



# LOS ALTOS CHRISTIAN SCHOOLS

A Ministry of First Baptist Church Los Altos



## 2009-2010 Elementary Parent-Student Handbook





# Elementary Parent Student Handbook

2009-10

Therefore go and make disciples of all nations, baptizing them in the name of the Father and the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age. Matthew 28:19-20

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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 7	Labor Day
November 25-27	Thanksgiving
December 21-31	Christmas
January 1	New Years
January 18	King Jr. Birthday
February 15-19	Winter Break
April 2-9	Easter Break
May 31	Memorial Day

### Teacher Workdays (No School)

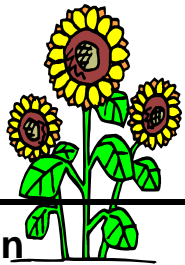
October 29-30	ACSI Convention
November 6	<b>Middle School ONLY</b> Parent Teacher Conferences
November 23-24	<b>Elementary ONLY</b> Parent-Teacher Conferences
April 26	<b>LAD</b> Teacher In-Service—No LAD Students
May 6-7	<b>LAD</b> Conferences-No LAD Students
June 4	Teacher-Office Interface/Wrap-up

### Minimum Days (noon dismissal)


August 25	First Day of School
November 5	<b>Middle School ONLY</b> Parent-Teacher Conferences
December 18	Christmas
June 1	Eighth Grade Graduation
June 2	K Graduation Day
June 3	Last Day of School

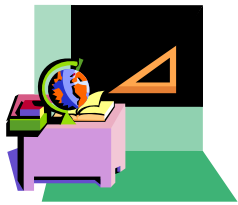
### Special Events

August 24	Middle School Orientation; Back to School Night
September 2	School Pictures
September 11	PTF Back to School Welcome Back BBQ
September 21-25	Sixth Grade Science Camp
September 23	See you at the Pole
September 29	PTF Fall Leaves
October 13	Picture Make up Day
October 20	Middle School Prep Night for High School
October 23	PTF Chili Cook Off
October 30	FBCLA Family Fun Night
November 12	Parent Information Open House
November 15	Schools Day at First Baptist Church Los Altos (FBCLA) tentative
December 1	Registration Begins for returning students, siblings
December 18	Annual Christmas Chapel
January 4	Returning Students 10/11 Registration; Priority applications due
February 1	Open Registration
February 2	Open House/Art Show/Science Fair/Young Authors Fair
February 12	Fifth Grade Educational Trip
April 19-23	SAT Week
April 24-30	Eighth Grade East Coast trip tentative
May 1	Walkathon
May 20	Elementary Talent Show tentative
May 27-28	Fourth Grade Gold Rush Overnight Trip
June 1	Eighth Grade Graduation 7 pm
June 2	Kindergarten Graduation 9:00 am
June 3	Last Day School/Chapel





# August 2009

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

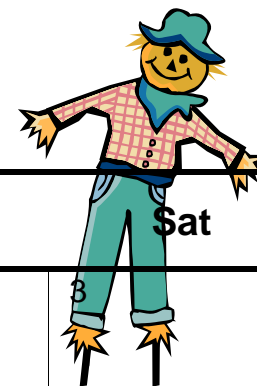


# September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2 LACS Picture Day 	3	4	5
6	7 Labor Day NO SCHOOL	8	9	10	11 Welcome Back PTF BarBeQue 	12
13	14	15	16	17	18	19
20	21	22 Autumn begins	23 See you at the Pole	24	25 Free Dress	26
6 <sup>th</sup> Grade Science Camp						
27	28	29 PTF Fall Leaves	30	Happy Birthday 7 Marilyn Bryant      14 Coral Erias 16 Cindi Snedaker      21 Warren Goff 25 Shannon Day      30 Dorothy Hunter		




# October 2009



Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday 1 Charlotte Swanson    2 Julie Wallenhorst 4 Susan Goff            11 Nancy Bridges 16 Diane Fischer        17 Luckie Leiva 22 Vinnie Negrette      25 Lizette Hibbert				1 2010-11 enrollment applications accepted (non priority)	2	3
4	5	6	7	8 Elem Progress Reports	9	10
11	12 Columbus Day	13 Picture Make Up Day	14	15	16	17
18	19	20 MS High School Prep Night	21	22	23 Free Dress MS End of Quarter PTF Chili Cook Off	24
25	26	27	28	29	30 FBCLA Family Fun Night	31 Halloween
				<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           ACSI CONVENTION NO SCHOOL         </div>		



# November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 End Daylight Savings	2	3 Election Day	4	5 MINIMUM DAY FOR MIDDLE SCHOOL ONLY	6 Middle School Parent/Teacher Conferences	7
8	9	10	11 Veterans' Day	12 OPEN HOUSE	13 Elem End of Trimester	14
15 LACS Day at FBCLA	16	17	18	19	20 Free Dress	21
22	23 Elementary Parent/Teacher Conferences	24	25	26 Thanksgiving Day	27 HAPPY THANKSGIVING	28 
29	30	<i>Happy Birthday</i> 2 Betsy Ross 9 Nico Rouny, Bob Bryant 18 LaVonna Floreal				



# December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 2010-2011 Priority Application Begins	2	3	4	5
6 FBCLA Children's Musical	7	8	9	10	11 <b>Free Dress</b>	12 FBCLA Angel Breakfast
13 	14	15	16	17	18 <u>Christmas Chapel</u> MINIMUM DAY Noon Dismissal	19
20 	21 Winter Begins	22	23	24	25	26
	<b>CHRISTMAS VACATION</b>					
27	28	29	30	31	Happy Birthday 3 Wendy Lawner	
	<b>CHRISTMAS VACATION</b>					



# January 2010

Sun

Mon

Tue

Wed

Thu


Fri

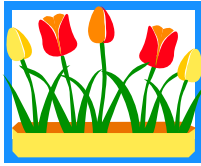
Sat

Happy Birthday 3 Kris Wong 22 Virginia Apt					1 New Years Day Holiday NO SCHOOL	2
3	4 Welcome Back! Returning Students' 10-11 Registration Begins	5	6	7	8	9
10	11	12	13	14 Elem Progress Rpt Last day <b>priority</b> applications/registration accepted	15 MS End Quarter	16
<div style="border: 1px solid black; background-color: #e0f7fa; padding: 5px; display: inline-block;"> <b>Middle School Finals Week</b> </div>						
17 	18 Martin Luther King, Jr. Holiday NO SCHOOL	19	20	21 MS report cards	22	23
24	25	26	27	28	29 Free Dress	30



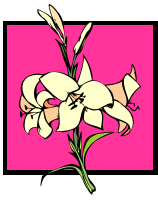
# February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
31	1 Open 2010-11 Registration Begins	2 <b>OPEN HOUSE SCIENCE FAIR</b>	3	4	5	6	
7	8	9	10	11	12 Lincoln's Birthday 5 <sup>th</sup> grade Educational Trip	13	
14 Valentines Day 	15 Presidents' Day 	<div style="background-color: lightblue; padding: 5px; display: inline-block;">WINTER BREAK NO SCHOOL</div>				19	20 
21	22 Washington's Birthday	23	24	25	26 Free Dress	27	
28	Happy Birthday 16 Richard Ross 17 Elizabeth Parker 26 Evonne Litfin						



# March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Elem End Of Trimester	5	6
7	8	9	10	11 Elem Report Cards	12	13
14 Daylight Savings	15	16	17 St Patrick's Day	18	19	20 Spring Begins
21	22	23	24	25 MS End of Quarter	26 Free Dress	27
28 Palm Sunday	29	30	31	Happy Birthday 9 Linda Garton      10 Betsy Carroll 16 Kristen Cunningham    24 Cathy Robinson		



# April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday 3 Scott Danford 14 LaSha Heard 22 Katie McDonald 7 Brad Burman 21 Cindy Coffey 28 Anne Marie Bevolden				1	2 Good Friday NO SCHOOL	3 
4 Easter 	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>Easter Vacation</i> </div>					10
11	12	13	14	15 MS Report Cards	16	17
18	19	20	21	22 Elem Progress Reports	23 Free Dress	24
<div style="border: 1px solid black; padding: 5px; display: inline-block;">           SAT Week         </div>						
25 8 <sup>th</sup> grade east coast trip tentative	26 LAD NO SCHOOL	27	28	29	30	






# May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday 2 Amy Schroeder 14 Suzy Negrette						1 <b>PTF            Walk-a-Thon</b>
2	3	4	5	6 National Day of Prayer <b>LAD IEPs            NO SCHOOL</b>	7 <b>LAD IEPs            NO SCHOOL</b>	8
9 Mothers' Day	10	11	12	13 <i>The Arts Evening</i>	14	15
16	17	18	19	20 <b>Elem Talent Show</b>	21	22
23	24	25	26 MS Finals Begin	27 4th grade Gold Rush Overnight Field Trip	28 <b>Free Dress</b>	29



# June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31  <b>MEMORIAL DAY</b> NO SCHOOL	1 8 <sup>th</sup> Graduation	2 K Grad 9 am  MINIMUM DAY Noon Dismissal	3 <b>Free Dress Chapel</b> -----Last Day----- MINIMUM DAY Noon Dismissal	4 	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Fathers' Day	21  Summer Begins	22	23	24	25	26
27	28	29	30	Happy Birthday 10 Allison Peterson 12 Abby Eldridge		



# July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday				1	2	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	31

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

(Listed alphabetically for your convenience)

### **1. Academics**

Class work is designed to challenge the individual student to attain his/her highest potential. Skills of communication, computation, science, and social studies are presented to enable the students to be adequately prepared as they take their places in society. 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. Every phase of the curriculum is taught within the context of faith in the ALL-WISE GOD, recognizing all was created by Him and that He is the source and completeness of all knowledge and wisdom. 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 awarded the highest rating (six year with) to LACS.

### **3. Admissions**

Parents need to schedule an appointment to observe school in action. Then submit an application, application fee, and required supporting documentation to start the admission process. Wait for notification of acceptance and placement. After acceptance, complete the Registration Packet including payment of registration/tuition fees.

Some of the other required registration information includes:

Copy of Immunization Records

Kindergarten must have blue Immunization form completed.

First Grade must have Health Examination for school entry form completed (only required if item 1 above was not completed).

All students new to Santa Clara County must have a TB test within the last 6 months on record.

Complete a request for previous school records.

Kindergarten applicants will be administered the Gesell screening by LACS staff. New first graders will be administered a placement test. Los Altos Christian Schools do not discriminate in enrollment on basis of race, gender, national, or ethnic origin.

### **Procedures for Admission to LAD**

Schedule an observation for the appropriate LAD class.

Submit Application form with application fee and the following items:

- Two Confidential Educator Recommendation forms completed by previous teacher, caregiver, Sunday school worker, or civic group leader.
- 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.

Wait for notification of acceptance and placement.

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

**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 struggle academically in a mainstream class and need extra attention a small class can give.
- A student whose difficulties in school are not primarily due to social, emotional or behavioral issues\*\*
- A student whose difficulties are primarily a specific language learning difficulty
- Mild to moderate learning differences (LACS is not equipped or staffed to address students with

severe learning differences or students with primarily behavioral or emotional issues)

- 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\*
- If a student is two years below grade level in reading when entering LACS he/she will be required to have additional Slingerland tutoring to come up to the level of the class he/she is entering

\*Students, who have been diagnosed with any form of autism including Asperger's Syndrome, would not be appropriately placed at LACS.

\*\*Students with primary or secondary emotional or behavioral issues or Oppositional Defiant Disorder would not be appropriately placed at LACS.

#### **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, flag football and tentatively track for both boys and girls are usually available. Signups with tryouts are announced to the classes. Parent volunteers are also welcome. For those students unable to participate after school, intramural sports are planned during lunch time.

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

A student who has been absent from school must present to the teacher upon the student's return to school a written note signed by the parent indicating the days absent and the date and reason for the absence. A phone call from the parent explaining the student's absence is also acceptable.

##### **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 the funeral service of an immediate family member

*An excused absence is a sickness or injury, doctor or dentist appointment, and/or family emergency.*

##### **Planned absence**

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

##### **Unexcused absence**

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

#### **Tardy Policy**

It is important that your child be on time to class. When a student is prompt, he/she is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievement: it is essential for the development of good habits which are characteristic of success and good citizenship in every walk of life.

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 requirement. Excessive tardiness may be grounds for dismissal.

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

- All students must line up in the designated location for each class 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 quarter/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. However, unexcused tardies and subsequent penalties continue to accrue from quarter/trimester to quarter/trimester. An example, if a student has six tardies in quarter/trimester one and three tardies in quarter/trimester two, his/her citizenship grade will be lowered one-third point the second quarter/trimester only.

## 6. ***Bike/Skateboard/Rollerblade***

The school does not assume responsibility for bicycles on the school grounds. However, the following policy is established in the hope it will eliminate theft and vandalism and improve the safety of bike riders.

- 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.
- Skateboards may be brought to school, but they must be checked into the office at the time of arrival and picked up at departure time. They are not to be stored in the classroom or ridden anywhere on campus. Inline roller skates (Rollerblades®, etc.) may not be brought to school, except with special permission for special activities.



## 7. ***Birthday Parties***

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

## 8. ***Backpacks***

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

## 9. ***Cell Phones***

Cell phones are not permitted for use during the school day. The phone must be turned off and never used except after school. When a student needs to use a phone for necessary calls, he must use the office phone. The use of cell phones will be restricted to after school activities when a contact needs to be made with parents. If a student violates the above policy, the teacher will immediately confiscate the phone and take it to the office.

**1st offense:** Phone is confiscated and returned to the student at the end of the day.

**2nd offense:** Phone is confiscated and kept in the office until a conference is held with the student and parent to review the current cell phone policy.

## 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, office newsletters, progress reports as needed, and regular report cards can be expected in addition to phone calls home if necessary.

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

The "Thursday Envelope" is sent home generally every other week and includes the office newsletter and any other school-wide flyers and notices. Parents are to sign and return this envelope on Friday (or the next school day). New envelopes must be prepared for those not returned, and parents will be charged \$3 each time a new one is made.



### Parent-School Communication

The administration requests that in the course of the school year when questions, clarifications, or concerns arise, that parents adhere to the following procedure:

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

Throughout the year the administration has an open door policy. We welcome your feedback and

suggestions. There is nothing more disappointing to us than to hear at the end of the year that a parent has had a problem during the year of which we were unaware. If we do not know about it we cannot address it or resolve it. Please make it easier for us to help and support you, the parent!

### Parent Expectations

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 the room and set the tone for the day.

In order for the teachers to consistently have this morning preparation time, the policy of NO PARENTS IN THE CLASSROOM or NO IMPROMPTU CONFERENCES WITH THE TEACHER will be strictly enforced.

## 16. Computer Use Policy

### A. Introduction

First Baptist Church of Los Altos, 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.

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. The harmony that this premise provides allows learning and blessings to be plentiful at LACS. When and if a conflict or misunderstanding ensues, we strongly encourage the principle described in Matthew 18 for resolution. This principle when applied to our school would require that we:

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.

### **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.



## **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. Although we do not take a specific position on these issues, we do choose, however, to align ourselves with the most conservative stand on them by not promoting or appearing to directly condone as it relates to these issues, i.e. Harry Potter, trick or treating, etc.

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 major on the minor issues nor be embroiled in making 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 absolutely 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. *Damaged Desks*

Any student found vandalizing his/her desk or other property on campus will be billed for replacement. Replacement desk tops cost \$45 plus shipping.

## 20. *Discipline Policy*

### Consequences

Los Altos Christian Schools believe in rewarding good behavior. Each classroom teacher has a reward system for individual and/or class good behavior. These rewards can be a class party, a prize box, extra free time, or other rewards that are up to the discretion of the teacher. We want to encourage 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, child study team

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/Expulsion

### Illegal activities

The following activities according to California State Educational Penal Code are illegal on the LACS campus and will warrant immediate suspension and/or expulsion from LACS and may, according to the nature of the activity, include immediate involvement of the Los Altos Police Department:

In possession of the following:

All tobacco products, alcohol

Drugs or drug paraphernalia \*

Incendiary materials: matches, lighters, candles, gasoline, kerosene, etc.

Explosive materials: firecrackers, etc.

Weapons: guns, knives, sprays or any other items considered in these categories.

This also includes if any of the above is found on the student's person or in his/her backpack or desk or if any other above items are considered to be owned or used by that student.

Additional Inclusions

Students suspected of, or seen engaging in:

Smoking of any substance\*

Drinking of any illegal substance\*

Any activity considered illegal or unacceptable.

*\* Students suspected of having drug involvement may be asked to obtain a drug test at their own expense and submit a negative test result prior to re-entering LACS classes.*

## 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.

## Demeanor and Attitude

LACS is committed to facilitating an environment where students can flourish in a positive, edifying setting. With this goal in mind, students will be expected to reflect a positive, respectful attitude and demeanor at all times.

Language, tone of voice or body language (i.e.

rolling the eyes or a sullen or defiant facial expression) that connotes a lack of respect for any adult employed by the school will not be tolerated. Actions or behaviors that reflect willful disobedience or blatant disrespect will result in serious consequences.

## 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.

## 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; 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.

## Parent Expectations

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.

## 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.

**Elementary regulation** uniform for Chapel Days and special days will consist only of the plaid jumper or shift for girls (fifth grade girls may opt for plaid skirt), navy blue pants for boys, white oxford cloth shirt, and navy blue sweatshirt. Crew socks for boys and anklets, knee socks, or tights in white for girls are also regulation. Boys may wear the navy uniform shorts to chapel the first and last six weeks of school when the temperature is most apt to be unseasonably hot. School sweatshirts, fleece vests or jackets are required as the weather dictates. Pullover sweaters are not approved uniform pieces. Students may only wear the approved jacket when outside on chilly days. Please refer to the uniform chart sent home with registration information for complete details.

Alternate colors (red and khaki) are "optional" not "regulation."

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**.



## 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 3:00-6:00 p.m. each school day. Unfortunately EDC is not available on school holidays or in-service days. To reach EDC staff after 4 p.m. call 650-948-3738 extension 654.

## 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.

Major field trips are planned annually for the upper grades. The sixth graders attend science camp at a nearby mountain camp. The fifth graders will visit the state capitol in Sacramento in spring. The fourth graders plan an overnight trip to "gold country" usually in May.

## 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 and third child tuition rates do not apply to LAD or KPrep students.

### 31. *Fundraising*

Tuition alone does not cover the basic operating expenses of LACS. Grants and aid from the First Baptist Church make up the shortfall. Funds raised by the PTF go beyond usual operating expenses and fund events, needs, and special programs outside the educational experience being offered at LACS.

Funds are raised through direct appeal to the parents and friends of the school and through events that are designed for fun for the entire LACS family. The Christmas Love Gift for teachers and staff is one direct appeal offering where the parents recognize the outstanding effort and love shown everyday by the teachers and staff recognizing that their salaries are less than what they could expect to earn in the public school system.

Events that will be held this year that have a fundraising focus are Chili Cook Off and the Year End Walkathon. Both events are designed to be full family affairs with plentiful opportunities for fellowship and frivolity. The Walkathon is a chance for the students to make a direct difference in the quality of their school. The PTF strongly believes that the children will have a greater sense of identification with, and responsibility for, their school by participating in events that make a tangible difference in LACS. The Walkathon is our primary means for raising funds that are allocated for capital improvement needs at the school.

We do not usually sell products on a school wide basis as it has the potential to dilute the opportunities for individuals to step forward with generous individual gifts as the Holy Spirit may move them. Further, we feel that the children and their parents have significant responsibilities and schedules already packed with activities, and that the marketing and selling of products could be an unwelcome burden on many families. There is also a large measure of concern for safety with our children feeling the need to go door-to-door soliciting products in their neighborhoods.

### 32. *Grading Policy*

The grading scale at LACS is based on letters as follows:

- A=Outstanding (90%-100%)
- B=Above Average (80%-90%)
- C=Average (70%-80%)
- D=Noticeably Weak (60%-70%)
- F=Below Minimum Requirement (below 60%)
- 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:**

- 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 Services

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 for 30 minutes 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, homework may only be picked up after school not during the school day. Please call ahead to request it be ready.

This applies to LAD and large classes.

**1. Church Meetings:** The teachers are expected to work with the students to make adjustments for due dates regarding homework on midweek evenings to accommodate the following circumstances. Some of the students are involved with church activities, scouting or other family activities; and in many instances, through no fault of their own, they are

unable to complete assignments. (No % penalty will be imposed and they will not go to homework study.) A parent note must be received to make allowances. The assignment will be completed the next evening if an allowance is permitted.

**2. Weekends:** Assigning homework on the weekends is not appropriate except for long-term projects and reports. Vacation periods will be free of homework assignments.

**3. Uncompleted class work:** Work to be completed in class may, at the teacher's discretion, be assigned as homework. **Classroom work not completed is not to be considered within homework schedule.**

**4. Late Assignments:** Assignments are to be accepted with a 10% deduction for each late day.

If class work must be completed at home, this must be for no more than 30 additional minutes. If the student consistently is bringing home incomplete work the parent and teacher need to meet to discuss where the problem is. Is the student just not working, is there too much work, or do accommodations need to be made? If problems persist, administration will observe and decide on a course of action.

**Parents:** Monitor the amount of time your student spends on homework. After the set amount of time, parents are to stop the student and initial the homework so that the teacher knows the student has worked the required time. Students will not be penalized for incomplete work. This does not include special projects that are done over several weeks. LAD students may require more time due to their learning/working style. Contact the teacher to work through problems.

Homework does **not** include the 20 minutes a night of required reading or being read to for the lower grades.

On special school nights, such as Open House, Art Show/Science Fair/ Young Authors Fair, there will be no homework.

Grade	Minute/day	Time/week	Maximum Time/week
Kindergarten	5-10 minutes	2-3	30
First Grade	10-15 minutes	2-3	45
Second Grade	15-20 minutes	2-3	1 hour
Third Grade	20-30 minutes	2-3	1 ½ hours
Fourth Grade	30-45 minutes	3-4	2 ½ hours
Fifth Grade	40-65 minutes	3-4	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. Internet Use**

With Internet and computer network usage expanding inside and outside of Los Altos Christian School, the administration has found it necessary to address concerns from employees, staff, and parents about the ready availability of offensive material from various outside sources.

While LACS clearly can't control the posting of sexually explicit, racist or otherwise offensive material on the worldwide Internet system, the school does have the responsibility to establish and clearly communicate what is and is not acceptable use of its internal computer and communication assets, including access to public networks. The existing philosophy of providing a work environment free from harassment and objectionable material will be made even more explicit in relation to usage of the electronic medium.

LACS' basic tenets are already spelled out in the policy handbook. It states that certain communications are simply not allowed including threatening, obscene, or harassing messages. Under the policy in this document, this will include all users of the LACS network.

Since it is not really practical to develop a totally 100% effective filtering mechanism which would eliminate access to all offensive data that may be available to LACS systems, 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.

### **38. Learning Assistance Dept.**

LACS offers a smaller class size and individualized instruction in any grade for students of average or above average intelligence who are experiencing academic difficulty due to specific learning disabilities. A special Learning Assistance Department has been formed with classes available from first through fifth grade. 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.

The LAD classes are small to allow a formal education plan to be developed and executed for each student.

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 improve. An LAD committee is in place to evaluate recommendations for mainstreaming or LAD placement.

### **39. Leaving School Early**

Because LACS operates a closed campus, students must remain in their assigned rooms or areas during the school day. A student is considered truant if he/she leaves without permission. The following guidelines are to be followed:

If a student is too ill to remain in the classroom and is sent to the office, he/she is permitted to lie down in the office for one class period. If the student is ill, the parent/guardian will be asked to take the student home. He/she must be checked out at the office.

Parents are allowed to take their child/ren out of school during the day for doctor/dentist appointments, or for other legitimate reasons. Parents must come to the school office to sign their child out of school.

An adult other than the parent 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.

### **40. Library**

Books and materials including reference, fiction, and nonfiction are available to all our students who are given the opportunity to select books during their class library time. Please help your student learn the responsibility of taking very good care of our books so that others may also be able to enjoy them. Donations of books, re-shelving volunteers and assistance with helping young readers select appropriate books are most appreciated. Lost or damaged books will be charged to the parent at the end of the year.

## 41. Lunches/Snacks

Snacks: Most children prefer to eat a snack during the morning recess. 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 decides if a child is ready (academically and socially) to try mainstreaming.

If yes, the LAD teacher and mainstream teacher meet to determine 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, the vice principal 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 the vice principal shall observe the child in the mainstream class. The vice principal'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. Medical Insurance

LACS requires that all students be covered under medical insurance. If you do not have medical coverage for your child and need assistance in this area, please contact the principal's office for information. Catastrophic coverage only will not be adequate.

## 44. Memberships

LACS belongs to the International Dyslexia Association (IDA), Association of Christian Schools International (ACSI), Western Association of Schools and Colleges (WACS), 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. With the middle school expansion, the school joined the National Middle School Association and National Junior Honor Society.

## 45. Microwave Oven

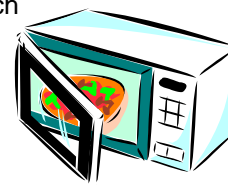
Microwave ovens are available in the lunchroom to heat students' food.

Only 3<sup>rd</sup>-5<sup>th</sup> graders who sign and whose parents sign a permission form can operate the microwave ovens. **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.

Parents must certify that their child has been trained at home to use a microwave. Such training includes but is not limited to the following:

The student understands that:

- Food overheated in the microwave may burn him/her as he/she removes it from the microwave or burn his/her mouth when it is eaten.
- Metal and foil cannot be placed in the microwave.
- Microwaves should not be turned on when empty.



- Only paper, plastic containers, and plastic wrap, which are 'microwave safe,' can be used in the microwave.
- A microwave should not be operated if the door is damaged or does not close securely.
- He/she should stand 3-4 feet away from the microwave when it is operating.
- His/her face should not be close to the microwave while it is in use.
- Food may be very hot when removed from the oven, so be careful.
- A container should be vented, partially uncovered, or uncovered so steam does not build up and burn him/her when the container is opened.
- Most microwaves have hot spots, and if he/she eats heated food directly from the container, a few areas could be superheated and could burn.
- On the flip side, there can also be cold spots where the food does not get hot enough to kill bacteria.
- Water or other liquids should not be heated beyond the time recommended by the manufacturer or any recipe.
- Using the microwave is a privilege and if such privilege is abused the use of the microwave will be withheld.

#### **46. Newsletter**

Generally, the office publishes a newsletter every other week highlighting events and plans for the school. It is sent home via the "Thursday Envelope" with each student and a link on the school's website has a PDF version available. The PTF regularly publishes a newsletter also.

#### **47. Office Hours**

Monday through Friday 8:30 a.m. – 4 p.m.  
Summer Hours 9 a.m. - 4 p.m.

#### **48. Open House**

Each November LACS invites both school families and "inquiring" families to visit the school to a Parent Information Open House to hear from the teachers about what happens in class. In February the Art Show and Science Fair will be held in conjunction with another Open House to allow families and friends to see projects, schoolwork, and talk with staff.

#### **49. Parent Responsibilities**

Some ways to partner with LACS to provide the best in Christian Education include (but is not limited to):

- Provide a Christian foundation through training/modeling at home and church.
- Provide your child with sufficient nourishment, rest, and physical activity.

- Communicate regularly with your child's teacher(s); please refer to "Communication Techniques."
- Review the school communications weekly (Newsletters-school and teacher), emails, etc.
- Review your child's homework/assignments/test schedules on a daily basis. Your interest will enhance his/her education.
- Return all field trip permission slips, school forms/authorizations, fees, etc., in a timely manner.
- Maintain financial obligations and current records in the school office (addresses, phone numbers, email, emergency contacts, etc.).
- **Continued enrollment in this school is dependent on parental support of the school, its staff and its policies.**
- Participate as much as you are able with the school. Parental involvement has proven to be beneficial to your child, teachers, other parents, and the school. We strongly encourage you to find an area that you can contribute and help our partnership in providing your child/ren with the best Christian educational experience possible. We need you!

#### **50. Parent/Teacher Conferences**

Conferences are scheduled after the first month of school for all parents to discuss how the student's first report card of the year is shaping up and discuss any concerns with the teacher. 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.

#### **51. Parent-Teacher Fellowship**

The PTF has an executive board comprised of parent volunteers, the principal, a teacher representative and a school board member. The board 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.

#### **52. Parking Lot Etiquette: WWJD?**

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.

#### **53. Personal items**

Students should be encouraged not to bring personal items to school. LACS cannot assume responsibility

for items lost or stolen, nor is it expected that the teachers or staff be responsible for the students' possessions.

Radios, cassettes, walkie-talkies, IPOD, MP3, Gameboys, and such items are expensive and valuable and these items may easily be lost or stolen, thus they are not permitted at school. They are to be confiscated and may be kept in the office until after school or until claimed by parents if it is a repeated occurrence.

## 54. 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."

## 55. 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.

## 56. Prohibited Items

Items prohibited by state law include firecrackers, knives, and firearms of any type, tobacco and illegal substances. Possession of these items has serious consequences which could lead to disciplinary action at school, including suspension and/or expulsion. Students are encouraged not to bring items disruptive to school activities. Teachers and staff will offer guidance in the area.

## 57. Progress /Report Cards

Progress Reports are issued in the middle of each "marking period" and allow parents and elementary students to have academic information in the middle of the grading period. Progress Reports are given to all elementary students after the first month of school. Subsequent Progress Reports are sent out if there are areas of concern. Report Cards provide the grades for each "marking period" and are issued three or four times per year. The reports will be sent home in the "Thursday Envelope." They will need a

parent signature and returned to the teacher. Parents will keep the last report card for their records.

## 58. Photos Agreement

LACS is authorized by parents 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.

## 59. 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

## 60. School Board

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

The First Baptist Church of Los Altos 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 FBCLA 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 FBCLA.

## 61. 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.

## 62. School Schedule

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

Primary (K-2) recess	10-10:20 a.m.
Middle School Brunch	10:27-10:42 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	2:50 p.m.
6-8 Dismissal	3:15 p.m.

### **63. Specials--Art, PE, Computer, Library, Music, Spanish**

To round out the overall program at LACS, **art** courses are provided for all students to learn the fundamentals of art and art appreciation; **physical education** provides a vital part of a child's overall growth and development; **computer** literacy is taught through instruction in the computer lab; **library** skills are taught in the library with over 5,000 volumes available; **music** appreciation with choral groups is stressed, and **Spanish** language for grades 3-5 all with separate qualified instructors.

### **64. Standardized Testing**

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

### **65. 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.

### **66. Student Behavior and Conduct**

In order to provide a safe educational environment, it is necessary that we have guidelines for conduct, which demonstrate a reverence for God; encourage mutual respect for one another; and provide an environment for the emotional and physical safety for our students. These rules apply to all students, in all situations, at all times, both on campus and on all LACS sponsored activities.

### **67. 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.

### **68. Test Taking Rules**

The breaking of one or more of these rules will result in a "0" on the test or quiz.

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

### **69. 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.

### **70. Telephone Use/Hall Passes**

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.

### **71. "Thursday Envelopes"**

Office memos, newsletters and other communications are sent home weekly or biweekly in an envelope the parent signs and returns.

### **72. Tutoring**

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

### **73. Vandalism**

Any student found vandalizing his/her desk or other property on campus will be billed for replacement. Replacement desk tops cost \$45 plus shipping.

## 74. 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.

## 75. Visitors 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.

## 76. 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.

## 77. 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 #28 Financial Responsibility (page 23) for more details.

## 78. Yearbook/School Pictures

A Middle School elective computer class produces a yearbook which is available to purchase. Student school pictures are taken every fall for school records and allow each student's family to purchase individual packages as desired.

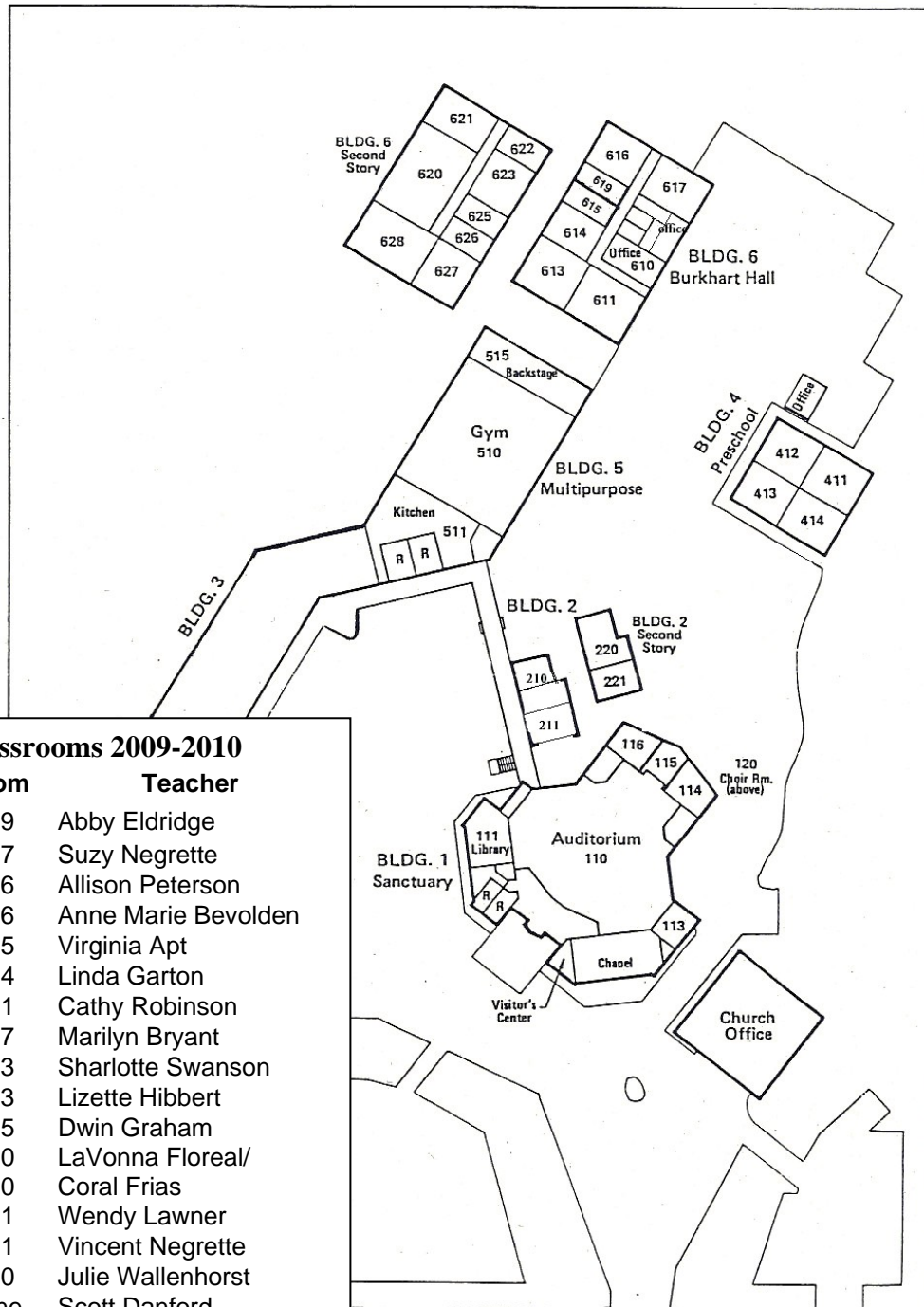
## 79. Staff

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 FBCLA but must subscribe to and support the Doctrinal Statement contained in Article III of the church constitution.

Principal	Mrs. Susan N. Torode	123
Vice Principal	Mrs. Susan Goff	122
Middle School Dean	Mrs. Nancy Bridges	129
Curriculum Director	Mrs. Evonne Litfin	126
Admin Assistant	Mrs. Diane Fischer	124
Bookkeeper/Admin	Ms Shannon Day	152
Registrar	Ms La'Sha Heard	151
Receptionist	Mr. Bob Bryant	128
Kinder Prep	Mrs. Abby Eldridge	619
Kindergarten	Mrs. Suzy Negrette	617
First	Mrs. Allison Peterson	616
Second	Miss Anne Marie Bevolden	627
Second LAD	Mrs. Virginia Apt	615
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 History/ Sign	Miss Coral Frias	632
MS Lang Arts	Miss Wendy Lawner	221
MS Bible	Mr. Vincent Negrette	211
MS Resource	Miss Julie Wallenhorst	210
MS Science	Mr. Scott Danford	705
MS Spanish	Mrs. Luckie Leiva	153
Librarian	Mrs. Sharon Kilpatrick	628
Art	Miss Cindi Snedaker	630
PE	Mr. Brad Burman	633
Computer	Mr. Nico Roundy	621
Elem Spanish	Mrs. Kristen Cunningham	153
Music	Mrs. Betsy Carroll	
Teaching Asst	Mrs. Kris Wong	
Teaching Asst	Mrs. Cindy Coffey	
Teaching Asst	Mrs. Betsy Ross	
Teaching Asst	Mrs. Elizabeth Parker	
ExL Writing	Mrs. Dorothy Hunter	
EDC	Mr. Nico Roundy	
	Mr. Richard Ross	
	Miss Katie McDonald	
	Miss Amy Schroeder	

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 2009-2010

Class	Room	Teacher
KinderPrep	619	Abby Eldridge
Kinder	617	Suzy Negrette
1 <sup>st</sup> Grade	616	Allison Peterson
2 <sup>nd</sup> Grade	626	Anne Marie Bevolden
2 LAD	615	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 History	220	Coral Frias
MS English	221	Wendy Lawner
MS Bible	211	Vincent Negrette
MSResource	210	Julie Wallenhorst
MS Science	Zone	Scott Danford
Library	628	Sharon Kilpatrick
Computer	621	Nico Roundy
Art	620	Cindi Snedaker
P.E.	Gym	Brad Burman



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