



West Portal Lutheran  
*Church & School*

PARENT HANDBOOK 2023-2024





# Table of Contents

Mission, Vision, and Values.....	4
Schoolwide Learner Outcomes.....	5
Welcome Message.....	6
This Year's Bible Verse .....	7
School Communication.....	10
FACTS Management.....	11
School Policies and Procedures .....	13
Student Medications Policy.....	20
Student Cell Phone and Smart Device Policy.....	21
Student Internet Safety and Responsible Use Agreement for Technology.....	22
Honor Code.....	25
Academic Eligibility Requirements for Extracurricular Activities .....	26
Academic Policies - Grading Scale.....	27
Student Information System .....	29
Student Records Policies.....	30
Extended Care Policies and Options .....	32
Drop Off and Pick Up Procedures.....	35
Hot Lunch Program - Choice Lunch.....	<b>37</b>
School Uniforms .....	38
Parent Teacher League (PTL) .....	<b>41</b>
Parent Participation Program (PPP) and Co-Op.....	42
Agreements and Contracts.....	44

# Mission, Vision, and Values

## MISSION

West Portal Lutheran School is dedicated to educating and nurturing students as a whole in their faith and character development, social-emotional growth, and academic excellence in a Christ-centered environment.

## VISION

Students at West Portal Lutheran School will be transformed by the gospel and confident in their God-given design for a purposeful life of learning, service, and leadership for the glory of God in our community and beyond.

## VALUES

*Love* (1 Corinthians 13:4) “*Love is patient and kind; love does not envy or boast.*” Love is the foundation for how we engage others. We love others in the belief that each person has value, worth, and dignity.

*Grace* (Romans 5:2) “*Through [Jesus] we have also obtained access by faith into this grace in which we stand, and we rejoice in hope of the glory of God.*” Grace says that we are accepted in Christ despite our imperfections. Because of grace, we accept others just as Christ accepts us.

*Integrity* (Psalm 26:11) “*But as for me, I shall walk in my integrity; redeem me, and be gracious to me.*” We strive to do the right things at all times because we want to honor Christ in all that we do. We are honest, authentic, and driven by a clear moral compass rooted in God’s Word.

*Respect* (Philippians 2:3) “*Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves.*” Our community is a place where each person is heard and valued as being made in God’s image. We listen to each other, acknowledge each other’s differences and points of view, and we work through those differences with calmness and civility.

# Schoolwide Learner Outcomes

Our schoolwide learner outcomes (SLO's) are objectives that allow teachers to measure student achievement in a specific and concise way and help us speak the same language when talking about growth and achievement. These SLO'S are used by teachers when planning instruction, facilitating assessments and when communicating with new and returning parents about school expectations.

## CHRIST FOLLOWER

Recognizes the Bible as a unified story about Jesus Christ.

Identifies and articulates the Gospel message of salvation.

Believes and confesses a personal faith in Jesus Christ.

Evaluates life through biblical principles and makes choices that would honor Him.

Demonstrates a life transformed by the Gospel.

Exhibits the fruit of the Spirit - love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control.

Memorizes, understands, and applies Scripture and Luther's Small Catechism.

## CRITICAL AND CREATIVE THINKER

Demonstrates curiosity for a wide range of topics.

Engages the imagination to explore new possibilities.

Applies a growth mindset that embraces learning through challenges.

Understands and makes connections between ideas and subjects.

Integrates ideas and information in new ways.

Analyzes and solves problems in a variety of situations with different approaches.

## COMMUNICATOR

Actively listens and responds to others respectfully.

Shows empathy by seeing and connecting with another's perspective.

Thoughtfully and effectively articulates ideas both orally and in writing.

Utilizes different forms of media to collect, manage, evaluate and share information.

Resolves differences and conflicts in a respectful way.

Identifies how to appropriately adapt messages to different audiences.

## COLLABORATOR

Forms positive relationships working in a group setting.

Recognizes and has awareness of one's role and contribution on a team as a leader and/or contributor.

Contributes ideas cooperatively with others in support of a shared goal.

Encourages and promotes other people's views and ideas.

Gives and receives feedback respectfully.

Creates new understandings by integrating others' ideas into one's own.

## CARING CITIZEN

Develops an awareness of the welfare of others in the classroom, community, country, and the world and one's responsibility in it.

Acts in consideration of others and take responsibility for choices made.

Demonstrates courage and integrity to do the right thing.

Takes care of and thoughtfully use the gifts and resources one has been given.

Engages and serves the needs of the community.

# Welcome Message

Dear Parents,

Welcome to the 2023-2024 school year at West Portal Lutheran School!

This year we celebrate the strong connections we have in commUNITY through Christ with our theme of “**Connected**” in John 15:1-11.

*In Christ, we are forever grafted;  
We are the branches, He the vine.  
All who abide in Him are crafted  
Into a branch with fruit divine.  
Apart from Jesus none will bear  
Fruit that is righteous, true, and fair.*

(Lyrics from “*In Christ We Are Forever Grafted*” by Jeffrey E. Burkhart)

How wonderful to know that Christ is the vine to which we are connected! I’m not much of a gardener, but during the pandemic I began tending to my garden and learning the joys and frustrations of how plants grow and thrive. At West Portal Lutheran, we educate the whole child mentally, physically, and spiritually with the aim of also seeing our students to also thrive. Together as faculty, staff, church, and parents, we strive for a vision that will see our positive, healthy, and whole learners transformed by the gospel of Jesus Christ to live purposeful lives of learning, service, and leadership. This vision bears fruit by staying connected to the true vine in Jesus Christ!

We ask that you familiarize yourself with the Parent Handbook in its entirety as an important part of your partnership with us in commUNITY. Thank you, and we look forward to another growing year of educating your children!

Blessings in Christ,  
*Principal Lee*









## WEST PORTAL LUTHERAN SCHOOL ACADEMIC CALENDAR 2023 – 2024 FIRST SEMESTER

	S	M	T	W	T	F	S	Important Dates and Holidays
<b>AUGUST</b> 2023			1	2	3	4	5	<b>8/7 – 8/15</b> Teacher Work Week <b>8/13</b> Teacher Installation Service <b>8/14</b> Sunset Campus Kickoff (Grades K-3), 5:00-6:00 PM <b>8/15</b> Sloat Campus Kickoff (Grades 4-8), 5:00-6:00 PM <b>8/16</b> First Day of School* <b>8/23</b> Back to School Night Sunset Campus, 7:00 PM <b>8/24</b> Back to School Night Sloat Campus, 7:00 PM <b>8/25</b> Picture Day
	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</b> 2023						1	2	<b>9/4</b> Labor Day – <b>NO SCHOOL</b> <b>9/11 – 9/15</b> MAP Growth Testing <b>9/29</b> Teacher Professional Development – <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>OCTOBER</b> 2023	1	2	3	4	5	6	7	<b>10/1 – 10/6</b> 8 <sup>th</sup> Grade Washington, D.C. Trip <b>10/9</b> Columbus Day / Indigenous Peoples' Day – <b>NO SCHOOL</b> <b>10/13</b> End of Quarter 1 (40 Days) Kindergarten Visit Day - Sunset Campus <b>10/14</b> Co-Op Day – Sunset/Sloat Campus, 9:30 AM <b>10/17</b> Picture Retake Day <b>10/25 – 10/27</b> Parent-Teacher Conferences* – <b>HALF DAY</b> <b>10/29</b> Trunk or Treat <b>10/31</b> Classroom Halloween Parties
	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</b> 2023				1	2	3	4	<b>11/10</b> Veterans Day – <b>NO SCHOOL</b> <b>11/17</b> Kindergarten Visit Day - Sunset Campus <b>11/18</b> Co-Op Day – Sunset/Sloat Campus, 9:30 AM <b>11/20 – 11/21</b> Teacher Professional Development – <b>NO SCHOOL</b> <b>11/22 – 11/24</b> Thanksgiving Holiday – <b>NO SCHOOL</b>
	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</b> 2023						1	2	<b>12/9</b> PTL Christmas Faire <b>12/18</b> Classroom Christmas Parties <b>12/19</b> Christmas Program – <b>HALF DAY</b> <b>12/19</b> End of Quarter 2 (41 Days) <b>12/20 – 1/2</b> Christmas Vacation – <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	
	31							

**HALF DAY SCHEDULE:** Kindergarten at 12:00 PM Grades 1-3 at 12:15 PM Grades 4-8 at 12:30 PM

\* After School Care Provided

LAST UPDATED: 2/24/23





## WEST PORTAL LUTHERAN SCHOOL ACADEMIC CALENDAR 2023 – 2024 SECOND SEMESTER

	S	M	T	W	T	F	S	Important Dates and Holidays
<b>JANUARY</b> 2024		1	2	3	4	5	6	<b>1/3</b> School Resumes <b>1/12</b> Kindergarten Visit Day - Sunset Campus <b>1/13</b> Co-Op Day – Sunset/Sloat Campus, 9:30AM <b>1/15</b> Martin Luther King Day – <b>NO SCHOOL</b> <b>1/22 – 1/26</b> National Lutheran Schools Week <b>1/29 – 2/2</b> MAP Growth Testing
	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>FEBRUARY</b> 2024					1	2	3	<b>2/9</b> Lunar New Year - <b>NO SCHOOL</b> <b>2/14</b> Valentine’s Day Classroom Parties <b>2/17</b> Co-Op Day – Sunset/Sloat Campus, 9:30 AM <b>2/19</b> Presidents’ Day – <b>NO SCHOOL</b>
	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</b> 2024						1	2	<b>3/9</b> Co-Op Day – Sunset/Sloat Campus, 9:30 AM <b>3/8</b> End of Quarter 3* (45 Days) – <b>HALF DAY</b> <b>3/15</b> Quarter Break - <b>NO SCHOOL</b> <b>3/18 – 21</b> Parent- Teacher Conferences (Optional) <b>3/22</b> Teacher Professional Development – <b>NO SCHOOL</b> <b>3/29</b> Good Friday - <b>HALF DAY</b> (No After School Care)
	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>APRIL</b> 2024		1	2	3	4	5	6	<b>4/1 – 4/5</b> Easter Break - <b>NO SCHOOL</b> <b>4/8</b> School Resumes <b>4/13</b> Co-Op Day – Sunset/Sloat Campus, 9:30 AM
	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</b> 2024				1	2	3	4	<b>5/9</b> PTL Volunteer Appreciation Dinner. 6:00 PM <b>5/6 – 5/10</b> MAP Growth Testing <b>5/11</b> Co-Op Day – Sunset/Sloat Campus, 9:30 AM <b>5/19</b> Baccalaureate Service and Reception, 11:00 AM <b>5/23</b> 8 <sup>th</sup> Grade Dance and Parent-Teacher Social <b>5/24</b> 8 <sup>th</sup> Grade Great America Trip <b>5/27</b> Memorial Day - <b>NO SCHOOL</b> <b>5/30</b> 8 <sup>th</sup> Grade Graduation Ceremony, 7:00PM <b>5/31</b> Last Day of School - <b>HALF DAY</b> (No After School Care) End of Quarter 4 (52 Days)
	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		

**HALF DAY SCHEDULE:** Kindergarten at 12:00 PM Grades 1-3 at 12:15 PM Grades 4-8 at 12:30 PM

\* After School Care Provided

LAST UPDATED: 2/24/23

# School Communication

Our school has adopted ParentSquare, a form of school-to-home communication to keep parents informed and facilitate participation at school. It provides a safe way for the school principal, teachers, staff, and parents/guardians to:

- Send and receive school and class information
- Share pictures and files
- See calendar items
- Sign up to volunteer
- and much more . . . all in one centralized place!



ParentSquare

## Activating Your ParentSquare Account

New parents will receive an email invitation from the school to activate their account on ParentSquare.

## Download the App!

ParentSquare has an app that can be downloaded to your mobile device as the best way to stay connected with the school.

iPhone (Apple Store)

Android (Google Play Store)



# FACTS Management

FACTS (<https://factsmgt.com/>) is our vendor for student billing (tuition Payment Plans and Incidental Expenses) and Grant & Aid Assessment (need-based tuition assistance). FACTS offers security and convenience of payment processing and information technology to families, as well as greater efficiency and financial stability to the School, aiding the School's commitment to strive continually to improve our "business side."

## Student Billing

FACTS provides families the following benefits:

- **Payment Flexibility:** You may choose among a number of installment plans and due dates. Automatic payments will be made from an account of your choice: a checking or savings account (no surcharge) or a variety of credit cards (a surcharge applies).
- **Payment Structure:** Each family makes a down payment or tuition deposit. For new students, this is paid upon acceptance to the School. For returning students, this is billed in May. You will choose the schedule for payment of your tuition balance, among the following:
  - One installment, in September (two payments total, including down payment/deposit)
  - Two installments, half in September and half in January (three payments total)
  - Eight installments, monthly from September through April (nine payments total)
  - Nine installments, monthly from August through April (ten payments total)
- **Quick & Easy Online Enrollment:** You will receive an invitation via e-mail (please check your spam folder and allow e-mails from FACTS) with information and a link to enroll via the FACTS web site.
- **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
- **Consumer Account:** You may review your charges and balances in your FACTS billing account online from the convenience of your home or office anytime.
- **Comprehensive Billing:** An Incidental Expenses section of your FACTS billing account allows for billing and automatic payment of most other school fees besides tuition. This reduces or eliminates the need for writing checks to the School.

## Grant & Aid Assessment

Achieving a balance between our educational mission and financial stability is a continual challenge. It is precisely for this reason that we partner with FACTS Grant & Aid Assessment.

FACTS uses applicant-provided data and a complex algorithm to provide a detailed analysis of a family's financial need. The school maintains decision-making control over tuition assistance awards. As always, we are committed to help you keep your child(ren) enrolled at West Portal Lutheran School in any way we can. We do not want any financial issue to come between your family and your child(ren)'s enrollment and success at WPLS. Please reach out to us should financial hardship or other special circumstances arise during the school year that may impact your ability to pay tuition.



# School Policies and Procedures

## 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. By calling us, 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@wplsf.com](mailto:Carole.Leung@wplsf.com). Absences for the Sunset campus may be emailed to [Yoshie.Chan@wplsf.com](mailto:Yoshie.Chan@wplsf.com). If you do not contact the school by 8:45 AM when your child is absent, we may phone 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, school competitions, and the Knowledge Bowl.

## Absentee Homework Policy

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

*Grades 1-6:* Please check with your child's teacher to see if homework is required when student is ill. Please request homework assignment sheets by 8:45 AM by sending an email to the teacher or by calling the school office. Requests for homework after 8:45 AM may not be honored. Assignments for students in Grades 1-3 will be ready for pick up from the Sunset Campus office after 3:00 PM. Assignments for students in Grades 4-6 will be placed on the shelf outside the Sloat Campus office after 3:15.

*Grades 7 & 8:* Teachers will have an assignment shared either by Google Classroom or by email. 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. 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**

*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 three (3) times of marked unexcused tardies in a quarter, the parents will be fined \$10.00 for each succeeding tardy.** 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).

At the Sloat Campus, students arriving after 8:30 AM should first go to the school office to receive a late slip to bring to their teacher.

*Excused Tardies:* Unforeseen transportation and traffic issues (due to weather, construction, etc.) and medical appointments. A note from parent/guardian or doctor is required for medical appointments. 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.

*Dismissal:* All students, except those enrolled in a supervised program, must leave the premises immediately after school. Any student not in a program will be charged the drop-in fee for day care fifteen minutes after dismissal time.

### **Truancy Policy Definition**

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.

### **Returned Check Fee**

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.

### **Discipline Policy**

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 it. 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 school children must agree.

### ***Parental Guidelines***

Parents should set an example at home by guiding and correcting children in regard to their choice of language, reading habits, and wise use of leisure time, including the appropriate use of the internet and social media. Parents should address any concerns regarding discipline at school 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.

### *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. When it is necessary to inform parents concerning discipline matters, an “Incident Notice” will be sent home or a phone call will be made according to the following policy:

### *Incident Notice*

An “Incident 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 may be as follows:

- Consequences as determined by teacher or supervisor
- Call home to parents/guardians
- Trip to Administrator’s office

In addition, the child will have a discussion with others involved in the incident, with the teacher/supervisor 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 and/or email to parent/guardian will be made for:

- Physical aggression
- Disrespect for authority
- Profane language
- Lying
- Stealing
- Cheating
- Defacement of school property, refusal to abide by classroom procedures
- Inappropriate use of technology or social media

In any instance of physical harm, parents will be required to pick up their child immediately.

Immediate dismissal (Suspension, Expulsion) from school is 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.



## West Portal Lutheran School Discipline Requirements

Requirements 1-6 denote an incident report. Requirements in 7-19 denote more serious infractions and will result in detention, suspension, and/or expulsion. Expulsion from West Portal Lutheran School will be decided after a thorough investigation and review of the incident by the Discipline Committee.

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, digital devices (see [cell phone and smart devices policy](#)) and no trading 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 either physically, verbally, or online/virtually.
12. No student is ever to leave school premises during school hours 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 the [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.

### *Detentions*

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 at the discretion of the administration and indicated in writing through a detention notice.
2. A parent/guardian will be notified 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.

### *Discipline Committee*

A Discipline Committee will be comprised of the Principal, Assistant to the Principal, Head Teacher at either Sloat/Sunset, School Board Director, 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.

# Student Medications 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.
9. 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.
- C. 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.



# Student Cell Phone and Smart Device Policy

The following rules must be strictly followed to ensure that students are fully engaged in their school day.

- Cell phones and smart devices must be turned on silent upon arrival at school until dismissal
  - *Grade K-5:* Cell phones must remain in backpacks for the duration of the school day.
  - *Grade 6-8:* Cell phones must be locked in their lockers for the duration of the school day.
  - All electronic devices, with the exception of those designated for learning, such as iPads and Chromebooks, are not to be used at anytime during the school day or extended care. Smart watches may be worn, but used only to keep the time.
  - School iPads/Chromebooks may not be brought outside on the playground during recess or lunch.
1. The first infraction with cell phone/smart device misuse use will result in the phone being confiscated and given to the Principal who will issue an Incident Notice.
  2. The second infraction with cell phone/smart device misuse will result in the device being confiscated and given to the Principal who will issue a Detention. (See [previous section](#) on *Detentions*)
  3. Subsequent infractions will result in students checking in their phones or smart devices to the school office at the beginning of the day with no exception.

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

# Student Internet Safety and Responsible Use Agreement for Technology

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
- 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, 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 has **ZERO TOLERANCE** for cyber bullying and/or online harassment. For such infraction a student will be immediately suspended and/or dismissed from school.

## *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 (except teachers and parents). 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 devices.

### Equipment Loaned for Student Use

The school has iPads, Chromebooks, wireless keyboards, 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.

Below are general email guidelines to follow:

- 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)
- 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

### *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.

# 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.
5. Giving or obtaining test questions to other students after a test/quiz.
6. Allowing one's parents to do one's homework. Parents can guide students with homework.
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 of another writing without giving credit.
10. Unauthorized changing of grades or markings on a test, quiz, or any grade report.
11. Unauthorized possession of tests, quizzes, worksheets, etc. not belonging 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.

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).

# Academic Eligibility Requirements for Extracurricular Activities

Academic eligibility is required to participate in all school and church extra-curricular activities, including:

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

A 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 receive 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 is under performing in class, the child's teacher will contact the parent.
- The teacher will also contact the athletic director and school administration.

*To help our faculty and administration, each extra-curricular activity supervisor will 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 first notify the child's parent (not the child) and then the supervisor of that particular extra-curricular activity.*



# Academic Policies - Grading Scale

100-90	E - Excellent	A	100-93
		A-	92-90
89-80	G - Good	B+	89-87
		B	86-83
		B-	82-80
79-70	S - Good	C+	79-77
		C	76-73
		C-	72-70
69-60	N - Needs Improvement	D+	69-67
		D	66-63
		D-	62-60
59 and below	Needs Improvement	F	59 and below

## Honor Roll Grades 6-8

The Honor Roll is recognition for those students in Grades 6, 7, and 8 who have accomplished exceptional academic achievement. Students who have been on the Honor Roll for three out of the four quarters will receive a special recognition.

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.

### *Qualifying Subjects for Honor Roll*

Grade 6-8
English
Math
Social Studies
Science
Religion
World Language

## Academic Referrals (Grades 6-8)

At mid-quarter and the end of the quarter, the Middle School Counselor will review student progress reports (via Gradelink) and reach out to families whose child is receiving a D+ or below in any subject.

## Promotion Guidelines and Retention Policy

Research has identified that the setting of high expectations for school performance is an important ingredient in a quality education. Any student enrolled at West Portal Lutheran School should be able to successfully pass the subject courses at that grade level.

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 child's 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 represent the grade level above the student's grade and 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:

- The child's 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.

# Student Information System



**Gradelink** is a cloud-based school management solution that helps connect teachers, students and parents through a single interface. Key features include student enrollment management, attendance report generation, grade and attendance tracking and report card printing.

All parents will receive an email with information on how to sign up for an account. Once you have created an account, please follow the instructions below:

To log into Gradelink go to [www.gradelink.com](http://www.gradelink.com) and click on the Login button at the top right part of the page. This will take you to the login page. Enter your school ID, username, and password, and click on the Login button.

# Student Records Policies

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.

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.

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. 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.

## *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 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 school.

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.

#### *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 transcript request.

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

The school may not, without the written authorization of the parents, permit access of 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.

# Extended Care Policies and Options

West Portal Lutheran School offers affordable before and after school extended care options for families. You may choose to pay as care is used or sign your child(ren) up for one of our unlimited care options.

Some great features of our system and unlimited options are as follows:

- Convenient fixed monthly bill
- Ease of budgeting
- Automatic electronic payment via your FACTS billing account
- Closer match of payment dates and dates of service for purposes of receipting for FSA reimbursement or tax credit
- No paper punch cards to keep track of

**Pricing** (per child) (total annual cost and monthly cost, billed for nine months, August through April):

Unlimited EARLY MORNING care only:	\$300.00 (\$33.33 per month)
Unlimited AFTER SCHOOL care only:	\$1,800.00 (\$200.00 per month)
Unlimited EARLY MORNING & AFTER SCHOOL care:	\$2,070.00 (\$230.00 per month)

## *How to Sign Up*

Visit [www.wplsf.com/extended-care](http://www.wplsf.com/extended-care) and click the “Register Here” button. Complete each page of the Google form and click the “Submit” button at the bottom of the third page. Your complete contact information will be required to verify billing accounts and to contact you with any questions.

## *Drop-in Rate*

Our unlimited plans are optional. You may still send your child(ren) to extended care occasionally. Their check-in and check-out times will be logged and we will bill you via FACTS approximately monthly.

The rate for drop-in care before or after school is **\$5.00 per hour**. Billing will be in **half-hour increments** (\$2.50 for each half-hour or fraction thereof). One of our unlimited options may benefit you if you send your child(ren) to extended care an average of at least 3.5 hours per week for early morning care or 10 hours per week for after school care (based on 180 school days).



### *Changes and Refunds*

You may start or stop unlimited care at any time during the school year and your charges will be prorated. They will, however, be prorated by months used, or fractions thereof, rather than days.

Like tuition, there are no refunds of payments made for unlimited extended care once they are remitted (which is one reason we will bill all extended care monthly rather than annually or semi-annually). Please plan accordingly. We do not recommend paying for a full year of unlimited extended care in advance unless you are certain your child(ren) will use it. There is no discount for early payment of unlimited extended care.

### **Early Morning Care (EMC)**

EMC begins at 7:00 AM. At the Sunset Campus, enter through the door facing 37th 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. In the morning, the school day begins at 8:25 AM, but we accept children for drop-offs beginning at 8:00 AM, without charge for EMC. There is a five-minute grace period, so if you drop off your child(ren) at or after 7:55 AM, you will not be charged for EMC. We must charge for any drop-off prior to 7:55.

Because of this time frame, we will consider EMC as lasting no longer than one hour. Therefore, EMC at the drop-in rate will be \$2.50 for any child who is not enrolled in an unlimited plan and who is dropped off between 7:30 AM and 7:55 AM, and \$5.00 if dropped off prior to 7:30 AM.

### **After School Care (ASC)**

School ends at 2:45, 3:00, or 3:10 PM, depending on grade level. Students not in an after school program that day are expected to be picked up by the end of traffic duty. If they are, then there is of course no charge. Any child still on school premises after the end of traffic duty will be placed in ASC. Furthermore, that child is considered to have been in ASC from the designated beginning time for ASC. They have been under the care of the school, whether it be teachers, support staff working traffic duty, or extended care workers, from the end of school. After school care charges are therefore incurred from 3:00 PM at the Sunset Campus and 3:15 PM at the Sloat Campus, regardless of when your child is “signed in” by an ASC worker. Half days on which ASC is available will have different times for the beginning of ASC, but the same principle applies. Also, please note for drop-in billing that anything more than 5 minutes longer than a half hour increment will be billed as a half hour, according to the “fraction thereof” policy.

An ASC staff member will take roll every day, and parents must sign out their child(ren) when picking them up. Students must be picked up by 6:00 PM at the latest. Failure to do so will result in a fine equivalent to the cost of three hours of ASC at the drop-in rate of \$5.00, for a total of \$15.00. This fine is per family per day per campus.

#### *Phone Numbers For After School Care*

Between the hours of 4:00 pm and 6:00 pm 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.

#### *Students Waiting For After School Enrichment, After School Music Program, and Sports*

No students will be permitted to be in the upper yard or gym (unless a sports practice starts at 3:30 PM). Students waiting for a sports practice to begin must report to ASC. They must be under the supervision of ASC workers until practice begins. Students waiting for a music lesson or other school-sponsored extracurricular activity should also report to ASC if it does not begin promptly at 3:30 PM.

There is no charge for students in ASC while waiting for an extracurricular activity to begin. However, if a student returns to ASC after an extracurricular activity, the usual charges for ASC, as outlined above, will be due.

# Drop Off and Pick Up Procedures

## *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 to your child should be given before you pull up.

## *Pick Up*

Teachers will bring the students to the yard and have them seated on the concrete by class. A car sign with your child's name and grade will be given to each child at the beginning of the school year. Please have your car sign in your window as you enter the white zone.

## **SUNSET CAMPUS**

- 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 37th Avenue. Do not enter the white zone from any other direction (i.e. straight down 37th Avenue from Lawton or making a left onto 37th Avenue). As a courtesy to drivers behind you, turn on your emergency blinker lights.
- 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 crosswalks at the corner.
- Please do not make any U-turns in either the middle of 37th Avenue or Moraga Street or in the intersection of 37th Avenue and Moraga Street.
- 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 to the school gate.
- Please do not park in the white zone and leave your car during morning drop-off or afternoon pick-up time frames.

## **SLOAT CAMPUS**

- When dropping off or picking up your child, please pull into our white zone on Sloat Boulevard by turning on your emergency blinker lights. Drive all the way to the end of the white zone, beyond the crosswalk (as long as the crosswalk has been cleared of pedestrians).
- Do not park in the white zone and leave your car during morning drop-off or afternoon pick-up time frames. For pick-up, 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.

- Students should never exit a car from the driver's side. They should always exit from the curb side. This applies to Beachmont Drive as well as Sloat Boulevard.
- Please do not jaywalk – for your safety, always use marked crosswalks. Cross Sloat Boulevard only when instructed by the crossing guard.
- If the school traffic (from Saint Francis Circle) begins to block the exit from West Portal Ave, please continue in the left-hand lane and go around the block again. We cannot block the intersection or exits. Help us to remind your student(s) to pay attention and watch for your car.
- 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.
- To avoid the greatest congestion in the afternoon, come closer to 3:25 p.m.

# Hot Lunch Program - Choice Lunch

Choice Lunch is a pre-order lunch service offered by West Portal Lutheran School at both the Sunset and Sloat Campus. There are 3 options for meal plans (2-Day, 3-Day, and Everyday). ChoiceLunch packs each student's bag for easy distribution. Inside each bag are any additional sides ordered (drinks, snacks, fruits/veggies), condiments, utensils (if needed), and a napkin. Please see their [website](#) for more. Please note: Lunch will not be served on days when students have early dismissal.

## To order lunches:

- Register at [www.choicelunch.com](http://www.choicelunch.com) and enter West Portal Lutheran School and your child's campus (Sunset/Sloat Campus).
- Once registered, log in and choose exactly the lunches you want. Ordering is simple and convenient, and orders can be placed as late as 9:00 AM on the prior school day.
- Students pick up their pre-ordered lunch at the lunch table at school.

This program is made possible through the support of parent volunteers.



## How It Works

### REGISTER/SIGN UP

Getting started with Choicelunch is easy. Just register, set up your profile and you're ready to go.

### MAKE THE FOOD

Choicelunch chefs get to work creating your lunches using healthy, fresh ingredients and kid-approved recipes.

### CHOOSE YOUR SIDES

Kids get to choose between a great selection of healthy sides and drinks with their daily entrée.



### CHOOSE LUNCHES

Browse our selection of up to 16 daily delicious entrée options during the school year, and up to 10 entrée options in the summer months. Order lunches days or weeks in advance, tailored to your child's tastes and nutritional needs.

### DELIVER THE FOOD

The trucks are loaded up and sent on their way to your child's school for same-day delivery. We track them by satellites to make sure they get there on time.

### YUM!

Happy, healthy kids = happy parents. Just repeat the process for added happiness!

# School Uniforms

CLOTHING ITEM	GIRLS	BOYS
SHIRT One of the options must be worn. No colored shirts may be worn under the white shirt.	<ul style="list-style-type: none"> <li>White peter pan collar blouse</li> <li>White polo shirt with logo</li> <li>White turtleneck</li> <li>White oxford shirt</li> </ul>	<ul style="list-style-type: none"> <li>White polo shirt with logo</li> <li>White turtleneck</li> <li>White oxford shirt</li> </ul>
JUMPERS Grades K-5  SKIRTS Grades 6-8	<ul style="list-style-type: none"> <li>Jumpers and skirts must have WPLS blue plaid</li> <li>Hem length can't be shorter than 2 inches above the knee, measured at mid-knee cap</li> <li>Plain white, black, or navy full length leggings may be worn (no patterns on leggings)</li> <li>Pants of any style are not allowed under the jumper or skirt</li> <li>Shorts may be worn under the jumper or skirt. Shorts must not show below the hem.</li> </ul>	
PANTS / SHORTS	<ul style="list-style-type: none"> <li>Gray twill pants (optional)</li> <li>Navy blue uniform shorts (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Gray corduroy or twill pants</li> <li>Navy blue uniform shorts</li> </ul>
SWEATSHIRTS	<ul style="list-style-type: none"> <li>Royal blue sweatshirt with logo</li> <li>8th grade only - navy blue hooded class sweatshirt</li> </ul>	
SWEATERS	<ul style="list-style-type: none"> <li>Mayfair blue cardigan</li> <li>V-neck sweater</li> </ul>	



CLOTHING ITEM	GIRLS	BOYS
JACKETS	<ul style="list-style-type: none"> <li>• Navy blue hooded jacket with logo</li> <li>• Royal blue fleece jacket with logo</li> <li>• Personal 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.</li> </ul>	
SOCKS	<ul style="list-style-type: none"> <li>• Plain white ankle socks, anklets, or knee length socks</li> <li>• White, black, or navy tights</li> </ul>	<ul style="list-style-type: none"> <li>• Plain gray, navy, black, or white socks</li> </ul>
SHOES	<ul style="list-style-type: none"> <li>• Predominant color - brown, navy, black, or white</li> <li>• Closed toe and heel</li> <li>• Shoes should not light up or be distracting</li> </ul>	
HAIR	<ul style="list-style-type: none"> <li>• Clean and neatly combed, natural color</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and neatly combed, natural color</li> <li>• No longer than collar length</li> <li>• No spiked hair</li> </ul>
ACCESSORIES	<ul style="list-style-type: none"> <li>• No excessive jewelry</li> <li>• No excessive make-up</li> <li>• Stud or small hoop earrings only</li> <li>• No political or social message buttons</li> </ul>	<ul style="list-style-type: none"> <li>• Caps and hats may not be worn in the buildings</li> <li>• No political or social message buttons</li> </ul>

**UNIFORM SUPPLIER**

Classic Designs School Uniforms is the only supplier of uniforms for our school.  
 1551 Taraval Street (between 25th Ave and 26th Ave), San Francisco, CA 94116  
 (415) 661-4700  
[www.eclassicdesigns.com](http://www.eclassicdesigns.com)

## **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: clothing must be clean, modest, and appropriate for school wear. 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.

# Parent Teacher League (PTL)

The West Portal Lutheran School Parent Teacher League is a parent-led organization whose mission is to:

- Foster and nurture the Christian principles and well-being of the West Portal Lutheran Church and School community.
- Encourage parent-teacher relationships and open communication at all PTL Community Meetings in order to develop a closer understanding between church, home, and school.
- Offer enrichment opportunities for parents and teachers
- Provide volunteer and financial support to enrich the educational programs and facilities for the children of West Portal Lutheran School.

At WPL, all parents of students and all teachers and administrators are members of the PTL

The PTL Board works closely with the WPL administration to organize activities and fundraisers to support students and teachers and to build a strong school community.

Here is how PTL funds have benefited WPLS:

Annual teacher classroom supplies  
 Computer Lab furniture  
 New Sloat Campus gym floor  
 Sloat Campus play structure  
 Sunset Campus benches  
 Classroom parties

Portable PA System  
 Student science and art enrichment programs  
 Student assemblies for social-emotional learning  
 Teacher appreciation activities  
 Parent workshops/seminars  
 Donation to the WPLS tuition assistance fund

The WPL PTL depends on parent and teacher volunteers to bring our annual events to the community: classroom parties, book fairs, parent community meetings, our annual Christmas Faire, and much more! The PTL Board consists of a President, Vice President, Secretary, and Treasurer, with Faculty Representative, Fundraising, Communications, Hospitality, Room Parent Coordinator Committees.

Email [ptl@wplsf.com](mailto:ptl@wplsf.com) if you have ideas, questions, or would like to volunteer for an event or serve as a PTL Board or Committee member.

# Parent Participation Program (PPP) 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. 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. 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.

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

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.

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 parent, 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. Hours are recorded by the classroom teacher upon completion of an activity. 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.

## Parent Participation Program Activities

The below list is an example of activities used to fulfill PPP hours. Hours are given depending on time spent. For additional options for activities during the year, please check ParentSquare. If you have additional suggestions for activities, please reach out to a school administrator.

- Field Trip Chaperone
- Parent Session Attendee
- Hot Lunch Help
- Laundry Help (for school towels)
- Event Volunteer
- Classroom Party Assistant
- Yearbook Help
- Professional Help – sharing with classes special talents in one's work which would enrich the curriculum.
- Facilities Help – "Trade work" such as electrician, plumber, gardener, carpenter, painter, technology/computer, general building upkeep and repair person, etc.
- Graduation Reception Help
- Classroom Help (as determined by the teachers or school administration)

### Activities that Fulfill All PPP Hours

- Coloma Chaperone
- Washington D.C. Chaperone
- Sports Team Manager
- Hot Lunch Coordinator
- Book Fair Coordinator

### Activities that Fulfill All PPP and Co-Op Hours

- School Board Member
- PTL Board Member
- Room Parent
- Parent Committee Member (e.g., Community Building, Technology, Marketing, Accreditation)
- Sports Head Coach and Assistant Coach
- After School Enrichment Program Coordinator

## Agreements and Contracts

- Emergency Information and Medical Release
- Parent Handbook Acknowledgment and Student Behavior Contract
- Acceptable Use Agreement for Technology
- Photo Release Agreement for Minors
- Field Trip Guidelines for Adults
- After School Student Campus Release Form
-



Class/Homeroom \_\_\_\_\_

**West Portal Lutheran School 2023-2024  
Emergency Information Sheet / Allergy / Authorized Pick-up Information**

<hr/> Last Name of Child	<hr/> First Name	<hr/> Date of Birth
<hr/> Address	<hr/> City	<hr/> Zip Code
<hr/> Home Phone	<hr/> Student's Cell Phone	
<hr/> Guardian 1 / Relationship	<hr/> Guardian 2 / Relationship	
<hr/> Guardian 1 Cell Phone	<hr/> Guardian 2 Cell Phone	
<hr/> Guardian 1 Work Phone	<hr/> Guardian 2 Work Phone	
<hr/> Guardian 1 Email address	<hr/> Guardian 2 Email Address	

In the event of apparent serious illness or accident, when I cannot be reached, I wish one of the following to be notified by telephone. They are authorized to act in my absence, and will be informed that their names have been used on this sheet. Please do not list mother or father in spaces below; it must be SOMEONE NEARBY who can be reached quickly. If need warrants, the school will call 911 and seek medical help if a parent cannot be reached.

1.	NAME _____	PHONE # _____
2.	NAME _____	PHONE # _____
	FAMILY DOCTOR _____	PHONE # _____
	FAMILY DENTIST _____	PHONE # _____

**MEDICAL INFORMATION OR CONDITIONS**

---

---

**AUTHORIZED PICK-UP INFORMATION**

We will assume that your child will be picked up by you, the parent. However, if your child will be picked up by anyone other than a parent, please give us the name(s) of that person and his/her relationship.

The following people are authorized to pick up my child from school. Please instruct these people to have a photo ID available upon request.

<u>Authorized Person</u>	<u>Relationship to Child</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

---

Signature and Relationship to Child	Date
-------------------------------------	------

*Earthquake Preparedness/Natural Disaster: In the event of an earthquake or other natural disaster, students will stay on campus and only be released to those authorized on this form.*

# West Portal Lutheran School

## **PARENT HANDBOOK ACKNOWLEDGEMENT STUDENT BEHAVIOR CONTRACT**



I have read the entire West Portal Lutheran School Parent Handbook for the current academic school year found at [www.wplsf.com/parenthandbook](http://www.wplsf.com/parenthandbook), discussed the discipline policies with my child attending West Portal Lutheran School, and agree to abide by the rules and policies.

<b>Name of Student:</b> _____	<b>Grade:</b> _____
<b>Student Signature:</b> _____	
<b>Parent 1 Name:</b> _____	
<b>Parent 1 Signature:</b> _____	<b>Date:</b> _____
<b>Relationship to Student:</b> _____	
<b>Parent 2 Name:</b> _____	
<b>Parent 2 Signature:</b> _____	<b>Date:</b> _____
<b>Relationship to Student:</b> _____	

# West Portal Lutheran School



## ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

We, child and parent/guardian, have read the School Internet Safety Policy and Responsible 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 check ONLY 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.

<b>Name of Student:</b> _____	<b>Grade:</b> _____
<b>Student Signature:</b> _____	<b>Date:</b> _____
<b>Parent Signature:</b> _____	<b>Date:</b> _____

# West Portal Lutheran School



## PHOTO AND VIDEO RELEASE FORM FOR MINORS

I, being the parent, guardian of \_\_\_\_\_, hereby consent that the photographs or videos taken of him/her during the 2023-2024 school year while he/she is enrolled at West Portal Lutheran School as a student may be used by West Portal Lutheran, San Francisco, California.

These pictures may be used on school bulletin boards, local newspapers, in the school newsletter, school yearbook, school websites, ParentSquare, social media, or class assignments or projects.

Furthermore, I consent that such photographs and or videos shall be the property of West Portal Lutheran, which has the right to duplicate, reproduce and make other uses as West Portal Lutheran deems necessary. (I)(We), the undersigned parents(s), or legal guardian(s) of the student previously named on this document, a minor, authorize West Portal Lutheran School and Church, for the undersigned to publish photographs of the named students for the express purpose of student achievement recognition and school promotion.

Please sign and return this to the school office. This paper will be kept on file in the student's permanent record in the school office for only one year. Parents need to sign a permission slip every year that their child is enrolled in school. Parents always have the right to update and change this at any time during the school year.

<b>Name of Student:</b> _____	<b>Grade:</b> _____
<b>Parent 1 Signature:</b> _____	<b>Date:</b> _____
<b>Parent 2 Signature:</b> _____	<b>Date:</b> _____
<b>Address:</b> _____	
<b>City:</b> _____	<b>Zip Code</b> _____
<b>Phone:</b> _____	

<input type="checkbox"/> <b>NO</b> , I do not give consent for photographs and videos to be used of my child/children. I acknowledge that my child will not have any of his/her photos in the school yearbook.
--

# West Portal Lutheran School



## FIELD TRIP GUIDELINES FOR ADULT CHAPERONES

Thank you for being a chaperone on this field trip. Your responsibilities as a chaperone are as follows:

1. This field trip has been scheduled to provide learning opportunities and enjoyment exclusively for the students in the class that you have been assigned to. As such, no siblings or other family members or friends, of any age, are allowed to accompany you on this field trip.
2. Your total attention must be given to watching your assigned children who must be next to you at all times. Listening to the teacher for instructions is very important. This means that social conversations may occur if the children are being watched at the same time, but never while crossing streets, boarding public transit, etc. We understand that many of our chaperones have professional commitments; however, we ask that you strictly limit the use of cell phones to emergencies only.
3. For the safety and well-being of our students, it is of critical importance that all adult chaperones be able to fully understand and respond to instructions given by teachers, hosts, transit operators, emergency personnel, etc. As such, while we have great respect for the ethnic and cultural diversity present in our school, we must insist that every adult chaperone be able to effectively communicate with all children and adults in attendance at school field trips.
4. No child is to be rude or disrespectful to an adult. If you have any problems with your assigned students, please go to the classroom teacher immediately so that the child may be corrected.
5. Be sure that you are next to your group when you enter or exit the Muni, and you should be standing with your students during the ride to and from school.
6. Please, do not bring any treats or goodies on the field trip, nor purchase anything for the students on the field trip.
7. Per school policy, student cell phone usage is not allowed in the classroom or on any field trip.

If we all abide by these general rules, we will be providing as safe an environment as possible for all of our students.

I have read and understand the field trip guidelines for adult helpers. I will do my best to keep the children safe and help when needed on the field trip.

**Date:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_

# West Portal Lutheran School



## STUDENT RELEASE FORM

We would like your help to let us know if your child will be picked up curbside or has your permission to depart the Sloat Campus on his/her own.

If your child is not picked up at curbside by 3:30 PM and does not have permission to leave campus unattended, he/she will be placed in the school's after school care program. Extended care charges will apply at pick up.

Please check the appropriate line below and return this form to the school office. Please note that once your student leaves the campus, he/she **may not** return back to the school or to after school care.

We greatly appreciate your help to keep our students safe and accounted for!

<p><b>Name of Student:</b> _____ <b>Homeroom:</b> _____</p> <p><input type="checkbox"/> Yes, I give my child permission to leave campus on his/her own after school.</p> <p><input type="checkbox"/> No, my child may not leave campus on his/her own. He/she should go to after school care if no one is there at the pickup time.</p> <p><b>Parent Signature:</b> _____ <b>Date:</b> _____</p> <p><b>Address:</b> _____</p> <p><b>City:</b> _____ <b>Zip Code</b> _____</p> <p><b>Phone:</b> _____</p>
--