

# **PARENT STUDENT HANDBOOK**

**2010-2011**

Rev. 8/31/2010



**RAMONA LUTHERAN SCHOOL**

**520 16<sup>TH</sup> STREET**

**RAMONA, CA. 92065**

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# Table of Contents

PHILOSOPHY AND PURPOSE .....	4
OBJECTIVES .....	4
SCHOOL BOARD .....	5
ADMISSION .....	5
Age Requirements .....	6
Enrollment .....	6
Re-Enrollment .....	6
DISCIPLINE PHILOSOPHY & POLICY .....	6
Code of Conduct .....	7
Prohibited Conduct .....	7
Academic Discipline Procedure .....	8
Behavioral Discipline Procedure .....	8
ATTENDANCE.....	9
School Hours .....	10
Arrival at School.....	10
Tardiness .....	10
Departure from School.....	10
MEDICAL POLICIES .....	11
Documentation .....	11
Illness .....	11
On Campus Injury .....	11
On Campus Student Medication .....	11
DRESS CODE .....	12
Uniform Item Guidelines .....	12
Accessory Guidelines .....	13
Scout Uniforms .....	13
Grooming Guidelines .....	13
Enforcement .....	14
"Free Dress" Guidelines .....	14
GENERAL INFORMATION .....	14
Chapel, Bible Study Opportunities & Worship Services .....	14
Child Abuse Reporting Obligations .....	15
Classroom Interruptions.....	15
Class Size .....	15
Closed Campus Policy .....	15
Criteria for Promotion/Non-Promotion .....	15
Curriculum.....	15
Field Trips .....	16
Harassment Policy.....	16
Lost and Found .....	17
Parent Volunteers.....	17
Parking Procedures.....	17
Personal Items on Campus.....	17
School Newsletter .....	17
School Yearbook .....	18
Scrip .....	18
Skateboards/Roller Blades/Bicycles .....	18
Student Records.....	18
Telephone Policy .....	18
Website.....	18

To our RLS families,

Welcome back! The 2010-2011 school year is filled with high expectations. We have a motivated staff, great students, and an awesome home/school family. The summer was spent changing classrooms, updating our curriculum, and setting up our new library, computer lab, and enrichment study areas.

From the first days in Wittenberg, Germany where Martin Luther taught, Lutherans have placed a high value on education and spiritual growth. We continue this tradition in Ramona and have served our community for over thirty years. Our school has made a difference in the lives of our students and our town.

Research dating back to 1964 shows strong advantages for students attending schools such as ours. These positive experiences stay with them throughout their educational years and life. I am confident that our students will be successful in high school and their on-going educational pursuits. I expect that they will become law-abiding, productive citizens, and great moms and dads.

A wise person once said,

"There is no amount of money, time, or energy too great spend on our children."

Join with us. Together we can make a difference. Your support, encouragement, and time mean so much.

In His Service,  
Donna Myers

## PHILOSOPHY AND PURPOSE

Ramona Lutheran School exists as an agency of Ramona Lutheran Church, and is an outreach of the church's ministry to both its membership and the world in which it finds itself.

### MISSION STATEMENT

The mission statement of Ramona Lutheran School is to "nurture, educate and equip the whole child intellectually, socially, emotionally, physically, and spiritually. We provide an environment that connects each one to God's love in a deeper and more personal way.

In order to carry out these goals and objectives, Ramona Lutheran Church has established a Christian Day School, working with the same purpose and with the same doctrinal commitment as the congregation itself. All subjects are taught from a Christian perspective that is compatible with the doctrine and practices of the Lutheran Church – Missouri Synod with which it is affiliated. Ramona Lutheran Church also believes, in accordance with Scripture, that Christian education begins with Christian parents and that the primary agency for the Christian education of children is the Christian home, for the Bible says: *"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord."* (Ephesians 6:4, see also Deuteronomy 6:4-9)

### OBJECTIVES

We believe that our curriculum, instruction, and day-to-day activities at Ramona Lutheran School center on the message of God's forgiving love in Christ. We strive to foster the development of each child and to work toward the realization of each one's potential. The faculty and staff assist, through examples and guidance, the forming of productive citizens in God's world. Each student who attends Ramona Lutheran School will have the following opportunities:

A. Intellectually:

1. To develop logical, scientific, and creative thinking skills.
2. To acquire competency in oral and written expression.
3. To develop an awareness and appreciation of the family, neighborhood, church, state, nation, and world.
4. To appreciate the beauties of God's creation through self-expression in art and music.
5. To acquire skills necessary to gain independence in learning.

B. Socially:

1. To recognize all people as God's creation and show respect, courtesy, and consideration for the rights and welfare of others; regardless of race, creed or socioeconomic levels.
2. To develop social skills needed to live competently and creatively.
3. To respect parents as God's representatives and appreciate the privileges and responsibilities as a member of an earthly family of which Christ is the head.
4. To study government and appreciate the privileges and responsibilities as a member of the local, state, national and world community.
5. To serve others with love and concern.

C. Emotionally:

1. To develop understanding and control of emotions.
2. To find security, peace and confidence through firm reliance and trust in Christ.
3. To practice Christian love toward all people.

D. Physically:

1. To develop healthy bodies through age-appropriate physical activities.
2. To establish good health and nutritional habits.
3. To understand one's body and accept responsibility for its health and safety.

E. Spiritually:

1. To grow, by the power of God's Spirit, in knowledge of the Triune God, trust in Jesus Christ as the Savior from sin, with meaningful worship and sanctified life.
2. To grow in knowledge of the Holy Scriptures as the Word of God, a proper understanding of Law and Gospel, an increased ability to apply God's Word to life situations, and a desire to gain the blessings of Holy Baptism and the Lord's Suppers.
3. To grow in knowledge that the regenerated child develops in grace and in a life of works pleasing to God.
4. To participate actively in God's mission to the church and the world by confessing Christ as Savior of all people.
5. To express joy in worship of God through prayer, praise, and loving service to others.

Ramona Lutheran School will continue to act as a vital component and important ministry of Ramona Lutheran Church, helping to fulfill the Ministry Vision and Goal of Ramona Lutheran Church.

## **SCHOOL BOARD**

Ramona Lutheran School is owned and operated by Ramona Lutheran Church of Ramona. Its policies are set by the Ramona Lutheran School Board, which is composed of elected members of Ramona Lutheran Church. This Board is accountable to the Ramona Lutheran Church Council and ultimately, the Congregational Voting Assembly. The Principal carries out direct supervision of the school.

The School Board has the authority only when meeting in official session. The School Board meetings are scheduled monthly. If a person wishes to speak to the School Board or has an item for consideration, he/she can make an appointment through the principal or School Board Chairperson. The school office can put you in contact with the Chairperson. The School Board welcomes and invites your participation. Items to be discussed at meetings must be placed on the agenda 10 days prior to the meeting.

Any concern or disagreement with a teacher is to be directly discussed with the teacher first. Discussing it with others only leads to gossip and division and is contrary to God's directive for dealing with others as explained in Matthew 18:15-17 and in the 8th Commandment. If after speaking to the teacher individually you cannot come to a common resolution of the situation, please talk to the Principal and a meeting will be scheduled to work out the differences. The final arbiter of disputes is the School Board.

## **ADMISSION**

Admission into Ramona Lutheran School is determined in the following order:

1. Students that are currently attending Ramona Lutheran School.
2. Members of Ramona Lutheran Church.
3. Non-member students with brothers or sisters attending Ramona Lutheran School.
4. New non-members.

All students applying for admission to our school must complete the following:

- Take an Entrance Exam for Reading Comprehension and Math Computation.
- Interview with the principal.
- Review of records from previous school officials (we can FAX this to the student's previous school for completion).

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

### **Age Requirements**

Students are admitted to Kindergarten if they have attained the age of 5 years before December 1st of the current school year. Students are not admitted to first grade below the age of 6 years before December 1st of the current school year.

### **Enrollment**

Ramona Lutheran School provides Christian Education for children in preschool through eighth grade. All qualified students (those who have successfully completed the admission requirements) begin enrollment on a probationary basis. At the end of the first six weeks of school, both academic and behavior achievement will be evaluated before grade placement and admission may become final. The school reserves the right to adjust grade placement. For new students enrolling in our school, there is a \$25 non-refundable testing fee that covers the entrance exam and evaluation. However, this fee will be applied to the Registration Fee once student is accepted.

### **Re-Enrollment**

Each year the principal will review all applications for the following year. Enrollment at Ramona Lutheran one year does not guarantee enrollment for the following year. The Administration uses criteria based on (1) the student's academic progress and school behavior, (2) record for payment of fees and tuition, and (3) openness to spiritual instruction. If there are any areas of concern, the principal and the School Board Chairperson will meet with the family to discuss the student's re-enrollment

## **DISCIPLINE PHILOSOPHY & POLICY**

Ramona Lutheran School believes:

- We have been established by God's grace and blessing for the purpose of leading children to Christ through proper biblical instruction.
- We all live under the grace and mercy of our Almighty God. We receive love and forgiveness from Him by the redemptive work of Jesus Christ; even though we do not deserve it.
- We are to love and forgive each other, as God loves us and forgives us.

Ramona Lutheran School's philosophy is to train children to maintain a standard of behavior consistent with the will of the Lord. All students, parents, teachers, and staff of Ramona

Lutheran School are expected to conduct themselves in a God pleasing manner at all times, and to set an example for others.

Ramona Lutheran School discipline policy is to use the discipline procedure for students, while taking into consideration biblical guidelines and the varying maturity of primary grade levels. (see Romans 12; Colossians 3:12-13)

### **Code of Conduct**

The school desires to cooperate with the parent so that the student will develop the following good habits:

1. Cheerful obedience to authority by obeying willingly and immediately.
2. Respect and courtesy for others by being quiet in class, raising his/her hand to speak, not interrupting other and eating with proper manners.
3. Responsibility by doing the assigned and expected tasks by showing a willingness to learn and participate in class activities.
4. Cooperation with others by being considerate of others while playing and working at school and on the playground.
5. Truthfulness by being honest in all that is said and done.
6. Respect for property by taking care of school and personal possessions.
7. Punctuality by being prompt in attendance and assignments
8. Morally good conduct by showing a Godly example in recreation, social relationships and language.
9. Cleanliness by putting all trash in trash cans, picking up paper on floor and ground, keeping desks neat, and dressing neatly.

Students, parents, and teachers must sign and return a Partners in Learning agreement annually.

### **Prohibited Conduct**

A student whose conduct or attitude, in or out of school, is in opposition to the basic principles and purpose of the school or who maliciously destroys school property may be suspended or expelled from school. Continued demonstration of an uncooperative spirit and/or negative attitude may also result in expulsion. Students involved in the following practices, on or off campus, may jeopardize their privilege of attending Ramona Lutheran School:

1. Undermining the philosophy and objectives of the school.
2. Defiance, willful disrespect, or insubordination (not following instructions) to any staff, faculty member or volunteer during any school activity or event.
3. Leaving the campus or any school sponsored activity without proper permission.
4. Wearing, displaying, or possessing anything that indicates gang affiliation.
5. Using profane or indecent language. Improper conduct involving persons of the same or opposite sex, practicing lewd conduct or suggestive activity, possessing or displaying obscene literature, pictures, or articles.
6. Possessing weapons, matches, lighters, explosives.
7. Threatening or causing injury or harm to others.
8. Vandalism and/or careless use of school property.
9. Tampering with school fire equipment or fire alarm equipment.

10. Unauthorized access to facilities, computers, or records.
11. Gambling and/or betting.
12. Possessing, using or furnishing to others, any form of tobacco, alcohol, illegal drugs, intoxicants, or drug paraphernalia.
13. Dishonesty and/or deception in any form, including theft, cheating on examinations, class work, or any phase of school business.
14. Conspiracy to - or participation in - hazing, initiations, or any act that injures, degrades, or disgraces a fellow student or faculty member.
15. Violation of rules adopted and published by the Faculty or Administration.

### **Academic Discipline Procedure**

Academic Detention is given to a student who continually does not finish homework or class assignments; or fails to return correspondence.

The reporting teacher(s) or staff, and the student sign the detention form. The form is sent home to the parent/guardian for signature. The signed detention form must be returned the following school day to avoid further penalties. Academic Detentions are served during lunchtime. Repeated detentions will have further consequences:

3<sup>rd</sup>: A formal letter to the parent/guardian is required. The letter will include suggestions for parental assistance to help correct the problem.

6<sup>th</sup>: A conference with the principal, teacher and student is required

If a student continues to not finish homework or class assignments or fails to return correspondence an academic review board will be conducted. Behavior Discipline may be initiated at the Behavior Report phase.

### **Behavioral Discipline Procedure**

Behavior Discipline is in four phases of increasing consequences.

- Verbal Correction.
- Time Out
- Behavior Detention
- Behavior Report

General guidelines for the application and consequences of each phase are included. Single infractions of particular severity may result in greater consequences, including any combination of those below, as determined by the principal.

#### Verbal Correction

Minor infractions will be handled with a verbal correction at the time of the infraction. No further discipline is required if the behavior is corrected and not repeated

#### Time Out

More severe infractions or minor infraction likely to recur may be best corrected with a Time Out or separation from the activity or location of the infraction.

#### Behavior Detentions

Behavior Detentions will be issued for severe infractions, minor infractions not corrected by Verbal Correction or Time Out, or repeated occurrences of minor infractions. Behavior detentions are served during lunchtime or Saturday School.

The staff and student involved each sign the detention form. The form is sent home to the parent/guardian for signature.

### Behavior Reports

A student receives a Behavior Report because he/she is on the last phase of correction due to three previous behavior detentions or the severity of a single infraction such as: language, disrespect, or hurting others either physically or emotionally. The principal, the teacher/staff involved, and the student involved will sign the behavior report. The report is sent home to the parent/guardian for signature. The signed Behavior Report must be returned the following school day to avoid further penalties.

The minimum consequences of a Behavior Report are listed below. Single infractions of particular severity may result in greater consequences, including any combination of those below, as determined by the principal.

- First Behavior Report: the student will serve a behavior detention, and a direct or telephone contact with the parent/guardian is required.
- Second Behavior Report: the student will serve a behavior detention, and a conference with the principal, the reporting teacher(s) or staff; and the student is required. The student will be put on probation for a period of at least two weeks. Probation is a period of observation and loss of privileges. A student on probation will not be able to represent the school at any outside events (sports, spelling bee, etc), and may not be allowed to participate in field trips and special activities.
- Third Behavior Report: a suspension from school is required. The Principal determines the length of the suspension. The student will receive zeroes for each day's academic assignments until he/she returns to school. The student will then be expected to make up the work within a time equal to the length of the suspension. There will be no "in house" suspensions.
- Fourth Behavior Report: expulsion is required. In the event of expulsion, parents will be notified immediately of the student's removal from the school and will have ten days in which to appeal to the RLS School Board.

## **ATTENDANCE**

The highest priority should be given to school attendance; this is the student's "job" at this time in his/her life. School attendance should have a higher priority than outside activities. Excessive absences may jeopardize a student's promotion or re-enrollment.

According to California State Law, attendance at school is compulsory. If the student is absent, parents are to phone the school office on the day of the absence before 9:00 a.m. If for some reason you cannot contact the school office, a written note must accompany the student upon returning to school. Unacceptable reasons for being absent from school are considered unexcused absences. The absence is considered unexcused if the student voluntarily is:

- Going to work with parent or other family member.
- Travel, shopping, or other recreational activities..
- Baby-sitting or taking care of other family members.
- Resolving personal problems.
- Waiting for service or repair people to come.
- Other reasons not included in Education Code sections 46010 and 48205.

Providing homework for a planned absence is a courtesy the teacher may be able to provide. Teachers are not required by the school to provide this service. If a teacher is able to provide homework for a planned absence, the work is due the day you return. If it is not completed by that day, the work will be counted as late or missing an assignment. While most homework may be made-up, classroom activities and instruction cannot be duplicated.

A child who has been absent 24 or more days during the school year may be in danger of being retained in the same grade. A notice will be sent home during the trimester if your child has missed in excess of 8 days.

A child will be considered present a half-day if he/she has been in school for less than four hours.

For any student to take part in a school-sponsored activity, the child must be in attendance at school the day of the activity, or in case of a weekend activity, the day before.

### **School Hours**

School for grades K-8 is in session each day from 8:00 a.m. to 3:00 p.m. We strongly discourage parents from coming to pick up students early for any reason other than medical appointments. Each early dismissal is an interruption for the entire classroom. In addition, your child will miss out on any end of day instructions from the teacher. **Parents need to check in at the office before going into a classroom.**

### **Arrival at School**

We ask that students arrive at school no earlier than 7:45 AM. If your child must arrive before that time, the child must go to the Extended Day Care room.

### **Tardiness**

K – 8 Students should be ready to begin the day at 8:00 a.m. All children will gather at the flagpole for morning prayer and pledges. Any student entering the school grounds after 8:00 a.m. will be considered tardy and will need to go to the office for a tardy/admit slip. The student will remain by the office until pledges are completed. Tardiness will be monitored on a monthly basis. The following disciplinary action will be taken if a child is consistently tardy:

2<sup>nd</sup> Tardy: Note to parents

3<sup>rd</sup> Tardy: Note to parents, and the student will be given an assignment on the importance of timeliness.

4<sup>th</sup> Tardy: Detention to be served

### **Departure from School**

If a student needs to leave the school before the end of the school day, a note of explanation must be turned in to inform the teacher. **The parent must sign their child out in the school office before leaving campus.** School grounds should be vacated by 3:15 p.m. Children on the grounds and not in a school-sponsored activity will be taken to the Extended Day Care program. The parents will be charged for this program.

Each student authorized by parents to walk off campus should have a Walk Off-Campus permission slip on file in the school office. All authorized students walking home must sign out in the school office before leaving school grounds. The school is not responsible for students who walk off campus whether on their own or at the direction of their parents.

# MEDICAL POLICIES

## **Documentation**

- Ramona Lutheran School requires current documentation of every student's immunization record upon entrance and/or start of kindergarten (California State Policy dictates "NO shots, NO school").
- Ramona Lutheran School (and the state of California) requires a Physical Assessment for all kindergarten and new students. (Forms are available in the school office.)

## **Illness**

- If your child is ill and will not attend school, please call the school office before 9:00 a.m.
- To prevent the spread of disease, students may not attend school with any contagious illness or ailment, until they are completely through the contagious stage. Specific criteria:
  - Cold or flu, until fully recovered.
  - Fever, vomiting, diarrhea, or rashes until symptoms are gone for 24 hours.
  - Poison oak until the skin rash stops weeping and the scabs begin to dry.
  - Purulent Conjunctivitis (pink eye), until 24 hours after treatment has been initiated.
  - Impetigo, until 24 hours after treatment has been initiated.
  - Streptococcal Pharyngitis (strep throat), until 24 hours after treatment has been initiated and until the child has been without an elevated temperature for 24 hours.
  - Varicella (Chicken Pox), until the sixth day after onset of the rash or sooner if all lesions have dried and crusted. (Re-entrance to school prior to the sixth day will be left up to the discretion of the principal and/or school official.)
  - Pertussis (Whooping Cough), until 5 days of appropriate antibiotic therapy has been completed (total course of treatment is 14 days).
  - Mumps, until 9 days after onset of neck swelling (parotid gland swelling).
  - Pediculosis (Head Lice), until the head is totally free of the lice and nits (eggs). A designated school official MUST check the student prior to re-entrance to school.

## **On Campus Injury**

- Ramona Lutheran will maintain a well-equipped first aid unit in the school office at all times and an equally well equipped version for field trips, field events, and athletic endeavors.
- If a child is severely injured or a medical emergency occurs, we will arrange for emergency medical treatment and transport to the nearest emergency treatment facility, while contacting the parents/guardians for specific instructions.

## **On Campus Student Medication**

- Students are not permitted to have medication in their backpack or on their person. Only Authorized school personnel will dispense medications.
- For all medications (prescribed and over the counter) parents/guardians must complete the school Medication Request Form in the school office. NO medication will be administered without completion of this form, except Tylenol (acetaminophen). Tylenol will only be dispensed (age appropriate, no more than once in 8 hours) in the school office with parent/guardian written permission on their child's Registration Form.
- It is understood that Ramona Lutheran is administering medication to your child gratuitously and in reliance with a physician statement and/or written note from parent or guardian. All medications are administered on campus by a responsible adult and methodically

documented and monitored. (If a child is using Tylenol on a regular basis you will be asked to furnish your own supply.)

- Medications will be given NO MORE than once daily (and once during after school care at 3:30 p.m.). Medication must be labeled with the child's name, name of drug, dosage and administration instructions. Prescription drugs must be in the original prescription bottle/container from the pharmacy. Antibiotics must be prescribed currently. Chronic medications will be evaluated on an individual basis with no more than a 1-month supply kept in the school office. Over the counter medications must be labeled with the child's name and dosage and will not be administered for longer than 1 week.

## DRESS CODE

The Ramona Lutheran School Board believes that a child who is dressed neatly tends to be well disciplined. The impression that our children present to the community is a reflection of both the home and the school. A neat and healthy appearance is an effective means of showing God's control of our lives. We should take the guidance of 1 Peter 3:3-4:

***Your beauty should not come from outward adornment, ...  
...it should be that of your inner self, the unfading beauty of a  
gentle and quiet spirit, which is of great worth in God's sight.***

With this in mind, Ramona Lutheran School adheres to a school uniform policy for students. *All uniforms can be purchased at Educational Outfitters, Land's End or French Toast.* A brochure of styles is available in the office. Uniform items purchased elsewhere may not be acceptable. Items must not have any labels, logos or writing showing. Plaid items must be of the correct pattern. Ramona Lutheran logo shirts can be purchased at Educational Outfitters or Land's End. The optional school T-Shirt may be purchased through the school office.

### **GIRLS**

Pants – navy or khaki  
Skort – navy or khaki  
Shorts – plaid, navy or khaki  
T-Shirt – RLS school shirt  
Polo shirt – white, red or navy  
Turtleneck – white, red or navy  
Sweater – white, red or navy  
Sweatshirt – red or navy with school logo  
White collared blouse, long or short sleeves  
Modesty shorts – navy only (bicycle style)  
Jumper – plaid or navy

Chapel Attire: Uniform attire with red logo shirt.

### **BOYS**

Pants – navy or khaki  
Shorts – navy or khaki  
Polo shirt – white, red or navy  
T-Shirt – RLS school shirt  
Turtleneck – white, red or navy  
Sweater – white, red or navy  
Sweatshirt – red or navy with school logo  
Sweatshirt -plain red or navy  
White oxford shirt, long or short sleeves

### **Uniform Item Guidelines**

- White blouses must be collared, buttoned up. They may have short or long sleeves. No low cut, satin, silk or sheer material is allowed.
- Navy and khaki pants, shorts and skorts (cross between skirt and shorts) must be of the style listed in the uniform brochure.
- Shorts and skorts may not be more than 2 inches above the knee. Girls' shorts may be cuffed, but may not be rolled up. 7th & 8th grade girls' shorts must be of a longer style that

hit around their knees. (Previous guidelines conflictingly required a 4" inseam for shorts. Previously purchased items may be worn this year for K-6, if they fall mid-thigh or lower)

- Pants must be ankle length. Pants must fit at the waist and not be oversized or undersized.
- Modesty (bicycle style) shorts must be worn under skirt or jumper.
- Jumpers must be worn with a blouse or polo shirt underneath.
- The school tee shirt may be worn on Fridays.
- All uniform items must be clean, in good repair, and appropriate in size, fit and length.

## **Shoes**

The safety of children is important to the staff at Ramona Lutheran School. Our shoe policy has been written to aid in safe and active play during recess and other school activities.

Shoes for School:

- Shoes may be purchased at the store of your choice.
- Shoes must be an athletic sports shoe (such as a running, cross-trainer or court shoe), with a non-scuff, rubber sole.
- Shoe and shoelace colors should be mostly neutral (as not to draw attention in contrast to the uniform)

Fit and Lacing of Shoes:

- Shoes should fit so that the foot is secure in the shoe when participating in walking, running or jumping. (If your child can easily slip the shoe on and off without untying the shoe – it is too loose.)
- Socks or tights must be worn. Socks must be a neutral color that will not detract from the uniform. Tights in uniform colors are okay. 7<sup>th</sup>/8<sup>th</sup> grade girls may wear tan or natural colored nylons.
- Laces are to be tied on top of the tongue, not under it.
- Length of shoe lace should be appropriate for tying a bow and double tie (lace should not be too long as to trip over)

## **Outerwear**

Your choice of outerwear (jacket, coat) may be worn. Any writing or pictures on outer clothing must be consistent with Christian values. Flannel and oversized shirts are not acceptable at any time. Only the following outerwear may be worn in the classroom: plain red or navy sweatshirt. Uniform shirts must be worn underneath sweatshirts. 7<sup>th</sup> and 8<sup>th</sup> grade students may wear the sweatshirt from their Washington D.C. trip.

## **Scout Uniforms**

- Official Boy or Girl Scout uniforms may be worn to school the day of the scout meeting. If you have only a portion of the official scout uniform, you must wear your regular school uniform for the other portion.

## **Grooming Guidelines**

- Makeup: will not be worn to school PS – 6th grade. 7th and 8th grade girls may wear neutral or flesh toned makeup with a matte finish only.
- Nails: acrylic or "fake" fingernails of any type are not allowed. Only clear or neutral/flesh colored nail polish may be worn.

- Jewelry: moderate jewelry, appropriate for school may be worn. Only stud type earrings will be allowed (no hoops or drop earrings). Boys may not wear earrings.
- Piercings: are allowed only in the ears. No other body markings, temporary or permanent.
- Hairstyles: should be neat, clean and reflect moderation. No extreme styles may be worn. Hair must be your natural color, (cannot look dyed or bleached). Boys' hair will be trimmed above the level of the eyebrows and no longer than the collar of their shirt.

### **Enforcement**

- All students must be in full compliance with the uniform dress code within 14 days of school entrance. Consequences for dress code violations will be: 1st violation – note home to parents; 2nd violation – parents will be required to bring the appropriate uniform apparel to the student; 3rd violation – behavior detention; 4th violation – home suspension.

### **“Free Dress” Guidelines**

On special “Free Dress” days all participating students must adhere to the following guidelines. Students with inappropriate dress will be sent to the office and parents will be required to bring appropriate clothing.

Shirts/Blouses:	No inappropriate language or advertising. No spaghetti straps, tank or short tops (mid-drifts need to be covered when arms are raised.) No see-through, low-cut, or “lacy” blouses allowed. Any “logos” or writing must be consistent with Christian values.
Skirts/Dresses/Shorts:	May not be shorter than 2 inches above the knee.
Pants:	No “baggy” or “saggy” pants or shorts. No cut-off or ragged jeans.
Shoes/Socks/Hosiery	Same as uniform Accessory Guidelines.
Makeup/Jewelry/Hairstyles:	Same as uniform Accessory Guidelines.

<b>GENERAL INFORMATION</b>
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### **Chapel, Bible Study Opportunities & Worship Services**

All students are given the opportunity for group worship at our weekly Chapel services. Parents are welcomed and encouraged to attend our Chapel services. Check the Wings newsletter for the Chapel schedule.

During the school year, all classes have an opportunity to sing or perform as a class during scheduled Sunday church services at Ramona Lutheran. Attendance is encouraged for school families on the Sunday a class sings, for members and non-members alike. This is a designated class function.

All children are encouraged to attend worship opportunities in their home congregation every week. Special recognition is given to those children who have regular attendance.

Ramona Lutheran Church offers spiritual growth opportunities for all ages and interests. Ramona Lutheran Church conducts public worship services each Sunday at 9:00 a.m. Sunday school is during the worship hour and adult Bible classes are held at 10:30 a.m. (childcare is available). In addition, Ramona Lutheran has some small group experiences where people gather for the purpose of fellowship and study. These groups give all participants a chance to get to know other people, develop some great friendships, and study God’s Word. You may call the church office for exact topics being discussed and current days and times. We would like to encourage you to make the commitment to find a worship opportunity or Bible study that meets your needs and watch the Lord bless you and your family.

## **Child Abuse Reporting Obligations**

In accord with California State Law all of our teachers and support staff are classified as Mandated Reporters. This means that we are obligated under penalty of a fine and jail term to report reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and narrowly defined area, the school will not contact parents in advance of making a report to legal authorities which would be the procedure followed in most other legal matters. School staff will make such reports in the best interests of the child and do not, once reasonable suspicion is established, have any legal alternative.

## **Classroom Interruptions**

**Please do not disturb the classroom.** Any forgotten items such as lunches, books, clothing, etc. are to be left in the school office. The office personnel will do their best to get items to students; however, it is the student's ultimate responsibility to collect personal items. Appointments with the teachers should be made before 7:45 A.M. or after 3:15 P.M.

## **Class Size**

It is the goal of Ramona Lutheran School to provide the best possible learning environment for students. We have established a goal of 20 students per teacher. Teacher's aides may be utilized if class size increases beyond 20 students.

## **Closed Campus Policy**

Ramona Lutheran School is a closed campus. No student is permitted to leave the school grounds once he/she arrives on campus unless accompanied by a parent/guardian or the teacher, with parent permission. During the school day, parents are to sign students in and out of school in the school office. **All parents and visitors to our school must sign in at the school office.** Parents are welcome to visit classes. Please schedule visits with the teacher before the visit. There will be no visitors during the final minutes of the day, or during the Testing Program. Thank you for your cooperation and consideration in these matters.

## **Criteria for Promotion/Non-Promotion**

To pass a subject a student must have a passing year-end grade (a letter grade of "D") or above. If student fails one subject he/she is required to have at least 30 hours of tutoring over the summer in that subject. If a student fails two or more subjects, he/she will not be promoted and must repeat the grade. Promotion or non-promotion is based upon:

- Reading
- Mathematics
- Language Arts
- Social Studies
- Science

## **Curriculum**

Ramona Lutheran offers the subjects that are taught in California at the elementary and middle school levels. Our kindergarten program is academically oriented, rather than just providing a social experience. Our goal is a sound education that will aid the child throughout his/her adult life.

Our teachers regularly attend workshops, seminars and conferences to keep in touch with the current educational methods and curriculum and to keep their teaching skills at a high level.

Reading is taught with a phonics-based approach. Whole language experiences and writing are a basic part of the language arts program. In mathematics, emphasis is placed on learning skills as well as higher order thinking. Manipulative, cooperative activities and writing are used to enhance concept development. In our program, mathematics is taught and learned just as a foreign language or musical instrument is taught: incrementally and through continued practice. The subjects taught in each class include:

- Reading
- Mathematics
- Language Arts
- Social Studies
- Science
- Religion
- Spelling/Handwriting

In keeping with the chief purpose of the school, emphasis is placed on the study of God's Word. All children enrolled at Ramona Lutheran are expected to participate in the full religion program of the school including religion classes, memory work, and weekly Chapel services. Additionally, religion permeates every subject taught at Ramona Lutheran and is integrated into daily lesson plans wherever appropriate. Classroom teachers in grades K-8 teach formal religion classes daily as part of the curriculum. Emphasis is placed on living a life that reflects God's love for us. Parents are strongly urged to be an active member of a Christian congregation. *"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates."* (Deuteronomy 6: 5-9)

### **Field Trips**

At various times throughout the year, the classes may take field trips in and around the San Diego area. The trips will be in private cars. In private vehicles, students must wear seat belts. Car seats are required for children 6 years of age or younger or 60 lbs. or less. You will receive notice of the date and time before the trip. Students are expected to be on their best behavior and follow the rules set down by the driver of the car. Any driver of a private car for a school function must have a copy of their license, registration and insurance, in the correct amount, on file in the school office.

### **Harassment Policy**

Ramona Lutheran shall maintain an educational environment free from harassment, intimidation, or insult on the basis of an individual's gender. This can cause embarrassment, feeling of powerlessness, loss of self-esteem, and affect one's ability to perform schoolwork. It is also directly contrary to God's will and the value Christ places on each individual as a redeemed child of God. Sexual harassment is prohibited between students, employees or others affecting the smooth operation of the school. Any student who feels that he/she is being sexually harassed should immediately contact his/her teacher or principal. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they

need not endure any form of sexual harassment. Parents are encouraged to be an advocate for their child, if the child has a difficult time talking for himself.

### **Lost and Found**

A lost and found area is maintained on a table outside of the school office. We recommend that all outerwear-clothing items be marked with the child's name. Each month items not picked up will be donated to the Ramona Food and Clothes Closet.

### **Parent Volunteers**

To better enable Ramona Lutheran School to meet the growing needs of classroom teachers and students, parents are encouraged to volunteer.

Typical school related needs include (but not limited to) chaperoning field trips, playground or lunchtime supervision, classroom aide or tutor, room mother, office help, assisting with chapel, participating in clean-up days, attending Booster Club meetings or helping in planned fundraisers/projects. In addition, teachers often have available take-home projects that can be done on your own time.

The Booster Group is an organization designed to assist and support the Preschool and Day School through activities and events that promote fellowship and education within the Christian Body. As parents and teachers we are all members of our Booster Group. By actively participating in the Booster Group we are serving and supporting our families, our school, our church, and our Lord!

### **Parking Procedures**

Keeping our children safe at pick-up and drop-off is crucial. In order to insure their safety we request that the following rules be followed:

- Always drive very slowly while on school property and watch for children.
- Drivers and pedestrians must obey the signs and directions.
- **SUVs and full size trucks** are to park on the street or in the dirt parking lot
- Handicapped Parking Spaces are for vehicles with handicapped tags ONLY.

### **Payment**

Tuition may be paid semi-annually or annually through the school office. Tuition may be paid monthly by enrolling in the FACTS plan. FACTS payments will vary depending upon enrollment date. Extended care will be billed monthly for actual hours used. Late payments or overdrafts will be charged a \$35 penalty.

### **Personal Items on Campus**

Students are not permitted to bring items to school that will interfere with classroom learning; including but not limited to: magazines, toys, comic books, electronic games, iPods and sun glasses. Students may have cell phones however; they must be checked in at the school office.

### **School Newsletter**

To keep you informed of events taking place at school, a weekly newsletter, Wings, will be published on Friday of each week. The School Newsletter will contain information about Chapel, singing in church, hot lunch, and a calendar of events for all school/church functions. Wings will be emailed to those who have given us their email address. Wings can be viewed on the website.

## **School Yearbook**

Ramona Lutheran School publishes an annual yearbook. All children enrolled in Ramona Lutheran School will receive a copy of the yearbook.

## **Scrip**

We encourage families to participate in the SCRIP Program. 50% of profits of the SCRIP will be credited to the family's account. You can visit the school web site and click on the SCRIP button to get started. Once registered, you can purchase gift cards for many different merchants at face value. We receive a percentage rebate that varies by merchant. Orders must be paid for each Monday morning. Rebates are divided twice a year between your family and the school.

## **Skateboards/Roller Blades/Bicycles**

Students of all grades may ride bicycles, skateboards, or roller blades to and from school, with parental permission. California State Law does require children under the age of 18 to wear a helmet when riding a bicycle, skateboard, or roller blades. Ramona Lutheran School will adhere to this law. Skateboards, roller blades, and helmets should be stored in a classroom, with teacher's approval. Bicycles should be stored on the bike rack. Bicycles and skateboards must be walked on and off the school grounds. Roller blades may not be worn inside or beyond the breezeway.

## **Student Records**

Parents or legal guardians have the right to inspect their child's permanent record file in the presence of the principal by appointment. The Family Educational Rights and Privacy Act gives parents the right to inspect, correct, and control access to their child's cumulative file. Official transcripts are mailed to the receiving school or delivered by a school official. They are never given to parents or students for delivery to the school.

## **Telephone Policy**

Students are not encouraged to use the telephone at school. For the student who habitually forgets, it becomes a crutch to get mom or dad to bring something down that was left at home. This does not help the child learn responsibility. Only emergency calls will be permitted. Students should not carry cell phones or other message relaying devices during the school day. If you find it necessary to contact your child during the day, please call the school office (789-4804) and every effort will be made by the office personnel to get the message to your child.

## **Website**

Our website address is <http://www.ramonalutheranschool.com>. Forms and updates are posted regularly.

# RAMONA LUTHERAN SCHOOL

## TUITION SCHEDULE

### 2010– 2011

#### **KINDERGARTEN – EIGHTH**

Enrollment fee (new families) - \$350 - includes Yearbook

Enrollment fee (existing families, through March 12 only) - \$250 - includes Yearbook

Enrollment fee (existing families from RLS PS) - \$150 - includes Yearbook

Installment payment (FACTS) enrollment - \$41

#### **Tuition Rates**

	<b><u>Annual</u></b>	<b><u>10 Installments (August – May)</u></b>	<b><u>12 Installments (July – June)</u></b>
1 <sup>st</sup> Child	\$4,350	\$435.00	\$362.50
2 <sup>nd</sup> Child	\$4,250	\$425.00	\$354.17
3 <sup>rd</sup> Child	\$4,050	\$405.00	\$337.50

You may pay full tuition; ½ tuition by August 1 and ½ tuition by January 15; or enroll in one of the FACTS monthly payment plans.

#### **Extended Care**

- \$4.00 per hour to be billed monthly.
- 6:30 a.m. - 7:55 a.m. and 3:00 p.m. to 6:00 p.m.

#### **Discounts**

- Members of Ramona Lutheran Church receive a \$350 annual discount, *per family*. To receive discounted rate, church members must attend an average of 3 Sundays per month.
- \$60 discount given for annual tuition paid in full by August 1. \$30 for August 1 & January 15 payments.
- A referral discount of \$100 (paid after 6 months enrollment)

#### **PRESCHOOL**

Enrollment fee (new families) - \$175 - includes Yearbook, T-shirt, and Supplies

Enrollment fee (existing families, through March 12 only) - \$150 - includes Yearbook, and Supplies

#### **Tuition Rates**

	<b><u>Monthly (Sept – June)</u></b>
5 Day Preschool	\$315.00
3 Day Preschool	\$290.00
2 Day Preschool	\$285.00
Enrichment	\$140.00

Preschool Enrichment is an afternoon (lunch – 2:30 p.m.) learning program offered to non-nappers age 4 or older.

#### **Discounts**

- Members of Ramona Lutheran Church receive a \$100 annual discount, *per family*. To receive discounted rate, church members must attend an average of 3 Sundays per month.

#### **Extended Care**

- \$4.00 per hour to be billed monthly (maximum of 25 hours billed per week).
- 6:30 a.m. - 8:30 a.m. and 11:30 a.m. - 6:00 p.m. (2:30 p.m. - 6:00 p.m. if attending Enrichment)

#### **ADDITIONAL INFORMATION**

- Limited scholarships are available for returning Elementary (K-8) students through the independently administered Scott Meyer Memorial Scholarship. Inquire in the office.
- Limited donated funds for tuition assistance are occasionally available to our currently enrolled families on a short-term basis. Ramona Lutheran Church members receive first priority of these funds. Applications can be picked up in the school office and will be reviewed by the school board.