

West Portal Lutheran
Church & School

STUDENT AND PARENT HANDBOOK **2024-2025**



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Mission, Vision, and Values

MISSION

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

VISION

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

VALUES

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

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

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

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

Schoolwide Learner Outcomes

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

CHRIST FOLLOWER

Recognizes the Bible as a unified story about Jesus Christ.

Identifies and articulates the Gospel message of salvation.

Believes and confesses a personal faith in Jesus Christ.

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

Demonstrates a life transformed by the Gospel.

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

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

CRITICAL AND CREATIVE THINKER

Demonstrates curiosity for a wide range of topics.

Engages the imagination to explore new possibilities.

Applies a growth mindset that embraces learning through challenges.

Understands and makes connections between ideas and subjects.

Integrates ideas and information in new ways.

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

COMMUNICATOR

Actively listens and responds to others respectfully.

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

Thoughtfully and effectively articulates ideas both orally and in writing.

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

Resolves differences and conflicts in a respectful way.

Identifies how to appropriately adapt messages to different audiences.

COLLABORATOR

Forms positive relationships working in a group setting.

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

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

Encourages and promotes other people's views and ideas.

Gives and receives feedback respectfully.

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

CARING CITIZEN

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

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

Demonstrates courage and integrity to do the right thing.

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

Engages and serves the needs of the community.

Welcome Message

Dear Parents,

Welcome to the 2024-2025 school year at West Portal Lutheran School!

Our theme for this year is on “**Endure**” taken from Hebrews 12:1-3

Therefore, since we are surrounded by so great a cloud of witnesses, let us also lay aside every weight, and sin which clings so closely, and let us run with endurance the race that is set before us, looking to Jesus, the founder and perfecter of our faith, who for the joy that was set before him endured the cross, despising the shame, and is seated at the right hand of the throne of God.

Consider him who endured from sinners such hostility against himself, so that you may not grow weary or fainthearted.

I was once an avid runner, training for both half and full marathons. Truthfully, I never had the desire to run - it took discipline to get myself out of the door and embrace the chill of the fog and the fatigue that accompanies the hilly landscape. To endure meant pushing through these obstacles and the mental battle to quit. But it also meant connecting with a community of others who could help push me, and ultimately it gave me insight into a greater spiritual battle that reminds us to fix our eyes on Jesus, who ultimately is the greatest example of endurance in His sacrifice of death on the cross for our salvation. We endure because we have hope in Jesus, and we pray that we can run together well the upcoming race that is the school year.

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

Blessings in Christ,
Principal Lee





WEST PORTAL LUTHERAN SCHOOL ACADEMIC CALENDAR 2024 – 2025 FIRST SEMESTER

	S	M	T	W	T	F	S	Important Dates and Holidays
AUGUST 2024					1	2	3	8/5 – 8/13 Teacher Work Week 8/11 Teacher Installation Service 8/12 Sunset Campus Kickoff (Grades K-3), 5:00-6:00 PM 8/13 Sloat Campus Kickoff (Grades 4-8), 5:00-6:00 PM 8/14 First Day of School* 8/21 Back to School Night Sunset Campus, 7:00 PM 8/22 Back to School Night Sloat Campus, 7:00 PM 8/23 Picture Day
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
SEPTEMBER 2024	1	2	3	4	5	6	7	9/2 Labor Day – NO SCHOOL 9/9 – 9/13 MAP Growth Testing 9/27 Teacher Professional Development – NO SCHOOL
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						
OCTOBER 2024			1	2	3	4	5	10/6 – 10/11 8th Grade Washington, D.C. Trip 10/11 End of Quarter 1 (41 Days) Kindergarten Visit Day - Sunset Campus 10/12 Co-Op Day – Sunset/Sloat Campus, 9:30 AM 10/14 Columbus Day / Indigenous Peoples' Day - NO SCHOOL 10/18 Picture Retake Day 10/23 – 10/25 Parent-Teacher Conferences* - HALF DAY 10/27 Trunk or Treat 10/31 Classroom Halloween Parties
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31			
NOVEMBER 2024					1	2		11/11 Veterans Day – NO SCHOOL 11/15 Kindergarten Visit Day - Sunset Campus 11/16 Co-Op Day – Sunset/Sloat Campus, 9:30 AM 11/20 – 11/22 4th Grade Coloma Outdoor Discovery School 11/25 – 11/27 Teacher Professional Development – NO SCHOOL 11/28 – 11/29 Thanksgiving Holiday - NO SCHOOL
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
DECEMBER 2024	1	2	3	4	5	6	7	12/14 PTL Christmas Faire 12/18 Classroom Christmas Parties 12/19 Christmas Program - HALF DAY End of Quarter 2 (42 Days) 12/20 – 1/6 Christmas Vacation – NO SCHOOL
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30	31					

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

* After School Care Provided

LAST UPDATED: 2-13-24



WEST PORTAL LUTHERAN SCHOOL ACADEMIC CALENDAR 2024 – 2025 SECOND SEMESTER

		S	M	T	W	T	F	S	Important Dates and Holidays	
JANUARY 2025					1	2	3	4	1/6	School Resumes
		5	6	7	8	9	10	11	1/10	Kindergarten Visit Day - Sunset Campus
		12	13	14	15	16	17	18	1/11	Co-Op Day – Sunset/Sloat Campus, 9:30AM
		19	20	21	22	23	24	25	1/20	Martin Luther King Day – NO SCHOOL
		26	27	28	29	30	31		1/27 – 1/31	National Lutheran Schools Week
									1/29	Lunar New Year – NO SCHOOL
FEBRUARY 2025								1	2/3 – 2/7	MAP Growth Testing
		2	3	4	5	6	7	8	2/14	Valentine’s Day Classroom Parties
		9	10	11	12	13	14	15	2/15	Co-Op Day – Sunset/Sloat Campus, 9:30 AM
		16	17	18	19	20	21	22	2/17	Presidents’ Day – NO SCHOOL
		23	24	25	26	27	28			
MARCH 2025								1	3/8	Co-Op Day – Sunset/Sloat Campus, 9:30 AM
		2	3	4	5	6	7	8	3/13	End of Quarter 3* (46 Days) – HALF DAY
		9	10	11	12	13	14	15	3/14	Quarter Break – NO SCHOOL
		16	17	18	19	20	21	22	3/21	Teacher Professional Development – NO SCHOOL
		23	24	25	26	27	28	29	3/24 – 28	Parent-Teacher Conferences (Optional)
		30	31							
APRIL 2025				1	2	3	4	5	4/12	Co-Op Day – Sunset/Sloat Campus, 9:30 AM
		6	7	8	9	10	11	12	4/18	Good Friday – HALF DAY (No After School Care)
		13	14	15	16	17	18	19	4/21 – 4/25	Easter Break – NO SCHOOL
		20	21	22	23	24	25	26	4/28	School Resumes
		27	28	29	30				4/29 – 5/2	6th Grade Outdoor Education @ Alliance Redwoods
MAY 2025					1	2	3		5/5 – 5/9	MAP Growth Testing
		4	5	6	7	8	9	10	5/10	Co-Op Day – Sunset/Sloat Campus
									5/12 – 5/16	Spirit Week
		11	12	13	14	15	16	17	5/17	Yearbook Signing and Sausage Feast
									5/18	Baccalaureate Service and Reception
		18	19	20	21	22	23	24	5/22	8 th Grade Dance and Parent-Teacher Social
									5/23	8 th Grade Great America Trip
	25	26	27	28	29	30	31	5/26	Memorial Day – NO SCHOOL	
								5/29	8 th Grade Graduation Ceremony	
								5/30	End of Quarter 4 (48 Days)	
										Last Day of School – HALF DAY (No After School Care)

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

* After School Care Provided

LAST UPDATED: 2-13-24

School Governance

The congregation of West Portal Lutheran Church has invested its Voters' Assembly with full powers to manage the spiritual and material affairs of the Church and School. The Voters' Assembly is made up of qualified-voter, adult communicant members of the church. The Voters' Assembly elects the officers and members of the Church Council from its communicant membership including the Director of the School Board which directs the management of the church and school subject to Voters' Assembly approval, the constitution and by laws of the Church and the constitution and by laws of the Lutheran Church - Missouri Synod.

The Church Council includes the Director of the School Board as a voting member and the School Principal as a non-voting member.

The School Board is composed of the Director of the School Board and volunteer parents who advise and support the Principal and faculty in suggesting policies of the School for approval of the Church Council and Voters' Assembly.

The School staff reports to the Principal, Pastor and Church Council.

Disclaimer

The Faculty and Staff of West Portal Lutheran School are dedicated to providing the best education possible for your child. However, if the needs of your child cannot be met, we reserve the right to inform you of such at any time and to assist you in finding another educational environment within a specified time frame

Grading Policy

West Portal Lutheran follows a standards-based grading framework that breaks down subjects into defined learning objectives to help teachers measure student learning and to provide targeted, responsive feedback. Standards-based grading measures students using specific skills and standards. This provides clarity as to where students are thriving and where they need more support. Standards-based grading (SBG), or mastery-based grading, is a system that evaluates students' progress toward mastering specific learning targets called standards. West Portal Lutheran utilizes the California State Standards as put forth by the California State Board of Education.

Within [Gradelink](#) (a cloud-based school management solution that helps connect teachers, students and parents through a single interface), teachers are expected to be grading regularly and entering grades weekly into Gradelink. Teachers attach content standards to each assignment given. Reports generated in Gradelink provide a snapshot determining which students have yet to meet a given standard, are approaching standard(s) , or exceed standard(s). Teachers use this information to guide their instructional decisions.

Grade level teams and bands develop data pyramids to better understand the formative and summative data and/or assessments that comprise a content area. These data pyramids inform teachers how best to assign weights to categories placed for each content area within Gradelink. When compiled together with the designated weights, a grade is determined using the following scale:

A	100-93
A-	92-90
B+	89-87
B	86-83
B-	82-80
C+	79-77
C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60

Students in the lower elementary grades (K-3) receive standards based grading scores based on the scale below.

- 4 - Exceeds end of year standard/expectation
- 3 - Meets end of year standard/expectation
- 2 - Approaching end of year standard/expectation
- 1 - Not met end of year standard/expectation

The Gradelink platform is...

- A tool for collecting data about student learning and systematize progress monitoring
- An avenue for communicating with families
- An opportunity to provide feedback to students and families

Honor Roll

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

Straight A's are defined as an A or A- as the grade for the quarter. Any student receiving two or more detentions from two or more teachers, in any quarter, will be disqualified from membership on the Honor Roll.

Qualifying Subjects for Honor Roll

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

Academic Referrals

At mid-quarter and the end of the quarter, the Head of Middle School will review student progress reports (via Gradelink) and reach out to families whose child is receiving a D+ or below in any subject for Grade 6, 7, and 8.

Graduation

Graduation for all students is contingent upon:

- Passing grades (may not have two or more F's on the report card)
- Acceptable behavior as outlined in the student policies
- Payment of all outstanding tuition and fees

Valedictorian / Salutatorian

The valedictorian and salutatorian for eighth grade graduation will be determined by the grades the students received in the first and second semester of seventh grade and the first semester grades in eighth grade. The grades from the following subjects are to be included: Religion, English, Math, Science, Social Studies, World Language.

Academic Eligibility Requirements for Extracurricular Activities

Academic eligibility is required to participate in all school and church extracurricular activities, including:

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

A West Portal Lutheran student in grades 4 through 8 shall not have one grade of D+ or lower in any core subject (English, Mathematics, Social Science, Science, World Language and Religion) at the end of any quarter. If a student does receive one grade of D+ or lower, he/she is academically ineligible from participating in extracurricular activities for the next full quarter. If the student's grades improve after one quarter, he/she may resume extracurricular activities.

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

To help our faculty and administration, each extra-curricular activity supervisor will submit a roster to be distributed and updated as needed throughout the school year. This will help our faculty and administration identify all participants. When a child is academically ineligible to participate in an extra curricular activity, the teacher and/or administration will first notify the child's parent (not the child) and then the supervisor of that particular extracurricular activity.

Academic Referrals (Grades 6-8)

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

World Language

Learning world languages at an early age has been shown to improve cognitive abilities and academic performance, as well as increase empathy and understanding for other cultures. At WPLS we are proud to be a school where most of our students speak and read and write in more than one language and we are committed to helping them with that journey. We offer both Mandarin and Spanish.

Grades 4-5: Students take exploratory classes in both Mandarin and Spanish. The emphasis in Grades 4-5 is to provide a foundation for language study, including cultural exposure and basic phrases.

Grades 6-8: Starting in 6th Grade, students choose either Mandarin or Spanish as their chosen focus for world language in middle school. The emphasis in middle school is on language proficiency and communicative competence.

Absentee Policy

Reporting Absence:

Please call the school office at Sloat (415-665-6330) or Sunset (415-731-3000) the day your child is absent before 8:45 AM. By calling us, the school will know your child is safe and under supervision. You may leave a message on the school answering machine to report this absence as soon as you decide to keep your child at home. You may also report absences for the Sloat campus by emailing Carole.Leung@wplsfc.com. Absences for the Sunset campus may be emailed to Yoshie.Chan@wplsfc.com. If you do not contact the school by 8:45 AM when your child is absent, we may phone you as a safety measure and a precaution for your child.

The list of excused absences are defined in the California Education Code which include the following:

- Student illness or medical treatment for health conditions
- Attending the funeral of an immediate family member, so long as the absence does not exceed five days per event

In the event of an excused absence the student will be allowed to complete all assignments and tests within a reasonable time after return as determined by their teacher(s).

Absentee Homework Policy

For Unplanned Absences:

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

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

Grades 7 & 8: Teachers will have an assignment shared either by Google Classroom or by email. If a student does not have all his/her books at home, books will need to be picked up from the student's locker. Please come with your child's locker number and lock combination. Worksheets or handouts are not due the day of your child's return, and they will be given a one-day grace period. The student should write the word ABSENT and the ABSENT DATE on top of the sheet to remind the teacher that this is not a late grade. A student absent for two or three days will, upon returning to school, be given two school days to complete worksheets or handouts. A student absent four or five days will, upon returning to school, be given up to four school days to complete worksheets or handouts. A student absent for more than six days will consult with each teacher upon returning to school.

For Planned Absences While School is in Session:

If parents wish to remove children from school for family vacations or trips while school is in session they should advise the administration at least one week prior to departure. During the planned absence the student's teacher(s) will accumulate all missed work assignments which the student will have to make up upon return. All missed assignments must be completed within one week of return.

Parents should understand that such absences can encumber a student's progress and grade (and serve as a factor in promotion considerations), a burden on the teachers and should be avoided if at all possible. Please see the section on truancy policy for a definition of truancy in accordance with California Education Code. Please note that family vacations do not fall under the category of excused absences.

Participation in Co-Curricular Activities

A student who is not in attendance at school is not allowed to participate in any co-curricular activity that day. This includes, but is not limited to, games or practices for sporting events, all music ensembles, school competitions, and the Knowledge Bowl.

Tardy Policy

Arrival:

No student is to arrive at school before 8:00 AM at the earliest on both campus sites. Exception—children enrolled in early morning care and under supervision. Students arriving before 8:00 AM should go to early morning care and be charged accordingly. Due to increased incidences of unexcused tardiness, school will officially begin at 8:25 AM daily.

After three (3) times of marked unexcused tardies in a quarter, the parents will be fined \$10.00 for each succeeding tardy. Please note: Any child arriving after 8:25 AM will be marked tardy. All tardies will be recorded on the student's report card and cum file (permanent record). At the Sloat Campus, students arriving after 8:30 AM should first go to the school office to receive a late slip to bring to their teacher.

Excused Tardies:

Unforeseen transportation and traffic issues (due to weather, construction, etc.) and medical appointments. A note from parent/guardian or doctor is required for medical appointments. Tardies due to medical/dental appointments or infrequent transportation problems may be excused at the discretion of the teacher or school administrator. A note from the parent/guardian or health care provider is required.

Truancy Policy Definition

Regular attendance and being on time are important factors for the success of students at West Portal Lutheran School. In accordance with California Law, any student absent more than 17 days or missing more than 30 minutes of instruction three times without a valid excuse during the school year will be considered a truant. Once a student has been considered a truant, a meeting between the parent, teacher and administration will take place. Truancy or absenteeism can affect promotions and retentions.

See Absentee Policy for definition of excused absences.

Honor Code

Academic Honor

At West Portal Lutheran Elementary School, students are expected to act with dignity, honesty, and integrity in their academic studies.

Cheating

Cheating is taking credit for any work that is not one's own. Specifically, cheating can include:

- Copying answers from another student on tests, quizzes, or homework.
- Giving answers to another student on tests, quizzes, or homework.
- Comparing answers on tests or homework.
- Using materials of any kind in a hidden manner to cheat.
- Giving or obtaining test questions to other students after a test/quiz.
- Allowing one's parents to do one's homework. Parents can guide students with homework.
- Plagiarism of any kind such as taking credit for work that one did not do; submitting a paper either purchased or copied from any source; including ideas, sentences, phrases, paragraphs of another writing without giving credit; or using artificial intelligence to create content.
- Unauthorized changing of grades or markings on a test, quiz, or any grade report.
- Unauthorized possession of tests, quizzes, worksheets, etc. not belonging to the student.
- Lying to an instructor to improve one's grade.
- Forging a parent's signature

The role of parental support in a child's achievement and ethical development:

Parents should not push a child beyond that child's limits with their own expectations or aspirations. Many times students make bad decisions because the pressure to excel is greater than their ability to meet the expectations. If a child is caught cheating and parents are called, parents are asked to please remember that this is a learning experience and to help that child to accept the consequences for his/her inappropriate actions.

The faculty and staff at West Portal Lutheran School are committed to strengthening a child's performance through the cooperative efforts of child and parent(s).

Technology and Acceptable Use Policy

At West Portal Lutheran School, technology is integrated into the curriculum from kindergarten through 8th grade, as part of our commitment to helping our students become critical thinkers, creative problem solvers, and efficient and respectful stewards of technology. We believe technology devices and software are tools that support what we do every day in pursuit of curiosity, innovation, and growth as a learner. Our program is always evolving to respond to the needs of our students and enhance their experience in the classroom.

Technology offers many opportunities for instructional purposes as well as personal interest and development. It can be a powerful and positive tool when students use it with competence, conscience, and compassion in a safe and supportive environment. The school has **ZERO TOLERANCE** for cyber bullying and/or online harassment. For such infraction a student will be immediately suspended and/or dismissed from school.

Chromebooks and iPads

Students in grades 4-8 are assigned a specific Chromebook for their use in each classroom. They are responsible for taking care of this device, reporting any issues, logging out of their accounts, as well as ensuring it is charging after their use. Students in grades K-3 have access to iPads for teacher directed lessons and/or stations within the classroom. K-3rd graders also have access to a class set of Chromebooks in the computer lab. All students are responsible for following West Portal Lutheran School's protocol on caring for their device and reporting any issues to their teacher.

Google Education

All students are enrolled in Google Education's G Suite, a set of education productivity tools. Please click this [link](#) to find Google's notice to parents, including data collection as well as the Google Apps for Education programs we use at West Portal Lutheran School. At this time, while all students have Gmail, only students in Grades 4-8 have access to email.

Third Party Software

Throughout the school year teachers use a variety of third-party software and applications with students. More information can be found [here](#).

Acceptable Use for Technology Policy

Our Acceptable Use Policy (AUP) is a tool to help us, as a community, realize our expectation that all technology use remains consistent with the school's behavioral expectations and policies. Ultimately, the details of our AUP can be modified by the administration as technology and technology use change. Academic and behavioral policies and expectations are applicable to all technology use on and off campus.

All students must agree to abide by this AUP in order to have access to West Portal Lutheran School's networks, technology, Internet services, and to be assigned a Chromebook/iPad.

Digital Standards of Conduct

Students and parents/guardians are reminded that each student is a representative of the school when online. All students abide by standards of behavior which include, but are not limited to, the following:

- *Courtesy*: Users may not send, or encourage others to send, discourteous or abusive messages. Remember that humor and satire are subject to misinterpretation.
- *Use of Appropriate Language*: Vulgarity, obscenity, and other language that might be offensive or harmful to others are strictly prohibited.
- *Being Considerate*: Users should be mindful of their responsibility to avoid practices which may disrupt or disturb the learning environment for others.
- *Honesty*: Academic integrity, digital citizenship, and individual responsibility are pillars of appropriate use.

Privacy, Security and Monitoring

West Portal Lutheran School will monitor tablet and Chromebook use using a variety of methods — including electronic remote access — to ensure compliance with the school's legal and ethical use policies. Our goal is to have a safe community. Students expressly waive any right of privacy. Student technology devices, including mobile phones, may be reviewed.

Security and digital safety is a high priority in our community. If a security problem is found, a teacher should be notified at once. Students should never use another individual's account or device. Students should never reveal their home address, personal phone number, or the addresses and phone numbers of other students and members of the West Portal Lutheran School community.

The School uses a device management system and a content management system - Hapara &

Deladus. These are in effect anytime a student uses their WPLSF.com account. Students should be mindful of switching to personal accounts when engaging in non-school activities.

Wireless Network and Internet Use

Students will have access to the school's wireless network. Student use of the wireless network must be consistent with the school's educational purposes and values. Even though the school's internet is filtered and monitored, we recognize that anyone who logs on to the Internet has potential access to (1) a worldwide network of computer users (through email, social network sites, etc.); (2) public and private databases; (3) a vast array of library and academic resources; as well as (4) various kinds of offensive or dangerous material.

Although all network access is subject to monitoring and regulation by the School and administrative staff, the School cannot guarantee that its supervision measures will prevent improper student usage or student access to objectionable online material. Our goal is to develop students' internal judgment by educating them about responsible and appropriate use. When in doubt about content, students are taught to immediately seek assistance from their teachers.

Email and Social Media

Students should use their West Portal Lutheran School email account for all school communications. During instructional time, electronic communication (email, social networking, electronic chatting, instant messaging, or video chatting) is to be limited to the activity at hand. Non-school related e-communication is not allowed during the school day unless a student specifically obtains permission from a teacher.

School emails should never be used to create social media accounts, gaming accounts, or any unauthorized accounts. Teachers and administration will give directions when students are to create new accounts using their school emails.

Students who post inappropriate material about other students or individuals on social networks and personal web pages are in violation of our standards of acceptable behavior. Students are responsible for all that they say and do online, including through email. Posting personal communications and/or pictures/videos without the author or subject's consent is not acceptable. Students will be held responsible for anything they post on the Internet that involves the school and its community. The school may take disciplinary action as a result of inappropriate or offensive postings, even if this activity has occurred off campus.

Using Chromebooks Day-to-Day

- *Management:* Chromebooks are configured by West Portal Lutheran School. Under no circumstances should a student login as another student. If a student discovers that another student has logged into their wplsf.com account, they should speak with the School Office. Logging in to personal Google Accounts is not permitted.
- *Installation of Software/Extensions:* Students are not allowed to install software or extensions, add-ons, or change settings on school Chromebooks or iPads. If there is software, extensions or add-ons needed, students should let their teachers know.
- *Photo, Videos, and Audio Recording:* Chromebooks are equipped with a camera and microphone, allowing student content creation through video, image, and audio capture. At no time should a student record anyone without permission from the individuals involved. In addition, students must receive permission from the parties involved before publishing content.
- *Content and Communication:* The Chromebook / iPads should be used to access and store appropriate materials only. Students should be aware of the potential for their communication to be shared and/or misinterpreted. Any use of the Chromebooks / iPads that involves inappropriate, unkind, or mean behavior will result in disciplinary action.
- *Responsibility for Damage & Loss:* The student is responsible for maintaining a 100 percent working Chromebook at all times. The student shall use reasonable care to ensure that the Chromebook is not damaged. Students must reach out to their teacher and the School Office immediately once they start experiencing issues and/or damage occurs. In the event of damage not covered by the manufacturer's warranty, the student and parent/guardian will be billed for the cost of the repair by the school. Whenever possible, the School will work to provide a "loaner" Chromebook. In the event the Chromebook is lost or stolen, the student and parent/guardian will be billed the cost of replacement.
- *Use During School:* Chromebooks are to be used to support and enhance the educational experience. Students are not allowed to access the Internet during the school day, unless instructed to by a teacher. Chromebooks are not to be used during Recess or Lunch, unless in a classroom with a teacher.
- *Carrying and Storage:* Keep Chromebooks closed while moving and handle them with care. Chromebooks should never be held by the screen or be open when walking around campus. Water and food should not be around Chromebooks or in backpacks if the Chromebook is in the backpack. All Chromebooks should be returned to the classroom cart prior to leaving class.
- *Charging:* Students are responsible for making sure their Chromebook is plugged in to their assigned slot in the laptop cart each day. If the Chromebook is not charged, they may not be able to participate in class activities that day that require technology. If there is a charging issue, students should inform their teacher and/or the School Office.

Disciplinary Action

Students should be prepared to accept disciplinary consequences for any technology-related choices they make which are not in line with the mission and vision of the school.

Because WPL cannot control information from the Internet, it and its employees will not be held accountable for any claims, liabilities, demands, causes of action, costs, expenses, or obligations of any kind, known or unknown, arising out of or in any way relating to your own or your child's use of the Internet.

During school, teachers and staff will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they use information sources such as the Internet, television, telephones, movies, radio, and other media. Please know that the WPL faculty and staff will do all in its power to protect its students from misuse of the Internet. However, it is still the responsibility of the student to comply with this Policy Agreement.

Student Cell Phone and Smart Device Policy

Cell phones, Smart Watches, AirPods and any other communication devices, not owned by the school, may not be used while on school property. This is both during the school day and Extended Care. If a child needs to reach a parent by phone, the child can go to the school office to request to call from the school landline. This policy is to help ensure a distraction free learning environment for all students and teachers.

Cell Phones

For Grades 4-5, if your child must have a cell phone, it must be turned off or on Silent Mode AND remain in the backpack the entire day. For Grades 6-8, cell phones must be turned off or on Silent Mode AND checked in before the start of the school day. Homeroom teachers will direct students where and how to check in their cell phones. If a child is late to school, the school secretary will collect their phone when they check in at the office for their late slip. Texting, taking pictures, and filming (without prior permission) are not permitted anytime during the school day.

Failure to follow these guidelines will result in confiscation of the phone along with an incident notice for the first infraction. Parents will be required to pick up their child's device from the school office at the end of the school day. Additional infractions will result in confiscation, detention and eventually suspension (after 3 detentions).

Smart Watches

Students are allowed to wear Smart Watches, however all watches must be put into School Mode. If students are found playing games, listening to music, texting, etc. from their watch, the watch will be confiscated and an incident notice sent home. Additional infractions will result in the student not being allowed to wear their Smart Watch during school.

AirPods

AirPods are not allowed to be used on school property. AirPods should be put away before students step onto campus and remain in their backpacks until they leave school. At no time are AirPods allowed to be used with school devices.

Failure to follow these guidelines will result in confiscation of the phone along with an incident notice for the first infraction. Parents will be required to pick up their child's device from the school office at the end of the school day. Additional infractions will result in confiscation, detention and eventually suspension (after 3 detentions).

Student Medications Policy

- A. All prescription medications must be administered by designated school personnel.
- B. According to California Educational Code, and West Portal Lutheran's policy, medication can be given at school only under the following conditions:
1. Medication must be prescribed by a physician.
 2. A written statement from the physician must be on file at school stating:
 - a) method of administration
 - b) amount of medication
 - c) time schedule for administration
 3. Written statement from the parent/guardian requesting assistance in administering medications per doctor's orders.
 4. Medications will be kept in the school office - no medications will be permitted to remain in a student's possession. The exception to this is the student who has written authorization from the physician and the parent to carry and take the medicine by him or herself.
 5. The medication should be in the original pharmacy container clearly labeled with the following: student's name; health care provider's administration instructions; name of medication; unit dosage.
 6. School personnel should ALWAYS verify the student's identity with the name on medication bottle, to prevent medication errors.
 7. Physician/dentist forms are available in the school office.
 8. The above regulations apply to over-the-counter medications such as aspirin, Tylenol, cough syrup, etc.
9. A student choosing to take NON-PRESCRIPTION medication by himself/herself with or without parent permission will be doing so at his/her own risk and the school assumes no liability for possible complications which may arise.
- C. AT NO TIME is a student or unauthorized faculty or staff member permitted to provide or administer prescription or non-prescription medication to a student.

Inspection of Student Property

West Portal Lutheran School reserves the right to inspect and conduct a search of a student's locker, backpack, book bag, desk, cubby or any other possessions or property on the school premises or on a school sanctioned excursion. Inspections and searches may be conducted on a routine, random basis, or as deemed necessary. Further, the school has the right to seize any property disclosed by an inspection or search. Inspections will be done by at least two staff persons.

Bullying Policy

It is the policy of West Portal Lutheran School to provide a Christian environment free of bullying of any form, at all times, in and out of school. This includes, but is not limited to, physical, verbal, mental, psychological, electronic and any other form, not known at this time, of bullying.

Discipline Policy

West Portal Lutheran School is dedicated to providing a Christ-centered education which focuses on the child's spiritual, physical, social, and academic development.

In agreement with God's Word, good discipline is an important and necessary aspect of Christian living. Discipline will be carried out in the spirit of love and concern for the welfare of the child and all other children in the school community. School Administration and Faculty are responsible for good school discipline, as a learning atmosphere is dependent upon it. However, the parents of each child must accept the first responsibility for training their child in the discipline and instruction of the Lord. Therefore, Christian attitudes such as fair play, respect for authority, obedience to classroom rules, and compassion and sensitivity toward others are to be expected at all times. The School Board has adopted the following policies to which all parents of school children must agree.

Parental Guidelines

Parents should set an example at home by guiding and correcting children regarding their choice of language, reading habits, and wise use of leisure time, including the appropriate use of the internet and social media. Parents should address any concerns regarding discipline at school with their child's teacher. If the concern is not resolved satisfactorily, an administrator will be asked to assist in the resolution of the problem. No parent should discipline another child on the school premises or at any school-sponsored activities. The teacher or administrator will resolve the situation as soon as it is brought to his/her attention.

Teacher Guidelines

The teacher will handle the discipline within his/her classroom according to the discipline expectations as posted in the classroom and discussed at the "Back to School Night" each Fall. When it is necessary to inform parents concerning discipline matters, an "Incident Notice" will be sent home, or a phone call will be made

Incident Notice

An “Incident Notice” will be used for disobeying classroom or yard rules or for making inappropriate choices at school including:

- Being disrespectful and/or disruptive
- Using inappropriate language
- Misusing technology at school
- Incomplete or missing assignment(s)
- Violating academic honor code expectations
- Physical aggression
- Verbal aggression

The consequences for such may be as follows:

- Call home to parents/guardians
- Discussion with school administrator or lead teacher
- Completion of a reflection or think sheet
- Consequences to be determined by teacher or supervisor

The child will have a discussion with others involved in the incident, with the teacher/ supervisor serving as moderator or administrator. If warranted, the child will have the loss of a special privilege to include and not be limited to class parties and field trips.

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

If a child receives three incident notices, he/she will automatically receive a detention.

Detention

A “Detention” will be given for more serious offenses such as physical aggression, disrespect for authority, profane language, lying, stealing, bullying, cheating, defacement of school property, or continued refusal to abide by classroom procedures, including our signed Acceptable Use Policy.

The consequences for these serious offenses will be as follows:

1. Detention will be served at the discretion of the administration and indicated in writing through a detention notice.
2. A parent/guardian will be notified upon his/her child receiving a detention and a signed detention notice must be returned the next day to the issuing teacher by the student.
3. Upon receiving a third detention, the student will be suspended immediately for the next two days of school.
4. All work for the days suspended must be completed.
5. Detentions will be cumulative for a given school year.
6. Any student receiving two or more detentions or a violation of the Honor Code, in any quarter, will be disqualified from membership on the Honor Roll.

Suspension and Expulsion

Immediate dismissal (Suspension, Expulsion) from school is for behavior that is detrimental to the health and safety of other children. Penalties for a single suspension or multiple suspensions are as follows:

1. A grade of zero may be given for academic work assigned during the suspension.
2. All detentions, suspensions, and immediate dismissals (expulsion) will be recorded and put into the cum file (permanent record) to comply with California Education Code.
3. Upon receiving a third suspension within the academic school year, the student will be subject to an expulsion pending an investigation and a review by the Discipline Committee.

Upon receiving a suspension in any given quarter, a student will be excluded from all after school activities (onsite or offsite) for the duration of that quarter and the next quarter. This will include all sports, music, and after-school club activities

Infractions

There are three levels of infractions with escalating penalties. Infractions 1-6 result in an Incident Notice. Infractions 7-13 result in Detention. Infractions 14-17 result in immediate suspension and potential expulsion from West Portal Lutheran School after a thorough investigation and review of the incident by the Discipline Committee.

1. All students must meet with uniform regulations at all times.
2. Political and social messages are not to be worn. This includes outfits worn on free dress days.
3. Chewing gum is not permitted.
4. No tattoos (temporary or permanent) and no body piercing will be permitted except for a traditional piercing of ears for girls.
5. No carbonated beverages are to be brought to school.
6. Water bottles will be confiscated if they are not used for drinking purposes only.
7. Boys' hair should be kept neat and clean: no punk hairstyles, extreme hair coloring, or pattern shaving of the head are permitted. No "lining" is acceptable. This includes weekend WPL School sports, music, and other events when students are representing West Portal Lutheran School.
8. No toys, digital devices (see cell phone and smart devices policy) and no trading cards of any kind will be permitted. Comic books, movie magazines, and books of undesirable quality are not to be brought to school.
9. Teachers and staff (including substitute teachers) are to be respected and obeyed. Politeness is an important area of respect.
10. No improper language will be tolerated – either verbally or written.
11. No student is to threaten or "bully" another student either physically, verbally, or online/virtually.
12. No student is ever to leave school premises during school hours without permission from the School Administrator.
13. Lying, stealing, cheating, plagiarizing, or providing one's work for plagiarizing
14. Any defacing, destroying, or vandalizing of property will result in the parent being financially responsible.
15. Physical fighting or throwing of objects will not be tolerated
16. Using alcohol, drugs, or smoking paraphernalia, drug paraphernalia, or found in possession thereof, (in backpack, purse, locker, etc.)
17. Toy or real knives, guns, weapons, lighters, fireworks/firecrackers, or any type of instrument and/or materials that could be potentially dangerous are not allowed.

Discipline Committee

A Discipline Committee will be comprised of the Principal, Director of Teaching Learning and Curriculum, Head of Middle School, School Board Director, and Pastor. The Discipline Committee will make the final decision by majority vote on the immediate dismissal (expulsion) of a student from West Portal Lutheran School.

School Communication

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

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



ParentSquare

Activating Your ParentSquare Account

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

Download the App!

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

iPhone (Apple Store)

Android (Google Play Store)



FACTS Management

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

Student Billing

FACTS provides families the following benefits:

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

Grant & Aid Assessment

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

Student Information System



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

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

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

Student Records Policies

Administrators shall take care to preserve both the integrity and the privacy of the required school records. These records should be retained permanently at the school site.

Each student's permanent cumulative record must include the minimum permanent personal data necessary for operation of the educational system such as: directory information, academic work completed, grade or level placement, enrollment and attendance data, standardized test results, discipline and permanent health record.

If applicable, a copy of any court orders relevant to custody rights must be submitted to the school office.

Emergency Care Information

The principal shall have a readily accessible file containing emergency care information for each student. Emergency care information shall be available to all faculty and staff.

Access to Student Records

Parents of currently enrolled or former pupils have an absolute right to access any and all pupil records related to their children, which are maintained by school districts or private schools. The editing or withholding of any such records, except as provided for in this chapter is prohibited. (Education Code 49069) Via the Parent Handbook the school shall fully inform parents of their right of access to their child's records and of the individual school's procedures for review of student records. The school has 15 days to comply with requests to inspect student records, but should make every reasonable effort to comply with dispatch. School personnel shall have access to student records for legitimate educational interests only. The student records may not leave the grounds and prudence must be exercised that the Family Educational Rights and Privacy Act of 1974 is not violated. Designated clerical staff shall have access to student records for the purpose of making entries or maintaining records, under the supervision of the principal.

Procedures for Challenging the Content of the Record

Challenges to the content of the record are concerned with the correction of data in the student record, not with substantive decisions on academic grades. These challenges are to be settled through proceedings at the individual school. The parent of a student may file a written request to the principal to correct or amend any information in his child's permanent records which he/she alleges to be: inaccurate, unsubstantiated personal conclusion of inference, and/or a conclusion of inference outside of the observer's area of competence, or not based on personal observation.

If the written request from the parent is denied by the principal, the parents shall be given an opportunity to present evidence relevant to the issue raised. This should be done in a face-to-face meeting with the principal or designated school official (e.g. assistant principal or head teacher). After the hearing is concluded, the principal or school official shall inform the parents in writing concerning the conclusion reached. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the student's records a statement commenting upon the information in the records and/or parental reason for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

Release of Directory Information

The school is never permitted to furnish a list of student names and addresses to be used for commercial purposes nor shall the school allow photographs for publication without parental consent.

Release of Student Records Information to Schools

Student records shall be released as soon as possible to requesting schools. Parental signatures, or specific letter authorizations, shall be required before records are sent to anyone. Typically, the requesting school has had the parent sign a consent form and West Portal Lutheran School receives an official request for transcripts.

Release of Records to Persons or Agencies Other Than Schools

Each school shall maintain a record with the education records of each student, which will indicate all parties who have obtained access to a student's records. It will indicate the legitimate interest that the eligible party had in seeking the information and it shall be available only to parents of the student and to school officials responsible for maintenance of the records. The school must comply with a court order to release information concerning a student. However, the student's parent should be notified in advance of compliance if it is lawfully possible within the requirements of the judicial order.

The school may not, without the written authorization of the parents, permit access or release written transcripts to any person or agency. An authorization shall be in writing, signed and dated by the person giving consent. It must specify the records to be released, the reasons for the release, and the names of the parties to whom the records will be released.

Promotion

Students are promoted to the next grade level at the end of each school year on the basis of progress in many areas which influence total development of the child, including but not limited to the following: spiritual, academic, social, physical, and emotional developmental maturity; factors of general health; age level; and attendance.

A child who has attended classes regularly (no more than 25 days of absence during an academic year with all missed work completed) and achieved a satisfactory learning rate according to his/her individual ability in accordance with the minimum standards set for each grade level will be promoted to the succeeding grade

Retention Policy

Since each teacher is genuinely interested in the total physical, mental, social, and spiritual development of every child entrusted to his/her care, the teacher will direct, guide, and instruct each pupil so that promotion to the next grade is possible. Therefore, a child who has attended classes regularly and achieved a satisfactory learning rate according to his/her individual ability in accordance with the minimum standards set for each grade level will be promoted to the succeeding grade. However, if a decision to retain a child is made, it will be done in consultation with the parents, teacher, and an administrator. Consideration shall be given to the child's chronological age, mental, social, and physical development, and academic achievement.

Consideration for retention may be based upon the teacher's or parents' recommendations or failing grades. At all times, the overall welfare of the child shall be of utmost importance.

If the parent in question disagrees with the current classroom teacher's assessment of a student, the parent and teacher will present the facts to the Retention Review Committee. This committee will consist of one administrator and two teachers. These teachers will be a teacher representing the grade level above the student's grade and a teacher representing the grade level below the student's grade. The Retention Review Committee reviews all facts and either supports or reverses the current classroom teacher's decision.

The procedure for this review is as follows:

- Both the family and the teacher will meet with the Retention Review Committee simultaneously.
- Each party will have a chance to speak without interruption.
- The committee will discuss the matter privately.
- All parties will receive a copy of the Retention Review Committee report.

The Retention Review Committee will then make a recommendation to the West Portal Lutheran Church School Board for a final decision. The principal will inform all parties of the School Board decision.

Homework

The below homework policy is intended to help teachers align how they assign work to students outside the classroom. During grade level meetings, teachers should work together to ensure parity in their assignments (this is particularly important for middle school teachers). We want to strive for an appropriate balance for students to participate in their family life and other extracurricular activities.

<i>Kindergarten</i>	20 - 30 minutes per school night
<i>Grade 1</i>	20-40 minutes per school night
<i>Grade 2</i>	30-40 minutes per school night
<i>Grade 3</i>	Up to 60 minutes per school night
<i>Grade 4</i>	Up to 60 minutes per school night
<i>Grade 5</i>	Up to 60 minutes per school night
<i>Grades 6-8</i>	2 to 2.5 hours, Monday to Thursday, with attempt to give less homework on the weekend.

- Parent supervision of homework is expected for Kindergarten, Grade 1, and Grade 2.
- Individual homework may be given when a child is ill, absent, or has difficulty completing class work.
- Work that was assigned while a student is absent must be completed at the teacher's discretion, depending upon the length and severity of the illness.

Drop Off and Pick Up Procedures

Drop Off

Be sure your child is ready to leave the car before you pull up into the white pedestrian zone. Have his/her jacket, backpack and lunch close at hand, not in the trunk of the car. Last minute instructions to your child should be given before you pull up.

Pick Up

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

SUNSET CAMPUS

- When dropping off or picking up your child, please enter our white zone by driving up Moraga Street and making a right hand turn onto 37th Avenue. Do not enter the white zone from any other direction (i.e. straight down 37th Avenue from Lawton or making a left onto 37th Avenue). As a courtesy to drivers behind you, turn on your emergency blinker lights.
- Parents must NEVER double park or PARK in a non parking stop, including the corner, to pick up or drop off children. This is a very dangerous practice with children so young and drivers who are in a hurry.
- Always use the crosswalks at the corner.
- Please do not make any U-turns in either the middle of 37th Avenue or Moraga Street or in the intersection of 37th Avenue and Moraga Street.
- Please have your child ready to exit through the back door on the passenger side. This will expedite a more efficient traffic flow. If your child is not ready to exit your car please do not enter the white zone and instead, park your car and walk your child to the school gate.
- Please do not park in the white zone and leave your car during morning drop-off or afternoon pick-up time frames.

SLOAT CAMPUS

- The car line for the white zone will begin at 3:10 pm (school dismissal is at 3:15 pm).
- No cars will be allowed to start lining up before 3:10 pm. If you arrive early, you will be asked to loop around. As an alternative, you can park your car and walk up to pick up your child.
- When dropping off or picking up your child, please pull into our white zone on Sloat Boulevard by turning on your emergency blinker lights. Drive all the way to the end of the white zone, beyond the crosswalk (as long as the crosswalk has been cleared of pedestrians).
- Do not park in the white zone and leave your car during morning drop-off or afternoon

pick-up time frames. For pick-up, please do not sit in your car in the white zone for more than a couple of minutes. If your child is not at the top of the hill and coming to your car, please go around the block.

- Students should never exit a car from the driver's side. They should always exit from the curb side. This applies to Beachmont Drive as well as Sloat Boulevard.
- Please do not jaywalk – for your safety, always use marked crosswalks. Cross Sloat Boulevard only when instructed by the crossing guard.
- If the school traffic (from Saint Francis Circle) begins to block the exit from West Portal Ave, please continue in the left-hand lane and go around the block again. We cannot block the intersection or exits. Help us to remind your student(s) to pay attention and watch for your car.
- Do not double park on Beachmont Dr. Do not park in the driveway/block the resident driveways.
- Do not leave your car unattended at anytime when you are waiting in line for your student.
- Do not block the driveway to the Scottish Rite Masonic Center or stop in the red bus zone area to pick-up your student.
- Do not block Ardenwood Way (avoid blocking the “Keep Clear” zone).
- Do not park in our school driveway or parking lot during the pick up time unless you need to be on campus as a coach, after school instructor, or for a teacher meeting.
- If you have children at both campuses, picking up students at Sunset first will help you avoid the heaviest traffic congestion at Sloat.
- To avoid the greatest congestion in the afternoon, come closer to 3:25 p.m.

Extended Care Policies and Options

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

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

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

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

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

How to Sign Up

Visit wplsfc.com/extendedcare and click the “Register Here” button. Complete each page of the Google form and click the “Submit” button at the bottom of the third page. Your complete contact information will be required to verify billing accounts and to contact you with any questions.

Drop-in Rate

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

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

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

Changes and Refunds

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

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

Early Morning Care (EMC) - SLOAT CAMPUS ONLY

EMC begins at 7:30 AM. EMC at the Sloat Campus is in the Gym. Any child who arrives at either campus before 8:00 AM must go to EMC. In the morning, the school day begins at 8:25 AM, but we accept children for drop-offs beginning at 8:00 AM, without charge for EMC. There is a five-minute grace period, so if you drop off your child(ren) at or after 7:55 AM, you will not be charged for EMC. We must charge for any drop-off prior to 7:55.

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

After School Care (ASC)

School ends at 2:45, 3:00, or 3:10 PM, depending on grade level. Students not in an after school program that day are expected to be picked up by the end of traffic duty. If they are, then there is of course no charge. Any child still on school premises after the end of traffic duty will be placed in ASC. Furthermore, that child is considered to have been in ASC from the designated beginning time for ASC. They have been under the care of the school, whether it be teachers, support staff working traffic duty, or extended care workers, from the end of school. After school care charges are therefore incurred from 3:00 PM at the Sunset Campus and 3:15 PM at the Sloat Campus, regardless of when your child is "signed in" by an ASC worker. Half days on which ASC is available will have different

times for the beginning of ASC, but the same principle applies. Also, please note for drop-in billing that anything more than 5 minutes longer than a half hour increment will be billed as a half hour, according to the “fraction thereof” policy.

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

Phone Numbers For After School Care

Between the hours of 4:00 pm and 6:00 pm only, our After School Care Supervisors will be able to receive incoming calls concerning our After School Care students and emergency changes in planned pick-ups.

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

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

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

Hot Lunch Program - Choice Lunch

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

To order lunches:

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

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



How It Works

REGISTER/SIGN UP

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

MAKE THE FOOD

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

CHOOSE YOUR SIDES

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



CHOOSE LUNCHES

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

DELIVER THE FOOD

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

YUM!

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

School Uniforms

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

CLOTHING	GIRLS	BOYS
JACKETS	<ul style="list-style-type: none"> Navy blue hooded jacket with logo Royal blue fleece jacket with logo Personal jackets may be worn, over a uniform sweater/sweatshirt, on cold days while the students are outside of the school building. Logo uniform jackets are the only jackets allowed to be worn in the classroom. 	
SOCKS	<ul style="list-style-type: none"> Plain white ankle socks, anklets, or knee length socks White, black, or navy tights 	<ul style="list-style-type: none"> Plain gray, navy, black, or white socks
SHOES	<ul style="list-style-type: none"> Predominant color - brown, navy, black, or white Closed toe and heel Shoes should not light up or be distracting 	
HAIR	<ul style="list-style-type: none"> Clean and neatly combed, natural color 	<ul style="list-style-type: none"> Clean and neatly combed, natural color No longer than collar length No spiked hair
ACCESSORIES	<ul style="list-style-type: none"> No excessive jewelry No excessive make-up Stud or small hoop earrings only No political or social message buttons 	<ul style="list-style-type: none"> Caps and hats may not be worn in the buildings No political or social message buttons

UNIFORM SUPPLIER

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

www.eclassicdesigns.com

PERSONAL APPEARANCE

Students are expected to be clean and neat in their personal grooming, observing standards of modesty, moderation, and good taste. Uniforms are to be clean and mended, if needed. Students failing to comply with uniform regulations may be sent home to change and may be subject to receiving an incident notice. The administration reserves the right to make individual determination affecting dress code policy.

FREE DRESS GUIDELINES

On free dress days, clothing should conform to the stated guidelines: clothing must be clean, modest, and appropriate for school wear. Students may not wear halter tops, tube tops, tank tops, long underwear (tops or bottoms), short dresses/skirts, or sandals. Extraordinary attire on free dress days that disrupts order and decorum in the classroom will not be permitted.

Parent Teacher League (PTL)

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

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

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

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

Here is how PTL funds have benefited WPLS:

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

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

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

Email ptl@wplsfc.com if you have ideas, questions, or would like to volunteer for an event or serve as a PTL Board or Committee member.

Parent Participation Program (PPP) and Co-Op

Parent involvement provides positive reinforcement for children and shows how important it is to partner in a child's education. Children whose parents are involved generally have higher grades and test scores as well as more positive attitudes and behavior. Schools benefit from parental involvement in that there are long-term improvements in academic achievement, more successful school programs, and more effective schools.

Researchers have found that effectively engaging parents and families in the education of their children has the potential to be far more transformational than any other type of educational reform. Researchers have identified several types of parental involvement in their children's education – including serving as teachers and preparers, learners, volunteers or community collaborators, as well as participating in school-home communication and getting involved in the decision-making processes.

There are many ways parents at West Portal Lutheran School can help their children in the educational journey. It is our goal that our Parent Participation Program will not only benefit our students, but it will give you, the parent, a sense of ownership in your child's education.

Our expectation is for parents to be actively involved in their child's education. Our parent volunteers are vital in allowing such programs as our hot lunch program, class parties, field trips, and our after school sports program to exist. It is the policy of West Portal Lutheran Church and School that parents (or custodial adults) participate in the maintenance and upkeep of school facilities, in the Parent Teacher League (PTL) and in other nonacademic events which enhance the learning and life of the children. This time is called Co-op hours and PPP hours. PPP and Co-op hours may not be carried over from year to year. PPP and Co-op hours are non-transferable from one family to another.

Our Parent Participation Program requires the following:

- **A family with one child enrolled in the school** – 20 hours per year, which includes 2 Co-op hours
- **A family with two or more children in the school** – 30 hours per year, which includes 2 hours of Co-op for each child enrolled

All PPP hours not completed are billed at \$15.00 an hour and all Co-op hours not completed are billed at \$25.00 an hour.

Co-op is primarily for the maintenance and upkeep of your child's school facilities, excluding school bathrooms and Fellowship Hall kitchen. PPP is primarily for School functions (room parent, field trips, coaching, etc.) and for PTL functions (Board member, events chairpersons, fund raisers, etc.). The Principal will determine and publish which activities will earn PPP hours at the beginning of the school year. Hours are recorded by the classroom teacher upon completion of an activity. Records will be kept in the Sunset campus office under each family's name. PPP and Co-op hours cannot be earned when contracted work is done and payment is made for the work.

Parent Participation Program Activities

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

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

Activities that Fulfill All PPP Hours

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

Activities that Fulfill All PPP and Co-Op Hours

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

Student Birthday Celebrations

The celebration of a student's birthday on campus is upon the discretion of the child's family and is not mandatory.

- All treats that are brought onto the school campus should consist of one individual treat (i.e. a fruit Popsicle, a cupcake, or a cookie) and one individual drink (i.e., boxed juice) - no boba or excessive sugar drinks.
- The birthday child can donate a hard-covered book to either the School Library or the classroom library. A special label will be provided to mark this special donation.
- Goodie bags are not allowed. If goodie bags are brought to school, they will be returned to the parent at the end of the day.

This policy is in effect for all students in Kindergarten through Grade 8

Gifts to Teachers

Please note that teacher gifts are optional – they are not required. It is important to communicate to the parents that they do not need to participate in a group class gift (e.g. parents are not obligated to participate in any kind of gift giving) and that not participating does not, in any way, reflect their intended support for the teachers and the school. We recommend that if a group gift is going to be given, then Christmas and/or end of school are the appropriate times to give a gift. Please refrain from asking your classroom families for multiple gifts throughout the year (e.g. birthday, National Lutheran School Week, Christmas, etc.).

Also when signing the card for a group gift, it is required that you do not specify who participated but show it is from the whole class.

If your class decides to do a group gift for your teacher for a Christmas gift and/or end-of-school year gift, you can collect money from those parents who want to participate (this should be totally voluntary – and this should be clearly communicated to the parents – no parent should feel pressured to participate).

For K-5, we typically ask for a suggested gift amount of \$10 to \$20 for the entire school year per participating child. For 6th – 8th grade, we typically have a higher suggested gift amount because there are more teachers, e.g. \$30 - \$40 for the entire school year per participating child. For 6th – 8th grade, you may consider combining funds from both classes in each grade (e.g. 6A and 6B) to provide gifts for the teachers for the grade.

Please be thoughtful and sensitive to your classroom families throughout the school year especially when asking for money or donation of any items.

Tutoring

Tutoring is allowed on West Portal Lutheran Church and School premises only for students attending West Portal Lutheran School and for children of members of West Portal Lutheran Church. The policy is that no teacher can tutor his/her own student for money at any time.

Agreements and Contracts

- Emergency Information and Medical Release
- Student and Parent Handbook Acknowledgment
- Acceptable Use Policy for Technology
- Third Party Software and Use of Information
- Google Apps for Education Information and Consent
- Photo Release Agreement for Minors

Class/Homeroom _____

West Portal Lutheran School 2024-2025
Emergency Information Sheet / Allergy / Authorized Pick-up Information

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

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

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

MEDICAL INFORMATION OR CONDITIONS

AUTHORIZED PICK-UP INFORMATION

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

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

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

_____	_____
Signature and Relationship to Child	Date

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

West Portal Lutheran School

STUDENT AND PARENT HANDBOOK ACKNOWLEDGEMENT



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

Name of Student: _____	Grade: _____
Student Signature: _____	
Parent 1 Name: _____	
Parent 1 Signature: _____	Date: _____
Relationship to Student: _____	
Parent 2 Name: _____	
Parent 2 Signature: _____	Date: _____
Relationship to Student: _____	

West Portal Lutheran School



ACCEPTABLE USE POLICY FOR TECHNOLOGY

Once you have reviewed the AUP with your child(ren), please provide your signature below to indicate you have reviewed and are in agreement with the Acceptable Use Policies outlined in this handbook. Thank you!

I have reviewed the West Portal Lutheran School Technology Agreement and Acceptable Use Policies and agree to follow the policies outlined here.

Near the beginning of the school year, students will discuss and read an age-appropriate Acceptable Use Policy at school with their teacher and/or the Technology Teacher. An acknowledgment and commitment from the parents and students of the AUP is required to ensure a safe and rich learning experience.

Name of Student: _____	Grade: _____
Student Signature: _____	Date: _____
Parent Signature: _____	Date: _____

West Portal Lutheran School



THIRD PARTY SOFTWARE AND USE OF INFORMATION

Below is a list of third-party computer applications and web-based services we plan to use throughout the 2024-2025 school year that require student information in order to have functional access. West Portal Lutheran School may add to the following list of sites throughout the year. The systems listed below may use either the student's name as part of the user name, and the student's first and last names and their student ID may be used by the sites for account management. Some of the systems listed below as a part of West Portal Lutheran School curriculum may record audio or video. All audio, video, and student data stays within West Portal Lutheran School.

Please note: if you choose to opt-out access to third-party computer applications and web-based services at WPLS, your student will not be able to fully participate in certain parts of our program. If you have any concerns, please contact the school office at school@wplsf.com

- Google Apps for Education
- Quizlet
- Kahoot!
- Scratch
- Newsela
- Biteable
- Zoom
- Khan Academy
- Flip Grid
- IXL
- NearPod
- Pixton
- CapCut
- Padlet
- Blooket
- Prezi
- ReadTheory
- Ellipsis
- Hapara
- Deledao
- Turnitin.com
- Savvas
- Book Creator
- Canva
- Padlet
- Soundtrap
- Book Creator
- Typing Club
- EdPuzzle
- NWEA MAP Growth
- Duolingo
- Epic!
- Code.org

West Portal Lutheran School



GOOGLE APPS FOR EDUCATION INFORMATION AND CONSENT

At West Portal Lutheran School, 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. At West Portal Lutheran School, students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in to their Chromebooks, and learn 21st-century digital citizenship skills.

The notice 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?

Please read below carefully, let us know of any questions. If you do not agree with the following, please contact the **School Office** at West Portal Lutheran School (school@wpls.com) for further discussion.

I give permission for West Portal Lutheran School to create/maintain a G Suite 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 below.

Name of Student: _____ **Grade:** _____

Parent Signature: _____ **Date:** _____

G Suite for Education Notice to Parents and Guardians



This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

Gmail (starting in grade 4)	Docs, Sheets, Slides, Forms
Calendar	Drive
Chrome Sync	Groups
Classroom	Jamboard
Cloud Search	Keep
Contacts	Sites

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to “Additional Services” like YouTube, Maps, Google Earth, etc.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, West Portal Lutheran School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the G Suite for Education account. All email/account recovery will be taken care of by the school - no personal student or parent emails will be used for student accounts.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;

Sloat Campus - 200 Sloat Boulevard, San Francisco, CA 94132 (415) 665-6330 **Sunset Campus** - 3101 Moraga Street, San Francisco, CA 94122 (415) 731-3000

- unique application numbers, such as application version number; and
- cookies or similar technologies that are used to collect and store information about a user or device, such as preferred language and other settings.



How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect, and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We do not allow students to share Google services such as Google Docs and Sheets, outside of the West Portal Lutheran School Domain.

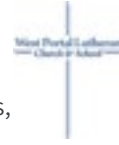
Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

With parental or guardian consent. Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.

With West Portal Lutheran School G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

For external processing. Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.



For legal reasons. Google will share personal information with companies, organizations, or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:

- meet any applicable law, regulation, legal process, or enforceable governmental request;
 - enforce applicable Terms of Service, including investigation of potential violations;
 - detect, prevent, or otherwise address fraud, security, or technical issues.
- protect against harm to the rights, property or safety of Google, Google users, or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a G Suite for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you do not consent to your child's use of G Suite for Education, you can access or request the deletion of your child's G Suite for Education account by contacting school@wplsf.com. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact school@wplsf.com. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the [G Suite for Education Privacy Center](https://www.google.com/edu/trust/) (at <https://www.google.com/edu/trust/>), the [G Suite for Education Privacy Notice](https://gsuite.google.com/terms/education_privacy.html) (at https://gsuite.google.com/terms/education_privacy.html), and the [Google Privacy Policy](https://www.google.com/intl/en/policies/privacy/) (at <https://www.google.com/intl/en/policies/privacy/>).

The Core G Suite for Education services is provided to us under [Google's Apps for Education agreement](https://www.google.com/apps/intl/en/terms/education_terms.html) (at https://www.google.com/apps/intl/en/terms/education_terms.html).

West Portal Lutheran School



PHOTO AND VIDEO RELEASE FORM FOR MINORS

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

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

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

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

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

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

West Portal Lutheran School



STUDENT RELEASE FORM

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

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

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

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

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