



LOS ALTOS CHRISTIAN SCHOOLS

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A Ministry of Bridges Community Church

2011-2012  
Middle School  
Parent-Student  
Handbook





# Middle School 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 schools.

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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)

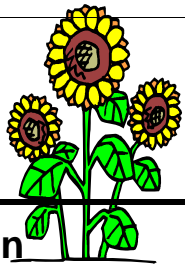
October 6-7	ACSI Convention
November 3	<b>Middle School ONLY</b> Parent Teacher Conferences
November 4	<b>Middle School ONLY</b> Teacher In-Service
November 21-22	<b>Elementary ONLY</b> Parent-Teacher Conferences
March 9	Teacher In-service
May 7	<b>LAD</b> Teacher In-Service—No LAD Students
May 14-15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

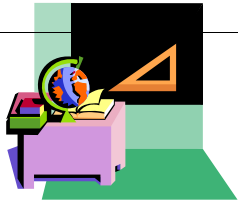
### Special Events

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
Teacher In-Service						
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		

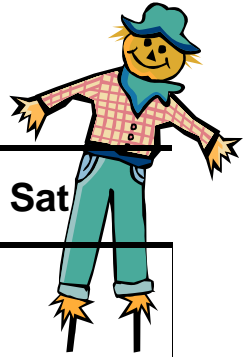


# September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Happy Birthday 7 Marilyn Bryant 16 Cindi Snedaker 25 Shannon Day				1	2	3
	14 Coral Fries 21 Warren Goff 30 Dorothy Hunter					
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 2012-2013 Priority Application Begins	2	3
4	5	6	7	8	9 Free Dress	10
11	12	13	14	15	16 Christmas Chapel MINIMUM DAY Noon Dismissal Preschool Christmas Program	17
18	19-23 CHRISTMAS VACATION					24 Christmas Eve 
25 Christmas Day 	26-30 CHRISTMAS VACATION					31 New Years Eve 




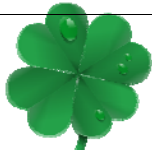
# January 2012

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




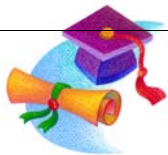
# April 2012

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 <i>HE IS RISEN</i>	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 La'Sha 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:
  - \*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:
  - \*New students may be administered a placement test.

### **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.

After being absent or returning to school from an appointment, a student needs an "Admit to Class" pass to carry to each teacher. To obtain the admit pass, the student must go to the office in time to arrive in class without being tardy. The student must receive a signature from each teacher verifying the absence.

#### **Leaving campus**

Los Altos Christian Middle School is a "closed campus," and students may not leave during the school day without permission from the office. Students who leave the campus without prior permission will receive a cut. If a student must leave during the day for a doctor/dentist appointment, he/she should report to the office prior to the first period class with a note from home. Parents picking up students during the school day MUST sign the student out at the office. This is a safety issue. Students will need to get a signature from each teacher to ensure that each teacher knows of their departure.

#### **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. Obtain work that will be missed from the teacher.

### **Unexcused absence**

All other absences will be considered unexcused unless specifically excused by the administration. Missed work will affect grades. (See syllabus for teacher's policy.)

### **Accumulated absences**

Teachers are not obligated to provide make-up assignments for absences for reasons other than health or school-sponsored events. Family trips are not considered excused absences and parents are urged to consider varying the times of the day during which medical/dental appointments are made in order to avoid missing the same class consistently. Be sure to check the teacher's policy with regards to obtaining that will be missed.

### **Tardy Policy**

Any student not in class at 8:30 a.m. will be counted tardy.

Students arriving tardy should go directly to their classroom, unless it is past 8:45; then they must stop at the office for a tardy slip.

Excused tardies will be granted at the discretion of the administration and may include: doctor visits and family emergencies.

All other tardies are unexcused.

All tardies, excused or unexcused, will appear on the report card without mention of the type of tardy.

After three tardies, the administration will send a letter to the parents. Habitual tardies will be dealt with by the teacher and administration and if needed by other outside authorities.

### **Homework Policy**

If your child is absent, please see the homework policy (#36). You may also check each teacher's class syllabus for more information specific to that class.

## **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. Cell Phones**

Cell phones are not permitted for use during the school day. Phones must be turned off, unless they are permitted as an organizational tool at the teacher's discretion. 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 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.

## **8. Chapel**

Chapel is held weekly on Tuesday from 2:45 to 3:15 p.m. Parents are welcome to attend. The time is used for songs, testimonies, and guest speakers with opportunities for the students to lead.

## **9. Cheating Policy**

Cheating will not be tolerated at any time. All of the following activities constitute cheating and will be handled with severity.

1. Sharing answers on worksheets
2. Sharing quiz or test answers between periods
3. Cheat sheets
4. Looking on someone else's paper or allowing someone else to look at your paper
5. Unauthorized possession of test materials  
1<sup>st</sup> offense = 0 on the paper  
2<sup>nd</sup> offense = 0 on the paper/suspension  
3<sup>rd</sup> offense = expulsion
6. See "Plagiarism"

The following actions are inappropriate during testing and will result in a reduction of your score regardless of whether or not you were cheating.

1. Turning around in your seat
2. Passing notes or paper
3. Possessing notes under, around, or on the desk with test materials
4. Making hand or mouth communications

## **10. Chewing Gum**

Gum is not acceptable anywhere at school at any time.

## **11. 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.

## 12. 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.

## 13. 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.

## 14. Computer Laptop Policy

The students may bring their laptops to school as long as the Internet Use Policy agreement form has been signed. Laptops will need a battery source, Windows XP PRO (not Home version), Microsoft Office 2003, antivirus software, wireless connection (802.11B or G), and enabled Windows Firewall. Laptops will not be stored overnight at school for any reason. The student may also use wireless capabilities for using the Internet in the classroom provided his/her computer has a wireless card and software that limits accessibility to parent-restricted websites.

Any programs, documents, screensavers, music, or information installed on the laptop must be appropriate for the Christian school-learning environment. There will also be some computers available to those who do not have access to a laptop.

These items are needed for class:

1. Charged battery
2. USB memory sticks if necessary
3. Laptop carrying case with name and contact information.

Students are expected to use the computers as writing tools in the classroom. These tools are a privilege to have in the classroom.

**Incidence 1:** If the student is not working on a given assignment on the computer his/she will lose his/her computer privilege for the remainder of the day, and for the following day. A note will be sent home or emailed.

**Incidence 2:** The student will lose his/her computer privileges for the following week.

**Incidence 3:** The student will lose his/her computer privileges for a specified time by the teacher.



## 15. 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**

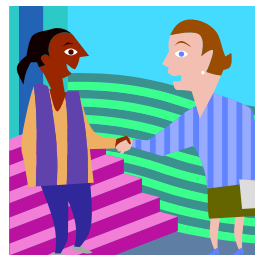
Anyone who accesses, uses, destroys, alters, or damages The Organization's information resources, properties or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained 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.

## **16. 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.

## **17. 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.

## **18. Cuts**

Absences or tardiness of more than 20 minutes without parent, guardian, or school approval are considered cuts. Students will be given one full day following an absence from school to clear any cuts. Students shall NOT be granted credit for assignments or tests missed as a result of a cut.

Students who cut will be assigned two days of lunch detention for each period cut.

## **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. Detention**

Detention is determined by the number of referrals a student receives. Referrals are given according to guidelines set by classroom teachers. These are listed in the class syllabus and/or given directly by the teacher.

Students in detention are not allowed to communicate in any manner with other students. Failure to comply will result in an additional detention time the following week.

## **21. 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.

### **See Detention for Middle School infractions.**

#### **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.

## **22. 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.

### **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.

### 23. 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.

### 24. Dress Code Policy

Only approved uniform pieces comprise the clothing choices for normal daily attire. P.E. clothes may not be worn as a uniform except on P.E. days. Only school jackets or sweatshirts may be worn.

#### Free-Dress Days

**Fridays** are usually designated as **Free-Dress Day**. Students may wear **appropriate clothing** other than approved LACS uniform pieces. Students must consider, does what I am wearing glorify God? (Matthew 5:16). The administrators reserve the right to determine what is appropriate in terms of dress.

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 obviously not acceptable. Underwear, including bra straps and boxers, must not show at any time, even when bending or stretching.

#### 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.

Make-up should be natural looking.

Earrings of any type are not acceptable for boys.

#### Uniform Policy Compliance

Homeroom staff will be responsible to note uniform inconsistencies.

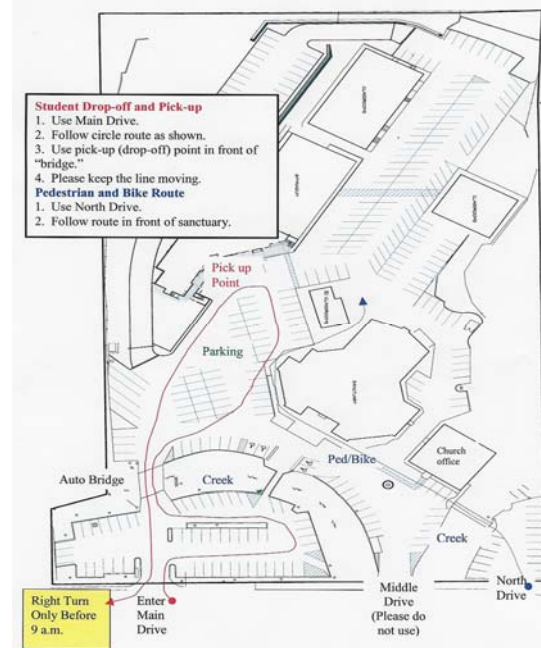
All inconsistencies will be considered "equal." Wearing a piece of clothing that is not the approved style is of equal concern as wearing clothing that is not the correct color. Faded pants and pants with holes in them are not acceptable.

All uniform non-compliance infractions will be handled in the same manner, at the discretion of the staff.

### 25. Drop off/Pick up Procedures

All students who are expected to be picked up between 3:15 and 3:30 will wait in the designated middle school area each day after school.

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.



### 26. 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.

## **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 for middle school. Unfortunately EDC is not available on school holidays or in-service days. Middle school students must check in with EDC at 3:30 unless they are in after school sports.

## **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.

## **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**

### **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 Scale

99.5 and above	=	A+
93 - 99.5	=	A
90 - 92	=	A-
87 - 89	=	B+
83 - 86	=	B
80 - 82	=	B-
77 - 79	=	C+
73 - 76	=	C
70 - 72	=	C-
67 - 69	=	D+
63 - 66	=	D
60 - 62	=	D-
BELOW 60	=	F



### 33. Graduation Requirements

In order to graduate, students must have completed the following requirements. Students are also encouraged to participate in community service projects organized by their class or LACMS.

Course	Years
Bible	3 years
English	3 years
History	3 years
Math	3 years
Science	3 years

Foreign Language	3 years
Physical Education	3 years
Academic Electives*	3 years
Exposure Electives	3 years

Electives are graded as a “Pass” or “Fail” basis. Students must demonstrate adequate technology skills. Any student who does not show adequate technology skills must take a basic computing class as part of his/her electives coursework until he/she passes.

**Academic Requirements:** Students must pass their academic courses with a C average or 2.0 to be eligible for graduation.

Students will also demonstrate acceptable attendance and behavior standards. Excessive absences, incompletes in coursework, unexcused tardies and/or a consistent pattern of earning referrals for behavior will have an effect on the overall standing of the student.

Graduates will show that they have grown and developed as learners by completing a portfolio of work throughout their middle school career and participating in an Exit Interview at the end of Eighth Grade.

### 34. 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.

### 35. 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.



### 36. Homework Policy

Teachers will outline the general homework policies for each of their classes in the class syllabus, which students will receive the first week of school. Please check each teacher's websites for weekly

assignments. Websites should be updated by Sunday evening at 5:00 PM for the upcoming week. Students will also use planners/planning tools to keep track of daily homework and long-term assignments.

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 each teacher to discuss missed work.

### 37. Immunization Record

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



### 38. Library

Books and materials are available to all our students. 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.

### 39. 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.

### 40. Lockers

Students are assigned a locker and combination lock at the beginning of the year. Students are responsible for keeping their lockers clean.



### 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. 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.

## **43. Microwave Oven**

Microwave ovens are available in the lunchroom to heat students' food. Please ensure your student can use the microwave safely.

## **44. National Jr. Honor Society**

The National Junior Honor Society promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship, and service. Selection for membership is by the Faculty Council and is based on outstanding scholarship, leadership, service, character, and citizenship. Once selected, members have the responsibility to continue to demonstrate these qualities.

Candidates eligible for election to this chapter must be second semester sixth graders or in grades 7 or 8. In addition, the candidate must have been in attendance for a period of one semester at LACS Middle School. Once the Faculty Council has selected students who are eligible scholastically, these students will be notified and asked to complete and submit a Student Activity Information Form for further consideration for selection. Once membership is determined, both selected and nonselected students will be notified. The selection of new, active members will be held once a year during the second semester of the school year. Candidates become members when inducted at a special ceremony in the spring. New members will receive a letter stating what their responsibilities and obligations of NJHS membership will be.

## **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 quarter. 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 middle school orientation. 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. Paw Prints**

Students can earn tickets for demonstrating good citizenship. The tickets may be used for the end of the year auction or to purchase classroom items from teachers. Examples of good citizenship include:

- Preparedness for class
- Following classroom instruction
- Turning in homework on time
- No detention
- Correct uniform attire (PE included)
- Appropriate classroom behavior
- Etc.

## **51. 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 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.

## **52. Plagiarism**

According to the Merriam-Webster Online Dictionary, to "plagiarize" means

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that course, is usually enough to prevent plagiarism.

(Source: [http://www.plagiarism.org/plag\\_article\\_what\\_is\\_plagiarism.html](http://www.plagiarism.org/plag_article_what_is_plagiarism.html) )

Consequences are the same as "Cheating."

## **53. Progress /Report Cards**

Middle School teachers use Snap Grades, an online grading tool. Parents and students can access their grades daily. (See specific information given at orientation.) Both Progress Reports and Report Cards will be emailed.

## **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. Student Progress Achievement Network (SPAN)**

For students who may struggle in school, the program is the perfect venue for them to learn and thrive. Five mornings a week the students meet with the resource teacher for language arts and organizational skills. The smaller classroom environment allows students to focus on areas of difficulty. Students are mainstreamed for all other subjects.

## **56. 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

## 57. 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.

## 58. 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.

## 59. 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	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 p.m.
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.

## 60. Social Events

School Policy requires that students need to be in good academic standing and agree to follow all school protocol and policy when participating in an event away from campus. Only students attending Los Altos Christian Middle School may attend scheduled events unless the event has been designated as a “guest event.”

Parents are responsible for transporting students to and from school activities. Parents are expected to pick up their children at the designated time. Student attire at all events is to meet student attire expectations for school. The Vice Principal reserves the right to deny student request for participation. Any student who is serving suspension on the day of a dance may not attend the dance.



## 61. 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.

## 62. 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.

## 63. Student Advisory & Activities Council

The Student Advisory Council is comprised of sixth, seventh, and eighth grade students chosen by the core teachers. This council meets twice a month and acts as a liaison between the student body, staff, the elementary student council, and parent social coordinators. Students must apply to be considered for the position. The appointment is for one year.

## 64. Tardies (consequences)

It is important that each student 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 academic achievement, it is key to developing good habits necessary to succeed in every walk of life.

Being late to school not only causes the tardy student to miss out on instruction, but disrupts the class and the teacher as well. The administration recognizes that being late is sometimes unavoidable. However, each tardy must be determined excused or unexcused to comply with state mandated attendance requirements. Excessive tardiness may be ground for dismissal.

To encourage students to be prompt, the administration has established the following procedures for tardiness:

### Morning Unexcused Tardy Policy

- Class begins at 8:30 a.m. and all middle school students must be in their seat at that time.
- First and Second Tardy—the students will be given a verbal warning from the teacher.
- Third Tardy—referral from the teacher
- Fourth Tardy—second referral and conference with the Vice Principal. Parent will be notified along with a copy of this policy outlining future consequences of being tardy.
- Fifth Tardy—Student will be on lunch suspension for one day.
- Sixth Tardy— Student will be on lunch suspension for three days in the school office.

- Seventh Tardy—In-school one day suspension. Conference with parents. Work missed in class must be completed, but full credit will not be given. Missed tests will be made up at the discretion of the administration.

Students who are tardy during the day will lose class participation points for that period. Referrals may also be given by the teacher for habitual tardiness to their class.

## 65. 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. Students are required to cover the books. 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.

## 66. 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. Most teachers have their phones on “do not disturb” during the instructional day.

## 67. Tutoring

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

## 68. 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 Los Altos Christian Schools. Visitors are expected to comply with school rules while on the campus. All visitors must check into the school office first before visiting the school, 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. Los Altos Christian School 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.

## 69. 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 encouraged to make an appointment for this time.

## 70. 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. A moms’ prayer group also meets regularly. 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.

## 71. 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 #29 Financial Responsibility (page 25) for more details.

## 83. 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. Charilyn 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	Mrs. Dorothy Hunter	
EDC	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.

## 84. Scheduling

<b>Mrs. Floreal Class Schedule</b>						
Hour	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:30-9:26	Math 6	Math 6	Math 6	Math 6	Math 6
2	9:30-10:21	Prep	Prep	Prep	Prep	Prep
3	10:25-11:15	History 8	History 8	History 8	History 8	History 8
Brunch	11:15-11:30	Brunch	Brunch	Brunch	Brunch	Brunch
4	11:34-12:00	History 7	History 7	History 7	History 7	History 7
5	12:20-1:06	History 6	History 6	History 6	History 6	History 6
Lunch	1:06-1:45					
6	1:50-2:30					
7	2:35-3:15					
	3:15					

<b>Ms. Lawner Class Schedule</b>						
Hour	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:30-9:26	Intro to Algebra	Intro to Algebra	Intro to Algebra	Intro to Algebra	Intro to Algebra
2	9:30-10:21	English 6	English 6	English 6	English 6	English 6
3	10:25-11:15	English 7	English 7	English 7	English 7	English 7
Brunch	11:15-11:30	Brunch	Brunch	Brunch	Brunch	Brunch
4	11:34-12:16	English 8	English 8	English 8	English 8	English 8
5	12:20-1:06	Prep	Prep	Prep	Prep	Prep
Lunch	1:06-1:45	Lunch	Lunch	Lunch	Lunch	Lunch
6	1:50-2:30		Organizational Skills 6	Early Out		
7	2:35-3:15		Chapel	Early Out		
	3:15	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal
	3:15-3:30	TEAM	TEAM		TEAM	

**TEAM** Extra time for students to write in planners, talk to teachers, or a quick tutoring session

## Mrs. Cunnigham Class Schedule

Hour	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:30-9:26	Proctor / Conferences	Proctor / Conferences	Proctor / Conferences	Proctor / Conferences	Proctor / Conferences
2	9:30-10:21	English 6	English 6	English 6	English 6	English 6
3	10:25-11:15	English 7	English 7	English 7	English 7	English 7
Brunch	11:15-11:30	Brunch	Brunch	Brunch	Brunch	Brunch
4	11:34-12:16	English 8	English 8	English 8	English 8	English 8
5	12:20-1:06					
Lunch	1:06-1:45					
6	1:50-2:30					
7	2:35-3:15					
	3:15					
	3:15-3:30					

## Ms. Frias Class Schedule

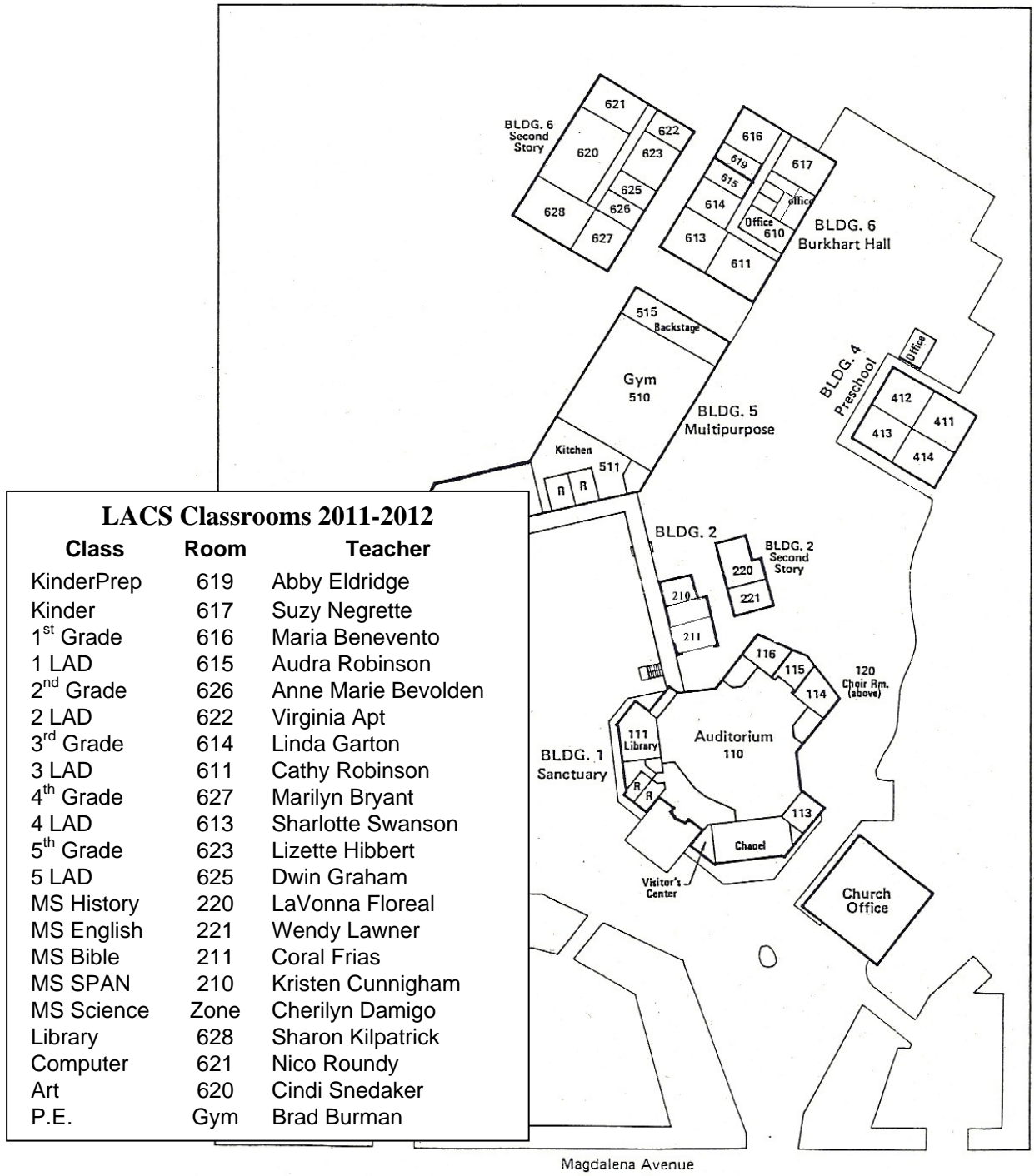
Hour	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:30-9:26	Algebra	Algebra	Algebra	Algebra	Algebra
2	9:30-10:21	Bible 7	Prep	Bible 7	Bible 7	Bible 7
3	10:25-11:15	Bible 6	Prep	Bible 6	Bible 6	Bible 6
Brunch	11:15-11:30	Brunch	Brunch	Brunch	Brunch	Brunch
4	11:34-12:16	Prep	Prep	Prep	Prep	Prep
5	12:20-1:06	Bible 8	Prep	Bible 8	Bible 8	Bible 8
Lunch	1:06-1:45	Lunch	Lunch	Lunch	Lunch	Lunch
6	1:50-2:30	Sign Language A	Speech 7	Early Out	electives	Sign Language A
7	2:35-3:15	Sign Language B	Chapel	Early Out	electives	Sign Language B
	3:15	Dismissal	Dismissal		Dismissal	Dismissal
	3:15-3:30	TEAM	TEAM		TEAM	

**TEAM** Extra time for students to write in planners, talk to teachers, or a quick tutoring session

## Mrs. Damigo Grade Class Schedule

Hour	Time	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:30-9:26	Pre Algebra	Pre Algebra	Pre Algebra	Pre Algebra	Pre Algebra
2	9:30-10:21	Science 8	Science 8	Science 8	Science 8	Science 8
3	10:25-11:15	Prep	Prep	Prep	Prep	Prep
Brunch	11:15-11:30	Brunch	Brunch	Brunch	Brunch	Brunch
4	11:34-12:16	Science 6	Science 6	Science 6	Science 6	Science 6
5	12:20-1:06	Science 7	Science 7	Science 7	Science 7	Science 7
Lunch	1:06-1:45					
6	1:50-2:30					
7	2:35-3:15					
	3:15					
	3:15-3:30					

# 85. Facilities Layout



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