are donated to a thrift shop at the end of the year. Labeled items will be returned to the student.
- R. **MEDICATION** – A form entitled “Parents’ Request for Distribution of Medication” is available in the school office. This form must be completed before medication is given to any student. Also,
1. Medication is kept in the school office and is administered by school personnel.
2. Non-prescription pain relief medication and cough drops may be taken by students only with written permission from parents. The school assumes no responsibility for complications which arise when students violate these procedures.
- S. **CHILD ABUSE REPORTING OBLIGATIONS** – In accord with California State law, school staff are required under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse or deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. The school does not contact parents in advance of making a report to legal authorities. The school makes such reports in the best interest of the child.
- T. **FIELD TRIPS** – Field trips are designed to reinforce the curriculum. Parent volunteer drivers must have a valid California Driver’s License and certification of insurance. Each vehicle must have the appropriate number of seat belts for each child transported. Drivers must also have in their possession signed permission slips for each child they are transporting. All permission slips are to be collected at the close of the trip and returned to the teacher.
- U. **PARKING LOT SAFETY** – Parking lot safety is of utmost importance. Cars must enter and exit at the appropriate driveways and travel at a safe, slow speed. Cars are not to stop the flow of traffic but park in marked spots for drop off and pick up. No one should stop in front of the office. A \$25 fee may be charged to your account for each offense. If you cannot find a space, you must drive around one more time. Do not drive onto the grass. Pedestrians use the crosswalks. Students not picked up by 3:15 go to Extended Day Care.

Parents providing student transportation by car must drop off and pick up students in the school parking lot. Students being picked up will not be allowed to wait in the front of the church/fellowship center or walk out to C Street. Parents parked on C Street must walk onto campus for pick up.

Parents are encouraged to leave dogs and cats at home. No pet is allowed to leave the confine of a car unless authorized by a teacher or administrator for educational purposes.

VI. **EXTRACURRICULAR ACTIVITIES**

- A. **ATHLETIC PROGRAM** – St. John’s offers the following extracurricular sports, depending on student interest and coaching availability: volleyball, flag football, basketball, cheerleading, and softball. These sports are available for boys and girls. Participation in the athletic program at St. John’s is a privilege. In order to participate, the student must abide by these rules:
1. Written permission must be obtained from the parents for any given sport.
 2. Eligibility requirements must be met.
 3. All students who participate must be present for all practices and games. If a child is not present for a practice or game, he/she should present a written excuse to the coach in charge of the activity.
 4. Each child must have a physical examination before participating in vigorous team sports.
 5. A fee is paid to St. John’s Lutheran School for athletic equipment, league entry fees, and referee expenditures for each sport in which a student participates each year. The fees are published in the information handed out to the student at the beginning of each sport season.
 6. The number of students permitted on a team is determined by the Athletic Director.
 7. No members are added to teams after the teams have been determined through tryouts. Exception to this rule may be made by the Athletic Director in consultation with the coach, in case of student transfers or student illness at the time of tryouts. Athletic policy may be generated apart from the handbook by the Athletic Director in consultation with the Principal and the coach when a specific need arises.
 8. Students absent from school on the day of a planned activity may not participate in the activity. If illness occurs on Friday, the student may participate in weekend games.
 9. Parents and students are required to read and sign the athletic policy and philosophy statement, and to uphold them to the best of their abilities.
- B. **BAND** – Students in grades 4-8 grades may join the band program offered through the school. Practices are before school; the band performs at various events throughout the school year.
- C. **S.O.A.R.** stands for Student Organized Arts and Recreation program. This is an enrichment program of after school classes. Information about what is offered is included in the Eagle Express. If you can offer a class, please contact the PTLs through the office.
- D. **ORCHESTRA** – Students in grades 3-8 may join the orchestra, through S.O.A.R. the program.
- VII. **YOUTH MINISTRY** – St. John’s Lutheran Church and School encourages students to become involved in a Youth Ministry program. Activities include Bible study, games, songs, food, free time, and movies. Check with the office for details and the date and time of all activities.

VIII. MISCELLANEOUS

- A. **SEXUAL HARASSMENT** – Any act of sexual harassment is strictly prohibited by any employee or non-employee of St. John’s. This prohibition includes students, teachers, parents, vendors, or visitors. Please report any such activity to the Principal or the Pastor. Such harassment charges will be brought before the Board for Parish Education. The Board will thoroughly investigate the report and decide upon appropriate action with pastoral guidance and recommendation from the Board of Elders. Any other type of harassment, including verbal or physical intimidation, is reported to the Board for Parish Education, which investigates and then takes appropriate action.
- B. **DISTRIBUTION OF LITERATURE** – Distribution of any kind of literature is prohibited unless cleared with the Principal first.

ST. JOHN'S LEADERS IN MINISTRY

Pastor	Pastor Corey Grant (14)
Principal	Mr. Gary Henricksen (15)
PreK - Kindergarten	Mrs. Liz Maguire (29)
Grade 1	Mrs. Cynthia Baum (21)
Grade 2	Mrs. Cynthia Baum (21)
Grade 3	Mrs. Jennifer Grant (22)
Grade 4	Mrs. Jennifer Grant (22)
Grade 5	Mr. Jaime Quijano (25)
Grade 6	Mr. Jaime Quijano (25)
Grade 7	Miss Heather Mockler (26)
Grade 8	Miss Heather Mockler (26)
Band	Mrs. Barbara Henricksen
Orchestra	Ms. Chris Plasencia
Office Manager	Mrs. Vivian Moore (10)
Book keeper	
Eagle Care	Ms. Leah Villa (12)
Custodial Staff	Mr. Ralph Lake

Numbers in parentheses following staff names denote phone extensions for the voice mail system.

ST. JOHN'S BOARD FOR PARISH EDUCATION

Mrs. Christie Allmen	Mr. Tim Brown	Mr. Mark Nagode
Mrs. Rogina Clarke	Mrs. Jan Quilantang	Mrs. Amy Hawkins
Mrs. Michelle Nanaumi	Mrs. Sally Keevy	

ST. JOHN'S LUTHERAN CHURCH COUNCIL

President: Mr. David Chavez	Vice-President: Mr. B
Secretary: Mrs. Marilyn Valenzuela	Education Chairperson: Mrs. Christie Allmen
Elder Chairperson: Mr. Ernie Moore	Mission Board Chairperson: Mrs. Cindy Terrell
Trustee Chairperson: Mr. Art Terrell	Treasurer/Bookkeeper: Mrs. Michelle Pierret

ST. JOHN'S LUTHERAN SCHOOL PTLs

Robin Steffenauer (805) 403-2705

VOLUNTEER SERVICES

Direct involvement of parents in St. John's Lutheran School strengthens the partnership between home and school in the education of the children. As a means of encouraging this direct involvement, a program has been established requiring a minimum service from the parents (20 hours per family per school year, and an additional 2 hours which must be at the carnival*). This program benefits the child, the parents, and the school. Seeing a parent's involvement provides a source of security and pride for the child. The parent benefits because his/her involvement increases understanding of the child's school environment. The school, through this program, is able to offer its students a wider variety of services and educational experiences (*special event as designated).

As a reminder, it is ultimately your responsibility to ensure that all hours (including carnival hours) are logged in the Service Hour Book in the office properly. Be sure to check your family Service Hours Log Sheet in the office to ensure that it is up to date and accurate. Any service hours that have not been completed will be billed to your account based upon the rates listed below.

Families are **REQUIRED** to contribute 20 hours of volunteer work at St. John's or pay \$20 for each hour not completed. An **ADDITIONAL 2 HOURS** are **REQUIRED** at a designated special event* or pay \$100 for each hour not completed. Any additional hours worked at the special event may be used toward fulfilling your 20 Service Hour Requirement.

In order to provide everyone an opportunity, some items can be performed during the day, others during evenings, weekends, or even the summer break. Please prayerfully consider where you can serve. By bringing about a closer relationship between the school, the parents, and the students, St. John's Lutheran School can continue to grow and improve for the benefit of our children.

Volunteer Service hours have been categorized. Some services are ongoing; some are one time only. Each listing attempts to answer the responsibility, the time, the place, and a contact person. The "contact" will answer questions. The Eagle Express will also list service and support opportunities.

If you have an interest in an area that is not listed or described, contact the office. If multiple volunteers come forward for jobs that have limited availability, the position may be shared. If you are interested in being a coordinator or chairperson for a position or event, please contact the office or a member of the Parent-Teacher League.

Service Hours need to be recorded as confirmation of service performed. It is important for the Administration and the Board for Parish Education to know the number of volunteer hours it takes to run the school. Each family must record their service hours in the binder in the office for credit to the family's account.

SUMMER VOLUNTEER HOURS

What: Maintenance and repairs, painting, cleaning, organizing general clean-up of school property.

When: Various times during the summer and weekends during the school year; hours may vary.

Where: School property

Contact: Board of Trustees

LIBRARY AIDES

What: Assist in the library on the days when the primary grades come as a group. Help with filing and shelving books, and other tasks as directed by the chairperson.

When: Throughout the year

How many: Two to four helpers, times and days to be arranged

FUNDRAISERS

What: Help with planning and coordinating various fundraisers. Requires publicity.

Where: School/Home

When: Ongoing; Magazine sales, Golf Tournament – September/October; Carnival – June, others; as announced.

What: Magazine Sales: Coordinate, run program, record sales

Hot Lunch: Help coordinate menus, prepare, serve and/or clean up.

Carnival: Coordinate, set up, work a shift, or take down

Contact: Parents and Teachers in Lutheran Schools Board, Event Chairperson

LABEL and/or BOX TOP COORDINATOR

What: Coordinate and collect labels

When: During school year, as offered by company (Campbell’s labels, box tops, others)

Where: Home

How many: One each

Contact: Parents and Teachers in Lutheran Schools Board, Event Chairperson

PARENT TEACHER LEAGUE VOLUNTEER FORM

THE ITEMS LISTED BELOW ARE SOME WAYS THAT CAN HELP FULFILL YOUR SERVICE HOUR OBLIGATION. PLEASE CHECK THE AREA(S) IN WHICH YOU WOULD LIKE TO SERVE AND RETURN THIS FORM TO THE OFFICE.

ADMINISTRATION

- _____ PTLS Officer
- _____ Uniform Consignment
- _____ Hot Lunch
- _____ Student Store

CAMPUS ASSISTANCE

- _____ Noon Aide
- _____ Recess Duty – a.m.
- _____ Picture Day
- _____ Library Aide
- _____ Computer Aide
- _____ Prepare Class Materials
- _____ Playground Equipment Monitor

FUNDRAISING CHAIRPERSONS

- _____ Magazine Sales
- _____ Golf Tournament
- _____ Box Tops/Campbell Soup Label

HOT LUNCH

- _____ Hot Lunch Coordinator
- _____ Hot Lunch Aid
- _____ Donate Baked Goods for Hot Lunch

MISCELLANEOUS ITEMS

- _____ General Repairs
- _____ Plumbing
- _____ Carpentry
- _____ Painting
- _____ Towel/Table Cloth Washers
- _____ Sign Changer

CARNIVAL

- | | | |
|-----------------------|-------------------------|--------------------------|
| _____ Food | _____ Games/Activity | _____ Silent Auction |
| _____ Entertainment | _____ Decorations | _____ Publicity |
| _____ Sponsorship | _____ Technical Support | _____ Administrative |
| _____ Farmers’ Market | _____ First Aid | _____ Security Personnel |
| _____ Clean Up Crew | | |

Name _____

Phone Number _____

Student’s Name _____

Grade _____

ST. JOHN'S LUTHERAN SCHOOL DRESS CODE

The purpose of these guidelines is to identify students as a part of our St. John's family, establish and maintain an environment conducive to learning, and minimize comparisons between students.

We no longer have a contract with Dennis Uniform. Items from previous years are still acceptable. Polo shirts without the logo are acceptable from other vendors such as Target.com and JC Penney's.

Proforma Color Press (805) 642-7504 is a local company we are working with to supply our P.E. shorts and T shirts. P.E. clothing **must have** the logo. They also carry items with our school logo for your purchase if you so choose. Their link is available from our website. Look for the Uniform button. Samples of clothing are available to see in the office.

ITEM	STYLE	COLOR
PANTS (ALL)	Traditional Docker dress type slacks; straight legged Levi-type cords or capri length K – 2 students may wear elastic waist pants. No more than 2 back and 2 side front pockets. No pockets at the knees. <u>NO blue jeans, sweats, elastic ankle ("parachute"), stirrups, baggy or cargo.</u> Pants must be worn at or above waist.	Solid color – Khaki (Tan), Navy
SHORTS (ALL)	Dockers style; dress walking shorts. None below the knee or more than 3" above the knee K – 2 students may wear elastic waist shorts.	Solid color – Khaki (Tan), Navy
BELT	Must be worn if pants have belt loops.	Solid – blue, black, brown, tan
SHIFTS – GIRLS (grades K-4)	All shifts no shorter than 3" above the knee. Blue or white leggings may be worn underneath.	Douglas Plaid (In student store) Solid Navy
SKIRTS or SKORTS	NO shorter than 3" above the knee. Blue or white leggings may be worn underneath.	Solid color –Navy, Khaki (Tan) Douglas Plaid
SHIRTS (ALL)	Polo short or long sleeve No T-shirts, sheer, or flannel shirts	Solid color – Navy, White Gray
SWEATERS	Vest, pullover, cardigan (shirt/blouse must be worn underneath.) St. John's logo or no logo at all.	Solid color – Navy, White Gray
SWEATSHIRTS, FLEECE & JACKETS	Solid colored only. St. John's logo or no logo at all. Zipped or pullover.	Solid color – Navy, White, Gray
SOCKS – BOYS	Must be worn.	Navy, White, Gray, Black
SOCKS – GIRLS	Must be worn. Anklets, knee socks, or tights.	Navy, White, Gray, Black
JEWELRY – BOYS	No earrings may be worn. One cross necklace may be worn, if desired.	
JEWELRY – GIRLS	Only one pair of stud earrings may be worn (Nothing hanging below ear lobe.) One cross necklace may be worn, if desired.	

SHOES No open-toed or open-heeled shoes. **No boots**, slippers, clogs, skate shoes or other types of shoes which are unsafe. Lighted shoes distract concentration. Non-marking soles.

P.E. UNIFORMS	Drawstring shorts	Navy
GRADES 4-8	T-shirts bearing St. John's logo	Gray
	Sweats for cold weather (optional)	Navy
	St. John's logo or no logo at all.	
	Shoes – only non-marking shoes	

SPECIFIC GUIDELINES:

1. General appearance must be neat and clean.
2. Hair must be a natural hair color and must be neat and clean. If a hairstyle or make-up draws undue attention or interferes with school activities, it should not be worn. (No designs or words.)
3. No hats indoors.
4. All shirts must be tucked in.
5. All clothing should be worn in the manner for which it was intended (no rolled up pants, no clothing worn inside out, etc.)
6. Jackets purchased at a school or church-sponsored retreat event will be allowed in the school year it was purchased.

Note: Teachers and Deans will check students' appearance, and students out of dress code will be given a warning and a note home. Parents may be required to come to school with appropriate clothing.

Our school store also sells second hand items for \$3 per piece. We welcome any donations of usable clothing to help those in need. The store is open after school on Thursdays. If you need another time, please check with the office.

FREE DRESS DAYS – On the occasion of a Free Dress Day, students are asked to hold to the guidelines of modest dress. Leggings should be worn with a top or dress or skirt that covers the bottom fully. Shirts should be long enough to cover the stomach. Shoulders should be covered. Tank tops can only be worn if there is a top over it. Students are encouraged to wear clothes that are comfortable and help them to have a safe day at school.

If in doubt, bring an alternate change of clothes.

EMERGENCY INFORMATION

In the event of a local emergency, please

- I. Listen to local radio station
- II. Go to school to pick up your child unless the radio directs you otherwise. Once you arrive, you will be told who picked up your child unless he or she remains on campus. Should it be necessary for the class to leave, sign will be posted on the Grade 8 classroom door and on the church/school office door, indicating where your child was taken.
- III. Emergency contact personnel:

Gary Henricksen, Principal 805- 216-8511

Corey Grant, Pastor 805-433-2440

St. John's Lutheran School Contact List

In an effort to communicate our availability, we are publishing the following office hours. Please understand that there will be times when special circumstances do come up that may adjust the schedule. We are also happy to schedule an appointment with you at your convenience. We look forward to hearing from you.

STAFF MEMBER	GRADE	DAYS	HOURS	PHONE NUMBER
Corey Grant	Pastor	M-Sun	24 hours a day	805.433.2440 cell 805.983.0330, ext. 14
Gary Henricksen	Principal	M-F	24 hours a day	805.216-8511 cell 805.983.0330, ext. 15
Liz Maguire	K	M-F	Call to schedule	805.659-3251 home 805.983.0330, ext. 29
Cynthia Baum	1	M-F	Call to schedule	805.427.3634 cell 805.983.0330, ext. 21
Cynthia Baum	2	M-F	Call to schedule	805.427.3634 cell 805.983.0330, ext. 21
Jennifer Grant	3	M-F	Call to schedule	805.490-8933 cell 805.983.0330, ext. 22
Jennifer Grant	4	M-F	Call to schedule	805.490-8933 cell 805.983.0330, ext. 22
Jaime Quijano	5	M-F	Call to schedule	424-222-4953 cell 805.983.0330, ext. 25
Jaime Quijano	6	M-F	Call to schedule	424-222-4953 cell 805.983.0330, ext. 25
Heather Mockler	7	T, W, Th	Call to schedule	805.983.0330, ext. 26
Heather Mockler	8	T, W, Th	Call to schedule	805.983.0330, ext. 26