

Shepherd of the Valley Lutheran School

23838 Kittridge Street, West Hills, California 91307

Phone (818) 347-6784 Fax (818) 347-9944 www.sovls.org

Parent/Student Handbook 2011-2012

Serve God by Serving Others

*Truly I tell you, just as you did it to one of the least of these
who are members of my family, you did it to me.*

Matthew 25:40

Academic Excellence in a Caring Christian Community

- Accredited by Western Association of Schools and Colleges (WASC)

Welcome to Shepherd of the Valley Lutheran School, an outreach ministry of Shepherd of the Valley Lutheran Church. We provide an environment in which students are given the opportunity to use their God-given gifts and talents to the best of their ability and potential. At Shepherd of the Valley, standards of conduct are encouraged that reflect Christian attitudes and behavior.

This handbook, together with the Enrollment Contract, serves as the contract between Shepherd of the Valley Lutheran School and its students and their parents/guardians. It outlines our policies and procedures so that families are aware of their responsibilities and of the school's expectations. Attendance at this school is viewed as agreement to the terms and conditions stated in this handbook.

Since the guidelines in this handbook have been established for the benefit and well-being of students, it is our sincere desire that each student understand these standards. We would appreciate parents and students reading and discussing this handbook together.

TABLE OF CONTENTS

I. STATEMENT OF PURPOSE	1
<u>A. Mission Statement of Shepherd of the Valley Lutheran School</u>	<u>1</u>
<u>B. Philosophy of Shepherd of the Valley Lutheran School</u>	<u>1</u>
<u>C. Expected Schoolwide Learning Results (ESLRs) of Shepherd of the Valley Lutheran School</u>	<u>1</u>
<u>D. Philosophy of Shepherd of the Valley Lutheran Church</u>	<u>2</u>
<u>E. Non-Discrimination</u>	<u>2</u>
<u>F. Student Expectations</u>	<u>2</u>
II. ADMINISTRATIVE POLICY	3
<u>A. Enrollment and Admission</u>	<u>3</u>
<u>B. Finances</u>	<u>3</u>
<u>C. Class Hours and Attendance</u>	<u>5</u>
III. GENERAL INFORMATION	6
<u>A. Child Abuse Reporting Obligations Policy</u>	<u>6</u>
<u>B. Federal Asbestos Management Compliance</u>	<u>6</u>
<u>C. Student Insurance</u>	<u>6</u>
<u>D. Arrival and Departure</u>	<u>6</u>
<u>E. Lunch</u>	<u>7</u>
<u>F. Parent-Teacher Fellowship (PTF)</u>	<u>7</u>
<u>G. Parent Responsibilities</u>	<u>8</u>
<u>H. Miscellaneous Information</u>	<u>8</u>
IV. ACADEMIC POLICIES	9
<u>A. Curriculum</u>	<u>9</u>
<u>B. Chapel Service</u>	<u>9</u>
<u>C. Records and Testing</u>	<u>10</u>
<u>D. Promotion and Retention</u>	<u>10</u>
<u>E. Grading Policy</u>	<u>10</u>
<u>F. Homework</u>	<u>11</u>
<u>G. Field Trips</u>	<u>11</u>

V. EXTENDED SCHOOL PROGRAMS	12
<u>A. Club House</u>	<u>12</u>
<u>B. After School Sports Policy</u>	<u>13</u>
<u>C. After School Enrichment</u>	<u>13</u>
<u>D. Summer School/Summer Club House</u>	<u>13</u>
VI. School Policies	14
<u>A. Absence.....</u>	<u>14</u>
<u>B. Tardiness</u>	<u>15</u>
<u>C. Discipline Program.....</u>	<u>15</u>
<u>D. Uniforms/Dress Code Guidelines</u>	<u>17</u>
<u>E. Health and Safety/Physical Education</u>	<u>19</u>
<u>F. Sexual Harassment Policy.....</u>	<u>23</u>
<u>G. AIDS Policy</u>	<u>23</u>
<u>Glossary</u>	<u>i</u>
<u>Parking Map</u>	<u>vi</u>

I. STATEMENT OF PURPOSE

A. Mission Statement of Shepherd of the Valley Lutheran School

The mission of Shepherd of the Valley Lutheran School is to provide a program of academic excellence in a caring Christian community.

B. Philosophy of Shepherd of the Valley Lutheran School

We believe that as Shepherd of the Valley Lutheran School provides our students the opportunity to grow in faith, they will serve God in every aspect of their lives in accordance with his will, knowing the love and forgiveness revealed through his Son, Jesus Christ, and under the power of the Holy Spirit.

Shepherd of the Valley is a unique educational community where the staff, students and parents share the love of the Lord and God's Word. We, in cooperation with the home, commit to recognize each child's God given potential, to guide each child, to appreciate their abilities and to provide experiences that will allow each to fulfill their spiritual, emotional, educational, social and physical needs. As a valid expression of the mission of the church, we intend for our students to grow in their relationship to God, their peers, their country and the world around them.

C. Expected Schoolwide Learning Results (ESLRs) of Shepherd of the Valley Lutheran Church and School

Shepherd of the Valley (SOV) Lutheran School will prepare its graduates to be:

1. Students of Christianity who:
 - a. Apply scriptural knowledge to making decisions in daily life.
 - b. Develop and express the joy of Christian faith in worship, prayer, witness, education, and social concern.
 - c. Become familiar with the Lutheran principles and heritage: grace, faith, scripture, the Sacraments, the Trinity and the Ten Commandments, the Lord's Prayer, and the Apostle's Creed.
2. Academic Achievers who:
 - a. Meet or exceed the Shepherd of the Valley School standards at each grade level in language arts, math, science, and social studies.
 - b. Participate in and develop an appreciation of the arts, foreign language, and athletics.
 - c. Adapt to emerging technology.
 - d. Think logically, critically, and scientifically.
 - e. Develop good study skills by establishing priorities and goals.
3. Effective Communicators who:
 - a. Are able to speak before a group in an organized and competent manner.
 - b. Can write legibly, with clarity, structure, and organization.

- c. Are responsive listeners.
 - d. Are able to articulate ideas, concepts, and feelings.
4. Responsible Citizens who:
- a. Demonstrate an understanding of the rights and responsibilities of being a citizen in the global community.
 - b. Exhibit strength of character and respect for others.
 - c. Develop multicultural awareness and respect for ethnic diversity.
 - d. Demonstrate the importance of contributing to society through community outreach.

D. Philosophy of Shepherd of the Valley Lutheran Church

It is the intent of the Congregation, in meeting its responsibilities and opportunities of mission and ministry, to provide a Christian day school education through Shepherd of the Valley Lutheran School. The School serves to bring to the community our Christian faith. As we function as servants of our Lord doing his work, we shall strive to:

1. Actively share this faith with Shepherd of the Valley Lutheran Church's extended family.
2. Provide a strong commitment to Christian education as stewards of educational gifts emphasizing quality education in a Christian environment.
3. Effect a faith community that ministers to the diverse needs of our students and their families, both educationally and spiritually.
4. Reach out to school families and the community to provide sufficient opportunity for a Christian education and lifestyle.
5. Bring meaningful order to diverse and fragmented lifestyles by providing stability through spiritual formation and practice of Christian values.

E. Non-Discrimination

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

F. Student Expectations

The attitude students bring to their studies determines, in large part, the overall success of the learning experience. It is important that students look upon each school day as a new opportunity to grow in knowledge and abilities. That growth also includes further development of personal relationships with peers and teachers within the school's Christian environment. Foundations of those relationships include Christian love, tolerance, and respect for each other. Students are expected to display respectful and appropriate behavior inside as well as outside the classroom at all times.

Students are expected to develop good study habits and fully apply themselves to classroom and home study to the extent of their God-given abilities. Study habits to be encouraged by parents include attentiveness, neatness, timeliness of assignments, and active participation in classroom discussion and activities.

II. ADMINISTRATIVE POLICY

A. Enrollment and Admission

5. New Students

- a. Children of parents or guardians who have been active/contributing members of Shepherd of the Valley Lutheran Church for one year receive first preference for admission.
- b. SOV congregation members received by Letter of Transfer may be exempt from the one-year waiting requirement.
- c. Siblings of present students have second preference as space permits. Siblings of present students are defined as siblings of a student who has been enrolled in the school for one year or more.
- d. Children of non-member parents or guardians who have satisfactorily met the requirements of the school will be enrolled as space permits.
- e. Satisfactory performance on admission test and interview is required of all new students. Records will be requested from the student's previous school. Forms for this purpose are available in the school office.
- f. To be eligible to attend kindergarten the child must be at least five (5) years old by October 1 of the current school year.
- g. Completion of an enrollment contract, payment in full of all fees owed to that date, and attendance on opening day are expected as confirmation of enrollment.
- h. All new students are on probation for the first six weeks of school.
- i. Every kindergarten student entering Shepherd of the Valley Lutheran School (SOVLS) must have a physical examination before being admitted, as well as other tests or immunizations as required by California state health laws. Verification is required by a SOVLS form signed by a physician.

6. Returning Students

- a. The Enrollment Contract is submitted annually. All fees must be current before the enrollment contract is accepted.
- b. Attendance on opening day and payment in full of all fees are required as confirmation of enrollment.

B. Finances

1. The **registration fee** for each child must accompany any enrollment or re-enrollment form. The amount will be determined by the School Board and is **non-refundable**.

2. **Tuition** for 2010-2011 may be a.) paid in full (\$200 discount) b.) paid in two (2) equal installments (total discount \$100) or c.) paid in ten (10) equal installments beginning June 1.

For new students, one tenth of the annual tuition payment is due within 30 days following notification of acceptance. Failure to pay within the time allotted will forfeit the child's place in the class. For all students, if the principal is notified prior to June 1 that a child will not be enrolling in SOVLS, the tuition payment only will be reimbursed. If notification is made on or after June 1, the tuition payment becomes **non-refundable** and payment of the **full annual charges** is required.

Tuition paid after June 1 for the upcoming school year is non-refundable. Tuition payments are due on the first of the month and delinquent after the tenth, with a \$25 late charge added for each month the payment is late.

- a. When a past due balance for tuition reaches the last day of the month in which it was due, a letter will be sent requesting payment of at least 50% of the outstanding balance within 10 days of receipt of the notification and outlining a payment plan for the remainder of the balance. A copy is to be signed by the parent and returned to the school within two (2) days of receipt, which will acknowledge acceptance of the terms of the letter.
 - b. If the terms in paragraph (1) above and in the repayment schedule are not complied with in full, the School Board will be notified of the failure to comply and the child may be suspended from school and all school programs until the tuition is paid in full.
 - c. The School Board maintains the right to review each past due payment situation on an individual basis and to determine individual repayment plans.
3. **Service Activity Fee** - A \$250 fee per family is due no later than August, prior to the beginning of the new school year.
 - a. Each family is required to work a minimum of forty (40) service hours for our school each year, accumulating \$250 worth of hours. If less than \$250 worth of hours is accumulated, the family will be required to pay the difference before the beginning of the next school year.
 - b. A minimum of ten (10) service hours must be dedicated to fundraising, unless total hours exceed 100.
 - c. Hours are **not** transferable between families and must be performed by a family member at least 18 years old.
 - d. Upon leaving the school, the deposit will be refunded less the amount calculated for any unearned service credit hours.
 4. **Student Activity Fee** - Covers miscellaneous PTF fees (class party fee, yearbook, PTF membership, etc.). The amount is set each year by the School Board. This fee is due August 1.
 5. **Scrip Purchase** - Requirements vary depending on the contract signed and are either: 1) Each family is required to purchase the following amounts of scrip from the Scrip box during the school year or pay the listed fee.

6.	<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 Children</u>
	\$2,500 or \$125	\$3,000 or \$150	\$3,500 or \$175	\$4,000 or \$200

- 2) Each family is required to purchase scrip from the **Scrip Box** sufficient to generate a \$200 profit annually and/or pay the difference between the amount listed and the profit generated.

In addition, all families must register with eScrip.

For accounting purposes, Scrip purchases are credited based on a fiscal year from June-May. Any fee due is payable by the last day of school if the student is not returning and by August 1 for returning students.

Tuition Referral Credit - One month's tuition (for one child) is given to families who refer others to our school for grades K-6. The tuition credit is earned after the referred student has attended SOV for five full months **and** their account is in good standing.

All checks should be made payable to "Shepherd of the Valley Lutheran School" or "SOVLS."

7. Final report cards are retained by the Principal until all outstanding financial obligations to the school have been satisfied. All financial obligations must be met for a sixth grader to participate in the graduation activities and ceremony.
8. A \$25 late fee will be added to the check amount if returned by the bank for further handling.
9. A family's financial commitment must be current for the student to participate in sports or SOV sponsored enrichment programs.

C. Class Hours and Attendance

1. School begins at 8:30 a.m. and ends at 2:45 p.m. Children are required to go directly to their classrooms in the morning.
2. Students are not permitted on the grounds before 8:15 a.m. or after 3:00 p.m. unless enrolled in Club House or participating in another school program.
3. Students will be allowed to leave campus:
 - with a parent or guardian
 - with another adult authorized by the parent or guardian
 - alone after school with written permission from a parent or guardian
4. No child is to be taken out of class during school hours except for medical reasons, emergencies, or other absences that may be required and approved by the teacher or principal. In all cases, a written notice must be presented.
5. Illness, medical/dental appointments, or a family crisis are the only excused absences. This applies to full or partial day absences. Work and tests that can realistically be made up will be given.
6. Tardy Policy – see page 14.

III. GENERAL INFORMATION

A. Child Abuse Reporting Obligations Policy

In accordance with California law, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

B. Federal Asbestos Management Compliance

Asbestos regulations for schools found in the Asbestos Hazard Emergency Response Act and as promulgated by the Environmental Protection Agency are followed at Shepherd of the Valley Lutheran School and monitored by Shepherd of the Valley Lutheran Church. The Shepherd of the Valley management plan is complete according to AHERA (Asbestos Hazard Emergency Response Act) and the report indicates that our facilities are free of asbestos.

C. Student Insurance

As a part of the Registration Fee, students are extended insurance coverage. Most benefits are based upon partial coverage for medical and surgical services. It is the responsibility of the parent to request from the office an Insurance Claim Accident Form and submit it to the appropriate claims office. This insurance is intended to be supplemental (secondary to your personal insurance coverage). The school is not responsible for expenses that are not covered under your personal or school insurance.

D. Arrival and Departure

1. Use of the Parking Lot:
 - a. Use extreme caution at all times.
 - b. Enter from **KITTRIDGE STREET** (east entrance) only.
 - c. For the safety of your children, drop-off service is provided by a staff member in the parking lot beginning at 8:15 a.m. **CHILDREN MAY NOT BE DROPPED OFF ON KITTRIDGE STREET OR IN THE SMALL PARKING LOT AND MAY NOT ENTER THROUGH THE OFFICE.**
 - d. Leave by way of the **HAYNES STREET** exit only, staying in the traffic lane.
 - e. Parking is permitted only in the marked spaces adjoining the grass area, in the middle lanes facing west only, and at the east wall if on school business. Kittridge Street, Peterson Street, and Haynes Street may be used for parking if designated parking spaces are filled. The parking lot closes at 9:00 a.m. and reopens at 2:30 p.m.

- f. All children exiting or entering parked cars must be escorted on and off the school grounds by an adult.
 - g. Kindergarten parents may accompany their children to the classroom door for the first quarter. Kindergarten students are dismissed to parents or other authorized persons during the entire school year.
 - h. In the morning, students in grades one through six will walk directly to their classrooms **unescorted** by parents. After school, students attending Club House will walk themselves there under staff supervision. All other students are to be picked up by their parents at assigned lunch tables unless prior arrangements have been made with the principal.
 - i. All children walking or riding bicycles to school must enter and exit school via the Haynes Street pedestrian gate located nearest the grass area on the east side of the church sanctuary. **Always walk bicycles on school property.** Bicycle riders are not permitted to use parking lot gates.
2. Miscellaneous
- a. Please remember that children walking to school must cross the surrounding streets using the crosswalks. Written permission must be on file for a child to walk or ride a bike unaccompanied by an adult to school.
 - b. Please inform everyone dropping off or picking up your child of these rules and regulations, especially procedure for entering and exiting the parking lot.
 - c. Students are expected to follow directions and instructions of Shepherd of the Valley personnel after exiting cars.

E. Lunch

- 1. A catered hot lunch program is available, for a fee, Monday through Friday.
- 2. Milk may be purchased through the school office for the entire school year.
- 3. An emergency lunch, consisting of a bagel, cream cheese, dried fruit, and milk, will be provided if a student forgets their lunch. The parent will be billed \$4.

F. Parent-Teacher Fellowship (PTF)

PTF is composed of parents, faculty members, and other persons interested in the education at Shepherd of the Valley Lutheran School. Through active participation parents can contribute to the success of the school in a very positive way.

- 1. PTF Objectives & Policies
 - a. The purpose of this organization is to build a strong relationship between the staff, the parents, and Shepherd of the Valley Lutheran Church and School.
 - b. It is the objective of this organization to help in obtaining equipment and materials and to enhance the educational experience of our children.
 - c. It is the policy of this organization, in accordance with the principles of Christian stewardship, to seek final approval from the Church Council for all new fundraising activities.

2. This organization will not seek to direct the technical activities of the school or to control its policies.

G. Parent Responsibilities

1. Parents are encouraged to visit their child's classroom. Please make arrangements with the teacher so that a convenient time can be arranged.
2. Conferences in the morning, without an appointment, are not permitted. At this time, the teacher's attention is given to preparing for the day and to receiving students at 8:15 a.m.
3. No appeal, solicitations, or representations of any nature, requesting the support of students or their families, teachers, and/or principal, are permitted without the express permission of the principal and/or school board. The school directory is not to be used for any type of solicitation.
4. Any complaint from a parent should be first directed to the appropriate staff member, then to the principal, then to the chairperson of the school board. Parents may attend a school board meeting to discuss a concern and/or have a letter they write read at a school board meeting. (Notice should be given to the school board chairperson prior to the meeting. The chairperson will relate the specific guidelines to parents).
5. Any parent/visitors entering the school grounds for any reason during school hours must first check in with office personnel.
6. All written communications should be directed to the teacher first.
7. Address staff formally (last name) in front of students and other parents.
8. Repair of damage to school property caused by a student is the responsibility of the parent.
9. Tuition and all other fees are to be paid in a timely manner.
10. Parents should accord the Shepherd of the Valley staff the same professional courtesy and support that is shown to them. An uncooperative attitude will be referred to the school board for action. Parents are required to sign a "Code of Conduct" annually.

H. Miscellaneous Information

1. Class and individual pictures are taken in the fall. It is your option to purchase these.
2. Animals and pets, properly caged or carried, may be brought to school only if arrangements have been made with the teacher.
3. **Label** clothing, lunch boxes, books, etc. to facilitate returns.
4. The school is not responsible for lost or unclaimed items. Items left after an extended period will be donated to a charitable organization.
5. Students may not chew gum while on school premises.

6. Carbonated beverages are not permitted at school.
7. Birthdays/Special Occasions:
 - a. Invitations may not be given out at school unless the whole class is being invited, or all the girls or all the boys are invited.
 - b. Kindergartners may bring treats to school to celebrate their birthdays. (Please make arrangements with the teacher.)
 - c. In grades 1-6, students may present a book, game, or computer software to their class in honor of their birthdays. **Birthday treats are not permitted.**

IV. ACADEMIC POLICIES

A. Curriculum

It is the aim of the faculty and the School Board to maintain high standards throughout the entire program of the school. All subjects are approached and interpreted in the Christian faith as confessed by Shepherd of the Valley Lutheran Church. California Standards are met or exceeded in all curriculum areas. Following is a brief description of our curriculum.

1. Religion is taught as a subject, using the Bible as the main text.
2. Language Arts include spelling, reading (with an emphasis on phonetics in the primary grades), written language, oral language, and handwriting.
3. Mathematics includes the concepts, skills, techniques, applications, and language of mathematics.
4. Social Studies includes geography, history, current events, and concepts for the future.
5. General Science includes the concepts of the biological and physical sciences.
6. Art includes creative arts, crafts, music, and drama. Students are required to participate in the Christmas Program, Spring Sing, and one Sunday church service per year as scheduled by the teacher (non-participation without a valid excuse will affect the student's grades).
7. Physical Education includes physical development, motor skills, and teamwork.
8. Health includes the concepts of personal hygiene, adolescent development, nutrition, fitness, and the environment.
9. Computer instruction includes computer literacy, beginning programming skills, keyboard technique, use of prepared software, and internet usage.
10. Spanish is taught in all grades and instruction includes vocabulary, grammar, and cultural awareness.
11. In all subject areas, critical thinking, problem solving, and study skills are emphasized.

B. Chapel Service

1. Chapel services are held weekly in the sanctuary. Students are required to attend as a part of our regular program. Each grade will present one chapel program during the school year and will sing in chapel on a rotating basis. Also, each class will sing during one Sunday morning worship service.
2. Parents and friends are invited and encouraged to worship with us as often as possible. Chapel begins Wednesdays at 8:35 a.m.

C. Records and Testing

1. Access to a student's records is available only to his/her parents or guardians, the principal, teachers, and the chairperson of the school board. A written request, **twenty-four hours in advance**, is required for viewing or obtaining copies of the records.
2. Students in grades 2-6 are given a standardized achievement test each year. In addition to the achievement test, students in grades 1-6 are given the Otis-Lennon School Ability Test. Student attendance is imperative during testing week. Students absent for any reason other than illness will not be permitted to make up the tests.
3. Testing information is available to parents through a scheduled conference with the teacher or principal.
4. Parent-teacher conferences are required during the first quarter. Parents will receive the first quarter report cards at this conference. Additional conferences are encouraged and may be scheduled with the teacher.
5. Report cards are issued quarterly. Mid-Quarter Progress Reports are sent home to students whose grades, behavior, or work habits are of concern.
6. The teacher will notify parents of unsatisfactory performance by a pupil in any given subject. Details of such notification are the responsibility of the teacher and the principal.
7. Shepherd of the Valley abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1975) with respect to the rights of non-custodial parents. We will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child as long as there is no court order to the contrary. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

D. Promotion and Retention

1. Students will be promoted annually on the basis of academic achievement and readiness for the next grade level.
2. Students may be retained because of excessive absences, unsatisfactory academic performance and/or developmental level based on the recommendation of the teacher and principal.

E. Grading Policy

1. The administration and faculty of Shepherd of the Valley School seek to measure total student performance; classwork, homework, evaluative testing, class participation, and work on special projects. Therefore, written grades are given to keep students and parents aware of performance. Frequent parent contact with the teacher first, and teacher and principal second, is necessary to maintain proper communication. Any matter involving a student's work or behavior must be taken up with the teacher first.

2. The Grading Scale that is used at Shepherd of the Valley Lutheran School is as follows:

95-100	A	78-79	C+
90-94	A-	72-77	C
88-89	B+	70-71	C-
82-87	B	65-69	D
80-81	B-	0-64	F

G = Good

S = Satisfactory

N = Needs Improvement

In Kindergarten and First grade, all grades are G, S, or N. Grades are not given in all subjects.

Spanish and Computers: Grade 2 and 3 = G, S, N; Grades 4-6 = letter grades.

Art, Music, Handwriting and P.E.: Grades 2-6 = G, S, or N.

The respective teachers give grades for Spanish, Music, Health, P. E., and Computers.

3. Report cards are issued quarterly. Mid-quarter progress reports are only issued to those students whose grades, behavior, or work habits are of concern.

F. Homework

1. Homework is assigned in all grades and is usually due the next day. Individual teacher expectations are outlined at Back to School Night. The amount is in accordance with individual need or class project. Homework is successful only if parents cooperate and show an interest.
2. Principal's Letters are considered homework and are due and expected on the day indicated on the tear-off. These are distributed to each student and each student must return the tear-off. (See pg. 15)

G. Field Trips

1. All classes take field trips to enhance their educational program. Field trips are privileges. Students can be denied participation if they fail to meet behavioral requirements. Students are to wear red uniform shirts for field trips, unless otherwise instructed by the teacher.
2. The fourth and fifth grade classes take a one-day trip to Sacramento every other year. Each year the sixth graders spend one week at El Camino Pines outdoor Education and also participate in some non-educational field trips as part of their graduation activities. To be eligible for these trips the student's behavioral and classroom work requirements must be met and tuition payments must be current.

3. Parents may refuse to allow their child to participate. Children not attending the field trip are expected to attend school and will be sent to another classroom during the field trip.
4. A student must submit a properly signed school field trip permission form to be allowed to participate in the field trip. Handwritten notes or letters or telephone approval will not be accepted in lieu of proper forms.
5. When private vehicles are used, drivers must be properly licensed and insured, and each child must be properly secured with an operational seat belt. Drivers must be at least 25 years old.

V. EXTENDED SCHOOL PROGRAMS

A. Club House

1. Club House is for students of the school and provides a service before and after school at a nominal cost. Club House is also available for school-age siblings and friends of SOV with the principal's approval. The hours for Club House are 7:15 a.m. to 8:15 a.m., and 2:45 p.m. to 6:00 p.m. A child should not be left past 6:00 p.m.; otherwise, a penalty charge (\$1 per minute after 6:00 p.m.) will be imposed on the parent.
2. Use of Club House services is on a **prepaid** basis only.
 - a. Those families desiring childcare should establish a Club House account by sending a check to the school office, payable to SOVLS and marking it for "Club House." Your Club House payment should be included in your tuition check whenever possible (please note in the memo section the amount to be applied to Club House). Club House account balances will be carried year to year; any credit balance may be refunded upon leaving the school.
 - b. Special Club House charges (ex. Easter break, Christmas vacation, etc.) will be billed to your Club House account. Payment should be made in advance (when signing up for Special Club House), in order to maintain an adequate balance in your account. Special Club House hours are usually 7:30 a.m.-5:30 p.m.
 - c. You may request a copy of your account at any time. Please estimate your **monthly** needs and send a sufficient amount to cover usage (ex. \$25, \$50, \$100, etc.)
 - d. You will receive a statement when your balance is low—additional funds should be deposited at that time. If your Club House account balance falls below zero, the account must be paid within seven calendar days of the statement date or a late fee of \$25 will be charged.
 - e. If your Club House account is in arrears, you will be notified that your child may not use the Club House facility until adequate payment is made.
 - f. Cost of Club House will be reviewed and set yearly.
3. During regular Club House hours, free childcare is available to Shepherd of the Valley Lutheran School students when the parent is giving service to the school at regularly scheduled meetings on the premises (i.e., choir, PTF activities).

4. Parents having conferences with teachers may leave their own Shepherd of the Valley Lutheran School students in Club House with no charge. This service excludes siblings not attending our school, children included in your car pool, or other children.
5. Club House Program Reminders
 - a. A study time to work on homework will be provided, however, not every child will be able to finish his or her homework at school. Parents should check their child's work nightly.
 - b. The parent who picks up the child in the afternoon must legally sign out the child. The child cannot sign out him or herself nor may a sibling under the age of 18.
 - c. Students who participate in Club House must follow the expectations of conduct set forth for the program. Students who commit serious violations of the conduct expectations, or who persistently and willfully violate the rules set out by the Club House staff, will be removed from the Club House program.

B. After School Sports Policy

1. Eligible students are encouraged to participate in our after school and extracurricular sporting events. **Students must attend school and participate in P.E. on the day of practice or events.**
2. Participation in these programs is contingent upon the following academic and behavioral standards in the classroom as well as financial standing:
 - a. Complete classroom/homework assignments
 - b. Maintain at least a C in all subjects
 - c. Demonstrate good citizenship
 - d. Families must fulfill financial obligations

C. After School Enrichment

1. The school arranges for a variety of optional after school enrichment classes at an additional cost (i.e. science, art, dance, karate, and computers).
2. A family's financial commitment must be current to participate in SOV-sponsored enrichment classes.
3. Students who are absent from school due to illness may not participate in an enrichment activity on that same day.

D. Summer School/Summer Club House

1. Shepherd of the Valley provides a year-round program.
2. Summer School and Summer Club House programs are provided for SOV students and non-SOV students.

3. Summer School is divided into weekly morning sessions (9:00 a.m.-12:00 p.m.). Using a creative theme, these sessions provide both enrichment activities and remedial instruction.
4. Summer Club House is open from 8:00 a.m. to 9:00 a.m. and 12:00 p.m. to 5:30 p.m. on days that Summer School is in session. When Summer School is over, Summer Club House is all day, 8:00 a.m. to 5:30 p.m. Art, crafts, sports, field trips, cooking and fun activities fill the day.

VI. SCHOOL POLICIES

A. Absence

1. Please notify the school by 9:30 a.m. on the first day of your child's absence. Requested make-up work will be ready **after** school.
2. A note written by the parent or guardian must be given to the teacher whenever a student returns to class after an absence. (Absent notes are available online.) If no note is presented, the parent may be contacted. Students are required to show an "admit" form from a doctor or dentist when returning to school from an appointment. Late arrivals are strongly discouraged as they are disruptive to the learning environment.
3. A student leaving school before 1:30 p.m. will be marked as absent one-half day.
4. If you are aware of an impending absence, let the teacher know in writing as soon as possible and discuss make-up work with him or her, noting the policy for unexcused absences.
5. Total absence exceeding 20 school days is deemed unacceptable by the school board. When a child's absence exceeds 20 days, the child and parent or guardian will conference with the child's teacher and the principal. A contract will then be written between the child, parent, teacher and principal outlining an attendance plan for the child. Failure to adhere to this policy or to the written contract will result in disciplinary action, including possible grade retention or expulsion from the school.
6. The procedure regarding make-up classroom work and tests for unexcused absences is as follows:
 - a. A child may make up classwork and tests for only one unexcused absence per year. However, for this work to be averaged with the other grades, the teacher must have seven (7) days written notice and give prior approval.
 - b. If there is no prior approval, it is expected that the work will still be completed, but it will not be included in the child's grade average. However, if the make-up work is not completed, then a zero will be given and averaged with the other grades.
 - c. When a child has a second unexcused absence and misses a test, the test cannot be made up and a zero will be given.
 - d. The principal has the authority to make exceptions based on extenuating circumstances.

7. Students who are absent from school during Standardized Testing for any reason other than illness will not be permitted to make up the tests.
8. Students who are absent from school due to illness may not participate in an after-school sport or enrichment activity on that same day.
9. If a child becomes ill at school, the parent or guardian will be called and must come for the child **immediately**. If the parent or guardian is unable to respond, an authorized person from the student's Emergency Card will be contacted.
10. Readmission of pupils after illness:
 - a. Students who have been absent from school with a major communicable disease, or who have been absent for more than three (3) consecutive days, must have a written authorization from a physician or the County Health Department to return to school.
 - b. Students who have been absent with head lice must be examined by the school office before being allowed to return to school.
 - c. The teacher will readmit students who have been ill or absent with **other** than a major communicable disease, when presented with a written excuse by the parent or guardian. **Students must have a normal temperature without the use of fever-reducing medication for 24 hours before returning to school.**
11. The principal may defer readmission depending on the circumstances.

B. Tardiness

1. Students must be in their classroom at the time the bell rings.
2. A child is tardy if the child is not in the classroom when the bell has rung.
3. If tardy, the child must get a tardy slip from the office before going to class.
4. The only excused reason for being tardy is for a medical/dental office visit.
5. If more than one hour late, a child will be regarded as absent for one-half day.
6. After three unexcused tardies in a quarter the parent will be notified.
7. Upon the fourth unexcused tardy in a quarter, and continuing with additional tardies in the same quarter, the student will be assigned a 30-minute detention.
8. An excused tardy will not be marked on the report card but will be recorded by the teacher for reference.

C. Discipline Program

1. General
 - a. Self-control and discipline are an important part of education and require the cooperation of home and school.
 - b. A discipline program is used in all areas of the school by our staff. This program of discipline management stresses the child's responsibility for his/her own behavior and the acceptance of the consequences that result from that behavior.

While positive behavior is consistently recognized, the consequences of inappropriate behavior include the loss of recess or privileges, or detention.

- c. Our discipline program is designed to insure that our school functions in a positive and caring manner. Please direct your questions and concerns to your child's teacher. Our staff is eager to foster mutual understanding between home and school.
- d. Detention takes place in a classroom at 3:00 p.m. and is age-appropriate in length. Homework may not be done during detention unless specifically assigned by the teacher or principal. All behavior normally expected in the classroom applies to the detention room. Parents may not accompany their child to detention.

2. Classroom

- a. Discipline in the classroom is the responsibility of the teacher. When a student does not respond to the teacher's classroom discipline plan, a special contract may be made with the student. The student, parent(s), teacher, and principal will sign the special contract. The principal's assistance is available when requested by the teacher. In certain cases, the pastor may be consulted.
- b. Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:
 - (1) Copying another student's homework
 - (2) Working with others on projects that are meant to be done individually
 - (3) Looking at or copying another student's test or quiz answers
 - (4) Allowing another student to look at or copy answers from your test or quiz
 - (5) Using any other method to get/give test or quiz answers
 - (6) Taking a test or quiz in part or in whole to use or give to others
 - (7) Copying information from a source without proper attribution
 - (8) Taking papers from other students, publications, or the Internet

Violators of this policy will be disciplined case-by-case depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures are at the principal's discretion and include, but are not limited to, redoing the assignment/retaking the test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

- c. Suspension will occur for any activity, deliberate or accidental, that endangers the health or safety of any child or adult. Such acts include flagrant disrespect, striking or biting a student or staff member, leaving school premises without permission, and setting off fire alarms. Unacceptable language, lack of courtesy, and verbal abuse will not be tolerated.

- d. Threatening or joking about violence of any nature (bringing guns or knives to school or making bombs, etc.) will not be tolerated. Disciplinary action may result in immediate suspension and possible expulsion.
 - e. A student may be suspended immediately if the act is severe. Suspension also occurs after the third principal's visit in a quarter. The suspension procedure is as follows:
 - (1) Parent is called to pick up student.
 - (2) Letter of Suspension (including length of suspension and reason) is given to parent. A copy with the parent's signature is retained in the school file.
 - (3) Conference with parent, administrator, and teacher (where appropriate) is held before student is readmitted to school.
 - (4) A student may be expelled immediately in extreme circumstances. Suspension is regarded as an unexcused absence.
3. The Principal's Letter is considered homework. The tear-off section must be returned by the date it is due or the following procedures will be followed:
- a. If the tear-off is not returned on the day it is due, the student is benched 15 minutes during recess.
 - b. If the tear-off is not returned, the student may be given detention after the parent has been contacted. Kindergarten through second graders are given 15 minutes detention and third through sixth graders are given 20 minutes detention.
4. Club House uses the following consequences for inappropriate student behavior:
- a. first offense - verbal warning
 - b. second offense - ten minutes "time-out" and classroom teacher is notified
 - c. third offense - twenty minutes "time-out" and notice to parents with two such notices constituting grounds for a one week suspension from the Club House Program with a second suspension constituting grounds for immediate termination of Program enrollment privileges.

D. Uniforms/Dress Code Guidelines

- 1. We believe that a neat and well-groomed appearance is helpful to support our Christian philosophy of a total education for each child. It is the parents' responsibility to see that their child(ren) come to school properly dressed. Students are expected to come to school ready to learn. They should be well fed and dressed in a well-groomed, neat, and modest manner.
- 2. It is our goal to assist parents in establishing proper guidelines for children related to appearance. Students need to know that going to school is not unlike their parents going to work. It is important to remember that we are establishing a code that is appropriate for children attending school.
- 3. The following guidelines are applicable to Campus Wear and free dress days:

- a. All students must be in “Dennis Campus Wear” designated by the school board and purchased only from Dennis Uniform Manufacturing Co., unless a free dress day is called by the principal. A detailed list of campus wear and store location is available in the office
- b. Jewelry and accessories are included in general appearance. Girls may wear post earrings—long earrings and hoops are prohibited. This is primarily a safety issue.
- c. Boys may not wear earrings.
- d. Clothing should not be torn, frayed or otherwise in need of repair.
- e. Shoes with socks or stockings are required. Bare feet, thongs, clogs, heavy boots, and sandals are unacceptable. Soft-soled, low-heeled athletic shoes must be worn for Physical Education and recess. Slip-on style shoes are unacceptable.
- f. Hair should be the student’s natural color (not colored or highlighted), neat and trim and **not hang over the eyebrows**. Hair styles should be conservative and in accordance with the standards of good taste established by Shepherd of the Valley. Students who violate this policy may receive detention or may be sent home until their hair is restored to its natural color or has been trimmed. .
- g. Students may not wear makeup.
- h. Girls may not wear shirts or blouses that cover their skirts or shorts and boys may not wear excessively long shirts.
- i. Long, tight, or otherwise restrictive clothing is unacceptable.
- j. On days designated as Free Dress days, no attire may be worn that promotes or advertises the following: alcoholic beverages, tobacco products, other drugs, violence, rock groups, gang activities, sexual expressions, slogans, negative or profane comments.
- k. Cutoffs, miniskirts, short shorts, strapless tops, and tank tops are unacceptable.
- l. Clothing must not reveal or resemble undergarments.
- m. On Chapel Days:
 - (1) Boys must wear long pants and shirts with collars.
 - (2) Girls must wear skirts or jumpers.
 - (3) Boys and girls may wear uniform shorts to chapel during the months of September, October, May, and June.
- n. Students are to wear red uniform shirts on field trips, unless otherwise instructed by the teacher.
- o. Final approval of a student’s appearance is at the discretion of the principal.
- p. When Dress Code Guidelines are not followed:

- (1) The principal will call parents if clothing worn by their student is not acceptable. A change of clothing must then be brought to school or the student will be sent home (treated as an unexcused absence).
 - (2) If paragraph "1" is not adhered to, the child will be suspended from school the following day and the absence treated as unexcused.
- q. Spirit Day is observed every Thursday. The student may wear Shepherd of the Valley shirts or green and white attire. White or green shorts (not 'bike' shorts) may be worn along with Dennis Uniform shorts. Denim shorts, capris, skirts, or long jeans are acceptable on Spirit Day. Special Spirit Days (ex. Red and White for Valentine's Day) are also observed.

E. Health and Safety/Physical Education

These procedures are designed to protect our children. We realize there will be some inconvenience, but if one accident or illness is prevented, it will more than compensate for your efforts.

1. The completion of a Shepherd of the Valley Lutheran School health form is required for each child upon registration. It is a California State law that all children have DPT, polio, hepatitis B, and measles inoculations (or have had measles) to enter school. Every kindergartner and new first grader must have a physical examination before being admitted, as well as a current Mantoux TB test as required by California State health laws. Verification is required by a Shepherd of the Valley Lutheran School form signed by a physician. Any special health consideration for any child must be in writing from the child's physician and must be presented to the principal and to the child's teacher.
2. It is our policy to provide a safe environment for food allergic students, to promote an understanding of their needs to the greater school community, and to allow teachers and staff to respond and provide treatment in the event of an adverse reaction. A copy of the complete policy is available in the school office.
3. A **written** excuse from the parent or guardian must be given to the teacher to be forwarded to the coach for any child to be excused for the day from Physical Education (P.E.) class. A student excused from P.E. will sit quietly at recess.
4. Since participation is a key component of the physical education class, no more than three consecutive days of P.E. may be missed without a doctor's note. If a doctor's note is not provided and a child continues to miss P.E., their grade may be affected.
5. The Los Angeles County Health Office acts in a consulting capacity to our school.
6. Head lice checks are conducted if deemed necessary.
7. Children are instructed in emergency procedures, including earthquake, according to California State regulations.
8. Emergency Cards will be on file for each student.
 - a. Parents are required to complete two emergency/disaster cards. It is the parents' responsibility to keep information current.

- b. Card information includes:
 - (1) How to contact parents or guardians
 - (2) Any adults who would assume temporary care if parents or guardians cannot be reached. The names on the emergency cards are for emergency pickup (illness, etc.) only. **It is not an authorization for regular pickup unless a note is sent to that effect.**
- 9. The school will coordinate its program of civilian defense and first aid procedures with that of the City of Los Angeles. In case of an emergency, children will be kept at the school until picked up by a parent, guardian, or authorized person. In case of evacuation, every attempt will be made to communicate with the parent, guardian, or authorized person.
- 10. Daily carpool arrangements must be indicated on the "First of the Year Information" form kept on file in the office.
- 11. Notify the school in writing whenever you desire your child to leave the campus with an adult other than their parent or guardian, even for an after-school play date. This is necessary for both individuals named on the emergency cards and those for whom we do not have written authorization. Please date the note. Understand that even though you may be on someone's emergency card, you still cannot take the child off campus until that child's parent notifies the school.
- 12. Safety Rules

Fighting or inflicting bodily injury (such as biting, hitting, and kicking) on school grounds is prohibited. Such actions will result in discipline up to and including expulsion. Throwing rocks, dirt, sand, or other objects that might injure others is prohibited. Spitting is prohibited. Skateboards, roller skates, and in-line skates (roller blades) are not permitted on school grounds from 7:00 a.m. to 6:00 p.m. Roller skates and in-line skates are permitted when supervised by Club House assistants on special Club House days and during Summer Club House.
- 13. Bicycles
 - a. Children in the fourth through sixth grades may ride bicycles to school with a parent's written permission on file in the school office. The distance a child rides his or her bicycle to school may not exceed one mile. Bicycles must be parked and locked in the proper area, and students are to walk them on school grounds, playground, parking lot, and sidewalk.
 - b. Bicycle Regulations:
 - (1) All students must wear a bicycle helmet when riding to and from school.
 - (2) Bicycles must be walked at all times on the school premises.
 - (3) Bicycles must be left at designated areas only and must be individually locked when not in use.
 - (4) Bicycle safety must be obeyed when riding to and from school.
 - (5) The school is not responsible for any loss or destruction of a bicycle.

- (6) The school is not responsible for any accident resulting from the use of a bicycle off school premises.
 - (7) Bicycle riders must use the in/out Haynes Street gate and foot path near the church.
 - (8) Students may have their bicycle privileges revoked upon violation of any of the above rules.
14. No younger siblings or children who attend another school will be permitted to remain unattended without the child's parent, guardian, or responsible adult in any school area or on the playground from 7:00 a.m. to 6:00 p.m. on school days or special Club House days.
 15. Students are not to bring toys, trading cards, hand-held video games, balls, or other items to school that may be a disturbing influence in the classroom or on the playground. (The only exception is a share day with the permission of the classroom teacher.)
 16. Students' cell phones must be turned off from 8:30 a.m. to 2:45 p.m. and from 3:00 p.m. to 6:00 p.m. Parents and guardians are asked to refrain from using cell phones on campus during morning drop-off (8:15 – 8:30 a.m.) and at pick-up time (2:45 – 3:00 p.m.).
 17. **Guns, knives, and matches are prohibited. Such items will be confiscated, turned over to the principal, and parents will be notified immediately. Disciplinary action may result in immediate suspension/expulsion.**
 18. The principal shall designate which school personnel are to give medication to a student. The medication form must be signed by a doctor indicating medication name, time of administration, and amount of medication to be given. Parents must sign the liability release section of the medication form and submit it, along with the medication in its original container, to the school office before medication can be administered to their student. 'Medication' includes prescribed as well as over-the-counter medicines. Parents must sign the liability release section of the medication form for over-the-counter medicines. We will not dispense medication without a doctor's signature.
 19. We are a smoke- and drug-free campus. Alcohol is not permitted on campus except for sacramental purposes or when served by our licensed caterer.
 20. First Aid Procedure
 - a. All students receive prompt and proper first aid attention as follows:
 - (1) For simple scratches/scrapes, the wound is washed with soap and water and following the first aid standard of care, a triple antibiotic, such as Neosporin, and a bandage may be applied if necessary. Parent/guardian is **not** notified.
 - (2) For a bump or bruise (other than a head injury), an ice pack is given. Parent/guardian is **not** notified.
 - (3) In the case of a head injury, serious accident or illness, parents are always notified and every effort is made to reach the parent/guardian. As

authorized on our "Emergency Information" card, if the school is unable to reach the parent/guardian, the school is authorized to call the physician indicated on the card and to follow his/her instructions. If it is impossible to contact the physician, the school may make whatever arrangements seem necessary.

- b. If a student complains of feeling ill in the classroom, the child is sent to the office with a health pass stating the problem. One of the office staff will take the child's temperature and talk to the child to further determine the nature of the problem. If there is a temperature and/or the child does not seem able to stay in school, the parent/guardian is called.
 - c. Staff members are Red Cross certified in First Aid/CPR. This is renewed as required.
21. Qualified students will be allowed to carry asthma inhalers on their person while attending school or a school-sponsored event. A Permission to Carry Asthma Inhaler form must be completed by the student, parent, and physician.

22. Earthquake and Disaster Procedures

- a. In the event of a major disaster, we are prepared to take care of your children for several days. The staff is committed to stay with the children until all children are reunited with their parents or a person designated on their emergency cards.
- b. We are well equipped with water, food, and necessary safety equipment and supplies. Drills are conducted regularly with an assigned duty for each staff member.
- c. In the event of a major earthquake or disaster while the children are at school, we would like you to be familiar with the following procedures:
 - (1) **REMEMBER:** While your child is at school, the school, by law, acts in LOCO PARENTIS, meaning that we serve in the capacity of parent in the absence of the legal guardian or parent. We cannot release any student in this situation to a brother, sister, friend, or relative without **WRITTEN** permission from the parent.
 - (2) In the case of any earthquake or disaster which dictates that the children must leave the classroom area, all students will be on the parking lot or grassy area closest to Haynes Street side of the campus.
 - (3) All parents who wish to take their child from the school grounds MUST follow these guidelines:
 - (a) Check in at the Emergency Operations Center (EOC). It will be located at the northwest area of the parking lot entrance on Kittridge Street. All of the gates into the school will be locked. Tell the person in charge the name of your student and his or her grade and teacher.
 - (b) The person in charge of the EOC will send a runner to get your child and bring him or her to the EOC. Parents must remain outside of school gates.
 - (c) You will be asked to sign out your child and take him or her with you.

(d) Please do not send anyone (including an older sibling) who does not have proper **WRITTEN** authority for pickup.

(4) We all know that during an emergency of this type, everyone will be very upset. It is important that as adults, we follow the proper procedure so that the children will feel as comfortable and calm as possible. It is imperative that we avoid chaos.

(5) Patience will be the most important ingredient in this process so that we can unite families as soon as possible. Please contact the school office if you have questions.

F. Sexual Harassment Policy

1. Shepherd of the Valley's commitment is to provide a learning environment that is free of sexual harassment in any form. Harassment of any student by any other student or employee is prohibited. Shepherd of the Valley will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.
2. It is Shepherd of the Valley Lutheran School's desire to maintain a school environment free of all forms of sexual intimidation and exploitation. Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex.
3. The school board prohibits unlawful sexual harassment of or by any student. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. A charge of harassment does not create, in and of itself, the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.
4. If a student feels that he/she is being harassed, the teacher, principal, pastor or any school board member should be contacted immediately.

G. AIDS Policy

1. In accordance with the Federal Rehabilitation Act, any student found to be infected with the Human Immunodeficiency Virus (HIV) which leads to Acquired Immune Deficiency Syndrome (AIDS) or AIDS-Related Complex (ARC) will be treated with respect and dignity.
2. Any decision regarding the type of educational service to be provided to a student based on the presence of the AIDS/ARC virus must be made in consultation with the student's physician, the student's parents or legal guardian, principal, and the pastor. Consultation with the public health personnel is also advised.

Shepherd of the Valley Lutheran School Glossary

1. Area Lutheran School Events

1.1. Music Festival

For middle to upper elementary. Students work with the Music Teacher/Choir Directors to prepare special choral selections. Participating ELEA schools perform their selections at the festival.

1.2. Science Fair/Science Extravaganza

The students have the opportunity to demonstrate an understanding of the scientific method, gain experience in public speaking skills, and experience the joy of learning through science.

1.3. Speech Meet

For grades 1 through 6. Participants and alternates from each grade level are selected at the all-school speech meet to compete in various categories, including bible verse, poetry, and prose. Judging is based on the following criteria: poise, dramatic expression, eye contact, and lack of hesitation. This experience helps our students improve their public speaking skills and deal with this increasingly important aspect of communication, which will be of value to them as adults.

1.4. Track Meet

For grades 4 through 6. The Athletic Director helps our students train to compete in track and field events and other events like jumping rope. The meet, held annually, helps students learn to compete individually and as part of a team and to show their Shepherd of the Valley school spirit.

2. Shepherd of the Valley Events and Programs

2.1. Achievement/Ability Testing

Every spring, Shepherd of the Valley administers the Stanford Achievement Test (SAT) in grades 2 through 6 and the Otis Lennon School Ability Test (OLSAT) in grades 1 through 6. This testing provides our faculty with another tool to evaluate our school curriculum and to chart student academic growth.

2.2. Activity Fee

As new families enter Shepherd of the Valley, they pay a one time fee of \$250, which can be earned back each year by participating in the many activities at our school that rely on the active support of our parents. Examples are fundraisers and enrichment programs. A list of the various activities receiving credit is provided each year to encourage active participation by all families at Shepherd of the Valley.

2.3. After School Enrichment

Periodically, creative programs are offered to our children after school. Classes are set up according to grade levels and interests. Teachers for these workshops can be parents who have a special talent to share as well as gifted professionals in the community. There is a fee for these classes.

2.4. After School Sports Program

Shepherd of the Valley is a member of the Western Valley Christian Elementary Athletic League and participates in the sports with other Christian schools in the San Fernando Valley. Students in grades 4, 5, and 6 may have the opportunity to participate in this program. Formation of teams will be decided by the coaches and staff, taking into consideration the safety of our students and the availability of coaches. In the event that the number of students exceeds spaces on any particular team, the spaces will be filled by the 6th graders first, then 5th, and finally, 4th. A variety of sports are offered during the year—boys flag football, boys and girls basketball, soccer, volleyball, softball, track and field. (The number of sports that the school participates in is limited only by the interest expressed.) Practices are scheduled here at Shepherd and local parks. Games are played with other schools in the Western league, with home and away games scheduled. There is a fee to participate in this program.

2.5. Audio and Visual Screening

Shepherd of the Valley may provide students (depending on grade level) with hearing, vision, and speech and language screening. There may be a nominal charge.

2.6. Back to School Nights

These evenings in September provide parents the opportunity to meet the pastors, faculty, staff, PTF board members, and school board members. After a brief meeting in the sanctuary, parents meet with their child's teacher in the classroom to learn about the curriculum, overall program, special events, and projects planned for the school year.

2.7. Chapel

Wednesday morning chapel is an important part of the schedule at Shepherd of the Valley. At 8:30 a.m., 40 minutes are set aside for worship and a significant expression of our community in Christ. Parents are welcome and are encouraged to attend Chapel programs, but are requested to dress appropriately and maintain an attitude of quiet reverence prior to the beginning of Chapel.

2.8. Chapel Program

Several principles guide the structure and content of the chapel service. First, it is Christ-centered, which means an emphasis on the message and ministry of Jesus, with the goal of nurturing faith in him. Second, it is biblically based, a principle reflected in the choice of hymns, stories, and songs. One of the highlights is the weekly chapel song presented by a class and the special program presented by each class once a year.

2.9. Christmas Program

Each year all of our students participate in the Christmas Program which tells in a special way the story of the birth of Jesus Christ. Through speaking parts and song, the students and the families in the audience are deeply touched by this glorious celebration, providing everyone with memories that will remain throughout the years.

2.10. Computer Education

Shepherd of the Valley has its own computer lab. Each classroom also has up to date computers available for enrichment and reinforcement activities.

Instruction for grades K through 6 includes the appropriate uses and purposes of computers, processes in problem solving, keyboard technique, internet usage, and simple programming skills.

2.11. Discipline

Shepherd of the Valley supports a school-wide discipline program. This program is based on stated (and posted) rules and the consequences when the rules are broken. In an environment based on positive reinforcement, we have found our discipline program to be the most effective method for ensuring the optimal learning environment in our classrooms.

2.12. Enrichment Program

The PTF's Enrichment Committee provides many opportunities for enrichment in the classrooms and through all-school assemblies. As members of the Music Center's Education Division, we schedule dance, puppetry, song, music, and storytelling performances through the year. These enrichment opportunities enhance creative growth.

2.13. Outdoor Education (6th Grade Camp)

Sixth grade students, teacher, and pastor spend a rewarding and enriching week at El Camino Pines Lutheran Camp to learn more about their environment and themselves.

2.14. Field Trips

All grades take field trips. The preferred mode of transportation to off-campus events is bus. At the principal's discretion, private vehicles may be used for local field trips. Such places as the library, museums, airports, zoo, post office, Sacramento, and markets are visited.

2.15. Kindergarten Buddies

One way for our new kindergarten students to feel "at home" at Shepherd of the Valley is to have sixth grade "buddies" to help them work on special projects throughout the year.

2.16. Music Education

The music teacher on our staff helps students in grades K-6 increase their ability to listen to music with perception and discrimination, sing accurately and with feeling, and learn to appreciate many forms of music, such as folk songs, art songs, songs from opera, patriotic songs, and songs from our Christian tradition. Students learn to sing rounds and canons, play rhythm and percussion instruments, study the elements of music, and participate in various program offerings during the year including Chapel, the Christmas Program, the Spring Sing, and the Music Festival.

2.17. Open House

Each spring after the Spring Sing, parents are invited into the classrooms to view the special projects that are completed this time of the year.

2.18. Parent Teacher Fellowship (PTF)

The Parent Teacher Fellowship becomes a main focal point for the extracurricular activities at Shepherd of the Valley. Membership in PTF and attendance at the four evening general meetings during the year is greatly encouraged. The value of your children's broad experience at Shepherd of the Valley is enhanced by your participation in one of the many PTF committees.

2.19. President's Education Award

Shepherd of the Valley participates in this program which provides recognition for those sixth grade students meeting the following criteria:

1. Maintaining an A- grade average in the core subjects from fourth grade through the first semester of sixth grade.
2. Receiving a score at or above the 85th percentile on the most recent national achievement test (SAT) for fourth, fifth, and sixth grades.

2.20. President's Challenge (Physical Fitness Awards)

As part of our Physical Education program, each student in grades K-6 participates in the President's Physical Fitness Challenge. This challenge consists of sit-ups timed for one minute, pull-ups, one mile run/walk, V-sit reach, and a shuttle run. Boys and girls who score at or above the 50th percentile on all five test items of the President's Challenge are eligible to receive the National Physical Fitness Award. To be eligible for the Presidential Fitness Award, boys and girls must score at or above the 85th percentile on all five test items of the President's Challenge.

2.21. Read-a-thon

Reading for the joy of it is the central theme of the Read-a-thon each year. Activities that promote lifelong reading are encouraged.

2.22. Learning Lab

Learning Lab is a program that helps students in grades K, 1, 2, and 3 and sometimes 4 who need reinforcement in phonics, reading, and math skills. The classroom teacher recommends students that he/she feels will benefit from this program. Students attend Lab twice a week and work with an experienced teacher.

2.23. School Board Meetings

The School Board is composed of volunteers from our school and church population. Also, the principal, director of finance and administration, a teacher and preschool representative attend the meetings. Meetings are held monthly on campus and are open to those interested in attending provided they notify the school board chair in advance. Specific topics may be added to the agenda by contacting the principal or the school board chairperson at least one week in advance of the meeting. (The date and time of the monthly meetings are available in the school office.)

2.24. Spanish Education

The Spanish language is introduced at the kindergarten level with instruction continuing through the sixth grade. Students have the opportunity to recognize the advantage of speaking more than one language and appreciate Spanish and Latin American customs, culture, and heritage. Students develop a spoken vocabulary including words of greeting, members of the family, numbers, days and months, telling time, and learn to conjugate regular and common irregular verbs, ask and answer questions, and write simple correspondence and plays in Spanish.

2.25. Speech Meet

For grades 1 through 6. Students compete in various categories including bible verse, poetry, and prose. They have the opportunity to be selected to compete in the Area Meet by performing in front of a panel of judges. The first place winners in each category from each grade attend the Area ELEA Speech Meet.

2.26. Spelling Bee

For grades 1 through 6, verbal spelling skills are emphasized as children compete. Each teacher conducts four classroom bees. The top six winners in each bee receive points for their place in the bee. The student scoring the highest number of points will be the classroom winner.

2.27. Spring Sing

The highlight of each spring is the Spring Sing which is part of our Open House and is a jubilant evening.

2.28. Student Council

Two students from grades one through six (kindergarten included by the discretion of the teacher) meet twice a month with a faculty advisor to discuss student concerns and to plan Student Council sponsored events for the entire student body. Officers are elected from grades five and six.

**Parking - Arrival/Departure
MAP**

