

# SAN JOSE CHRISTIAN SCHOOL HANDBOOK

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## ***SJCS HANDBOOK***

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Federal Tax ID # 94-6050093

State Tax # 920-1017-2

### **MISSION STATEMENT**

San Jose Christian School is dedicated to training young people for Christian life and service by offering a balanced and comprehensive program that reflects Biblical standards. The entire curriculum recognizes that Christ is Lord of all creation.

The primary purpose of San Jose Christian School is to provide a Christ centered education for children of Christian parents and to testify to students and parents that God's Word is Truth and all creation belongs to Him.

#### **IT IS OUR PURPOSE TO:**

1. Support and strengthen spiritual priorities of the home and church.
2. Stimulate academic excellence.
3. Give proper attention to physical and social growth and development.
4. Provide experience for making moral choices regarding stewardship, social relationships, leisure time use, and entertainment.
5. Prepare students for Christian leadership by providing:
  - an academic community in which teaching and learning are highly esteemed.
  - a Christian community of parents, teachers and students in which the love of Jesus Christ is radiantly evident.
  - a commitment to excellence at all levels and in all subject areas.

#### **FURTHER, IT IS OUR GOAL THAT OUR STUDENTS WILL:**

1. Recognize Jesus Christ as their Savior and Lord.
2. Master essential basic skills:
  - reading smoothly and with comprehension.
  - writing clearly and confidently.
  - speaking easily and fluently.
  - computing accurately and quickly.
3. Experience planning and organizing of individual and group projects.
4. Develop the ability to analyze information, examine facts, and evaluate assumptions.
5. Become active and effective members of their church and the Kingdom of God.
6. Feel unity with other believers, be willing to put the welfare of others first, and be committed to serving others.
7. Develop a keen moral sense in personal and public matters.

## STATEMENT OF FAITH

San Jose Christian School was founded by believers from area Reformed Churches, for the purpose of educating their children for Christian life and service. The Board of Directors and Staff of San Jose Christian School hold to the following Statement of Faith:

- The Bible is the inspired and infallible Word of God and is the ultimate source of truth and authority in all matters of our faith and life.
- There is only one God, who is eternal and all-powerful, the Sovereign God of heaven and earth. He created the universe and everything in it and maintains sovereign control over all things. He exists in three persons: Father, Son and Holy Spirit.
- God created man, both male and female, in His image. This is what separates us from the animals and all other forms of life. However, our forefather Adam disobeyed God and, as our representative, brought sin and death to the entire human race. The result is that all humans are born sinful, are unable, on their own, to please God and deserve death and eternal punishment. This means that every person needs renewal and restoration; we need God's grace.
- Jesus Christ came to renew and restore. He is true God and true man who died on the cross for our sins. All whom God called to believe in Him and repent have the forgiveness of sins and new life. This is possible because Jesus Himself was raised from the dead. He ascended into heaven where He now rules as Lord. He will return to make all things new, judging all who have ever lived.
- God has commanded believers to train their children in this faith and to recognize the Lordship of Jesus Christ in all areas of their lives. This is best accomplished when parents use three God-given agencies: the Christian home, the Christian church and the Christian school.

## SJCS POLICIES, DESCRIPTIONS & DEFINITIONS

(LISTED ALPHABETICALLY FOR YOUR CONVENIENCE)

**Accelerated Reader Program (ARP)** – ARP is offered to our students to encourage good and enjoyable reading habits. The program is available as a Web Database with students able to access at school the test for any available title. The URL [www.arbookfind.com](http://www.arbookfind.com) lists the reading level and points of over 100,000 titles. Books are available in the school library, or parents can assist their student in selecting one from their local library or store. Students earn ARP points for their successful completion. The point value depends on the reading level and size of the book. ARP points determine 25% of the reading grade for 3<sup>rd</sup> through 5<sup>th</sup> grade and 15% for 6<sup>th</sup> through 8<sup>th</sup>. 1<sup>st</sup> and 2<sup>nd</sup> grade classes participate in ARP as well, but the program does not influence the reading grade at either of those levels. All students in grades 1-8 can redeem their points for prizes from the ARP store on a regular basis. See ARP handbook for details.

**Accreditation** – SJCS is accredited by Christian Schools International (CSI). CSI accreditation requires an extensive self-study and evaluation by a team of professionals from outside our school. The process makes for a very high level of accountability via the school improvement plan, which requires annual progress reports to CSI. Accreditation is an ongoing process with renewal every six years. CSI accreditation is validated by the National Council for Private School Accreditation and meets all requirements of regional accrediting agencies such as the Western Association of Schools and Colleges (WASC).

**Admissions** – SJCS believes it can most effectively carry out its mission and goals when its efforts are balanced with effective spiritual nurture in the home and in the church. Consequently, SJCS primarily admits students whose parents/guardians provide this balance. The spiritual nurture in the home and church should be consistent with SJCS' Statement of Faith. When this is not the case, SJCS may admit students whose parents and/or guardians are

striving to achieve this balance. SJCS does not refuse admission of students based on race, color, national origin, sex, or handicap. For complete information on the SJCS admissions process and the materials needed to begin, please see the admissions section of our website at [www.sjchristain.org](http://www.sjchristain.org).

### **Arriving/Departing –**

School Hours:

- Jr. Kindergarten & Kindergarten Half Day: 8:30-11:45AM
- Jr. Kindergarten – 8<sup>th</sup> Grade Full Day: 8:30am-3:00PM
- Extended Day Care for all students: 7:00-8:00AM and 3:00 - 6:00PM (please see Extended Care for more information)

For drop off and pick up procedures, please refer to “Parking Lot Etiquette.” Parents are welcome to park away from the parking lot and walk their children to class/extended care.

**Association** – The SJCS Association began as the group of parents from local Reformed churches who founded the school. Today the Association has broadened its base and includes staff, current and past parents of students, members of supporting churches, and any others who share a common interest in the welfare of the school. The association governs the school by approving the budget at its yearly business meeting and electing school board members from within its body. Membership in the association requires an individual to sign off on the school's Reformed Statement of Faith and pay yearly dues.

**Athletic Policies** – see **Sports**

**Attendance Policies/Absences** – Regular attendance is necessary for success in school. Learning takes place each and every day and cannot be simply recaptured by making up the work. All children are expected to be at school each day unless they are ill or a family emergency

arises. In case of illness or emergency, the parent/guardian must call the attendance line before 9:00AM, at (408) 371-4815. **The maximum number of days absent (excused or unexcused) in any one semester is 10 total days.** For purposes of recording absences, 30 minutes or more tardy in the morning will be considered a 1/2 day absence and any amount of time over 1/2 day will be recorded as 1 day absent. **Unless there are special circumstances, excess absences may result in repeating the grade or no credit for the class.**

A) **Excused Absence:** California Education Code defines an excused absence as being a day missed:

- due to illness
- due to imposed quarantine
- for the purpose of having medical, dental or optometry service
- for the purpose of attending the funeral services of a member of the immediate family.

If your child is absent for any reason, you must call the attendance line by 9:00AM to report the absence and state the reason. Parents/Students should make arrangements for make-up work with the student's teacher. A maximum of 1 day for each day missed will be allowed for completing all work missed during the absence.

B) **Planned Absence:** We have attempted to provide ample holidays within the school calendar and request that parents help reinforce good attendance habits with their child(ren). However, should it become necessary for a student to miss school for planned family activities, a written request for absence should be submitted to the superintendent/principal at least one week in advance. **Reminder: it is a school policy that makeup work will not be given ahead of time unless the absence is due to prolonged illness, surgery, etc.** Makeup work for vacations is not given ahead of time. Students will receive their makeup work upon their return. Parents need to realize that such an absence will affect their student(s)

progress in school and their workload upon return.

Middle school students need to complete a "MAKE-UP WORK ASSIGNMENT FORM," available in the Student Services Center. If advance notice is not given, the absence will be considered unexcused until a written notice from the parent(s) is provided to the principal. Arrangements for make-up work must be made with the student's teacher. Normally a maximum of one day for each day missed, with a maximum of one week, will be allowed for completing all work missed during the absence.

C) **Unexcused Absence:** An absence from any class without express authorization from the parent(s) or school is an unexcused absence. For each offense, the student will receive a discipline notice. (Middle school students will receive a detention for one hour. Please reference the Middle School Additional Information Section.) The student will receive no credit for the class or classes missed. However, work missed must be completed before returning to class.

D) **Tardy Policy:** Promptness to class is important. Arriving late is an interruption of the morning devotions or class activities already in progress. Students are to be in their room when the tardy bell rings at the beginning of the day (8:33AM) and at the beginning of each class. Students are considered "tardy" if they arrive to any class after 8:33AM. Students must obtain an "Admit to Class" form from the Student Services Center to enter class. Students are required to make up any missed work.

- Grades K-5: If a student is tardy 7 times during a grading period, the teacher will contact the parents to discuss the tardy policy. Continued tardiness will result in further actions.
- Grades 6-8: If a student is tardy during a grading period the following will apply:
  - a. 7 Tardies—Letter sent home

- b. 10 Tardies- Parents will be required to meet with the teacher and superintendent. Each additional 5 tardies will result in a parent meeting with the superintendent.

**Backpacks** – Backpacks are necessary for all students to carry their books, folders and (reasonable) personal items to and from school. Rolling backpacks are permitted, except in Jr.K and Kindergarten. Please label your child’s backpack with his/her name.

**Bicycles** – Bicycles may be used for transportation to and from school with parent permission. Bike racks are available near the auditorium, and students are strongly encouraged to keep their bicycle locked to a rack. A bike helmet must be worn at all times when riding. Students are to follow all traffic rules when riding to and from school. Any violation of bicycle security and/or safety regulations may result in the loss of the student’s bicycle privilege. SJCS is not responsible for the protection of the bicycle from destruction, theft, or vandalism.

**Birthday Parties** – We recognize our children enjoy having their birthdays celebrated. However, we request that only birthday party invitations that include the entire class be delivered at school. If your child is having a party, please make appropriate arrangements for distributing the invitations. Each teacher has his/her preference about observing your child’s birthday within the classroom. Please consult with him/her before making arrangements.

**Board** – The SJCS School board is responsible for reviewing, modifying, expanding, and faithfully protecting the mission of the school. The board also develops broad school policies and ensures their compliance. As trustees, board members care for the school as if it were their own child, making decisions on its behalf. Board members bear no special power as individuals; their authority comes when the board makes decisions as a body at its meetings. The board, which answers to the SJCS Association, is

composed of 7 members, each serving 3-year terms. Each year, 2-3 board members are elected from the Association, a group of people sharing a common interest in the welfare of the school. The board oversees six committees important to the school: accreditation, building, education, endowment, finance, and policy. The rosters of these committees include a mixture of board members, staff, and association members.

**Chapels** – Chapels are scheduled throughout the school year and provide students and staff an opportunity to corporately focus their faith life in a way unique from the classroom experience. Worshipping our Lord Jesus Christ and learning from God’s Word are essential to deepening our faith. All parents and friends are welcome to join the Chapels as listed in the “Tiger Tracks” calendar updates. (Students are seated in the front section and rows are kept “open” for our parents/visitors near the back.)

**Chewing gum** – Students may not chew gum anywhere at school at any time.

**Christian Home & School** – This magazine is issued bi-monthly to every family, courtesy of CSI, our accreditation affiliate, and contains numerous articles, and information about parenting and Christian education.

**Christian Parent Teacher Association (CPTA)** – The CPTA is a parent organization whose purpose is to help build community within the school as well as support the teachers and staff. The CPTA aims to help parents find ways to volunteer and become an integral part of the school family. The parents of each class are responsible for “hosting” 1-2 school events each year. The host assignment entails the planning, coordination, and support for the event. Parents are encouraged to fill out the Volunteer form that is sent home in the first day packet as an initial way to sign up for helping. Parents may contact the Director of Community Development as a means for becoming involved in the events and activities associated with CPTA.

**Christian World View** – This term describes the perspective that SJCS embraces in its teaching and curriculum. It acknowledges God as sovereign over all creation and all of life. Our response is to serve Him with the gifts and talents He has given us.

**Closed Campus Policy** – Once at school, a student must remain on campus. Students may only leave campus with parental and administrative permission. Students who leave campus without permission will receive disciplinary action.

**Communication: Home/School** –

Communication is a two-way exchange of information. SJCS seeks to communicate with all parents regularly, clearly, and accurately. Parents are encouraged to communicate with appropriate school staff whenever a question or concern arises. Avenues of regular school to home communication include the following:

- A) *The “Tiger Tracks”* is the school’s weekly newsletter available every Monday to each family. It is the school’s primary means of communication to parents. Parents should always read all the content within the Tiger Tracks to remain current on SJCS information, calendar updates, activities, etc. The primary means of Tiger Tracks distribution is electronically via e-mail with a link to our web site. Any parent who wishes to receive a hard copy for any reason may request that a hard copy be sent home with your child each week. If you do not receive a Tiger Tracks on Monday afternoon, either electronic or hard copy, please contact the school office or see our web site, [www.sjchristian.org](http://www.sjchristian.org), where the two most recent Tiger Tracks are posted.
- B) *Assignments* are e-mailed daily to parents of students in grades 4 – 8. Parents are encouraged to check e-mail daily and work with their children, helping them to be responsible students.
- C) *Classroom Newsletters* are sent home with Jr. Kindergarten – 5th grade students each

Monday. Classroom Newsletters are also posted on the SJCS Web Site for parent reference. Newsletter content includes the calendar for the week, assignments, and other information on classroom activities

- D) *PowerSchool* is the data base used at SJCS. The system provides password-protected access by parents and students to daily attendance and grade status for Middle School students. With the exception of some major writing assignments or projects, grades are to be current within five days of real time.
- E) *Progress Reports* serve informational purposes for the student/parent so that adjustments may be made if necessary for the student’s success. Students in grades 1-5 receive progress reports in the middle of the first grading period (and in quarters 2-4 if there are concerns). Middle School student progress is available for parents and students online at any time via Powerschool. Progress reports are not part of a student’s permanent record.
- F) *Report Cards* are issued at the end of each quarter grading period for all students.
- G) *Parent/Teacher Conferences* are scheduled for all parents at the end of the first quarter grading period. Parents are encouraged to contact teachers any time there is a question or concern about student progress.

**Communication with Staff/Teachers** – We are established with the foundation that a partnership exists between the home, church, and school to provide Christian Education. It is important that we all strive to reflect Christ in our work, attitude, conversations and appearance. The harmony this premise provides allows learning and blessings to be plentiful at SJCS. When and if a conflict or misunderstanding ensues, we strongly encourage the principle described in Matthew 18 for resolution. This principle when applied to our school would require that we:

- A) Make a direct contact to the teacher/staff/person involved.
- B) If the conflict has not been resolved to your satisfaction with the teacher, let the

teacher know you intend to pursue the matter with the principal/superintendent.

- C) If the issue remains unresolved, please contact the proper School Board Committee chairperson.
- D) Be willing to forgive and accept forgiveness so that relationships can be restored/renewed.

**Curriculum** – For a complete explanation and list of the school’s curriculum by grade level and subject area, please see the school web site at [www.sjchristian.org](http://www.sjchristian.org).

**Doctor/Dentist Appointments** – Families should attempt to schedule appointments outside of school hours. If appointments are necessary during school hours, please send a note to the teacher/office and obtain authorization for the child’s exit/admittance in the school office. For more information, please refer to the section on Excused Absences.

**Drama** – All students at SJCS will have an opportunity to participate in drama and musical programs at various grade levels. Participation is mandatory through Grade 5 in order to help students discover their God-given gifts and talents. The Middle School Drama program (grades 6-8) is an elective for interested students, and rehearsals may be scheduled outside of school time.

**Dress Code** – While paying too much attention to outward appearances is unwise and tends toward a legalistic Christianity, we must recognize that to some extent, how a person dresses reflects his or her attitude toward self, toward school and toward the work that takes place at the school. Moreover, inappropriate clothing can become a distraction from learning. Consequently, we need guidelines to follow. The SJCS dress code is based on the following assumptions:

- A) Parents are primarily responsible for how their children dress. Parents should help children choose clothes that are contemporary, but not faddish or bizarre.
- B) Students must be sensitive to the feelings of fellow Christians. SJCS students come

from a variety of churches and communities, and each student should try not to offend others by his or her clothing or grooming.

- C) Students must be clean and neatly groomed when they come to school. Also remember that excessive attention to appearance is in poor taste and interferes with learning.

**FOR ALL STUDENTS:**

- Have neat, clean, non-distracting hair.
- Wear shoes or sandals that are in good repair and are safe for playground use. Flip-flops or beachwear are not acceptable.
- Wear shirts or blouses that reflect a positive Christian witness. Do not wear tops with slogans, designs, or messages in questionable taste. Do not wear tops promoting any type of music group.
- Wear suitable outerwear. Do not wear thermal underwear, cotton undershirts, or other underclothes as outerwear.
- Wear shorts appropriate in length (the inseam must be at least 5”) and fit to the weather and the setting.
- Wear clothes with a moderately loose fit.
- Wear athletic shoes and socks for PE class.

*Specifics for Girls:* Blouses, shirts, skirts, slacks or jeans and dresses should be neat, clean, in good repair and in good taste. Skirts and dresses should be modest. Sleeveless shirts must have at least two inches of fabric covering shoulders. Halter-Tops, Tank Tops or bare midriffs are not acceptable.

*Specifics for Boys:* Shirts and slacks or jeans should be neat, clean, in good repair, and in good taste. Slacks and jeans should not be hanging below shirt-line. Half-Shirts or Tank Tops are not acceptable.

*Specific for Elementary School (JRK-5<sup>th</sup>):* Students are required to wear the SJCS field trip Polo shirt on field trips. This is for safety. All shoes and sandals should have a

back or back-strap to be safe for playground use. Back-less shoes are not allowed.

*Specific for Middle School (6<sup>th</sup>-8<sup>th</sup>):* Students are required to wear SJCS PE uniforms, available through the PE Department.

#### **Consequences of Ignoring Dress Code:**

- A note requiring a parent's signature will be sent home informing them of their dress code violation in Elementary School.
- In Middle School, a demerit will be issued.
- Repeated violations will be referred to the principal/superintendent.

**Electronic Devices** – Cell phones, portable CD/tape players, or video games are not to be used by students between the hours of 8:30 – 3:00pm. Any such electronic devices used during these hours will be confiscated, and a behavioral demerit issued. Only parents may retrieve a confiscated electronic device from Student Services.

**Events** – School events offer opportunities to enjoy our school community, provide extra-curricular experiences, and engage in mission outreach. Please refer to the Tiger Tracks for Calendar Updates and information about all upcoming Events.

#### A) School Wide Events:

- Parent Information Night—Excellent occasion to learn of all the activities, policies and opportunities that help SJCS offer the best in Christian Education.
- Elementary Open House and Middle School Orientation—Elementary Students are given an opportunity to meet their teachers and see their classroom. Middle School Students are acclimated to the middle school schedule, policies and activities.
- First Day of School Coffee/Tea—All parents/friends are welcomed in the auditorium after the opening assembly

for coffee/tea and to meet the board, administrators, and other parents.

- Walk-a-thon (WAT)—An all school walk-a-thon is scheduled for a Saturday early in the school year. This event, sponsored by the CPTA, brings all school families together for a delightful time of getting acquainted, fellowship and fun (see “Fund Raising” for additional information).
- Thanksgiving-Food Drive for City Team Ministries
- Christmas—the school celebrates and reaches outward to share the blessings of Christmas. The various classes participate in a variety of service activities. Look for more information in the Tiger Tracks and with your teacher. Parent Volunteers are always appreciated.
- National Geography Bee—Within Middle school, SJCS students will compete with fellow students for the opportunity to compete in the state (and possibly national) competition.
- Staff Appreciation Day—provides the staff a special luncheon and opportunity for parents to express their appreciation to all who help make SJCS a wonderful Christian school. Parents are welcome to help with providing food, supervising the classrooms during lunch/recess, set up and clean up. This is usually scheduled for early spring.
- “100<sup>th</sup> Day”—Our elementary teachers and students celebrate the “100<sup>th</sup> Day” of school, often by bringing 100 small items to school for counting/sharing.
- The Fine Arts Festival (FAF)—held in May, FAF is a wonderful event with the Northern California CSI schools. Our 5<sup>th</sup>-8<sup>th</sup> grade students, and those from the other schools, submit their finest work to “judges” who review their efforts within the areas of Speech, Instrumental Music, Vocal Music, Art and Creative Writing.

- “Dine Out” School/Family Dinners— are planned at a local restaurant throughout the school year, and primarily stimulate the fellowship of our school family. School families receive a flyer, attached to the Tiger Tracks, the week of the dinner, which they present to the cashier at the time of payment. SJCS receives a small portion of the proceeds, helping to fund other school events.
- Grandfriends Day/Field Day—is one of SJCS’ most enjoyable events. Grandfriends (Family/friends of all SJCS students) are invited to a special morning of class presentations, music, recitations, and a luncheon. The afternoon offers the Grandfriends the opportunity to watch the SJCS students compete in multi-grade level Field Day activities/relays.
- “QU Wedding”—Part of Grandfriends Day, the QU Wedding is hosted by our Kindergartners, providing the ceremony/refreshments to celebrate their understanding that the letters “Q” & “U” are coupled together in the English language forever.
- Last Day of School “All School Party”
- Town Hall Meetings—are the parents’ opportunity to meet/discuss and obtain timely information about the school, its programs, upcoming events and policies with Administration and our SJCS School Board. Watch the Tiger Tracks for times.

B) Grade Level Events include:

- 4<sup>th</sup> Grade “Gold Country” trip in the Spring
- 5<sup>th</sup> Grade Mission Springs Science Camp in the Spring
- 6<sup>th</sup> Grade Marine Science in the Spring
- 7<sup>th</sup> Grade Spiritual Retreat in the Fall
- 8<sup>th</sup> Grade Class Trip/Graduation

**Expulsion** – Please see “Student Behavior and Conduct.”

**Extended Care and Summer Day Camp –**

These programs are offered to enrolled SJCS students. Summer Day Camp is also available to students from the surrounding community.

A) *Extended Care* is for students who need to be at school prior/post classroom hours during the school year. All students using extended care on a regular basis must return an Extended Care Contract, available in the school office. Any student in grades JK-8 arriving at school prior to 8:00 AM must check into extended care. Extended Care Hours are 7:00-8:00 AM and 3:00-6:00 PM. Registration, fees and additional information are available in the SJCS office.

B) *Middle School students* (grades 6-8) are required to observe the following:

- After a student has arrived on campus in the morning he/she is not allowed to leave campus without permission, and after leaving in the afternoon, students should not return to campus, unless accompanied by a parent.
- Middle School students who must remain on campus after 3:30 PM will have a supervised free time and study period in conjunction with Extended Care between 3:30-5:00. Parents will be charged the regular hourly Extended Care rate billed at the beginning of each month for the previous month.

The schedule will be:

3:30-4:00 Supervised free time  
4:00-6:00 Supervised study time

- Extended Care forms are available in the SJCS office.

C) *Summer Day Camp* is available during the summer months for all students currently/newly enrolled in SJCS, as well as school age children from the community who agree with SJCS policies. Campers participate in a variety of activities throughout the summer which may include Bible time, craft time, computer time, library time, organized sports and free play as time permits.

Daily “special” activities may include Storybook Fun, Water Play, Bike Days, Field Trips, Special Guest Speakers, and the Jump House. Registration, fees and additional information are available in the school office.

**Field Trips** – Field trips are considered valuable supplementary activities to classroom instruction and a privilege for students. The experiences allow students, teachers, and drivers/chaperones interesting, enjoyable and safe learning opportunities, as well as leaving a positive impression of SJCS to all around. Parents will be notified in advance and must sign a “Permission Form” for each field trip. Without a permission slip, no students are allowed off-campus travel. The teacher will provide general instructions, guidelines, and maps of the field trip for the parent drivers/chaperones. Drivers/Chaperones are always needed and appreciated. They are responsible for the safety and conduct of their assigned students and must know their whereabouts at all times. Please provide the school office with the Insurance Verification Form along with the required documents if you are able to drive. Parent drivers are asked to follow the same route, make only scheduled stops, drive carefully and obey rules of the road. Students are expected to behave in an appropriate and respectful manner at all times, obeying the rules appropriate to the field trip activity. The chaperone and/or teacher will deal with any misbehavior immediately. Field Trips are a privilege, not a right of each student. Small fees may be charged to cover expenses.

- *Elementary School Students (JRK-5<sup>th</sup>):* For safety reasons, students must wear the approved SJCS field trip Polo shirt to attend the field trip. Students will not be allowed to attend the field trip without the SJCS Polo shirt.

**Fund Raising** – Raising money for the school helps us provide the best in Christian Education, while making it financially accessible for as many families as possible. The funds raised help us maintain excellence in our comprehensive academic curriculum, support our extra-curricular

activities, provide for an “endowment” for financial security of the school, and maintain tuition at the lowest possible level. The fund raising process is accomplished in a variety of ways, offering families an opportunity to decide in which ways they can best support the financial needs of the school. We recognize that some families are able to give more; others less, and we look for God’s blessings with each dollar entrusted to our stewardship.

- A) *Walk-a-thon (WAT)*—sponsored by the CPTA, the WAT is held early in the school year on a Saturday. This event brings all school families together for a delightful time of getting acquainted, fellowship, and fun, while raising necessary funds for a variety of student programs. Funds raised at this event are designated for the Student Activity Fund, which provides playground equipment, PE equipment, and supports the Middle School sports program. The money also helps defray the cost of all SJCS field trips, including 4<sup>th</sup> grade Gold Country Trip, 5<sup>th</sup> grade Outdoor Education Science Camp, 7<sup>th</sup> grade Spiritual Retreat, 8<sup>th</sup> grade class trip and the Booster Club. In addition, the CPTA requires funds for continued support of its efforts to support SJCS, the teachers, and students.
- B) *Fall Financial Drive*—has historically been our most successful means of raising money from our current families, supporting churches and prior SJCS family/friends. This fundraiser is one of the most significant ways that our school has been able to maintain our high standards of comprehensive Christian education with a reasonable tuition. It is accomplished via a letter being sent to each family/supporter home with a pledge card. Many employers are willing to “match” their employee’s contribution (please consult your employer to see if they offer matching funds). Contributions can be given directly to the school or may be pledged and extended over a period of the school year. Each family is encouraged to participate as much as

possible to help maintain our competitive tuition levels, with smaller annual increases.

- C) *Raising Funds For No Cost.* (Funds designated for special projects):
- **“Box Tops for Education”** is an easy way to help support special projects. Many food items from General Mills, Yoplait, Pillsbury, Betty Crocker and Ziploc have a small “BOX TOPS for EDUCATION” square on the package or container, which can be clipped out and sent in to school. Boxtops are redeemed for cash from General Mills. Make your dollar count when shopping. Register online at [boxtops4education.com](http://boxtops4education.com) to shop at BoxTops For Education Marketplace offering up to 8% of the price of your purchases to be rebated to our school on a large number of “web-based” merchants. Becoming a Booster Club member earns bonus boxtops for SJCS and members receive merchant coupons and discounts. Please take a few moments and encourage your friends and family members to begin collecting boxtops, join the Booster Club or shop online.
  - **“Cartridges For Kids”** also supports special projects. Print and toner cartridges, laptops, cell phones etc., can be brought to the office to be sent in for cash.
  - **“Scrip”** is one of the easiest ways to support SJCS on a continuous basis. Interested individuals can purchase gift cards for a wide variety of merchants, with a percentage of every purchase going back to SJCS. You can also participate in an electronic version of the program called e-scrip. Enroll online at [www.escrip.com](http://www.escrip.com), or call 800-595-0942 with group #137225514 and register all of your eligible club or charge cards. **\*\*New for 2009-2010: Of the money donated back to SJCS, half will be applied to an account for the**

**purchasing family, offsetting their tuition. Family relatives may designate their proceeds to the student as well, and the money is bankable over time. Families may begin to build up an account for themselves even if they have no students at the school yet.** The remaining half of the funds raised for Scrip is used by the CPTA to support the teachers and staff. Please do your part and encourage your friends and family members to participate.

- D) **The Spring Auction** is an annual event on our school year calendar. It is an event that promotes community building, fun, and fellowship as well as fundraising for a non-budgeted cause that benefits all students.

**Financial Policies** – Current Financial Policies are available in the office.

**Homework Philosophy** – Homework is a necessary and important part of the educational process, providing students with reinforcement and practice related to the skills and information they have learned at school. Some may feel that greater amounts of homework represent greater rigor within an academic program, but SJCS believes in focusing on the quality of individual assignments rather than the quantity. Our teachers work very hard to make sure that each piece of homework has genuine value for the student and does not fall into the category of “busy work.” Education is designed to stretch students to new levels of understanding and ability, and as such, homework will not always be easy. Furthermore, because students come to school with a wide range of ability levels, determination, and home environments it is not appropriate to set out sweeping guidelines as to the amount of time they will be spending on their homework.

**Honor Roll** – This award is utilized to recognize middle school students who have achieved excellent academic results during the past grading

period. Please refer to the Middle School Additional Information Section.

### **Hours of Operation –**

- A) Office Hours are from 8:00AM-4:30PM, Monday through Friday throughout the year, major holidays excluded.
- B) School Hours are from 8:30AM-3:00PM. See annual calendar for Holidays.
- C) Student Services Hours are from 8:15AM-3:15PM on school days.

### **Illness/ Injury/Medications –**

- A) Illness: For the health and safety of all our students/staff, please do not send your child to school with any of the following symptoms:
  - Fever over 100 degrees (do not return for 24 hours)
  - Productive cough with yellow or green nasal discharge
  - Eyes that are red, swollen, crusting or draining
  - Diarrhea, nausea or vomiting
  - Head Lice or Nits (eggs) (please notify the office immediately)
  - Childhood communicable disease (Please notify school office immediately)
  - Severe sore throat and/or headache(If a student exhibits any of the above symptoms, the office staff will notify the parents and request the child is taken home). In doctor-confirmed cases of childhood communicable diseases, some bacterial infections and/or head lice, the office may send home an exposure notice.

#### B) Injury:

- An injury may be inspected by a teacher/aide or other staff member and kept under his/her observation.
- If needed, the child may be sent or brought to the office. The parent will be notified if necessary. Any action taken by the office is recorded on a daily health log.
- The parent is notified of any student receiving a blow to the head.

- No child is sent home until a parent is contacted and agreement is reached as to appropriate actions. Please make prior arrangements to ensure that a family member or representative is able to quickly respond *at all times* if called about a sick or injured child.

#### C) Medications

- Please notify the school office if your child requires any regular or interim medication. Proper authorization must be given to the school to administer any medication.
- All medications must be properly labeled and in original container showing the doctor's name, prescription number and current dosage.
- A parent and physician must complete a "Permission to Take Medication During the School Day" form for all prescription medications. Medications are given at lunchtime only by the office staff. The office staff may give over-the-counter medications if a signed parent note with directions for dosage accompanies the medication. These over-the-counter medications must be sent in their original containers.
- **At no time** should children be given medicines to store in their pockets, backpacks or lunches. All medication must be given through the school office. This is for the safety of your student as well as other students.

**Immunization Record** – No student will be admitted to SJCS unless s/he has been fully immunized according to the California Department of Health Services or has a completed waiver on file.

**Internet Use** – Internet access is available at SJCS with adult supervision. Because the Internet and computer networks/data bases are available from around the world, our practices limit Internet use to academic pursuits in accordance with our school's goals, mission

statement, and Christian philosophies. Inappropriate use of the Internet will result in the student's computer use and access being terminated by the school for a length of time determined by the administration with additional penalties as determined by the nature of the violation, including full restitution for damages to computer(s) or network(s).

### **Leaving School During the School Day –**

Students required to leave campus during the school day should provide a signed note from the parent or guardian explaining the reason. For the protection of our students, adults must go to Student Services to sign the student out when leaving and sign-in again if returning during the same school day. Before returning to class, the student will obtain a re-admit slip. No student may leave the school grounds at any time unless the child is escorted with an authorized adult and permission slip from Student Services.

**Library** – Books and materials are available to all our students. Our collections contain reference books and significant fiction and non-fiction sections. Students are given the opportunity to select a book for “check out/return” for their reading enjoyment and for assistance in academic projects. Please help your student learn the responsibility of taking very good care of our books so that others may also be able to enjoy them. Donations of books, re-shelving volunteers, and assistance with helping young readers select appropriate books are most appreciated. Our annual book fair helps to support the purchase of new books.

**Lost & Found** – The Lost & Found Cabinet is located in the auditorium. Unclaimed articles are given to charity. Please take time to write your child/ren's **name(s) on all articles of clothing**.

**Lunches/Snacks/Milk** – See also “Nut-free” policy.

- A) Hot Lunch: We offer pizza every Monday and Wednesday. Order forms are available both in the office and on the web

site. Feel free to contact the office with any questions.

- B) Lunch: For those not choosing to participate in the hot lunch program, please pack your child's lunch daily with nutritious foods.
- C) Milk: Milk can be pre-ordered for a fee using the Milk Order Form on the web site or the one sent home at the beginning of each semester.
- D) Snacks: Younger elementary-age children often prefer to eat a snack during the morning recess. Please pack according to your child's preference.
- E) Sharing Food: We know parents carefully prepare lunches and snacks for their children, and we ask our students not to share or trade their food items with their classmates.

**Memberships** – SJCS is a member of several support organizations, which help us provide for professional growth of staff, curriculum materials, and employee benefits.

*Christian Schools International (CSI)* is an organization ([www.CSIonline.org](http://www.CSIonline.org)) whose mission is to advance Christian education and to support schools in their task of teaching students to know God and his world and to glorify Him through obedient service.

*CSI Southwest Region* is a sub-group of CSI and includes schools in California, Arizona, and New Mexico.

*Southwest Christian Teachers Association (SCTA)* is the professional organization of teachers in member schools in the Southwest Region of CSI. SCTA plans an annual two-day teacher's convention to provide for fellowship and professional growth for teachers and administrators in Southwest Region schools.

*Christian School Association (CSA)* provides an avenue for over 20 Santa Clara County Christian schools to encourage and support one another. CSA also allows member schools to pool their resources for advertising, purchasing, and professional development to do things as a group which individual schools would otherwise be unable to do.

California Association of Private School Organizations (CAPSO) includes nearly 20 member non-public school organizations from across the state. Its primary function is to monitor government activities in Sacramento and lobby regarding issues and regulations impacting non-public schools.

**Middle School Additional Information** – SJCS has put in various support mechanisms to help your student adapt well to Middle School. We encourage students and parents to take advantage of the following:

- Each student must purchase an SJCS planner in which to keep track of homework, projects, quizzes and tests. Daily homework emails supplement the planner and help parents hold their children accountable. The weekly Tiger Tracks also contains important information to keep parents informed.
- Students have daily contact with their homeroom teacher at the beginning and end of the day.
- Teachers are available to meet with students and/or parents after school and by appointment.

The Grading Scale is as follows:

A	95.0%-100%	4.0
A-	90.0%-94.9%	3.7
B+	87.0%-89.9%	3.3
B	83.0%-86.9%	3.0
B-	80.0%-82.9%	2.7
C+	77.0%-79.9%	2.3
C	73.0%-76.9%	2.0
C-	70.0%-72.9%	1.7
D+	67.0%-69.9%	1.3
D	63.0%-66.9%	1.0
D-	60.0%-62.9%	0.7
F	0%- 59.9%	0.0

Weighting: Subjects meeting regularly, 4 or 5 periods/week will be weighted 100%. Subjects, which meet fewer than 4 times a week, are weighted proportional to weekly frequency.

- Student Achievement within Middle School is recognized each 9-week marking period. Students who achieve the High Honors and Honor Roll designations have their names published in the Tiger Tracks.  
*High Honors*- students who earn an “A” average (95%) merit this recognition.  
*Honors*- students who earn an “A-” average (90%) merit this recognition.

Middle School Discipline Policies:

One of the most important outcomes of education is self-discipline. While it does not appear as a subject, it underlines the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Our efforts in discipline are aimed at developing a positive mental attitude that affects how students see themselves, how they relate to others, how they relate to their environment, and how they relate to God. With an understanding of the purposes of discipline in a school, students may form a correct attitude toward it, not only doing their part in making the school an effective place of learning, but also developing the habit of self-restraint which will help them become better people.

*Teachers set standards for classroom behavior and students are responsible for that behavior.*

A) General Behavior Standards

- Courteous and cooperative behavior is expected at all times.
- Any behavior that interferes with teaching or learning is unacceptable.
- Students must observe the rules of common courtesy.
- Students must respect the person, possessions and space of others.

B) Examples of specific applications of general behavior standards:

- Students are responsible to respect the teacher at all times whether or not they

agree with the teacher's decisions or procedures.

- Everyone—students and adults—are responsible to respect each other, their property and space.
- Students must be in their seats when the bell rings.
- Students must bring all necessary materials to class.
- “Talking through” (interrupting) the teacher or other students during discussions shows disrespect.
- Throwing of objects in the classroom is disruptive.
- Dismissal is by the teacher after the bell has rung. The bell does not dismiss students.
- Appropriate language is expected at all times.

### C) Playground Rules

- Communicate appropriately. The language, tone, intent and gestures used by students and adults will be respectful.
- Students will play respectfully. They will respect others' play space and will be expected not to tease or bully physically or verbally.
- Students will use equipment and facilities properly.
- Students are expected to keep play areas clean, not be destructive, and assume responsibility for damage done.
- The class assigned to playground clean up for the week will be responsible to make sure any playground equipment left outside at the end of the day is brought inside. This is to be done during PM homeroom.

### Discipline Procedures (Behavioral):

#### A) Demerits

- 1 demerit is given for minor behavior infractions.
- The teacher will complete an electronic copy of the demerit. Parents will receive an email copy and students will receive a hard copy, with Student Services maintaining records of all demerits and

communication. Parents are **REQUIRED** to respond via email acknowledging the demerit.

- 3 demerits equal 1 (one) fault.

#### B) Faults

- A fault is given for major infractions.
- The same electronic procedure will be used for communicating faults.
- In the case of serious infractions, the principal may give multiple faults or move a student to any point on the fault scale.
- A 1-hour (3:15-4:15pm) after school detention must be served for each fault. If a student skips detention he/she is required to make up the missed detention and serve a second detention.
- After **three faults**, a student is placed on probation. Students on probation may not participate in athletics, plays, the Fine Arts Festival, or other special events. The student and his/her parents will meet with the superintendent to determine the length of the probation and the method of reinstatement.
- After **four faults**, a student will serve a **one-day on-campus suspension**. Parents will be notified. The student is ineligible for athletics, plays, the Fine Arts Festival and other special events. Parents will be notified of the conditions of the probation.
- After **five faults** a student will serve a **two-day off-campus suspension**. Parents will be notified.
- After **six faults** a student will be recommended for **expulsion**.

Notes:

All demerits return to zero for all students at the end of the first semester unless a student is on probation due to four faults (see “Four Faults”).

All demerits return to zero for all students at the end of a school year.

Discipline (Academic): SJCS understands that students are not all gifted in the same way, but we do require students to put in their best effort.

This means that assigned homework needs to be completed on time. Should students choose not to live up to this expectation, the following consequences will result:

A) Parent Notification

- Similar to a demerit, parents will be notified by email if/when their student has failed to complete an assignment on time. Parents are REQUIRED to respond via email to acknowledge the notification.
- Parents should check with their student at home daily to make sure all assignments are accounted for and complete.

B) Ineligibility

- Students failing to complete 5 or more assignments in a given grading period will be declared ineligible.
- Ineligible students will not be allowed to participate in school activities including sports, plays, musicals, field trips, Fine Arts Festival, or other special events.
- The student and parents will meet with the superintendent to determine the length of the ineligibility period and what is required for the student to become eligible again.

**Music Department** – SJCS offers students the opportunity to praise God, develop lifetime skills, and share their musical gifts with others. Basic music instruction begins in Kindergarten and continues its level of complexity up through 8<sup>th</sup> grade (JrK students enjoy music as a way to praise and worship God within their classroom). Recorders are introduced in the 4<sup>th</sup> grade. Musical Programs for various grade levels are joyfully presented throughout the year.

*Band* is optional for students beginning in 5<sup>th</sup> grade. Instruments offered within band include flute, clarinet, bassoon, alto sax, trumpet, trombone, baritone/euphonium, French horn, snare drum, and orchestra bells. Bass clarinet, tenor sax, baritone sax, and tuba may be added beginning in 6<sup>th</sup> grade; Students are given instruction during school hours, but private lessons are always beneficial for

initial success and may be required in some cases.

*Jazz Band* brings together middle school students interested in more contemporary styles of music and enhances their improvisational skills.

*Choir* provides an opportunity for students interested in developing their vocal skills.

**Nut Safety Policy** – A sizeable number of students in a wide range of grade levels at SJCS have significant allergies to tree nuts and peanuts. We seek to provide a safe environment for those students, and we ask families whose children share classes with allergic students to do their very best to avoid sending food to school that contains the allergens. This policy applies to lunches, as well as snacks or treats brought into the classroom for any reason. An informational sheet published by The Food Allergy and Anaphylaxis Network is available in the office and helps parents in avoiding food containing peanuts and tree nuts.

**Open House** – This event occurs in February and offers opportunity for current SJCS families and inquiring families to visit the school and see projects, schoolwork, and talk with teachers or staff. All attendees are welcomed in the auditorium at the beginning of the evening for a brief presentation about SJCS and then escorted, if they prefer, for a campus tour. Current families are invited to visit their child's classroom(s) and enjoy refreshments/fellowship.

**Parent Responsibilities** – To partner with SJCS in providing the best in Christian Education, parent responsibilities include but are not limited to:

- A) Provide a Christian foundation through training/modeling at home and church.
- B) Provide your child with sufficient nourishment, rest, and physical activity.
- C) Communicate regularly with your child's teacher(s); please refer to the sections on Communication for more details.

- D) Review the school communications weekly. (Tiger Tracks, Calendar Updates, Teacher Newsletters, Emails, etc.)
- E) Review your child’s homework assignments and test schedules on a daily basis. Your interest will enhance his/her education.
- F) Return all field trip permission slips, school forms/authorizations, band weekly practice forms, fees, etc. in a timely manner.
- G) Maintain financial obligations and current records in the school office (addresses, phone numbers, email, emergency contacts, etc.).
- H) Participate as much as you are able with the school. Parental involvement has proven to be beneficial to your child, teachers, other parents, and the school. We strongly encourage you to find an area in which contribute and help us continue providing students with the best Christian educational experience possible. We need you!

-Middle school students may be picked up at the staging area at the north end of the auditorium.

- b. Lane 2 is for through traffic only, No stopping for pick up or drop off.
- 2) There will be no parking along any curb.
- 3) Parking:
  - a. Visitors note the designated spaces convenient to the office. This includes parents who need to leave their vehicle to drop-off or pick-up a student, have business in the office, volunteers, etc. Park in designated spaces only.
  - b. SJCS Staff parking is along the north & east fence and the north end of the oval parking section.
  - c. Montessori Staff-four designated spaces facing the east fence. These spaces should never be used by SJCS for parking.
- C) “All School” events: Parking is available on the north side of campus via Sheffield entrance, on the blacktop by basketball courts next to Middle School. Street parking is also available on Manchester and Sheffield. Please be especially courteous of our neighbors when driving and parking.

**Parking Lot Etiquette –**

- A) During Arrival and Dismissal: Our parking lot has limited space and your cooperation/patience is most appreciated. The primary consideration of *everyone* is the safety of all our students. Please be aware many people must use the parking lanes from 8:00 to 8:30AM and 3:00 to 3:15PM. Drive carefully and please help to keep congestion to a minimum.
- B) **STUDENT DROP OFF AND PICK UP:** Smooth traffic flow requires the help and cooperation of everyone. The primary consideration is the safety of all of our students. Traffic flows in a circular pattern around the parking areas.
  - 1) There are two traffic lanes. Do not leave your vehicle unattended at any time in either lane.
    - a. Lane 1, the curb lane is for pick up and drop off only.
      - JrK-5<sup>th</sup> grade students will be picked up along the curb by the office.

**Playground/Recess Rules –** These guidelines are established to support the students’ behavior and the conduct practiced within the classroom. Similar guidelines apply whether in or out of class when students are relating to each other (please see Student Behavior and the Middle School Additional Information section).

**Prohibited Items –** Items disruptive to school activities do not belong at school. Teachers and staff will offer guidance in this area. Playground equipment is available for all children during recess. Children are discouraged from bringing items to play with during recess to school, unless permitted by the teacher and/or for show and tell. Some items are prohibited from all school grounds by state law in California: firecrackers,

knives, and firearms of any type, weapons of any type, alcohol, tobacco, and illegal substances. Possession of these items has serious consequences that could lead to disciplinary action at school, including suspension and/or expulsion. Additionally, motor vehicles including bikes, scooters, skates, skateboards and rollerblades are not allowed on school property under California Vehicle Code 2113.

**Release and Permission Agreement** – This form allows SJCS to use students’ pictures in school sponsored yearbooks, newspapers/letters, promotional brochures, books, videotape, motion pictures or any other form of promotional material including, but not limited to, the SJCS web page. For safety reasons, student names will never be attached to their pictures.

**Safety Procedures/Emergency Plan** – SJCS conducts regular safety drills during the school year. Our CPTA has provided disaster kits for each classroom in case of an emergency. An Automated External Defibrillator (AED) is available in the office should any cardiac emergencies arise. SJCS has a comprehensive safety plan that will be implemented in an emergency situation. If the Superintendent, Emergency Broadcast System, Police, or Government Agency declares an emergency during school hours, all students will be required to remain at school or an alternate safe site under the supervision of SJCS staff. The students will remain there until released to the parent/guardian or an adult authorized by the parent or legal guardian.

**School Board** – See Board and Association.

**School Family Directory** – A directory is given to each family at SJCS at the beginning of the year, listing addresses and phone numbers of Students and Families. Parents & SJCS Supporters are welcome to advertise your business for a small fee in the directory. School Family addresses and phone numbers are proprietary to San Jose Christian School. Any use of this information for professional or solicitation purposes is strictly forbidden.

**Spirit Wear** – Support SJCS by wearing your spirit wear. A variety of spirit wear options, including t-shirts, sweatshirts, and hats is available for purchase through the office and will also be sold at school events throughout the year.

**Sports** – We view athletics as a ministry opportunity both on and off the field of competition. Middle school students have the opportunity to participate in organized sports at SJCS. The school is a member of the Bay Area Christian School Athletic League (BACSAL). BACSAL consists of 23 Christian schools from all over the Bay Area and is specifically designed for middle school competition. It is divided according to geographical location multiple divisions, with SJCS assigned to the South division. Other schools in our division include Achiever Christian, Baymonte Christian, Liberty Baptist, and Los Gatos Christian. The goals of both the League and SJCS are to promote Christian leadership, sportsmanship, and Christian education. We also hope our students will develop positive Christian relationship with athletes from SJCS and the other schools in our league.

Parents are encouraged to assist our efforts in mentoring Christian conduct with our athletes and the fans/supporters. Volunteers are *always needed* and appreciated in the areas of: coaches and assistant coaches, game/practice drivers, snack providers, game day set up/clean up. Students interested in participating for any sport are required to attend a pre-season meeting to obtain additional information about the schedule, expectations of team membership and goals. A Parental Contract/Waiver & a Consent Form are required for each student’s participation. The athlete is required to read, sign and comply with “SJCS Athletic Contract.” Each athlete must have had a sports physical prior to participating.

For more details, please also refer to the separate Sports Handbook available from the Athletic Director or School Office.

**Standardized Testing** – Our school participates in a national standardized testing program. The Stanford Achievement Test (SAT) is administered in the spring to our 3<sup>rd</sup> – 8<sup>th</sup> grade students. The test results help assess each student/grade level performance in comparison to other students in our local area and on a national level.

**Statement of Faith** – The SJCS Statement of Faith is the cornerstone of our belief and provides the unity that we enjoy as Christians. Please refer to the full Statement of Faith recorded at the beginning of this handbook.

**Student Behavior and Conduct** – SJCS follows the Biblical teachings that describe the Christian life as a life of joy that is disciplined. Student life should reflect this tone of serving and rejoicing. Galatians 5:22 is a helpful summary:

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.” When the need arises, the discipline procedures provide a way for teachers, parents, and administration to work together toward more consistent obedience.

A) General Behavior Standards:

- Courteous and cooperative behavior is expected at all times.
- Any behavior that interferes with teaching or learning is unacceptable.
- Students must observe common rules of courtesy.
- Students must respect the person, possessions and personal space of others.

B) Discipline procedures/steps:

- Teacher/Student conference
- Staff/Student Conference (If the problem is common with more than one teacher)
- Teacher/Principal/Parent/Student Conference
- Suspension from all classes for a specified time determined by the Principal
- Expulsion by Superintendent (Refer to “D” below)

C) All discipline steps should include:

- Review/clarify the problem and make efforts toward improvement.
- The student must take ownership of the problem and not blame others.
- Inform the student of the discipline procedures to be followed.
- Determine if parental notification concerning the discipline matter would be appropriate.
- A written anecdotal record of each conference and its results must be kept and maintained by the teacher.

D) Expulsion:

- Expulsion is intended as a last resort when all lesser disciplinary actions have been unsuccessful, or in the case of gross misconduct by a student, including but not limited to drug or weapons possession.
- The Superintendent, after consultation with the staff involved, and the School Board president, may determine to expel a student from SJCS.
- The parents of an expelled student may appeal in writing to the School Board following the Superintendent’s decision to expel within 3 days of the notice of expulsion.
- If an appeal is made, the School Board will review the situation and respond to the appeal within 2 days.

(see also Middle School Additional Information)

**Student Services** – This is an area of the school office designed to support student needs/services. Parents may sign children “IN/OUT” of class at this office, obtain an “Admit to Class” form for the teacher (if tardy, or after an appointment) and meet children at this location (if sick or going to an appointment, etc.) Students will report to this area if they are ill or hurt.

**Student Council** – This group represents students in grades 6-8. Along with their advisors, they plan activities and events for the Middle School and serve SJCS in a variety of capacities.

**Supporting Churches** – Three supporting churches from the Reformed tradition—Covenant Orthodox Presbyterian Church, Palo Alto Christian Reformed Church, and San Jose Christian Reformed Church—founded SJCS and continue their support through prayers, participation, and finances. We also acknowledge and appreciate the prayers and support from all the many churches represented by our students and families at SJCS.

**Suspension** – Please see Student Behavior and Conduct.

**Tardies** – Please see Attendance.

**Textbooks** – SJCS provides books for all students. These textbooks must last several years, so it is important for the students to treat the books with care. It is expected that students cover their school issued books with a protective cover at the beginning of the school year. Damaged and lost books will need to be replaced at the expense of the student/family. Middle school students may purchase items from the student store including a planner in which to keep track of homework, projects, quizzes, and tests.

**Telephone Use/Hall Passes** – Students are discouraged from making telephone calls during school hours except in cases of illness or emergency. Students may use the office telephone for emergency use only. Students must be issued permission slips from the teacher before using the phone. Middle school students are required to have a printed HALL PASS from a teacher or administrator for telephone privileges or for being outside of the classroom.

**Visitors** – All visitors/volunteers must report to the office to sign in and receive a visitor badge. Please help us enforce this policy to help provide a safe campus environment for our children.

**Visitor Days/Campus Tours** – Inquiring families are invited to call the Community Development Office at (408)371-7741 x. 231 and schedule a student visit or campus tour.

**Volunteers** – Volunteers are ESSENTIAL in helping us provide the very best Christian Education for all our SJCS children. We encourage parents to complete and return Volunteer at the beginning of the school year, but the forms are available year-round. Please share your God-given gifts, talents, and expertise with our school. Several of the many opportunities are listed below, but if you have a particular interest, ability, or desire to help in any way, please contact our Director of Community Development or the school office.

*A) School Wide Volunteer Opportunities*

- Sports (Coaches/Asst. Coaches, drivers, snack providers, set up, clean up)
- Accelerated Reading Program “Store”
- Library “Book Fair”/Read/Shelf Books/Assist children
- Art Class
- Office/Administrative/Telephoning
- Music Assistance for Concerts/Programs/Fine Arts Festival
- Drama Assistance for our annual Drama(s)
- Fine Arts Festival (On our ‘Hosting’ year we need Hostess/Refreshments/”Judges” etc.)
- “Event” refreshments, hosting, etc.
- Newsletter “writers,” layouts, etc.
- Technology, Video, Photography assistance
- Mentor Families
- Campus grounds beautification

*B) Classroom Volunteer Opportunities*

- Prayer Partner Parents
- Event Coordinators
- Homeroom Parents
- Field Trip Chaperones
- Other opportunities as specified by individual teacher
- Playground volunteers

**Yearbook/School Pictures** – Our annual yearbook is available for purchase at the end of each school year and offers a wonderful opportunity to see all of our school “family” by class and event or program.

Student Portraits are taken near the beginning of every year for school records and student ID cards. Each student's family may purchase individual packages as desired.