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2019-2020

ST. JOHN'S LUTHERAN SCHOOL

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A MINISTRY OF ST. JOHN'S LUTHERAN CHURCH

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FOREWORD

St. John's Lutheran School is one of more than 1000 elementary schools operated by churches of the Lutheran Church—Missouri Synod. The chief administrator of the school is the Superintendent who works with the Superintendent's Advisory Council, in reviewing and establishing operational policy and procedure. This Council reports to the Board of Directors and ultimately to the Voters Assembly, which is the chief governing body of the Congregation.

This handbook is prepared to acquaint parents and pupils with various policies and practices of St. John's Lutheran School. At times, policies or procedures may change at which point families will be notified.

MISSION STATEMENT

“To be a premier educational center where Christian faith is nurtured, high educational standards are valued and meaningful relationships are fostered.”

WHY DOES ST. JOHN’S LUTHERAN CHURCH OPERATE A SCHOOL?

1. Because of God’s commands:

- A. “Teaching them (children) to observe all that I have commanded you...”(Matthew 28:20).
- B. “Fathers...bring them (your children) up in the discipline and instruction of the Lord.”(Ephesians 6:4).
- C. “And these words which I command you this day shall be upon your heart; and you shall teach them diligently to your children...” (Deuteronomy 6:6-7).

2. Because God promises blessings:

- A. “Train up a child in the way he should go, and when he is old he will not depart from it.” (Proverbs 22:6).
- B. “But seek first His kingdom and His righteousness, and all these things shall be yours as well.” (Matthew 6:33).

Because we love our children, we want them to learn of and experience the love of Jesus in a school dedicated to seeking His will and striving for excellence.

WE BELIEVE AND TEACH:

1. Man was created perfect and holy, with a free will, by a loving God (Genesis 1:27-31 and Genesis 2:16-17).
2. Sin entered the world through Adam and Eve’s disobedience and spread to all their offspring through the inheritance of a sinful nature (Romans 5:12).
3. Because of His boundless love for us, God rescued us through the redemptive act of His Son, Jesus Christ, from the punishment we and all people deserve by virtue of our sinfulness (Romans 5:8).

4. It is by the Spirit-created faith in Jesus Christ as our own personal Savior that we receive forgiveness of sins as a free gift from God (Romans 8:8-9).
5. As Spirit-filled Christians, we seek the total leadership of Jesus in every part of our lives. This is “Growing in Grace” (2 Peter 3:18) and we strive for such growth to happen in our school.

GOALS

Spiritual

Our school exists to provide opportunities for children and families to discover and strengthen their relationship with Jesus as their Lord, Savior, Teacher, and Friend, and then to reach out to others with the same Good News.

Academic

We are proud to offer high quality educational programs that educate children to become literate and productive Christian citizens while they discover and develop their own God-given talents and grow in their understanding of God’s world.

Social

We provide opportunities for children to interact with one another as well as others in the Bakersfield community and the world, to share God’s Good News through Christ-like acceptance and respect for others.

Physical

We pledge to educate the whole child. Physical activities for play and recreation as well as encouragement for positive physical fitness in the future will be part of each child’s experience at St. John’s.

Emotional

This is a place for Christian fellowship and forgiveness centered in the Word of God. Individual student strengths and abilities will be recognized and a community of support will be developed to encourage one another as each student grows in discipleship.

EXPECTED SCHOOLWIDE LEARNING RESULTS

As a Christian school, St. John's Lutheran will prepare life-long learners who are:

Responsible citizens who

- Make decisions based on God's Law and Gospel
- Are collaborative workers who recognize and develop individual strengths and abilities
- Are positive contributors to society
- Are aware of and respect diversity
- Demonstrate competent, responsible use of technology

Effective communicators who

- Communicate and reflect God's love and forgiveness
- Demonstrate literacy
- Demonstrate listening skills
- Articulate ideas constructively, clearly and creatively

Intrinsically motivated students who

- Maintain a personal relationship with Christ
- Maintain a balanced, healthy lifestyle
- Demonstrate a positive vision in setting goals
- Appreciate culture and the arts

Problem solvers and critical thinkers who

- Apply God's word in their daily lives
- Develop and implement strategies to solve various problems
- Analyze and apply new information
- Demonstrate research and study skills

GUIDEPOSTS FOR POSITIVE SCHOOL BEHAVIOR

1. Respect the teachers and all others in authority.

Students are to follow all directions, procedures, and guidelines given by those in authority.

2. Respect the rights of others.

Students are to listen when a teacher, another adult, or fellow student is speaking. Fighting, name calling, teasing or pestering are not permitted. Talking back to a teacher, arguing with a teacher, striking a teacher or showing other

disrespectful behavior towards a teacher is not permitted and may warrant suspension or dismissal.

3. Respect the property of others.

Students are not to deface, misuse, break or destroy school property or the property of others.

4. Respect the learning and teaching process.

Behavior that continuously stops a teacher from teaching or another student from learning will be considered unacceptable.

ENROLLMENT PROCEDURES

St. John's Lutheran School is open to serve the whole community and admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students. St. John's also has a nondiscriminatory policy regarding its administration of educational policies, admission policies, financial aid program, athletic and other school administered programs.

Classroom space is limited; consequently, an enrollment policy is followed. Students of St. John's Lutheran School and Children's Center who are enrolled in the current school year and their siblings have priority in registration for the next year, but must meet re-registration requirements and deadlines.

Since all grade levels have multiple classrooms, students will be assigned to the classroom deemed most appropriate. Careful and prayerful evaluation will occur to create the best overall classroom environment for all students.

The enrollment process for incoming new students will be fulfilled when the following steps have been successfully completed:

- One-on-one family interview by the Lower or Upper School Principal.
- Kindergarten enrollees must participate in the Gesell Observation to help establish readiness.
- Other enrollees will be screened in order to assess overall academic ability. This screening includes reviewing current report cards and standardized testing results as well as an academic assessment.

- Teacher recommendation for previous school has been received.

The school will notify the family in writing when the enrollment process has been successfully completed.

A six-week probationary period will be in effect for all new students to assure a positive adjustment of the applicant to St. John's.

St. John's is neither intended nor equipped to serve as a "disciplinary school" or a school for children with special needs. We will admit students who we believe have the potential and desire to be successful. In order to determine this, full disclosure of pertinent medical and psychological information by the parents is expected.

While SJLS does not diagnose learning differences, observations by teachers in conjunction with our Resource Coordinator may suggest further assessment by the child's physician or by professionals in the school district. When this is encouraged, it is important that the family work toward completing this process in a timely manner. Failure to do so may jeopardize the student's continued enrollment.

All applicants must be self-sufficient regarding communicating, toileting, feeding and dressing or have special arrangements to accommodate unique needs.

Children must meet health requirements of the State of California. New Kindergarten entries must have a physical examination before Kindergarten enrollment is completed. The physical examination must take place **after March 1, 2019** and before the first day of school. Immunizations must be up to date or a waiver must be in place.

AGE REQUIREMENTS

1. Children entering Kindergarten must be five (5) years old before September 1 of the application year in order to apply for enrollment.
2. Proof of date of birth must be established at the time of the first registration.
3. Children entering first grade should be six (6) years old before September 1 of the application year in order to apply for enrollment.

FINANCIAL SUPPORT - TUITION - REGISTRATION FEE - CAPITAL USE FEE

All revenue for the operation of St. John's Lutheran School is generated through St. John's Lutheran Church, registration fees, tuition, and contributions made by the many friends of SJLS. An annual registration and book fee is charged for book use, workbooks that accompany the texts, art supplies, PE supplies and test fees. The registration fee also reserves a position for your child in the school.

Tuition is due on the first day of each month, August through May. **Checks should be made payable to: St. John's Lutheran School.**

A capital use fee is assessed annually to each student and is used to cover depreciation of the building and equipment, building repair and replacement, and future capital expansion.

Refunds will be disbursed **only** if your child is not accepted as a student at SJLS or if the classroom fills before your child's application can be considered.

LATE PAYMENT SERVICE FEE ASSESSMENTS

A late charge of \$15.00 is assessed if tuition and fees are not received by the 10th of the month. No refunds are given for illness. A \$15.00 service fee will be assessed for any returned check. If the check is returned by the bank after the 10th of the month, the payment is considered outstanding. Therefore, all tuition and fees due because of the returned check will be assessed a \$15.00 late fee in addition to any bank charges.

Families whose accounts are 60 days overdue are subject to dismissal unless specific arrangements have been made with the school office. Accounts that are delinquent for two consecutive months will constitute a breach of contract. A certified letter will be sent to the responsible parent/guardian informing him/her that unless the amount due is paid within 10 days of the letter's receipt, the student status of the recipient's child/children will be forfeited by the parent/guardian and the child should be enrolled in another school.

All students participating in graduation ceremonies of St. John's must have all tuition and fees paid in full prior to the day of graduation. Failure to comply with these conditions forfeits the student's privilege of participating in the graduation ceremonies.

If for any reason your child cannot continue to attend St. John's, any tuition will be pro-rated, but not to include registration fees. A two-week notice is required to qualify for any refund. See the registration and tuition form for the complete list of school fees and multiple child discounts.

ABSENCES AND ILLNESS

Regular and punctual attendance is required to achieve success in the school setting. Frequent absences for vacations or special interests rob the child of the benefit of the classroom experience (e.g., class discussions, lectures, projects, field trips) and instruction and foster poor habits for the future. Please plan vacations and outings at times other than school days.

Excused Absences are recorded for:

- illness
- death in the immediate family

We do not record absences for medical appointments when a note from the doctor is provided. Please try to schedule such appointments outside of school hours.

Absences due to vacations, extra sleep, outside school competitions or activities, etc., are considered unexcused. Parents and/or students are responsible for making arrangements with all teachers prior to the absence in order to make up missed work or tests. To facilitate this, students are to pick up a "Planned Absence Form" from the office or their homeroom teacher. The form is to be signed by a parent/guardian before taking it to each teacher for assignment information. In the event that prior arrangements are not made, the opportunity to receive full credit for missed assignments may be in jeopardy.

Students who miss the school day due to illness will not be allowed to participate in after school activities on the day of the absence. Students must be present for an academic half-day following lunch to be eligible for extra-curricular activities—practice or play—on that day. An excuse issued by a medical professional will waive this requirement.

As required by law, parents must keep a student home if the child has a communicable illness. We encourage you to consult with a physician regarding the time period that your child might

be contagious. If your child has a communicable illness, please notify the school immediately.

A child must be kept home, or will be sent home, if any of the following symptoms are evident, until a health care provider determines the child is well enough and is not contagious:

1. Fever, defined as having a temperature of 100° Fahrenheit or higher. A child must be free of a fever 24 hours before returning to school. This means the child is fever-free without the aid of fever reducing medication.
2. Vomiting 2 or more times in a 24 hour period
3. Rash with fever or behavioral change
4. Pink eye with discharge of white or yellow, may be accompanied by crusts in the corner of the eye
5. Itching that may be extreme; noticeable mite, lice, or other infestation

If a child has received any of the following diagnoses from a health care provider, they must remain at home until treated and/or no longer contagious:

1. Infectious conjunctivitis (pink eye)—until 24 hours after treatment has begun
2. Scabies, head lice, or other infestation—until 24 hours after treatment and child is free from nits
3. Impetigo—until 24 hours after treatment is begun
4. Other communicable illnesses as determined by the physician and/or department of public health

In the event of a major outbreak of disease the policy of SJLS is to remain open unless there is a magnitude of faculty or student absences that interferes with the school's ability to function.

Please call the school office before 8:30 AM if your child is out of school for any reason.

MEDICATIONS AT SCHOOL

If a medication (whether prescribed or over-the-counter) must be taken during the school day, CA Education Code Section 49423 requires that a written authorization statement be on file. The authorization must be made annually and/or whenever a change occurs. The authorization must be signed by the parent/guardian and the physician indicating a desire that designated school personnel assist the student with medication administration. Medication must be provided in the original container labeled

with the student's name, medication name, dose/strength and specific administration directions. This form is available in the school office and also on our website: <http://www.sjlschool.org/forms>.

TARDY POLICY

In addition to the disruption caused by late arrivals, it is important that students are on time for school and remain for the duration of the day. Besides promoting responsibility for the "real world," students that are on time for classes are able to be adequately prepared for the day and not rushed. They also do not miss out on important learning activities.

School gates and doors open at 8:00 AM and class begins promptly at 8:15 AM. Gates close at 8:10 AM; students arriving after 8:10 AM must enter through the office. Students arriving after 8:15 AM must check in at the office to receive a pass to class. Students will be marked tardy if they are not in their classroom and prepared to work by 8:15 AM.

After a student receives 3 tardies in a quarter, the teacher will contact the student's parent(s) to set up a plan for change. Continued tardies could result in lunch detention, after-school detention, or other disciplinary actions. The tardies and conference will also be noted and tracked on a behavior citation.

Students arriving before 8:00 AM or staying 15 minutes after dismissal are to be in Extended Care, in an authorized school activity, or in the presence of their parent or guardian. Unless a student is in Extended Care or an authorized school activity, the school is not responsible for supervision before 8:00 AM or after dismissal.

Students who are tardy or absent due to a doctor's appointment are excused **ONLY** if they produce a note from the doctor to the office. These excused absences will not be recorded. A student who accumulates the equivalent of 10 full day absences in a semester may be recommended to repeat the current grade level.

In the event of severe fog, please use your best judgment and bring your child(ren) to school when it is safe. St. John's will begin at the normal time; students that are late due to fog will not be marked tardy.

EXTENDED CARE PROGRAM

St. John's Lutheran School provides Extended Care before and after school as a convenience for parents. The program operates on days when school is in session. The hours are from 7:00-8:00 AM and from 3:00-6:00 PM. When children are enrolled in the Extended Care program, they are enrolled on a full-time basis only. Hourly use is reserved only for family emergencies arranged through school office personnel.

Children who arrive before 8:00 AM or remain on the school grounds fifteen minutes after their class or activity is dismissed, and are not enrolled in Extended Care, will be placed in the Extended Care program and charged at a rate of \$10.00/hr. for any part of an hour. The Extended Care program closes promptly at 6:00 PM. Pick-up past 6:00 PM will be subject to an additional fee at the rate of \$1.00 per minute with a minimum of \$10.00 charge.

Students who access Extended Care must be signed in and signed out by the guardian adult. Students may never, under any circumstances, sign themselves in or out of Extended Care.

When dropping off or picking up students for Extended Care, please use the designated parking stalls directly west of the Extended Care building.

All of the policies and procedures of St. John's Lutheran School apply to the Extended Care Program. Students are not allowed to use their personal electronic devices while in Extended Care.

SCHOOL HOURS

School begins at 8:15 AM, and students in Kindergarten-third grades are dismissed at 3:00 PM. Students in grades four through eight are dismissed at 3:15 PM. Students that arrive before 8:00 AM are to be in Extended Care. Students not picked up within fifteen minutes after release must be in Extended Care or participating in an authorized school activity; the school is not responsible for supervision before 8:00 AM or fifteen minutes after release. Students placed in Extended Care will be charged accordingly.

DROP-OFF/PICK-UP

Students in Kindergarten through grade 2 need to be walked to their classroom in the morning. Students in grades 3-8 may be

dropped off in the morning by using the drive-through loop or by parking and accompanying student(s) to the school building. If parking, K-6 families should use the main (south) parking lot. Families of junior high students may use the north turn-around area.

The drive-through loop will be closed from 2:45-3:30 PM and will not be accessible. Those picking up K-6 students should park in the main (south) lot and retrieve students from the exterior door of their classroom. Students in grades 7-8 may be picked up from the area in between the gym and the North Education Building using either the south parking lot or the north lot.

When dropping off or picking up students for Extended Care, please use the designated parking stalls directly north of the North Education Building.

CURRICULUM

The curriculum is established by the faculty and Superintendent. In keeping with the mission of the school, teachers relate instruction and activity to life in Jesus Christ.

St. John's course of study is aligned with the Core Knowledge Curriculum and the California State Department of Education Standards. State law requires California public schools to accept credit granted by St. John's Lutheran School.

St. John's is accredited by the Western Association of Schools and Colleges (WASC) and by the National Lutheran Schools Accreditation (NLSA).

The areas of learning are:

Religion: Study of the Old and New Testament, Church History, Memory Studies, and Basic Lutheran Christian Doctrine, Christian conflict resolution, Character Education (Core Virtues, see below.)

Language Arts: Reading, Phonics, Grammar, Spelling, Literature, Writing, and Oral Language

Mathematics: Numbers, Arithmetic, Pre-Algebra, Algebra, and Elementary Geometry

History/Social Studies: Geography, History, Citizenship, U.S. Constitution, and Current Events

Science: Concepts in Life Science, Earth Science, and Physical Science, scientific method

Other: Visual and Performing Arts, Physical Education, Spanish, Computer/Technology

As part of our Religion/Christian Studies, students are taught various Core Virtues throughout the year, usually focusing on one per month. We also recognize students during assemblies with Core Virtue awards.

FIELD TRIPS

At times, teachers may elect to extend learning beyond the classroom through field trips or special activities. Permission slips are required for participation. Often, parents are asked to serve as drivers and must complete a “Driver Information Form” providing driver’s license and vehicle information in addition to proof of insurance and a Live Scan background check.

Since children are under the driver’s supervision, it is required that all laws are followed at all times, including seat belts and car seat regulations. To help assure safety and fair treatment of all students, drivers are to transport students to and from the event with no additional stops along the way (e.g. Starbucks, Jamba Juice, ice cream, etc.).

SPORTS/ACTIVITY ELIGIBILITY

Students are welcome to participate in extra-curricular activities (e.g. sports, student council, worship team, Valley Achievement Center volunteer) when applicable fees have been paid and as long as they are eligible. To be eligible, students must maintain a 2.0 grade point average or better for the duration of the activity and also may not be failing any subject. If a student becomes ineligible, participation in the activity will be forfeited until clearance has been given by the teacher(s). Ineligibility may also occur due to behavior; the administration holds the final authority on eligibility.

Under normal circumstances, a student who is ill on the day of an activity may not be allowed to participate (see p. 10).

BUILDING AND PROPERTY CARE

Responsible students treat property with care and respect. Students are held responsible for any intentional or accidental damage to school or personal property.

Textbooks and other materials become the student's responsibility when issued. While normal wear is expected, students will be charged replacement costs when unnecessary damage (or loss) occurs. Students are required to cover their textbooks with a suitable (non-adhesive) book cover to reduce wear.

SOCIAL AND DIGITAL MEDIA AT SJLS

Technology resources at SJLS are valuable learning tools for all students. It is becoming more difficult to be effective without using them. All students are expected to use digital tools responsibly, including their own personal devices. Technology includes, but is not limited to computers, printers, video equipment, tablets, Chromebooks, software, SMARTBoards and the internet. These resources are to be used for educational purposes and in accordance with the Christian mission and vision of St. John's Lutheran School. Failure to use the tools properly may result in the student forfeiting the privilege of using electronic devices. Students will be held responsible for any damage due to careless use or neglect.

The use of digital tools on and off campus should be guided by several important concepts:

The JOY Model:

Jesus: Whatever is true, noble, right, pure, admirable, excellent or praiseworthy - think about such things! (Philippians 4:8). In all things reflect the heart and mind of Christ.

Others:

Always...Give Credit and Get Permission

...Be Respectful

...Build others up

Never...Log into someone else's account

...Pretend to be someone else online

...Be mean or hurtful

...Share personal information or passwords

Yourself:

Tell an adult if...

- you see something inappropriate on your screen.
- someone sends you something inappropriate.
- you are contacted by someone you don't know.

Students and parents now find themselves very engaged in social networking resources that allow them to interact online. We encourage all students and families to be aware of the type of content they display on the internet regarding our school community. All online posting by students, parents, and staff, whether it be via email, discussion post, video, podcast or social sites should be **LARK** - Legal, Appropriate, Responsible, and Kind.

If a student posts inappropriate information online about a staff member or another student, the school will alert the parents and work to have the material removed from the internet. Parents should also model appropriate use of social media for their children and be engaged in monitoring their activity in this media.

Students in grades 4-8 will only be allowed access to on-site digital tools when the student and a parent/guardian read and sign an Acceptable Use Policy.

STANDARDIZED TESTING

In addition to regular subject material testing, the Iowa Test of Basic Skills (ITBS) is given to students in grades 1-8 in the fall. Individual and class results of these tests are utilized for the guidance of the individual child and for evaluation and curriculum planning. The results of these tests are given to the parents.

HOMEWORK

Homework Philosophy

Homework is a natural and integral part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational progress.

Generally, parents can expect students to spend the following amount of time on homework (in addition to studying for memory and any nightly reading required by the teacher):

Grades K-2	30 minutes
Grades 3-5	40-60 minutes
Grades 6-8	60-90 minutes

The amount of homework will depend upon the courses the student is taking, the specific units being covered, and an individual student's ability and work habits. Generally, teachers do not assign homework to be completed over the weekend.

Purpose of Homework

Homework is meaningful and quality work assigned to students to increase student learning and success while fostering the development of such character traits as: responsibility, self-motivation, self-discipline, and independence along with promoting study habits and time management skills.

Homework may occur as one of four types:

- **Practice** - review or reinforcement of skills or concepts previously taught, learned or introduced, including unfinished class work.
- **Preparation** - for upcoming lessons, discussions, or tests
- **Extension** - applying knowledge to real-life situations; making connections between concepts, information, and skills learned over a period of time.
- **Creation/Integration** - applying creative ideas or critical thinking skills to an assignment.

The amount of time students are given to work on assignments in class will vary. In cases where a child seems to bring home an excessive amount of homework, parents should arrange to discuss the problem with the teacher. Parents should show their interest and concern in the child's work by frequently checking and discussing it with the child. **Students are expected to prepare their work neatly and accurately and submit their assignments on time.** As St. John's increases its use of technology, students will need access to digital tools at home to complete work and projects.

GRADE LEVEL ADVANCEMENT/RETENTION

It is our desire for every student to be successful. Academic development is important at St. John's and staff and administration take special care to be sure each student has

developed appropriately before advancing to the next grade level.

It is our policy that a student's academic, social, and emotional development is taken into account in determining advancement into the following grade. Such decisions are not made in isolation but with input from the classroom teacher(s), Lower or Upper School Principal, and parents. Every effort will be made to communicate concerns as early as possible and no later than Third Quarter. All parties concerned should not hesitate to communicate when concerns arise. Final decisions regarding grade level placement at St. John's will be at the discretion of the administration.

GRADUATION EXPECTATIONS

In order to receive a diploma and participate in graduation day activities, the following criteria need to be met:

1. Cumulative 8th grade GPA of 1.5 (unless special circumstances warrant)
2. Passing (60% or greater) semester grade in all classes for both
8th grade
semesters
3. Positive recommendation from junior high faculty.
4. All bills/fees paid, books and other items returned.

Potential graduates who are earning a failing grade in the third or fourth quarter or who have any Incompletes will be placed on a Graduation/Diploma contract. If a potential graduate has an 'F' in any course or any Incompletes at the time of graduation, that student will not be allowed to participate in graduation activities. These activities include, but are not limited to, walking in the graduation ceremony, Limo Lunch, and receiving a diploma. Upon completion of all graduation requirements, a diploma will be released to the student. The deadline for completing these requirements is 5:00 p.m. the day before graduation.

CLASSROOM VISITATION POLICY

Parents may visit our classrooms to observe their children in their learning environment. For the protection of all the students in our care, we must know who is visiting the classroom

and for what reason they are there. We, therefore, ask you to follow the procedures listed below:

1. Call the school office to make arrangements with the teacher, who will set up an appointment for an appropriate time for visitation.
2. When visiting a class, parents should only sit and observe. If you wish to consult the teacher about your child's progress, an appointment must be made at a time other than during school hours to avoid disrupting effective learning in the classroom.
3. If a friend or relative wishes to visit the classroom of your child, arrangements must be made by the parent on their behalf.

REPORT CARDS

Report Cards are issued four (4) times each year at the end of each quarter for grades 1 - 8. Kindergarten report cards are issued two (2) times each school year at the end of each semester. Scheduled Student/Teacher/Parent (STP) Conferences are held twice during the year (end of 1st and 3rd Quarters) with additional conferences scheduled by the parent or teacher as the need may arise.

Parents: Please do not discuss your child's progress with his or her teacher in public or during casual meetings. We ask that you please make an appointment with the teacher and meet at the school for this purpose.

GRADING SCALE

In those grade levels and classes that receive letter grades, the following scale is used:

Percentage	Letter Grade	Grade Point Value
100%	A+	4.2
93-99%	A	4.0
90-92%	A-	3.8
88-89%	B+	3.2

83-87%	B	3.0
80-82%	B-	2.8
78-79%	C+	2.2
73-77%	C	2.0
70-72%	C-	1.8
68-69%	D+	1.2
63-67%	D	1.0
60-62%	D-	0.8
0-59%	F	0.0

HONOR ROLL

Students in grades 4-8 achieving a grade point average (GPA) of 3.0 or higher with no grade lower than a B- in any subject will receive a certificate and recognition at a school assembly after the end of the quarter. Three categories are designated:

Superintendent's List:	4.0 and above
First Honors:	3.5-3.99
Second Honors:	3.0-3.49

In grades 4-6 only core academic subjects (see below) are considered for the award, whereas, in grades 7-8 all subjects receiving a letter grade are figured into the GPA with non-core subjects receiving half the weight of core subjects. Core subjects are: Religion/Memory, Literature/Reading, Grammar and Writing, Spelling, History and Geography, Math, and Science. Non-core subjects are: Music (including Band, Handbells, Saint Singers, Strings, and Classroom Music), Spanish, Handwriting, Computer, Art, and Physical Education.

DRESS CODE/UNIFORM REQUIREMENTS

St. John's seeks to create a school environment that will promote learning and self-discipline. To help achieve these goals, **school uniforms are mandatory**. Appropriate clothing for all students will reflect modesty, moderation, and neatness and must be a size that is appropriate to the child's body. Pants,

shorts, etc. are to be worn at waist level. Appropriate length of shorts, skirts, etc. for girls will be mid-thigh or longer for grades K-4. In grades 5-8, skirts (even if wearing shorts underneath) must fall no shorter than 5 inches from the top of the kneecap all the way around; skirts and shorts must be mid-thigh or longer.

A prescribed uniform serves to externally equalize all students. Uniforms provide accepted standards of modesty, thus eliminating conflicting interpretations of dress codes. Parents cite the fact that uniforms simplify the tug-of-war over what to wear even though there are several selections available. Uniforms create a team spirit and foster a spirit of cooperation and participation. Uniforms provide neatness, remove “label competition”, provide an improved self-image and help to reduce behavior problems.

It is expected that while students are on campus, including before and after school, they will follow the uniform code. You will be notified either in writing or with a phone call when your child is not wearing the appropriate school uniform and, depending on the frequency, additional steps may be taken, including documentation on a behavior citation. Please check your child’s clothing before leaving the house.

Acceptable uniform items are available from the Dennis Uniform Company, Lands’ End Uniform Catalog, and JC Penney Uniform Catalog. Please be aware that some uniform items available from Lands’ End and JC Penney are not approved SJLS uniform attire. (See **NOT ALLOWED** below) Other *uniform* brands (Dickie No-label, Arrow, French Toast, etc.) are acceptable as long as they follow the same style and color of Dennis Uniform or Lands’ End. Some *non-uniform* brands may be acceptable as well—please check with the school office before purchasing. See the detailed uniform guide below for acceptable items.

A uniform resale shop is available on campus in the Kidz Connection building in KC-9. For a nominal fee, used uniforms are available. Please pay in the school office.

NOT ALLOWED: manufacturer’s logos or other embellishments; corduroy, denim, or poplin material; jean, cargo, or carpenter style; clothing with holes, tears, rips or frays.

PE uniforms for students in Grades 5-8 must be purchased from Dennis Uniform Company. Sweats for PE must be solid black or

with the SJLS logo purchased from Dennis Uniform. Shoes for PE must have a white or *non-marking* black or colored sole.

The required uniform must adhere to the following:

- **Polo shirt** must be solid red, white, or black without a manufacturer's logo. (Polo shirts may be purchased from any store.)
- **Blouses** (white) purchased from Dennis, Lands' End, JC Penney, or the French Toast or Arrow brand
- **For girls: Pants, shorts, skorts, scooters, capris or jumpers must be** black, khaki or SJLS plaid. The approved items must be purchased from Dennis, Lands' End, JC Penney or can be the French Toast, Dickie No-label, or Arrow brand as long as they are the same style and color as Dennis or Lands' End. Compression or bike shorts must be worn underneath skirts and dresses and must be school colors.
- **For boys: Pants and shorts, must be** black or khaki. The approved items must be purchased from Dennis, Lands' End, JC Penney or can be the French Toast, Dickie No-label, or Arrow brand as long as they are the same style and color as Dennis or Lands' End.
- **Shoes** must be appropriate for school activities. **For safety reasons** during the school day, shoes should be closed-toe and -heel and should fit and be fastened in such a way that they do not come off easily. Shoes should have a flat sole with a heel height of no more than ½ inch. No wheeled shoes are allowed at any time. Athletic shoes are required for participation and credit in PE classes and must have a white sole or a *non-marking* black or colored sole.
- **Socks** are to be school colors—red, white or black.
- **For girls: Tights, and Leggings** must be school colors—solid red, white or black (no patterns, stripes, or multi-colors).
- **Sweatshirts, Jackets and Sweaters** must be solid black, red, white, or tan/khaki (no patterns, stripes, or multi-colors). No logos (except for small, indiscriminate logos), wording or other embellishments (other than St. John's) are allowed.

- Belts must be worn when belt loops are on the garment.

Shirts must be tucked in at all times—except girl’s straight bottom, button-up *blouses* (not polo shirts).

Clothing must be a size that is appropriate to the child’s body. Pants and shorts are to be worn at waist level. Students are expected to follow habits of cleanliness and make **modest appropriate grooming** choices concerning haircuts, hair color, nail polish, and make-up. Hair may only be natural colors and must be kept out of the face. Grooming choices and hair accessories should not cause a distraction. Except for earrings, students may not wear body piercings. Boys may not wear earrings to school or school-sponsored functions. Hats and hoods are not to be worn in the classroom.

Free/Theme Dress Days (including Denim Day) occur periodically. We depend on parents to monitor what the children wear on non-uniform days. Clothing must be appropriate to school activities and must be neatly hemmed.

The following **are not allowed**: sleeveless shirts for boys, “spaghetti straps,” tank tops with straps narrower than one inch, strapless or off the shoulder tops, clothing with holes, tears, rips, or frays; shirts with questionable sayings; leggings, jeggings, exercise pants, yoga pants, tight-fitting pants, etc. unless worn with a shirt or top that covers to mid-thigh; tight fitting shorts or tops; or any other apparel deemed inappropriate by the Administration. At no time should undergarments or the midriff area be exposed. Length of shorts, skirts, dresses, etc. must follow the uniform guidelines on page 21. These guidelines also apply to school programs, concerts, and field trips.

DISCIPLINE

Biblical Principles for Discipline

The purpose of discipline is to DISCIPLE children in the Lord’s way. While punishment looks back, discipline addresses the future. Discipline molds, shapes, corrects and inspires appropriate behavior. Discipline provides the opportunity to redirect the child. The goal of discipline is to produce self-disciplined children and Biblical patterns of living.

- We honor God, others, and ourselves with our thoughts, words, and actions (Matthew 22:37, Luke 6:31).

- We accept responsibility, displaying self-control for ourselves without creating a problem for others (Colossians 3:17).
- “Fair” is often not identical treatment but, rather is giving what is needed for each student at that time and in that situation (1 Thessalonians 5:15).
- We believe that all of our interactions stem from the Gospel of Jesus Christ and the Love of God (Proverbs 22:6).
- We strive for a faith-integrated environment that is safe, nurturing, and academically challenging (Hebrews 12:2).
- As Christians, our discipline focuses on repentance and forgiveness (Ephesians 4:32).
- As trustworthy people of God, we are honest in our words and actions. We do what we say we will do, and we do what is right even when it is difficult (Titus 2:7-8).

Core Beliefs about School Discipline

St. John’s Lutheran School staff dedicates itself to following a set of core beliefs which provides a guide for dealing with student discipline. Each student is a unique individual created by God, with unique personal, social and educational needs. As a result, every disciplinary situation becomes unique in nature.

Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequence which increases the odds for children learning from their mistakes.

Schoolwide Core Beliefs

The following list of core beliefs outlines the professional actions and attitude of all the staff members in this school:

- Every attempt will be made to maintain the dignity and self-respect of students, parents, and teachers.
- Students will be guided and expected to take responsibility for and solve their own problems, or the

ones they create, without creating problems for anyone else in the world.

- Students will be given opportunities to make decisions and live with the positive or negative consequences.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world not a personal attack on school or staff.
- Misbehavior will be handled with natural or logical consequences whenever possible.
- Students are encouraged to request a private meeting with the teacher whenever consequences appear to be unfair.
- School problems will be handled by school personnel; however, criminal activity will be referred to the proper authorities.

These core beliefs provide the guiding light for our professional decisions. The staff encourages parents to bring concerns and questions to us in the event we operate in ways that appear to be inconsistent with these core beliefs.

The staff and administration fully understand that discipline is a continuous growth process characterized by normal occurrences of poor judgment. This understanding is evidenced by a generous display of love and forgiveness. However, effective teaching and discipline demands consistent application of clearly established rules and appropriate consequences. The following steps will be taken to help correct a continual behavioral problem and will be documented on a behavior citation and sent home for a parent to sign and return:

Step 1 Student and teacher conference

Step 2 Student, teacher, parent conference

Step 3 Student and administration conference

Step 4 Student, administration, parent conference

SUSPENSION - EXPULSION - NON-RENEWED ENROLLMENT - DISCONTINUED ENROLLMENT

Normally, a student is considered “in good standing” unless any of the following offenses have occurred:

1. Language or behavior which is seriously immoral, profane, vulgar, or obscene.

2. Injury or harm to person or property or threat to cause injury or harm.
3. Theft or habitual dishonesty.
4. Unauthorized absence or continued tardiness.
5. Disobedience, insubordination, or disrespect for authority and the school.
6. Behavior that is inappropriate or that is detrimental to the classroom and inhibits the learning of others.

Infractions of any of the above may put a student's re-enrollment in jeopardy.

Suspension or expulsion will occur for these offenses:

1. Use, sale, distribution or possession of drugs, alcohol, or any other illegal substance.
2. Assault with or possession of a deadly weapon: gun, knife, etc.
3. Any action that threatens the safety or physical or emotional well-being of staff or students.

In the event that a gross infraction occurs, the student will be immediately suspended from the classroom to the school office to await a parent conference to determine continued attendance at St. John's.

HARASSMENT/BULLYING POLICY

St. John's Lutheran School is committed to providing a learning environment that is free from harassment in any form (i.e. bullying, abuse, etc.). Harassment, also referred to as bullying, occurs when one or more individuals inflict physical or emotional abuse on another deliberately and repeatedly. Harassment or bullying of anybody by a student, parent or staff member is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner following the four step process outlined in the aforementioned discipline section.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will necessitate administrative action and may result in removal from the school. Students found to have filed false or

frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating. The target of the harassment and the perpetrator do not have to agree about what is happening. Harassment may occur at any time during school-related activities and includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes or threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault; deliberate, impending or blocking movements; or any intimidating interference with normal work or movements.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, or gestures.

Emotional Harassment: Actions that intentionally exclude or isolate an individual.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature (including inference or innuendo).

Cyber Bullying/Harassment: Online social cruelty or electronic bullying by sending cruel or threatening messages by e-mail, cell phone, instant messaging, web pages, web blogs, chat rooms, and other information communication technologies.

CHEATING/PLAGIARISM

Cheating is defined as using, submitting, or attempting to obtain data or answers by deceit or by means other than those authorized by the teacher. The student who allows the cheating to take place is as guilty as the student who cheats, and both parties share in the responsibility and possible consequences.

Plagiarism is the act of taking credit for someone else's work. Plagiarism most often occurs when a student is researching information for a project and passes it off as their own without citing the information accurately.

Neither cheating nor plagiarism exemplifies Christian character development. Because work resulting from cheating and/or plagiarism is not a true reflection of a student's ability, the consequence may be complete or partial loss of credit on the

test or assignment for the student(s) involved. Depending on the nature of the assignment, it may also need to be redone. The teacher will notify parents if their child is involved in cheating and/or plagiarism. Chronic incidents may be subject to additional action by the administration.

NUISANCE ITEMS

Toys, balls and comic books, may not be brought to school without the teacher's permission. Wheeled shoes are not allowed at school. NO GUM is allowed at any time. Candy may be shared on party days. Teachers or Administration may determine that other items deemed a distraction may also not be allowed.

CELL PHONES/ELECTRONIC DEVICES

In the Upper School (grades 4-8), electronic tablets, eReaders and laptops are allowed as long as they are used in the classroom for school purposes and with prior permission from the teacher. Students will be allowed to access the Internet while using these devices only with teacher permission. Students who abuse this privilege will not be allowed to bring such items to school. These devices may not be used during Extended Care.

Students in grades K-6 should, at no time, have cell phones or mobile devices (including "smart" watches or any device that that receives messages or phone calls, takes pictures, has games, etc.) on their person while on campus. If a device is brought to school, it is to be turned off and left in the student's backpack. Students in grades K-8 should also not have cell phones on their person at school sponsored functions (i.e., concerts and programs), including field trips. Students in grades 7-8 must bring their cell phone to their homeroom and turn it in to be retrieved at the end of the day. It must be on "airplane mode" and "do not disturb" so as to not receive any notifications. They are able to use it with teacher permission.

Given that school phones are available in every teacher's classroom, the office, Extended Care, and the gym, cell phones are not needed. If a cell phone is brought to school, the above guidelines must be followed. The only time a student may use his/her cell phone is following an after-school activity (i.e., sports practice or game, study hall, tutoring) *with the permission and in the presence of the supervising adult.*

Items are brought at your own risk. The school is not liable for theft or damage. Items confiscated due to misuse may be picked up from the school office by the parent, and additional consequences may apply.

Electronic devices not allowed at school include but are not limited to, portable music players, headphones, PDAs, and handheld electronic games.

HOME/SCHOOL COMMUNICATION

Communication between parents and the school is essential to the child's success at St. John's. We recognize the important role the team of student, parent and teacher play in helping students develop healthy relationships and decisions. Mutual respect is a key component of this partnership. We expect our parents to support teachers and administration with kindness and courtesy. Finding the right times and ways to communicate is important. Morning drop-off and afternoon pick-up times may not be the best times to address concerns or issues. The best way to deal with one another is face to face interaction. Communicating through texting or emailing should not be used to discuss sensitive concerns. We recommend making an appointment with your child's teacher to allow the time necessary to resolve situations when they occur.

- While our staff will listen to all concerns brought to our attention, our decisions will be made in the best interest of our students and Christian philosophy of our ministry.
- Telephone conferences, after-school meetings, written messages and e-mail are channels for keeping in touch and are welcomed.
- *Sycamore School*, our online school communication tool, is available for parents to track their student's progress regarding grades and behavior and may also be utilized for communicating directly with teachers. Parents of students new to the school will be given access information early in the year.
- During the school day, students may use the telephone for communication for emergencies and only with written permission from the classroom teacher.
- Please, only in the case of extreme emergency should a child be called to the telephone. Urgent messages will be given to

your student. Please do not call your student on his/her cell phone. (See cell phone policy above.) All arrangements for transportation and after school activities should be made before the child leaves home in the morning.

- Incoming calls for teachers will be conveyed to them, and they will return your call at their earliest convenience after school.
- Each Friday, *School News*, our all-school newsletter, will be emailed to our families. It is an important avenue of information about school news, upcoming events, and special notices.
- Teachers will also email a weekly newsletter on Friday afternoon. This is your avenue for classroom news, upcoming events and special notices.
- Even with the best communication, there will be times when you have concerns about classroom or school procedures. As a Christian school, we follow a process for resolving issues as described in scripture (Matthew 18:15-17).

This means:

First, speak with the staff member involved to seek understanding and possible solutions.

Second, speak with your child and allow time to let the matter get resolved.

Third, if the matter persists, speak with the teacher and Principal.

Fourth, if the matter continues, and only if you have engaged in the previous three steps, set a time to speak with the superintendent.

PHOTOGRAPH/PUBLICITY DISCLAIMER

Throughout the year, we photograph students in order to promote St. John's activities and achievements. For example, students are featured in our promotional materials, yearbook, on our website, on our SJLS Facebook page, DVDs of school productions and news media. At no time will your child's likeness be used in exchange for monetary compensation. In addition, these pictures will be taken by authorized personnel with school cameras only.

Any photographs taken by parents are solely for the private use of the parent and are not to be published or used in any social media venue. A parent wishing to photograph students for a class project or gift needs to go through an approval process prior to beginning the project securing permission from administration, the classroom teacher and the parents.

LUNCH PROGRAM

St. John's Lutheran School offers a Hot Lunch program, which provides lunches for our students at a reasonable price. The lunches are provided by NV Catering. You have the choice of packing a lunch for your child or purchasing the prepared lunch. The cost for hot lunch is \$5.00, which includes milk or another beverage. If your student is bringing a lunch, you may purchase milk for \$0.50 each. If you are sending a drink with your child, please do not send carbonated drinks. Candy is not allowed in school lunches or for snack.

School lunch menus are prepared a month in advance and will be available on *Sycamore School*. Lunch orders are to be made through *Sycamore School* only. The dates that orders are open and closed for the coming month will be listed in *School News* and on our school website. Please keep a copy of your order for your records.

Emergency lunches are available, if needed; however, since the cooks only prepare the number of pre-ordered lunches, emergency lunches may not be the entrée of the day.

Microwave ovens are not available for preparing individual student lunches. Nutritionally balanced lunches and snacks are important to help students maintain focus throughout the day, therefore, we discourage highly processed, prepackaged, or fast food.

WELLNESS POLICY

SJLS believes that by the grace of God, we serve our Lord in promoting spiritual, emotional, academic, social and physical growth in the children in our care. Students who start each day as healthy individuals can learn more and better utilize their God-given talents and abilities. To that end, this policy encourages the wellness of all students and staff at SJLS.

Goals for Wellness, Nutrition Education, Physical Activity and School-Based Activities

- Students are reminded that they are precious creations of a great and loving God. He cares for them, as do the teachers and staff. This provides a strong base for the emotional and spiritual wellness of students. (They are loved, belong and courageous.)
- Students in all grades are educated in making good nutritional choices as part of each classroom's science and health curriculum.
- The message of making healthy choices is consistent throughout the school, classrooms, lunchroom and other programs.
- Students are given opportunities for physical activity each school day through physical education classes, recess periods and athletics. Children are given opportunity to play outside on a daily basis if weather permits.
- The school encourages parents to support their child's participation in physical activities.

Nutritional Guidelines

- All school meals served by the school lunch program will meet or exceed the guidelines of the Child Nutrition Act and the state of California.
- The school will maintain the lunch area and ensure that it is a clean, safe and enjoyable meal environment.
- The school kitchen is inspected by a public health inspector according to city guidelines.
- Appropriate measures are taken to protect students with food allergies.
- Students are not allowed access to carbonated beverages that contain high sugar amounts or caffeine.
- In an attempt to limit the number of high calorie, high sugar or low-nutritional foods, parents are encouraged to provide healthy snack or lunch choices.
- Due to a variety of dietary and health reasons, class interruptions, and to maintain parity, we ask that parents

not bring in treats or gifts of any kind to celebrate their child's birthday at school. Instead, each student's birthday will be recognized by the teaching staff.

- When school parties and classroom activities include food, efforts will be made to limit the number of high calorie, low-nutritional food choices and instead provide nutritional alternatives.
- Drinking fountains and refillable water bottle stations will be available in the school buildings and students will be given opportunity to have water throughout the day.
- The school will provide adequate time to eat their meals at the lunch table.
- The staff will strive to be role models in practicing healthy eating habits.

Nutrition Education

SJLS curriculum deals with promoting life-long physical activity and fitness, which includes healthy food choice as a primary goal. The health benefits of good nutrition will be emphasized. Some examples of nutritional themes include but are not limited to:

- Food Guide Pyramid/Healthy Plate/My Plate
- Healthy Heart choices
- Diet and Disease
- Eating disorders
- Food Allergies
- Food Labels
- Serving Sizes
- Proper Sanitation and Safety
- Fad Dieting
- Healthy Eating Habits
- Body Composition

Physical Education Program

- The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles. The physical education program will consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide health benefits to students, subject to their differing abilities.
- The physical education program shall provide activity for all students in grades K-8.

- Students shall be provided varied opportunities for enjoyment, challenge, self-expression and social interaction that will lead to a physically active lifestyle.
- The program will include a fitness component where students are tested regularly regarding their level of fitness.

Implementation and Evaluation

- The wellness policy will be implemented at SJLS by the school faculty and staff. Teachers and staff members will be responsible for putting the policy into action and reporting any problems to the Principals.
- The Principals and Superintendent will oversee the implementation and ensure compliance with the Wellness Policy.
- Through observation, evaluation and reports from the staff, the Administration will monitor and adjust the policy as needed.

PHYSICAL EDUCATION CLASSES

All students are required to take part in physical education classes unless excused, in writing, by a physician for temporary or permanent medical disability. PE uniforms are required for students in grades 5 - 8 (see page 18). Failure to dress out on the appropriate days will lead to a lower grade in PE. No exceptions to the PE uniform will be allowed. Shoes for PE must have a white sole or a *non-marking* black or colored sole.

CHURCH ATTENDANCE

Children are encouraged to worship regularly at their family's place of worship. If your family does not belong to a church family, you are welcome and encouraged to worship at St. John's Lutheran Church. Different worship styles and opportunities are available. Services are on Sunday at 8:30 AM and 10:00 AM. Sunday School is offered during both services.

PARENT INVOLVEMENT

Parent involvement is welcomed and encouraged at several levels at St. John's. It takes over 100 volunteers to make the following events happen. Please consider how you may be able to contribute:

1. **A Bountiful Affair:** This event is one of the major fundraising events for our school. Parents are invited and encouraged to participate. In addition, parents are encouraged to assist in the event by donating items to be auctioned, volunteer to serve on planning committees, and/or assisting in set-up or clean-up. The funds raised from this event helps to cover the cost of education not covered by tuition and to provide financial aid to qualified students.

2. **Annual Golf Tournament:** This is another major fundraiser that benefits our school program. Parents are invited to serve on the golf committee as well as participate in this year-end event.

3. **Scrip:** A gift card program to use for purchasing groceries, gasoline, and other items at retail stores in Bakersfield. There is no charge to you and a percentage of what you spend is split between St. John's and you.

4. **Classroom Participation:** Welcomed at the teacher's discretion and request. Some teachers ask for help with preparation of materials, library checkout times, special projects and driving for field trips.