

# SAN JOSE CHRISTIAN SCHOOL

## Parent/Student Handbook

### 2023–2024 School Year



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A *love* for God. A desire to *learn*. A commitment to *serve*.

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[Read the SJCS Preschool Handbook.](#)

# SECTION 1: ABOUT SJCS

## 1.1 MISSION STATEMENT

The mission of SJCS is to advance the kingdom of God by providing exceptional teaching and curriculum fully integrated with biblical perspective. Within our committed Christian community, we live to engage and transform culture for Jesus Christ.

## 1.2 CORE VALUES

- **Biblical Worldview**  
At SJCS we value seeing life through the lens of scriptural truth and living accordingly. We acknowledge the sovereignty of God over every aspect of creation. We address the fallen-ness of humanity and the brokenness of creation by directly addressing their effect on life as God intended it to be. We do not avoid difficult issues; we teach biblical discernment.
- **Educational Excellence**  
We value high academic standards for our students, cultivating each child's potential capacity as an image-bearer of God. We value proactive innovation, carefully assessing the need for change and seeking new methods to improve education when appropriate. We provide educational excellence for each student within a safe and loving environment.
- **Whole Child**  
We value each child as a unique workmanship of God himself. We develop the wholeness of each child's character, academic progress, effort, physical abilities, and artistic expression.
- **Outstanding Teachers / Staff**  
We value outstanding, passionate, and faith-filled teachers and staff who meet the highest professional standards and are flourishing both personally and professionally. Our teachers and staff are committed to the calling of Christian education.
- **Responsible Stewardship**  
We value responsible kingdom-advancing stewardship over all of creation, including community, people, time, facilities, financial resources, and the environment.
- **Intentional Christian Community**  
SJCS is a covenantal, faith-infused community. Our faith is passionate and the Spirit is alive among us. We lovingly hold each other accountable to the core values stated here. We demonstrate unwavering support to our fellow community members in upholding these same values.

## 1.3 THROUGH LINES: FAITH INTEGRATION

San Jose Christian School is committed to developing graduates who possess exceptional academic skills and knowledge, as well as strong moral character, and a healthy spiritual foundation. San Jose Christian School graduates are:

Growing Believers

Healthy People

Active Learners

Effective Communicators

Wise Decision Makers

Collaborative Workers

Humble Servants

Responsible Stewards

Engaged Citizens

These characteristics are detailed in **SJCS THROUGH LINES**, which are the glue that binds together our subjects and activities, providing a framework for the education we provide and what we expect of our graduates.

## **1.4 STATEMENT OF FAITH**

San Jose Christian School was founded by believers from local Reformed churches for the purpose of educating their children for Christian life and service. The Board of Trustees 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 it 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 Lord 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 and are unable, on their own, to please God; they 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 who God called to believe in him and repent have the forgiveness of sins and a 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 was founded upon and adheres to the beliefs found in the *Heidelberg Catechism* and the *Westminster Confession of Faith*. In matters of biblical interpretation (such as the nature of God, sin, and God’s plan for salvation), these documents are used as the guides and summaries of our corporate beliefs.

## **1.5 CHRISTIAN WORLDVIEW**

This term describes the perspective that SJCS embraces in its teaching and curriculum. It acknowledges God as sovereign over all creation and all life. Our response is to serve him with the gifts and talents he has given us.

## **1.6 ADMISSIONS**

San Jose Christian School 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 or guardians provide this balance. The spiritual nurture in the home and church should be consistent with the SJCS Statement of Faith. When this is not the case, SJCS may dismiss or deny enrollment.

The academic readiness of applicants will be reviewed for acceptability and appropriate class placement. Final application acceptance is contingent upon mutual agreement by SJCS and the parents as to the appropriate class entry level.

Once accepted, continued attendance at SJCS is subject to the student successfully maintaining the standards set forth in the student policies, as well as the parents fulfilling their responsibilities as listed in the Parent/Student Handbook. Failure to adhere to these responsibilities may result in dismissal or denial of re-enrollment of the student.

When admission is not in the best interest of the school or the applicant, SJCS administration may deny admission to an applicant.

San Jose Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. San Jose Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **1.7 PARENT RESPONSIBILITIES**

To partner with SJCS in providing the best in Christian education, parent responsibilities include but are not limited to the following:

- Provide a Christian foundation through training and modeling at home and active participation in a Bible-believing church.
- Provide your child with sufficient nourishment, rest, and physical activity.
- Communicate regularly with your child's teacher(s). (Please refer to Section 6, "Communication," for more details.)
- Review the school communications regularly. These include Tiger Tracks, calendar updates, teacher newsletters, emails, etc.
- Review your child's homework assignments and test schedules regularly. Your interest will enhance your child's education.
- Return all field trip permission slips, school forms/authorizations, fees, etc. in a timely manner.
- Maintain financial obligations and current records in the school office (addresses, phone numbers, email, emergency contacts, etc.).
- Participate as much as you are able within 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 to contribute and help us continue providing students with the best Christian educational experience possible.

Failure to uphold these responsibilities may result in dismissal or denial of re-enrollment of the student.

## **1.8 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 prayer, participation, and donations. We also acknowledge and appreciate prayer and support from the many churches represented by our students and families at SJCS.

## **1.9 ACCREDITATION**

### **Dual Accreditation with CSI and WASC**

Christian Schools International (CSI) accreditation requires an extensive self-study and evaluation by a team of professionals from outside our school. The process requires 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.

Western Association of Schools and Colleges (WASC) is one of six regional accrediting associations in the United States. The Accrediting Commission for Schools, WASC, extends its services to over 4,500 public, independent, church-related, and proprietary pre-K–12 and adult schools, works with 16 associations in joint accreditation processes, and collaborates with other educational organizations. The ACS WASC accreditation process fosters excellence in elementary, secondary, and adult education by encouraging school improvement. WASC accreditation recognizes schools that meet an acceptable level of quality, in accordance with established, research-based WASC criteria.

## **1.10 GOVERNANCE**

### **Association**

The SJCS Association began as a 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 success of the school. The Association governs the school by approving the budget at its yearly business meeting and by electing Board of Trustees members from within its body. Membership in the Association requires an individual to apply for membership (one-time application which includes the school's Statement of Faith) and pay yearly dues.

### **Board of Trustees**

The SJCS Board of Trustees is responsible for annually reviewing, modifying, expanding, and faithfully protecting the mission of the school. The Board of Trustees also develops broad school policies and ensures compliance. As trustees, Board of Trustees members volunteer their personal time in order to meet monthly and collectively make decisions to guide the school. Board members bear no special power as individuals; their authority comes when the Board of Trustees makes decisions as a body at its meetings. The Board of Trustees, which answers to the SJCS Association, is composed of seven members, each serving three-year terms. Each year, two to three new Board of Trustees members are elected from the association. The Board of Trustees oversees several committees important to the school, including: Facilities, Education, Endowment, Finance, Promotions, and Policy. The rosters of these committees include a mixture of Board of Trustees members, staff, and association members.

## **SECTION 2: ACADEMICS**

### **2.1 CURRICULUM**

As Christian educators, we seek to integrate God’s word into every facet of the curriculum as well as all other co-curricular activities. The subject matter, class activities, and homework are designed to help our students engage the world around them in an age-appropriate way. To that end, our staff and Education Committee strive to select and use academically excellent resources in our classes. A complete explanation and list of the school’s curriculum by grade level and subject area are found on the school website ([sjchristian.org](http://sjchristian.org)).

Because we are an independent school, Common Core State Standards do not dictate or control what we teach or how we teach it. While not a wholesale benchmark for the curricular quality of our school, standards are used as an informational piece regarding the national and global educational context in which we are preparing our students. We have reviewed the Common Core State Standards and filtered them through a biblical worldview and measured how they align with the mission of SJCS and our desired learner outcomes. Our teachers are aware of the standards and are experts in the developmental and academic needs of their students. After evaluating our curriculum and the Common Core State Standards, we are confident that we meet or exceed the grade-level expectations of the Common Core.

### **2.2 ENRICHMENT**

Accelerated Reader (AR) is used at SJCS to help our students improve their reading ability, enjoyment, and comprehension by engaging them in outside reading. The AR program checks for understanding through online quizzes which can track student growth as well as indicate areas where growth is needed. Additionally, teachers use AR to give students practice in goal setting and time management. The program is available as an online database with students able to access the quiz for any available title from campus computers. The website [arbookfind.com](http://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 a title from a public library or store. (See the AR Handbook for more details.)

IXL is a comprehensive online math practice program that covers more than 3,500 distinct math topics. At SJCS grades K and 6-8 use IXL to supplement math instruction and solidify math skills. The program allows for unlimited practice of math skills and responds to individual learners to target skills and problem areas that need improvement. (Grades 1-5 use Xtramath for supplemental material.)

**LIBRARY**—Books and materials are available to all of our students. Our collections contain reference books and significant fiction and nonfiction sections. Students are given the opportunity to select a book to check it out for their reading enjoyment or for assistance in academic projects. Please help your student(s) learn the responsibility of taking very good care of our books so that others may also be able to enjoy them. Our annual book fair helps support the purchase of new books.



## 2.3 GRADING SCALE *(updated 2017)*

|    |             |     |
|----|-------------|-----|
| A  | 93.0%-100%  | 4.0 |
| A- | 90.0%-92.9% | 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 |

## GPA Weighting

Subjects meeting regularly, four or five periods per week, will be weighted 100%. Subjects that meet fewer than four times a week are weighted proportional to weekly frequency.

## 2.4 HONOR ROLL

This award is utilized to recognize middle school students who have achieved excellent academic results during the previous grading period. Students who achieve High Honors and Honors designations may be recognized in the school community.

- *High Honors:* Students who earn an "A" average merit this recognition.
- *Honors:* Students who earn an "A-" average merit this recognition.

## 2.5 HOMEWORK PHILOSOPHY

Homework is an 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 busywork. 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 possible to set out precise guidelines as to the amount of time they will be spending on their homework.

## 2.6 TEXTBOOKS

SJCS provides textbooks for students. These textbooks must last several years, so it is important for the students to treat the books with care. Students may be asked to cover their school-issued books with a protective cover at the beginning of the school year. Damaged or lost books will need to be replaced at the expense of the student/family. Middle school students may be asked to purchase inexpensive novels or plays from time to time for use in language arts class.

## **2.7 STANDARDIZED TESTING**

Our school participates in the NWEA MAP Growth standardized testing program. MAP Growth testing is administered two times per year (Fall, Spring) to our 2nd–8th grade students in the areas of math, reading, and language; Grades 6-8 students also take the science assessment. The test results help assess students and classes in comparison to other students and schools. MAP Growth also recognizes a student's learning gaps or giftedness. Results will be shared with parents at least once over the course of the school year.

## **2.8 MIDDLE SCHOOL 1:1 PROGRAM**

SJCS is pleased to provide 1:1 laptop education in the middle school to enhance, enrich, and facilitate learning and communication. The use of a laptop is a privilege extended to students on and off campus. These laptops are provided for use as a productivity tool for school-related purposes, curriculum enhancement, and communications. They will support our vision of facilitating student development of 21st century skills from a Christian perspective, including what it looks like to be Christian digital citizens.

Student laptops must be used in accordance with all SJCS policies, including the Technology Use Policy that students and parents will sign at the Back To School 1:1 Technology Orientation. 1:1 Orientation is mandatory for all incoming Grade 6 students and all new 7-8 students.

## **2.9 FIELD TRIPS**

Field trips are considered valuable supplementary activities to classroom instruction and a privilege for students. They allow students, teachers, and drivers/chaperones interesting, enjoyable, and safe learning opportunities, as well as the chance to leave a positive impression of SJCS in the community. Parents will be notified in advance and must sign a permission form for each field trip. Without a permission form, no student is allowed to travel off campus. The teacher will provide general instructions, guidelines, and venue address(es) of the field trip for the parent drivers/chaperones. Drivers/chaperones are always needed and appreciated, although the number of adults on any given trip may be limited to maintain the learning experience of the students. Chaperones are responsible for the safety and conduct of their assigned students and must know their whereabouts at all times. Each chaperone must review and acknowledge agreement by signature with the SJCS Volunteer Handbook. A background check via fingerprinting is required at the parent's expense before chaperoning any field trips. Before chaperoning a specific field trip, chaperones must attend a chaperone training meeting.

Before the day of the field trip, 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 the rules of the road. Students and parents 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. Should chaperones or students not comply with these guidelines, future field trip participation may be denied.

## Elementary School Students

For safety reasons, students in JK–4th grade must wear the approved SJCS field trip shirt to attend the field trip. Students will not be allowed to attend the field trip without the SJCS shirt.

## Multi Day Field Trips

Starting in 4th grade, SJCS students participate in multi day field trips that enrich their learning. The following trips are planned but subject to change:

- 4th grade: Gold Country History Trip
- 5th grade: Mission Springs Outdoor Science Camp
- 6th and 7th grade: Alternating years at Catalina Island Marine Institute and a Hume Lake Spiritual Retreat.
- 8th grade: One of the following trips will be taken: Oregon Shakespeare Festival, Sacramento, or Washington D.C.

## 2.10 TECHNOLOGY

We use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills.

The notice linked below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

[Google Workspace For Education Privacy Notice](#)

By signing this handbook, I give permission for San Jose Christian School to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice above.

SJCS also uses a variety of technology subscriptions to provide curriculum enrichment. By signing this handbook, parents and students consent to the terms of use and privacy policies of all SJCS subscriptions. This information can be obtained from the SJCS Director of Educational Technology.

# SECTION 3: ATTENDANCE and TRANSPORTATION

## 3.1 ARRIVING AND DEPARTING

School hours

- PS: 8:00 a.m.—5:00 p.m.
- JK–5th grade full day: 8:30 a.m.–3 p.m. arriving no earlier than 8 a.m.
- 6th - 8th grade full day: 8:45 a.m. - 3 p.m. arriving no earlier than 8 a.m. (“0” period middle school classes meet from 8:00 a.m. - 8:40 a.m.)
- Extended Care for all JK - 8 students are 3 - 5:30 p.m. (Please see the Extended Care section for more information.)
- Office hours are 8 a.m. – 5:00 p.m., Monday through Friday throughout the school year, major holidays excluded.
- See annual calendar for holidays.

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. If arriving after 8:30 a.m., parents may not accompany students into the classroom in order to minimize disruption to the class and teacher. Please remember to be considerate of our neighbors and obey all posted speed limit signs when driving to and from campus. We want to positively represent our school and our God through our actions.

## 3.2 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 work at home. 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 a.m., at (408) 371-4815. The maximum number of allowed absences (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 half-day absence and any amount of time over a half-day will be recorded as one day absent. Unless there are special circumstances, excess absences may result in repeating the grade or receiving no credit for the class.

### **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 optometric service
- for the purpose of attending the funeral services of a member of the immediate family

Parents/students should make arrangements for makeup work with the student’s teacher. A maximum of one day for each day of absence will be allowed for completing work missed during the absence.

## Planned Absence

We have attempted to provide ample holidays within the school calendar and request that parents help reinforce good attendance habits with their children. However, should it become necessary for a student to miss school for planned family activities, a written form request for absence should be submitted to the office and the teacher at least one week in advance. You can get a copy of the Advance Absence form from the office.

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.

## Unexcused Absence

An absence from any class without express authorization from the parent(s) or school is an unexcused absence. (Skipping class is considered an unexcused absence, and will result in consequences from the principal.) The student will receive no credit for the class or classes missed. However, any work missed must be completed before returning to class.

## Tardy Policy

Promptness to class is vital and is the best way to respect the teacher and other students. Arriving late interrupts the learning already in progress. Students are to be in their room when the tardy bell rings at the beginning of the day (8:30 a.m.) and at the beginning of each class. Students are considered tardy if they arrive to class after 8:30 a.m. in elementary school and after 8:45 a.m. in middle school. Students must obtain an "Admit to Class" slip from the office, and parents may not escort a tardy student into the classroom. Students are required to make up any missed work. The teacher is under no compulsion to re-teach material due to tardiness.

Grades JK–8: If a student is tardy during a grading period the following will apply:

- Five tardies: Letter sent home
- Ten tardies: Parents will be required to meet with the administrator.
- Each additional five tardies will result in a parent meeting with the Principal or Head of School.
- Participation in extra-curricular activities is jeopardized by excessive tardies.

## 3.3 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. SJCS is not responsible for the protection of the bicycle from destruction, theft, or vandalism. Please do not ride bikes on the sidewalks or walkways on campus.

### **3.4 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.

### **3.5 DOCTOR/DENTIST APPOINTMENTS**

Families should attempt to schedule appointments outside of school hours. If appointments are necessary during school hours, please send written communication several days ahead 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.)

### **3.6 LEAVING SCHOOL DURING THE SCHOOL DAY**

Students required to leave campus during the school day should provide written communication from the parent or guardian explaining the reason. For the protection of our students, adults must go to the office to sign the student out when leaving and to sign in again if returning during the same school day. Before returning to class, the student will obtain an "Admit to Class" slip from the office. No student may leave the school grounds at any time unless the child is escorted by an authorized adult.

### **3.7 PARKING LOT ETIQUETTE**

During arrival and dismissal: Our parking lot has limited space and your patience and cooperation are most appreciated. The primary consideration of everyone is the safety of all our students. Please be aware that many people must use the traffic lanes from 8 to 8:30 a.m. and 3 to 3:15 p.m. Drive slowly and cautiously at a maximum speed of 7 miles per hour, and please help to keep congestion to a minimum. Be aware of people using the crosswalk, the only area that should be used for crossing traffic.

#### **Student Drop off and Pick up**

Smooth traffic flow requires the help and cooperation of everyone. Traffic flows in a circular pattern around the parking areas. There are two traffic lanes. Do not leave your vehicle unattended at any time in either lane.

- Lane 1, the curb lane, is for pick up and drop off only.
- JK–5th grade students will be picked up along the curb by the office.
- Middle school students may be picked up at the middle school blacktop.
- Lane 2 is for through traffic only. No stopping for pick up or drop off in the outside lane.
- There will be no parking along any curb. Please do not leave your car at any time.

#### **Parking**

Visitors, please 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.

- SJCS staff parking is in the north section of the parking lot past the center median.
- "All School" events: Parking is available on the north side of campus on the basketball courts next to the middle school. Street parking is also available on Manchester and Sheffield. Please be especially courteous to our neighbors and do not block driveways when driving and parking.

### **3.8 VISITORS**

All visitors and 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.

### **3.9 VISITOR DAYS/CAMPUS TOURS**

Inquiring families are invited to call the Admissions Director at (408) 371-7741 to schedule a student visit or campus tour.

## SECTION 4: ADDITIONAL PROGRAMS

### 4.1 ATHLETICS

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 approximately 23 Christian schools from all over the Bay Area and is specifically designed for middle school competition. It is divided according to geographic location, with SJCS assigned to the South division. 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 relationships with athletes from SJCS and the other schools in our league.

SJCS offers the following sports, subject to change:

- *Fall*: flag football (boys), softball (girls), cross-country (coed)
- *Winter*: basketball (boys and girls)
- *Spring I*: volleyball (boys), soccer (girls)
- *Spring II*: soccer (boys), volleyball (girls)

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, and game day setup/cleanup. Students interested in participating in any sport are required to attend a preseason meeting to obtain additional information about the schedule, expectations of team membership, and goals. A Parental Contract/Waiver and Consent Form are required for each student's participation. The athlete is required to read, sign, and comply with the SJCS Athletic Contract. Each athlete must have had a sports physical prior to participating.

*(For more details please refer to the SJCS Athletic Handbook, available from the athletic director or the SJCS website.)*

### 4.2 CHAPEL

Chapels are scheduled throughout the school year and give students and staff opportunities to come together and grow in faith in ways that are unique from the classroom experience. Worshiping 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.) Generally, students attend chapels in two different age groups: JK–4th and 5th–8th. On special occasions such as Thanksgiving, Christmas, or Easter, the whole school participates in chapel together. Preschool students meet regularly for their own chapel.

### 4.3 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 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.



#### **4.4 EXTENDED CARE AND SUMMER DAY CAMP**

Extended Care is available for students enrolled at SJCS who need to be at school after classroom hours during the school year. Extended Care hours are 3–5:30 p.m. JK-8 students are automatically registered into the extended care program. Additional information is available in the SJCS office. Those who sign up for limited care days but do not attend, a \$50 no-show fee will be assessed to cover the cost of staffing.

##### **Extended Care for Middle School Students**

Extended Care for students in grades 6–8 will observe the following guidelines:

- After leaving in the afternoon, students should not return to campus unless accompanied by a parent.
- Middle school students who stay on campus after 3:15 p.m must sign in to Extended Care unless with SJCS staff in an on-campus class or sports activity. Parents will be charged the regular hourly Extended Care rate, billed at the beginning of each month for the previous month.
- Laptop use in Extended Care will be under the discretion of the Extended Care Director. Generally, tech use must be for school-related homework or activities only.

##### **Summer Day Camp**

An exciting Summer Day Camp is available during the summer months for all students currently enrolled in SJCS and previously enrolled school-age children from the community who agree with SJCS policies. Campers participate in a wide variety of activities throughout the summer that range from tech time, S.T.E.A.M. athletics, and creativity time. Daily special activities may include water days, “on campus field trips”, guest speakers, or a bounce house. Registration, fees, and additional information are available in the school office or on the SJCS website.

#### **4.5 LEARNING CENTER (LC)**

God has uniquely knit together every individual (*fearfully and wonderfully made-Psalm 139*). SJCS commits to offering the best education possible for their students. TheLCr program provides a variety of assistance to teachers, parents, and students in grades 1-8. The LC program primarily provides instruction and support for students in Gr. 1–5 who are experiencing difficulty in phonemic awareness, phonics, spelling, written expression, and reading comprehension in a small group setting. Barton-based curriculum and instruction methods provide a systematic, multi-sensory approach in phonics and spelling. This pull-out program provides 40–90 minutes of instruction per day, *requiring an additional tuition fee*.

In addition, the LC provides support for all teachers and parents in better understanding the learning styles of children by offering classroom observations and parent conferences; recommends tools, strategies, and accommodations for the classroom and home; provides recommendations for outside resources; and completes basic evaluations in the areas of phonological processing, achievement, and oral language. *There is an additional cost for evaluations*. LC intervention happens after classroom teachers have met with parents and recommended further assessment.

Our Middle School Student Advocate provides basic support for students who have academic difficulties through parent/teacher/student conferences, accommodation plans, and oversight of accommodation implementation. Accommodations are made for students previously enrolled in our LC or formally evaluated by professionals in the area(s) of concern.

## **4.6 MUSIC**

### **General Music**

SJCS offers students the opportunity to praise God, develop lifelong music skills, and share their musical gifts with others. Formal music instruction begins in Jr. Kindergarten and continues through Fifth Grade. Recorders are introduced in 4th grade as preparation for instrument study in later grades. Musical programs for various grade levels are joyfully presented throughout the year. Classroom teachers also utilize music in daily instruction.

### **Concert Band**

Concert Band is an elective offered during the school day for students Grades 5-8. Instruction is offered for traditional concert band instruments in the woodwind, brass, and percussion families. Private lessons are always beneficial for initial success and may be required in some cases. Each concert band ensemble performs at various times throughout the year. Once a student enrolls in the band program, commitment is for the remainder of the school year.

### **Jazz Band**

This tryout-only elective challenges students to more advanced rhythms and melodies. The repertoire includes various styles within the jazz genre. Once selected to be in this ensemble, student commitment is for the entire school year. The Jazz Band performs at various concerts throughout the year.

### **Choir**

Choir is open to all middle school students by semester. This elective brings students together to develop vocal skills, experience community, and bless our community with vocal music.

## **4.7 STUDENT COUNCIL**

Students in grades 6–8 may join the Student Council. Candidates are screened by SJCS staff and then either appointed or voted into office. These students learn about the principles of leadership, and, along with their advisors, plan activities and events for the middle school and serve SJCS in a variety of capacities.

## **4.8 AFTER SCHOOL CLUBS**

When after school clubs are available, the SJCS website lists the current offerings. There is an additional cost for clubs.

# SECTION 5: BEHAVIOR and DISCIPLINE

## 5.1 STUDENT BEHAVIOR AND CONDUCT

SJCS has high standards and expectations for all students. Our efforts in discipline are aimed at developing a positive mental attitude that affects how students see themselves, relate to others, relate to their environment, and 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 that will help them become better people.

We follow 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."

The general behavior standards outlined below apply across the campus and within the community. Using the guidelines below, teachers set standards for classroom behavior; students are responsible for that behavior.

### General Behavior Standards

- Show respect for all students, teachers, and parents.
- Be responsible for your things.
- Be prepared for and on time to class.
- Use appropriate language at all times.
- Take good care of school property.
- Be kind, courteous, and cooperative.
- Show self-control.

When the need arises, the discipline procedures provide a way for teachers, parents, and administration to work together toward more consistent obedience. Specific consequences for behavior will be assigned at the discretion of the individual teacher and/or the Administration.

### Discipline procedures/steps

1. Teacher/student conference
  - a. Review/clarify the problem.
  - b. Allow the student to make efforts toward improvement.
  - c. Encourage student ownership.
  - d. Inform the student of the discipline procedures to be followed.
  - e. Inform parents concerning the discipline matter if appropriate.
2. Administrator/student conference
3. Teacher/Administrator/parent/student conference
  - a. NOTE: Possible consequences include but are not limited to detention, suspension, expulsion.

## Suspension/Expulsion

- Suspension or expulsion are intended as a last resort when all lesser disciplinary actions have been unsuccessful or in the case of gross misconduct by a student. Gross misconduct includes, but is not limited to, drug or weapons possession, physical assault, or harassment (racial, ethnic, sexual, religious), whether articulated verbally, in print, or digitally. See Section 5.8 for social media guidelines.
- After multiple suspensions, the Administration may determine to expel a student from SJCS.
- The parents of an expelled student may appeal in writing to the Board of Trustees following the decision to expel within three days of the notice of expulsion.
- If an appeal is made, the Board of Trustees will review the situation and respond to the appeal within three days.

## Academic & Behavioral Discipline in the Middle School

While SJCS understands that students are not all gifted in the same way, we require students to put forth their best effort. Assigned homework must be completed on time. Should students choose not to live up to this expectation, the following consequences will result:

### 1. Parent Notification

- Parents will be notified by email (usually sent by the student, with the teacher cc'd) if/when their student has a pattern of missed work.
- Parents should check with their student(s) regularly at home to make sure all assignments are accounted for and complete. Google Classroom is a great resource to keep up with which assignments are due and when. FACTS Gradebook is another tool where parents may check grades.

### 2. Ineligibility for Sports and/or Extracurricular Activities

- Academic ineligibility: Students / athletes are expected to maintain academic eligibility by maintaining a "C" (73% or higher) in core courses (Bible, History, Math, Language Arts, Science) and a "C-" (70% or higher) in all other graded school courses. SJCS administration will notify ineligible students and their coach(es) the first day of a given school week; ineligibility will be in effect starting the day after notification through Saturday of the given school week. These consequences are in addition to any others such as one-hour detentions administered by SJCS staff. (Note that eligibility will not be checked the first two weekends in a new quarter.)
- Disciplinary ineligibility: Any student / athlete who accumulates three infractions (or a multiple thereof) in a given quarter will be ineligible for extracurricular activities / sports for one week. SJCS administration will notify ineligible students and their teacher(s) / coach(es) the first day of a given school week; ineligibility will be in effect starting the day after notification through Saturday of the given school week. Additionally, any student / athlete who earns two infractions in a given week will be ineligible to participate in any scheduled games / performances for the remainder of the week in which infractions occur. These consequences are in addition to any others such as one-hour detention administered by SJCS staff.

### 3. Infraction Guidelines

- Students are generally issued infractions for disrespect, defiance, teasing, technology abuse, or not being prepared for class.
- After three infractions in a given quarter a student will serve a one-hour detention after school.
- Infractions are not cumulative from quarter to quarter.

## 5.2 PLAYGROUND GUIDELINES

These guidelines are established to support the students' behavior and the conduct practiced within the classroom or on the playground:

- Communicate appropriately. The language, tone, intent, and gestures used by students and adults will be guided by the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- Play respectfully. Respect others' play space and do not tease or bully physically or verbally.
- Use equipment and facilities the way they are intended to be used. Keep play areas clean, do not be destructive, and assume responsibility for damage done.
- Follow playground rules established by administration and signed by students at the beginning of each school year.

## 5.3 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 JK through grade 1. Please label your child's backpack with his/her name. Note that backpacks are to be left outside of the office and classrooms.

## 5.4 CHEWING GUM

Students may not chew gum anywhere at school at any time unless they have specific permission from the teacher or administrator.

## 5.5 DRESS CODE

How a person dresses reflects his or her attitude toward self, school, and the work that takes place at the school. Sometimes, inappropriate clothing can become a distraction from learning. Consequently, we provide these guidelines to help students and their families choose appropriate attire.

- Parents should help children choose modest clothes.
- Students must be sensitive to the feelings of fellow Christians, therefore trying not to offend or distract others with either clothing or grooming.
- Students must be clean and neatly groomed when they come to school.
- Appropriate dress is mandatory for school events that take place off campus or in the evening (i.e., concerts, overnight trips, field trips, or banquets).

## For All Students

- Wear shoes or sandals that are in good repair and are safe for playground use. They should have a back or back strap. 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.
- Clothes should fit in such a way so that undergarments are not showing.
- Wear suitable outerwear. Do not wear thermal underwear, cotton undershirts, or other underclothes as outerwear.
- Wear shorts appropriate in length which fit the weather and setting. A good measure is for shorts to be mid-thigh or longer.
- Wear clothes with a moderately loose fit.
- Ripped jeans or cutoffs are not appropriate school attire.
- Wear athletic shoes and socks for P.E. class.

**Specifics for Elementary-Age Girls:** Blouses, shirts, skirts, slacks, jeans, and dresses should be neat, clean, in good repair, and in good taste. We require that a student wear shorts under skirts or dresses. Sleeveless shirts should have a wider shoulder piece (we recommend at least a 2" strap). All clothing should be modest--tube tops and spaghetti straps are not allowed.

**Specifics for Elementary-Age Boys:** Shirts, slacks, and jeans should be neat, clean, in good repair, and in good taste. Slacks and jeans should not be hanging below the shirt's hem. Sleeveless shirts should have a wider shoulder piece (we recommend at least a 2" strap). All clothing should be modest.

**Specifics for Middle School Students (6th–8th):** Blouses, shirts, skirts, slacks, jeans, and dresses should be neat, clean, in good repair, and in good taste. Spandex shorts or leggings and sweatpants are NOT acceptable for everyday wear. (Leggings are permissible under an appropriate length DRESS or shorts. Loose-fitting athletic pants or joggers not made of sweatpant material are acceptable.) All shirts must have sleeves---halter tops, tank tops, or bare midribs are not acceptable. During PE, students are required to wear SJCS PE uniforms which are available through the school office.

## Consequences of Ignoring Dress Code

- In elementary school an informational note requiring a parent's signature will be sent home.
- In middle school an infraction may be issued.
- Students who dress immodestly or inappropriately may be required to wait in the office for a parent to bring a change of clothes.
- Repeated violations will be referred to the administration.

## 5.6 ELECTRONIC DEVICES

We believe that personal electronic devices have the potential to be used powerfully for educational purposes, but they also come with challenges related to appropriate content and Internet access. SJCS works hard to provide devices for student use at school, and that should be sufficient in most cases. Students may bring e-reader devices (i.e. Nooks and Kindles) for reading only, but cell phones or MP3 players should be kept in student backpacks while under SJCS supervision and are not to be used by students without express permission from a staff member. Any such electronic devices used without authorization will be confiscated. Only parents may retrieve a confiscated electronic device from the office. Additionally, personal

gaming devices and wearable technology (i.e. smart watches) are prohibited when students are under SJCS supervision. SJCS is not responsible for any lost, stolen, or damaged devices that are brought to school.

## **5.7 INTERNET USE**

Internet access is available at SJCS with adult supervision. We expect students, teachers, and anyone else using the Internet at SJCS to do so for legitimate academic purposes and to use discernment in a way that glorifies God. Because the Internet and computer networks/databases are available from around the world, our practices limit Internet use to 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 computers or networks. These expectations for our students extend beyond the school walls as well. Bullying, harassment, or inappropriate communication via email, text message, social media, or any other electronic format is never acceptable. Anyone violating these policies will be subject to disciplinary action.

## **5.8 SOCIAL MEDIA GUIDELINES**

Students must follow all rules established by online sites including age requirements. Any postings including references to the school, employees, parents, students, and others should always be professional and respectful. Students agree not to:

- use unwholesome language
- use language, phrases, or verbiage that may stir up hatred against any ethnic, religious, or minority groups
- engage in antisocial behaviors, personal attacks, or threats of any kind
- engage in cyberbullying of any kind such as, but not limited to, gossip, hate mail, disparaging remarks, and intimidation
- knowingly or recklessly post false information about a person or organization
- post images or private information about students, teachers, staff, or other personnel without receiving permission from the individual(s) involved
- reveal any information that could cause damage, loss of reputation, disruption, or division
- create or send anonymous/unnamed messages
- compromise another user's social media account

In order to maintain appropriate boundaries, teachers/coaches and students should not be "friends" on social media or communicate through electronic methods. It is preferred that any communication via text be done through the parents and not directly to the students.

## **5.9 PROHIBITED ITEMS**

Items disruptive to school activities do not belong at school. Teachers and staff will offer guidance in this area. Children are discouraged from bringing items to play with during recess 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, firearms of any type, weapons of any type, alcohol, tobacco, and illegal substances. Possession of these items has serious consequences that will lead to disciplinary action at school, including suspension and/or

expulsion. Additionally, vehicles including motor bikes, scooters, skates, skateboards, and rollerblades are not allowed on school property under California Vehicle Code 2113.

#### **5.10 PHONE CALLS, CELLPHONES, & WEARABLE TECHNOLOGY**

Students must be given express permission from the teacher before using any phone. Students are discouraged from making telephone calls from the office during school hours except in cases of illness or emergency. It is SJCS policy that students are not allowed to call home to retrieve assignments or projects; students are responsible for turning work in on time.

Wearable technology (i.e. smart watches) are prohibited from campus when students are under SJCS supervision.



# SECTION 6: COMMUNICATION

## 6.1 COMMUNICATION BETWEEN SCHOOL AND FAMILIES

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:

- *The SJCS website* ([www.sjchristian.org](http://www.sjchristian.org)) is updated regularly and is a tremendous source of information.
- *Tiger Tracks* is the school's newsletter available to each family. It is the school's primary means of communication to parents. Parents should always read all the content within *Tiger Tracks* to remain current on SJCS information, calendar updates, activities, etc. The primary means of *Tiger Tracks* distribution is via email with a link to our website.
- *Christian Parent Teacher Association (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" one or two school events each year. The host assignment entails the planning, coordination, and support for the event. Parents may contact the Student Services or CPTA president as a means for becoming involved and informed in the events and activities associated with CPTA.
- *Assignments* are found on teachers' Google Classroom and/or teacher-generated emails.
- *FACTS* is the database used at SJCS to record academic records. Middle school students and parents will be provided password-protected access to review daily attendance and academic grades. With the exception of major writing assignments or projects, grades are to be current within a week of the assignment due date.
- *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 JK-8 receive progress reports in the middle of a grading period if there are concerns. Progress reports are not part of a student's permanent record.
- *Report cards* are issued at the end of each quarter grading period for all students.
- *Parent/teacher conferences* are scheduled for all parents at the end of the first quarter grading period. Parents are encouraged to contact teachers via email any time there is a question or concern about student progress.
- *A Town Hall Meeting* is held each fall, with the purpose being to keep parents apprised of current developments and solicit input on key issues.
- *An Association Meeting* is held in the spring. Members of the Association gather to get an update on the state of the school, vote on new Board of Trustee members, and approve the upcoming year's budget.

## 6.2 COMMUNICATION BETWEEN FAMILIES AND 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.

All members of the SJCS community are expected to refrain from gossip and should never share confidential information about other members of the community. Teachers and staff encourage parents and students to share comments, questions, or concerns in person, through

email, or over the phone. When and if a conflict or misunderstanding ensues, we strongly encourage the principles described in Matthew 18 for resolution. These principles when applied to our school would require that we:

- Make direct contact with the teacher/staff member/person involved *first* and explain the concern calmly and rationally.
- Communication between staff and families should be guided by the fruits of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- If, after the initial direct communication, the conflict has not been resolved to your satisfaction with the teacher, let the teacher know you intend to pursue the matter with the Administration.
- Be willing to forgive and accept forgiveness so that relationships can be restored/renewed.
- Do not involve other school families or staff unnecessarily.

# SECTION 7: FINANCIAL INFORMATION

## 7.1 Fundraising

Tuition pays for most daily operations of the school. However, additional fundraising is needed to help us maintain excellence in our comprehensive academic curriculum, support our extracurricular activities, provide for an endowment for financial security of the school, and maintain tuition at the lowest possible level. The fundraising process is accomplished in a variety of ways, offering families an opportunity to decide 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. The following events represent the school's major fundraising efforts:

- *Walk-a-Thon (WAT)*—Sponsored by the CPTA, the WAT is held the first Saturday in October. 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 campus wide playground and P.E. equipment and supports the athletics, music, library and learning center programs, as well as, the preschool activities. The money also helps defray the cost of all SJCS field trips.
- *Annual Tiger Fund / Financial Drive*—SJCS is a self-sustaining school, receiving no funding from the state or federal government. Because of this, we rely on support from our friends, families and alumni to help us continue providing excellent Christian education for our students. The Bridge Fund allows us to enhance resources and opportunities beyond the basic educational costs covered by tuition. Contributions, whether of time or financial resources, enable San Jose Christian School to provide an exceptional education, where all students are inspired to excel academically and grow in their spiritual walk with the Lord. We aspire for our students to continue to grow in all areas of their lives, and the Bridge Fund allows us to add exciting programs and support such as:
  - Academic Programs and Enrichment
  - Highly qualified teachers
  - Professional Development
  - Specific Facility updates
  - Financial Assistance
  - Technology

Contributions to the Bridge Fund can be given directly to the school or may be pledged and extended over a period of the school year. Many employers are willing to match their employees' charitable giving, so please consult your employer to see if they offer matching funds.

- *The Spring Auction* is a dynamic annual school-wide event. It promotes community building, fun, and fellowship, as well as fundraising for non-budgeted causes that benefit all students.

- *RaiseRight* ([www.raiseright.com](http://www.raiseright.com)) 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 that you probably use regularly (Safeway, Trader Joes, Target, etc.), with a percentage of every purchase going back to SJCS. 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.

## **7.2 FINANCIAL POLICIES**

Current tuition rates and financial policies are available online and in the office. IT IS MANDATORY FOR TUITION TO BE PAID THROUGH FACTS (if not paid in-full).

## **7.3 TIGER BUCKS**

Tiger Bucks is the SJCS referral reward program. As participants in the SJCS experience, our families know best the quality of our staff, our programs, and our campus. Parents are powerful advocates for our school in the community at large, and we encourage you to share your love for our school with your friends, relatives, neighbors, and coworkers.

To thank you for your efforts in promoting our school, SJCS developed the Tiger Bucks program. Any family directly instrumental in bringing new families to our school will receive \$500 in Tiger Bucks for every family that enrolls their children at San Jose Christian School.

To qualify, the referring family must be named on the application and noted by the administrator at the time of enrollment. (In the event of a new family listing multiple referring families, the Tiger Bucks will be divided equally.) Tiger Bucks may be used for a variety of school-related expenses. In November (after Q1), the SJCS Business Manager will send the referring family a Tiger Bucks allocation form on which they can specify how they would like to utilize their Tiger Bucks.

# SECTION 8: HEALTH and SAFETY

## 8.1 ILLNESS, INJURY, AND MEDICATIONS

### Illness

For the health and safety of all our students and staff, please do not send your child to school with any of the following symptoms. (Children may not return to school until they have been symptom-free for 24 hours *without medication*.)

- Fever over 100 degrees F
- 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 the 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 that the child be taken home. In doctor-confirmed cases of childhood communicable diseases, some bacterial infections and/or head lice, the office may be required to send home an exposure notice.

### 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.

### 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 the original container showing the doctor's name, patient's name, prescription, and current dosage.

A parent and/or physician must complete a "Permission to Take Medication During the School Day" form for all prescription medications. 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 medicine 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.

## **8.2 IMMUNIZATION RECORD**

No student will be admitted to SJCS unless he/she has been fully immunized according to the California Department of Health Services Vaccine Bill SB277 or has a completed medical exemption waiver on file. Immunization exemptions can only be declared by a certified medical doctor as exemptions cannot be based upon personal or religious beliefs.

## **8.3 NUT SAFETY POLICY**

A 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 to do their very best to avoid sending food to school that contains the allergens. If your child has an allergy, please inform the office and teacher. 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.

## **8.4 SAFETY PROCEDURES/EMERGENCY PLAN**

SJCS conducts regular safety drills during the school year. There are 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 head of school, Emergency Alert 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. Proper identification will be required for all persons picking up a student.

# SECTION 9: GENERAL INFORMATION

## 9.1 EVENTS

School events offer opportunities to enjoy our school community, provide extracurricular experiences, and engage in mission outreach. Please refer to your annual calendar, the school website, or *Tiger Tracks* for information about all upcoming events.

### Schoolwide Events

- MS Tech Orientation--All incoming Grade 6 students as well as all new middle school students will attend the tech orientation. Best practices, 1:1 laptop setup, and technology contracts will be addressed.
- Back to School Events--Elementary students and parents are given an opportunity to meet their teachers and see their classroom. Middle school students and parents are acclimated to the middle school schedule, policies, and activities.
- First Day of School Coffee/Tea--All parents/friends are welcomed after the opening assembly for coffee/tea and to meet the Board of Trustees, administrators, and other parents.
- Fundraising includes the Walk-a-thon (WAT), Bridge Fund, and Spring Auction (See Section 7.1, Fundraising, for information.)
- Open House--SJCS families are invited to come on campus to see current as well as future classrooms. This event celebrates our students, student achievements, and our community.
- Performing Arts--SJCS students will offer fine arts presentations in the SJCS auditorium or other local venues. Each class will be represented in at least one performance. Fine arts may include but will not be limited to visual arts, vocal music, drama, and instrumental music.
- Service Projects—Classes participate in a variety of service activities. Parent volunteers are always appreciated. We participate in a Thanksgiving Food Drive for City Team Ministries.
- Staff Appreciation--This is an opportunity for parents to express their appreciation to all who help make SJCS special. Parents are welcome to help with providing food, supervising the classrooms during lunch/recess, setup, and cleanup. This is scheduled various times throughout the year.
- "100th Day"--Some lower elementary teachers and students celebrate the 100th day of school.
- Field Day- On this day, students have the opportunity to team together across grade levels to compete for an afternoon.
- Spirit Week and Basketball Showdown: Staff and students will dress up and show their school spirit. At the end of the week, a Basketball Showdown event brings our community together on the court.

- Musicals and Concerts: The SJCS music department presents a variety of concerts and shows during the school year which feature students in the worship and performing arts.

## **9.2 BIRTHDAY PARTIES**

We recognize that our children enjoy celebrating their birthdays. 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 the teacher before making arrangements.

## **9.3 LOST AND FOUND**

Please take time to write your children's names on all articles of clothing. However, if something is misplaced, the lost-and-found is located in Room 15. Unclaimed articles are given to charity at the end of each quarter.

## **9.4 LUNCHESES, SNACKS**

- Lunch: Please pack your child's lunch daily with nutritious foods.
- Snacks: Younger elementary-age children often prefer to eat a snack during the morning recess. Please pack according to your child's preference.
- 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.\*\*

*\*\*Please refer to the Nut Safety Policy (Section 8.3). We seek to provide a safe environment for students who may have significant tree nut and peanut allergies.*

## **9.5 ADMISSION SHOWCASES**

These events occur in the fall and winter and offer an opportunity for inquiring families to visit the school and see projects, schoolwork, and talk with teachers and staff. Current families are encouraged to invite their child's family and friends to tour our campus and meet SJCS staff.

## **9.6 RELEASE AND PERMISSION AGREEMENT**

This form within FACTS allows SJCS to use students' pictures in school-sponsored yearbooks, newspapers/letters, promotional brochures, books, videos, or any other form of promotional material including, but not limited to, the SJCS Web page. For safety reasons, students' full names will never be attached to their pictures.

## **9.7 SCHOOL FAMILY DIRECTORY**

A digital directory will be available through FACTS School Information System. School family addresses and contact information are proprietary to San Jose Christian School. Any use of this information for professional or solicitation purposes is strictly forbidden.

## **9.8 SJCS LOGO WEAR**

Show school pride by wearing your logo wear. A variety of logo wear options (including t-shirts, sweatshirts, and hats) are available for purchase. Logo wear can be purchased through the office or at a variety of school events.



## 9.9 VOLUNTEERS

Volunteers are *essential* to help us provide the very best Christian education for all our SJCS students. We encourage parents to complete the Volunteer Survey at the beginning of the school year. 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.

### School-wide Volunteer Opportunities

- CPTA (Christian Parent Teacher Association)
- Walk-a-Thon
- Media Center/Library—Book Fair, reading, shelve books, assist children
- Office/administrative/clerical
- Music assistance for concerts/programs
- Drama assistance for our annual productions
- Events and activities volunteer—refreshments, hosting, etc.
- Technology, video, photography assistance
- New parent support—Mentor families
- Selling logo wear
- Leading an after school club (administrator approval required)
- Campus grounds beautification—gardening, weeding, etc.
- Campus “fix it” projects

### Classroom Volunteer Opportunities

- Room/homeroom parents
- Guest readers
- Classroom decorator
- Event coordinators
- Guest lecturer/speaker
- Field trip chaperones
- Assisting with special projects in classrooms

All volunteers must read, agree with, and acknowledge with signature the policies and guidelines in the SJCS Volunteer Handbook. All volunteers must have background checks via fingerprinting prior to participation as a volunteer.

## 9.10 SCHOOL PICTURES AND YEARBOOK

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.

Our annual yearbook is prepared by the end of each school year. Yearbooks are available for purchase for all students PS - 8.



## **Parent-Student Handbook Acknowledgment**

occurs when each family enrolls or re-enrolls for a new school year.

As an SJCS family member, we ask you to take your partnership with San Jose Christian School seriously and agree to:

- uphold your side of the church-home-school partnership.
  - abide by the outlined guidelines and policies.
  - support the outlined guidelines and policies.