

# *West Portal Lutheran Church and School*

# ***Parent Handbook***

## *Academic Year 2019 / 2020*

***Includes the following information for use throughout the year:***

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West Portal Lutheran Church – 415.661.0242

[www.wplsfc.com](http://www.wplsfc.com)

*Please note: If there is a language/communication  
concern, please contact school administration*



*West Portal Lutheran School has received full accreditation from both NLSA and WASC. Dual accreditation was last received from both of these associations in 2016 for a six-year term. In 2011 NLSA awarded WPLS Exemplary School status for exceeding compliance with accreditation standards, implementation of Best Practices and providing evidence that we are a “School of Choice” in the community.*



*Dear Parents,*

*West Portal Lutheran School provides quality, full-time Christian education and is a ministry of West Portal Lutheran Church. The school exists to fulfill the Great Commission of our Lord and Savior “Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and TEACHING them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19-20*

*To achieve excellence in Lutheran education there must be a focus, cooperation and a partnership among students, parents and teachers. Parents have been given the primary responsibility and promise by our Lord to bring up their children in the nurture and admonition of the Lord. “Train a child in the way he should go, and when he is old he will not turn from it.” Proverbs 22:6 Research continues to prove the home as the most influential classroom, and parents as the most influential teachers. Every person on the staff at West Portal Lutheran promises you their best efforts to use the abilities and skills with which God has blessed us. With the blessing of our Lord, we accept the challenge to assist you in the education of your child.*

*This handbook is intended to provide you with vital information on the operation of the school. It is essential that it be read carefully and thoroughly. We would ask you to share appropriate information with your child so school will be both a benefit and joy for them. Should you have any questions, please contact any school staff person for clarification.*

*We look forward to a great school year and thank you for having the confidence in us to help you in the nurturing of your child.*

*In Jesus’ Service,*

*Faculty and Staff of West Portal Lutheran School*



## **West Portal Lutheran School Mission Statement**

In a challenging and inspiring Christian environment, West Portal Lutheran School exists to provide an exceptional academic experience for children in kindergarten through the eighth grade.

*Train a child in the way he should go and when he is old he will not turn from it.*

*Proverbs 22:6*

# Expected Schoolwide Learning Results

C

## CRITICAL THINKING

**Every student will be a critical thinker.**

**Each student may demonstrate this by developing strategies to:**

- solve problems and make decisions in a variety of situations.
- be critical, perceptive thinkers, able to comprehend, apply, analyze, interpret, synthesize, and evaluate information and circumstances.
- recognize the aesthetic qualities of art and understand the historical and cultural context in which art is created; be exposed to a variety of the arts-music, visual, dance, theater, and cinema.

H

## HEALTHY LIVING

**Every student will live a healthy life.**

**Each student may demonstrate this by developing strategies to:**

- be aware of the benefits of physical fitness and wellness including knowledge of sexual development and dangers of substance abuse.
- participate in physical education classes.
- engage in co-curricular programs.
- appreciate that each person is a “temple of God”, and as a result, live a healthy life and eat a balanced diet.

R

## RESPECT

**Every student will be a respectful individual.**

**Each student may demonstrate this by developing strategies to:**

- understand and respect the limitations of himself/herself and others.
- be collaborative, flexible, adaptable and open to ideas and opinions of others.
- be involved citizens who are concerned for the welfare of others, interested in local and global environments, respectful to those in authority, and adhere to rules which benefit the community.
- display good sportsmanship.

I

## INDIVIDUAL LEARNING

**Every student will be an individual learner.**

**Each student may demonstrate this by developing strategies to:**

- master a basic knowledge of subjects at or above grade level.
- understand and be skilled in speaking and writing fluently and effectively in the English language.
- be self-directed, responsible learners who have effective study skills and time management.

S

## SHARING THE FAITH

**Every student will be a follower of the Savior.**

**Each student may demonstrate this by developing strategies to:**

- live the Christian life-style.
- demonstrate knowledge of the Holy Bible.
- memorize, understand, and apply (as designated by grade) Luther’s Small Catechism.
- grow in moral and ethical values.

T

## TECHNOLOGY

**Every student will be a user of technology.**

**Each student may demonstrate this by developing strategies to:**

- know reference materials, media, and technological instruments.
- use the Internet, word-processing, design programs, and is aware of the variety of computer resources.
- utilize technology as a tool to enhance learning through gathering, analyzing, and communicating information.

# WEST PORTAL LUTHERAN SCHOOL

## ACADEMIC YEAR 2019 / 2020 CALENDAR

### FIRST SEMESTER

3/13/19

	S	M	T	W	T	F	S	Significant Dates and Holidays
<b>August 2019</b>					1	2	3	5 - Teachers First Day Back to School 8 - Meet and Greet – <b>Sunset Campus</b> – 4:00 – 5:30 PM 8 - Meet and Greet – <b>Sloat Campus</b> – 5:30 – 7:00 PM 12 – First Day of School – Half Day ( <b>Day Care Available</b> ) 14 – Back to School Night Sunset Campus w/ PTL Mtg 7:00 PM 15 – Back to School Night Sloat Campus w/PTL Mtg. 7:00 PM 23 – High School Information Night – For Grades 6, 7, and 8 27 – Picture Day – In Uniform at 8:45AM
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
<b>September 2019</b>	1	2	3	4	5	6	7	2– Labor Day – <b>NO School</b> 21 – CO-OP Day – Sloat Campus – 9:30 AM-11:30 AM 24 – School Picture Re-take
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
<b>October 2019</b>			1	2	3	4	5	4 – Open House for Prospective Students /Sunset Campus – 8:45 AM 6 – 11 - 8 <sup>th</sup> Grade Washington DC Trip 11 – End of Quarter I (44 Days) 14 – Columbus Day – <b>NO School</b> 15 – Teacher Workday – <b>NO School</b> 18 – Open House for Prospective Students –Sloat Campus 8:45 19 – CO – OP Day – Sunset Campus – 9:30 AM-11:30 AM 21 – 30 - Parent/Teacher Conferences 31 – Classroom Halloween Parties 31 – Trunk or Treat – 6:00PM – 7:30PM
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
<b>November 2019</b>						1	2	1 – School Holiday – <b>NO School</b> 5 – 7 – Fourth Grade Coloma Trip 8 – Open House for Prospective Students –Sunset Campus – 8:45 AM 16 – Co-Op Day – Sloat Campus – 9:30AM – 11:30AM 11 – Veterans Day Observed – <b>NO School</b> 18 – Fall Concert – 7:00 PM 25 – 29 Thanksgiving Holiday - <b>NO School</b>
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
<b>December 2019</b>	1	2	3	4	5	6	7	7 - PTL Christmas Faire – Fellowship Hall and Gym 12 – Sloat Christmas Program Scottish Rite Auditorium 7:00 PM 13 - Sunset Christmas Prog. Scottish Rite Auditorium 7:00 PM 20 – Class Christmas Party - <b>Half Day (No Day Care)</b> 20 – End of Semester – Quarter II (41 days) 23 – January 3, 2020 Christmas Vacation – <b>NO School</b>
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					

\* Half Day Early Dismissal Times:

Kindergarten at 12:00 PM

Grades 1-3 at 12:15 PM

Grades 4-8 at 12:30 PM

# WEST PORTAL LUTHERAN SCHOOL

## ACADEMIC YEAR 2019 / 2020 CALENDAR

### SECOND SEMESTER

	S	M	T	W	T	F	S	Significant Dates and Holidays
<b>January 2020</b>				1	2	3	4	1- 3 Christmas Break – School Closed 6 – School resumes 10 – Open House for Prospective Students – Sunset Campus – 8:45 AM 17 – Kindergarten Applications Due 20 – Martin Luther King Day – <b>NO School</b> 25 – CO-OP Day – Sunset Campus – 9:30AM – 11:30PM 26 - 31– National Lutheran Schools Week
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	17	20	21	22	23	24	25	
	26	27	28	29	30	31		
<b>February 2020</b>							1	7 - Open House for Prospective Students – Sloat Campus – 8:45 AM 8 - CO-OP Day – Sloat Campus – 9:30 AM-11:30 AM 14 – Classroom Valentine’s Day Parties 17 – Presidents’ Day Observance – <b>NO School</b> 18 – Teacher Workday – <b>NO School</b>
	2	3	4	5	6	7	8	
	9	10	11	12	13	14	15	
	16	17	18	19	20	21	22	
	23	24	25	26	27	28	29	
<b>March 2020</b>	1	2	3	4	5	6	7	6 – Open House for Prospective Students – Sloat Campus – 8:45 AM 13 – End of Quarter III (47 Days) 14 – CO-OP Day – Sunset Campus – 9:30 AM-11:30 AM 23 – 26 Parent Teacher Conferences (Optional) 27 – Teacher In-Service Day – <b>NO School</b>
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					
<b>April 2020</b>				1	2	3	4	4 - CO-OP Day – Sloat Campus – 9:30 AM-11:30 AM 10 – Good Friday / <b>Half Day (No Day Care Available)</b> 13 - 17 – Easter Break – <b>NO School</b> 27 – Spring Concert – 7:00 PM
	5	6	7	8	9	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30			
<b>May 2020</b>						1	2	7 - PTL Volunteer Appreciation Dinner – Fellowship Hall 6:30 PM 9 - CO-OP Day – Sloat & Sunset Campus sites – 9:30 AM-11:30 AM 17 - Baccalaureate Sunday – 11:00 AM 8th Grade Church Srvs./Rec. 22 - Eighth Grade Dance / Parent Social – 7:00 PM 25 - Memorial Day – <b>NO School</b> 27 – End of the Year Parties 28 – Eighth Grade Graduation – 7:00 PM 29 – Last Day of School – Half Day (No Day Care) 29 – End of the Quarter (48 Days)
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	

\* **Half Day Early Dismissal Times:**  
**Kindergarten at 12:00 PM**

**Grades 1-3 at 12:15 PM**

**Grades 4-8 at 12:30 PM**

# **Sunset Campus - Discipline Policy**

*(approved by the School Board August 2005)*

West Portal Lutheran School is dedicated to providing a Christ-centered education which focuses on the child's spiritual, physical, social, and academic development.

In agreement with God's Word, good discipline is an important and necessary aspect of Christian living. Discipline will be carried out in the spirit of love and concern for the welfare of the child and all other children in the school community. The School Board holds its Principal, Assistant Principal, and Faculty responsible for good school discipline, as a learning atmosphere is dependent upon good discipline. However, the parents of each child must accept the first responsibility for training their child in the discipline and instruction of the Lord. Therefore, Christian attitudes such as fair play, respect for authority, obedience to classroom rules, and compassion and sensitivity toward others are to be expected at all times. The School Board has adopted the following policies to which all parents of Sunset Campus children must agree.

## **Teacher Guidelines**

The teacher will handle the discipline within his/her classroom according to the discipline expectations as posted in the classroom and discussed at the "Back to School Night" each Fall. These procedures will implement the School Board's discipline policies. When it is necessary to inform parents concerning discipline matters, a "Behavioral Notice" will be sent home or a phone call will be made according to the following policy:

## **Parental Guidelines**

Parents should set an example at home by directing and correcting children in regard to their choice of language, reading habits, and wise use of leisure time.

Parents should address their concerns regarding discipline first with their child's teacher. If the concern is not resolved satisfactorily, an administrator will be asked to assist in the resolution of the problem. No parent should discipline another child on the school premises or at any school-sponsored activities. The teacher or administrator will resolve the situation as soon as it is brought to his/her attention.

## **Behavioral Notice**

A "Behavioral Notice" will be used for disobeying classroom or yard rules or for being unprepared for class work. Uniform regulations, as well as arrival and dismissal procedures, are included in this category.

The consequences for such will be as follows:

- Time out
- Sentences
- Call home to parents/guardians (may occur earlier if needed)
- Trip to Administrator's office to explain actions.

In addition, the child will have a discussion with the person whom his/her has offended, with the teacher serving as moderator. If warranted, the child will have the loss of a special privilege to include and not be limited to class parties and field trips.

A Phone call to parent/guardian will be made for:

- Physical aggression,
- disrespect for authority,
- profane language,
- lying,
- stealing,
- cheating,
- defacement of school property, or
- continued refusal to abide by classroom procedures, including our signed Internet Policy.

## **Parents will be required to pick up their child immediately if physical harm is done.**

Immediate dismissal (Suspension, Expulsion) from school is in order for behavior that is detrimental to the health and safety of other children, for the bringing to school of knives, guns or any type of instrument and/or materials that could be potentially dangerous as well as the possession or use of alcohol or drugs on school premises or at any school function.

Our new policy will enable the teachers to have a written behavioral log for each student.



*Parent Handbook copy is  
for informational purposes only.*

**SUNSET CAMPUS**  
**Behavior Contract**  
Academic Year 2019 / 2020

**I have read the Sunset Campus Discipline Policy in the Parent Handbook on page 8 for the current academic school year, discussed it with my child attending West Portal Lutheran School, and agree to abide by the rules. This form must be signed by all parents/guardians.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Student: \_\_\_\_\_ Class \_\_\_\_\_

# **Sloat Campus - Discipline Policy**

*(Adopted 8/15/07)*

West Portal Lutheran School is dedicated to providing a Christ-centered education which focuses on the child's spiritual, social, and academic development.

In agreement with God's Word, good discipline is a necessary aspect of Christian living. Discipline will be carried out in the spirit of love and concern for the welfare of every child in the school community. The School Board holds its Principal, Assistant Principal, and Faculty responsible for good school discipline, as a learning atmosphere is dependent upon good discipline. However, the parents of each child must accept the first responsibility for training their child in the discipline and instruction of the Lord. Therefore, Christian attitudes such as respect for authority, fair play, obedience to classroom rules, and compassion and sensitivity toward others will be expected at all times. The School Board has adopted the following discipline policies to which all parents must agree:

## **Teacher Guidelines**

The teacher will handle the discipline within his/her classroom according to the discipline expectations posted in the classroom and discussed at "Back to School Night" each Fall. These expectations will implement the School Board's discipline policies. When it is necessary, parents will be notified.

## **Parental Guidelines**

Parents should set an example at home by directing and correcting children in regard to their choice of language, reading habits, and wise use of leisure time.

Parents should address their concerns regarding discipline first with their child's teacher. If the concern is not resolved satisfactorily, an administrator will be asked to assist in the resolution of the problem. No parent should discipline another child on the school premises or at any school-sponsored activities. The teacher or administrator will resolve the situation as soon as it is brought to his/her attention.

## **Discipline Committee**

A Discipline Committee will be comprised of the Principal, Assistant Principal, Head Teacher at either Sloat / Sunset, School Board President, and Pastor. The Discipline Committee will make the final decision by majority vote in the immediate dismissal (expulsion) of a student from West Portal Lutheran School.

## **General Guidelines**

1. **Arrival:** No student is to arrive at school before 8:00 AM at the earliest on both campus sites. Exception—children enrolled in early morning care and under supervision. Students arriving before 8:00 AM should go to early morning care and be charged accordingly. Due to increased incidences of unexcused tardiness, school will officially begin at 8:25 AM daily. After ten times of marked unexcused tardies in a quarter, the parents will be fined \$10.00 for each succeeding tardy. This charge of \$10.00 will be placed in our Chapel offerings. Please note: Any child arriving after 8:25 AM will be marked tardy. All tardies will be recorded on the student's report card and cum file (permanent record).

*Excused tardies: Transportation, car trouble, traffic issues, Doctor's, Dentist's, Orthodontist's visits. A note from parent/guardian or doctor is required.*

*Tardies due to medical/dental appointments or infrequent transportation problems may be excused at the discretion of the teacher or school administrator. A note from the parent/guardian or health care provider is required.*

2. **Dismissal:** All students, except those enrolled in a supervised program, must leave the premises immediately after school. (2:45 PM Kgn.; 3:00 PM Grades 1-3; 3:10 PM Grades 4-5 and 3:15 PM Grades 6-8). Any student not in a program will be required to purchase a Day Care Card fifteen minutes after dismissal time.
3. No medications, including aspirin, may be brought to school. Exceptions – allergy, asthma, and health issue medications which must be accompanied by a doctor's note and a parental permission letter. Student must be able to take medication without adult assistance and supervision.

## **West Portal Lutheran School Discipline Requirements**

Requirements 1-6 denote an incident report. However, the fourth incident report will be served as an immediate "after school" detention. Requirements in 7-19 denote more serious infractions and will result in detention, suspension, and/or expulsion. The Discipline Committee will decide expulsion from West Portal Lutheran School after a thorough investigation and review of the incident.

1. All students must meet with uniform regulations at all times.
2. Political and social messages are not to be worn. This includes outfits worn on free dress days.
3. Chewing gum is not permitted.
4. No tattoos (temporary or permanent) and no body piercing will be permitted except for a traditional piercing of ears for girls.
5. No carbonated beverages are to be brought to school.
6. Boys' hair must be no longer than collar length and should be kept neat and clean: no punk hair styles, extreme hair coloring, or pattern shaving of the head are permitted. No "lining" is acceptable; no ponytails for boys. This includes weekend WPL School sports, music, and other events when students are representing West Portal Lutheran School.

7. No toys, pagers, hand held scanners, digital devices (electronic games), portable music devices (i.e. iPods, MP3 players), and no cards of any kind will be permitted. Comic books, movie magazines, and books of undesirable quality are not to be brought to school.
8. No wide tip permanent marking pens, or spray paint are permitted.
9. Laser pointers are prohibited and are an infraction subject to the student immediately being suspended and subject to expulsion pending an investigation and a review by the Discipline Committee.
10. Teachers and staff (including substitute teachers) are to be respected and obeyed. Politeness is an important area of respect.
11. No student is to threaten or “bully” another student.
12. No student is ever to leave school premises without permission from the School Administrator.
13. No improper language will be tolerated—either verbally or written.
14. Any defacing, destroying, or vandalizing of property will result in the parent being financially responsible and will result in the student immediately being suspended and subject to expulsion pending an investigation and a review by the Discipline Committee.
15. Water bottles will be confiscated if they are not used for drinking purposes only.
16. Lying, stealing, cheating, plagiarizing, or providing one’s work for plagiarization will result in the student immediately being suspended and subject to expulsion pending an investigation and a review by the Discipline Committee.
17. Physical fighting or throwing of objects will not be tolerated and will result in the student immediately being suspended and subject to expulsion pending an investigation and a review by the Discipline Committee. Please refer to Honor Code.
18. Any student using alcohol, drugs, smoking paraphernalia, drug paraphernalia, or found in possession thereof, (in backpack, purse, locker, etc.) will be immediately suspended and will be subject to expulsion pending an investigation and a review by the Discipline Committee.
19. Toy or real knives, guns, weapons, lighters, smoking paraphernalia, fireworks/firecrackers, or any type of instrument and/or materials that could be potentially dangerous are not allowed at West Portal Lutheran School and the student having any of the above mentioned items will be immediately suspended and will be subject to expulsion pending an investigation and a review of the incident by the Discipline Committee.

### **Detention**

A “Detention” will be given for more serious offenses such as physical aggression, disrespect for authority, profane language, lying, stealing, bullying, cheating, defacement of school property, or continued refusal to abide by classroom procedures, including our signed Internet Policy.

The consequences for these serious offenses will be as follows:

1. Detention will be served after school on the day on which it was received if received before 12 Noon. If received after 12 Noon a detention will be served on the following designated detention date. Detention will begin promptly at 3:20 PM and end at 4:10 PM.
2. A parent/guardian will be notified immediately upon his/her child receiving a detention and a signed detention notice must be returned the next day to the issuing teacher by the student.
3. Upon receiving a third detention, the student will be suspended immediately for the next two days of school.
4. All work for the days suspended must be completed.
5. Detentions will be cumulative for a given school year.
6. A grade of zero will be given for academic work assigned during the suspension.
7. All detentions, suspensions, and immediate dismissals (expulsion) will be recorded and put into the cum file (permanent record) to comply with California Education Code.
8. Upon receiving a third suspension within the academic school year, the student will be immediately suspended and will be subject to an expulsion pending an investigation and a review by the Discipline Committee.
9. Upon receiving a suspension in any given quarter, a student will be excluded from all after school activities (onsite or offsite) for the duration of that quarter and the next quarter. This will include all sports, music, and after-school club activities.
10. Any student receiving two or more detentions or a citizenship grade of S- and/or N from two or more teachers, in any quarter, will be disqualified from membership on the Honor Roll.

### **Incident Notice**

An "Incident Notice" will be used for the following: disobeying classroom or yard rules, forgetting to bring appropriate materials to class, tardiness, uniform violations, uncovered text books, incomplete homework, and being in the school building without permission.

The fourth incident notice will be served as an immediate after-school detention with a written assignment.

All incident notices are to be signed by a parent/guardian and returned the next day.

Please note: Incident Notices are cumulative throughout the school year.

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## **Student Cell Phone Policy**

It is best if a student does not bring a cell phone to school. If students do, the following rules must be strictly followed. Any infraction of the following rules will result in the loss of cell phone privileges and the student will receive incident notices and detentions in their cum files.

1. Cell phones must be turned off between 8:25AM – 3:15PM
2. Grade 6: cell phones must be locked in their lockers from 8:25AM – 3:15PM
3. Grade 7: cell phones must be placed in the closet pockets outside Room 201 from 8:25AM - 3:15PM
4. Grade 8: cell phones must be placed in the closet pockets inside Room 201 from 8:25AM – 3:15PM
5. With the exception of tablets and iPads, all other electronic devices, such as iPods, MP3 Players, and cell phones are not to be used at anytime during the school day.
6. Cell phones may not be used during Before and After School Care.

- ❖ The first infraction with inappropriate cell phone use will result in the phone being confiscated and given to the Principal who will issue an Incident Notice.
- ❖ The second infraction with cell phone use will result in the phone being confiscated and given to the Principal who will issue a Detention. (see previous section on Detentions)

West Portal Lutheran School will not be responsible for lost or stolen cell phones or other electronic devices. Replacement costs for any electronic device will be borne by the student.

*Parent Handbook copy is  
for informational purposes only.*

**SLOAT CAMPUS**  
**Behavior Contract**  
Academic Year 2019 / 2020

**I have read the Discipline Policy in the Parent Handbook on pages ten through fourteen for the current academic school year, discussed it with my child attending West Portal Lutheran School, and agree to abide by the rules. This form must be signed by all parents/guardians, by the homeroom teacher, and by the student.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Class \_\_\_\_\_

# **West Portal Lutheran School**

## **Student Internet Safety Policy and Responsible Use Agreement for Technology**

West Portal Lutheran (WPL) provides students with state-of-the-art technology resources in order to support and enhance their academic, spiritual, and co-curricular activities. Students are expected to use WPL technology resources in ways that are consistent with the mission of the school.

Each student must have a completed Student Internet Safety Policy and Acceptable Use Agreement for Technology on file, stating whether or not he/she will abide by West Portal Lutheran School's Internet Safety Policy and Responsible Use Agreement for technology resources. Signatures of students and parents/guardians indicate an agreement to comply with WPL standards and honor the agreement they have signed.

Access is a privilege- not a right. Access entails responsibility and is only for WPL educational and business purposes. Students are individually responsible for their behavior when using the WPL technology resources.

West Portal Lutheran School Technology Resources include the following:

- All computers and peripheral equipment purchased by WPL;
- All iPads purchased by the school for student use found in classrooms and computer labs;
- The WPL network, including wireless networks, local area networks, and network connections to remote sites;
- All software purchased or leased by the school, or running on school resources. This includes, but is not limited to, email, web browsers, and file exchange software;
- Any shared service provided by the school for use by students such as access to Google Apps for Education and PowerSchool;
- The telephone system, including voicemail;
- School-provided access to the Internet.

Technology offers many opportunities for instructional purposes as well as personal interest and development. It can be a powerful and positive tool when students use it with competence, conscience, and compassion in a safe and supportive environment. The school never tolerates bullying or harassment.

### Ethical Use

- Cite and properly document all sources, including images, audio, and video files used for all school assignments.
- Demonstrate respect for federal copyright laws; avoid illegal installation or transmission of copyrighted materials.
- Use your own words and represent your own views, not those of others, in any form of electronic communication.
- Send email using your own account; never send email impersonating another student.

### Security and Privacy

- Protect the security of your email account by not sharing your passwords with anyone, even your friends. Passwords are confidential.
- Safeguard your personal contact information and that of other students; never share personal information on the Internet without parental approval.



- Limit your use of location services and “check-ins” on social networks and apps to protect your privacy and safety.
- Request permission before taking pictures or recording others, in class or anywhere on campus.
- Be aware that the transmission of any file or communication via email or over a wi-fi network, is not guaranteed to be secure.
- Respect the privacy of other students’ accounts, files, and data. If you suspect that your account has been compromised, contact the IT department immediately.

### Good Judgment

- Be your “best self” when using the Internet: avoid accessing or distributing materials that are offensive or threatening to others.
- Remember that anything sent via email, text, or posted online can be saved or forwarded and remain on the Internet beyond your control; use good judgment to avoid embarrassing yourself or others.
- Speak with a trusted adult if you or a friend receive any communication (text message, email, or post) that is inappropriate or makes you feel uncomfortable.
- Help keep the school’s network functional by avoiding mass emails (spamming).
- Enjoy the recreational uses of technology responsibly.

Students should be aware that all WPL technology resources are the property of the school, and the school reserves the right to access all messages or documents composed, sent or received on these systems. For example, school emails can be reviewed in cases of harassment.

## **SPECIFIC POLICIES**

### **Installation of Software**

Students are not allowed to install software on school computers (such as those in the lab or library) in order to keep the software on school computers legal and virus free.

### **Equipment Loaned for Student Use**

The school has iPads, cameras, wireless keyboards, tripods, microphones, headphones, and other equipment that are loaned to students for school projects through the computer lab. Students accept responsibility for any equipment borrowed from the school, and will be billed for any items not returned.

### **Email Guidelines**

Email is an important form of communication. Students are expected to check their email daily because teachers and coaches interact with students via email. Use of school email accounts is permitted and encouraged.

Every email should include the following:

- a proper greeting or salutation (e.g. Dear Mr. Smith)
- a subject line that clearly states the purpose of the email
- a proper ending or signature ( “Sincerely,” for example)

In addition,

- be concise but thorough
- remember that emails can be misinterpreted; choose your words wisely
- protect yourself from identity theft by not emailing passwords, Social Security numbers, bank account information, etc.

### **Wildcat Presence on the World Wide Web**

West Portal Lutheran School maintains a fully functional, fully interactive and dynamic web site <http://www.wplsfc.com>. The web administrator’s address is [wplsfc.webadmin@wplsfc.com](mailto:wplsfc.webadmin@wplsfc.com).

**Disciplinary Action**

Students should be prepared to accept disciplinary consequences for any technology-related choices they make which are not in line with the mission and vision of the school.

Because WPL cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses, or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child's use of the Internet.

During school, teachers and staff will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they use information sources such as the Internet, television, telephones, movies, radio, and other media. Please know that the WPL faculty and staff will do all in its power to protect its students from misuse of the Internet. However, it is still the responsibility of the student to comply with this Policy Agreement.

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**Please complete ALL of the information on the next page and return this form to the office at your campus. It MUST be completed, signed, and returned regardless of whether you WILL allow your child to use WPL technology resources based on the above rules OR whether you WILL NOT allow your child to use WPL technology resources. WPL supports and respects each family's right to decide whether or not your child has access to these resources.**

## **Middle School iPad Program**

### **Version 1.0**

### **Overview**

The 1:1 iPad program is for our middle school students (grades 6, 7, and 8). This program has been created by carefully exploring mobile computing platforms and researching schools that are already 1:1 proficient. We must prepare our students for Bay Area high schools who currently have these programs in place. Our goal is to graduate students who are digitally proficient in educational technology as well as have a Christian digital citizenship mindset.

West Portal Lutheran has made major updates to the network and core server infrastructure across our Sloat campus in support of this change, including an efficient campus-wide wireless system.

The iPad seamlessly connects to all of our current online technology including Power School, student email accounts, Google Docs/Drive, My Backpack, Edmodo, and our school and church websites. The iPad is also a platform for educational apps, digital textbooks, and interactive resources for students and faculty to expand their learning environment.

All 6<sup>th</sup> grade students will need an iPad at the start of school on **Monday, August 13, 2018**. WPL requires that each student, at the very least, has an iPad 2. Our faculty is moving to digital textbooks and to increasing interactive classroom environments. Several quizzes, tests, and assignments are now given on the iPad as well as presentations and other interactive modes of learning.

All 7th, and 8th grade students are required to have an iPad prior to the start of each school year. WPL requires that each student, at the very least, has an iPad 2 or above on the first day of classes in August. Our faculty is moving to digital textbooks and to increasing interactive classroom environments. Several quizzes, tests, and assignments are now given on the iPad as well as presentations and other interactive modes of learning.

### **iPad Program Requirements/Regulations**

#### **Device Registration Form**

The Device Registration Form: <http://goo.gl/forms/n0LB1UQKV5> is **required** for all 6th, 7th, and 8th grade students to complete prior to bringing their iPad to school. The purpose of collecting this data is to have a record of devices accessing the WPL wireless network while also maintaining a record of ownership in the event a device is misplaced or goes missing.

Please contact the computer instructor or your homeroom teacher with any questions on how to complete this form.

#### **WiFi Only Option**

WPL recommends purchasing WiFi only iPad models as there are no additional monthly charges since these devices can only use available wireless networks. While on the Sloat campus, the WiFi devices will be protected behind our firewall and the filter system will keep students from accessing inappropriate or blocked web sites. We do not recommend purchasing the 3G enabled iPad as you will be enabling your child to have connectivity via a cell phone plan, which will allow him or her to bypass the campus network, firewall, and web site filters. If your child brings a 3G enabled iPad to school, we will require that the 3G is turned off and that only the WiFi is used while on campus.

## **Storage**

Your child will need to effectively manage apps, books, and media files. The iPad should be at least 32 gb or higher. The iPad that is brought to school is intended for learning and not as a game console or remote movie player.

## **Use of Other Devices**

Smartphones and/or PDAs are not allowed during school hours. Laptops cannot be used along with or in place of the iPad. Other mobile devices such as Kindle, Nook, Galaxy Tab, or any other tablet device may not be used on campus during school hours. Please note that many of the new interactive textbooks only work on the Apple iPad.

## **AppleCare+ Insurance**

We strongly recommend purchasing the AppleCare+ iPad insurance as this will cover any accidental damage. Apple explains the coverage as: *“Every iPad comes with one year of hardware repair coverage and 90 days of telephone technical support. AppleCare+ for iPad gives you two years of repair coverage and technical support from the original purchase date of your iPad. And it adds coverage for up to two incidents of accidental damage due to handling for your iPad, each subject to a service fee plus applicable tax.”* See full AppleCare information here: <http://www.apple.com/support/products/ipad.html>

## **iTunes Account Information and Syncing**

Apple made agreements with the textbook publishers so that each student is required to purchase or download textbooks using their own iTunes account. Schools are not allowed to purchase and distribute digital textbooks to students, but when applicable will provide the students with a textbook code. Therefore, your student will need to create a **free** iTunes account that will be used on the student's iPad. This account will allow all purchases (books, apps, music, videos, etc.) to stay with the account and not on the device itself. In other words if the student wishes to upgrade to a new device (iPad, laptop, or desktop), all purchases are automatically downloaded to the new device via the iTunes account. iTunes accounts must be set up prior to the start of the school year. Click here for instruction on how to set up an iTunes Store account: <https://support.apple.com/en-us/HT204316>

Syncing is a term which refers to how the iPad saves and updates data to an external source, not unlike a backup. The iPad can sync to a personal computer via a cable connection (to an iTunes account), or it can use Apple's free iCloud to wireless sync to the established iTunes account. This will allow the student to save and sync documents, papers, pictures, etc. to the cloud.

## **Cases and Screen Protection**

Your child should have their iPad protected in a full body case with a front cover. WPL will only allow solid color cases and may not contain images or messages advertising any products or logos. The same rules, which apply to appropriate dress code with regard to logos, also applies to cases.

Cases can be purchased at Amazon.com, Best Buy, your local Apple store or any other outlet that sells iPad cases. Look for a case, which provides the most protection.

## **Precautions to Avoid a Lost or Missing iPad**

WPL strongly recommends that the built-in device tracking system (Find My iPad) is activated to track the unit through your iTunes account. In addition, the Device Registration Form

<http://goo.gl/forms/n0LB1UQKV5> is required for all students bringing their iPad to school for use in the classroom.

### **Applications (Apps) needed on the iPad**

To begin the 2016/2017 school year, these apps are required: **(Note - additional apps and tools may be added as the need arises.)**

#### **Teacher Required Apps:**

All grades:

- Socrative Student
- iMovie
- Pages
- Edmodo
- QR Code Reader
- An interactive whiteboard such as Educreations, ShowMe, or ScreenChomp
- A note taking app such as Notability or Evernote etc.
- Haiku Deck
- Prezi
- Google web browser app
- Google Earth
- Khan Academy
- Wikipedia
- Dictionary
- Wolfram Alpha
- My Congress
- This Day in History
- Stats of the Union
- Holy Bible by YouVersion
- Bible.is (an audio and digital Bible for the iPad)

6th Grade (In addition to All Grades requirements):

- Pearson eText for Schools - Earth Science - Interactive Science

7th Grade (In addition to All Grades requirements):

- Pearson eText for Schools - Life Science - Interactive Science
- Frog Dissection
- Mitosis
- Molecules
- 3D Cell Stain

8th Grade: (In addition to All Grades requirements):

- Pearson eText for Schools - Physical Science - Interactive Science
- EMD Periodic Table
- Newton's Cradle
- NASA
- Coaster Physics
- Star Walk
- Exploriments: Weight and Mass
- Constitution

### **Student Responsibilities for iPad Care and Use:**

The student will...

- be responsible to purchase school recommended apps either through a personal iTunes account or an iTunes gift card
- bring a fully-charged iPad to school each day
- keep the iPad within sight at all times or secure it in their locker
- secure the iPad in a protective case or covering since the student is responsible for any damage that may occur on school grounds
- not let anyone beside themselves use their iPad on school grounds
- create a passcode on the iPad and keep the passcode confidential
- not purchase any apps or download data on the iPad that is not consistent with school policy and the Christian mission and spirit of West Portal Lutheran Church and School
- may not access apps or sites such as Facebook, iTunes, or YouTube on school grounds unless under the direction of a teacher for educational purposes
- only use iPads in classes that have that teacher's permission
- may not misuse the iPad on school property such as improper use of the camera or straying from the intended educational purpose of the device. If a teacher or school official feels the iPad is being misused the iPad may be confiscated, the parents notified, and a **detention** issued. In addition, the student may lose their privilege of bringing an iPad to school and lose out on needed daily materials.
- **iPads are not allowed on the playground at any time**

*Parent Handbook copy is  
for informational purposes only.*

## **WPL Internet Safety Policy Acceptable Use Agreement for Technology**

We, child and parent/guardian, have read the WPL Internet Safety Policy and Acceptable Use Agreement for Technology. We have discussed this policy and understand that (student name) \_\_\_\_\_ is required to follow rules for acceptable use of technology. We understand that we will be liable for any violations of these rules that (student name) \_\_\_\_\_ will be subject to potential disciplinary action for violating these rules and/or the policy as well as loss of access and user privileges.

Please ONLY check one box:

- ☐ We, child and parent/guardian, accept this policy and agree to abide by its rules and mandates; our acceptance will allow (student name) \_\_\_\_\_ to use WPL technology resources- computer hardware/software, networks, and the Internet. We hold WPL and its officers, board members, employees and agents harmless from and against any and all liability, loss, expense, or claim for injury or damages student may have arising out of WPL technology resources.
- ☐ We, child and parent/guardian, do not accept this policy; we understand that (student name) \_\_\_\_\_ will not be allowed to use WPL technology resources- computer hardware/software, networks, and Internet.

\_\_\_\_\_  
Student's name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Parent's / Guardian's name (please print)

\_\_\_\_\_  
Parent's / Guardian's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Phone Number

# **Honor Code**

## **Academic Honor:**

At West Portal Lutheran Elementary School, students are expected to act with dignity, honesty, and integrity in their academic studies.

## **Cheating:**

Cheating is taking credit for any work that is not one's own.

Specifically, cheating can include:

1. Copying answers from another student on tests, quizzes, or homework.
2. Giving answers to another student on tests, quizzes, or homework.
3. Comparing answers on tests or homework.
4. Using hidden reference sheets (cheat sheets) in any way. This includes calculators, pens, watches, etc.
5. Giving or obtaining test questions to other students after a test/quiz.
6. Allowing one's parents to do one's homework. Parent can guide students with homework but should never do it for them.
7. In group work, taking credit for work that one did not do.
8. Submitting a paper either purchased or copied from any source.
9. Including ideas, sentences, phrases, paragraphs, or parts of another person/source's writing without giving that source proper credit.
10. Unauthorized changing of grades or markings on a test, quiz, or any grade report.
11. Unauthorized possession of test, quizzes, worksheets, etc. that do not belong to the student.
12. Lying to an instructor to improve one's grade.
13. Forging a parent's signature.

## **The role of parental support in a child's achievement and ethical development:\***

- Parents should not push a child beyond that child's limits with their own expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations.
- If a child is caught cheating and parents are called, parents are asked to please remember that this is a learning experience and to help that child to accept the consequences for his/her inappropriate actions.

\*Taken from <http://www.nhvweb.net/NHHS/English/cheatingplagiarismpolicy.htm>.



## **Promotion Guidelines**

Research has identified that the setting of high expectations for school performance is an important ingredient in a quality education. It is felt that any student enrolled at West Portal Lutheran School should be able to successfully pass the subject courses at that grade level. The following promotion guidelines are an effort to establish specific achievement criteria for a student's performance in school. While these guidelines provide for greater consistency throughout the school, the guidelines were also developed to challenge students to achieve the maximum. If a student is struggling to achieve success at any grade level, student and parent in consultation with the child's teacher (s) should initiate corrective measures. The faculty and staff at West Portal Lutheran School are committed to strengthening a child's performance through the cooperative efforts of child and parent(s). The overall goal is for each student to realize his or her God-given potential and for the teacher to direct, guide and instruct each pupil so that promotion to the next grade is possible.

## **Retention Policy**

Since each teacher is genuinely interested in the total physical, mental, social, and spiritual development of every child entrusted to his/her care, the teacher will direct, guide, and instruct each pupil so that promotion to the next grade is possible. Therefore, a child who has attended classes regularly and achieved a satisfactory learning rate according to his/her individual ability in accordance with the minimum standards set for each grade level will be promoted to the succeeding grade. However, if a decision to retain a child is made, it will be done in consultation with the parents, teacher, and an administrator. Consideration shall be given to the child's chronological age, mental, social, and physical development, and academic achievement.

Consideration for retention may be based upon the teacher's or parents' recommendations, or failing grades. At all times, the overall welfare of the child shall be of utmost importance.

If the parent in question disagrees with the current classroom teacher's assessment of a student, the parent and teacher will present the facts to the Retention Review Committee. This committee will consist of one administrator and two teachers. These teachers will be a teacher representing the grade level above the student's grade and a teacher representing the grade level below the student's grade. The Retention Review Committee reviews all facts and either supports or reverses the current classroom teacher's decision.

The procedure for this review is as follows:

- Family and teacher will meet together with the Retention Review Committee.
- Each party will have a chance to speak without interruption.
- The committee will discuss the matter privately.
- All parties will receive a copy of the Retention Review Committee report.

The Retention Review Committee will then make a recommendation to the West Portal Lutheran Church School Board for a final decision. The principal will inform all parties of the School Board decision.

*Approved by School Board 1/05/05 – revised 4/17/12*

## Medication Policy

- A. ALL PRESCRIPTION MEDICATIONS must be administered by designated school personnel.
- B. According to California Educational Code, and West Portal Lutheran's policy, medication can be given at school only under the following conditions:
1. Medication must be prescribed by a physician.
  2. A written statement from the physician must be on file at school stating:
    - a) method of administration
    - b) amount of medication
    - c) time schedule for administration
  3. Written statement from the parent/guardian requesting assistance in administering medications per doctor's orders.
  4. Medications will be kept in the school office - **no medications will be permitted to remain in a student's possession.** The exception to this is the student who has written authorization from the physician and the parent to carry and take the medicine by him or herself.
  5. The medication should be in the original pharmacy container clearly labeled with the following: student's name; health care provider's administration instructions; name of medication; unit dosage.
  6. School personnel should ALWAYS verify the student's identity with the name on medication bottle, to prevent medication errors.
  7. Physician/dentist forms are available in the school office.
  8. The above regulations apply to over-the-counter medications such as aspirin, Tylenol, cough syrup, etc.
- C. A student choosing to take NON-PRESCRIPTION medication by himself/herself with or without parent permission will be doing so at his /her own risk and the school assumes no liability for possible complications which may arise.
- D. AT NO TIME is a student or unauthorized faculty or staff member permitted to provide or administer prescription or non-prescription medication to a student.

# GRADING

## RELIGION GRADE – KINDERGARTEN THROUGH GRADE 8

All worship services in which your child's class is singing, as well as our All-school Christmas Program Services, are considered mandatory participation and may be incorporated into your child's total religion grade.

## HONOR ROLL - GRADES 6, 7, AND 8

The Honor Roll is recognition for those students in grades six, seven and eight who have accomplished exceptional academic achievement. Those students receiving straight A's for the quarter will have their names appropriately posted. Those students who have been on the Honor Roll for three out of the four quarters will be honored at the Academic Awards Assembly. Straight A's are defined as an A or A- as the grade for the quarter.

Any student receiving two or more detentions or a citizenship grade of S- and/or N from two or more teachers, in any quarter, will be disqualified from membership on the Honor Roll.

### Grade 6

Reading  
English (Vocabulary, Composition, Grammar)  
Math  
Social Studies  
Science  
Religion

### Grades 7 and 8

English  
Math  
Social Studies  
Science  
Religion  
World Language

## Grading Scale

100%	-	90%	A	A	100	-	93
				A-	92	-	90
89%	-	80%	B	B+	89	-	87
				B	86	-	83
				B-	82	-	80
79%	-	70%	C	C+	79	-	77
				C	76	-	73
				C-	72	-	70
69%	-	60%	D	D+	69	-	67
				D	66	-	63
				D-	62	-	60
59%	-	below	F				

## **Academic Eligibility Requirements for Extra-Curricular Activities**

For all school and church extra-curricular activities which includes the following:

- After-School Sports (CYO league for girls and boys, tournaments, post-season play, track and field)
- Music programs (choir, handbells, orchestra, concerts)
- Drama/musical plays
- Yearbook
- Student Council

The West Portal Lutheran student in grades 4 through 8 shall not have one grade of D+ or lower in any core subject (English, Mathematics, Social Science, Science, Foreign Language and Religion) at the end of any quarter. If a student does attain one grade of D+ or lower, he/she is academically ineligible from participating in extra-curricular activities for the next full quarter. If the student's grades improve after one quarter, he/she may resume extra-curricular activities.

If a student in Kindergarten through grade 3 is underperforming in class, the child's teacher will contact the parent to see if the child is over-scheduled with activities and perhaps should consider dropping extra-curricular activities.

If a student in grades 4 and 5 is underperforming, the child's teacher will contact the parent to discuss the student's struggles and communicate their concerns with the family.

If a student in grades 6 through 8 is underperforming, the core subject teacher will monitor the student's grade and contact the parents as well as the homeroom teacher to discuss the student's grades.

To help our faculty and administration, each WPL Church and School extra-curricular activity head should submit a roster to be distributed and updated as needed throughout the school year. This will help our faculty and administration identify all participants.

When a child is academically ineligible to participate in an extra curricular activity, the teacher and/or administration will notify the child's parent (not the child) and then the supervisor of that particular extra-curricular activity.

All the heads of our extra-curricular activities will fully support the opinion and decision of our faculty and administration that believes a student is academically "at risk" and therefore should not participate in WPLS extra-curricular activities.

West Portal Lutheran School  
**Required Book Reading 2019 /2020**  
Grades 3 - 8

**Grade 3**

Because of Winn Dixie --- by Kate Di Camillo  
Charlotte's Web --- by E.B. White  
My Father's Dragon --- by Ruth Stiles Gannett

**Grade 4**

By the Great Horn Spoon! --- by Sid Fleischman  
The Cricket in Time Square--- by George Seiden  
In the Year of the Boar & Jackie Robinson --- by Bette Bao Lord

**Grade 5**

A Wrinkle in Time --- by Madeline L'Engle  
The Wizard of Oz --- by L. Frank Baum  
Number the Stars --- by Lois Lowry  
*A biography from American history to be chosen by teacher and student.*

**Grade 6**

Hatchet --- by Gary Paulsen (*To be read during the summer.*)  
Other novels to be determined by the teacher – more information to follow

**Grade 7**

Other novels to be determined by the teacher – more information to follow

**Grade 8**

Other novels to be determined by the teacher – more information to follow

## SLOAT CAMPUS RECESS RULES

- When coming out to recess, **WALK** respectfully and no shouting.
- Please line up to get a ball (only one, you may not save a ball for another student) from the ball cage. If you jump the line, you will not be allowed to get a ball.
- Please return all balls at the end of recess. Failure to do so will limit the number of balls allowed during your next recess.
- All snacks are to be consumed in the lower yard area between the two stairways. Snacks are not allowed on the structure, lower and upper court areas.
- Do not share your snacks with anyone.
- The stairway leading to the upper yard right below the Bungalow is not a play area. Please do not run or yell while going up or down the stairs. In addition, the area outside the entrance to the Bungalow is a quiet zone, no playing or yelling allowed. Play may begin at the volleyball baseline.
- The 4 square area have been moved to the cage area in the back of the upper yard. **NO VOLLEYBALLS** will be allowed in this area. **Volleyballs can not be used for any baseball game.**
- Football, or any form of football is strictly prohibited.
- Dodge ball or any form of **throwing, batting or kicking** balls at each other is not allowed (this includes baseball/kickball type games).
- Do not throw a ball up or down from the lower and upper yards unless someone requests it. Half court shots or long passes are not allowed.
- Digging in the structure area will not be allowed. Throwing or rolling in the wood chips is not allowed.
- Sports balls or equipment from home are not allowed for recess.
- The spinning structure is to be used by one person. If you are not on this structure, please do not push the person spinning, and stand back to avoid injury to you and the person on the structure.
- When a ball comes into your play area, please return the ball directly to the person requesting it. If no one requests it, it should be returned to the ball cart.
- Balls are not allowed for play in the lower structure area.
- At the end of the recess period, return ALL balls to the ball cage.
- Upon entering any building, students are to walk on the right side in a quiet and respectful volume. Also students are not to run or skip in the halls and classroom.
- iPads are not allowed on the playground at any time.

Failure to follow these rules will result in a verbal warning. Repeated violation of these rules and the ones outlined in Yard Rules for Your Safety and Welfare (on the following two pages) will result in an incident notice.

## **Yard Rules for Your Safety and Welfare**

1. Please do not run on any of the staircases – sand and leaves makes them quite slippery.
2. Stay away from the Bungalow while classes are in session.
3. Please do not play ball against the side of any building.
4. Stay off of the retaining walls. Do not stand on the benches. Past injuries such as broken arms, facial stitches can result from not following these rules.
5. Do not hang from the basketball poles or shake them.
6. Do not kick any type of ball on the playground.
7. Do not shoot baskets from well beyond your range. (Example: half court throws have have resulted in bloody noses, etc.)
8. No ball tag or soccer - Sorry! There are too many people on the playground, and balls have often been thrown at people on the stairs, or they have hit people not in your game.
9. Please do not play tag in the swing area, on the slide, or on any of the climbing apparatus. Also, do not push, pull, hit, etc. people that are on playground equipment.
10. Do not pull or climb on any of the fences.
11. Ask permission to use the restroom and never leave the playground without permission. Do not play in the gym on dry days or in the restroom as other people may be waiting to use these facilities.
12. Do not talk at the drinking fountain under the windows. This disturbs the classrooms and offices.
13. Report all injuries to the yard supervisor first; do not go straight to the office.
14. Please put all food wrappers, paper from snacks, etc. in the garbage can. Do not litter!.
15. When recess is in the gym, stay off of the stage and stairways. Refrain from unnecessary screaming.
16. When the playground is wet, do not splash water on other students or play in the dirt area. Clothes, as well as the school, get quite dirty.
17. Line up in straight lines in your assigned area when the supervising teacher calls for you to line up. If you have used a playground ball, please put it in the box. (Shooting baskets after the teacher has called for “line up” has resulted in accidents to people who are already in line.)
18. Please leave the playground quietly and in single file so you do not disturb other classes. Please stay to the right on stairways and in the halls.

19. Please do not sit on the covered sheltered areas above the playground equipment. Also do not sit or climb on the wooden crossbeam at the top of the playground equipment.
20. You must keep your feet on the base of the spinning playground equipment. There have been injuries caused by students who hang on with only their arms.
21. No balls are allowed in the lower, dirt playground area. Ball playing is allowed on the upper and main playground only. We have had far too many balls go over fences.
22. Everyone has the right to use the playground facilities. Games cannot be locked. Use common sense; practice fair play; use appropriate language; and practice safety and Christian sportsmanship. Enjoy your recess. Have a fun, healthy, and safe recess period.
23. Skateboards, rollerblades, scooters, electronic toy racing cars, or any other kind of moving or riding objects are not permitted at any time.
24. iPads are not allowed on the playground at any time.



# West Portal Lutheran School

## 2019 - 2020 Class Singing Schedule

### 2019

**August 24** (Saturday 5:00 p.m.)  
**Celebration Service 8A & 8B**

**August 25** Celebration Service (Sloat)  
**10:00 a.m. Service Holy Communion**  
*Singing - 3A & 3B*

Sept. 21 5:00 p.m. Regular Service

**Sept. 22** 8:30 a.m. Holy Communion  
**11:00 a.m. Service – 6A**

Sept. 28 5:00 p.m. Regular Service

**Sept. 29** 8:30 a.m. Service – 6B  
 11:00 a.m. Holy Communion

**Oct. 5** PIF Service 5:00 p.m. - 2A & 2B

**Oct. 6** 8:30 a.m. Service - 5A  
 11:00 a.m. Service Holy Communion

**Oct. 14-15** School Closed – Indigenous  
*Peoples Day - Columbus Day*

**Oct. 19** PIF Service 5:00 p.m. - 1A & 1B

**Oct 20** 8:30 a.m. Service - 5B  
 11:00 a.m. Service Holy Communion

**Oct. 26** PIF Service 5:00 p.m. – K1 & K2

**Oct. 27** Reformation Sunday  
 8:30 a.m. Service -4A  
 11:00 a.m. Service - 4B

Nov. 2 Regular Service

**Nov. 3** All Saint's Day Services

**Nov. 10** Veterans Day-School Closed

Nov. 16 Regular 5:00 p.m. Service

**Nov. 17** 8:30 a.m. Service - 7A & 7B  
 11:00 a.m. Holy Communion

**Nov. 18** Fall Concert Scottish Rite Auditorium  
 (Daytime preview concert 1:30 p.m.)  
**Evening Performance: 7:00 p.m.**

**Nov. 25-29** School Closed - Thanksgiving Break

**Dec. 7** WPL Christmas Fair - K-6 Classes

**Dec 12 & 13** WPL School Christmas Program  
 7:00 p.m. Scottish Rite Auditorium

**Dec 23 – January 3** Christmas Break – School Closed

### 2020

**Jan. 6** School Resumes

**Jan. 20** School Closed MLK Day

**Jan. 25** Chinese New Year - *Year of the Rat*

Feb. 1 PIF Service 5:00 p.m. - 2A & 2B

Feb. 2 Regular Services

Feb. 8 PIF Service 5:00 p.m. - 1A & 1B

**Feb. 9** 8:30 a.m. Holy Communion  
**11:00 a.m. Service - 6A**

Feb. 15-16 Presidents' Day – *School Closed*

Feb. 22 PIF Service 5:00 p.m. – K1 & K2

**Feb. 23** 8:30 a.m. Service - Holy Communion  
**11:00 a.m. Service - 6B**

Feb. 29 Regular Service

**Mar. 1** 8:30 a.m. Service - 5A  
 11:00 a.m. Service Holy Communion

**Mar. 8** Daylight Savings Time Begins

Mar. 14 5:00 p.m. Regular Service

**Mar. 15** 8:30 a.m. Service - 5B  
 11:00 a.m. Service - Holy Communion

**Mar. 21-22** Regular Services

**Mar. 28-29** Regular Services

April 4 5:00 p.m. Regular Service

**April 5** Palm Sunday  
 8:30 a.m. Service - 4A  
 11:00 a.m. Service - 4B

**April 9** Maundy Thursday

**April 10** Good Friday (Half-day, Early Dismissal)

**April 12** Easter  
**Easter Break April 13-17 – School Closed**

April 25 5:00 p.m. Regular Service

**April 26** 8:30 a.m. Holy Communion  
**11:00 a.m. Service - 7A & 7B**

**April 27** Spring Concert Scottish Rite Auditorium  
 (Daytime preview concert 1:30 p.m.)  
**Evening Performance: 7:00 p.m.**

May 2 5:00 p.m. Regular Service

**May 3** Confirmation 11:00 AM Service

**May 9** PIF Service 5:00 p.m. - 3A & 3B

May 10 Regular Services

**May 17** Baccalaureate Service  
**11:00 a.m. Sloat Campus 8A & 8B**

**May 28** Graduation Service  
*Scottish Rite Auditorium 7:00 p.m.*



# West Portal Lutheran School

## Music Ensembles

### 2019-2020

Welcome to a new year of learning! Listed on this page are all of the musical groups offered at West Portal Lutheran School. All ensembles and private instruction are considered academic classes and will reflect educational expectations and standards.

#### Expectations

- Membership is for the entire school year
- In addition to the Fall and Spring Concerts, each ensemble will participate in School Chapels and scheduled to perform during a Saturday or Sunday Worship Service
- Regular Music Announcements and information will be sent home with each student and through *Parent Square*.
- At the first rehearsal, we ask each student for a **\$25 music fee per choir** to support the purchase of music and supplies during the year
- Please make check payable to: **WPLS – Music Ensembles**. Attention: Pastor Kerr & choir name on envelope.

#### **After School Music Program**

West Portal offers after school music lessons through a number of local instructors. For more information please contact the program coordinator Elise Engelberg at 415-431-0147 or Pastor Kerr at the church office 415-661-0242 x224.

#### **West Portal Lutheran School Music Choirs – Sunset Campus**

**Lambs Choir** (2<sup>nd</sup> and 3<sup>rd</sup> Grade)      Thursday 3:15 - 3:45 p.m.

**Joy Chimes** (3<sup>rd</sup> Grade)      Monday 3:15 - 3:45 p.m.

#### **West Portal Lutheran School Music Choirs – Sloat Campus**

**Genesis Ringers** (4<sup>th</sup> Grade)      Tuesday 3:20 - 4:00 p.m.

**Alleluia Ringers** (5<sup>th</sup> Grade)      Thursday 3:20 - 4:00 p.m.

**Revelation Ringers** (8<sup>th</sup> Grade)      Wednesday (Period 5) 1:00 – 1:40 a.m.

**Luther Ringers** (6<sup>th</sup> Grade)      Wednesday (Period 6) 1:45 - 2:30 p.m.

**Good News Ringers** (7<sup>th</sup> Grade)      **Tentatively - Wednesday 3:20 - 4:00 p.m.**

**Carillon Ringers** (7<sup>th</sup> Grade)      Thursday (Period 6) 1:35-2:20 p.m.

**WPL School Orchestra** (4 - 8th Grade)      Friday, 2:16 - 3:00 p.m.

All Music Ensembles will perform regularly for School Chapels and concerts during the school year. Please note that **Attendance is mandatory for all performances.**

## **Parent Participation Points and CO-OP**

Parent Involvement provides positive reinforcement for children and shows how important it is to partner in a child's education. Children whose parents are involved generally have higher grades and test scores as well as more positive attitudes and behavior. Schools benefit from parental involvement in that there are long-term improvements in academic achievement, more successful school programs, and more effective schools.

Researchers have found that effectively engaging parents and families in the education of their children has the potential to be far more transformational than any other type of educational reform.

Researchers have identified several types of parental involvement in their children's education – including serving as teachers and preparers, learners, volunteers or community collaborators, as well as participating in school-home communication and getting involved in the decision-making processes.

There are many ways parents at West Portal Lutheran School can help their children in the educational journey. It is our goal that our Parent Participation program will not only benefit our students, but it will give you, the parent, a sense of ownership in your child's education.

Our expectation is for parents to be actively involved in their child's education. Our parent volunteers are vital in allowing such programs as our hot lunch program, class parties, field trips, and our after school sports program to exist. Our parent participation program requires the following:

- A family with one child enrolled in the school – 20 hours per year, which includes 2 Co-op hours
- A family with two or more children in the school – 30 hours per year, which includes 2 hours of Co-op for each child enrolled.

Therefore, all PPP hours not completed are billed at \$15.00 an hour and all Co-op hours not completed are billed at \$25.00 an hour.

It is the policy of West Portal Lutheran Church and School that parents (or custodial adults) participate in the maintenance and upkeep of school facilities, in the Parent Teacher League (PTL) and in other nonacademic events, which enhance the learning and life of the children. This time is called CO-OP hours and PPP hours (Parent Participation Points).

PPP and CO-OP hours may not be carried over from year to year. PPP and CO-OP hours are non-transferable from one family to another.

CO-OP is primarily for the maintenance and upkeep of your child's school facilities, excluding school bathrooms and Fellowship Hall kitchen.

PPP is primarily for School functions (room mother, field trips, coaching, etc.) and for PTL functions (Board member, events chairpersons, fund raisers, etc.). The Principal will determine and publish which activities will earn PPP hours at the beginning of the school year. The classroom teacher upon completion of an activity records the hours. Records will be kept in the Sunset campus office under each family's name. PPP and CO-OP hours cannot be earned when contracted work is done and payment is made for the work.

Parents may check their PPP/Co-Op balance with Mrs. Yoshie Chan via email at [yoshie.chan@wplsfc.com](mailto:yoshie.chan@wplsfc.com).

### **SCHEDULED CO-OP DAYS**

#### **Saturdays from 9:30 – 11:30 A.M.**

September 22	Sloat Campus
October 13	Sunset Campus
November 3	Sloat Campus
January 26	Sunset Campus
February 2	Sloat Campus
March 9	Sunset Campus
April 6	Sloat Campus
May 11	Sloat and Sunset

(Parents of children in any grade may participate in any of these CO-OP days to receive 2 CO-OP hours for each parent that participates.)

### **PARENT PARTICIPATION POINTS ACTIVITIES**

Parents are welcome to participate in the following activities in order to fulfill their PPP obligations for the academic year. Hours are given dependent on time spent.

Field Trips (class).

Scholastic/Troll Book Orders.

Special requests by teachers for classroom projects.

Stuffing and labeling of envelopes for classroom projects and office.

Library – shelving, checking in, and cataloguing of books.

Hot lunch helper.

Science Fair judge.

Classroom party assistant.

Church / school picnic.

Assistance in any P.T.L. fund-raiser (Christmas Fair, Walk-a-thon, candy sales).

Attendance at P.T.L. meetings.

Attendance at High School Information Night.

Eighth-grade fund-raiser participant.

Yearbook – input of data – can load Adobe plus Jostins program onto parent's computer and then work from home.

Gardening/clean-up work in front of each campus site.

Special skills – sharing with classes special talents in one's work which would enrich the curriculum.

Facilities skills – "Trade work" such as electrician, plumber, gardener, carpenter, painter,

Technology/computer, general building upkeep and repair person, etc.

Baccalaureate Service – set-up, serving, clean-up.

Serving at Graduation reception / clean-up.

Graduation Reception Committee – Grade 7 parents only.

Wash and fold towels used for CO-OP days (Sloat and/or Sunset).

Book Fair volunteer.

Knowledge Bowl volunteers.

Participation in Accreditation process.

Sports Team Manager / Sports Assistant.

Sports Team Assistant Coach.

### **ACTIVITIES THAT FULFILL ALL PPP and CO-OP HOURS**

PTL Officer

School Board Officer

Room Parent

Sports Team Head Coach / 1<sup>st</sup> Assistant Coach

### **ACTIVITIES THAT FULFILL ALL PPP HOURS**

Coloma Chaperone

Washington D.C. Chaperone

Handbell Festival Chaperone

## Open House Schedule

### **Open House Schedule for Prospective Parents**

8:45 A.M.	Friday, October 4	Kindergarten	Sunset Campus
8:45 A.M.	Friday, October 18	Kindergarten	Sunset Campus
8:45 A.M.	Friday, November 8	Kindergarten	Sunset Campus
8:45 A.M.	Friday, February 8	Kgn. – Grade 8	Sloat Campus
8:45 A.M.	Friday, March 6	Kgn. – Grade 8	Sloat Campus

Note: Applications for students entering Kindergarten are due in the Sloat Campus Office by 4:00 P.M. on Friday, January 17, 2020.

Parents who have children already in our school and will be enrolling a new kindergarten child for the 2019/2020 academic year are not required to attend an “Open House.” Application forms may be filled out online at the website: [TADS.com](http://TADS.com).

## **Absentee Policy**

### **Reporting Absence:**

Please call the school office at Sloat (415-665-6330) or Sunset (415-731-3000) the day your child is absent before 8:45 AM. In this way, the school will know your child is safe and under supervision. You may leave a message on the school answering machine to report this absence as soon as you decide to keep your child at home.

You may also report absences for the Sloat campus by emailing [Carole.Leung@wplsfc.com](mailto:Carole.Leung@wplsfc.com). Absences for the Sunset campus may be emailed to [Yoshie.Chan@wplsfc.com](mailto:Yoshie.Chan@wplsfc.com).

If you do not contact the school by 8:45 AM when your child is absent, we will telephone you as a safety measure and a precaution for your child.

### **Participation in Co-Curricular Activities**

A student who is not in attendance at school is not allowed to participate in any co-curricular activity that day. This includes, but is not limited to, games or practices for sporting events, all music ensembles, the Handbell Festival and the Knowledge Bowl.

## **Absentee Homework Policy**

**Kindergarten:** There is no homework for ill children in Kindergarten, unless there is a lengthy illness.

**Grades 1-5:** Please check with your child's teacher to see if homework is required when student is ill. Please request homework assignments by 8:45AM via emailing the teacher or by calling the school office. Requests for homework after 8:45 AM may not be honored. Thank you for giving the teacher time to gather this information. Assignment sheets for students in grades 1-3 will be ready for pick up from the Sunset Campus office after 3:00 PM. Assignment sheets for students in grades 4-6 will be placed on the shelf outside the Sloat Campus office after 3:15 PM.

**Grades 6, 7 & 8:** Teachers will have an assignment prepared. If a student does not have all his/her books at home, books will need to be picked up from the student's locker. Please come with your child's locker number and lock combination. Often students can phone a friend for more detailed homework information. Worksheets or handouts are not due the day of your child's return, and they will be given a one-day grace period. The student should write the word ABSENT and the ABSENT DATE on top of the sheet to remind the teacher that this is not a late grade. A student absent for two or three days will, upon returning to school, be given two school days to complete worksheets or handouts. A student absent four or five days will, upon returning to school, be given up to four school days to complete worksheets or handouts. A student absent for more than six days will consult with each teacher upon returning to school.

## **Tardy Policy**

No student is to arrive at school before 8:00 AM at the earliest on both campus sites. Exception—children enrolled in early morning care and under supervision. Students arriving before 8:00 AM should go to early morning care and be charged accordingly. Due to increased incidences of unexcused tardiness, school will officially begin at 8:25 AM daily. After ten times of marked unexcused tardies in a quarter, the parents will be fined \$10.00 for each succeeding tardy. This charge of \$10.00 will be placed in our Chapel offerings. Please note: Any child arriving after 8:25 AM will be marked tardy. Students arriving after 8:25 AM need to report to the school office for admittance pass at the Sloat campus. All tardies will be recorded on the student's report card and cum file (permanent record).

*Tardies due to medical/dental appointments or infrequent transportation problems may be excused at the discretion of the teacher or school administrator. A note from the parent/guardian or health care provider is required.*

Please refer to Discipline Policy for more information.

## **Truancy Policy – Definition of a Chronic Truant**

Regular attendance and being on time are important factors for the success of students at West Portal Lutheran School. In accordance with California Law, any student absent more than 17 days or missing more than 30 minutes of instruction three times without a valid excuse during the school year will be considered a truant.

Once a student has been considered a truant, a meeting between the parent, teacher and administration will take place. **Truancy or absenteeism can affect promotions and retentions.**

## **Before and After School Care Program Policies** **2019 / 2020**

FEE SCHEDULE				
Kindergarten and Grades 1-3	7:00	-	8:00 AM	1 punch
Kindergarten and Grades 1-3	3:15	-	4:30 PM	1 punch (no snack)
Kindergarten and Grades 1-3	3:15	-	6:00 PM	2 punches (snack)
Grades 4-8	7:00	-	8:00 AM	1 punch
Grades 4-8	3:30	-	4:30 PM	1 punch (no snack)
Grades 4-8	3:30	-	6:00 PM	2 punches (snack)
Homework Supervision (Gr. 4-8)	3:30	-	4:30 PM	1 punch

### **PURCHASING DAY CARE CARDS:**

Day care cards are available for \$100.00 amounts only. Payment must be made by check or money order. Cash is not accepted. Parents who wish their children in either program, whether it is daily or occasionally, must have a day care card. There will be no billing. Day care cards can be used from year to year or refunded when leaving the school.

Day care cards will be sold in the Sloat Campus Office between the hours of 7:30 AM and 4:00 PM or from the ASC Supervisor at Sloat from 4:00 - 6:00 PM. In the Sunset Campus Office, day care cards must be purchased from the office between 7:45 AM and 4:00 PM.

## **EARLY MORNING CARE**

EMC at the Sunset Campus is in Room 104. Enter this room through the door facing 37<sup>th</sup> Avenue off the Playground. EMC at the Sloat Campus is in the Gym.

Any child who arrives at either campus before 8:00 AM must go to EMC and have a day care card to show the supervisor.

## **AFTER SCHOOL CARE**

Any child not in a program who is found on the Sunset Campus premises after 3:15 PM or on the Sloat Campus premises after 3:30 PM will be placed in ASC. The supervisor will take roll every day, and parents must sign out their child(ren). Students must be picked up by 6:00 PM at the latest. Failure to do so will result in an 8 punch fine for any period of time after 6:00 PM—for a total of 10 punches for that day. This fine is per family per day per campus.

### **SUNSET ROOM ASSIGNMENTS**

Attendance: Students remain on the playground for attendance.  
The children in Kindergarten and Grades 1-3 remain on the playground until 4:00 PM every afternoon. At 4:00 PM Grades 2 and 3 go into Room 108 to do their homework. Kindergarten and Grade 1 remain on the playground until 4:30 PM and then go into Room 104, where they remain for the duration of ASC.

### **SLOAT ROOM ASSIGNMENTS**

Attendance: Students report to the upper yard for attendance.  
At 4:30 PM students report to classrooms in Haake Hall.

### **AFTER SCHOOL CARE TELEPHONE NUMBERS**

Between the hours of 4:00 P.M. and 6:00 P.M. only, our After-school Care Supervisors will be able to receive incoming calls concerning our After-school Care students and emergency changes in planned pick-ups.

<b>Sunset Campus</b>	<b>415-378-9715</b>
<b>Sloat Campus</b>	<b>415-242-8876</b>

### **HOMEWORK SUPERVISION**

Homework supervision for Grade 4 through 8 is scheduled with Mr. Dan Holt on Mondays, Tuesdays, and Thursdays from 3:30 – 4:30 PM in Room 203. All students going to homework supervision must check-in with the ASC supervisor before proceeding to Room 203. Students will be charged 1 punch for this service. **iPads are not allowed on the playground at any time.**

### **POLICY REGARDING STUDENTS WAITING FOR SPORTS/MUSIC LESSONS**

No students will be permitted to be in the upper yard or gym (unless a sports practice starts at 3:30 PM) between 3:15 and 3:25 PM. Students waiting for a sports practice to begin must report to ASC. They do not need to pay the fee but they must be under the supervision of the ASC Supervisors until the sports practice begins. If students return to day care after a practice, the usual fee for ASC will be due.

Students waiting for an instrumental lesson or other school sponsored programs should also report to ASC if their program does not begin promptly at 3:30 PM. Care is also free of charge until lesson or program begins. If a student returns to ASC after another program is finished, the usual fee for ASC will be due.

### **STUDENTS MUST REMAIN ON CAMPUS IF THEY PLAN TO BE IN AFTERNOON CARE**

No student may leave campus while enrolled in After School Care and then return.



## REMINDER ABOUT SOME RELEVANT FINANCIAL POLICIES at West Portal Lutheran School

- **\$25 fee assessed for returned checks:** Although thankfully this does not happen often, occasionally a check is returned to us unpaid from our bank for such reasons as insufficient funds, a closed or invalid account, etc. A \$25 charge will be assessed to the check maker in these instances (such a fee will not, however, apply if the returned check was for a voluntary contribution).
- **Cost for day care “drop-ins” is \$6.50 per hour:** Drop-ins (day care for a child without a day care card) often cause a great deal of additional administrative work, particularly in billing, and we hope to discourage them. Punch cards are convenient, easy to purchase, never expire, and are fully- or partially-refundable if unused when your child leaves our school. Plus, we keep track of punch card purchases and can issue receipts for tax or flexible spending account purposes; we cannot do this with drop-in payments. A late pick-up from after-school care can cost as much as \$65.00 (ten times \$6.50 according to the existing late pick-up policy). We strongly encourage you to purchase punch cards for \$100.00 each (20 squares or “punches” for only \$5.00 each) and keep one with you at all times. It’s also a good idea for each parent to have a card so that one is available regardless of which one picks your child(ren) up.

As always, if you have any questions about these or any other tuition or other financial policy, I am happy to be of service. Feel free to call me at (415) 661-0242 ext. 225 or e-mail me at [howard.scully@wplsfc.com](mailto:howard.scully@wplsfc.com). I look forward to another fruitful school year.

Blessings,  
*Howard Scully*  
Accountant

## **Traffic Control**

### **DROP OFF**

Be sure your child is ready to leave the car before you pull up into the white pedestrian zone. Have his/her jacket, backpack and lunch close at hand, not in the trunk of the car. Last minute instructions should be given before you pull up.

### **WHITE ZONE**

Please do not park in the white zone and leave your car during morning drop-off or afternoon pick-up time frames.

## **SUNSET CAMPUS**

### **KINDERGARTEN – Dismissal 2:45 PM / GRADES 1, 2, and 3 – Dismissal 3:00 PM**

Teachers will bring the students to the yard and have them seated on the concrete by class.

Please have your car sign in your window as you enter the white zone by making a right turn only from Moraga Street onto 37<sup>th</sup> Avenue.

- Please do not enter the white zone from any other direction (i.e. straight down 37<sup>th</sup> Avenue from Lawton or making a left onto 37<sup>th</sup> Avenue).

## **SLOAT CAMPUS**

### **GRADES 4 – 5 – Dismissal at 3:10 PM**

### **GRADES 6 – 8 – Dismissal at 3:15 PM**

Students will be dismissed as parents come to pick up at curbside, dismissed as walkers or After School Care.

Parents please gage your pick up as indicated. Parents of grades 6-8 please do not pick up at curbside until 3:20 PM. Students not picked up by 3:30 PM will be brought to After School Care.

## **SLOAT TRAFFIC**

- Please do not jaywalk – for your safety, always use marked crosswalks.
- Cross Sloat Blvd. only when instructed by the crossing guard.
- Please do not sit in your car in the white zone for more than a couple of minutes. If your child is not at the top of the hill and coming to your car, please go around the block.
- If the line of cars from Saint Francis Circle starts to block the exit from West Portal Avenue, please continue in the left-hand lane and go around the block again. We cannot block the intersection or the exit from West Portal Avenue as well as the St. Francis Circle intersection.
- Help us to remind your student(s) to pay attention and watch for your car.
- Students should never exit a car from the driver's side. They should always exit from the curbside. This applies to Beachmont Drive as well as Sloat Boulevard.
- Do not double park on Beachmont Dr. Do not park in the driveway/block the resident driveways.
- Do not leave your car unattended at anytime when you are waiting in line for your student.
- Do not block the driveway to the Scottish Rite Masonic Center or stop in the red bus zone area to pick-up your student.
- If you have children at both campuses, picking up students at Sunset first will help you avoid the heaviest traffic congestion at Sloat.
- Drive all the way to the end of the white zone, beyond the crosswalk.
- To avoid the greatest congestion in the afternoon, come closer to 3:25 p.m.

## **SUNSET TRAFFIC**

**Please share this info with ANYONE who is authorized to pick your child**

- Parents must NEVER Double Park or PARK in a non-parking stop, including the corner, to pick up or drop off children. This is a very dangerous practice with children so young and drivers who are in a hurry
- Always use the cores walks at the corner
- Please do not make any U-turns in either the middle of 37<sup>th</sup> Avenue or Moraga Street or in the intersection of 37<sup>th</sup> Avenue and Moraga Street.
- Please respect our “cone zone”. When dropping off or picking up your child, please enter our white zone by driving up Moraga Street and making a right hand turn onto 37<sup>th</sup> Avenue. By doing so, we can expedite the time it takes to get your child safely in or out of your car.
- Please have your child ready to exit through the back door on the passenger side. This will expedite a more efficient traffic flow. If your child is not ready to exit your car please do not enter the white zone and instead, park your car and walk your child into school.

# Uniform Regulations

West Portal Lutheran School requires uniform dress in order to free the student from the distraction of clothes competition and to promote an academic learning environment.

	Girls	Boys
<b>Shirt</b> One of the options must be worn. No colored shirts may be worn under the white shirt.	<input type="checkbox"/> A white Peter Pan collar blouse <input type="checkbox"/> White Polo shirt with logo <input type="checkbox"/> White turtleneck <input type="checkbox"/> White oxford shirt <input type="checkbox"/> Navy uniform shorts	<input type="checkbox"/> White Polo shirt with logo <input type="checkbox"/> White turtleneck <input type="checkbox"/> White oxford shirt
<b>Jumpers</b> For Girls K – 5 <b>Skirts</b> For Girls 6 - 8	WPLS blue plaid. <input type="checkbox"/> Hem length can't be shorter than 2 inches above the knee, measured at mid-kneecap. <input type="checkbox"/> Shorts suggested to be worn under jumper/skirt. Shorts must not show below the hem. <input type="checkbox"/> Pants of any style are not allowed under the jumper or skirt. <input type="checkbox"/> Navy uniform shorts	
<b>Pants</b>	Gray twill pants (optional) Navy blue uniform shorts	Gray corduroy or twill pants Navy blue uniform shorts
<b>Sweatshirts</b>	Royal blue Cross Emblem sweatshirt	
<b>Sweater</b>	Mayfair blue cardigan or V-neck sweater	
<b>Jackets</b>	Jackets may be worn, over a uniform sweater/sweatshirt, on cold days while the students are outside of the school building. Logo uniform jackets are the only jackets allowed to be worn in the classroom.	
<b>Socks</b>	Plain white ankle socks, anklets, or knee length socks. White, black, or navy tights. White, black, or navy full length leggings (must reach ankle). <b>NO Capris</b>	Plain gray, navy, black, or white socks.
<b>Shoes</b>	Closed toe and heel. Shoes should not light up or be distracting.	
<b>Hair</b>	Clean and neatly combed, natural color.	Clean and neatly combed, natural color. No longer than collar length. No spiked hair.
<b>Accessories</b>	No excessive jewelry. No excessive make-up. Stud or small hoop earrings only. No political or social message buttons.	Caps and hats may not be worn in the buildings. No political or social message buttons.
<b>P.E. Uniforms Grades 6 - 8</b>	Girls and Boys: West Portal gray/navy micromesh reversible PE shirt and 9" navy micromesh gym shorts or official WPLS sweatpants.	

**PERSONAL APPEARANCE:** Students are expected to be clean and neat in their personal grooming, observing standards of modesty, moderation, and good taste. Uniforms are to be clean and mended, if needed. Students failing to comply with uniform regulations may be sent home to change and may be subject to receiving an incident notice. The administration reserves the right to make individual determination affecting dress code policy.

**FREE DRESS GUIDELINES:** On free dress days, clothing should conform to the stated guidelines. Students may not wear: halter tops, tube tops, tank tops, long underwear (tops or bottoms), short dresses/skirts, or sandals. Extraordinary attire on free dress days that disrupts order and decorum in the classroom will not be permitted.

Classic Designs Uniform Store is the only supplier of uniforms for West Portal Lutheran.

7/27/17

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# CLASSIC DESIGNS

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Classic Designs School Uniforms is proud to be West Portal Lutheran School's official uniform provider.

Come visit our store at:  
1551 Taraval Street (between 25<sup>th</sup> Ave  
and 26<sup>th</sup> Ave) San Francisco, CA 94116

Our store hours are:  
Monday through Thursday: 1:00pm to  
6:00pm Saturday: 10:00am to 3:30pm  
Friday and Sunday: CLOSED

From July 8<sup>th</sup> through August 24<sup>th</sup> our extended store  
hours are: Monday through Friday: 10:00am to  
7:00pm Saturday and Sunday: 10:00am to  
5:00pm

Visit our website at [www.eclassicdesigns.com](http://www.eclassicdesigns.com) to  
place orders and for additional information.

**We look forward to serving you!**

Phone 415.661.4700

[www.eclassicdesigns.com](http://www.eclassicdesigns.com)

[info@eclassicdesigns.com](mailto:info@eclassicdesigns.com)

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# Student Records Policy

## **Student Records**

Administrators shall take care to preserve both the integrity and the privacy of the required school records. These records should be retained permanently at the school site.

Each student's permanent cumulative record must include the minimum permanent personal data necessary for operation of the educational system such as: directory information, academic work completed, grade or level placement, enrollment and attendance data, standardized test results, discipline and permanent health record.

If applicable, a copy of any court orders relevant to custody rights must be submitted to the school office.

## **Emergency Care Information**

The principal shall have a readily accessible file containing emergency care information for each student. Emergency care information shall be available to all faculty and staff.

## **Access to Student Records**

Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children, which are maintained by school districts or private schools. The editing or withholding of any such records, except as provided for in this chapter is prohibited. (Education Code 49069)

Via the Parent Handbook the school shall fully inform parents of their right of access to their child's records and of the individual school's procedures for review of student records.

The school has 15 days to comply with requests to inspect student records, but should make every reasonable effort to comply with dispatch.

School personnel shall have access to student records for legitimate educational interests only. The student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated.

Designated clerical staff shall have access to student records for the purpose of making entries or maintaining records, under the supervision of the principal.

## **Procedures for Challenging the Content of the Record**

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through proceedings at the individual school.

1. The parent of a student may file a written request to the principal to correct or amend any information in his child's permanent records which he/she alleges to be: inaccurate, an unsubstantiated personal conclusion of inference, and/or a conclusion of inference outside of the observer's area of competence, or not based on personal observation.
2. If the request is denied, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the principal or designated school official. After the hearing is concluded, the principal or official shall inform the parents in writing concerning the conclusion reached.
3. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

## **Release of Directory Information**

The school is never permitted to furnish a list of student names and addresses to be used for commercial purpose nor shall the school allow photographs for publication without parental consent.

## **Release of Student Records Information to Schools**

Student records shall be released as soon as possible to requesting schools. Parental signatures shall be required before records are sent to anyone. Typically, the requesting school has had the parent sign a consent form and West Portal Lutheran School receives an official request for transcripts.

## **Release of Records to Persons or Agencies Other Than Schools**

Each school shall maintain a record with the education records of each student, which will indicate all parties who have obtained access to a student's records. It will indicate the legitimate interest that the eligible party had in seeking the information and it shall be available only to parents of the student and to school officials responsible for maintenance of the records.

The school must comply with a court order to release information concerning a student. However, the student's parent should be notified in advance of compliance if it is lawfully possible within the requirements of the judicial order.

The school may not, without the written authorization of the parents, permit access or release written transcripts to any person or agency. An authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for the release, and the names of the parties to whom the records will be released.

## STUDENT INFORMATION SYSTEM

### **TADS**

<http://www.tads.com>

West Portal Lutheran School has contracted with TADS to provide an internet based school management system to handle admissions, enrollment and tuition agreements.

### **Educate**

<http://www.tads.educate.com>

West Portal Lutheran School has contracted with TADS/Educate for communicating announcements and homework assignments. This site will allow you to stay on top of your student's grades, assignments and attendance records.

### **West Portal Lutheran School**

[www.wplsfc.com](http://www.wplsfc.com)

The West Portal Lutheran School website contains general information about our school as well information for parents.



We have two websites that provide details of all our church and school activities.

School Website: <http://www.wplsfc.com/school/>

Church Website: <http://westportallutheran.org/>

August, 2019

Dear West Portal Lutheran School Parents,

As we begin the *2019-2020 academic year*, we wanted to share with you a wonderful opportunity for your family. Among the information included in the *Parent Information Packet* you will find a schedule for a series of special services designed specifically for the Sunset Campus School families called *Partners in Faith (PIF)*.

The *Partners in Faith (PIF) Services* are scheduled on different Saturdays throughout the School year. These special services are a series of more informal-casual services specifically designed to offer a closer look at what we believe, teach and confess by looking at topics from the Holy Bible and faith in our Lord Jesus Christ.

On the Saturday your child's class is scheduled to sing, please bring your child to the **Sloat Campus Music Room by 4:40 p.m.** Both the Classroom and Music Teachers will be there to practice with the children the song they will sing at the service. While the children practice, parents are asked to wait in the Church. The children will join us for a forty-five minute service, which **will begin at 5:00 p.m.**

Following the service we will briefly hear about the latest information about upcoming events from both Church and School. It truly is an opportunity for the church, the school, and the home to partner together for the well-being of your family.

Our prayer is that many families will find these Saturday evening services helpful in ministering to the faith of your families and that you will choose to attend them all (*not just the ones in which your child sings.*) Come and learn the Bible stories and songs that your children are learning in school.

We look forward to meeting you and having the opportunity to serve you as your Pastors. If we can be of service to your family, please let us know. You are always welcome to join us for any of our worship services or Church and School events. Our prayer is that these *Partners in Faith Services* will bless you and your family.

As we begin the new school year we look forward to meeting you at the "*Meet and Greet*" and at "*Back to School Night*"!

Blessings and Peace

Pastor J. Wayne Kerr  
*Associate Pastor*

Pastor Curtis Binz  
*Senior Pastor*





# Fundraising

## Sponsored Fundraising

There are several passive fundraising avenues WPL families can participate in that don't require much effort but will earn valuable dollars for our school. Please take a moment to visit their websites and see how you can help raise dollars by simply shopping.

### Box Tops for Education

Please clip box tops and send to either the Sloat or Sunset office.  
[www.boxtops4education.com](http://www.boxtops4education.com)

### Labels for Education

Please clip labels and send to either the Sloat or Sunset office  
[www.labelsforeducation.com](http://www.labelsforeducation.com)

### Target ("Take Charge of Education")

[www.target.com/redcard](http://www.target.com/redcard)

### Office Depot

[www.officedepot.com/5percent](http://www.officedepot.com/5percent)

### Escrip

[www.escrip.com](http://www.escrip.com)

## Non-West Portal Lutheran School Fundraising

Prior approval from the Principal must be given for sponsoring any fundraising event to benefit West Portal Lutheran Church.