



# ALTA LOMA CHRISTIAN SCHOOL

*Building Up and Reaching Out*

## **Welcome to Alta Loma Christian School!**

On behalf of the faculty and staff of Alta Loma Christian School, I am privileged to have the opportunity to welcome you to our school. We recognize the selection of your child's school is one of the most important decisions and investments you will ever make. Since 1980, Alta Loma Christian School has offered an excellent academic education founded on the truth of God's Word. Our mission statement is "Building Up and Reaching Out," and our goal is that each child would grow spiritually and academically, being used by God to accomplish the plans He has for their lives.

Each child is created uniquely by God in His image. We offer pre-kindergarten through eighth grade students an educational program that acknowledges all truth is God's truth, integrating faith with carefully selected curriculum. Our teachers are Christian leaders in their classrooms, and each is uniquely qualified for the calling God has placed on his or her life. Teachers utilize God's Word as a framework for helping students understand and evaluate the world around them. Students are encouraged to develop a love for the Bible and the knowledge that comes from learning the truth of His word.

We consider it a blessing to partner with you in educating your children. Please read this handbook carefully. It is our belief that school is an extension of the home, and the parents carry the ultimate responsibility for the education of their children. With this in mind, we welcome your involvement at ALCS. May the Lord richly bless you in your parenting efforts!

In His Grace,  
Lori Johnstone, Principal  
Alta Loma Christian School

## OUR FOUNDATION

*How did Alta Loma Christian School begin?*

Our school is a ministry of Solid Ground Brethren in Christ Church (SGBIC). Our school began 29 years ago on March 17, 1980, as Little People Preschool with just 45 preschool children. By September of 1980, a kindergarten class was started, and the name of the school became Little People Preschool and Kindergarten. In 1985, 1<sup>st</sup> grade was added, and the school became known as Little People & Co. In 1990, the school expanded to 6<sup>th</sup> grade, with a 3<sup>rd</sup> through 6<sup>th</sup> grade class the first year. It was our version of the "one room school house"! The elementary school became known as Alta Loma Christian School (ALCS). In 1998, the preschool was changed to a pre-kindergarten program, and became a part of ALCS. In 1999, 7<sup>th</sup> and 8<sup>th</sup> grade were added as the school expanded with its new Middle School. Gradually, the school added a computer lab, enhanced the library, music, and Spanish programs, installed additional playground equipment, and added a full P.E. program including after school intramural sports. In 2007, ALCS completed the first phase of a building project, adding two classrooms, a computer lab, and additional restrooms.

It is the hope of the staff of ALCS that we can continue to serve our Lord Jesus Christ for many more years, providing this same excellence in academics and spiritual growth. We wish to thank all of the parents who support us in so many ways. Without the volunteer efforts, dedication, and prayers, this school would not have experienced such success. We thank God for being with us at all times and for allowing us to continue to serve Him.

## OUR BELIEFS

*What is our Statement of Faith?*

**We believe** in one God, eternally existing in three co-equal persons: Father, Son, and Holy Spirit.

*Deuteronomy 6:4; Matthew 28:19; II Corinthians 13:14*

**We believe** that God the Son became human in the person of Jesus Christ, was conceived by the Holy Spirit, born of the Virgin Mary, and is fully God and fully man.

*Matthew 1:18-25; John 1:14; Colossians 1:15, 19*

**We believe** that Jesus Christ lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people. All who believe in Him are declared righteous on the basis of His death.

*Romans 3:24-26; 5:6-10; II Corinthians 5:14-15, 21; I Peter 3:18*

**We believe** Jesus Christ rose physically from the dead and ascended into heaven to demonstrate His power over sin and death.

*John 20:25-27; Acts 1:9-11; Romans 1:4*

**We believe** that Jesus Christ will return again to earth to establish His kingdom and reign forever in righteousness and peace.

*Isaiah 9:6-7; Matthew 24:30; Acts 1:11; Revelation 21:1-8*

**We believe** that the Bible, consisting of all sixty-six books of the Old and New Testaments, is the written Word of God, our final authority on all matters to which it speaks, without error in the original manuscripts. *Psalms 19:7-11; II Timothy 3:16-17; II Peter 1:20-21*

**We believe** that human beings were created in the image of God to be like Him in character and to be in relationship with Him. Human beings are born with a sinful nature and, apart from Jesus Christ, are eternally separated from God. As a result, each one has sinned by defying God and has fallen short of God's perfect standard.

*Genesis 1:26-27; 2:15-17; 3:6; Romans 5:12-19; Ephesians 2:1-3*

**We believe** that salvation from our sinful condition is a free gift of God. It is not something we earn or deserve because of good works. It must be received personally by repentance and faith in Jesus Christ alone.

*John 1:12; 3:16; 10:27-30; Romans 3:28; 8:31-38; Ephesians 2:8-9*

**We believe** that the Holy Spirit lives in every believer from the moment of salvation. He provides all Christians with power for living and is in the on-going process of transforming believers into the likeness of Jesus Christ.

*John 14:16-17; Romans 6:1-14; 8:9-17; Galatians 5:16-26; Ephesians 2:10; Philippians 1:6*

**We believe** that human beings were created to exist forever. They will either exist eternally separated from God in hell or eternally united with Him in heaven.

*John 5:28-29; I Corinthians 15:50-58; I Thessalonians 4:15-18; Revelation 20:12-15*

**We believe** in the reality and personality of Satan, who attempts to defeat Christians through deception. Believers overcome Satan's schemes by applying biblical truth in the power of the Holy Spirit.

*Job 1:6-12; John 8:44; Ephesians 6:10-18; I Peter 5:8-9*

**We believe** the Church consists of all who put their faith in Jesus Christ. Jesus Christ is the head of the Church. Believers need to maintain a regular commitment to attend a local church fellowship. Believers are to grow in spiritual maturity, love each other as Christ loved us and proclaim the Good News of Jesus Christ through words and compassionate actions.

*Matthew 16:16-18; 22:37-38; 28:19-20; John 13:34-35; Acts 1:8; II Corinthians 5:18-20; Ephesians 4:11-16; Colossians 1:18; Hebrews 10:25*

## **CORE VALUES**

### **Spiritual**

We value a cooperative relationship with parents, who are their child's primary teacher. We rely on the Bible as authoritative in all areas. All truth is God's truth. Of great importance is each child's personal relationship with Christ. This biblical foundation includes:

- Loving God and worshipping Him with our words, actions, and heart (Mark 12:30, Romans 12:1, Hebrews 11:6).
- Recognizing the Bible is the inspired Word of God (2 Timothy 3:16).
- Confessing a personal commitment to Jesus Christ as Lord (Romans 10:9).
- Being active participants in achieving the Great Commission of "making disciples" (Matthew 28:19-20).
- Serving others so as to attain the full measure of Christ (Ephesians 4:11-13).
- Developing and articulating a Christian worldview (2 Peter 1:3).

### **Academic**

We value strong academics, and provide content and skills in a sequence that is developmentally appropriate to enable students to become independent, life-long learners. Students will acquire the knowledge and skills needed for meaningful participation in society as an adult, enabling them:

- To be an informed decision maker.
- To realize their academic potential.
- To be effective in written and oral communication.
- To have the knowledge and skills to be a life-long learner.
- To be critical thinkers and problem solvers.
- To pursue areas of personal interest and to develop their God-given talents and creative skills (2 Timothy 2:15).
- To have an understanding of and confidence in the reality of God's call on their life (Ephesians 2:10).

### **Social/Emotional**

We value the development of students' social skills and emotional resilience, which are required for effective interaction in today's society. We teach students:

- To accept him/herself as a unique product of God's gracious nature, omniscience and power (Psalm 139:13-16).
- To respect and love every other person (Romans 13:8; Philippians 2:3).
- To be effective contributing members of society.
- To show godly relational behavior toward others (1 John 1:7).
- To exercise God-pleasing moral behavior in all walks of life (Hebrews 13:4).
- To use time wisely (Matthew 12:26; Eph 5:15-16).
- To maintain a godly attitude toward work (2Thes 3:10-13).

### **Physical**

- We value activities and habits that will promote a healthy lifestyle. We teach our students:
- To maintain physical fitness, good eating habits and to avoid unhealthy activities.
- To participate in competitive sports and/or activities.
- To express cooperation and contribute to teamwork in sports and activities.
- To participate in recreational activities to enhance life-long physical and mental health.

### **PHILOSOPHY STATEMENT**

The educational philosophy of Alta Loma Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired, authoritative Word of God. Grounded in Christian love, the goal of ALCS is to work cooperatively with parents to equip them to fulfill their responsibilities as their child's primary teacher (Deuteronomy 6:6-9). We view the school as an extension of the home, and strive to provide a high quality academic education based on biblical values and principles in an environment that prepares children to excel spiritually, academically, emotionally, socially, and physically.

Each child is created in the image of God, separated from God by his or her sin nature. We affirm a biblical worldview, and each student is encouraged to develop a personal relationship with Jesus Christ as Savior and Lord. Building up and reaching out is our mission, and our goal is to disciple students in their Christian walk so that they are fully equipped to be used by God to accomplish the plans He has for their lives. Discipline is part of the discipleship process, and we believe external behavior modification is the evidence of an internal change that impacts our personal relationship with God and each other, a communion that brings God glory for eternity and is based on the redeeming and restorative grace of Jesus. Right action is a demonstration of faith in a loving God. (Habakkuk 2:4)

Academically, we provide content and skills in a sequence that is developmentally appropriate to enable students to become independent, life-long learners. We strive to move students from external motivation to internal motivation, instilling in them a desire to succeed for God's glory. Every teacher is expected to meet the academic, social, and spiritual needs of students, modeling Christian character and a godly lifestyle as they teach their students to think critically, solve problems, and communicate effectively.

ALCS is an extension of the ministry of Solid Ground Church, and seeks to serve our community by reaching out to Christian families as well as non-Christian families.

### **MISSION AND VISION STATEMENT**

*Why does our school exist?*

The mission of ALCS is to partner with families to raise children who will impact the world for the Lord Jesus Christ. It is summarized in the words "Building Up and Reaching Out."

Our vision is that each child would grow spiritually, academically, and personally, being used by God to accomplish the plans He has for their lives.

### **EXPECTED SCHOOL-WIDE LEARNING RESULTS**

*What can I expect to learn as an ALCS student?*

ALCS sets high expectations for all students to *master* essential academic skills. Students are expected to pursue the highest level of personal achievement of which they are capable considering the gifts and abilities with which God has blessed them. Our expected school-wide learning results are:

- Followers of Jesus Christ
- Effective communicators
- Independent, lifelong learners
- Critical thinkers and problem solvers
- Servant leaders

ALCS admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students at the school. Alta

Loma Christian School does not discriminate on the basis of race in administration of its educational policies, scholarship and loan programs, and other school administered programs.

## **LEADERSHIP**

*Who is in charge of the school?*

ALCS operates as an educational ministry of SGBIC church and is recognized as Association of Christian Schools International (ACSI) Accreditation Candidate School. The school is dedicated to the establishment, philosophy, and promotion of excellence in Christian education. ALCS is registered with the State of California Department of Education. It is in compliance with California's State Education Code requirements and is recognized by the local public school districts.

The person who leads ALCS on campus is the School Principal, Mrs. Lori Johnstone. Our administrative team includes Mrs. Heidi Staples, Assistant Principal, and Mrs. Kristina Justice-Borger, Assistant Administrator. Together, they strive to please God and ensure that our school is the very best it can be!

The ALCS School Board meets monthly to establish school policies. This board is comprised of SGBIC church members. Each board member loves Jesus and prays much before they make decisions. They donate their time each month to meet and discuss issues about the school. Remember to pray for them and thank them for their work.

The board's goal is to govern with an emphasis on (1) Biblically-based integrity and truthfulness in all methods and practices, (2) outward vision rather than internal preoccupation, (3) encouragement of diversity in viewpoints, (4) strategic leadership more than administrative detail, (5) clear distinction of board and principal/administrator roles, (6) collective rather than individual decision, (7) future rather than past or present, and (8) proactivity rather than reactivity.

## **ADMINISTRATIVE OPEN DOOR POLICY**

*What do I do if I have a question or concern?*

As your administrative team, we want you to feel welcome in the office, and we support keeping the lines of communication open. Most issues can be solved quickly by open discussion and clear communication. Generally, the more quickly you come and share your heart with us, the more accurate information you will have and the better you will feel because issues will be solved faster. While you don't necessarily need an appointment to come and talk with us, we recommend an appointment if it may take some time to discuss.

Whenever there are relationships, there is the potential for problems between people. The Godly way to handle these problems was given to us in the Bible in Matthew 18. The steps to follow are as follows:

1. Parents need to bring their concerns to the teacher before speaking with anyone else.
2. After speaking with the teacher, parents may call the school office to request a meeting with the principal and teacher.

3. If steps one and two have been completed without a satisfactory result, parents may send a letter addressed to the Chairman of the School Board citing their concerns about teachers, staff, or policies dealing with the operation of the school. The letter should be addressed as follows:

Chairman of ALCS School Board  
P. O. Box 8698  
Alta Loma, CA 91701

This is the method of problem solving that we encourage our students to follow. As we grow in Godliness, this principle is especially important in helping us to relate to each other and fulfill the mission God has for our lives. The Bible tells us in Philippians 2:14-16 that we should refrain from gossiping, back-biting, grumbling, complaining, and arguing so that no one can speak a word of blame against us. As Christians, we need to work together to follow these principles.

\*\*Please Read the attached article, The Matthew 18 Principle for Solving School Problems, (Appendix A) by Dr. Paul Kienel, ACSI.

## **ACCREDITATION**

*How does the school get evaluated to see if it is doing a good job?*

There are several ways that we can tell if we are doing a good job. The most important evidence of how we're doing is evident in you, our students. We study student performance on Standardized Achievement Tests (SAT), the STAR Reading and Math tests, and Accelerated Reader (AR) growth reports. Our school is a member of the Association of Christian Schools International (ACSI) and we are pursuing dual accreditation with ACSI and the Western Association of Schools and Colleges (WASC). Our curriculum, the campus, and the overall operation of our school are evaluated in this process. This allows us to share ideas and information with other Christian schools. Our desire is to pursue excellence in the name of Jesus Christ in all areas of our school.

## **OUR TEAMMATES**

*Are all of the teachers and staff at ALCS Christians?*

As an educational ministry of the SGBIC Church, the school employs teachers and staff members who believe in Jesus Christ as Savior and Lord, who are committed to the Christian way of life, and who hold to the beliefs of Bible teachings and principles. Each teacher is qualified and competent and cares for children in a loving, sensitive, and understanding manner. They continue to enrich their skills with on-going educational opportunities.

## **GOD'S FAMILY**

*How can I become a Christian?*

The greatest gift God has given us is Jesus, His own son. Although we were created in the image of God, we are all sinners. The Bible says that the wages of sin is death, but the gift of God is eternal life. If you confess with your mouth and believe in your heart that Jesus is Lord, your sins are forgiven and you have new life in Jesus Christ. You can do this with a simple prayer: Jesus, I know I am a sinner and I ask you to forgive me. Thank you for being my Savior,

and for dying on the cross for my sins. I want to follow you and tell others about you. Thank you for giving me this free gift of eternal life in heaven with you.”

## **ENROLLMENT PROCEDURES**

*How can I become a student at ALCS?*

All current students and siblings of current students are invited to continue their education at ALCS by completing the requirements for re-enrollment in early February of each year. All required fees and paperwork must be completed in order for registration to be finalized. We are unable to hold spots for students who have not completed the registration requirements.

Open enrollment for new students will begin at the end of the re-enrollment period. We will accept applications along with testing and registration fees for all available positions. The testing and registration fees are non-refundable. When all available student spots for a grade are full, a waiting list will be established. In order for a student to be placed on the waiting list, the testing fee must be paid. We will notify you via phone and email when a spot becomes available so you can complete the registration process by turning in all required paperwork and paying the registration, academic, and Development Fund Contribution (DFC) fees. We regret that we cannot hold a spot for more than one day after contacting you.

## **NEW STUDENT ACADEMIC EVALUATION**

Our new student academic evaluation process is designed to assess the core academic skills required to successfully participate in our school program at the desired grade level. The evaluation is conducted by a qualified classroom teacher who then provides input to the school administration regarding the prospective student’s current academic level of readiness. Other criteria for acceptance include previous standardized test scores, report cards, and school recommendation form. The final decision on student acceptance to our program will be determined by the school administration after careful, prayerful consideration of all of these factors.

## **ENTRANCE TESTING REQUIREMENTS**

- All new students entering K-8 need to take an entrance test. This helps us to determine readiness for a particular grade level and indicates areas of particular strength as well as possible areas where a student might need some extra help.
- Current students in our Pre-Kindergarten (Pre-K) or Jr. Kindergarten program are not required to test to advance to the Jr. Kindergarten or Kindergarten classes, provided that they meet the stated age requirements.
- Students entering the Jr. Kindergarten class must be 4 years 9 months by August 24, 2009.
- Students entering Kindergarten must be 5 years by September 1, 2009.
- Students whose birthday falls between September 2 – December 1 may test for Kindergarten to determine if their developmental readiness and academic abilities make them a good fit for our Kindergarten program.

## STUDENT PROGRAMS

A student may be enrolled in the following programs:

1. Four Year Pre-K
2. Four Year, 9 month – Jr. Kindergarten
3. Kindergarten – Middle School

## FINANCIAL POLICIES AND FEES

*What are the fees and charges associated with my education at ALCS?*

A schedule of fees is established annually by the school board and is distributed to current families in February with the re-enrollment packet. These fees cover the cost of all operating expenses including educational materials and equipment, faculty and staff salaries, facility mortgage and maintenance, and office supplies.

**New Student Application/Testing Fee: \$100** The application/testing fee of \$100 per child is due at the time of the submission of the application. This fee is for all new students, Pre-K through 8<sup>th</sup> grade. This fee is non-refundable.

**Registration Fee/Re-Enrollment Fee: \$300** A registration fee for all grade levels of \$300 per student (maximum \$500 per Family) is due within 14 days after notification of acceptance is given. A spot is reserved for your child once the registration fee is paid. Payment of the registration fee implies intent to attend and is nonrefundable. *Returning student registration will not be accepted for families with outstanding school accounts. This includes tuition, FACTS payments, and before and after school care.*

**Academic Fee: Pre-K-8th grade \$350:** The academic fee is due by June 1<sup>st</sup> of each year, or within 14 days after notification of acceptance is given for students registering after this date. This fee covers the cost of textbook usage, AR student fee, ACSI program fee, yearbook, most school supplies, SAT testing, Bible (grades 4-8), and academic planner (grades 3-8). Uniforms are required for all students and must be purchased separately. Nunes is our uniform supplier, and occasionally our PTF sponsors a used uniform sale.

**Development Fund Contribution (DFC): \$300 per family** The DFC of \$300 per family, which is required, is tax-deductible and is due on June 1<sup>st</sup>. This fee covers the cost of ongoing facility maintenance for our buildings and the grounds. We are blessed to have a campus that meets the educational needs of our students and are looking forward to our continued growth and expansion with the additional phases of our building project. Jeremiah 29:11 promises us, “For I know the plans I have for you, “declares the LORD,” plans to prosper you and not harm you, plans to give you hope and future.”

Tuition arrangements must be made by June 1<sup>st</sup> of each year. A discount of \$200 will be given when full payment is made by this date. Limited tuition assistance is available for returning families. Applications are available in the school office and should be turned in before the priority deadline of March 30<sup>th</sup> each year.

## **TUITION ASSISTANCE PROGRAM: GUIDELINES AND AGREEMENT**

Tuition assistance requests are reviewed by a committee including the school administration and the Senior Pastor. Any awards granted are based on need and availability of funds. All decisions regarding tuition assistance are final and are not subject to appeal.

### **Families requesting tuition assistance must agree to the following guidelines:**

- Tuition Assistance is granted on an annual basis and meant to be a temporary solution for your family. Should you need assistance for more than one year, you must apply each year in February for the following school year. If at some point during the year your finances improve to the point you can pay full tuition, we trust that you will notify us so that someone else can benefit from the plan.
- Tuition Assistance Forms should be submitted no later than March 30<sup>th</sup>. All available assistance will be designated to current school families by May 1<sup>st</sup>. Any request coming into the office after May 1<sup>st</sup> will be reviewed only if and when monies become available.
- A complete copy of your most recent income tax return must be submitted with your application in order to verify the information. Tuition Assistance may be revoked if information submitted does not meet criteria.
- Please note, should you be awarded Tuition Assistance for more than one year, there will always be an increase in the amount paid by you.

### **Tuition Assistance Requirements:**

- Tuition Assistance is a reduction in the amount of tuition only. All other fees (registration, academic fees, and DFC) must be paid in full and on the due date or late fees will be charged. When applying for Tuition Assistance, please keep in mind that uniforms are required for all students.
- Those accepting Tuition Assistance will be required to volunteer 10 hours of service during each trimester for a total of 30 hours for the year.

## **DAY CARE**

*Do you offer before or after school care services?*

Before and After School Care is offered at an additional cost. Rates are as follows:

- Morning day care is available from 6:30 a.m. to 7:45 a.m. or 8:00 a.m. and costs \$85 per month.
- Afternoon day care opens at 2:30 p.m. and closes at 6:00 p.m. The monthly cost is \$150.
- Morning and afternoon day care is \$235 monthly.

All day care fees must be prepaid. Occasional drop-in day care is available at a cost of \$7.50 per hour, billed in 15 minute increments. Students that are not prepaid will receive an "Extended Care Drop-in Slip" that is to be signed by both the parent and the staff member. This amount is payable at the end of each week. Any balance that is not paid will result in the student being dropped from the ALCS extended care program.

All students must be signed in and out by a responsible adult. A full signature is required, along with a specific sign in/sign out time. A \$25 charge will be applied if a student is not signed in or signed out. All students must be picked up by 6:00 p.m. when day care closes. Any child left after hours will incur a late pick-up charge of \$1 per minute after 6:00 p.m. Day care is offered on all minimum days except those noted on the school calendar. Day care is not offered during Christmas or Easter Breaks.

We have minimum days at least once a month, as well as during parent-teacher conferencing. If you are late picking up your child on a minimum day, they will be sent to day care. If you have paid the monthly amount, this time is already included in the amount you've paid and no further amount will be charged. If you are not signed up for the monthly amount, you will be billed for this time at the normal rate of \$7.50 per hour. A credit card number will be kept on file and charged only if the account balance is not paid in full after 30 days.

## **PAYMENTS**

*What happens if my account becomes past due?*

Because we are a private school, our budget is dependent on tuition payments being made in a timely manner. It is important that all accounts are kept current. A \$25 charge will be added to your account on the 10<sup>th</sup> of each month if there is an overdue balance. On the 20<sup>th</sup>, if the account still has an overdue balance, you will receive a notice and be instructed to pay as soon as possible. On the 25<sup>th</sup> of each month, if you still have an overdue balance, you will receive a letter informing you that your child will not be allowed to return to school until the balance has been paid in full. If the account is paid within thirty days of becoming past due, the child may re-enter without having to pay the registration fee a second time. The school also reserves the right to withdraw the child permanently.

In some instances, payment arrangements can be made with the Assistant Administrator. However, in no event may arrangements extend beyond a 60 day period. When a check has been returned by the bank to the school for any reason, a penalty of \$15 will be charged. After two returned checks, an account may be placed on a cash-only basis. **A two-week notice in writing is required before financial withdrawal of a child from ALCS programs.** Grade reports and/or applicable student records and awards will be released to parents when all accounts with ALCS are current each trimester of attendance.

## **SCHEDULE**

*What hours is the school open?*

Office	7:30-3:30
Pre-K	8:15-12:15
K-3 <sup>rd</sup>	8:15-2:30
4 <sup>th</sup> -8 <sup>th</sup>	8:00-2:45
Day care	6:30-6:00

### **Morning Arrival**

Beginning at 7:30 a.m. parents should enter the campus using the gate off of Hermosa Avenue at the Hidden Oaks driveway. Prior to 7:30, the normal driveway entrance can be used. If your child arrives at school more than 15 minutes before his/her scheduled class time, you are required to walk them to day care and sign them in. If your child arrives less than 15 minutes before his/her scheduled class time, please drop them off at the upper parking lot, where he/she will proceed to the lower playground. Students in grades K-3 will line up with their teachers at 8:10 a.m. on the playground to proceed to their classrooms. Students in grades 4-8 will proceed to their classrooms at 7:55 a.m. **All students must be signed into day care by an adult if they are dropped off more than 15 minutes before their scheduled class time.**

Parents of, Pre-K, Jr. Kindergarten, and Kindergarten students may park in the lower parking lot in front of the Fellowship Hall. We ask that you accompany your student to class and sign them in every day (Pre-K and Jr. Kindergarten only). Failure to sign in your child will result in a \$25 charge per occurrence, and could result in dismissal from our programs.

### **Afternoon Dismissal**

Pre-K and Jr. Kindergarten students must be picked up from their classroom and signed out. Failure to sign out your child will result in a \$25 charge per occurrence, and could result in dismissal from our programs.

Kindergarten students are picked up at their classroom. Teachers will open the classroom doors at dismissal time, and each child will be released to his/her parents. Please wait outside the classroom to allow the teachers to complete the day's activities.

First through eighth grade students will be accompanied to the upper parking lot by ALCS staff. We ask that you drive through the upper parking lot to pick up your children, entering using the gate off of Hermosa Avenue at the Hidden Oaks driveway. **Thank you for keeping the flow of traffic moving and for observing the 10 MPH speed limit. Also, please refrain from using your cell phone while in the pickup line.** A staff member will help your child get into the car. When you need to speak with a teacher at pick up time, you will need to park in a parking space and make an appointment with the teacher. The teacher is not able to speak with you privately about your child's progress or behavior until all students have been dismissed or escorted safely to day care. Our school clocks are set to the National Institute of Standards and Technology Atomic Clock in Boulder, CO. Teachers are instructed to leave their classrooms at the scheduled time, so please give at least three minutes of walking time to the parking lot and go around the traffic loop as many times as necessary until your child's class is ready. Remember to park in designated spaces only. Please do not park in handicap spaces unless you have been issued a handicap placard, or it is noted on your license plate. Pre-K through third grade students who are still in the dismissal line at 2:45 p.m. will be signed into day care, and their parents will be billed. Fourth through eighth grade students who are still in the dismissal line at 3:00 will be signed into day care, and their parents will be billed. When you arrive past these times, you should pick up your child in the appropriate day care location. Please do not

call the office and ask for your child to be held in the dismissal line beyond these times, as we are unable for safety reasons to make exceptions to this rule.

### **Early Dismissal**

#### *What happens if my child needs to leave school early?*

If you need to pick up your child early during school hours, please send a note or an email to your child's teacher in advance to let them know. Knowing in advance will help them prepare assignments and work that will be missed, and will also help your child to be ready at the time you need them to leave. When you come on campus to pick up your child, report to the school office. Our staff will contact the teacher who will send your child to the office while you sign him/her out in the school office.

### **Rainy Day Schedule**

Because of the extensive water flow that we experience on our campus, it is extremely important for us to take precautions to keep our students safe and dry during inclement weather. While students may leave the classroom to use the restroom if necessary, we will try to keep students in their classrooms for most of the day. Aides will supervise students during their recess and lunch while the teacher has a break, and we will have all hot lunches delivered to the classroom on rainy days.

In order to facilitate a more efficient pick up process at the end of the day, all parents will park on campus and pick up their children from the classroom on rainy days. We will open the entire upper parking lot on rainy days to provide enough spaces for our families to park, and we will also have a red flag on the flag pole as an extra reminder of the different process for picking up your children. Staff members will be posted in the parking lot as well to make sure that pedestrians can get safely from their cars to the classrooms and back.

Although there is no easy way to deliver students to their cars on rainy days, we hope that this system will ensure student safety.

### **STUDENT RELEASE INFORMATION**

#### *Who can pick up a student?*

Students will be released only to a parent or other authorized persons listed on the Emergency Information form. When an individual who is unknown to the staff member comes for a child, they will be referred to the office. Following proper identification, a Permission to Release a Child form will be issued. This slip will be handed to the staff member who will then release the child. Please bear with us throughout this process. It is never meant to inconvenience the person picking up the student. Rather, it is an important safeguard for the protection of the child from abduction.

In situations where child custody is an issue, parents must provide the school office with written court documentation to substantiate the custody agreement. Proper notation should also be recorded on the student registration form. Issues related to custodial agreements will be clarified at a custodial conference with the administrative team.

## **ATTENDANCE**

### *What happens if my child is absent?*

In order for each child to benefit positively from the experiences provided by ALCS, attendance must be consistent. We recognize the illness does occur, and when your child is sick, we want them to stay home until they are well enough to return. To ensure everyone's protection, when your child is sick in the morning, please keep him/her at home. If any symptoms of illness develop during the course of the day, the child will be isolated and the parent will be contacted immediately. Arrangements will need to be made to pick up your child. Following any *serious* illness, a doctor's statement may be required. The child should be free from obvious symptoms such as a cough or runny nose. The temperature should be normal for 24 hours *before* the child returns to school.

When a child is absent, call the office stating the reason by 9:00 a.m. on the day of the absence and send a note with the child upon their return to school. It is the responsibility of the parent to notify the teacher in advance if the child will be absent for more than two consecutive days. The teacher's responsibility is to prepare adequate homework and make up work to ensure the child's continued progress academically while he or she is absent. If prior notification is not given, the teacher has 24 hours from the time of notification to prepare make up work for the students upon his or her return. The homework should only be that which is vital to the student's continued progress academically and not just "practice" or "busy" work.

When a child has been absent from school for ten consecutive days without any notification to the school regarding the child's absence, ALCS reserves the right to withdraw the child to allow space for another child. Absenteeism in excess of 10 days during any one trimester, and/or 30 days within a school year may endanger the advancement of your child to the next grade level and could result in expulsion from ALCS. Excessive absences will result in a referral to the principal for further disciplinary action, up to and including dismissal from the school.

### *How do I make up work that I miss?*

Please call the school office before 9:00 a.m. in the morning to notify us of the absence and we will have make up work ready to be picked up by 2:00 p.m. It is the responsibility of the student to make up all work that is missed when a student is absent, tardy, or leaves school early. Generally, the number of days given to complete missed assignments is the same as the number of days absent. Missed work should be completed within a reasonable time.

## **TARDINESS**

### *What happens if my child arrives late to school?*

Walking into the classroom even a few moments late can be disruptive to an academic program that has already started. In addition, it may be embarrassing to a child that repeatedly walks in late. A child is considered tardy when he/she tries to enter the classroom after school has officially started (8:00 a.m. for grades 4-8, 8:15 a.m. for grades Pre-K-3). Students arriving after their assigned start time **must go directly to the School Office** to receive a Tardy Slip. Parent accompaniment or a parent-signed note is required for all tardiness that is to be considered for

excusal. Tardiness may be considered excused if there has been a family emergency, a traffic accident has blocked access, or the student is coming from a medical or dental appointment (in which case a doctor's note is required). Poor organization, carpool problems, over-sleeping (students or parents), or "just late" will not be excused. To emphasize the importance of arriving on-time, parents will be assessed a \$25 per child charge for every sixth unexcused tardy per trimester. Punctuality is important to ensure a smooth start in the day for your child and their classmates. We appreciate your cooperation with this policy.

## **EMERGENCY PROCEDURES OVERVIEW**

*What happens if there is an emergency at school?*

The following written action plan will be followed in the event of any disaster or emergency, on the ALCS campus. These preplanned responses are based on the experience and research of disaster preparedness professionals throughout the State of California.

*Should a disaster emergency occur during school hours, you should refer to this document for information.* Remember, in any disaster situation, communications are often disrupted. These *Parent Guidelines to School Site Emergency Procedures* are designed to refresh your understanding if an emergency develops.

### **Earthquake Awareness**

Authorities are emphasizing two things to residents in Southern California:

1. The probability of a catastrophic earthquake striking our immediate area in the near future is very high.
2. People must be prepared to take care of themselves for at least the first 72 hours following such a quake.

Our written authority, the *Bible*, declares in Matthew 24 that earthquakes will precede the return of our Lord Jesus Christ. Each day that passes is another day closer to His second coming, so the increase in earthquake activity and intensity should not be surprising to us as Christians. Understanding this, believers should actually be the most prepared people in all of California. Preparation is a serious matter since we have the very real possibility of caring for more than 250 children and personnel if a disaster strikes during school hours. Additionally, state law requires all schools – both public and private – to have an action response plan ready to implement when an earthquake occurs.

### **Working Together to be Ready**

As parents and guardians of children at ALCS, you can help us prepare to deal with an earthquake in the following ways:

1. Students with special health needs should have a 3-day supply of medication on site. (Except those medications that need refrigeration.) If you have any questions, please contact the office. Please write your child's name on the emergency medical supplies with a permanent marker.

2. All students should bring a gallon ziplock bag, clearly marked with their name, with two bottles of water and a non perishable snack, such as a granola bar or crackers. These are stored in the classroom.
3. Attend any disaster emergency meetings held by the school, keep a copy of these *Parent Guidelines* at home (and in the car), and stay informed of any changes in school emergency plans.

### **Guidelines for Parents if an Emergency Happens**

Those who have experienced a disastrous earthquake first hand have helped develop some “*Do’s and Don’ts*” for parents in the event of such an emergency. While some of them may seem difficult to follow, the overall welfare of your child is at stake. The safe reunion of your family may very well depend on whether or not you follow these guidelines:

#### **DON’T**

Rush to get to school to pick up your child. You will be in more danger on the street than your child will be here, and emergency equipment will not be able to get through. Many roads and bridges may be impassable, and authorities may deny access to certain roads. *Please...take your time!*

Call the school. If you are jamming the phone line, no one will get through and more importantly, we will not be able to get a call out for emergency help we might need (if phones are even working).

Panic. We know you may have a few anxious hours to face before you are certain of your child’s status, but panic often leads to fatal mistakes. Also, your child needs to see calmness in you.

Send strangers to pick up your child. The law prohibits us from releasing your child to anyone not authorized by you on your emergency form. List extra names if you wish, and keep that information updated because we will refuse to release your child to anyone else.

Worry. Busy yourself by helping others and doing what you need to do to secure your home. Prayer is far more productive than fretting.

#### **DO**

Cautiously take your time to get to school. Once an emergency occurs, it will take time for us to take roll and set up the Family Reunion area. No child will be released until then. *So don’t hurry!*

Keep your phone line open. If your lines are not down, don’t use the phone except to get medical aid. If we can, we’ll contact you.

Trust us. We have an emergency plan designed by professionals, and a staff trained in first aid, CPR, triage, and sweep & rescue. We will stay and care for your child until you are safely reunited.

Wait until we can reach you to give us authorization to reunite your children. If you have no safe and sure way of getting to the school, wait for us to contact you for reunion instructions.

Be patient. As much as can be done will be done for each and every child. The other reunion processes will take time. Other actions, such as evacuations or sweep & rescue attempts may mean delays.

Pray. Often, this is the only effective and productive thing we can do in certain situations.

Parents listed as being trained in first aid, CPR, triage, sweep & rescue, or areas of need, may be asked to temporarily fill in for faculty members who need to be released to be reunited with their families.

### **How to Pick up Your Child**

1. When you arrive at the school, all the gates will be closed and locked for safety and security reasons. Parents and previously designated people are to gather at the Family Reunion Area (upper field).
2. Once at the Family Reunion Area, request the release of your child from the next available Family Reunion Team member. Wait patiently if necessary.
3. A runner will be sent to the Student Assembly Area (upper field) to get your child for release.
4. If your child is in the Student Assembly Area, the runner will escort your child to the Family Reunion Area, where you will be reunited and free to go.
5. If your child cannot be found in the Student Assembly Area, the runner will immediately go to the Incident Command Center and notify the Incident Commander that a legal and authorized request has been made for the release of your child, but that your child was not found in the Student Assembly Area.
6. The runner will return to the Family Reunion Area, and escort the parents (or previously designated people) to the Incident Command Center.
7. The parents will be notified of their child's whereabouts and/or condition by the Incident Commander, the Operations Chief, or another staff member. Possibilities include:
  - a) Your child is being treated in the medical area for injuries.
  - b) Your child has been transported to an area hospital for treatment.
  - c) Your child is currently awaiting rescue by a sweep & rescue team that has made some type of contact with your child.
  - d) Your child is believed trapped, is awaiting rescue by a sweep & rescue team, but no contact has actually been made.
  - e) Your child is missing and unaccounted for, and a search has been underway.
8. When possible, parents will be taken to their child. Otherwise, parents will be instructed to wait in the Family Reunion Area for news and updates from school site personnel.
9. Throughout the process, remember that responses to disaster emergencies often take time. Search & rescue teams, if they are needed, will move carefully and thoroughly. Family Reunion team members will be required to have proof of identification from members at the Family Reunion Area.

### **Important Notes to Remember**

1. Don't *expect* the school to have any provisions (food, water, shelter, medical aid, etc.) for anyone else in your family or neighborhood. Our supplies are limited to students and personnel currently on campus, and the law states they are our singular, primary concern. If the school is your family's pre-planned final reunion point, bring your family supplies with you (for example, pre-packed car survival kit for entire family) when you come to pick up your child, especially if you think the time it will take to return to your home may

be an extended one. (As an example, in the Bay Area earthquake of 1989, it took some Oakland residents who were at Candlestick Park in San Francisco over 7 hours to drive home after the quake hit.)

2. School personnel are required by law to remain at the school site in an emergency until officially released by the Administrator (Incident Commander). This law was enacted to help ensure the continued protection of all children and personnel at school sites throughout California. Because of this, please be understanding of teachers and staff members who have been at school caring for your children for many hours without any word from their own loved ones.

## **RENWEB SCHOOL MANAGEMENT SYSTEM**

*What is RenWeb, and how do I use it?*

Our desire is to be good stewards of all of the resources God has given us, including time and finances. We also realize the importance of maintaining strong school-parent communication. RenWeb stands for “Renewing School Management via the Web”. RenWeb is the school management program we have implemented to enable us to better serve you. This program has a Parent’s Web component which provides you with secure access to your child’s assignments, scores, grades, attendance, discipline, and your financial account. Parents will have a secure password and will be able to access their child’s information at their convenience via the internet. This program allows administration, teachers, and parents to communicate more effectively with less wasted time. Our goal is to use RenWeb to keep parents involved and informed in their child’s education.

## **REPORT CARDS**

*When do we receive progress reports and report cards?*

Report Cards are issued every trimester. Progress Reports are issued in the middle of each trimester. Each includes academic grades (how well a student has done in each subject matter), and conduct grades are on trimester report cards.

The following are the achievement marks used:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

<u>Percentage</u>	<u>Letter Grade</u>	<u>Grade Point Average</u>
98-100	A+	4.0
93-97	A	4.0
90-92	A-	4.0
87-89	B+	3.0
83-86	B	3.0
80-82	B-	3.0
77-79	C+	2.0

73-76	C	2.0
70-72	C-	2.0
67-69	D+	1.0
63-66	D	1.0
60-62	D-	1.0
0-59	F	0.00

All graded student work with a grade of C- (70%) or lower will be stamped with a “sign and return” stamp, should be reviewed by the student and parent together, signed by the parent, and returned to the school the next day.

### HONOR ROLL

Each trimester, students are awarded the distinction of being on the Honor Roll. Honor Roll is in the following categories:

Silver Honors:	3.00-3.59 Overall Grade Point Average
Golden Honors:	3.69-3.99 Overall Grade Point Average
Platinum Honors	4.00 Overall Grade Point Average

In calculating the overall Grade Point Average, all combined academic subjects are included in addition to Bible. Students are ineligible for the Honor Roll if they have any grade lower than a C-. Grades for Computer, PE, Music, and Spanish are not calculated into the GPA.

### AWARDS

#### Principal’s Award

At the end of the school year students who have maintained Platinum Honor Roll status all three trimesters receive the Principal’s Award.

#### Student of the Month

This teacher-nominated award is given to students who consistently follow school rules, demonstrate improvement, and show responsibility.

#### End of the Year Awards

At an end of the year award ceremony, students in Pre-K-8<sup>th</sup> grade are recognized for a variety of other awards, which include:

1. The **David Award** is the most inspirational student. They honor God with their right attitude and friendly nature. They are not easily discouraged and often encourage others by their actions and speech. They are a friend to everyone. They are ready to give of themselves, always drawing people together. They honor God with their right attitude and their honest love for people.

Key Verse: “Be kindly affectionate to one another with brotherly love, in honor giving preference to one another, not lagging in diligence, fervent in spirit, serving the Lord.”  
Romans 12:10-11

2. The **Timothy Award** is the student most willing to serve. They honor God with their “servant’s heart”. They consistently put the needs of others first and desire to help where ever they are needed.

Key Verse: “And let us not be weary in well doing: for in due season we shall reap, if we faint not.” Galatians 6:9

3. The **Joshua Award** is the outstanding citizenship award. This person honors God by their ability to “rightly” lead others. They follow the rules of “fair play” on and off the playground. They lead by example. In the classroom, they are considerate and aware of others’ feelings. They are obedient and show respect to their teachers and others in authority over them. They honor God by being a lifestyle example of a “child of God”.

Key Verse: “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, and in purity.” 1 Timothy 4:12

4. The **Esther Award** demonstrates the strength in their character. They are very bold and brave. They stand up for their beliefs, and they are willing to take on any challenge that may come their way.

Key Verse: “Yet I will rejoice in the Lord, I will joy in the God of my salvation. The Lord God is my strength; He will make my feet like hinds feet, and He will make me to walk upon mine high places.” Habakkuk 3:18-19

5. The **Ruth Award** is given to the student that shows love and dedication in the things that he/she does and says. They show love unconditionally and are always willing to take care of a situation when the time is necessary.

Key Verse: “But Ruth replied, “Don't urge me to leave you or to turn back from you. Where you go I will go, and where you stay I will stay. Your people will be my people and your God my God.” Ruth 1:16

6. The **Simon-Peter Award** is for the student that showed outstanding improvement in all areas; academically and as well as socially. They honor God by their commitment to diligence and improvement. Through hard work and perseverance they have accomplished a well deserved goal in academic achievement.

Key Verse: “But those who wait on the Lord shall renew their strength; they shall mount up with wings like eagles; they shall run and not be weary; they shall walk and not faint.” Isaiah 40:31

7. The **Joseph Award** is the overcomer and the most reverent toward God. They honor God with their respect toward Him and their mountain moving faith. They have met many challenges, and through perseverance and God’s help, they have risen above obstacles and triumphed to achieve victory! They have a sincere desire to know more about God and to seek after Him.

Key Verse: “If God be for us, who can be against us!” Romans 8:3

8. The **Solomon Award** is given to the student with an overall excellence in academics, citizenship, and study skills. They honor God with their excellence by holding the highest academic scores in their class or grade level. They not only receive high marks on reading, writing, and arithmetic; they also have disciplined study and behavioral habits.

Key Verse: “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the Word of Truth.” 2 Timothy 2:15

9. The **John Award** is for anyone that has had perfect attendance all year long. They honor God by their faithfulness to school. Not only have they been here every day, but they have also been prompt, arriving at school on time in all kinds of weather even when they might want to sleep in or stay home. These students and their parents should be commended for their commitment to responsibly attend class.

Key Verse: "For with God nothing shall be impossible." Luke 1:37

10. The **Sword of the Spirit Award** is for all students who maintained an "A" average in Bible all year. They honor God with their excellence in Bible memorization.

Key Verse: "Your word I have hidden in my heart, that I might not sin against You."  
Psalms 119:11

11. The **Golden Apple Award** is for a student who is recognized for their outstanding abilities in mind, body, soul, and spirit.

Key Verse: "For I know the thoughts that I think toward you, says the Lord, thought of peace and not evil, to give you a future and a hope." Jeremiah 29:11

12. The **Bezalel and Oholiab Award** is the given to the student who has exhibited excellence in the area of computers and technology, and has demonstrated the qualities of a technical expert.

Key Verse: I have filled them with the Spirit of God, I have filled them with skill, ability and knowledge in all kinds of crafts (technology).

13. The **Daniel Award** is given to the student who has maintained an A average in Spanish all year. This student is recognized for outstanding academic ability and for exemplifying the mighty spirit of Daniel. This student must have disciplined study and behavioral habits. More than one Spanish student may qualify for this award but only one will be chosen to represent their class at the awards ceremony.

Key Verse: "Students who possess knowledge are quick to understand, who have the ability to serve in the kings palace who will learn a foreign language and literature...."  
Daniel 1:4

## **ACADEMIC PROBATION**

Academic probation is a period of time when a student needs special help with their schoolwork. A student who receives two or more failing grades on a report card is put on academic probation and may possibly be dismissed from school if improvement is not made. An academic probation contract will be signed by the principal, parent, and student. A cumulative grade point average of at least 2.0 is required in order to proceed to the next grade level. To participate in extra curricular activities, students must maintain at least a 2.0 and have satisfactory behavior. Students on academic or behavioral probation are ineligible to participate.

At ALCS the teachers and administrators care about a student's success. When a student continues to fail, that is a signal that they need special help. The teachers and administrators work with the parents and the student to determine how best to help the student. Extra tutoring or summer school may be required to get the student back on the road to success. Occasionally other outside resource people like doctors, counselors, or therapists help in understanding and meeting the student's needs.

## **RETENTION/PROBATION POLICY**

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. Teacher evaluation, STAR test results, and SAT score review will form the basis of such decisions. Students who have been previously retained at any institution, public or private, may not be retained again at ALCS.

Retentions may occur only after a student has attended ALCS for a minimum period of 90 instructional days. Any student who is recommended for retention must have a file demonstrating sufficient cause.

Evidence shall include report cards, test data, teacher notes and observations, and documentation of parent-teacher conferences regarding this issue. The student's parent or guardian must sign an agreement acknowledging the retention and agreeing to it. No student will be retained for lack of achievement without parental agreement. A student may be retained for missing at least 60 days of school during the school year and not maintaining at least a 1.80 grade point average. This is to be done with parental knowledge, but does not require parental consent.

ALCS will not "skip" students over grades and will not reverse other institution's retentions. ALCS may consider not accepting a student who has been retained multiple times or who is substantially out of the normal age range for a grade.

## **PRE-SCHOOL LICENSE**

ALCS is licensed under the names Alta Loma Christian School, and Little People & Co. with the Department of Social Services for our pre-school program. The facility number is 360904226. Complaints regarding services in this program at this facility should be directed to:

Department of Social Services  
Community Care Licensing  
3737 Main Street, Suite 700  
Riverside, CA 92501  
(951) 782-4200

As with any pre-school, licensing representatives will routinely visit our pre-school classrooms which is our Pre-K program. They may talk with students, staff, and the Director. Parents are given copies of these reports, and an acknowledgement of receipt is required to remain in student files. If you have any concerns, please contact the Pre-School Director or the School Principal.

## **STUDENT BATHROOM ACCIDENT**

*What happens if a student has a bathroom accident at school?*

As a precautionary measure, the supervising teacher completes a Potty Accident report so that the child's parent is made aware of the procedures taken to keep the child comfortable and dry. Pre-K children should bring a change of clothes in case they get dirty or have a potty accident.

These clothes should be placed in a plastic bag and put in the child's room in the cubby provided. "Pull-ups" are not allowed.

## **HOLIDAY POLICY**

*Are there any specific rules regarding holidays?*

Holidays are a time of excitement for children. Our goal is to minister to our families and help them celebrate Jesus. It is our policy at ALCS to do as much as we can to counteract or downplay the commercial influence of the world's view concerning holidays when ministering to children (i.e. Santa, the Easter Bunny, and Halloween), although we are not so blind as to ignore that children will instinctively be fascinated with the enticement they each offer.

We have many families represented at ALCS, including new and mature Christians, nonbelievers, and people of all persuasions. Some families see nothing wrong with incorporating fantasy in holiday celebrations, as long as the emphasis is on Jesus. Others only celebrate with secular traditions, with no mention of Jesus or the Gospel. Finally, some Christians are opposed to any mention or association of Santa Claus, Halloween, and the Easter Bunny. We understand the value of permitting children to pretend and use their imaginations. However, as a Christian school, our responsibility is to teach the Word of God. We are here to help children develop a love for Jesus and grow spiritually.

### *Halloween*

Therefore, we discourage any use of the "symbolism" associated with Halloween, which includes jack-o-lanterns, witches, ghosts, goblins, black cats, or scary scenes. Pumpkins, stalks of wheat, and fruit/grain scenes are appropriate when used in context with harvest time or fall seasonal studies.

### *Christmas*

During Christmas, the use of Santa Claus, reindeer, and elves is not permitted, whether in pictures, stories, worksheets, crafts, etc. Christmas trees may be used. However, the focus should be on the birth of Jesus as the reason for the celebration.

### *Easter*

To give full attention to the Resurrection during the Easter season, bunnies, baskets, eggs, and chickens should not be used during lesson or craft time. It is acceptable to use these in seasonal studies of springtime, but they must be kept obviously separate from the Easter event.

We want all children to come to know Jesus and love Him through us. God is always faithful if we look to Him and trust Him to direct us. Children are by nature concrete thinkers. They need to see, taste, touch, or feel in order to relate to the truth of something. It is our desire to look to the Lord for ways to make Him real to them.

## **SCHOOL VISITORS**

*Can parents come on campus during the school day?*

**All visitors must sign in at the office before visiting any other portion of the campus, including chapel in the Sanctuary.** We respectfully request that during the school day parents not make direct contact with their children by coming on campus, to the classroom, or onto the

playground. If you need to deliver a lunch, a message, or forgotten equipment, bring it to the office. When parents come to assist in classrooms or other events on campus, we ask that you register in the office first and pick up a visitor's badge. This badge must be worn while on campus. Please sign out in the office before you leave the campus. Maintaining a strict closed campus policy is the best way to ensure security and aid in eliminating the possibility of strangers coming on the grounds. To prevent hazardous conditions in the parking lot, it is mandatory that marked parking stalls be used. Only authorized handicap vehicles may use the handicap spaces. Others parking in the handicap spaces do so in violation of the law and may be issued a ticket.

## **OBSERVATIONS**

*Can parents observe in the classrooms?*

Parents and prospective parents are welcome to observe in their child's classroom. All visitors must first obtain a visitor badge in the office. Although it is not necessary to schedule in advance, as a matter of courtesy, parents should inform the teacher and/or the office in advance whenever possible so that the observation can be coordinated with the classroom schedule. Parents should observe from a specific location in the room and should make every effort to avoid disrupting the normal activities in the classroom. During an observation, parents should not ask questions of the teacher or their child. If the parent desires to speak with the teacher regarding the observation, a conference should be scheduled. Following these rules helps us to protect the learning environment in the classroom and maximize instructional time.

## **COMMUNICATION**

*How can I make sure I have current school information?*

An annual school calendar is distributed each year. In addition, there is a calendar available on RenWeb. Please read all letters, memos, and notes that are sent home with your child. Also, please check bulletin boards in your child's classroom, email reminders, and posts in the school office on a regular basis for important information. A monthly newsletter, The Eagle's Voice, is published to remind parents of school activities and important dates. Please be sure to read the e-newsletter, or pick up a copy in the School Office so that you do not miss important information.

## **DISCIPLINE POLICY**

ALCS views discipline as training in righteousness, with the goal of Godliness (1 Timothy 4:7). "Discipline" is instruction that molds, shapes, corrects, and inspires appropriate behavior, and also provides the opportunity to redirect students. The responsibility for discipline lies primarily with the parents, with the school assisting them as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4). ALCS believes in a **partnership** between the Parent and the School.

Discipline is primarily a *parental* responsibility. It is up to the *parents* to see to it that the students behave properly. Parents do not relinquish their responsibility to the school. Rather, the school is here to *support* the parents in their discipline. If the school and the home are not working together on discipline, whatever the school does will be ineffective. While we employ

various methods, the responsibility for student compliance finally rests with the parents, not with the school.

As Christians, redemption is the center of our discipline plan. Hebrews 12:10b tells us, “God disciplines us for our own good, that we may share in His holiness.” God’s discipline yields “the peaceable fruit of righteousness to those who have been trained by it.”

Attendance at Alta Loma Christian School is a *privilege*, not a right. Any student/parent whose conduct or attitude in or out of school shows him to be in opposition to the basic principles and purposes of the school will face dismissal.

### **Types of Discipline**

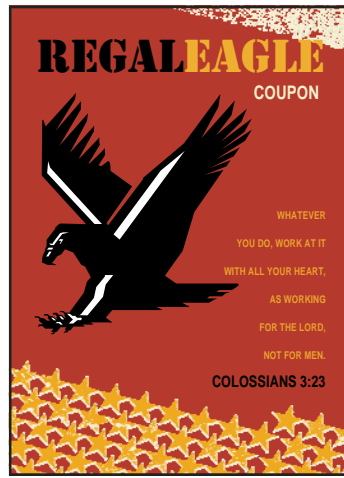
There are different types of discipline given to parents in Scripture, and, by extension, available for the school to use:

- **Verbal Discipline** – Admonition, correction, warnings, and rebukes. Students will be reprimanded for their actions.
- **Denial of privileges** – Students may lose privileges such as recess, seating preference, etc., appropriate to the misbehavior.
- **Withdrawal** – The student may be temporarily removed from the rest of the class, for certain misdeeds. This is often done for students who are seeking to gain attention by misbehavior, or who are distracted from doing their work by the presence of other students. It is also routine, when the student poses a danger to other students or creates distractions that interfere with learning. In severe cases, suspension may be used if warranted. Suspension is usually preceded by a period of behavioral probation which reflects a history of conduct problems.
- **Restitution** – This is used in cases of theft or destruction of property, following the Scriptural guidelines for restitution.
- **Disinheritance (Expulsion)** – Expulsion is used in rare instances where a child is consistently antagonistic to school standards and/or authority, and is non-responsive to other forms of discipline. It is also used when a child is having a significant negative influence on the school or other students. Expulsion is preceded by a period of behavioral probation, which reflects a history of conduct problems, except in rare instances where a student’s single action of behavior is egregious enough to necessitate immediate expulsion.

### *What happens if I make a good choice?*

Aides will be using the You Got Caught form for positive behavior choices they observe during recess by our by our middle school students. These forms do not need to be signed, but they will be tracked through RenWeb as well so that we have a record of great student behavior this year. If your child earns a You Got Caught form, congratulate them for making a great choice and encourage them to keep it up!

YOU GOT CAUGHT	
Student	_____
Date	_____
	<input type="radio"/> Obeying <input type="radio"/> Picking up trash <input type="radio"/> Standing up for another student <input type="radio"/> Helping a staff member <input type="radio"/> Being kind <input type="radio"/> Other _____
Staff	_____



Middle school students in grades six through eight who make a good choice will be rewarded with a Regal Eagle coupon. In order to redeem the coupon, you must get it signed on the back by a parent first. Then you may bring it back to the teacher who awarded it to you for a prize. One coupon is good for a free grab bag item; two coupons are worth a free homework night; and three coupons may be exchanged for a free snack. You may collect your coupons as long as you like to exchange for the prizes of your choice. If you receive a coupon, you may not give it to any other student to use in your place. Once you redeem a coupon with your teacher, it goes into a container. Monthly and end-of-year prize drawings will be held in chapel using the redeemed coupons to reward students who made good choices throughout the year.

*What happens if I make a poor choice?*

- First, either your teacher or an aide will talk with you about better choices you could have made.
- The second time you make a poor choice, you might receive a consequence such as a time out, missed recess, or writing a letter of apology.
- The third time you make a poor choice, you will receive a more costly consequence which may include a visit to the office to speak with the assistant principal.

Serious offenses, such as physical fighting, will immediately be referred to the assistant principal.

Begin each day with a fresh start. Learn how to make kind and loving choices. The teachers and aides will be looking for those good choices, and they want to encourage you when you make them. At times, the assistant principal may choose to call your parents and share with them the wise choices you have made. Above all, remember that God is pleased when we make choices that honor Him and others.

The above system is a general pattern, and it may be altered if the leadership believes it is in your best interest to do so.

*What happens if I need to meet with the assistant principal or principal about a poor choice I have made?*

If you need to meet with the principal or assistant principal because you have made a poor choice, a staff person will send a discipline report form with you to the office. In the event of a severe case, the staff person may accompany you to the office and write the report at the

office. Should the assistant principal or principal be unable to see you within a short period of time, you will be sent back to class and called back at a later time.

The following steps are a general pattern and may be adjusted as needed:

- *First visit:* conference with student, appropriate consequence, possible parent contact
- *Second visit:* conference with student, parent contacted, special assignment, possible in-house suspension
- *Third visit:* parent/student/teacher/administrator conference and/or suspension, principal notified
- *Fourth visit:* suspension and/or placed on probation or possible expulsion, principal notified

Serious offenses of fighting, possession of a knife, gun, drugs, or disrespect to staff member or student may result in suspension and/or expulsion. All such decisions are at the discretion of the administration.

#### *What is the demerit system?*

If you are in grades four through eight, you can receive demerits for poor choices that you make, such as not being prepared for class, destruction of school property (including chewing gum), misuse of school computers, using inappropriate language, or disrespect towards a teacher or student. If you receive a demerit, your teacher will fill out a Student Demerit slip for you to take home for your parents to sign. If the slip is not returned with your parent's signature by the next day, you will receive another demerit for not returning the signed notice. All demerits are entered into the RenWeb system so that parents and staff members may track them as needed.

Middle school students in grades six through eight will use the Red Book system as a record of classroom incidents requiring a demerit. Each middle school classroom will have a binder called the Red Book. If you make a poor choice such as talking at an inappropriate time, being disrespectful to your teacher, or being tardy to a period other than first period (at which time a tardy slip would be issued), you will be asked to make a notation in the Red Book. This notation includes the date, your name, and a sentence or phrase which tells what you did wrong. If you have to write in the Red Book three times in one week during the same class period (i.e. Bible class), you will be issued a demerit by that teacher. If you are asked to write in the Red Book and you write that you don't know what you did wrong or write that you did nothing wrong, you will receive an instant demerit since a teacher will not ask you to write in the Red Book unless there is a clear offense committed by you. Staff members will enter all entries from the Red Book in RenWeb each day, whether these notations led to a demerit or not; this will allow your parents to have a full understanding of your behavior throughout the week. If you have to write an entry for the same offense (such as talking at an inappropriate time) five times within one week, you will receive a demerit on the following Monday.

Middle school students who receive a demerit must serve a lunch detention on the following Thursday in room 15. You will get your lunch and report to that room immediately. If you do

not show up for lunch detention due to any reason other than absence, you will receive another demerit. If you are unable to serve your lunch detention due to absence, you will be required to serve your lunch detention on the following Thursday. Demerits accrue over the entire six week grading period. If you receive three demerits during that period, you will serve a two-hour detention from 8:00 a.m. to 10:00 a.m. on a selected Saturday of that month. Your parents will be billed \$25 each time you have to serve a Saturday detention, and these will normally involve physical work to beautify and improve our campus.

If you receive six demerits in a twelve week period, you will serve a second Saturday detention and be placed on behavioral probation. If you are on behavioral probation, you are not allowed to participate in any extracurricular activities, and any further behavioral issues could result in expulsion. Failing to appear to serve a Saturday school detention will result in a student being placed on behavioral probation, and a meeting with the Principal will be required for the student and parents.

An administrator may, at his or her discretion, suspend and/or assign lunch or Saturday school detention to you if your behavior calls for more than a demerit as a consequence. An example of this would be if you were deliberately defiant and refused to obey a direct command. An administrator may, at his or her discretion, place you on behavioral probation if he or she believes it to be warranted.

*Can a student be asked to leave ALCS?*

Whenever, in the judgment of the administration, the student's connection with the school is detrimental to others, or his/her needs can no longer be met in this setting, the student may, after administration has counseled with his/her parents, be dismissed from the school. Students or parents who are out of harmony with the plan and spirit of the school may be asked to withdraw, even though no specific offense has been committed. Repeated failure of parents to support ALCS rules and procedures is also cause for dismissal.

*Can a student be placed on probation?*

ALCS students are expected to follow rules, respect the property of others, and work within the time and space constraints of the school program. Students are expected to take responsibility for their own actions and are encouraged to learn from their mistakes and to make decisions that will lead to positive behavior choices and true repentance.

Inappropriate behavior that interferes with others' learning or anyone's safety or well-being will not be permitted to continue. This includes repeated failures to follow directions in the classroom, disrupting classroom instruction, using aggressive behavior on the playground, and being disrespectful to an adult by talking back or disregarding directions or instructions. It also includes behavior in the classroom and in before and after school care. This period of behavioral probation will last as long as the administration determines is necessary to bring about the required change in behavior. During the probationary period, further offenses will result in suspension, expulsion, or encouragement to seek education elsewhere.

At the end of the probation period, the Principal, after counsel with the student, his/her teachers, and his/her parents, may take further action including the following options: an additional probationary period if some promising change is evident, expulsion from school, or lifting of probation and restoration to full, responsible membership in the body.

A student on behavioral probation may not represent the school in any public contact, contests, meetings, activities with other schools or the general public, extracurricular activities, or public events such as sports or ACSI meets.

## **INJURIES**

*What happens if I am hurt at school?*

In case of a serious injury while at school, the child will receive immediate emergency care by personnel certified to administer emergency first aid. The parent will be notified at the time of the injury. When the parent is not available, persons listed on the "Identification and Emergency Information" form will be notified.

## **MEDICATION**

*What if my child needs to take medication at school?*

Occasions may arise when a child needs to receive prescription and non-prescription medication while attending school. Medication will be kept in the office and administered to the child when:

- The medication is in its original prescription or non-prescription container designated for the child. Dosage given must match.
- Over-the-counter medication and prescription medication must be accompanied by a doctor's note with child's name, date and exact dosage. *Cough drops and vitamins are considered medication.*
- The "Medication Release" form is completed giving appropriate directions and signed by the parent, permitting school personnel to administer the medication.

A separate sheet must be filled out for each medication. **Please do not send medication in lunch containers or backpacks.**

Expired medication cannot be kept at school. It is the parent's responsibility to provide a replacement medication, and expired medication that is not picked up by a parent within 3 days of notification will be discarded. All medications will be returned to the parents at the end of the school year, or disposed of when no longer needed by the child. Medication not picked up by parents will be discarded 3 days after notification.

## **LUNCH PROGRAM**

*Does the school offer a hot lunch program?*

### **Pre-K/Jr. Kindergarten**

Pre-K and Jr. Kindergarten students are provided morning snack by the school. If a Pre-K or Jr. Kindergarten child stays for our extended day program, the school will provide an afternoon snack. The snack menu is posted on the bulletin board in the Pre-K and Jr. Kindergarten rooms.

Students who stay for lunch may bring a lunch from home or purchase a hot lunch in advance, utilizing the monthly lunch menu.

### **Kindergarten-Eighth Grade**

Kindergarten through eighth grade students are responsible for bringing a snack to eat during their morning break and a lunch. Hot lunch is available for purchase most days, and menus are sent home each month. Please select the desired lunches and send your payment to the school office before the set deadline. Milk is provided with hot lunches. We are not able to heat lunches brought from home.

Regent's lunch program is based on a prepaid system. Each lunch includes a main dish, side, fruit, dessert, and drink. The cost per lunch is \$3.75. Parents will receive a monthly menu attached to an order form. Both the payment and order form must be turned in by the indicated due date. Late orders will incur a \$10 processing fee, so please turn your orders in on time! **Because all orders are prepaid, hot lunch on demand is not available.** We can accept your orders in the school office, but all checks should be made payable to "**Regent School Catering.**" If your child accidentally forgets their lunch, they will be asked to go to the office, and you will be notified. Your child will be given an emergency snack lunch consisting of two cheddar cheese crackers, a carton of applesauce, and a drink. This emergency lunch will cost \$2.50. It is so important, however, that your family plan ahead using the monthly menu in order to prepay all lunches in order to avoid this emergency situation.

As always, the hot lunch program is entirely voluntary. You may still send lunches from home with your child if you prefer. If you have prepaid lunches and find that your child will be missing a hot lunch day for any reason, you can call the catering company at (909) 982-3084 before 9:00 a.m. on the morning of absence. You will then receive a credit for that day which can be used in the next month. If you do not call, they will not know to give you the credit.

### **SNACKS AND WATER**

*May students have snacks in the classrooms?*

Students may have a water bottle in the classrooms, but no other drinks. Please encourage your child to drink plenty of water to avoid dehydration. Research also indicates that water helps brain function and development.

Other snacks and drinks are permitted only at the established snack recess time. Please avoid sugary snacks and drinks, and anything with peanuts, as many of our students have allergies. Due to allergy concerns, students are not permitted to share their snacks with one another.

### **PARENT INVOLVEMENT**

*Does the school have a Parent-Teacher Fellowship (PTF) group?*

All parents at ALCS belong to the PTF. Meetings are held the first Tuesday of every month at 7:00 p.m. (unless otherwise specified). The PTF Board is elected each Spring, and is responsible for coordinating room parents, notices of all PTF events, Teacher Appreciation Week, Val-O-Grams, Auction, and Walk-A-Thon. The PTF needs help. Please contact the office for more information. Our PTF will continue to offer other opportunities to raise funds for additional

needs, therefore, we will have our auctions and walk-a-thons (one, or the other, each school year), all in support of our mission statement, ***“Building Up and Reaching Out.”***

## **FIELD TRIPS**

### *Do students go on Field Trips?*

Parents are notified in advance of upcoming field trips. Parents must sign the "Parental Permission for Field Trip" form giving permission for the proposed field trip. Under the provisions of Education Code 35350, all persons participating in the field trip shall be deemed to have waived all claims against the school for injury, accident, illness, or death occurring, during, or by reason of the field trip.

On each field trip only a limited number of parents will be permitted to go, depending on the number of children in attendance and the space availability. Parents who sign-up must assist the teacher in supervising the children. Please make sure to speak with the teacher in advance. For safety reasons, siblings are not permitted to attend field trips. The Alta Loma School District buses or chartered buses are used for all field trips. Students may not ride in staff member cars. ALCS does not provide alternate care for students who do not attend field trips.

### Field Trip Guidelines

1. Field trips are designed to be educationally relevant and enriching experiences for our students. Every off-campus excursion must have an educational objective that either supplements classroom instruction or stands as an enriching educational unit by its own merit.
2. As a school sponsored event, all field trips will be planned by ALCS staff members who will be responsible for providing appropriate student supervision.
3. The majority of educational enrichment providers have designed their programs to be a structured learning experience. These field trips normally allow for participation by the classroom teacher, the contracted number of students, and a designated number of adult chaperones.
4. When a particular program provider allows for unlimited parental participation, parents will be afforded the opportunity to participate. In all cases, adult chaperones will be assigned by school staff.

## **PHOTOS AND VIDEO TAPING**

### *Does the school take and use pictures and videos of students?*

Video taping on campus without the express permission of the principal is prohibited. When enrolling, parents consent to the use by Alta Loma Christian School of Alta Loma, CA of any photograph or likeness of their child or children in any materials intended to publicize or advertise the school or any school-related activity, including, without limitation, brochures, videotape, flyers, website, promotional folder, yearbooks, newsletters, and the like. Parents understand that any decision about the use of their child's photograph or likeness in such materials is at the sole discretion of the school but that such use, if any, will be in keeping with the mission of the school.

## **GUM AND CANDY**

*Can students have candy and chewing gum at school?*

Gum chewing is not permitted on campus during school hours or during extended childcare hours. Candy should not be eaten at school unless it is done with the express permission of the teacher or as part of a class party or event.

## **HOMEWORK POLICY**

*What is the school's homework policy?*

Homework is an essential part of the educational program. Homework is a tool, but the essential learning occurs here at school all day long in the classrooms. More homework doesn't mean students will be smarter, or are even challenged appropriately. It depends what the homework is. The type of homework is the key. Our focus is on building study skills, study habits, and reinforcing learned concepts to practice what was learned in class. Time is a factor to be considered, although not a determinative factor. Teachers will communicate homework to students and parents via a weekly letter sent home, a teacher website, or the student academic planner. The following are developmental homework scheduling guidelines:

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Reading Minimum</u>	<u>Reading Maximum</u>
<i>Jr. K and Kindergarten</i>	10 minutes	20 minutes	10 minutes	20 minutes
<i>First Grade</i>	15 minutes	25 minutes	15 minutes	45 minutes
<i>Second &amp; Third Grade</i>	20 minutes	30 minutes	15 minutes	45 minutes
<i>Fourth &amp; Fifth Grade</i>	30 minutes	40 minutes	15 minutes	45 minutes
<i>6th, 7th &amp; 8th Grade</i>	40 minutes	50 minutes	15 minutes	45 minutes

NOTE: Although we expect high achievement from all of our students, we realize that God created them each unique, and they have different strengths and weaknesses, and different learning needs. Some students may need to work beyond the maximum standard occasionally. If this should occur on a regular basis, a conference with the teacher should be arranged. The reading time includes time read independently in class; however, keep in mind that research indicates students who read 60 minutes per day improve their reading ability more quickly than the students who read less. Independent reading is a key component at every grade level.

Differentiating the homework with challenge work and choices allows students to learn the way they learn the best, and this is an aspect of the homework that we will continue. We also recognize that different needs exist at different grade levels and individual teachers are in the best position to identify these.

ALCS suggests the following practices:

1. Students should study in the same location every evening. The location should be in an environment that is comfortable for the student and conducive to learning.
2. Most students study most effectively in a location that is quiet with good lighting and free from distraction. Paper, pencils, pens, a dictionary, and any other needed resources should also be readily available.
3. If possible, the student should do homework at the same time every day.

4. On scheduled homework nights, students should use the allotted time for home study. The student should use this time to complete school assignments, prepare for tests, practice spelling words, review math facts, etc. If all assignments have been completed, the student should use the time for reading enrichment.
5. Start homework each night with a prayer!

## **ACCELERATED READER (AR) PROGRAM**

### *What is the AR Program?*

Our school uses the AR program to enhance our reading curriculum. This is a web-based program through Renaissance Place. After taking the STAR reading assessment, students can read independently at their ZPD level (zone of proximal development). Students can also have a book read to them, or read with an adult or a group of students. Then, students take a computer generated and scored comprehension quiz. Each six week period, the teacher will set a customized goal for each student according to the student's reading ability. Reading grades for students in grades 1-8 on progress reports and report cards include a grade for AR.

Using the Home Connect feature, parents can now view their child's daily progress in reading with AR at any time simply by accessing Home Connect from any computer with internet access. Parents and guardians can share the joy of learning with their children by seeing how they're doing or helping them find new books. Home Connect enables parents to:

- View goals, results of the last quiz taken and overall progress.
- Find books that have AR quizzes.
- View My Bookshelf which shows the books on which quizzes have been taken.
- Receive email notifications of student AR quiz results.

Each academic year, students sign the **Accelerated Reader Honor Code** before accessing the AR system. It states: The purpose of the AR program is to encourage reading and improve reading skills. With this in mind, students are expected to follow the rules described below:

1. I will click on the correction section to show that I read the book independently, that it was read with me, or read to me.
2. I will always write down the correct score on my AR log.
3. I will only take tests on books that I have actually read (independently, with me, or to me).
4. I cannot take a test on a book which has been made into a movie unless I have actually read the book.
5. I will only test on books in my reading zone, unless given permission by my teacher.
6. I will fill out my log completely and get my teacher's signature before taking a test.
7. I will work hard to meet or exceed my goals in AR this year.
8. I will not take a test for another student.
9. I will not discuss AR questions or answers with other students.
10. I will not reveal my password to anyone other than a parent, teacher, or teacher's assistant.
11. I understand that I have a duty to report anyone cheating or attempting to cheat on AR tests. "Cheating" can include a variety of things, such as looking at another student's test on the computer, talking to another student about the test while I am taking an AR test,

taking tests on books which I have not read or have read previously, and other inappropriate activities.

12. I understand that if I am caught cheating I will be disciplined according to the school discipline policy. This might mean that I cannot use the AR system for a period of time.

## **ELECTRONIC DEVICES**

*Are electronic devices permitted at school?*

Pagers, personal radio devices, TVs, laser pointers, and electronic games are prohibited on school property at all times. Students should not bring these items to school, and doing so in violation of this rule will subject students to discipline following the school discipline policy. In addition, the item(s) will be confiscated and a parent will need to retrieve the item from the school office.

## **CELL PHONES**

*Can I bring my cell phone to school?*

Cell phones that are in the *off* position may be brought to school as long as they remain in the student's backpack. Students may use their cell phone on campus **only** in the presence of a teacher or other staff member who has given the student specific permission to do so. A violation of this rule will cause the phone to be confiscated. In addition, students in grades 4-8 who violate this rule will receive a warning for the first infraction and a demerit for each subsequent occurrence. When a cell phone is taken from a student, the teacher will notify the parent, who will need to retrieve it from the school office.

## **STUDENT PERSONAL ITEMS**

*Can students bring personal items to school?*

Occasionally, a teacher will allow students to bring personal toys to school as part of a class reward or student of the week celebration. Please keep in mind that any toys or personal items brought should support Christian character and be in line with our school mission statement. Personal toys remain the responsibility of the student and the school bears no responsibility for lost or damaged items. Students may not play with the toys during instruction time, or at any other time when a staff member restricts the use of the item.

## **ALCS UNIFORM POLICY**

*What kind of clothes can I wear to school?*

We are an all-uniform school. Our uniform supplier is Nunes Apparel, and can be reached at (619) 669-1917 or at [www.nunesapparel.com](http://www.nunesapparel.com). Uniforms are mandatory for all students, Pre-K through eighth grades. Periodically, the PTF sponsors a used uniform sale. Purchase information is available in the school office. Please read the following guidelines:

### **Shirts:**

- Red, white, or navy blue collared polo shirts with ALCS logo embroidered on the front left side of each shirt.
- All shirts may be worn out or tucked in. No clipping of shirts is allowed (i.e. with a clip or scrunchie in the back).

- Girls may wear a white collared blouse.
- All shirts worn under polo's must be solid colors (khaki, navy, black, white, cream, gray, or red ONLY).

**Pants or Shorts:**

- Pants and shorts need to be navy blue or khaki pants, Capri pants, or shorts with interior pockets (no cargo pockets) made of polyester and cotton blend permanent press fabric.
- Your pants and shorts must be worn on the waistline, exposing no undergarments.

**Belts: (Boys Only)**

- Boys must wear a plain belt (navy, black, khaki, or brown ONLY)

\*\*No belt is required for Jr. Kindergarten, Pre-K, and Kindergarten students.

**Skirt, Skort, or Jumper:**

- Navy blue or khaki.
- Skirt length must be no shorter than 3 inches above the knee.
- Shorts and skort length must be 3" longer than your fingertip when arm is hanging at your side.
- Waistband will be worn on the waistline.
- Girls must wear bike shorts, leggings, or plain color tights under their skirts and jumpers.
- The Principal has final discretion on length of all uniforms.

**PE Uniforms: Grades 6-8 only**

- All students in grades 6-8 are required to dress-out for PE.
- PE uniforms consist of navy blue shorts with the ALCS logo and ash colored tee shirts with ALCS logo. These must be purchased from our uniform supplier.

**Jackets & Sweatshirts:**

- Navy blue jacket with ALCS logo or a plain navy blue jacket.
- Crewneck and hooded zip sweatshirt with ALCS logo or a plain navy blue crewneck, zip, or fleece sweatshirt.

**Sweaters:**

- Navy blue cardigan style, with or without ALCS logo.

**Shoes:**

- Athletic shoes, closed-toed shoes, and closed-toed sandals with a back strap may be worn. Remember, you will be playing and running, and you want to be safe.
- Athletic shoes must be worn for PE.
- Socks must be worn at all times. Socks must be a matching pair.
- Shoes *may not* have wheels. Shoes must be a matching pair.

**Hats:**

- ALCS logo hats, sports team caps/hats, or solid color caps/hats may be worn outside but not inside the school or church buildings.
- Hoods may not be worn inside the classroom, and are permitted outside only if severe weather conditions justify its wearing.

**Spirit Wear**

- The third Friday of the month is “Spirit Shirt & Jean Day.”
- Students may wear any shirt that bears the ALCS name with appropriate jeans or jean shorts.
- If a student chooses not to participate, they may wear the normal ALCS uniform.

***What happens if I dress improperly for school?***

The teacher or other staff person will remind you of the school dress code. You will be given a dress code violation slip to take home to your parents. This is to let your parents know what the problem was with your school dress for that day. Should the violation be severe or repeated, your parents will be called and asked to bring proper school clothing. In addition, parents will be assessed a \$25 charge for every third dress code violation. Excessive dress code violations will be referred to the Principal for further action.

***Are there any other guidelines I need to follow?***

Personal appearance and good grooming are in keeping with Christian principles. There is evidence of a positive connection between good grooming and the conduct and academic achievement of students. Dress and grooming code decisions at ALCS are based on modesty, neatness, cleanliness, and appropriateness.

**Standards for girls:** In 1 Timothy 2:9, we read that women are to dress “modestly, with decency and propriety”. In consideration of this Biblical standard, appropriate school attire for girls includes the following:

- Clothing must be neat and clean. Faded or torn clothing is unacceptable.
- Cosmetics may be worn by girls in grades 6-8 only, and must be simple and in good taste.
- The wearing of jewelry should be kept to a minimum. For safety reasons, dangling or hoop earrings are not allowed. All other body piercing is prohibited.
- Any accessories that are a distraction to the learning environment such as extra long gloves and arm warmers, are not allowed.
- Hairstyles that draw inordinate attention to the student are not permitted.
- No obvious hair bleaching, coloring, or use of color gel is allowed.
- Swim wear worn for parties and other field trips must be modest. Girls must wear a one-piece swimsuit (no cutouts).

**Standards for boys:** In 1 Timothy 4:12, we read, “Let no one despise or think less of you because of your youth, but be an example (pattern) for the believers, in speech, in conduct, in love, in faith, and in purity.” In consideration of this Biblical standard, this appropriate attire for boys includes the following:

- Earrings and body piercing are not permitted.

- Any accessories that are a distraction to the learning environment such as extra long gloves and arm warmers, are not allowed.
- Hairstyles that draw inordinate attention to the student are not permitted.
- No obvious hair bleaching, coloring, or use of color gel is allowed.
- Your head may not be shaved in portion or in total.
- Your hair cannot be hanging in your eyes.
- Your hair must be no longer than the top of a dress shirt collar, and may not be longer than your ear lobe.

## **SEXUAL HARRASSMENT**

*How should I treat other students?*

ALCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

### **Definition of Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

- Unwanted sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations;
- Physical conduct such as touching, assaulting, impeding or blocking movements.

### **Employee-Student Sexual Harassment**

Employee-student sexual harassment is prohibited and subject to termination of employment pending board review.

### **Student-Student Sexual Harassment**

Student-student sexual harassment is prohibited and subject to expulsion pending board review.

### **What to Do if You Experience or Observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the principal, and are also encouraged to report the matter to the school office. All complaints will be promptly investigated by the principal.

### **Where to Report Sexual Harassment**

The following individuals are specifically authorized to receive complaints and respond to questions regarding sexual harassment:

Principal  
(909) 989-2804

### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate authorities as circumstances warrant.

### **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning any complaint and is subject to disciplinary action.

### **Procedures for Investigation of the Complaint and for Taking Corrective Action**

When the school principal receives a complaint, he or she shall immediately direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

### **Child Abuse Prevention**

While everyone should report a suspected child abuse and neglect, the California Penal Code provides that certain professionals and laypersons must report suspected abuse to the proper authorities. The mandated reporters include:

- Any Child Care Custodian (teachers, licensed day care workers, foster parents, social workers)
- Medical Practitioners (physicians, dentists, psychologists, nurses)
- Non-medical Practitioners (public health employees, counselors, religious practitioners who treat children)
- Employees of a child protective agency (sheriff, probation officers, county welfare department employees)

### **Personal Rights**

Each person receiving services from a community care facility shall have rights that include, but are not limited to the following:

- To be accorded dignity in his/her personal relationship with staff and other persons;
- To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs;
- To be free from corporal or unusual punishment, coercion, threat, mental abuse, or other actions of a punitive nature, including, but not limited to: interference with the daily living functions, including eating, sleeping or toileting, or withholding of shelter, clothing, medication or aids to physical functioning;
- To be informed, and to have the authorized representative informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the licensing agency's complaint receiving unit, and of the information regarding confidentiality;
- To be free to attend religious services or activities of his/her choice, and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis;
- To leave or depart the facility at any time, except for house rules for the protection of clients or for minors and others from whom legal authority has been established;
- Not to be locked in any room, building, or facility premises by day or night;
- Not to be placed in restraining devices without advance approval by the licensing agency.

### **Parents' Right**

- Parents/guardians, upon presentation of identification, have the right to enter and inspect the child day care facility, in which their child(ren) are receiving care, without advance notice to the provider. Entry and inspection is limited to the normal operation hours while their child(ren) is receiving care.
- The law prohibits discrimination or retaliation against any child or parent/guardian for exercising their right to inspect.
- The law requires that parents/guardians be notified of their rights to enter and inspect.

- The law requires that this notice of parents' rights to enter and inspect be communicated to parent/guardians.
- The law authorizes the person in charge of the child day care facility to deny access to a parent/guardian under the following circumstances:
  - a. The parent/guardian is behaving in a way which poses a risk to children in the facility, or
  - b. The adult is a non-custodial parent, and the facility has been requested in writing by the custodial parent to not permit access to the non-custodial parent.

### **Prohibition Intimidation and Bullying**

ALCS is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

Physically harms a student or damages the student's property; or

- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

### **ON-LINE CODE OF CONDUCT**

On-line access to the Internet offers a tremendous opportunity for students to broaden their intellectual horizons. By communicating with and retrieving information from sources

worldwide, students now have the ability to research questions, investigate issues, and to correspond with individuals in ways that would have been difficult, if not impossible, a few short years ago. The potential benefits to the individual students, their classes, and the school as a whole from such an open and rapid exchange of information are immense.

But with the benefits and opportunities come risks as well. Not all of the information available on-line is truthful, accurate, or beneficial. A certain amount of what is out there is offensive, inaccurate, or even illegal. Not every individual using on-line technology is responsible or ethical in their behavior or use of language.

However, as a school, we believe that if together (students, parents, and school) we agree on certain guidelines governing on-line behavior, the potential benefits do outweigh the potential risks. Within responsible limits, the principles of freedom of inquiry and freedom of speech will be honored for our students. The responsibility for establishing, understanding, and working within those limits is a shared responsibility amongst the student, his/her parents, and the school.

It is the responsibility of the school to provide a secure and functioning on-line environment where learning can take place. Part of this responsibility involves the taking of basic precautions to insure the security of the system resources of the school and to channel on-line activity into constructive, educational activities. The school has an internet filtering system in place to assist with this responsibility.

It is the responsibility of the student to behave in a mature and ethical way when using the school's on-line resources and to abide by the established guidelines outlined in the On-Line Code of Conduct.

It is the responsibility of the parents to provide such guidance and oversight for their students in evaluating activities and information retrieved on-line, as they exercise with other information sources such as television, telephones, movies, or radio.

The school on-line resources are provided for students to conduct research and communicate with others. Access is a privilege – not a right. Access entails responsibility. Access to on-line resources is given only to students who agree to act in a considerate and responsible manner. Parent permission is required. Individual users of the school computer networks are responsible for their behavior and communications on-line. It is presumed that users will comply with school standards and will honor the Code of Conduct they have signed. Beyond the clarification of such standards, the school is not primarily responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Given sufficient evidence or reasonable suspicion of misuse of the school's on-line resources, school administrators may review files and/or communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that on-line communications and/or records of usage will *always* be private.

*Students using the internet will be held to the following Code of Conduct as well as the preceding paragraphs.*

**Student Access On-line Code of Conduct**

Recognizing that on-line access utilizing the resources of Alta Loma Christian School is a privilege and not a right, I agree to abide by the following Code of Conduct:

1. I understand that much of what takes place on-line is in a very public forum, and I will represent myself and my school in such a way as to bring honor and respect to both. I will be polite. I will use appropriate language in my communications.
2. I will not send, or encourage others to send, abusive messages – messages which contain or suggest pornography, racism or sexism; involve or solicit unethical or illegal activities; harass, insult, attack or defame another person or persons; or disclose information which would violate another person’s privacy.
3. I will utilize the school’s on-line resources only for appropriate purposes—those that are directly related to school activities or ones of which I know the school and my parents would approve.
4. I will not utilize the school’s on-line resources for unauthorized commercial activities. I will not attempt to access a site or retrieve information that is inappropriate due to content, which the school or my parents would find morally offensive or ethically wrong. I will not distribute materials that are likewise inappropriate.
5. I will not engage in on-line vandalism – the malicious attempt to harm or destroy the property (including data) of any other person or persons, or disrupt the normal operations of their system(s).
6. I will not attempt to access areas of the school’s system or any other system without proper authorization to do so. Such unauthorized access is trespassing.
7. I will respect the privacy of others by refusing to reveal security and access passwords, home addresses, or personal phone numbers without prior authorization by their owner. I will not attempt to obtain security and access passwords by unethical means, or use passwords that are not my own.
8. I will respect and protect the property rights of others by not violating copyright law in the use and distribution of images and text. I will not use on-line access to acquire or distribute “bootleg” or “pirated” software.
9. I will ask for help when I need it and promptly report any problems with the school’s on-line resources--or problems arising from their use--to appropriate faculty or staff members.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Alta Loma Christian School LOCKER POLICY & CONTRACT

*The following student code is primarily a statement of the code of conduct, responsibilities, and procedural rights.*

Lockers are made available for middle school student use in storing school supplies and personal items necessary for use at school. However, lockers are not to be used to store items which cause (or can reasonably be foreseen to cause) an interference with school purposes or an educational function, or items which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

### LOCKER RULES

In order to implement the school policy concerning student lockers, the school has the following rules and regulations:

1. **LOCKS:** The school will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, neither may they exchange locks with another student. Unauthorized locks may be removed without notice and destroyed. ***Students will pay a nonrefundable fee for locks. All lost or damaged locks will be replaced by the school, and students will be charged for their replacement.***
2. **USE OF LOCKERS:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause (or can reasonably be foreseen to cause) an interference with school purposes or an educational function, or items which are forbidden by state law or school rules. Students will be expected to keep their lockers clean and orderly. There are to be no stickers affixed to the lockers, either inside or out. Students are not to write on the inside or outside of the lockers with any writing instrument, whether permanent or non-permanent. Parents will be responsible to pay for any damage caused to the lockers by their child.
3. **AUTHORITY TO INSPECT:** The school retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Section 2. The principal or a member of the staff designated by the principal shall conduct all inspections of student lockers.
4. **INSPECTION OF INDIVIDUAL STUDENT LOCKERS:** The inspection of a particular student's locker will not be conducted unless the principal or her designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause (or can reasonably be

foreseen to cause) an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in Section 5 of this policy. Before a particular student's locker is inspected, the student (or students, if more than one have been assigned to a locker), if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or her designee shall notify the student of such inspection as soon as practicable thereafter.

1. **INSPECTION OF ALL LOCKERS:** An inspection of all lockers in the school may be conducted if the principal believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of an interference with school purposes or an educational function, a physical injury or illness to any person, damage to personal or school property, or a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are when the school receives a bomb threat, when evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use, at certain times of the school year to check for specific school supplies or equipment, or when there is a reasonable belief that weapons are stored in the lockers. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.
2. **STUDENT MATERIAL:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written materials, the inspection will be kept to the minimum level necessary to determine that such material is not in itself, or being used to conceal, contraband.
3. **DISPOSAL OF CONFISCATED CONTRABAND:** All contraband confiscated from lockers may be disposed of by the principal or her designee as he or she deems appropriate. Options include return to the proper owner or place (unless it poses a threat to health or safety), use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion, delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime, or destruction.
4. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS:** The principal or her designee may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required to identify substances which may be found in the lockers or to protect the health and safety of persons or property (such as to aid in the discovery and disarming of bombs which may be located in the lockers). The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

5. **LOCKER CLEANING:** Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out lockers from time to time in accordance with a general housekeeping schedule or clean out the locker of a student no longer enrolled in the school.
6. **PUBLICATION OF RULES:** A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school.

**I acknowledge that I have received the Alta Loma Christian School Locker Policy and have carefully studied the specific standards. I hereby agree that, in consideration for the privilege of my child attending ALCS as a student, I will be bound by the terms of the rules and regulations. I will give ALCS my complete support and cooperation in upholding, applying, and enforcing these standards.**

**Parent/Guardian Signature\_\_\_\_\_ Date\_\_\_\_\_**

**My parent has read the Alta Loma Christian School Locker Policy with me, and I understand that I need to follow and obey the specific rules and regulations.**

## **Alta Loma Christian School Pest Management Policy Statement**

Structural and landscape pests can pose significant problems to people, property, and the environment; however, the pesticides used to solve these problems carry their own risks. It is therefore the policy of Alta Loma Christian School to use Integrated Pest Management (IPM) programs and procedures for control of structural and landscape pests.

### **Pests**

Pests are living organisms (animals, plants, or microorganisms) that interfere with human purposes for the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property, or the environment.

### **Pest Management**

Pests will be managed to

- Reduce any potential human health hazard or to protect against a significant threat to public safety
- Prevent loss or damage to school resources, structure, or property
- Prevent pests from spreading in the community, or to plant and animal populations beyond the school site
- Enhance the quality of life for students, staff, and others

Pest management strategies must be included in an approved pest management plan for the site.

### **Integrated Pest Management Procedures**

IPM procedures will determine when to control pests, and whether to use physical, horticultural, or biological means. Chemical controls are used as a last resort. IPM practitioners depend on current, comprehensive information on the pest and its environment, and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage. These principles are implemented by the most economical means and with the least possible hazard to people, property, and the environment.

It is the policy of ALCS to utilize IPM principles to manage pest populations adequately. While the goal of this IPM program is to reduce and ultimately eliminate use of toxic chemicals, toxic chemicals may become necessary in certain situations. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are unacceptable or are infeasible, alone or in combination. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to prevent pest levels from exceeding action thresholds, the least-hazardous material will be chosen. The application of

such pesticides is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136 et seq.), School District policies and procedures, Environmental Protection Agency regulations in 40 CFR, Occupational Safety and Health Administration regulations, and state and local regulations.

### **Education**

Staff, students, administrative personnel, custodial staff, pest managers, and the public will be educated about potential school pest problems and the integrated pest management policies and procedures to be used to achieve the desired pest management objectives.

### **Record Keeping**

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Records must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and school board, and records will also document any non-toxic treatment methods being used. The objective is to create records from which programs and practices can be evaluated in order to improve the system and to eliminate ineffective and unnecessary treatments.

### **Notification**

ALCS takes the responsibility to notify students' parents or guardians as well as the school staff of upcoming treatments, which will involve a pesticide. Notices will be posted in designated areas at school and sent home with the students or emailed to the parents.

### **Pesticide Storage and Purchase**

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state or local regulations. Pesticides must be stored in an appropriate, secure site, which is not accessible to students or unauthorized personnel. A cabinet in a non-student area with a locked and labeled door is advised. The door label should include a skull and crossbones or some other visual signal for non-English reading adults or children.

### **Pesticide Applicators**

Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by this school, and they must follow regulations and label precautions. Applicators must be certified and comply with this IPM Policy and Pest Management Plan. Under no circumstances should applications be made while school or school activities are in progress.

### **Cautionary Labeling for Pesticides**

Law requires that precautionary statements and signal words be included on all pesticide labels. The signal words (see below) indicate the level of acute (immediate) toxicity of the pesticide to humans. The chronic (long-term) toxicity is not indicated on the label. Note that chronic toxicity may be important for materials used frequently or extensively, or used in areas where children

may receive regular whole-body exposure (for example, lawns on which young children play, sit, and lie). Chronic toxicity information must be obtained from scientific papers that are published in scientific journals. Every label bears the child hazard warning “Keep Out of Reach of Children.”

### **Signal Words**

If none of the following warnings is provided, do not use the pesticide.

***DANGER:*** *A taste to a teaspoonful taken by mouth could kill an average-sized adult.*

***WARNING:*** *A teaspoonful to an ounce taken by mouth could kill an average-sized adult.*

***CAUTION:*** *An ounce to over a pint taken by mouth could kill an average-sized adult.*

Note that these warnings are expressed as amounts taken by mouth; however, most actual exposure is through skin and lungs. Thus, this system is not sufficient to guarantee safety; it is only one indicator. No materials with the DANGER indication should be used near children. WARNING materials should be used only rarely on pests for which no CAUTION materials are registered. Whenever additional information is available about chronic toxicity it should be used to compare different materials to choose the least toxic pesticides.

Dear Parents,

We would like to inform you that an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds will be used at ALCS. The IPM approach we will be using focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources as well as hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some IPM techniques we will employ include monitoring, increased sanitation, sealing entry points, physically removing the pest, and modifying storage practices.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary and will not be routinely applied. When chemicals must be used, the school will try to use the least toxic products possible. Access to treated areas will be secured against unauthorized access for the period specified on the pesticide label. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met.

You may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), pesticides formulated as baits or gels, and any EPA exempt pesticide. If you would like to be placed on this registry, please complete and return the enclosed form.

If you have any questions, please contact the school office. For further information about school IPM, please visit <http://schoolipm.ifas.ufl.edu/> or <http://www.epa.gov/pesticides/ipm/>.

Sincerely,

Lori Johnstone

**Notification Registry for Specific Pesticide Application at Alta Loma Christian School**

I would like to be notified by email before any specific pesticide application is made at ALCS. I understand that I will be notified after the application if the pest problem requires an emergency application. I also understand that there will be notification for EPA exempt pesticides, cleaners, or bait and gel products.

Name of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

## The Matthew 18 Principle For Solving School Problems

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. For example, when differences develop between individuals, some Christians take matters into their “own hands” and bypass the biblical procedure of solving problems.

A Christian school is made up of people-parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give unto you, that ye love one another: as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if ye have love one to another” (John 13:34-35.KJV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreement. In Matthew 18:15-17, KJV, Jesus gives His formula for solving person-to-person problems. I call it “the Matthew 18 Principle” for solving school problems. The following are the words of Jesus:

Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone; if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church; but if he neglect to hear the church, let him be unto thee as an heathen man and tax collector.

There are several clear principles that Jesus taught in solving people-to people problems:

**One: Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “An hypocrite with his mouth destroyeth his neighbor; but through knowledge shall the just be delivered” (Proverbs 11:9, KJV).

**Two: Keep the circle small.** “If thy brother shall trespass against thee, go and tell him his fault between thee and him alone . . . .” The first step and most often the only stop needed in solving a person-to person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level.

**Three: Be straightforward.** “Tell him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says “Faithful are the wounds of a friend . . . .” (Proverbs 27:6, KJV)

**Four: Be Forgiving.** “If he shall hear thee, thou has gained thy brother.” This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1, KJV, reads, “If a man be overtaken in a fault, ye who are spiritual restore such as one in the spirit of meekness, considering thy self, lest thou also be tempted.”

As I mention earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew 18 Principle if the individual will not “hear” you, or openly disagrees with your version of the problem? Let’s say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 Principle?

**Five: The parent and teacher should agree to share the matter with the school principal.** At this stage the counsel of Jesus would be “Take with thee one or two more, that in the mouth of two or three witnesses every word may be established. “Both parent and teacher should rehearse their version of the issue or issued with the school’s administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

I estimate that 80% of school problems are solved at the two-people level. Another 18% of school problems are solved at the three-and four-people level, which includes the school’s administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let’s say a problem now exists and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 Principal?

**Six: The school principal should explain the problem to the chairman of the school board.** The chairman will decide how the matter should be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting. The goal of such a high-level meeting is 1) a clear understanding of the problem; 2) solving the problem; 3) reproof and correction if necessary; and 4) forgiveness and wholehearted restoration of those who have made amends.

In summary, the Matthew 18 Principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving people-to-people problems.

A Christian school is a ministry in Christ’s name. Everything that is done in the context of the school must be done Christ’s way. The world’s methods of solving school problems are inappropriate. The idea of suing the school or persons in the school is a secular idea that has no

place in the Lord's work. The Bible is clear on this. "Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?" (1 Corinthians 6:1, KJV).

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 Principle of solving school problems.

#### Appendix A

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Author: **Dr. Paul A. Kienel**, Former president, Association of Christian Schools International

Handbook Revised: August 2009

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