

LOS ALTOS CHRISTIAN SCHOOLS

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A Ministry of Bridges Community Church



# 2011-2012 Elementary Parent-Student Handbook





# Elementary Parent & Student Handbook

2011-2012

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Federal Tax ID # 94-1379500

LACS reserves the right to change any policy stated herein at any time when, in the school and/or school board's discretion, it determines that the change is in the best interest of the school.

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# The Vision of LACS

## ***Mission***

To train children in heart, mind, soul, and body to become balanced Christ-like students who earnestly seek to know, love, and serve God.

## ***Vision Statement***

- LACS integrates a thorough knowledge of God's love through His Son, Jesus Christ, with a challenging academic environment.
- LACS students aspire toward Christ-like character through accepting personal responsibility while positively influencing the world around them.
- LACS provides a curriculum that encourages critical thinking and creative, effective skills application.
- LACS seeks to partner with parents in providing a quality education grounded in Judeo-Christian values.

## ***Graduates Will Be:***

### **COMMITTED CHRISTIANS WHO:**

- Accept Jesus Christ personally and understand the meaning and process of Salvation.
- Demonstrate how to use the Bible as a guidebook for life.
- Determine right from wrong using the Bible as the standard.
- Defend their faith to share it with others.

### **EFFECTIVE COMMUNICATORS WHO:**

- Gather, organize, and assimilate information and communicate it clearly through the use of speaking, writing, and technology.
- Read and listen critically and respond appropriately to oral and written communication.
- Work and play together cooperatively and resolve conflicts without adult intervention.

### **CRITICAL THINKERS WHO:**

- Apply problem-solving strategies to real-life situations.
- Demonstrate the skills of application, analysis, synthesis, and evaluation.
- Apply consistently the Scientific Method to solve problems.

### **QUALITY PRODUCERS WHO:**

- Complete tasks in a responsible, timely fashion.
- Exhibit a progression of knowledge.
- Develop their God-given talents and abilities.
- Set, pursue, and accomplish realistic, challenging goals, and demonstrate standards of excellence.

### **COMMUNITY PARTICIPANTS WHO:**

- Contribute positively and productively to their community, giving of their time, energy, and talent.
- Demonstrate responsibility, moral and ethical integrity, show national honor and patriotism, and respect and submit to authority.
- Acknowledge God's influence in history and world events.

## Special Dates

**Early Dismissal EVERY Wednesday at 2 p.m.**

### School Holidays (No School)

September 5	Labor Day
November 23-25	Thanksgiving
December 19- Jan 2	Christmas & New Year
January 16	King Jr. Birthday
February 20-24	Winter Break
April 6-13	Easter Break
May 28	Memorial Day

### Teacher Workdays (No School)

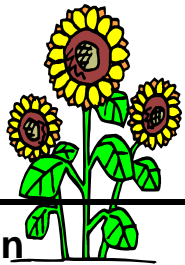
October 6-7	ACSI Convention
November 3	<b>Middle School ONLY</b> Parent Teacher Conferences
November 4	<b>Middle School ONLY</b> Teacher In-Service
November 21-22	<b>Elementary ONLY</b> Parent-Teacher Conferences
March 9	Teacher In-service
May 7	<b>LAD</b> Teacher In-Service—No LAD Students
May 14-15	<b>LAD</b> Conferences-No LAD Students
June 8	Teacher-Office Interface/Wrap-up

### Minimum Days (noon dismissal)


August 23	First Day of School
December 16	Christmas
March 23	International Day
June 6	Kindergarten/Eighth Grade Graduation Day
June 7	Last Day of School

### Special Events

August 22	Middle School Orientation; Kinder Play Date; Back to School Night
August 26	PTF Welcome Back BBQ
September 15	Elementary School Pictures
September 26-30	Sixth Grade Science Camp
September 27	PTF Fall Leaves
October 18	Middle School - High School Prep Night
October 21	PTF Chili Cook-off
October 28	Family Fun Night
November 3	Picture Make-up Day
December 1	Priority Applications for 2012-13 Accepted
December 16	Annual Christmas Chapel
January 10-31	Returning Student 2012-13 Registration Due
February 1	Open Registration for the General Public Begins
February 16	Open House/Kindergarten Evening/4 <sup>th</sup> Grade Mission Displays
February 17	Fifth Grade Sacramento Trip
March 23	International Day
April 11-15	SAT Week
April 23-27	Seventh and Eighth Grade East Coast Trip
May 5	PTF Walkathon
May 17	Arts Night & Book Fair
May 24-25	Fourth Grade Gold Rush Overnight Trip
June 6	Kindergarten Graduation 9:00 am/ Eighth Grade Graduation 7 pm
June 7	Last Day School/Chapel



# August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
<b>Teacher In-Service</b>						
21	22 <u>MS Orientation</u> <u>Kinder Play Date</u> Back to School Night 6:30-8 pm Parents Only	23 Welcome Back! <u>First Day of School</u> <b>MINIMUM DAY</b> Noon Dismissal	24	25	26 <b>NO</b> Free Dress Welcome Back PTF BBQ 	27
28	29	30	31	Happy Birthday 1 Sharon Kilpatrick 27 Dwin Graham		

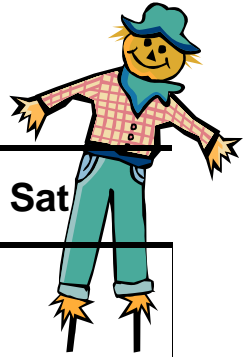


# September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday 7 Marilyn Bryant 16 Cindi Snedaker 25 Shannon Day		14 Coral Fries 21 Warren Goff 30 Dorothy Hunter		1	2	3
4	5 Labor Day NO SCHOOL	6	7	8	9	10
11	12	13	14	15 Picture Day 	16	17
18	19	20	21	22	23	24
25	26	27 PTF Fall Leaves	28	29	30 Free Dress	
6 <sup>th</sup> Grade Science Camp						




# October 2011



Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Elementary Progress Reports	6 ACSI CONVENTION NO SCHOOL		8
9	10	11	12	13	14	15
16	17	18 Middle School High School Prep Night	19	20	21 PTF Chili Cook-off	22
23	24	25	26	27 Middle School End of First Quarter	28 Free Dress Family Fun Night	29
30	31					



# November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Middle School Parent/Teacher Conferences <b>No Middle School Only</b> Picture Make-up Day	4 Middle School Teacher In-service <b>No Middle School Only</b>	5
6	7	8	9	10	11	12
13	14 Elementary End of First Trimester	15	16	17	18 Free Dress	19
20	21 Elementary Parent/Teacher Conferences No Elementary School Only	22	23	24 Thanksgiving Day	25	26 
27	28	29	30	Happy Birthday 9 Nico Roundy, Bob Bryant 18 LaVonna Floreal		



# December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday 3 Wendy Lawner				1	2	3
4	5	6	7	8	9	10
				Free Dress		
11	12	13	14	15	16	17
				<u>Christmas Chapel</u> MINIMUM DAY Noon Dismissal Preschool Christmas Program		
18	19	20	21	22	23	24
				CHRISTMAS VACATION		Christmas Eve 
25	26	27	28	29	30	31
Christmas Day 	CHRISTMAS VACATION				New Years Eve 	




# January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 New Year Vacation NO SCHOOL <b>HAPPY NEW YEAR</b>	3 Welcome Back!	4	5	6	7
8	9	10 Returning Student 2012-13 Registration Begins	11	12	13 Middle School End of Second Quarter	14
<b>Middle School Finals Week</b>						
15 	16 Martin Luther King, Jr. Holiday NO SCHOOL	17	18	19 Elementary Progress Reports	20	21
22	23	24	25	26 Middle School Report Cards	27 Free Dress	28
29	30	31	Happy Birthday 3 Kris Wong 22 Virginia Apt			



# February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Open 2012-13 Registration Begins for the General Public	2	3	4
5	6	7	8	9	10	11
12	13	14 St. Valentine's Day 	15	16 <b>OPEN HOUSE</b> KINDER EVENING Fourth Grade Mission Displays	17 Free Dress  5 <sup>th</sup> grade Sacramento Trip	18
19	20	21	22	23	24	25
WINTER BREAK NO SCHOOL						
26	27	28	29	Happy Birthday 17 Elizabeth Parker 26 Evonne Litfin		




# March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday 9 Linda Garton 16 Kristen Cunningham 24 Cathy Robinson				1 Elementary End of Second Trimester	2	3
4	5	6	7	8	9 Teacher In-Service <b>NO SCHOOL</b>	10
2012-13 Kindergarten Gesell Screening						
11	12	13	14	15 St. Patrick's Day  Elementary Report Cards	16	17
18	19	20	21	22 Middle School End of Third Quarter	23 <b>International Day</b> <b>MINIMUM DAY</b> Noon Dismissal	24
25	26	27	28	29 Middle School Report Cards	30 <b>Free Dress</b>	31




# April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 No Regular Chapel Today	4	5 Easter Chapel	6 Good Friday NO SCHOOL	7
8 Easter 	9	10	11	12	13	14
<i>Easter Vacation</i>						
15	16	17	18	19	20	21
22	23	24	25	26	27 Free Dress	28
<i>SAT Week</i>						
29	30	30 Happy Birthday 7 Brad Burnan    14 LaSha Heard 21 Cindy Coffey    28 Anne Marie Bevolden				



# May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 <b>PTF Walk-a-Thon</b>
6	7 <b>LAD IEPs NO SCHOOL LAD Only</b>	8	9	10	11 Preschool Mother's Day Banquet	12
13 Mothers' Day	14 <b>LAD IEP's NO SCHOOL LAD Only</b>	15 <b>LAD IEP's NO SCHOOL LAD Only</b>	16	17 <i>Arts Evening &amp; Book Fair</i>	18	19
20	21	22	23	24 4th grade Gold Rush Overnight Field Trip	25 <b>Free Dress</b>	26
<b>Middle School Finals</b>						
27	28 <b>MEMORIAL</b>  <b>NO SCHOOL</b>	29	30	31		



# June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday 12 Abby Eldridge					1 Middle School Banquet	2
3	4	5	6 Kinder Grad. 9 am 8 <sup>th</sup> Grade Grad. 7 pm  <b>MINIMUM DAY Noon Dismissal</b>	7 <b>Free Dress Chapel</b> <del>-----Last Day-----</del> <b>MINIMUM DAY Noon Dismissal</b>	8	9
10	11	12	13	14	15	16
17 Fathers' Day	18	19	20	21	22	23
24	25	26	27	28	29	30



# July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 Independence Day 	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	27	28	29	30

## **LACS Policies, Descriptions and Definitions**

(Listed alphabetically for your convenience)

### **1. Academics**

The goal of the academic program is to prepare the student to pursue future learning with a thorough foundation in the essential basics. Every opportunity must be taken by students to develop and utilize proper study habits while participating in a planned educational program.

Integrated throughout the academic objectives of Los Altos Christian School is a firm belief in the deity of Jesus Christ and the inspiration and authority of the Bible. Classes in the study of the Scriptures are required, recognizing the Bible as the absolute truth. Integrity and commitment are emphasized in every phase of school life. Jesus Christ is exalted in the classroom academics as well as in worship through Chapel and is given pre-eminence over all of the affairs of the school.

### **2. Accreditation**

First accredited in 1990 by the Western Association of Schools and Colleges (WASC), Los Altos Christian also received accreditation from the Association of Christian Schools International (ACSI) in 1996. An ACSI-WASC team visited LACS in April 2009 and LACS was reaccredited for a six year term.

### **3. Admissions**

Los Altos Christian Schools do not discriminate in enrollment on basis of race, gender, nationality, creed, or ethnic origin. Parents need to schedule an appointment to observe with the registrar. Then submit an application, application fee, and required supporting documentation to start the admission process. You will then be notified of acceptance and placement. After acceptance, complete the Registration Packet including payment of registration/tuition fees.

Other required registration information includes:

- 1) Copy of Immunization Records as well as:
  - \*Kindergarteners must have a blue Immunization Form completed.
  - \*First Graders must have a Health Examination Form completed.
  - \*All students new to Santa Clara County must have a TB test within the last 6 months on record.

2) Complete a request for previous school records

3) Testing may be required for placement:

- \*Kindergarten and kinder prep applicants will be administered the Gesell screening by LACS staff.
- \*New students may be administered a placement test.

### **3a. Admission to LAD**

Parents need to schedule an appointment with the registrar.

Then submit an Application Form with the application fee and the following items:

- Two Confidential Educator Recommendation forms completed by previous teachers.
- A copy of any psychological/educational evaluations if available. (Particular attention will be paid to the WISC scoring and any behavioral, emotional, or psychological issues.)
- IEPs, if available
- Student work samples
- Report cards, SAT/STARR testing

A teacher observation of the child in a learning situation may be required to insure correct placement.

Child and parent will be interviewed.

You will then be notified of acceptance and placement.

After acceptance, complete a Registration Packet including payment of registration/tuition fees.

### **4. After School Sports**

Fifth through eighth graders can participate in after school sports and compete with other schools in a league setting. Volleyball, basketball, and flag football for both boys and girls are usually available. Signups with tryouts are announced to the classes. Parent volunteers are welcome.

### **5. Attendance Policies/Absences**

Parents must notify the school office when a child is absent. A phone call, written note, or e-mail from the parent to the school office is needed.

### **Excused absence**

The California Education code defines an excused absence as being a day missed:

- Due to illness
- Due to imposed quarantine
- For the purpose of having medical, dental or optometric service
- For the purpose of attending a funeral service

### **Planned absence**

Please inform the school office and teacher at least one week before a planned absence. You may obtain work that will be missed from the teacher.

### **Unexcused absence**

All other absences will be considered unexcused unless specifically excused by the administration.

## **6. Bicycle Use Policy**

The school does not assume responsibility for bicycles on the school grounds. If a student does ride a bike to school the parents must fill out a permission form.

- Bicycles must be licensed according to the city code where the student lives.
- Each bicycle must be parked in the area designated for bikes.
- Each bicycle must be locked when parked on school grounds.
- No bike riding is allowed on campus.
- Bicycles are off limits during the school day.
- Shoes with wheels are not allowed.



## **7. Birthday Parties**

Birthdays are a time of celebration.

Please consult with the teacher if you wish to bring a small treat for the class to enjoy at recess. If your child is having an at home party, please only distribute invitations at school that include the whole class.

## **8. Backpacks**

Please label your child's backpack with his/her name. Rolling backpacks are permitted.

## **9. Cell Phones**

When a student needs to use a phone for necessary calls, he must use the office phone. Elementary students are not permitted to have cell phones on campus.

## **10. Chapel**

Chapel is held weekly on Tuesday in the church auditorium from 8:45 to 9:15 a.m. Parents are welcome to attend. The time is used for songs,

testimonies, and guest speakers with opportunities for the students to lead.

## **11. Cheating Policy**

TESTS/QUIZZES:

- Absolutely no talking
- Eyes on your own paper
- No papers out or books open (unless specified)
- No exchanging of notes
- No turning around in your seat
- No changing of answers once test is turned in

STUDENT WORK:

- Work you turn in with your name on it must be your OWN work.
- If your parents have done the work, it is not your own work.
- If you have copied a classmate's work, it is not your own work. (This is cheating)
- If you have copied the material from a book, it is not your own work (This is plagiarism and is cheating)
- If you have used the information directly off the Internet, it is not your own work. (This is plagiarism and is cheating.)

Synonyms for cheating: Deception

Stealing

Lying

Scripture References: Proverbs 14:5, 8

Psalm 34:13

I Peter 2:1

## **12. Chewing Gum**

Gum is not acceptable anywhere at school at any time.

## **13. Closed Campus Policy**

Once at school, a student must remain on campus. Students may only leave campus with parental and administrative permission. Conversely, visitors may only be on campus with the permission of the administration and must stop at the office upon arrival. All staff and visitors must wear a visible nametag.

## **14. Communicable Diseases**

If your child is diagnosed with a contagious disease (i.e. strep throat, chicken pox, head lice, impetigo, pink eye) please notify the school office immediately so that an exposure notice may be sent home to classmates.

## 15. Communication Techniques with Staff/Teachers

Communication is vital between parent and school. LACS strives to keep parents informed in several ways: Weekly communication from each teacher through website, e-mails or phone calls, office newsletters, and school e-mails can be expected.

Each teacher has a web page at [www.teacherweb.com](http://www.teacherweb.com) which you can access directly by a link on the LACS staff web page. Most teachers post assignments and activities here weekly. The school web site [www.LACS.com](http://www.LACS.com) is regularly updated with news and the lunch menu.



### Parent-School Communication

When questions, clarifications, or concerns arise, please follow these guidelines:

- If it is a classroom issue, set up a conference with the teacher.
- If it is a playground or student conflict issue, make an appointment to talk to the Vice Principal or teacher.
- If it is an issue in the above areas that is unresolved after conferencing with the appropriate teacher or staff member, make an appointment with the Principal.
- If it is an issue that involves school policies, procedures, or programs, make an appointment with the Principal or Vice Principal.

We welcome your feedback and suggestions. We want communication to be clear, proactive, and accomplished in a timely manner.

### Please Note:

Morning line-up time and the period of time just prior to the commencing of the school day is a critical time for the teacher. It is vital that the classroom teacher be free from distractions in order to prepare for and concentrate on the students.

In order for the teachers to consistently have this morning preparation time, the policy of “no parents in

the classroom” and “no impromptu conferences with the teacher” will be strictly enforced.

## 16. Computer Use Policy

### A. Introduction

Bridges Community Church, Los Altos Christian Schools and Los Altos Christian Preschool (The Organization) attempt to create an environment where information technologies meet the needs of The Organization’s programs in ministry and educational instruction.

Access to networked computer information in general and to the Internet, in particular, supports the community by providing a link to electronic information in a variety of formats and covering all ministry and academic disciplines.

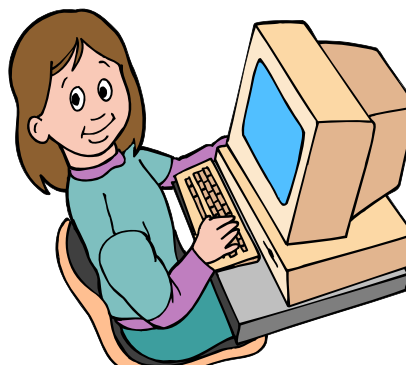
This policy is applicable to all individuals using The Organization’s owned and controlled computer and computer communication facilities or equipment. It is applicable to all information resources whether shared, stand alone or networked.

### B. Privacy

While we have made an effort to filter as much of the offensive or questionable material as possible, those who make use of electronic communications are warned that they may come across or be the recipients of materials they find offensive. The Organization cannot protect individuals from receiving such materials.

While respecting users’ privacy to the fullest extent possible, The Organization reserves the right to examine any computer files. The Organization reserves this right for bona fide purposes, including, but not limited to:

- Upgrading or maintaining information technology resources;
- Enforcing policies against harassment and threats to the safety of individuals;
- Protecting against the use of illegal software;
- Protecting against or limiting damage to The Organization’s information technology resources;
- Complying with a court order, subpoena or other legally enforceable discovery request;
- Investigating and preventing the posting of proprietary software or electronic copies of texts, data, media or images in disregard of copyright, licenses, or other contractual or legal obligations or in violation of law;
- Safeguarding the integrity of computers, networks, software and data.



### C. User's Responsibilities

Individuals who share computing resources at The Organization and who also use those resources to access the Internet are responsible for knowing and following this Computer Use Policy. Specifically, a user acknowledges an understanding of and agreement to adhere to the following:

Users are personally responsible for all activities on their User ID or computer system.

Computing resources are to be used only for legitimate ministry or education objectives of The Organization.

It is against The Organization's policy to use the records or data including, but not limited to, confidential information for personal interest or advantage.

Proper password security is to be maintained by not revealing passwords to anyone.

Security is to be maintained by not providing anyone access to or use of The Organization's information systems.

Proper physical security is to be maintained by not leaving a workstation/terminal unattended while logged in to The Organizations network or systems.

The privacy and confidentiality of all accessible data is to be maintained and it is understood that unauthorized disclosure of personal/confidential information is an invasion of privacy.

Respect copyrights and licenses.

Refrain from seeking to gain unauthorized access.

Use of computers must comply with Federal and State laws and The Organization's policies.

Computing facilities, services, and networks may not be used in connection with compensated outside work for the benefit other than that of The Organization.

### D. Conduct Expectations and Prohibited Actions

All members of The Organization (employees, volunteers and students) sharing these resources also share the rights and responsibilities for their use. The following behaviors are prohibited while using The Organization's information technology resources: Attempting to circumvent data protection schemes or uncover security loopholes without prior written

consent of the system administrator. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypt secure data.

Employees and students are reminded that they have a personal responsibility for helping maintain a teaching environment free of objectionable materials. This means using good judgment when accessing the Internet and other external information resources from LACS computer systems.

Acts of misconduct include, but are not limited to, theft, damage, or unauthorized possession or use of property, or systems and unauthorized access to computer files. This can include creation, viewing, distribution, or storage of sexually explicit materials.

Misuse of these communication systems is considered misconduct and may result in disciplinary action up to and including termination for staff and dismissal for students.

Using computers or electronic mail to act abusively toward others or to create a hostile environment, violent reaction, such as stalking, threats of violence, or other hostile or intimidating "fighting words."

Posting on electronic bulletin boards or web pages materials that violate The Organization's codes of conduct (faculty, student). This includes posting information that is slanderous or defamatory in nature or displaying graphically disturbing or sexually harassing images or text in a public computer facility or location that are in view of other individuals. Attempting to monitor or tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

Masking the identity of an account or machine. This includes sending mail that appears to come from someone else.



Performing an act without authorization that will interfere with the normal operation of computers, terminals, peripherals, networks, or others' ability to make use of the resources.

Modifying system or network facilities, or attempting to crash systems or networks. Using personal software on computers owned by The Organization.

Using network resources which inhibit or interfere with the use of the network by others (such as Instant Messaging, Personal Email Accounts other than those assigned by The Organization, downloading software, downloading music, etc)

Using, duplicating or transmitting copyrighted material without first obtaining the owner's permission, in any way that may reasonably be expected to constitute an infringement, or that exceeds the scope of a license, or violates other contracts.

Falsely reporting or accusing another of conduct that violates these rules without a good faith basis for such an accusation.

The Organization owns everything on its systems (servers, desktops, laptops, and network) unless it has agreed otherwise.

### **E. Consequences of Misuse**

Anyone who accesses, uses, destroys, alters, or damages The Organization's information resources, properties or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by The Organization, up to and possibly including termination from employment, expulsion as a student, and/or loss of computing systems privileges.

## **17. Conflict Resolution**

It is important that we all strive to reflect Christ in our work, attitude, conversations and appearance. If a conflict or misunderstanding ensues, we strongly encourage the principle described in Matthew 18 for resolution. This principle when applied to our school would require that we:

Make a direct contact to the teacher/staff/person involved.

If the conflict has not been resolved to your satisfaction with the teacher, let the teacher know you intend to pursue the matter with the Vice Principal.

Contact the Principal if the matter is still not resolved.

If the issue remains unresolved, please contact the proper school board committee chairperson.

Be willing to forgive and accept forgiveness so that relationships can be restored/renewed.

## **17a. Friendship Fixer**

### **When the friendship is broken**

#### **Go to your friend first**

"I think our friendship is broken, will you please work with me to fix it?"

Find an adult to help if the person doesn't cooperate.

#### **Explain what's broken**

"My feelings were hurt when you..."

"I did not like it when you..."

#### **Accepting responsibility**

"I admit I was wrong when I..."

"I admit I was angry and disrespectful..."

"My choice of behavior was wrong because..."

#### **Apologize**

"I am sorry for hurting your feelings."

"I am sorry for embarrassing you in front of others."

#### **Ask for forgiveness**

We must ask forgiveness from the person we wronged and from God. God can give us the strength to make things right.

"Lord, please forgive me for what I did to \_\_\_\_.

Thank you for your mercy and grace."

(to our friend) "Will you please forgive me?"

#### **Forgive freely and sincerely**

"Yes, I forgive you."

#### **Friendship fixed**

When friendships get broken we have an opportunity to glorify God, serve one another, and grow to be more like Christ.

## **17b. Peer Relationships**

Because each child is made in the image of God and created uniquely by Him, students are to show consideration and respect for all of their peers. LACS desires that ALL students find our school a physically and emotionally safe and happy place to be. No student should be fearful of attending school or worry that he or she might be hurt outwardly or inwardly.

LACS will not tolerate students who are mean or unkind to other students at school. This includes ridiculing or making fun of a student; laughing at them (not with them); labeling them; calling them derogatory names; deliberately excluding them. It also includes involvement in any other activities or behaviors that teachers or the administration deem inappropriate or hurtful to another LACS student. In addition, students who condone this behavior indirectly by their presence with the students who are doing so will be considered participants as well. Parents should make sure that their children are aware and understand that any actions or behaviors that the school considers to fall in this area will bring consequences that reflect the level of seriousness of these actions and behaviors.

## 18. **Controversial Issues**

Since it was founded, LACS has always tried to take a conservative stand on issues that may appear controversial in the Christian community.

As a non-denominational school, we are a diverse community of families with many churches and denominations represented in our school. We realize on every issue of controversy there will be strong feelings on both sides of that controversy. LACS does not wish to make judgments as to the right or wrong of a particular stance where the Bible leaves room for our liberty under grace.

In areas where the Bible is very clear as to how we should stand, we do so with no apologies. We exist to provide children with a Christ-centered, biblical educational foundation in order that they may know Jesus Christ and make Him known.

## 19. **Destruction of School Property/Vandalism**

Any student found vandalizing or destroying any property on campus will be responsible for replacement at current market cost. Parents will be billed.

## 20. **Discipline Policy**

### **Consequences**

Los Altos Christian Schools encourages students to choose to do the right thing and to have positive relationships with their peers and the adults at the school. We want the students to have good self-esteem and be caring for others. LACS desires to have a school atmosphere that is conducive to learning and growing. However, at times there needs to be consequences for wrong choices. In addition to the consequences listed below, students may be sent to detention during the lunch recess at the discretion of the Vice Principal.

### **Lower Elementary (KP-2)**

- *First consequence*  
Benched, running laps or picking up trash, etc. for 5 minutes at recess
- *Second consequence*  
Benched or running laps for 10 minutes at recess, call home
- *Third consequence*  
Benched or running laps for 15 minutes
- *Fourth consequence*  
Office

### **Upper Elementary (3-5)**

- *First consequence*  
Benched, running laps or picking up trash, etc. for 10 minutes at recess

- *Second consequence*  
Bench time or running laps for the entire recess and/or writing a letter telling why they've been benched, which will be sent home and signed by a parent, call home
- *Third consequence*  
Student will personally call his/her parents from the classroom, saying that they are on their third behavior warning and that the next step will be a visit to the Vice Principal.
- *Fourth consequence*  
Office

### **Office Consequences\***

- *First consequence:*  
Verbal counseling and call home to parent
- *Second consequence:*  
In-school suspension
- *Third consequence:*  
Suspension
- *Fourth consequence:*  
Expulsion

\*Exceptions to the above order, time period, and actions are up to administration discretion and would include the following actions: bullying, profanity, fighting, threatening another person, use of alcohol, illegal drugs, and tobacco or weapons brought to school.

### **Grounds for Suspension**

Students found to be engaged in certain actions or behaviors may be immediately suspended. This includes but is not limited to profanity; fighting; threatening or harassing another student; cheating; stealing; blatant disrespect or willful disobedience and other actions or behaviors that LACS does not tolerate. The Administration will notify the parent of the suspension. The school may choose to carry out the suspension here on the school premises or choose to have the parent come to the school to take the student home.

When student behavior warrants disciplinary action, the parents of the student will be contacted. The incident or infraction will be relayed to the parent, along with the consequence that the school deems appropriate. In order that this ultimately be a learning and growth experience for the student, it is expected that the parents will support the school and cooperate with it on the student's behalf. Failure to support the school in its efforts to correct aberrant or inappropriate behavior (Proverbs 10:17; 29:15), will jeopardize their student's continued enrollment in Los Altos Christian School, as the lack of support will impact the school's effectiveness in the training process of the student.

## 21. **Dismissal**

A student may be dismissed if the parents demonstrate a lack of cooperation with the school, an

unwillingness to support the philosophy of the school as stated in the Parent-Student Handbook, or if the student's conduct, attitude, or lack of effort makes it inadvisable for him to remain. If the student does not achieve the minimum academic performance required by the school, or fails to conform to the social, moral, spiritual, and uniform standards of the school, the appropriate course of action may result in dismissal of the student from LACS. Parents have the right to appeal any dismissal to the School Board. The School Board may invite the parents to attend a School Board meeting to present their concerns. In such a case, only the parents are to appear with no right to confront potential witnesses, bring witnesses in, or bring an attorney.

## 22. Doctor/Dentist Appointments

Attempts should be made to have appointments made outside of school hours. If appointments are necessary during school hours, please send a note to the teacher. Before taking a student off campus, a parent must sign the child out in the office and then sign back in upon return.

## 23. Dress Code Policy

Only approved uniform pieces comprise the clothing choices for normal daily attire. There will no longer be a regulation uniform, but students must wear only approved uniform pieces. Students may wear white or navy socks, anklets, knee socks or tights for girls. School sweatshirts, fleece vests, or jackets are required as the weather dictates. Students may wear the approved jacket when outside on chilly days or another jacket if it is over the school sweatshirt.

Only LACS plaid hats or solid navy blue hats without a logo may be worn outside.

## Free-Dress Days

The **last** regular **school Friday** of each month is usually designated as **Free-Dress Day**. Students may wear **appropriate clothing** other than approved LACS uniform pieces. Sandals, beach-type clothing, bare midriffs, logo clothing with inappropriate wording or advertisements, baggy pants, short shorts or short skirts, or over-sized tops are not acceptable.

## Grooming

Ponytails (hair in rubber band) and tails at the nape of the neck are not acceptable for boys. Hair must be no longer than the top of the shirt collar for boys. Dyed, streaked, or colored hair to the extreme is not acceptable. Hair styles should not interfere with the student's vision. Earrings of any type are not acceptable for boys.

## Uniform Policy Compliance

Homeroom staff will be responsible to note uniform inconsistencies.

All inconsistencies will be considered "equal." Wearing a piece of clothing that is not the approved style is of equal concern as wearing clothing that is not the correct color. Faded pants and pants with holes in them are not acceptable.

All uniform non-compliance infractions will be handled in the same manner.

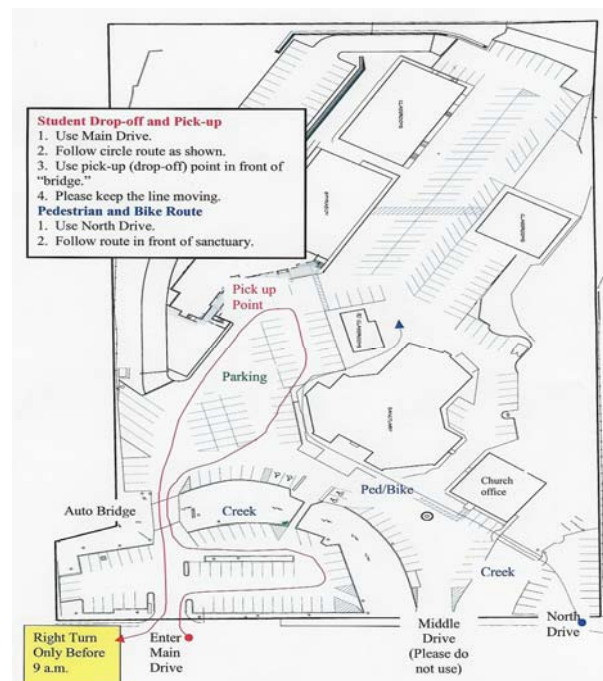
Students will sit on the bench during first recess for each day they are out of uniform.

## 24. Drop off/Pick up Procedures

All elementary students will be directed to sit quietly in designated lines at the overpass each day after school until 3:15 pm. Students will not be allowed to wait in any other area for pick-up. Parents will be issued a large card with names of their children they are picking up. Students not picked up at 3:15 pm will go immediately to EDC.

As the driver approaches the designated pick-up area, the duty teacher will dismiss the students whose names are on the card shown by the driver. Drivers may alter the names on their cards as needed to accurately represent the students in their car pools. The visor of some cars is an ideal place to permanently affix the card.

Parents will follow the same route when dropping off students in the morning. When exiting campus between 8 and 9 a.m. you **MUST** make a right hand turn onto Magdalena Avenue to prevent back ups both in and out of campus.



## 25. *Emergency Procedures*

The school will regularly conduct fire and earthquake drills to give training and practice in orderly evacuation of the buildings. The following rules for drills will be rigidly enforced:

### **Earthquake Preparedness**

When the school bell sounds in a series of short intermittent rings, the teacher will direct students to get under their desks. Students will assume a curled position on their sides with arms covering their heads. Teachers will do likewise.

Remain in that position until office personnel verifies participation.



### **Fire Drills**

Immediate action must be taken when the fire alarm is sounded.

Everyone must participate in the fire drills.

Pupils must conduct themselves properly. Disorderly acts, including running, pushing, and screaming, will not be tolerated.

Children are to line up quickly, silently, and be alert for instructions from the teacher.

Passing to the designated safety area on the playground, lines are to remain quiet and move quickly.

## 26. *ExL*

ExL (Extended Learning) is a program to enhance the education of our academically gifted children and to encourage them to reach their God-given potential. Our desire is to intellectually challenge these students in the areas of developing reasoning and questioning skills, learning problem-solving strategies, and developing writing skills.

The program is for children with SAT scores in the 95-98 percentile, who can complete work missed in class, and who have a teacher recommendation. They should have cooperative group behavior, can complete ExL homework, and demonstrate achievement and/or potential in the areas of leadership ability, creative or productive thinking, and specific academic aptitude. An extra fee is charged for this weekly pullout class.

## 27. *Extended Daycare*

Extended daycare is available at an additional cost. EDC is provided for the convenience of parents as well as the enjoyment of our students. The hours for EDC are 7:30-8:15 a.m. and 3:15-6:00 p.m. each

school day. Unfortunately EDC is not available on school holidays or in-service days.

## 28. *Field Trips*

To enhance and supplement the curriculum, field trips are often planned by the teachers. Parent volunteers assist in the transportation and supervision of the students. All drivers must provide proof of current insurance. The minimum amount of liability insurance is (1) \$100,000 liability per person for bodily injury, (2) \$300,000 liability per incident for bodily injury for all vehicle occupants; and (3) \$50,000-\$100,000 liability for property damage. Siblings are not permitted to go on field trips.

**All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.**

Due to changing car seat laws, off campus field trips will be supplemented with "in house" field trips. There will be a nominal charge to cover the expense to bring the "field trip" to the school. These will be in addition to special assemblies and productions normally paid for by LACS or LACS PTF.

## 29. *Field Trip Chaperone Policy*

All parents driving for field trips or accompanying their child on a school field trip are considered to be chaperones and are required to:

- Adhere to all school policies and classroom expectations and procedures
- Assist with managing and supervising children on the field trip
- Address any inappropriate behavior that is observed
- Act on the school's behalf with supervision in the absence of school staff, until all school staff are in place to take over the supervision

Failure to comply with these requirements will make a parent ineligible to attend future school field trips.



## 30. *Financial Responsibility*

Students will not be permitted to attend class if their tuition is more than 30 days delinquent.

Parents must meet their financial responsibilities promptly in order to maintain teacher salaries and school expenses.

A \$25.00 service charge will be assessed for returned checks. Cash payments will be required if more than one check is returned by the bank due to insufficient funds.

Payments may be made in 10 equal installments. The first installment is due June 1 and is non-refundable. Subsequent installments are due on the first of each month, September through May.

All registration fees are non-refundable.

When a student is voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month that the student was in attendance on the basis of the 1/10th of the annual tuition. A **WRITTEN NOTICE** one month in advance **MUST** be given to the registrar. If the parent withdraws the student in the middle of the month, the tuition for that month will not be prorated. Failure to give one month's written notice will result in a penalty of an additional month's tuition.

If a child attends through the ninth month, or any part of the ninth month, of the ten school months, the full tenth month tuition will be due to the school.

A 10% late charge will be assessed if the payment is not received by the tenth of the month. Illnesses and vacations are not deductible from tuition.

The second child tuition rate does not apply to LAD or KPrep students.

## 31. Fundraising

### Donate to LACS

Donating to LACS gives you the opportunity to support the school in many ways. Fundraising events are sponsored by the Parent/Teacher Fellowship (PTF) for predetermined projects, but these cannot cover all the needs of the school. If you would like to give to LACS, listed below are different areas designated for giving.

**Scholarship**-Each year we receive more and more applications for scholarship. The economic downturn has affected many families who desire to keep their children in our school. Giving to the scholarship fund will offer the continuation of a quality Christian education to our students in need.

**Technology**-LACS desires to keep current with technology in the classrooms. Funds will go for upgrading computers, software, and other classroom technology needs.

**Teacher Endowment**-LACS desires to recruit and retain quality teachers. Our teacher endowment fund assists in assuring a comprehensive compensation package for them.

**Capital Needs**-LACS would love to grow, but our facilities are limited. Giving to the capital needs fund would help us make the dream of a new building into a reality.

One-time donations are always welcomed. Alternatively, families of currently enrolled students may add a donation of any amount to your/their/the monthly tuition payment, noting the fund(s) you wish to support. Contact the school bookkeeper, Shannon Day, for details to set up a monthly giving plan.

## 32. Grading Policy

The report card grading scale for grades 4 and 5 at LACS is based on letters as follows:

A+	=	97 and higher
A	=	93-96
A-	=	90-92
B+	=	87-89
B	=	83-86
B-	=	80-82
C+	=	77-79
C	=	73-76
C-	=	70-72
D+	=	67-69
D	=	63-66
D-	=	60-62
F	=	59 and lower
I	=	Incomplete
NT	=	Not Taught

Kindergarten through fifth grade are graded on the following Rubric Scales:

### Effort and Behavior Rubric

E	=	Excellent
S	=	Satisfactory
N	=	Needs Improvement

### Standards Rubric

4	=	Exceeds Grade Level
3	=	At Grade Level
2	=	Approaching Grade Level
1	=	Below Grade Level

Students working at below grade level will have that noted on the report card. Special accommodations may also be noted.

## 33. Harassment Policy

Any form of harassment **both in person or on the Internet** including racial or sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of an administrator who will thoroughly investigate the matter in confidence. After reviewing all the facts, administration will make a determination

concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including dismissal, will be taken against any employee or student who is found to have engaged in harassment.

**Harassment includes, but is not limited to:**

- Unwanted sexual advances;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct: making or using sexual or racial or any other derogatory comments, epithets, slurs, and jokes;
- Verbal abuse of a racial or sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations; and
- Physical conduct: touching, assault, impeding or blocking movement.

**34. Health Policies**

All students must have medical insurance coverage. Catastrophic only coverage is not adequate. If you need information for affordable coverage, please contact the office.

If your child exhibits signs of illness such as cough, runny nose, nausea, headache, or fever, **please do not send him/her to school.** Students who become ill in class will be sent to the office and cared for by the staff until a parent or parent's designee arrives. It is vital that you keep your emergency card updated with your most current daytime telephone number. Children who are sent home with a fever must be fever-free for 24 hours before they may return.

Any student who is required to take medication prescribed for him by a physician during the regular school day, must have a form on file in the office which includes the following:

- A written statement from the physician detailing the method, amount, and time schedule by which such medication is to be taken.
- A written statement from the parent or guardian of the student indicating the desire that the school assist the pupil in the matter set forth in the physician's statement.

Emergency inhalers for asthma can be kept in the office as long as a form is completed for the student. If the inhaler is to be taken on a regular basis then we will require a physician's statement. We will have medications like acetaminophen, ibuprofen, cough drops, and Tums on hand in case of emergencies only. However, the office staff reserves the right to administer these medications at their discretion.

Prescriptions must be provided by the parent in the original prescription container and turned in to the office personnel upon arrival at school. (Never send medication to the office with your child.) A new form must be completed for any changes in medication or dosage. A log is maintained recording the student's name, medication administered, time, date, and the initials of the personnel administering the medication.

**35. Homework Policy**

If your child is absent, make up work and homework will be determined and assigned at the teacher's discretion. Students may pick up work the day after their absence when they return to school. If the absence is to be extended, please contact the teacher to discuss missed work.

1. **Daily Assignments:** Daily assignments are at the discretion of the teacher.
2. **Uncompleted class work:** Work to be completed in class may, at the teacher's discretion, be assigned as homework. If the student consistently brings home incomplete work, please schedule a conference with the teacher to discuss this and find a solution.
3. **Late Assignments:** Assignments are to be accepted at the teacher's discretion.
4. Please monitor the amount of time your student spends on homework. If it seems that an inordinate amount of time is being spent, please email the teacher to let him/her know. A conference may also be helpful in working through problems.

Time spent on homework is going to vary based on the needs of your individual child. Classes may also have reading contracts whose times are not included in this timetable. In general, the following times can act as guidelines for a mainstream student.

Grade	Minute/day	Maximum time/week
Kinder Prep	5-10 minutes	30 minutes
Kindergarten	5-10 minutes	30 minutes
1 <sup>st</sup> grade	10-15 minutes	45 minutes
2 <sup>nd</sup> grade	15-20 minutes	1 hour
3 <sup>rd</sup> grade	20-30 minutes	1 ½ hours
4 <sup>th</sup> grade	30-45 minutes	2 ½ hours
5 <sup>th</sup> grade	40-65 minutes	4 ½ hours

**36. Immunization Record**

No student will be admitted to LACS unless he/she has been fully immunized or has a completed waiver on file.

### **37. Learning Assistance Dept.**

LACS offers a smaller class size and individualized instruction for students of average or above average intelligence who are experiencing academic difficulty due to specific learning disabilities. This program provides multi-sensory instruction specifically geared to the student's classroom work and academic needs and offers regular contact with parents to encourage close ties between home and school.

One of the goals of the school is to mainstream students from the LAD classes as they learn to compensate for their learning differences. Many are able to achieve this goal as their confidence, skills, and self-esteem improves. An LAD committee is in place to evaluate recommendations for mainstreaming or LAD placement.

**The following is a profile of the student who would benefit most from the LAD program:**

- A student with average to above-average cognitive skills who struggles academically in a mainstream class and needs extra attention a small class can give.
- A student whose difficulties are primarily a specific language learning difficulty
- A student with mild to moderate learning differences
- A student who learns best through a variety of multisensory teaching strategies
- A student who would function best in a small teacher-to-student class ratio
- A student whose difficulties in school are not primarily due to social, emotional or behavioral issues

Please note: Students with severe learning needs, primary or secondary emotional or behavioral issues, or Oppositional Defiant Disorder, would not be appropriately placed at LACS.

### **38. Leaving School Early**

A parent or other designated adult may take a student off campus with a written or verbal approval from the parent to the teacher, office staff, or day care. Students are not permitted to leave the school grounds during the day or during day care, without written permission from their parents and signing out in the office.

After school all pick-ups are made in the pick-up area; otherwise the student is sent to day care with all applicable fees. Students are either in day care or have left school.

### **39. Library**

Books and materials are available to all our students during their class library time. Donations of books, re-shelving volunteers and assistance with helping young readers select appropriate books are most appreciated. Lost or damaged books will be charged to the parent at the end of the year.

### **40. Lost and Found**

Lost items will be placed in the designated area and kept for a time. After that time, items will be given to a charity or disposed of. LACS is not responsible for electronic devices left on campus.

### **41. Lunches/Snacks**

Snacks: Please pack according to your child's preference.

Hot lunches are available five days a week. Each child will have a **prepaid** account set up with The Pasta Market and each parent will fund the account either by dropping off a check in the school office mailing payment to P.O. Box 9339, San Jose, CA 95157; calling the 24 Hr. message line 650-949-3239, or by email: [hotlunch@pastamarket.com](mailto:hotlunch@pastamarket.com).

### **42. Mainstreaming**

Between December and the end of January, each LAD teacher determines if a child is ready (academically and socially) to try mainstreaming.

If yes, the LAD teacher and mainstream teacher meet to decide how and for how long a child will be in the mainstream class on a trial basis. The length of the mainstream trial is for 2-4 weeks, unless it is evident in less time that mainstreaming is not working. All mainstream trials shall take place in January or February. A mainstream teacher must place such a child in a seat in the first two rows and beside an established good worker. A mainstream teacher must allow a mainstream trial to take place in her classroom.

During the mainstream trial, the current year mainstream teacher shall notify the next year's mainstream teacher that a mainstreaming trial is taking place. The next year's mainstreaming teacher is strongly encouraged to observe the student in the current year's mainstream class. After such observations any comments should be given to the current year's mainstream teacher.

If no, and a parent disagrees with the LAD teacher's decision that a child is not ready to mainstream, the LAD Committee will discuss the feasibility of mainstreaming of the child in question at the next LAD Committee meeting. A majority vote of the LAD Committee shall determine whether a mainstreaming trial shall take place.

If the LAD Committee determines that a mainstreaming trial is in order the LAD teacher shall inform the parent of the particulars of when and how the trial shall take place.

If the LAD Committee determines that a child is not ready for trial mainstreaming, an administrator shall inform the parents of the LAD Committee's decision. The decision of the LAD Committee regarding trial mainstreaming is final.

After the mainstream trial is completed, the LAD teacher and the mainstream teacher shall meet and make a decision regarding placement for the next year. Both teachers must concur on the placement decision or the mainstreaming trial shall continue and an administrator shall observe the child in the mainstream class. The administrator's decision, after observation, shall be the tie breaker regarding the decision to mainstream a particular child.

All decisions for the next year regarding moving a child into a mainstream class, **MUST** be communicated to the school's registrar by the end of March.

### **43. Memberships**

LACS belongs to the International Dyslexia Association (IDA), Association of Christian Schools International (ACSI), Western Association of Schools and Colleges (WACS), the Los Altos Chamber of Commerce, and Santa Clara County Christian School Association (CSA) which provides an avenue for over 20 local Christian schools to encourage and support one another and for member schools to do things together which individual schools are unable to do. The middle school belongs to the National Junior Honor Society.

### **44. Microwave Oven**

Microwave ovens are available in the lunchroom to heat students' food.

**NO KPrep-2 GRADE STUDENTS MAY OPERATE THE MICROWAVE AT ANYTIME.** Teaching assistants and adult lunchroom volunteers will heat food for the KPrep-2<sup>nd</sup> graders. Please ensure your 3<sup>rd</sup> through 5<sup>th</sup> grade student can use the microwave safely.

### **45. Office Hours**

Monday through Friday 8:30 a.m. – 4 p.m.  
Summer Hours 8:30 a.m. – 3:30 p.m.

### **46. Open House**

During specified times of the year LACS invites both school families and "inquiring" families to visit the school. Annual events include the Arts Night and Open House to allow families and friends to see projects, schoolwork, and talk with staff.

### **47. Parent/Teacher Conferences**

Conferences are scheduled after the first trimester. LAD teachers also conference with parents in the spring. Parents are encouraged to contact the teacher to schedule additional conferences as needed throughout the year as appropriate. Teachers will inform parents of the best way to contact them during the year at Back to School Night. Good communication between parent and teacher is in the best interest of the student.

### **48. Parent-Teacher Fellowship**

The PTF is comprised of parent volunteers, the Principal, Preschool Director, a teacher representative and a school board member. The PTF meets approximately once a month to discuss and oversee some of the non-academic activities. All parents are welcome to attend open meetings. The date and times are listed in the PTF calendar.

### **49. Parking Lot Etiquette**

Safety of everyone is of the utmost concern. If you park, you **MUST** walk with your child through the parking lot to the playground area. Please reserve parking around the perimeter for preschool parents.

The "side" parking area between the sanctuary and church office is for staff only.

Please follow the designated carpool line shown in item 24 (Drop off/Pick up Procedures). Please exercise both caution and courtesy.

### **50. Personal items**

Students should be encouraged not to bring personal items to school. LACS does not assume responsibility for items lost or stolen, nor is it expected that the teachers or staff be responsible for the students' possessions.

Any electronic device will be confiscated and kept in the office until claimed by parents.

### **51. Pledges**

**Bible:** "I pledge allegiance to the Bible, God's Holy Word, I will make it a Lamp unto my feet and a Light unto my path. I will hide its Word in my heart that I might not sin against God."

**Christian Flag:** "I pledge allegiance to the



Christian flag and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe.”

**American Flag:** “I pledge allegiance to the flag of the United States of America. And to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.”

## 52. *Principal’s Honor Roll*

Each trimester, the Principal will recognize those students with straight A’s and S+’s in all areas during a chapel awards assembly.

## 53. *Progress /Report Cards*

Progress Reports are issued in the middle of each trimester and allow parents and elementary students to have academic information about their progress. Report Cards provide the grades for each trimester. The reports will be sent home by the teacher. They will need a parent signature and then returned to the teacher. Parents will keep the last report card for their records.

## 54. *Photos Agreement*

LACS is authorized by parents, unless otherwise noted, to use photographs or streaming video of the children in school-sponsored yearbooks, newspapers, promotional brochures, books or any other form of promotional material including, but not limited to the LACS WEB page on the Internet.

## 55. *Rules and Expectations*

### General School Rules

- Prompt, respectful obedience to all school personnel by all students is required.
- Respectful mannerisms and language toward fellow students and adults is required.
- Permission must be obtained from the teacher before a pupil may bring toys, pets, games, hobbies, etc., to school. (Toy guns, pocketknives, and matches, radios, tape and CD players are not permitted.)
- Behavior on field trips, outdoor education, etc., must conform to the same rules that apply on the school grounds.
- Students who cause damage will be expected to replace or repair the damage.
- Students who are in possession or use of cigarettes, drugs, alcohol, or weapons are subject to immediate dismissal.
- Swearing, negative sexual connotations, and the casual use of “God” and “Jesus Christ” will not be tolerated.

### Classroom Rules

- Be prepared.
- Treat others with respect and care.

- Raise your hand to speak.
- Use “inside” voice.
- Listen carefully and try your best.
- Walk in the halls and classroom.
- Students are not to be in any classroom that does not have teacher supervision.
- Students must have a hall pass when leaving the classroom during class time.
- Gum chewing is not allowed in the classroom or on the school grounds.

### Lunchroom Rules

- Enter, eat, and leave in an orderly manner.
- When a staff person blows a whistle, stop, look, and listen.
- Use your manners, no throwing food or balls, no yelling or running.
- Touch only your food.
- Sit in a safe position (on your bottom, legs out of the aisle)
- Remain seated until you are finished eating and wait to be dismissed.
- Clean your spot before you are dismissed.
- When you are inside the gym use your inside voice, use respectful language, respect others.
- Raise your hand and ask permission before going for “seconds.”

### Playground Rules

- When the whistles are blown-freeze, stop, look, and listen.
- Respect **all** of the supervising staff.
- Students are to follow a “hands off” policy.
- Be respectful to others.
- Use respectful language.
- Do not leave the supervised areas, including the restroom or drinking fountain, without permission from a staff member.
- Do not climb the fences.
- No playing in or around restrooms or drinking fountains.
- No throwing tan bark.
- **Balls**—No student may go over the fence or behind the building to get a ball at any time. When a ball is put into a game to play, the ball remains in the game until the completion of the game. The student who brought the ball out is responsible for bringing the ball back in.
- **War ball**—No hitting above the waist. If someone is hit above the waist, one warning will be given. Second hit=removal from the game.
- **Wall Ball**—two players only (all others form a line to wait until one player gets out). The ball must hit the ground once before hitting the wall; when the ball is returned from wall, ball must bounce once before player hits the ball. Each player alternates hitting ball. If ball bounces more than once in either direction that player is out. If ball hits the line, then replay. When someone is out,

they go to the end of the line. If the ball is blocked or has interference, the game is replayed.

- **Monkey bars**—Children wanting to go across the bars have first priority on the bars.
- **Slides**—One at a time, seated and facing forward. Do not walk up the slide. Nothing should go down the slide except people.
- **Cable bar**—One person at a time holding on with two hands. No pushing or pulling a classmate across. No shooting the handle back and forth or hanging on the beam. Alternate turns between students.
- Do not stand on tables.
- Do not bring bugs inside.
- Stay off the stairs.

### **Student Work Rules**

- Work you turn in with your name on it must be your OWN work.
- If your parents have done the work, it is not your own work
- If you have copied a classmates work, it is not your own work
- If you have copied the material from a book, it is not your own work
- If you have used the information directly off the internet, it is not your own work

### **Tests/Quizzes Rules**

- Absolutely no talking
- Eyes on your own paper
- No papers out or books open (unless specified)
- No exchanging of notes
- No turning around in your seat
- No changing of answers once test is turned in

## **56. School Board**

The School Board, a committee under the Elder Board of Bridges Community Church (BCC), is the policy-making body of LACS. It consists of seven members. A maximum of two three-year terms can be served consecutively.

The Bridges Community Church Elder Board appoints a deacon or board representative to be on the School Board. The Chairman of the Finance Committee (or his representative) is also a board member. The School Board recommends three BCC members at large to the Elder Board for their approval. The Parent Teacher Fellowship of LACS elects a board member subject to the approval of the Elder Board.

All School Board members must subscribe to the Statement of Faith of BCC.

## **57. School Family Directory**

A directory listing all the students and their addresses, phone numbers, and many email

addresses is published at the beginning of the school year. Class lists are also included.

## **58. School Schedule**

School begins promptly at 8:30 a.m. (line up at 8:25)

KP-K recess	9:45-10:00 a.m.
Primary (1-2) recess	10-10:20 a.m.
Middle School Brunch	11:15-11:30 a.m.
Intermediate (3-5) recess	10:25-10:45 a.m.
Primary Lunch	11:30-12:15 p.m.
Intermediate lunch	12:20-1:05 p.m.
Middle School lunch	1:06-1:46
Kinder Prep dismissal	12:45 p.m.
Kindergarten dismissal	2 p.m.
1-5 Dismissal	3:00 p.m.
6-8 Dismissal	3:15 p.m.

## **59. Standardized Testing**

The Terra Nova Achievement Test adopted by the Association of Christian Schools International (ACSI) is given to grades 2-8 for one week during the spring. If a student is absent, there are no make-ups

## **60. Statement of Faith**

The Bible, as God's inspired and inerrant Word, is of final authority in faith and life. Based on this Word: We believe in one God, existing eternally in three persons.

We believe that Jesus Christ was begotten of the Holy Spirit and born of the virgin Mary and is true God and true man.

We believe man was created in God's image, but sinned, incurring spiritual death, which has passed upon all the race.

We believe that Christ died for our sins, according to the Scriptures, and that all who trust Him are justified on the ground of His shed blood.

We believe in the resurrection of the Lord Jesus Christ and His present ministry in heaven for us. We believe that the personal, premillennial return of Christ is our "blessed hope."

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost.

## **61. Student Council**

The student council is composed of a group of student leaders who serve the school and their fellow students, do service projects, and lead the student body. Officers and representatives serve for the entire year. Officers are nominated by secret ballot, must submit a letter of application and two letters of recommendation from teachers, have a minimum

grade point average (B average), and be good citizens.

## **62. Tardy Policy**

It is important that your child be on time to class. Being late to school can be embarrassing for the student and disruptive to the class. We do recognize that being late is sometimes unavoidable. Tardies, however, must be judged excused or unexcused to comply with state mandated attendance requirements. Excessive tardiness may be grounds for disciplinary action.

To encourage students to be prompt, we have established the following procedures for tardiness:

- All students must line up by 8:30 a.m.
- Attendance will be taken in line at 8:30 am.
- When a student arrives after 8:30 am he/she must come to the office first for a tardy slip to take to class.
- After the sixth (6) unexcused tardy to school, a letter will be mailed home informing the parents of the unexcused tardies.
- After the ninth (9) unexcused tardy, the child's citizenship grade will be lowered by one third (1/3) point in the trimester the penalty is incurred. Your child will lose his/her recess on that day and every day they are tardy until the twelfth (12) tardy.
- Upon the twelfth (12) tardy, parents will be notified and the student will be placed on a ten (10) day community service schedule during his/her lunch recess time. This community service time is supervised by the Vice Principal. The student's citizenship grade will again be lowered by one third (1/3) point.
- Every subsequent six (6) unexcused tardies after the initial twelve (12) will result in a one-day suspension and a one third (1/3) point reduction in the children's citizenship grade in the quarter/trimester the penalty is incurred.
- All reductions in the citizenship grades will be made in the quarter/trimester the penalty occurs. The next quarter/trimester there will only be reductions in the student's citizenship grade if additional unexcused tardies occur.

## **63. Textbooks**

School textbooks are provided for the students use. These must last several years so it is important for the students to treat the books with care. Damaged and lost books will need to be replaced at the expense of the student/family. Upper grade students are also given a "planner" to keep track of homework, projects, quizzes, and tests.

## **64. Telephone Use**

Students are discouraged from making telephone calls during school hours. After school plans need to be made prior to school. The office will initiate a call if there is illness or an emergency. Telephones are available in every classroom at the school. Parents are welcome to leave voice mail messages for the teachers. Most teachers have their phones on "do not disturb" during the instructional day.

## **65. Tutoring**

If your child needs academic tutoring during the school year, a list of tutors is available in the school office.

## **66. Visitors**

A visitor of a student must have prior permission from the teacher and administrator before attending classes. The student must have some verification from his/her parent that there is a genuine interest in enrolling in LACS. Visitors are expected to comply with school rules while on the campus. All visitors must check into the school office first, obtain a nametag, and abide by the rules of the LACS handbook. Any other student visitor must have specific permission from the Principal to be on campus. LACS is a **closed campus**. Adult visitors are welcome to take a tour of the school with one of the office staff; however, appointments are required.

## **67. Visitor Days**

Visitor Days are scheduled throughout the year on various Thursday mornings from 9 -11 a.m. Interested/inquiring families can take this time to meet with the administration, observe in the classrooms, and tour the campus. Visitors are required to make an appointment for this time.

## **68. Volunteers**

Parents are welcome to volunteer in both the classroom and school setting. Classroom opportunities include room parent, field trip coordinator, party coordinator, classroom help coordinator, and teacher luncheon planning. Some teachers appreciate help with reading to students or listening to memory work. Some school-wide help can include library aiding, supervising on the playground, providing hospitality, and helping in the office. All visitors and volunteers must sign in at the office and receive a "visitor/volunteer" badge. Please help us enforce this policy to help provide a safe campus environment for our children.

## 69. *Withdrawal*

Enrollment at Los Altos Christian is considered a commitment for the full school year. When a student is voluntarily withdrawn from the school for any reason, a WRITTEN NOTICE one month in advance MUST be given to the registrar. If the parent withdraws the student in the middle of the month, the tuition for that month will not be prorated. Failure to give one month's written notice will result in a penalty of an additional month's tuition. See item #30 Financial Responsibility (page 25) for more details.

## 79. *Staff*

LACS teachers are academically qualified professionals, skilled in the use of effective teaching techniques. They consider teaching a calling of God, love children, and exemplify Christ by the pattern of their lives. Teachers are selected prayerfully, and approved by the School Board on the basis of their Christian testimony, professional training and experience, love for and dedication to students. Teachers are not required to be members of BCC but must subscribe to and support the Doctrinal Statement contained in Article III of the church constitution.

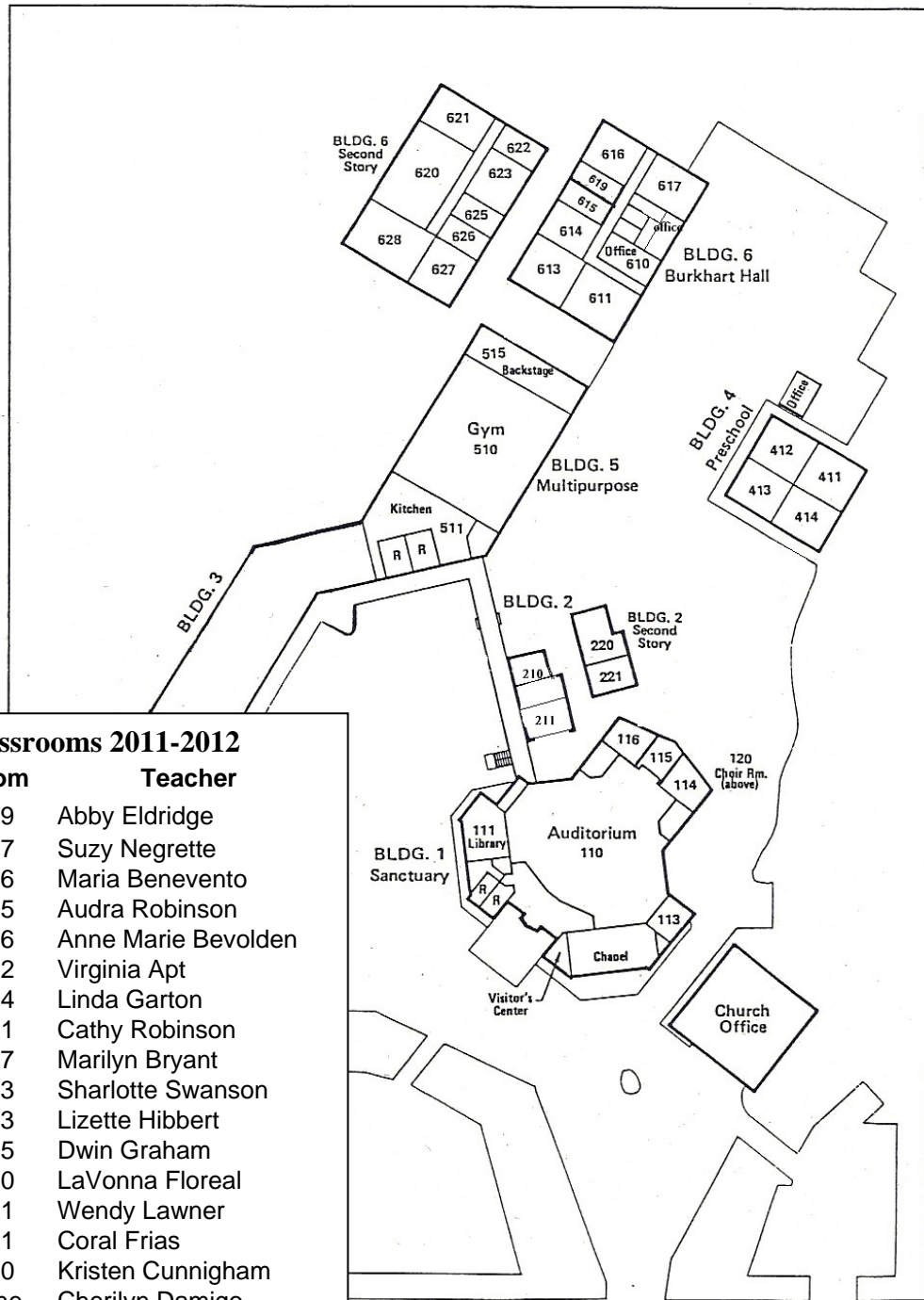
Interim Principal	Mrs. Susan Goff	123
Vice Principal	Mrs. Evonne Litfin	122
Bookkeeper/Admin	Ms. Shannon Day	126
Registrar	Ms. La'Sha Heard	124
Receptionist	Mr. Bob Bryant	128
Kinder Prep	Mrs. Abby Eldridge	619
Kindergarten	Ms. Robin Pride	617
First	Mrs. Maria Benevento	616
First LAD	Miss Audra Robinson	615
Second	Miss Anne Marie Bevolden	627
Second LAD	Mrs. Virginia Apt	622
Third	Mrs. Linda Garton	614
Third LAD	Mrs. Cathy Robinson	611
Fourth	Mrs. Marilyn Bryant	627
Fourth LAD	Mrs. Sharlotte Swanson	613
Fifth	Mrs. Lizette Hibbert	623
Fifth LAD	Mrs. Dwin Graham	625
MS History	Mrs. LaVonna Floreal	220
MS Bible	Miss Coral Frias	211
MS Lang Arts	Miss Wendy Lawner	221
MS Resource	Mrs. Kristen Cunningham	210
MS Science	Mrs. Cherilyn Damigo	705
Librarian	Mrs. Sharon Kilpatrick	628
Art	Miss Cindi Snedaker	630
PE	Mr. Brad Burman	633
Computer	Mr. Nico Roundy	621
Spanish	Mrs. Luckie Leiva	153
Music	Mrs. Cindy Fletcher	
Teaching Asst	Mrs. Kris Wong	
Teaching Asst	Mrs. Cindy Coffey	
Teaching Asst	Mrs. Alexandra Korman	
Teaching Asst	Mrs. Elizabeth Parker	

ExL Writing  
EDC

Mrs. Dorothy Hunter  
Mr. Nico Roundy

E-mail address is [firstname.lastname@lacs.com](mailto:firstname.lastname@lacs.com).  
Phone extensions are generally the same as room number.

## 80. Facilities Layout



### LACS Classrooms 2011-2012

Class	Room	Teacher
KinderPrep	619	Abby Eldridge
Kinder	617	Suzy Negrette
1 <sup>st</sup> Grade	616	Maria Benevento
1 LAD	615	Audra Robinson
2 <sup>nd</sup> Grade	626	Anne Marie Bevolden
2 LAD	622	Virginia Apt
3 <sup>rd</sup> Grade	614	Linda Garton
3 LAD	611	Cathy Robinson
4 <sup>th</sup> Grade	627	Marilyn Bryant
4 LAD	613	Sharlotte Swanson
5 <sup>th</sup> Grade	623	Lizette Hibbert
5 LAD	625	Dwin Graham
MS History	220	LaVonna Floreal
MS English	221	Wendy Lawner
MS Bible	211	Coral Frias
MS SPAN	210	Kristen Cunningham
MS Science	Zone	Cherilyn Damigo
Library	628	Sharon Kilpatrick
Computer	621	Nico Roundy
Art	620	Cindi Snedaker
P.E.	Gym	Brad Burman







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